



# LATROBE CITY COUNCIL

## AGENDA FOR THE COUNCIL MEETING

**TO BE HELD VIA AUDIO-VISUAL LINK  
AT 6:00PM ON  
03 JULY 2023  
CM593**

***Please note:***

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

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

## TABLE OF CONTENTS

<b>1. ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF THE LAND .....</b>	<b>4</b>
<b>2. APOLOGIES AND LEAVE OF ABSENCE.....</b>	<b>4</b>
<b>3. ADOPTION OF MINUTES .....</b>	<b>4</b>
<b>4. DECLARATION OF INTERESTS .....</b>	<b>4</b>
<b>5. PUBLIC PARTICIPATION TIME .....</b>	<b>4</b>
<b>6. STRATEGIC ITEMS FOR DECISION.....</b>	<b>7</b>
6.1 Community Grants and Sponsorship Governance Policy Review .....	7
6.2 Annual Maintenance Grant Program Policy .....	37
6.3 Latrobe City Submission to the Independent Review of Commonwealth Disaster Funding.....	79
6.4 Release of draft Governance Rules for Public Consultation .....	94
6.5 Economic Development Membership Renewals .....	160
6.6 Review of Council Support and Expenses Policy .....	169
6.7 Authorisation of a Council Officers Under the Planning & Environmental Act 1987.....	199
<b>7. STATUTORY PLANNING.....</b>	<b>209</b>
<b>8. CORPORATE ITEMS FOR DECISION .....</b>	<b>211</b>
8.1 Partial Sale of Land - 60 Lafayette Street, Traralgon.....	211
8.2 Review of Capital Works Policy .....	218
8.3 Recreation Needs Assessment and Recreation Infrastructure Funding Policy - Review .....	237
8.4 Request for Delegation to the Chief Executive Officer to Award the Provision of Architectural Design Services - 2026 Commonwealth Games contract .....	279
8.5 Tourism & Major Events Advisory Committee Recommendations June 2023.....	284
8.6 Funding for the Latrobe City Business Chamber .....	299
8.7 Audit and Risk Committee Membership Matters.....	345



8.8	Policy Renewal Program - Policies Requiring Administrative Updates...	349
<b>9.</b>	<b>URGENT BUSINESS.....</b>	<b>393</b>
<b>10.</b>	<b>REPORTS FOR NOTING .....</b>	<b>395</b>
10.1	Presentation of the Audit and Risk Committee Minutes - 25 May 2023 ..	395
<b>11.</b>	<b>QUESTIONS ON NOTICE .....</b>	<b>414</b>
<b>12.</b>	<b>NOTICES OF MOTION.....</b>	<b>416</b>
12.1	2023/08 One Gippsland and Native Timber Harvesting.....	416
12.2	2023/09 Job Losses In The Paper Industry .....	417
12.3	2023/10 Native Timber Industry Transition Meeting .....	418
12.4	2023/11 Replacement of the Lord's Prayer.....	419
12.5	2023/12 Transparency Hub .....	420
<b>13.</b>	<b>ITEMS FOR TABLING.....</b>	<b>422</b>
<b>14.</b>	<b>ACKNOWLEDGEMENTS.....</b>	<b>423</b>
<b>15.</b>	<b>MEETING CLOSED TO THE PUBLIC TO CONSIDER CONFIDENTIAL INFORMATION.....</b>	<b>425</b>
15.1	Sporting Hall of Fame Inductions.....	425

## COUNCILLOR AND PUBLIC ATTENDANCE

### **PLEASE NOTE**

TO ENSURE LOCAL GOVERNMENT DECISION-MAKING CAN CONTINUE DURING THE CORONAVIRUS PANDEMIC, MECHANISMS FOR VIRTUAL COUNCIL MEETINGS HAVE BEEN INTRODUCED INTO THE LOCAL GOVERNMENT ACT 2020.

PURSUANT TO SECTION 61 OF THE LOCAL GOVERNMENT ACT 2020, A COUNCILLOR MAY ATTEND THIS COUNCIL MEETING REMOTELY BY ELECTRONIC MEANS OF COMMUNICATION; AND

PURSUANT TO SECTION 66 OF THE LOCAL GOVERNMENT ACT 2020 THIS COUNCIL MEETING MAY BE CLOSED TO IN PERSON ATTENDANCE BY MEMBERS OF THE PUBLIC PROVIDED THE MEETING IS AVAILABLE THROUGH LIVE STREAM ON COUNCIL'S INTERNET SITE.

### **1. ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF THE LAND**

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

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

### **2. APOLOGIES AND LEAVE OF ABSENCE**

### **3. ADOPTION OF MINUTES**

#### **Proposed Resolution:**

**That Council confirm the minutes of the Council Meeting held on 5 June 2023.**

### **4. DECLARATION OF INTERESTS**

### **5. PUBLIC PARTICIPATION TIME**

#### **Public Questions on Notice**

In Accordance with the Council Meeting Policy, members of the public can lodge a question on notice before 12noon on the Friday before the day of the Council meeting in order for the question to be answered at the meeting.

#### **Public Speakers**

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



# **STRATEGIC ITEMS FOR DECISION**

## 6. STRATEGIC ITEMS FOR DECISION

Item Number 6.1

03 July 2023

Community Health and Wellbeing

# COMMUNITY GRANTS AND SPONSORSHIP GOVERNANCE POLICY REVIEW

## PURPOSE

To present Councillors with the draft Latrobe City Council Community Grants and Sponsorship Governance Policy for endorsement.

## EXECUTIVE SUMMARY

- Latrobe City Council's Community Grant and Sponsorship Governance Policy (the Policy) was previously adopted by Council in June 2017, with an end date of May 2021.
- A review of the Policy has been undertaken due to:
  - The previous policy being up for review in May 2021.
  - The Victorian Auditor-General's Office (VAGO)'s report into fraud and corruption in council community grant programs.
  - Future state of single Councillor wards, at the next local government election.
  - A review of the internal assessment processes.
- Summary of changes include:
  - Update to:
    - Eligibility criteria.
    - Who is not eligible to apply.
    - What will not be funded to include:
  - Changes to internal assessment panel roles and responsibilities.
  - Clear governance requirements for internal staff.
  - Formalised assessment and approval process.
  - Inclusion of a single Out of Session Councillor Briefing to discuss officer recommendations, per round.
- Officers presented a summation of the above amendments to Councillors at an Out of Session Briefing on Tuesday 23 May 2023.
- The Round 1, Community Grants and Sponsorship Program will be launched as normal in early July 2023, with the existing program guidelines. The program will be governed by the new Governance Policy, if endorsed by Council in July.

## OFFICER'S RECOMMENDATION

### **That Council:**

- 1. Adopt the Community Grant and Sponsorship Governance Policy, to be effective from July 2023 to July 2027;**
- 2. Note that with the adoption of the Community Grant and Sponsorship Governance Policy that any previous versions are revoked; and**
- 3. Make the Community Grant and Sponsorship Governance Policy available on Council's website.**

## BACKGROUND

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

The Policy articulates Council's role in supporting the community. Council's grant and sponsorship programs:

- Extend the community's capability to conduct activities,
- Create opportunities for community capacity building,
- Develop and maintain sustainable community infrastructure, and
- Build strong partnerships for community benefit.

The Policy details optimal governance practice at all stages of the process including support of application development, assessment, project monitoring, acquittal and evaluation.

The current Policy was adopted by Council in June 2017 and was due for review in May 2021.

The current review of Latrobe City Council's Community Grant and Sponsorship Governance Policy has been undertaken as a result of:

- The previous policy being up for review in May 2021.
- The Victorian Auditor-General's Office (VAGO)'s report into fraud and corruption in council community grant programs.
- Future state of single Councillor wards, at the next local government election.

Officers presented the review scope, process and outcomes to Councillors at an Out of Session Briefing on Tuesday 23 May 2023.

## ANALYSIS

An extensive review of the current policy found that there were a number of areas that were not addressed. As a result, the following information has been incorporated into the draft Policy:

- Grant assessment criteria, with updated standardised scoring criteria.
- Eligibility criteria.
- Advertisement of open grant rounds.
- Conflict of Interest process.
- Applications process.
- Payment process.
- Auspice information.
- Insurance requirements.
- Lost or misplaced proof of purchase records/receipts information.
- Variation process.

- Unspent funds process.
- Event cancellation process.

Additionally, more detail has been provided in the following areas to support the community to understand and comply with new Policy requirements and revisions.

## **1. Eligibility Criteria**

The eligibility criteria has been updated to include the following:

To be eligible, applicants must:

- Be able to provide a satisfactory budget, including two quotes for projects over \$5,000.

The inclusion of this eligibility criteria will ensure that applicants are prepared and understand the budget requirements prior to commencing an application.

## **2. Who is not eligible to apply?**

The following groups will not be eligible to apply for funding under the new Policy:

- Groups who have not acquitted previous grants provided by Latrobe City Council.
- Groups who have received Community Sponsorship funding from Latrobe City Council in the same grant round.
- For profit applicants or applicants operating to support for-profit activity.
- Schools and educational institutions.

The inclusion of the three new provisions below will provide clearer guidance to community groups on who is and is not eligible for funding.

- State and Federal Government departments, agencies and authorities.
- Councillors and Council officers cannot make formal applications through the program, however, can assist groups through their application process.
- Community groups, organisations, or clubs that host or promote gambling.

## **3. What will not be funded:**

The following have been included in items that Council will not fund within the Grants and Sponsorship Program providing improved clarity for applicants and officers:

- Catering, alcohol and firearms.
- Projects that duplicate existing services and programs.
- Latrobe City Council owned or run activities, projects, programs and events.
- The repair of used goods or equipment.



#### 4. Assessment Criteria

Applications will be assessed against the following criteria and provided with a score out of 100. In accordance with the available budget, the highest scoring applications will be recommended for funding.

#### 5. Standardised Scoring Criteria

Total score out of 40

Assessment Criteria	Weighting
Previous Latrobe City Council Grant or Sponsorship funding received over the previous five financial years	20
Demonstrated in-kind contributions e.g., monetary, voluntary services etc	20

The standardised scoring will be scaled to ensure that there is a greater advantage for organisations that have received no funding or lower amounts of funding over the previous five financial years.

In-kind contributions will be scored based on the percentage value of the contribution towards the total project cost.

#### 6. Assessment Panel Scoring Criteria

Total score out of 60

Assessment Criteria	Weighting
The project addresses a community need and describes how the community will benefit from the project	20
The applicant has demonstrated ability to deliver the project	20
The application is consistent with the Council Plan, Municipal Public Health and Wellbeing Plan and other strategic documents	20

Assessors will be required to complete assessments on all applications within the allocated program relevant to their area of subject matter expertise, based on the assessment criteria outlined above.

The Senior Grants Officer will deliver training to assessors to ensure appropriate guidance and compliance responsibilities are understood when assessing applications.

#### 7. VAGO Report - Fraud Control Over Local Government Grants

VAGO released the Fraud Control Over Local Government Grants report in May 2022. Ten recommendations have been made in respect of strengthening fraud controls and improving guidance and training for grant related fraud.

The VAGO report examined Hume City Council, Knox City Council, Loddon Shire Council, Southern Grampians Shire Council, Warrnambool City Council and West Wimmera Shire Council Community Grant Programs. They looked at a selection of their grant programs from the last five years to see if their fraud controls were well-designed and consistently applied.

The VAGO report was tabled at the September 2022 Audit and Risk Committee meeting; with a subsequent recommendation that the VAGO recommendations be considered against current practice and this review presented back to the Audit and Risk Committee.

On review of Latrobe City Council's Community Grant and Sponsorship Governance Policy, it was found that Council was partially compliant or compliant with nine out of the ten recommendations. Attachment Two, VAGO - Fraud Control Over Local Government Grants - Detailed Response, outlines assessment of Latrobe City's compliance and corrective actions proposed or completed.

Council is not compliant with recommendation three:

- That all Victorian councils exclude Councillors from assessing and making recommendations on grant applications.

The draft Policy outlines the new assessment process which has considered VAGO's recommendations and the future state of single Councillor wards, at the next local government election.

Individual ward workshops will cease, and Councillors will be invited to attend an Out of Session Briefing where an overview of Grant and Sponsorship applications will be provided. This meeting will provide opportunity for Councillors to offer feedback on applications and declare any applicable Conflicts of Interest.

#### RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<b>LEGAL/REGULATORY</b> Failure to comply with recommendation three of the Victorian Auditor-General's Offices Fraud Control Over Local Government Grant Report.  Potential for fraud.	<b>Medium</b> <i>Possible x Moderate</i>	Removal of Ward Workshops and implementation of Councillor Out of Session Briefing model.

RISK	RISK RATING	TREATMENT
<p>PR/REPUTATION</p> <p>Panel assessment decision inconsistent with Community Grants and Sponsorship Governance Policy leading to an inequitable outcome.</p>	<p><b>Medium</b></p> <p><i>Possible x Minor</i></p>	<p>Implementation of standardised scoring contributing to a portion of overall score.</p> <p>Delivery of training to assessment officers to ensure appropriate guidance and compliance responsibilities are understood when assessing applications.</p>
<p>PR/REPUTATION</p> <p>Community Grants and Sponsorship Program provides funding to harmful industries.</p>	<p><b>Medium</b></p> <p><i>Possible x Moderate</i></p>	<p>Introduction of clauses to Policy as follows:</p> <p>What will not be funded:</p> <ul style="list-style-type: none"> <li>• Community groups, organisations, or clubs that host or promote gambling.</li> <li>• Alcohol and firearms.</li> </ul>
<p>PR/REPUTATION</p> <p>Public / community group perception that they are uninformed about changes to Community Grants and Sponsorship Governance Policy that render their application ineligible.</p>	<p><b>Medium</b></p> <p><i>Possible x Minor</i></p>	<p>Officers will provide community members with the updated Community Grants and Governance Policy and Community Grant and Sponsorship Guidelines prior to the 2023/24 Community Grants round opening.</p> <p>Community members will also be invited to attend a number of information sessions where they will be informed of the program changes.</p>

RISK	RISK RATING	TREATMENT
PR/REPUTATION Perceived Conflict of Interest	<b>Medium</b> <i>Possible x Minor</i>	Introduction of clause to Policy as follows:  Who is not eligible for funding: Councillors and Council officers cannot make formal applications through the program, however can assist groups through their application process.

## CONSULTATION

An Out of Session Briefing was held on Tuesday 23 May 2023 with Councillors and the Executive Team to discuss the proposed changes to the policy which included VAGO's recommendations.

Community feedback provided over previous Grant rounds has been collated for consideration in the Policy review.

## COMMUNICATION

Community members will be notified of the updated Policy once it has been endorsed by Council.

Officers will provide all previous grant recipients with a copy of the updated Policy and the Policy will be made available on Latrobe City Council's webpage.

## DECLARATIONS OF INTEREST

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

## APPENDIX 1 IMPACT ASSESSMENT

### **Social**

There are no social implications associated with the endorsement of the policy.

### **Cultural**

The Community Grants and Sponsorship program is open to all community groups. Cultural values and beliefs are considered when creating all grant and sponsorship related documents.

### **Health**

The Community Grants and Sponsorship program supports community groups by providing funding for projects that increase social connection and physical and mental health. The policy will continue to support community groups to deliver these projects.

### **Environmental**

There are no environmental implications expected as an outcome of endorsement of the policy.

### **Financial**

There are no financial implications associated with the endorsement of the draft Community Grants and Sponsorship Governance Policy.

### **Attachments**

1. Community Grant and Sponsorship Governance Policy
2. VAGO - Fraud Control Over Local Government Grants - Detailed Response

# 6.1

## Community Grants and Sponsorship Governance Policy Review

1	Community Grant and Sponsorship Governance Policy .....	17
2	VAGO - Fraud Control Over Local Government Grants - Detailed Response.....	31



# Community Grant and Sponsorship Governance Policy

Version 2

Approval Date: TBC  
Review Date: July 2027


**LatrobeCity**

## Community Grant and Sponsorship Governance Policy

### DOCUMENT CONTROL

Responsible GM	Georgia Hills	
Division	Community Health and Wellbeing	
Last Updated (who & when)	Caitlan Ponton, Senior Grants Officer	2023
<b>DOCUMENT HISTORY</b>		
Authority	Date	Description of change
Council	19 June 2017	Adopted
Council	TBC	Adopted
References	Refer to Page 14 this policy	
Next Review Date	July 2027	
Published on website	Yes	
Document Reference No	TBC	

**WARNING - uncontrolled when printed.**

Page 2 of 14

Responsible Division	Community Health and Wellbeing	Approved Date	TBC	Review Date	TBC
-------------------------	-----------------------------------	------------------	-----	----------------	-----





## Community Grant and Sponsorship Governance Policy

### 1. Background

Latrobe City Council has a proud history of working in partnership with the community to meet local needs. One of the ways Council supports community groups is through the annual Community Grants and Sponsorship Program, which delivers funding for projects that:

- Reflect our community's priorities and vision as set out in Council and Community Plans.
- Strengthen communities and provide opportunities for enhanced participation in public life and community groups.
- Provide benefits to the local community.
- Improve accessibility or inclusion for priority population groups (including culturally diverse, people with a disability or the LGBTQIA+ community).
- Improve health and wellbeing in the community.
- Contribute to the social, cultural, environmental and economic development of our community.

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

As part of its role, Council provides various types of grants and sponsorship that benefit individuals, groups and the wider community each year.

### 2. Objectives

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

The Policy demonstrates and outlines Council's role in supporting the community. Council's grant and sponsorship programs extend the community's capability to conduct activities, create opportunities for community capacity building, develop and maintain sustainable community infrastructure and build strong partnerships for community benefit.

The Policy also assists Councillors and Council employees to achieve consistency in the governance of the grants and sponsorship when developing, assessing, monitoring, acquitting and evaluating applications.

**WARNING - uncontrolled when printed.**

Page 3 of 14

Responsible Division	Community Health and Wellbeing	Approved Date	TBC	Review Date	TBC
----------------------	--------------------------------	---------------	-----	-------------	-----



## Community Grant and Sponsorship Governance Policy

### 3. Scope

This policy does not govern Council's provision of subsidies, donations or the administration of the Latrobe City Trust.

This policy;

- Provides a basis for Council to allocate funds in an equitable and effective manner.
- Provides consistent governance arrangements for the application, acquittal and management of the different grants issued by Council.
- Ensures management accountabilities are understood and processes to manage compliance exist and are applied consistently.

### 4. Principles of Management

#### Prepare for Applications

Annually, following adoption of the annual budget, grant and sponsorship program guidelines, supporting documents and procedures are updated to ensure best practice in grant and sponsorship management and continual improvement.

#### Application Process

Each grant and sponsorship program will have advertised funding round dates. Grant program guidelines are made available to the community advising what is required to be submitted in order for an application to be considered. This information is made available on Council's website.

The applicant must provide:

- Identification information related to the group or organisation.
- An email address for all correspondence.
- A contact person within the group or organisation.

An application can be submitted once the applicant has completed a declaration, confirming that the information provided in their application is true and correct and that they agree to adhere to the terms and conditions of funding.

#### Eligibility

To be eligible to apply applicants must:

- Be a not-for-profit organisation that is either an incorporated body and/or has a current Australia Business Number (ABN). Alternatively, an applicant may be auspiced by such a body which is willing and able to accept legal and financial

**WARNING - uncontrolled when printed.**

Page 4 of 14

Responsible Division	Community Health and Wellbeing	Approved Date	TBC	Review Date	TBC
----------------------	--------------------------------	---------------	-----	-------------	-----



## Community Grant and Sponsorship Governance Policy

responsibility for the project. Individuals may be eligible to apply for funding if specified in the grant program guidelines.

- Be free of debt to Latrobe City Council and have no outstanding acquittals from previous Latrobe City Council grant applications, per the program guidelines.
- Hold appropriate public liability insurance.
- Be based within the municipality of Latrobe City or provide services or benefits to Latrobe City Community. Individuals must reside in Latrobe City.
- Be able to provide a satisfactory budget, including two quotes for projects over \$5,000.

### Who is not eligible to apply?

- State and Federal Government departments, agencies, and authorities.
- Councillors and Council Officers cannot make formal applications through the program, however, can assist groups through their application process.
- Groups who have not acquitted previous grants provided by Latrobe City Council.
- Groups who have received Community Sponsorship funding from Latrobe City Council in the same application round.
- Community groups, organisations, or clubs that host or promote gambling.
- For-profit applicants or applicants operating to support for-profit activity.
- Schools and educational institutions.

### Advertisement of Grants

Council advertises grants biannually, usually in February and July. Council may use the following avenues to advertise grant funding opportunities:

- Social media.
- Radio.
- Print.
- Internet.

In addition, Council will conduct a number of community information sessions prior to each round opening to highlight grant availability. Staff will also be available to assist with application enquiries.

### Conflicts of Interest

During all stages of the grant assessment and approval process, any potential, actual, or perceived conflicts of interest must be declared and documented.

When a conflict of interest is declared, the relevant person must not have any involvement in any discussions or decisions relating to the specific application.

Any conflicts of interest will be managed according to the Local Government Act 2020 and the Council's Conflict of Interest Operational Policy.

**WARNING - uncontrolled when printed.**

Page 5 of 14

Responsible Division	Community Health and Wellbeing	Approved Date	TBC	Review Date	TBC
----------------------	--------------------------------	---------------	-----	-------------	-----


**LatrobeCity**

## Community Grant and Sponsorship Governance Policy

### Applications

Applicants are strongly encouraged to read and follow the grant guidelines and address all relevant criteria outlined in the grant applications. Applications must be submitted online, using Council's online grants management system. Hardcopies of applications will not be accepted unless there are exceptional circumstances and approval has been given by the coordinator.

### Assessment Criteria

Applications will be assessed by Officers against the following criteria:

#### Standardised Scoring Criteria

Total score out of 40

Assessment Criteria	Weighting
Previous Latrobe City Council Grant or Sponsorship funding received over the previous five financial years.	20
Demonstrated in-kind contributions e.g., monetary, voluntary services etc.	20

#### Assessment Panel Scoring Criteria

Total score out of 60

Assessment Criteria	Weighting
The project addresses a community need and describes how the community will benefit from the project.	20
The applicant has demonstrated ability to deliver the project.	20
The application is consistent with the Council Plan, Municipal Public Health and Wellbeing Plan and other strategic documents.	20

In addition to the criteria outlined above, Council may also consider the following assessment criteria factors in determining whether to support grant applications:

- Number of grant applications received, and the amount of funds being sought.
- Amount of grant funding available within the Community Grants Program budget.

**WARNING - uncontrolled when printed.**

Page 6 of 14

Responsible Division	Community Health and Wellbeing	Approved Date	TBC	Review Date	TBC
----------------------	--------------------------------	---------------	-----	-------------	-----



## Community Grant and Sponsorship Governance Policy

### Assessment Process

Once an application is received, Officers will:

- Complete an eligibility check against the program guidelines.
- Confirm that outstanding acquittals have been received where funding may have been provided previously.
- Determine assessors who may include:
  - Staff with a level of expertise (subject matter expert) that allows them to make approval recommendations; and
  - Inclusion of at least one assessor at a coordinator level.
- Provide relevant assessment training to the assessor.
- Provide assessment guidelines for each grant which aid the assessors in their determination.
- Manage any conflict of interest between the assessors and the application/applicants.

### Assessors

Assessors will be required to complete assessments on all applications within the allocated program. Assessors will be required to score each application based on the assessment criteria outlined under the assessment criteria heading.

Assessors will also be required to document assessment commentary that includes the following information:

- If the application has been recommended for funding or not;
- Why an application is or is not recommended for funding;
- How much funding is being recommended (fully funded or part funded and the amount); and
- Any comments and funding conditions relating to the application.

Based on defined scoring protocols, applications will be ranked accordingly.

### Councillors

Councillors will be invited to attend an Out of Session Briefing where they will be provided with the following information:

- Applications received.
- Assessment panel recommendations, scores and comments.

Councillors will be provided with the opportunity to offer any comments on applications as well as declare any Conflicts of Interest.

**WARNING - uncontrolled when printed.**

Page 7 of 14

Responsible Division	Community Health and Wellbeing	Approved Date	TBC	Review Date	TBC
----------------------	--------------------------------	---------------	-----	-------------	-----



## Community Grant and Sponsorship Governance Policy

Recommendations for biannual Community Grant and Sponsorship program grant distributions are approved by Council at an Ordinary Council Meeting.

Approval for the application to be funded for all other programs will be provided based on the assessor's recommendations with subsequent approval by a staff member at management level.

### Application Funding

Applicants will be advised of their assessment outcome in writing. The following payment process will be followed for successful applications:

- **No Funding Conditions** – Payment will be processed once outcome notification letter has been sent to the applicant.
- **Funding Conditions** - Applications with funding conditions applied during assessment will be required to complete a funding agreement which outlines the funding conditions. Applicants will need to agree to the funding conditions and attach any documents requested by the assessment panel. Payment will be processed following signing and receipt of the Funding Agreement.

All Funding Agreements will include an offer expiration date so there is an end date to when applicants can claim their funding.

All payments are made electronically, direct to the applicant's bank account in line with Council's Procurement Policy.

### Auspice

If a community group is not a legal entity, they can approach an organisation to auspice the project.

The auspice organisation will:

- Work with the applicant on the funding application, although the application will still be in the applicant's name.
- Receive any funding that may be granted to the applicant.
- Partner with the applicant to deliver the project.

The auspice organisation must meet the Community Grant and Sponsorship eligibility criteria and provide a letter indicating that they accept full financial accountability for the project.

The auspice organisation is not considered to be the applicant and may apply for their own funding.

**WARNING - uncontrolled when printed.**

Page 8 of 14

Responsible Division	Community Health and Wellbeing	Approved Date	TBC	Review Date	TBC
----------------------	--------------------------------	---------------	-----	-------------	-----



## Community Grant and Sponsorship Governance Policy

### Insurance

Public liability insurance is an eligibility requirement of all Latrobe City Council grant programs. Applicants must demonstrate insurance that is both appropriate to the activity or event proposed to be undertaken and provides for coverage to the minimum value of \$10 million. The insurance policy must be in the name of the applicant group unless there is an auspice organisation involved. Where a grant is auspiced by another organisation, the activity or event must be covered by the auspicing organisation's public liability insurance policy.

It is a mandatory requirement that a current copy of the certificate of currency for the public liability insurance policy in the name of your organisation, or the auspice organisation if applicable, is attached to your application.

### Acquittal

The Acquittal report will be a reconciled statement of expenditure and income associated with the grant or sponsorship and will ask the applicants to provide detail on the outcomes of the project that were achieved as a result of the funding.

Applicants will also be required to attach:

- Evidence of how Council's support for the project was recognised.
- An actual income and expenditure budget for their project.
- Photo evidence that showcases the completed project and community participation.

The applicant must acquit their project within three (3) months of the identified project completion, unless otherwise agreed.

Applicants with outstanding Community Grant and Sponsorship acquittal forms will be ineligible to apply for funding.

### Lost or Misplaced Proof of Purchase Records/Receipts

Applicants who lose or misplace proof of purchase records/receipts will be required to:

- Provide bank statement, highlighting all items purchased using Latrobe City Council funding. All funds must be accounted for on the statement; or
- Provide a signed Statutory Declaration.

Failure to provide one of the above documents will result in the funds being returned to Latrobe City Council.

**WARNING - uncontrolled when printed.**

Page 9 of 14

Responsible Division	Community Health and Wellbeing	Approved Date	TBC	Review Date	TBC
----------------------	--------------------------------	---------------	-----	-------------	-----


**LatrobeCity**

## Community Grant and Sponsorship Governance Policy

### Funding Variations

Applicants must submit a Variation Request in writing to Council if:

- The scope of a project changes;
- Proposed expenditure items change; or
- If there is a change to the proposed outcomes.

The Variation Request will be reviewed by the relevant Officer and approved at a management level. Variation Requests will initially be reviewed against the program guidelines then assessed based on impact.

If the Variation request is approved applicants will receive a letter notifying them of the approved changes. This letter will then form part of your Funding Agreement with Council. If the Variation Request is unsuccessful, applicants will be asked to submit a revised request or return funding to Council.

### Unspent Funds

Applicants will be required to return any underspent and excess funding to Latrobe City Council when submitting the Acquittal form.

### Event Cancellation

If your event is cancelled due to unforeseen circumstances, you are required to advise Council's Senior Grants Officer and Senior Events Officer immediately and any unspent funds are to be returned.

In the instance that your event can be postponed to a later date (within the same financial year) contact Council's Senior Events Officer to confirm the date change and request transfer of grant funds.

### Provide Reports

Reporting to Council will include either:

- Recommendation reports developed for the purpose of approving grants at an Ordinary Council meeting; or
- Scheduled reports where grant approvals have been delegated to Council staff. These reports will be presented for information and noting.

### Manage Records

All records relating to community grants and sponsorship programs will be filed in Latrobe City Council's online grants system, SmartyGrants. These records include all attachments, photos, financial reports. All documents that are not recorded in SmartyGrants including spreadsheets and outcome notification emails will be recorded in CiAnywhere.

**WARNING - uncontrolled when printed.**

Page 10 of 14

Responsible Division	Community Health and Wellbeing	Approved Date	TBC	Review Date	TBC
----------------------	--------------------------------	---------------	-----	-------------	-----





## Community Grant and Sponsorship Governance Policy

### General Funding Guidelines

Each program will have its own guidelines and conditions of funding. Generally, the following guidelines will be applicable:

- Funds must be expended and acquitted within six (6) months of signing a Funding Agreement, unless written approval has been given for an extension.
- Applicants who have an outstanding acquittal will not be able to apply for further funding.
- Latrobe City Council must be notified of any significant changes to the project to what was originally submitted by submitting a written request for a funding variation. This includes requests for extensions of time to acquit the project.
- Additional funding conditions may be applied to your project during assessment.
- Approval of funding does not constitute permission to deliver your project. It remains your responsibility to seek the appropriate permissions and approvals to deliver the project.
- Incomplete applications will be considered ineligible for funding.
- Council strongly encourages groups to undertake joint grant submissions. Council acknowledges the community and financial benefits that accrue through collaboration and cooperation, and accordingly supports strong partnership projects, which will effectively and efficiently respond to local community needs.
- Projects should align to council strategies and plans.
- Applications must clearly outline the aims & objectives and provide a full description of the service or project. Latrobe City Council may request additional information to assist in assessing an application for funding.
- Applicants are encouraged to provide financial or in-kind assistance to the project.
- Applications must be completed in full and have sufficient evidence to make a reasonable assessment of the application. Applications must be submitted on a current and correct application form.
- Applicants who fail to comply with the terms and conditions listed in the funding guidelines and supplementary agreements will be required to return the funding to Council. Any underspent and excess funding must be returned to Council when submitting your acquittal.
- Funding must not be regarded as a recurrent commitment from Council. There is no guarantee a recurring project will be funded in the future. Funding is limited.
- Latrobe City Council shall be given prior notice if invited to participate in any public relations activities associated with the event/project.

**WARNING - uncontrolled when printed.**

Page 11 of 14

Responsible Division	Community Health and Wellbeing	Approved Date	TBC	Review Date	TBC
----------------------	--------------------------------	---------------	-----	-------------	-----


**LatrobeCity**

## Community Grant and Sponsorship Governance Policy

### What will not be funded?

- Items that are part of an organisation's core business or normal operational expenses, e.g. insurance, utilities, rental, rates, staff salaries, telephone, project management or the payment of debts or loans.
- General maintenance expenses. This includes the ongoing care of an existing asset e.g. painting, fence repairs, gutter cleaning etc.
- Sponsorship signage and sponsorship agreements.
- Requests for the purpose of raising funds.
- Trophies, awards, scholarships, subscriptions, prizes and honorariums.
- Projects or events at venues where there are gaming machines, gambling and betting; unless there is no appropriate alternative venue and the applicant has considered the potential impact to participants.
- Projects that are only designed for group members to attend and are not designed for the broader community.
- Repair of facilities damaged by vandalism, fire or other natural disasters where the incident should reasonably be expected to be covered by insurance.
- Projects that engage in activities which promote discrimination, violence or anti-social behaviour.
- Projects or items that have already been purchased, started or have been completed.
- Purchase of land.
- Projects where the primary focus is to advocate for religion or faith.
- Projects that promote political views.
- Catering, alcohol and firearms.
- Projects that duplicate existing services and programs.
- Latrobe City Council owned or run activities, projects, programs, and events.
- The repair of used goods or equipment.

## 5. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

### 5.1. Council

- Responsibility to ensure this Policy is consistent with Latrobe City Council Strategic Direction and other Latrobe City Council Policy.
- Responsibility for the decision to approve this Policy by Council Resolution.
- Responsibility to approve funding allocations for select grant programs.

### 5.2. Chief Executive Officer

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

**WARNING - uncontrolled when printed.**

Page 12 of 14

Responsible Division	Community Health and Wellbeing	Approved Date	TBC	Review Date	TBC
----------------------	--------------------------------	---------------	-----	-------------	-----


**LatrobeCity**

## Community Grant and Sponsorship Governance Policy

- Overall responsibility for performance monitoring.
- Responsibility to approve funding allocations for select grant programs.

### 5.3. General Manager

- Responsibility for compliance with this policy.
- Responsibility for enforcing accountability.
- Responsibility for providing resources.
- Responsibility for performance monitoring.
- Responsibility to approve funding allocations for select grant programs.

### 5.4. Manager

- Develop frameworks and procedures in compliance with this policy.
- Enforce responsibilities to achieve compliance with frameworks and procedures.
- Provide appropriate resources for the execution of the frameworks and procedures.
- Responsibility to approve funding allocations for select grant programs.

### 5.5. Employees, Contractors and Volunteers.

- Participate where required in the development of frameworks and procedures in compliance with this policy.
- Comply with frameworks and procedures developed to achieve compliance with this policy.

## 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

**Grant** - A payment provided to a recipient for a specific purpose or project, generally as part of an approved Council program, with the understanding that there will be a defined outcome that directly or indirectly benefits the public, but with no expectation of commercial return to Council.

**Auspicing** - Auspicing means that an organisation with a legal not-for-profit status takes responsibility for ensuring grant funds are used as specified in the grant allocation. Auspicing is commonly undertaken for community organisations or groups that are not legally constituted as a not-for-profit entity.

**WARNING - uncontrolled when printed.**

Page 13 of 14

Responsible Division	Community Health and Wellbeing	Approved Date	TBC	Review Date	TBC
----------------------	--------------------------------	---------------	-----	-------------	-----



## Community Grant and Sponsorship Governance Policy

**Acquittal** - Acquitting a grant means accurately reporting on the funded activities and the expenditure of the funding. Acquittals are provided on completion of the project.

**Sponsorship** - The right to associate the sponsor's name, products or services with the sponsored organisation's service product or activity, in return for negotiated benefits such as money or promotional opportunities. It involves a negotiated exchange and should result in tangible and mutual compensation for all parties in the arrangement.

**Subsidy** - Financial assistance paid as an incentive upon completion. A subsidy can take several forms which are conditional upon meeting specific criteria. A subsidy can be used to support businesses and to encourage activities that would otherwise not take place.

### 8. Related Documents

- 8.1. Community Grants and Sponsorships Procedure.
- 8.2. Community Grant Program Guidelines.
- 8.3. Community Sponsorship Program Guidelines.

### 9. Reference Resources

- 9.1. Local Government Act 2020
- 9.2. Conflict of Interest Operational Policy

**WARNING - uncontrolled when printed.**

Page 14 of 14

Responsible Division	Community Health and Wellbeing	Approved Date	TBC	Review Date	TBC
----------------------	--------------------------------	---------------	-----	-------------	-----

**VAGO - Fraud Control Over Local Government Grants – detailed response**

([https://www.audit.vic.gov.au/report/fraud-control-over-local-government-grantsgrity\\_body\\_report](https://www.audit.vic.gov.au/report/fraud-control-over-local-government-grantsgrity_body_report))

Key findings/Recommendations	Risk Rating	Self-Assessment	Council response	Action	Responsibility	Due Date
<p>1. That all Victorian councils improve their conflict of interest processes by:</p> <ul style="list-style-type: none"> <li>• Requiring staff and councillors to declare conflicts of interest for each grant application they assess or approve</li> <li>• Documenting how the council manages declared conflicts of interest.</li> </ul>	Medium	Partially Compliant	<p>The Grant Governance Policy outlines that the assessment panel is provided assessment guidelines for each grant which aid the assessors in their determination, and manage any conflict of interest between the assessors and the application.</p> <p>Conflicts of interest are declared at the panel assessment and noted on the assessment tracker spreadsheet. However initial review of process identified it may not be fully compliant with Organisational Conflict of Interest Operational Policy.</p>	<p>Update of grant assessment documentation to include Conflict of Interest declaration for each assessor, followed by COI declaration form if a COI is declared.</p> <p>Conduct a thorough review of the Grants Governance Policy, to ensure the policy considers the findings of the VAGO report and the changes to the Local Government Act, 2020 (including COI)</p>	<p>Senior Grants Officer</p> <p>Manager Active Communities and Partnerships</p>	<p>5/8/2022 Complete</p> <p>01/02/2023</p>
2. That all Victorian councils develop eligibility and assessment criteria for all their grant programs and:	Low	Compliant	Latrobe City Council has an assessment criteria; applications are assessed by an internal panel and weighted out of 100.	Nil		

<ul style="list-style-type: none"> <li>• Assess and document each application against them</li> <li>• Communicate assessment outcomes and reasons to unsuccessful applicants.</li> </ul>			<p>Assessment criteria are documented in the various program guidelines. (including Community Grants Program guidelines and Community sponsorship guidelines, DREAM individual support grant guidelines).</p> <p>The assessment panel's assessment form lists the assessment criteria and they record their assessment against those.</p> <p>The panel's scores and recommendations are documented in spreadsheet.</p> <p>Unsuccessful applicants are notified in writing via email and provided a reason. Applicants are able to seek additional feedback from the Grants Officer.</p>			
3. That all Victorian councils exclude Councillors from assessing and making recommendations on grant applications.	Medium	Non-Compliant	<p>Currently, Councillor Ward workshops are held each grant round, to ensure that Councilors are fully informed of the community group applications and are responsible for approving funding allocations for select grant programs.</p> <p>Assessment and recommendations of the assessment officer/panel are transferred into the SmartyGrants system after councillor workshops and endorsement at the Council Meeting. This presents a risk of assessment and recommendation being influenced and altered at or following the councillor workshop.</p> <p>To date, this process has been the preference of Councilors and Executive team in order to ensure that our elected officials have oversight of the applications and approvals. As this</p>	<p>Review the specific process in relation to Councillor engagement in the Community Grants approval process as per the findings of the VAGO report, and propose options to Council for decision.</p> <p>Conduct a thorough</p>	Manager Active Communities and Partnerships	01/02/2023

			<p>serves to ensure additional understanding and context can be sourced from our elected officials through the process, to ensure it is as thorough as possible.</p> <p>However, this practice is noncompliant with the VAGO recommendation and presents a risk of fraud and conflict of interest, as there is opportunity for councillors to alter or influence assessment.</p> <p>One option to resolve this is to ensure assessment and recommendation is recorded in SmartyGrants prior to councillors workshops. Workshops continue to provide opportunity for councillors to seek additional understanding and context, and determine whether to accept or reject assessors recommendation, but not assess or influence officer assessment.</p> <p>A review of grant policy and process will be undertaken after the current grants round, with options such as this put to Council for consideration.</p>	review of the Grants Governance Policy, to ensure the policy considers the findings of the VAGO report and the changes to the Local Government Act, 2020	Manager Active Communities and Partnership	01/02/2023
4. That all Victorian councils verify that all grant recipients use grant funds for their intended purpose.	Low	Compliant	<p>An acquittal report, being a reconciled statement of expenditure and income associated with the grant, is required and asks the applicants to provide detail on the outcomes of the project that were achieved as a result of the funding.</p> <p>Applicants are required to attach:</p> <ul style="list-style-type: none"> <li>- Evidence of how Council's support for the project was recognised;</li> <li>- An actual income and expenditure budget for their project</li> </ul>			

			- Photo evidence that showcases the completed project and community participation			
5. That all Victorian councils evaluate the benefits of: <ul style="list-style-type: none"> <li>• Recurring grants and require recipients to seek future funding through existing competitive grant programs</li> <li>• Non-recurring grants (if appropriate) and consider their risks and value.</li> </ul>	Low	Compliant	<p>In regards to recurring grants, there are only two grant streams with Triennial Funding – Community Events Significant and Community Sponsorship Major.</p> <p>Applicants for Triennial Funding have further eligibility criteria they must demonstrate, which is;</p> <ul style="list-style-type: none"> <li>- The sustainability of the event by providing a three year budget. Successful grant recipients are expected to be financially self-sufficient by the end of year three.</li> <li>- The Economic benefit the event will provide to Latrobe City.</li> <li>- The Community Capacity – Applicants must indicate the number of attendees expected at the event. To be eligible for triennial funding, the number of attendees must be over 2,000.</li> <li>- Applicants must demonstrate their capacity to deliver a long term event. (3+ years)</li> </ul> <p>Non-recurring grants are beneficial because it allows the funding to be available for community groups wanting to apply for multiple projects. This allows for more diversity in the successful grants.</p> <p>Annual maintenance grants require an approved management plan on which grant is based.</p>			
6. That all Victorian councils document all funding decisions in a consistent and	Medium	Partially Complaint	Excel Spreadsheets are used during the panel assessments to record the panel	(Review of councillor		



structured way within a centralised system to ensure their decision-making is transparent, including by recording: <ul style="list-style-type: none"> <li>• The names of individuals involved in assessing or approving grant applications</li> <li>• If applicants met the eligibility criteria</li> <li>• How assessors and approvers scored applicants against the assessment criteria</li> <li>• What assessors and approvers considered to determine funding amounts</li> <li>• Reasons why any funding decisions do not align with assessments.</li> </ul>			<p>assessors name, scoring, recommendations and comments made by the assessor.</p> <p>Assessors are advised if the application has not met the eligibility criteria. The assessors are provided the guidelines and assessment criteria prior to the panel assessments to ensure they are effectively assessing each application.</p> <p>This data is then transferred into the SmartyGrants system after the Councillor workshops have been completed. However, as identified at recommendation 3, assessment should be recorded prior to councillors workshops, so any alteration to assessment and recommendation by councillors is captured and transparent.</p>	engagement process and grants policy, as per actions identified at recommendation 3.)		
7. That Loddon Shire Council assesses the benefits of its ward-based approach to allocating grants and how this aligns with the council's strategy.	Low	Compliant	Latrobe City Council grants budget is an overall budget for the entire program and is not a ward-based approach when allocating funds, this is to applications are being assessed based on the criteria and not restricted by ward-based budgets.			
8. All Victorian councils develop their own overarching grant policy that details: <ul style="list-style-type: none"> <li>• when and why the council uses grants to achieve its strategy</li> <li>• how the council will administer grant programs across their life cycle</li> <li>• the risk-based approach the council uses to determine if it will evaluate each grant program</li> </ul>	Medium	Partially Compliant	<p>A Grants Governance Policy and Grant Procedure are in place which set out how grant applications are managed.</p> <p>As identified previously, the role of councillors as approvers, and not assessors, is not clear.</p> <p>Whilst a process is in place to declare and manage conflicts of interest, this is not clearly and formally set out within the policy and procedure, and is not</p>	(Review of councillor engagement process and grants policy, as per actions identified at recommendation 3.)		

<ul style="list-style-type: none"> <li>• staff and councillors' roles in managing grants</li> <li>• relevant council policies and procedures, including policies and procedures for declaring conflicts of interest</li> </ul>			strictly compliant with the Conflict of Interest operational policy. Opportunity to capture this within the Grant Governance Policy and procedure.			
9. All Victorian councils include grant-related fraud risks in their risk management and fraud and corruption plans and assign responsibility for managing these risks	Low	Partially Compliant	Council's Risk management and Fraud and Corruption frameworks include identification of fraud risks, controls and responsible persons. The operational risk register identifies risks broadly, but not specific to grants.	Review relevant operational risk register and capture grant related risks	Manager Active Communities and Partnership	30/11/2022
10. All Victorian councils develop mandatory training for staff and councillors that covers: <ul style="list-style-type: none"> <li>• declaring and managing conflicts of interest</li> <li>• fraud risks specific to grant programs</li> <li>• the council's relevant policies and procedures</li> </ul>	Low	Partially Compliant	Councilor's and officers receive training on various policies and procures. Conflicts of interest training is assigned to relevant staff via online training platform, PULSE. Updated fraud training will be provided soon, as per the Fraud and Corruption action plan.	No additional action required.		

# ANNUAL MAINTENANCE GRANT PROGRAM POLICY

## PURPOSE

To present Council the revised Annual Maintenance Grant Program Policy (AMGPP) for endorsement.

## EXECUTIVE SUMMARY

- The AMGPP was previously adopted by Council and implemented in 2019. It was established to provide funds to Crown Land Committees of Management, Council's Community Asset Committees and nominated Sporting and Recreation Clubs to enhance the presentation of community facilities.
- The AMGPP is due for its first review and will subsequently be reviewed every five years thereafter. Officers have conducted a review of the detail in the AMGPP (Attachment 1), endeavouring to provide further assistance to Committees and Clubs, and address the responsibilities for maintenance and payment of water use.
- Consultation and the opportunity for Annual Maintenance Grant (AMG) recipients to provide feedback was conducted between Thursday, 13 April and Wednesday, 10 May 2023. Received feedback and Officer comment for each item of feedback, are included in Attachment 2.
- Summary of changes include:
  - Provision of access to Council Contract 'Specialist Turf Supplies and Services' via Council's Recreation Liaison Officer;
  - Provision of planned maintenance programs created and supplied for each grass playing surface by Council's Recreation Liaison Officer, at the request of the recipient;
  - The term 'Rail Trails' to be changed to 'Tracks, Trails and Paths' to reflect the addition of the new Haunted Hills Bike Park;
  - The addition of the Morwell Tennis Club and the Morwell Baseball Club as approved AMG recipients to aid in the maintenance of the grassed areas within these facilities will require \$13,069 in additional AMG funds;
  - The inclusion of a table defining responsibilities between AMG recipients and Council, within Council owned buildings and for outdoor maintenance. This aims to clarify responsibilities of AMG recipients whilst also documenting the expectations of Council Officers within facilities; and,
  - The inclusion of four options for the ongoing equalisation of water usage for Councillors consideration.

- Based on feedback received from AMG recipients, Officers are of the opinion that Option 4, which proposes in the first year of the revised AMGPP (2023/24 financial year) the current status quo regarding the 'Authority Paying Water Costs' is maintained, whilst AMG recipients have areas of authority assessed for initial water saving possibilities and implemented where budget allows, is the preferred Option for endorsement. Option Four will then transition to Option Three from the 2024/25 financial year onwards. Option Three has Latrobe City as the named water paying authority for all AMG recipients, with invoices issued quarterly to each AMG recipient for payment. Council will continue to invest the previously committed \$13,761 annually to improve water saving efficiencies across the duration of the Policy.

#### OFFICER'S RECOMMENDATION

##### **That Council:**

- 1. Adopt the reviewed Annual Maintenance Grant Program Policy;**
- 2. Endorse Option Four for the equalisation of water costs amongst recipients for 2023/24 with the transition to Option Three from 2024/25 onwards;**
- 3. Note that with adoption of the revised Policy, all previous versions are revoked; and**
- 4. Fund the 2023/24 Annual Maintenance Grant allocation for the Morwell Baseball Club and the Morwell Tennis Club in the total amount of \$13,069 from the 2022/23 full year forecast surplus position.**

## BACKGROUND

Since the AMGPP was initially adopted in 2019, Council AMG recipients have increased by three, from 22 to 25, due to the inclusion of the Haunted Hills Mountain Bike Track in 2022/23 and the Morwell Tennis Club and Morwell Baseball Club in 2023/24.

After investigating existing arrangements, it was discovered that eight AMG recipients are paying for the costs of water from their AMG allocation, and six recipients have their water costs paid for by Council. The remaining eight grant recipients either do not have water connected or have alternate support arrangements in place (i.e. bore water etc.).

In recent years, AMG recipients have shown a desire to improve facilities within their maintenance areas. The reviewed AMGPP aims to define the responsibilities of both AMG recipients and Council. It provides Committees and Clubs that maintain grass playing surfaces with the opportunity to have these playing surfaces included in planned maintenance programs, where Council Officers will organise works on their behalf and cost, using Council's 'Specialist Turf Supplies and Services' panel contract.

## ANALYSIS

The revised AMGPP aims to define, as far as possible, the specific maintenance practices involved in maintaining recipients' areas of authority by including the 'Maintenance Table of Responsibilities' within the Policy. These tables define maintenance activities and the authority responsible for these practices.

The AMGPP also aims to achieve the equitable allocation of funds and to achieve equalisation of water usage and payment responsibilities. The formulas used for the allocation of funds can be found within the revised AMGPP and will increase annually in accordance with Council's adopted budget.

The previously adopted categories for AMG recipients include:

### **Group One:**

- a) Category A, B and C grass sporting surfaces maintenance;
- b) Hard court surfaces maintenance;
- c) Change room buildings maintenance;
- d) Reserve outers maintenance; and
- e) Other outers (i.e., Pony Clubs) maintenance.

Table 1: Group One AMG Recipients.

Group One Funding Recipients
Boolarra Memorial Park, Boolarra
Callignee and Traralgon South Sporting Facilities

Group One Funding Recipients
George Bates Reserve, Yallourn Nth
Glengarry Recreation Reserve, Glengarry
Toongabbie Recreation Reserve, Toongabbie
Baillie Reserve, Tyers
Yinnar Recreation Reserve, Yinnar
Yallourn North Hall and Recreation Reserve, Yallourn Nth

## Group Two

- a) Rail Trails, Sporting Clubs, Public Open Space areas and Bushland/Conservation Reserves which includes base rates, costs per hectare of maintenance and costs per open kilometre etc.

Table 2: Group 2 AMG Recipients

Group Two Funding Recipients
Crinigan Bushland Reserve, Morwell
Gippsland Plains Rail Trail,
Grand Ridge Rail Trail
Edward Hunter Heritage Bush Reserve, Moe
Flynn Tennis Club, Flynn
Friends of Toongabbie Wetlands, Toongabbie
Traralgon Railway Reservoir Conservation Reserve, Traralgon
Grand Strzelecki Track
Mathison Park, Churchill
Moe-Yallourn Rail Trail
Morwell Centenary Rose Garden, Morwell
Ollerton Avenue Bushland Reserve, Newborough
Morwell Croquet Club, Morwell
Traralgon Croquet Club, Traralgon
Gippsland MTB Inc
Morwell Tennis Club, Morwell

## Group Two Funding Recipients

Morwell Baseball Club

### Water Usage and Payment Arrangements

Officers have conducted a review of existing water arrangements with the 22 AMG recipients for the 2018/19 and 2020/21 financial years, to investigate which recipients paid for their water costs and which did not. This concluded that:

- In 2018/19, the total water costs for AMG recipients were \$48,374, with Council paying \$12,158 of that total amount on behalf of six recipients; and,
- In 2020/21, the total water costs for AMG recipients were \$41,174, with Council paying \$13,671 of that total amount on behalf of six recipients. This is demonstrated in Tables 3 to 6 below:

Table 3: Sporting and Recreation Reserves Water Comparison

Sporting/Recreation Reserves	Landowner/Manager	Water Connected	Authority Paying Water Costs	2018/19 Calendar Year Water Costs	2020/21 Financial Year Water	Annual Maintenance Grant Allocation 2021/22
Baillie Reserve Tyers	Council	Yes	Committee	\$11,092	\$8,334	\$ 23,479
Glengarry Recreation Reserve	Crown	Yes	Committee	\$5,043	\$4,141	\$ 40,412 (Inc GST)
Traralgon Croquet Club	Council	Yes	Committee	\$3,873	\$3,082	\$ 8,075
Boolarra Memorial Park	Crown	Yes	Committee	\$3,835 (includes pump diesel fuel, water rights and Gippsland Water costs)	\$3,065 (includes pump diesel fuel, water rights and Gippsland Water costs)	\$ 32,442 (Inc GST)
Toongabbie Recreation Reserve	Crown	Yes	Committee	\$3,578	\$2,741	\$ 22,570
George Bates Reserve	Council	Yes	Committee	\$3,534	\$2,756	\$ 24,275
Yallourn North Hall and Recreation Reserve	Crown	Yes	Committee	\$2,993	\$3,082	\$12,209
Yinnar Recreation Reserve	Part Council land and part Crown land under Council management	Yes	Committee	\$1,893	\$602	\$37,183
Callignee & Traralgon South Sporting Facilities	Council	Yes	Latrobe City	\$1,902	\$3,504	\$21,810
Morwell Croquet Club	Council	Yes	Latrobe City	\$3,965	\$4,791	\$6,056
Flynn Tennis Club	Crown	No	N/A	N/A	N/A	\$4,814

Table 4: Bushland and Conservation Reserves Water Comparison

Bushland and Conservation Reserves	Landowner/Manager	Water Connected	Authority Paying Water Costs	2018/19 Calendar Year Water Costs	2020/21 Financial Year Water Costs	Annual Maintenance Grant Allocation 2021/22
Traralgon Railway Reservoir Conservation Reserve	Crown land under Council management	Yes	Latrobe City	\$811	\$1,200	\$12,651
Edward Hunter Heritage Bush Reserve	Council	No	N/A	N/A	N/A	\$18,366
Crinigan Bush Reserve	Part Council land and part Maryvale Private land under lease to Council	No	N/A	N/A	N/A	\$15,136
Ollerton Avenue Bushland Reserve	Council	No	N/A	N/A	N/A	\$7,557

Table 5: Track, Trails and Paths

Rail Trails/Tracks	Landowner/Manager	Water Connected	Authority Paying Water Costs	2018/19 Calendar Year Water Costs	2020/21 Financial Year Water Costs	Annual Maintenance Grant Allocation 2021/22
Moe Yallourn Rail Trail	Crown land under Council management	Yes	Latrobe City	\$990	\$1,000	\$13,355
Gippsland Plains Rail Trail	Crown	Yes	Gippsland Water	Unknown	Unknown	\$30,634
Grand Strzelecki Track	Crown	No	N/A	N/A	N/A	\$9,628
Grand Ridge Rail Trail	Crown	Yes	Friends of Lyrebird Forest Walk	\$375	Nil	\$10,456

Table 6: Public Open Spaces

Public Open Spaces	Landowner/Manager	Water Connected	Authority Paying Water Costs	2018/19 Calendar Year Water Costs	2020/21 Financial Year Water Costs	Annual Maintenance Grant Allocation 2021/22
Morwell Centenary Rose Garden	Council	Yes	Latrobe City	\$2,700	\$3,000	\$7,609
Mathison Park	Council	Yes	Latrobe City	\$1,790	\$176	\$14,639
Toongabbie Wetlands	Crown	No	N/A	N/A	N/A	\$ 3,364

Upon review of the water usage and payment arrangements for the eight Group One AMG recipients, it is noted there is a wide variety in water costs. This can be attributed to several factors, such as quantity of grass sporting surfaces and variety of grass species, sources of water (bore or potable) and irrigation techniques (i.e., automatic vs manual systems).



The quantity of water used amongst Group 2 AMG recipients is minimal. This is likely due to water not being used as a maintenance resource in the same manner it is by Group 1 AMG recipients.

To achieve equalisation of water costs across the recipients, Council may consider the following four options regarding the water costs:

- **Option 1:** All Group One AMG recipients become the named 'Authority Paying Water Costs' and Council make an additional contribution to Group One AMG recipients of \$4,052 annually. This total is based on water used in maintaining warm season grass in Latrobe Valley and calculated using historical evapotranspiration data collected from Bureau of Meteorology, Latrobe Valley Airport weather station. Group Two recipients would receive \$2,052 per AMG recipient. This equates to a total increase of \$40,624 in the first year for the water component, increasing by Council's adopted fees and charges percentage annually thereafter.
- **Option 2:** Council takes on the responsibility for all water connections and costs based on historical water use of 2020/21, including the Haunted Hills Mountain Bike Track, the Morwell Tennis Club and the Morwell Baseball Club.
- **Option 3:** Each AMG recipient has Latrobe City Council as the responsible authority for water accounts and are then issued invoices via Council's Accounts Team. In return, Officers use a sum equivalent to Latrobe City Council's 2020/21 water contribution (\$13,761) to assist with implementation of water saving efficiencies across each group. Funds are available to increase annually per the adopted rate capping index.
- **Option 4:** Proposes that in the first year of the revised AMGPP (2023/24 financial year) the current status quo regarding the 'Authority Paying Water Costs' is maintained, whilst AMG recipients have areas of authority assessed for initial water saving possibilities and implemented where budget allows. Option 4 will then transition to Option 3 from the 2024/25 financial year onwards.

Table 7: Options Analysis

Option	Affected Groups	Pros	Cons
<p>Option 1</p> <p>All Group One recipients become water paying authority and Council contribute based on historical data for those in group one and 2020/2021 averages for those in group two.</p>	<ul style="list-style-type: none"> <li>• Baillie Reserve, Tyers</li> <li>• Glengarry Recreation Reserve</li> <li>• Traralgon Croquet Club</li> <li>• Boolarra Memorial Park</li> <li>• Toongabbie Recreation Reserve</li> <li>• George Bates Reserve</li> <li>• Yallourn North Hall and Recreation Reserve</li> <li>• Yinnar Recreation Reserve</li> <li>• Callignee &amp; Traralgon South Sporting Facilities</li> <li>• Morwell Croquet Club</li> <li>• Traralgon Railway Reservoir</li> <li>• Moe Yallourn Rail Trail</li> <li>• Gippsland Plains Rail Trail</li> <li>• Grand Ridge Rail Trail</li> <li>• Morwell Centenary Rose Garden</li> <li>• Mathison Park</li> </ul>	<ul style="list-style-type: none"> <li>• An informed contribution is made by Council whilst maintaining the emphasis on users to use water sustainably.</li> <li>• Recipients who have paid for the entirety of their water bill now have a contribution from Council.</li> <li>• Achieves an equitable position for all recipients.</li> </ul>	<ul style="list-style-type: none"> <li>• Those AMG recipients that currently have all their water paid for by council may deem this unfair.</li> <li>• Council needs to make an additional contribution to the use of water, an approximate \$53,693 impact to the 2023/24 budget.</li> <li>• Does not align with Councils approach to LCC maintained Reserves where all water used for maintenance is controlled by officers.</li> </ul>

Option	Affected Groups	Pros	Cons
<p>Option 2</p> <p>That Council take on the responsibility for all water connections and costs.</p>	<ul style="list-style-type: none"> <li>• Baillie Reserve, Tyers</li> <li>• Glengarry Recreation Reserve</li> <li>• Traralgon Croquet Club</li> <li>• Boolarra Memorial Park</li> <li>• Toongabbie Recreation Reserve</li> <li>• George Bates Reserve</li> <li>• Yallourn North Hall and Recreation Reserve</li> <li>• Yinnar Recreation Reserve</li> <li>• Callignee &amp; Traralgon South Sporting Facilities</li> <li>• Morwell Croquet Club</li> <li>• Traralgon Railway Reservoir</li> <li>• Moe Yallourn Rail Trail</li> <li>• Gippsland Plains Rail Trail</li> <li>• Grand Ridge Rail Trail</li> <li>• Morwell Centenary Rose Garden</li> <li>• Mathison Park</li> </ul>	<ul style="list-style-type: none"> <li>• Achieves an equitable position for all recipients.</li> <li>• Reduces the additional workload and costs on AMG recipients for managing water supply and maintenance at their facilities.</li> <li>• Provides AMG recipients with additional funds from their grant allocation for the management and maintenance of their facilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Council needs to make annual contribution to the use of water, an approximate \$39,543 in the first year.</li> <li>• Increase the responsibility on Council for the future costs of provision and maintenance of the water supply systems at AMG recipients' facilities.</li> <li>• Relies on recipients using water in a responsible fashion.</li> <li>• Does not align with Councils approach to LCC maintained Reserves where all water used for maintenance is controlled by officers.</li> </ul>

Option	Affected Groups	Pros	Cons
<p>Option 3</p> <p>Each AMG recipient with an existing water connection has Latrobe City as the responsible authority for water accounts and are issued invoices via Council's Accounts Team. In return, officers use a sum equivalent to Latrobe City Council 2020/21 water contribution to assist with implementation of water saving efficiencies across each group. Funds are available to increase annually as per adopted rate capping level.</p>	<ul style="list-style-type: none"> <li>• Baillie Reserve, Tyers</li> <li>• Glengarry Recreation Reserve</li> <li>• Traralgon Croquet Club</li> <li>• Boolarra Memorial Park</li> <li>• Toongabbie Recreation Reserve</li> <li>• George Bates Reserve</li> <li>• Yallourn North Hall and Recreation Reserve</li> <li>• Yinnar Recreation Reserve</li> <li>• Callignee &amp; Traralgon South Sporting Facilities</li> <li>• Morwell Croquet Club</li> <li>• Traralgon Railway Reservoir</li> <li>• Moe Yallourn Rail Trail</li> <li>• Gippsland Plains Rail Trail</li> <li>• Grand Ridge Rail Trail</li> <li>• Morwell Centenary Rose Garden</li> <li>• Mathison Park</li> </ul>	<ul style="list-style-type: none"> <li>• Achieves an equitable position for all recipients.</li> <li>• Removes the responsibility on Council for the costs of water usage at the AMG recipients' facilities.</li> <li>• Removes the responsibility for the provision and maintenance of water supply systems at the AMG recipients' facilities.</li> <li>• Encourage the sustainable use of water across recipients they committees are responsible for cost.</li> <li>• Encourages council to assist committees with developing or upgrading facilities and implementing water saving efficiencies.</li> </ul>	<ul style="list-style-type: none"> <li>• AMG recipients are required to use grant allocation for the use of water.</li> </ul>

Option	Affected Groups	Pros	Cons
<p>Option 4</p> <p>In the first year of the revised AMGPP (2023/24 financial year) the status quo is maintained whilst AMG recipients have area if authority assessed for initial water saving possibilities. Option four will then transition to option three to be implemented from 2024/25 financial year</p>	<ul style="list-style-type: none"> <li>• Baillie Reserve, Tyers</li> <li>• Glengarry Recreation Reserve</li> <li>• Traralgon Croquet Club</li> <li>• Boolarra Memorial Park</li> <li>• Toongabbie Recreation Reserve</li> <li>• George Bates Reserve</li> <li>• Yallourn North Hall and Recreation Reserve</li> <li>• Yinnar Recreation Reserve</li> <li>• Callignee &amp; Traralgon South Sporting Facilities</li> <li>• Morwell Croquet Club</li> <li>• Traralgon Railway Reservoir</li> <li>• Moe Yallourn Rail Trail</li> <li>• Gippsland Plains Rail Trail</li> <li>• Grand Ridge Rail Trail</li> <li>• Morwell Centenary Rose Garden</li> <li>• Mathison Park</li> </ul>	<ul style="list-style-type: none"> <li>• Provides opportunities for initial assessments and simple efficiencies to be implemented.</li> <li>• Does not immediately address the inequity of current arrangement.</li> </ul>	<ul style="list-style-type: none"> <li>• Ultimately AMG recipients are required to use grant allocation for the use of water.</li> <li>• First year impact on Council budget to be approximately \$29,000 based on Latrobe City contribution to water in 2020/21 and the initial \$15,000 contribution towards water efficiencies.</li> </ul>

Officer's preference is Option Four. Officers acknowledge that Council has previously contributed to the use of water for several users and should commit to improving water saving efficiencies for all recipients of an AMG, to reduce impacts on AMG contributions. This Option also encourages water to be used responsibly, particularly in the maintenance of grass sporting surfaces.

## RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<b>COMPLIANCE</b> Council do not endorse the reviewed AMGPP and there are no defined responsibilities for AMG recipients within Council owned facilities, possibly leading to non-compliant or unsafe works being carried out.	<b>Medium</b> <i>Possible x Minor</i>	Endorse the reviewed AMGPP and expand the responsibilities of Council officers across these facilities.
<b>SERVICE DELIVERY</b> Expansion of the objectives in the AMGPP may put additional stress on the position of Coordinator of Sporting Reserves Maintenance and Recreation Liaison	<b>Low</b> <i>Rare x Insignificant</i>	Monitor for the duration of the AMGPP and review at next AMGPP review date.

RISK	RISK RATING	TREATMENT
<p><b>FINANCIAL</b></p> <p>If Option 1 (water equalisation) is endorsed, this would result in an increase of \$53,693 to Council's 2023/24 budget</p> <p>If Option 2 (water equalisation) is endorsed this would result in an increase of \$39,543 to Council's 2023/24 budget</p> <p>If Option 3 (water equalisation) is endorsed, this will result in an increase of \$11,830 to Council's 2023/24 budget</p> <p>If Option 4 is endorsed, this will result in an increase of \$11,830 to Council's 2023/24 budget.</p> <p>Feedback from recipients indicates that the inability to roll over AMGPP funds to contribute to capital purchases would increase the reliance on Council Minor Capital Works Grant program.</p>	<p><b>Low</b> <i>Rare x Minor</i></p> <p><b>Medium</b> Possible x Moderate</p> <p><b>Medium</b> Possible x Moderate</p> <p><b>Medium</b> Possible x Moderate</p> <p><b>Medium</b> Likely x Minor</p>	<p>Reduction in operating budgets elsewhere within the organisation to account for financial increases to AMG's.</p> <p>Reduction in operating budgets elsewhere within the organisation to account for financial increases to AMG's.</p> <p>Reduction in operating budgets elsewhere within the organisation to account for financial increases to AMG's.</p> <p>Reduction in operating budgets elsewhere within the organisation to account for financial increases to AMG's</p> <p>Minor Capital Works grant available funds are dictated by Council adopted budgets any increase in applications would be subject to available funding.</p>

RISK	RISK RATING	TREATMENT
<p>Strategic</p> <p>If Council do not endorse the AMGPP, this may increase the feeling amongst volunteers that Council do not support committees and community groups more than they are minimally required to do so.</p>	<p><b>Low</b> <i>Rare x Minor</i></p>	<p>Council may endorse the review of the strategy around council assistance towards AMG recipients to inform further development.</p>
<p>Endorsement of the Policy as is, noting feedback from recipients may indicate to recipients that their concerns aren't taken into consideration.</p>	<p><b>Low</b> <i>Rare x Minor</i></p>	<p>With only 25% of recipients providing feedback of which most can be addressed outside of the Policy, Officers believe this can proceed with commitment to carry out full scale review into funding allocations and formulas over the next Policy period.</p>

## CONSULTATION

Consultation has been carried out with relevant Council Officers to determine the details within the Tables of Responsibilities.

Consultation with AMG recipients was conducted between Thursday 13 April and Wednesday 10 May 2023. Feedback raised by AMG recipients has been collated into one document, with Council Officer responses provided for each item. Feedback from the consultation period can be found in Attachment 2.

## COMMUNICATION

Should Council endorse the revised AMGPP, Council Officers will inform all AMG recipients of its adoption by Council and address all points raised during consultation with the groups individually.

## DECLARATIONS OF INTEREST

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



## APPENDIX 1 IMPACT ASSESSMENT

### **Social**

Proposed changes to the AMGPP puts more emphasis on Council Officers to be involved in the maintenance of buildings and infrastructure. It also increases the advice and assistance in organising the maintenance of grass playing surfaces. This aims to aid in the improvement of facilities, subsequently providing a more consistent and user-friendly environment for wider community use.

Increased Council Officer involvement with maintenance will also aid Council with a more comprehensive view as to the ongoing condition of buildings and infrastructure, and aims to provide opportunities to address issues prior to them escalating to the point of requiring capital investment.

### **Cultural**

Nil

### **Health**

The provision for Committees and Community Groups to present well maintained public recreation and open space areas assists with community wellbeing initiatives associated with active lifestyles.

### **Environmental**

Improvement in water use within Committees and Community Groups by establishing all water connections in the name of the responsible AMG recipient and Council contributes to ensuring the onus is on the AMG recipient to use water in a sustainable and effective fashion.

### **Economic**

Nil

### **Financial**

The addition of the Morwell Tennis Club and the Morwell Baseball Club increases the required AMG funds by \$13,069 in the 2023/24 financial year and subsequently increases in line with Council's adopted Fees and Charges percentage annually thereafter. The Haunted Hill Mountain Bike Club AMG funds were endorsed by Council in its 2022/23 budget (\$33,900) and are already included within the 2023/24 budget.

Due to the wet summer period in the 2022/23 financial year, Council realised savings of approximately \$15,000 in water usage for Council managed sports fields which has been carried forward to the 2023/24 budget, to assist with the financial impact of the following four options:

- If Option 1 is endorsed, this will increase the 2023/24 AMG by:
  - approximately \$32,416 for Group 1 recipients water component,
  - approximately \$8,208 for Group 2 recipients water component,
  - approximately \$13,069 for the inclusion of the Morwell Tennis Club (\$2,500) and Morwell Baseball Club (10,569) AMG's.Calculating the water savings money carried forward (\$15,000), Option 1 will have a net impact of \$53,693 to the 2023/24 budget and budgets thereafter.
- If Option 2 is endorsed, this will increase the 2023/24 AMG by:
  - approximately \$41,474 for the water component,
  - approximately \$13,069 for the inclusion of the Morwell Tennis Club (\$2,500) and Morwell Baseball Club (10,569) AMG's.Calculating the water savings money carried forward (\$15,000), Option 2 will have a net impact of \$39,543 to the 2023/24 budget and budgets thereafter.
- If Option 3 is endorsed, this will increase the 2023/24 AMG by:
  - approximately \$13,761 for the water component,
  - approximately \$13,069 for the inclusion of the Morwell Tennis Club (\$2,500) and Morwell Baseball Club (10,569) AMG's.Calculating the water savings money carried forward (\$15,000), Option 3 will have a net impact of \$11,830 to the 2023/24 budget and budgets thereafter. From the 2024/25 financial year onwards, the \$13,761 water component will then be utilised by Council to promote water saving initiatives with AMG recipients.
- If Option 4 for is endorsed, this will increase the 2023/24 AMG by:
  - approximately \$13,761 on top of the current commitment to paying select water bills in the 2023/24 financial year,
  - approximately \$13,069 for the inclusion of the Morwell Tennis Club (\$2,500) and Morwell Baseball Club (10,569) AMG's.Once the water savings money is carried forward (\$15,000), Option 4 will have a net impact of \$11,830 to the 2023/24 budget and budgets thereafter.  
  
Please note Option 4 transitions to Option 3 after the first twelve months of this Policy.

## **Attachments**

1. Annual Maintenance Grant Program Policy
2. Collation of Recipients Feedback

## 6.2

### **Annual Maintenance Grant Program Policy**

<b>1</b>	<b>Annual Maintenance Grant Program Policy .....</b>	<b>54</b>
<b>2</b>	<b>Collation of Recipients Feedback .....</b>	<b>72</b>



# Annual Maintenance Grant Program Policy

Version: February 2023

Approval Date: (.....)

Review Date: (February 2026)



## Annual Maintenance Grant Program Policy

---

WARNING - uncontrolled when printed.

Page 2 of 18

Responsible Division	(Regional City Planning and Assets)	Approved Date	(.....2023)	Review Date	(.....2026)
-------------------------	--	------------------	-------------	----------------	-------------



## Annual Maintenance Grant Program Policy

### 1. Background

The Annual Maintenance Grant Program provides funding to nominated Crown land and Latrobe City Council owned or managed land including bushland, conservation, public open space reserves, sporting and recreation reserves, tracks trails and paths and sporting clubs. The grants are provided to rural Crown Land Committees of Management, rural Community Asset Committees of Latrobe City Council and nominated sporting and recreation clubs and public open space areas to cover maintenance responsibilities, administration costs and volunteer support.

### 2. Objectives

- To provide annual financial assistance to support volunteers in the maintenance and administration of designated sport and recreation facilities, infrastructure, public open space areas and conservation reserves.
- To provide direction and advice on all aspects of maintenance and management requirements of designated sport and recreation facilities, public open space areas and conservation reserves.
- To provide definition and guidance around areas of responsibility and expected expenditure of funds.
- To provide advice and planning assistance in the maintenance of Grass Playing Surfaces.
- Provide direction on the obligation of recipients to maintain sustainable water usage by achieving an equalised approach to set up and on-going costs.

### 3. Scope

The Annual Maintenance Grants Program is available to the applicant organisations listed below:

Latrobe City Council owned or managed Recreation Reserves	<ul style="list-style-type: none"> <li>• Callignee &amp; Traralgon South Sporting Facilities Community Asset Committee</li> <li>• George Bates Reserve Community Asset Committee</li> <li>• Baillie Reserve Tyers Community Asset Committee</li> <li>• Yinnar Recreation Reserve Committee of Management</li> </ul>
Latrobe City Council owned or managed Conservation Reserves	<ul style="list-style-type: none"> <li>• Crinigan Bushland Reserve Committee of Management</li> <li>• Edward Hunter Heritage Bush Reserve Committee of Management</li> </ul>

**WARNING - uncontrolled when printed.**

Page 3 of 18

Responsible Division	(Regional City Planning and Assets)	Approved Date	(.....2023)	Review Date	(.....2026)
----------------------	-------------------------------------	---------------	-------------	-------------	-------------



## Annual Maintenance Grant Program Policy

and Open Space Reserves	<ul style="list-style-type: none"> <li>Mathison Park Community Asset Committee</li> <li>Morwell Centenary Rose Garden Community Asset Committee</li> <li>Ollerton Avenue Bushland Reserve Committee of Management</li> <li>Traralgon Railway Reservoir Conservation Reserve Community Asset Committee</li> </ul>
Crown Land Recreation and Open Space Reserves	<ul style="list-style-type: none"> <li>Boolarra Memorial Park Committee of Management</li> <li>Friends of Toongabbie Wetlands Committee</li> <li>Glengarry Recreation Reserve Committee of Management</li> <li>Toongabbie Recreation Reserve Committee of Management</li> <li>Yallourn North Hall and Recreation Reserve Committee</li> </ul>
Sporting Clubs	<ul style="list-style-type: none"> <li>Flynn Tennis Club</li> <li>Morwell Tennis Club</li> <li>Morwell Croquet Club</li> <li>Traralgon Croquet Club</li> </ul>
Tracks, Trails and Paths	<ul style="list-style-type: none"> <li>Gippsland Plains Rail Trail Committee of Management</li> <li>Grand Ridge Rail Trail Committee of Management</li> <li>Grand Strzelecki Track Committee</li> <li>Moe Yallourn Rail Trail Committee of Management</li> <li>Gippsland MTB Inc.</li> </ul>

### 4. Principles of Management

The Annual Maintenance Grant Program Policy contains two groups of funding formulas. The Key Maintenance Values for Group 1 are based on the figures provided in the *Review of Management and Maintenance Practices for Latrobe City Grass Based Sporting Reserves – April 2016* to maintain Latrobe City grass sporting surfaces.

**WARNING - uncontrolled when printed.**

Page 4 of 18

Responsible Division	(Regional City Planning and Assets)	Approved Date	(.....2023)	Review Date	(.....2026)
----------------------	-------------------------------------	---------------	-------------	-------------	-------------



## Annual Maintenance Grant Program Policy

This formula considers the classification of surface as defined by LCC Sports fields Classification, a consideration that labour is supplied by volunteers and in some cases, playing surfaces are not utilised all year round.

The Annual Maintenance Grant allocation will mirror the annual increase in Council adopted Fees and Charges with 2023/24 allocations being as follows:

Rural Recreation Reserves Maintenance Formula				
Classification & Type of Competitive Use	Competitive Use Season		Total 2023/2024	
A Grade Oval	Single	Both	\$13,703	\$27,405
A Grade Soccer Pitch	Single	Both	\$8564	\$17,128
B Grade Oval	Single	Both	\$8,768	\$17,535
B Grade Soccer	Single	Both	\$5480	\$10,959
C Grade Oval	Single	Both	\$2,835	\$5,670
C Grade Soccer	Single	Both	\$1,722	\$3,544
Hard Courts	Single	Shared	\$210 each	\$210 each
Indoor Recreation Courts			\$210 each	
Changeroom Buildings (Excluding social clubs, public toilets, sheds & shelters etc)			\$2,903 per building	
Reserve Outers - defined as area within a reserve but outside of playing surface			\$2,500	
Other Outers (Pony Clubs)			\$1575	

Group Two and Grant Formula	
<b>Tracks Trails and Paths</b> <ul style="list-style-type: none"> <li>\$1400 per open kilometre of trail, up to sixteen kilometres then \$700 for every additional open kilometre</li> </ul>	
<b>Conservation/Bushland/Open Space Reserves</b> <ul style="list-style-type: none"> <li>\$4,000 Base Rate and \$240 per hectare</li> </ul>	
<b>Morwell Centenary Rose Garden</b>	• Base Rate
<b>Croquet Clubs</b>	• Base Rate
<b>Toongabbie Wetlands</b>	• Base Rate
<b>Grand Strzelecki Track</b>	• Base Rate
<b>Flynn Tennis Club</b>	• Base Rate
<b>Morwell Tennis Club</b>	• Base Rate

WARNING - uncontrolled when printed.

Page 5 of 18

Responsible Division	(Regional City Planning and Assets)	Approved Date	(.....2023)	Review Date	(.....2026)
----------------------	-------------------------------------	---------------	-------------	-------------	-------------





## Annual Maintenance Grant Program Policy

### Grants Guidelines

- Funding will be processed according to Council's Rural Recreation Reserves formula and Tracks Trails and Paths, Sporting Clubs, Public Open Space and Bushland/Conservation Reserves formula/method.
- Committees, as far as possible are expected to expend their funding allocation as per the items used to describe total funding allocation. Defined in 'Principles of Management'
- Grant recipients who fail to comply with the terms and conditions set out in this Policy may be required, on written direction, to return their funding allocation to Latrobe City Council.
- Grant recipients must successfully complete the Acquittal process prior to receiving further grant allocations from Latrobe City Council as per Annual Maintenance Grant Guidelines.
- Grant recipients must comply with the procurement requirements detailed in this policy.
- Grant recipients are required to provide basic Personal Protective Equipment (PPE) to their volunteers such as gloves, goggles, sunscreen, hi vis vests, hats etc. An unexpected reactive expenditure payment of \$300.00 is contained within each grant recipient's annual allocation and may be expended on the purchase of PPE.
- Grant recipients are expected to expend no more than \$500 per funding cycle on the procurement of hand tools.
- To complete the grant payment an organisation will be required to acquit the previous years allocation in line with the Annual Maintenance Grant Guidelines.
- Grant recipients and registered volunteers on Latrobe City Council land are covered by Public Liability Insurance. Grant recipients and volunteers on Crown or DEWLP land are not covered by Latrobe City Council insurance unless specifically named within Latrobe City Policy. Insurance coverage is permitted to be purchased via the annual grant by all recipients.
- The Annual Maintenance Program Policy is to be reviewed every three years.
- AMG recipients who maintain grass playing surfaces can, at their discretion, have surfaces included in Planned Maintenance Programs organised by Coordinator Sporting Reserve Maintenance & Recreation Liaison.
- AMG recipients can utilise LCC list of contractors to deliver maintenance works at cost to recipient.

WARNING - uncontrolled when printed.

Page 6 of 18

Responsible Division	(Regional City Planning and Assets)	Approved Date	(.....2023)	Review Date	(.....2026)
-------------------------	--	------------------	-------------	----------------	-------------



## Annual Maintenance Grant Program Policy

### Maintenance Requirements

- Undertake works to maintain and contribute to the longevity and functionality of built infrastructure, in accordance with the Maintenance Responsibilities table, approved Master or Management Plans or Committee's Terms of Reference operating documents.
- Undertake the day to day works required for the safe operation of the facility for resident user groups and the community.
- Committee's may make recommendations on desired Capital projects via the 'Recreation Needs Assessment - Expression of Interest' process which is carried out every two years.
- The removal or maintenance of native vegetation cannot be carried out without obtaining the relevant approval and permits from Latrobe City.
- Works on Latrobe City Council property, outside of that dictated in the Tables of Maintenance Responsibilities is strictly prohibited prior to consultation and approval of agreed scope of works from the relevant Council officer.
- Where in place, all works must be consistent with an approved Management or Masterplan and be approved by the relevant Council officer.
- Receipt of AMG funding does not constitute permission to deliver a desired project. It remains the responsibility of the funding recipient to demonstrate due diligence and seek the appropriate permits and approvals to deliver the works in the spirit of approved Master or Management plan.

### Equalisation of Water Costs

Annual Maintenance Grants are granted to cover all aspects of maintenance costs incurred by the grant recipient; this is inclusive of water usage. To ensure that water as a commodity is used in a sustainable fashion it is a requirement of all Annual Maintenance Grant recipients that the following occurs:

- Where applicable, water accounts are altered to register Latrobe City Council as account holder.
- Invoices are issued to each AMG recipient via Latrobe City Accounts team.

### Seasonal Inspections

In line with LCC maintained facilities, Council officers will carry out routine inspections of Council owned buildings and report to AMG recipients of any works required, within the responsibilities defined in the table: 'Maintenance Responsibilities within Council Owned Buildings'.

Inspections will be carried out at the end of each season defined as:

**Summer:** October 1<sup>st</sup> – March 31<sup>st</sup>

**Winter:** April 1<sup>st</sup> – September 30<sup>th</sup>

**WARNING - uncontrolled when printed.**

Page 7 of 18

Responsible Division	(Regional City Planning and Assets)	Approved Date	(.....2023)	Review Date	(.....2026)
-------------------------	--	------------------	-------------	----------------	-------------



## Annual Maintenance Grant Program Policy

### Maintenance Responsibilities within Council Owned Buildings

	ITEM	AMG Recipient Responsibility	Latrobe City Council Responsibility
1.	Building Audits	It is the responsibility of Council to carry out all Audits of LCC owned buildings	
2.	Essential Safety Measures	It is the responsibility of Council to carry out all Essential Safety Measures within LCC owned buildings	
3.	Fire Extinguishers	Council is responsible for ensuring fire extinguishers are operational. When emptied by the user, it is the user's responsibility to notify Council as soon as possible.	
4.	Building Alterations	AMG recipients are <b>NOT</b> permitted to carry out any alterations to Council owned buildings.	
5.	<ul style="list-style-type: none"> <li>Ceilings,</li> <li>Doors including cupboard doors and door fittings),</li> <li>Glass doors and Windows</li> <li>Electrical wiring and fittings within buildings.</li> <li>Plumbing and Fixtures</li> <li>Painting</li> <li>Internal and External Roller Doors and Shutter</li> <li>Roofs &amp; Skylights</li> <li>Building Exteriors</li> <li>Light Globes and Fittings</li> <li>(Buildings –</li> </ul>	Council is responsible for all maintenance, repair and replacement of these items. Where damage has been caused by misuse, LCC officers will inspect, repair and costs be forwarded to recipient.	

**WARNING - uncontrolled when printed.**

Page 8 of 18

Responsible Division	(Regional City Planning and Assets)	Approved Date	(.....2023)	Review Date	(.....2026)
----------------------	-------------------------------------	---------------	-------------	-------------	-------------



## Annual Maintenance Grant Program Policy

	ITEM	AMG Recipient Responsibility	Latrobe City Council Responsibility
	External Security Lighting)		
6.	Curtains and Blinds	AMG recipients are responsible for all cleaning, repairing and maintenance of curtains and blinds	
7.	Cleaning	It is the responsibility of the AMG Recipient to carry out regular cleaning to maintain the facility in a presentable and hygienic condition.	
8.	Heating/Air Conditioning Fixtures, Ceiling Fans, Hot Water Systems.	Payment of all gas and electricity accounts. Servicing and repairs to units.	Replacement due to fair wear and tear.
9.	Water	Water accounts are required to be in the name of the AMG recipient and payment is the responsibility of the recipient.	No responsibility
10.	Floor surfaces and coverings.	Cleaning of floor coverings and surfaces are to be organised annually at the completion of the winter season and carried out by a specialised contractor.	Replacement due to fair wear and tear.
11.	Glass	To keep clean and replace internal and external breakages.	To replace externally when breakage occurs due to vandalism only.
12.	Vandalism and Graffiti	Responsible for internal damages unless caused through a break in. Responsible for damages on club owned	Responsible for external vandalism and graffiti removal on Council buildings, signage and infrastructure.

**WARNING - uncontrolled when printed.**

Page 9 of 18

Responsible Division	(Regional City Planning and Assets)	Approved Date	(.....2023)	Review Date	(.....2026)
----------------------	-------------------------------------	---------------	-------------	-------------	-------------



## Annual Maintenance Grant Program Policy

	ITEM	AMG Recipient Responsibility	Latrobe City Council Responsibility
		infrastructure, signage and equipment.	
13.	Security Systems	AMG recipients are responsible for the purchase, installation, service and maintenance.	
14.	Light globes and Fittings (Buildings - Internal)	Light globe replacement.	All other works
15.	Plumbing waste pipes, roof gutters and drains	Keep them clear of foreign objects, leaves, mud, weeds etc and clear if blocked by these materials.	General maintenance.
16.	Other Permanent Fixtures	Regular cleaning all fixtures and repair/or replace if due to misuse or negligence by user. I.e. Wood Heaters	No responsibility.
17.	Food Handling areas and equipment	It is the responsibility of AMG recipients to comply with the relevant Health Acts and maintain such equipment required under the Health Act.	
18.	Paths of Entry and Exit	To be kept clear and clean at all times.	Safety inspections and recording as required by the Building Code of Australia.
19.	Telephones	AMG recipients are responsible for purchase, installation, utility costs, repairs and maintenance.	

WARNING - uncontrolled when printed.

Page 10 of 18

Responsible Division	(Regional City Planning and Assets)	Approved Date	(.....2023)	Review Date	(.....2026)
----------------------	-------------------------------------	---------------	-------------	-------------	-------------



## Annual Maintenance Grant Program Policy

	ITEM	AMG Recipient Responsibility	Latrobe City Council Responsibility
20.	Keys and Locks.	AMG Recipients are <b>NOT</b> permitted to install any non-Council locks on or within Council Owned Buildings.  AMG recipients are responsible for any costs incurred by the loss of or damage to Council locks or Salto equipment	Purchase, install and maintain all locks except padlocks. Issue facility keys at the licensor's expense and replace keys lost by the licensee at their expense.
21.	LP gas bottles and flammable substances	Recipients must ensure that these items are not stored inside a Latrobe City Council owned building. LP Gas Bottles or flammable substances found inside Council owned or managed buildings may be removed and stored offsite until collected by clubs.	
22.	Pest Control	Responsible for pest control except for birds and possums in council owned buildings.	Responsible for the control of birds and possums in council owned buildings.
23.	Fridge/Freezers	Maintenance, repairs and replacement of Club owned units.	Maintenance, repairs and replacement of Council owned units.
24.	Council owned Stoves/Ovens/Cook Tops/Ranghood/Bain Marie	Routine Cleaning only. Except when damage has been caused by misuse, the cost of repair or replacement will be borne by the AMG recipient.	Maintenance, repair and replacement of Council owned units.
25.	Bar Equipment	It is the responsibility of the AMG recipient to carry out all maintenance, inspections, replacement and repairs as required.	


**WARNING - uncontrolled when printed.**

Page 11 of 18

Responsible Division	(Regional City Planning and Assets)	Approved Date	(.....2023)	Review Date	(.....2026)
----------------------	-------------------------------------	---------------	-------------	-------------	-------------



## Annual Maintenance Grant Program Policy

	ITEM	AMG Recipient Responsibility	Latrobe City Council Responsibility
26.	Public Address Systems and sirens	It is the responsibility of the AMG recipient to carry out all maintenance, inspections, replacement and repairs as required.	
27.	Contents Insurance	It is the responsibility of the AMG recipient to organise the mandatory provision of Contents Insurance for club items.	
28.	Sanitary Bins	It is Councils responsibility to ensure Sanitary bins are provided and serviced in public toilet and change room areas at the request of the AMG recipient.	
29.	Electrical Double Adaptors and Power Boards    <b>PROHIBITED</b>	AMG recipients are advised that the use of the pictured style of electrical double adaptor; and power boards in pavilions and recreation facilities are prohibited.	
30.	Electrical Equipment – Test & Tag	Full responsibility for the Test & Tag of all club owned or allocated electrical appliances and equipment.	Full responsibility for the Test & Tag of all Latrobe City Council owned or allocated electrical appliances and equipment.
31.	Cooking Oil Disposal	AMG recipients are fully responsible for the immediate and appropriate disposal of full and empty drums of cooking oil from Latrobe City Council owned and managed premises.  It is <b><u>strictly forbidden</u></b> to dispose of Oil by pouring it down a grease trap or drain. Any costs incurred in rectifying	

**WARNING - uncontrolled when printed.**

Page 12 of 18

Responsible Division	(Regional City Planning and Assets)	Approved Date	(.....2023)	Review Date	(.....2026)
----------------------	-------------------------------------	---------------	-------------	-------------	-------------



## Annual Maintenance Grant Program Policy

	ITEM	AMG Recipient Responsibility	Latrobe City Council Responsibility
		issues caused by the incorrect disposal of grease will be forwarded to the recipient.	
32.	Defibrillators	AMG recipients are fully responsible for the purchase, replacement and maintenance of units.	
33.	Bar/Alcohol Area Shutters and Roller doors.	AMG recipients are fully responsible for maintenance and replacement of these items.	
34.	Rangehood Extraction Exhaust System Cleaning – Flue Only (Essential Safety Measures)	Coordinate the annual cleaning of the flue system only as part of Essential Safety Measure and distribute invoices to the seasonal clubs/users.	
35.	Outdoor Heaters (Fixed and Non-Fixed)	AMG recipients are fully responsible for maintenance, inspections and replacement.	

### Outdoor Maintenance Responsibilities

	Item	AMG Recipient	Latrobe City
1.	Cleaning hard courts	Regular cleaning of organic material and debris.	Inspection of and high-pressure cleaning as and when required.
2.	Resurfacing hard courts	No Responsibility	Inspection and resurfacing of courts as and when required.
3.	Hard Courts – Weed Management	Full responsibility for weed eradication and removal from courts, enclosure/outers.	No responsibility
4.	Unsealed Roads, Tracks, Paths & Carparks	Responsible for ongoing maintenance.	Inspection and re-sheeting as required.

**WARNING - uncontrolled when printed.**

Page 13 of 18

Responsible Division	(Regional City Planning and Assets)	Approved Date	(.....2023)	Review Date	(.....2026)
----------------------	-------------------------------------	---------------	-------------	-------------	-------------





## Annual Maintenance Grant Program Policy

5.	Concrete footpaths	Keep clean of all debris and hazards	Investigation, repair and replacement as necessary.
6.	Grass Playing Surfaces	Delivery of all maintenance practices as stated within LCC provided Maintenance Programs	Provide Users with maintenance programs in line with classification of surface as requested.
7.	General grassed areas	All mowing, brushcutting and weed control.	No responsibility
8.	Tree Maintenance	Clearing of fallen trees and branches. Reporting of dangerous tree's around thoroughfares.	Maintenance and removal of dangerous tree's around thoroughfares.
9.	Benches	Maintenance of all existing benches.	No responsibility
10.	Fences	Maintenance of all existing fences	No responsibility
11.	Bridges and Boardwalks	Maintenance of all existing bridges and boardwalks without altering construction.	Investigation and replacement.
12.	Road culverts & drains	Keep clear of all litter or material which affects the ability to operate.	Investigation, repair & replacement
13.	Retaining Walls	General maintenance and reporting of damage.	Investigation and repair/replacement as required.
14.	Light towers/poles, fittings and globes (practice and/or competition standard)	Total responsibility for purchase, installation, replacement, repair and maintenance of globes, fittings and switches including all wiring (unless under construction warranty). Responsible for	Inspections and replacement of towers/poles (not fittings, globes, switches or all wiring) when required.

**WARNING - uncontrolled when printed.**

Page 14 of 18

Responsible Division	(Regional City Planning and Assets)	Approved Date	(.....2023)	Review Date	(.....2026)
----------------------	-------------------------------------	---------------	-------------	-------------	-------------



## Annual Maintenance Grant Program Policy

		utility costs and Lux testing.	
15.	Solar Energy Systems (including Panels and Inverter)	Recipient has full responsibility to purchase, maintain, repair and replace of all components of any Solar Energy Systems at the facility.  <b>Please note:</b> No systems are not to be installed prior to Council permission being sought and provided.	
16.	Garbage Bins (Portable)	Payment for additional portable garbage bins and/or stands and servicing. Payment for portable garbage bins and servicing.	Supply and servicing of portable garbage bins and stands as allocated to that Reserve by Latrobe City Council Officers.
17.	Septic Systems	Full responsibility for emptying and repairs.	Replacement of tanks and pumps.

### Permitted Grant Expenditure Activities

- Maintenance of outdoor infrastructure such as grass sporting surfaces, hard courts, trees, drains, tracks, trails, paths, boardwalks, bridges, steps, picnic settings and fences.
- Maintenance and repairs of facilities as detailed in the table of Maintenance Responsibilities only. Any works outside of this must be approved by relevant Council officer and delivered by an accredited contractor. Where suitable, it may be requested to pause works whilst an inspection is carried out.
- Historical, directional and safety signage repairs and installation.
- Fire breaks maintenance, re-vegetation plants, turf and mulch.
- Utility accounts inclusive of water.
- Pest/vermin control.
- Purchase of hand tools, up to a maximum of \$500 per grant cycle and PPE as per allocated inclusion of \$300 to grant total.

### Non-Permitted Grant Expenditure Activities

- Capital works projects and purchases of any kind. E.g Lawn mowers, tractors etc.
- Engagement of specialist advice to undertake structural inspections and reports on buildings and infrastructure such as bridges and boardwalks.

WARNING - uncontrolled when printed.

Page 15 of 18

Responsible Division	(Regional City Planning and Assets)	Approved Date	(.....2023)	Review Date	(.....2026)
----------------------	-------------------------------------	---------------	-------------	-------------	-------------



## Annual Maintenance Grant Program Policy

- Upgrade to canteen facilities, toilet blocks and built infrastructure.
- Payments to volunteers except when the payment has been adopted by a Committee resolution appropriate evidence of expenditure has been provided and the payment has been reported to Coordinator Recreation Liaison and Sporting Reserves Maintenance.
- Retrospective costs. This includes reimbursement of costs already incurred and funding for projects which have already taken place. An exception to this is in circumstances where ongoing projects such as approved Burgan removal, or other ongoing maintenance activities, are planned and delivered across multiple years.
- Payment of debts or loans.
- Ongoing organisational expenses such as lease or rent payments, rates notices, wages, salaries, project management costs etc.
- Any works that are not in accordance with Latrobe City Council Occupational Health and Safety guidelines, for example: gutter cleaning without regard for scaffolding or Elevated Work Platform (EWP).
- Repair of facilities damaged by vandalism, fire or other natural disasters where the incident could reasonably be expected to be covered by insurance; and
- Expenditure which is to encourage the consumption of alcohol i.e. Bar stools, fridges, keg taps, bars etc.

### Grant Allocation/Acquittal

- Grant acquittals must be submitted in line with the requirements outlined in the Annual Maintenance Grant Guidelines.
- Grant allocations will not be distributed without a reconciled statement of income and expenditure associated with the grant.
- Applicants will be asked to provide details on an actual income and expenditure budget, including proof of purchase invoice and/or receipts for all items purchased using funding from Latrobe City Council.
- Grant recipients must not have a Council contributed funds financial year balance exceeding \$20,000 unless written approval has been given by Council's Senior Grants Officer.

## 5. Procurement Guidelines

- Committee's are required to adhere to Latrobe City Council grant procurement guidelines, these are as follows;
  - Purchases up to \$5,000 = One written quote
  - Purchases over \$5,000 = Two written quotes

**WARNING - uncontrolled when printed.**

Page 16 of 18

Responsible Division	(Regional City Planning and Assets)	Approved Date	(.....2023)	Review Date	(.....2026)
----------------------	-------------------------------------	---------------	-------------	-------------	-------------



## Annual Maintenance Grant Program Policy

### 6. Accountability and Responsibility

Accountability and responsibility for this Policy is outlined below.

#### 6.1. Council

- Responsibility to ensure this Policy is consistent with Latrobe City Council Strategic Direction and other Latrobe City Council Policies.
- Responsibility for the decision to approve this Policy by Council Resolution.

#### 6.2. 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.

#### 6.3. General Manager

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

#### 6.4. Manager

- Develop frameworks and procedures in compliance with this Policy.
- Enforce responsibilities to achieve compliance with frameworks and procedures.
- Provide appropriate resources for the execution of the frameworks and procedures.

#### 6.5. Employees, Contractors and Volunteers

- Participate where required in the development of frameworks and procedures in compliance with this Policy.
- Comply with frameworks and procedures developed to achieve compliance with this Policy.

### 7. 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

**WARNING - uncontrolled when printed.**

Page 17 of 18

Responsible Division	(Regional City Planning and Assets)	Approved Date	(.....2023)	Review Date	(.....2026)
-------------------------	--	------------------	-------------	----------------	-------------



## Annual Maintenance Grant Program Policy

matter of the Policy or, in any other case, during each Council term (generally four years).

### 8. Definitions

AMG Recipient – Committee/Community Group who are responsible for the acquittal and application of Annual Maintenance Grants.

Capital Works – Works undertaken to create a new asset or space, or to change the use, function or layout of an existing asset or space.

Acquittal – Process of assessing and reconciling the final financial statement at the conclusion of the financial year.

### 9. Related Documents

- Annual Maintenance Grant Guidelines 2023/2024

WARNING - uncontrolled when printed.

Page 18 of 18

Responsible Division	(Regional City Planning and Assets)	Approved Date	(.....2023)	Review Date	(.....2026)
-------------------------	--	------------------	-------------	----------------	-------------

**Collation of Recipient Feedback**

<b>Recipient</b>	<b>Subject</b>	<b>Feedback</b>	<b>Response</b>
<b>Baillie Reserve - Tyers</b>	Ratings of facilities / assets	Committee unsure of current ratings of playing surfaces but appreciate the \$ value given to each classification as it guides their aspirations.	Noted – To be discussed at committee meetings.
	\$300 per year on PPE	Not sure of practicalities.	Noted – To be discussed at committee meetings.
	Planned Maintenance Program	Glad for Council's contribution to guide maintenance of playing surfaces. Concerned that auditing ageing structures may throw up the need for substantial works when no funding is available.	Noted
	Equalisation of water costs	Reflects current situation. Concerned about cost impacts to committee during drought years.	Noted
	Grant acquittal/allocation	Clarifies process. Online acquittal process is laborious.	Noted – Feedback to be passed onto relevant officers.
	Summary	Document is a step in the right direction in outlining responsibilities.	Noted
<b>Yallourn North Hall and Recreation Reserve Committee (Crown Land)</b>	Area of responsibilities	The committee does not have any documented evidence of what is within their area of authority. Resulting in confusion as to what is the committees to maintain. Over time Council has assisted the committee with maintenance of steep slopes, with this not being documented anywhere as a responsibility, it has been missed in the past resulting in a long grass infringement notice being issued to the committee.	Noted –To be addressed separately outside of this policy.

<b>Glengarry Recreation Reserve (Crown Land)</b>	Non – Permitted Grant Expenditure	<p>Capital works projects and purchase of any kind. E.g Lawn mowers, tractors etc.</p> <ul style="list-style-type: none"> <li>• In the past the committee have used Maintenance Grant funds to purchase ride on mower through finance agreements.</li> <li>• Committee have 10.5ha of grass to mow and a ride on mower is vital.</li> <li>• How do we purchase mowers into the future?</li> </ul>	<p>Noted - Council provides Minor Capital Works grant opportunities bi-annually of up to \$7000 per user/club. A combined application between users at Glengarry Rec Reserve and committee could provide up to \$42,000 annually in Minor Capital Works to contribute to the purchase of capital equipment.</p>
<b>Yinnar Recreation Reserve (Crown/LCC Land)</b>	Funding	<p>In broad terms, the DRAFT policy is supported on the basis that as we have been advised, there is no negative financial impact to any group provided the same service levels as per the prior financial year are delivered.</p>	<p>Noted</p>
		<ul style="list-style-type: none"> <li>• At a minimum, CoM's deliver services to their communities at least 50% cheaper than that of LCC (based on the annual grant \$ being 50% of the actual cost to LCC).</li> <li>• The amount allowed for Reserve surrounds is low and does not anywhere meet the cost of maintenance (not close to 50%) – particularly given the significant rise in fuel costs over the past year.</li> <li>• Similarly, the amount allowed for building maintenance falls well below costs incurred – due to both the cost of input materials and the major increase in the cost of qualified trades and the challenges in securing the required qualified contractors.</li> </ul>	<p>Noted - Formulas for funding have not been altered during this review.</p> <p>Review of funding formulas will take place over the next three years to inform future allocations.</p>

		<ul style="list-style-type: none"> <li>To ensure transparency and confidence in this approach, we believe it would be a worthwhile exercise for LCC to provide evidence annually of the input costs and therefore the grant amounts for the various grant categories.</li> </ul>	
		The value and importance of CoM's to their communities is not reflected in the DRAFT policy and it is recommended this key attribute be included as part of an introduction or context section in the policy. A key benefit of CoM's is the value they add to their community and the close and responsive relationship they enjoy.	<p>Noted – This is a policy related to the distribution of funding for maintenance of recipient's area of authority. This is addressed in the objectives of the policy.</p> <p>The reference to the importance of the value of committees to the wider community is not applicable to this policy.</p>
		Committees of Management (CoM's) have for many years provided significant benefit to their communities through the tireless work of their volunteers. These benefits well exceed that LCC staff could achieve in their day-to-day work activity due to the limit of both human and financial resources available to Council.	Noted
		Access to Planned Maintenance Programs and LCC contractors – this is a welcome initiative and to maximize benefits to CoM's it would be appreciated if the information is provided to all groups at least annually.	Noted – Planned Maintenance Programs and access to contractors through Officers are available for recipients at their request.
		Capital projects – the DRAFT policy recommends these be progressed via the bi-annual Recreation Needs Assessment process. However, CoM's are yet to see any real benefit of this process (we are keen to see what	Noted – Will discuss with relevant officers the outcomes of Recreation Needs Assessments (RNA) and what COM's can do going forward to increase likelihood of successful RNA submissions.



		<p>eventuates this year) and this has seen facilities in towns served by CoM's fall well behind the provision of major facilities &amp; services such as drainage / irrigation / lighting / change rooms etc.</p> <p>An example would be comparing Ronald Reserve Morwell against any CoM reserves, Ronald Reserve has numerous projects completed that sees it well ahead of comparable competition CoM venues. Please note there is no suggestion provision of facilities to Ronald Reserve. We do wonder if it might be a more productive and positive approach to have a principles-based approach where what Council aims to achieve via Committees of Management are prescribed as desired outcomes for the community it serves.</p>	<p>Review of funding formulas will take place over the next three years to inform future allocations.</p>
		<p>No one community or township in Latrobe City is the same as another nor is any one Committee of Management the same as another. Whilst understanding the intent of this policy is to get some consistency and equity amongst townships and communities, the degree to which the policy is prescriptive and detailed could well have the opposite effect - it could contain or limit the benefits to a community via the Committee of Management approach, there are no winners under this scenario.</p>	<p>Noted</p>
<b>Boolarra Memorial Park (Crown Land)</b>	Community expectations	<p>Concerned that whilst the policy is prescriptive in terms of responsibilities for Council and COM, it does not consider the motivational drivers of the volunteers and expectations of</p>	<p>Noted – Formulas for funding have not been altered during this review.</p>

		the community in presentation of facilities and request a further objective be added to the policy being:  <b><i>'Provide cost effective maintenance of community facilities, responsive to the needs of local community'</i></b>	Review of funding formulas will take place over the next three years to inform future allocations.
	Rural Recreation Reserve Maintenance Formula	\$2500 for Reserves outers is quite low considering extent of area to maintain and variety of maintenance required. (Mowing, drainage etc)	Noted - Formulas for funding have not been altered during this review.  Review of funding formulas will take place over the next three years to inform future allocations.
	Building ownership	Committee were are under the impression the buildings are owned by LCC. If this is not the case, then there is a significant impact on funds in maintaining these buildings not being felt by committees with Council owned buildings.	Noted - Latrobe City do not own the buildings within the Boolarra Memorial Park. Officers will contact DEECA to discuss the maintenance responsibilities of these buildings, this will be communicated with the committee.
	Allocated waste bins	Reserve does not have allocated bins and committee pays for bins – should committee have bins allocated?	Noted - Clarify arrangement in the policy as a bin can be allocated to a reserve (bins around grounds) and the users of the reserve pay for bins allocated to buildings.
	Non-permitted grant expenditure activities	Not feasible to restrict use of grant for purchase of mowers. Could annual allocation be reduced, and a separate capital funding scheme be implemented for committees to purchase equipment such as mowers.	Noted - Council provides Minor Capital Works grant opportunities bi-annually of up to \$7000 per user/club. A combined application between users at Boolarra Memorial Park could provide up to \$42,000 annually in Minor Capital Works to contribute to the purchase of capital equipment.

		Concerned that the level of excess on LCC insurance is high and not reasonable to expect Council to make a claim for typical acts of vandalism.	Noted - Policy dictates 'Repair of facilities damaged by vandalism, fire or other natural disasters where the incident could <b>reasonably</b> be expected to be covered by insurance'
	Acquitting funds	The committee wish to be able to carry over funds which would allow them to save money for capital development of the reserve. Having to acquit these funds entirely will greatly impact how the committee operates and increase dependency on minor capital works grant.	Noted - This policy addresses funds to maintain only and not for capital purchases. The need to acquit by the end of the financial year is to ensure adequate maintenance is being carried out.
	Level playing field between council managed reserves and Boolarra.	Boolarra play in the same competitions as clubs like Morwell East who received a considerably higher level of maintenance and investment in their facilities. Having to rely on Capital Grants Processes will greatly increase these differences.	Noted - In the first instance Council provide the Recreation Needs Assessment program to dictate future capital investment of reserves.  Review of funding formulas will take place over the next three years to inform future allocations.
	Equalisation of water costs	Committee make payments to Southern Rural Water for water rights as a sub-license holder and operate pumps to irrigate oval. Payments to Gippsland Water are minor and do not understand what is being achieved by making these changes.	Noted – In this instance, the attempts to equalise water costs is not relevant to the recipient.
<b>Traralgon Railway Reservoir Conservation Reserve</b>	Formula calculation and total	Funds do not reflect actual cost to maintain facility if they were required to engage contractors to deliver works.  Are reserves due to receive funds based on multiple formulas. i.e.  Tracks Trails and Paths	Noted - Current applications do not combine formulas to calculate payment totals. In this instance, TRRCR would fall under Conservation/Bushland/Open Space only.  Review of funding formulas will take place over the next three years to inform future allocations.

		<ul style="list-style-type: none"><li>• \$1400 per open kilometre of trail, up to sixteen kilometres then \$700 for every additional open kilometre</li></ul> and <ul style="list-style-type: none"><li>Conservation/Bushland/Open Space Reserves</li><li>• \$4,000 Base Rate and \$240 per hectare</li></ul>	
--	--	---	--

# LATROBE CITY SUBMISSION TO THE INDEPENDENT REVIEW OF COMMONWEALTH DISASTER FUNDING

## PURPOSE

To seek Council's endorsement of a submission to the independent review of the Commonwealth Disaster Funding processes.

## EXECUTIVE SUMMARY

- The Minister for Emergency Management, Senator the Hon. Murray Watt, has commissioned an Independent Review of Commonwealth Disaster Funding (the Review).
- The Review will explore the most effective ways for the Australian Government to support communities through the funding it provides to state and territory governments, local governments, businesses and community organisations in support of natural disaster management.
- The Review will consider how the Australian Government can better invest in disaster risk reduction to lessen the impacts of natural disasters and help communities respond and recover more quickly.
- A submission needs to be made by 14 July 2023.
- Access to disaster recovery funding is very much appreciated and assists with the physical and emotional recovery within Latrobe City when such events occur, however the overall process of obtaining funding through the Disaster Recovery Funding Arrangements (DRFA) is overly complex and too prescriptive.
- Officers have prepared a submission with key points in the submission including:
  - The complex nature of documentation required for DRFA claims and the timelines involved to submit cost estimates and reconstruction needs to be reviewed based on the scale of the event involved;
  - Navigating the complex system of recovery support can be traumatising for community members. Delivering recovery support in a more accessible way, adopting case management services and more effective communication, can improve the recovery process; and
  - DRFA processes should be streamlined to better incorporate the principle of 'build back better' to strengthen resilience in communities.
- A formal officer request to Emergency Management Victoria has already been submitted for an extension of time to submit our claims for reconstruction works associated with the storm and flood event of 2021.

- Given that works have only been completed in recent weeks and given the time delays in receiving the necessary invoices for these completed works and the financial liability associated, it is considered a formal request to extend the time to submit the final claims sent to the Minister of Emergency Management as well.

#### OFFICER'S RECOMMENDATION

##### **That Council:**

- 1. Endorse Latrobe City Council's submission to the independent review of the Commonwealth Disaster Funding processes (Attachment 1);**
- 2. Submit this submission to the National Emergency Management Agency for their consideration; and**
- 3. Write to the Federal Minister for Emergency Management, Senator the Hon. Murray Watt, and the State Minister for Emergency Services, the Hon. Jaclyn Symes, requesting that an extension of time is provided to submit the final financial claims associated with the 2021 storm and flood events.**

## BACKGROUND

The Federal Government is currently undertaking an Independent Review of Commonwealth Disaster Funding. Please see attachment 2.

The purpose of the review is to consider how the Commonwealth arrangements for disaster funding can be optimised to support a system that is fit-for-purpose to support wellbeing, national productivity, prosperity, and economic security and maintains state, territory and local government roles and responsibilities in the context of the projected increase in natural disasters over the coming decades.

Specifically, the review is seeking input on the following:

- Our experiences with Commonwealth disaster funding support;
- Our ideas about how Commonwealth funding could support communities to reduce their disaster risk;
- Our understanding of Commonwealth disaster funding processes; and
- Our understanding of the funding roles of the Commonwealth, states and territories and local government during a disaster.

## ANALYSIS

Latrobe City has experienced multiple, differing types of emergency events including, in recent years, a bushfire event in 2019 and storm and flood events in 2021 and 2022. The storm and flood events of 2021 in particular had one of the largest impacts on critical public assets with the cost of emergency works, recovery and reconstruction of over 72 landslips at a cost estimate in excess of \$18.0 million. Local governments currently must gather detailed information, including damage assessments, cost estimates, photo reports and supporting documentation, which can be burdensome and require significant resources to support DRFA claims.

Access to disaster recovery funding is very much appreciated and assists with the physical and emotional recovery within Latrobe City when such events occur however, the overall process of obtaining funding through the Disaster Recovery Funding Arrangements (DRFA) is overly complex and too prescriptive.

Overall suggested improvements include:

- The DRFA processes involves an overly complex and time-consuming application process whereby what is needed is a more streamlined evidence and claims process that better reflects the emergency context in which work is undertaken;
- The DRFA approach also needs change to enable the reconstruction of public assets to a higher disaster resilient standard;
- The paperwork involved creates administrative hurdles and delays in accessing funds and ultimately assisting the recovery of funding, and the level of “red tape” required needs to be balanced with why this funding is being made available in the first instance, which is to assist with the timely recovery;
- The timelines for detailed cost estimates to be submitted and works to be completed needs to be reviewed as it does not have any regard to the scale of impact of a particular event. The same timeframes apply whether the financial reconstruction costs are \$18,000 or over \$18.0 million, as is the total current cost estimate for the storm and flood events of 2021 in Latrobe City;

- Community led recovery is a vital part of the success of available funding arrangements. Navigating the complex system of recovery funding support can be traumatising for community members. Adopting case management services and a “one stop shop” for community grant opportunities would greatly assist the recovery of communities in a less stressful manner; and
- It is considered that increased flexibility needs to be considered about what funding is available for “non-essential public assets” such as community buildings on recreation reserves. It is considered that some assets such as community halls and pavilions that are deemed as “non-essential” are absolutely essential to the health and wellbeing of the community.

Attachment 1 has responded to the feedback in the format required to be responded to under the question headings of the enquiry webpage.

#### RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<b>COMPLIANCE</b> General public injured as a result of continued landslip failure or reduced road widths           Property owner access is not reinstated as soon as practicable.	<b>Medium</b> <i>Possible x Likely</i>           <b>Medium</b> <i>Possible x Likely</i>	Increased signage and delineation.  Addition traffic management controls, traffic lights, road closures where applicable.       Specialist independent advice on high impact sites. Works progressing as fast as practicable with available resources.
<b>SERVICE DELIVERY</b> Road network access is interrupted	<b>High</b> <i>Likely x Almost Certain</i>	Safe road access reinstated as soon practicable.



<b>FINANCIAL</b> DRFA claims denied or disputed	<b>Medium</b> <i>Possible x Likely</i>	Dedicated internal resource has been allocated to progress the claims process.  Formal officer requests to relevant state agencies requesting an extension of time to the final submission date for claims to be completed.  Council formally endorses a request for an extension of time to the final submission date for claims to be completed.
<b>STRATEGIC</b> Remediation works are not completed in line with community expectation	<b>Medium</b> <i>Possible x Likely</i>	Ad hoc and open communication with affected residents on remediation timelines.
<b>STRATEGIC</b> Not making a submission on behalf of Latrobe City and our community to the Independent Review of Commonwealth Disaster Funding	<b>Medium</b> Possible x Moderate	Endorse the draft submission.

## CONSULTATION

No external consultation has been undertaken in preparing this submission however feedback received from community members directly and through the Community Recovery Committee meetings has been incorporated in this submission.

## COMMUNICATION

Communications have been primarily with directly impacted property owners and through the establishment of Community Recovery Committees. When road closures have been enacted, additional communications have been completed with the support of the Communications Team. Council has been consulting with stakeholders via a bi-monthly newsletter since December 2021 in relation to the reconstruction of the landslips.

Council officers have raised the issue of outstanding invoices at every Monthly Contract Meeting with contractors since October 2022 in addition to relevant State and Federal departments.

#### DECLARATIONS OF INTEREST

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

## APPENDIX 1 IMPACT ASSESSMENT

### **Social**

Re-connecting roads to isolated communities and ensuring necessary physical and wellbeing support is available to community members following a disaster event is a critical element in recovery. Some sections of the South Ward have endured access interruptions for almost two years, their patience and understanding while completing these remediations has been greatly appreciated.

### **Cultural**

Not applicable

### **Health**

The complex system of recovery funding support can be traumatising for community members. Adopting case management services and a “one stop shop” for community grant opportunities would greatly assist the recovery of communities in a less stressful manner

### **Environmental**

Given the likelihood of increased instances of natural events causing to communities, strengthening resilience in our communities, and ensuring infrastructure can be ‘built back better’ is increasingly important.

### **Economic**

Remote roads impacted as a result of recent events are critical not just to residential access for rural communities but also to support the timber industry. Their haulage operations required alteration to avoid landslip impacted roads.

### **Financial**

DRFA is a cost sharing arrangement between the Commonwealth and State Governments to support certain relief and recovery efforts following an eligible disaster has funded most of the Landslips Remediation Program. The acquittal process and timelines to submit final claims put undue pressure on Latrobe and other Local Governments given the scale of impact of the 2021 flood and storm events.

### **Attachments**

1. Latrobe City Submission - Independent Review of Commonwealth Disaster Funding
2. Independent Review of Commonwealth Disaster Funding- briefing paper

## 6.3

### **Latrobe City Submission to the Independent Review of Commonwealth Disaster Funding**

<b>1</b>	<b>Latrobe City Submission - Independent Review of Commonwealth Disaster Funding.....</b>	<b>87</b>
<b>2</b>	<b>Independent Review of Commonwealth Disaster Funding- briefing paper .....</b>	<b>92</b>



# **Latrobe City Council Public Submission – Independent Review of Commonwealth Disaster Funding**

## **July 2023**



## Introduction

The Minister for Emergency Management, Senator the Hon. Murray Watt, has commissioned an Independent Review of Commonwealth Disaster Funding (the Review).

The Review will explore the most effective ways for the Australian Government to support communities through the funding it provides to state and territory governments, local governments, businesses and community organisations in support of natural disaster management. It will consider how better investment can occur in disaster risk reduction to lessen the impacts of natural disasters and help communities respond and recover more quickly.

Submissions on the proposed changes are required by 14 July 2023.

Latrobe City Council focuses on the following key points in our submission:

- The complex nature of documentation required for Disaster Recovery Funding Arrangements (DRFA) claims and the timelines involved to submit cost estimates and reconstruction needs to be reviewed based on the scale of the event involved;
- Navigating the complex system of recovery support can be traumatising for community members. Delivering recovery support in a more accessible way, adopting case management services, and more effective communication can improve the recovery process; and
- DRFA processes should be streamlined to better incorporate the principle of 'build back better' to strengthen resilience in communities.

Specifically, the Independent Reviewer is seeking input on the following questions:

### 1. What experience have you had with Commonwealth disaster funding support?

Latrobe City Council (LCC) and its teams have gained valuable experience with Commonwealth Disaster Funding support, particularly in response to recent significant events such as bushfires and severe storm damage events stretching from 2019 to 2022. We have successfully prepared reimbursement claims documentation, navigated complex application processes, and secured recent commitments for over \$18 million in Category A and B funding.

Our team has been actively involved in relief and recovery efforts, including support activities, community engagement, and the establishment of Relief Centres and Community Recovery Committees. We have diligently gathered data, reconciled costs, and submitted comprehensive applications for immediate works funding. Our commitment to effective disaster recovery and rebuilding is evident in our utilisation of Commonwealth funding support – it could not occur without it.

LCC consistently manage the disbursement and acquittal of many streams of discretionary grant funding from both state and federal governments, including jointly funded programs such as the

---

Public Submissions - Independent Review of Commonwealth Disaster Funding | Page 3

---

Black Spot Road Safety funding. None of these funding streams will remove funding because an on the ground emergency response did not stop to take a metadata enabled photo in a specific position, before commencing works. The scale of recent events has required a large coordinated in house and contractor led response to re-open roads. LCC has had legitimate works deemed ineligible due to contractors not being familiar with these post-disaster evidentiary requirements. The difference is stark to discretionary grant streams which are more focused on project outcomes than specific pre-construction evidentiary requirements.

The timeframes do not scale with the size of the disaster. We could have a single landslip or 200 landslips from an event and be required to meet the same timing deadlines. Yes, a variation could be sought but without certainty in the guidelines it relies on agency discretion and adds uncertainty to a disaster response.

The National Disaster Funding arrangements places a significant administrative burden on local governments. They are responsible for managing the funding application process, ensuring compliance with reporting requirements, and navigating complex financial procedures. The administrative workload can divert resources and attention away from crucial recovery activities, potentially slowing down the overall recovery process.

Without detailed up to date experience in navigating the complex process, it is overwhelming and financially risky to commence reconstruction efforts post disaster – the emphasis should be on addressing the immediate need of disaster affected communities with the trust of government.

Navigating the complex system of recovery support can be traumatising for community members. Delivering recovery support in a more accessible way, adopting case management services, and more effective communication can improve the recovery process for our community.

## **2. How could Commonwealth funding support communities to reduce their disaster risk?**

Access to disaster recovery funding is very much appreciated and assists with the physical and emotional recovery of the community within Latrobe City. This assistance could be improved further by:

- Allowing flexibility as part of a community led recovery process by ensuring greater access to community groups and private landowners, and the provision of equipment or resource grants to enable communities to gather the necessary evidence for supporting claims.
- Increasingly shifting the focus of funding from solely response and recovery to long-term resilience strategies, allowing communities to proactively address adaption, the underlying causes of natural disasters, and invest in sustainable risk reduction measures. The recent Disaster Ready Fund is a fantastic example of this type of initiative.
- Investing in mitigation efforts, including identifying and strengthening critical infrastructure and implementing programs that enhance community resilience. Local governments, with Commonwealth funding support, are well-suited for sustainable implementation.

---

Public Submissions - Independent Review of Commonwealth Disaster Funding | Page 4

---

- Reviewing funding applicability to include enhancements to critical infrastructure during response and reconstruction activities. The approach to betterment is inconsistent in the application but moreover, misses the point that these essential public assets are legacy assets not built to the current engineering standards. It is essential that modern safety treatment be incorporated in asset restoration, because without adding modern resilience treatment to these assets to withstand the increased effects of climate change, they will most likely fail again in the future.

Part of the adaption to climate change can include a thorough assessment of the need for the reinstatement of that asset in its current alignment. It may be a better use of public funds and a more sustainable solution to relocate a road from a landslip plagued location, however that is not currently eligible for funding. The current funding arrangements do not allow for this type of best use of public funds assessment.

### **3. Please describe your understanding of Commonwealth disaster funding processes.**

LCC currently has approximately \$15.4 million worth of outstanding Category B Asset Restoration claims associated with the June 2021 flood and storm event.

It is our experience that the processes involved in accessing Commonwealth disaster funding are complex and time-consuming. It requires comprehensive data collection, including financial documentation, photographs, cost estimates, and damage assessments. Timely submission of invoices from contractors is crucial to meet claim submission deadlines. The administrative burden of paperwork and documentation can be challenging and often requires significant resources. Streamlining the application process and reducing paperwork would be beneficial.

Liaison with emergency management representatives and understanding the eligibility criteria for different funding categories are vital aspects of the process. Overall, providing detailed evidence of expenditure can be a time-consuming aspect of accessing Commonwealth Disaster Funding.

We value the funding arrangements and agree that all public monies must be properly disbursed and auditable. However, we find the current evidentiary requirements an impediment to the reconstruction works and claims process, and onerous when compared to other funding streams.

### **4. Are the funding roles of the Commonwealth, states and territories, and local government, during disaster events clear?**

The roles and responsibilities are not clear. The rules and guidelines have changed multiple times, leading to confusion and additional work. Understanding the funding rules and how they are assessed by the State can be challenging, contradictory and subject to change. The funding response should be reflective of the scale and nature of the event, to allow flexibility in how immediate and the ongoing needs of the community are met in a coordinated government approach.



---

**Public Submissions - Independent Review of Commonwealth Disaster Funding | Page 5**

---

There is also confusion regarding the sources of funding and the reporting methods, as they have changed over time – some funding comes from Department of Family, Fairness and Housing, some from Emergency Management Victoria and from other State and Federal agencies. Clarity is needed regarding roles, reporting lines, and the reasons behind information requirements, as information often needs to be provided to multiple departments and consistently, we have had to provide very similar feedback in different ways to State and Federal departments.

**5. Is there any further information you would like to provide?**

Latrobe City Council appreciates the opportunity to make a submission to the Independent Review of Commonwealth Disaster Funding and provide the following additional information:

- The increasing frequency and severity of events call for dedicated Commonwealth resources to ensure stakeholders are well-informed about requirements and processes related to disaster funding;
- It is important that the funding and guidelines are fit for purpose, depending on the nature and scale of event. This includes the timely deployment of fit for purpose funding streams to enable a community led recovery;
- Data sharing of the impact across agencies, while recognising personal privacy constraints would be beneficial;
- There is a lack of understanding at the Commonwealth and State levels regarding the time and effort required to compile a claim that meets assessor's requirements for full reimbursement. During emergencies, the focus on community safety should overshadow the importance of collecting data for future claims;
- System updates, such as in Crisisworks, are needed to include fields for essential information to streamline reporting and eliminate manual data compilation, as the effort moves from disaster response to reconstruction; and
- Utilising Category A funding more effectively for initial relief and recovery, without excessive concerns about eligibility, would benefit affected individuals. Early confirmation of funded services and timely appointment of recovery officers are essential for efficient and cohesive recovery efforts.

By addressing these points through clear guidance, updated systems, timely funding, and dedicated resources, disaster response, recovery, and funding processes can be improved.

INDEPENDENT REVIEW OF COMMONWEALTH DISASTER FUNDING | PUBLIC SUBMISSIONS BRIEFING PAPER



# Briefing Paper

## Independent Review of Commonwealth Disaster Funding

Review led by Andrew Colvin AO APM

May 2023

## 1 Background

Disasters cost the Australian economy \$38 billion per year on average. The severity, intensity and frequency of natural disasters is expected to increase, putting further strain on Australia's relief, response and recovery capabilities. By 2060, the cost of disasters could rise to at least \$73 billion per year<sup>1</sup>.

Managing the risks of, and responding to disasters, including the provision of relief and recovery assistance to disaster affected communities, is primarily the responsibility of state and territory governments. However, large events can often result in significant and overwhelming financial and resource costs to the states and territories, local government, and non-governmental organisations, which impact on and exceed their capacity to deliver vital services and recovery operations. In these instances, the Australian Government supports and complements state and territory disaster funding arrangements.

Major recent disaster events in Australia spanning several jurisdictions such as bushfires and major flooding have required large scale response and recovery efforts from authorities at Commonwealth, state, and local levels, along with an increased focus on longer term resilience. Considering this, the Australian Government has commissioned an Independent Review of the Commonwealth Disaster Funding Arrangements ('the Review').

## 2 Context of the Review

The Review seeks to understand and define the Australian Government's (the Commonwealth) role in Australia's disaster funding environment and considers how Commonwealth investment can be optimised to support a national disaster funding system with the scale and adaptability needed to respond to the increasing frequency and severity of natural disasters.

Commonwealth financial commitments are increasing over time, in large part due to funding increases in local economic recovery, infrastructure, residential household rebuild and rural landholder grants. Activities conducted by NEMA to identify Commonwealth funding in support of disaster responses, resilience or recovery indicate that since Financial Year 2018-19, expenditure has grown each year, with a significant increase in 2021-22 to support recovery and resilience programs in response to the significant disaster events which occurred over the last three years.

The Review will assess how Commonwealth disaster funding measures can be redefined and enhanced to complement and support state and territory arrangements and programs, proactively improve resilience and promote disaster risk reduction to constrain growing recovery costs, and deliver a system that is effective, responsive, equitable, and accessible.

As well as ensuring that the system can respond to our increasing disaster risk in the future, there is a need to harness opportunities for increased investment and participation from all sectors to reduce risk, build resilience and make our communities safer.

This submission process will contribute to the body of evidence that will be considered as part of the Review.

## 3 Questions for consideration

We invite members of the public to provide comments on the following questions:

1. What experience have you had with Commonwealth disaster funding support?
2. How could Commonwealth funding support communities to reduce their disaster risk?
3. Please describe your understanding of Commonwealth disaster funding processes.
4. Are the funding roles of the Commonwealth, states and territories, and local government, during disaster events clear?
5. Is there any further information you would like to provide?

---

<sup>1</sup> Deloitte released its *Special report: update to the economic costs of natural disasters in Australia*, commissioned by the Australian Business Roundtable for Disaster Resilience and Safer Communities: 6 October 2021.

# RELEASE OF DRAFT GOVERNANCE RULES FOR PUBLIC CONSULTATION

## PURPOSE

To seek approval from Council to commence the community engagement process as part of the review of the Governance Rules.

## EXECUTIVE SUMMARY

- Section 60 of the *Local Government Act 2020* requires a Council to develop, adopt and keep in force Governance Rules with respect to the conduct of Council and delegated committee meetings.
- As a result of the COVID-19 pandemic, the Victorian Government passed the *Regulatory Legislation Amendment (Reform) Act 2022* introducing provisions into the *Local Government Act 2020* (the Act) relating to electronic attendance and participation in council meetings and delegated committees on a permanent basis.
- These provisions created the requirement for all councils to update their Governance Rules, in consultation with their communities, to comply with the new provisions in the Act relating to virtual meetings.
- The review to incorporate these new requirements has provided an opportunity to undertake a wider review of the Governance Rules to address areas of improvement that have been identified in their operation and to provide clarity in how they are to be applied.
- Section 60(4) of the *Local Government Act 2020* requires that a Council must ensure that a process of community engagement is followed in developing or amending its Governance Rules before they can be adopted.
- Consideration of this report was deferred from the Council Meeting on 5 June 2023. The content of the report and officer's recommendation is unchanged other than to update the consultation dates in the officer recommendation.

## OFFICER'S RECOMMENDATION

### That Council:

1. **Approve the release of the Latrobe City Council Draft Governance Rules (Version 3) at Attachment Two for a four-week community consultation period, commencing on Monday, 10 July 2023 to Monday, 7 August 2023, pursuant to section 60(4) of the *Local Government Act 2020* and Council's Community Engagement Policy; and**
2. **Note that a future report will be presented to Council to consider any feedback received from the community regarding the Latrobe City Council Draft Governance Rules and adopt the final Latrobe City Council Governance Rules under section 60 of the *Local Government Act 2020*.**

## BACKGROUND

Council has operated under the current version of the Governance Rules since they were adopted on 2 August 2021.

The COVID-19 pandemic highlighted the need for, and usefulness of, a more flexible and modern approach to conducting required local government meetings moving forward.

The Victorian Government's *Regulatory Legislation Amendment (Reform) Act 2022* (Reform Act) introduced to the *Local Government Act 2020* (the Act) provisions relating to electronic attendance and participation in council meetings and delegated committee meetings on a permanent basis. The new provisions came into effect on 2 September 2022.

The Reform Act introduces provisions into Part 3 Division 2 of the Act (section 60) that require a council develop, adopt and keep in force Governance Rules relating to:

- the conduct of council (and delegated committee) meetings held by electronic means; and
- requesting and approving attendance by electronic means.

While making the changes to the current Governance Rules required by this new legislation, a wider review has been undertaken to incorporate additional changes with the intention of improving their clarity and function based on learnings that have been obtained in their operation.

## ANALYSIS

The Governance Rules, like any other Council policy, should be regularly reviewed to ensure that they continue to be relevant, reflect the current meeting processes of Council, adhere to legislative requirements and meet community expectations.

While the current review was initiated by the need to include references to the conduct of meetings and attendance by electronic means, it also afforded an opportunity to take a wider review of the Governance Rules to identify areas that can be improved to make them more effective and further embed accountability and transparency principles within them.

The following is a summary of the major proposed changes to the Governance Rules together with a brief explanation of the reasoning behind each change.

A table providing details of all changes is included with this report (Attachment One)

The draft Governance Rules, showing the proposed changes, are also attached for reference. (Attachment Two)

### **Part A: Introduction**

#### **Definitions and Notes**

New definitions have been added regarding Conflict of Interest together with Hybrid and Virtual Meetings.

Additionally, the existing definitions of Council and Delegated Committee meetings have been expanded to include references to virtual and hybrid formats.

These additional definitions have been included to reflect the changes made elsewhere in the Governance Rules.

## **Part C: Meetings Procedure**

### **Council Meetings**

Based on recent experience in having to relocate Council meetings to the Gippsland Performing Arts Centre, a new clause has been added allowing the Chief Executive Officer, in consultation with the Mayor, to change the location of a meeting subject to giving reasonable public notice of the change.

New clauses regarding the conduct of Council meetings in virtual or hybrid formats, together with the requirements and responsibilities of a Councillor to attend a meeting virtually, have also been added.

These changes are in response to the new provisions in the Act regarding the conduct of Council meetings by electronic means and the process to request and approve attendance by electronic means.

### **Notices of Motion**

There have been changes to the process of submitting, progressing and responding to a Notice of Motion, most notably the ability for the Chief Executive Officer to refer a Notice of Motion to the operational service request process, a report for consideration at a Councillor Briefing or an out-of-session workshop or handling under delegation.

The intent of these changes is not to remove or limit the ability of Councillors to raise matters via a Notice of Motion, they aim to improve the process in dealing with those that are submitted, including greater clarity as to their implications, while providing alternate avenues for dealing with the matters raised, if appropriate.

The revised requirement for a Notice of Motion to be lodged with the Chief Executive Officer six business days before the next scheduled Council meeting does not change the first time in which a proposed Notice of Motion must be raised, nor does it change the time by which a proposed Notice of Motion must be submitted to the Chief Executive Officer. It does however allow time for a standardised process and timeframes for consideration.

It is anticipated that requiring an officer comment and statement on justification and background facilitates better informed decision making and improves governance through greater accountability and transparency. The alignment for notices of motion with Council's legislated responsibilities assists to demonstrating accountability and promotes community confidence in the Council actions.

### **Deferral of Debate**

A new clause has been introduced with regard to deferral of debate on a matter to a later Council meeting requiring a supplementary report to be included if the reason for the deferral is to consider additional information not already included.

Currently, if a matter is deferred to a subsequent meeting the report that is already under consideration must be recreated and there is no option to include additional information. This change will ensure that Council can be provided with all necessary information to inform their decision making, particularly if it is identified that there are gaps in the initial report that is presented for consideration.

### **Public Question Time**

Under the current Governance Rules the Chief Executive Officer is required to ascertain if the person asking a public question is in the gallery prior to determining if the question will be read at the Council meeting or a response provided directly and recorded in the minutes.

To promote consistency and transparency this has been amended so that all suitable public questions will be read at a Council meeting with a response provided by the Chief Executive Officer at the meeting. Details of the original question and the answer will still be recorded in the minutes and a written response provided following the meeting.

### **Part D: Other Matters**

Additional clauses have been added to this section of the Governance Rules with regard to the declaration and recording of conflicts of interest for Delegated and Community Asset Committees as this is not explicitly stated in the current version.

Additional, minor amendments have also been made to other sections of the Governance Rules to ensure that they are accurate and reflect current practice, legislation or policy.

### **RISK ASSESSMENT**

RISK	RISK RATING	TREATMENT
<b>COMPLIANCE</b> Failure to comply with the new requirements in the <i>Local Government Act 2020</i> with regard to virtual meetings.	<b>Low</b> <i>Unlikely x Minor</i>	Ensure that Governance Rules are amended to include these changes and adopted.

<p><b>SERVICE DELIVERY</b></p> <p>Failure to publicly consult on the revised Governance Rules may mean Council has not complied with the community engagement requirement for their development.</p>	<p><b>Low</b></p> <p><i>Unlikely x Minor</i></p>	<p>Ensure that adequate community consultation is undertaken in accordance with Councils Community Engagement Policy.</p>
--	--	---

## CONSULTATION

Section 60(4) of the *Local Government Act 2020* states that a Council must ensure that a process of community engagement is followed in developing or amending its Governance Rules unless it is only adopting a good practice guideline issued by the Minister.

It is proposed that a four-week public consultation process will be undertaken on Council's website seeking comment on the draft Governance Rules. Social media will also be suitably utilised to publicise the consultation activity.

Any relevant feedback that is received from the community as a result of this process will be presented to Council at a future meeting for consideration prior to the revised Governance Rules being adopted.

## COMMUNICATION

Once adopted, the updated Governance Rules will be made available on Council's website.

## DECLARATIONS OF INTEREST

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



## APPENDIX 1 IMPACT ASSESSMENT

### **Social**

Ensuring that the Governance Rules reflect current legislative requirements and practice provides the community with an understanding of the processes of Council and also the opportunities to engage in decision making.

### **Cultural**

Not applicable

### **Health**

Not applicable

### **Environmental**

Not applicable

### **Economic**

Not applicable

### **Financial**

The costs associated with undertaking community engagement on the revised Governance Rules can be accommodated in existing budgets.

### **Attachments**

1. Governance Rules - Amendments Summary
2. Draft Governance Rules Version 3 - Track Changes

## **6.4**

### **Release of draft Governance Rules for Public Consultation**

- 1 Governance Rules - Amendments Summary ..... 101**
- 2 Draft Governance Rules Version 3 - Track Changes ..... 104**

Section	Proposed Changes	Reasoning
<b>Definitions and Notes</b>	<ul style="list-style-type: none"> <li>• Addition of definition of Conflict of Interest</li> <li>• Expansion of definition of Council Meeting to include virtual or hybrid formats.</li> <li>• Expansion of Delegated Committee Meeting to include virtual or hybrid formats.</li> <li>• Addition of definition of Hybrid Meeting</li> <li>• Addition of definition of Virtual Meeting</li> </ul>	Addition of new definitions or expansion of existing definitions to reflect changes elsewhere in the Governance Rules.
<b>Council Meetings</b>	<ul style="list-style-type: none"> <li>• Addition of new clause allowing the Chief Executive Officer to change the location of Council meeting, if required, subject to reasonable notice being given. (Clause 9.7)</li> <li>• Addition of new clause regarding format of Council meetings being in either a virtual or hybrid format. (Clause 10)</li> <li>• Addition of a new clause detailing the requirements for a Councillor to attend a meeting virtually. (Clause 11)</li> <li>• Addition of a new clause detailing the responsibilities of a Councillor attending a meeting virtually. (Clause 12)</li> </ul>	<p>Requirement identified as a result of recent need to relocate Council meetings from Corporate HQ to Gippsland Performing Arts Centre.</p> <p>These additional clauses are required by the amendments to the <i>Local Government Act 2020</i>.</p>
<b>Notice Of Motion</b>	<ul style="list-style-type: none"> <li>• Addition of requirement for Councillor to provide justification and background of Notice of Motion when raising at a Councillor Briefing. (Clause )</li> </ul>	Alterations and additions to provide great clarity with regard to the preparation of Notice of Motions and the introduction of alternative mechanisms for them to be

	<ul style="list-style-type: none"> <li>• Additional of requirement for the Chief Executive Officer to inform Councillors about the legal, officer resource and cost implications of any proposed Notice of Motion. (Clause )</li> <li>• Requirement that a Notice of Motion must relate to the objectives, role and functions of Council as outlined in the <i>Local Government Act 2020</i>. (Clause )</li> <li>• Expanded clause allowing the Chief Executive Officer to reject or refer a Notice of Motion to the operational service request process, a report for consideration at a Councillor Briefing, an out-of-session workshop or for handling under delegation. (Clause )</li> <li>• Additional clause allowing minor amendments to a Notice of Motion to be proposed by a Councillor. (Clause )</li> </ul>	reviewed, rejected, considered and addressed.
<b>Deferral Of Debate</b>	<ul style="list-style-type: none"> <li>• Addition of a new clause regarding deferral of a matter to a later Council meeting and detailing requirements for any subsequent report. (Clause 38)</li> </ul>	New clause will allow for a matter to be deferred and clarifies the process to enable additional information to be included in subsequent reports.
<b>Speaking at a Council Meeting</b>	<ul style="list-style-type: none"> <li>• Addition of references to participating in a Council meeting virtually. (Clause 63.2)</li> </ul>	This change is in response to the amendments to the <i>Local Government Act 2020</i> to provide an option for members of the public to speak virtually as well as in person.
<b>Public Question Time</b>	<ul style="list-style-type: none"> <li>• Removal of the requirement for the Chief Executive Officer to ascertain if person asking the question is present at Council meeting. (Clause 70.5.2)</li> </ul>	Amendments to make the process of dealing with questions received from the public clearer and promote transparency.

	<ul style="list-style-type: none"> <li>• Amendment that all suitable questions will be read out and answered at a Council meeting (Clause 70.5.2)</li> </ul>	
<b>Community Asset Committees</b>	<ul style="list-style-type: none"> <li>• Amendment to include reference to Conflict of Interest (Clause 73.3)</li> <li>• Amendment to include reference to Instrument of Delegation rather than Terms of Reference. (Clause 73.4)</li> </ul>	Minor amendments.
<b>Conflicts of Interest</b>	<ul style="list-style-type: none"> <li>• Amendment to include references to Community Asset Committees. (Clause 75.1)</li> <li>• Addition of reference to maintaining a Conflict of Interest Register. (Clause 75.2)</li> <li>• Addition of reference to the requirement for a Conflict of Interest to be recorded in the Conflict of Interest Register. (Clause 77.4.2)</li> <li>• Amendment to include clarification that Conflict of Interest provisions do not apply to Community Asset Committee members who are not Councillors or Council staff. (Clause 77.5)</li> <li>• Addition of a clause requiring all conflicts of interest to be provided to Governance for recording in the Conflict of Interest Register. (Clause 80.2)</li> </ul>	Additional requirements to assist in the ongoing management and recording of Conflicts of Interest.



# Governance Rules

Version ~~23~~

Approval Date: ~~2 August 2021~~

Review Date: ~~July 2025~~



## Governance Rules

### DOCUMENT CONTROL

Responsible GM	General Manager	
Division	Regional City Strategy and Transition	
Last Updated (who & when)	<del>Council Solicitor</del>	<del>August 2021</del>
<b>DOCUMENT HISTORY</b>		
Authority	Date	Description of change
Council	07/09/2020	Adoption of Rules
Council	02/08/2021	Amendments to align Rules with Governance Principles in the Local Government Act 2020 and for enhanced procedural clarity and certainty
References	<i>Election Period Policy</i> <i>Citizen Confidentiality and Privacy Policy</i> <i>Civic, Ceremonial Functions and Honours Policy</i> <i>Employee Code of Conduct</i> <i>Local Government Act 2020</i> <i>Local Government Act 1989</i> <i>Planning and Environment Act 1987</i> <i>Privacy and Data Protection Act 2014</i>	
Next Review Date	<del>July 2025</del>	
Published on website	<del>Yes</del>	
Document Reference No	<del>2236497</del>	



## Governance Rules

### Table of Contents

<b>Part A: Introduction</b>	<b>7</b>
1. Title	7
2. Objectives of these Governance Rules	7
3. Authorising Provision	7
4. Scope of the Governance Rules	7
5. Definitions and Notes	8
<b>Part B: Election of the Mayor and Deputy Mayor, Appointment of</b>	
<b>Acting Mayor</b>	<b>11</b>
6. Determining the Election of the Mayor	11
7. Determining the Election of any Deputy Mayor	13
8. Determining the Appointment of any Acting Mayor	13
<b>Part C: Meetings Procedure</b>	<b>14</b>
<b>Division 1 - Notices of Meetings and Delivery of Agendas</b>	<b>14</b>
9. Council meetings	14
10. Virtual and Hybrid Council Meetings	15
11. Request to Attend Meeting Virtually	15
12. Responsibilities of Attending Meeting Virtually	16
13. Agendas	16
<b>Division 2 – Quorums</b>	<b>17</b>
14. Inability to gain a Quorum	17
15. Inability to maintain a Quorum	17
16. Inability to achieve or maintain a Quorum due to Conflicts of Interest of Councillors	17
17. Adjourning or postponing a meeting	18
<b>Division 3 – Business of Meetings</b>	<b>19</b>
18. The Order of Business	19
19. Change to Order of Business	19





## Governance Rules

20.	Urgent Business .....	19
	Division 4 – Motions and Debate.....	19
21.	Councillors may propose Notices of Motion.....	19
22.	Notice of motion.....	19
23.	Chair’s Duty.....	22
24.	Motion Procedure .....	22
25.	Right of Reply .....	24
26.	Determining a Motion .....	24
27.	Moving an Amendment .....	24
28.	How many Amendments may be Proposed .....	25
29.	Who may debate an amendment .....	25
30.	An Amendment Once Carried.....	25
31.	Withdrawal of Motions and Amendments.....	26
32.	Separation of Motions and Amendments .....	26
33.	Chair may Separate or Aggregate Motions and Amendments .....	26
34.	Foreshadowing Motions.....	26
35.	Motions and Amendments in Writing.....	26
36.	Repeating Motion or Amendment.....	27
37.	Debate must be relevant to the Motion .....	27
38.	Deferral Of Debate .....	26
39.	Priority of address .....	27
40.	Speaking Times.....	27
41.	Extension of Speaking Times .....	28
42.	Addressing the Meeting .....	28
43.	Right to Ask Questions .....	27
	Division 5 – Procedural Motions .....	28
44.	Procedural Motions .....	28
	Division 6 – Rescission Motions .....	32
45.	Notice of Rescission.....	32



## Governance Rules

46.	When a rescission Motion is Lost .....	33
47.	If Not Moved .....	33
48.	May be Moved by any Councillor .....	33
	Division 7 – Points of Order.....	34
49.	Chair to Decide .....	34
50.	Chair may Adjourn to Consider .....	34
51.	Dissent from Chair’s Ruling.....	34
52.	Procedure for Point of Order .....	34
53.	Valid Points of Order .....	35
	Division 8 – Minutes .....	35
54.	Confirmation of Minutes.....	35
55.	Content of the Minutes .....	36
56.	Recording and broadcasting Meetings.....	37
	Division 9 – Behaviour .....	37
57.	Public Addressing the Meeting.....	37
58.	Chair May Remove.....	38
59.	Suspensions .....	38
60.	Removal from Chamber .....	38
	Division 10 – Miscellaneous .....	38
61.	Matters Not Provided For .....	38
	Division 11 – Suspension of Standing Orders .....	38
62.	Suspension of Standing Orders .....	38
	Division 12 – Public Engagement .....	39
63.	Community Participation.....	39
64.	Requirements for Councillors whilst speaking .....	39
65.	Acknowledgments .....	39
66.	Streaming Council Meetings.....	40
67.	Petitions.....	40



## Governance Rules

68.	Written Submissions .....	42
69.	Speaking at a Council Meeting .....	42
70.	Public Question Time .....	44
71.	Privacy .....	45
	Part D: Other Matters .....	48
	Division 1 – Committees .....	48
72.	Delegated Committees .....	47
73.	Community Asset Committees .....	47
	Division 2 – Election Period Policy .....	48
74.	Council’s Election Period Policy .....	48
	Division 3 – Conflict of Interest .....	48
75.	Obligations with regard to Conflict of Interest .....	48
76.	Councillors, Members of Delegated Committees and Members of Community Asset Committees .....	49
77.	Procedure at a Council, Delegated Committee <a href="#">or Community Asset Committee</a> Meeting .....	49
78.	Procedure at other meetings organised, hosted or supported by Council .....	50
79.	Council Staff .....	52
80.	Procedure for disclosures of conflicts of interest by Council Staff .....	51
	Division 4 – Joint Council Meetings .....	51
81.	Procedure for Joint Council Meetings .....	51
	Appendix One: Petition Template .....	53
	Appendix Two: Public Question Time .....	54

## Part A: Introduction

### 1. Title

This is the Latrobe City Council Governance Rules which will be known as the "Governance Rules".

### 2. Objectives of these Governance Rules

The objectives of these Governance Rules are to:

- 2.1. prescribe the procedures governing the conduct of Council meetings and Delegated Committee meetings;
- 2.2. prescribe the form and availability of meeting records;
- 2.3. prescribe the processes for the election of the Mayor and Deputy Mayor, and the appointment of an Acting Mayor;
- 2.4. prescribe Council's Election Period Policy;
- 2.5. prescribe the procedures for disclosure of a conflict of interest by a:
  - 2.5.1 Councillor or a member of a Delegated Committee under section 130 of the *Local Government Act 2020*;
  - 2.5.2 Councillor under section 131 of the *Local Government Act 2020*; and
  - 2.5.3 Member of Council staff when providing information in respect of a matter within the meaning of section 126(1) of the *Local Government Act 2020*; and
- 2.6. provide opportunities for community participation in Council's decision-making processes.

### 3. Authorising Provision

These Governance Rules are made under section 60 of the *Local Government Act 2020*.

### 4. Scope of the Governance Rules

- 4.1 These Governance Rules apply to all Council meetings.
- 4.2 These Governance Rules apply to all meetings of:
  - 4.2.1 Delegated Committees appointed by the Council;
  - 4.2.2 Community Asset Committees appointed by the Council;insofar as is set out at Rules 72-73.

## 5. Definitions and Notes

In these Governance Rules:

Act	means the <i>Local Government Act 2020</i> .
Agenda	means a document containing the date, time and place of a meeting and a list of business to be transacted at the Meeting.
Audit and Risk Committee	means the Audit and Risk Committee established by a Council under section 53 of the Act
Chair	means the Chairperson of a meeting and includes an acting, temporary and substitute Chairperson
Chamber	means any room where the Council holds a Council meeting
Chief Executive Officer	means the Chief Executive Officer of Council
Community Asset Committee	means a Community Asset Committee established by Council under section 65 of the Act
<u>Conflict of Interest</u>	<u>means a conflict of interest as defined in sections 127 to 129 of the Act</u>
Council	means Latrobe City Council
Council Meeting	means a meeting of the Council convened in accordance with <u>section 61 of the Act and</u> these Governance Rules and includes scheduled meetings and unscheduled meetings, <u>whether held by face-to-face (in person) attendance at a set location, via electronic means (virtual) or in a 'hybrid' format that mixes in-person and electronic attendance.</u>
Delegated Committee	means a Delegated Committee established by Council under section 63 of the Act
Delegated Committee meeting	means a meeting of a Delegated Committee <u>held as face-to-face (in person) attendance in a set location or via electronic means (virtual) or in a 'hybrid' format that mixes in-person and electronic attendance.</u>
Deputy Mayor	means the Deputy Mayor of Council and any person appointed by Council to act as Deputy Mayor

Disorder/Disorderly	<p>means any disorderly conduct of a member of the gallery or a Councillor and includes:</p> <ul style="list-style-type: none"><li>• interjecting when another person is speaking, except, in the case of where a Councillor is raising a Point of Order;</li><li>• making comments that are defamatory, malicious, abusive or offensive;</li><li>• refusing to leave the meeting when requested, ordered or directed to do so by the Chair in accordance with the Act and the Governance Rules; and</li><li>• engaging in any other conduct which prevents the orderly conduct of the meeting.</li></ul>
Election Period	has the same meaning as in the <i>Local Government Act 2020</i>
<u>Hybrid Meeting</u>	<u>in the context of a Council Meeting or Delegated Committee Meeting refers to the method of attendance whereby attendance is a combination of both in-person attendees and attendees attending via electronic means of communication.</u>
Mayor	means the Mayor of Council and any person appointed by Council to be acting as Mayor
Motion	means a proposal framed in a way that will result in the opinion of Council being expressed, and a Council decision being made, if the proposal is adopted
Notice of Motion	means a notice setting out the text of a motion, which it is proposed to move at the next relevant meeting
Notice of rescission	means a notice of motion to rescind or amend a resolution made by Council
Point of Order	means a procedural point (about how the meeting is being conducted), not involving the substance of a matter before a meeting
Procedural Motion	means a motion that relates to a procedural matter only and which is not designed to produce any substantive decision but used merely as a formal procedural measure

Quorum	means the majority of members of the Council or a Delegated Committee
Rescind	means to repeal or amend a resolution and 'rescinded' includes 'amended'
Rule or Sub-Rule	means a rule or sub-rule included in these Governance Rules
Senior Officer	has the same meaning as in the <i>Local Government Act 1989</i>
Significant expenditure	means one (1) percent or more of general rate income of the Council
Urgent business	means a matter that relates to or arises out of a matter which has arisen since distribution of the agenda and cannot reasonably or conveniently be deferred until the next meeting
<u>Virtual Meeting</u>	<u>in the context of a Council Meeting or Delegated Committee Meeting refers to a meeting whereby the method of attendance is by full electronic means of communication.</u>
<u>Workshop</u>	<u>means a process for Councillors, Council officers and where appropriate, third parties, for collaboration, information sharing and discussion of matters. A Workshop is not a formal decision-making forum.</u>

## **Part B: Election of the Mayor and Deputy Mayor**

### **Appointment of Acting Mayor**

**Summary:** This Part complements sections 25 to 27 of the Act and sets out the process to be followed for the election of the Mayor and any Deputy Mayor, and the appointment of an Acting Mayor.

#### **6. Determining the Election of the Mayor**

- 6.1. The Chief Executive Officer will preside during the election of the Mayor.
- 6.2. The Chief Executive Officer must invite nominations for the office of Mayor and confirm acceptance of the nomination with the nominee.
- 6.3. Councillors may nominate themselves but each nomination must be seconded.
- 6.4. If there is only one nomination, the candidate nominated is declared elected. If a Councillor nominates himself or herself and they are the only Councillor nominated, then that Councillor is elected even if the nomination is not seconded.
- 6.5. If there is more than one nomination, the Councillors present at the meeting must vote for one of the candidates.
  - 6.5.1. If a candidate receives an absolute majority of the votes, that candidate is declared to have been elected;
  - 6.5.2. If no candidate receives an absolute majority of the votes, the candidate with the fewest number of votes is declared to be a defeated candidate. The Councillors present at the meeting must then vote for one of the remaining candidates;
  - 6.5.3. If one of the remaining candidates receives an absolute majority of the votes, that candidate is duly elected. If none of the remaining candidates receives an absolute majority of the votes, the process of declaring the candidates with the fewest number of votes a defeated candidate and voting for the remaining candidates must be repeated until one of the candidates receives an absolute majority of the votes. That candidate must then be declared to have been duly elected;
  - 6.5.4. Where there are three or more candidates remaining with two or more of those candidates having an equality of votes and one of them has to be declared, the declaration of a defeated candidate will be determined by lot.



- 6.5.5. If the lot is conducted, the Chief Executive Officer or a Senior Officer appointed by the Chief Executive Officer will conduct the lot and the following provisions will apply:
- 6.5.5.1. each candidate will draw one lot;
  - 6.5.5.2. the order of drawing lots will be determined by the alphabetical order of the surnames of the Councillors who received an equal number of votes except that if two or more such Councillors' surnames are identical, the order will be determined by the alphabetical order of the Councillors' first names; and
  - 6.5.5.3. as many identical pieces of paper as there are Councillors who received an equal number of votes must be placed in a container. The word "Defeated" will be written on one of the pieces of paper, and the Councillor who draws the paper with the word "Defeated" written on it will be declared the defeated candidate (in which event a further vote must be taken on the remaining candidates).
- 6.5.6. If there are two remaining candidates and they have an equality of votes, a second vote will be conducted;
- 6.5.6.1. where, after a second vote, the two candidates still have an equality of votes, the Chief Executive Officer will seek the meeting to resolve to conduct a new election at a meeting to be held the following day at such time as is considered appropriate.
- 6.6. Upon being elected, the Mayor may make a ceremonial speech.
- 6.7. Immediately following the election, the Mayor is to take the chair.

***Explanatory Note***

As an example, if 4 candidates are nominated and candidate A receives 3 votes and candidates B, C and D each receive 2 votes, a lot must be used to determine which of candidates B, C or D is considered defeated. This is because candidate A did not receive a majority of the votes (having received only 3 of a possible 9 votes).

In this instance, a lot is used to determine which of the 3 candidates is defeated and then the vote is re-taken for all candidates to determine if a candidate receives an absolute majority.

As the Mayor must be elected by absolute majority of the Councillors under section 25 of the Act, a lot cannot be conducted where there are only 2 candidates remaining.

**7. Determining the Election of any Deputy Mayor**

If Council resolves that there will be an office of Deputy Mayor, the Deputy Mayor is to be elected in the manner provided for in Rule 6 except that:

- 7.1. the Mayor is to chair the election of the Deputy Mayor; and
- 7.2. any reference to the Mayor in that Sub-Rule is to be taken as a reference to the Deputy Mayor.

**8. Determining the Appointment of any Acting Mayor**

If Council resolves in accordance with section 20B of the Act that an Acting Mayor is to be appointed, the Acting Mayor is to be appointed in the manner provided for in Rule 6 except that:

- 8.1. the Chief Executive Officer is to chair the appointment of the Acting Mayor; and
- 8.2. any reference to the Mayor in that Sub-Rule is to be taken as a reference to the Acting Mayor.

## Part C: Meetings Procedure

**Summary:** This Part complements requirements in the Act applying to all meetings of Council and deals with procedural elements of Council meetings. Voting is also conducted in accordance with the Act.

### Division 1 - Notices of Meetings and Delivery of Agendas

#### 9. Council meetings

- 9.1. The dates, times and places Council meetings are to be held will be determined by Council.
- 9.2. At or before the last meeting each calendar year, Council must fix the date, time and place of all Council meetings for the following calendar year.
  - 9.2.1 A schedule of Council meetings will be published on Council's website and be available from Council's customer service centres.
- 9.3. An unscheduled Council meeting may be called by:
  - 9.3.1 Council resolution;
  - 9.3.2 Written notice by the Mayor or three Councillors specifying the business to be transacted and delivered to the Chief Executive Officer.
- 9.4. The Chief Executive Officer must determine a time and date for the meeting within three business days unless exceptional circumstances apply.
- 9.5. Notice of an Unscheduled meeting must be published on Council's website as soon as practicable after the time and date of the meeting has been determined.
- 9.6. Only the business specified in the Council resolution, or written notice, may be considered at an Unscheduled meeting, unless all Council, by unanimous resolution determine to admit another matter.
- 9.7. Should the place of a meeting need to be changed from that on the adopted schedule, the Chief Executive Officer may, in consultation with the Mayor, determine a new location subject to the requirements of Sub-Clause 9.8.
- 9.8. Reasonable notice, including on the Council's website, must be given when Council has changed a meeting date, time or place.
- 9.9. A Council meeting must not go longer than three hours unless a majority of Councillors present vote in favour of it continuing. If the Councillors present vote against the meeting continuing, the meeting is adjourned to a time, date and place to be determined by the Chair.
- 9.10. Councillors who are unable to attend a Meeting may submit an apology:
  - 9.10.1. In writing to the Chair, who will advise the meeting; or

- 9.10.2. By seeking another Councillor to submit it at the meeting on their behalf.
- 9.11. An apology submitted to a meeting will be recorded in the minutes.
- 9.12. A Councillor intending to take a leave of absence should submit it in writing to the Mayor:
- 9.12.1. The Mayor will seek to have any leave of absence request received included in the agenda of the next Council Meeting;
- 9.12.2. A leave of absence not included in a Council Meeting agenda may still be considered by Council if a written request has been received by the Mayor prior to the meeting;
- 9.12.3. Council will not unreasonably withhold its approval of a leave of absence request.
- 9.13. A Councillor who has not submitted an apology or had a leave of absence approved who is not in attendance at a Council meeting will be recorded as absent.

## **10. Virtual and Hybrid Council Meetings**

- 10.1 In the event that the Chief Executive Officer and/or Mayor determines that circumstances require a Council Meeting to be held in a virtual or hybrid format, where time allows, they will arrange for a resolution of Council to reflect this change to the adopted Council Meeting schedule. In these circumstances, the Governance Rules will continue to apply.
- 10.2 Notice of a virtual meeting must be published on Council's website as soon as practicable after a resolution has been passed by Council.
- 10.3 The agenda for a virtual meeting must be made available in accordance with Item 13 of the Governance Rules.

## **11. Request to Attend Meeting Virtually**

- 11.1 If a Council Meeting is to be conducted wholly in person a Councillor may still request to attend by electronic means. Any request under this clause must:
- a) be in writing;
- b) be given to the Chief Executive Officer no later than 24 hours prior to the commencement of the relevant Council Meeting; and
- c) specify the reasons why the Councillor is unable or does not wish to attend the Council Meeting in person.
- 11.2 The Chief Executive Officer or the Chair must ensure that any such request received from a Councillor to attend by electronic means is made known at the commencement of the relevant Council Meeting.
- 11.3 A Councillor present by electronic means of communication is deemed present for the purposes of a quorum.

11.4 A Councillor attending a Council Meeting virtually will still be subject to the Governance Rules.

## **12. Responsibilities of Attending Meeting Virtually.**

12.1 A Councillor who is attending a Council Meeting by electronic means is responsible for ensuring that they are able to access such equipment, and are present in such an environment, that facilitates participation in the Council Meeting.

A Councillor who is attending a meeting by electronic means must be able to:

- a) hear the proceedings;
- b) see all Councillors and members of Council staff who are also attending the Council Meeting while they are speaking;
- c) be seen by all Councillors, members of Council staff and members of the public who are physically present at the Council Meeting; and
- d) be heard when they speak.

If these conditions cannot be met by one or more Councillors attending a Council Meeting:

- a) the Council Meeting will proceed as long as a quorum is present; and
- b) the relevant Councillor (or Councillors) will be treated as being absent from the Council Meeting or that part of the Council Meeting.

12.2 A Councillor may join, or re-join, a Council Meeting at the time that they are able to achieve the above, even if the Council Meeting has commenced or has continued in their absence

## **13. Agendas**

- 13.1 For all scheduled meetings of Council, the Chief Executive Officer must provide notice of the meeting and a meeting agenda, which includes a motion to adopt the attached or previously distributed minutes of the previous meeting, to every Councillor at least three business days before the meeting.
- 13.2 For any unscheduled meeting of Council, the Chief Executive Officer must provide notice of the meeting and a meeting agenda to every Councillor within a reasonable time of the special meeting being called but not less than 24 hours prior to the meeting unless there are urgent or exceptional circumstances.
- 13.3 The requirements to provide notice and an agenda under Sub-Rules 130.1 and 130.2 do not apply to a Councillor who has been granted leave of absence and who has advised the Chief Executive Officer in writing not to provide the notice and agenda.

13.4 An agenda for each Council meeting:

130.4.1- that is not an Unscheduled meeting, will be made available on Council's website no less than two business days before the Council meeting.

130.4.2- that is an Unscheduled meeting, will be made available on Council's website no less than one business day before the Council meeting unless exceptional circumstances apply in which case it will be made available as soon as practicable.

## **Division 2 – Quorums**

### **14 Inability to gain a Quorum**

If, after 30 minutes from the scheduled starting time of any Council meeting, a quorum cannot be obtained:

14.1 those Councillors present; or

14.2 if there are no Councillors present, the Chief Executive Officer, or, in the absence of the Chief Executive Officer, a senior officer appointed as a member of Council's Executive Team,

must adjourn the meeting for a period not exceeding seven days from the date of the adjournment.

### **15 Inability to maintain a Quorum**

If, during any Council meeting or any adjournment of the meeting, a quorum cannot be maintained:

15.1 those Councillors present; or

15.2 if there are no Councillors present, the Chief Executive Officer, or, in the absence of the Chief Executive Officer, a senior officer appointed as a member of Council's Executive Team,

must adjourn the meeting for a period not exceeding seven days from the date of the adjournment.

### **16 Inability to achieve or maintain a Quorum due to Conflicts of Interest of Councillors**

16.1 The Chair may defer an item of business in respect of which there is, or is likely to be, a disclosure of a conflict of interest by one or more Councillors that will cause a quorum to be lost and direct the Chief Executive Officer to include that item of business on an agenda for a future Council meeting.

16.2 If a quorum cannot be achieved or maintained due to the declaration of conflicts of interests by the majority of Councillors, Council will:

- 16.2.1 Determine the matter will be considered in separate parts, if a quorum can be maintained for each separate part; or
- 16.2.2 Determine to make decisions on separate parts of the matter at a meeting where quorum can be maintained, before making a decision on the whole matter at a meeting for which quorum can be maintained.
- 16.3 If a quorum cannot be achieved or maintained due to the declaration of conflicts of interests by the majority of Councillors, and the matter cannot be separated into component parts or prior decisions made, Council will delegate the decision to be made:
  - 16.3.1 By the Chief Executive Officer; or
  - 16.3.2 By a Delegated Committee, established for the purpose of determining the matter, comprised of all the Councillors who have not disclosed a conflict of interest and any other person(s) the Council considers suitable.
- 16.4 A decision made under delegation due to Council not being able to achieve or maintain a quorum will be reported to the next Council meeting.
- 17 Adjourning or Postponing a Meeting**
  - 17.1 Council may adjourn any meeting.
  - 17.2 On advice from the Chief Executive Officer or his or her delegate that there is evidence the required meeting notice was incorrect or inconsistent and this information led to a councillor(s) not attending the meeting, the Chair may adjourn a meeting.
  - 17.3 If the Chair is of the opinion that the conduct of those present at the meeting is obstructing the progress of business at the meeting, the Chair may adjourn the meeting to a later time on the same day, whether a short adjournment of less than an hour or a longer period as necessary, or to another day that the Chair considers appropriate.
  - 17.4 The Chief Executive Officer must give notice to each Councillor of the date, time and place to which the meeting stands adjourned and of the business remaining.
  - 17.5 If there is an emergency, the Chief Executive Officer or his or her delegate may postpone a Council meeting provided reasonable attempts are made to notify every Councillor.
  - 17.6 The Chief Executive Officer must provide a report to the next meeting of the Council of the circumstances causing the postponement of the Council meeting.
  - 17.7 The Chief Executive Officer must provide written notice of a meeting adjourned under Rules ~~11-14~~, ~~12-15~~ or ~~13-16~~ but where this is not practicable because time does not permit that to occur, then, provided every reasonable

attempt is made to contact every Councillor, notice by telephone, facsimile, email, in person or by some other means is sufficient.

### **Division 3 – Business of Meetings**

#### **18 Business at Meetings and Order of Business**

- 18.1 No business can be dealt with at a Council meeting unless it is contained on the agenda or admitted as urgent business in accordance with Rule ~~17~~20.
- 18.2 The order of business to be included in an agenda for a scheduled Council meeting will be determined by the Chief Executive Officer and the Mayor having regard to the principles of open, efficient and effective processes of government.

#### **19 Change to Order of Business**

Once an agenda has been sent to Councillors, the order of business for that meeting may be altered with the consent of the Mayor prior to the commencement of the meeting.

#### **20 Urgent Business**

Business which has not been listed on the agenda must not be admitted as urgent business other than by resolution of Council and only then if it:

- 20.1 relates to or arises out of a matter which has arisen since distribution of the agenda; and
- 20.2 cannot reasonably or conveniently be deferred until the next Council meeting.

### **Division 4 – Motions and Debate**

#### **21 Councillors may propose Notices of Motion**

- 21.1 Councillors may propose a matter to be listed on the agenda for a Council meeting by lodging a Notice of Motion. A maximum of three Notices of Motion can be submitted per Councillor, per Council Meeting.
- 21.2 A Notice of Motion cannot be accepted by the Chair unless it has been listed on the agenda for the meeting at which it was proposed to be moved or unless it is accepted by Council as urgent business.

#### **22 Notice of Motion**

- 22.1 A Notice of Motion must ~~be~~:
  - 22.1.1 be in writing;
  - 22.1.2 be signed and dated by the Councillor (including by electronic means);
  - 22.1.3 include a statement setting out the justification and background of the notice of motion;



~~22.1.3~~ 22.1.4 be raised for discussion at a Councillor Briefing Session by the Councillor who is proposing to move it, at least ~~seven~~ six days prior to the Council meeting at which it is proposed to be moved; and

22.1.5 be lodged with the Chief Executive Officer by 10:00am ~~four~~ six business days before the next scheduled Council meeting to allow inclusion in the agenda in accordance with Sub-Rule ~~19.13~~ 13;

~~22.1.4~~ 22.1.6 relate to the objectives, role and functions of Council as outlined in the Act.

~~22.2~~ A notice of motion lodged in accordance with Sub-Rule 19.1 must have been raised for discussion at a Councillor Briefing Session by the Councillor who is proposing to move it, at least 7 days prior to the Council meeting at which it is proposed to be moved.

~~22.3~~

~~22.4~~ 22.2 The Chief Executive Officer must reject a Notice of Motion which:

~~22.4.1~~ 22.2.1 does not relate to the objectives, role and functions of Council as outlined in the Act;

~~22.4.2~~ 22.2.2 is vague or unclear in intention;

~~22.4.3~~ 22.2.3 is identical or substantially similar to a Notice of Motion or a rescission motion that has been considered by the Council and lost in the preceding six months;

~~22.4.4~~ 22.2.4 is defamatory, discriminatory or offensive;

~~22.4.5~~ 22.2.5 may be prejudicial to any person or Council;

22.2.6 is outside the powers of Council;

22.2.7 relates to an operational service request;

22.2.8 relates to a matter that can be handled under delegation;

~~22.4.6~~ 22.2.9 is a Notice of Motion submitted during the Election period; or

~~22.4.7~~ 22.2.10 is a matter subject to a Council decision making process which has commenced but is not yet complete.

22.3 If the Chief Executive Officer rejects a Notice of Motion under Sub-Rule ~~19.4~~ 22.2, the Chief Executive Officer must, in writing, ~~will~~ inform the Councillor who lodged the Notice of Motion of that rejection and the reasons for the rejection within 24 hours of receiving the notice of motion. The Chief Executive Officer may, but is not required to, ~~in 1 working day of receiving the notice of motion. The Councillor will be provided with an opportunity to amend the proposed notice of motion provided that suggest the amended notice revised wording to the draft notice of motion of motion is lodged with the Ch to facilitate compliance with the requirements for Notices of Motion under these rules. The Councillor may submit a revised Notice of Motion within 24 hours of~~

~~being informed of~~ Executive Officer within 1 working day of being informed of the rejection.

~~22.5~~~~22.4~~ The Chief Executive Officer may reject and refer any Notice of Motion ~~to one or more of the following:~~

~~22.4.1~~ the operational service request process;

~~22.4.2~~ Council officers to prepare a report for consideration at the next reasonably practicable Councillor Briefing Session; or

~~22.4.3~~ a Councillor out of session Workshop;

~~if it relates to a matter that the Chief Executive Officer determines is more appropriately addressed in one of those ways.~~

~~22.5~~ Once a Notice of Motion is lodged, the Chief Executive Officer will arrange for ~~an Officer comment to accompany the agenda item which will include setting the Councillor's justification and background relevant to the Notice of Motion, including, but not limited to:~~

~~22.5.3~~ whether the Notice of Motion, if passed, will have budget implications and, if so, what;

~~22.5.4~~ whether the Notice of Motion, if passed, will impact on internal resources and, if so, how;

~~22.5.5~~ how the Notice of Motion relates to the Council Plan and any relevant Council policies; and

~~22.5.6~~ how the Notice of Motion relates to work that has already been undertaken by Officers or Committees.

~~22.4~~~~22.6~~ Once lodged with the Chief Executive Officer a notice of motion may be withdrawn by, no later than ~~2~~~~two~~ business days before the meeting at which it was to be considered, the Councillor who lodged the notice of motion submitting written advice to the Chief Executive Officer that it is to be withdrawn.

~~22.5~~~~22.7~~ If a Councillor proposing the Notice of Motion wishes to make minor changes to the Notice of Motion, he or she, with the consent of the Chair, may do so prior to it being seconded.

~~22.6~~~~22.8~~ Subject to Sub-Rule ~~19.8~~~~22.9~~ a notice of motion must call for a Council report if the notice of motion:

~~22.6.3~~~~22.8.3~~ substantially affects the level of Council services;

~~22.6.4~~~~22.8.4~~ commits the Council to expenditure in excess of \$5,000 and that has not been included in the adopted budget;

~~22.6.5~~~~22.8.5~~ establishes or amends a Council policy; or

~~22.6.6~~22.8.6 commits the Council to any contractual arrangement, as determined by the Chief Executive Officer.

~~22.7~~22.9 Where a Notice of Motion is likely to commit Council to significant expenditure not included in the adopted budget then the Notice of Motion must only call for referral to and for Council's consideration as part of its future year's annual budget and public submission process.

~~22.8~~22.10 The Chief Executive Officer may designate a Notice of Motion to be confidential in accordance with the Act, in which case the Notice of Motion will be confidential unless the Council resolves otherwise.

~~22.9~~22.11 The full text of any Notice of Motion accepted by the Chief Executive Officer must be included in the agenda.

~~22.10~~22.12 The Chief Executive Officer must cause all Notices of Motion to be numbered, dated and entered in the Notice of Motion register in the order in which they are received.

~~22.11~~22.13 Except by leave of Council, each Notice of Motion before any meeting must be considered in the order in which they were entered in the Notice of Motion register under Sub-Rule ~~19~~22.12.

22.14 The motion moved must not be substantially different to the motion published in the agenda, however, it may be amended by resolution of the Council.

~~22.12~~22.15 If a Councillor who has given a Notice of Motion is absent from the meeting or fails to move the motion when called upon to do so by the Chair, any other Councillor may move the motion.

~~22.13~~22.16 If a Notice of Motion is not moved at the meeting at which it is listed, it lapses.

## **23 Chair's Duty**

23.1 The Chair must not accept any motion or amendment which the Chair considers to be:

- 23.4.3 defamatory;
- 23.4.4 objectionable in language or nature;
- 23.4.5 vague or unclear in intention;
- 23.4.6 outside the powers of Council;

23.1.5 irrelevant to the item of business on the agenda and which has not been admitted as urgent business; or

23.1.6 an amendment that is contrary to Sub-Rule 27.3.

23.2 The Chair must:

- 23.2.1 conduct the meeting impartially;
- 23.2.2 maintain a neutral position on an item under debate;

- 23.2.2.1 after a motion has been determined, the Chair may make comments related to conducting the debate, for example thanking Councillors for their contribution, but keeping in mind the primacy of the chairing role and the importance of maintaining neutrality;
- 23.2.3 refrain from debate on a motion;
  - 23.2.3.1 where the Chair wishes to move or second a motion, they must temporarily vacate the Chair before the motion is considered by Council. The Chair will be temporarily filled in accordance with Rule ~~47~~51.2 until the relevant Motion is determined.
- 23.2.4 allow the Chief Executive Officer the opportunity to correct factual errors or incorrect assertions that arise during the meeting;
- 23.2.5 call a person to order if their behaviour is disruptive and interferes with the conduct of the business of Council.

## 24 Motion Procedure

The procedure for moving any motion is:

- 24.1 The Chair will state the item number and title on the agenda in full, then ask “Councillors, do I have a motion?”;
- 24.2 The mover must state the motion without speaking to it:
  - 24.2.1 if the motion being moved is identical to the officer recommendation in the report, the mover may state the motion to be as per that recommendation;
  - 24.2.2 if the motion being moved is not identical to the officer recommendation in the report, the mover must state the content of the motion in full.
- 24.3 The motion must be seconded by a Councillor other than the mover.
- 24.4 The motion will lapse if it is not seconded.
- 24.5 If the motion is seconded, the Chair must ask: “Is the motion opposed?”
- 24.6 If the motion is not opposed the Chair must ask: “Does any Councillor wish to speak in favour of the motion?”
- 24.7 If a Councillor opposes the motion, the Chair must ask the mover to address the Council on the motion.
- 24.8 The Chair must ask the seconder to address the Council on the motion who may reserve his or her address until later in debate.
- 24.9 The Chair will then invite any Councillor opposed to the motion to debate it and then must provide an opportunity for any Councillor to speak in favour of

the motion, allowing any other Councillors wanting to speak in favour or against the motion to speak in turn.

- 24.10 If no further Councillor wishes to speak for or against the motion, the Chair must ask the mover if they wish to exercise their right of reply in accordance with Rule ~~22-25~~ prior to the motion being put to the vote.

## **25 Right of Reply**

- 25.1 The mover of a motion, including an amendment, has a right of reply to matters raised during debate.
- 25.2 No new matters may be raised in the right of reply.
- 25.3 If no Councillor has spoken against a Motion, there will be no right of reply.
- 25.4 After the right of reply has been exercised but subject to any Councillor exercising his or her right to ask any question concerning or arising out of the motion or amendment, the motion or amendment must immediately be put to the vote without any further discussion or debate.

## **26 Determining a Motion**

- 26.1 To determine a motion before a Council meeting, the Chair will:
- 26.1.1 First call for those in favour of the motion;
  - 26.1.2 Then those opposed to the motion; and
- then declares the result to the meeting.
- 26.2 Each Councillor present at a meeting who is entitled to vote must vote. Any Councillor who is present and does not vote will be taken to have voted against the motion in line with section 61(5)(e) of the Act.
- 26.3 Voting may be by any method resolved by Council that enables those in attendance and, where applicable, those watching a livestream broadcast, to clearly see which way a Council has voted at the time a vote is taken.
- 26.4 In the absence of Council resolving an alternative method, voting on any matter is by show of hands.
- 26.5 Voting at a meeting must not be in secret, but if the meeting is closed to the public, a Councillor is not required to divulge their vote to the public.
- 26.6 The vote cast by each Councillor will be recorded in the minutes of the meeting.
- 26.7 Once a vote on a motion or amendment has been taken, no further discussion relating to the motion or amendment is allowed unless the discussion involves foreshadowing a notice of rescission where a resolution has just been made, or a positive motion where a resolution has just been rescinded.

**Explanatory Note**

For example, Rule ~~23~~26.7 would permit discussion about a matter which would otherwise be left unresolved because a notice of rescission had been successful. For instance, assume that Council resolved to refuse a planning permit application. Assume further that this resolution was rescinded.

**27 Moving an Amendment**

- 27.1 A motion which has been moved and seconded but not put to the vote may be amended.
- 27.2 An amendment may be proposed and seconded by any Councillor, except the mover or seconder of the motion.
- 27.3 A proposed amendment must:
  - 27.3.1 be relevant to the subject of the motion;
  - 27.3.2 not be in opposition to the motion; and
  - 27.3.3 not contradict the form or substance of the motion.
- 27.4 The Chair will follow the procedure in Rules ~~21-24~~ to ~~23-26~~ for consideration of the motion.
- 27.5 Any debate arising from an amendment to a motion must be confined to the terms of the amendment.
- 27.6 A motion to confirm a previous resolution of Council cannot be amended.

**28 How many Amendments may be Proposed**

- 28.1 Only one amendment may be accepted by the Chair at any one time.
- 28.2 No second or subsequent amendment may be taken into consideration until the previous amendment has been dealt with.

**29 Who may debate an Amendment**

A Councillor may address the meeting once on any amendment, whether or not they have spoken to the original motion.

**30 An Amendment Once Carried**

- 30.1 If the amendment is carried:
  - 30.1.1 the motion as amended becomes the substantive motion before the meeting; and
  - 30.1.2 the mover and seconder of the amendment are deemed to be the mover and seconder of the amended motion before the meeting; and
  - 30.1.3 the amended motion can then be further amended.
- 30.2 If the amendment is not carried, the debate returns to the motion, or a further amendment may be proposed.

**31 Withdrawal of Motions and Amendments**

Before any motion or amendment is put to the vote, it may be withdrawn by the mover and seconder with leave of Council.

**32 Separation of Motions and Amendments**

Where a motion or amendment contains more than one part, a Councillor may request the Chair before any vote is taken on the matter, to put the motion to the vote in separate parts.

**33 Chair may Separate or Aggregate Motions and Amendments**

The Chair may decide to put any motion to the vote in:

- 33.1 several parts; or
- 33.2 its aggregate form.

**34 Foreshadowing Motions**

- 34.1 At any time during debate a Councillor may foreshadow a motion so as to inform Council of his or her intention to move a motion at a later stage in the meeting, but this does not extend any special right to the foreshadowed motion.
  - 34.2 A foreshadowed motion must substantially relate to an item already listed on the agenda of the meeting, otherwise it can only be accepted by Council as urgent business and subject to the urgent business restrictions under Rule ~~17~~20.
  - 34.3 A motion foreshadowed may be prefaced with a statement that in the event of a particular motion before the Chair being resolved in a certain way, a Councillor intends to move an alternative motion.
  - 34.4 If the substantive motion in relation to which a Councillor foreshadowed a motion is:
    - 34.4.1 not moved or seconded; or
    - 34.4.2 moved, seconded and lost;the Chair may call on that Councillor to move their foreshadowed motion immediately.
  - 34.5 The minutes of the meeting will not record a foreshadowed motion until the foreshadowed motion is formally moved.
- 35 Motions and Amendments in Writing**
- 35.1 The Chair must require that a complex or detailed motion or amendment be in writing and may adjourn the meeting while the motion or amendment is being written.
  - 35.2 The Chair may defer a matter until a motion has been written, allowing the meeting to proceed uninterrupted.

### **36 Repeating Motion or Amendment**

The Chair may request the Chief Executive Officer or the person taking the minutes to read the motion or amendment to the meeting before the vote is taken.

### **37 Debate must be relevant to the Motion**

37.1 Debate must always be relevant to the motion before the Chair, and, if not, the Chair must request the speaker to confine debate to the motion.

37.2 If the speaker continues to debate irrelevant matters after being requested to confine debate to the motion before the Chair, the Chair may direct the speaker not to speak any further.

37.3 A speaker to whom a direction has been given under Sub-Rule ~~34~~37.2 must comply with that direction. If the speaker fails to comply with the Chair's direction, the Chair may require the speaker to leave the chamber until the motion has been put to the vote and the speaker must comply with that requirement.

### **38 Deferral of Debate**

38.1 A motion to defer debate on a matter to a later Council meeting must call for a supplementary report if the primary purpose of the deferral is to consider information not contained in the report already before the Council for that item of business.

38.2 The supplementary report must contain:

38.2.1 the entire report as an attachment;

38.2.2 an updated Officer's Recommendation;

38.2.3 where the Officer's Recommendation in the supplementary report is different in any way to the Officer's Recommendation in the original report, an explanation of the difference.

### **3839 Priority of address**

In the case of competition for the right to speak, the Chair will determine the order in which the Councillors concerned will be heard.

### **3940 Speaking Times**

A Councillor must not speak longer than the time set out below, unless granted an extension by the Chair:

39.140.1 the mover of a motion or an amendment which has been opposed or where a Councillor has asked to speak in favour of the motion under Rule ~~21~~ 24 - 3 minutes;

39.240.2 any other Councillor – 3 minutes; and

39.340.3 the mover of a motion exercising a right of reply – 3 minutes.



#### **4041 Extension of Speaking Times**

~~40.141.1~~ An extension of speaking time may be granted by the Chair at any time before, during or immediately after debate, but only one extension is permitted for each speaker on any question and the extension cannot be granted for longer than 3 minutes.

~~40.241.2~~ The Chair must not grant an extension of speaking time if another speaker has commenced participation in the debate.

#### **4142 Addressing the Meeting**

A Councillor, member of Council staff or a member of the public present at a Council meeting should extend appropriate courtesy to each other when they are addressing the meeting and respect the processes under which Council operates.

#### **4243 Right to Ask Questions**

~~42.143.1~~ At an appropriate time during a debate, the Chair may allow questions from Councillors concerning or arising out of the motion or amendment before the Chair.

~~42.243.2~~ Questions may only be raised when no other Councillor is speaking.-

~~42.343.3~~ All questions must be:

~~42.3.143.3.1~~ directed through the Chair;

~~42.3.243.3.2~~ relevant to the matter before Council;

~~42.3.343.3.3~~ seeking genuine clarification of the matter; and

~~42.3.443.3.4~~ limited to the facts of the matter.

~~42.443.4~~ The Chair has the discretion to restrict the number of questions asked and answered to allow for the orderly flow of the meeting.

### **Division 5 – Procedural Motions**

#### **4344 Procedural Motions**

~~43.144.1~~ Unless otherwise prohibited, a procedural motion may be moved at any time and must be dealt with immediately by the Chair.

~~43.244.2~~ The Chair may reject a procedural motion if the Chair believes the Motion on which it is proposed has not been adequately or sufficiently debated.

~~43.344.3~~ Procedural motions require a seconder.

~~43.444.4~~ Procedural motions must be recorded in the minutes of the meeting.

~~43.544.5~~ Notwithstanding any other provision in these Governance Rules, procedural motions must be dealt with in accordance with the following table:

**PROCEDURAL MOTIONS TABLE**

<b>Procedural Motion</b>	<b>Form</b>	<b>Mover and Seconder</b>	<b>When Motion Prohibited</b>	<b>Effect if Carried</b>	<b>Effect if Lost</b>	<b>Debate Permitted on Motion</b>
Deferral of debate to later hour and/or date	That Council defers consideration of this matter to the XX Council meeting.	Any Councillor who has not moved or seconded the substantive motion or otherwise spoken to the substantive motion	(a) During the election of the Mayor/Deputy Mayor (b) During the election of a Chair; (c) When another Councillor is speaking	Motion and/or amendment is postponed to the stated date	Debate continues unaffected	Yes
The closure (of debate)	That the motion be now put	Any Councillor who has not moved or seconded the substantive motion or otherwise spoken to the substantive motion	During nominations for Chair	Motion or amendment is put to the vote immediately without further debate, subject to any Councillor exercising their right to ask any question concerning or arising out of the motion	Debate continues unaffected	No

<b>Procedural Motion</b>	<b>Form</b>	<b>Mover and Second</b>	<b>When Motion Prohibited</b>	<b>Effect if Carried</b>	<b>Effect if Lost</b>	<b>Debate Permitted on Motion</b>
Pausing debate (laying the motion on the table)	That the motion be laid on the table	Any Councillor who has not spoken for/against the substantive motion	During the election of the Mayor/Deputy Mayor	Motion is not further discussed or voted on until Council resolves to take the motion from the table at the same meeting	Debate continues unaffected	No
Resuming debate (taking the motion from the table)	That the motion in relation to XX be taken from the table	Any Councillor	When no motion is on the table	Debate of the item resumes	Debate of the item remains paused	No
Alter the order of business	That the item listed at XX on the agenda be considered before/after the item listed as YY	Any Councillor	(a) At a meeting to elect the Mayor; (b) During any debate	Alters the order of business for the meeting	Items are considered in the order listed on the agenda	No

<b>Procedural Motion</b>	<b>Form</b>	<b>Mover and Seconder</b>	<b>When Motion Prohibited</b>	<b>Effect if Carried</b>	<b>Effect if Lost</b>	<b>Debate Permitted on Motion</b>
Suspension of standing orders	That standing orders be suspended to enable discussion on XX	Any Councillor		<p>The rules of the meeting are temporarily suspended for the specific reason given in the motion.</p> <p>No debate or decision on any matter other than a decision to resume standing orders, is permitted</p>	The meeting continues unaffected	No
Resumption of standing orders	That standing orders be resumed	Any Councillor	When standing orders have not been suspended	The temporary suspension of the rules of the meeting is removed	The meeting cannot continue	No

## Division 6 – Rescission Motions

### 4445 Notice of Rescission

44.145.1 A Councillor may propose a notice of rescission provided:

44.1.145.1.1 the resolution proposed to be rescinded has not been acted on; and

44.1.245.1.2 the notice of rescission is provided to the Chief Executive Officer setting out:

44.1.2.145.1.2.1 the resolution to be rescinded; and

44.1.2.245.1.2.2 the meeting and date when the resolution was made.

44.245.2 A notice of rescission is a form of notice of motion and all provisions in these Governance Rules regulating notices of motion apply to notices of rescission.

44.345.3 A resolution will be deemed to have been acted on if the Chief Executive Officer has caused:

44.3.145.3.1 its contents or substance to be formally communicated to a person whose interests are materially affected by it, including by publishing the proposed minutes of the meeting on Council's website; or

44.3.245.3.2 a statutory process or work to commence;

so as to vest enforceable rights in or obligations on Council or any other person.

44.445.4 The Chief Executive Officer or an appropriate member of Council staff must defer implementing a resolution which:

44.4.145.4.1 has not been acted on; and

44.4.245.4.2 is the subject of a notice of rescission which has been delivered to the Chief Executive Officer in accordance with Rule ~~41~~45.1;

unless deferring implementation of the resolution would have the effect of depriving the resolution of efficacy or in the Chief Executive Officer's opinion, place the Council at significant legal, financial or other risk.

#### Explanatory Note

By way of example, assume that, on a Monday evening, Council resolves to have legal representation at a planning appeal to be heard on the following Thursday. Assume also that, immediately after that resolution is made, a Councillor lodges a notice of motion to rescind that resolution. Finally, assume that the notice of

rescission would not be dealt with until the next Monday evening (being after the day on which the planning appeal is to be heard).

In these circumstances, deferring implementation of the resolution would have the effect of depriving the resolution of efficacy. This is because the notice of rescission would not be debated until after the very thing contemplated by the resolution had come and gone. In other words, by the time the notice of rescission was dealt with the opportunity for legal representation at the planning appeal would have been lost.

Rule ~~4145~~.4 would, in such circumstances, justify the Chief Executive Officer or an appropriate member of Council staff actioning the resolution rather than deferring implementation of it.

#### **4546 When a Rescission Motion is Lost**

~~45.146.1~~ If a rescission motion is lost, a similar motion may not be put before Council for at least six months from the date it was last lost, unless Council resolves that the notice of motion be re-listed at a future meeting.

~~45.246.2~~ If a rescission motion is lost, the Chief Executive Officer or an appropriate member of Council staff is not prevented from acting upon the resolution even if a subsequent notice of rescission has been listed for a Council meeting at least six months subsequent to when the motion for rescission was lost.

#### **Explanatory Note**

By way of example, assume that Council resolves to write a letter to a Minister relating to a planning matter. Immediately after the resolution is made, a Councillor lodges a notice of motion to rescind that resolution at the next Council meeting. The notice of rescission is subsequently lost. Assume that the Councillor seeks to lodge a further notice of rescission to be heard in not less than six months' time.

Rule ~~4246~~.2 would, in such circumstances, justify the Chief Executive Officer or an appropriate member of Council staff actioning the original resolution rather than deferring implementation of it until after the further notice of rescission.

#### **4647 If Not Moved**

If a rescission motion is not moved at the meeting at which it is listed, it lapses and cannot be put before Council for at least six months from the date it lapsed.

#### **4748 May be Moved by any Councillor**

A rescission motion listed on an agenda may be moved by any Councillor present but may not be amended.

## **Division 7 – Points of Order**

### **4849 Chair to Decide**

The Chair must decide all points of order by stating the provision, rule, practice or precedent which the Chair considers applicable to the point raised without entering into any discussion or comment.

### **4950 Chair may Adjourn to Consider**

49.150.1 The Chair may adjourn the meeting to consider a point of order but otherwise must rule on it as soon as it is raised.

49.250.2 All other proceedings before Council are suspended until the point of order is decided.

### **5051 Dissent from Chair's Ruling**

50.151.1 A Councillor may move that the Council disagree with the Chair's ruling on a point of order, by moving:

"That the Chair's ruling [setting out that ruling or part of that ruling] be dissented from".

50.251.2 When a motion in accordance with this Rule is moved and seconded, the Chair must leave the Chair and the Deputy Mayor (or, if there is no Deputy Mayor or the Deputy Mayor is not present, a temporary Chair elected by the meeting) must take their place.

50.351.3 The Deputy Mayor or temporary Chair must invite the mover to state the reasons for their dissent and the Chair may then reply .

50.451.4 The temporary Chair must put the motion in the following form:

"That the Chair's ruling be dissented from."

50.551.5 The temporary Chair maintains a Chair's right to a second vote under section 61(5)(d).

50.651.6 If the vote is in the negative, the Chair resumes the Chair and the meeting proceeds.

50.751.7 If the vote is in the affirmative, the Chair must then resume the Chair, reverse or vary (as the case may be) the Chair's previous ruling and proceed.

50.851.8 The Chair must then resume the Chair for the remainder of the meeting.

50.951.9 The defeat of the Chair's ruling is in no way a motion of censure or non-confidence in the Chair and should not be so regarded by the meeting.

### **5152 Procedure for Point of Order**

51.152.1 A Councillor raising a point of order must:

51.1.152.1.1 state the point of order; and

~~51.1.2~~~~52.1.2~~ state any section, Rule, paragraph or provision relevant to the point of order.

~~51.2~~~~52.2~~ Any Councillor interrupted by another Councillor raising a point of order must remain silent until the Councillor raising the point of order has been heard and determined by the Chair.

### **~~52~~~~53~~ Valid Points of Order**

A point of order may be raised in relation to:

~~52.1~~~~53.1~~ a motion, which, under Rule ~~20~~~~23~~, or a question which, under Rule ~~39~~~~43~~, should not be accepted by the Chair;

~~52.2~~~~53.2~~ a question of procedure;

~~52.3~~~~53.3~~ any act of disorder;

~~52.4~~~~53.4~~ a Councillor who is not conducting themselves in accordance with the Councillor Code of Conduct;

~~52.5~~~~53.5~~ irrelevant debate; or

~~52.6~~~~53.6~~ a matter that is outside the powers of Council.

#### **Explanatory Note**

Rising to express a difference of opinion or to contradict a speaker is not a point of order.

Raising issues irrelevant to the motion before the meeting can be considered a basis of a valid point of order.

Making defamatory remarks or verbally personally attacking another Councillor would be considered a basis for a valid point of order.

## **Division 8 – Minutes**

### **~~53~~~~54~~ Confirmation of Minutes**

~~53.1~~~~54.1~~ At every Council meeting the minutes of the preceding meeting must be dealt with as follows:

~~53.1.1~~~~54.1.1~~ a motion will be moved to confirm the minutes in the following terms: "That the minutes of the .....meeting held on .....20.....be confirmed.";

~~53.1.2~~~~54.1.2~~ if no Councillor indicates opposition to the minutes, the Chair must declare the minutes confirmed;

~~53.1.3~~~~54.1.3~~ if a Councillor indicates opposition to the minutes, that Councillor must specify the particular matter in the minutes concerned and may, after asking any questions to clarify the matter, move a motion to correct the inaccuracy;



~~53.1.4~~54.1.4 once the minutes are confirmed the Chair of the meeting at which they are confirmed must sign them, if practicable.

~~53.2~~54.2 No discussion or debate on the confirmation of minutes is permitted except where their accuracy as a record of the proceedings of the meeting to which they relate is questioned.

~~53.3~~54.3 The Chief Executive Officer must ensure that the minutes of any meeting are:

~~54.3.1~~ published on Council's website; and

~~54.3.2~~ available for inspection at Council's office during normal business hours.

~~53.4~~54.4 Nothing in Sub-Rule ~~54.3~~ requires Council or the Chief Executive Officer to make public any minutes relating to a Council meeting or part of a Council meeting closed to members of the public in accordance with section 66 of the Act.

#### **54.5 Content of the Minutes**

~~54.1~~55.1 The Chief Executive Officer must ensure that minutes of each Council meeting are kept and those minutes include:

~~54.1.1~~55.1.1 The date, place, time and nature of the meeting;

~~54.1.2~~55.1.2 The names of the Councillors present and the names of any Councillors who apologised in advance for their non-attendance;

~~54.1.3~~55.1.3 The names of the members of Council staff present;

~~54.1.4~~55.1.4 Any information required to reflect the mode of the meeting for example an in-person meeting, a virtual meeting or a combination of both.

~~54.1.5~~55.1.5 Any disclosure of the existence and type (and, where appropriate, nature) of a conflict of interest made by a Councillor, and when such disclosure occurred;

~~54.1.6~~55.1.6 Arrivals and departures (including temporary departures) of Councillors during the course of the meeting;

~~54.1.7~~55.1.7 Each motion and amendment moved (including procedural motions, and motions and amendments that lapse for the want of a seconder);

~~54.1.8~~55.1.8 The outcome of every motion moved;

~~54.1.9~~55.1.9 The vote cast by each Councillor;

~~54.1.10~~55.1.10 Whether any vote against a motion was a result of a Councillor abstaining from the vote including where relevant explanatory notes as to how the vote was tallied;

~~54.1.11~~55.1.11 Questions upon notice and the responses provided;

~~54.1.12~~55.1.12 Details of any petitions made to Council;

~~54.1.13~~55.1.13 The failure of a quorum;

~~54.1.14~~55.1.14 The time and reason for any adjournment of the meeting or suspension of standing orders, including when the meeting or standing orders were resumed;

~~54.1.15~~55.1.15 Any closure of the meeting to members of the public in accordance with the provisions of section 66(2) of the Act including the reason for the closure;

~~54.1.16~~55.1.16 The date and time the meeting was commenced and concluded;

~~54.1.17~~55.1.17 Any other matter that the Chief Executive Officer thinks should be recorded to clarify the intention of the meeting or the reading of the minutes.

#### **5556 Recording and broadcasting Meetings**

Except for a member of staff authorised by the Chief Executive Officer, a person must not operate film, photographic, tape-recording or other equipment to reproduce sound and/or images of any part of a Council meeting, without first obtaining the consent of Council or the Chair (as the case may be). Such consent may at any time during the course of such meeting be revoked by Council or the Chair (as the case may be).

### **Division 9 – Behaviour**

#### **5657 Public Addressing the Meeting**

~~56.1~~57.1 All present at a Council meeting are required to behave in accordance with the Governance Rules to allow the meeting to proceed without disruption.

~~56.2~~57.2 Any member of the public addressing Council must extend due courtesy and respect to Council and the processes and policies under which it operates and must take direction from the Chair whenever called on to do so.

~~56.3~~57.3 Appropriate behaviour includes:

57.3.1. Be quiet during proceedings;

57.3.2. Not create a nuisance within the meeting;

57.3.3 Be respectful of the protocols of the meeting;

57.3.3 Not harassing those attending the meeting, including Councillors, officers and other visitors;

- 57.3.4 Not bringing in any placards, posters or materials other than personal effects unless prior permission has been sought and granted from the Chair;
- 57.3.5 Not displaying any physical violence or verbal abuse to anyone or anything within the meeting;
- 57.3.6 Not record meeting proceedings without the consent of the Chair via photography, filming or audio unless consent has been given in accordance with Rule ~~52-56~~ of these Governance Rules;
- 57.3.7 Have mobile devices switched off or on silent.

#### **58. Chair May Remove**

Where any person, including a Councillor, engages in improper or disorderly conduct or acts in a way that otherwise disrupts a meeting, the Chair, having previously warned the person to cease that behaviour, may order and cause the removal of that person.

#### **59. Suspensions**

- 59.1 Council may by resolution suspend from a portion of the meeting, or for the balance of the meeting, any Councillor who engages in improper or disorderly conduct or acts in a way that otherwise disrupts a meeting, where the Chair has previously warned the Councillor to cease that behaviour.
- 59.2 A Councillor may move a motion that another Councillor be ordered to leave the Council Chamber for the remainder of the meeting by moving:
  - 59.2.1 For suspension for the balance of the meeting: "That Cr [...] be ordered to leave the Council Chamber for the remainder of the meeting"; and
  - 59.2.2 For suspension for a portion of the meeting: "That Cr [...] be ordered to leave the Council Chamber until [point Councillor is to be permitted to re-enter Chamber]".
- 59.3 The Chair must invite the mover to state the reason for the motion and the Councillor the subject of the motion may then reply.
- 59.4 The Chair must then put the motion to the vote.

#### **60. Removal from Chamber**

The Chair, or Council in the case of a suspension, may ask a member of the Victoria Police to remove from the Chamber any person who acts in breach of these Governance Rules and whom the Chair has ordered to be removed from the meeting under Rule ~~54-58~~ of these Governance Rules or whom Council has suspended under Rule ~~5559~~.

**Division 10 – Miscellaneous****61. Matters Not Provided For**

Where a situation has not been provided for under these Governance Rules, the Council may determine the matter by resolution.

**Division 11 – Suspension of Standing Orders****62. Suspension of Standing Orders**

62.1 To expedite the business of a meeting, Council may suspend standing orders.

**Explanatory Note**

The suspension of standing orders should be used to enable full discussion or clarification of any issue without the constraints of formal meeting procedure.

Its purpose is to enable the formalities of meeting procedures to be temporarily disposed of while an issue is discussed or clarified.

62.2 The suspension of standing orders should not be used purely to dispense with the processes and protocol of the governance of Council.

62.3 Once the discussion has taken place and before any motions can be put, the resumption of standing orders will be necessary.

**Division 12 – Public Engagement****63. Community Participation**

~~6359.1~~ Latrobe City Council will consider where possible, the inclusion of community members to engage in the meetings that have not been closed to the public, or to a forum where Council decides that these Governance Rules will apply.

63.2 Subject to the meeting format determined in accordance with sub-rule , members of the public may participate at a meeting:

(a) in person; or

(b) virtually

~~6359.3~~ Where community members or organisations, including businesses, wish to make arrangements to address Council on a topic at a time other than at a Council meeting, requests can be submitted electronically to [egovernance@latrobe.vic.gov.au](mailto:egovernance@latrobe.vic.gov.au).

**64. Requirements for Councillors whilst speaking**

There is no requirement for a Councillor to stand whilst speaking. However, Councillors must ensure that they utilise the supplied microphone (or any other specific device to enable clarity of speaking), to enable that all members of the public

in attendance (including hearing loop or streaming services) may hear the debate and decision making of the Council.

## **65. Acknowledgments**

~~651.1-~~ At times it will be appropriate for the Council to acknowledge, or recognise achievements of individuals or groups, or the passing of a person who is closely associated with the Council or the community at a Council meeting. Where formal honours are applicable, the *Civic, Ceremonial Functions and Honours Policy* must be followed.

~~651.2-~~ At a Council meeting, the following may occur:

~~651.2.1-~~ a Councillor speaking on the matter (in accordance with the debate timeframes outlined in these Governance Rules) noting the details of the achievements or passing of a person;

~~651.2.2-~~ a presentation of a certificate or plaque; or

~~651.2.3-~~ a minute's silence recognising the passing of a person.

~~651.3~~ A Council resolution is not required to note the details of the achievements or the passing of a person (or send correspondence as such), however, one will be required if further action is required and cannot override provisions outlined within the *Civic, Ceremonial Functions and Honours Policy*.

## **~~6266.~~ Streaming Council Meetings**

~~6266.1-~~ In the spirit of open, accessible and transparent governance, Latrobe City Council will consider streaming Council meetings, either in part or in whole, in accordance with requirements provided for in these Governance Rules and the adopted Meeting Live Streaming Policy.

~~6266.2-~~ By attending a Council meeting those present may be recorded or image captured. Where participating in the meeting, consent is automatically given for those participating to being recorded and images captured. Notices of this effect will be on display at the meeting, although all care is to be taken to maintain a person's privacy as an attendee in the gallery.

~~6266.3-~~ Recordings are used to enable the community who are unable to attend the meeting to view the meeting and for the preparation of the official minutes. Recordings will be retained for viewing by the public for a period deemed reasonable by Council.

## **~~6367.~~ Petitions**

~~6367.1-~~ The community has the right to lobby Council and can do so through petitioning. For a petition from the community to be considered valid, accepted and presented to a Council meeting on its own merits, the requirements in Sub-Rules ~~6367.2~~ to ~~673.4~~ must be met:

67.2 A petition must be:

~~673.2.1-~~ in the prescribed template format (attached to these Governance Rules at Appendix One);

~~673.2.2-~~ addressed to Latrobe City Council;

~~673.2.3-~~ refer to a matter on which Latrobe City Council has the power to act;

- ~~673.32.4.~~ state the reasons for petitioning Latrobe City Council;
- ~~673.32.55.~~ contain a request for action by Latrobe City Council;
- ~~673.23.6.~~ be signed by at least ten people (must not be in pencil);
- ~~673.23.7.~~ not relate to a matter under consideration through a current submission/objection process (e.g. through the Act or the *Planning and Environment Act 1987*).
- ~~673.3.~~ The terms of the petition must:
- ~~673.3.1.~~ be placed at the top of every page;
- ~~673.3.2.~~ not contain any alterations;
- ~~673.3.3.~~ not exceed 250 words;
- ~~673.3.4.~~ not be illegal and must not promote illegal acts; and
- ~~673.3.5.~~ language must not be objectionable or inflammatory in nature.
- ~~673.4.~~ Only paper-based petitions (in the prescribed format) or e-petitions that are submitted through an approved Council e-petition facility that meet the above criteria will be accepted.
- 67.5 Submitting your petition
- ~~673.5.1.~~ Paper-based petitions should be forwarded by mail with the details of the head petitioner or other nominated person for follow up, to:
- Latrobe City Council  
PO Box 264  
Morwell VIC 3840
- or delivered in person to any Latrobe City Council customer service centre during business hours.
- ~~673.5.2.~~ E-petitions can be forwarded in accordance with the criteria specified by Council for that facility.
- ~~673.6.~~ Once received, officers will provide written acknowledgement of receipt, and undertake an initial assessment against the criteria specified in these Rules to ensure that it complies prior to being presented to the next available Council meeting.
- 67.7 Where the petition does not meet the specified criteria, the following will apply:
- ~~673.7.1.~~ If the subject matter relates to a current submission process (e.g. through the Act or the *Planning and Environment Act 1987*), the petition will be considered as a submission/objection to that process;
- ~~6367.7.2.~~ Any other matter it will be considered as general correspondence and not presented to Council;
- and the head signatory or other nominated person notified accordingly.
- 67.8 A petition that meets the criteria will be listed for tabling at the next available Council meeting with the following information:
- 67.8.1 The terms of the petition;

67.8.2 The number of signatures.

~~673.9.~~ No discussion or debate will be entered into when a petition is being tabled, however, if the petition relates to an operational matter, Council must refer the petition to the Chief Executive Officer for consideration. If this occurs, a further report to Council is not required.

~~6367.10.~~ Follow up of Petition

~~6367.10.1~~ Once tabled, the petition is forwarded to the appropriate Divisional General Manager for action. A report is then presented to a subsequent Council meeting, which will include officers' recommended response for Councils consideration.

~~6367.10.2.~~ Officers may contact the head petitioner or other nominated person as appropriate to clarify any of the issues raised in the petition.

~~6367.10.3.~~ The head petitioner will be advised in writing of the outcome of the request contained in the petition within a reasonable timeframe.

~~6367.10.4.~~ It is the responsibility of the head signatory to advise other signatories of the outcome.

## **68. Written Submissions**

~~6468.1~~ Council will invite submissions in accordance with its policies and governing legislation in force from time to time. Written submissions can form part of an officer report being presented to Council, however there are no other opportunities for written submissions or correspondence to be listed as an agenda item.

~~6468.2~~ These Rules do not override the provisions of the Act or change the opportunities or obligations in relation to people wishing to lodge submissions/objections to planning applications or proposed planning scheme amendments.

~~6468.3~~ Where the submission does relate to a statutory submission process under the Act or the *Planning and Environment Act 1987*, Council will ensure that those procedures are followed, including any notifications required to those who have made a submission as specified in the applicable statutory processes.

## **69. Speaking at a Council Meeting**

69.1 For a member of the public to be able to speak at a Council meeting, the following requirements must be met:

69.1.1 The request to speak must be relevant to an item that is on the agenda for that meeting, and that does not relate to a matter for which the meeting would normally be closed (section 66 of the Act);

69.1.2 Requests must be received no later than midday on the day of the meeting via contacting the Governance Officer by telephone or via the form available on Council's website;

69.1.3 The person requesting to speak must provide their name, address, contact number, who they represent (and must also provide written

approval to do so), the item they wish to speak on and whether they wish to do so in person or virtually;

- 69.1.4 Where a person wishes for another person to speak on their behalf, they must provide written approval to do so (either in their written submission for any submission being heard under section 223 of the *Local Government Act 1989* or under separate advice to Council prior to the meeting);
- 69.1.5 The Chair has the discretion to limit the full time of any one person to speak to a maximum of three minutes, regardless of how many persons (or organisations) they are speaking on behalf of;
- 69.1.6 The person requesting to speak acknowledges that consent is automatically given to being recorded (if the meeting is to be livestreamed) and for the recording to be made available to the public;
- 69.1.7 Organisations are required to select one spokesperson to address Council on their behalf. If an organisation wishes to select more than one spokesperson, it may do so if its request is granted by the Chair prior to the commencement of the meeting;
- 69.1.8 Speaking at Council meeting opportunities are not to be used to present petitions, letters or ask questions (these can be done through alternative mechanisms available as outlined in these Rules);
- 69.1.9 During a declared State of Emergency public participation at Council meetings may be undertaken via tele or video conferencing as determined by Council.
- 69.2 The following procedural matters apply for managing speakers:
- ~~69.2.1-~~ The order of speakers will be as follows:
- 69.2.1.1 Aligns with the order of reports on the agenda;
- 69.2.1.2 Then in order of receipt of the request to speak or as otherwise instructed by the Chair.
- ~~6569.2.2.~~ There is no requirement for standing orders of the meeting to be suspended or resumed to allow members of the public to speak to an item on the agenda.
- ~~6569.3.~~ The following requirements for addressing a Council meeting apply:
- ~~69.3.1-~~ When addressing the meeting, persons are asked to address the meeting facing the Chair at the microphone provided;
- 65.3.2. Speakers are requested to keep their address brief and to the main issues of concern;
- 65.3.3. The time limit allowed for each speaker is three minutes. Only one extension of not more than three minutes can be granted regardless of how many items are being addressed.
- 65.3.4. Councillors may ask questions of the speaker to clarify a point, however, no debate or commentary is to be provided at this time.



69.4 The following protocol applies when addressing a Council meeting:

69.4.1 Any person addressing the Chair must refer to the Chair as:

- Madam Mayor; or
- Mr Mayor; or
- Madam Chair; or
- Mr Chair

as the case may be.

69.4.2 All Councillors, other than the Mayor, must be addressed as Councillor (*name*).

69.4.3 All members of staff in attendance must be addressed as Mr or Ms (*name*) as appropriate or by their official title.

## 70 Public Question Time

70.1 Public question time is a section of the agenda of a Council meeting during which Council may answer questions submitted by members of the public. It is not designed to take the place of contacting a Councillor or Councillors directly to discuss an issue, or to replace contacting Council's Customer Services for assistance. Rather, it is designed to allow for clarification of issues of public interest.

70.2 For a question to be considered at a Council meeting, the following requirements must be met:

70.2.1 The person submitting the question must include their name, address and contact number;

70.2.2 A question must not exceed 50 words in length;

70.2.3 A question must focus on an issue within Council's powers to act;

70.2.4 A question must not name, allude to, or focus on an individual

70.2.5 No more than two questions (including questions asked in parts) are able to be submitted per person for any one Council meeting.

70.3 Questions that meet one of the following criteria will not be answered at a Council meeting:

70.3.1 Repetitive or has already been answered (either previously by officers in writing or at a Council meeting);

70.3.2 Relates to a matter for which the meeting would normally be closed (section 66 of the Act);

70.3.3 Is prejudicial to the Council or any other person if answered;

70.3.4 Relates to the personal views or actions of an individual Councillor or Officer;

~~6670~~.3.5. Relates to a matter that is the subject of negotiation, litigation or commercial interest/advantage;

~~6670~~.3.6. Is defamatory, indecent, abusive, irrelevant, trivial or objectionable in language or nature;

~~6670~~.3.7. Is considered trivial or vexatious or it is more appropriate to direct to officers of the Council during normal business hours.

#### 70.4 Submitting a question

~~6670~~.4.1- Questions for consideration at a Council meeting can be submitted:

70.4.1.1 electronically to [egovernance@latrobe.vic.gov.au](mailto:egovernance@latrobe.vic.gov.au);

70.4.1.2 via an online form available on Council's website; or

70.4.1.3 via a form available in Councils' customer service centres (attached to these Governance Rules at Appendix Two).

~~6670~~.4.2- Questions must be received by no later than midday one business day before the Council meeting. Any questions received after this deadline that meets the criteria will be held until the next scheduled Council meeting for response.

#### 70.5 Response at a Council Meeting

~~6670~~.5.1- The Chair will ask the Chief Executive Officer to conduct the public question time session.

~~6670~~.5.2. The Chief Executive Officer will ~~ascertain if the person asking the question is present in the gallery, and if so, will~~ read the question or summarise its contents and read the response to the question. The Chief Executive Officer can nominate another Senior Staff member to read the response to the question if they deem it suitable.

~~6670~~.5.3. ~~If the person asking the question is not present in the gallery, the question and the response is not required to be read out. However -~~ The details will be included in the minutes of the meeting and a copy distributed to the person to their nominated address.

~~6670~~.5.4. During a declared State of Emergency public participation at Council meetings may be undertaken via tele or video conferencing as determined by Council.

~~6670~~.5.5. Council has the discretion to seek clarification to the question if deemed necessary. Otherwise the person asking the question is not permitted to enter into debate or discussion during this session.

### 71 Privacy

71.1 To comply with the Victorian *Privacy and Data Protection Act 2014*, personal information provided as part of any provision detailed in these Rules will only be used for the primary purpose for which it was provided – (e.g. to consider the petition, question or submission), except where the Rules specifically state otherwise.

- | 71.2 Processes will comply with Council's ~~Citizen Confidentiality and Privacy Policy~~ where applicable.
- | 71.3 As part of Council's operations, any document incorporated into a Council agenda must be made publically available, including any petitions which are tabled.
- 71.4 The agenda and minutes are printed and available for the general public and appear on Council's website. Attachments, such as full submissions and petitions, will be made available to Councillors; however will only be available for viewing at Council Headquarters via appointment for members of the public. A summary of the submissions, including name (unless specifically requested in writing to remain anonymous), will be made available in the agenda and minutes.
- 71.5 The following details as outlined in the table below will be published in the minutes.

Section	What personal information is published in the minutes and can be published in agenda papers	Further information accessible through other means
Acknowledgements	Name of the person who is being acknowledged and the reason for acknowledgement.	Not applicable
Petitions	Name of the person who has presented the petition (with the number of signatures and the terms of the petition)	Full copies of petitions may be viewed only by contacting Council.  A copy is provided to Councillors for their <del>decision</del> <del>making</del> <del>decision-making</del> processes.
Written Submissions	Name of the person, (with a summary of the submission).	Full copies of submissions can be viewed in accordance with the provisions applicable under legislation.  If nothing is prescribed, then a copy of a submission may be viewed by contacting Council.
Speaking at a Council meeting	Name of the person who has spoken (with the details of which item on the agenda).	Not applicable.  Other information that is collected is only collected in order to contact the person if there are any actions to be followed up by officers.

Section	What personal information is published in the minutes and can be published in agenda papers	Further information accessible through other means
Public Question Time	Name of the person, (with the question and the response provided).	Not applicable. Other information that is collected is only collected in order to contact the person if there are any actions to be followed up by officers (for example, if the person is not in attendance, to provide a copy of the response).

## Part D: Other Matters

### Division 1 – Committees

#### 72 Delegated Committees

~~6872~~.1. If Council establishes a Delegated Committee, these Rules will apply to the Delegated Committee Meetings with any necessary modifications.

72.2 For the purpose of Sub-Rule ~~6872~~.1:

~~72.2.1~~ a Council Meeting is to be read as a reference to a Delegated Committee Meeting;

~~72.2.1~~~~72.2.2~~ a Councillor is to be read as a reference to a Member of the Delegated Committee; and

~~72.2.2~~~~72.2.3~~ a reference to the Mayor is to be read as a reference to the Chair of the Delegated Committee.

~~7268~~.3. If Council establishes a Delegated Committee, Council may resolve that a provision of these Governance Rules do not apply to that Committee.

#### 73 Community Asset Committees

~~6973~~.1. The Governance Rules may apply to any Community Asset Committee established by Council.

~~6973~~.2. Council may ~~resolve, in establishing a Community Asset Committee, by resolution, determine~~ which ~~rules within these chapters of the~~ Governance Rules ~~are to apply to a Community Asset Committee~~.

~~6973~~.3 ~~Notwithstanding Sub-Rule 6973.2, a Community Asset Committee must adhere to Part D Division 3 Conflict of Interest in these Governance Rules.~~

~~6973.43-~~ A Community Asset Committee must act in accordance with its ~~adopted Terms of Reference~~, Instrument of Delegation made by the Chief Executive Officer under section 47(1)(b) of the Act and any Terms of Reference or other governing document adopted by Council.

## **Division 2 – Election Period Policy**

### **74 Council's Election Period Policy**

74.1 Council will have in place an Election Period Policy that:

- ~~740.1.1-~~ Governs decision making during a local government election period, including what may be considered at a Council meeting;
- ~~740.1.2-~~ Prohibits the use of Council resources for any election campaign purposes, including Federal, State or Council elections;
- ~~740.1.3-~~ Sets out the conditions for any community engagement required to be undertaken during an election period, including consultations and Civic events;
- ~~740.1.4-~~ Sets out the requirements for any Council publications during a local government election period – including the website, social media, newsletters and advertising – to ensure Council does not publish materials that relate to issues that are the subject of election campaigns;
- ~~740.1.5-~~ Defines roles and responsibilities in relation to who is the spokesperson for Council during an election period;
- ~~740.1.6-~~ Sets out the requirements for a Councillor or member of Council staff who is a candidate in an election including a Federal, State or Council election.

74.2 At least once in each Council term and not later than 12 months prior to the commencement of an election period, Council will review its Election Period Policy.

74.3 The Election Period Policy forms part of these Governance Rules.

74.4 Any outstanding Delegate's Reports may still be reported to a meeting of Council during this period.

## **Division 3 – Conflict of Interest**

### **75 Obligations with regard to Conflict of Interest**

75.1 Councillors, Members of Delegated Committees and Community Asset Committees and Council staff are required to:

- 75.1.1 Avoid all situations which may give rise to conflicts of interest;

75.1.2 Identify any conflicts of interest; and

75.1.3 Disclose or declare all conflicts of interest.

75.1.2 Council will maintain a Conflict of Interest Register that will be made available on request.

**76 Councillors ~~and~~ Members of Delegated Committees and Members of Community Asset Committees**

76.1 May not participate in discussion or decision-making on a matter in which they have a conflict of interest.

76.2 All disclosures of conflicts of interest will be recorded in the minutes of a Council ~~or~~ Delegated Committee or Community Asset Committee meeting.

**77 Procedure at a Council ~~or~~ Delegated Committee or Community Asset Committee Meeting**

~~7377.1-~~ A Councillor ~~or~~ Member of a Delegated Committee or Member of a Community Asset Committee who has a conflict of interest and is attending the Council ~~or~~ Delegated Committee or Community Asset Committee meeting must make a full disclosure of that interest:

~~7377.1.1-~~ by either:

- (a) advising the meeting of the details required under Sub-Rules ~~7377.1.2~~ and ~~7377.1.3~~ at the time in the agenda for disclosures of conflicts of interest; or
- (b) advising the Chief Executive Officer in writing of the details required under Sub-Rules ~~7377.1.2~~ and ~~7377.1.3~~ before the meeting; and

~~7377.1.2-~~ classifying the type of interest that has been given rise to the conflict as either:

- (a) a general interest; or
- (b) a material interest; and

~~7377.1.3-~~ describing the nature of the interest; and

~~7377.1.4~~ if the Councillor or Committee Member advised the Chief Executive Officer of the details under Sub-Rule ~~7377.1.1(b)~~, at the meeting during the time in the agenda for disclosures of conflicts of interest, the Councillor or Member must make a disclosure of the class of interest only and confirm that a written notice has been given to the Chief Executive Officer under these Rules.

77.2 Immediately prior to the consideration of the item in which they have a conflict of interest, a Councillor or Committee Member ~~of a Delegated Committee~~ must

indicate to the meeting the existence of the conflict of interest and leave the meeting.

77.3 A Councillor or Committee Member ~~of a Delegated Committee~~ who discloses a conflict of interest and leaves a meeting must not communicate with any participants in the ~~Mm~~ meeting while the decision is being made.

77.4 The Chief Executive Officer must:

77.4.1 ~~73.4.1.~~ keep written disclosures given to him or her under this Rule in a secure place for three years after the date the Councillor or Committee Member ~~of a Delegated Committee~~ who made the disclosure ceases to be a Councillor or Committee Member ~~of a Committee~~; and

~~77.4.1~~ 77.4.2 record each conflict of interest disclosed under this Rule in the Register of Conflicts of Interest.

73.4.32 destroy the written disclosure when the ~~3-year~~three-year period referred to in Sub-Rule ~~7377~~77.4.1 has expired.

~~7377~~5. ~~While~~ the requirements of this Rule ~~also~~ apply to ~~all a Councillor or other Members of a Community Asset Committee, who has a conflict of interest and is attending the Community Asset Committee meeting it is acknowledged that the conflict of interest provisions in the Act do not apply to Community Asset Committee Members who are not Councillors or Council staff.~~

## **78 Procedure at other meetings organised, hosted or supported by Council**

78.1 A Councillor who has a conflict of interest must not participate in discussion of matters that will come before Council for a decision, or if a decision will be made by a member of staff acting under delegation.

78.2 At the time indicated on the agenda, a Councillor with a conflict of interest will indicate the existence of the conflict of interest and the matter in which the conflict of interest arises.

78.3 If there is no agenda, a Councillor with a conflict of interest will indicate the existence of the conflict of interest as soon the matter arises.

78.4 At the time for discussion of that item, the Councillor will leave the discussion and not communicate with any members of the meeting for the duration of the discussion.

78.5 The existence of a conflict of interest will be recorded in the minutes of the meeting.

78.6 If there are no minutes kept of the meeting, the Councillor may provide to the Chief Executive Officer a written notice recording that the disclosure was made and accurately summarising the explanation given under Sub-Rule ~~7477~~77.2, to be retained pursuant to Sub-Rule ~~7377~~77.4.



78.7 The meeting minutes or written notice to the Chief Executive Officer will also record the duration of the discussion and whether the Councillor left the meeting.

78.778.8 A conflict of interest disclosed under this Rule must be recorded in the Register of Conflicts of Interest by the Chief Executive Officer.

## **79 Council Staff**

79.1 Must act in accordance with the Employee-Staff Code of Conduct.

79.2 Must not exercise a delegation or make a decision on any matter where they have a conflict of interest.

79.3 May be permitted to provide advice to a decision maker if a conflict of interest exists, subject to the procedure and disclosure provisions at Rule 76-80 and the EmployeeStaff Code of Conduct.

## **80 Procedure for disclosures of conflicts of interest by Council Staff**

80.1 Council staff must disclose the existence of all conflicts of interest in writing and in the form determined by the Chief Executive Officer.

80.180.2 All conflicts of interest disclosed by Council staff must be provided to Council's Governance team for recording in the Register of Conflicts of Interest.

80.280.3 A Council staff member who has disclosed a conflict of interest may provide advice to Council or another staff member acting under delegation if:

7680.23.1- The number and qualifications of other people providing advice regarding the same matter is equal or greater; or

7680.23.2- The staff member who has disclosed the conflict of interest is the only staff member with expertise in the area; and

7680.32.3- The staff member's General Manager determines that the conflict of interest has not influenced the advice provided; and

7680.32.4- The existence of the conflict of interest is documented in all advice provided by that staff member, and in the case of verbal advice, is documented by the decision maker.

## **Division 4 – Joint Council Meetings**

### **81 Procedure for Joint Council Meetings**

81.1 Council may resolve to participate in a Joint Council meeting to consider:

81.1.1 Collaborative projects;

81.1.2 Collaborative procurement;

81.1.3 Emergency Response.

81.2 If Council has resolved to participate in a Joint Council meeting, the Chief Executive Officer (or Delegate) will agree on governance rules with the participating Councils.

81.3 Where Latrobe City Council is the lead Council on a matter to be brought for consideration at a Joint Council meeting, the Mayor will be nominated to Chair the Joint Council meeting

81.4 A majority of Councillors will be appointed to represent Council at a Joint Council meeting.

81.5 Consistent information will be provided to Councillors prior to any Joint Meeting and every endeavour will be made by the Chief Executive Officer to facilitate a joint briefing.

| 81.6 A joint briefing arranged in accordance with Sub-Rule ~~77~~81.1 may be held electronically.

**Appendix One: Petition Template****Petition to the Latrobe City Council****Insert subject heading: e.g. Support for New Development**

We, the undersigned (insert *residents, property owners, concerned citizens, club members etc.*) wish to inform the Latrobe City Council of (briefly *explain your concern.*)

We ask that the Latrobe City Council (explain the action you would like the Council to take).

	<b>Name (Print)</b>	<b>Address (minimum of residential locality must be specified)</b>	<b>Signature</b>
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			
<b>4.</b>			
<b>5.</b>			
<b>6.</b>			
<b>7.</b>			
<b>8.</b>			
<b>9.</b>			
<b>10.</b>			

**Appendix Two: Public Question Time****Council Meeting Public Question Time Form**

Council invites questions from members of the community at its scheduled Council Meetings.

Questions must be received by midday one business day before the Council Meeting. Any questions received after this deadline that meets the criteria specified in the Latrobe City Council *Governance Rules* will be held until the next scheduled Council Meeting for response.

Please refer to the Latrobe City Council *Governance Rules* for further information (an extract is attached over the page).

Name: Address:  Contact Phone Number:	.....
	.....
	.....
Question Topic:	.....
Question:	..... ..... ..... ..... .....
Signed:	Date: .....

*The personal information requested on this form is being collected by Council for the purpose of processing your request to ask a question at a Latrobe City Council Meeting in accordance with the Governance Rules. The personal information will be used solely by Council for that primary purpose, directly related purposes or as otherwise allowed by law.*

*If you choose not to provide this information, then we will be unable to process your request. The applicant understands that the personal information provided is for the reasons outlined above and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to the Privacy Officer at Latrobe City Council on 1300 367 700.*

**Customer Service Use Only:** Note, once this form has been received at reception, the Governance team must be immediately contacted and advised.

Date and Time Question Received: .....

Contacted Governance: ☐ Yes ☐ No



## Council Meeting Public Question Time Form

**Latrobe City Council Governance Rules Extract** (please refer to the full Rules for further information on public question time).

### 66. Public Question Time

- 66.1 Public question time is a section of the agenda of a Council meeting during which Council may answer questions submitted by members of the public. It is not designed to take the place of contacting a Councillor or Councillors directly to discuss an issue, or to replace contacting Council's Customer Services for assistance. Rather, it is designed to allow for clarification of issues of public interest.
- 66.2 For a question to be considered at a Council meeting, the following requirements must be met:
- 66.2.1 The person submitting the question must include their name, address and contact number;
  - 66.2.2 A question must not exceed 50 words in length;
  - 66.2.3 A question must focus on an issue within Council's powers to act;
  - 66.2.4 A question must not name, allude to, or focus on an individual
  - 66.2.5 No more than two questions (including questions asked in parts) are able to be submitted per person for any one Council meeting.
- 66.3 Questions that meet one of the following criteria will not be answered at a Council meeting:
- 66.3.1 Repetitive or has already been answered (either previously by officers in writing or at a Council meeting);
  - 66.3.2 Relates to a matter for which the meeting would normally be closed (section 66 of the Act);
  - 66.3.3 Is prejudicial to the Council or any other person if answered;
  - 66.3.4 Relates to the personal views or actions of an individual Councillor or Officer;
  - 66.3.5 Relates to a matter that is the subject of negotiation, litigation or commercial interest/advantage;
  - 66.3.6 Is defamatory, indecent, abusive, irrelevant, trivial or objectionable in language or nature;
  - 66.3.7 Is considered trivial or vexatious or it is more appropriate to direct to officers of the Council during normal business hours.

#### Governance Use Only:

Question compliant with Rules: ☐ Yes ☐ No Date of Meeting question to be submitted to: .....

Notes:



# ECONOMIC DEVELOPMENT MEMBERSHIP RENEWALS

## PURPOSE

To provide Councillors with a list of current memberships for consideration of renewal for the 2023/2024 financial year.

## EXECUTIVE SUMMARY

- At the Council meeting on 06 June 2020, Council adopted changes to the determination of membership to advocacy/industry-specific organisations.
- Latrobe City Council has been long-standing members of, and participates in, a number of industry-specific organisations to support economic development advocacy activities. To ensure greater transparency and broader understanding of these organisations and why Council are members, this report has been prepared for Councillor's consideration in deciding whether to renew memberships.
- Latrobe City Council are members of the following organisations:
  - Food and Fibre Gippsland
  - Rail Freight Alliance
  - South East Australian Transport Strategy (SEATS)
  - National Timber Council Australia
  - Timber Towns Victoria
  - Australia Chinese Business Council
- This is an opportunity for Council to strategically review the benefits to Council from the memberships through a lens of good fiscal management, budget analysis and value for money and decide whether to renew the memberships for the 2023/2024 financial year.
- This report recommends the following memberships are renewed:
  - Rail Freight Alliance
  - South East Australian Transport Strategy (SEATS)
  - National Timber Council Australia
  - Timber Towns Victoria
  - Australia Chinese Business Council

- This report recommends the following membership is dispensed with as it is not considered to be a valuable use of public money and the organisation has failed to provide adequate information to consider renewing the membership:
  - Food and Fibre Gippsland
- The membership disposals and renewals outlined in this report are fully funded within the BAU budget and do not require any reallocation of funds.
- Should the proposals outlined in this report be implemented, the total cost of memberships is \$19,971.50 (+GST), with a reduction from last year of \$10,000 (+GST).
- All renewed memberships will be re-assessed on an annual basis to ensure Council is still being provided with value for money.

#### OFFICER'S RECOMMENDATION

##### **That Council:**

- 1. Renew the memberships for the 2023/2024 financial year to the following organisations:**
  - 1.1. Rail Freight Australia (\$5,500 plus GST).**
  - 1.2. South East Australian Transport Strategy (\$7,390 plus GST)**
  - 1.3. National Timber Councils Association (\$2,500 plus GST)**
  - 1.4. Timber Towns Victoria (\$2,750 plus GST)**
  - 1.5. Australia China Business Council (\$1,831.50 plus GST).**
- 2. Not renew the membership for the 2023/2024 financial year to the following organisation:**
  - 2.1. Food and Fibre Gippsland (\$10,000 plus GST)**
- 3. Continue to annually review memberships to ensure Council is receiving value for money.**
- 4. Write to the above organisations to advise them of Council's decision.**

## BACKGROUND

Listed below are the organisations which Latrobe City Council currently supports with membership. These memberships align with Council's strategic priorities and Council's economic development objectives.

Officers contacted representatives from each of the organisations asking for the following:

1. A list of projects and activities for the past 12 months that have impacted Latrobe City,
2. Specific projects or activities each organisation will be working on over the next 12 months which will impact Latrobe City, and
3. Their membership fee for the 2023/2024 financial year.

Below is an outline of each current membership, feedback on their previous and future advocacy activities, and an officer's recommendation on whether Council should renew or dissolve the membership.

### **Food and Fibre Gippsland**

Membership period runs from July to June	Previous annual membership is \$10,000 plus GST
--	---

The food and fibre sector in Gippsland is estimated to be worth approximately \$7bn of the region's \$15bn Gross Regional Product.

Food and Fibre Gippsland (FFG) has a mission to lead capacity building, innovation and knowledge sharing for the sector across the whole of Gippsland.

In 2022, FFG committed to quarterly meetings with Council officers and to attend a Councillor briefing session to outline their role and the relationship between the two organisations. To date, none of these activities have been fulfilled.

Similarly, FFG have made no overtures to Council officers to attract investors into the local area.

Council has no formal Councillor representation with FFG.

Based on the above information, officers do not feel Council benefits from its FFG membership and does not recommend it be renewed.



### **Rail Freight Alliance**

Membership period runs from July to June	Previous annual membership is \$5,500 + GST
--	---

Officers have reviewed the Rail Freight Alliance website to provide the following information (*italics*).

*The Rail Freight Alliance (RFA) is made up of rural, regional, and metropolitan Councils across Victoria, and represents the local government sector in freight logistics interests which connect Victoria nationally and internationally.*

*RFA advocates for standardised rail, upgrades and connections, an open access rail freight system, and seamless freight logistics to facilitate rail freight movement.*

Council's current representatives on the RFA are Cr Middlemiss and Cr Law.

Despite officers asking on two occasions, RFA did not provide the requested information in time for this briefing and no data about specific activities which benefit Latrobe City Council has been received. There has been minimal focus on specific needs for the Latrobe City.

Notwithstanding the lack of information received from RFA in relation to their recent advocacy activities, officers recommend that this membership be renewed. This is based on the need for Council to keep their options open during a transitioning economy, with particular emphasis on RFA's capacity to advocate into Government on Council's behalf.

### **South East Australian Transport Strategy – SEATS**

Membership period runs from September to August	Annual membership is \$7,390 plus GST
---	---------------------------------------

South East Australian Transport Strategy (SEATS) provides highly co-ordinated and influential advocacy for the development of transport infrastructure in the South East Australian region that supports sustainable economic development and the prosperity of its constituents.

SEATS projects are listed by transport corridors as they apply to the movement of freight into, through, or out of the SEATS region (Gippsland in Victoria, the South Coast and Southern Tablelands of NSW and the ACT). Much of the freight is not destined for metropolitan markets but from manufacturing centre to manufacturing centre or to/from port facilities for export/import.

The objectives of SEATS are aligned with the current Council Plan, where transport infrastructure to improve movement between Latrobe City and Melbourne have been highlighted as important priority areas.

Council's current representatives on the SEATS committee are Cr Middlemiss and Cr Law (as alternate).

SEATS have similar objectives to Rail Freight Alliance.

Officers believe Council receives benefit from the SEATS membership, it is officer's recommendation to renew this membership.

### **National Timber Councils Association**

Membership period runs from July to June	Previous annual membership is \$2,500 plus GST
--	--

Officers have reviewed the National Timber Councils Association website to provide the following information (*italics*).

*The National Timber Councils Association (NTCA) reports that their mission is to promote vibrant, resilient communities, maintain regional investment, employment opportunities and responsible environmental practices.*

*The NTC advocates at the Federal and State Government levels on forestry and plantation issues on behalf of member councils throughout Australia. The NTC provide local government with access to information regarding forest policy development, implementation, and growth opportunities at all government levels.*

Despite officers asking on two occasions, NTCA have not provide the requested information about specific advocacy activities that benefit Latrobe City Council, nor have they provided their annual membership fee. Officers are unaware of any advocacy outcomes of benefit to Council.

Council's current representatives on the National Timber Councils Association are Cr Harriman in the role of President, with Cr Gibson as an alternate.

Despite the lack of information received by NTCA, considering the current activity within the industry and Council's support of the ongoing transition and community impact, officers recommend this membership be renewed for a further 12 months. Officers further recommend this membership be reviewed again prior to any subsequent renewals.

### **Timber Towns Victoria**

Membership period runs from July to June	Previous annual membership is \$2,750 plus GST
--	--

Officers have reviewed the Timber Towns Victoria website to provide the following information (*italics*).

*Timber Towns Victoria (TTV) was founded in the 1980s to represent the interests of municipal councils in relation to forestry on both public and private land. Key objectives include delivery of advocacy for road and bridge infrastructure, to provide a forum for local government to address timber related issues, and to work with all levels of governments and the timber industry as a credible advocate.*

Despite officers asking on two occasions, TTV have not provided the requested information about specific advocacy activities that benefit Latrobe City Council, nor have they provided their annual membership fee. Officers are unaware of any advocacy outcomes of benefit to Council and would query the need to continue with this membership given the significant downturn in the local timber industry.

Councillors Gibson and Harriman are Council's current representatives with TTV.

Despite the lack of information received by TTV, considering the current activity within the industry and Council's support of the ongoing transition and community impact, officers recommend this membership be renewed for a further 12 months. Officers further recommend this membership be reviewed again prior to any subsequent renewals.

## **Australia China Business Council**

Membership period runs from July to June	Annual membership is \$1,831.50 plus GST
--	--

The Australia China Business Council (ACBC) is the premier organisation dedicated to the Australia-China bilateral business and trade relationship. It is a national not-for-profit membership organisation with branches in every State and Territory.

With a network of over 20,000 organisations and a membership of over 700 focused on furthering Australia-China trade and investment, the ACBC actively promotes two-way trade and investment, economic cooperation and understanding between the business communities of Australia and China.

As the largest, most active and diverse business council in Australia, the ACBC also works closely with state and federal governments on commercial relations with China.

The group regularly host delegations from China for business-to-business matching opportunities and provide a range of business-focussed activities and events for members.

Council has no formal representation on the ACBC, with officers working closely with the organisation to achieve positive outcomes, including ongoing education of the business alliances between Australia and China and knowledge of various developments.

The ACBC is highly approachable and responsive in a timely manner, with officers finding them very helpful. The organisation regularly disseminates relevant information, and officers have attended many beneficial workshops on topics related to migration, education, trade, and commerce.

Based on the information above, it is officer's recommendation to renew this membership.

### **ANALYSIS**

The current BAU budget for 2023/2024 has a total allocation of \$26,000 for economic development memberships.

Should Council choose to renew and dissolve memberships based on officer's recommendations, the financial commitment will be \$19,971.50 which is within the allocated budget.

A summary of membership costs is listed below:

Organisation	Former Membership Costs *	Recommended Membership Costs for 2023/2024
Food and Fibre Gippsland	\$10,000 plus GST	\$0
Rail Freight Alliance	\$5,500 plus GST	\$5,500 plus GST
South East Australian Transport Strategy	\$7,390 plus GST	\$7,390 plus GST
National Timber Councils Association	\$2,500 plus GST	\$2,500 plus GST
Timber Towns Victoria	\$2,750 plus GST	\$2,750 plus GST
Australia China Business Council	\$1,831.50 plus GST	\$1,831.50 plus GST
TOTAL	\$ 29,971.50 plus GST	\$19,971.50 plus GST A saving of \$10,000 (plus GST)

\*NB: given the difficulties presented in accessing information from some of these organisations, the figures in this column may represent last year's fees.

#### RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<b>FINANCIAL</b> Latrobe City Council not receiving value for money from the memberships	<b>Medium</b> <i>Likely x Minor</i>	Annual review into memberships. Greater participation with member organisations to ensure value for money
<b>STRATEGIC</b> Potential for adverse reputational impact should Council determine not to continue with any membership	<b>Medium</b> <i>Possible x Minor</i>	Detailed correspondence with any group where it has been decided not to proceed with membership, clearly outlining the reasons behind the decision not to renew.

#### CONSULTATION

Consultation with representatives of member organisations took place prior to this report being drafted

## COMMUNICATION

There are no key communication priorities required as a result of this report.

## DECLARATIONS OF INTEREST

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

## APPENDIX 1 IMPACT ASSESSMENT

### **Social**

Consideration of social consequences negative and position of planned policies, programs or projects The Latrobe City ratepayers and community benefit widely from targeted memberships by enabling Councillors and officers to be kept abreast of relevant business and economic development trends.

### **Cultural**

There are no known impacts on cultural values or belief systems related to this report.

### **Health**

There are no known impacts on health outcomes for the general community, or for specific cohorts, related to this report.

### **Environmental**

There are no known impacts of this report on environmental sustainability.

### **Economic**

Renewal of recommended memberships subject to this report will support advocacy and development of economic development across the municipality.

### **Financial**

The membership disposals and renewals outlined in this report are fully funded within the BAU budget and do not require any reallocation of funds.

The proposals outlined in this report do not impact on any other departments at Council.

There are no significant financial implications resulting from rejecting the membership renewals outlined in this report. Should Council opt to not renew any/all the memberships, correspondence will be provided to the relevant organisations clearly articulating the reasons behind the decision.

If the recommendations to dissolve some of the memberships is adopted, the total cost of memberships is \$19,971.50 (+GST), with a reduction of \$10,000 (+GST).

This represents a cost saving to Council's budget and the contribution of ratepayers.

### **Attachments**

Nil

# REVIEW OF COUNCIL SUPPORT AND EXPENSES POLICY

## PURPOSE

To seek endorsement of the revised Council Support and Expenses Policy.

## EXECUTIVE SUMMARY

- As part of the introduction of the *Local Government Act 2020*, Council adopted the Councillor and Delegated Committee Member Expenses, Resources and Support Policy in August 2020. Some amendments around personal coaching and mentoring were made in 2021.
- Officers have conducted benchmarking against best practice policies identified by the Local Government Inspectorate. From that benchmarking, officers are of the opinion that there are amendments which would be beneficial in achieving alignment with best practice, particularly in terms of clarity and consistency. Officers also propose to rename the Policy as the Council Support and Expenses Policy.
- The most significant changes to the Policy are outlined at Analysis below.
- Consideration of this report was deferred from the Council Meeting on 5 June 2023. The content of the report and officer's recommendation is unchanged other than to update the effective date for the Policy in the officer recommendation.

## OFFICER'S RECOMMENDATION

### That Council:

1. **Adopt the Council Support and Expenses Policy with an effective date of 03 July 2023;**
2. **Note that with the adoption of this Policy, that any previous versions are now revoked;**
3. **Request a copy of the final formatted Policy be provided to all Councillors; and**
4. **Make this Policy available on Council's website and available for inspection at all Council Service Centres.**

## BACKGROUND

Council is required to adopt and maintain an expenses policy in relation to the reimbursement of out of pocket expenses for Councillors and Delegated Committee members under section 41 of the *Local Government Act 2020*. The policy must cover, at minimum:

- procedures to follow for reimbursement;
- reimbursement of childcare expenses; and
- expenses incurred by a Councillor who is a carer in a care relationship as defined by the *Carers Recognition Act 2012*.

In addition to those matters, Council's policy is intended to cover circumstances where Councillors and members of Delegated Committees are entitled to reimbursement as well as the various resources available to Councillors.

The suggested alterations to the Policy as set out below largely relate to clarity, consistency and transparency.

## ANALYSIS

It is best practice to review policies endorsed by Council on a regular basis to ensure that they are relevant, reflect contemporary practice, reference current legislation, and meet community expectations.

Following the officer review, the key changes proposed for incorporation in the updated Policy are:

Subject Matter	Existing Policy	Amended Policy	Differences
Travel	4.3, 4.5, 4.6	4.5	Various forms of possible transport have been combined to a generalised travel entitlement based on the most cost effective method that is reasonable for the travel in question. This is to improve clarity and the practical application of the policy.
Private vehicle use	4.3, 4.7(5)	4.5.4-4.5.5	Clarity regarding appropriate records to be kept and produced to support reimbursement, to assist with compliance.  Clearer guidance around reimbursement for interstate travel where private vehicle is chosen instead of air travel.



Subject Matter	Existing Policy	Amended Policy	Differences
Attendance at external meetings, conferences and functions	4.8	4.17.2	Addition of CEO approval for attendance within Victoria as a prerequisite to reimbursement, excluding external meetings in the Gippsland area and metropolitan Melbourne municipalities. This is to better align with the approval requirements for interstate and overseas travel reimbursement.
Attendance at external meetings, conferences and functions	4.7, 4.8	4.17.3	Addition of factors to be considered in approval of Victorian, interstate or overseas attendance at external meetings, conferences or functions. This is to improve clarity and the practical application of the policy.
Reporting	5.4	4.2	Rather than monthly expense reports, Councillors will be provided with the annual summary to be published on Council's website for review prior to publication.
Exclusions	5.6	4.8	Clearer list of exclusions.
Individual professional and personal development	6.2-6.4	4.19	<p>Rephrasing of what constitutes eligible professional or personal development including specific criteria.</p> <p>Changes to circumstances where advance payments can be made and process.</p> <p>These changes are to improve clarity and the practical application of the policy.</p>
Access to facilities by Mayor	8.4	4.16.1	The existing policy already contains a requirement for Councillors to advise Council's after hours number of access to facilities outside of normal business hours. This change is to confirm the same requirement applies to Mayoral access and is to better ensure Council's compliance with occupational health and safety obligations.

Subject Matter	Existing Policy	Amended Policy	Differences
Equipment and IT costs, support, training and security	9.2-9.7	4.12	The existing clauses have been condensed and rephrased to improve clarity and the practical application of the policy.
Legal costs	11	4.20	Rephrasing of when legal costs of Councillors are payable by Council to improve clarity and the practical application of the policy.
Payment from another organisation	N/A	4.5.6	Addition regarding confirmation there will be no reimbursement for travel if there is payment entitlement from another organisation for the person's attendance.
Appeal	N/A	4.11	Addition of the ability of a Councillor to request the CEO review a decision not to reimburse an expense, followed by the option to request the matter be reported to Council for determination. This is to assist in resolution of disagreements on application of the policy.
Car parking	N/A	4.13.7	Addition of confirmation regarding Councillor reserved car parks at Headquarters.

The above changes were incorporated based on internal officer consultation and benchmarking with other council policies recommended by the Local Government Inspectorate.

#### RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<b>COMPLIANCE</b> Council will not be compliant with the <i>Local Government Act 2020</i> in relation to Councillor expenses and support.	<b>Low</b> <i>Unlikely x Minor</i>	Ensure Council has a clear, consistent policy in place to appropriately manage reimbursement and provision of appropriate resources.

## CONSULTATION

There are no external consultation requirements for this Policy. Internal consultation has taken place with appropriate officers.

## COMMUNICATION

Internal communications will occur with relevant Council officers to ensure awareness of the changes to the Policy, if endorsed. While Council does not currently have any Delegated Committees, communications would also occur with members of any Committee established as to the application of the Policy to those members.

## DECLARATIONS OF INTEREST

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

## APPENDIX 1 IMPACT ASSESSMENT

### **Social**

A consistent and comprehensive policy for reimbursement of Councillors and Delegated Committee members and resources provided to Councillors, assists to provide guidance and accountability on that expenditure to the municipal community which in turn promotes trust with that community.

### **Cultural**

Nil.

### **Health**

Nil.

### **Environmental**

Nil.

### **Economic**

A consistent and comprehensive policy for reimbursement of Councillors and Delegated Committee members aligns with sustainable economic policy.

### **Financial**

As the reimbursement and support relating to Councillors are already covered by Council's existing policy and the changes proposed relate more to clarity, consistency and transparency than adding or removing resources and reimbursements available, there will be no practical effect on associated expenditure or budget.

### **Attachments**

1. Council Support and Expenses Policy

## 6.6

### Review of Council Support and Expenses Policy

1	Council Support and Expenses Policy .....	176
---	---	-----



# Council Support and Expenses Policy

Version 3

Approval Date: (insert date)

Review Date: (insert date)



## Council Support and Expenses Policy

### DOCUMENT CONTROL

Responsible GM	General Manager Regional City Strategy and Transition	
Division	Governance	
Last Updated (who & when)	Manager Governance – Hanna Steevens	2023
<b>DOCUMENT HISTORY</b>		
Authority	Date	Description of change
Council	3 August 2020	Adopted
Council	1 March 2021	Clarification in relation to personal coaching and mentoring
Council		Policy name change and updated contents following benchmarking
References	Refer to Section 8 and 9 of this policy	
Next Review Date	(Month & Year)	
Published on website	Yes	
Document Reference	No	

**WARNING - uncontrolled when printed.**

Page 2 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	------------------------	---------------	--------------------	-------------	----------------



## Council Support and Expenses Policy

### 1. Background

The *Local Government Act 2020* (the Act) includes a requirement for Council to adopt and maintain an expenses policy in relation to the reimbursement of out of pocket expenses for Councillors and members of Delegated Committees. This Policy meets that requirement and supports Councillors and members of Delegated Committees to perform their roles, as defined under the Act.

### 2. Objectives

This Policy intends to:

- 2.1. provide guidance and establish clear expectations on the:
  - reimbursement of expenses for both Councillors and members of Delegated Committees;
  - processes for reimbursement and reporting requirements;
  - resources and support that are necessary for Councillors, to enable the effective performance of their official Council duties and functions;
- 2.2. ensure that the reimbursement of expenses is in accordance with the Act and meets the Act's principles of:
  - public transparency;
  - achieving the best outcomes for the municipal community; and
  - ensuring the ongoing financial viability of Council; and
- 2.3. provide a framework for Councillors and members of Delegated Committees to be supported to perform their duties without disadvantage.

### 3. Scope

This Policy applies to all Councillors and members of Delegated Committees in relation to the reimbursement of out of pocket expenses incurred in performing their official duties and functions, and to all Councillors in relation to resources support.

### 4. Principles of Management

#### Reimbursement of Expenses

Councillors and members of a Delegated Committee are entitled, under section 40 of the Act, to the reimbursement of expenses reasonably incurred in the performance of official duties and activities necessary as a part of their role, in achieving the objectives of Council.

These may include, but are not limited to:

- meetings of Council or its Committees;

**WARNING - uncontrolled when printed.**

Page 3 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
-------------------------	------------------------	------------------	-----------------------	----------------	----------------





## Council Support and Expenses Policy

- meetings, briefing sessions and civic or ceremonial functions convened by the Mayor or Council;
- meetings of community groups, organisations and statutory authorities to which a Councillor has been appointed as a Council representative;
- a meeting, function or other official role as a representative of the Mayor or Council;
- other meetings, inspections or events attended by a Councillor in an official capacity.

Pursuant to the Act, Councillors and members of a Delegated Committee will be reimbursed for out-of-pocket expenses that are:

- bona fide expenses; and
- have been reasonably incurred in the performance of the role of Councillor; and
- are reasonably necessary for the Councillor or member of a Delegated Committee to perform their role.

### 4.1. Claiming Expenses

- 4.1.1. Expenses must be claimed within 60 days of being incurred, or within 60 days from the date of return from a relevant event (whichever date is later). Late claims will not be accepted except where the CEO is satisfied that exceptional circumstances apply.
- 4.1.2. An expense claim must be:
  - (a) made on the appropriate claim form which can be obtained from Council's Mayoral and Council Support team;
  - (b) accompanied by original proof of expenditure such as receipts or tax invoices (credit card receipts will not be accepted); and
  - (c) signed by the Councillor or Delegated Committee member, to declare the nature of the Council business and to verify that the claim is accurate and complies with the relevant legislative provisions and Council policy.
- 4.1.3. An expense claim which complies with clause 4.1.2 may be submitted to the CEO, or as determined by Council, for processing.
- 4.1.4. An expense claim that does not comply with clause 4.1.2, will be returned to the Councillor or Delegated Committee member, with an explanation of what is required for compliance.
- 4.1.5. Reimbursements will be paid by electronic funds transfer within 30 days of a correctly completed claim form being received.

**WARNING - uncontrolled when printed.**

Page 4 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
-------------------------	------------------------	------------------	-----------------------	----------------	----------------



## Council Support and Expenses Policy

- 4.1.6. Any advance payment made for an expense associated with a Councillor or Delegated Committee member's duties or functions must be reconciled within one month of receiving such payment and receipts supplied as verification.

### 4.2. Reporting

- 4.2.1. Information in relation to Councillor and Delegated Committee member expenses consisting of name and annual totals for allowance (Councillors only), travel, professional development, expenses to support role and overall total of those categories are included in Council's Annual Report.
- 4.2.2. Councillors may on request be provided with monthly reports on their expenses and reimbursements.

### 4.3. Audit

Expenses paid or reimbursed under this Policy will be subject to:

- 4.3.1. regular review by Council's internal auditors; and
- 4.3.2. an annual review by Council's Audit and Risk Committee, in accordance with section 40(2) of the Act.

### 4.4. Carer Expenses

- 4.4.1. The cost of care for a dependent child aged under 14 years, a person who is in a care relationship pursuant to section 4 of the *Carers Recognition Act 2012* or an elderly, disabled or sick immediate family member, may be claimed by a Councillor or Delegated Committee member where:
- (a) the expense is incurred to enable the Councillor or Delegated Committee member to perform their official duties and functions; and
  - (b) the child or person who requires care:
    - (i) resides in the Councillor's or Delegated Committee member's household and the Councillor or Delegated Committee member is the primary carer; or
    - (ii) is a person in respect of whom the Councillor or Delegated Committee member is entitled to a Commonwealth Carer Payment or Allowance; or
    - (iii) is a person for whom the Councillor's or Delegated Committee member's partner is the primary carer, when the partner is accompanying the Councillor or Delegated Committee member to a Council business function;

and

**WARNING - uncontrolled when printed.**

Page 5 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	------------------------	---------------	--------------------	-------------	----------------



**LatrobeCity**

## Council Support and Expenses Policy

- (c) the care is provided by:
  - (i) a registered care provider, including a live in professional helper who is required to work extra hours at additional expense due to the duties or functions; or
  - (ii) a person who does not reside with the Councillor or Delegated Committee member, and who does not have a familial or similar relationship with the Councillor or Delegated Committee member (eg. partner, mother, father, sister, brother, aunt, uncle, cousin, niece, nephew, grandparent, sister-in law, brother-in-law); or
  - (iii) where in the opinion of the CEO there are exceptional circumstances, another person appropriate in those circumstances.

4.4.2. A claim for reimbursement of carer expenses must:

- (a) include the details of the meeting or Council business that was undertaken during the period of care; and
- (b) be substantiated by a tax invoice or receipt from the care provider which includes the dates and times when the care was provided, the care provider's signature and ABN (where relevant).

4.4.3. Where care is provided by a registered care provider, Council will reimburse the amount on the official tax invoice.

4.4.4. Care that is not provided by a registered care provider will be based on the current market rate and is subject to review.

### **4.5. Travel**

4.5.1. Councillors and members of a Delegated Committee are entitled to reimbursement of travel expenses incurred in performing their official duties and functions.

4.5.2. When travel expenses are to be paid or reimbursed from Council funds, it is expected that, wherever practicable:

- (a) Travel must be undertaken using efficient routes and cost-effective means of transport that are reasonable for the travel in question. Determination of what is reasonable in the circumstances will take all relevant considerations into account.
- (b) If in doubt about the appropriate form of transport, a:
  - (i) Councillor should, if practicable, consult with the CEO; and
  - (j) Member of a Delegated Committee should, if practicable, consult with the appropriate Council officer nominated by the CEO.

**WARNING - uncontrolled when printed.**

Page 6 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
-------------------------	------------------------	------------------	-----------------------	----------------	----------------



## Council Support and Expenses Policy

- (c) Where more than one Councillor or Delegated Committee member attends the same event outside the municipal boundaries, a vehicle should be shared.
- 4.5.3. Any proportion of the travel expenses that relate to activities other than the Councillor's or Delegated Committee members official duties and functions, will be excluded from the calculation of expenses to be paid.
- 4.5.4. The standard form of travel outside the state of Victoria will be economy class air. If a Councillor or Delegated Committee member chooses instead to use their own vehicle for interstate travel, the maximum amount for which they are entitled to be reimbursed is equivalent to the combined cost of:
  - (a) The cheapest available return airfare between Melbourne Airport and the destination;
  - (b) Private vehicle return travel between the person's residence and Melbourne Airport as determined in accordance with subclause 4.5.5 below; and
  - (c) The cheapest available parking at Melbourne Airport for the duration of the travel period.

The exceptions to this clause are:

- (a) where the intended destination does not have a co-located airport and it is more practicable to travel by vehicle; or
- (b) the travel is between the municipality and Canberra;

in which case the Councillor or Delegated Committee member is entitled to reimbursement for use of the private vehicle for travel as determined in accordance with clause 4.5.5.

- 4.5.5. Private vehicle use:
  - (a) Travel expenses associated with the use of a private vehicle within Victoria for the performance of a Councillor's or Delegated Committee member's official duties and functions will be reimbursed in accordance with the rates specified (as applicable to employees) in Council's Enterprise Agreement that is in operation at the time the travel occurred, upon submission of a completed Councillor or Delegated Committee Member Expense Claim Form. This form includes a declaration to verify that the travel claimed was undertaken in the performance of the Councillor's or Delegated Committee member's official duties and functions and in compliance with this Policy.
  - (b) Where a Councillor or Delegated Committee member elects to use their own private vehicle to carry out official Council business,

**WARNING - uncontrolled when printed.**

Page 7 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
-------------------------	------------------------	------------------	-----------------------	----------------	----------------



## Council Support and Expenses Policy

a written record of mileage must be made. A mileage form can be obtained from Council's Mayoral and Council Support team for this purpose. The record of mileage must accompany the claim form submitted for reimbursement.

- 4.5.6. Travel expenses will not be reimbursed in instances where the Councillor or Delegated Committee member is entitled to a payment from another organisation for their attendance.
- 4.5.7. Where there is no other reasonable transport option available, a Councillor may have access to a carpool vehicle to undertake Council business, subject to availability and on the same conditions as pool vehicles are available for use to staff under Council's current Motor Vehicle Operational Policy. Overnight or weekend usage does not require additional permission but must be notified to the CEO and only Councillors or Council employees may drive the vehicle in such circumstances.
- 4.5.8. Councillors and Delegated Committee members can stay in reasonable accommodation appropriate to the area travelled to, the nature of the visit and the reasonable requirements of the Councillor or Delegated Committee member. As a guide, four star accommodation is generally considered reasonable accommodation.
- 4.5.9. Standard rooms will be used for accommodation but a room upgrade may be accepted provided the additional cost is borne personally by the Councillor or Delegated Committee member, or if there is no cost, the matter is disclosed as a gift in accordance with the current *Gifts Benefits and Hospitality Policy*.
- 4.5.10. If a Councillor leader of a Council delegation comprising more than one Councillor or Council employee, that Councillor will be entitled to a suite in the accommodation (if available) rather than a standard room.

### 4.6. Meals and Refreshments

- 4.6.1. Council will provide suitable refreshments during planned meetings regarding Council business for Councillors and members of a Delegated Committee, served on the premises.
- 4.6.2. Council will provide Councillors with suitable meals and refreshments where Council meetings and briefings or other scheduled Council business extends through normal meal times or over an extended period.
- 4.6.3. Unless the CEO or the Mayor determine that the occasion is an authorised function of Council at which alcohol will be served, no alcohol will be provided with meals and refreshments to Councillors.

**WARNING - uncontrolled when printed.**

Page 8 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
-------------------------	------------------------	------------------	-----------------------	----------------	----------------



## Council Support and Expenses Policy

- 4.6.4. If alcohol is served as part of an authorised Council function Councillors, must observe the Alcohol, Drugs and Smoking in the Workplace Operational Framework.
- 4.6.5. Where a Councillor or member of a Delegated Committee is undertaking Council business that requires them to be away from home during normal meal times, or over an extended period, they are entitled to be reimbursed for the actual cost incurred for suitable refreshments and meals, within reasonable limits and on provision of a tax invoice or receipt. Any meals that exceed this amount will be borne by the Councillor or Delegated Committee member. Reimbursement will not be made in circumstances where a meal was provided.
- 4.6.6. Where a Councillor has been formally invited to attend an event and there is an entry fee associated with that event, a tax invoice will need to be provided and paid by Council, which will be reflected in the Councillor's expense.

### 4.7. Insurance

- 4.7.1. In accordance with section 43 of the Act, Councillors and members of Delegated Committees are indemnified against all actions or claims, as long as the acts giving rise to the action or claim were done in good faith and related to the Councillor's or Delegated Committee member's official duties and functions;
- 4.7.2. The CEO will ensure that policies of insurance are maintained to provide the relevant protections to Councillors and members of Delegated Committees while performing their duties and functions as a Councillor or Delegated Committee member.

### 4.8. Exclusions

The following expenses cannot be funded or reimbursed by Council:

- 4.8.1. any expense arising from a breach of road, traffic, parking, or other regulations or laws;
- 4.8.2. stationery or equipment additional to that provided for in this Policy;
- 4.8.3. damage to or loss of personal possessions;
- 4.8.4. expenses for a Councillor's or Delegated Committee's partner which are not expressly provided for within this Policy;
- 4.8.5. donations, tips or gratuities, gifts, the purchase of raffle tickets, unless endorsed by Council resolution;
- 4.8.6. tickets or entry fees to events, that are in addition to that provided for in this Policy;
- 4.8.7. hotel mini bar, room movies, room service and similar;

**WARNING - uncontrolled when printed.**

Page 9 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
-------------------------	------------------------	------------------	-----------------------	----------------	----------------



## Council Support and Expenses Policy

- 4.8.8. expenses incurred by third parties;
- 4.8.9. expenses claimed by a Councillor or Delegated Committee member as a tax deduction;
- 4.8.10. expenses which are fully or partly recoverable from a third party; and
- 4.8.11. expenses associated with the election campaign of any Councillor.

### 4.9. Repayment

Any reimbursement required to be paid back to Council for non-Council related expenditure incorrectly incurred or claimed under this Policy must be made within 60 days of the cost being incurred or account being received by the Councillor or Delegated Committee member.

### 4.10. Expenses not included in this Policy

Any expense not included in this Policy will require approval by the CEO. A Councillor or Delegated Committee member whose expense claim has been refused by the CEO may refer the expense claim to Council for approval.

### 4.11. Appeals

- 4.11.1. A Councillor or member of a Delegated Committee is entitled to make a complaint or appeal in writing to the CEO against any decision regarding a reimbursement.
- 4.11.2. In the event of a complaint or appeal against a decision regarding a reimbursement under this Policy remaining unresolved, the Councillor or Delegated Committee member may request the matter be reported to Council for determination. Council's decision on the matter will be final.

### Councillor Resources and Support

#### 4.12. Supply of Communications Equipment and Stationery for Councillors

- 4.12.1. Each Councillor is entitled to be provided with such communications equipment and stationery as is reasonably required to facilitate the effective performance of their official duties and functions.
- 4.12.2. The particulars of the Council supplied communications equipment and stationery will be determined by the CEO, or as determined by Council, and will be issued to the incoming Councillors at the commencement of each Council term, and may include any or all of:
  - (a) a mobile telephone or 'smart phone' with email access;
  - (b) a laptop/notebook computer and/or a tablet (e.g. iPad);
  - (c) data allowance or mobile wi-fi device;

WARNING - uncontrolled when printed.

Page 10 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
-------------------------	------------------------	------------------	-----------------------	----------------	----------------





## Council Support and Expenses Policy

- (d) computer peripherals such as docking station, keyboard, mouse and stylus;
  - (e) multi-function device(s) (combined printer, scanner and fax machine);
  - (f) any other communications equipment or other resources reasonably necessary due to the location of the Councillor's residence;
  - (g) stationery including paper, writing implements, envelopes, diaries and business cards. Any Council letterhead supplied may only be used for official Council business;
  - (h) a name badge; and
  - (i) a Councillor email account (managed through Council's administration).
- 4.12.3. Council will meet the reasonable costs associated with the purchase, installation, service connection, maintenance, rental and usage of Council supplied communications equipment.
- 4.12.4. A request for replacement of Council supplied communications equipment that has been lost or irreparably damaged must be accompanied by documentation to substantiate the loss or damage. Equipment will generally be replaced on a like-for like basis, rather than on a new-for-old basis.
- 4.12.5. Council supplied communications equipment is intended to be used for Council business purposes. However, minimal personal use is acceptable, provided that the use is legal and appropriate, does not interfere with Council business and does not involve additional expense. The direct costs of any private use of these facilities must be reimbursed to Council.
- 4.12.6. Any use of Council supplied communications equipment may be monitored or recorded, read, copied and disclosed in accordance with applicable laws, regulations and policies.
- 4.12.7. Councillors are responsible for:
- (a) the safety and security of the equipment provided to them and ensuring that there is no unauthorised access to any personal or confidential information that may be stored on that equipment.
  - (b) adhering to the Council policies and procedures for security, maintenance and use of equipment, which may be amended or changed from time to time.

**WARNING - uncontrolled when printed.**

Page 11 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
-------------------------	------------------------	------------------	-----------------------	----------------	----------------





## Council Support and Expenses Policy

- (c) ensuring that full and accurate records of Council business activities undertaken by them are created, managed and disposed of in a way that is consistent with organisational practice so that Council can meet its legislative obligations. However Councillors will be provided with organisational support to assist with compliance.

### 4.12.8. The Information and Technology team will:

- (a) provide familiarisation training for Councillors in relation to the communication equipment provided to them and in the management of information stored on that equipment, either as part of induction for new Councillors or on a case by case basis (ad hoc requests) as required; and
- (b) undertake all software updates on any laptops, tablets and mobile devices when required. Councillors will be required to bring the equipment into Headquarters for scheduled maintenance and password updates.

### 4.12.9. The use of Council supplied equipment to maintain or support a personal private business or for electioneering purposes is strictly prohibited.

### 4.12.10. Return of Council supplied equipment:

- (a) In the event of the resignation, retirement, suspension or disqualification of a Councillor or where a Councillor is not re-elected at a general Council election, the Councillor must return to the CEO all Council supplied communications equipment and any items supplied by Council which bear the Council's logo. Following the end of a suspension, the equipment will be returned to the Councillor.
- (b) Councillors are not required to return Council supplied communications equipment or other Council supplied resources during a general Council election period. However all use of such resources must comply with Council's Election Period Policy.

## 4.13. Councillor Access to Council Buildings

### 4.13.1. Each Councillor will receive a swipe card allowing access to the Latrobe City Council Corporate Headquarters, Traralgon Service Centre, Moe Service Centre and Churchill Hub during the following:

- (a) Monday – Friday: 7.00 a.m. – 11.00 p.m.
- (b) Saturday- Sunday: 8.00 a.m. – 8.00 p.m.

WARNING - uncontrolled when printed.

Page 12 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
-------------------------	------------------------	------------------	-----------------------	----------------	----------------



## Council Support and Expenses Policy

- 4.13.2. The Mayor and CEO may grant a Councillor additional hours of access or access to other Council buildings for undertaking their official duties and functions as a Councillor.
- 4.13.3. If a Councillor needs access to Corporate Headquarters and Council's service centres outside of normal business hours, the Councillor must advise Council's after hours emergency contact number on arrival and departure. The after hours number can be reached by dialling Council's general phone line on 1300 367 700, which when contacted outside of business hours contains an option for transfer to the after hours service.
- 4.13.4. If the Councillor's swipe card is lost or stolen the Councillor must report the loss or theft to the Mayoral and Council Support team to put in place appropriate security measures as soon as possible.
- 4.13.5. Councillors are provided with an office/meeting room (known as the Councillor Lounge) that may be used at any time. The Councillor Lounge includes a computer connected to Latrobe City Council's computer system and a printer. Wi-fi is also available in the Councillor Lounge. Councillors meeting with external parties are to advise Mayoral and Council Support to ensure that the meeting room is not being used by other Councillors.
- 4.13.6. Other Council shared meeting spaces are available at Corporate Headquarters and at the Traralgon Service Centre, Moe Service Centre and Churchill Hub, which may be utilised on an as needs and availability basis, by booking through the Mayoral and Council support team.
- 4.13.7. 3 parking spaces at Latrobe City Council Headquarters are reserved at all times for use by Councillors with a further 3 spaces reserved on Monday afternoons for Councillor Briefings and Councillor Meetings. Councillors are also entitled to use the other adjacent Council reserved parking spaces.

### 4.14. Purchasing Card

Subject to the approval of the Mayor and the Chief Executive Officer, a Councillor may be provided with a purchasing card with a transactional monthly limit of no more than \$500 for use while undertaking their official duties and functions as a Councillor.

- 4.14.1. use of a purchasing card will be in accordance with the terms of the Purchasing Card Agreement, as well as Council's Purchasing Card and Procurement Policies;
- 4.14.2. Where a purchasing card is provided, monthly reconciliation must be completed by the holder using the ProMaster system with the

**WARNING - uncontrolled when printed.**

Page 13 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
-------------------------	------------------------	------------------	-----------------------	----------------	----------------


**LatrobeCity**

## Council Support and Expenses Policy

appropriate tax invoices/receipts and quotes/exemption forms attached and sent to the Chief Executive Officer for approval.

### 4.15. Administrative Support

- 4.15.1. Administrative support will be made available for Councillors to assist them with calendar management, responding to correspondence and responding to enquiries and requests for service as part of their official duties and functions as a Councillor.
- 4.15.2. Council business papers, other Council information and personal mail will be provided to Councillors in the manner required by each Councillor, whether by courier to the Councillors' place of residence or other nominated location, placed in Councillors' communication boxes for pick up or forwarded by electronic mail weekly or as required.
- 4.15.3. Where a Councillor requires that Council business papers, other Council information and personal mail be delivered to the Councillors' residence or other address, the Councillor must advise Mayoral and Council Support of the person authorised by the Councillor to take delivery if the Councillor is not present to accept delivery.

### 4.16. Additional Entitlements for the Mayor

- 4.16.1. The Mayor will be provided access to the Latrobe City Council Corporate Headquarters, Traralgon Service Centre, Moe Service Centre and Churchill Hub 24 hours a day, 7 days a week. If the Mayor intends to access any of these facilities outside of normal business hours, the Mayor must advise Council's after hours emergency contact number on arrival and departure. Connection to the after hours service is set out at clause 4.13.3 above.
- 4.16.2. A fully equipped office and administrative support will be provided to assist the Mayor to effectively undertake mayoral duties. The level of support is determined by the CEO in consultation with the Mayor.
- 4.16.3. A mayoral vehicle will be provided that is the equivalent to and on the same terms as the vehicle provided to the CEO including a fuel card and cleaning card. Use is subject to the *Motor Vehicle (Operational) Policy*.
- 4.16.4. The vehicle is associated with the office of the Mayor, rather than the incumbent Mayor. The mayoral vehicle is passed from one Mayor to the next. The commencement of a new Mayor does not necessitate the purchase of a new mayoral vehicle.
- 4.16.5. The Mayor may be provided with a purchasing card with a transaction and monthly limit set at no more than \$10,000 for use while discharging the functions of the office, subject to the requirements set out at clause 4.14.

**WARNING - uncontrolled when printed.**

Page 14 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
-------------------------	------------------------	------------------	-----------------------	----------------	----------------



## Council Support and Expenses Policy

### 4.17. Attendance at External Meetings, Conferences and Functions

- 4.17.1. A Councillor attending an external meeting, conference or function in their capacity as Council's appointed delegate, substitute delegate, designated committee member or any other authorised representative role, including an approved invitation to speak in their capacity as Councillor, is entitled to have all reasonable expenses for travel, accommodation, registration fees, meals and other necessary associated out of pocket expenses reimbursed or paid on their behalf subject to the requirements and limitations set out in this Policy.
- 4.17.2. Councillors' attendance at external meetings, conferences or functions:
- (a) within Victoria must be approved by the CEO or determined by Council;
  - (b) interstate must be approved by the CEO and the Mayor or determined by Council;
  - (c) overseas must be approved by Council resolution;
- prior to departure, in order for reimbursement of associated expenses to be claimable. External meetings held within the Gippsland area or metropolitan Melbourne municipalities are excluded from this clause and do not require prior CEO approval as part of reimbursement eligibility.
- 4.17.3. Matters relevant to the approval of a Councillor's attendance at a particular conference or function are:
- (a) course topic, content, location, date and duration;
  - (b) relevance of conference to Council business;
  - (c) analysis of the costs including the travel and accommodation for the Councillor; and
  - (d) benefits expected to result from attendance.

### 4.18. Community, Charity or Civic Functions and Events

- 4.18.1. Council will meet the cost of a Councillor attending community, charity or civic functions and events, if the cost does not exceed \$200. If the cost of a function or event exceeds \$200, the Councillor must obtain the prior consent of the Mayor and Chief Executive Officer or in the case of the Mayor, the prior consent of the Chief Executive Officer.
- 4.18.2. Where a Councillor and his/her partner have been invited to attend a community, charity or civic function and event at a cost to attend, in the circumstances where the Councillor will attend, Council will meet the cost of the partner's attendance with prior notification to the Mayor and Chief Executive Officer.

**WARNING - uncontrolled when printed.**

Page 15 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
-------------------------	------------------------	------------------	-----------------------	----------------	----------------



## Council Support and Expenses Policy

- 4.18.3. When Council is hosting a function where Councillors are invited to attend, the Mayor may extend an invitation to partners of Councillors.
- 4.18.4. In circumstances where the Mayor has been invited to a function or event and is unable to attend, the Mayor may delegate to another Councillor.

### 4.19. Individual Professional and Personal Development

- 4.19.1. It is desirable that Councillors undertake appropriate training and professional development throughout their terms in office. Whilst some training is provided by Council in-house or arranged through professional bodies, it is important that Councillors are able to attend other relevant forums, to further develop their understanding of the many issues faced within local government, and to network with other Councillors.
- 4.19.2. Accordingly, Councillors are entitled to reimbursement of expenses incurred through attending recognised and industry approved conferences, seminars, events, study, training courses and professional and personal development opportunities that are relevant to their role, and which enhances their potential in serving the community as a member of the Council.
- 4.19.3. Each Councillor is allocated \$2,500 exclusive of GST (inclusive of course materials such as reference books, travel, meals and accommodation if required) each calendar year for individual professional and personal development.
- 4.19.4. Unused funds allocated for a Councillor's individual professional and personal development may only be rolled over from one year to the next during the Councillor's term of office. Funds rolled over will be up to the cumulative total due in the year but not exceeding the amount of \$10,000 in the fourth year. That is, \$2,500 for year one, up to \$5,000 in year two, up to \$7,500 in year 3 and \$10,000 in year 4. Subject to the limitations and requirements of this Policy including clause 14.19.12, Councillors may use allocations in advance, up to and including the entire term of office entitlement in the first year.
- 4.19.5. The allocation to a Councillor is not transferable to another Councillor.
- 4.19.6. The allocation to a Councillor ends when the Councillor's term of office ends and any balance does not roll over if the Councillor is re-elected.
- 4.19.7. Subject to the limitations and requirements in this Policy, the allocation to a Councillor may be used for:
  - (d) attendance at recognised and industry approved conferences, seminars or events;

WARNING - uncontrolled when printed.

Page 16 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
-------------------------	------------------------	------------------	-----------------------	----------------	----------------



## Council Support and Expenses Policy

- (e) formal study;
  - (f) individual training, coaching or mentoring; or
  - (g) other training and development approved by the CEO;
- provided that in the opinion of the CEO:
- (h) it relates to one of the following:
    - (i) local government activity;
    - (ii) leadership;
    - (iii) governance in the context of the role of Councillor; or
    - (iv) enhancing the personal or professional skills of the individual to undertake the role;
  - (i) it is formally recognised and accredited; and
  - (j) the provider is a Registered Training Organisation or holds appropriate professional accreditation and/or memberships.

4.19.8. An approved professional or personal development activity may be:

- (a) paid for by the Councillor personally and reimbursed following the process at clause 4.1, on production of appropriate evidence of attendance at and successful completion of the activity; or
- (b) paid in advance by Council on the approval of the CEO, with production of a valid tax invoice.

4.19.9. Where an advance payment has been made by Council pursuant to clause 4.19.8, the Councillor must provide appropriate evidence of successful completion of the activity within 30 days of its conclusion. In the event the Councillor fails to attend, successfully complete or pass any required assessment of an activity by the end of the Councillor's term of office, the payment must be refunded to Council unless there are mitigating circumstances which are accepted and approved by the CEO.

4.19.10. Where a course extends beyond the Councillor's term of office, Council will only pay the fees and associated costs relating to the current term of office.

4.19.11. Council will not pay any fees or associated costs of retaking any part of a development activity that a Councillor has failed to successfully complete.

4.19.12. If a Councillor wishes to spend more than one year's allocation on one personal development activity, they must first submit a development plan to the Mayor for approval. In determining whether to approve a plan under this subclause the Mayor will take into consideration the

**WARNING - uncontrolled when printed.**

Page 17 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
-------------------------	------------------------	------------------	-----------------------	----------------	----------------



## Council Support and Expenses Policy

merits of the program or activity in accordance with the overall parameters set by this Policy. This applies to allocations from both previous years or future years of the Councillor's term of office.

- 4.19.13. If during their term a Councillor does not complete a professional or personal development program or course in respect of which the Mayor has approved a development plan, the Councillor, if re-elected, may seek approval from the Mayor to continue the development program.
- 4.19.14. Regardless of the overall cost, Councillors must obtain approval by resolution of Council for any program or course that involves overseas travel.
- 4.19.15. Councillors are entitled to reimbursement of membership fees paid to any recognised organisation operating within Victoria, which provides access to information, training, seminars or networking directly relevant to the role of Mayor or Councillor. Reimbursement will be on a pro rata basis where a membership extends beyond the current term of the Councillor.
- 4.19.16. In addition to the individual professional and personal development allowance set out above:
  - (a) the Mayor will be entitled to attend either the Municipal Association of Victoria Mayoral Program or the Victorian Local Government Association Mayoral Weekend, while in the role as Mayor; and
  - (b) the Mayor and Deputy Mayor will be entitled to attend media training (organised through Council with an appropriate training provider) and Municipal Association Victoria Mastering Public Speaking and Presentation training, while in the role as Mayor and Deputy Mayor.

### 4.20. Legal Costs

- 4.20.1. A Councillor may seek payment of reasonable legal costs by Council where the matter to which the legal costs relate is directly in connection with acts or omissions of the Councillor acting in good faith, in the course of the Councillor's official functions and duties.
- 4.20.2. Approval of payment will be determined by the CEO. Situations in which the CEO may approve payment include, but are not limited to:
  - (a) Defending proceedings brought against a Councillor in relation to activities undertaken in good faith while carrying out official duties.
  - (b) Responding appropriately to a Councillor conduct investigation, or to any other investigation by a regulatory body such as the Victorian Office of Local Government, the Independent Broad-

**WARNING - uncontrolled when printed.**

Page 18 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
-------------------------	------------------------	------------------	-----------------------	----------------	----------------





## Council Support and Expenses Policy

based Anti-Corruption Commission or the Victorian Ombudsman, which relates to activities undertaken in good faith while carrying out official duties.

- (c) Effective management of a complaint or dispute under the Councillor Code of Conduct.
- (d) Responding appropriately to an investigation conducted by Victoria Police in relation to the Councillor's duties and responsibilities (excluding criminal investigations).
- (e) A circumstance where the CEO determines that external legal advice is required in relation to a Councillor's pecuniary interests or a potential conflict of interest.

### 4.20.3. The CEO must not approve payment:

- (a) if the CEO considers the matter to be outside the functions and duties of the role of Councillor;
- (b) if the CEO considers the Councillor has not acted in good faith;
- (c) to the extent the legal costs are unreasonable;
- (d) where the legal firm retained is not on the Municipal Association of Victoria Panel, for any costs incurred prior to the CEO's approval;
- (e) for defamation proceedings brought by a Councillor or advice in respect of bringing such proceedings.

### 4.20.4. In relation to legal costs paid in a matter where the Councillor is later found by a court, tribunal or other person or body with the legislative authority to make such a determination, to have committed:

- (a) Misconduct, serious misconduct or gross misconduct within the meaning of the Act or an offence under the Act; or
- (b) An offence or unlawful act under any other State, Territory or Commonwealth law or regulation;

the Councillor must repay those legal costs to Council.

### 4.21. Councillors with Disabilities or Illness and Councillors who are a Carer in a Care Relationship

Council will provide reasonable additional facilities and support to enable a Councillor:

- 4.21.1. with a disability (as defined in the *Disability Discrimination Act 1992*) or illness; or
- 4.21.2. who is a carer in a care relationship within the meaning of section 4 of the Carers Recognition Act 2012;

**WARNING - uncontrolled when printed.**

Page 19 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
-------------------------	------------------------	------------------	-----------------------	----------------	----------------





## Council Support and Expenses Policy

to perform their official functions and duties as a Councillor.

### 5. Accountability and Responsibility

Clarification or advice about the interpretation of this Policy may be sought in the first instance from the Chief Executive Officer or the Manager Governance.

Accountability and responsibility for this policy is outlined below.

#### 5.1. Council

- Responsibility to ensure this Policy is consistent with Latrobe City Council Strategic Direction and other Latrobe City Council Policy
- Responsibility for the decision to approve this Policy by Council Resolution

#### 5.2. Councillors and members of Delegated Committees:

- Responsibility for ensuring they are each familiar with the requirements of this Policy
- Accountable for managing own compliance with this Policy

#### 5.3. 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

#### 5.4. General Manager

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

#### 5.5. Manager

- Develop frameworks and procedures in compliance with this policy
- Enforce responsibilities to achieve compliance with frameworks and procedures
- Provide appropriate resources for the execution of the frameworks and procedures

**WARNING - uncontrolled when printed.**

Page 20 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
-------------------------	------------------------	------------------	-----------------------	----------------	----------------



## Council Support and Expenses Policy

### 5.6. Employees, Contractors and Volunteers

- Participate where required in the development of frameworks and procedures in compliance with this policy.
- Comply with frameworks and procedures developed to achieve compliance with this policy.

### 6. Definitions

Act	Means the <i>Local Government Act 2020</i> (Vic)
Care relationship	means a person who provides another person or receives from another person, care because one of the persons in the relationship has a disability, is older, has a mental illness or has an ongoing medical condition (including a terminal or chronic illness or dementia). It also means a relationship where an individual has custody and guardianship of a child under a permanent care order, a relationship where a child is placed with an individual who provides care to that child under a child care agreement, a relationship where a child is placed with an individual who provides care to that child under a protection order under the various parts of the Children Youth and Families Act 2005. It does not apply to another person merely because they are the spouse, or the domestic partner within the meaning of the Children Youth and Families Act 2005, is the parent, child or relative of the other person, lives with the other person, is under a contract of service or a contract for the provision of services, under an employment contract or in the course of doing voluntary work for a community organisation or as part of the requirements of an education course or training.
CEO	means the Chief Executive Officer of Council
Civic Function	means a function or event convened by Council which involves a guest or guests of honour and invited guests.
Council	means Latrobe City Council
Councillor	means a person who holds the office of a member of a member of Latrobe City Council.
Council business	means activities and matters relevant to Council's objectives, roles and functions, as described in the Act.

WARNING - uncontrolled when printed.

Page 21 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
-------------------------	------------------------	------------------	-----------------------	----------------	----------------



## Council Support and Expenses Policy

<p>Official duties and functions</p>	<p><b>Councillors</b></p> <p>means activities consistent with the role of a Councillor as defined in s.28 of the Local Government Act 2020. It includes Council business, civic and statutory duties and activities conducted on behalf of Council to further the achievement of Council's objectives. Examples include preparing for, attending and participating in Council meetings, including joint Council meetings, Councillor briefings, committee meetings, workshops and inspections; attending civic functions, representing Council at ceremonies and community events where formally invited as Councillor to undertake an official duty; attending public meetings, annual meetings or presentation dinners where invited as a Councillor; and attending meetings of community groups where invited to speak about Council programs or initiatives, private meetings with residents, ratepayers, community groups, developers etc., where arranged through official Council channels and details of discussions are documented in official records or diaries.</p> <p><b>Members of a Delegated Committee</b></p> <p>means Council business or duties and activities conducted on behalf of Council or the Committee to further the achievement of Council's or the Committee's objectives. Examples include preparing for, attending and participating in Delegated Committee meetings, including joint Delegated Committee meetings, workshops and inspections; attending civic functions, representing the Delegated Committee at community events to undertake an official duty, attending public meetings, annual meetings, presentation dinners where invited as a member of the Delegated Committee, private meetings with organisations that relate to the activities of the Committee, which are documented in official records or diaries.</p>
<p>Reasonable or reasonably incurred</p>	<p>in relation to expenses and costs for Councillors and Delegated Committee members, means expenses and costs incurred in performing official duties and functions which, in amount and nature, are consistent with public expectations. When determining whether an expense or cost is reasonable, relevant factors will include whether the expense or cost is necessary, cost-conscious and capable of withstanding public scrutiny.</p>

WARNING - uncontrolled when printed.

Page 22 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	------------------------	---------------	--------------------	-------------	----------------



## Council Support and Expenses Policy

Reasonably required	in relation to expenses, costs, resources and equipment for Councillors, means requirements for performing and conducting official duties and functions or Council business which, in amount and nature, are consistent with public expectations. When determining whether an expense, cost, resource or equipment is reasonably required, relevant factors will include whether it is necessary, cost-conscious and capable of withstanding public scrutiny.
Travel expenses	means costs for travelling by car, taxi, bus, train, tram or air, in relation to Council business or business related to the Delegated Committee.

### 7. Related Documents

Councillor Code of Conduct  
 Election Period Policy  
 Gifts, Benefits and Hospitality Policy  
 Governance Rules  
 Latrobe City Council Enterprise Agreement  
 Motor Vehicle Operational Policy  
 Procurement Policy  
 Public Transparency Policy

### 8. Reference Resources

Carer's Recognition Act 2012  
 Charter of Human Rights and Responsibilities Act 2006  
 Children Youth and Families Act 2005  
 Equal Opportunity Act 2010  
 Freedom of Information Act 1989  
 Gender Equity Act 2020  
 Local Government Act 2020

### 9. Appendices

Not applicable.

**WARNING - uncontrolled when printed.**

Page 23 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	------------------------	---------------	--------------------	-------------	----------------

# AUTHORISATION OF A COUNCIL OFFICERS UNDER THE PLANNING & ENVIRONMENTAL ACT 1987

## PURPOSE

To seek authorisation of Benjamin Goriuk, Strategic Planner, Statutory Planning and Danielle Douglas, Senior Statutory Planner under section 147(4) of the *Planning and Environment Act 1987* and section 313 of the *Local Government Act 2020*.

## EXECUTIVE SUMMARY

- Council utilises Instruments of Appointment and Authorisation to identify specific officer's incumbent in roles and, in turn, appoint the officer to be authorised officers for the administration and enforcement of legislation under applicable Acts.
- By authorising Benjamin Goriuk and Danielle Douglas, the officers will be able to perform their duties with respect to the planning powers and functions of the Council

## OFFICER'S RECOMMENDATION

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

- 1. Benjamin Goriuk and Danielle Douglas be appointed and authorised as set out in the Instruments of Appointment and Authorisation;**
- 2. The Instruments of Appointment and Authorisation comes into force immediately after the common seal of Council is affixed and remains in force until Council determines to vary or revoke it; and**
- 3. The Instruments of Appointment and Authorisation be sealed.**

## BACKGROUND

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 and therefore the authorised officer needs to be identified 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.*

## ANALYSIS

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.

## RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Officers not authorised by Council; officers will be unable to adequately perform their duties	<b>Medium</b> <i>Possible x Minor</i>	Authorisation of Planning Officer

RISK	RISK RATING	TREATMENT
<b>SERVICE DELIVERY</b> Delays in processing decisions on planning applications.	<b>Low</b> <i>Possible x Minor</i>	Authorisation of Planning Officer
<b>FINANCIAL</b> Cost of lost economic benefit within team's budget	<b>Medium</b> <i>Possible x Minor</i>	Authorisation of Planning Officer
<b>STRATEGIC</b> Risk that developers will become frustrated with delays and appeal to the Victorian Civil and Administrative Tribunal.	<b>Medium</b> <i>Likely x Moderate</i>	Authorisation of Planning Officer

#### CONSULTATION

Not Applicable

#### COMMUNICATION

Not Applicable

#### DECLARATIONS OF INTEREST

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

## APPENDIX 1 IMPACT ASSESSMENT

### **Social**

Nil

### **Cultural**

Nil

### **Health**

Nil

### **Environmental**

Nil

### **Economic**

The authorisation of officers allows Council to enable infrastructure supporting private and public investment.

### **Financial**

The authorisation of the officer ensures that the officer is able to perform duties that they are required to undertake as part of their role.

### **Attachments**

1. S11A Instrument of Appointment & Authorisation - Benjamin Goriuk
2. S11A Instrument of Appointment & Authorisation - Danielle Douglas



## 6.7

### **Authorisation of a Council Officers Under the Planning & Environmental Act 1987**

- 1    **S11A Instrument of Appointment & Authorisation -  
Benjamin Goriuk..... 204**
- 2    **S11A Instrument of Appointment & Authorisation -  
Danielle Douglas..... 206**

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)***

**July 2023**

**Benjamin Goriuk**

**Strategic Planner**



Maddocks

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

In this instrument "**officer**" means -

**Benjamin Goriuk**

**By this instrument of appointment and authorisation Latrobe City Council -**

1. under s 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 s 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 -

- comes into force immediately upon its execution;
- remains in force until varied or revoked.
- 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 03 July 2023.

The Common Seal of LATROBE CITY COUNCIL

was affixed in accordance with Local Law No. 1

this            day of July 2023 in the presence of:

---

*Steven Piasente – Chief Executive Officer*

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)***

**July 2023**

**Danielle Douglas**

**Senior Statutory Planner**



Maddocks

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

In this instrument "**officer**" means -

**Danielle Douglas**

**By this instrument of appointment and authorisation Latrobe City Council -**

1. under s 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 s 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 -

- comes into force immediately upon its execution;
- remains in force until varied or revoked.
- 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 23 May 2022.

The Common Seal of LATROBE CITY COUNCIL

was affixed in accordance with Local Law No. 1

this            day of July 2023 in the presence of:

---

*Steven Piasente – Chief Executive Officer*

# **STATUTORY PLANNING**

## **7. STATUTORY PLANNING**

Nil reports

# **CORPORATE ITEMS FOR DECISION**



## 8. CORPORATE ITEMS FOR DECISION

Item Number 8.1

03 July 2023

Organisational Performance

# PARTIAL SALE OF LAND - 60 LAFAYETTE STREET, TRARALGON

## PURPOSE

To seek Council approval to commence the statutory process to discontinue a portion of road reserve adjoining 60 Lafayette Street, Traralgon, and to sell part of the land to the owner of 60 Lafayette Street, Traralgon, with an estimated land area of 56 square metres.

## EXECUTIVE SUMMARY

- The owner ("the applicant") of 60 Lafayette Street, Traralgon has established that part of their driveway is a road reserve and has made an application to Council to acquire the section of the road reserve fenced into their property.
- The land that the applicant proposes to acquire is used as the property driveway and is an estimated 56 square metres in size (land shown in blue outline in Attachment 1).
- It will be necessary for Council to undertake the statutory process to discontinue this section of the road reserve pursuant to Section 206 and Schedule 10 Clause 3 of the *Local Government Act 1989* (this part of the *Local Government Act 1989* remains in force until further notice), and provide public notice inviting submissions on the proposal in accordance with the *Local Government Act 2020*.
- After internal referral and review, the proposed sale of part of the road reserve is considered reasonable as the land is considered surplus to requirements. Effectively this sale would re-align the residential site boundary of 60 Lafayette Street with properties to the south.

## OFFICER'S RECOMMENDATION

### That Council:

1. **Undertake the statutory process to discontinue part of the road reserve with an estimated land area of 56 square metres, adjoining 60 Lafayette Street, Traralgon, being part of the land contained in Certificate of Title Volume 2970 Folio 949, and part of Lot 61 on LP4399.**
2. **Undertake the statutory process under the *Local Government Act 2020* to sell the discontinued part of the road reserve to the adjoining property at 60 Lafayette Street, Traralgon.**
3. **Conduct a public notification process, with a notice in a local paper and on council's website, seeking submissions in relation to the proposal to discontinue part of the road reserve and sell the part of the road reserve adjoining 60 Lafayette Street, Traralgon and that if any objections are received they be considered in accordance with Section 114 of the *Local Government Act 2020*.**

- 4. Authorise the Chief Executive Officer or delegate to execute all documents necessary to complete the sale of the discontinued road reserve being part of the land contained in Certificate of Title Volume 2970 Folio 949 and part of Lot 61 in LP4399 (with an estimated land area of 56 square metres) to the owner of 60 Lafayette Street, Traralgon, with the land to be consolidated with the title of 60 Lafayette Street, Traralgon, at a sale price no less than an independent valuation obtained in accordance with the *Local Government Act 2020* but capped at \$5,000 (exclusive of GST).**

## BACKGROUND

Council received a request from the owner of 60 Lafayette Street, Traralgon to acquire part of a road reserve, measuring approximately 56 square metres (outlined in blue on Attachment 1).

This road reserve is part of the balance of an earlier subdivision that is part of the land contained in Certificate of Title Volume 2970 Folio 949, being part of Lot 61 on LP4399.

Council considered the same matter in 2022, however an error in the description of the certificate of title for the road reserve requires the process to be recommenced to correct the clerical error and avoid any confusion about the legal status of the road being discontinued.

## ANALYSIS

The applicant has made an application to purchase this section of the road reserve fenced into their property.

After internal referral and review, the proposed sale of the land is considered reasonable as the land is surplus to requirements.

## RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<b>COMPLIANCE</b> Ensure compliance with the sale of land requirements of the <i>Local Government Act 1989</i> .	<b>Low</b> <i>Rare x Moderate</i>	Undertake community engagement and ensure that the sale of land process will comply with the requirements of the <i>Local Government Act 1989</i> .
<b>SERVICE DELIVERY</b> Ability to adequately resource the sale of land.	<b>Low</b> <i>Rare x Minor</i>	This sale will delivered as a function of Council's property operations.
<b>FINANCIAL</b> Ability to realise adequate value from the land that is to be sold.	<b>Low</b> <i>Unlikely x Minor</i>	The land will be sold based on an independent valuation obtained by Council.

## CONSULTATION

Should Council proceed with the proposed road discontinuance and sale of land by private treaty, public notice will be given in accordance with section 114 of the *Local Government Act 2020* and any submissions that are received would need to be considered at a future Council meeting.

## COMMUNICATION

Should Council proceed with the process to sell this land it will be necessary for public notice to be given inviting submissions on the proposal in accordance with the *Local Government Act 2020*. As part of the application process all abutting and adjacent owners of the proposal will be notified.

## DECLARATIONS OF INTEREST

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

## APPENDIX 1 IMPACT ASSESSMENT

### **Social**

Nil.

### **Cultural**

Nil.

### **Health**

Nil.

### **Environmental**

Nil.

### **Economic**

Nil.

### **Financial**

In accordance with section 114 of the *Local Government Act 2020* the land would be sold based upon an independent valuation that would be obtained by Council.

The applicant has agreed to meet all reasonable costs associated with the proposal including survey and legal fees.

### **Attachments**

1. Map - 60 Lafayette Street, Traralgon

# 8.1

## Partial Sale of Land - 60 Lafayette Street, Traralgon

1	Map - 60 Lafayette Street, Traralgon .....	217
---	--	-----

## 60 Lafayette Street, Traralgon



60 Lafayette Street, Traralgon



Parcel of Land for sale

# REVIEW OF CAPITAL WORKS POLICY

## PURPOSE

To seek endorsement of the revised Capital Works Policy.

## EXECUTIVE SUMMARY

- The Capital Works Policy (the Policy) was previously adopted by Council in 2011.
- The Policy was overdue for review and due to the amount of time that has elapsed between reviews, the document has been subject to significant change, the revised policy is provided as Attachment 1.
- The most significant change incorporated is the inclusion of a parameter for evaluation and prioritisation of capital works bids based on funding contributions whereby:
  - Priority will be given to projects where:
    - Most of the funding comes from sources other than Council (e.g. Developer Contributions and grants)
    - User groups or clubs are able to provide 10% or more of the funds required.
      - Community Service Clubs are not required to meet this contribution
    - Multi use infrastructure is to be delivered for joint use by more than one user group (or clubs)
    - For recreation projects, further priority will be given to:
      - Projects that are listed within Council's Recreation Needs Assessment; and
      - Projects that provide the necessary female changing facilities as required by peak sporting bodies.

## OFFICER'S RECOMMENDATION

### That Council:

- 1. Adopt the Capital Works Policy;**
- 2. Note that with the adoption of the Capital Works Policy, any previous versions are revoked; and**
- 3. Make the Capital Works Policy available on Council's website.**



## BACKGROUND

The Capital Works Policy is required to support the development of Latrobe City Council's Capital Works Program, where capital expenditure is required to renew, upgrade, extend, and purchase new assets to enable Council to achieve its strategic objectives and support the delivery of services identified in service and asset plans.

## ANALYSIS

It is best practice to review policies endorsed by Council on a regular basis to ensure that they are relevant, reflect contemporary practice, reference current legislation, and meet community expectations.

The major changes for this policy include the following:

- Inclusion of parameters for evaluation and prioritisation of capital works bids based on funding contributions whereby:
  - Priority will be given to projects where:
    - Most of the funding comes from sources other than Council (e.g. Developer Contributions and grants)
    - User groups or clubs are able to provide 10% or more of the funds required.
      - Community Service Clubs are not required to meet this contribution
    - multi use infrastructure is to be delivered for joint use by more than one user group (or clubs)
    - for recreation projects, further priority will be given to:
      - projects that are listed within Council's Recreation Needs Assessment; and
      - projects that provide the necessary female changing facilities as required by peak sporting bodies.
- Inclusion of other parameters for evaluation and prioritisation of capital works bids.
- Inclusion of parameters for how a capital works bid is developed.
- Inclusion of requirements for consideration of Gender Impact Assessments and the Municipal Public Health and Wellbeing Plan.
- Inclusion of details of the streams of capital works funding.
- Inclusion of details of the process for variations to projects funded via the capital works program that require additional funds or additional time.
- Inclusion of details of the process for funding or contributing to projects for or on Non-Council owned assets.

- Inclusion of a clause regarding infrastructure projects within an approved Development Contributions Plan (DCP).

The above changes were incorporated based on consultation and benchmarking with other Councils.

Attachment 2 provides a table that details the key changes to the policy.

#### RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<b>COMPLIANCE</b> Policies are required to fulfil statutory obligations and provide clarity to Officers.	<b>Low</b> <i>Unlikely x Minor</i>	Policies reviewed on a scheduled basis to reflect contemporary practices, relevant legislation and community expectations.
<b>FINANCIAL</b> Outdated policies may leave Council exposed to financial risk	<b>Low</b> <i>Unlikely x Minor</i>	Policies reviewed on a scheduled basis to reflect contemporary practices and relevant legislation.

#### CONSULTATION

Consultation was undertaken internally with Council's leadership teams given an opportunity to provide comment.

#### COMMUNICATION

The Capital Works Policy will be conveyed to staff and Councillors. The policy will also be made available to the community on Council's website.

#### DECLARATIONS OF INTEREST

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

## APPENDIX 1 IMPACT ASSESSMENT

### **Social**

Nil

### **Cultural**

Nil

### **Health**

Nil

### **Environmental**

Nil

### **Economic**

Nil

### **Financial**

There are no adverse financial implications for Council as a result of the endorsement of the updated policy.

### **Attachments**

1. Capital Works Policy
2. Summary of Key Changes

## 8.2

### Review of Capital Works Policy

1	Capital Works Policy .....	223
2	Summary of Key Changes .....	235



## Capital Works Policy

Version (No)

Approval Date: TBC

Review Date: TBC



## Capital Works Policy

### DOCUMENT CONTROL

Responsible GM	GM Regional City Planning and Assets	
Division	Regional City Planning and Assets	
Last Updated (who & when)	Manager City Assets	2023
<b>DOCUMENT HISTORY</b>		
Authority	Date	Description of change
Council	TBC	Revision of outdated policy
References	Refer to Section 8 and 9 of this policy	
Next Review Date	TBC	
Published on website	Yes	
Document Reference No	TBC	

WARNING - uncontrolled when printed.

Page 2 of 12

Responsible Division	Regional City Planning and Assets	Approved Date	TBC	Review Date	TBC
----------------------	-----------------------------------	---------------	-----	-------------	-----



## Capital Works Policy

### 1. Background

This Policy is required to support the development of Latrobe City Council's Capital Works Program, where capital expenditure is required to renew, upgrade, extend, and purchase new assets to enable Council to achieve its strategic objectives and support the delivery of services identified in service and asset plans.

### 2. Objectives

The purpose of the Capital Works Policy (the Policy) is to:

- Provide guidance in the planning and development of Council's Capital Works Program.
- Provide an increased strategic focus and greater transparency in the selection of projects to be included in Council's Capital Works Program.
- Outline the necessary steps to ensure that each proposed capital project is properly considered and prioritised against other proposed projects prior to being included on the approved Capital Works Program.
- Support the Council to comply with its good governance and conduct obligations in line with various legislation, principally the Local Government Act 2020, and the Council Plan.

### 3. Scope

This Policy applies to all capital projects which constitute expenditure under the general categories of capital works (Council owned assets) and capital works (assets owned by others) delivered by, or on behalf of, Latrobe City Council.

Requests for capital works will be reviewed, and capital works projects evaluated, prioritised, and completed using effective processes and sound financial management practices giving due consideration to the Council's ongoing operational requirements and strategic priorities.

The development of strategic documents by, Latrobe City Council are not considered capital works projects within this policy. An allocation of funds, sufficient for this purpose, is to be provided in Council's annual budget.

### 4. Principles of Management

This Policy follows the standards set out in the Project Management Framework (PMF) which incorporates processes, procedures, and relevant controls to govern projects through the phases of initiation, planning, design, execution and close out.

**WARNING - uncontrolled when printed.**

Page 3 of 12

Responsible Division	Regional City Planning and Assets	Approved Date	TBC	Review Date	TBC
----------------------	-----------------------------------	---------------	-----	-------------	-----



## Capital Works Policy

This policy is also supported by a range of Council adopted and organisation Strategies, Policies and Plans which guide infrastructure development for service areas. This includes the Asset Management Policy, Asset Plan and Asset Strategy in relation to informing where financial investment is made to ensure Council is delivering on the community's priorities. The key asset management principles of funding Capital Works renewal projects ahead of extension or new projects shall also be followed when developing the Capital Works Program.

### 4.1. Requests for Capital Works

Requests for projects to be considered in capital works programs may be generated in any of the following ways:

- From the community by either a resident or a community group or organisation
- By resolution of Council
- From an individual Councillor
- From a Council officer
- From a Council adopted strategy or plan

Requests for projects to be included in the Capital Works Program are to be reviewed to establish whether the proposal is consistent with Council's strategic objectives and relevant strategies, the Council Plan, asset plans; that they are cost (life cycle) effective and good value for the required funds; and if the project is Council's responsibility. This will be completed on an annual basis through the capital works budget process managed by the City Assets department.

The annual process for placing a request is as follows, and in line with the PMF:

1. Placing project/capital works bids into master register
2. Review and prioritisation of the requests by Divisional Management teams
3. Detailed submission of project details (for those short listed by the Divisional Management teams)
4. Development of program incorporating bids and assessing against evaluation matrix and considering budget constraints
5. Review and endorsement by Executive Team
6. Endorsement by Council as part of the annual budget process

#### 4.1.1 Gender Impact Assessment

Officers preparing a request for capital works must consider gender in the design and delivery of significant projects, programs, and services. To assist this, officers will need to conduct a Gender Impact Assessment as required by the Gender Equality Act 2020.

**WARNING - uncontrolled when printed.**

Page 4 of 12

Responsible Division	Regional City Planning and Assets	Approved Date	TBC	Review Date	TBC
----------------------	-----------------------------------	---------------	-----	-------------	-----





## Capital Works Policy

### 4.1.2 Municipal Public Health and Wellbeing Plan

Officers preparing a request should consider the Municipal Health and Wellbeing Plan and how the request may align with the strategic objectives of this plan.

### 4.2. Evaluation and Prioritisation

For preparation of the Capital Works Program and 10 Year Indicative Capital Works program through the annual budget cycle and capital project requests received outside this cycle, projects are to be prioritised against principles defined under this policy or by Council resolution.

Requests are evaluated against the following principles:

- Capital works for existing and new assets will be evaluated for their whole-of-life costs, that the projects/assets are an effective spend and use of funds for the outcomes being achieved and on a relative benchmarked basis, i.e. that they are best value, economically viable and suitable solutions to meet Council's levels of services
- Council will demonstrate long term financial sustainability by prioritising the above evaluated projects to optimise short and long-term planning needs, service levels and standards, risk, costs, and community expectations
- Capital works programming must be linked to the Council Plan and adopted Asset Management Plan priorities which consider feedback through community consultation.
- Capital works will be prioritised to meet legislative and contractual requirements.
- Priority will be given to projects where:
  - most of the funding comes from sources other than Council (e.g. Developer Contributions and grants)
  - user groups or clubs are able to provide 10% or more of the funds required.
    - Community Service Clubs are not required to meet this contribution
  - multi use infrastructure is to be delivered for joint use by more than one user group (or clubs)
  - for recreation projects, further priority will be given to:
    - projects that are listed within Council's Recreation Needs Assessment; and
    - projects that provide the necessary female changing facilities as required by peak sporting bodies.
- All endeavours will be made to deliver capital works by the required completion date and within approved budgets.
- The Capital Works Program must be fully funded for renewal and new works or the source of funding identified and secured.

WARNING - uncontrolled when printed.

Page 5 of 12

Responsible Division	Regional City Planning and Assets	Approved Date	TBC	Review Date	TBC
----------------------	-----------------------------------	---------------	-----	-------------	-----



## Capital Works Policy

### 4.3. Project Governance

Council's PMF provides a clear structure, defined roles and responsibilities, and levels of authority during the life cycle of a project particularly with respect to the achievement of the expected value or benefits from the project and its link to Council's strategic objectives.

#### 4.3.1. Capital Expenditure and Variation Approval

Expenditure on a proposed project is to be authorised by the Executive Team and Council prior to the commitment of that expenditure, this is undertaken as part of the annual budget process, or other budget opportunities that arise throughout the financial year. Once approved, the project will be included in the Council's budget for the year(s) the project is scheduled for delivery.

Where the duration of an approved project goes over more than one financial year, the total project budget is approved, and funding committed in Council's forward capital works program and subsequent annual budgets.

Where the potential for over-expenditure is identified, actions should be taken to adjust project spending. Where changes to project scope, timelines and resources will result in a budget variation, reasons for the variation should be formally defined, evaluated and approved prior to implementation. The process and procedures associated with project variations are found in the Procurement Operational Policy and Procurement Guidelines, and the PMF.

Where expenditure on a project exceeds the approved project budget, the budget category for this project must be value managed by either reducing the scope of remaining approved projects within that budget category, or by removing/deferring a project to a future budget. Authorisation to implement this measure is to be provided by the Chief Executive Officer.

To ensure it is maximising value through the selection, optimisation, and oversight of Capital Works Program investment, Council may use resources to bring forward other projects that are already on the Indicative 10 Year Capital Works Program. Resources may come from deferring a planned project that cannot be delivered within approved resources and/or specified time, leveraging other funds or program savings.

Projects are to be managed in accordance with contract processes and project supervision processes contained in the Procurement Operational Policy and Procurement Guidelines.

WARNING - uncontrolled when printed.

Page 6 of 12

Responsible Division	Regional City Planning and Assets	Approved Date	TBC	Review Date	TBC
----------------------	-----------------------------------	---------------	-----	-------------	-----



## Capital Works Policy

### 4.4. Capital Works Funding

Funding can be from internal or external sources or a combination of both to undertake capital projects and programs.

#### 4.4.1. Internal Funding

Internal funding comes from Council reserves allocated to capital. Internal funds are limited so prioritisation is applied when funds are distributed across different projects and programs through Council's annual corporate planning cycle.

#### 4.4.2. External Funding

External funding of projects and programs includes but is not limited to grants and contributions from State and Federal Government, community groups, sporting clubs and developers.

A Memorandum of Understanding must be developed for projects delivered through collaborative partnerships between Council and other agencies or community groups to ensure the partnership has defined clear roles and responsibilities and ongoing service outcomes and expectations.

Realistic assessments on the potential external funding solutions for projects, and/or consideration of alternate positioning and scope of proposed projects to assist optimisation of external funding, should occur at an early stage to avoid Council potentially incurring unnecessary costs. Such assessments should occur for significant, complex and/or new types of projects.

The likelihood of external funding should be reviewed periodically throughout the project management phase to ensure funds that are not forthcoming are not relied upon

WARNING - uncontrolled when printed.

Page 7 of 12

Responsible Division	Regional City Planning and Assets	Approved Date	TBC	Review Date	TBC
----------------------	-----------------------------------	---------------	-----	-------------	-----



## Capital Works Policy

### 4.4.3. Funding by service levels

Priority will be given to maintaining renewal and capital expenditure profiles that have been determined for adopted levels of service through Asset Management Plans.

### 4.4.4. Non-Council owned assets

Throughout the municipality there are various non-Council owned community assets that are managed by Council or a third party/organisation, including community facilities, recreation reserves and indoor stadiums. Council may fund and undertake works or contribute to a third party/organisation for capital projects on non-Council owned assets or land where those projects provide benefits to the community that would otherwise be provided directly by Council, on Council owned land.

Any such works or contribution(s) would only be committed to if it can clearly be justified that it would benefit the wider community and not just a specific group or club.

Before the level of Council contribution is determined, an assessment should be made by relevant Council Officers regarding the potential for other external funding support. A further consideration for non-Council owned assets is the establishment of an agreement regarding ongoing maintenance, renewal and replacement responsibilities and costs. Typically, the preferred arrangement for this scenario is that Council contributes to or funds an asset and agrees to no further cost impacts and essentially hands the asset back to the community group or organisation.

A formalised written agreement will be negotiated on a project-by-project basis, of which the terms and conditions of these contributions will be developed by Council, prior to Council making a financial contribution.

Council has a range of grants and assistance available to community groups, organisations and individuals to improve or repair a community facility or recreation reserve which can be viewed on Council's website.

WARNING - uncontrolled when printed.

Page 8 of 12

Responsible Division	Regional City Planning and Assets	Approved Date	TBC	Review Date	TBC
----------------------	-----------------------------------	---------------	-----	-------------	-----



## Capital Works Policy

### 4.4.5. Developer Contributions Plans

Infrastructure projects identified in an approved Development Contributions Plan (DCP) are either fully or partly funded through development contributions made by landowners at the time of subdivision and development.

As the developing agency Council is responsible for delivering infrastructure projects identified in the DCP. Infrastructure projects are delivered through the Capital Works Program or Council can, at its discretion, provide agreement for a developer to construct infrastructure projects as 'works in kind' (WIK). Council has developed an Infrastructure Priority List (IPL) for each DCP. The IPL is reviewed annually at the start of the financial year and guides the timing of DCP projects delivered both by Council and as WIK.

Where Council delivers DCP projects through the Capital Works Program and sufficient funds have not yet been collected, Council must forward-fund the project with the funds recouped in the future as the land is progressively developed and contributions are paid. Where a developer provides WIK, the cost of the infrastructure is credited against the developer's required development contributions in lieu of a cash payment. If the cost of WIK exceeds the developer's total required contributions Council must reimburse the over-provision, being the value of the surplus credit, at the end of the development.

### 4.5 Risk

In order to comply with its obligations under the Local Government Act 2020 and maintain the trust and confidence of the community, it is critical that Council and Councillors maintain the highest possible standards of good governance, integrity, ethical behaviour, and conduct.

## 5. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

- Council
  - Responsibility to ensure this Policy is consistent with Latrobe City Council Strategic Direction and other Latrobe City Council Policy
  - Responsibility for the decision to approve this Policy by Council Resolution
- Chief Executive Officer
  - Overall responsibility for compliance with this policy
  - Overall responsibility for enforcing accountability

**WARNING - uncontrolled when printed.**

Page 9 of 12

Responsible Division	Regional City Planning and Assets	Approved Date	TBC	Review Date	TBC
----------------------	-----------------------------------	---------------	-----	-------------	-----



## Capital Works Policy

- Overall responsibility for providing resources
- Overall responsibility for performance monitoring
- General Manager
  - Responsibility for compliance with this policy
  - Responsibility for enforcing accountability
  - Responsibility for providing resources
  - Responsibility for performance monitoring
- Manager
  - Develop frameworks and procedures in compliance with this policy
  - Enforce responsibilities to achieve compliance with frameworks and procedures
  - Provide appropriate resources for the execution of the frameworks and procedures
- Employees, Contractors and Volunteers
  - Participate where required in the development of frameworks and procedures in compliance with this policy.
  - Comply with frameworks and procedures developed to achieve compliance with this policy.

### 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, every four years.

WARNING - uncontrolled when printed.

Page 10 of 12

Responsible Division	Regional City Planning and Assets	Approved Date	TBC	Review Date	TBC
----------------------	-----------------------------------	---------------	-----	-------------	-----



## Capital Works Policy

### 7. Definitions

Key term	Definition
<b>10 Year Indicative Capital Works Program</b>	the forecast capital investment over the next 10 years
<b>Asset Management Plan</b>	An asset specific plan for managing infrastructure and other assets to deliver an agreed standard of service
<b>Capital Works Program</b>	the annual adopted capital works program
<b>Capital Works (Council owned assets)</b>	the purchase or construction of new assets; or the renewal of existing assets which increases the service potential or extends the life of an asset; or the upgrade or expansion which extends the standard of an existing asset to provide a higher level of service.
<b>Capital Works (assets owned by others)</b>	contributions to other bodies, public or private, towards their capital projects where those projects provide benefits to the community that would otherwise be provided directly by Council
<b>Community Service Club</b>	A not-for-profit club or group that performs charitable works either by direct hands-on efforts or by raising money for other organisations
<b>Councillors</b>	the individuals holding the office of a member of Latrobe City Council
<b>Council officer</b>	the Chief Executive Officer and staff of Council appointed by the Chief Executive Officer
<b>Project Budget</b>	the total amount of monetary resources that are allocated for goals and objectives of the project for a specific period of time
<b>Project Management Framework</b>	the organisational approach, supporting guidelines, other documents, and system tools to support best practice management of projects
<b>Service Plans</b>	strategic high-level plans which allow Council to review and set the direction for services across the municipality

WARNING - uncontrolled when printed.

Page 11 of 12

Responsible Division	Regional City Planning and Assets	Approved Date	TBC	Review Date	TBC
----------------------	-----------------------------------	---------------	-----	-------------	-----



## Capital Works Policy

### 8. Related Documents

- Procurement Policy
- Procurement Operational Policy
- Procurement Guidelines
- Project Governance Policy
- Annual Capital Works Program
- Capital Works Project Management Framework
- Asset Plan
- Asset Strategy
- Asset Management Plans
- Long Term Financial Plan

### 9. Reference Resources

- Local Government Act 2020
- Freedom of Information Act 1982
- Gender Equality Act 2020

WARNING - uncontrolled when printed.

Page 12 of 12

Responsible Division	Regional City Planning and Assets	Approved Date	TBC	Review Date	TBC
----------------------	-----------------------------------	---------------	-----	-------------	-----



**ATTACHMENT 2*****Latrobe City Council – Capital Works Policy Review – Key Changes***

To ensure the review of the Capital Works Policy was carried out effectively officers considered the following:

- The updated policy template
- Benchmarked other Council's policies
- Local Government Act 2020

**Summary of Capital Works Policy Changes**

<b>Current Title</b>	<b>Proposed Title</b>
Capital Works Policy 11 POL-3	Capital Works Policy 2023
<b>Current Definitions</b>	<b>Proposed Definitions</b>
Capital works (Council Owned assets) Capital Works (assets owned by others)	10 Year Indicative Capital Works Program Asset Management Plan Capital Works Program Capital Works (Council owned assets) Capital Works (assets owned by others) Community Service Club Councillors Council officer Project Budget Project Management Framework Service Plans

### Summary of Principles of Management Changes

To ensure the review of the Capital Works Policy is appropriate for future requirements, officers applied the following changes:

- Updated the objectives of the policy
- Updated the flow of the document and the order in which it read
- Updated the definitions related to the policy
- Defined the scope of the policy
- Provided the parameters for how a capital works bid is developed
- Provided the parameters for evaluation and prioritisation of capital works project bids with regards to funding contributions whereby priority will be given to projects where:
  - most of the funding comes from sources other than Council (e.g. Developer Contributions and grants)
  - user groups or clubs are able to provide 10% or more of the funds required.
    - Community Service Clubs are not required to meet this contribution
  - multi use infrastructure is to be delivered for joint use by more than one user group (or clubs)
  - for recreation projects, further priority will be given to:
    - projects that are listed within Council's Recreation Needs Assessment; and
    - projects that provide the necessary female changing facilities as required by peak sporting bodies.
- Provided other parameters for evaluation and prioritisation of capital works project bids
- Provided context around project governance in line with Council's Project Management Framework (Operational Document)
- Inserted requirements for consideration of Gender Impact Assessments and the Municipal Public Health and Wellbeing Plan
- Detailed the streams of capital works funding
- Detailed the process for variations to projects funded via the capital works program that require additional funds or additional time
- Detailed the process for funding or contributing to projects for or on Non-Council owned assets
- Inclusion of a clause regarding infrastructure projects within an approved Development Contributions Plan (DCP).

# RECREATION NEEDS ASSESSMENT AND RECREATION INFRASTRUCTURE FUNDING POLICY - REVIEW

## PURPOSE

To seek endorsement of the reviewed Recreation Needs Assessment and Recreation Infrastructure Funding Policy.

## EXECUTIVE SUMMARY

- The Recreation Needs Assessment (RNA) and Recreation Infrastructure Funding Policy (RIFP) were originally endorsed by Council in 2017.
- The RNA is Council's process of determining and prioritising the current and future sport and recreational infrastructure needs across Latrobe City. Its primary purpose is to separate projects that are 'needed' from those that are 'wanted' and prioritising them in a way that external funding bodies require (demonstrated need based on participation), which will ultimately result in projects being more likely to obtain funding to complete.
- The RIFP ensures the fair and consistent allocation of Council resources towards the development of sport and recreational infrastructure on Council owned and/or managed land. Its primary purpose is to identify the funding responsibilities for core infrastructure vital to provide appropriate facilities to train and/or play and all the other optional infrastructure user groups would like/desire.
- This review updates the RNA criteria to align with current common external funding requirements, updates the list of priority projects and makes minor changes to the RIFP.
- 145 sporting clubs, sports leagues, recreation reserve committees and other relevant stakeholders were invited to submit an expression of interest. 32 responses were submitted, with all medium to large surface, pavilion/building and lighting projects now included on the prioritised lists.

## OFFICER'S RECOMMENDATION

### That Council:

1. **Endorses the Recreation Needs Assessment;**
2. **Endorses the Recreation Infrastructure Funding Policy; and**
3. **Makes both documents available on Councils website.**

## BACKGROUND

In 2017, Latrobe City Council undertook a Recreation Needs Assessment (RNA), a strategic document that provides Council with one consolidated document to cover the current provision, participation, demand and planning for sport and active recreation within Latrobe City. The document allows Council to deliver an affordable network of active recreation opportunities in conjunction with clubs and relevant funding bodies.

As part of that assessment, the Recreation Infrastructure Funding Policy (RIFP) was developed to ensure a fair and consistent allocation of Council resources towards the development of Council owned and/or managed land for sport and recreation.

Council has a role in providing facilities that benefit the community through increasing participation and encouraging active, healthy lifestyles; and to build the capacity of volunteers to offer improved opportunities for all.

The RIFP applies to the development of recreation infrastructure on Council owned and managed land. In particular, it identifies the funding responsibilities for identified core and optional infrastructure relating to specific sport and recreation activities.

This review has included a collection of local sports participation data, an Expression of Interest process (EOI), consultation with State Sporting Authorities (SSA) to determine industry trends and strategies and the infrastructure upgrades that have taken place in recent years.

This review has resulted in an update to the Recreation Needs Assessment documents including the assessment criteria and several minor changes to the Recreation Infrastructure Funding Policy.

See Attachment 1 for the updated Recreation Infrastructure Funding Policy and Attachments 2, 3 and 4 for the Recreation Needs Assessment priority projects for each category (Lighting, Pavilion, Surface).

## ANALYSIS

Although the RNA process is quite simple in its intent, since the development of the RNA in 2017 and its most recent review in 2019, the sport and recreation landscape has changed due to a number of factors which have ultimately influenced the 2023 review including;

- The COVID19 pandemic has changed sports participation, particularly resulting in a decline in youth participation and volunteer rates, with a shift toward more informal ways of playing sport and being active. This has also impacted the sport participation data over recent years, particularly for winter sport;
- The formation of the Office for Women in Sport and Recreation and the Victorian Governments commitment to gender equality has resulted in increased priority for investment and design requirements for gender inclusive facilities;

- The significant infrastructure investment into Gippsland Sport Centres of Excellence across Latrobe City have raised the status and quality of Latrobe City sports facilities to regional and state significance; and
- Latrobe City's demographics, cost of living and other wellbeing factors, the need to ensure sporting opportunities are affordable and provide a welcoming and inclusive environment.

As a result, the 2023 review has provided a higher priority to projects that:

- Increase youth and female participation;
- Attract regional and state level events to Latrobe City; and
- Create a more welcoming and inclusive environment.

The 2023 review has also provided a heightened emphasis on the specific needs for each type/category of project. For example, for lighting projects a specific criterion has been added to ensure the sport the project is relevant to is played during a season where training is not possible if not for sufficient lighting. (I.e. Summer sports can train until a reasonable hour without the need for artificial lighting).

#### RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<b>SERVICE DELIVERY</b> Lack of funding from Council or external funding partners for implementation	<b>High</b> <i>Likely x Moderate</i>	<ul style="list-style-type: none"> <li>• Clear and strong advocacy to external funding bodies; and</li> <li>• Clear and transparent communication with user groups about the nature of funding applications.</li> </ul>
<b>STRATEGIC</b> Community expectations that identified projects will be funded and delivered by Council immediately.	<b>High</b> <i>Likely x Moderate</i>	<ul style="list-style-type: none"> <li>• Clear and transparent communication with user groups about the processes and opportunities for seeking funding.</li> </ul>

#### CONSULTATION

GippSport, Gippsland's Regional Sports Assembly (RSA) were initially engaged to complete an independent review of both the RNA criteria and the RIFP with their in-depth knowledge of both the club/user experience and needs, as well as that of the State Sporting Authorities (SSA).

Council then undertook an Expression of Interest (EOI) process, with 145 clubs/committees/groups that have direct interest in recreational infrastructure, inviting them to nominate projects at their facilities for assessment.

32 EOI's were received, assessed and now form part of the prioritised project lists.

To inform the assessment of the nominated projects, the relevant SSA's were contacted to verify the 'need' and strategic benefit of the nominated projects.

Where further information was required to undertake a fully informed assessment of the project, the nominating club/committee/group were contacted.

## COMMUNICATION

The RNA list of priority projects will be provided to those who submitted an EOI and will be uploaded to Council's website, along with the updated RIFP.

## DECLARATIONS OF INTEREST

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

## APPENDIX 1 IMPACT ASSESSMENT

### **Social**

The RNA process covers the majority of the strategic justification required to seek external funding for recreation infrastructure projects. The social impacts of delivering the recreational infrastructure projects listed are significant. From those currently participating to those likely to participate in the future, but also those likely to only participate if the projects identified as delivered.

### **Cultural**

Participation in local sport and recreation has various cultural impacts. Several projects identified in the RNA will specifically provide infrastructure which will facilitate cultural improvements to Council owned facilities. Most notably the pavilion upgrades, which will provide safe and welcoming spaces to play, train and gather.

### **Health**

The RNA is primarily about providing the strategic justification required to obtain funding to deliver improvements to sport and recreation facilities as soon as possible. Participation in sport and recreation activities is proven to have significant health benefits such as: physical, emotional, social, spiritual and intellectual health.

### **Environmental**

Several projects identified will provide environmental benefits such as the replacement of existing lights with LED's, water harvesting through pavilion developments, updated irrigation practices providing water efficiencies etc.

### **Economic**

Several projects identified have been prioritised based on their ability to bring large events to Latrobe City. Events that would likely see over 500 participants and their families visit Latrobe City for a long weekend or a whole week during school holidays on an annual basis.

### **Financial**

The changes made to the RIFP will have no adverse financial impact.

Projects identified through the RNA are not currently funded.

Future financial impacts will be considered as internal and external funding opportunities arise.

### **Attachments**

1. Recreation Infrastructure Funding Policy
2. Lighting Projects
3. Pavilion Projects
4. Surface Projects

## 8.3

### **Recreation Needs Assessment and Recreation Infrastructure Funding Policy - Review**

<b>1</b>	<b>Recreation Infrastructure Funding Policy .....</b>	<b>243</b>
<b>2</b>	<b>Lighting Projects .....</b>	<b>275</b>
<b>3</b>	<b>Pavilion Projects.....</b>	<b>276</b>
<b>4</b>	<b>Surface Projects .....</b>	<b>277</b>





# Recreation Infrastructure Funding Policy

Version (4)

Approval Date: TBC



## Recreation Infrastructure Funding Policy

### DOCUMENT CONTROL

Responsible GM	Jody Riordan	
Division	Regional City Planning & Assets	
Last Updated (who & when)	Coordinator Recreation and Open Space Planning	July 2023
<b>DOCUMENT HISTORY</b>		
Authority	Date	Description of change
Latrobe City Council	11/4/2017	Revision
Latrobe City Council	24/4/2017	Update assessment matrix changes
Latrobe City Council	7/06/17	Update assessment matrix changes
Latrobe City Council	17/07/17	Update Changes
Latrobe City Council	15/08/2017	Changes from Needs Assessment
Latrobe City Council	24/10/2017	Final policy adopted by Council
Latrobe City Council	16/02/2018	Amendments to section 2.1
Latrobe City Council	2019	Amendments to section 2.1, 3.1 (flow chart), 4.3, 5.0 and insertion of Club Managed Project Process (Addendum)
Latrobe City Council	25/05/2023	Complete Review
References	Refer to Section 8 and 9 of this policy	
Next Review Date	2027	
Published on website	Yes	
Document Reference No		

Responsible Division	Regional City Planning & Assets	Approved Date	TBC	Review Date	2027
----------------------	---------------------------------	---------------	-----	-------------	------



## Recreation Infrastructure Funding Policy

### 1. Background

In 2017, Latrobe City Council undertook a Recreation Needs Assessment, a strategic document that provides Council with one consolidated document to cover the current provision, participation, demand and planning for sport and active recreation within Latrobe City. The document will allow Council to deliver an affordable network of active recreation opportunities in conjunction with clubs and relevant funding bodies.

As part of that assessment, this Recreation Infrastructure Funding Policy was developed to ensure a fair and consistent allocation of Council resources towards the development of Council owned and/or managed facilities for sport and recreation.

Council has a role in providing facilities that benefit the community through increasing participation and encouraging active, healthy lifestyles; and to build the capacity of volunteers to offer improved opportunities for all.

This policy applies to the development of infrastructure on Council owned and managed property. In particular, it identifies the funding responsibilities for identified core and optional infrastructure relating to specific sport and recreation activities.

It should be noted that Council's funding for the core components is dependent on budget availability and the competing demands of other projects.

For ease of reference, the sport and recreation organisations that utilise these venues/facilities are referred to throughout the document as 'clubs'.

In 2023 a thorough review was undertaken which included a collection of sport participation data, Expression of Interest process (EOI), consultation to determine industry trends and strategies and infrastructure upgrades that have taken place.

Since the development of the RNA in 2017 and its most recent review in 2019, the sport and recreation landscape has changed due to a number of factors which have ultimately influenced the 2023 review including;

- The COVID19 Pandemic has changed sports participation, particularly in the regards to youth drop off and declining volunteering rates. With a shift to more informal ways of playing sport and being active. This has also impacted the sport participation data over recent years, particularly for winter sport;
- The formation of the Office for Women in Sport and Recreation and the Victorian Governments commitment to gender equality, which has resulted in

Page 3 of 32

Responsible Division	Regional City Planning & Assets	Approved Date	TBC	Review Date	2027
-------------------------	------------------------------------	------------------	-----	----------------	------



## Recreation Infrastructure Funding Policy

increased priority for investment and design requirements for gender inclusive facilities;

- The significant infrastructure investment into Gippsland Sport Centres of Excellence across Latrobe City which have raised the status and quality of Latrobe City sports facilities to regional and state significance; and
- Latrobe City demographics, cost of living and other wellbeing factors, identifying the need to ensure sporting opportunities are affordable and provide a welcoming and inclusive environment.

As a result, the 2023 review has provided a higher priority to projects:

- Likely to increase youth and female participation;
- Likely to attract regional and state level events to Latrobe City; and
- Likely to create a more welcoming and inclusive environment.

The 2023 review has also provided a heightened emphasis on the specific needs for each type/category of project. For example, for lighting projects a specific criterion has been added to ensure the relevant sport is played during a season where training is not possible if not for the provision of artificial lighting. (I.e. Daylight savings in Victoria means that summer sport training can occur until a reasonable hour without the need for artificial lighting).

This review has resulted in an update to the Recreation Needs Assessment documents including the assessment criteria and minor changes to the Recreation Infrastructure Funding Policy.

## 2. Objectives

The objectives of this Policy are:

- To ensure that the development of community sport and recreation facilities within Latrobe City occurs in an effective and cost-efficient manner
- To ensure that facilities are developed to be multi-use and gender inclusive to encourage the broadest participation by all community members

Page 4 of 32

Responsible Division	Regional City Planning & Assets	Approved Date	TBC	Review Date	2027
----------------------	---------------------------------	---------------	-----	-------------	------



## Recreation Infrastructure Funding Policy

- To provide clarity on the roles and responsibilities of both Council and clubs in relation to the development and provision of sport and recreation infrastructure
- To encourage partnerships between Council, clubs, State Sporting Associations and other agencies for the development of sport and recreation facilities across Latrobe City

### 2.1. Guiding Principles

The proposed process is based on the following principles:

- This policy is to be consistent with the Sporting Reserves and Pavilion License.
- Council will be responsible for funding only core components of sport and recreation venues/facilities development or upgrades, whilst the clubs will be responsible for other components that are considered optional.
- Funding will only be considered for facilities located on Council owned or managed land, or Crown Land reserves that are supported by Council through the annual maintenance grants program.
- Priority will be given to developments that will encourage participation in active sport and recreation activities.
- Any developments that do not align with the local level facility hierarchy or the relevant state sporting guidelines will not be supported.
- A local level facility can alternatively be defined as “a local facility will tend to draw people from within one local council area, unless the facility is close to a council border. The catchment for a ‘local’ facility could be district, neighbourhood, or very local ie: one suburb or one town.”
- A regional facility is generally a facility that has the capacity, due to its large size, exceptional or unique function, to support activities and events that draw people from across a region. A regional facility caters for a broad catchment across municipal boundaries, equitably distributed and not replicated across the region. A regional facility meets the strategic intent and standards as required by the State and National Sports Bodies, and specific targeted elite teams.
- Recreation facilities in Latrobe City classified as regional include:

Page 5 of 32

Responsible Division	Regional City Planning & Assets	Approved Date	TBC	Review Date	2027
----------------------	---------------------------------	---------------	-----	-------------	------



## Latrobe City Recreation Infrastructure Funding Policy

TOWN	RESERVE	REGIONAL SPORT
Churchill	Latrobe City Synthetic Sports Field	Hockey
Moe	Ted Summerton Reserve (Gippsland Regional Cricket Centre of Excellence)	Cricket and AFL
Morwell	Morwell Recreation Reserve (Gippsland Regional AFL Centre of Excellence)	AFL
Morwell	Toners Lane Reserve	Archery and Baseball
Morwell	Gippsland Sports and Entertainment Park	Football (soccer)
Traralgon	Traralgon Recreation Reserve and Showgrounds	AFL and Cricket
Traralgon	Traralgon Tennis Centre	Tennis
Traralgon	Gippsland Regional Aquatic Centre	Aquatics
Traralgon	Gippsland Regional Indoor Sports Stadium	Stadium Sports
Churchill	Churchill Leisure Centre	Squash
Newborough	Joe Carmody Athletics Track	Athletics

- All designs and projects will be environmentally sustainable in design (ESD) and construction, as per the ESD guidelines by Sport and Recreation Victoria.
- All designs and projects will comply with the Universal Design Principles as per Sport and Recreation Victoria's Universal Design Principles.
- All designs and projects will meet Building Code of Australia compliance regulations.
- The components of any proposed development will be assessed, and will include, but not necessarily limited to:
  - Planning and building permit requirements
  - The integration of the proposed development with surrounding facilities/infrastructure, including the site's ability to cater for it
  - The functionality of the development's design.
  - The impact of the development on any other activities on the site.
  - The contribution/detraction to local amenity.

Page 6 of 32

Responsible Division	Regional City Planning & Assets	Approved Date	TBC	Review Date	2027
----------------------	---------------------------------	---------------	-----	-------------	------



## Recreation Infrastructure Funding Policy

- It is recognised that some developments will be subject to certain circumstances that warrant special consideration. These may include:
  - Significant changes to participation levels.
  - Changes to requirements from governing/statutory bodies (e.g. change room requirements, lighting levels, access for people with disabilities, etc.)
  - Historical factors beyond the control of the current club.
  - Multiple tenants at a facility. Links to community events or ability to attract events
  - Gender Impact Assessment (GIA)
  - Specific conditions of tenure arrangements.

### 3. Scope

This policy relates to the development of all Council owned or managed land (or Crown Land reserves that are supported by Council through annual maintenance grants) and infrastructure used for the purposes of providing active sport and recreation activities within the Latrobe City. Developments may include new facilities or the refurbishment/renovation of existing facilities.

Developments associated with indoor sporting centres/stadiums or aquatic facilities are not covered by this Policy.

Funding will be subject to future Council budget considerations.

#### 3.1. Process

Council officers will complete a weighted assessment matrix for all recreation projects previously identified in a Council master plan or strategy.

A club seeking funding for a project not previously identified in the strategy or master plan is required to complete an Expression of Interest (EOI) form detailing the proposed project.

Once the EOI form is lodged, the viability of the project will be assessed by Council officers against the same assessment matrix.

Projects that are scored as a priority through the assessment matrix process will be referred to Council for future budget or external funding considerations.

Projects will be assessed via one of the three matrices and criteria below:

Table 1: Pavilion Assessment Matrix

Page 7 of 32					
Responsible Division	Regional City Planning & Assets	Approved Date	TBC	Review Date	2027



## Recreation Infrastructure Funding Policy

PAVILION PROJECT MATRIX ASSESSMENT		
KEY PRIORITY AREA	ASSESSMENT CRITERIA	INFORMATION
<b>KPA 1</b>	i. Past and Current Club based. Participation Average Increase/Decrease over the past three years. ii. Women and Girls Participation Average Numbers over three-year period/ Youth Average Numbers over three-year period. iii. Women and Girls / Youth- there is a difference between female participation and the female only teams.	➤ Scores will be awarded to each criterion. ➤ The data will be sourced from the peak sporting bodies to ensure quality and consistency when assessing each project through the matrices. ➤ Where data cannot be sourced from peak sporting bodies, Council will require clubs records for participation over the three year period for analysis. ➤ In order to fairly calculate participation figures for sites with multiple user groups on the matrix, calculation of the average percentage for all user groups combined will occur. However, if the project is set to benefit only one user group, then the data analysed within the matrix will be that of the main beneficiary.
<b>KPA 2</b>	i. What are the LCC trends and demands for the sport? How is the sport tracking? Is there wider community benefit?	➤ What are the trends of the sport within Latrobe City? <ul style="list-style-type: none"> <li>▪ Increase</li> <li>▪ Steady</li> <li>▪ Decrease</li> </ul> ➤ Scores will be allocated for increases, retention/maintenance and decrease in the trend of the sport. ➤ Also, are the facilities accessed for informal recreation and play for wider community benefit. i.e. co located with youth infrastructure. ➤ Projects that will benefit more than one user group will receive a score.
<b>KPA 3</b>	i. Does the project align with relevant masterplans, Community Plan, SSA or Gov Priorities?	➤ If a project is identified on a master plan or community plan, a score will be allocated to this criterion. ➤ If the project is identified by a SSA or a current Government funding priority, additional points will be given.
<b>KPA 4</b>	i. Does the club have a Cash Contribution? Or will this project reduce operating costs?	➤ Are Clubs able to make a cash contribution, however understanding that this is becoming more challenging. ➤ Will the project reduce costs for Council or the user group, i.e. reduction in water or utility costs, easier to maintain for Council staff or savings by undertaking projects simultaneously.

Responsible Division	Regional City Planning & Assets	Approved Date	TBC	Review Date	2027
----------------------	---------------------------------	---------------	-----	-------------	------





## Recreation Infrastructure Funding Policy

<b>KPA 5</b>	i. Will the project create additional users?	➤ This could be the addition of a new user group or a different type of team or program of the same sport.
<b>KPA 6</b>	i. Will the project attract events to the reserve?	➤ Additional usage and events at a facility outside of the scope of annual seasonal allocations and also community events or programs not necessarily sport related.
<b>KPA 7</b>	i. Will the project ensure compliance with facility guidelines, sports guidelines or fair access policy? ii. Will the project improve environmental sustainability or provide an opportunity for improvements?	➤ If this facility does not currently comply with sport guidelines or the Fair Access Policy it will be allocated a higher score. ➤ Projects that improve ESD as well as address issues related to future climate change will be scored favourably.
<b>KPA 8</b>	i. Is the existing building reaching the end of its useable life and unable to be 'renewed'? Building Condition assessment	➤ Building Condition may escalate the priority of the project to ensure continued use.

Table 2: Lighting Assessment Matrix

LIGHTING PROJECT MATRIX ASSESSMENT		
KEY PRIORITY AREA	ASSESSMENT CRITERIA	INFORMATION
<b>KPA 1</b>	i. Past and Current Club based. Participation Average Increase/Decrease over the past three years. ii. Women and Girls Participation Average Numbers over three-year period/ Youth Average Numbers over three-year period. iii. Women and Girls / Youth- there is a difference between female participation and the female only teams.	➤ Scores will be awarded to each criterion. ➤ The data will be sourced from the peak sporting bodies to ensure quality and consistency when assessing each project through the matrices. ➤ Where data cannot be sourced from peak sporting bodies, Council will require clubs records for participation over the three year period for analysis. ➤ In order to fairly calculate participation figures for sites with multiple user groups on the matrix, calculation of the average percentage for all user groups combined will occur. However, if the project is set to benefit only one user group, then the data analysed within the matrix will be that of the main beneficiary.
<b>KPA 2</b>	i. What are the LCC trends and demands for the sport? How is the sport tracking? Is there wider community benefit?	➤ What are the trends of the sport within Latrobe City? ▪ Increase ▪ Steady ▪ Decrease ➤ Scores will be allocated for increases, retention/maintenance and decrease in the trend of the sport.

Responsible Division	Regional City Planning & Assets	Approved Date	TBC	Review Date	2027
----------------------	---------------------------------	---------------	-----	-------------	------



## Latrobe City Recreation Infrastructure Funding Policy

		<ul style="list-style-type: none"> <li>➤ Also, are the facilities accessed for informal recreation and play for wider community benefit. i.e. co located with youth infrastructure.</li> <li>➤ Projects that will benefit more than one user group will receive a score.</li> </ul>
<b>KPA 3</b>	i. Does the project align with relevant masterplans, Community Plan, SSA or Gov Priorities?	<ul style="list-style-type: none"> <li>➤ If a project is identified on a master plan or community plan, a score will be allocated to this criterion.</li> <li>➤ If the project is identified by a SSA or a current Government funding priority, additional points will be given.</li> </ul>
<b>KPA 4</b>	i. Does the club have a Cash Contribution? Or will this project reduce operating costs?	<ul style="list-style-type: none"> <li>➤ Are Clubs able to make a cash contribution, however understanding that this is becoming more challenging.</li> <li>➤ Will the project reduce costs for Council or the user group, i.e. reduction in water or utility costs, easier to maintain for Council staff or savings by undertaking projects simultaneously.</li> </ul>
<b>KPA 5</b>	i. Will the project create additional users?	➤ This could be the addition of a new user group or a different type of team or program of the same sport.
<b>KPA 6</b>	i. Will the project attract events to the reserve?	➤ Additional usage and events at a facility outside of the scope of annual seasonal allocations and also community events or programs not necessarily sport related.
<b>KPA 7</b>	i. Will the project ensure compliance with facility guidelines, sports guidelines or fair access policy? ii. Will the project improve environmental sustainability or provide an opportunity for improvements?	<ul style="list-style-type: none"> <li>➤ If this facility does not currently comply with sport guidelines or the Fair Access Policy it will be allocated a higher score.               <ul style="list-style-type: none"> <li>▪ Projects that improve ESD as well as address issues related to future climate change will be scored favourably.</li> </ul> </li> </ul>
<b>KPA 8</b>	i. Winter Sport? I.e. Dark when training	<ul style="list-style-type: none"> <li>➤ Projects will be scored as to whether or not a club has no lighting or non-compliant lighting.</li> <li>➤ Projects with compliant local level training level lighting will score (0) for this criterion.</li> </ul>

Table 3: Surfaces and Hardcourts Assessment Matrix

SURFACES AND HARDCOURTS PROJECT MATRIX ASSESSMENT		
KEY PRIORITY AREA	ASSESSMENT CRITERIA	INFORMATION
<b>KPA 1</b>	i. Past and Current Club based. Participation Average Increase/Decrease over the past three years.	<ul style="list-style-type: none"> <li>➤ Scores will be awarded to each criterion.</li> <li>➤ The data will be sourced from the peak sporting bodies to ensure quality and consistency when assessing each project</li> </ul>

Responsible Division	Regional City Planning & Assets	Approved Date	TBC	Review Date	2027
----------------------	---------------------------------	---------------	-----	-------------	------



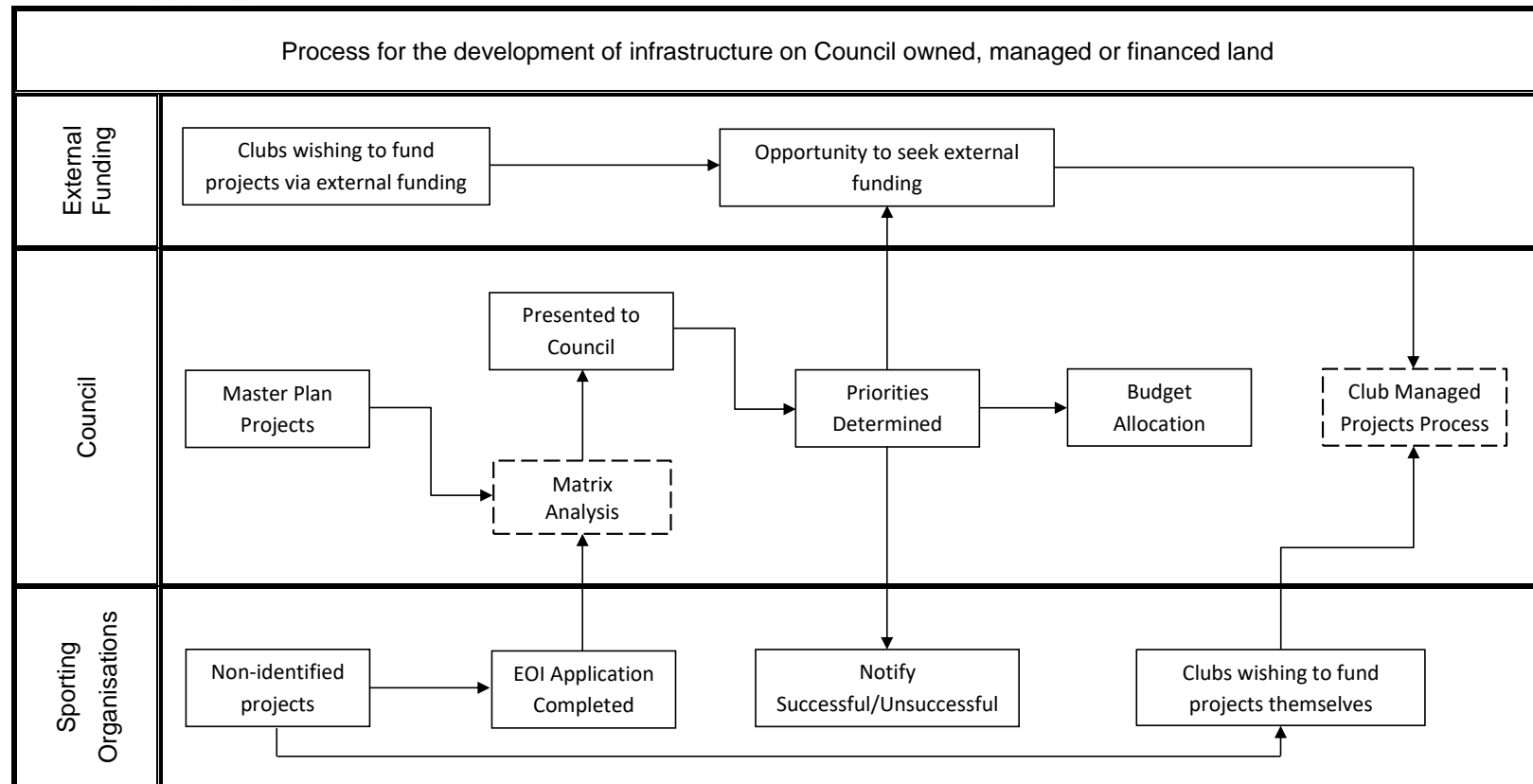
## Latrobe City Recreation Infrastructure Funding Policy

	ii. Women and Girls Participation Average Numbers over three-year period/ Youth Average Numbers over three-year period.  iii. Women and Girls / Youth- there is a difference between female participation and the female only teams.	through the matrices.  ➤ Where data cannot be sourced from peak sporting bodies, Council will require clubs records for participation over the three year period for analysis.  ➤ In order to fairly calculate participation figures for sites with multiple user groups on the matrix, calculation of the average percentage for all user groups combined will occur. However, if the project is set to benefit only one user group, then the data analysed within the matrix will be that of the main beneficiary.
<b>KPA 2</b>	i. What are the LCC trends and demands for the sport? How is the sport tracking? Is there wider community benefit?	➤ What are the trends of the sport within Latrobe City? <ul style="list-style-type: none"> <li>▪ Increase</li> <li>▪ Steady</li> <li>▪ Decrease</li> </ul> ➤ Scores will be allocated for increases, retention/maintenance and decrease in the trend of the sport.  ➤ Also, are the facilities accessed for informal recreation and play for wider community benefit. i.e. co located with youth infrastructure.  ➤ Projects that will benefit more than one user group will receive a score.
<b>KPA 3</b>	i. Does the project align with relevant masterplans, Community Plan, SSA or Gov Priorities?	➤ If a project is identified on a master plan or community plan, a score will be allocated to this criterion.  ➤ If the project is identified by a SSA or a current Government funding priority, additional points will be given. <ul style="list-style-type: none"> <li>▪</li> </ul>
<b>KPA 5</b>	i. Does the club have a Cash Contribution? Or will this project reduce operating costs?	➤ Are Clubs able to make a cash contribution, however understanding that this is becoming more challenging.  ➤ Will the project reduce costs for Council or the user group, i.e. reduction in water or utility costs, easier to maintain for Council staff or savings by undertaking projects simultaneously.
<b>KPA 6</b>	i. Will the project create additional users?	➤ This could be the addition of a new user group or a different type of team or program of the same sport.
<b>KPA 7</b>	i. Current level of use ii. Alignment with Hardcourt Audit	➤ Additional usage and events at a facility outside of the scope of annual seasonal allocations and also community events or programs not necessarily sport related.  ➤ Alignment with the hard court audit is rated- High, Medium or Low.

Responsible Division	Regional City Planning & Assets	Approved Date	TBC	Review Date	2027
----------------------	---------------------------------	---------------	-----	-------------	------



## Recreation Infrastructure Funding Policy



Page 12 of 32

Responsible Division	Regional City Planning & Assets	Approved Date	TBC	Review Date	2027
----------------------	---------------------------------	---------------	-----	-------------	------



## Recreation Infrastructure Funding Policy

### What types of infrastructure components will be funded by Council?

- Core components as per table four (4).

### What types of infrastructure components will not be funded by Council?

- Applications for non-core components as per table five (5).

### Timeframe for Expression of Interest completion

- Expression of interest applications submitted after 1 October each year will not be considered for Council consideration in the following year's budget.

## 4. Type of Infrastructure

### 4.1. Sports Pavilions

#### 4.1.1. Core Components

The table below outlines the core components of sporting pavilions. The size of each component will be determined by the relevant sport's peak body facility guidelines/requirements. Where these guidelines are not available, Latrobe City Council will liaise with the relevant Peak Sporting bodies to determine an appropriate size/number for the facility's purpose. The additional costs associated with any such developments that exceed these minimum size/embellishment requirements will be borne by the club or the State Sporting Association.

Table four outlines the maximum number of components Council will fund and the items that will be provided within each component upon construction. Please refer to Table five for the maintenance responsibilities of these items.

Table 4: Core components that Council will fund

COMPONENT	QUANTITY	COUNCIL FIT-OUT	CLUB FIT-OUT
<b>*Change Rooms</b>	1 – 4	<b>Fixed Item</b> fit-out such as timber bench seating with clothes hooks, ceiling lighting, flooring and fit-out appropriate for respective sports.	Any additional Items
<b>Unisex Amenities (showers/toilets)</b>	1 - 4	<b>Fixed item</b> fit-out such as pan toilets (no urinals), shower infrastructure and partitions, basins, mirrors, towel dispensers, toilet roll holders.	Any additional Items. No urinals will be permitted.
<b>Kitchen/Kiosk</b>	1	Basic level fit-out of <b>fixed items</b> such as benches and cabinets, tiling, oven and hot plate combination, extraction fans/range hoods, hot water urns.	Instant hot water (zip) units, fridges and freezers, microwaves, dishwashers, kettles cutlery all other non-fixed items.

Page 13 of 32

Responsible Division	Regional City Planning & Assets	Approved Date	TBC	Review Date	2027
----------------------	---------------------------------	---------------	-----	-------------	------



## Recreation Infrastructure Funding Policy

<b>Unisex Umpire Change Facilities</b>	1	<b>Fixed item</b> fit-out such as timber bench seating and hooks, pan toilets (no urinals), shower infrastructure and partitions, basins, mirrors, towel dispensers, toilet roll holders.	Any additional Items such as tables and chairs, whiteboards. No urinals will be permitted.
<b>Storage Room (within pavilion, up to 20 square metres where necessary)</b>	1	None	Additional storage space, internal shelving etc.
<b>First Aid Room</b>	1	Sink/basin	Any additional infrastructure such as stretcher beds etc.
<b>**Multi-purpose/social space (up to 50 square metres)</b>	1	<b>Fixed items</b> such as split system units, flooring, and lighting.	Furniture, televisions, bar facilities (if permitted by Council) fit-out, telephones, internet connections and associated equipment, security alarms
<b>External Building and Miscellaneous</b>	-	Plumbing and fit-out of core items including hot water, electrical etc. Locks and Security lighting.	Any additional Items
<b>Power upgrades as part of successful lighting or pavilion projects</b>	If necessary	Power upgrades as part of a successful lighting or pavilion project (if necessary) will be assessed as part of the project and not assessed individually.	Power upgrades not a part of a Council funded project.

\* For sites/reserves with two or more ovals or pitch's, consideration will be given to the development of additional facilities.

\*\*Where three (3) or more user groups occupy a pavilion, Council will consider an increase in the size of the social/multipurpose space as part of the overall project.

### 4.1.2. Optional Pavilion Components

The table below outlines components of pavilions that are considered features that clubs desire to have on site, but are not essential to the delivery of the sport/activity. Responsibilities for funding these developments are 100 percent responsibility of the club.

Table 5: Optional Components Council will not fund

OPTIONAL COMPONENT
Additional Administration/Social space >50 m2
Additional storage (in addition to core component)
Alarms
Bar facilities (if permitted by Council)
Cleaner's room
Commercial/catering kitchen
Gymnasium

Page 14 of 32

Responsible Division	Regional City Planning & Assets	Approved Date	TBC	Review Date	2027
----------------------	---------------------------------	---------------	-----	-------------	------




## Recreation Infrastructure Funding Policy

Meeting room/s
Security system
Shade spectator area
Solar – including panels and batteries
Timekeeper room

### 4.1.3. Pavilion Maintenance Responsibility

Table 6: Responsibilities and description for fit-out items of pavilion

ITEM	CLUB RESPONSIBILITY	COUNCIL RESPONSIBILITY
<b>Bar Equipment</b>	All maintenance, inspections, replacement and repairs as required.	No responsibility.
<b>Building Alterations</b>	Club Managed Project Process	
<b>Building Exterior</b>	No responsibility.	General maintenance.
<b>Ceilings</b>	Repairs due to misuse by Licensee.	Major repair and/or replacements due to structural faults or age.
<b>Cooking Oil Disposal</b>	Full responsibility for the immediate disposal of full and empty drums of cooking oil from Latrobe City Council owned and managed premises.	No responsibility.
<b>Curtains and Blinds</b>	Regular cleaning and repair.	Replacement due to fair wear and tear.
<b>Defibrillators</b>	Responsible for purchase, maintenance and upgrades.	No Responsibility
<b>Doors (including cupboard doors and door fittings)</b>	Regular cleaning. Repair of doors if due to misuse or negligence by Licensee.	Replacement due to age or structural fault. Repairs on all external doors.
<b>Electrical Double Adaptors</b>  <b>PROHIBITED</b>	Clubs are advised that the use of the pictured style of electrical double adaptor in pavilions and recreation facilities is prohibited.	Clubs are advised to only use approved power boards that include safety mechanisms and surge protection components.
<b>Electrical Equipment – Test &amp; Tag</b>	Full responsibility for the Test & Tag of all club owned or allocated electrical appliances and equipment.	Full responsibility for the Test & Tag of all Latrobe City Council owned or allocated electrical appliances and equipment.

Responsible Division	Regional City Planning & Assets	Approved Date	TBC	Review Date	2027
----------------------	---------------------------------	---------------	-----	-------------	------



## Recreation Infrastructure Funding Policy

ITEM	CLUB RESPONSIBILITY	COUNCIL RESPONSIBILITY
<b>Electrical wiring and fittings in buildings</b>	Repair and replacement if due to misuse or negligence by Licensee.	All building wiring from main supply to and including the switchboard, power points, switches and light fittings.
<b>Facility Contents Insurance</b>	Responsible for the provision of Contents Insurance, if deemed necessary by the club.	No responsibility.
<b>Fire Extinguishers</b>	Fill when discharged through misuse.	Six monthly maintenance and inspections including essential safety measures recording and replacement due to age.
<b>Floor surfaces and coverings.</b>	All regular cleaning and maintenance.	Replacement due to fair wear and tear.
<b>Food Handling areas and equipment</b>	To comply with the relevant Health Acts and maintain such equipment required under the Health Act.	No responsibility.
<b>Fridge/Freezers</b>	Maintenance, repairs and replacement of Club owned units. Maintenance and repairs of Council owned units.	Replacement of Council owned units.
<b>Glass</b>	To keep clean and replace internal and external breakages.	To replace externally when breakage occurs due to vandalism only.
<b>Glass Doors and windows</b>	Full responsibility for cleaning.	No responsibility.
<b>Heating/Air Conditioning Fixtures, Ceiling Fans, Hot Water Systems.</b>	Payment of all gas and electricity accounts. Servicing and repairs to units.	Replacement/repair due to fair wear and tear.
<b>Hoses and sprinklers - above ground irrigation systems</b>	Full responsibility for the purchase, maintenance, storage and use.	No responsibility.
<b>Hygiene</b>	To keep all areas in a clean and hygienic state.	No responsibility.
<b>Keys and Locks.</b>	Responsible for replacement costs for keys/electronic tags issued by Latrobe City Council. Locks are not to be changed without Latrobe City Council's prior written approval.	Purchase, install and maintain all locks except padlocks. Issue facility keys at the licensor's expense and replace keys lost by the licensee at their expense.
<b>Light globes and Fittings (Buildings - Internal)</b>	Light globe replacement.	Repair faulty fittings.
<b>Light Globes and Fittings (Buildings – External Security Lighting)</b>	No responsibility.	Replace light globes and repair faulty fittings.
<b>LP gas bottles and flammable substances</b>	Clubs must ensure that these items are not stored inside a Latrobe City Council owned or managed building. LP Gas Bottles or flammable substances found inside Council owned or managed buildings will be removed and stored offsite until collected by clubs.	No responsibility.

Page 16 of 32

Responsible Division	Regional City Planning & Assets	Approved Date	TBC	Review Date	2027
----------------------	---------------------------------	---------------	-----	-------------	------





## Recreation Infrastructure Funding Policy

ITEM	CLUB RESPONSIBILITY	COUNCIL RESPONSIBILITY
<b>Mobile Garbage Bins</b>	Payment of additional mobile garbage bins and/or stands and servicing. Payment for portable mobile garbage bins and servicing.	Supply and servicing of mobile garbage bins and stands as allocated to that Reserve by Latrobe City Council Officers.
<b>Other Permanent Fixtures</b>	Regular cleaning of all fixtures and repair/or replace if due to misuse or negligence by Licensee.	No responsibility.
<b>Painting</b>	Internal painting if damaged due to misuse or negligence by Licensee.	Internal and external painting on as needed basis.
<b>Paths of Entry and Exit</b>	To be kept clear and clean at all times.	Safety inspections and recording as required by the Building Code of Australia.
<b>Pest Control</b>	Responsible for pest control except for birds and possums in pavilions.	Responsible for the control of birds and possums in pavilions and rabbits on grass surfaces.
<b>Plumbing and Fixtures</b>	Cost of internal repairs due to misuse by Licensee, and any add-on fixtures not standard within the building.	Repair and renewal of all plumbing fixtures.
<b>Plumbing waste pipes, roof gutters and drains</b>	Keep them clear of foreign objects, leaves, mud, weeds etc and clear if blocked by these materials.	General maintenance.
<b>Roofs</b>	No responsibility.	All maintenance and repairs as required.
<b>Sanitary Bins</b>	No responsibility.	Sanitary bins provided and serviced in public toilet and change room areas at the request of the club.
<b>Security System</b>	Purchase, installation, service and maintenance. To be compatible to Latrobe City Council's master key system.	No responsibility.
<b>Skylights</b>	No responsibility.	All maintenance and repairs as required.
<b>Solar Energy Systems</b>	Licensee has full responsibility to purchase, maintain, repair and replace of all components of any Solar Energy Systems at the facility. Council approval must be sought prior to any purchase or installation of solar energy systems. They must also be approved by Council they must comply with Building and Planning permit requirements.	No responsibility
<b>Stoves/Ovens/Cook Tops/Rangehoods/Bain Marie</b>	Maintenance, repairs and replacement of Club owned units (including hot dog cookers, pie warmers, etc). Maintenance and repairs of Council owned units.	Replacement of Council owned units.
<b>Telephones</b>	Responsible for purchase, installation, utility costs, repairs and maintenance.	No responsibility.
<b>Walls</b>	Regular cleaning and repair if damaged due to misuse or negligence by Licensee of internal walls.	Structural maintenance.

Responsible Division	Regional City Planning & Assets	Approved Date	TBC	Review Date	2027
----------------------	---------------------------------	---------------	-----	-------------	------



## Recreation Infrastructure Funding Policy

### 4.2. Ancillary infrastructure all sports

Ancillary infrastructure includes features that may be necessary to deliver the sport/activity, but are separate from the main pavilion. The following outlines the responsibilities of both Council and the club in relation to the development of generic infrastructure. Works undertaken with Council funding, on Council owned or managed land will be delivered by Council. No in Kind contributions will be considered.

Table 7: Ancillary Infrastructure Table

ITEM	CLUB RESPONSIBILITY	COUNCIL RESPONSIBILITY
<b>Coaches boxes and player dugouts (all sports)</b>	➤ Construction and maintenance of coach's boxes and player dugouts will be 100% funded by the club.	
<b>Gate keepers box's</b>	➤ Clubs must contribute 100% of the cost and maintenance of a gate keeper's box. Planning and building permits may be applicable and are also the responsibility of the club. In general, a gate keeper's box will: <ul style="list-style-type: none"> <li>○ Have a maximum allowable size of 1.5 x 1.5 metres.</li> <li>○ Not detract from the site's amenity.</li> </ul>	➤ No responsibility
<b>Goal posts and padding (all sports)</b>	➤ The installation and maintenance of goal posts and padding will be 100% the responsibility of the club in which they must meet the requirements of the relevant State Sporting Organisation.	➤ No responsibility
<b>Irrigation and Drainage (grass based sports)</b>	➤ No Responsibility.	➤ Council will contribute 100% of the costs of installation and maintenance of irrigation and/or drainage.
<b>Protective/safety netting (all sports)</b> <i>(Safety netting is netting that prevents balls from leaving the field/ground)</i>	➤ Clubs must contribute 100% of the cost and maintenance of protective/safety netting, to assist with the containment of the ball for safety or functional purposes.	➤ No responsibility
<b>Scoreboards (all sports)</b>	➤ Construction and maintenance of scoreboards will be 100% funded by clubs and they must: <ul style="list-style-type: none"> <li>○ Be consistent with the State Sporting Organisation and Council guidelines. As a guide the scoreboard should not exceed 3m x 6m</li> <li>○ Adhere to Council's relevant policy regarding outdoor</li> </ul>	➤ No responsibility

Responsible Division	Regional City Planning & Assets	Approved Date	TBC	Review Date	2027
----------------------	---------------------------------	---------------	-----	-------------	------



## Recreation Infrastructure Funding Policy

ITEM	CLUB RESPONSIBILITY	COUNCIL RESPONSIBILITY
	advertising/sponsorship signage. <ul style="list-style-type: none"> <li>Not detract from the site's amenity.</li> <li>Follow the required permit process.</li> </ul>	
<b>Signage (includes promotional and acknowledgement)</b>	> Any signage approved by Council as per the Recreation Reserves and Facilities Policy, will be the responsibility of clubs to fund, maintain and replace.	> Approve signage prior to installation > No responsibility
<b>Sirens &amp; Public Address (PA) Systems</b>	> Clubs must contribute 100% of the cost and maintenance of sirens and PA systems, and planning permits may be applicable. Seeking this permit is the responsibility of the club.	> No responsibility
<b>Sports playing/ field perimeter fencing for ovals or fields</b>	> Clubs are to fund fencing upgrades/replacement under the following circumstances; <ul style="list-style-type: none"> <li>Where there is no identified need or demand for a fence and as it relates to State Sporting Association Guidelines.</li> </ul> > Council owned or managed land facilities fencing projects must be approved by Council. > Types of fencing must be approved and agreed upon by Council prior to purchase.	> Council will fund perimeter fencing under the following circumstances; <ul style="list-style-type: none"> <li>Full court reconstruction/redevelopment</li> <li>New field construction</li> <li>Identified safety/access purposes</li> </ul> > Council will fund fencing up to local level State Sporting Association standards.

### 4.3. Sports Infrastructure

Due to their nature, some sports have specific requirements as determined by the relevant State Sporting Organisation. The table below outlines sport specific items and their responsibility. Furthermore, sports infrastructure provided for exclusive use by a club will be 100% funded and maintained by the club.

Table 8: AFL Infrastructure Table

AFL INFRASTRUCTURE		
ITEM	CLUB RESPONSIBILITY	COUNCIL RESPONSIBILITY
<b>Gate Keepers Boxes</b>	> Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. > Planning and building permits may be applicable and are also the responsibility of the club.	> No responsibility

Responsible Division	Regional City Planning & Assets	Approved Date	TBC	Review Date	2027
----------------------	---------------------------------	---------------	-----	-------------	------


**LatrobeCity**

## Recreation Infrastructure Funding Policy

	<ul style="list-style-type: none"> <li>➤ In general, a gate keeper's box will: <ul style="list-style-type: none"> <li>○ Have a maximum allowable size of 1.5 x 1.5 metres</li> <li>○ Not detract from the site's amenity.</li> </ul> </li> </ul>	
<b>Goal Netting /Safety Netting including poles</b>	<ul style="list-style-type: none"> <li>➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.</li> </ul>	<ul style="list-style-type: none"> <li>➤ No responsibility</li> </ul>
<b>Goal Padding</b>	<ul style="list-style-type: none"> <li>➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.</li> </ul>	<ul style="list-style-type: none"> <li>➤ No responsibility</li> </ul>
<b>Goal Posts</b>	<ul style="list-style-type: none"> <li>➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.</li> </ul>	<ul style="list-style-type: none"> <li>➤ No responsibility</li> </ul>
<b>Line marking</b>	<ul style="list-style-type: none"> <li>➤ All costs, maintenance and repairs as required. Please note that the use of Round Up, petroleum oil or weed/grass killer is strictly prohibited.</li> </ul>	<ul style="list-style-type: none"> <li>➤ No responsibility</li> </ul>
<b>PA Systems and Sirens</b>	<ul style="list-style-type: none"> <li>➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.</li> <li>➤ Planning permits may be applicable. Seeking this permit is the responsibility of the club.</li> </ul>	<ul style="list-style-type: none"> <li>➤ No responsibility.</li> </ul>
<b>Scoreboards and Clocks</b>	<ul style="list-style-type: none"> <li>➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.</li> <li>➤ Scoreboards must: <ul style="list-style-type: none"> <li>○ Be consistent with the State Sporting Organisation and Council guidelines. As a guide the scoreboard should not exceed 3m x 6m.</li> <li>○ Adhere to Council's relevant policy regarding outdoor advertising/sponsorship signage.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ No responsibility.</li> </ul>
<b>Time Keeper Box, Player Shelters, Coaches Boxes (that are not within a Council building) &amp; interchange facilities, Spectator Shelters</b>	<ul style="list-style-type: none"> <li>➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.</li> <li>➤ Planning permits and building permits.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Maintain and repair/replace Coaches Boxes that are within a Council owned building</li> </ul>

Responsible Division	Regional City Planning & Assets	Approved Date	TBC	Review Date	2027
----------------------	---------------------------------	---------------	-----	-------------	------



## Latrobe City Recreation Infrastructure Funding Policy

Table 9: Athletics Infrastructure Table

ATHLETICS INFRASTRUCTURE		
ITEM	CLUB RESPONSIBILITY	COUNCIL RESPONSIBILITY
<b>Additional Storage Facilities</b>	➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.	➤ No responsibility
<b>All Equipment ie: Hurdles, mats</b>	➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.	➤ No responsibility
<b>Long Jump Run Ups and Pits, Discuss and Shot Put Concrete Bases, and all other club sporting equipment structures</b>	➤ Clubs to provide 100% of the cost and maintenance of Long Jump Run Ups and Pits, Discuss and Shot Put Concrete Bases, and all other club sporting equipment structures.	➤ Latrobe City Council's regional facility for athletics is the Joe Carmody Track located at Latrobe Leisure Moe Newborough. This synthetic facility is identified as the regional facility for athletics in Gippsland. Any further development or redevelopments for athletics will be grass based only.
<b>Spectator Seating &amp; Covered Areas</b>	➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. ➤ Planning permits and building permits.	➤ No responsibility

Table 10: Baseball &amp; Softball Infrastructure

BASEBALL & SOFTBALL INFRASTRUCTURE		
ITEM	CLUB RESPONSIBILITY	COUNCIL RESPONSIBILITY
<b>Baseball Pitching Mounds and infrastructure, diamond infrastructure including bases, plates, footings etc.</b>	➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.	➤ No responsibility

Responsible Division	Regional City Planning & Assets	Approved Date	TBC	Review Date	2027
----------------------	---------------------------------	---------------	-----	-------------	------


**LatrobeCity**

## Recreation Infrastructure Funding Policy

<b>Batting Cages</b>	<ul style="list-style-type: none"> <li>➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required</li> </ul>	<ul style="list-style-type: none"> <li>➤ No responsibility</li> </ul>
<b>Dugouts</b>	<ul style="list-style-type: none"> <li>➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.</li> </ul>	<ul style="list-style-type: none"> <li>➤ No responsibility</li> </ul>
<b>En tout cas/red clay</b>	<ul style="list-style-type: none"> <li>➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.</li> </ul>	<ul style="list-style-type: none"> <li>➤ No responsibility</li> </ul>
<b>Safety/protective netting to keep balls within the containment of fields</b>	<ul style="list-style-type: none"> <li>➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.</li> </ul>	<ul style="list-style-type: none"> <li>➤ No responsibility</li> </ul>
<b>Spectator Seating &amp; Covered Areas</b>	<ul style="list-style-type: none"> <li>➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.</li> <li>➤ Planning permits and building permits.</li> </ul>	<ul style="list-style-type: none"> <li>➤ No responsibility</li> </ul>

Table 11: Cricket Infrastructure

CRICKET INFRASTRUCTURE		
ITEM	CLUB RESPONSIBILITY	COUNCIL RESPONSIBILITY
<b>Concrete Cricket Wickets</b>	<ul style="list-style-type: none"> <li>➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.</li> </ul>	<ul style="list-style-type: none"> <li>➤ No responsibility</li> </ul>
<b>Cricket Sight Screens</b>	<ul style="list-style-type: none"> <li>➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.</li> <li>➤ Any sight screen development at multi-use facilities must be agreed to upon by all user groups of the reserves as well as endorsement from Council.</li> <li>➤ As identified within Cricket Australia's Community Cricket Facility Guidelines, Cricket sight screens are not a requirement for local levels of community cricket.</li> </ul>	<ul style="list-style-type: none"> <li>➤ No responsibility.</li> </ul>
<b>Curator Equipment ie: rollers</b>	<ul style="list-style-type: none"> <li>➤ Clubs must 100% fund the construction and maintenance of any curator equipment.</li> </ul>	<ul style="list-style-type: none"> <li>➤ No responsibility.</li> </ul>

Responsible Division	Regional City Planning & Assets	Approved Date	TBC	Review Date	2027
----------------------	---------------------------------	---------------	-----	-------------	------


**LatrobeCity**

## Recreation Infrastructure Funding Policy

<b>Practice Cricket Wickets</b>	<ul style="list-style-type: none"> <li>➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.</li> </ul>	<ul style="list-style-type: none"> <li>➤ No responsibility</li> </ul>
<b>Safety Netting</b>	<ul style="list-style-type: none"> <li>➤ Clubs must 100% fund the construction and maintenance of any safety/protective netting to keep the ball within containment of fields.</li> </ul>	<ul style="list-style-type: none"> <li>➤ No responsibility</li> </ul>
<b>Scoreboards</b>	<ul style="list-style-type: none"> <li>➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.</li> <li>➤ Scoreboards must: <ul style="list-style-type: none"> <li>○ Be consistent with the State Sporting Organisation and Council guidelines. As a guide the scoreboard should not exceed 3m x 6m</li> <li>○ Adhere to Council's relevant policy regarding outdoor advertising/sponsorship</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ No responsibility.</li> </ul>
<b>Spectator seating and covered shelters</b>	<ul style="list-style-type: none"> <li>➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. Planning permits and building permits.</li> </ul>	<ul style="list-style-type: none"> <li>➤ No responsibility.</li> </ul>
<b>Synthetic Cricket Wickets</b>	<ul style="list-style-type: none"> <li>➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.</li> </ul>	<ul style="list-style-type: none"> <li>➤ No responsibility</li> </ul>
<b>Turf Wickets (including turf wicket sprinklers)</b>	<ul style="list-style-type: none"> <li>➤ Clubs are responsible 100% for turf wicket construction and maintenance costs. Cricket Australia's Facility Guidelines state that for Community Club (home or satellite grounds) 5-6 pitches adequately accommodates for weekly Country, Metropolitan and/or Junior Association fixtures.</li> <li>➤ The current Sporting Reserves License Agreement states clearly that Council will not fund or maintain Turf benches. There may be an opportunity to partner with Cricket Victoria/Australia in funding additional turf benches where there is a demonstrated demand.</li> </ul>	<ul style="list-style-type: none"> <li>➤ No responsibility</li> </ul>

Table 12: Equestrian, Hockey and Lawn Bowls Infrastructure

EQUESTRIAN INFRASTRUCTURE		
ITEM	CLUB RESPONSIBILITY	COUNCIL RESPONSIBILITY
<b>Covered arenas, holding pens, cross country courses</b>	<ul style="list-style-type: none"> <li>➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Council will only fund local level core components that directly impact participation on Council owned/managed facilities</li> </ul>

Responsible Division	Regional City Planning & Assets	Approved Date	TBC	Review Date	2027
----------------------	---------------------------------	---------------	-----	-------------	------



## Recreation Infrastructure Funding Policy

<i>and components, round yards</i>		
<b>HOCKEY INFRASTRUCTURE</b>		
<b>ITEM</b>	<b>CLUB RESPONSIBILITY</b>	<b>COUNCIL RESPONSIBILITY</b>
<b>Hockey Goals and Nets</b>	➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.	➤ No responsibility
<b>Safety Netting</b>	➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.	➤ No responsibility
<b>Synthetic Replacement</b>	➤ Clubs must provide 100% of the cost of hockey pitch synthetic surface replacement.	➤ No responsibility
<b>LAWN BOWLS INFRASTRUCTURE</b>		
<b>ITEM</b>	<b>CLUB RESPONSIBILITY</b>	<b>COUNCIL RESPONSIBILITY</b>
<b>Bowling Greens and Infrastructure</b>	➤ Clubs must provide 100% of the cost of construction, maintenance and repairs of bowling greens, pavilions and ancillary infrastructure	➤ No responsibility

Table 13: Netball Infrastructure

<b>NETBALL INFRASTRUCTURE</b>		
<b>ITEM</b>	<b>CLUB RESPONSIBILITY</b>	<b>COUNCIL RESPONSIBILITY</b>
<b>Courts</b>	➤ General maintenance ie: sweeping	➤ Council will provide 100% of the cost of the construction of netball court/s to a local level facility standard using either asphalt or concrete construction; <ul style="list-style-type: none"> <li>○ Surface replacement, as per State Sporting Organisation requirements</li> <li>○ Line Marking as part of overall project</li> </ul>
<b>Gate Keepers Boxes</b>	➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.	➤ No responsibility.

Responsible Division	Regional City Planning & Assets	Approved Date	TBC	Review Date	2027
----------------------	---------------------------------	---------------	-----	-------------	------




**LatrobeCity**

## Recreation Infrastructure Funding Policy

	<ul style="list-style-type: none"> <li>➤ Planning and building permits may be applicable and are also the responsibility of the club.</li> <li>➤ In general, a gate keeper's box will: <ul style="list-style-type: none"> <li>○ Have a maximum allowable size of 1.5 x 1.5 metres</li> </ul> </li> </ul>	
<b>Goal Netting /Safety Netting including poles</b>	<ul style="list-style-type: none"> <li>➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.</li> </ul>	<ul style="list-style-type: none"> <li>➤ No responsibility.</li> </ul>
<b>Goal Padding</b>	<ul style="list-style-type: none"> <li>➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.</li> </ul>	<ul style="list-style-type: none"> <li>➤ No responsibility.</li> </ul>
<b>Goal Posts</b>	<ul style="list-style-type: none"> <li>➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.</li> </ul>	<ul style="list-style-type: none"> <li>➤ No responsibility.</li> </ul>
<b>PA Systems and Sirens</b>	<ul style="list-style-type: none"> <li>➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.</li> <li>➤ Planning permits may be applicable. Seeking this permit is the responsibility of the club.</li> </ul>	<ul style="list-style-type: none"> <li>➤ No responsibility.</li> </ul>
<b>Scoreboards and Clocks</b>	<ul style="list-style-type: none"> <li>➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.</li> <li>➤ Scoreboards must: <ul style="list-style-type: none"> <li>○ Be consistent with the State Sporting Organisation and Council guidelines. As a guide the scoreboard should not exceed 3m x 6m</li> <li>○ Adhere to Council's relevant policy regarding outdoor advertising/sponsorship</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ No responsibility.</li> </ul>
<b>Spectator seating and covered shelters</b>	<ul style="list-style-type: none"> <li>➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.</li> <li>➤ Planning permits and building permits</li> </ul>	<ul style="list-style-type: none"> <li>➤ No responsibility.</li> </ul>
<b>Time Keeper Box, Player Shelters, Coaches Boxes (that are not within a Council building) &amp; interchange facilities</b>	<ul style="list-style-type: none"> <li>➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.</li> <li>➤ Planning permits and building permits</li> </ul>	<ul style="list-style-type: none"> <li>➤ Maintain and repair/replace Coaches Boxes that are within a Council building.</li> </ul>

Responsible Division	Regional City Planning & Assets	Approved Date	TBC	Review Date	2027
----------------------	---------------------------------	---------------	-----	-------------	------



## Recreation Infrastructure Funding Policy

Table 14: Soccer (Football) Infrastructure

SOCCER (FOOTBALL) INFRASTRUCTURE		
ITEM	CLUB RESPONSIBILITY	COUNCIL RESPONSIBILITY
<b>Goals and Portable Goals</b>	➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.	➤ No responsibility.
<b>Goal Padding &amp; Netting</b>	➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.	➤ No responsibility.
<b>Behind Goal Netting /Safety Netting</b>	➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.	➤ No responsibility.
<b>Players Race</b>	➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.	➤ No responsibility.
<b>Time Keeper Box, Player Shelters, Coaches Boxes (that are not within a Council building) &amp; Interchange Facilities</b>	➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.	➤ Maintain and repair/replace Coaches Boxes that are within a Council building.
<b>Gate Keepers Boxes</b>	➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. ➤ Planning and building permits may be applicable and are also the responsibility of the club. ➤ In general, a gate keeper's box will: <ul style="list-style-type: none"> <li>○ Have a maximum allowable size of 1.5 x 1.5 metres</li> <li>○ Not detract from the site's amenity.</li> </ul>	➤ No responsibility.
<b>Scoreboards and Clocks</b>	➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. ➤ Scoreboards must: <ul style="list-style-type: none"> <li>○ Be consistent with the State Sporting Organisation and Council guidelines. As a guide the scoreboard should not exceed 3m x 6m</li> <li>○ Adhere to Council's relevant policy regarding outdoor advertising/sponsorship signage</li> </ul>	➤ No responsibility.
<b>Line marking</b>	➤ Please note that the use of Round Up, petroleum oil or weed/grass killer is strictly prohibited.	➤ No responsibility.
<b>PA Systems and Sirens</b>	➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.	➤ No responsibility.

Page 26 of 32

Responsible Division	Regional City Planning & Assets	Approved Date	TBC	Review Date	2027
----------------------	---------------------------------	---------------	-----	-------------	------



## Recreation Infrastructure Funding Policy

Table 15: Tennis Infrastructure

TENNIS INFRASTRUCTURE		
ITEM	CLUB RESPONSIBILITY	COUNCIL RESPONSIBILITY
<b>Courts</b>	<ul style="list-style-type: none"> <li>➤ General maintenance ie: sweeping</li> </ul>	<ul style="list-style-type: none"> <li>➤ Council will provide 100% of the cost of the construction of netball court/s to a local level facility standard using either asphalt or concrete construction;               <ul style="list-style-type: none"> <li>○ Surface replacement, as per State Sporting Organisation requirements</li> <li>○ Line Marking as part of overall project</li> </ul> </li> </ul>
<b>Tennis nets, poles, handles, net straps, court covers</b>	<ul style="list-style-type: none"> <li>➤ All maintenance, repairs and replacement as required</li> </ul>	<ul style="list-style-type: none"> <li>➤ As part of a full court redevelopment/reconstruction Council will provide the tennis poles, nets and handles.</li> <li>➤ The responsibility of such infrastructure would then be the responsibility of resident clubs</li> </ul>
<b>Sirens &amp; Public Address (PA) Systems</b>	<ul style="list-style-type: none"> <li>➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.</li> <li>➤ All maintenance and repairs are the responsibility of the club</li> </ul>	<ul style="list-style-type: none"> <li>➤ No responsibility</li> </ul>
<b>Umpires chairs and seating infrastructure (internal and external to courts)</b>	<ul style="list-style-type: none"> <li>➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.</li> <li>➤ Club to fund and seek permission from Council to install seating infrastructure.</li> </ul>	<ul style="list-style-type: none"> <li>➤ No responsibility</li> </ul>
<b>Scoreboards</b>	<ul style="list-style-type: none"> <li>➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.</li> <li>➤ Scoreboards must:               <ul style="list-style-type: none"> <li>○ Be consistent with the State Sporting Organisation and Council guidelines. As a guide the scoreboard should not exceed 3m x 6m</li> </ul> </li> <li>➤ Adhere to Council's relevant policy regarding outdoor advertising/sponsorship signage</li> <li>➤ Club to fund and seek permission from Council to install scoreboards.</li> </ul>	<ul style="list-style-type: none"> <li>➤ No responsibility</li> </ul>
<b>Fencing</b>	<ul style="list-style-type: none"> <li>➤ General fencing upgrade</li> <li>➤ Clubs will be responsible for any planning or building permit requirements, following Council approval</li> </ul>	<ul style="list-style-type: none"> <li>➤ Fencing replaced as part of a full court redevelopment/reconstruction. Council will fund the cost of court perimeter fencing</li> </ul>
<b>Player shade and spectator shelters</b>	<ul style="list-style-type: none"> <li>➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.</li> <li>➤ All maintenance and repairs are the responsibility of the club</li> </ul>	<ul style="list-style-type: none"> <li>➤ No responsibility</li> </ul>

Responsible Division	Regional City Planning & Assets	Approved Date	TBC	Review Date	2027
----------------------	---------------------------------	---------------	-----	-------------	------



## Recreation Infrastructure Funding Policy

### 4.4. Lighting

Latrobe City Council will fund the construction of a new field/surface lighting system or where appropriate, an upgrade to existing field/surface lighting.

As per the Sporting Reserves License Agreement once installed/upgraded, the operating cost of the field/surface lighting becomes the sole responsibility of the resident club, including the ongoing replacement of bulbs/globes. Council will maintain lighting infrastructure such as the poles.

Latrobe City Council will fund a maximum lighting level of 100 lux. In the instance that local level training standards are above 100 lux, Council will adopt the relevant local level training standards.

The table below outlines the maximum lux level that Council will fund for each sport.

Table 16: Lighting Levels Funded by Council

MAXIMUM LIGHTING LEVELS FUNDED BY COUNCIL	
SPORT	LUX LEVEL
<b>AFL</b>	100
<b>Baseball</b>	200
<b>Cricket</b>	200
<b>Football (soccer)</b>	100
<b>Hockey</b>	250
<b>Netball</b>	100
<b>Tennis</b>	250

Responsible Division	Regional City Planning & Assets	Approved Date	TBC	Review Date	2027
----------------------	---------------------------------	---------------	-----	-------------	------



## Recreation Infrastructure Funding Policy

### 5. Principles of Management

The Recreation Infrastructure Funding Policy will be managed through the Recreation & Open Space team. Each project identified in a Recreation strategy/master plan or Expression of Interest will be assessed using the Assessment matrix tool, to determine its priority against all other project for Council and external funding opportunities. Project assessment matrixes once completed will be reviewed every two years.

### 6. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

#### 6.1. Council

- Responsibility to ensure this Policy is consistent with Latrobe City Council Strategic Direction and other Latrobe City Council Policy
- Responsibility for the decision to approve this Policy by Council Resolution

#### 6.2. 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

#### 6.3. General Manager

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

#### 6.4. Manager

- Develop frameworks and procedures in compliance with this policy
- Enforce responsibilities to achieve compliance with frameworks and procedures
- Provide appropriate resources for the execution of the frameworks and procedures

#### 6.5. Employees, Contractors and Volunteers

- Participate where required in the development of frameworks and procedures in compliance with this policy.

Page 29 of 32

Responsible Division	Regional City Planning & Assets	Approved Date	TBC	Review Date	2027
----------------------	---------------------------------	---------------	-----	-------------	------



## Recreation Infrastructure Funding Policy

- Comply with frameworks and procedures developed to achieve compliance with this policy.

### 7. 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)

### 8. Definitions

TITLE	DEFINITION
Ancillary features	Functional features that ensure the activity can be undertaken effectively (e.g. field lighting)
Core component	Features that are essential for the sport/recreation activity to occur
Club	A not-for-profit, incorporated sport or recreation organisation that facilitates delivery of the activity
Club contribution	A financial contribution from the club towards the proposed development
In-kind contribution	The dollar value of contributions of clubs to a project such as volunteer labour or donated materials. Such contributions must not conflict with Council's relevant Procurement policies
Club contribution agreement	Documentation of the respective financial contributions of Council, the club/s and any other contributors. Includes the responsibilities of each party to the Agreement
Council contribution	The maximum percentage of the total project cost that Council will contribute
Council owned or managed	Land or infrastructure that is either owned by Council or managed on behalf of another entity (such as Crown or DELWP (Department of Environment, Land, Water and Planning) land
Lux	The unit of measure of illuminance, applied to sports field and court lighting
Local Level Facility	A local level facility can alternatively be defined as "a local facility will tend to draw people from within one local council area, unless the facility is close to a council border. The catchment for a 'local' facility could be district, neighborhood, or very local ie: one suburb or one town."
Main venue	The registered home base of the club
No Lighting	Means zero (0) structured flood lighting tower/pole
Non-compliant lighting	Means that there is at least one structured flood light tower, however the lighting is non-compliant with local level State Sporting Association Guidelines
Optional component	Features that clubs desire to have on site that are not essential to the usual delivery of the sport/activity, but are beneficial to the clubs' operations

Page 30 of 32

Responsible Division	Regional City Planning & Assets	Approved Date	TBC	Review Date	2027
----------------------	---------------------------------	---------------	-----	-------------	------



## Recreation Infrastructure Funding Policy

Regional Level Facility	A regional facility is generally a facility that has the capacity, due to its large size, exceptional or unique function, to support activities and events that draw people from across a region. A regional facility caters for a broad catchment across municipal boundaries, equitably distributed and not replicated across the region. A regional facility meets the strategic intent and standards as required by the State and National Sports Bodies, and specific targeted elite teams.
Secondary venue	Additional facility to the club's Main Venue that allows the club to provide increased activities to the community

### 9. Related Documents

All sport infrastructure developments and expressions of interest must align or comply with the following, but is not limited to:

#### *Internal Strategic Documents:*

- Council Plan 2021 – 2025
- Municipal Public Health and Wellbeing Plan 2021 – 2025
- Public Open Space Strategy
- Catterick Crescent Reserve Master Plan
- Traralgon Recreation Reserve & Showgrounds Master Plan
- Gaskin Park Master Plan
- Maryvale Reserve Master Plan
- Moe Newborough Outdoor Recreation Plan
- Morwell Outdoor Recreation Plan
- Morwell Recreation Reserve Precinct Master Plan
- Northern Towns Outdoor Recreation Plan
- Recreation & Leisure Strategy
- Soccer Plan
- Southern Towns Outdoor Recreation Plan
- Tennis Plan
- Traralgon Outdoor Recreation plan
- Traralgon South Recreation Reserve Master Plan
- Warren Terrace Reserve Master Plan

#### *External Documents:*

Page 31 of 32

Responsible Division	Regional City Planning & Assets	Approved Date	TBC	Review Date	2027
----------------------	---------------------------------	---------------	-----	-------------	------



## Recreation Infrastructure Funding Policy

- AFL Preferred Facility Guidelines for State, Regional and Local Facilities
- Sport and Recreation Victoria - Artificial Grass for Sport Guide
- Australian Lighting Standards
- Baseball Victoria – Lighting Standards Policy
- Bowls Australia – Green Construction Guidelines
- Building Code of Australia
- Community Sporting Facility Lighting Guide for Australian Rules football, Football (Soccer) and Netball
- Cricket Australia – Community Cricket Facilities Guidelines
- Football Federation Victoria – Lighting and Facilities Guidelines
- Hockey – Guidelines and Australian Lighting Standards
- Netball Australia – National Facilities Policy
- Netball Victoria – Facilities Manual
- Tennis Australia – Tennis Infrastructure Planning

### *Other Documents:*

- Capital Works Budget
- Asset Management Strategy
- Capital Works Policy
- Procurement Policy
- Risk Management Framework
- Annual Seasonal Allocation Policy

## 10. Reference Resources

- *Local Government Act 1989*

## 11. Addendums

- *Club Managed Projects Process*

Page 32 of 32

Responsible Division	Regional City Planning & Assets	Approved Date	TBC	Review Date	2027
-------------------------	------------------------------------	------------------	-----	----------------	------



Lighting - Projects

			KPA 1					KPA 2			KPA 3			KPA 4		KPA 5	KPA 6			KPA 7		KPA 8		Score				
Reserve	User Group	Project Description	Past and Current Club based Participation Average Increase/Decrease over the past three years.				Women and Girls Participation Average Numbers over three-year period/ Youth Average Numbers over three-year period.					What are the LCC trends and demands for the sport? How is the sport tracking? Is there wider community benefit?		Does the project align with relevant masterplans, Community Plan, SSA or Gov Priorities?			Does the club have a Cash Contribution? Or will this project reduce operating costs?		Will the project create additional users?	Will the project ensure compliance with facility guidelines, sports guidelines or fair access policy?			Will the project attract events to the reserve?		Winter Sport? i.e. Dark when training	Comments		
			All				Women and Girls / Youth- there is a difference between female participation and the female only teams.																					
			5-10%+ Increase (10)	0-5% Increase (5)	1-5% Decrease (0)	5%+ Decrease (-5)	Have Youth Girls playing (5)	Have Women playing (5)	Increase in youth participants (5)	Increase in youth teams? (5)	Increase in w/YG teams? (5)	Sport trend positive (out of 5)	Community benefit (5)	Council (5)	Community (2)	SSA (2)	Gov (5)	Cash (1)	Reduce operating costs (5)	Yes (5)	No lighting (10)	Non-compliant Training Lighting (5)	Non-compliant Match Lighting (3)	Yes, local events (5)	Yes, regional events (10)	Yes, (10)		
1. Gaskin Park Reserve, Churchill	Churchill JFC, Senior FNC, Churchill CC, Baseball Club	Install Lighting (100 lux) – Oval 2	0	0	0	0	5	0	0	0	0	3	0	5	2	2	5	0	5	5	10	5	3	5	10	10	COST ESTIMATE (2023): \$300,000	75
2. Traralgon West Sporting Complex	Combined Saints JFC	Install Lighting (100 lux) – Stoddart Oval	0	0	0	0	5	0	0	0	0	3	0	5	2	2	0	1	5	5	10	5	3	5	10	10	COST ESTIMATE (2023): \$300,000	71
3. Toners Lane, Morwell	Morwell Baseball Club	Upgrade Lighting (100 lux)	0	0	0	0	5	0	0	0	0	3	0	5	2	2	0	0	5	5	10	5	3	5	10	10	COST ESTIMATE (2023): \$300,000	70
4. Catterick Crescent Reserve, Traralgon	Imperials CC/Council Junior Football	Install Lighting (100 lux) - Oval	0	0	0	0	5	0	0	0	0	3	0	5	2	2	0	0	5	5	10	5	3	5	10	10	COST ESTIMATE (2023): \$300,000	70
5. Duncan Cameron Memorial Park, Traralgon	Traralgon Rovers CC, Southside JFC	Upgrade Lighting (100 lux)	0	0	0	0	5	0	0	0	0	3	0	5	2	2	5	1	5	5	10	5	3	5	0	10	COST ESTIMATE (2023): \$300,000	66
6. Traralgon Netball Centre (Agnes Brereton)	Traralgon Netball Association	Install Lighting (200 lux) – Prioritise courts	0	0	0	0	5	5	0	0	0	3	0	0	2	2	0	0	5	0	10	5	3	5	10	10	COST ESTIMATE (2023): \$500,000	65
7. Harold Preston Reserve, Traralgon	Traralgon Olympians	Upgrade Lighting (100 lux) - South Western Pitch	0	0	0	0	5	5	0	0	0	3	0	5	2	2	5	0	5	5	0	5	3	5	0	10	COST ESTIMATE (2023): \$60,000 or \$200,000	60
8. Maryvale Reserve, Morwell	Latrobe Cricket Club	Install Lighting (100 lux) – Oval 1	0	0	0	0	5	5	0	0	0	3	0	5	2	2	0	0	5	5	10	5	3	0	0	0	COST ESTIMATE (2023): \$60,000 or \$200,000	50
9. Yinnar Recreation Reserve	Yinnar FNC, Yinnar JFC	Lighting upgrade (100 lux) - Western Oval	0	0	0	0	5	0	0	0	0	3	0	5	2	0	0	0	5	0	10	5	3	0	0	10	COST ESTIMATE (2023): \$60,000 or \$300,000	48
10. Gaskin Park Reserve, Churchill	Churchill FNC	Lighting Upgrade (200 lux) – Netball Court	0	0	0	0	5	0	0	0	0	3	0	5	2	2	0	0	5	5	0	5	3	0	0	10	COST ESTIMATE (2023): \$20,000 or \$75,000	45
11. Olympic Park Reserve Moe	Moe Soccer Club	Install Lighting – Pitch 2 (100 lux)	0	0	0	0	5	0	0	0	0	3	0	0	2	0	0	0	5	0	10	5	3	0	0	10	COST ESTIMATE (2023): \$200,000	43
12. Churchill Bowls Club	Churchill Bowls Club	Install new overhead lighting	0	0	0	0	0	5	0	0	0	3	0	0	0	0	0	1	5	0	10	5	3	0	0	10	COST ESTIMATE (2023): \$50,000	42
13. Maskrey Reserve Traralgon	Pax Hill Tennis Club	Provide Lighting to Northern courts	0	0	0	0	5	0	0	0	0	3	0	5	2	1	0	0	5	0	10	5	3	0	0	0	COST ESTIMATE (2023): \$150,000	39
14. Keegan Street Reserve	Morwell Cricket Club	Upgrade Lighting - Oval (to match standard)	0	5	0	0	5	5	0	0	0	3	0	0	0	0	0	0	5	0	0	0	3	5	0	0	COST ESTIMATE (2023): \$500,000	31
15. Monash Reserve Newborough	Monash Soccer Club	Install Lighting – Pitch 2 (100 lux)	0	0	0	0	5	5	0	0	0	3	0	0	2	1	0	0	5	0	0	5	3	0	0	10	COST ESTIMATE (2023): \$200,000	39
16. Kevin Lythgo Reserve Traralgon	Traralgon Baseball Club	Upgrade Lighting	0	0	0	0	5	0	0	0	0	3	0	0	2	0	0	1	5	5	0	5	3	0	0	10	COST ESTIMATE (2023): \$300,000	39

Pavilion - Projects

			KPA 1								KPA 2			KPA 3			KPA 4		KPA 5	KPA 6		KPA 7		KPA 8			Score
Reserve	User Group	Project Description	Past and Current Club based Participation Average Increase/Decrease over the past three years.				Women and Girls Participation Average Numbers over three-year period/ Youth Average Numbers over three-year period.				What are the LCC trends and demands for the sport? How is the sport tracking? Is there wider community benefit?		Does the project align with relevant masterplans, Community Plan, SSA or Gov Priorities?			Does the club have a Cash Contribution? Or will this project reduce operating costs?		Will the project create additional users?	Will the project attract events to the reserve?		Will the project ensure compliance with facility guidelines, sports guidelines or fair access policy?	Will the project improve environmental sustainability or provide an opportunity for improvements?	Is the existing building reaching the end of its useable life and unable to be 'renewed'? Building Condition assessment	Comments			
			All				Women and Girls / Youth- there is a difference between female participation and the female only teams.																				
			5-10%+ Increase (10)	0-5% Increase (5)	1-5% Decrease (0)	5%+ Decrease (-5)	Have Youth Girls playing (5)	Have Women playing (5)	Increase in youth participation (5)	Increase in youth teams? (5)																Increase in w/ YG teams? (5)	Sport trend positive (out of 5)
1. Gaskin Park Reserve	Churchill JFC, Churchill Football Club, Churchill CC, Churchill Baseball Club	Replace existing changeroom facilities with a new Multi-use pavilion servicing all users of Oval 1 and Oval 2	0	0	0	0	5	5	5	5	0	3	5	5	2	2	5	0	5	5	0	10	5	5	10	COST ESTIMATE (2023): \$2 - 3 Million	82
2. Yinnar Recreation Reserve	Yinnar Tennis, Yinnar Netball	Construct Changerooms for netball and tennis	0	0	0	0	5	5	5	0	0	5	5	5	2	2	0	0	0	5	5	0	5	5	0	COST ESTIMATE (2023): \$500,000	59
3. Toners Lane Reserve	Morwell Baseball Club	Upgrade pavilion to include changerooms and social space for Baseball.	0	0	0	0	5	5	0	0	0	3	0	5	2	2	0	0	5	5	0	10	5	0	COST ESTIMATE (2023): \$500,000	57	
4. Northern Reserve Newborough	Newborough JFC, Newborough FNC	Replace existing main pavilion with a new changeroom and social room pavilion.	0	0	0	0	5	5	5	0	0	3	0	5	2	0	0	0	5	5	0	0	5	5	10	COST ESTIMATE (2023): \$2 - 3 Million	55
5. Harold Preston Reserve Traralgon	Traralgon City, Traralgon Olympians, Traralgon Little Athletics	Upgrade eastern pavilion to provide additional and female friendly changerooms, as well as suitable public amenities.	0	5	0	0	5	5	0	0	0	5	0	0	2	2	0	0	0	0	0	10	5	0	5	COST ESTIMATE (2023): Scope TBC	44
6. Boolarra Memorial Park	Boolarra FNC, Jeeralang Boolarra Cricket Club	Upgrade - Indoor Training Facility (hanger)	0	0	0	0	5	5	0	0	0	3	5	5	2	2	0	0	5	5	0	0	0	0	5	COST ESTIMATE (2023): \$500,000	42
7. Maskrey Reserve Traralgon	Pax Hill Tennis Club	Upgrade Toilet Facility	0	0	0	0	3	3	3	0	0	3	5	5	2	2	0	0	5	0	0	0	5	0	5	COST ESTIMATE (2023): \$200,000	41
8. Duncan Cameron Memorial Park	Traralgon Rover CC, Southside JFC	Upgrade Pavilion to provide additional changerooms	0	5	0	0	5	0	3	0	0	3	0	5	2	2	0	0	5	0	0	0	5	0	5	COST ESTIMATE (2023): Scope TBC	40
9. Maryvale Reserve Morwell	Latrobe Cricket Club, LV Umpires	Upgrade existing pavilion to suitably provide for all users.	0	0	0	0	5	5	0	0	0	3	5	5	2	2	0	0	5	0	0	0	5	0	0	COST ESTIMATE (2023): Scope TBC	37
10. Crinigan Rd South	Fortuna 60 FC	Upgrade Changerooms	0	0	0	0	5	5	0	0	0	5	0	0	2	2	0	0	5	0	0	0	5	0	5	COST ESTIMATE (2023): Scope TBC	34
11. Toongabbie Recreation Reserve	Cricket Club	Renovate Changerooms	0	0	0	0	0	0	0	0	0	3	5	0	2	2	0	0	5	5	0	0	5	0	5	COST ESTIMATE (2023): \$200,000	32
12. Ronald Reserve	Morwell East FNC	Upgrade Morwell East FNC Pavilion	0	0	0	0	5	5	3	0	0	3	0	0	2	0	0	0	5	0	0	0	0	0	5	COST ESTIMATE (2023): Scope TBC	28
13. Kevin Lythgo Reserve	Traralgon Baseball Club	Upgrade Pavilion	0	0	0	0	5	5	5	0	0	3	0	0	2	2	0	1	0	0	0	0	0	5	0	COST ESTIMATE (2023): \$500,000	28

Playing Surface - Projects

			KPA 1									KPA 2		KPA 3				KPA 4		KPA 5	KPA 6		KPA 7							Score
Reserve	User Group	Project Description	Past and Current Club based Participation Average Increase/Decrease over the past three years.				Women and Girls Participation Average Numbers over three-year period/ Youth Average Numbers over three-year period.					What are the LCC trends and demands for the sport? How is the sport tracking? Is there wider community benefit?		Does the project align with relevant masterplans, Community Plan, SSA or Gov Priorities?				Does the club have a Cash Contribution? Or will this project reduce operating costs?		Will the project create additional users?	Will the project attract events to the reserve?	Current level of use			Alignment with Hardcourt Audit			Comments		
			All				Women and Girls / Youth- there is a difference between female participation and the female only teams.															Over	Good	Under	High	Medium	Low			
			5-10%+ Increase (10)	0-5% Increase (5)	1-5% Decrease (0)	5%+ Decrease (-5)	Have Youth Girls playing (5)	Have Women playing (5)	Increase in youth participation (5)	Increase in youth teams? (5)	Increase in w/ YG teams? (5)											Sport trend positive (out of 5)	Community benefit (5)	Council (5)	Community (2)	SSA (2)	Gov (5)			Cash (1)
1. Gaskin Park Reserve Churchill	Churchill JFC, Churchill FNC, Churchill Cricket Club and Churchill Baseball Club	Gaskin Park – Oval 2 – Surface Redevelopment	0	0	0	0	5	0	0	0	3	5	5	2	2	5	0	5	5	5	5	10	0	0	0	0	0	0	COST ESTIMATE (2023): \$1 Million	57
2. Maryvale Reserve Morwell	Latrobe Cricket Club	Peter Siddle Oval – Drainage + Irrigation + extra Reserve Drainage	0	0	0	0	5	5	0	0	0	3	5	5	2	2	0	0	5	5	5	0	10	0	0	0	0	0	COST ESTIMATE (2023): \$400,000	52
3. Gaskin Park Reserve Churchill	Churchill FNC	Construct a 2 <sup>nd</sup> Netball Court	0	0	0	0	5	5	0	0	0	3	0	5	2	2	5	1	5	0	5	0	0	0	0	10	0	0	COST ESTIMATE (2023): \$200,000	48
4. Northern Reserve Newborough	Newborough FNC, Newborough JFC	Oval 1 – Drainage + Irrigation	0	0	0	0	5	5	0	0	0	3	5	5	2	2	0	1	5	5	0	0	10	0	0	0	0	0	COST ESTIMATE (2023): \$300,000	48
5. Traralgon Recreation Reserve	Traralgon FNC	Construct 2 <sup>nd</sup> Netball Court	0	0	0	0	5	5	0	0	0	3	0	5	2	2	5	0	5	0	5	0	0	0	0	10	0	0	COST ESTIMATE (2023): \$200,000	47
6. Ted Summerton Reserve	Moe FNC	Construct 2 <sup>nd</sup> Netball Court	0	0	0	0	5	5	0	0	0	3	0	5	2	2	5	0	5	0	5	0	0	0	0	10	0	0	COST ESTIMATE (2023): \$400,000	47
7. TBC	Multiple users	Construct a Multi-Use Synthetic Surface within Traralgon (Location TBC subject to flood advice)	0	0	0	0	5	5	0	0	0	3	5	5	2	2	0	0	5	5	5	0	0	0	0	0	0	0	COST ESTIMATE (2023): \$2 Million	42
8. Toners Lane Morwell	Morwell Baseball Club	Baseball Pitch 1 + 2 – Drainage + Irrigation	0	0	0	0	5	0	0	0	0	3	0	5	2	2	0	0	5	5	5	5	0	5	0	0	0	0	COST ESTIMATE (2023): \$400,000	42
9. Boolarra Memorial Park	Boolarra FNC	Resurface Netball Courts (2 southern courts)	0	0	0	0	5	5	0	0	0	3	5	5	2	2	0	0	5	0	0	0	0	0	0	10	0	0	COST ESTIMATE (2023): \$50,000	42
10. Morwell Recreation Reserve	Morwell Croquet Club	Extend playing surface area to provide for 3 rinks.	0	0	0	0	0	5	0	0	0	3	0	5	2	2	0	0	5	5	5	5	0	0	0	0	0	0	COST ESTIMATE (2023): \$50,000	37
11. Tyers Recreation Reserve	Tyers Soccer Club	Soccer Pitch – Drainage + Irrigation	0	0	0	0	5	0	0	0	0	3	0	5	2	2	0	0	5	5	5	0	0	5	0	0	0	0	COST ESTIMATE (2023): \$150,000	37
12. Eric Taylor Reserve Traralgon	Council	Public Tennis Courts – Surface Improvements (not acrylic)	0	0	0	0	5	5	0	0	0	3	5	5	2	0	0	0	5	0	0	0	0	0	0	0	5	0	COST ESTIMATE (2023): \$50,000	35
13. George Bates Reserve	Yallourn North Football Netball Club	Oval - Drainage	0	0	0	0	5	0	0	0	0	3	5	5	2	2	0	0	5	5	0	0	0	0	0	0	0	0	COST ESTIMATE (2023): \$180,000	32
14. Tyers Recreation Reserve	TTU FNC	Oval - Drainage + Irrigation	0	0	0	0	5	0	0	0	0	3	5	5	2	2	0	0	5	5	0	0	0	0	0	0	0	0	COST ESTIMATE (2023): \$400,000	32
15. Ronald Reserve Morwell	Morwell Tennis Club	Resurface Tennis Courts (10 Courts – need to rationalise)	0	0	0	0	5	5	0	0	0	3	0	5	2	2	0	0	5	0	0	0	0	0	0	0	5	0	COST ESTIMATE (2023): \$25,000 a court	32
16. Tyers Recreation Reserve	Tyers Soccer Club	Soccer Pitch - Perimeter fencing	0	0	0	0	5	5	0	0	0	3	0	5	2	2	0	0	5	0	0	0	0	5	0	0	0	0	COST ESTIMATE (2023): \$60,000	32
17. Monash Reserve Newborough	Monash Soccer Club	Soccer Pitch 1 – Drainage + Irrigation	0	0	0	0	5	5	0	0	0	3	0	5	2	2	0	0	5	0	0	0	0	5	0	0	0	0	COST ESTIMATE (2023): \$150,000	32
18. Boolarra Memorial Park	Boolarra FNC, Jeeralang Boolarra Cricket Club	Main oval - Drainage + Irrigation	0	0	0	0	5	5	0	0	0	3	0	5	2	2	0	0	5	5	0	0	0	0	0	0	0	0	COST ESTIMATE (2023): \$400,000	32
19. Northern Reserve	Newborough FNC	Resurface Netball Court 1 (west)	0	0	0	0	5	5	0	0	0	3	0	5	2	2	0	0	5	0	0	0	0	0	0	0	5	0	COST ESTIMATE (2023): \$25,000	32
20. Agnes Brereton	Traralgon Netball Association	Resurfacing with acrylic or complete reconstruction (TBC)	0	0	0	0	5	5	0	0	0	3	0	5	2	2	5	0	5	0	0	0	0	0	0	0	0	0	COST ESTIMATE (2023): \$25,000 a court	32
21. Catterick Crescent Reserve Traralgon	Imperials Cricket Club / Council	Oval - Drainage	0	0	0	0	5	0	0	0	0	3	0	5	2	0	0	0	5	5	5	0	0	0	0	0	0	0	COST ESTIMATE (2023): \$150,000	30
22. Yinnar Recreation Reserve	Yinnar FNC, Yinnar Radars Cricket Club	West Oval – Drainage + Irrigation	0	0	0	0	5	0	0	0	0	3	0	5	2	2	0	0	5	0	0	0	0	5	0	0	0	0	COST ESTIMATE (2023): \$200,000	27

23. Yinnar Recreation Reserve	Yinnar FNC, Yinnar Radars Cricket Club	East Oval – Grass conversion (to Couch)	0	0	0	0	5	0	0	0	0	3	0	5	2	2	0	0	5	0	0	0	0	5	0	0	0	0	COST ESTIMATE (2023): \$20,000	27
24. Glengarry Recreation Reserve	Glengarry Cricket Club, Glengarry FNC	Resurface Netball Courts with Acrylic (Consider dual lines)	0	0	0	0	5	0	0	0	0	3	0	5	2	2	0	0	5	0	0	0	0	0	0	0	5	0	COST ESTIMATE (2023): \$25,000 a court	27
25. Harold Preston Reserve Traralgon	Little Athletics	Upgrades to field event infrastructure (cages etc)	0	0	0	0	5	0	0	0	0	3	0	5	2	2	0	1	5	0	0	0	0	5	0	0	0	0	COST ESTIMATE (2023): \$50,000	28
26. Traralgon Recreation Reserve & Showgrounds	Ex-Students Cricket Club, TEDAS JFC, Rovers CC, Gormandale FNC	Increase size of Old Trafford Oval to maximum potential	0	0	0	0	5	0	0	0	0	3	0	5	2	0	0	0	5	0	0	0	0	5	0	0	0	0	COST ESTIMATE (2023): \$50,000	25
27. Maskrey Reserve Traralgon	Pax Hill Tennis Club	Resurface Tennis Courts (4 courts)	0	0	0	0	5	5	0	0	0	3	0	5	2	0	0	0	5	0	0	0	0	0	0	0	0	0	COST ESTIMATE (2023): \$25,000 a court	25
28. Monash Reserve Newborough	Monash Soccer Club	Pitch 2 – Drainage + Irrigation	0	0	0	0	5	5	0	0	0	3	0	0	2	0	0	0	5	0	0	0	0	5	0	0	0	0	COST ESTIMATE (2023): \$100,000	25
29. Traralgon South Recreation Reserve	CATS Cricket Club	Oval – Drainage + Irrigation	0	0	0	0	0	0	0	0	0	3	0	5	2	2	0	0	5	5	0	0	0	0	0	0	0	0	COST ESTIMATE (2023): \$200,000	22
30. Yinnar Recreation Reserve	Yinnar Tennis Club	Tennis Courts Resurfacing (2 North courts)	0	0	0	0	5	5	0	0	0	3	0	0	2	0	0	0	5	0	0	0	0	0	0	0	0	0	COST ESTIMATE (2023): \$25,000 a court	20
31. Glengarry Recreation Reserve	Glengarry Cricket Club, Glengarry FNC	Main Oval - Drainage + Irrigation	0	0	0	0	0	0	0	0	0	3	0	5	2	2	0	0	5	0	0	0	0	0	0	0	0	0	COST ESTIMATE (2023): \$400,000	17
32. Northern Reserve Newborough	Newborough FNC, Newborough JFC	Additional/New Junior AFL Oval	0	0	0	0	5	5	0	0	0	3	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	COST ESTIMATE (2023): \$3 Million for the oval only (not considering the subsequent need for changerooms and lighting etc.)	15
33. Yallourn North Town Oval	Yallourn North JFC	Top dress oval and improve drainage	0	0	0	0	5	0	0	0	0	3	0	0	2	0	0	0	5	0	0	0	0	0	0	0	0	0	COST ESTIMATE (2023): \$150,000	15

# REQUEST FOR DELEGATION TO THE CHIEF EXECUTIVE OFFICER TO AWARD THE PROVISION OF ARCHITECTURAL DESIGN SERVICES - 2026 COMMONWEALTH GAMES CONTRACT

## PURPOSE

To seek approval from Council for delegation to be granted to the Chief Executive Officer to award a contract for the Provision of Architectural Design Services for the 2026 Commonwealth Games.

## EXECUTIVE SUMMARY

- As part of the 2026 Commonwealth Games, Latrobe City Council (Council) venues have been designated as Community Competition Venues (CCV's). Gippsland Sports and Entertainment Park (GSEP) is to host the Rugby 7's competition, while Ted Summerton Reserve will host the Women's T20 cricket. It is anticipated that Gippsland Regional Indoor Sports Stadium (GRISS) will host the badminton, however this is yet to be formally confirmed.
- Significant redevelopment works are required at GSEP, and venue upgrades required at GRISS and Ted Summerton Reserve. The exact scope of works is subject to a State Government funding announcement.
- Adequate time is a significant risk factor in achieving the handover deadlines required for all CCV's.
- Council officers intend to advertise a public tender to appoint a panel of architects under a service contract to facilitate the delivery of all design works relating to the 2026 Commonwealth Games.
- The procurement and evaluation process for this tender is expected to be completed by mid August, however the lead times for Council meeting reports would delay awarding this contract and the subsequent commencement of works until September.
- Council has previously delegated the CEO authority to award contract works up to \$1,000,000 including GST. While the estimated value of the works is dependent on budget announcements by the State Government, the value of works over the life of the service contract is expected to exceed the delegation of the CEO.
- To avoid delays in this time critical period, approval is sought from Council for delegation for the Chief Executive Officer to award this contract.

#### OFFICER'S RECOMMENDATION

**That Council delegates to the Chief Executive Officer the power to award a contract for Provision of Architectural Design Services - 2026 Commonwealth Games subject to the recommended tenders complying with Latrobe City Council's Procurement Policy.**

## BACKGROUND

As part of the 2026 Commonwealth Games, Council owned venues at Gippsland Sports and Entertainment Park, Gippsland Regional Indoor Sports Stadium, and Ted Summerton Reserve are scheduled to be utilised as Community Competition Venues to host Rugby 7's, Badminton (subject to confirmation) and Women's T20 Cricket.

Budget announcements from the Victorian State Government regarding the specific scope of works are anticipated during June 2023.

## ANALYSIS

In undertaking a risk assessment of Council's role as a Commonwealth Games Host City, time has been identified as one of the biggest risk factors in delivering the facility redevelopments at the CCV's. As such, all available opportunities to expedite project delivery are being explored.

Approval is sought for delegation for the CEO to sign the service contract for design works following the conclusion of a tender and evaluation period which will be undertaken consistent with Council's Procurement Policy.

## RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<b>COMPLIANCE</b> Procurement process inconsistent with Council's Procurement Policy.	<b>Low</b> <i>Rare x Moderate</i>	Public tender process will be undertaken in line with Council Procurement Policy and consistent with all requirements under the <i>Local Government Act 2020</i> .
<b>SERVICE DELIVERY</b> Availability of suitably qualified and experienced contractors.	<b>Medium</b> <i>Unlikely x Moderate</i>	Establishment of a panel provides the likely ability to utilise a number of service providers.  Availability and resource capacity will be considered through the evaluation process. providers.
<b>FINANCIAL</b> Design costs are above budget allowance.	<b>Medium</b> <i>Unlikely x Moderate</i>	A public tender process will ensure competitive market rates are received by Council.

RISK	RISK RATING	TREATMENT
<b>STRATEGIC</b> Appointment of architect delayed.	<p style="text-align: center;"><b>Low</b>  <i>Unlikely x Minor</i></p>	Undertaking a pro-active approach alleviates risk of time delays.  Public tender ensures transparency of the procurement process.

## CONSULTATION

Council officers have been in on-going liaison with Sport and Recreation Victoria (SRV) regarding the proposed Community Competition Venues at GSEP, GRISS and Ted Summerton.

## COMMUNICATION

In accordance with Council's Procurement Policy, Latrobe City Council's website will be updated to provide summary information relating to contracts entered into.

All contracts awarded by the CEO are reported to Council on a quarterly basis detailing the successful contractor.

## DECLARATIONS OF INTEREST

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



## APPENDIX 1 IMPACT ASSESSMENT

### **Social**

Nil

### **Cultural**

Nil

### **Health**

Nil

### **Environmental**

Nil

### **Economic**

The delivery of the 2026 Commonwealth Games across regional Victoria is estimated to contribute more than \$3 billion to Victoria's economy. There is no direct Economic impact from granting delegation to the Chief Executive Officer to award this contract.

### **Financial**

All works relating to Community Competition Venues are being funded by the Victorian State Government including design costs.

### **Attachments**

Nil

# TOURISM & MAJOR EVENTS ADVISORY COMMITTEE RECOMMENDATIONS JUNE 2023

## PURPOSE

To present the recommendations from the Tourism and Major Events Advisory Committee and seek Council approval to fund two events (2023 Deakin Melbourne Boomers Women's National Basketball League Match and the 2024 – 2026 Baseball Victoria U16 Winter Championships) through the major events attraction budget (2023/24).

## EXECUTIVE SUMMARY

- At its meeting on 7 June 2023, the Tourism and Major Events Advisory Committee (TAMEAC) recommended funding support for the 2023 Deakin Melbourne Boomers Women's National Basketball League Match and the 2024 – 2026 Baseball Victoria U16 Winter Championships.
- Both events can be funded from the 2023/24 Major Event Attraction budget and, as a result, there are no budget implications.
- The Melbourne Boomers event is subject to the Melbourne Boomers securing funding to augment the recommended Council contribution.
- These major events have been reviewed and considered by officers based on assessments prepared outlining economic benefit, return on investment and benefit to the local community. Details of the assessments are provided in the attachments.

## OFFICER'S RECOMMENDATION

### That Council:

1. **Approve the \$10,000 contribution for the 2023 Deakin Melbourne Boomers Women's National Basketball League Match; and**
2. **Approve the \$5,000 contribution, per year, for the 2024 – 2026 Baseball Victoria U16 Winter Championships.**

## BACKGROUND

### **2023 Deakin Melbourne Boomers Women's National Basketball League Match**

Subject to securing all necessary funding Deakin Melbourne Boomers will return to Gippsland Regional Indoor Sports Stadium for the fourth year running to compete in an in-season Women's National Basketball League Match against the CU Canberra Capitals. This event will be broadcast live on 9Now and FIBA YouTube, ensuring national and international exposure for Latrobe City. The event will also provide opportunities for local community engagement, allowing residents to actively participate and immerse themselves in the basketball festivities.

### **2024 – 2026 Baseball Victoria U16 Winter Championships**

Hosted in Latrobe City for the past three years, the Baseball Victoria U16 Winter Championships is set to return for an additional three-year period. This event will see up to 200 of the best under 16 baseball players from across Victoria compete over two days in Traralgon and Morwell in a round-robin style championship. This event has been well supported by the local baseball associations for the past three years and Baseball Victoria is excited for the continuation of this event for the next three years.

Event	Council Contribution	Economic Impact (estimated)
2023 Deakin Melbourne Boomers Women's National Basketball League Match 26 November 2023	\$10,000	\$289,130.90
2024 – 2026 Baseball Victoria U16 Winter Championships 29/30 July 2024/25/26	\$5,000 per year	\$175,000

## ANALYSIS

In accordance with the Major Events Selection Framework the recommendation to progress these events will be presented to Council at the July Council meeting for adoption.

## RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<b>COMPLIANCE</b> Major event doesn't meet safety or regulatory requirements.	<b>Low</b> <i>Unlikely x Minor</i>	All events supported by Council are required to submit and have approved an event permit.
<b>SERVICE DELIVERY</b> Inability to deliver event by scheduled date	<b>Low</b> <i>Unlikely x Minor</i>	Event timeframes are developed in conjunction with the Latrobe City events team. Strict oversight of this is monitored by Council officers.
<b>FINANCIAL</b> Opportunity cost of lost economic benefit from these major events if not supported.	<b>Low</b> <i>Unlikely x Minor</i>	Use of the major events assessment process and review by Council officers and TAMEAC.
<b>STRATEGIC</b> Major event negatively impacts on the reputation of Latrobe City Council as an events destination.	<b>Low</b> <i>Unlikely x Minor</i>	TAMEAC consideration of event proposal and assessment. Strict oversight of operations and arrangements by Council officers.

## CONSULTATION

Consultation has occurred with internal stakeholders to determine support of these two major events. Further, major event proposals and assessments are presented to TAMEAC for consideration and recommendation.

## COMMUNICATION

All major events have extensive marketing and community engagement activities associated with their delivery. These are managed in conjunction with officers from Latrobe City Council.

## DECLARATIONS OF INTEREST

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

## APPENDIX 1 IMPACT ASSESSMENT

### **Social**

The opportunity to host these major events is expected to enhance and boost civic pride and Latrobe's reputation as a centre for sporting excellence.

### **Cultural**

These events are public sporting events and will be promoted to all backgrounds and various community groups to encourage a diverse mix of spectators.

### **Health**

Hosting major events provides the opportunity for the local community to experience high profile events which have an impact on overall community health and wellbeing.

### **Environmental**

It is not anticipated that these events will generate any adverse environmental impacts.

### **Economic**

Economic impacts have been undertaken and assessed based on their economic benefit, return on investment and benefit to the local business community. Both events offer an excellent economic benefit to the municipality.

### **Financial**

Event funding is covered under the annual Major Events Attraction budget and part of BAU budget preparations.

### **Attachments**

1. Event Assessment - WNBL November 2023
2. Event Assessment - Baseball Victoria - 2024/26

## 8.5

### **Tourism & Major Events Advisory Committee Recommendations June 2023**

- |   |   |     |
|---|---|-----|
| 1 | Event Assessment - WNBL November 2023 .....         | 289 |
| 2 | Event Assessment - Baseball Victoria - 2024/26..... | 294 |



# TAMEAC Major Events Funding Assessment Form

---

WNBL Game – Deakin Melbourne Boomers vs UC Canberra Capitals



## Latrobe City Major Events: TAMEAC Assessment Form | Page 2

<b>EVENT ASSESSMENT</b>			
<b>Date proposal received:</b>	31 May 2023		
<b>Application assessed by:</b>	Jess Middlemiss		
<b>EVENT CONTACT DETAILS</b>			
<b>Contact Name:</b>	Tony Hallam	<b>Email:</b>	tonyhallam@melbourneboomers.com.au
<b>Title/Position:</b>	Executive Chair	<b>Phone:</b>	0419 683 795
<b>EVENT DETAILS &amp; DELIVERABLES</b>			
<b>Event:</b>	WNBL Game – Deakin Melbourne Boomers vs UC Canberra Capitals		
<b>Event date:</b>	Sunday November 26		
<b>Event description:</b> <small>Please provide detailed event description including the who, what, where, when?</small>	WNBL Regular season game broadcast live on 9Now		
<b>Is the event new or existing?</b>	<input type="checkbox"/> New Event <input checked="" type="checkbox"/> Existing Event: How long has your event been running for? 3 years within Latrobe city		
<b>Purpose/Aims/Objectives:</b>	Profile women's basketball and sport		
<b>Benefit/Outcomes:</b>	Local community engagement and visitation of fans from region and Victoria		
<b>EVENT BUDGET</b>			
Please outline your event budget in the income and expenditure tables below, including details of other funding that you have applied for, whether it has been confirmed or not.			
INCOME		EXPENDITURE	
Latrobe City Council	\$10,000	Event Operations	\$10,000
Additional Grants / Sponsorship	\$20,000	Venue Hire	\$
Team Entry / Ticket Sales	\$10,000	Marketing and Promotion	\$10,000
In-kind	\$14,000	Administration	\$
Applicants Contribution		Infrastructure	\$3,000 (broadcast)
Other – please specify	\$	Other – please specify Team costs	\$50,000
<b>TOTAL</b>	<b>\$54,000</b>	<b>TOTAL</b>	<b>\$73,000</b>



## Latrobe City Major Events: TAMEAC Assessment Form | Page 3

EVENT GRADING		
Estimated economic benefit to Latrobe Valley	ROI	Rating
Projected economic impact: \$289,130.90 ROI – \$57:\$1	Up to \$10	<input type="checkbox"/> 1
	\$11 – \$19	<input type="checkbox"/> 2
	\$20 +	<input checked="" type="checkbox"/> 3
Event commitment to the region		
1 year only – annual event, agreement is for 1 year	<input checked="" type="checkbox"/> 1	
2 years	<input type="checkbox"/> 2	
3 years	<input type="checkbox"/> 3	
Event budget		
Events budget provided.	Poor	<input type="checkbox"/> 1
	Good	<input checked="" type="checkbox"/> 2
	Excellent	<input type="checkbox"/> 3
Does the event have budget for promotion and marketing opportunities to showcase Latrobe City and beyond? (Please select one)		
None allocated	<input type="checkbox"/> 0	
Latrobe City Only	<input type="checkbox"/> 1	
Gippsland	<input type="checkbox"/> 2	
Intrastate	<input type="checkbox"/> 3	
Interstate	<input checked="" type="checkbox"/> 4	
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.		
The event will be broadcast on 9Now and on FIBA YouTube internationally	<input checked="" type="checkbox"/> Yes (1) <input type="checkbox"/> No (0)	
Is there a proposed community engagement plan / content? If yes, is there any intent to engage / collaborate with schools, CALD community members, or outreach communities? Expand:		
	<input checked="" type="checkbox"/> Yes (1) <input type="checkbox"/> No (0)	

## Latrobe City Major Events: TAMEAC Assessment Form | Page 4

Calendar/market fit for Latrobe City Calendar of Events		
No conflicting events	Poor	<input type="checkbox"/> 1
	Good	<input checked="" type="checkbox"/> 2
	Excellent	<input type="checkbox"/> 3
Are there other activities/programs included in the proposal that have not been mentioned previously? If so, please provide details:		
None		
Please provide details on any other activities, programs or information and any further information below in regard to this event application		
This event is continuation of community engagement program by Melbourne Boomers that has been successfully running since 2018.		
Grading guide: 0 – 6 = GOOD, 7 – 12 = V GOOD, 13 and above = EXCELLENT		Score 14/20
STRATEGIC GOALS / FOCUS		
Does the event support the following strategic goals:		
Adding to our region's Economic prosperity	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Being complementary to community members and groups	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Increasing the regions image and visibility	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
IDENTIFY KEY ISSUES / BENEFITS		
Issues:	None.	
Benefits:	Broadcast event that promotes Latrobe City as a major events destination	

Latrobe City Major Events: *TAMEAC Assessment Form* | Page 5**RECOMMENDATION**

Taking the above application into consideration, it is recommended to proceed with this proposal.

Recommended funding allocation: \$10,000 cash contribution with in-kind venue hire.

These recommendations align with the **Latrobe City Events & Tourism Strategy 2018–2022**:

**1. Increase Visitation**

Through developing major destination attractions, experiences, and hallmark events. By leveraging events as a catalyst for tourism

growth through a diverse year-round calendar of events.

**2. Increase Length of Stay and Visitor Spend**

By stopping passing through traffic and convert day trippers into overnight stays. Via increased spend through value-adds and the packaging of events and tourism experiences.

**3. Increase Destination Profile**

Through brand development, destination and event marketing and PR. By prioritising digital and social media and collaboration with regional, state, and national partners.

**4. Promote Community Connectiveness**

By encouraging community support. Through participation in events and tourism initiatives.



# TAMEAC Major Events Funding Assessment Form

---

2024 – 2026 Baseball VIC U16 Winter Championships

## Latrobe City Major Events: TAMEAC Assessment Form | Page 2

EVENT ASSESSMENT			
<b>Date proposal received:</b>	31 May 2023		
<b>Application assessed by:</b>	Jess Middlemiss		
EVENT CONTACT DETAILS			
<b>Contact Name:</b>	Kellie Thomas	<b>Email:</b>	competitions@baseballvictoria.com.au
<b>Title/Position:</b>	Operations & Events	<b>Phone:</b>	0487107327
EVENT DETAILS & DELIVERABLES			
<b>Event:</b>	2024 – 2026 Baseball VIC U16 Winter Championships		
<b>Event date:</b>	13 – 14 July 2024 and similar for 2025 and 2026		
<b>Event description:</b> <small>Please provide detailed event description including the who, what, where, when?</small>	The best U16 players from across the State will play over the weekend in Traralgon and Morwell. Round robin competitions with finals.		
<b>Is the event new or existing?</b>	<input type="checkbox"/> New Event <input checked="" type="checkbox"/> Existing Event: How long has your event been running for? 3 years in Latrobe City		
<b>Purpose/Aims/Objectives:</b>	Provide tournament opportunity for youth		
<b>Benefit/Outcomes:</b>	Visitors to Latrobe City, friendships made, baseball played		
EVENT BUDGET			
Please outline your event budget in the income and expenditure tables below, including details of other funding that you have applied for, whether it has been confirmed or not.			
INCOME		EXPENDITURE	
Latrobe City Council	\$5,000	Event Operations	\$13,900
Additional Grants / Sponsorship	\$	Venue Hire	\$
Team Entry / Ticket Sales	\$	Marketing and Promotion	\$1,000
In-kind	\$	Administration	\$1,000
Applicants Contribution	\$	Infrastructure	\$
Other – please specify	\$	Other – please specify	\$
<b>TOTAL</b>	<b>\$5,000</b>	<b>TOTAL</b>	<b>\$15,900</b>

## Latrobe City Major Events: TAMEAC Assessment Form | Page 3

EVENT GRADING		
Estimated economic benefit to Latrobe Valley	ROI	Rating
Projected economic impact: \$175,000 ROI – \$35:\$1	Up to \$10	<input type="checkbox"/> 1
	\$11 – \$19	<input type="checkbox"/> 2
	\$20 +	<input checked="" type="checkbox"/> 3
Event commitment to the region		
1 year only – annual event, agreement is for 1 year	<input type="checkbox"/> 1	
2 years	<input type="checkbox"/> 2	
3 years	<input checked="" type="checkbox"/> 3	
Event budget		
Budget supplied.	Poor	<input type="checkbox"/> 1
	Good	<input checked="" type="checkbox"/> 2
	Excellent	<input type="checkbox"/> 3
Does the event have budget for promotion and marketing opportunities to showcase Latrobe City and beyond? (Please select one)		
None allocated	<input type="checkbox"/> 0	
Latrobe City Only	<input type="checkbox"/> 1	
Gippsland	<input type="checkbox"/> 2	
Intrastate	<input checked="" type="checkbox"/> 3	
Interstate	<input type="checkbox"/> 4	
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.		
Via social media	<input checked="" type="checkbox"/> Yes (1) <input type="checkbox"/> No (0)	
Is there a proposed community engagement plan / content? If yes, is there any intent to engage / collaborate with schools, CALD community members, or outreach communities? Expand:		
Community engagement is only within the baseball community.	<input type="checkbox"/> Yes (1) <input checked="" type="checkbox"/> No (0)	

## Latrobe City Major Events: TAMEAC Assessment Form | Page 4

Calendar/market fit for Latrobe City Calendar of Events		
No conflicting events – July is quiet period for major events.	Poor	<input type="checkbox"/> 1
	Good	<input type="checkbox"/> 2
	Excellent	<input checked="" type="checkbox"/> 3
Are there other activities/programs included in the proposal that have not been mentioned previously? If so, please provide details:		
None		
Please provide details on any other activities, programs or information and any further information below in regard to this event application		
This event has been hosted in Latrobe City for the past 3 years. This event has great participation and support from the local and competing baseball clubs.		
Grading guide: 0 – 6 = GOOD, 7 – 12 = V GOOD, 13 and above = EXCELLENT	Score	15/20
STRATEGIC GOALS / FOCUS		
Does the event support the following strategic goals:		
Adding to our region's economic prosperity	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Being complementary to community members and groups	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Increasing the region's image and visibility	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
IDENTIFY KEY ISSUES / BENEFITS		
Issues:	None	
Benefits:	Good ROI, well supported amongst the baseball community.	

Latrobe City Major Events: *TAMEAC Assessment Form* | Page 5**RECOMMENDATION**

Taking the above application into consideration, it is recommended to proceed with this proposal.

Recommended funding allocation: \$5,000.

This recommendation aligns with the **Latrobe City Events & Tourism Strategy 2018–2022**:

**1. Increase Visitation**

Through developing major destination attractions, experiences, and hallmark events. By leveraging events as a catalyst for tourism

growth through a diverse year-round calendar of events.

**2. Increase Length of Stay and Visitor Spend**

By stopping passing through traffic and convert day trippers into overnight stays. Via increased spend through value-adds and the packaging of events and tourism experiences.

**3. Increase Destination Profile**

Through brand development, destination and event marketing and PR. By prioritising digital and social media and collaboration with regional, state, and national partners.

**4. Promote Community Connectiveness**

By encouraging community support. Through participation in events and tourism initiatives.



## FUNDING FOR THE LATROBE CITY BUSINESS CHAMBER

### PURPOSE

To provide Councillors with an update on the progress of the newly established Latrobe City Business Chamber (LCBC) and information to enable the decision to be made on providing financial support.

### EXECUTIVE SUMMARY

- Council Officers have been assisting representatives from the Traralgon Chamber, Advance Morwell and Moe Traders Group to develop a combined Chamber of Commerce that would provide a unified voice for the business community across the municipality.
- A working group was formed, with representatives from businesses across the municipality to develop the new chamber. A combined chamber was launched in December 2022. The name of the new combined chamber is the Latrobe City Business Chamber (LCBC).
- The newly established LCBC has a vision to be the 'go to' prominent business representative organisation working to support and develop businesses in the region. In their words, 'the LCBC plans to become the premier business networking, support and representation organisation.' The intent is to attract a strong membership base and develop well established networks across all sectors with a fresh new brand and new website.
- As part of the COVID support and recovery package, Latrobe City Council allocated \$69,000 for the establishment and first year of funding for a combined chamber. This intent of this funding is to pay for the salary of a Project /Membership Officer, who will be employed by the LCBC or engaged directly as a contractor. This officer will be tasked with recruiting members, sourcing sponsorship and managing events that will, in turn, assist in building a revenue base for future independence and growth of the organisation.
- A proposed position description for the Project/Membership Officer role is attached (Attachment 1) together with proposed the key performance indicators (Attachment 2). These documents have been prepared and set by the LCBC committee with the aim that the Chamber will be independently financially viable once Council support ceases.

## **OFFICER'S RECOMMENDATION**

### **That Council:**

- 1. Acknowledge the first year milestones and Key Performance Indicators for the Latrobe City Business Chamber at Attachment 2;**
- 2. Acknowledge expenditure of the \$69,000 allocation for the establishment and first year of funding for the Latrobe City Business Chamber; and**
- 3. Request a further report before the end of the 2023/24 financial year on the achievement of milestones and Key Performance Indicators in order to inform a decision on future years funding.**

## BACKGROUND

Since 2020, Council Officers have been working with local chambers and trader groups to establish a combined Chamber of Commerce for Latrobe City.

In December 2021, the Latrobe City Business and Tourism Association (LCBTA) held their AGM. During the meeting the proposal for the new combined chamber was discussed and nominations were sought for inaugural members of a committee/working group to establish a new chamber.

For the 12 months from December 2021 to December 2022, the working group met on a regular basis, to complete the administrative tasks to establish the new chamber and to run several events for the business community. The name of the LCBTA was changed to Latrobe City Business Chamber (LCBC) and the Association structure was absorbed by the LCBC.

On 8 December 2022, the LCBC held their first general meeting, during which the committee was elected for the first 12 months.

The LCBC state the chamber will work with larger organisations, including the Victorian Chamber of Commerce and Industry (VECCI), Latrobe City Council, the Latrobe Valley Authority (LVA) and Regional Development Victoria (RDV) to connect businesses, offer targeted support and help showcase what Latrobe City has to offer.

This new entity aims to become the premier business networking, support and representation organisation. With a strong membership base, well established networks across all sectors with a fresh new brand and new website.

The LCBC have identified that the benefits of a combined municipality wide chamber are:

- a. increased membership as a result of being one body and creating more representation for Latrobe City.
- b. better opportunity to secure major sponsorships, including substantial corporate sponsorships, and high-level industry buy-in.
- c. ability to offer collective buying power such as fuel offers, insurance and the like. These savings can be passed on to members.
- d. improved communications and efficiencies for organisations by dealing with one entity rather than multiple entities.
- e. one dedicated website for Latrobe City businesses.
- f. the ability to offer more beneficial membership packages and extras, such as a complimentary *Essentials Membership Package* with the Victorian Chamber of Commerce & Industry.
- g. the ability to give deals and incentives a higher level of impact due to the wider scope and intended membership base of the entity, such as business referrals to receive membership discounts.

The LCBC will appoint a dedicated Project/Membership Officer to encourage membership, as well as sourcing sponsorship and managing events that will in turn assist in building a revenue base for future self-reliance and growth of the organisation. The funding provided by Council will be used to pay the salary for the project officer and contribute to the costs of some events held by LCBC.

A proposed position description for this role is attached (Attachment 1) together with proposed the key performance indicators (Attachments 2 and 3). These documents have been prepared and set by the LCBC committee with the aim that the Chamber will be independently financially viable once Council support ceases after a two-year period.

Subject to the LCBC meeting all milestones and KPIs in the first year, Council Officers recommend that Latrobe City Council provide funding for a second year to assist the LCBC get established and successfully achieve the proposed outcomes.

## ANALYSIS

As a requirement to request funding from Council, the LCBC were asked to complete three documents, being:

- A Constitution
- Key Performance Indicators
- Position description for Project/Membership Officer

The LCBC used the Model Rules provided by Consumer Affairs Victoria for incorporated associations as the template for their Constitution, which were amended by the LCBC Committee to reflect their objectives (Attachment 4).

To assist the development of a strong relationship and ensure Council's investment in the LCBC is directed to the proposed activities, a monthly meeting will be set between Council Officers and the President of the Chamber. Additionally, payments will be made quarterly rather than a lump sum and subject to successful implementation of the LCBC plan/KPI's, hold committee meetings every month and that the LCBC Committee members work with Council Officers to establish a good working relationship.

If Council supports the funding allocation, an agreement with the LCBC will be prepared and executed.

Should funding not be provided by Council, The LCBC will rely on volunteer members to try and attract new members, which will be a disincentive for the existing members. Its activities and events will be curtailed by a reliance on the existing membership base.

## RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<b>FINANCIAL</b> Council funding not used for agreed activities	<b>Medium</b> <i>Possible x Moderate</i>	<ul style="list-style-type: none"><li>• Clear KPI's in funding agreement</li><li>• Monthly meetings</li><li>• Quarterly payments</li></ul>
<b>STRATEGIC</b> LCBC making negative comments about Council publicly	<b>Medium</b> <i>Unlikely x Moderate</i>	Clear boundaries set out in funding agreement

## CONSULTATION

There has been ongoing engagement between the original trader groups and Council Officers to establish the Latrobe City Business Chamber. Officers have attended fortnightly meeting and events of the Latrobe City Business Chamber, to represent Council.

## COMMUNICATION

An agreed public announcement will be prepared with the LCBC and released through media outlets and platforms

## DECLARATIONS OF INTEREST

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

## APPENDIX 1 IMPACT ASSESSMENT

### **Social**

No known social impacts

### **Cultural**

No known cultural impacts

### **Health**

No known health impacts

### **Environmental**

No known environmental impacts

### **Economic**

The Latrobe City Business Chamber aims to bring together local businesses and industry groups to create more opportunities for collaboration, advocacy and innovation throughout the region, with the goal of strengthening the voice of the local business community.

If the LCBC is successful in achieving this objective, it will help strengthen and support local businesses.

### **Financial**

There is an existing budget allocation for \$69,000, which will be sufficient for the first year finding.

If there is support for a second year of funding, an additional allocation of \$69,000 will be required in the 2024/25 budget

### **Attachments**

1. Position Description for LCBC Project Officer
2. KPI - Latrobe City Business Chamber 1 year
3. KPI - Latrobe City Business Chamber 2 year
4. LCBC Constitution

## 8.6

### Funding for the Latrobe City Business Chamber

1	Position Description for LCBC Project Officer.....	306
2	KPI - Latrobe City Business Chamber 1 year .....	310
3	KPI - Latrobe City Business Chamber 2 year .....	311
4	LCBC Constitution.....	312



<b>POSITION TITLE</b>	Stakeholder Project Officer (Contractor)
<b>REPORTS TO</b>	Latrobe City Business Chamber President and Committee
<b>LCBC PURPOSE</b>	<p>The purposes of the LCBC are:</p> <ul style="list-style-type: none"> <li>• To advocate and represent our members or businesses within Latrobe City region at Local, State and Federal Government level through sustainable practices, advocacy and representation of our members, collaboration, and stakeholder engagement with the business and wider community, grow membership all within a contemporary robust governance framework.</li> <li>• To manage its human and financial capital to meet current needs while ensuring that adequate resources are available for future needs.</li> <li>• To provide a a-political unified voice on behalf of Members to local, state, and national governments.</li> <li>• To encourage collaboration and stakeholder engagement within the business community of the Latrobe City.</li> <li>• To build, support and maintain a sustainable membership base of businesses and key stakeholders within Latrobe City.</li> <li>• To develop a system of standard management practices within a contemporary and robust governance framework that acts to support a structure to properly implement management and compliance processes to suit the needs of the organisation.</li> </ul>
<b>OBJECTIVES OF THE ROLE</b>	<ol style="list-style-type: none"> <li>1. Act as the first point of contact in all matters relating to LCBC.</li> <li>2. Build and maintain membership across the Latrobe City business community.</li> <li>3. Maintain accurate membership records.</li> <li>4. Build and strengthen key stakeholder relationships to achieve long-term partnerships that ensures maintained engaged with the LCBC.</li> <li>5. Deliver objectives stated in the LCBC Strategic Marketing Plan to ensure KPI's are achieved.</li> <li>6. Attract, develop &amp; arrange key networking and training events for the LCBC membership.</li> <li>7. Create new business engagement leads through networking, marketing, and establishing strong professional relationships.</li> <li>8. Oversee successful delivery of the Annual People's Choice Awards</li> </ol>
<b>DAILY &amp; WEEKLY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Respond to general enquiries in a timely manner.</li> <li>• Respond to member enquiries or requests addressing their needs in an urgent and professional manner.</li> <li>• Generate and present monthly (or as requested) progress reports to the LCBC Committee.</li> <li>• Create and deliver engagement events including networking events, stakeholder events, training, and other marketing initiative.</li> <li>• Identify upsell, cross-sell, and renewal opportunities to grow LCBC membership.</li> <li>• Stay up to date with Latrobe City business opportunities and challenges, ensuring the LCBC is well briefed.</li> <li>• Lead the LCBC social media engagement strategies</li> </ul>



<b>ORGANSIATIONAL RELATIONSHIPS</b>	<p><b>Internal Relationships</b> – President of the LCBC, LCBC Committee &amp; Membership</p> <p><b>External Relationships</b> – All levels of government and greater Latrobe City community stakeholders</p>
<b>KEY SELECTION CRITERIA</b>	<ul style="list-style-type: none"> <li>• Demonstrated highly developed interpersonal, verbal, and written communication skills and the proven ability to liaise effectively with a diverse range of individuals.</li> <li>• Demonstrated experience in managing projects, events, and broader community stakeholder engagement.</li> <li>• Demonstrated ability to work calmly in a high-pressure situation and prioritise tasks without direct supervision.</li> <li>• Ability to use judgement, act independently and take initiative with broad direction, yet work effectively as part of a team of volunteers.</li> <li>• Proven experience in working within a strong sales KPI role.</li> <li>• Demonstrated high level of computer literacy including Microsoft office, Social Media Platforms and Websites</li> </ul>
<b>RELATED EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience in a similar role</li> <li>• Experience in Community Services</li> <li>• Sales Management / Account Management experience</li> </ul>
<b>REMUNERATION</b>	<p>You would be expected to work 20 hours per week.</p> <p><b>Hourly Contractor Rate:</b></p> <p>To Be Negotiated including Superannuation Mobile phone and laptop for business purposes</p> <p>As a contractor, you will be required to have the following:</p> <ul style="list-style-type: none"> <li>• ABN or ACN</li> <li>• Public Liability Insurance</li> <li>• Workcover Insurance</li> <li>• Valid Driver's Licence</li> <li>• National Police Check and Working with Childrens Check</li> </ul> <p>This will be a 24-month fixed employment contract with an initial six-month probation period.</p> <p>This will initially be a work from home position, but you may be required to work from an office (if/when) the LCBC gains a premises</p>
Employee Name:	Presidents Name:
Employee's Signature:	President's Signature:
Date:	Date:

**Performance Achievements**

<b>No</b>	<b>Achievement Guide</b>	<b>Assessment Period</b>	<b>Performance Successes</b>
1.	Office Administration	6-months	<ol style="list-style-type: none"> <li>1. Ensure that all assigned day to day tasks is coordinated and conducted effectively within the expected time frame.</li> <li>2. Ensure the smooth running of the office, including responding to a range of new and existing membership enquiries, booking appointments, liaising with committee, communicating with new and existing range of members and assisting on varied LCBC initiatives.</li> </ol>
2.	Finance Administration	6-months	<ol style="list-style-type: none"> <li>1. Ensure to complete a range of financial processes including quotes, invoices, and payroll through to basic financial reporting.</li> <li>2. Work with the LCBC Treasurer to complete event/project/strategy initiatives are budgeted and reconciled; supplier, membership and contractor set up and general data entry.</li> </ol>
3.	LCBC Membership	6-months	<ol style="list-style-type: none"> <li>1. Identity and grow LCBC membership across all levels offered.</li> <li>2. Develop and maintain membership database.</li> <li>3. Oversee membership renewal process, including exit surveys.</li> <li>4. Develop membership surveys to gauge members views on relevant topics effecting the area &amp; industry.</li> </ol>
4.	Managing Databases	6-months	<ol style="list-style-type: none"> <li>5. Ensure all documents and data relating to various activities within LCBC are managed efficiently and recorded within a timely manner.</li> <li>6. Review and oversee that all documentation is detailed, clear and with accuracy at all times.</li> <li>7. Ensure that all files are audited on a regular basis to ensure high accuracy being maintained with minimal errors.</li> </ol>
5.	Communication Skills	6-months	<ol style="list-style-type: none"> <li>1. Communicate ideas on complex and sensitive issues clearly in writing, selecting language, tone, and format to suit target recipients.</li> <li>2. Speaks in a clear succinct manner and tailor's language to suit target audience.</li> <li>3. Achieves agreement in ways which enable achievement of common goals and retention of goodwill.</li> <li>4. Oversee social media pages and provide regular updates regarding LCBC activities, events and new relating to Latrobe City business community.</li> </ol>
6.	Interpersonal Skills	6-months	<ol style="list-style-type: none"> <li>1. Builds rapport with a wide range of interest groups, with differing agendas and values, developing and maintaining good working relationships for the longer term.</li> <li>2. Builds and maintains a strong network of internal and external contacts which will facilitate achieving objectives and getting things done.</li> </ol>

			3. Demonstrates a high level of awareness of cultural issues. Recognises and accommodates cultural differences to put others at ease in business and social interactions.
7.	Project Delivery	6-months	<ol style="list-style-type: none"><li>1. Oversee the development and delivery of LCBC strategic initiatives/projects that result in increased membership engagement.</li><li>2. Work with Executive Committee to identify opportunities for improvement, develop scope of works, act as delivery lead and present post event overview briefing to Executive Committee.</li><li>3. Lead the delivery of the People's Choice Awards within budget including securing a principal sponsor or contractor</li></ol>



### Latrobe City Business Chamber - Key Performance Indicators

Key Performance Indicator	Financial 2023 / 2024	Financial 2024 / 2025	Financial 2025 / 2026
<b>Membership</b>	55 total <ul style="list-style-type: none"> <li>• 15 Silver</li> <li>• 40 Bronze</li> </ul>	82 total <ul style="list-style-type: none"> <li>• 2 Gold</li> <li>• 20 Silver</li> <li>• 60 Bronze</li> </ul>	100 total <ul style="list-style-type: none"> <li>• 4 Gold</li> <li>• 26 Silver</li> <li>• 70 Bronze</li> </ul>
<b>Partnerships</b>	<ul style="list-style-type: none"> <li>• Build relationships with major employers within Latrobe City.</li> <li>• Develop relationships with Media partners for promotion.</li> <li>• Build relationships with community partners.</li> <li>• Develop relationships with Key stakeholders including Government and wider business groups.</li> <li>• Run and organise events.</li> </ul>	<ul style="list-style-type: none"> <li>• Further develop all relationships.</li> <li>• Provide training options.</li> <li>• Run and organise events.</li> </ul>	<ul style="list-style-type: none"> <li>• Further develop all relationships.</li> <li>• Provide new training options.</li> <li>• Run and organise events.</li> </ul>
<b>Events</b>	5	10	12
<b>Training</b>	0	2	4
<b>Business Support</b>	\$69,000	\$15,000	\$15,000
<b>Total Revenue</b>	<b>\$82,200</b>	<b>\$35,900</b>	<b>\$42,390</b>

Membership	Relationships	Events	Training	Business Support
<ul style="list-style-type: none"> <li>• Bronze \$165.00</li> <li>• Silver \$440.00</li> <li>• Gold \$1100.00</li> <li>• Platinum \$5500.00</li> </ul> <p>See membership levels document for an understanding of the benefits in joining the LCBC</p>	<ul style="list-style-type: none"> <li>• Members</li> <li>• Media</li> <li>• Latrobe City Council</li> <li>• Victorian Chamber of Commerce</li> <li>• Victorian Government</li> <li>• Federal Government</li> <li>• Business Councils</li> <li>• Community Associations</li> <li>• Training Providers</li> </ul>	<ul style="list-style-type: none"> <li>• Breakfast events</li> <li>• Networking events</li> <li>• Industry specific events</li> <li>• Thought leadership events.</li> <li>• Collaborative events</li> <li>• Community events</li> <li>• Business presentations</li> <li>• Awards presentations</li> </ul>	<ul style="list-style-type: none"> <li>• Event training sessions</li> <li>• Specific industry sessions</li> <li>• Specific skills sessions</li> <li>• In conjunction with industry</li> <li>• In conjunction with Government</li> </ul>	<ul style="list-style-type: none"> <li>• Latrobe City Funding for Project Officer first financial year.</li> <li>• Government funding</li> <li>• Government support</li> <li>• Industry support</li> <li>• Community support</li> <li>• Media support</li> <li>• In kind business support</li> </ul>



### Latrobe City Business Chamber - Key Performance Indicators

Key Performance Indicator	Financial 2023 / 2024	Financial 2024 / 2025	Financial 2025 / 2026
<b>Membership</b>	55 total <ul style="list-style-type: none"> <li>15 Silver</li> <li>40 Bronze</li> </ul>	96 total <ul style="list-style-type: none"> <li>1 platinum</li> <li>5 Gold</li> <li>20 Silver</li> <li>70 Bronze</li> </ul>	143 total <ul style="list-style-type: none"> <li>3 platinum</li> <li>10 Gold</li> <li>30 Silver</li> <li>100 Bronze</li> </ul>
<b>Partnerships</b>	<ul style="list-style-type: none"> <li>Build relationships with major employers within Latrobe City.</li> <li>Develop relationships with Media partners for promotion.</li> <li>Build relationships with community partners.</li> <li>Develop relationships with Key stakeholders including Government and wider business groups.</li> <li>Run and organise events.</li> </ul>	<ul style="list-style-type: none"> <li>Further develop all relationships.</li> <li>Provide training options.</li> <li>Run and organise events.</li> </ul>	<ul style="list-style-type: none"> <li>Further develop all relationships.</li> <li>Provide new training options.</li> <li>Run and organise events.</li> </ul>
<b>Events</b>	5	15	20
<b>Training</b>	0	4	6
<b>Business Support</b>	\$69,000	\$69,000	\$15,000
<b>Total Revenue</b>	<b>\$82,200</b>	<b>\$100,350</b>	<b>\$72,200</b>

Membership	Relationships	Events	Training	Business Support
<ul style="list-style-type: none"> <li>Bronze \$165.00</li> <li>Silver \$440.00</li> <li>Gold \$1100.00</li> <li>Platinum \$5500.00</li> </ul> <p>See membership levels document for an understanding of the benefits in joining the LCBC</p>	<ul style="list-style-type: none"> <li>Members</li> <li>Media</li> <li>Latrobe City Council</li> <li>Victorian Chamber of Commerce</li> <li>Victorian Government</li> <li>Federal Government</li> <li>Business Councils</li> <li>Community Associations</li> <li>Training Providers</li> </ul>	<ul style="list-style-type: none"> <li>Breakfast events</li> <li>Networking events</li> <li>Industry specific events</li> <li>Thought leadership events.</li> <li>Collaborative events</li> <li>Community events</li> <li>Business presentations</li> <li>Awards presentations</li> </ul>	<ul style="list-style-type: none"> <li>Event training sessions</li> <li>Specific industry sessions</li> <li>Specific skills sessions</li> <li>In conjunction with industry</li> <li>In conjunction with Government</li> </ul>	<ul style="list-style-type: none"> <li>Latrobe City Funding for Project Officer first 2 financial years.</li> <li>Government funding</li> <li>Government support</li> <li>Industry support</li> <li>Community support</li> <li>Media support</li> <li>In kind business support</li> </ul>

**CONSUMER AFFAIRS VICTORIA**  
**Associations Incorporation Reform Act 2012**

**RULES**  
**for an**  
**INCORPORATED ASSOCIATION**

**Associations Incorporation Reform Regulations 2012**

**Part 3**

**Table of Contents**

RULES FOR AN INCORPORATED ASSOCIATION .....	4
PART 1—PRELIMINARY .....	4
(1) Name .....	4
(2) Purposes .....	4
(3) Financial year .....	5
(4) Definitions .....	5
PART 2—POWERS OF ASSOCIATION .....	6
(5) Powers of Association .....	6
(6) Not for profit organisation .....	7
PART 3—MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES .....	7
DIVISION 1—MEMBERSHIP .....	7
(7) Minimum number of members .....	7
(8) Who is eligible to be a member .....	7
(9) Application for membership .....	8
(10) Consideration of application .....	8
(11) New membership .....	8
(12) Annual subscription and fee on joining .....	9
(13) General rights of members .....	10
(14) Rights not transferable .....	10
(15) Ceasing membership .....	10
(16) Resigning as a member .....	10
(17) Register of members .....	10
DIVISION 2—DISCIPLINARY ACTION .....	11
(18) Grounds for taking disciplinary action .....	11
(19) Disciplinary subcommittee .....	11
(20) Notice to member .....	11
(21) Decision of subcommittee .....	12
(22) Appeal rights .....	12
(23) Conduct of disciplinary appeal meeting .....	13

DIVISION 3—GRIEVANCE PROCEDURE .....	13
(24) Application.....	13
(25) Parties must attempt to resolve the dispute .....	14
(26) Appointment of mediator .....	14
(27) Mediation process .....	14
(28) Failure to resolve dispute by mediation .....	15
PART 4—GENERAL MEETINGS OF THE ASSOCIATION .....	15
(29) Annual general meetings .....	15
(30) Special general meetings.....	15
(31) Special general meeting held at request of members.....	16
(32) Notice of general meetings .....	16
(33) Proxies .....	17
(34) Use of technology .....	17
(35) Quorum at general meetings .....	17
(36) Adjournment of general meeting.....	18
(37) Voting at general meeting.....	18
(38) Special resolutions .....	19
(39) Determining whether resolution carried.....	19
(40) Minutes of general meeting .....	20
PART 5—COMMITTEE.....	20
DIVISION 1—GENERAL.....	20
(41) Definitions .....	20
DIVISION 2—POWERS OF COMMITTEE .....	20
(42) Role and powers .....	20
(43) Delegation.....	21
DIVISION 3—COMPOSITION OF COMMITTEE AND DUTIES OF MEMBERS.....	21
(44) Composition of Committee .....	21
(45) General Duties .....	21
(46) President and Vice-President .....	22
(47) Secretary.....	22
(48) Treasurer .....	23
DIVISION 4—ELECTION OF COMMITTEE MEMBERS AND TENURE OF OFFICE .....	23
(49) Who is eligible to be a Committee member .....	23
(50) Positions to be declared vacant .....	23
(51) Nominations .....	24
(52) Election of President etc. ....	24
(53) Election of ordinary members .....	25
(54) Ballot .....	25
(55) Term of office.....	26
(56) Vacation of office .....	26
(57) Filling casual vacancies.....	27
DIVISION 5—MEETINGS OF COMMITTEE .....	27
(58) Meetings of Committee .....	27
(59) Notice of meetings.....	27

(60)	Urgent meetings .....	28
(61)	Procedure and order of business.....	28
(62)	Use of technology .....	28
(63)	Quorum .....	28
(64)	Voting .....	29
(65)	Conflict of interest .....	29
(66)	Minutes of meeting.....	29
(67)	Leave of absence.....	30
PART 6—FINANCIAL MATTERS.....		30
(68)	Source of funds .....	30
(69)	Management of funds.....	30
(70)	Financial records .....	30
(71)	Financial statements .....	31
PART 7—GENERAL MATTERS.....		31
(72)	Common seal .....	31
(73)	Registered address.....	31
(74)	Notice requirements .....	32
(75)	Custody and inspection of books and records .....	32
(76)	Winding up and cancellation.....	33
(77)	Alteration of Rules .....	33



## Rules for an Incorporated Association

**Note:** The persons who from time to time are members of the Association are an incorporated association by the name given in rule 1 of these Rules. Under section 46 of the **Associations Incorporation Reform Act 2012**, these Rules are taken to constitute the terms of a contract between the Association and its members.

### PART 1—PRELIMINARY

#### (1) Name

The name of the incorporated association is "**Latrobe City Business Chamber Inc**". Registration Number A0117396Q. ABN 45 579 581 649.

**Note:** Under section 23 of the Act, the name of the association and its registration number must appear on all its business documents.

#### (2) Purposes – the purpose document to be reviewed annually.

##### (a) Advocacy

- (i) to provide unified representation for trade, commerce and industry interests in Latrobe City that is reflective of the diverse range of businesses and of all areas within the region.
- (ii) to advocate on issues of concern for members (individually and collectively) and the business community at a local, State and National level.
- (iii) to discuss and deal with any subjects affecting trade, commerce, and industry in Latrobe City.
- (iv) to assist or aid any charitable, educational, or public purpose.

##### (b) Representation

- (i) to build a strong and vibrant membership base from all sectors of business within Latrobe City.
- (ii) to bring together businesses within Latrobe City to create a collaborative effort in growing and developing the region.
- (iii) to unleash business power through diversity by helping to create an environment of inclusion and empowerment and fostering a sense of belonging.
- (iv) to represent the view of local business clearly and effectively in Latrobe City to the general community.
- (v) to carry out or participate in such activities generally as the Association deems fit for the encouragement of trade, commerce, and industry in Latrobe City.

(c) Engagement

- (i) to facilitate opportunities for members to connect, share knowledge and expertise, and develop mutually beneficial relationships.
- (ii) to establish and maintain relations with such organisations as the Association may deem fit to assist in further attainment of the purposes set out in this Rule.
- (iii) embrace and fully support community efforts to improve all parts of Latrobe City
- (iv) to promote public discussion of issues relating to trade, commerce, and industry.

(d) Governance

- (i) to promote and advance in a non-politically aligned manner trade, commerce, and industry interests in the Latrobe City region.
- (ii) to do all such lawful functions, matters and things incidental to and in furtherance of achieving the purposes set out in this Rule.
- (iii) To manage its human and financial capital to meet current needs while ensuring that adequate resources are available for future needs.
- (iv) To embrace technology in ways which are beneficial to the organisation but are also educational and useful to the member base and stakeholders.

**(3) Financial year**

The financial year of the Association is each period of 12 months ending on 31<sup>st</sup> December.

**(4) Definitions**

In these Rules—

***absolute majority***, of the Committee, means a majority of the committee members currently holding office and entitled to vote at the time (as distinct from a majority of committee members present at a committee meeting).

***Chairperson***, of a general meeting or committee meeting, means the person chairing the meeting as required under rule 46.

***Committee*** means the Committee having management of the business of the Association.

***committee meeting*** means a meeting of the Committee held in accordance with these Rules.

**committee member** means a member of the Committee elected or appointed under Division 4 of Part 5.

**disciplinary appeal meeting** means a meeting of the members of the Association convened under rule 22(c).

**disciplinary meeting** means a meeting of the Committee convened for the purposes of rule 21;

**disciplinary subcommittee** means the subcommittee appointed under rule 19;

**financial year** means the 12-month period specified in rule 3.

**general meeting** means a general meeting of the members of the Association convened in accordance with Part 4 and includes an annual general meeting, a special general meeting, and a disciplinary appeal meeting.

**person** means a natural person who may be nominated to represent a business.

**member** means a member of the Association.

**member entitled to vote** means a member who under rule 13(b) is entitled to vote at a general meeting.

**special resolution** means a resolution that requires not less than three-quarters of the members voting at a general meeting, whether in person or by proxy, to vote in favour of the resolution.

**the Act** means the **Associations Incorporation Reform Act 2012** and includes any regulations made under that Act.

**the Registrar** means the Registrar of Incorporated Associations.

## **PART 2—POWERS OF ASSOCIATION**

### **(5) Powers of Association**

- (a) Subject to the Act, the Association has power to do all things incidental or conducive to achieve its purposes.
- (b) Without limiting subrule (1), the Association may—
  - (i) acquire, hold, and dispose of real or personal property.
  - (ii) open and operate accounts with financial institutions.
  - (iii) invest its money in any security in which trust monies may lawfully be invested.
  - (iv) raise and borrow money on any terms and in any manner as it thinks fit.
  - (v) secure the repayment of money raised or borrowed, or the payment of a debt or liability.

- (vi) appoint agents to transact business on its behalf.
- (vii) enter into any other contract it considers necessary or desirable.
- (c) The Association may only exercise its powers and use its income and assets (including any surplus) for its purposes.

**(6) Not for profit organisation**

- (a) The Association must not distribute any surplus, income, or assets directly or indirectly to its members.
- (b) Subrule (1) does not prevent the Association from paying a member—
  - (i) reimbursement for expenses properly incurred by the member; or
  - (ii) for goods or services provided by the member—

If this is done in good faith on terms no more favourable than if the member was not a member.

**Note:** Section 33 of the Act provides that an incorporated association must not secure pecuniary profit for its members. Section 4 of the Act sets out in more detail the circumstances under which an incorporated association is not taken to secure pecuniary profit for its members.

## **PART 3—MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES**

### **Division 1—Membership**

**(7) Minimum number of members**

The Association must have at least 8 members.

**(8) Who is eligible to be a member?**

- (a) The following persons are eligible for membership of the Association:
  - (i) the nominal representative of any business that operates within the Latrobe City municipality and any other member that the committee deems acceptable.
- (b) Member businesses may be individuals (sole trader), companies, partnerships, firms and any other legal entity.
- (c) Nominated business representatives must be at least 18 years of age.
- (d) Member businesses:
  - (i) must appoint a person, being a partner, director, or employee of the member to represent that member in all matters concerning the Association involving the presence in person of a member or requiring the exercise of a vote under the Rules or otherwise (the member).

- (ii) may revoke any such appointment and appoint another partner, director, or employee as member representative by notice in writing to the Secretary.
  - (iii) will be bound by its representative appointed under this clause in all matters concerning the Association and its activities.
- (e) A representative appointed under subrule (4) is eligible to be nominated to the Committee.

**(9) Application for membership**

- (a) To apply to become a member of the Association, a business must submit a written application to a committee member stating that the nominated representative —
  - (i) wishes to become a member of the Association; and
  - (ii) supports the purposes of the Association; and
  - (iii) agrees to comply with these Rules.
- (b) The application—
  - (i) must be signed by the applicant; and
  - (ii) may be accompanied by the joining fee.

**Note:** The joining fee is the fee (if any) determined by the Association under rule 12(3).

**(10) Consideration of application**

- (a) As soon as practicable after an application for membership is received, the Committee must decide by resolution whether to accept or reject the application.
- (b) The Committee must notify the applicant in writing of its decision as soon as practicable after the decision is made.
- (c) If the Committee rejects the application, it must return any money accompanying the application to the applicant.
- (d) No reason need be given for the rejection of an application.

**(11) New membership**

- (a) If an application for membership is approved by the Committee—
  - (i) the resolution to accept the membership must be recorded in the minutes of the committee meeting; and
  - (ii) the Secretary must, as soon as practicable, enter the name and address of the new member, and the date of becoming a member, in the register of members.

- (b) A business representative becomes a member of the Association and, subject to rule 13(2), is entitled to exercise his or her rights of membership from the date, whichever is the later, on which—
  - (i) the Committee approves the business representative's membership; or
  - (ii) the business pays the joining fee.

**(12) Annual subscription and fee on joining.**

- (a) At each annual general meeting, the Association must determine—
  - (i) the amount of the annual subscription (if any) for the following financial year; and
  - (ii) the date for payment of the annual subscription.
- (b) The Association may determine that any new member who joins after the start of a financial year must, for that financial year, pay a fee equal to—
  - (i) the full annual subscription; or
  - (ii) a pro rata annual subscription based on the remaining part of the financial year; or
  - (iii) a fixed amount determined from time to time by the Association.
- (c) The rights of a member (including the right to vote) who has not paid the annual subscription by the due date are suspended until the subscription is paid.
- (d) The Association shall have the ability to determine whether to adopt different levels of membership (such as Platinum, Gold, Silver etc) based on such criteria as the Association shall deem appropriate, in order to accommodate the needs of the Association.
- (e) The association may at its discretion recognise Corporate partners and Media partners.
  - (i) Corporate and Media partners do not have voting or other membership rights unless Association membership is applied for as above.
  - (ii) Corporate partners provide financial support to the Association, for specific or general purposes.
  - (iii) Media partners provide marketing & promotional support to the Association and are offered exclusive or initial information as appropriate.

**(13) General rights of members**

- (a) A member of the Association who is entitled to vote has the right—
  - (i) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and
  - (ii) to submit items of business for consideration at a general meeting; and
  - (iii) to attend and be heard at general meetings; and
  - (iv) to vote at a general meeting; and
  - (v) to have access to the minutes of general meetings and other documents of the Association as provided under rule 75; and
  - (vi) to inspect the register of members.
- (b) A member is entitled to vote if—
  - (i) more than 10 business days have passed since he or she became a member of the Association: and
  - (ii) the member's membership rights are not suspended for any reason.

**(14) Rights not transferable**

The rights of a member are not transferable and end when membership ceases.

**(15) Ceasing membership**

- (a) The membership of a business ceases on resignation, expulsion or non-renewal of membership or, should the business cease to operate.
- (b) If a business ceases to be a member of the Association, the Secretary must, as soon as practicable, enter the date the business ceased to be a member in the register of members.

**(16) Resigning as a member**

- (a) A member may resign by notice in writing given to the Association.

**Note:** Rule 74(3) sets out how notice may be given to the association. It includes by post or by handing the notice to a member of the committee.

- (b) A member is taken to have resigned if—
  - (i) the member's annual subscription is more than 12 months in arrears; or

**(17) Register of members**

- (a) The Secretary must keep and maintain a register of members that includes—

- (i) for each current member—
    - the details of the business
    - the nominated representative's name and contact details.
    - the address for notice last given by the business.
    - the date of becoming a member
    - any other information determined by the Committee: and
  - (ii) for each former member, the date of ceasing to be a member.
- (b) Any member may, at a reasonable time and free of charge, inspect the register of members.

**Note:** Under section 59 of the Act, access to the personal information of a person recorded in the register of members may be restricted in certain circumstances. Section 58 of the Act provides that it is an offence to make improper use of information about a person obtained from the Register of Members.

## **Division 2—Disciplinary action**

### **(18) Grounds for taking disciplinary action.**

- (a) The Association may take disciplinary action against a member in accordance with this Division if it is determined that the member—
- (i) has failed to comply with these Rules; or
  - (ii) refuses to support the purposes of the Association; or
  - (iii) has engaged in conduct prejudicial to the Association.

### **(19) Disciplinary subcommittee**

- (a) If the Committee is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Committee must appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the member.
- (b) The members of the disciplinary subcommittee—
- (i) may be Committee members, members of the Association or anyone else; but
  - (ii) must not be biased against, or in favour of, the member concerned.

### **(20) Notice to member.**

- (a) Before disciplinary action is taken against a member, the Secretary must give written notice to the member—
- (i) stating that the Association proposes to take disciplinary action against the member; and



- (ii) stating the grounds for the proposed disciplinary action; and
  - (iii) specifying the date, place, and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the ***disciplinary meeting***); and
  - (iv) advising the member that he or she may do one or both of the following—
    - attend the disciplinary meeting and address the disciplinary subcommittee at that meeting.
    - give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
  - (v) setting out the member's appeal rights under rule 22.
- (b) The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

**(21) Decision of subcommittee**

- (a) At the disciplinary meeting, the disciplinary subcommittee must—
- (i) give the member an opportunity to be heard; and
  - (ii) consider any written statement submitted by the member.
- (b) After complying with subrule (a), the disciplinary subcommittee may—
- (i) take no further action against the member; or
  - (ii) subject to subrule (d)—
    - reprimand the member; or
    - suspend the membership rights of the member for a specified period; or
    - expel the member from the Association.
- (c) The disciplinary subcommittee may not fine the member.
- (d) The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed.

**(22) Appeal rights**

- (a) A person whose membership rights have been suspended or who has been expelled from the Association under rule 21 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.
- (b) The notice must be in writing and given—
- (i) to the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or
  - (ii) to the Secretary not later than 48 hours after the vote.

- (c) If a person has given notice under subrule (b), a disciplinary appeal meeting must be convened by the Committee as soon as practicable, but in any event not later than 21 days, after the notice is received.
- (d) Notice of the disciplinary appeal meeting must be given to each member of the Association who is entitled to vote as soon as practicable and must—
  - (i) specify the date, time, and place of the meeting; and
  - (ii) state—
    - the name of the person against whom the disciplinary action has been taken; and
    - the grounds for taking that action; and
    - that at the disciplinary appeal meeting the members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

**(23) Conduct of disciplinary appeal meeting**

- (a) At a disciplinary appeal meeting—
  - (i) no business other than the question of the appeal may be conducted; and
  - (ii) the Committee must state the grounds for suspending or expelling the member and the reasons for taking that action; and
  - (iii) the person whose membership has been suspended or who has been expelled must be given an opportunity to be heard.
- (b) After complying with subrule (1), the members present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
- (c) A member may not vote by proxy at the meeting.
- (d) The decision is upheld if not less than three quarters of the members voting at the meeting vote in favour of the decision.

### **Division 3—Grievance procedure**

**(24) Application**

- (a) The grievance procedure set out in this Division applies to disputes under these Rules between—
  - (i) a member and another member.
  - (ii) a member and the Committee.
  - (iii) a member and the Association.

- (b) A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

**(25) Parties must attempt to resolve the dispute.**

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.

**(26) Appointment of mediator**

- (a) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 25, the parties must within 10 days—
  - (i) notify the Committee of the dispute; and
  - (ii) agree to or request the appointment of a mediator; and
  - (iii) attempt in good faith to settle the dispute by mediation.
- (b) The mediator must be—
  - (i) a person chosen by agreement between the parties; or
  - (ii) in the absence of agreement—
    - if the dispute is between a member and another member—a person appointed by the Committee; or
    - if the dispute is between a member and the Committee or the Association—a person appointed or employed by the Dispute Settlement Centre of Victoria.
- (c) A mediator appointed by the Committee must be completely independent from the LCBC and must not be a person who—
  - (i) has a personal interest in the dispute; or
  - (ii) is biased in favour of or against any party.

**(27) Mediation process**

- (a) The mediator to the dispute, in conducting the mediation, must—
  - (i) give each party every opportunity to be heard; and
  - (ii) allow due consideration by all parties of any written statement submitted by any party; and
  - (iii) ensure that natural justice is accorded to the parties throughout the mediation process.
- (b) The mediator must not determine the dispute.

**(28) Failure to resolve dispute by mediation.**

If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

**PART 4—GENERAL MEETINGS OF THE ASSOCIATION****(29) Annual general meetings**

- (a) The Committee must convene an annual general meeting of the Association to be held within 5 months after the end of each financial year.
- (b) Despite subrule (a), the Association may hold its first annual general meeting at any time within 18 months after its incorporation.
- (c) The Committee may determine the date, time, and place of the annual general meeting.
- (d) The ordinary business of the annual general meeting is as follows—
  - (i) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then.
  - (ii) to receive and consider—
    - the annual report of the Committee on the activities of the Association during the preceding financial year; and
    - the financial statements of the Association for the preceding financial year submitted by the Committee in accordance with Part 7 of the Act.
  - (iii) to elect the members of the Committee.
  - (iv) to confirm or vary the amounts (if any) of the annual subscription and joining fee.
- (e) The annual general meeting may also conduct any other business of which notice has been given in accordance with these Rules.

**(30) Special general meetings**

- (a) Any general meeting of the Association, other than an annual general meeting or a disciplinary appeal meeting, is a special general meeting.
- (b) The Committee may convene a special general meeting whenever it thinks fit.
- (c) No business other than that set out in the notice under rule 33 may be conducted at the meeting.

**Note:** General business may be considered at the meeting if it is included as an item for consideration in the notice under rule 33 and the majority of members at the meeting agree.

**(31) Special general meeting held at request of members.**

- (a) The Committee must convene a special general meeting if a request to do so is made in accordance with subrule (b) by at least 10% of the total number of members.
- (b) A request for a special general meeting must—
  - (i) be in writing; and
  - (ii) state the business to be considered at the meeting and any resolutions to be proposed; and
  - (iii) include the names and signatures of the members requesting the meeting; and
  - (iv) be given to the Secretary.
- (c) If the Committee does not convene a special general meeting within one month after the date on which the request is made, the members making the request (or any of them) may convene the special general meeting.
- (d) A special general meeting convened by members under subrule (c)—
  - (i) must be held within 3 months after the date on which the original request was made; and
  - (ii) may only consider the business stated in that request.
- (e) The Association must reimburse all reasonable expenses incurred by the members convening a special general meeting under subrule (c).

**(32) Notice of general meetings**

- (a) The Secretary (or, in the case of a special general meeting convened under rule 31(c), the members convening the meeting) must give to each member of the Association—
  - (i) at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
  - (ii) at least 14 days' notice of a general meeting in any other case.
- (b) The notice must—
  - (i) specify the date, time, and place of the meeting; and
  - (ii) indicate the general nature of each item of business to be considered at the meeting; and
  - (iii) if a special resolution is to be proposed—
    - state in full the proposed resolution; and
    - state the intention to propose the resolution as a special resolution; and
  - (iv) comply with rule 33(e).
- (3) This rule does not apply to a disciplinary appeal meeting.

**Note:** Rule 22(4) sets out the requirements for notice of a disciplinary appeal meeting.

**(33) Proxies**

- (a) A member may appoint another member as his or her proxy to vote and speak on his or her behalf at a general meeting other than at a disciplinary appeal meeting.
- (b) The appointment of a proxy must be in writing and signed by the member making the appointment.
- (c) The member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf, otherwise the proxy may vote on behalf of the member in any matter as he or she sees fit.
- (d) If the Committee has approved a form for the appointment of a proxy, the member may use any other form that clearly identifies the person appointed as the member's proxy and that has been signed by the member.
- (e) Notice of a general meeting given to a member under rule 32 must—
  - (i) state that the member may appoint another member as a proxy for the meeting; and
  - (ii) include a copy of any form that the Committee has approved for the appointment of a proxy.
- (f) A form appointing a proxy must be given to the Chairperson of the meeting before or at the commencement of the meeting.
- (g) A form appointing a proxy sent by post or electronically is of no effect unless it is received by the Association no later than 24 hours before the commencement of the meeting.

**(34) Use of technology**

- (a) A member not physically present at a general meeting may be permitted to participate in the meeting by the use of technology that allows that member, and the members present at the meeting to clearly and simultaneously communicate with each other.
- (b) For the purposes of this Part, a member participating in a general meeting as permitted under subrule (a) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

**(35) Quorum at general meetings**

- (a) No business may be conducted at a general meeting unless a quorum of members is present.
- (b) The quorum for a general meeting is the presence (physically, by proxy or as allowed under rule 34) of 10% of the members entitled to vote.

- (c) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting—
- (i) in the case of a meeting convened by, or at the request of, members under rule 31—the meeting must be dissolved.

**Note:** If a meeting convened by, or at the request of, members is dissolved under this subrule, the business that was to have been considered at the meeting is taken to have been dealt with. If members wish to have the business reconsidered at another special meeting, the members must make a new request under rule 31.

- (ii) in any other case—
- the meeting must be adjourned to a date not more than 21 days after the adjournment: and
  - notice of the date, time, and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all members as soon as practicable after the meeting.
- (d) If a quorum is not present within 30 minutes after the time to which a general meeting has been adjourned under subrule (c) (ii), the members present at the meeting (if not fewer than 3) may proceed with the business of the meeting as if a quorum were present.

**(36) Adjournment of general meeting**

- (a) The Chairperson of a general meeting at which a quorum is present may, with the consent of a majority of members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (b) Without limiting subrule (a), a meeting may be adjourned—
- (i) if there is insufficient time to deal with the business at hand; or
- (ii) to give the members more time to consider an item of business.

**Example:** The members may wish to have more time to examine the financial statements submitted by the Committee at an annual general meeting.

- (c) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- (d) Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 32.

**(37) Voting at general meeting**

- (a) On any question arising at a general meeting—

- (i) subject to subrule (c), each member who is entitled to vote has one vote: and
  - (ii) members may vote personally or by proxy; and
  - (iii) except in the case of a special resolution, the question must be decided on a majority of votes.
- (b) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (c) If the question is whether or not to confirm the minutes of a previous meeting, only members who were present at that meeting may vote.
- (d) This rule does not apply to a vote at a disciplinary appeal meeting conducted under rule 23.

**(38) Special resolutions**

A special resolution is passed if not less than three quarters of the members voting at a general meeting (whether in person or by proxy) vote in favour of the resolution.

**Note:** In addition to certain matters specified in the Act, a special resolution is required—

- (i) to remove a committee member from office.
- (ii) to alter these Rules, including changing the name or any of the purposes of the Association.

**(39) Determining whether resolution carried**

- (a) Subject to subsection (b), the Chairperson of a general meeting may, on the basis of a show of hands, declare that a resolution has been—
  - (i) carried; or
  - (ii) carried unanimously; or
  - (iii) carried by a particular majority; or
  - (iv) lost—and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.
- (b) If a poll (where votes are cast in writing) is demanded by three or more members on any question—
  - (i) the poll must be taken at the meeting in the manner determined by the Chairperson of the meeting; and
  - (ii) the Chairperson must declare the result of the resolution on the basis of the poll.
- (c) A poll demanded on the election of the Chairperson or on a question of an adjournment must be taken immediately.



- (d) A poll demanded on any other question must be taken before the close of the meeting at a time determined by the Chairperson.

**(40) Minutes of general meeting**

- (a) The Committee must ensure that minutes are taken and kept of each general meeting.
- (b) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (c) In addition, the minutes of each annual general meeting must include—
  - (i) the names of the members attending the meeting; and
  - (ii) proxy forms given to the Chairperson of the meeting under rule 33(6); and
  - (iii) the financial statements submitted to the members in accordance with rule 29(d) (ii); and
  - (iv) the certificate signed by two committee members certifying that the financial statements give a true and fair view of the financial position and performance of the Association: and
  - (v) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

## **PART 5—COMMITTEE**

### **Division 1—General**

**(41) Definitions**

For the purposes of Part 5 of these Rules, a reference to a member is taken to include a member business nominated representative.

### **Division 2—Powers of Committee**

**(42) Role and powers**

- (a) The business of the Association must be managed by or under the direction of a committee.
- (b) The Committee may exercise all the powers of the Association except those powers that these Rules or the Act require to be exercised by general meetings of the members of the Association.

- (c) The Committee may—
  - (i) appoint and remove staff.
  - (ii) establish subcommittees consisting of members with terms of reference it considers appropriate.

**(43) Delegation**

- (a) The Committee may delegate to a member of the Committee, a subcommittee, or staff, any of its powers and functions other than—
  - (i) this power of delegation; or
  - (ii) a duty imposed on the Committee by the Act or any other law.
- (b) The delegation must be in writing and may be subject to the conditions and limitations the Committee considers appropriate.
- (c) The Committee may, in writing, revoke a delegation wholly or in part.

**Division 3—Composition of Committee and duties of members**

**(44) Composition of Committee**

- (a) The Committee consists of—
  - (i) a President; and
  - (ii) a Vice-President; and
  - (iii) a secretary; and
  - (iv) a Treasurer; and
  - (v) No more than Eight (8) ordinary members (if any) elected under rule 53.
- (b) Elections for Committee positions are to be held in the order of the list at subrule (a) above.
- (c) The Committee must not have a majority of members that base their businesses or reside within the same town.
- (d) At least two Committee members should base their businesses or reside outside Moe, Morwell, or Traralgon

**(45) General Duties**

- (a) As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these Rules and the Act.
- (b) The Committee is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Committee comply with these Rules.

- (c) Committee members must exercise their powers and discharge their duties with reasonable care and diligence.
- (d) Committee members must exercise their powers and discharge their duties—
  - (i) in good faith in the best interests of the Association; and
  - (ii) for a proper purpose.
- (e) Committee members and former committee members must not make improper use of—
  - (i) their position; or
  - (ii) information acquired by virtue of holding their position—  
so as to gain an advantage for themselves or any other person or to cause detriment to the Association.

**Note:** See also Division 3 of Part 6 of the Act which sets out the general duties of the office holders of an incorporated association.

- (f) In addition to any duties imposed by these Rules, a committee member must perform any other duties imposed from time to time by resolution at a general meeting.

**(46) President and Vice-President**

- (a) Subject to subrule (b), the President or, in the President's absence, the Vice-President is the Chairperson for any general meetings and for any committee meetings.
- (b) If the President and the Vice-President are both absent, and are unable to preside, the Chairperson of the meeting must be—
  - (i) in the case of a general meeting—a member elected by the other members present; or
  - (ii) in the case of a committee meeting—a committee member elected by the other committee members present.

**(47) Secretary**

- (a) The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.

**Example:** Under the Act, the secretary of an incorporated association is responsible for lodging documents of the association with the Registrar.

- (b) The Secretary must—
  - (i) maintain the register of members in accordance with rule 18; and
  - (ii) keep custody of the common seal (if any) of the Association and, except for the financial records referred to in rule 70(c), all books,

documents, and securities of the Association in accordance with rules 72 and 75; and

- (iii) subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and
  - (iv) perform any other duty or function imposed on the Secretary by these Rules.
- (c) The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.

**(48) Treasurer**

(a) The Treasurer must—

- (i) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association; and
- (ii) ensure that all moneys received are paid into the account of the Association within 5 working days after receipt; and
- (iii) make any payments authorised by the Committee or by a general meeting of the Association from the Association's funds; and

(b) The Treasurer must—

- (i) ensure that the financial records of the Association are kept in accordance with the Act; and
- (ii) coordinate the preparation of the financial statements of the Association and their certification by the Committee prior to their submission to the annual general meeting of the Association.

(c) The Treasurer must ensure that at least one other committee member have online access to the bank accounts and copies of financial records of the Association.

**Division 4—Election of Committee members and tenure of office**

**(49) Who is eligible to be a committee member?**

A member is eligible to be elected or appointed as a committee member if the member is entitled to vote at a general meeting

**(50) Positions to be declared vacant.**

(a) This rule applies to—

- (i) the first annual general meeting of the Association after its incorporation; or

- (ii) any subsequent annual general meeting of the Association, after the annual report and financial statements of the Association have been received.
- (b) The Chairperson of the meeting must declare all positions on the Committee vacant and hold elections for those positions in accordance with rules 51 to 54.

**(51) Nominations**

- (a) Prior to the election of each position, the Chairperson of the meeting must call for nominations to fill that position.
- (b) An eligible member of the Association may—
  - (i) nominate himself or herself; or
  - (ii) with the member's consent, be nominated by another member.
- (c) A member who is nominated for a position and fails to be elected to that position may be nominated for any other position for which an election is yet to be held.
- (d) A member may not be nominated for the position of President if both that member and the member who held that position for the previous term base their businesses and reside within the same town.
- (e) The limitation on nominations set out at subrule (d) applies to the position of Vice-President as if a reference to President was a reference to Vice-President.
- (f) A member may not be nominated for any Committee position if that person's successful election to the position would cause the composition of the Committee to be contrary to rule 44(c).

**(52) Election of President etc.**

- (a) At the annual general meeting, separate elections must be held for each of the following positions—
  - (i) President.
  - (ii) Vice-President.
  - (iii) Secretary.
  - (iv) Treasurer.
- (b) If only one member is nominated for the position, the Chairperson of the meeting must declare the member elected to the position.
- (c) If more than one member is nominated, a ballot must be held in accordance with rule 54.

- (d) On his or her election, the new President may take over as Chairperson of the meeting.

**(53) Election of ordinary members**

- (a) The annual general meeting must by resolution decide the number of ordinary members of the Committee (if any) it wishes to hold office for the next year.
- (b) A single election may be held to fill all of those positions.
- (c) If the number of members nominated for the position of ordinary committee member is less than or equal to the number to be elected, the Chairperson of the meeting must declare each of those members to be elected to the position.
- (d) If the number of members nominated exceeds the number to be elected, a ballot must be held in accordance with rule 54.

**(54) Ballot**

- (a) If a ballot is required for the election for a position, the Chairperson of the meeting must appoint a member to act as returning officer to conduct the ballot.
- (b) The returning officer must not be a member nominated for the position.
- (c) Before the ballot is taken, each candidate may make a short speech in support of his or her election.
- (d) The election must be by secret ballot.
- (e) The returning officer must give a blank piece of paper to—
  - (i) each member present in person; and
  - (ii) each proxy appointed by a member.

**Example:** If a member has been appointed the proxy of 5 other members, the member must be given 6 ballot papers—one for the member and one each for the other members.

- (f) If the ballot is for a single position, the voter must write on the ballot paper the name of the candidate for whom they wish to vote.
- (g) If the ballot is for more than one position—
  - (i) the voter must write on the ballot paper the name of each candidate for whom they wish to vote.
  - (ii) the voter must not write the names of more candidates than the number to be elected.
- (h) Ballot papers that do not comply with subrule (7) (ii) are not to be counted.

- (i) Each ballot paper on which the name of a candidate has been written counts as one vote for that candidate.
- (j) The returning officer must declare elected the candidate or, in the case of an election for more than one position, the candidates who received the most votes.
- (k) If the returning officer is unable to declare the result of an election under subrule (10) because 2 or more candidates received the same number of votes, the returning officer must—
  - (i) conduct a further election for the position in accordance with subrules (4) to (10) to decide which of those candidates is to be elected; or
  - (ii) with the agreement of those candidates, decide by lot which of them is to be elected.

**Examples:** The choice of candidate may be decided by the toss of a coin, drawing straws, or drawing a name out of a hat.

**(55) Term of office**

- (a) A committee member holds office until the positions of the Committee are declared vacant at the next annual general meeting.
- (b) A standing committee member may be re-elected
- (c) A general meeting of the Association may—
  - (i) by special resolution remove a committee member from office; and
  - (ii) elect an eligible member of the Association to fill the vacant position in accordance with this Division.
- (5) A member who is the subject of a proposed special resolution under subrule (4)(a) may make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association.
- (6) The Secretary or the President may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting at which the special resolution is to be proposed.

**(56) Vacation of office**

- (a) A committee member may resign from the Committee by written notice addressed to the Committee.
- (b) A person ceases to be a committee member if he or she—
  - (i) ceases to be a member of the Association; or

- (ii) fails to attend 3 consecutive committee meetings (other than special or urgent committee meetings) without leave of absence, or without notice under rule 67.
- (iii) is a member representative appointed under rule 8(d) and that appointment is revoked; or
- (iv) otherwise ceases to be a committee member by operation of section 78 of the Act.

**Note:** A Committee member may not hold the office of secretary if they do not reside in Australia.

**(57) Filling casual vacancies**

- (a) The Committee may appoint an eligible member of the Association to fill a position on the Committee that—
  - (i) has become vacant under rule 56; or
  - (ii) was not filled by election at the last annual general meeting.
- (b) If the position of Secretary becomes vacant, the Committee must appoint a member to the position within 14 days after the vacancy arises.
- (c) Rule 55 applies to any committee member appointed by the Committee under subrule (a) or (b).
- (d) The Committee may continue to act despite any vacancy in its membership.

## **Division 5—Meetings of Committee**

**(58) Meetings of Committee**

- (a) The Committee must meet at least 4 times in each year at the dates, times and places determined by the Committee which may include online.
- (b) The date, time, and place of the first committee meeting must be determined by the members of the Committee as soon as practicable after the annual general meeting of the Association at which the members of the Committee were elected.
- (c) Special committee meetings may be convened by the President or by any 4 members of the Committee.

**(59) Notice of meetings**

- (a) Notice of each committee meeting must be given to each committee member no later than 7 days before the date of the meeting.



- (b) Notice may be given of more than one committee meeting at the same time.
- (c) The notice must state the date, time, and place of the meeting.
- (d) If a special committee meeting is convened, the notice must include the general nature of the business to be conducted.
- (e) The only business that may be conducted at the meeting is the business for which the meeting is convened.

**(60) Urgent meetings**

- (a) In cases of urgency, a meeting can be held without notice being given in accordance with rule 59 provided that as much notice as practicable is given to each committee member by the quickest means practicable.
- (b) Any resolution made at the meeting must be passed by an absolute majority of the Committee.
- (c) The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

**(61) Procedure and order of business**

- (a) The procedure to be followed at a meeting of a committee must be determined from time to time by the Committee.
- (b) The order of business may be determined by the members present at the meeting.

**(62) Use of technology**

- (a) A committee member who is not physically present at a committee meeting may participate in the meeting by the use of technology that allows that committee member, and the committee members present at the meeting to clearly and simultaneously communicate with each other.
- (b) For the purposes of this Part, a committee member participating in a committee meeting as permitted under subrule (a) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

**(63) Quorum**

- (a) No business may be conducted at a committee meeting unless a quorum is present.
- (b) The quorum for a committee meeting is the presence (in person or as allowed under rule 62) of six (6) committee members holding office.
- (c) If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting—
  - (i) in the case of a special meeting—the meeting lapses.

- (ii) in any other case—the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date, and place to which the meeting is adjourned must be given in accordance with rule 59.

**(64) Voting**

- (a) On any question arising at a committee meeting, each committee member present at the meeting has one vote.
- (b) A motion is carried if a majority of committee members present at the meeting vote in favour of the motion.
- (c) Subrule (b) does not apply to any motion or question which is required by these Rules to be passed by an absolute majority of the Committee.
- (d) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (e) Voting by proxy is not permitted.

**(65) Conflict of interest**

- (a) A committee member who has a material personal interest in a matter being considered at a committee meeting must disclose the nature and extent of that interest to the Committee.
- (b) The member—
  - (i) must not be present while the matter is being considered at the meeting; and
  - (ii) must not vote on the matter.

**Note:** Under section 81(3) of the Act, if there are insufficient committee members to form a quorum because a member who has a material personal interest is disqualified from voting on a matter, a general meeting may be called to deal with the matter.

- (c) This rule does not apply to a material personal interest—
  - (i) that exists only because the member belongs to a class of persons for whose benefit the Association is established; or
  - (ii) that the member has in common with all, or a substantial proportion of, the members of the Association.

**(66) Minutes of meeting**

- (a) The Committee must ensure that minutes are taken and kept of each committee meeting.
- (b) The minutes must record the following—
  - (i) the names of the members in attendance at the meeting.
  - (ii) the business considered at the meeting.

- (iii) any resolution on which a vote is taken and the result of the vote.
- (iv) any material personal interest disclosed under rule 65.

**(67) Leave of absence**

- (a) The Committee may grant a committee member leave of absence from committee meetings for a period not exceeding 3 months.
- (b) The Committee must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the committee member to seek the leave in advance.

## **PART 6—FINANCIAL MATTERS**

**(68) Source of funds**

The funds of the Association may be derived from joining fees, annual subscriptions, donations, fund-raising activities, grants, interest, and any other sources approved by the Committee.

**(69) Management of funds**

- (a) The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.
- (b) Subject to any restrictions imposed by a general meeting of the Association, the Committee may approve expenditure on behalf of the Association.
- (c) The Committee may authorise the Treasurer to expend funds on behalf of the Association (including by electronic funds transfer) up to a specified limit without requiring approval from the Committee for each item on which the funds are expended.
- (d) At least 3 Committee members to have online access to Association bank account, any one member may make transactions below.
- (e) All funds of the Association must be deposited into the financial account of the Association no later than 5 working days after receipt.
- (f) With the approval of the Committee, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

**(70) Financial records**

- (a) The Association must keep financial records that—

- (i) correctly record and explain its transactions, financial position, and performance; and
  - (ii) enable financial statements to be prepared as required by the Act.
- (b) The Association must retain the financial records for 7 years after the transactions covered by the records are completed.
- (c) The Treasurer must keep in his or her custody, or under his or her control—
  - (i) the financial records for the current financial year; and
  - (ii) any other financial records as authorised by the Committee.

**(71) Financial statements**

- (a) For each financial year, the Committee must ensure that the requirements under the Act relating to the financial statements of the Association are met.
- (b) Without limiting subrule (a), those requirements include—
  - (i) the preparation of the financial statements.
  - (ii) if required, the review or auditing of the financial statements.
  - (iii) the certification of the financial statements by the Committee.
  - (iv) the submission of the financial statements to the annual general meeting of the Association.
  - (v) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements, and fee.

## **PART 7—GENERAL MATTERS**

**(72) Common seal**

- (a) The Association may have a common seal.
- (b) If the Association has a common seal—
  - (i) the name of the Association must appear in legible characters on the common seal.
  - (ii) a document may only be sealed with the common seal by the authority of the Committee and the sealing must be witnessed by the signatures of two committee members.
  - (iii) the common seal must be kept in the custody of the Secretary.

**(73) Registered address**

The registered address of the Association is—

- (a) the address determined from time to time by resolution of the Committee; or
- (b) if the Committee has not determined an address to be the registered address—the postal address of the Secretary.

**(74) Notice requirements.**

- (a) Any notice required to be given to a member or a committee member under these Rules may be given—
  - (i) by handing the notice to the member personally; or
  - (ii) by sending it by post to the member at the address recorded for the member on the register of members; or
  - (iii) by email
- (b) Subrule (a) does not apply to notice given under rule 60.
- (c) Any notice required to be given to the Association or the Committee may be given—
  - (i) by handing the notice to a member of the Committee; or
  - (ii) by sending the notice by post to the registered address; or
  - (iii) by leaving the notice at the registered address; or
  - (iv) if the Committee determines that it is appropriate in the circumstances—
  - (v) by email to the email address of the Association or the Secretary; or

**(75) Custody and inspection of books and records**

- (a) Members may on request inspect free of charge—
  - (i) the register of members.
  - (ii) the minutes of general meetings.
  - (iii) subject to subrule (b), the financial records, books, securities, and any other relevant document of the Association, including minutes of Committee meetings.

**Note:** See note following rule 18 for details of access to the register of members.

- (b) The Committee may refuse to permit a member to inspect records of the Association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association.
- (c) The Committee must on request make copies of these rules available to members and applicants for membership free of charge.

(d) Subject to subrule (b), a member may make a copy of any of the other records of the Association referred to in this rule and the Association may charge a reasonable fee for provision of a copy of such a record.

(e) For purposes of this rule—

relevant documents mean the records and other documents, however compiled, recorded, or stored, that relate to the incorporation and management of the Association and includes the following—

- (i) its membership records.
- (ii) its financial statements.
- (iii) its financial records.
- (iv) records and documents relating to transactions, dealings, business, or property of the Association.

**(76) Winding up and cancellation**

- (a) The Association may be wound up voluntarily by special resolution.
- (b) In the event of the winding up or the cancellation of the incorporation of the Association, the surplus assets of the Association must not be distributed to any members or former members of the Association.
- (c) Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the Association and which is not carried on for the profit or gain of its individual members.
- (d) The body to which the surplus assets are to be given must be decided by special resolution.

**(77) Alteration of Rules**

These Rules may only be altered by special resolution of a general meeting of the Association.

**Note:** An alteration of these Rules does not take effect unless or until it is approved by the Registrar. If these Rules (other than rule 1, 2 or 3) are altered, the Association is taken to have adopted its own rules, not the model rules.

# AUDIT AND RISK COMMITTEE MEMBERSHIP MATTERS

## PURPOSE

To seek appointment of a Chairperson and an external independent member for the Audit and Risk Committee.

## EXECUTIVE SUMMARY

- At the 06 March 2023 Council meeting, it was resolved to commence advertising for an external independent member of the Audit and Risk Committee with the option to nominate as Chairperson for a three year term.
- A selection panel was convened to consider applications, a copy of the report is attached. This report sets out the assessment process and findings.
- The selection panel found the preferred candidate for the external independent member to be Jane Watson as she demonstrated unique perspectives from her public and private sector experience. The discussion at interviews focussed on financial qualifications and experiences which the panel noted as fulfilling a skill gap in committee composition.
- The selection panel found the preferred candidate for Chairperson as David Kortum. As a current member he brings working knowledge of the Committee and has been an active and eager participant.
- Council officers found the selection panels process to be robust and considered and recommends the findings and recommendations of the selection panel to Council.

## OFFICER'S RECOMMENDATION

### That Council:

1. **Note the organisation advertised widely for applicants to the Audit and Risk Committee and managed a competitive selection process;**
2. **Appoint Jane Watson as an external independent member to the Audit and Risk Committee for two and a half years with an opportunity for renewal under the Charter;**
3. **Appoint David Kortum as Chairperson of the Audit and Risk Committee for three years with an opportunity for renewal under the Charter; and**
4. **Extend the current period of appointment for David Kortum to align with his appointment as Chairperson; and**
5. **Formally write to the outgoing Audit and Risk Committee Chairperson, Ms Beverly Excell to thank her for the dedicated service of nine years noting her maximum term under the Charter has been reached.**

## BACKGROUND

Membership of the Audit and Risk Committee (the Committee) comprises three independent members. The Charter requires that one of the three external independent members be appointed by Council as Chairperson.

One of the current members terms, Ms Beverly Excell, also appointed as Chairperson, expires in August 2023.

At the 06 March 2023 Council meeting, it was resolved to commence advertising for an external independent member of the Audit and Risk Committee with the option to nominate as Chairperson for a three-year term.

## ANALYSIS

The process was managed by a selection panel, a copy of their report is attached which sets out the findings and recommendations. Council officers found the selection panels process to be robust and considered and recommends appointment of Jane Watson as an independent external member and David Kortum as Chairperson to Council.

It is noted that the selection panel recommended a 2.5 year term for Jane Watson to allow for staggered term expire of committee members. This is supported by Council officers.

Council officers have also undertaken a referee check for Jane Watson which was satisfactory and confirmed her prior employment details.

## RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Legislative non-compliance in process	<b>Low</b> <i>Unlikely x Minor</i>	The proposed approach was designed to align with our legislative and charter obligations
STRATEGIC Adverse reaction by members or public to the selection	<b>Low</b> <i>Unlikely x Minor</i>	The proposed appointments are highly credentialled and will bring wide cross sector experience and insight

## CONSULTATION

Discussions have occurred with the Audit and Risk Committee as appropriate.

## COMMUNICATION

The positions were advertised through relevant sector channels and on the open market.



## DECLARATIONS OF INTEREST

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

## APPENDIX 1 IMPACT ASSESSMENT

### **Social**

Not applicable.

### **Cultural**

Not applicable.

### **Health**

Not applicable.

### **Environmental**

Not applicable.

### **Economic**

Not applicable.

### **Financial**

Costs associated with the Committee are factored into current budgets.

### **Attachments**

#### 1. Selection panel report (Published Separately)

*This attachment is designated as confidential under subsection (f) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it relates to personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs. the report contains personal information about candidates.*

## POLICY RENEWAL PROGRAM - POLICIES REQUIRING ADMINISTRATIVE UPDATES

### PURPOSE

To seek Council's endorsement of five amended Council Policies.

### EXECUTIVE SUMMARY

- 16 Council Policies were revoked at the 5 June 2023 Council Meeting.
- There are now 80 Council Policies remaining. 52 are overdue for review, 27 are current and one requires revoking.
- Officers have conducted an audit of Council adopted policies to ensure the policies are current and still meet Council's needs.
- Following the audit by Officers, it has been determined that five policies require minor administrative updates.
- The policies that have had minor administrative updates are listed in the table provided in the analysis section of this report and final versions are attached for information and endorsement.
- The Audit, Risk and Compliance Team will be undertaking an intensive Policy Renewal Program over the next six months. Regular reporting to council will follow as approvals are required.

### OFFICER'S RECOMMENDATION

#### That Council:

1. **Adopt the Child Care Centre Policy, Leisure Special Fees Policy, Maternal and Child Health Services Policy, Preschool Policy, and Volunteer Policy with an effective date of 03 July 2023;**
2. **Note that with the adoption of these Policies, that any previous versions are now revoked;**
3. **Make these Policies available on Council's website and available for inspection at all Council Service Centres.**

## BACKGROUND

Officers have conducted an audit of Council adopted policies to ensure the policies are current and still meet Council's needs. A larger review of the Policy Renewal Program is currently being undertaken by the Audit, Risk and Compliance Team. Accordingly, there will be a future report presented to Council in relation to policies that require more significant updates.

## ANALYSIS

Policies are established to set the direction for a particular service or position of Council.

Policies may be a requirement of legislation or developed where a need has been identified that is not covered within existing Council strategic documents, industry guidelines or legislation.

The review identified and recommended five policies that required minor administrative updates.

The below table lists the policies that have received minor administrative updates along with a brief summary of the amendments. A final copy of each policy is attached to this report.

<b>Policy</b>	<b>Date previously adopted</b>	<b>Summary of amendments</b>
Child Care Centre	5 November 2014	Updated reference to the National Quality Framework and inclusion of Reference Resources (Education and Services National Law, Education and Care Services National Regulations, National Quality Framework).

<b>Policy</b>	<b>Date previously adopted</b>	<b>Summary of amendments</b>
Leisure Special Fees	18 March 2019	<p>Recognition/acceptance of Carer Card, previously was only Companion Card.</p> <p>Working update from “disabled person” to person with disability</p> <p>Update on Not-for-Profit criteria to be consistent with community grants criteria, have included, Be free of debt to LCC, hold appropriate public liability insurance and be based in LCC municipality.</p>
Maternal and Child Health Services	5 November 2014	Updated reference of ‘Department of Education and Early Childhood Development’ to ‘Department of Health’; updated reference resources (Maternal and Child Health program standards, Maternal and Child Health service guidelines).
Preschool	5 November 2014	Inclusion of references to funded 3 year old kindergarten and Early Start kindergarten; change of reference of ‘Preschool Committees’ to ‘Parent Participation Groups’; and updated agency name from ‘DEECD’ to ‘Department of Education’.

Policy	Date previously adopted	Summary of amendments
Volunteer	2 July 2018	<p>The Volunteer Policy has been amended to ensure that the scope of a volunteer is clear with respect to those volunteering for Council i.e. to support Council services, as opposed to those who are members of committees run by Council.</p> <p>Council has a total of around 200 volunteers across our services, supporting areas such as Environment, Libraries, Recreation and Tourism.</p>

#### RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<b>COMPLIANCE</b> That a policy is a legislative requirement and it is superseded or out of date.	<b>Medium</b> <i>Possible x Minor</i>	Each team set key dates to review policies to ensure they are current and relevant.  Add policies to RelianSys in order to better monitor review dates.
<b>SERVICE DELIVERY</b> That a superseded policy is revoked that impacts how we deliver a Council service.	<b>Low</b> <i>Minor x Unlikely</i>	Ensure that Management and Teams continually review policies to ensure that it does not impact service delivery.

#### CONSULTATION

The Senior Leaders Team undertook an audit of their team's policies and provided their feedback to the Governance team as to the status of their policies and future direction.

#### COMMUNICATION

Nil.

## DECLARATIONS OF INTEREST

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

## APPENDIX 1 IMPACT ASSESSMENT

### **Social**

Nil.

### **Cultural**

Nil.

### **Health**

Nil.

### **Environmental**

Nil.

### **Economic**

Nil.

### **Financial**

Nil.

### **Attachments**

1. Child Care Centre Policy 2023 - DRAFT
2. Leisure Special Fees Policy 2023 - DRAFT
3. Maternal Child Health Service Policy 2023 - DRAFT
4. Preschool Policy 2023 - DRAFT
5. Volunteer - Council Policy May 2023 - DRAFT



## 8.8

### **Policy Renewal Program - Policies Requiring Administrative Updates**

<b>1</b>	<b>Child Care Centre Policy 2023 - DRAFT.....</b>	<b>356</b>
<b>2</b>	<b>Leisure Special Fees Policy 2023 - DRAFT .....</b>	<b>361</b>
<b>3</b>	<b>Maternal Child Health Service Policy 2023 - DRAFT.....</b>	<b>369</b>
<b>4</b>	<b>Preschool Policy 2023 - DRAFT.....</b>	<b>379</b>
<b>5</b>	<b>Volunteer - Council Policy May 2023 - DRAFT .....</b>	<b>385</b>



# Child Care Centre Policy

Version (3)

Approval Date: 03/07/2023

Review Date: 03/07/2027



## Child Care Centre Policy

### DOCUMENT CONTROL

Responsible GM	Georgia Hills	
Division	Community Health and Wellbeing	
Last Updated (who & when)	Nicky Lappin, A/Manager Family Services	May 2023
<b>DOCUMENT HISTORY</b>		
Authority	Date	Description of change
Council	5 November 2014	Updated reference to the 'National Quality Framework' (section 2); and inclusion of Reference Resources (section 9).
References	Refer to section 9 of this policy	
Next Review Date	May 2027	
Published on website	Yes	
Document Reference No	2473909	

**WARNING - uncontrolled when printed.**

Page 2 of 5

Responsible Division	Community Health and Wellbeing	Approved Date	03/07/2023	Review Date	07/2027
----------------------	--------------------------------	---------------	------------	-------------	---------



## Child Care Centre Policy

### 1. Background

Latrobe City Council will manage Early Learning Centres in Traralgon, Morwell and Moe in accordance with the Education and Care Services National Regulations and the Education and Care Services National Law. The purpose of these centres are to further children's sense of identity, ensure that they are connected with and contribute to their world, foster a strong sense of wellbeing, that they are confident and involved learners and they have the skills to effectively communicate. Each centre provides its service in an environment that encourages families to participate in programs and activities, enabling them to gain access to and exchange information about their child's development and the community resources available to assist family life. The early learning centres are designed to provide childcare for children under six years of age in a manner which responds to the expressed needs of parents. The service aims to improve the health and wellbeing of families, promote child development, support vulnerable families and contribute to the prosperity of the region by supporting working families.

### 2. Objectives

- Latrobe City Council will ensure that early learning centre programs will be informed by the National Quality Framework which provides a national approach to regulation, assessment and quality improvement for early childhood education and care.
- Latrobe City Council will ensure that each centre provides inclusive services that cater for the needs of children of all abilities and those from diverse cultural backgrounds.
- Latrobe City Council will ensure that each centre adheres to the Education and Care Services National Law and Regulations.
- Latrobe City Council will provide an opportunity for the involvement of children's families in a meaningful way in the centre's operations.

Latrobe City Council will take a leadership role in planning, supporting and delivering quality childcare services to ensure families have a choice of childcare services ranging from community based integrated services to for-profit single focus services, providing full-time and part-time care.

**WARNING - uncontrolled when printed.**

Page 3 of 5

Responsible Division	Community Health and Wellbeing	Approved Date	03/07/2023	Review Date	07/2027
-------------------------	-----------------------------------	------------------	------------	----------------	---------



## Child Care Centre Policy

### 3. Scope

This policy applies to staff working within Latrobe City Early Learning Centres and families living or visiting Latrobe City who may access the Early Learning Centres.

### 4. Principles of Management

The Education and Care Services National Law and the Education and Care Services National Regulations inform the Latrobe City Council preschool services about the governance, workforce, policy, legislation and other obligations to support the delivery of professional, safe and high quality education and care within the preschool service.

### 5. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

#### 5.1. Council

- Responsibility to ensure this Policy is consistent with Latrobe City Council Strategic Direction and other Latrobe City Council Policy
- Responsibility for the decision to approve this Policy by Council Resolution

#### 5.2. 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

#### 5.3. General Manager

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

#### 5.4. Manager

- Develop frameworks and procedures in compliance with this policy
- Enforce responsibilities to achieve compliance with frameworks and procedures
- Provide appropriate resources for the execution of the frameworks and procedures

**WARNING - uncontrolled when printed.**

Page 4 of 5

Responsible Division	Community Health and Wellbeing	Approved Date	03/07/2023	Review Date	07/2027
-------------------------	-----------------------------------	------------------	------------	----------------	---------



## Child Care Centre Policy

### 5.5. Employees, Contractors and Volunteers

- Participate where required in the development of frameworks and procedures in compliance with this policy.
- Comply with frameworks and procedures developed to achieve compliance with this policy.

## 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

NA

## 8. Related Documents

NA

## 9. Reference Resources

[Education and Care Services National Law](#)

[Education and Care Services National Regulations](#)

[National Quality Framework](#)

## 10. Appendices

WARNING - uncontrolled when printed.

Page 5 of 5

Responsible Division	Community Health and Wellbeing	Approved Date	03/07/2023	Review Date	07/2027
-------------------------	-----------------------------------	------------------	------------	----------------	---------



# Leisure Special Fees Policy

Version 2

Approval Date: 3 July 2023

Review Date: 30 April 2025



## Leisure Special Fees Policy

### DOCUMENT CONTROL

Responsible GM	Georgia Hills	
Division	Community Health & Wellbeing	
Last Updated (who & when)	Shay Ferguson Manager Active Communities & Partnerships	<a href="#">Click here to enter text.</a>
<b>DOCUMENT HISTORY</b>		
Authority	Date	Description of change
Council	30/06/2020	Version 1 Approved
References	Refer to Section 8 and 9 of this policy	
Next Review Date	April 2025	
Published on website	YES	
Document Reference No	Version 2	

**WARNING - uncontrolled when printed.**

Page 2 of 8

Responsible Division	Community Health & Wellbeing	Approved Date	3 July 2023	Review Date	April 2025
-------------------------	---------------------------------	------------------	-------------	----------------	------------





## Leisure Special Fees Policy

### 1. Background

Latrobe City Council is committed to providing leisure facilities, programs and services that are accessible and meet the needs of the community. To support the provision of equitable and affordable access to leisure services, Council offers special fees to eligible customers to encourage physical activity and social connection within the community.

### 2. Objectives

The objectives of the Leisure Special Fees Policy are to:

- Define the parameters set out by Latrobe City Council around the application of special fees for services offered to concession-eligible customers, sporting and corporate groups by Latrobe City Council's leisure services.
- Review and update Council's current concessionary pricing for leisure services, in alignment with the industry average.
- Provide a framework for supporting not-for-profit community groups and organisations delivering community-minded programs and activities within the municipality that align with the focus areas outlined in the Latrobe City Council Living Well Latrobe, Our Municipal Public Health and Wellbeing Plan (2021-2025).

### 3. Scope

This Policy applies to:

- Concession card holders
- Senior card holders
- Sporting Associations & Corporate groups
- Incorporated Not-for-Profit groups

Applicants who do not fall under the above categories will pay the full fee as set out in the Latrobe City Council Annual Fees and Charges schedule.

### 4. Principles of Management

#### 4.1 Concession Fees

- The application of special fees is critical in ensuring equitable and affordable access to leisure facilities

**WARNING - uncontrolled when printed.**

Page 3 of 8

Responsible Division	Community Health & Wellbeing	Approved Date	3 July 2023	Review Date	April 2025
-------------------------	---------------------------------	------------------	-------------	----------------	------------



## Leisure Special Fees Policy

- Concession card holder fees are calculated at 25% off the full price fee for casual entries, and memberships at Latrobe Leisure centres.
- Direct debit members whose concession card expires within the term of their membership period must provide evidence of their new concession card prior to or on the date that their existing card expires.

### 4.2 General Policy Applications

- Patrons must present their current card upon entry or membership sign-up to receive the concession fee.
- An original concession card must be presented (photocopies will not be accepted)

### 4.3 Pensioner Concession Card

- Only the primary card holder is entitled to a concession fee.
- Accepted Pensioner/Concession Card is the Pension Concession Primary Card Holder – Australia only.

### 4.4 Companion Card / Carer Card

- Only the primary card holder is entitled to a concession fee.
- Companion Cards are issued to people with significant, permanent disabilities, so that they can participate in activities for which they require the assistance of a companion.
- The cardholder is offered a concession fee and the carer receives free of charge entry for the sole purpose of assisting the person with disability cardholder.

### 4.5 Healthcare Card

- Only the primary card holder is entitled to a concession fee.
- Accepted Healthcare Cards are the 'Commonwealth Seniors Health Card' and the 'Veteran Affairs Health Card'.

### 4.6 Seniors Card

- Only the primary card holder is entitled to a concession fee.
- A Seniors Card is available to Australians aged 60 years and over. ☐ Accepted 'Seniors Card – All States and Territories of Australia'.

**WARNING - uncontrolled when printed.**

Page 4 of 8

Responsible Division	Community Health & Wellbeing	Approved Date	3 July 2023	Review Date	April 2025
-------------------------	---------------------------------	------------------	-------------	----------------	------------



## Leisure Special Fees Policy

### 4.7 Student Card

- Only the primary card holder is entitled to a concession fee.
- Accepted Student Card is a Full Time Student Card – Australia only.
- Student Cards are only valid up until the expiration date listed on the card.

### 4.8 Sporting Associations & Corporate Fees

- Corporate members are eligible to receive a corporate fee (10% discount off the full fee) when a minimum of 5 members from the same organisation join up within a 24 hour period.
- Corporate members do not have to pay the joining fee.
- Once the minimum number required to join have signed up, other staff members from the same organisation may then join at any time thereafter providing the organisation is meeting the minimum requirement of 5 members at any one time.
- Evidence (company letterhead including corporate logo signed by either the Human Resources department, Manager or CEO) verifying that the person wishing to join up is employed by the organisation seeking the corporate discount.
- The company letter must be provided at the time of purchasing the membership.
- Corporate member discount applies to Gold membership only.

### 4.9 Off Peak Membership Rates

Off Peak Memberships present a great way to encourage access to Council's leisure facilities at a reduced cost, whilst also activating the centres during low patronage times.

The Off Peak Membership rate would be set at a 40% discount off the standard membership fees, and permit discounted access during the following times;

- Monday to Friday: 11am to 3pm, and;
- Weekends: All day

### 4.10 Not-for-Profit Community Groups

Latrobe City Council will consider the application of a Facility Hire Special Fee rate based on the criteria outlined below. Any organisation or community group that can demonstrate compliance with the below criteria would then be eligible to receive a 20% reduction on the facility hire fee.

**WARNING - uncontrolled when printed.**

Page 5 of 8

Responsible Division	Community Health & Wellbeing	Approved Date	3 July 2023	Review Date	April 2025
-------------------------	---------------------------------	------------------	-------------	----------------	------------



## Leisure Special Fees Policy

Criteria 1: The organisation or group must be either;

An incorporated not-for-profit organisation or community group properly constituted legal entity and willing to accept legal and financial responsibilities for the hire, whilst delivering an activity targeting Latrobe City residents, or Latrobe City Council department

Criteria 2 – Be free of debt to Latrobe City Council

Criteria 3 – Hold appropriate public liability insurance

Criteria 4 – Be based within the municipality of Latrobe City

Criteria 5 – The activity or program must be;

- Free of charge for the community, inclusive and accessible and;
- Align with a priority area from the Living Well Latrobe Health and Wellbeing Plan (2021-2025):
  - Safe
  - Healthy and Active Living
  - Resilient and Supported
  - Natural and Built Environments

### 5. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

#### 5.1. Council

- Responsibility to ensure this Policy is consistent with Latrobe City Council Strategic Direction and other Latrobe City Council Policy
- Responsibility for the decision to approve this Policy by Council Resolution

#### 5.2. 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

#### 5.3. General Manager

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

**WARNING - uncontrolled when printed.**

Page 6 of 8

Responsible Division	Community Health & Wellbeing	Approved Date	3 July 2023	Review Date	April 2025
-------------------------	---------------------------------	------------------	-------------	----------------	------------



## Leisure Special Fees Policy

- Responsibility for performance monitoring

### 5.4. Manager

- Develop frameworks and procedures in compliance with this policy
- Enforce responsibilities to achieve compliance with frameworks and procedures
- Provide appropriate resources for the execution of the frameworks and procedures

### 5.5. Employees, Contractors and Volunteers

- Participate where required in the development of frameworks and procedures in compliance with this policy.
- Comply with frameworks and procedures developed to achieve compliance with this policy.

## 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

**Concession card holder** – A pensioner, health care, person with disability, student or senior person is entitled to hold a concession card under the Social Security Act 1991.

**Sporting Associations & Corporate Fee** – Offered to groups of 5 or more members/employees from the same organisation.

**Organisation/ Community Group** – An incorporated not-for-profit community group based in the Latrobe City municipality.

## 8. Related Documents

Latrobe City Council Plan (2021-2025).

Latrobe City Council Living Well Latrobe, Our Municipal Public Health and Wellbeing Plan (2021-2025).

## 9. Reference Resources

**WARNING - uncontrolled when printed.**

Page 7 of 8

Responsible Division	Community Health & Wellbeing	Approved Date	3 July 2023	Review Date	April 2025
-------------------------	---------------------------------	------------------	-------------	----------------	------------



## Leisure Special Fees Policy

---

Nil

**10. Appendices**

Nil

WARNING - uncontrolled when printed.

Page 8 of 8

Responsible Division	Community Health & Wellbeing	Approved Date	3 July 2023	Review Date	April 2025
-------------------------	---------------------------------	------------------	-------------	----------------	------------



# Maternal and Child Health Service Policy

Version (3)

Approval Date: 03/07/2023

Review Date: 30/07/2027



## Maternal and Child Health Service

### DOCUMENT CONTROL

Responsible GM	Georgia Hills	
Division	Community Health and Wellbeing	
Last Updated (who & when)	Nicky Lappin, A/Manager Family Services	May 2023
DOCUMENT HISTORY		
Authority	Date	Description of change
Council	05/11/2014	Updated change of reference from 'Department of Education and Early Childhood Development' to 'Department of Health'  Updated Reference Resources (section 11).
References	Refer to section 9 of this policy	
Next Review Date	30/05/2027	
Published on website	Yes	
Document Reference	2473917	
No		

WARNING - uncontrolled when printed.

Page 2 of 10

Responsible Division	Community Health and Wellbeing	Approved Date	03/07/2023	Review Date	07/2027
----------------------	--------------------------------	---------------	------------	-------------	---------





## Maternal and Child Health Service

### 1. Background

The Latrobe City Council's Maternal and Child Health Service (MCH) provides information, advice and support to parents of children aged 0 to 6 years. The service is provided by nurses, who in addition to being registered in general nursing and midwifery, have undertaken further training in family and child health. The MCH service aims to promote a comprehensive and focused approach for the promotion, prevention, early detection, and intervention of physical, emotional or social factors affecting young children and their families in contemporary communities.

### 2. Objectives

The Victorian MCH Service is an integral component of a comprehensive system of child and family services in our region. The service provides a universal health service for children from birth to school age, focusing on promotion of health and development, prevention, early detection and intervention for physical, emotional and social factors affecting young children. The service consists of the Universal MCH Service and Enhanced MCH Service. While the service is primarily for the child, it also focuses on the health and wellbeing of the mother, and the family, in the context of the child's health and wellbeing. The MCH Service is provided in partnership between Latrobe City Council and the Department of Health.

The MCH service provided by Latrobe City Council will meet the following Program Standards, as set by the Department of Health:

#### Standard 1: Universal access

##### 1. Universal access and participation

- 1.1 All Victorian children and families have access to, and are encouraged to engage with, the Maternal and Child Health Service from the birth of the child until the child commences school.
- 1.2 Service information supports families accessing the Maternal and Child Health Service.

##### 2. Responsive service delivery

- 2.1 The Maternal and Child Health Service is relevant and responsive to the needs of the child and family in service delivery and setting.

WARNING - uncontrolled when printed.

Page 3 of 10

Responsible Division	Community Health and Wellbeing	Approved Date	03/07/2023	Review Date	07/2027
----------------------	--------------------------------	---------------	------------	-------------	---------



## Maternal and Child Health Service

2.2 The vulnerable child, mother and family are identified and supported to engage with appropriate services, including the Enhanced Maternal and Child Health Service.

2.3 The Maternal and Child Health Service identifies and responds to the child at risk of, or experiencing, neglect or abuse.

### 3. Culturally competent service delivery

3.1 The Maternal and Child Health Service provides a culturally competent service to the child and family, including a service appropriate for Aboriginal and Torres Strait Islander communities.

## Standard 2: Optimal health and development

### 1. Health and wellbeing of the child

1.1 The Maternal and Child Health Service utilises monitoring, intervention and promotion of health and development to optimise the child's health, wellbeing, learning, development and safety.

1.2 The Maternal and Child Health Service optimises the child's health, wellbeing, learning, development and safety by recognising and acknowledging the determinants of health.

1.3 The Maternal and Child Health Service utilises validated tools and assessments to optimise the child's health, wellbeing, learning, development and safety.

1.4 The Maternal and Child Health Service provides the family with information for the promotion of health and development of the child.

### 2. Health and wellbeing of the mother

2.1 The Maternal and Child Health Service utilises monitoring, support and intervention to improve the health and wellbeing of the mother.

### 3. Role of the father

3.1 The Maternal and Child Health Service recognises the unique role of the father in the health and development of the child and supports him in this role.

**WARNING - uncontrolled when printed.**

Page 4 of 10

Responsible Division	Community Health and Wellbeing	Approved Date	03/07/2023	Review Date	07/2027
----------------------	--------------------------------	---------------	------------	-------------	---------



## Maternal and Child Health Service

### 4. Role of the family

- 4.1 The Maternal and Child Health Service recognises and promotes the role of the family in the health and development of the child.

### 5. Service delivery based on evidence

- 5.1 The Maternal and Child Health Service delivers evidence-based and/or best practice monitoring, intervention and promotion of health and development.
- 5.2 The Maternal and Child Health Service promotes evidence-based service delivery through the participation in and support of research.

### Standard 3: Partnerships and collaboration

#### 1. Working with mothers and families

- 1.1 The Maternal and Child Health Service provides child-focused, family-centred practice, working in partnership with the child and family.
- 1.2 The Maternal and Child Health Service provides child-focused, family-centred practice to strengthen the capacity of families to make informed decisions about the child's development and the family's health, safety and wellbeing.

#### 2. Working with other services and organisations

- 2.1 The Maternal and Child Health Service facilitates linkages and referrals to relevant community and professional services in order to meet the identified needs of the child and family.
- 2.2 The Maternal and Child Health Service collaborates with relevant services to promote and support integrated service delivery when the child and family are accessing other services.

#### 3. Working with the community

- 3.1 The Maternal and Child Health Service works with its local community to strengthen community capacity.

WARNING - uncontrolled when printed.

Page 5 of 10

Responsible Division	Community Health and Wellbeing	Approved Date	03/07/2023	Review Date	07/2027
-------------------------	-----------------------------------	------------------	------------	----------------	---------



## Maternal and Child Health Service

### 4. Standard 4: Competent and professional workforce

#### 1. Workforce

- 1.1 The Maternal and Child Health Service employs a workforce qualified to meet the objectives of the Maternal and Child Health Service.
- 1.1 The Maternal and Child Health nurses maintain the requirements of their registration.
- 1.2 The Maternal and Child Health workforce has knowledge of, and complies with, their legislative requirements.
- 1.3 The Maternal and Child Health workforce has knowledge of, and complies with, these standards and the *Maternal and Child Health Program Resource Guide* for their relevant service.

#### 2 Human resource management planning

- 2.1 Human resource management supports the delivery of the Maternal and Child Health Service.
- 2.2 The recruitment processes for the Maternal and Child Health Service support a competent and professional maternal and child health workforce.
- 2.3 Human resource planning identifies and responds to the current and future Maternal and Child Health Service workforce's needs for the Maternal and Child Health Service.

#### 3 Performance development and continuing education

- 3.1 The Maternal and Child Health Service supports performance development of the maternal and child health workforce.
- 3.2 The Maternal and Child Health Service has a learning and development system to support a competent maternal and child health workforce.

WARNING - uncontrolled when printed.

Page 6 of 10

Responsible Division	Community Health and Wellbeing	Approved Date	03/07/2023	Review Date	07/2027
----------------------	--------------------------------	---------------	------------	-------------	---------



## Maternal and Child Health Service

### Standard 5: Responsive and accountable service delivery

#### 1. Leadership and direction

- 1.1 The Maternal and Child Health Service has a planned approach to service delivery and development, fostering the delivery of a safe and quality service.
- 1.2 The Maternal and Child Health Service, including management and the workforce, has a shared understanding of the Maternal and Child Health Service vision and the future service direction and work together to implement the strategic and operational plans.

#### 2. Accountability

- 2.1 The Maternal and Child Health Service (and the local government or governing authority) has a management structure to support the delivery of a safe and quality service.
- 2.2 The Maternal and Child Health Service complies with, and operates under, the relevant legislative requirements and by-laws, and in accordance with the *Municipal Association of Victoria/DEECD Memorandum of Understanding*.
- 2.3 The Maternal and Child Health Service maintains effective policies and procedures and other required documents and processes to provide a safe, quality service and to comply with these Standards.
- 2.4 The Maternal and Child Health Service provides clinical and corporate accountability.

#### 3. Information systems

- 3.1 The Maternal and Child Health Service maintains accurate and appropriate health information for the child and family.
- 3.2 The Maternal and Child Health Service ensures child, mother and family information is secure and safe.
- 3.3 The Maternal and Child Health Service maintains appropriate information systems to support data use and accessibility.

WARNING - uncontrolled when printed.

Page 7 of 10

Responsible Division	Community Health and Wellbeing	Approved Date	03/07/2023	Review Date	07/2027
----------------------	--------------------------------	---------------	------------	-------------	---------



## Maternal and Child Health Service

### Standard 6: Quality and safety

#### 1. Improving performance

- 1.1 Quality processes within the Maternal and Child Health Service support improvement in health and wellbeing outcomes for the child and family and in delivery of the service.
- 1.2 The Maternal and Child Health Service has a clinical risk management system to maintain and enhance the safety and quality of the service provided to the child and family.
- 1.3 The child and family accessing the Maternal and Child Health Service have opportunities to express their views on the service.

#### 2. Safe and accessible environment for the child, mother and family

- 2.1 The environment of the Maternal and Child Health Service is safe and accessible for the child and family.
- 2.2 The Maternal and Child Health Service supports safe practice and a safe environment for the child and family accessing the service, and its workforce, through effective infection control guidelines.

#### 3. Safe practice and environment for the maternal and child health workforce

- 3.1 The Maternal and Child Health Service provides a safe environment for its workforce through management of, compliance with, and occupational health and safety legislative requirements.
- 3.2 The Maternal and Child Health Service provides a safe environment for its workforce through emergency management.
- 3.3 The maternal and child health workforce upholds its duty of care to ensure its work is delivered in a manner that is not harmful to the health and safety of themselves or others.

WARNING - uncontrolled when printed.

Page 8 of 10

Responsible Division	Community Health and Wellbeing	Approved Date	03/07/2023	Review Date	07/2027
----------------------	--------------------------------	---------------	------------	-------------	---------



## Maternal and Child Health Service

### 4. Provision of support for service delivery

- 4.1 The Maternal and Child Health Service supports quality service delivery through appropriate and maintained equipment and environments.

### 5. Scope

This policy applies to staff working within the Latrobe City Maternal and Child Health service and families living or visiting Latrobe City who may access the Maternal and Child Health service.

### 6. Principles of Management

The Victorian Maternal and Child Health program standards, MCH service guidelines inform the Latrobe City Maternal and Child service about the framework, governance, workforce, policy, legislation and other obligations to support the delivery of professional, safe and high-quality care within the MCH service:

[Maternal and Child Health program standards](#)

[Maternal and Child Health service guidelines](#)

### 7. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

#### 7.1 Council

- Responsibility to ensure this Policy is consistent with Latrobe City Council Strategic Direction and other Latrobe City Council Policy
- Responsibility for the decision to approve this Policy by Council Resolution

#### 7.2 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

#### 7.3 General Manager

- Responsibility for compliance with this policy
- Responsibility for enforcing accountability

**WARNING - uncontrolled when printed.**

Page 9 of 10

Responsible Division	Community Health and Wellbeing	Approved Date	03/07/2023	Review Date	07/2027
----------------------	--------------------------------	---------------	------------	-------------	---------



## Maternal and Child Health Service

- Responsibility for providing resources
- Responsibility for performance monitoring

### 7.4 Manager

- Develop frameworks and procedures in compliance with this policy
- Enforce responsibilities to achieve compliance with frameworks and procedures
- Provide appropriate resources for the execution of the frameworks and procedures

### 7.5 Employees, Contractors and Volunteers

- Participate where required in the development of frameworks and procedures in compliance with this policy.
- Comply with frameworks and procedures developed to achieve compliance with this policy.

## 8. 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).

## 9. Definitions

NA

## 10. Related Documents

NA

## 11. Reference Resources

[Maternal and Child Health program standards](#)  
[Maternal and Child Health service guidelines](#)

## 12. Appendices

WARNING - uncontrolled when printed.

Page 10 of 10

Responsible Division	Community Health and Wellbeing	Approved Date	03/07/2023	Review Date	07/2027
----------------------	--------------------------------	---------------	------------	-------------	---------





# Preschool Policy

Version 2

Approval Date: 03/07/2023

Review Date: 03/07/2027



## Preschool Policy

### DOCUMENT CONTROL

Responsible GM	Georgia Hills	
Division	Community Health and Wellbeing	
Last Updated (who & when)	A/Manager Family Services, Nicky Lappin	2023
DOCUMENT HISTORY		
Authority	Date	Description of change
Council	05/11/2014	Inclusion of reference to 3 year old preschool program and Early Start Kinder. Change of reference from 'Preschool Committees' to 'Parent Participation Groups'. Updated agency name from 'DEECD' to 'Department of Education'.
References	Refer to Section 9 of this policy	
Next Review Date	July 2027	
Published on website	Yes	
Document Reference No	2473878	

WARNING - uncontrolled when printed.

Page 2 of 6

Responsible Division	Community Health and Wellbeing	Approved Date	03/07/2023	Review Date	07/2027
----------------------	--------------------------------	---------------	------------	-------------	---------



## Preschool Policy

### 1. Background

Latrobe City Council, in accordance with the *Education and Care Services National Law* and the *Education and Care Services National Regulation* manages preschool services which deliver preschool programs at twenty-five locations within the municipality.

### 2. Objectives

The objectives of the preschool programs are to further children's sense of identity, ensure that they are connected with and contribute to their world, foster a strong sense of wellbeing, that they are confident and involved learners and they have the skills to effectively communicate. Each preschool centre provides its service in an environment that encourages families to participate in programs and activities, enabling them to gain access to and exchange information about their child's development and the community resources available to assist family life.

Policy objectives also include:

- Latrobe City Council (LCC) will ensure that all children who turn four years of age by 30 April in the year of attending the four year old preschool program, have access to one year of a preschool program regardless of their gender, level of ability, religion or social or cultural background.
- LCC will ensure that all children who turn three years of age by 30 April in the year of attending the three year old preschool program, have access to one year of a preschool program regardless of their gender, level of ability, religion or social or cultural background.
- LCC will offer Early Start Kindergarten to eligible children for those children who turn three years of age by 30 April in the year attending the preschool program.
- LCC will ensure that qualified early childhood education teachers deliver developmentally appropriate programs in accordance with the Victorian Early Years Learning and Development Framework (VEYLDF) to children as part of a group experience.
- Preschool programs will be informed by the National Quality Framework which provides a national approach to regulation, assessment and quality improvement for early childhood education and care.
- LCC will provide centralised management and support of the preschool program in accordance with relevant legislative requirements and the current funding and service agreement.
- LCC will manage a centralised preschool enrolment system based on parent priority and random selection. In meeting the needs of parents, LCC will offer a

**WARNING - uncontrolled when printed.**

Page 3 of 6

Responsible Division	Community Health and Wellbeing	Approved Date	03/07/2023	Review Date	07/2027
-------------------------	-----------------------------------	------------------	------------	----------------	---------



## Preschool Policy

range of session times and program models across the municipality. LCC's approach to preschool enrolments is to encourage applications for enrolments to be made within a set time frame and to:

- Ensure the applicants have the opportunity to register their preferences in regard to preschools operated by LCC;
- Take into account special circumstances that families are experiencing;
- Offer preference to eligible children of residents and non-residential ratepayers within the municipality.
- LCC will provide a grant to each preschool centre for resources and excursions on a per head basis (based on enrolment numbers).
- LCC will determine the maximum number of places to be offered at each location each year. Class sizes will not exceed the amount of children for which the service is licensed.
- LCC will engage with and provide support to Parent Participation Groups where applicable.
- LCC will support the Department of Education funded Preschool Field Officer (PSFO) service to support the access, inclusion and participation of children with additional needs in the preschool program.
- LCC will work cooperatively with other community based providers of preschool services located within the municipality.

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

### 3. Scope

This policy applies to staff working within the Latrobe City preschool services and families living in, or visiting, Latrobe City who may access Latrobe City preschool services.

### 4. Principles of Management

The Education and Care Services National Law and the Education and Care Services National Regulations inform the Latrobe City Council preschool services about the governance, workforce, policy, legislation and other obligations to support the delivery of professional, safe and high quality education and care within the preschool service.

**WARNING - uncontrolled when printed.**

Page 4 of 6

Responsible Division	Community Health and Wellbeing	Approved Date	03/07/2023	Review Date	07/2027
-------------------------	-----------------------------------	------------------	------------	----------------	---------



## Preschool Policy

### 5. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

#### 5.1. Council

- Responsibility to ensure this Policy is consistent with Latrobe City Council Strategic Direction and other Latrobe City Council Policy
- Responsibility for the decision to approve this Policy by Council Resolution

#### 5.2. 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

#### 5.3. General Manager

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

#### 5.4. Manager

- Develop frameworks and procedures in compliance with this policy
- Enforce responsibilities to achieve compliance with frameworks and procedures
- Provide appropriate resources for the execution of the frameworks and procedures

#### 5.5. Employees, Contractors and Volunteers

- Participate where required in the development of frameworks and procedures in compliance with this policy.
- Comply with frameworks and procedures developed to achieve compliance with this policy.

### 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).

**WARNING - uncontrolled when printed.**

Page 5 of 6

Responsible Division	Community Health and Wellbeing	Approved Date	03/07/2023	Review Date	07/2027
-------------------------	-----------------------------------	------------------	------------	----------------	---------



## Preschool Policy

---

### 7. Definitions

NA

### 8. Related Documents

NA.

### 9. Reference Resources

[Education and Care Services National Law](#)

[Education and Care Services National Regulations](#)

[National Quality Framework](#)

### 10. Appendices

WARNING - uncontrolled when printed.

Page 6 of 6

Responsible Division	Community Health and Wellbeing	Approved Date	03/07/2023	Review Date	07/2027
-------------------------	-----------------------------------	------------------	------------	----------------	---------



# Volunteer Policy

Version 2

Approval Date: 03/07/2023

Review Date: 31/08/2026



## Volunteer Policy

### DOCUMENT CONTROL

Responsible GM	General Manager Organisational Performance	
Division	Organisational Performance	
Last Updated (who & when)	Manager People & Culture	2023
<b>DOCUMENT HISTORY</b>		
Authority	Date	Description of change
Council	2 July 2018	(Re-Drafted)
	10 May 2023	Reviewed and Redrafted
References	Refer to Section 8 and 9 of this policy	
Next Review Date	August 2026	
Published on website	Yes	
Document Reference	No	

WARNING - uncontrolled when printed.

Page 2 of 7

Responsible Division	Organisational Performance	Approved Date	03/07/2023	Review Date	08/2026
-------------------------	-------------------------------	------------------	------------	----------------	---------





## Volunteer Policy

### 1. Background

Latrobe City Council recognises the significant personal benefits in volunteering; participation in our community strengthens community cohesion and fosters understanding and acceptance of diversity and difference. Council is committed to providing opportunities for community participation and volunteerism to support improved health and wellbeing through all stages of life.

Volunteering provides a means through which people are able to actively participate in activities and services of Latrobe City Council in a way that benefits the Council and the community whilst enabling volunteers to meet their own expectations and fulfil a sense of personal achievement.

### 2. Objectives

The Volunteer Policy identifies the mutual obligations and responsibilities of both volunteers and Latrobe City Council. The focused involvement of volunteers is designed to enhance the ongoing development of Latrobe City Council in meeting the needs of clients and the community through a diverse range of volunteering opportunities.

### 3. Scope

A volunteer is defined as a person who gives of their services without any express or implied promises of remuneration (The Law and Volunteers, Johnstone Training and Consultation, Satterfield and Gower, January 1993). Volunteers give freely of their time, talents, skills, and energy with no expectation of monetary compensation.

This policy applies to:

- All current and future volunteers engaging with and representing Council.
- Employees of Latrobe City Council who are responsible for the Teams/areas utilising volunteers in any capacity.
- Any external third party where volunteers may be engaged with a defined task or activity.

### 4. Principles of Management

The relationship between the organisation and its volunteers is one of trust, recognition, and mutual obligations. Volunteers take on agreed obligations and responsibilities and in return the organisation is committed to be responsive to the needs and expectations of those who volunteer their services.

**WARNING - uncontrolled when printed.**

Page 3 of 7

Responsible Division	Organisational Performance	Approved Date	03/07/2023	Review Date	08/2026
-------------------------	-------------------------------	------------------	------------	----------------	---------



## Volunteer Policy

Council supports the principle that volunteers are managed, supported, and resourced in accordance with the National Standards for involving Volunteers in not-for-profit organisations and agrees with the principles of volunteering as defined by Volunteering Australia, namely:

- Is a benefit to the community and the volunteer.
- Is always a matter of choice.
- An activity that is unpaid and not undertaken for the receipt of salary, pension, government allowance or honorarium.
- A legitimate way in which citizens can participate in the activities of their community.
- Is a vehicle for individuals or groups to address human, environmental and social needs.
- An activity performed in the not-for-profit sector only.
- Do not replace paid workers nor constitute a threat to the job security of paid workers.
- Respects the rights, dignity, and culture of others.
- Promotes human rights and equality.

Latrobe City Council will recognise that volunteers have expectations of their time and effort in the work that they undertake for the Council and acknowledge the obligation Council has in ensuring these expectations are met as far as practicable.

### The Relationship between Volunteers and Paid Staff

Effective relationships between volunteers and paid staff lead to enjoyable and productive workplaces. The involvement of volunteers within Latrobe City Council should not constitute a threat to job security or work satisfaction of paid staff. The role of volunteers compared with paid staff will be different and distinct but complementary. The roles that volunteers perform are designed to enhance and add value to the achievements made by paid staff.

### Volunteer Responsibilities

Volunteers play an important role in the life of the services provided by Council and have a responsibility to comply with all the policies and procedures of Council. In addition, volunteers will be expected to:

- Undertake a Volunteer Police Check that is paid for by Council.
- Undertake and maintain a Volunteer Working with Children Check in accordance with Latrobe City Council's Working with Children Operational Policy.

**WARNING - uncontrolled when printed.**

Page 4 of 7

Responsible Division	Organisational Performance	Approved Date	03/07/2023	Review Date	08/2026
-------------------------	-------------------------------	------------------	------------	----------------	---------



## Volunteer Policy

- Take responsibility in complying with all health and safety requirements and reporting of any issues, thereby contributing to a safe work environment for other volunteers, paid employees, clients, and members of the public.
- Be responsible in making a realistic commitment in terms of both time and areas of involvement and to honour those commitments.
- To treat Council, personal, and confidential information in accordance with the Privacy Act 2000 (Vic) and the Health Records Act 2001 (Vic) the Information Privacy Principles and the Health Privacy Principles contained within these Acts.
- Comply with all the requirements of their individual role statement.
- Complete and maintain currency for training and support opportunities that are provided by council and will provide an ongoing level of support to volunteers operating within Latrobe City Council.
- Bring to the attention of management any issues that may have an adverse impact on their performance as a voluntary worker including personal health or circumstance, conditions within Latrobe City venues where volunteer activities are conducted and any other concerns which may have an impact on their experience as a volunteer.
- Where a volunteer uses their own vehicle to carry out all or part of a service, the vehicle must be registered and maintained in a roadworthy condition. The onus for insurance coverage rests with the owner of the vehicle (or the volunteer), who should ensure appropriate third party, comprehensive and liability insurance is current and maintained while undertaking tasks on behalf of Council. Evidence of current registration and insurance must be provided to relevant Council Employees on request.
- Adhere to the Latrobe City Council Code of Conduct while undertaking duties or tasks on behalf of Council.

### Council Responsibilities

Latrobe City Council recognises the important role that volunteers play in the life of the community and as such agrees to:

- Interview and engage volunteers in accordance with anti-discrimination and equal opportunity legislation.
- Provide volunteers with a healthy and safe workplace.
- Provide a formal induction to all volunteers before they are allocated tasks.
- Provide all relevant and supporting documents required to ensure volunteers success including organisational code of conduct, relevant policies and procedures and a current and relevant training to be completed.
- Define volunteer roles and develop clear role statements.
- As required, provide training to volunteers to improve their skill set and assist them in the performance of their voluntary role.

**WARNING - uncontrolled when printed.**

Page 5 of 7

Responsible Division	Organisational Performance	Approved Date	03/07/2023	Review Date	08/2026
-------------------------	-------------------------------	------------------	------------	----------------	---------



## Volunteer Policy

- Not require a volunteer to perform any role or task that they are not appropriately qualified or skilled to undertake or would be the responsibility of a paid employee.
- Provide appropriate public liability insurance coverage for volunteers, where applicable.
- Provide feedback on performance.
- Inform volunteers of their responsibilities and ensure that their work complements but does not undermine, the work of paid employees.
- Reimburse volunteers for pre-agreed out of pocket expenses in line with organisational procurement policies and procedures.
- Regularly acknowledge and recognise the contributions of volunteers.
- Provide all volunteers with information on grievance and unsatisfactory performance operational frameworks and procedures.

### 5. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

#### 5.1. Council

- Responsibility to ensure this Policy is consistent with Latrobe City Council Strategic Direction and other Latrobe City Council Policy.
- Responsibility for the decision to approve this Policy by Council Resolution.

#### 5.2. 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.

#### 5.3. General Manager

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

#### 5.4. Manager

- Develop frameworks and procedures in compliance with this policy.
- Enforce responsibilities to achieve compliance with frameworks and procedures.
- Provide appropriate resources for the execution of the frameworks and procedures.

**WARNING - uncontrolled when printed.**

Page 6 of 7

Responsible Division	Organisational Performance	Approved Date	03/07/2023	Review Date	08/2026
-------------------------	-------------------------------	------------------	------------	----------------	---------



## Volunteer Policy

### 5.5. Employees, Contractors, and Volunteers

- Participate where required in the development of frameworks and procedures in compliance with this policy.
- Comply with frameworks and procedures developed to achieve compliance with this policy.

## 6. Definitions

**Volunteer:** a person who gives freely of their time without recompense, either financial or any other form.

## 7. Related Documents

[Latrobe City Council Code of Conduct](#)

## 8. Reference Resources

[Victorian Volunteer Strategy 2022 - 2027](#)

## 9. Appendices

WARNING - uncontrolled when printed.

Page 7 of 7

Responsible Division	Organisational Performance	Approved Date	03/07/2023	Review Date	08/2026
-------------------------	-------------------------------	------------------	------------	----------------	---------

# **URGENT BUSINESS**

## 9. 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.

# **REPORTS FOR NOTING**



## 10. REPORTS FOR NOTING

Item Number 10.1     03 July 2023

Regional City Strategy & Transition

# PRESENTATION OF THE AUDIT AND RISK COMMITTEE MINUTES - 25 MAY 2023

### PURPOSE

To present the Audit and Risk Committee Meeting minutes for the meeting held on 25 May 2023 as required under the *Audit and Risk Committee Charter*.

### EXECUTIVE SUMMARY

- The Audit and Risk Committee (the Committee) is a statutory committee of the Council. The Committee held its last meeting on 25 May 2023. A number of recommendations were made at the meeting (as summarised in this report and set out in full in the attached minutes).

### OFFICER'S RECOMMENDATION

**That Council notes the attached Audit and Risk Committee Minutes for the 25 May 2023 Meeting.**

## BACKGROUND

At the meeting held on 25 May 2023, the Committee resolved the following:

Item	Resolution
<b>Confirmation of Minutes</b>	That the minutes of the Audit and Risk Committee meeting held on 2 March 2023 be confirmed and ratified as true and correct.
<b>Items referred by the Committee</b>	That the Committee decide on a new date for the August meeting or hold a special meeting to discuss financials. 24 August 2023 meeting date is unchanged. An online Special Meeting to be scheduled for 21 September 2023 at 10:00AM to discuss financials.
<b>Status of Actions Arising</b>	That the Audit and Risk Committee: <ol style="list-style-type: none"><li>1. Receives and notes the Status of Actions Arising Report; and</li><li>2. Agrees the actions marked as complete have been satisfied and will be removed from reporting.</li></ol>
<b>2022-2023 VAGO Audit Strategy</b>	That the Audit and Risk Committee receives and notes the VAGO audit strategy for 2022-23, as formally issued by VAGO.
<b>VAGO Local Government Status Report - May 2023</b>	That the Audit and Risk Committee receives and notes the VAGO Local Government Status Report for May 2023
<b>Update on Internal Audit Program 2023/24</b>	That the Audit and Risk Committee receive and note this report and agree to receive draft audit plan for endorsement out of session.
<b>Presentation of Audit: Information Technology General Controls</b>	That the Audit and Risk Committee receives and notes the findings and management responses contained in the Review of the Information Technology General Controls.
<b>Presentation of Audit: Review of IT Disaster Recovery</b>	That the Audit and Risk Committee receives and notes the findings and management responses contained in the Review of the Information Technology Disaster Recovery Audit.
<b>Internal Audit Status and Local Government Sector - Recent Reports and Publications Reports</b>	That the Audit and Risk Committee receive and note the: <ol style="list-style-type: none"><li>1. Internal Audit Status report; and</li><li>2. Local Government Sector – Recent Reports and Publications Report (May 2023)</li></ol>

Item	Resolution
<b>Strategic Risk Register</b>	That the Audit and Risk Committee notes and receives the Strategic Risk Register.
<b>Quarterly Risk Management Report - March 2023</b>	That the Audit and Risk Committee notes and receives the Quarterly Risk Management Report.
<b>Insurance Renewal 2023-24</b>	That the Audit and Risk Committee notes and receives the report.
<b>Cyber insurance response costs</b>	That the Audit and Risk Committee notes the information regarding the cyber liability policy coverage.
<b>Review of Business Continuity Framework and testing regime</b>	That the Audit and Risk Committee receives the report and shares its feedback on it.
<b>Audit Compliance Report - May 2023</b>	That the Audit and Risk Committee receives and notes this report and approves the extension to the audit action due dates as proposed in Attachment 2.
<b>VAGO, Ombudsman, Inspectorate and IBAC Reports</b>	That the Audit and Risk Committee receives and notes this report on VAGO, Victorian Ombudsman, IBAC, Victorian Inspectorate and other reports.
<b>Fraud and Corruption Reporting</b>	That the Audit and Risk Committee receives and notes this report.
<b>Response to VAGO report 'Regulating Private Pool and Spa Safety'</b>	That the Audit and Risk Committee note the report.
<b>Response to OVIC report 'Process versus Outcome: Investigation into VicForests' handling of a series of FOI requests'</b>	That the Audit and Risk Committee notes the report.
<b>Update on compliance and internal control activities</b>	That the Audit and Risk Committee receives and notes the report.

Item	Resolution
<b>Quarter 3 2022/23 People and Workcover Reports</b>	That the Audit and Risk Committee note the Quarterly People Report, Workcover Report and Lost Time Injuries Report for Q3 of the 2022/23 financial year.
<b>Quarter 3 2022/23 Performance Report Summary</b>	That the Audit and Risk Committee note the Quarterly Performance Summary Report for Q3 2022-23.
<b>Quarterly Budget Report - March 2023</b>	That the Audit and Risk Committee receives and notes the Quarterly Budget Report for the period ended 31 March 2023, prepared in accordance with the requirements of the Local Government Act 2020.
<b>Investment Portfolio &amp; Performance Report</b>	That the Audit and Risk Committee receive and note the report.
<b>Asset Accounting Update</b>	That the Audit and Risk Committee receives and notes this report.
<b>2022/23 Capital Works Program</b>	That the Audit and Risk Committee receives and notes the report.
<b>Bi-annual Audit and Risk Committee Report to Council - H1 2023 - Draft for endorsement</b>	<p>That the Audit and Risk Committee:</p> <ul style="list-style-type: none"> <li>a) Consider any inclusions to the attached report as a result of discussion and decisions at this meeting; and</li> <li>b) On the proviso there are no changes required, endorse the attached report that is for presentation to the Chief Executive Officer for tabling at the August 2023 Council Meeting.</li> </ul>

## ANALYSIS

All motions made at the meeting and their corresponding actions arising can be found in the full minutes attached to this report.

## RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<b>COMPLIANCE</b> Latrobe City Council practices are not compliant with the current expectations of the public sector.	<b>Medium</b> <i>Possible x Minor</i>	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

## CONSULTATION

The draft minutes were provided to the Committee Chairperson for feedback.

## 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.

## DECLARATIONS OF INTEREST

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

## APPENDIX 1 IMPACT ASSESSMENT

### **Social**

N/A

### **Cultural**

N/A

### **Health**

N/A

### **Environmental**

N/A

### **Economic**

N/A

### **Financial**

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.

### **Attachments**

1. Audit and Risk Committee - Minutes - 25 May 2023

# 10.1

## **Presentation of the Audit and Risk Committee Minutes - 25 May 2023**

<b>1</b>	<b>Audit and Risk Committee - Minutes - 25 May 2023 .....</b>	<b>402</b>
----------	---	------------



## Audit and Risk Committee Meeting Minutes - 25 May 2023

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

25 May 2023

**Nambur Wariga Meeting Room, Council Headquarters,**

**141 Commercial Road, Morwell**

Meeting commenced at 10.00 AM

### Attendance

**Members:** Bev Excell (Chairperson), David Kortum, John Purcell,  
Cr Brad Law, Cr Graeme Middlemiss

**In Attendance:**

- Nathan Kearsley (General Manager Organisational Performance)
- Georgia Hills (General Manager Community Health and Wellbeing)
- Jody Riordan (General Manager Regional City Assets and Planning)
- Tim Ellis (General Manager Regional City and Transition)
- James Rouse (Executive Manager Commonwealth Games)
- Matthew Rogers (Manager Financial Performance)
- Travis Derricott (VAGO)
- Martin Ma (VAGO) (Left at 11:38 AM)





## Audit and Risk Committee Meeting Minutes - 25 May 2023

---

- Kapil Kukreja (HLB Mann Judd) (Left at 11:15 AM)
- Hanna Steevens (Manager Governance)
- Paul Howard (Coordinator Audit, Risk and Compliance)
- Louise Van Der Velden (Senior Compliance Officer)
- Cassy Siddle (Compliance Officer)

**Teleconference:** Tim Ellis, Travis Derricott, Kapil Kukreja, Cr Graeme Middlemiss, David Kortum, Martin Ma.

---

### 1. OPENING AND WELCOME

The Chairperson opened the meeting and welcomed all present.

### 2. APOLOGIES

Steven Piasente, Cr Darren Howe, Mark Holloway.

### 3. DECLARATIONS OF INTEREST

Nil.

### 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.

Tim Ellis on behalf of 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.

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.



## Audit and Risk Committee Meeting Minutes - 25 May 2023

The Committee discussed the order of the agenda and agreed to move the discussion on *Item 9. Internal Audit* items to immediately after the Confirmation of the Minutes.

### 5. CONFIRMATION OF MINUTES

#### RECOMMENDATION

That the minutes of the Audit and Risk Committee meeting held on 2 March 2023 be confirmed and ratified as true and correct.

#### OUTCOME/ACTIONS ARISING:

1. Recommendation agreed.

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

#### RECOMMENDATION

That the Committee decide on a new date for the August meeting or hold a special meeting to discuss financials.

#### OUTCOME/ACTIONS ARISING:

1. 24 August 2023 meeting date is unchanged. An online Special Meeting to be scheduled for 21 September 2023 at 10:00AM to discuss financials.

### 7. STATUS OF ACTIONS ARISING

#### 7.1 Status of Actions Arising - May 2023

#### RECOMMENDATION

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

#### OUTCOME/ACTIONS ARISING:

1. Recommendation agreed.



## Audit and Risk Committee Meeting Minutes - 25 May 2023

### 8. EXTERNAL AUDIT

#### 8.1 2022-2023 VAGO Audit Strategy

**RECOMMENDATION**

That the Audit and Risk Committee receives and notes the VAGO audit strategy for 2022-23, as formally issued by VAGO.

**OUTCOME/ACTIONS ARISING:**

1. Recommendation agreed.

#### 8.2 VAGO Local Government Status Report - May 2023

**RECOMMENDATION**

That the Audit and Risk Committee receives and notes the VAGO Local Government Status Report for May 2023

**OUTCOME/ACTIONS ARISING:**

1. Recommendation agreed.

### 9. INTERNAL AUDIT

#### 9.1 Update on Internal Audit Program 2023/24

**RECOMMENDATION**

That the Audit and Risk Committee receive and note this report and agree to receive draft audit plan for endorsement out of session.

**OUTCOME/ACTIONS ARISING:**

1. Recommendation agreed.
2. Coordinator Audit, Risk and Compliance to circulate Internal Audit Plan to Committee out of session for endorsement following Executive Team endorsement.



## Audit and Risk Committee Meeting Minutes - 25 May 2023

### 9.2 Presentation of Audit: Information Technology General Controls

#### RECOMMENDATION

That the Audit and Risk Committee receives and notes the findings and management responses contained in the Review of the Information Technology General Controls.

#### OUTCOME/ACTIONS ARISING:

1. Recommendation agreed.
2. General Manager Organisational Performance to provide a timeframe for when Links will be retired and advise what interim control measures will be implemented if retirement is over four weeks away.

#### Notes:

Noted that the management comment in recommendation 11 *"Installation of CCTV camera is not considered a necessity in the current environment."* was left in the report in error and is not to be entered into Cycle.

### 9.3 Presentation of Audit: Review of IT Disaster Recovery

#### RECOMMENDATION

That the Audit and Risk Committee receives and notes the findings and management responses contained in the Review of the Information Technology Disaster Recovery Audit.

#### OUTCOME/ACTIONS ARISING:

1. Recommendation agreed.
2. General Manager Organisational Performance to prepare a summary document covering the way forward with regard to Business Continuity Plan (BCP) and Disaster Recovery Plan (DRP), which considers the actions from both the IT Disaster Recovery Audit and the BCP Framework and Testing Regime report (Item 10.5 of this meeting's agenda).
3. Business Continuity (BC) and Disaster Recovery (DR) testing should be conducted annually, not biennially. (Recommendation 8 of the Audit Report).



## Audit and Risk Committee Meeting Minutes - 25 May 2023

### 9.4 Internal Audit Status and Local Government Sector - Recent Reports and Publications Reports

#### RECOMMENDATION

That the Audit and Risk Committee receive and note the:

1. Internal Audit Status report; and
2. Local Government Sector – Recent Reports and Publications Report (May 2023)

#### OUTCOME/ACTIONS ARISING:

1. Recommendation agreed.

## 10. RISK

### 10.1 Strategic Risk Register

#### RECOMMENDATION

That the Audit and Risk Committee notes and receives the updated Strategic Risk Register.

#### OUTCOME/ACTIONS ARISING:

1. Recommendation agreed.

### 10.2 Quarterly Risk Management Report - May 2023

#### RECOMMENDATION

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

#### OUTCOME/ACTIONS ARISING:

1. Recommendation agreed.
2. Coordinator Audit, Risk and Compliance to circulate Operational Risk Register for



## Audit and Risk Committee Meeting Minutes - 25 May 2023

Latrobe Regional Airport and Operational Risk Policy to Committee out of session.

3. Compliance Officer to include the Minutes from the previous Executive Risk Management Committee Meeting in the August 2023 ARC Agenda.

### 10.3 Insurance Renewal 2023-24

#### RECOMMENDATION

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

#### OUTCOME/ACTIONS ARISING:

1. Recommendation agreed.

### 10.4 Cyber insurance response costs

#### RECOMMENDATION

That the Audit and Risk Committee notes the information regarding the cyber liability policy coverage.

#### OUTCOME/ACTIONS ARISING:

1. Recommendation agreed.

### 10.5 Review of Business Continuity Framework and testing regime

#### RECOMMENDATION

That the Audit and Risk Committee receives the report and shares its feedback on it.

#### OUTCOME/ACTIONS ARISING:

1. Recommendation agreed.



## Audit and Risk Committee Meeting Minutes - 25 May 2023

### 11. MONITORING

#### 11.1 Audit Compliance Report - May 2023

##### RECOMMENDATION

That the Audit and Risk Committee receives and notes this report and approves the extension to the audit action due dates as proposed in Attachment 2.

##### OUTCOME/ACTIONS ARISING:

1. Recommendation agreed.

#### 11.2 VAGO, Ombudsman, Inspectorate and IBAC Reports

##### RECOMMENDATION

That the Audit and Risk Committee receives and notes this report on VAGO, Victorian Ombudsman, IBAC, Victorian Inspectorate and other reports.

##### OUTCOME/ACTIONS ARISING:

1. Recommendation agreed.
2. Senior Compliance Officer to report back to the next meeting on the learnings from the Commission of Inquiry into Moira Shire Council

#### 11.3 Response to VAGO report 'Regulating Private Pool and Spa Safety'

##### RECOMMENDATION

That the Audit and Risk Committee note the report.

##### OUTCOME/ACTIONS ARISING:

1. Recommendation agreed.



## Audit and Risk Committee Meeting Minutes - 25 May 2023

### 11.4 Response to OVIC report 'Process versus Outcome: Investigation into VicForests' handling of a series of FOI requests'

**RECOMMENDATION**

That the Audit and Risk Committee notes the report.

**OUTCOME/ACTIONS ARISING:**

1. Recommendation agreed.

### 11.5 Update on compliance and internal control activities

**RECOMMENDATION**

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

**OUTCOME/ACTIONS ARISING:**

1. Recommendation agreed.

### 11.6 Fraud and Corruption Reporting

**RECOMMENDATION**

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

**OUTCOME/ACTIONS ARISING:**

1. Recommendation agreed.

## 12. PERFORMANCE REPORTING

### 12.1 Quarter 3 2022/23 People and Workcover Reports

**RECOMMENDATION**





## Audit and Risk Committee Meeting Minutes - 25 May 2023

That the Audit and Risk Committee note the Quarterly People Report, Workcover Report and Lost Time Injuries Report for Q3 of the 2022/23 financial year.

**OUTCOME/ACTIONS ARISING:**

1. Recommendation agreed.

### 12.2 Quarter 3 2022/23 Performance Report Summary

**RECOMMENDATION**

That the Audit and Risk Committee note the Quarterly Performance Summary Report for Q3 2022-23.

**OUTCOME/ACTIONS ARISING:**

1. Recommendation agreed.

### 13. FINANCE

#### 13.1 Quarterly Budget Report - March 2023

**RECOMMENDATION**

That the Audit and Risk Committee receives and notes the Quarterly Budget Report for the period ended 31 March 2023, prepared in accordance with the requirements of the *Local Government Act 2020*.

**OUTCOME/ACTIONS ARISING:**

1. Recommendation agreed.

#### 13.2 Investment Portfolio & Performance Report

**RECOMMENDATION**

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



## Audit and Risk Committee Meeting Minutes - 25 May 2023

### OUTCOME/ACTIONS ARISING:

1. Recommendation agreed.

### 13.3 Asset Accounting Update

#### RECOMMENDATION

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

#### OUTCOME/ACTIONS ARISING:

1. Recommendation agreed.
2. Compliance Officer to add Asset Accounting Update report to the work plan for the second meeting of each year.

### 13.4 2022/23 Capital Works Program

#### RECOMMENDATION

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

#### OUTCOME/ACTIONS ARISING:

1. Recommendation agreed.

### 14. REPORTING REQUIREMENTS

There are no Reporting Requirements reports tabled for this meeting.

### 15. GENERAL BUSINESS

#### 15.1 Bi-annual Audit and Risk Committee Report to Council - H1 2023 - Draft for endorsement

#### RECOMMENDATION



## **Audit and Risk Committee Meeting Minutes - 25 May 2023**

---

That the Audit and Risk Committee:

- a) Consider any inclusions to the attached report as a result of discussion and decisions at this meeting; and
- b) On the proviso there are no changes required, endorse the attached report that is for presentation to the Chief Executive Officer for tabling at the August 2023 Council Meeting.

**OUTCOME/ACTIONS ARISING:**

- 1. Recommendation agreed.
- 2. Coordinator Audit Risk and Compliance to add further information to the Bi-Annual Report around the need to review the Business Continuity Plan and progress on Management's focus on audit compliance.

**Next Meeting Date**

The next Audit and Risk Committee meeting is to be held on Thursday 24 August 2023.

**Meeting Closed at 12:21PM.**

## **11. QUESTIONS ON NOTICE**

Nil reports

# **NOTICES OF MOTION**

## **12. NOTICES OF MOTION**

### **12.1 2023/08 ONE GIPPSLAND AND NATIVE TIMBER HARVESTING**

**Cr Graeme Middlemiss**

I, Cr Graeme Middlemiss, hereby give notice of my intention to move the following motion at the Council Meeting to be held on Monday, 03 July 2023:

**That:**

- 1. Council seeks support from One Gippsland to develop a joint Gippsland position document in relation to the cessation of Native Timber harvesting and the impact on Gippsland communities.**
- 2. The joint Gippsland position document be developed in consultation with all relevant Unions, representative timber industry groups, and the timber industry and considers, but is not limited to;**
  - a. The option of harvesting continuing until the original announced cessation date of 2030;**
  - b. The social and economic impact on smaller communities which have been largely dependent on harvesting and processing Native Timber;**
  - c. The opportunities for alternative economic development and employment opportunities for all Gippsland communities affected by the cessation of Native Timber harvesting, including specific proposals for individual communities;**
  - d. The financial circumstances of contractors affected by the premature cessation of Native Timber harvesting and suggestions of appropriate compensation;**
- 3. One Gippsland seek Victorian State Government and Federal Government funding to develop the joint Gippsland position document; and**
- 4. The joint Gippsland position document be the basis of One Gippsland representation to the State and Federal Governments seeking assistance in transitioning the Native Timber harvesting industry and workforce to acceptable alternatives.**

Signed

Cr Graeme Middlemiss

22 June 2023

#### **Attachments**

Nil

## **12.2 2023/09 JOB LOSSES IN THE PAPER INDUSTRY**

### **Cr Graeme Middlemiss**

I, Cr Graeme Middlemiss, hereby give notice of my intention to move the following motion at the Council Meeting to be held on Monday, 03 July 2023:

#### **That:**

- 1. Council make representation to the Victorian State Government and Federal Government in relation to the 350 plus jobs lost in the paper industry and associated supply chain as a result of the premature cessation of Native Timber harvesting; and**
- 2. This representation is to include a list of organisations that have expressed an interest in establishing businesses including employment opportunities in Latrobe City.**

Signed

Cr Graeme Middlemiss

22 June 2023

#### **Attachments**

Nil

### **12.3 2023/10 NATIVE TIMBER INDUSTRY TRANSITION MEETING**

**Cr Sharon Gibson**

I, Cr Sharon Gibson, hereby give notice of my intention to move the following motion at the Council Meeting to be held on Monday, 03 July 2023:

- 1. That the Mayor, Councillors and Chief Executive Officer of Latrobe City Council urgently request the Prime Minister (Anthony Albanese) and the Premier (Daniel Andrews) to urgently/immediately attend a joint summit with Latrobe City Councillors and Officers to discuss the future and transition failure of the Latrobe Valley Authority to deliver a final Transition Plan, and to develop a strategy for the future of Latrobe City and its Community.**
- 2. The purpose of the meeting is to discuss the loss of jobs over the last five years, the future loss of jobs now and into the foreseeable future with the closure of the Native Timber forestry industry, Maryvale Mill machines and the Latrobe Valley Power Stations.**

Signed

Cr Sharon Gibson

22 June 2023

#### **Attachments**

Nil



#### **12.4 2023/11 REPLACEMENT OF THE LORD'S PRAYER**

**Cr Sharon Gibson**

I, Cr Sharon Gibson, hereby give notice of my intention to move the following motion at the Council Meeting to be held on Monday, 03 July 2023:

**That Council receives a report at a future Council meeting presenting information and options for the potential inclusion of a Councillor statement of commitment or a time of silent reflection in Council meetings.**

Signed

Cr Sharon Gibson

23 July 2023

#### **Attachments**

Nil

## **12.5 2023/12 TRANSPARENCY HUB**

### **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, 03 July 2023:

#### **That:**

- 1. Council Receives a report at a future meeting exploring the feasibility in relation to the design and establishment of a Transparency Hub to feature on the Latrobe City Council website.**
- 2. The report should consider costs, resources and the information to be available on a Transparency Hub including, but not limited to, Councillor meeting attendance, voting patterns, expenses and attendance at conferences and committees as well as the capital works program, pet registration, financial performance community grants and contracts greater than \$200,000.**

Signed

Cr Melissa Ferguson

23 June 2023

#### **Attachments**

Nil

# ITEMS FOR TABLING

### **13. ITEMS FOR TABLING**

Nil reports

#### **14. ACKNOWLEDGEMENTS**

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

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

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

Section 66 of the *Local Government Act 2020* enables Council to close the meeting to the public to consider *confidential information* as defined in that Act.

**Proposed Resolution:**

**That Council pursuant to section 66(1) and 66(2)(a) of the *Local Government Act 2020* (the Act) close the Council Meeting to the public to consider the following items containing confidential information as defined in section 3(1) of the Act:**

**15.1 Sporting Hall of Fame Inductions**

**This item is confidential as it contains personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs (section 3(1)(f)). This ground applies because it contains personal information about the nominee.**