



Council Meeting Agenda

Meeting to be held at

Port of Sale Business Centre

Foster Street, Sale

Tuesday 18 July 2017, commencing at 6pm

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ORDINARY MEETING OF COUNCIL – 18 JULY 2017

AGENDA & TABLE OF CONTENTS

	ITEM	PAGE NUMBER
A	PROCEDURAL	
A1	STATEMENT OF ACKNOWLEDGEMENT AND PRAYER	
A2	APOLOGIES	
A3	DECLARATION OF CONFLICT/S OF INTEREST	
A4	CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING	7
A5	BUSINESS ARISING FROM PREVIOUS MEETING/S	8
A6	ACCEPTANCE OF LATE ITEMS	9
A7	NOTICES OF MOTION	10
A8	RECEIVING OF PETITIONS OR JOINT LETTERS ITEM A8(1) Outstanding Petitions	11 12
A9	INVITED ADDRESSES, PRESENTATIONS OR ACKNOWLEDGEMENTS	13
A10	QUESTIONS ON NOTICE	14
A11	MAYORS REPORT ITEM A11(1) MAYOR AND COUNCILLOR ACTIVITY REPORT	15 16
B	REPORT OF DELEGATES	18
C	OFFICERS' REPORT	
	C1 CHIEF EXECUTIVE OFFICER ITEM C1.1 CHIEF EXECUTIVE OFFICER'S REPORT	19 20
	C2 GENERAL MANAGER CORPORATE SERVICES ITEM C2.1 ASSEMBLY OF COUNCILLORS	21 22

	C3 GENERAL MANAGER DEVELOPMENT	27
	ITEM C3.1 PLANNING DECISIONS – MAY 2017	28
	ITEM C3.2 QUARTERLY STRATEGIC LAND USE PLANNING UPDATE	40
	ITEM C3.3 DOMESTIC ANIMAL MANAGEMENT PLAN – RELEASE FOR COMMUNITY CONSULTATION	47
	ITEM C3.4 ADOPTION WEST SALE AIRPORT MASTERPLAN	87
	C4 GENERAL MANAGER BUILT & NATURAL ENVIRONMENT	175
	ITEM C4.1 CONTRACT 2016-082 CHARLIES STREET LOCH SPORT BOAT RAMP	176
	ITEM C4.2 CONTRACT 2016-083 CEMETERY ROAD REALIGNMENT AND SHARED PATH WORKS (STAGE 1)	179
	C5 GENERAL MANAGER COMMUNITY AND CULTURE	182
	ITEM C5.1 WELLINGTON ACCESS & INCLUSION PLAN 2017 – 2022	183
	ITEM C5.2 ESSO BHP BILLITON WELLINGTON ENTERTAINMENT CENTRE ADVISORY GROUP MINUTES	207
	ITEM C5.3 QUICK RESPONSE GRANT SCHEME	214
	ITEM C5.4 DRAFT MUNICIPAL PUBLIC HEALTH & WELLBEING PLAN 2017 - 2021	220
	ITEM C5.5 WELLINGTON YOUTH STRATEGY 2017 - 2020	306
D	URGENT BUSINESS	324
E	FURTHER GALLERY AND CHAT ROOM COMMENTS	324
F	CONFIDENTIAL ATTACHMENTS	325
	ITEM F1.1 CONTRACT 2016-082 CHARLIES STREET LOCH SPORT BOAT RAMP (Refer to Item C4.1 of this agenda)	326
	ITEM F1.2 CONTRACT 2016-083 CEMETERY ROAD REALIGNMENT AND SHARED PATH WORKS (STAGE 1) (Refer to Item C4.2 of this agenda)	327
G	IN CLOSED SESSION	328



Council Meeting Information

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Members of the public who are not in attendance at the Council meeting but who wish to communicate with the Council via the webcasting chat room should lodge their questions or comments early in the meeting to ensure that their submissions can be dealt with at the end of the meeting.

Please could gallery visitors and Councillors ensure that mobile phones and other electronic devices are turned off or in silent mode for the duration of the meeting.



A - PROCEDURAL



STATEMENT OF ACKNOWLEDGEMENT

***“We acknowledge the traditional custodians
of this land the Gunaikurnai people,
and pay respects to their elders past and present”***



PRAYER

***“Almighty God, we ask your blessing upon the Wellington
Shire Council, its Councillors, officers, staff and their families.***

***We pray for your guidance in our decisions so that the
true good of the Wellington Shire Council may result to
the benefit of all residents and community groups.”***

Amen



A - PROCEDURAL

A4 CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING/S

ITEM A4**ADOPTION OF MINUTES OF PREVIOUS MEETING/S**

ACTION OFFICER:

GENERAL MANAGER CORPORATE SERVICES

DATE:

18 JULY 2017

OBJECTIVE

To adopt the minutes of the Ordinary Council Meeting of 4 July 2017.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY**RECOMMENDATION**

That Council adopt the minutes and resolutions of the Ordinary Council Meeting of 4 July 2017.

CONFLICT OF INTEREST

No staff and/or contractors involved in the compilation of this report have declared a Conflict of Interest.



A - PROCEDURAL

A5 BUSINESS ARISING FROM PREVIOUS MEETING/S



A - PROCEDURAL

A6 ACCEPTANCE OF LATE ITEMS



A - PROCEDURAL

A7 NOTICE/S OF MOTION



A - PROCEDURAL

A8 RECEIVING OF PETITIONS OR JOINT LETTERS

ITEM A8(1)**OUTSTANDING PETITIONS**

ACTION OFFICER

GOVERNANCE

DATE:

18 JULY 2017

ITEM	FROM MEETING	COMMENTS	ACTION BY
NIL			



A - PROCEDURAL

A9 INVITED ADDRESSES, PRESENTATIONS OR ACKNOWLEDGEMENTS



A - PROCEDURAL

A10 QUESTIONS ON NOTICE



A - PROCEDURAL

A11 MAYOR'S REPORT

ITEM A11(1)**MAYOR AND COUNCILLOR ACTIVITY REPORT**

OFFICER:

COUNCILLOR CAROLYN CROSSLEY

DATE:

18 JULY 2017

RECOMMENDATION***That the Mayor and Councillor Activity report be noted.***

12 June 2017 to 10 July 2017

13 June	Meeting with Latrobe Valley Authority (LVA), Sale	Mayor Crossley and Chief Executive Officer attended.
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Council continues to meet with LVA on a regular basis to stay informed of the various programs and negotiations that may affect residents of Wellington Shire Council.

18 June	Sale Field and Game Official Opening of Clubrooms, Longford	Cr Bye attended for Council.
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18-21 June	National General Assembly of Local Government, Canberra	Deputy Mayor Cr Hall and Chief Executive Officer attended for Council.
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19 June	Meeting with Australian Sustainable Hardwoods (ASH), Heyfield	Mayor Crossley and Cr Hole attended for Council.
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Hermal Group, who are the owners of ASH mill, and the State Government have reached an “in principle” agreement regarding the sale of the mill, subject to due diligence checks which is welcome news for the Heyfield community. We will continue to work with the State Government to minimise job losses and look forward to the continued operation of this very important manufacturing industry in Heyfield.

19 June	Sale City Band Annual General Meeting, Sale	Cr McCubbin attended for Council.
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22 June	Public meeting to ascertain interest in Maffra Men’s shed, Maffra	Cr Hole and Cr Mills attended for Council.
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23 June	Opening of “Billabong” project, Sale Cemetery, Sale	Cr McCubbin attended for Council.
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28 June	Meeting with Federation Training, Fulham	Cr Hole and Chief Executive Officer attended for Council.
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This meeting was held at the Fulham Campus with members Federation Training’s Board where options were discussed for the future training of students in Wellington Shire. There will continue to be ongoing discussion on this topic as work is progressed and we also investigate other projects to stimulate the economy and employment.

29 June	Sale Business Tourism Association breakfast meeting, Sale	Cr McCubbin and Chief Executive Officer attended for Council.
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3 July	NAIDOC Week and Ramahyuck's 25th Anniversary, Sale	Cr Stephens attended for Council.
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It was wonderful to see a good crowd of people in attendance at the NAIDOC flag raising ceremony and they particularly enjoyed the young dance group that performed the traditional dance. It is a great way to celebrate cultural diversity in our community. Learning our heritage is an important part of life for us all. It is important for people living in Wellington Shire that we learn the heritage of the Gunaikurnai people, who we not only acknowledge but respect as the Traditional Owners of the land in our Shire.

6 July	Gippsland Local Government Waste Forum, Trafalgar	Cr Maher attended as Council Representative.
6 July	Rotary Club of Maffra - Changeover Dinner, Maffra	Deputy Mayor Cr Hall attended for Council.
7 July	Fulham Correctional Centre - 02/2017 Correctional Officer Pre-Service Course Graduation Ceremony, Fulham	Deputy Mayor Cr Hall attended for Council.
8 July	Glenmaggie & District Boat Club evening, Heyfield	Cr Hole attended for Council

**COUNCILLOR CAROLYN CROSSLEY
MAYOR**



B –REPORT

DELEGATES



C1 - REPORT

CHIEF EXECUTIVE OFFICER

ITEM C1.1**CHIEF EXECUTIVE OFFICER'S REPORT**

OFFICER: CHIEF EXECUTIVE OFFICER

DATE: 18 JULY 2017

RECOMMENDATION*That the Chief Executive Officer's Report be received.*

- | | |
|--------------|---|
| 14 June | Met with representatives of VicRoads and Department of Economic Development, Jobs, Transport, and Resources to discuss road infrastructure throughout the Shire

Spoke to Wellington Youth Council |
| 16 June | Provided a presentation to the trustees of the John Leslie Foundation, and gave them a tour of the new Port of Sale Hub project |
| 17 – 21 June | Attended the 2017 National General Assembly , Canberra alongside Deputy Mayor Cr Hall. |
| 22-23 June | Attended the Regional Partnership Gippsland workshop and meeting. |
| 27 June | Met with Trustees of the John Leslie Foundation regarding the GRSC floor project |
| 28 June | Attended a Federation Training Board meeting to discuss training options in Wellington Shire. In attendance were Cr Hole, General Manager Development John Websdale and Manager Business Development Paul Johnson

Met with Inspector Scott Brennan of Victoria Police to discuss a range of matters across the Shire |
| 29 June | Along with Cr McCubbin and Executive Manager Projects Sharon Houlihan, attended a Sale Business Traders Association breakfast meeting to discuss Christmas trading and the opening of the Port of Sale Cultural Hub.

Met with CEO of Central Gippsland Health Frank Evans |
| 30 June | Attended Gippsland Local Government Network (GLGN) CEO's meeting and Strategy Planning Day, Traralgon. |
| 3 July | Attended Ramahyuck's 25 Anniversary celebrations and NAIDOC week, along with Cr Stephens

Met with Ramahyuck's new CEO, David Morgan |
| 6 July | Attending the Regional Partnership – Connectivity Working Group meeting, Traralgon. |



C2 - REPORT

GENERAL MANAGER CORPORATE SERVICES

ITEM C2.1**ASSEMBLY OF COUNCILLORS**

DIVISION: CORPORATE SERVICES

ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

DATE: 18 JULY 2017

IMPACTS									
Financial	Communication	Legislative	Council Policy	Council Plan	Resources & Staff	Community	Environmental	Consultation	Risk Management

OBJECTIVE

To report on all assembly of Councillor records received for the period 27 June 2017 to 11 July 2017.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY**RECOMMENDATION**

That Council note and receive the attached Assembly of Councillor records for the period 27 June 2017 to 11 July 2017.

BACKGROUND

Section 80A of the *Local Government Act 1989* requires a written record be kept of all assemblies of Councillors, stating the names of all Councillors and Council staff attending, the matters considered and any conflict of interest disclosures made by a Councillor. These records must be reported, as soon as practicable, at an ordinary meeting of the Council and recorded in the minutes.

Below is a summary of all assembly of Councillor records received for the period 27 June 2017 to 11 July 2017.

Assembly of Councillors summary of reports received for the period 27 June 2017 to 11 July 2017		
Date	Matters considered	Councillors and officers in attendance
4 July 2017	IT / Diary Meeting	Cr Hall, Cr Hole, Cr Maher, Cr Mills, Cr Stephens David Morcom, Chief Executive Officer Sharon Willison, Mayoral / Councillor Support Officer Damian Norkus, Information Technology Officer
4 July 2017	Port of Sale Redevelopment Project Updates Stratford Victoria Sister Cities Reunion (Verbal Update) Wellington Youth Strategy 2017 – 2021 Domestic Animal Management Plan 2017 Expression of Interest 8 Foster Street Sale – Visitor Information Centre Sale	Cr Hall, Cr Hole, Cr Maher, Cr Mills, Cr Stephens David Morcom, Chief Executive Officer Arthur Skipitaris, General Manager Corporate Services Chris Hastie, General Manager Built & Natural Environment Glenys Butler, General Manager Community & Culture John Websdale, General Manager Development Sharon Houlihan, Executive Manager Major Projects (Item 1) Karen McLennan, Manager Community Wellbeing (Item 3) Meg Capurso, Youth Liaison Coordinator (Item 3) Peter Thompson, Coordinator Local Laws (Item 4) Paul Johnson, Manager Business Development (Item 5) Daniel Gall, Coordinator Commercial Facilities Management (Item 5) Denis Murphy, Commercial Property Officer (Item 5)

OPTIONS

Council has the following options:

1. Note and receive the attached assembly of Councillors records; or
2. Not receive the attached assembly of Councillors records.

PROPOSAL

That Council note and receive the attached assembly of Councillors records during the period 27 June 2017 to 11 July 2017.

CONFLICT OF INTEREST

No staff and/or contractors involved in the compilation of this report have declared a Conflict of Interest.

LEGISLATIVE IMPACT

The reporting of written records of assemblies of Councillors to the Council in the prescribed format complies with Section 80A of the *Local Government Act 1989*.

COUNCIL PLAN IMPACT

The Council Plan 2017-21 Theme 6 Organisational states the following strategic objective and related strategy:

Strategic Objective 6.3

Maintain a well governed, transparent, high performing, ethical and accountable organisation.

Strategy 6.3.3

“Ensure sound governance processes that result in responsive, ethical, transparent and accountable decision making.

This report supports the above Council Plan strategic objective and strategy.

ASSEMBLY OF COUNCILLORS

1. DATE OF MEETING:

4 July 2017

2. ATTENDEES

Councillor Names	In attendance (tick)		Name	In attendance (tick)	
	Yes	No		Yes	No
Cr Bye <i>(leave)</i>		✓	Cr Maher	✓	
Cr Crossley <i>(leave)</i>		✓	Cr Mills	✓	
Cr Hall	✓		Cr Rossetti <i>(leave)</i>		✓
Cr Hole	✓		Cr Stephens	✓	
Cr McCubbin <i>(leave)</i>		✓			

Officer Names	In attendance (tick)		Name	In attendance (tick)	
	Yes	No		Yes	No
D Morcom, CEO	✓		G Butler, GMCC		✓
A Skipitaris, GMCS		✓	John Websdale, GMD		✓
C Hastie, GMBNE		✓			

Others in Attendance (list names and item in attendance for):	Item No.
Sharon Willison	1
Damian Norkus	1

3. Matters / Items considered at the meeting (list):

1. IT / Diary Meeting - Councillors

4. Conflict of Interest disclosures made by Councillors:

N/A

ASSEMBLY OF COUNCILLORS

1. DATE OF MEETING:

4 July 2017

2. ATTENDEES

Councillor Names	In attendance (tick)		Name	In attendance (tick)	
	Yes	No		Yes	No
Cr Bye <i>(leave)</i>		✓	Cr Maher	✓	
Cr Crossley <i>(leave)</i>		✓	Cr Mills	✓	
Cr Hall	✓		Cr Rossetti <i>(leave)</i>		✓
Cr Hole	✓		Cr Stephens	✓	
Cr McCubbin <i>(leave)</i>		✓			

Officer Names	In attendance (tick)		Name	In attendance (tick)	
	Yes	No		Yes	No
D Morcom, CEO	✓		G Butler, GMCC	✓	
A Skipitaris, GMCS	✓		John Websdale, GMD	✓	
C Hastie, GMBNE	✓				

Others in Attendance (list names and item in attendance for):	Item No.
Sharon Houlihan	1
Beth Ripper	2
Karen McLennan, Meg Capurso	3
Peter Thompson	4
Paul Johnson, Daniel Gall, Denis Murphy	5

3. Matters / Items considered at the meeting (list):

1. Port of Sale Redevelopment Project Updates
2. Stratford Victoria Sister Cities Reunion (Verbal Update)
3. Wellington Youth Strategy 2017 – 2021
4. Domestic Animal Management Plan 2017
5. Expression of Interest 8 Foster Street Sale – Visitor Information Centre Sale

4. Conflict of Interest disclosures made by Councillors:

N/A



C3 - REPORT

GENERAL MANAGER DEVELOPMENT

ITEM C3.1**PLANNING DECISIONS – MAY 2017**

DIVISION:

DEVELOPMENT

ACTION OFFICER:

MANAGER LAND USE PLANNING

DATE:

18 JULY 2017

IMPACTS									
Financial	Communication	Legislative	Council Policy	Council Plan	Resources & Staff	Community	Environmental	Consultation	Risk Management
	✓	✓	✓	✓			✓		

OBJECTIVE

To provide a report to Council on recent planning permit trends and planning decisions made under delegation by Statutory Planners during the month of May 2017, for information.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY**RECOMMENDATION**

That Council note the report on recent Planning Permit trends and Planning Application determinations between 1 May and 31 May 2017.

BACKGROUND

Statutory Planners have delegated authority under the *Planning and Environment Act 1987* to make planning decisions in accordance with the *Planning and Environment Act 1987* and the Wellington Planning Scheme, including the issue of: planning permits, amended permits, extensions of time, refusal of planning permits and notices of decision to grant a planning permit.

A copy of planning permit decisions made between 1 May and 31 May 2017 is included in Attachment 1.

Attachment 2 provides an overview of recent planning permit trends including decisions made, efficiency of decision making and the estimated value of approved development (derived from monthly planning permit activity reporting data).

OPTIONS

Council may choose to note this report, alternatively, Council may choose to seek further information and refer this report to another meeting.

PROPOSAL

That Council note the report of recent planning permit trends and planning application determinations between 1 May and 31 May 2017.

CONFLICT OF INTEREST

No staff and/or contractors involved in the compilation of this report have declared a conflict of interest.

COMMUNICATION IMPACT

The monthly report communicates information about planning trends and determinations including the issue of planning permits, amended permits, refusal of planning permits, and notices of decision to grant a planning permit.

LEGISLATIVE IMPACT

All planning decisions have been processed and issued in accordance with the *Planning and Environment Act 1987* and the Wellington Planning Scheme.

COUNCIL POLICY IMPACT

All planning decisions have been issued after due consideration of relevant Council policy, including Council's Heritage Policy, and the requirements of the State and Local Planning Policy Framework in the Wellington Planning Scheme.

COUNCIL PLAN

The Council Plan 2017–21 Theme 2: Services & Infrastructure states the following strategic objective and related strategy:

Strategic Objective 2.3

'Wellington Shire is well planned, considering long term growth and sustainability.'

Strategy 2.3.3

'Recognise and advocate for best practice land development which considers energy efficiency and sustainability for housing'.

This Report supports the above Council Plan strategic objective and strategy.

ENVIRONMENTAL IMPACT

Planning decisions are made in accordance with the relevant environmental standards to ensure that environmental impacts are minimised.

Application No/Year	Date Received	Property Title & Address	Proposal	Status
PLANNING APPLICATION DETERMINATIONS BETWEEN 1/05/2017 AND 31/05/2017				
84-4/2013	15/03/2017	Assessment No. 420083 PCA: 71J 17 TRARALGON-MAFFRA RD TENAMBA	Use and development of a place of assembly (community meeting room)	Permit Issued by Delegate of Resp/Auth 5/05/2017
95-5/2014	24/05/2017	Assessment No. 75192 LOT: D PS: 605819W 79-111 HOBSON ST STRATFORD	Multi lot staged subdivision of the land/removal of native vegetation.	Permit Issued by Delegate of Resp/Auth 25/05/2017
30-1/2016	5/02/2016	Assessment No. 369009 LOT: 2 PS: 319186 AUDLEY ST LONGFORD	Resubdivision of the land into two lots.	Permit Issued by Delegate of Resp/Auth 10/05/2017
128-1/2016	3/05/2016	Assessment No. 93237 LOT: 5 PS: 203536 162 GOOCH RD STRATFORD	Subdivision of the land into two lots.	Permit Issued by Delegate of Resp/Auth 24/05/2017
228-1/2016	28/07/2016	Assessment No. 403543 LOT: 2 PS: 602223Y 24A GIBNEY ST MAFFRA	Subdivision of the land into 6 lots including common property.	NOD issued by Delegate of Resp/Auth 18/05/2017
283-1/2016	16/09/2016	Assessment No. 406173 LOT: 2 PS: 62651TV 14-20 SOMERTON PARK RD SALE	Resubdivision of 2 lots to create 2 different lots/removal of easement.	Permit Issued by Delegate of Resp/Auth 10/05/2017
292-1/2016	23/09/2016	Assessment No. 72413 LOT: 2 PS: 327524R 344-350 RAGLAN ST SALE	Buildings and works associated with a telecommunications facility	Permit Issued by Delegate of Resp/Auth 8/05/2017
309-1/2016	4/10/2016	Assessment No. 90589 CA: 13A SEC: B 224 BRIAGOLONG-STOCKDALE RD BRIAGOLONG	Subdivision of the land into 5 lots.	Permit Issued by Delegate of Resp/Auth 24/05/2017
318-2/2016	30/05/2017	Assessment No. 332643 LOT: 36 PS: 2363 29 FORBES ST BRIAGOLONG	Resubdivision of 4 existing lots to create 4 new lots.	Permit Issued by Delegate of Resp/Auth 31/05/2017
343-1/2016	4/11/2016	Assessment No. 52001 LOT: 1 TP: 12920B 271 YORK ST SALE	Display of externally illuminated major promotion sky sign.	Refusal Issued by Delegate of Resp/Auth 1/05/2017
377-1/2016	1/12/2016	Assessment No. 359653 LOT: 1 PS: 149929 749 HEYFIELD-UPPER MAFFRA RD NEWRY	Buildings and works associated with construction of a calf shed	Permit Issued by Delegate of Resp/Auth 22/05/2017

Application No/Year	Date Received	Property Title & Address	Proposal	Status
387-1/2016	16/12/2016	Assessment No. 413591 LOT: 1 PS: 812009 OWENS LANE GIFFARD	Subdivision of the land into 2 lots.	Permit Issued by Delegate of Resp/Auth 24/05/2017
9-1/2017	10/01/2017	Assessment No. 257873 LOT: 1045 PS: 40166 121 FIFTH AVE PARADISE BEACH	Buildings and works assoc with construction of a single dwelling	Permit Issued by Delegate of Resp/Auth 23/05/2017
23-1/2017	27/01/2017	Assessment No. 197202 PC: 369403F 11 SHORELINE DVE SEASPRAY	Subdivision of the land into two lots.	Permit Issued by Delegate of Resp/Auth 18/05/2017
29-1/2017	7/02/2017	Assessment No. 258517 PC: 376158C 161-163 FIFTH AVE PARADISE BEACH	Buildings and works associated with construction of an outbuilding.	NOD issued by Delegate of Respon/Auth 23/05/2017
34-1/2017	16/02/2017	Assessment No. 353409 LOT: 351 PS: 55070 33 GILLUM RD COONGULLA	Buildings and works associated with construction of a dwelling.	Permit Issued by Delegate of Resp/Auth 23/05/2017
42-1/2017	22/02/2017	Assessment No. 219931 LOT: 946 PS: 52648 98 ASTRO AVE GOLDEN BEACH	Buildings and works associated with construction of a single dwelling.	Permit Issued by Delegate of Resp/Auth 8/05/2017
43-1/2017	22/02/2017	Assessment No. 206672 LOT: 3 PS: 348463B 2321 SEASPRAY RD SEASPRAY	Subdivision of the land into 5 lots/alteration of access to road zone	Permit Issued by Delegate of Resp/Auth 23/05/2017
52-1/2017	27/02/2017	Assessment No. 300210 LOT: 1 PS: 95215 42 FIELDS RD YARRAM	Resubdivision of existing lots to create 2 new lots.	Permit Issued by Delegate of Resp/Auth 10/05/2017
56-1/2017	1/03/2017	Assessment No. 424903 LOT: 1 PS: 804076 40-46 DAWSON ST STRATFORD	Resubdivision of 2 lots to create 2 new lots.	Permit Issued by Delegate of Resp/Auth 10/05/2017
59-1/2017	2/03/2017	Assessment No. 248351 LOT: 2734 PS: 70943 2 WHITE CRES LOCHSFOOT	Buildings and works associated with construction of a 3 story dwelling	Permit Issued by Delegate of Resp/Auth 2/05/2017
61-1/2017	2/03/2017	Assessment No. 190389 CA: 31 29 HUFFERS LANE ROSEDALE	Use and development of a dwelling for free range egg production.	Refusal issued by Delegate of Respo/Auth 30/05/2017
63-1/2017	8/03/2017	Assessment No. 382713 LOT: 3 PS: 421484V	Use & development of the land for a caretakers dwelling.	Permit Issued by Delegate of Resp/Auth 18/05/2017

1 of 5

Application No/Year	Date Received	Property Title & Address	Proposal	Status
66-1/2017	8/03/2017	316 MONTGOMERY RD BUNDALAGUAH Assessment No. 324749 LOT: 14 PS: 317020D 52 BIRARINGA CRT SEATON	Buildings and works associated with the construction of a dwelling.	Permit Issued by Delegate of Resp/Auth 18/05/2017
67-1/2017	9/03/2017	Assessment No. 293019 LOT: 1 TP: 21985U 7 DUKE ST YARRAM	Subdivision of the land into 2 lots.	Permit Issued by Delegate of Resp/Auth 17/05/2017
68-1/2017	10/03/2017	Assessment No. 380469 LOT: 6 PS: 6344828 22 JACKSON DVE FULHAM	Buildings and works associated with construction of a garage.	Permit Issued by Delegate of Resp/Auth 26/05/2017
71-1/2017	10/03/2017	Assessment No. 407403 LOT: 1 PS: 603240H ROSEDALE-FLYNN'S CREEK RD ROSEDALE	Use and development of the land for a dwelling.	Permit Issued by Delegate of Resp/Auth 26/05/2017
73-1/2017	15/03/2017	Assessment No. 338822 LOT: 4 PS: 323823C 100 LANDY ST MAFFRA	Development of 2 dwellings on a lot.	Permit Issued by Delegate of Resp/Auth 4/05/2017
74-1/2017	15/03/2017	Assessment No. 422139 PTL: 2 PS: 258132E 2,327 ROSEDALE-LONGFORD RD LONGFORD	Use the land for group accommodation.	Permit Issued by Delegate of Resp/Auth 17/05/2017
77-1/2017	16/03/2017	Assessment No. 23887 LOT: 5 PS: 24404 243 GUTHRIDGE PDE SALE	Subdivision of the land into 2 lots.	Permit Issued by Delegate of Resp/Auth 8/05/2017
79-1/2017	16/03/2017	Assessment No. 350298 LOT: 1 TP: 146996R 41 BEN CRUACHAN PDE COONGULLA	Buildings and works associated with construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth 11/05/2017
81-1/2017	20/03/2017	Assessment No. 108282 LOT: 2 PS: 602234T 198 TYLERS RD PEARSONDALE	Buildings and works associated with construction of an outbuilding.	NOD issued by Delegate of Resp/Auth 29/05/2017
82-1/2017	21/03/2017	Assessment No. 369546 PLANNING & BUILDING ST WELLINGTON	Removal of a single native tree from the road reserve.	Permit Issued by Delegate of Resp/Auth 11/05/2017
83-1/2017	21/03/2017	Assessment No. 380311 LOT: 1 PS: 340023A 369 MAFFRA-SALE RD MAFFRA	Buildings and works associated with construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth 18/05/2017
85-1/2017	21/03/2017	Assessment No. 102400	Removal of native vegetation.	Permit Issued by Delegate of

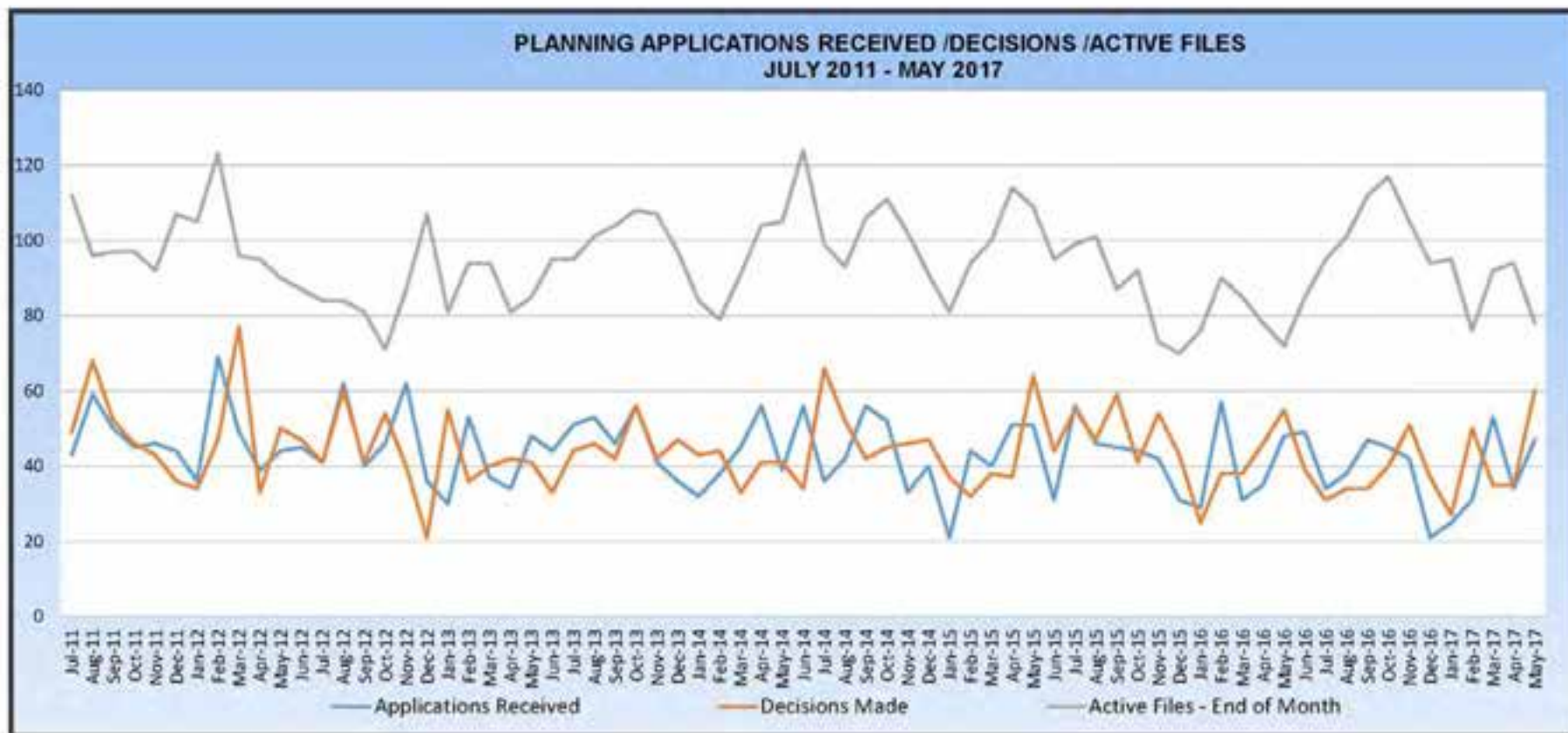
Application No/Year	Date Received	Property Title & Address	Proposal	Status
		LOT: 1 PS: 207595 GRIMMES RD DENISON		Resp/Auth 1/05/2017
86-1/2017	22/03/2017	Assessment No. 295931 LOT: 1 TP: 180045F 21-31 LIVINGSTON RD YARRAM	Buildings and works associated with construction of industrial shed	Permit Issued by Delegate of Resp/Auth 5/05/2017
87-1/2017	22/03/2017	Assessment No. 377481 CA: 19A SEC. C SOUTH GIPPSLAND HWY GIFFARD WEST	Removal of native vegetation	Permit Issued by Delegate of Resp/Auth 18/05/2017
88-1/2017	24/03/2017	Assessment No. 263582 LOT: 1 TP: 881269L 402 JACK RIVER VALLEY RD JACK RIVER	Buildings and works associated with construction of a farm shed	Permit Issued by Delegate of Resp/Auth 12/05/2017
90-1/2017	24/03/2017	Assessment No. 226983 LOT: 1971 PS: 70938 38 CENTRAL AVE LOCH SPORT	Buildings and works associated with a double storey dwelling	Permit Issued by Delegate of Resp/Auth 23/05/2017
91-1/2017	24/03/2017	Assessment No. 437541 LOT: 1 PS: 804048P 1/13-17 PRINCES HWY SALE	Display advertising signage	Permit Issued by Delegate of Resp/Auth 22/05/2017
100-1/2017	31/03/2017	Assessment No. 225649 PC: 167313X 84-86 CAMPBELL ST LOCH SPORT	Buildings and works associated with construction of an outbuilding	Permit Issued by Delegate of Resp/Auth 30/05/2017
101-1/2017	31/03/2017	Assessment No. 347138 LOT: 4 PS: 332771T 548 STRATFORD-MAFFRA RD MAFFRA	Buildings and works associated with construction of an outbuilding	Permit Issued by Delegate of Resp/Auth 9/05/2017
102-1/2017	31/03/2017	Assessment No. 104547 PTL: 103 PS: 634482S 16 SALE-COWWARR RD FULHAM	Buildings and works associated with use of existing training facility	Permit Issued by Delegate of Resp/Auth 9/05/2017
103-1/2017	31/03/2017	Assessment No. 290593 PTP: 2 TP: 619834K 221 COMMERCIAL RD YARRAM	Use the land for tavern, bottleshop, general liquor licence/carparking	Withdrawn 11/05/2017
108-1/2017	5/04/2017	Assessment No. 354357 LOT: 1 PS: 214718 273 BOISDALE ST MAFFRA	Resubdivision of the land to create 2 new lots, one with split zoning	Permit Issued by Delegate of Resp/Auth 29/05/2017
120-1/2017	18/04/2017	Assessment No. 366450 LOT: 7 PS: 207036R 117 THREE CHAIN RD MAFFRA	Buildings and works associated with extensions to existing dwelling	Permit Issued by Delegate of Resp/Auth 1/05/2017

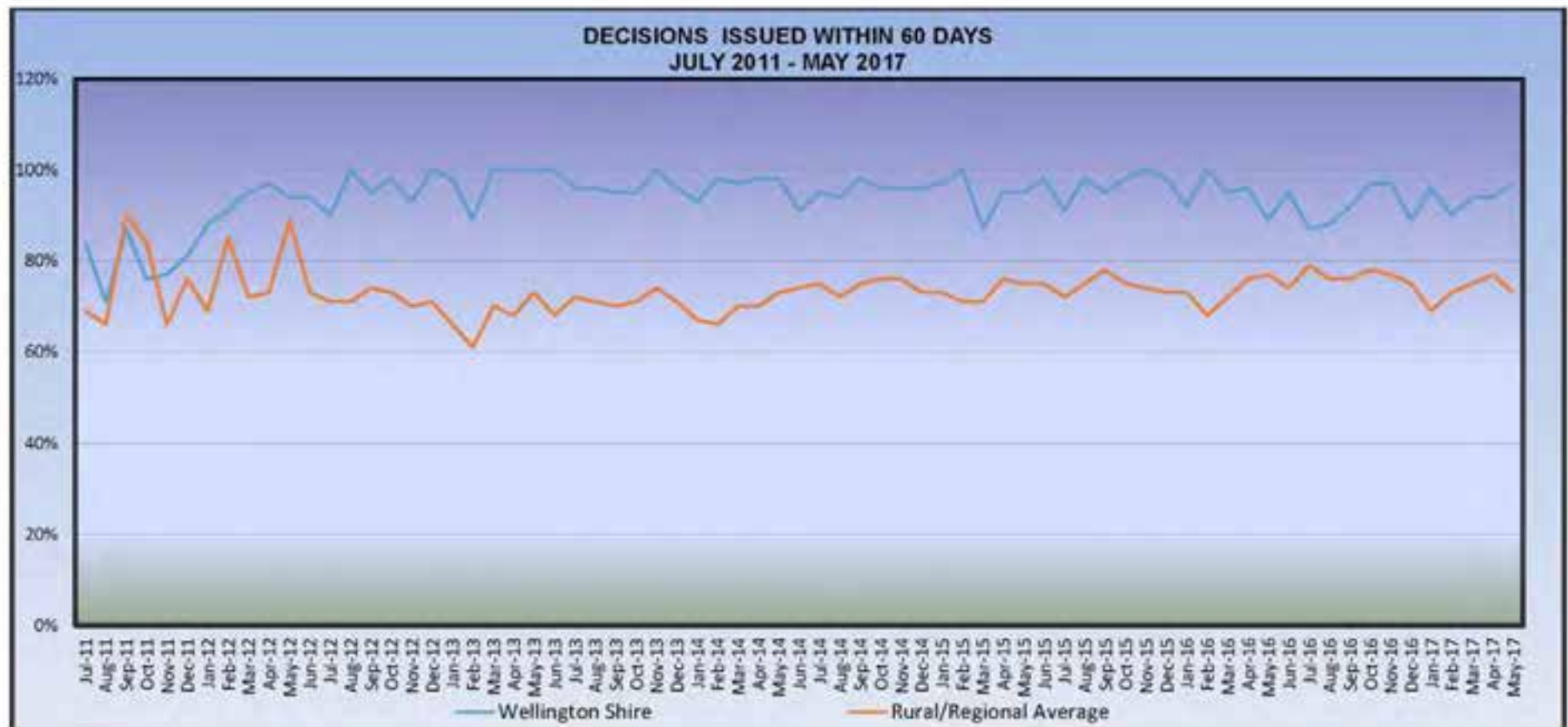
Application No/Year	Date Received	Property Title & Address	Proposal	Status
121-1/2017	18/04/2017	Assessment No. 369546 PLANNING & BUILDING WELLINGTON	Remove native veg/sth bank of flooding creek at Maxfields ST	Permit Issued by Delegate of Resp/Auth Bridge 26/05/2017
128-1/2017	21/04/2017	Assessment No. 257659 LOT: 1016 PS: 40160 17 SIXTH AVENUE SOUTH PARADISE BEACH	Buildings and works associated with construction of a single	Permit Issued by Delegate of Resp/Auth dwelling 18/05/2017
130-1/2017	28/04/2017	Assessment No. 7344 LOT: 1 TP: 5972398 69 MACARTHUR ST SALE	Buildings and works associated with extensions to existing building	Permit Issued by Delegate of Resp/Auth 8/05/2017
131-1/2017	28/04/2017	Assessment No. 407064 PC: 373101A 4,355 HYLAND HWY WON WRON	Buildings and works associated with construction of a horsebox	Permit Issued by Delegate of Resp/Auth 4/05/2017
132-1/2017	28/04/2017	Assessment No. 284141 CA: 43 WESTS RD ALBERTON WEST	Buildings and works associated with construction of a farm shed	Permit Issued by Delegate of Resp/Auth 3/05/2017
133-1/2017	28/04/2017	Assessment No. 110957 LOT: 10 PS: 7061 84 GARRETT'S LANE GLENGARRY	Buildings and works associated with construction of a farm shed	Permit Issued by Delegate of Resp/Auth 17/05/2017
134-1/2017	1/05/2017	Assessment No. 46409 LOT: 1 TP: 547781D 106 FOSTER ST SALE	Buildings and works construction of a pool/demolition of outbuilding	Permit Issued by Delegate of Resp/Auth 25/05/2017
136-1/2017	1/05/2017	Assessment No. 118380 PC: 357357 24 GOLDEN BEACH DVE GOLDEN BEACH	Buildings and works associated with construction of an outbuilding	Permit Issued by Delegate of Resp/Auth 8/05/2017
137-1/2017	1/05/2017	Assessment No. 214148 LOT: 316 PS: 52647 104 SHORELINE DVE GOLDEN BEACH	Removal of vegetation	No Permit Required 4/05/2017
143-1/2017	10/05/2017	Assessment No. 205237 CA: 15 SEC: 2A 236 ROSEDALE-FLYNN'S CREEK RD ROSEDALE	Buildings and works associated with construction of a shed	Permit Issued by Delegate of Resp/Auth 17/05/2017
146-1/2017	15/05/2017	Assessment No. 187278 PC: 376168 3-5 CROOKE ST THE HONEYSUCKLES	Buildings & works in association with construction of an outbuilding	Permit Issued by Delegate of Resp/Auth 25/05/2017
154-1/2017	17/05/2017	Assessment No. 371021 LOT: 3 PS: 348945H 85 STARLINGS LANE	Buildings and works associated with construction of an outbuilding	Permit Issued by Delegate of Resp/Auth 26/05/2017

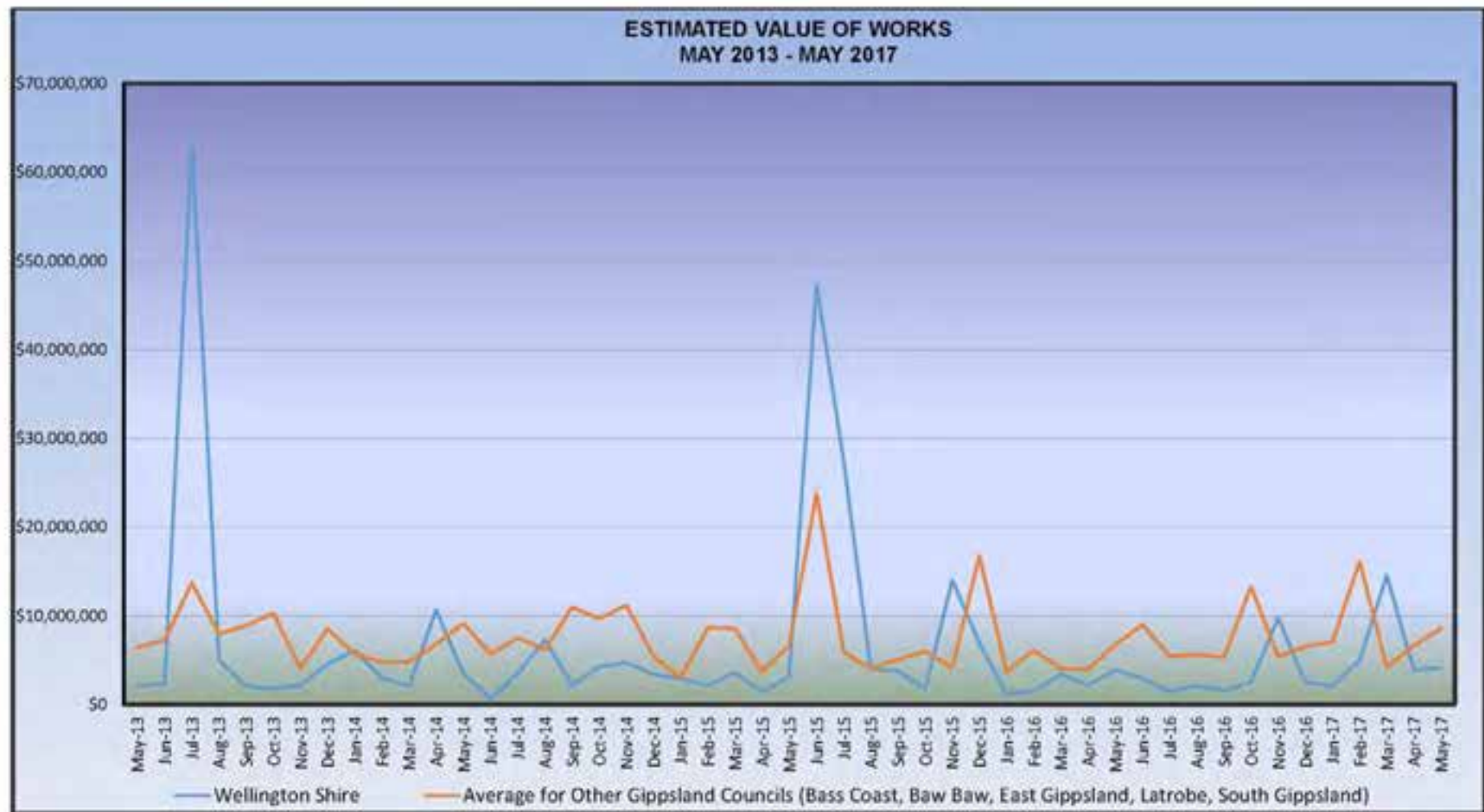
1 of 5

Application No/Year	Date Received	Property Title & Address	Proposal	Status
		WOODSIDE		
161-1/2017	19/05/2017	Assessment No. 306886 LOT: 2 PS: 53084 125 JOHNSON ST MAFFRA	Buildings and works associated with extensions to a building.	Permit Issued by Delegate of Resp/Auth 29/05/2017
162-1/2017	19/05/2017	Assessment No. 14571 PCA: 8 SEC: 35 44 STAWELL ST SALE	Buildings and works associated with construction of a carport.	Permit Issued by Delegate of Resp/Auth 25/05/2017

Total No of Decisions Made: 60







ITEM C3.2**QUARTERLY STRATEGIC LAND USE PLANNING UPDATE**

DIVISION:

DEVELOPMENT

ACTION OFFICER:

MANAGER LAND USE PLANNING

DATE:

18 JULY 2017

IMPACTS									
Financial	Communication	Legislative	Council Policy	Council Plan	Resources & Staff	Community	Environmental	Consultation	Risk Management
		✓		✓					

OBJECTIVE

To update Council on the strategic land use planning work program for the second quarter of 2017.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY**RECOMMENDATION**

That Council receive the 2017 second quarterly update on the strategic land use planning work program (included in Attachment 1 to the report).

BACKGROUND

The strategic land use planning work program is regularly reviewed by Council's Strategic Land Use Planning Projects Review Group (Review Group), which was appointed by Council at the Special Council meeting of 6 December 2016. The Review Group considered it beneficial to provide the full Council and the community with a quarterly update of the strategic land use planning work program, which comprises various prioritised projects and planning scheme amendments as outlined in **Attachment 1**.

OPTIONS

1. That Council receive the 2017 second quarterly update on the strategic land use planning work program.
2. That Council does not receive the 2017 second quarterly update on the strategic land use planning work program and seeks further information for consideration at a future Council meeting.

PROPOSAL

To receive the 2017 second quarterly update on the strategic land use planning work program.

CONFLICT OF INTEREST

No staff and/or contractors involved in the compilation of this report have declared a Conflict of Interest.

LEGISLATIVE IMPACT

All strategic land use planning matters are considered in accordance with the *Planning and Environment Act 1987* and/or any relevant legislation.

COUNCIL PLAN IMPACT

The Council Plan 2017–21 Theme 2: Services & Infrastructure states the following strategic objective and related strategies:

Strategic Objective 2.3

'Wellington Shire is well planned, considering long term growth and sustainability.'

Strategy 2.3.1

'Continue to provide strategic planning to encourage long term growth and sustainability in Wellington Shire.'

Strategy 2.3.2

'Ensure sufficient land supply to provide for a range of lifestyle options which support housing diversity including affordable housing.'

Strategy 2.3.3

'Recognise and advocate for best practice land development which considers energy efficiency and sustainability for housing.'

This Report supports the above Council Plan strategic objective and strategies.

Current Strategic Planning Projects

North Sale Development Plan & Developer Contributions Plan

Priority: H **Anticipated completion: 17/18**

Status

The North Sale Development Plan (the Development Plan) and associated Developer Contribution Plan facilitates the northern growth of the town.

Final drainage plans and a Traffic Impact Assessment are currently being undertaken to inform the final Development Plan, which is expected to be completed by August 2017.

Work will then commence on the preparation of the associated Developer Contributions Plan, which will seek to equitably apportion the costs associated with the infrastructure requirements to facilitate development across the entire Growth Area.

Wurruk and West Sale Industrial Land Use Strategy

Priority: H **Anticipated completion: 17/18**

Status

Strategic land use planning work has commenced to facilitate the release of additional land for industrial uses within West Sale and Wurruk (in accordance with the 'Sale, Wurruk and Longford Structure Plan (2010)').

Urban Enterprise planning consultants have begun initial background and analysis research to inform the strategic direction of the Strategy.

Wellington Shire Heritage Strategy

Priority: Med/High **Anticipated completion: 17/18**

Status

The Heritage Strategy will outline Council's approach to the way in which Heritage matters are considered within a planning context.

Officers are currently working to finalise the detail of the Strategy, which will be presented to Council later in the year.

Wellington Land Use and Development Strategy (LUDS)

Priority: High **Anticipated completion: 17/18**

Status

The Land Use Development Strategy (LUDS) will provide an overarching framework to coordinate future land use and development within the Shire, while supporting Wellington 2030.

Background work is currently being undertaken to inform the strategic land use planning directions and a future update to Clauses 21.01; 21.02 & 03 of the Wellington Planning Scheme.

Heyfield Low Density Residential Land Supply Study

Priority: High Completed

Status

The Study identified land in Heyfield that is viable for rezoning to the Low Density Residential Zone (1 acre blocks) and is developable in the short term i.e. within the next 5 years.

Following the public exhibition of the Draft Recommendations Report between 16 January and 20 February 2017, Council received 7 submissions including 2 from statutory authorities raising no objections and 5 from community members comprising 1 letter of support, 1 objection and 3 landowners seeking inclusion in areas proposed to be rezoned.

Council considered all of the submissions received during the exhibition period and resolved to adopt the recommendations of the Study at its meeting of 18 April 2017.

Planning Scheme Amendment C96 now seeks to implement the recommendations of the Study into the Wellington Planning Scheme.

Council Planning Scheme Amendments

C51 – General Technical Amendment

Priority: High Completed

Status

General Technical Amendments are the way in which minor errors/anomalies are corrected within the Wellington Planning Scheme. Under the provisions of the *Planning and Environment Act 1987*, Technical Amendments can be 'fast-tracked' on the basis that they are 'policy neutral' in their content.

At its meeting of 21 March 2017, Council resolved to adopt Amendment C51 and the 27 components included within it and to forward it to the Minister for Planning for approval.

The Minister for Planning formally Approved Amendment C51 on 22 June 2017.

C92 - Heritage Study Stage 2 Implementation

Priority: High Completed (except for one property referred to below)

Status

Council adopted the Wellington Shire Heritage Study - Stage 2 in September 2016.

Amendment C92 implements the recommendations of the Heritage Study by applying the Heritage Overlay (HO) to the 67 individual places identified in Stage 2.

In response to the submissions received during the formal period of public exhibition, Council officers recommended that Amendment C92 be split into two parts with Part 1 (with no objections) recommended for approval and Part 2 (with 1 objection) being referred to an independent Planning Panel. Council adopted this recommendation at its meeting of 4 April 2017.

C92 (Part 1) - Amendment documents were submitted to the Minister for Planning for Approval on 18 April 2017. The Minister for Planning has now approved C92 (Part 1), with the gazettal date (implementation date) expected shortly.

C92 (Part 2) - A Planning Panel Directions Hearing was held in Yarram on 11 May 2017. At the Directions hearing all parties agreed to deal with the matter 'on the papers' without the need for a formal Panel Hearing.

Council's submission to the Panel was made on 31 May 2017. The Planning Panel report will be made available to the public on Monday 24 July 2017 and will thereafter be presented to Council for formal consideration.

C96 - Heyfield Low Density Residential Rezoning

Priority: High Anticipated completion: 17/18

Status

Amendment C96 seeks to rezone land in Heyfield to the Low Density Residential Zone as recommended in the Heyfield Low Density Residential Land Supply Study, 2017.

The rezoning would provide a potential yield of around 35 one acre lots on two sites, which are located at Burnett Court and Draper Road, Heyfield.

Amendment C96 was placed on public exhibition on 29 June 2017 and closes on 7 August 2017.

C97 - Sale Sewerage Pump Station

Priority: High Anticipated completion: 17/18

Status

A formal request to rezone land at 36 - 40 Foster Street and 4 Park Street, Sale to the Public Use Zone 1 (Service and Utilities) was received from Gippsland Water on 29 May 2017. The Amendment will facilitate the provision of a new sewerage pumping station to accommodate the future growth of Sale.

Council resolved to seek Authorisation from the Minister for Planning to proceed with a Planning Scheme Amendment at its meeting of 20 June 2017.

It is anticipated that formal public exhibition of the Amendment will commence in early August 2017.

Private Planning Scheme Amendments

C84: Wurruk Growth Area

Priority: High Anticipated completion: 17/18

Status

Amendment C84 is a private rezoning request, which proposes the rezoning of land within the Western Growth Area of Sale (at Wurruk).

At its meeting of 7 March 2017, Council resolved to request the Minister for Planning to appoint an independent Planning Panel to consider the 26 submissions received during the public exhibition period, which was held between 17 November 2016 – 9 January 2017.

A Panel 'Directions Hearing' was held on 20 April 2017, whilst the Panel Hearing itself took place on 5, 6 and 7 July 2017. A site visit was conducted on 11 July 2017.

Officers expect to receive the recommendations of the Planning Panel in mid-August 2017.

C90: Precincts 3 and 11, Longford

Priority: High Completed.

Status

Amendment C90 rezones land within Precincts 3 and 11 of the 'Longford Development Plan (Nov 15)'.

During the public exhibition period, which took place between 15 December 2016 - 30 January 2017, nine submissions were received, none of which objected to the proposal.

Amendment C90 was formally adopted by Council at its meeting on 21 March 2017 and approved by the Minister for Planning on 15 June 2017.

C94: Rezoning of the former Sale Police Station Site

Priority: High Completed

Status

At the request of the Department of Justice, the former Sale Police Station (located on the South Gippsland Highway) was rezoned from the Public Use Zone to the Residential Growth Zone to facilitate its sale as a surplus asset to the Department's needs.

A formal Notice of Approval of the rezoning appeared in the Government Gazette on 14 January 2016.

The State Government continues to seek to resolve the issue of the removal of Native Title on the site, which currently prevents the sale of the land for development purposes.

ITEM C3.3**DOMESTIC ANIMAL MANAGEMENT PLAN – RELEASE FOR COMMUNITY CONSULTATION**

DIVISION: DEVELOPMENT
ACTION OFFICER: MANAGER MUNICIPAL SERVICES
DATE: 18 JULY 2017

IMPACTS									
Financial	Communication	Legislative	Council Policy	Council Plan	Resources & Staff	Community	Environmental	Consultation	Risk Management
	✓	✓	✓	✓				✓	

OBJECTIVE

The purpose of this report is to seek Council's approval to release the draft Domestic Animal Management Plan (DAM Plan), as attached, for community consultation for a period of 6 weeks.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY**RECOMMENDATION**

That Council approve the Draft Domestic Animal Management Plan, as attached, and release it for public consultation for a period of 6 weeks.

BACKGROUND

The production of a DAM Plan is a Key Strategic Action for this year and a legislative requirement, with the DAM Plan due to be forwarded to the Department of Economic Development, Jobs, Transport and Resources (DEDJTR) by 3 November 2017.

The *Domestic Animals Act 1994*, requires that Council has a DAM Plan which:

1. Provides a method for evaluation whether the animal control services provided by Council are adequate to give effect to the requirements of the Act and the regulations;
2. Outline programs for the training of authorised officers to ensure that they can properly administer and enforce the requirements of the Act;
3. Outline programs, services and strategies which the Council intends to pursue in its municipal district to:
 - a. Promote and encourage the responsible ownership for dogs and cats;
 - b. Ensure the people comply with the Act;
 - c. Minimise the risk of attacks by dogs on people and animals;
 - d. Address any over-population and high euthanasia rates for dogs and cats;
 - e. Encourage the registration and identification of dogs and cats;
 - f. Minimise the potential for dogs and cats to create a nuisance;
 - g. Effectively identify all dangerous dogs, menacing dogs and restricted breed dogs and to ensure that those dogs are kept in compliance with the Act and the regulations;

- h. Review of existing orders made under the Act and local laws with a view to determining whether further orders or local laws dealing with the management of dogs and cats are desirable;
- i. Review any other matters related to the management of dogs and cats, and
- j. the periodic evaluation of any program, service strategy or review outlined under the plan.

The draft DAM Plan has been prepared in a template developed for the sector and is attached for Councillors' reference. The most relevant issues with the document focus on the following:

1. There is a requirement to appoint authorised officers that are trained. With increasing complexity of legislation together with legislative actions in the Magistrates' Court, the importance of training and maintenance of training levels has been increased.
2. The number of issues involving animals is increasing, as is the number of animals being registered.
3. There is an increased focus and workload, including inspection requirements and enforcement, associated with domestic animal businesses of which there are twelve (12) in the Shire. This is taking increasing resources, particularly for breeding and boarding establishments.
4. The 'dog on lead' areas have been considered by Council previously with the current DAM Plan committing to reviewing its on lead areas.

OPTIONS

Council has the following options:

1. To approve the draft Domestic Animal Management Plan, as attached, for community consultation for a period of 6 weeks; or
2. Not approve the draft Domestic Animal Management Plan, as attached, for community consultation and seek further information for consideration at a future Council meeting.

Council may choose to note this report, alternatively Council may choose to seek further information and refer this report to another meeting.

PROPOSAL

That Council approve the draft Domestic Animal Management Plan and release it for public consultation for a period of 6 weeks.

CONFLICT OF INTEREST

No Staff and/or Contractors involved in the compilation of this report have declared a Conflict of Interest.

COMMUNICATION IMPACT

The community consultation program will be undertaken in accordance with Council's Communication Engagement Strategy – Council Plan (2017- 2021)

LEGISLATIVE IMPACT

The Domestic Animal Management Plan is a requirement under the *Domestic Animals Act 1994*.

COUNCIL PLAN

The Council Plan 2017-21 Theme 6 Organisational states the following strategic objective and related strategy:

Strategic Objective

'Community engagement and customer service excellence is central to Council's decision-making processes'

Strategy 6.2.3

'Ensure sound processes are in place to facilitate input into Council's deliberations and decision making.'

This report supports the above Council Plan strategic objective and strategy.

Domestic Animal Management Plan 2017 - 21

Draft Version 1, April 2017



CONTENTS

1. Introduction
2. Training of Authorised Officers
3. Registration and Identification
4. Nuisance Pets
5. Dog Attacks
6. Dangerous, Menacing and Restricted Breed Dogs
7. Overpopulation and High Euthanasia Rates
8. Domestic Animal Businesses
9. Animals in Emergency
10. Review of Domestic Animal Management Plan

1

Introduction



3 | Domestic Animal Management Plan 2017 - 21

1.1 Executive Summary

Australia has one of the highest rates of pet ownership per household. Approximately 38% of households in Victoria own cats or dogs¹

Wellington Shire Council (Council) recognises that pet ownership has positive benefits for the community. Responsible pet ownership makes a valuable contribution towards our community's wellbeing and adds to social connectivity. This is more pronounced with children and the elderly where pets play a more prominent part in their lives. They provide opportunities for active pursuits, companionship to those who may feel lonely or isolated and independence for those with a disability or illness.

The issue of balancing pet ownership and the rights of the individual to enjoy the environment is a challenge. The adequate control of animals can often be a source of conflict between neighbours, particularly in urban areas.

The Domestic Animals Act 1994 (the Act) regulates domestic animal management within Victoria and requires every Council in the State to have in place a plan to manage domestic animals (Domestic Animal Management or DAM Plan)

1.2 Purpose and Primary Objective of the Domestic Animal Management Plan (DAM Plan).

Balancing pet ownership and the numerous benefits that it brings with the rights of the individual to enjoy the environment is a constant challenge. Consideration has been given to both pet owners and those who do not own pets when developing this plan.

The primary objective is to provide a strategic plan to guide the community towards the goal of responsible pet ownership and to assist Wellington Shire to achieve a professional, consistent and proactive approach to domestic animal management practices.

The plan identifies current activities and future actions to address the following issues as required by s68A of the Act:

- Identify a method for evaluating whether the animal control services are effective;
- Promote and encourage responsible pet ownership;
- Ensure compliance with the *Domestic Animals Act 1994* and relevant regulations;
- Outline programs for the training of authorised officers;
- Outline programs, services and strategies which the Council intends to pursue;
- Minimise the risk of attacks by dogs on people and animals;
- Address over-population and high euthanasia rates for dogs and cats;
- Encourage the registration and identification of dogs and cats;
- Minimise the potential for dogs and cats to create a nuisance;
- Effectively identify all dangerous dogs, menacing dogs and restricted breed dogs;
- Review of existing orders and local laws that relate to cats and dogs;
- Ensure compliance by all registered Domestic Animal Businesses;
- Provide periodic evaluation of any program, service, strategy or review outlined under the plan.

¹ Roy Morgan, January – December 2016

1.3 Process applied in Developing the DAM Plan

The Wellington Shire Council Local Laws team developed the DAM Plan. The following activities were undertaken in the development and implementation of the plan.

Outcome	Actioned By	Date
Evaluate effectiveness of Plan using available data	Coordinator Local Laws	June 2017
Release Document for Comment	Council	July 2017
Community engagement undertaken <ul style="list-style-type: none"> • Advertise and issue press releases seeking submissions to draft document • Conduct community Round Table sessions • Send draft documents to Reserve Committees of Management and to Domestic Animal Businesses Hold consultative meeting with Domestic Animal Businesses	Manager Municipal Services	July 2017
Results of community engagement compiled	Manager Municipal Services	August 2017
Draft Domestic Animal Plan - Updated to reflect and incorporate feedback	Manager Municipal Services	August 2017
Final Document reviewed	General Manager Development /Corporate Management Team	September 2017
Domestic Animal Management Plan presented to Council for adoption	Council	October 2017
Domestic Animal Management Plan forward to the Department of Economic Development, Jobs, Transport and Resources (DEDJTR) for review and placed on the website	Manager Municipal Services	November 2017 Key Strategic Action delivered

1.4 Wellington Shire Council Demographic Snapshot

Wellington Shire is the third largest Shire in Victoria by land area (10,924 square kilometres). It has a mixture of urban and rural areas, with a population around 43,000.

It is a unique environment which encompasses coastal areas, the Gippsland Lakes region, agricultural land, undeveloped land and urban areas. The largest towns in the region are Sale, Maffra, Yarram, Stratford and Heyfield.

With 22,110 households in the Shire² it is estimated that 38% of households own one or more dogs at an average of 1.44 dogs per household and 26% of households own one or more cats at an average of 1.47 cats per household³.

With those figures in mind, it is estimated that there are 12,098 dogs and 8,064 cats in the Shire. The number of registered cats in the Shire is significantly less than the estimated population.

The Shire has a high number of domestic animal businesses (23), reflecting the unique environment and the attraction of these businesses to this area.

Households with Pets

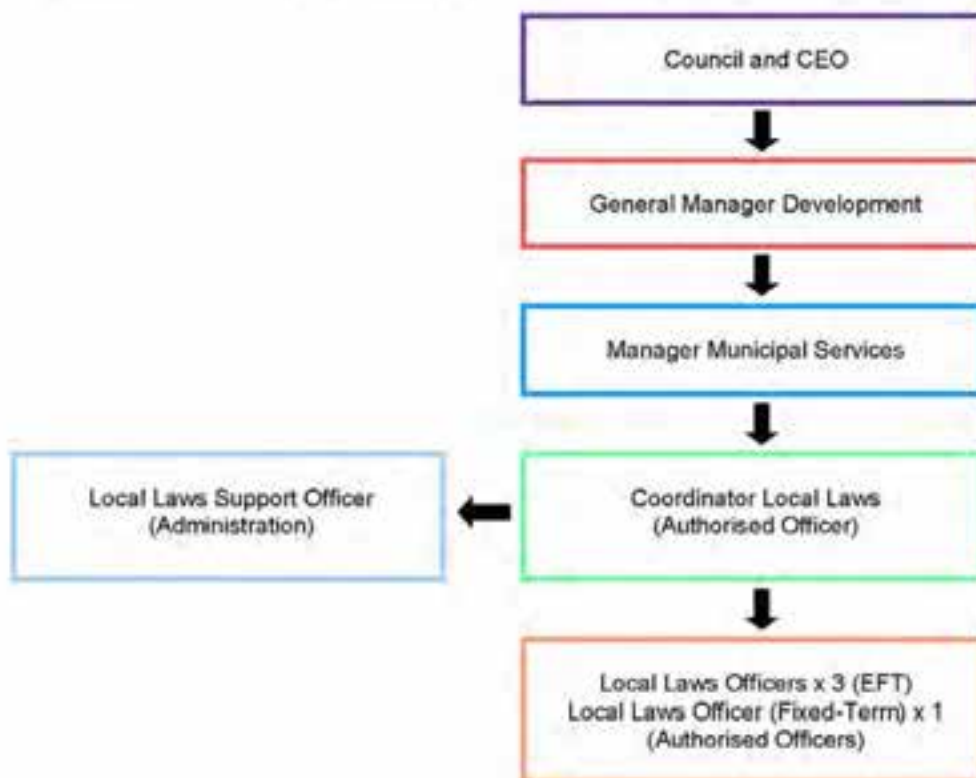


² Australian Bureau of Statistics 2016

³ Roy Morgan, Jan – Dec 2014

1.5 Wellington Shire Council Animal Management Operational Structure and Staffing

In order to meet legislative requirements, the Council employs Local Laws Officers who are designated "Authorised Officers" under the relevant legislation and are part of the Municipal Services Business Unit.



1.6 Current programs and services levels

Wellington Shire Council provides a broad range of services to ensure that it meets its legislative responsibilities relating to animal management. They include but are not limited to:

- Providing advice on domestic animal matters
- Responding to and investigating customer requests/complaints
- Educating residents and promoting responsible pet ownership
- Managing the provision of the Wellington Shire Pound facility
- Maintaining the domestic animal, restricted breed and the declared dangerous dog registers
- Impounding of wandering, unwanted/surrendered dogs and cats
- Managing the feral cat population
- Undertaking door knock registration checks
- Investigation of dog attacks
- Registration and inspection of Domestic Animal Businesses (DABs)
- Inspection and compliance checks on restricted breeds and declared dangerous dogs
- Develop and maintain relationships with partner organisations - RSPCA, Department of Economic Development, Jobs, Transport and Resources (DEDJTR), Victoria Animal Aid, Veterinary Clinics and other stakeholders
- Provision of a 52 week 24/7 emergency service
- Provision of suitably trained and qualified Authorised Officers

A summary of the key services is outlined in the table below:

Current Programs	Service Levels				
Identification and Registration	<p>All dogs and cats are required to be registered annually by 10 April each year. Currently (2017) the number of animals registered in the Shire is: 9407.</p> <table> <tr> <td>Dogs</td><td>7655</td></tr> <tr> <td>Cats</td><td>1752</td></tr> </table>	Dogs	7655	Cats	1752
Dogs	7655				
Cats	1752				
Wellington Shire Pound	<p>Consists of a facility that can accommodate 36 dogs, 36 cats, and up to 100 head of livestock. The facility is located at Fulham, approximately 5km west of Sale off the Princes Highway. It is managed under contract and provides the following services:</p> <ul style="list-style-type: none"> ○ Agents for registration of dogs and cats within the Shire. ○ Receive dogs and cats, contact known owners, place photographs on the website, house animals until released, rehouse or euthanize, and disposal of animals due to ill health, welfare issues or where there is failure to rehouse. ○ Provide respite care for animals whose owners are temporarily unable to care for them due to illness, relationship issues etc. ✓ Provide monthly statistics to the Shire. ○ Provide secure housing of seized dogs, pending prosecution. 				
Registration of Domestic Animal Businesses	<p>Wellington Shire Council currently has twenty-three (23) registered domestic animal businesses (DABs). We manage the renewal process each year and undertake an inspection regime to ensure compliance with the codes of practice.</p>				
Domestic Animal Complaints	<p>Authorised Officers respond within the customer service charter to animal complaints. They will also accept dogs and cats surrendered by their owners who can no longer care for them for whatever reason.</p> <p>Authorised Officers will attend and attempt to contain or capture any dog or cat that is reported to be causing a serious nuisance or presenting as a danger to people or other animals during and after normal operating hours.</p>				
Restricted Breeds/Dangerous Dogs/Menacing Dogs	<p>Wellington Shire Council will manage Menacing Dogs in accordance with the Act. Any dog that causes a non-serious bite injury to a person or animal or rushes at, or chases a person may be declared a menacing dog. The owners will be required to show that they can be a responsible dog owner and ensure action is taken to prevent the dog from attacking again.</p> <p>Restricted Breeds and Dangerous Dogs will be managed in accordance with the Act.</p> <p>Any dog that is declared a menacing dog and is subject to two further infringements or involved in an attack which results in serious injury or death of an animal or person will be declared a dangerous dog. Unless there are extenuating circumstances the dog will be seized and the matter will proceed to the Magistrates' Court.</p>				
Education / Media	<p>Wellington Shire Council uses media releases and standing articles in its publications "Wellington Matters" and "Wellington News" in an effort to educate members of the public on responsible pet ownership and animal management matters.</p> <p>The automatic telephone call waiting service includes key animal management messages such as registration of cats and dogs.</p>				

1.7 Access to Animal Management Services

Wellington Shire Council has adopted a Customer Service Charter which documents required response timeframes to the community. The Local Laws team works within the context of the Customer Service Charter and offers a seven day, twenty-four-hour emergency response service for urgent domestic animal related matters, such as dog attacks, aggressive/dangerous dogs at large and serious animal welfare concerns.



1.8 Mandatory Requirements/Corresponding actions

This plan has been developed in accordance with section 68A of the Act and sets out a formalised approach to increasing the effectiveness and awareness of domestic animal management within Council.

This section outlines the strategic direction for Council's animal management function.

The table below identifies the specific requirements of the Act which Council are required to address against the contents of the plan.

Specific Requirement		2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10
S68A (2)(a)	Method on monitoring performance and evaluating effectiveness of services	x	x	x	x	x	x	x	x	x
S68A (2)(b)	Training of Authorised Officers	x				x		x		
S68A (2)(c)(i)	Promote and encourage responsible pet ownership		x	x	x	x	x			
S68A (2)(c)(iv)	Ensure compliance with Act & Regulations		x	x	x	x	x	x		x
S68A (2)(c)(ii)	Minimise risk of dog attacks				x					
S68A (2)(c)(iv)	Over population and high euthanasia rate						x			
S68A (2)(c)(v)	Encourage registration and identification of dogs and cats		x							
S68A (2)(c)(vi)	Minimise potential for nuisance			x						
S68A (2)(c)(vii)	Dangerous, menacing and restricted breed dogs				x	x				
S68A (2)(d)	Review of orders and local laws		x	x	x	x	x	x		
S68A (2)(e)	Any other matters							x	x	x
S68A (2)(f)	Periodic evaluation of programs, services and strategies	x	x	x	x	x	x	x		x
S68A (3)(a)	Review of Domestic Animal Management Plan	x	x	x	x	x	x	x		x

2

Training of Authorised Officers



9 | Domestic Animal Management Plan 2017 - 21

2.1 Current Situation

Wellington Shire Council currently employs 5 full-time and 1 fixed-term Local Laws Officers, authorised under:

- section 72 of the *Domestic Animals Act 1994*;
- section 18 of the *Prevention of Cruelty to Animals Act 1986*; and
- section 224 of the *Local Government Act 1989*.

For the purpose of this plan, three full-time equivalent positions are dedicated to domestic animal management, however additional staff are utilised for planned operations such as annual

and unannounced DAB inspections, pet registration checks, animal welfare investigations and emergency situations.

Wellington Shire Council recognises the importance of skilled and qualified staff, and as such individual training plans are developed for each staff member as part of the performance appraisal and development process. A dedicated Staff Development Officer is employed by Council to ensure staff are provided with initial and ongoing training in addition to targeted professional development opportunities.

2.2 Current Training

Subject	Frequency	Officer 1	Officer 2	Officer 3	Officer 4	Officer 5	Officer 6 (Fixed-Term)
Certificate IV in Animal Control and Regulation	As Required	Enrolled	8 Yrs Experience	27 Yrs Experience	9 Yrs Experience	5 Yrs Experience	15 Yrs Experience
Initial Induction	As Required	X	X	X	X	X	X
DPI AMO Seminar	Annually		X	X	X	X	
DPI Canine Anatomy	Annually		X	X			
Restricted Breed Dogs Seminar	Annually			X	X	X	
Nuisance Dogs	Annually		X	X	X		X
Anatomy of Affidavits	As Required	X	X	X	X	X	X
Presenting Evidence	As Required	X	X	X	X	X	X
Preparing Correspondence	As Required		X	X	X	X	X
Acting on Non-Compliance	As Required	X	X	X	X	X	X
Cautions and Rights	As Required	X	X	X	X		
First Aid Level II	Bi annually			X			
Prosecutions and Enforcement	As Required		X	X		X	X
Notes and Notebooks	As Required		X	X	X	X	
Gathering Evidence	As Required		X	X		X	X
Preparing Briefs	As Required	X	X	X	X	X	X
Ethics and Professional Conduct	As Required		X	X	X	X	X
EEO, Anti Bullying, Harassment and Discrimination	Annually	X	X	X	X	X	X
Emergency Management	Annually	X	X	X	X	X	X
4x4 Operation & Recovery	As Required		X	X		X	X
Domestic Violence and Local Laws	Annually			X	X		X
Statements of Evidence	As Required	X	X	X	X	X	
Organisation Specific Training	As Required	X	X	X	X	X	X
Firearms Training	As Required	X	X		X		

2.3 Planned Training

Wellington Shire Council is committed to providing ongoing training and professional development opportunities for Local Laws staff. A staff development and training plan is developed annually, in consultation with individual staff, their supervisor, and the Organisation's Staff Development Officer.

2.4 Our Plans

Objective 1:

To maintain a trained and experienced workforce by developing and maintaining individual training, professional development and performance plans for all Local Laws Officers.

Activity	Frequency	Evaluation
1) Conduct individual performance and development plans, identifying any training or development requirements	Annually, with six monthly reviews	Completion of individual performance and development plans, submitted to Manager Municipal Services
2) Develop and maintain the annual Local Laws Staff training and development plan	Annually	Plan developed and submitted to Staff Development Officer
3) Hold regular Local Laws team meetings in order to encourage a consistent and professional approach to animal management matters	Fortnightly	Minutes recorded and forwarded to Local Laws team
4) Investigate further communication, conflict resolution and professional development training opportunities	Annually	Increased training activities as recorded in Council's training plan



3

Registration and Identification



3.1 Current Situation

Domestic animal registrations and registration renewals are conducted by Council in accordance with Part 2 of the *Domestic Animals Act 1994*.

Our data indicates an estimated compliance rate with dog registration of (63%) compared with the estimated number of dogs throughout the Shire. Of particular concern is the low number of cats registered (22%) against the estimated number throughout the Shire.

Estimated number of cats:	8,064
Registered cats:	1,752

Estimated number of dogs:	12,098
Registered dogs:	7,655

3.2 Policies/Procedures

Legislative:	<ul style="list-style-type: none"> • <i>Domestic Animals Act 1994, Part 2</i> • <i>Domestic Animals Regulations 2005</i>
Local Law:	<ul style="list-style-type: none"> • Local Law 4: 2011, Environment 7.1: Keeping of Animals
Strategies	<ul style="list-style-type: none"> • Council Plan 2013-2017 Part 7: Community Wellbeing
Procedures	<ul style="list-style-type: none"> • Domestic Animal Registration/Re-registration Procedure • Impounding of Unregistered Cats and Dogs Procedure • Release of Impounded Animals to Identified Owners Procedure • Wellington Shire Council Offence Management Guideline, section 3: Options for Council Local Laws Officers • Wellington Shire Council Municipal Animal Emergency Plan
Other:	<ul style="list-style-type: none"> • Service delivery contract between Wellington Shire Council and Victoria Animal Aid Trust (requirement that all animals are registered before leaving pound) • Maintenance of Council animal registration database

3.3 Current Educational/Promotional Activities

- Microchipping and Registration information promoted on Council website
- Animal registration notices sent to registered pet owners early March each year
- Regular media releases regarding the importance of registration
- Good news stories about owners reunited with their pets due to registration
- Responsible pet ownership pamphlet drops in identified areas of concern
- Local Laws Officer presentations at schools and TAFEs



3.4 Current Compliance Activities

- Annual registration process
- Follow-up on pets not re-registered and registration documents returned to sender
- Follow-up on notifications of pets sold/rehoused
- Door knocks in areas identified via the customer complaint system
- Joint operations with Police, Sheriff's Office and Department of Health and Human Services (DHHS) in areas known for non-compliance
- Impounding of unregistered and wandering cats and dogs
- No impounded animal leaves the pound unregistered
- Registration checkpoints in popular dog walking areas
- Seven day notices to comply (NTC) for minor breaches
- Infringement notices issued where NTC is ignored or for serious breaches (more than one pet unregistered)
- Prosecution in Magistrates Court for unpaid infringements
- Unannounced inspections of Domestic Animal Businesses to ensure compliance with registration and code of practice requirements.

3.5 Summary of Current Situation



Wellington Shire Council recognises the gap between estimated and registered domestic animals within the Shire, particularly cats and as such is committed to increasing educational and enforcement activities in an effort to close the gap.

Council will work with local media outlets to increase awareness of registration requirements and increase compliance activities such as door knocks, registration checks and follow ups on lapsed registrations and changes of ownership.

3.6 Our Plans

Objective 2:

To increase the number of pet registrations within Wellington Shire each year for the duration of this plan, with a particular emphasis on increasing compliance amongst cat owners.

Activity	Frequency	Evaluation
1) Continue to promote responsible pet ownership through the media, with an emphasis on microchipping/registering cats	Quarterly	At least one responsible pet ownership article released to media quarterly, as indicated in media plan
2) Conduct targeted door knocks and letter drops in areas where high levels of non-compliance are noted	As required, commencing mid-April each year	Door knocks and letter drops completed and recorded
3) Follow up on lapsed registrations	From mid-April each year	Follow ups completed and recorded
4) Follow up on change of ownership notifications	As required	Follow ups completed and recorded
5) Discourage owners from not registering their animals by adopting a consistent enforcement program	As required	Number of notices to comply and infringements issued for unregistered animals
6) Ensure no unregistered animal is released from the Pound	As required	All animals reunited with their owners are registered prior to release.

4

Nuisance Pets



15 | Domestic Animal Management Plan 2017 - 21

4.1 Current Situation

During 2016, Local Laws Officers responded to 1,339 domestic animal complaints, with an average initial response time of 1.4 days.

Complaints can be broadly categorised as follows:

- wandering/stray dogs/cats
- excess pets kept on premises
- barking dogs
- dogs walked without leads
- dog excrement
- abandoned dogs
- aggressive dogs
- unregistered cats/dogs



4.2 Policies/Procedures

Legislative:	<ul style="list-style-type: none"> • Domestic Animals Act 1994, Part 3 • Domestic Animals Regulations 2005 • Prevention of Cruelty to Animals Act 1986
Local Law:	<ul style="list-style-type: none"> • Local Law 4: 2011, Environment 7.1: Keeping of Animals • Local Law 4: 2011, Environment 7.2: Litters of Animals • Local Law 4: 2011, Environment 7.3: Animal Shelters • Local Law 4: 2011, Environment 7.4: Animal Excrement • Local Law 4: 2011, Environment 7.5: Control of Noise
Orders:	<ul style="list-style-type: none"> • Wellington Shire Council Dog on Lead Areas (available on Council's website)
Strategies:	<ul style="list-style-type: none"> • Council Plan 2013-2017 Part 7: Community Wellbeing
Procedures:	<ul style="list-style-type: none"> • Impounding of Stray Animals Procedure • Nuisance (Barking) Dog Procedure • Feral Cat Trap Hire Procedure • Responding to After Hours Animal Complaints Procedure • Wellington Shire Council Offence Management Guidelines, Section 3: Options for Council Local Laws Officers
Other:	<ul style="list-style-type: none"> • Service delivery contract between Wellington Shire Council and Victoria Animal Aid Trust (requirement to care for and release impounded and seized animals in accordance with legislation)

4.3 Current Educational/Promotional Activities

- Dog on lead/doggy poo signage in popular dog walking areas/parks
- Dog poo bag dispensers in parks and popular areas
- "Doggy doo" and "Barking Dog" media releases
- Responsible pet ownership brochures sent with registration reminder notices
- Provision of advice/assistance to barking dog owners by Local Laws staff
- Use of the website as an education and information medium



4.4 Current Compliance Activities

- All nuisance complaints recorded and investigated
- Feral/trespassing cat trapping program available to residents
- Wandering cats/dogs collected by Local Laws staff and impounded if necessary

4.5 Summary of Current Situation

Wellington Shire Council recognises that nuisance dogs have the potential to cause friction between neighbours, particularly if not responded to in a timely and effective manner.

In early 2016, Local Laws staff developed a new process for dealing with barking dog complaints. The new process is designed to deliver a consistent approach to the issue by encouraging the complainant to assist Council by providing detailed information relating to the problem and issuing dog owners with advisory letters, notices and educational material.

A review of the process has indicated an approximate 75% resolution rate at the first point of contact with the dog owner. If the matter is not resolved after initial contact, WSC has monitoring and prosecution processes available if required.

In early 2017, WSC successfully prosecuted two dog owners for allowing their dogs to cause a

- Infringement notices issued to owners of repeatedly wandering pets
- Unannounced inspections of properties that have been identified as having numerous and ongoing barking complaints
- Follow-up visits with owners who have been identified as struggling to manage their pets

nuisance over a prolonged period.

Local Laws staff have adopted a three-stage approach to wandering/at large cats/dogs, in an effort to engage, educate and if necessary enforce responsible pet ownership.

1. If the animal is registered and has no previous history of being at large, the animal will be returned to the owner where possible.
2. If the animal is registered and there is one previous incident of being at large, the animal will be returned to the owner where possible, and a verbal or written warning will be issued.
3. If the animal is registered and there is a history of being at large more than twice previously, the animal will be taken directly to the pound and an infringement notice will be served on the owner.

4.6 Our Plans

Objective 3:

To encourage responsible pet ownership compliance throughout the Shire by responding to, investigating and acting on animal nuisance and noise complaints in a timely and effective manner.

Activity	Frequency	Evaluation
1) Continue to work closely with owners of nuisance/barking dogs to ensure a lasting solution to issues	As required	Review on a case-by-case basis
2) Publish quarterly media articles regarding responsible pet ownership	Quarterly	At least one responsible pet ownership article released to media quarterly as indicated in media plan
3) Ensure 'doggy doo' bag dispensers are maintained and stocked	As required	Regular inspections to ensure dispensers are serviceable and stocked with plastic bags
4) Explore the option of introducing a cat curfew in accordance with section 25 of the Domestic Animals Act 1994	Year 2 of Plan	Cat curfew proposal submitted to Council for consideration
5) Responsible pet ownership brochures are readily available and provided when required	Annually	Ensure sufficient stock is ordered from DEDUTR annually
6) Review and update dog on lead areas	4 yearly	Dog on lead areas are reviewed as scheduled and published on Council's website

5

Dog Attacks

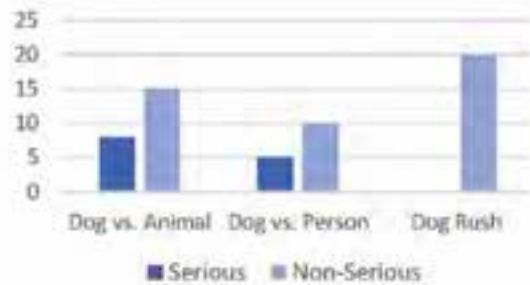


18 | Domestic Animal Management Plan 2017 - 21

5.1 Current Situation

During 2016, there were 58 dog attack complaints received and investigated, as follows:

Dog vs. Animal	8 serious	15 non-serious
Dog vs. Person	5 serious	10 non-serious
Dog Rush	0 serious	20 non-serious



5.2 Policies/Procedures

Legislative:	• Domestic Animals Act 1994, Division 2
Local Law:	• Local Law 4: 2011, Environment 7.1: Keeping of Animals
Orders:	• Wellington Shire Council Dog on Lead Areas (<i>available on Council's website</i>)
Strategies:	• Council Plan 2013-2017 Part 7: Community Wellbeing
Procedures:	<ul style="list-style-type: none"> • Responding to After Hours Animal Complaints Procedure • Wellington Shire Council Offence Management Guidelines, Section 3: Options for Council Local Laws Officers • Dangerous/Menacing Dog Declaration Procedure • Search Warrants and Seizure Procedure
Other:	• Service delivery contract between Wellington Shire Council and Victoria Animal Aid Trust (requirement to care for seized dogs)

5.3 Current Educational/Promotional Activities

- Regular media articles relating to responsible pet ownership
- Media releases of successful prosecutions
- Responsible pet ownership booklets issued to new pet owners who adopt from the pound
- Reduced registration fees for dogs that have undergone approved obedience training
- Deliver presentations to TAFE students regarding safety around dogs
- Signage prominently displayed in dogs on leash areas
- DEDJTR pamphlets 'How to Prevent Dog Attacks in the Home' and 'Safety with Children' distributed via letter drops to high risk areas
- Responsible Pet Ownership (RPO) program in schools



5.4 Current Compliance Activities

- Provision of a 24-hour response to dog attack complaints
- Dogs involved in serious attacks seized, if necessary with a search warrant
- All reported attacks thoroughly investigated and if necessary prosecuted
- Temperament testing of all impounded dogs prior to rehoming
- Regular patrols of areas identified as having a high incidence of wandering dogs

5.5 Summary of Current Situation

Wellington Shire Council responds to dog attack complaints as a matter of priority. Most complaints received, were responded to and investigations commenced within 1½ days.

The predominately rural nature of the Shire has contributed the number of serious attacks on animals, as most incidents involved livestock.

There were 14 matters that were successfully prosecuted. (10 serious attacks, 2 non-serious attacks, 2 rush incidents). The majority of non-serious matters were dealt with by way of infringement notices.

Most dogs involved in attacks were voluntarily surrendered to Council Officers, or euthanised by a Vet at their owner's request⁴.

5.6 Our Plans

Objective 4:

Reduce the number of serious and non-serious dog attack incidents on both people and other animals by encouraging responsible pet ownership, increasing safety awareness around dogs and enforcing legislation.

Activity	Frequency	Evaluation
1) Continue to thoroughly investigate and if necessary prosecute reports of dog attacks	As required	Outcomes of all investigations recorded on Council's information system
2) Promote safety around dogs on the Council website	Ongoing	Safety around dogs and how to report dog attack information published on website
3) Utilise DEDJTR Declared Dog Registry to identify menacing/dangerous/restricted breed dogs	As required	Details regularly audited and updated as required
4) Media releases after successful dog attack prosecutions	Ongoing	Media articles published in local newspapers
5) Continue to provide presentations regarding dog safety with TAFE students undertaking animal management studies	Annually	Staff member presents safety around dogs talk annually
6) Work closely with other agencies such as VicPol and RSPCA to identify and respond to reports of neglected/aggressive dogs, which could lead to more serious incidents, such as attacks	As required	Combined operations with RSPCA and VicPol conducted
7) Promote 'Pet Town' learning tool for pre-school and primary school children on Council's website	Ongoing	Permission gained from DEDJTR to promote Pet Town on Council's website

⁴ Surrendering or euthanising dogs involved in attacks does not grant dog owners automatic immunity from prosecution

6

Dangerous, Menacing and Restricted Breed Dogs



6.1 Current Situation

Wellington Shire Council actively identifies and manages declared dogs, in accordance with Division 3, 3A and 3B of the *Domestic Animals Act 1994*.

A register of declared dogs is maintained on the Victorian Declared Dog Registry. Annual and unannounced visits are conducted by Authorised Officers to ensure compliance with legislated requirements for the keeping of declared dogs. Non-compliance is dealt with swiftly. If necessary, the dogs are seized and the appropriate legal action is taken.

DECLARED DOGS IN WELLINGTON SHIRE:

Dangerous (Guard Dog):	2
Declared Dangerous:	2
Declared Menacing:	4
Restricted Breed: (listed as missing)	1

6.2 Policies/Procedures

Legislative:	<ul style="list-style-type: none"> • <i>Domestic Animals Act 1994</i>, Division 3, 3A, 3B • <i>Domestic Animals Regulations 2005</i>
Local Law:	<ul style="list-style-type: none"> • Local Law 4: 2011, Environment 7.1: Keeping of Animals
Strategies:	<ul style="list-style-type: none"> • Council Plan 2013-2017 Part 7: Community Wellbeing
Procedures:	<ul style="list-style-type: none"> • Responding to After Hours Animal Complaints Procedure • Wellington Shire Council Offence Management Guidelines, Section 3: Options for Council Local Laws Officers • Dangerous/Menacing Dog Declaration Procedure • Search Warrants and Seizure Procedure
Other:	<ul style="list-style-type: none"> • Service delivery contract between Wellington Shire Council and Victoria Animal Aid Trust (requirement to care for seized dogs) • Maintenance of Council animal registration database • DEDJTR Vic BARK mobile phone application • Standard for Restricted Breed Dogs in Victoria (as amended)

6.3 Current Educational/Promotional Activities

- All owners of declared menacing or dangerous dogs are provided information on their legislative obligations.
- Information on reporting or identifying dangerous dogs is available at Council service centres and on Council's website.
- Owners of guard dogs are identified and advised of their legislative responsibilities.



6.4 Current Compliance Activities

- Respond to complaints of dangerous/aggressive/attacking dogs, and if necessary initiate declaration process.
- Follow up inspections and advice to owners of dogs that have been declared dangerous in order to ensure legislative compliance.
- Ensure all declared dog's details are accurately recorded on the Victorian Dangerous Dog Register
- Ensure all declared dog details are accurately recorded on the Council's domestic animal database.



6.5 Summary of Current Situation

In each instance where Council considers declaring a dog either dangerous or menacing, consultation occurs between the owner of the dog, the Local Laws Officer involved and the Manager Municipal Services to ensure procedural fairness. A comprehensive report is compiled and reviewed prior to any decision being made. The report will include, but is not limited to:

- summarise the incident;
- calculates the nature and seriousness of the threat to public safety;
- summarises any previous history of offences by the dog (or owner);

- notes the outcome of a Vet assessment of the dog's temperament (aggression test);
- lists any other relevant information;

The relatively small number of declared dogs within the Shire ensures a high level of oversight by Local Laws staff. All declared dogs are inspected at least annually. In 2016, Council increased registration fees for declared dogs to (except for guard dogs) to \$200 to cover Council's increased monitoring and enforcement costs. Unannounced inspections occur if there is any concern that legislative responsibilities are not being complied with

6.6 Our Plans

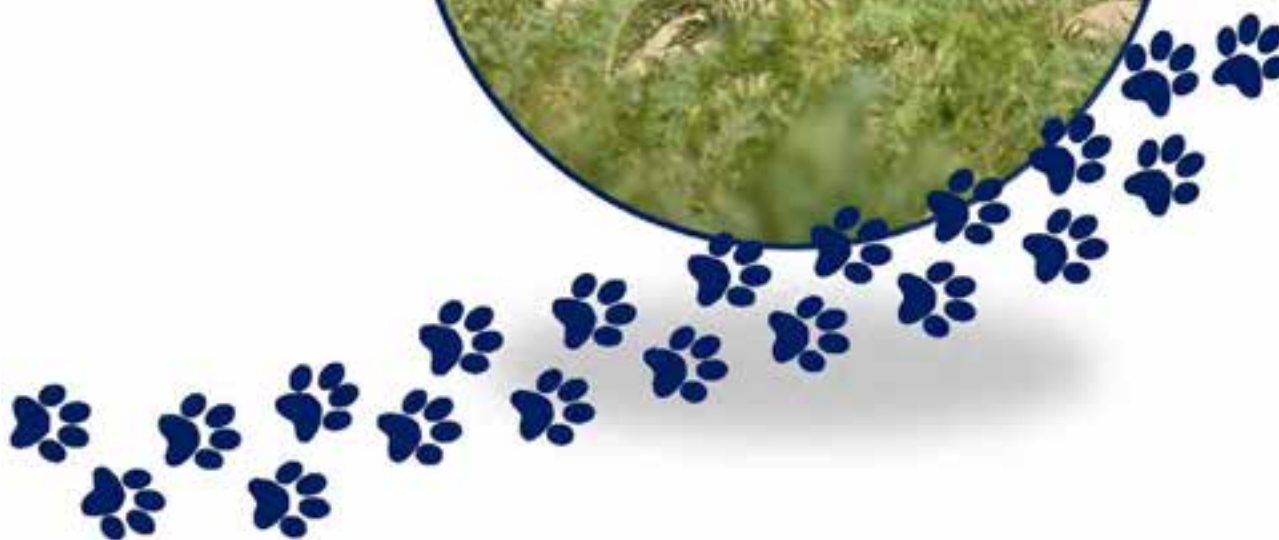
Objective 5:

Maintain continued compliance with legislation relating to declared and restricted breed dogs.

Activity	Frequency	Evaluation
1) Continue to inspect properties where declared dangerous/guard dogs are housed	Annually	Reported annually in DAM Plan
2) Continue to attend industry information sessions on restricted breed/dangerous dogs	As available	Recorded in individual staff training records
3) Maintain the Victorian Declared Dogs Registry by providing timely and accurate information	As required	Regular audits of information contained in the registry by Coordinator Local Laws



Overpopulation and High Euthanasia Rates



24 | Domestic Animal Management Plan 2017 - 21

7.1 Current Situation

On 1 July 2015, Council entered into an agreement with Victorian Animal Aid Trust (Animal Aid) for the provision of its pound and animal shelter services.

The agreement requires Animal Aid to comply with the Code of Practice for the Management of Dogs and Cats in Shelters and Pounds. Six monthly audits are conducted by Council staff to ensure compliance with the service specification audit and to ensure all animals are treated humanely, and health and welfare matters are suitably addressed.



7.2 Policies/Procedures

Legislative:	<ul style="list-style-type: none">• <i>Domestic Animals Act 1994</i>• <i>Code of Practice for the Management of Dogs and Cats in Shelters and Pounds</i>
Local Law:	<ul style="list-style-type: none">• Local Law 4: 2011, Environment 7.1: Keeping of Animals• Local Law 4: 2011, Environment 7.2: Litters of Animals
Strategies:	<ul style="list-style-type: none">• Council Plan 2013-2017 Part 7: Community Wellbeing
Procedures:	<ul style="list-style-type: none">• Impounding of Unregistered Cats and Dogs Procedure• Pet Surrender Process• Feral Cat Trap Hire Procedure• Responding to After Hours Animal Complaints Procedure
Other:	<ul style="list-style-type: none">• Service delivery contract between Wellington Shire Council and Victoria Animal Aid Trust dated 2 June 2015 (requirement to care for/rehouse impounded animals)

7.3 Current Educational/Promotional Activities

- Weekly 'Pet of the Week' advertisement placed in local newspapers
- Responsible pet ownership material provided to new pet owners
- Feral cat trapping program
- Cats/dogs for adoption are placed on the WSC website and Animal Aid website.
- A rolling slideshow of impounded animals that are available for adoption is displayed at the front counter at the Sale Service Centre
- All unclaimed/surrendered animals desexed before adoption.



7.4 Current Compliance Activities

- Respond to and investigate complaints of excessive animals on properties
- Investigate reports of unregistered cat/dog breeders
- Work closely with social agencies to assist cat 'hoarders'
- Facilitate feral cat trapping programs in identified areas
- Impound wandering cats/dogs with a view to rehoming if owners not located

7.5 Summary of Current Situation

Through Animal Aid's local presence and their Coldstream animal shelter, unclaimed impounded and surrendered pets have an increased opportunity of successful rehoming.

Of the 738 pets impounded in 2016, 70% were successfully returned to their owners. 85% of pets not reclaimed or were surrendered to Council were successfully rehoused. These figures indicate a successful partnership between Animal Aid and Wellington Shire Council, however, both parties recognise there is still work to do.

In 2016, Council officers met with local veterinarians and Animal Aid to discuss a request from the Threatened Species Commissioner to assist with the fight against extinction by feral cats.

It was decided a multi-party approach was required:

- Wellington Shire Council staff would identify feral cat colonies and implement a trapping program.
- Trapped cats were delivered and assessed by qualified veterinary staff to establish whether they were suitable for rehoming. Those deemed unsuitable would be euthanized.
- Animal Aid would accept any cat identified as suitable for rehoming and include then in the pet adoption program after sterilisation.

Over the past twelve months, 668 cats have been trapped as part of the program. 412 were deemed suitable for rehoming.

7.6 Our Plans

Objective 6:

Reduce the feral cat population and euthanasia rates of unwanted cats and dogs by raising public awareness of the associated issues.

Activity	Frequency	Evaluation
1) Continue to actively promote Animal Aid pet adoption program through council website and local media	Weekly	Pet of the week published weekly in Wellington News
2) Promote responsible pet ownership, particularly the importance of desexing and keeping pets at home at night	Quarterly	At least one responsible pet ownership article released to media quarterly, as indicated in media plan
3) Continue to audit service specification requirement of contract between Animal Aid and Council	Six monthly	Audit completed and submitted to Manager Municipal Services
4) Continue with feral cat trap program in identified problem areas	As required	Reduced number of complaints in affected areas
5) Investigate introduction of cat curfew during night-time hours	Ongoing	Completed review of Local Law 4, Environment
6) Maintain feral/trespassing cat trap service to residents	Ongoing	Adequate stock of traps Booking system maintained Program advertised on website

8

Domestic Animal Businesses



27 | Domestic Animal Management Plan 2017 - 21

8.1 Current Situation

Wellington Shire Council currently has 23 Domestic Animal Businesses (DAB's) registered within the Shire.

All registered DABs are inspected annually for compliance with the relevant Code of Practice. Continued registration as a DAB is conditional on compliance with the relevant Code. Breaches of the Code are dealt with by way of notices to comply and work schedules. Continued major breaches are dealt with by way of prosecution and/or refusal by Council to re-register.

DOMESTIC ANIMAL BUSINESSES IN WELLINGTON SHIRE:

Boarding Establishment:	9
Pound/Shelter:	1
Breeding/Rearing:	12
Pet Shop:	1

8.2 Policies/Procedures

Legislative:	<ul style="list-style-type: none"> • Domestic Animals Act 1994 • Planning and Environment Act 1987 • Code of Practice for the Management of Dogs and Cats in Shelters and Pounds • Code of Practice for the Operation of Boarding Establishments • Code of Practice for the Operation of Pet Shops • Code of Practice for the Operation of Breeding and Rearing Establishments • Application Organisations
Local Law:	<ul style="list-style-type: none"> • Local Law 4: 2011, Environment 7.1: Keeping of Animals • Local Law 4: 2011, Environment 7.2: Litters of Animals • Local Law 4: 2011, Environment 7.3: Animal Shelters
Strategies:	<ul style="list-style-type: none"> • Council Plan 2013-2017 Part 7: Community Wellbeing
Procedures:	<ul style="list-style-type: none"> • Annual DAB Inspection Program • Wellington Shire Council Offence Management Guideline, Section 3: Options for Council Local Laws Officers

8.3 Current Educational/Promotional Activities

- Inclusion of all DAB proprietors in the consultation process for this plan
- Regular interaction and communication with DAB proprietors in order to obtain/maintain positive working relationships
- Promotion of DEDJTR and DAB publications and website resources
- Provision of advice relating to legislative requirements to DAB proprietors



8.4 Current Compliance Activities

- Initial and annual registration processes
- Annual and if necessary unannounced inspections of all DAB's, to determine compliance with the relevant Code of Practice
- Follow-up of identified instances of noncompliance, including notices to comply and if necessary suspension of registration and prosecution
- Regular monitoring of internet pet for sale sites (such as dogzonline and facebook) to identify any unregistered DAB's that may be operating within the Shire
- Combined operations with RSPCA, Dogs Victoria and Victoria Police where illegal activities are reported/suspected

8.5 Summary of Current Situation

A priority of Local Laws staff is to achieve compliance and ensure the welfare of the animals in their care. This is achieved through maintaining a positive relationship with DAB proprietors, in an effort to ensure open and transparent communications and interactions.

All complaints relating to DAB's are investigated, regardless of the source. Apart from anonymous complaints, all complainants are contacted and advised of any action taken in response to their concerns.

In 2015, in response to significant changes to the Code of Practice for the Operation of Breeding

and Rearing Businesses, Council reviewed DAB (Breeder) registration fees, with a view to recovering costs associated with the increased monitoring and compliance activities the amended Code required.

In consultation with DAB proprietors, annual registration fees were raised from \$250 annually to \$2500 (plus \$15 per fertile bitch) annually.

The increased fees allowed Council to employ an additional Local Laws Officer, to assist with DAB monitoring and compliance at no additional cost to the ratepayers.

8.6 Our Plans

Objective 7:

To ensure Domestic Animal Businesses within the Shire are identified and regulated in accordance with the *Domestic Animals Act 1994* and relevant Codes of Practice.

Activity	Frequency	Evaluation
1) Attend DEDJTR animal management seminars in order to remain conversant with updated legislation relating to DAB's	As required	Seminars attended by Local Laws staff and recorded in individual training records
2) Investigate all complaints of illegal pet breeding establishments	Ongoing	All complaints and responses recorded on Council's electronic record management system
3) Maintain an accurate register of all DAB's within the Shire	Ongoing	DAB Register (LL25) periodically audited to ensure accuracy
4) Maintain an inspection schedule to ensure all registered DAB's are inspected at least annually	Ongoing	Inspection schedules and subsequent audits recorded on Council's electronic record management system
5) Conduct unannounced inspections of premises in response to complaints/concerns from members of the public	As required	All complaints and responses recorded on Council's electronic record management system
6) Draft business case in increase Authorised Officer staffing by one EFT to assist with increased monitoring of the Code of Practice	Year one of Plan	Business case approved and additional staff member employed

9

Animals In Emergency



30 | Domestic Animal Management Plan 2017 - 21

9.1 Current Situation

Wellington Shire Council has historically been impacted by major floods and fires, which have had a devastating effect on the environment, property, the wellbeing of residents and their animals.

The welfare of animals can be a deciding factor for people in making decisions about their personal welfare, including evacuating a threatened property or seeking emergency shelter.

Animal owners and carers have the ultimate 'duty of care' to plan and provide for the needs of

animals in their care. However as recently witnessed, several organisations and groups share animal welfare responsibility and together have an enormous capacity and willingness to assist affected people and attend to the needs of impacted animals.

Wellington Shire Council is responsible for the coordination, provision, and operation of emergency relief centres and by doing so is also responsible for the coordination and provision of safe refuges for affected animals and the management of animal welfare at its relief centres.

9.2 Policies/Procedures

Legislative:	• <i>Emergency Management Act 1986</i>
Strategies:	• Council Plan 2013-2017 Part 7: Community Wellbeing
Procedures:	• Wellington Shire Council Municipal Emergency Management Plan • Wellington Shire Council Emergency Animal Welfare Plan
Other	• Emergency Management Manual Victoria • Victorian Emergency Animal Welfare Plan (DEDJTR) • Guidelines for Managing Animals at Emergency Relief Centres, Assembly Area or Other Places of Emergency Shelter (DEDJTR)

9.3 Current Educational/Promotional Activities

- Emergency information available on Council's website
- Copies of Emergency Animal Welfare Plan issued to DEDJTR and Animal Aid Gippsland
- Annual emergency management refresher training to Local Laws staff

9.4 Current Compliance Activities

- Annual review of Wellington Shire Council Emergency Management Plan ensuring information and contact details are current
- Equipment for identified safe refuges available for deployment at short notice, such as cages, bedding, food, bowls, logs, identification tags etc.



9.5 Summary of Current Situation

In January 2013 Council experienced a devastating bush fire which affected a large number of pet, bird, horse and livestock owners.

Providing safe refuge for animals allowed the owners to cope with the incident, knowing their animals were safe and cared for. Although well managed at the time, the incident was the catalyst for the formal development of the Wellington Shire Council Emergency Animal Welfare Plan. The plan continues to be reviewed annually to ensure currency.



9.6 Our Plans

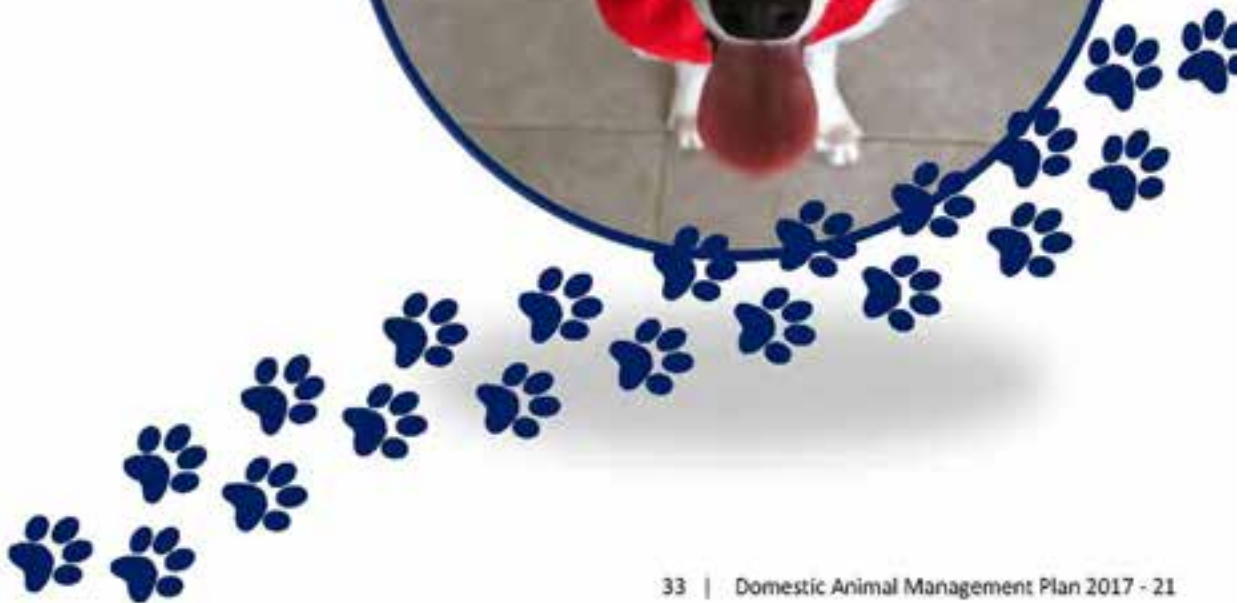
Objective 8:

To remain in a state of constant readiness in order to respond rapidly and appropriately to any emergency involving people, their pets and animals

Activity	Frequency	Evaluation
1) Continue to conduct annual audits of the Emergency Animal Welfare Plan in order to ensure information and contact details are current	Annually	Wellington Shire Council Emergency Animal Welfare Plan is current and correct
2) Ensure sufficient emergency response equipment is available for short notice deployment	6 monthly	Stock take of equipment is conducted and recorded
3) Conduct annual inspections of safe refuges to ensure they are suitable for temporary accommodation of pets/animals	Annually	Refuges are inspected and the results recorded

10

Review of Domestic Animal Management Plan



33 | Domestic Animal Management Plan 2017 - 21

10.1 Current Situation

Section 68A (1) of the *Domestic Animal Act 1994* requires every Council to prepare a domestic animal management plan every four years.

The current plan was adopted by Council on (*To Be Advised*), prior to submission to DEDJTR.

Section 68A (3) of the *Domestic Animal Act 1994* requires every Council to:

- (a) Review its domestic animal management plan annually and, if appropriate amend the plan;
- (b) Provide the Secretary with a copy of the plan and any amendments to the plan;
- (c) Publish an evaluation of its implementation of the plan in its annual report.

The annual review of the plan is due to be submitted to the DEDJTR by 3 November 2017.

10.2 Policies/Procedures

Legislative: • *Domestic Animals Act 1994, Section 68A*

10.3 Our Plans

Objective 9:

To maintain compliance with the requirements of section 68A of the *Domestic Animals Act 1994* by conducting annual and four yearly reviews of Council's Domestic Animal Management Plan.

Activity	Frequency	Evaluation
1) Prepare a domestic animal management plan every four years	Four yearly	Compliance with section 68A (1) of the DAA 1994. Plan submitted to Secretary DEDJTR.
2) Conduct annual reviews of the domestic animal management plan	Annually	Compliance with section 68A (3) of the DAA 1994. Review submitted to Secretary DEDJTR.
3) Publish an evaluation of the implementation of the plan in Council's annual report	Annually	Compliance with section 68A (3) of the DAA 1994. Evaluation published in annual report.



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18 Desailly Street (PO Box 506), Sale Victoria 3850
Tel 1300 366 244
Fax 03 5142 3499

Yarram Service Centre
156 Grant Street, Yarram Victoria 3971
Tel 03 5182 5100

Web www.wellington.vic.gov.au
Email enquiries@wellington.vic.gov.au

DOGS ON LEAD

All dogs are required to be placed on a lead at all times in the following areas, unless otherwise specified

Map	Area	Maintain	New
	<i>Within 100 meters of Preschool, Primary or Secondary School entrances during operating hours</i>		√
	Sale		
1.	Sale Pedestrian Mall	√	
2.	Raymond Street (between Stawell & Foster Streets)	√	
3.	Cunninghame Street (between Reeve & York Streets)	√	
4.	Macarthur Street (between Reeve & York Streets)	√	
5.	Macalister Street (between Reeve & York Streets)	√	
6.	York Street (between Foster & Stawell Streets)	√	
7.	Adventure Playground/Fauna Park Area (Guthridge Parade)	√	
8.	Little Athletics Ground/Playground Area, McLachlan Street	√	
9.	Market Areas A & B, Port of Sale (During Market operational times only)	√	
10.	Lake Guthridge & Guyatt Walking Tracks (Flora & fauna risk)	√	
	Maffra		
11.	Johnson Street (between Foster & McMillan Streets)	√	
12.	Fred Drury Park (Carpenter Street)	√	
13.	Lions Park Playground Area (Johnson Street road reserve)	√	
14.	Macalister Swamp Reserve Area (Flora & fauna risk)	√	
15.	Island Reserve/Port of Maffra, Macalister River Regional Park (McMahon Drive)		√
	Stratford		
16.	Apex Park (Princes Highway)	√	
17.	Memorial Park (Princes Highway)	√	
	Heyfield		
18.	George Street	√	
19.	Temple Street	√	
20.	Apex Park (George Street)	√	
21.	Lions Park	√	
22.	Rotary Park	√	
	Cowwarr		
23.	Lions Park (Cricket Street)	√	
	Yarram		
24.	Commercial Road (between James St and Church Rd)	√	
25.	Yarram North Recreation Reserve	√	
26.	Devon North Recreation Reserve	√	
27.	Yarram Memorial Playground	√	
28.	Playground Area (James Street)	√	
29.	Playground Area (Walpole Court)	√	
30.	Wet Lands Reserve	√	
	Port Albert		
31.	Rutter Park	√	
	Woodside Beach		
32.	Playground Area	√	

Map	Area	Maintain	New
	Seaspray		
33.	Seaspray Foreshore Playground (Northwest below the Surf Life Saving Club)	√	
34.	Children's Playground (area between Buckley, Bearup, Lyons & Buchan Streets)	√	
	Rosedale		
35.	Prince Street	√	
36.	Prince Street Reserve, Rosedale	√	
37.	Edward Crooke Reserve, Rosedale (west of Neighbourhood House)	√	
	Loch Sport		
38.	Foreshore Lions Park and Playground Area	√	
	Golden Beach		
39.	Golden Beach/Paradise Beach Community Centre Playground Area	√	
	Briagolong		
40.	Recreational Reserve (during market operational times)	√	

ITEM C3.4**WEST SALE AIRPORT MASTER PLAN UPDATE 2017**

DIVISION: DEVELOPMENT

ACTION OFFICER: GENERAL MANAGER DEVELOPMENT

DATE: 18 JULY 2017

IMPACTS									
Financial	Communication	Legislative	Council Policy	Council Plan	Resources & Staff	Community	Environmental	Consultation	Risk Management
✓	✓			✓	✓	✓		✓	✓

OBJECTIVE

To present to Council the West Sale Airport Master Plan Update 2017, as attached, for approval.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY**RECOMMENDATION**

That Council, having considered submissions received on the draft West Sale Airport Master Plan Update 2017 (Attachment One), resolve to approve the West Sale Airport Master Plan Update 2017 (Attachment Two).

BACKGROUND

On 2 May 2017 Council released the draft West Sale Airport Master Plan Update 2017 (the Master Plan) for consultation. This followed an updated Master Plan being drafted to acknowledge that \$6M in works would be undertaken to complete infrastructure improvements at the airport.

Following approval by Council, the Master Plan will be used to guide future activities and development at the airport as well as providing strategic level support for an amendment to the Wellington Planning Scheme which will be the subject of a future report.

The consultation period has allowed important feedback to be included in the Master Plan.

Extensive consultation was completed as part of the Master Plan, and this also ensured stakeholders were briefed regarding the planned runway extension works now reflected in the Master Plan. Over twenty meetings were held with on and off airport stakeholders and adjoining land owners. Feedback from the meetings was positive, with all acknowledging that they are located within close proximity to an operational airport.

At the commencement of the consultation period over sixty letters were sent to those who resided within the Airport Environs Overlay.

Emails seeking feedback on the Master Plan were also sent to 10 other government departments, agencies and authorities.

The opportunity to make submissions was included in a media release, and submissions could easily be made via an online portal. **Attachment One** is a table that lists the submissions and includes a response comment.

OPTIONS

The following options are available to Council:

1. Approve the West Sale Airport Master Plan Update 2017, as attached;
2. Not approve the West Sale Airport Master Plan Update 2017, as attached and seek further details for consideration at a future Council meeting.

PROPOSAL

That Council, having considered submissions received on the draft West Sale Airport Master Plan Update 2017 (refer to Attachment One), resolve to approve the West Sale Airport Master Plan Update 2017 (refer to Attachment Two).

CONFLICT OF INTEREST

No staff and/or contractors involved in the compilation of this report have declared a Conflict of Interest.

FINANCIAL IMPACT

The completion of the West Sale Airport Master Plan Update 2017 has been completed within existing operational budgets.

COMMUNICATION IMPACT

Communication related to the West Sale Airport Master Plan Update 2017 was detailed within the West Sale Airport Runway Extension Project Engagement Plan (Engagement Plan).

COUNCIL PLAN IMPACT

The Council Plan 2017-21 Theme 2 Services and Infrastructure and Theme 5 Economy states the following strategic objectives and related strategies:

Strategic Objective

'Council assets are responsibly, socially, economically and sustainably managed.'

Strategy 2.2.1

'Develop asset management plans in conjunction with service levels plans for all council facilities and infrastructure.'

Strategic Objective

'Wellington Shire is well planned, considering long term growth and sustainability.'

Strategy 2.3.1

'Continue to provide strategic planning to encourage long term growth and sustainability in Wellington Shire.'

Strategic Objective

'Use a targeted approach to attract new business investment to Wellington Shire, to support population growth.'

Strategy 5.2.1

'Create a supportive investment environment that encourages new development and job growth.'

This report supports the above Council Plan strategic objectives and strategies.

PLANNING POLICY IMPACT

The recommendation within this report is consistent with Council Planning Policy. A future report will be presented to Council relating to a Planning Scheme Amendment.

RESOURCES AND STAFF IMPACT

This matter is being addressed within the existing resources of the Development Division

COMMUNITY IMPACT

Potential community impacts and stakeholder views were considered when drafting the Engagement Plan and these informed the level of engagement including one on one meetings with a number of stakeholders.

The Master Plan update and planned infrastructure improvements at West Sale Airport will positively support the aviation and defence industry sectors within Wellington Shire.

Views and feedback following the consultation period have been included in a section of the Master Plan.

CONSULTATION IMPACT

The Engagement Plan outlined the type and level of consultation undertaken as part of the West Sale Airport Master Plan Update 2017. A significant portion of the Engagement Plan involved meetings with stakeholders. Over 20 meetings were held with both airport lessees, businesses, pilots and land owners in addition to meetings with stakeholders residing within close proximity to the airport.

Over 60 letters were sent to all those who resided within the Airport Environs Overlay and 10 emails sent to other government departments, agencies and authorities.

All summary of submissions received can be found in Attachment One. A response is also provided.

RISK MANAGEMENT IMPACT

Risk impacts related to the recommendation within this report have been addressed through the Engagement Plan.

ATTACHMENT ONE – SUMMARY TABLE OF SUBMISSIONS – WEST SALE AIRPORT MASTER PLAN UPDATE 2017

Discussions were also arranged with Avisure and Transport for Victoria. Both indicated satisfaction with Council's response to their submission.

Date	From	Summary	Response
9 May 2017	Hans Matsoo	Hans indicated that YWSL does have instrument procedures. Therefore, the last statement in paragraph 3.4.2 may be incorrect.	To70 acknowledge that the comment is correct and that 3.4.2 states incorrectly that there are no instrument procedures at YWSL. This has been corrected. In fact, YWSL does have non-precision instrument approach procedures in place (which are included in the ANEF). Section 3.4.2 has been updated.
9 May 2017	Southern Rural Water	SRW assessed the proposal and has concluded that it has no impact on their business interest. Therefore, SRW concluded that they have no objections.	Noted that SRW have no objection to the Master Plan Update.
10 May 2017	West Gippsland Catchment Management Authority	West Gippsland CMA reviewed the proposed Master Plan indicated their support. WGCMA also provided updated information regarding local waterways and the 1 in 100-year flood overlay.	Noted the support provided for the Master Plan by WGCMA.
26 May 2017	Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC)	GLaWAC formally advised that they do not have concerns regarding the proposal and they are comfortable with the project progression.	Noted that GLaWAC have no objections to the Master Plan Update.
29 May 2017	Department of Environment, Land, Water & Planning	The department offers the following comments: <ul style="list-style-type: none"> • The Master Plan Update adequately identifies the significant biodiversity assets on airport land. • Potential work will impact the threatened flora community. The department acknowledged that the Master Plan Update has demonstrated 	Noted the acknowledgement from DELWP regarding the Master Plan Update environmental section and support for the ongoing management of retained grassland at the site.

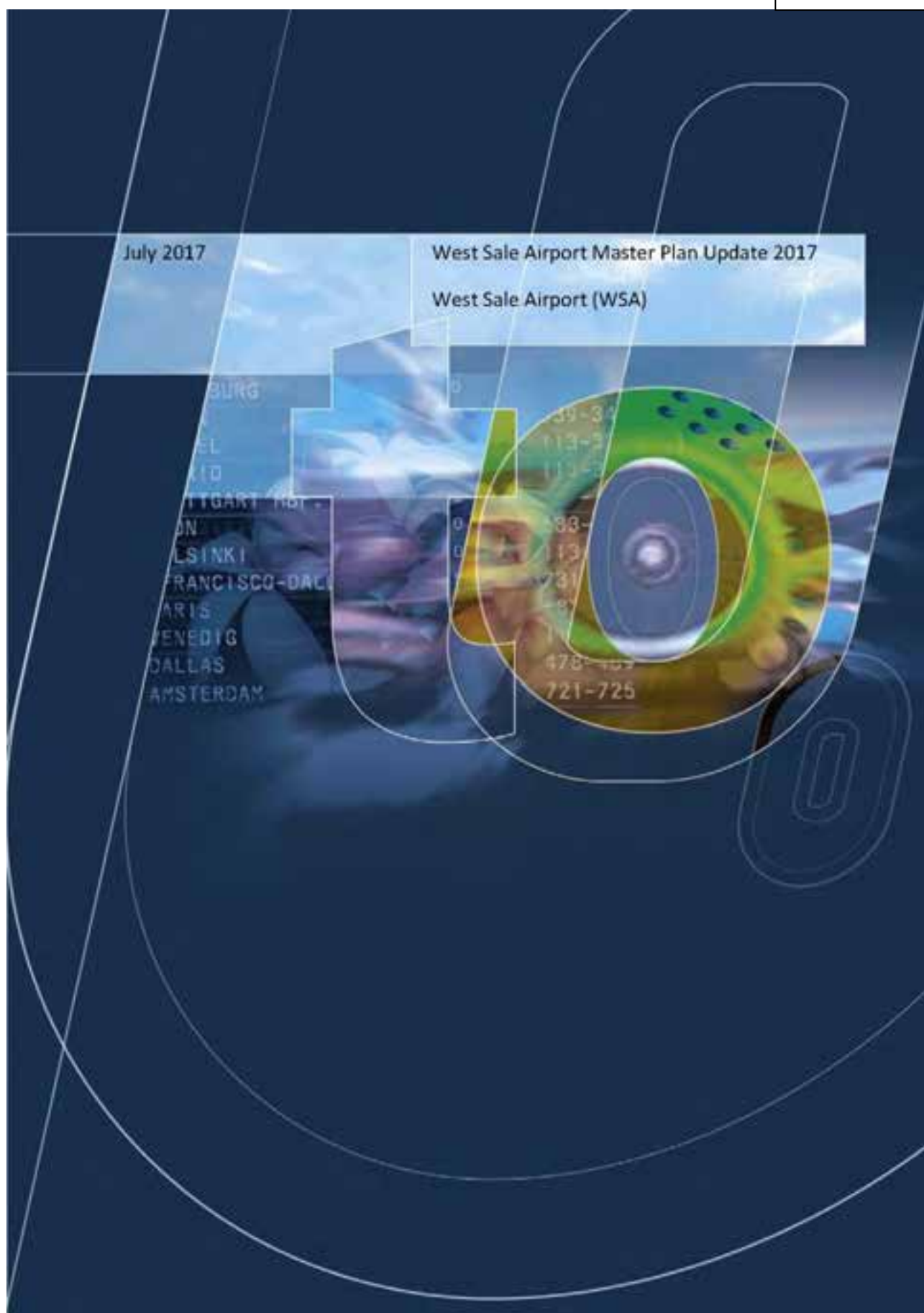
Date	From	Summary	Response
		<p>minimisation of any impact on the most significant areas from the location of works.</p> <ul style="list-style-type: none"> Any native vegetation removal may require approval under the <i>Environmental Protection and Biodiversity Conservation Act 1999, Flora and Fauna Guarantee Act 1988</i> and the <i>Planning and Environment Act 1987</i>. The biodiversity value of the land that the airport is seeking to acquire through the land-swap has not been fully established. 	
31 May 2017	Transport for Victoria	<p>Transport for Victoria supports Council in planning for long-term development and offered the following comments:</p> <p><i>Public Safety Zone (NASF)</i> Recommended the inclusion of Public Safety Zones based on the Queensland model to assist planning pending NASF publishing a guideline.</p>	<p><i>Public Safety Zone (NASF)</i> In lieu of NASF guidelines, the Master Plan Update has drawn the dimensions of the Queensland based Public Safety Zone and included as a table. Further assessment on impacts would be required following implementation and at time of next Master Plan.</p>
		<p><i>Ground Transport Options</i> Consideration of more detail for ground transport options and provision of a shuttle service.</p>	<p><i>Ground Transport Options</i> Council believes the Master Plan Update covers ground transport sufficiently pending further investigation of RPT services as part of future Master Planning.</p>
		<p><i>Dash 8 – Q400</i> TFV supports planning for Q400 as the design aircraft but notes a lack of detail pertaining to plans for such an aircraft to operate at West Sale and terminal infrastructure to deal with the capacity.</p>	<p><i>Dash 8 – Q400</i> The Q400 was used as the design aircraft considering pavement strength and PCN compatibility. Requirements within the RAAF CONOPS is the influencing factor for the runway length (PC-21 landing plus take-off roll) in</p>

Date	From	Summary	Response
		TFV expressed its support for any terminal expansion and refurbishment when an increase in passenger services is likely.	addition to previous Master Plan's identifying 1,800m as the ultimate runway length. Furthermore, considering the scope of the Master Plan Update, an investigation into future RPT services and required infrastructure planning would form part of a subsequent Master Planning initiative.
		<i>Land Sales</i> Transport for Victoria is concerned at the proposal to sell land within the airport. It has been suggested amending this policy in favour of more long-term lease arrangements.	<i>Land Sales</i> Council acknowledge the concern of TFV. However, there has been considerable research into the approach and Council is mindful of balancing lease arrangements for the ERAP site against higher levels of interest and ultimately growth in aviation related activities. The strong interest that Council is attracting for the current phase of the development indicates that the scheme is encouraging aviation businesses to consider West Sale.
		<i>Long term industrial development</i> Although Transport for Victoria supports the long-term planning for the approved planning scheme C89, located southeast of the airport, it is concerned that the Princess Highway and Melbourne-Bairnsdale Railway separates two airport sites, forming a connectivity barrier, potentially increasing congestion and safety risk.	<i>Long term industrial development</i> The concern of TFV is noted and although this development is not specifically related to the airport master plan, Council would like to note that traffic studies would form part of any development for that planning scheme with regard to connectivity to the airport.
		<i>Land Exchange</i> Transport for Victoria suggested Council consider acquiring the land required for the runway extension rather than exchanging it. Transport of Victoria considers that the acquisition would be more advantageous for YWSL.	<i>Land Exchange</i> Council acknowledge the comment and would seek to reassure TFV that the decision to exchange, rather than acquire land, was thoroughly investigated and has delivered the best possible outcome for West Sale Airport, the land-holder and Council.

Date	From	Summary	Response
		<p><i>2nd sealed runway</i></p> <p>TFV enquired whether the demand or need for a second sealed runway has been considered or investigated.</p>	<p><i>2nd sealed runway</i></p> <p>The Master Plan Update 2017 has not considered the expansion or re-surfacing of a second runway as the scope of operations being considered does not justify any investigation at this stage.</p> <p>This question could certainly be a worthwhile discussion during subsequent Master Planning iterations.</p>
		<p><i>Princes Highway East Duplication</i></p> <p>Transport of Victoria advised that nine sections funded by the \$260M Princes Highway East Duplications will not be completed until mid-2019 and the Fulham 2 section is scheduled for completion by mid-2018.</p> <p>Therefore, please correct the statement regarding the project in the Master Plan Update.</p>	<p><i>Princes Highway East Duplication</i></p> <p>To70 has corrected Section 2.1.3 of the Master Plan Update with the information provided by TFV.</p>
2 June 2017	Avisure Pty Ltd	<p>Avisure specialise in wildlife and bird strike risk management, Avisure's team of aviation ecologists have been helping airports and aviation industry stakeholders throughout Australia and around the globe since 1996.</p> <p>Avisure provided the following comments:</p> <ul style="list-style-type: none"> • Wildlife hazard management strategy is not mentioned, apart in the overview of NASF and MOS 139 generic requirements. • In section 1.2, Avisure recommended to include 'ensuring the safe and efficient transport of people to and from the region' as core objectives and purposes of the MP. • Section 2.2 should include existing wildlife hazards and wildlife strike information. 	<p>Wildlife Hazard Management policies and procedures are not in scope for the Master Plan Update.</p> <p>Council has proposed that based on previous interactions with Avisure and participation in the RAAF East Sale Aviation Wildlife Hazard Group, that West Sale Airport consider current practices regarding wildlife hazard management during day to day operations.</p> <p>There are already some processes in place to minimise wildlife interaction with aircraft such as improved fencing and baiting programs.</p> <p>It should be noted that there have been minimal hazardous interactions with wildlife at West Sale.</p> <p>T070 will update Table 6, including acronyms and explanations. Commercial rationale of RPT services was not within scope of the MP update.</p>

Date	From	Summary	Response
		<ul style="list-style-type: none"> Section 2.3.4 should address wildlife hazard risk and potential changes in risks, considering the airport development. Local weather patterns and likely effect on scheduled operations should also be mentioned. Wildlife hazards should be included in the Critical Airport Planning Parameters (Section 2.5). This should include an analysis of existing and future on-airport features and off-airport locations that attract wildlife. Section 2.5.2 should include aircraft type in the movement data. Table 6 acronyms and definitions need to be expanded and clarified. Avisure also commented on the runway extension in relation to PC-21 operations and commercial validity of selecting the Q400 as the design aircraft. Section 3.1.1 needs to include reference to NASF, other documentation and reference to landscaping and waste management guidelines. Avisure raised questions about the runway extension in relation of PC-21 requirements. Section 3.5 does not include assessing and monitoring wildlife hazards as part of the actions. 	
2 June 2017	Moorabbin Airport Corporation (MAC)	MAC is fully supportive of the West Sale Airport Master Plan Update.	Council would like to thank Moorabbin Airport Corporation for the support.
5 June 2017	Department of Defence (Defence)	Defence welcomes the upgrades proposed for the West Sale aerodrome and appreciates Council's support for the relocation of the Basic Flying Training	Council notes the positive response from Defence and is looking forward to working closely with RAAF East Sale in the future.

Date	From	Summary	Response
		<p>School to RAAF Base East Sale. Defence wants to note that its use of restricted airspace for training purposes is expected to increase. Therefore, Defence provided the following comments:</p> <ol style="list-style-type: none"> 1. Page 15 of the Master Plan refers to Restricted Airspace (RA1). Defence advised that East Sale restricted areas are under review for change to Conditional Status RA2. 2. Page 35 of the Master Plan Update states that East Sale offers a great opportunity for Class C licence pilots. Defence advised that civilian access to East Sale aerodrome will not be available, and access to the East Sale control zone is unlikely to be approved during flying training operations. 	<p>Council will continue to support Defence throughout the process of engaging airspace regulators and the Office of Airspace Review to develop an optimal solution for the local airspace, including availability and ongoing management.</p> <p>The proposed changes to airspace have no impact on the Master Plan Update however Council will facilitate discussions between the aviation community and Department of Defence to ensure greater understanding between stakeholders and Council on how RAAF's increased use of West Sale will impact access.</p>
23 June 2017	RDA Gippsland	RDA Gippsland strongly supports the West Sale Airport Masterplan Update.	Council would like to thank RDA Gippsland for their support for an asset that has regional significance.





West Sale Airport Master Plan Update 2017

Wellington Shire Council

Prepared for
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North Melbourne, July 2017

July 2017

West Sale Airport Master Plan Update 2017

Page 1

Table of Contents

1	Introduction	4
1.1	Overview of the Airport	4
1.2	Purpose and Objectives of the Master Plan	5
1.3	Methodology and Consultation	6
1.4	Report Structure	7
2	Background Information	9
2.1	Master Plan Context	9
2.1.1	Historical Background	12
2.1.2	Regional Context	12
2.1.3	Socio-Economic Context	13
2.1.4	Regulatory Context	14
2.1.5	Policy Context	16
2.1.6	Planning Controls	24
2.1.7	Key Stakeholders	25
2.2	Current Situation	26
2.2.1	Ownership and Management	26
2.2.2	Site Description	26
2.2.3	Surrounding Land	28
2.2.4	Existing Activities	29
2.2.5	Existing Facilities	29
2.2.6	Ground Transport Access	31
2.2.7	Utility Services	31
2.2.8	Environmental Values	32
2.2.9	Heritage Values	33
2.3	SWOT Analysis	33
2.3.1	Strengths and Advantages	33
2.3.2	Weaknesses and Constraints	34
2.3.3	Opportunities and Prospects	34
2.3.4	Threats and Risks	34
2.3.5	Summary of SWOT Analysis	34
2.4	Strategic Vision and Objectives	35
2.4.1	Strategic Vision	35
2.4.2	Objectives	35
2.5	Critical Airport Planning Parameters	35
2.5.1	Airspace	35

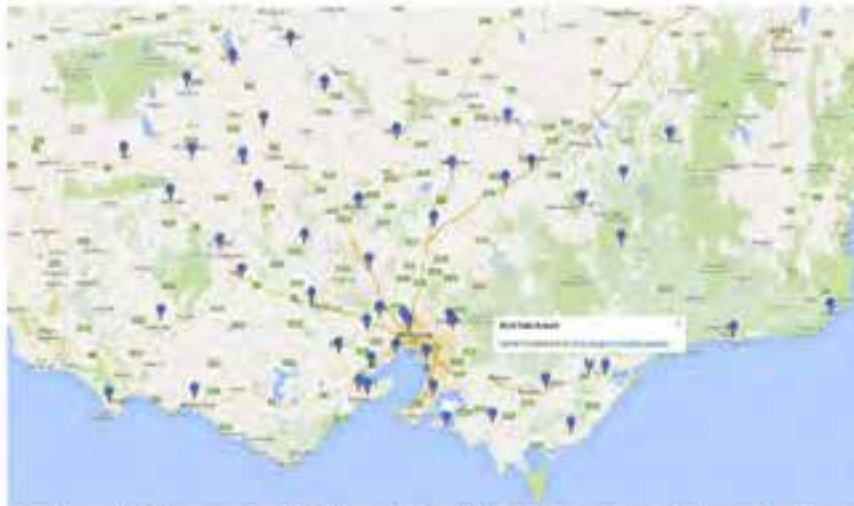
2.5.2	Forecast of Future Operations	36
2.5.3	Aerodrome Reference Code System	38
2.5.4	Selected Design Aircraft	39
2.5.5	Navigation Systems	40
2.5.6	Aircraft Movement area	40
2.5.7	Pavement Strength	40
2.5.8	Aviation Support and Landside Facilities	41
2.5.9	Passenger Terminal	41
2.5.10	Security Requirements	41
2.5.11	Airspace Protection Surfaces	42
2.5.12	Aircraft Noise Contours	43
2.5.13	Environmental and Heritage Sites	44
3	Airport Master Plan	45
3.1	Land Use	45
3.1.1	Land Use Precincts	45
3.1.2	Land Use Precincts Guidelines	46
3.2	Facilities Development Plan	47
3.2.1	Movement Area Facilities	47
3.2.2	Aviation Support Facilities	56
3.2.3	Other Facilities	58
3.3	Environmental Management Plan	58
3.4	Airport Safeguarding Plan	62
3.4.1	National Airports Safeguarding Framework	62
3.4.2	Airspace Protection Surfaces	63
3.4.3	Aircraft Noise Contours	64
3.4.4	Planning Policies and Controls	65
3.5	Implementation Plan	66
	Appendix A – List of stakeholders	69
	Appendix B – Stakeholder Feedback	70
	Appendix C – Wellington Shire Council Land Transactions	76
	Appendix D – 2004 DOTARS Amendment	77

1 Introduction

1.1 Overview of the Airport

West Sale Airport (WSA) is located on 200 hectares of land, 10 kilometres west of the city of Sale in Victoria and is owned and operated by Wellington Shire Council (Council). The airport is a key economic and community asset providing employment activities, emergency services functions, business and community services.

Wellington Shire is the third largest municipality in Victoria covering an area of 10,924 square kilometres with a stable population of 42,000. It has a vibrant and diverse economy with mining (primarily offshore oil and gas) the major generator of wealth and 13.5% of jobs in agriculture and forestry, reflecting a strong dairy sector and the increasing growth of vegetable farming. Agricultural activity is supported by a reliable water supply, provided through the Macalister Irrigation District (MID). There is also a growing Health Care and Social assistance sector.



Sale is located 215 kilometres East of Melbourne in Gippsland with a flying time to Melbourne of under one hour or a two and half hour drive. It is the largest township in Wellington Shire having a direct population of over 14,000.

RAAF Base East Sale (YMES) is located 12 kilometres to the east of WSA and is an important aviation training facility for the Australian Defence Force.



Figure 1: West Sale Aerial View

1.2 Purpose and Objectives of the Master Plan

The WSA Master Plan Update 2017 is the key strategic document which underpins all activities and decisions of Council in relation to WSA. It communicates Council's long-term future development intentions and projects future development opportunities.

The Master Plan Update also needs to ensure compatibility with the local community and airport users, as well as environmental and regulatory obligations.

Council expects WSA's future role is as a high standard facility benefiting the region through business investment and job creation.

The West Sale Airport Master Plan has been reviewed several times since it was originally developed to capture significant changes in the economic outlook for Sale and the wider Shire.

The latest review of the WSA Master Plan had the core objectives of providing:

- An achievable Master Plan Update guiding the development of the Airport in the short term;
- A strategic framework which underpins the sustainable and structured development of the Airport to support investment, economic growth, employment and the achievement of long-term Council objectives;
- A model to ensure that the airport does not place any burden on the governance, finances and resources of Council; and
- A strong linkage between future airport plans and future development and planning controls in the region.

This Master Plan Update identifies key strategies to ensuring future growth and development of WSA, notably:

- Requirements addressed in the AIRS428 Pilot System West Sale Airfield Concept of Operations and the actions required to meet them.
- A new strategic vision for the Eastern Recreational Aviation Precinct (ERAP).



Figure 2: West Sale Airport

1.3 Methodology and Consultation

The Master Plan Update 2017 has been completed utilising internal Council resources as well as external expertise. This approach was driven by the need to incorporate developments including the freeholding of the Eastern Recreational Aviation Precinct and Air Force pilot training requirements (runway extension and overlay).

Previous Master Plans and key strategic documents were reviewed and the Regional Airport Master Planning Guideline developed by the Australian Airports Association has been used as the framework for the Master Plan Update.

To achieve the short-term planning objectives of the Master Plan Update within the necessary timeframe the following four stage approach has been taken.



Figure 3: Master Plan Update Stages

As part of Council's Community Engagement Strategy, a variety of stakeholders were consulted to identify key issues and opportunities as part of the development of this plan. Consultation included key internal and external stakeholders, landowners in the surrounding area, existing airport lessees and freehold owners and other interested organisations.

In late 2015, an on-line survey was emailed to stakeholders within the WSA aviation community. They were also encouraged to extend the invitation to other interested parties.

A summary of responses can be found at 2.1.7.

Responses following consultation regarding this Master Plan Update are shown in Appendix B – Stakeholder Feedback.

1.4 Report Structure

This report has been structured to provide a clear description of the current situation and future development at WSA. The Master Plan Update format is based on the Australian Airport Association (AAA) Master Planning Guideline. The first part (chapter 1 and 2) describes current issues and it sets the scene for the Master Plan. The second part develops the Master Plan and outlines the key elements and strategies at WSA. The table below summarises the report structure:

	Section	Description
Part 1: Background Information	Section 1 – Master Plan context	Historical background, regional, socio-economic and policy context
	Section 2 – Current Situation	WSA's ownership and management; Existing activities; Land use; Environmental and Heritage values.
	Section 3 – SWOT Analysis	Internal strengths and weaknesses; External opportunities and threats
	Section 4 – Strategic Vision and Objectives	Future direction for WSA
	Section 5 – Critical Airport Planning Parameters	Forecast of future operations; Aerodrome Reference Code; Selected Design Aircraft
Part 2: Airport Master Plan	Section 1 – Land Use Plan	Land use precincts; Land use precinct guidelines
	Section 2 – Facilities Development Plan	Movement area; Aviation support facilities
	Section 3 – Environmental Management Plan	Previous site analysis; Future environmental strategy
	Section 4 – Airport Safeguarding Plan	Commonwealth, State and Local safeguarding plan
	Section 5 – Implementation Plan	Trigger points; Estimated timings

Table 1: Report Structure

2 Background Information

2.1 Master Plan Context

Council is the owner and responsible authority for the operation and management of WSA. The Airport is a mix of aviation industry, training and recreational aviation. Tracking of aircraft movement data commenced in early 2016. The ongoing capture of this data will be essential in obtaining a better understanding as to what the airport provides as well as several other issues.

The original Master Plan was developed in 1987. In 1995, a full review was undertaken after significant changes at the airport including change of ownership and council amalgamation.

There have been two subsequent reviews and updates undertaken in 2003 and 2011. At the time of the 2011 review the plan was for a 3-5 year time horizon due to a number of uncertainties that would directly impact the direction and investment in the airport. Some of these issues remain outstanding, whilst others have only recently been given some clarity.

There are three recent decisions which have a significant impact on the review of the current Master Plan Update:

West Sale Airport, Eastern (Recreational Aviation) Precinct (ERAP)

In February 2014 Council resolved to progress a 39-lot freehold subdivision within the WSA Eastern Precinct for recreational aviation purposes.

This followed the commissioning and consideration of several reports including:

- Initial Freehold Development Concept plan – The Airport Group (2013).
- Report on Land Tenure – The Airport Group (Oct 2013).
- Vegetation Overview and Habitat Hectares Assessment – Ethos NRM (November 2014).
- Review of Wastewater Treatment and Disposal Options – The SMEC Group (March 2015).
- Valuation report – WSA Eastern Precinct - Valuer-General Victoria (January 2015).
- WSA ERAP Staged Planning Permit (2016)

A resolution in May 2015 directed council officers to complete the required planning permit and statutory processes for land to be sold to existing lessees within the ERAP. Other sites will then be sold as part of a staged release.

Note whilst the airport was transferred to Council under the federal government Aerodrome Local Ownership Plan (ALOP) under a deed arrangement which restricted certain dealings with the land, Council was granted permission to enter negotiations for the sale and lease of Airport land from the Department of

Transport and Regional Services on 13 January 2004 – see Appendix D



Figure 4: ERAP at WSA

Defence Project AIR 5428 – Basic Flying Training System (BFTS) RAAF Base East Sale

On 6 September 2015, the Federal Government announced that RAAF Base East Sale will host the Basic Flying Training School (BFTS) for the Airforce, Army and Navy from 2019 for 25 years. This will see Pilatus PC-21 aircraft being based at East Sale and an annual intake of up to 165 trainee pilots per year.

The impacts on WSA as an auxiliary airport have been outlined in a brief provided by defence regarding the BFTS concept of operations. This confirms that WSA will be used by the PC-21 and by early 2020 RAAF expects a significant flight rate increase. Specifically, WSA will be used for circuit flying training, such as targeted training, emergency landing training, and instrument approach procedures training flight profiles.

To accommodate the PC-21, improvements to WSA will be required, notably an extension to and resurfacing of the main runway. The Victorian State Government has committed \$5.0M to ensure the essential infrastructure required at WSA is delivered.

For Wellington, the basic flight training school means:

- More than 500 new jobs which could add up to \$28M per annum to our local economy in wages and salaries (combining defence and indirect flow on employment).
- Construction and development at the RAAF Base East Sale, which will generate local demand for goods and services.
- Employment for local contractors through the project's construction phase.
- On base personnel will increase from around 620 to over 900.
- Population growth as increased base personnel bring their families.
- An economic output boost of around \$168M per year.

In addition to the likelihood of aviation related activity in the region increasing, there is also the potential for other international flight training facilities to relocate to the region (Singapore, Malaysia, Papua New Guinea).



Figure 5: Pilatus PC-21

Federation Training Relocation

The main campus for Federation Training in Sale is based at the Airport. From this site, occupied since 1991, they offer a range of courses and apprenticeship training.

The location and facilities, a mix of old portable buildings and unused onsite student accommodation, are not considered adequate to meet the expectations of a modern education facility providing a broad range of courses. The limitations of the site have been recognised for some time and in 2010 a new site was purchased in the Port of Sale Precinct with the intent of relocation. Federation Training are continuing to work with Council to explore alternative options for improving education delivery in the Shire.

The medium-term future of Federation Training at the Airport, following the most recent announcements, remains unclear. The relocation of Federation Training, even partial, would free up land with direct airside access to the western apron area.

This Master Plan Update 2017 concerns a short-term planning horizon, considered appropriate to address immediate planning concerns stemming from recent announcements. Other longer term possibilities will be addressed in a subsequent Master Plan that Council expects will sustain development at the airport until 2050.

The Master Plan Update 2017 recommends practical strategies that can be implemented resulting in incremental, but important improvements. It also sets out the triggers for implementation ensuring demands for growth are achievable in a planned and strategic manner.

The key strategies recommended in the plan are:

- Review airport management structure to accommodate the delivery of strategies.
- Continue to monitor and identify any operational, maintenance and capital requirements noting opportunities arising from AIR 5428 activities or any other changes.
- Undertake a comprehensive review of the zoning and planning scheme applicable to the airport precinct and adjacent land to ensure controls are current and allow unconstrained aviation related development.
- Continue to plan for, identify and participate in grant funding opportunities to assist with financing identified infrastructure requirements.
- Complete capital renewal works using a staged approach that will consistently enable airport objectives to be satisfied.

- Encourage development activity within the ERAP by promoting freehold land for new hangars for recreational aircraft.
- Evaluate requirements for other aeronautical related industries operating from WSA.
- Undertake a review of the branding and identity of the Airport.

2.1.1 Historical Background

WSA has a long and interesting history. Key points of note include:

- During World War II (1941 to 1945) it was requisitioned by the Air Force and was known as RAAF Base West Sale / RAAF Station West Sale. During this time, it was home to a bombing and gunnery school focused on training and coastal defence purposes. One original Bellman Hangar from the period remains on site.
- Some years later it became the home of the National Safety Council of Australia (NSCA) Victorian Division. The NSCA was the key tenant on the site until its sudden and unexpected financial collapse in 1989 and a significant amount of infrastructure from that period remains and is currently occupied by Federation Training.
- Council assumed ownership and operational management of the Airport from the Federal Government on 9 July 1992.
- Significant infrastructure upgrades occurred in 2012-13 as Council completed works following receipt of a \$3.0 million grant from Regional Development Victoria (RDV) in 2011, aimed at supporting a Defence Department contract tender initiative for the Interim Basic Flying Training System. This included taxiway works, pavement rehabilitation, enlargement of the eastern apron, airport lighting and fuel handling facilities.
- The Gippsland Armed Forces Museum (GAFM) relocated to WSA in 2009.



Figure 6: West Sale Airport entrance

2.1.2 Regional Context

Wellington Shire is defined by a hinterland to its north and a coastal strip to the south which forms part of the Ninety Mile Beach. Latrobe Regional Airport (LRA) is a nearby provider of airport and aviation services.

It is located between Morwell and Traralgon, 60 kilometres west of WSA. It is owned by Latrobe City Council (LCC) and operates under the management of the Latrobe Regional Airport Board. Latrobe City Council is a major regional city servicing over 70,000 people in its catchment area which includes the towns of Moe, Morwell Traralgon and Churchill. Of similar land size as WSA, LRA comprises two runways and associated taxiways and apron, terminal buildings and other support structures. LRA has a range of tenants including Mahindra Aerospace, Emergency Services, an Aero Club, Department of Sustainability and Environment (Vic Government), flying training, private hangars and commercial operators. It is within close proximity to the Australian Paper Mill, Gippsland Water storage facility and power station coal mines. It is also surrounded by expanding rural living developments, pine plantations, Latrobe Regional Hospital and retirement villages. Bairnsdale Airport is another small regional airport that lies 70 kilometres to the east of WSA and is located in the East Gippsland Shire. East Gippsland is known for its world class tourist attractions and wilderness areas. The Airports facilities support a number of commercial enterprises including aerial firefighting, corporate charters, aircraft support services, medical transport and a courier service.



Figure 7: Council Snapshot

2.1.3 Socio-Economic Context

Sale is the largest town in the Shire with a population of over 14,000 people (2011 Census). The top 5 employment industries and occupations are:

Employment Sectors	Occupations
Agriculture 13.5%	Managers 19.4%
Health care 12.8%	Professionals 16.7%
Retail trade 11.8%	Technicians and Trade workers 14.9%
Public administration and safety 9.7%	Clerical and Administrative workers 11.6%
Education 9.1%	Community and Personal Services workers 10.8%

Table 2: Sale Employment Sector and Occupation Statistics

The Basic Flying Training Schools relocation to RAAF Base East Sale from 2018, as described in Section 2.1, is expected to boost local economic output and drive jobs growth.

There are other large commercial and industrial projects at various stages of development and implementation in the region which support future growth and liveability:

- \$14.5M Port of Sale Cultural Hub Precinct Redevelopment.
- \$7.6M to develop the new Sale Specialist School (Greenfield site).
- Construction of a new \$18 Gas Conditioning Plant at Longford by ExxonMobil.
- \$400M commitment by Esso Australia to replace the 187-kilometre pipeline from Longford to Hastings (subject to regulatory approval).
- \$185M RAAF Base East Sale redevelopment works completed. Further \$209M underway due for completion 2018.
- \$260M Princes Highway East duplication - Traralgon to Sale - 9 sections estimated for completion mid-2019.
- A \$3.3 M refurbishment of the Gippsland Regional Livestock Exchange (GRLF) was completed in 2016.

WSA is adjacent to the Melbourne-Bairnsdale railway line and Princes Highway directly to its south.

The Airport has not been impacted by residential development. It is primarily surrounded by agricultural land with Fulham Correctional Facility and the Municipal Pound being located 500 metres to the south of the site.

The Princes Highway between the western outskirts of Sale to the junction of the Airport is currently being duplicated. There is also a push to secure funding to fully duplicate the highway between Traralgon and Sale.

The Gippsland Aviation Industries Policies and Opportunities Paper (WSA and Latrobe Regional Airport), The Airport Group (2014) estimated that WSA contributes \$11.8M in output and supports approximately \$12.4M in gross value-added activity. This translates to the employment of roughly 90 FTE of which one third are directly employed.

2.1.4 Regulatory Context

Civil Aviation Safety Authority (CASA)

CASA is the authority responsible for the implementation and enforcement of safety regulations for civil aviation operations in Australia. Their authority is derived under the Civil Aviation Act 1988 and promulgated through Civil Aviation Regulations 1988 (CARs). CASA has powers to protect operational airspace or to curtail aircraft operations if they believe safety is compromised.

CARs are gradually being replaced by the Civil Aviation Safety Regulations 1988 (CASRs). CASR Part 139 prescribes the requirements for aerodromes used in air transport operations.

The Manual of Standards (MOS) Part 139 Aerodromes is made pursuant to CASR Part 139 and sets out the detailed standards and operating procedures for aerodromes used in air transport. The manual provides the rules, mandatory standards, procedures and guidance information relating to the planning, design and operation of Airports.

CASA conducts periodic inspections (surveillances) to ensure airport and aircraft operators meet their responsibilities under MOS 139. Aspects of aerodrome safety relevant to WSA include:

- Aerodrome operation and maintenance
- Protection and use of runways, taxiways, and other movement areas

- Protection of airfield airspace
- Hazard and wildlife control
- Administration

The MOS139 is currently under review to ensure that it aligns with current regulatory policy (including ICAO), industry developments and technology changes.

Airservices Australia (Airservices)

Airservices has responsibility for the management of airspace and air traffic, and to provide Australia's network of aviation facilities used in aircraft navigations, communication and surveillance.

Local governments are encouraged to seek advice from Airservices on any development that has the potential to impact an aviation facility's sensitive areas such as landing and navigational areas.

In 2018, Australia will commence using air traffic control services with an advanced and integrated air traffic control called OneSKY. This will replace the aging The Australian Advanced Air Traffic System (TAAATS) system built and implemented in the 1990's.

OneSKY will integrate both the Department of Defence, and civilian Air Traffic Control management and systems into one system. This will realise cost efficiencies and improve safety, with the ability to cater for future air traffic growth.

The implementation of the OneSKY system will increase information availability for air traffic controllers, and help minimise noise and travelling delays for the public.

Military Base and Airspace Management

RAAF Base East Sale is located 12 kilometres east of WSA, an aviation training facility of increasing importance for the Australian Defence Force. Controlled airspace extends to 50 nautical miles and the RAAF Base has responsibility for Air Traffic Control services to the immediate flying area, including WSA. Control is transferred to Melbourne International Airport when the centre is not manned.

At times, military aircraft movements have priority over civil aircraft activities. They can also activate designated Restricted Airspace (RA1) which requires aircraft to have a clearance to enter the airspace that will not unreasonably be withheld.

Environment Protection and Biodiversity Conservation Act 1999 [Commonwealth] (EPBC Act)

The EPBC Act provides a legal framework to protect and manage nationally and internationally significant flora, fauna ecological communities and heritage places.

The Airport contains large areas of significant remnant native grassland. A 2014 study identified 6 Plains Grassy Woodland Habitat zones which contained 84 terrestrial flora species including 49 native and 35 weed species.

Notably, the area contains a rare flora species called the Rough-grain Love Grass and the critically endangered Central Gippsland Plains Grassland (also known as the Gippsland Red Gum Grassy Woodland and Associated Native Grass Land).

The site is described as a key site in both the Flora and Fauna Guarantee Act 1988 (FFG Act) and EPBC Act as requiring controlled management to ensure conservation of the endangered ecological community.

Any proposed development requires consideration of the impacts on the grasslands.

Environment Protection Act 1970 (Victoria)

Wastewater treatment and disposal at the Airport is managed onsite.

The CFA has its own system and the other allotments have onsite septic tanks and discharge effluent is pumped to an onsite evaporation pond.

Whilst the evaporation pond is not currently required to be licensed, if an upgrade is required due to significant volume increases a works approval or licence will be required from the Environmental Protection Authority.

Local Government Act 1989 (Victoria)

As a Council, owned asset, the Airport is subject to the requirements of the Local Government Act 1989.

This applies to the sale, lease, transfer exchange and use of land. Council must operate in accordance with the Local Government Act.

2.1.5 Policy Context

National Airports Safeguarding Framework (NASF)

The NASF is a national land use planning framework that aims to:

- Improve community amenity by minimising aircraft noise-sensitive developments near airports; and
- Improve safety outcomes by ensuring aviation safety requirements are recognised in land use planning decisions.

NASF developed by the National Airports Safeguarding Advisory Group (NASAG), comprising of Commonwealth, State and Territory Government planning and transport officials, the Australian Government Department of Defence, the Civil Aviation Safety Authority, Airservices Australia and the Australian Local Government Association.

NASF was agreed to by Commonwealth, State and Territory Ministers at the Standing Council on Transport and Infrastructure (SCOTI) meeting on 18 May 2012. The agreement represents a collective commitment from Governments to ensure that an appropriate balance is maintained between the social, economic and environmental needs of the community and the effective use of airport sites. The Framework applies at all airports in Australia and affects planning and development around airports, including development activity that might penetrate operational airspace and/or affect navigational procedures for aircraft. Pursuant to the SCOTI agreement, it is the responsibility of each jurisdiction to implement the Framework into their respective planning systems.

NASF is comprised of a set of seven principles and seven guidelines. The NASF principles are:

- Principle 1: The safety, efficiency and operational integrity of airports should be protected by all governments, recognising their economic, defence and social significance
- Principle 2: Airports, governments and local communities should share responsibility to ensure that airport planning is integrated with local and regional planning
- Principle 3: Governments at all levels should align land use planning and building requirements in the vicinity of airports
- Principle 4: Land use planning processes should balance and protect both airport/aviation operations and community safety and amenity expectations
- Principle 5: Governments will protect operational airspace around airports in the interests of both aviation and community safety

- Principle 6: Strategic and statutory planning frameworks should address aircraft noise by applying a comprehensive suite of noise measures.
- Principle 7: Airports should work with governments to provide comprehensive and understandable information to local communities on their operations concerning noise impacts and airspace requirements.

The seven guidelines are:

- Guideline A: Measures for Managing Impacts of Aircraft Noise
- Guideline B: Managing the Risk of Building Generated Windshear and Turbulence at Airports
- Guideline C: Managing the Risk of Wildlife Strikes in the Vicinity of Airports
- Guideline D: Managing the Risk of Wind Turbine Farms as Physical Obstacles to Air Navigation
- Guideline E: Managing the Risk of Distractions to Pilots from Lighting in the Vicinity of Airports
- Guideline F: Managing the Risk of Intrusions into the Protected Airspace of Airports
- Guideline G: Protecting Aviation Facilities – Communication, Navigation and Surveillance (approved Nov. 2016)

It is understood that additional guidelines relating to Public Safety Zones and helicopter operations are proposed to be released by NASAG in the near future.

Copies of the full set of current guidelines can be found on the Department of Infrastructure and Regional Development's website at the following address:

www.infrastructure.gov.au/aviation/environmental/airport_safetyguiding.html

State Planning Policy Framework

The State Planning Policy Framework (SPPF) aims to ensure that appropriate land use and development policies and practices are implemented in the planning objectives in Victoria, ensuring a balance between community benefits, in terms of environmental, social and economic aspects, and a sustainable development.

The following SPPF policies apply to airport use and development:

Clause 18.04-2 Planning for Airports

In order to reinforce and protect the economic and infrastructure value in Victoria, this clause includes the following strategies:

- Protecting airports from incompatible land-uses.
- Ensuring that in the planning of airports, land-use decisions are integrated, appropriate land-use buffers are in place and provision is made for associated businesses that service airports.
- Ensuring the planning of airports identifies and encourages activities that complement the role of the airport and enables the operator to effectively develop the airport to be efficient and functional and contributes to the aviation needs of the State.

Clause 18.04-3 Planning for airfields

This clause reinforces the role of airfields as key centres of the State's economic and transport infrastructure. In order to facilitate the siting and extension of airfields and restrict incompatible land use and development in their proximity, this clause includes the following key approaches:

- Avoid the construction of new airfield in areas that could have a greater long-term value for other purposes.

- Integrate the location planning, nearby existing and potential development and the ground transportation system within the airfield operations.
- Avoid that existing and potential development prejudice the safety or efficiency of the airfield operations.
- Regulations take into negative effects from aircraft operations (such as aircraft noise) on the land in the proximity of the airfields.
- Avoid that existing and potential development prejudice any future extension or development of an airfield in accordance with an approved strategy or master plan.

Wellington Shire Council Strategic Guidance

Wellington 2030 Strategic Vision

The Wellington 2030 Strategic Vision describes what is important to our community under five theme areas as we progress towards 2030:

Theme
• Services and Infrastructure
• Natural Environment
• Community
• Economy
• Lifelong Education and Development

Table 3: Wellington 2030 Strategic Vision

Wellington 2030 has recently been renewed through a significant public consultation process and a revised version is expected to be adopted in 2017.

Council Lease and Land Transactions Policy

Council has adopted policy regarding Lease and Land Transactions and these have relevance to WSA. Policies ratify Council's interest and ability to establish leases of up to 50 years in the Eastern (Recreational Aviation) Precinct. These policies are available from council's website.

Wellington Planning Scheme - Municipal Strategic Statement

The Wellington Planning Scheme (WPS) is the instrument by which the current and future development of the Shire is guided and controlled. Land use is governed by the identification of planning zones, designating land uses as acceptable, not acceptable or requiring approval.

Overlays which identify special considerations or constraints, are provided in addition to zones and are to be applied to any proposed development within the affected location. The land use zonings and overlays that apply to the WSA are identified below in **Figure 8** and **Figure 9**.

The WPS Municipal Strategic Statement (MSS) recognises that WSA delivers significant employment,

transport, and economic development opportunities.

Clause 21.17-4 of the Municipal Strategic Statement states:

"Aviation related companies are based around the RAAF Base at East Sale and the West Sale Aerodrome. The airfields are important assets and provide opportunities for the establishment of a range of aviation related businesses and value-added industries in the region."

To capitalise on the opportunities afforded by these aviation facilities, clause 21.17-4 includes the following strategies:

- Support the development of aviation related industries on, or in close proximity to, aerodromes.
- Ensure that land use or development around aerodromes does not impact upon their existing and future use



Figure 8: Special Uses zone



Figure 9: West Sale Airport Environs Overlay - Schedules 1 & 2

Local Planning Policy Clause 22.05: Aerodrome and Environs Policy

This clause has been developed for the East Sale RAAF Base and West Sale Aerodrome in order to ensure that:

- The safety and the efficiency of aerodromes operations is not prejudiced by any new use or development of land nearby
- Any detrimental effects of aircraft operations are taken into account in planning the use or development of and nearby
- A range of education and industry opportunities in association with aeronautical activities.

In order to satisfy these key objectives, the clause states:

- The effect of the proposal on the amenity area.
- The need to co-ordinate the planning of areas close to the aerodrome.
- The suitability of building design and external building materials.
- The height of the proposed development.
- Whether the grant of a permit would detrimentally affect the operational safety of aircraft or the opportunity for the reasonable future expansion of the aerodrome.
- Buildings within a designated Australian Noise Exposure Forecast (ANEF) area should be considered in accordance with the provisions of the Standards Association of Australia, AS 2021-1994.

Finally, the clause specifically addresses that applications to use or develop land within and around WSA

should consider the above requirements whether:

- The site relevant to the application is located within the designated area for development as shown on the West Sale Aerodrome Master Plan, November 2002 or any superseding document, including this Master Plan Updates.
- The application will adversely affect the functionality of West Sale Aerodrome.
- The application will adversely impact sites specified as having significant flora and fauna values as outlined in the West Sale Aerodrome Master Plan, November 2002 (or any superseding document, including this Master Plan Updates) and the West Sale Aerodrome Public Authority Management Agreement, June 2003 or any superseding document.

Aerodrome Business Plan 2000 – 2004

Whilst the West Sale Aerodrome Business Plan is long standing, there are key points that remain relevant today.

Notably, the Business Plan identifies the need to calculate the real costs of operating the aerodrome and a formula developed for the recovery of a fair proportion of the costs from users. Implementation of actions relating to cost recovery from the 2000 business plan have not been implemented.

Regional Strategic Direction

2016 – 2022 Economic Development Strategy

Two of strategic objectives of the 2016-22 Economic Development Strategy are:

- **Economic Diversity** – Ensuring we can leverage from our existing industries and assets to diversify the economy through value-adding activity.
- **Amenity and Infrastructure** – Ensuring sufficient investment in critical infrastructure to support current activity. Attract new investment and attract and service residents.

It was recognised that Wellington's economy is stable because of its 'specialised diversity' with agribusiness, Defence, oil and gas, and public administration, which together employ around 60 % of the workforce.

The Strategy highlights Defence and Aviation as both significant local competitive strengths and with greater industry growth potential.

An opportunity recognised by the Strategy was to leverage from major expansion of RAAF Base East Sale from the commencement of basic flying training in 2019. Additionally, the co-location of all initial aviation training at the Base may become an attractor to other aviation training and business opportunities.

To capitalise on this, Council can find opportunities for complementary business activity, starting with research into the type of economic activity that can leverage from a major Defence presence. The strategy noted that Council had already started these efforts with growth and development opportunities at West Sale airport the subject of detailed analysis. Important partnerships had been formed to assist, with the main enterprises and entities involved with Defence.

The 2016-18 Economic Development Strategy Action Plan has as an action to continue to investigate options for developing aviation related activity at West Sale Airport and states that West Sale represents a significant asset that has yet to reach its potential.

Sale, Wairua and Longford Structure Plan

The Plan was formally adopted by Council on 7 September 2010 and was incorporated into the Wellington

Planning Scheme via Planning Scheme Amendment C67 on 8 November 2012. A further update was adopted on 16 October 2014 via Planning Scheme Amendment C89.

The Plan provides a planning tool that sets out a long-term vision for the future growth and development of the district with the aim of improving the physical settings within which people live, work and engage in recreation.

Of the seven themes contained in the plan, Industry and Transport and Movement are relevant to the review of this Master Plan.

The Industrial Theme identifies three directly relevant objectives:

- ITW2 – to provide economic development and local employment opportunities in industrial activity by ensuring that adequate zoned land is available to facilitate future industrial development in areas that are easily accessible from major transport routes.
- ITW4 – to protect and enhance the capacity for RAAF Base East Sale and the WSA to operate and develop as a major employment and technology base for the area.
- ITW5 – to provide for a multi modal freight exchange area for freight and logistics operators that capitalises on strategic locations with good road, rail and air connections.

The plan identifies:

- an area to the east of the airport as current and future industrial zoned land to encourage freight and logistics uses that are supported by the road, rail and aviation infrastructure (multi modal freight exchange);
- an area to the immediate west of the airport for specialised light industrial uses associated with the airport; and
- a large area (105 hectares) to the south east of the airport for future long term industrial development which is partly affected by airspace protection constraints.



Cleveland Regional Plan 2015-2020

Continuing advocacy for the development of the Port of Sale Education Precinct to improve vocational training facilities in Sale. This includes:

- Relocation of the Federation Training Facility to Sale
- Gaining policy support for key manufacturing sectors, including aeronautical.
- Maximising urban growth in Sale.

Gippsland Freight Strategy - June 2013

The strategy was developed to help realise the region's opportunities and set out the actions necessary to enable the efficient movement of a growing freight network. The strategy addresses investments in critical infrastructure, regulatory reform, improved access to skills training and job opportunities and strategic and community planning.

Relevant to the airport is:

- The upgrade and duplication of the Princes Highway between Traragon and Sale to M class standard. Whilst certain sections are currently funded for duplication and works are occurring, it is estimated that a further \$100M is required to enable full duplication. The airport is directly accessed via the Princes Highway.
- Developing an alternate truck route for key towns, including Sale.
- Promoting the development of a rail-road intermodal facility at West Sale.
- Investigating the implementation of an air freight service out of Gippsland.
- Consider an extension of the High Productivity Freight Vehicles (HPFV) network to Sale.

2.1.6 Planning Controls

Airport Zoning

The Airport is recognised as being public land and is affected by the Special Use Zone - Schedule 1

The purpose of the zone is to:

- Provide for the safe and efficient operation of the WSA;
- Provide for the development of aeronautical industries and activities;
- Provide for educational facilities appropriate to the site; and,
- Ensure existing and future activities on the site will not adversely impact areas specified as having significant flora and fauna values.

The Airport is surrounded by Farming Zone ("FZ") land; the south boundary of the SUZ1 is bounded by the railway line (PU24) and the Princess Highway (RDZ1).

Airport Environs Overlay

The Airport Environs Overlay applies to the airport site and surrounding land as shown in Figure 9.

The purposes of the Airport Environs Overlay (Schedule 1 & Schedule 2) are to:

- Identify areas which are, or will be, subject to high levels of aircraft noise, including areas where the use of land for uses sensitive to aircraft noise will need to be restricted;
- To ensure that land use and development are compatible with the operation of airports in accordance with the appropriate Master Plan and with safe air navigation for aircraft approaching and departing the airfield;
- To assist in shielding people from the impact of aircraft noise by requiring appropriate noise attenuation measures in new dwellings and other noise sensitive buildings;

- To limit the number of people residing in the area or likely to be subject to significant levels of aircraft noise; and buildings are to be constructed to comply with AS2021-2000 Acoustics – Aircraft Noise Intrusion - Building Siting and Construction.

The Overlay also trigger the need for a planning permit in order to respond and comply with Clause 22.05 – Aerodrome and Environs Policy.

AEO's are typically based on ANEF contour boundaries, which identifies land subjected to high levels of aircraft noise. This supports appropriate land planning controls to prevent the noise sensitive developments in areas impacted by high levels of aircraft noise. It is important to note that the existing AEO at WSA is currently not based on an established ANEF.

Design and Development Overlay

WSA land is also covered by the Design and Development Overlay – Schedule 6 which addresses building and structure heights (restriction) required to protect safe operations for aircraft operating at RAAF Base East Sale.

There is no DDO protecting the Obstacle Limitation Surfaces of West Sale Airport.

2.1.7 Key Stakeholders

An Engagement Plan was developed specifically for this Master Plan Update. The Engagement Plan outlined the importance of seeking feedback on the Master Plan from a wide range of airport, industry and government/agency stakeholders.

Appendix A – List of stakeholders This presents a list of identified stakeholders. This included internal stakeholders, landowners in the surrounding area, existing airport lessees and freehold owners and other interested organisations.

Workshops were held internally and involved representatives from strategic and statutory planning, Executive Management, Economic Development, Assets and Projects, Built Environment and Airport Management.

In 2013, an on-line survey was emailed to identified external airport stakeholders. The questionnaire response rate was very high. A total of 41 individuals completed the survey. A demographic summary of those completing the questionnaire shows:

- 30% are lessees and 10% owners of land at the Airport.
- 35% had been at the Airport for over 15 years.
- 65% held some level of pilot licence.
- 40% owned or leased aircraft.
- 20-25% were unsure of the condition of the airport.
- In terms of condition, the worst aspect of the Airport was the entrance and the best the apron areas and sealed runway.
- 90% said that an increase in flying activities would create opportunities.
- 80% said that pilot training should be an area of focus and 75% said aircraft maintenance.
- In terms of non-aviation activities, 70% said a museum and 60% said trades, could be developed or expanded.
- 70% said that Council offering 50 year leases in the recreational precinct is a positive outcome.
- In terms of Council offering freehold land within the Eastern Recreational Aviation Precinct, 75% and 80% respectively said it would attract development and be a positive outcome.
- 60% hadn't made contact with Council in the previous year, 35% had participated in airport meetings and 70% were interested in receiving info regarding the outcome of any meeting.
- 60% learn about changes by word of mouth, 45% will not contact Council directly.

2.2 Current Situation

2.2.1 Ownership and Management

Council is the owner, operator and manager of WSA.

After the previous Master Plan review, a fulltime Coordinator Aerodromes has been appointed covering both West Sale and Yarram. Since the appointment in June 2013 significant attention has been placed on building productive relationships with landholders and lessees, resolving longstanding issues and improving the overall amenity.

A casual Aerodrome Reporting Officer (ARO) is also engaged, on average two days a week, to provide maintenance and support services at WSA also carrying out Works Safety Officer (WSO) duties.

2.2.2 Site Description

The primary features of the airport include:

- One sealed runway of 1527m (09/27) which runs east west;

- Two grass runways of 689m (14/32) running NE/SW, and 500m (05/23) running NW/SE; and
- Sealed aprons and taxiways



Figure 11: WSA Aerial view

Key landside areas of the airport include:

- Terminal Precinct.
- Eastern Apron Precinct (lots fronting eastern apron).
- Eastern Recreational Aviation Precinct (area to the south of the above lots).
- Western Industrial / Commercial Precinct.
- Gippsland Armed Forces Museum (GAFM).
- Educational and training precinct – Federation Training and Esso Training Facility.
- Country Fire Authority training ground.

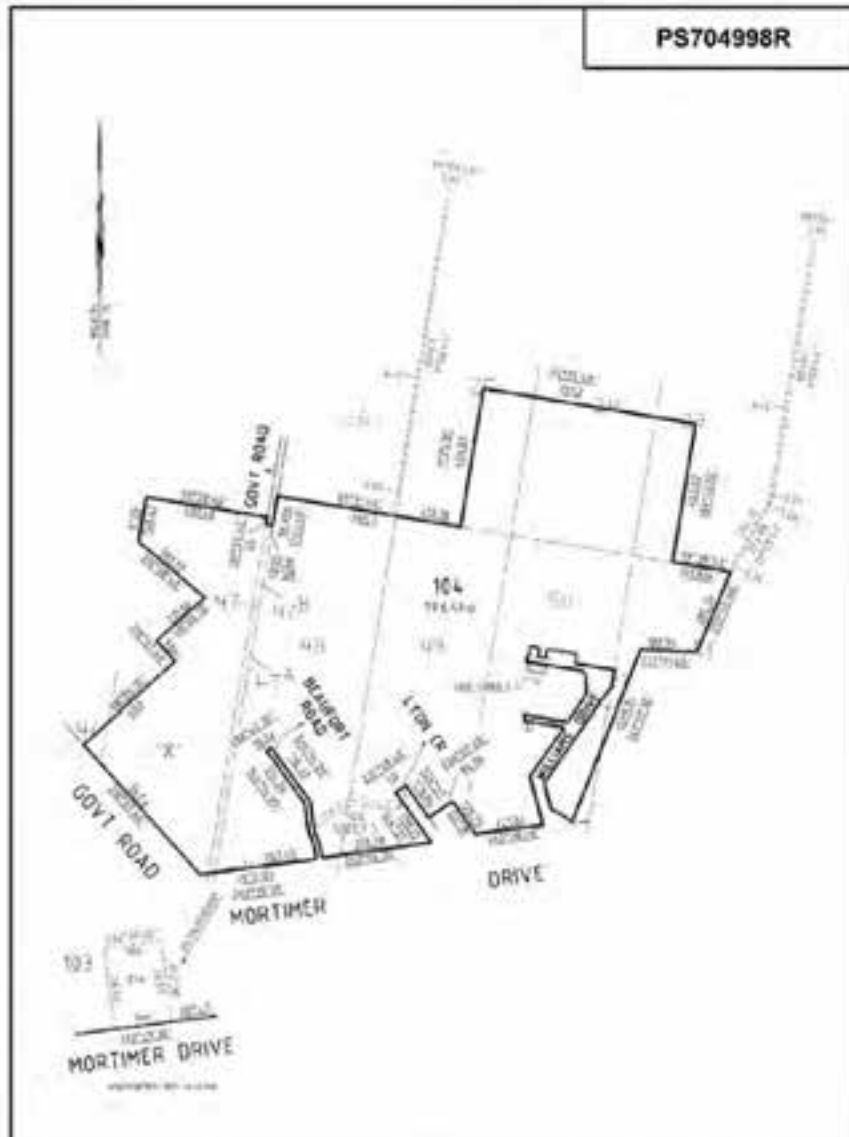


Figure 12: Aerodrome Title Plan 2016 – subject to amendment noting Land Exchange / Runway Extension.

2.2.3 Surrounding Land

The Airport is located on a 200-hectare site and is surrounded by agricultural land. The Melbourne-Bairnsdale railway line and Princes Highway border the southern boundary of the airport.

Fulham Correctional Facility is located approximately 500 metres to the south on Hopkins Road. This is

Victoria's largest medium-security correctional centre which currently houses 845 adult male prisoners. Plans are also underway to add an additional 54 beds bringing the total population to 940. The Municipal Pound is located opposite the correctional facility.

2.2.4 Existing Activities

The current primary activities on the airport include:

- Aircraft repair and maintenance
- Flight training
- Recreational flying
- CFA training
- TAFE training
- Sea Survival Training Centre
- Aviation Museum

2.2.5 Existing Facilities

Movement Area

As shown in Figure 13 below, the movement area comprises the following features:

- Runway (RWY) 09/27: sealed runway; dimensions 1527m x 30m facing east-west. This is suitable for all general aircraft (GA) and most regional RPT and Code 3C aircraft. The flexible asphalt pavement has a PCN of 12 with a maximum allowable tyre pressure of 600 (87 PSI). This allows aircraft up to 21,000kg take-off weight to operate without restriction.
- RWY09/27 strip; dimensions 1650m x 150m.
- RWY14/32: grass; dimensions 699m x 30m in the NE-SW direction serving GA and training aircraft.
- RWY14/32 Strip; dimensions 699m x 90m.
- RWY05/23 Grass; dimensions 500m x 30m in the NW-SE direction serving GA and training aircraft especially in the cross winds to the main strip.
- RWY05/23 Strip; dimensions 500m x 90m.
- Apron; sealed; offset from eastern end of RWY09/27. This area provides charter, Air Ambulance movements and both fixed and rotary wing GA operations.
- Apron; sealed; located south of RWY05/23 (RWY05 approach end).
- Taxiway Alpha; sealed asphalt pavement 15m wide
- Taxiway Bravo; sealed running parallel along part RWY09/27, links also to eastern apron. Code B taxiway which serves the GA hangars to the south of the main apron.
- Taxiway Charlie; sealed linking western end of RWY09/27 with southern apron. Spray sealed pavement 10.5m wide and capable of Code C aircraft operations based on weight; however, is designed Code B due to gradients. Also, has an adjoining pavement area for engine run-ups for up to 3 Class A aircraft.
- Taxiway Echo; sealed running south to eastern lots.
- Taxiway Echo 1; sealed running east off taxiway E (northern); and
- Taxiway Echo 2; sealed running east off taxiway E (southern).

- Helicopter parking and operations also occur on the aprons and runways.
- Compass swing area (class 2) located in the run-up bay on Taxiway Charlie.



Figure 13: WSA Movement Area

Non-Movement Area

The non-movement area of the airside portion of the airport has the following features:

- Drainage line and sewerage evaporation pond under the approach to RWY05;
- Airfield lighting for RWY09/27;
- Sewer pumping facilities;

Development in these areas is limited due to a range of constraints including height restrictions to protect operational airspace, aviation safety, environmental matters, as well as to support other operational and management requirements.

Landside Area Infrastructure and Features

The airport layout is divided into three distinct areas. The Eastern precinct focused on general aviation and recreational flying related activities, the Education Training precinct and the Western Precinct supporting commercial and industrial related activity.

Eastern Precinct

The precinct contains the following facilities:

- Terminal building: The building was opened in 1983 and measures approximately 185m². It comprises a lounge area, booking office area, passenger counter, storeroom and baggage office and basic amenities. Toilet facilities are accessible both internally and externally. The Airport does not currently support RPT services and therefore is not required to support large passenger groups or the associated processes / security requirements / management aspects. There is potential to reconfigure the space to improve its versatility;
- Fuel facility – provides 20,000 litres storage capacity of both Jet A1 and Avgas fuel;
- Residences and office accommodation for commercial flying operations;

- Access roads and car parks within terminal area; and
- Utilities related infrastructure.

In May 2015 Council approved and is progressing a 39-lot subdivision in the Eastern Precinct. It is intended to be a mix of freehold and leasehold properties focused on recreational aviation and a small number of associated commercial / retail opportunities.

Education Training

The Education precinct comprises the following facilities:

- Federation Training – aviation and non-aviation related education.
- Fire-fighting training facility used by Country Fire Authority (CFA).
- Sea Survival Training Centre (HUET) (ESSO).

Western Precinct

The precinct contains the following uses:

- Bellman hanger – storage.
- Engine Repair workshop (privately operated).
- Utilities related infrastructure.
- Aircraft servicing and repair business.
- Armed Forces Museum.

2.2.6 Ground Transport Access

Access to the Airport is from the Princes Highway via an access road link and over a railway level crossing entering the Airport from the south-east corner. The approach is not ideal having to cross a railway line shortly after turning off the main road. Redevelopment of the intersection is planned as part of duplication works on the Princes Highway and discussions with VicRoads to improve the entry point are almost completed at the time of writing this document.

An alternative access route at the western end of the Airport via Cowwarr-Sale Road is under consideration subject to demand.

There is adequate maintained carparking provided adjacent to the terminal.

There is an opportunity to improve signage to guide visitors to key facilities and businesses located at the airport.

2.2.7 Utility Services

Water, electricity and telephone are all connected to the Airport. Gas is not available. Specific issues related to infrastructure are outlined in this section.

Water supply

Water, electricity, fibre optic (to CFA site) and telephone are all connected to the Airport. Gas is provided to the HUET Training facility and is used to heat the pool water. Specific issues related to infrastructure are outlined in this section.

Water supply

The water supply is provided the local water authority Gippsland Water. The majority of supply pipework was renewed in 2008/09. This included the provision of fire hydrants.

Waste Water

The Airport is not connected to town sewerage and Airport Lots treat and dispose of sewerage using onsite septic tanks for primary treatment followed by effluent disposal via various dispersion systems:

- The CFA has its own independent onsite treatment and disposal system, as do Lots 1, 2/3, 4, 6 and 7C in the Eastern precinct, and Lots 27 and 29 in the Western Precinct.
- Federation Training's effluent flows to a pump station and is then transferred to an EPA approved evaporation lagoon.
- In 2006 sewer lines and a pump station were installed in the Eastern Precinct to required standards. The pump station receives effluent from connected allotments within the Eastern precinct and also selected Lots from the Western Precinct and transfers wastewater into the evaporation lagoon.

An engineering study conducted in early 2015 by SMEC reviewed the current wastewater treatment system and identified activities that would trigger the need for review and changes to the current system.

Mid 2015, following the completion of the SMEC study, Council installed flow meters to enable accurate measurement of discharge volumes into the evaporation pond to capture the trigger activities more accurately. Preliminary discussions have commenced with the water authority to understand infrastructure requirements and limitations, informing future decision making.

The development of the ERAP has triggered the requirement to install a new waste water treatment plan (WWTP). This is scheduled to be completed in 2017/18 following receipt of an EPA Works Approval.

2.2.8 Environmental Values

WSA has been confirmed as the location of a Threatened Ecological Community (TEC) which is protected under the Commonwealth *Environment Protection and Biodiversity Conservation (EPBC) Act 1999* as a *Matter of National Environment Significance*. This TEC is the Gippsland Red Gum (*Eucalyptus tereticornis* subspecies *mediana*) Grassy Woodland and Associated Native Grassland (Grassland component) which has the status of Critically Endangered.

The airport site contains significant areas of grasslands identified as a Threatened Ecological Community (TEC). The Gippsland Red Gum Grassy Woodland and Associated Native Grass Land was listed as critically endangered in 2009 to help protect, recover and preserve the remaining remnants. The site at WSA is described as a key site in both the Flora and Fauna Guarantee Act 1988 (FFG Act) and EPBC Act, and requires controlled management to ensure conservation of the endangered ecological community. The ongoing protection of these grasslands is addressed in a Council management plan. A Vegetation Overview and Habitat Hectares Assessment was undertaken by ETHOS NRM in November 2014 to inform the future management of the grasslands.

Managed grassland occurs in the quadrants adjoining the two grassed runways. Remnant grasslands are also located to the west of Taxiway C, and to the north and south of Runway 09/27 at its eastern end.

Any proposed Airport development requires consideration of the impacts on the TEC and referral to the Federal Environment Minister for assessment and approval. The runway and infrastructure upgrades required for implementation of Defence Project AIR 5428 will require this process to be followed.



Figure 14: Native grassland controlled burning

2.2.9 Heritage Values

No heritage overlays exist on the Airport site, although the eastern portion of the Airport and adjoining privately owned land to the east was home to the West Sale Migrant Holding Centre which was operational from 1949 -1953 and housed approximately 700 refugee families. Moreover, the Heritage Study (2005) identified certain buildings at WSA may have heritage value. It is recommended that further studies to undertaken to identify these buildings.

In 2006, a memorial, designed by international artist Annemieke Mein, was established at the airport to acknowledge those who passed through the centre and their contribution to the social, cultural and economic history of the region.

The memorial is located to the south of the terminal building and requires aesthetic improvements in the surrounding area.

2.3 SWOT Analysis

2.3.1 Strengths and Advantages

The strength and advantages from the SWOT analysis are:

- Airport is classified as a CASA Registered aerodrome and therefore meets strict safety requirements.
- Location is not impacted by encroachment from urban development and it is easily accessible from Sale
- Proximity to Melbourne – less than 1 hr flight, 2.5hr drive
- Central location for emergency services
- Zoning and land use encourages development
- Amenities are of a good quality
- Fuel facilities are available

- Good flying activities
- Positioned to service a large area of users
- Central meeting place in Gippsland

2.3.2 Weaknesses and Constraints

The SWOT Analysis pointed out these weaknesses and constraints:

- Length and surface condition of the main runway 09/27
- Grass runways become wet and unserviceable during winter / wet periods (up to 60 days).
- Lacks major highway or road frontage – remains 'hidden'.
- Protected grasslands constraints development to a certain degree
- Restricted airspace
- Perceptions of high rents and restrictive lease terms
- Mixed land tenure arrangements
- Presence of the Federation Training facility
- Landing fees
- Native vegetation restricts development in certain areas.

2.3.3 Opportunities and Prospects

Results from the SWOT Analysis identified these opportunities and prospects:

- Available land to facilitate industrial / commercial development.
- A relocation of Federation Training would free up land with direct airside access to the southern apron area.
- Limited development in surrounding area.
- Transport connections
- Funding to support AIRS428 operations.

2.3.4 Threats and Risks

The Risks and Threats described in the SWOT Analysis are:

- Outcome of the review of Victoria's State Environment Protection Policies (SEPP) for Noise.
- Changes to regulations impacting on airport operations where development is restricted or regulations result in increased cost of compliance.
- Inability to accommodate growth and progress aviation related opportunities
- Council's ability to continue to financially support the regulatory, operation, maintenance and capital renewal requirements.
- Release of freehold land with reduced ability of managing land use issues.
- Encroachment of incompatible land uses or development that may prejudice or interfere with airport operations.

2.3.5 Summary of SWOT Analysis

The SWOT analysis underlined many advantageous aspects about WSA location, which is in the proximity of Melbourne and in a central region for flying activities. Moreover, the airport has good facilities and requires few upgrades to completely meet its potential.

RAAF AIR5428 operations in the future would be beneficial to WSA and further opportunities may arise. However, the SWOT analysis also identified certain risks associated with the Airport, regarding changes in regulations and financial difficulties.

2.4 Strategic Vision and Objectives

2.4.1 Strategic Vision

The vision for WSA is:

"To promote the development and expansion of the West Sale Airport as a regionally significant airport providing a hub for aviation services and employment."

2.4.2 Objectives

The objectives for the airport are:

- Facilitate opportunities within aviation-related industries.
- Support development which generates employment.
- Increase aviation activity at the airport.
- Provide for further growth in aircraft movements.
- Ensure appropriate resources undertake essential planning, budgeting and management of the airport.
- Develop well maintained, appealing and self-sustainable infrastructure.
- Support the continued presence and future growth of the Defence sector in Gippsland.

2.5 Critical Airport Planning Parameters

This section outlines the critical airport planning parameters and considerations of this Master Plan.

2.5.1 Airspace

When activated, the operational airspace above and around WSA is controlled by Air Traffic Control (ATC) personnel at RAAF Base East Sale. Furthermore, designated areas of Restricted Airspace surround the Base to protect and support military training and other flying activities.

Consequently, the times of day, duration, and overall airspace availability for users of WSA are managed and limited in response to military requirements. Military use of active restricted airspace imposes some constraints on the use of that airspace by other pilots and aircraft.

Navigational aids to support flying operation and safety, located at RAAF Base East Sale, are utilised by aircraft operating at WSA. WSA is 8NM from East Sale and well within the 50NM radius of Air Force Controlled Airspace centred at East Sale. This is beneficial for RAAF operations but a deterrent for the occasional General Aviation (GA) pilot as a Class 5 pilot licence is required for operating under RAAF's air traffic control (ATC) at East Sale. The East Sale ATC operates generally from 8am to 5pm Monday to Friday.

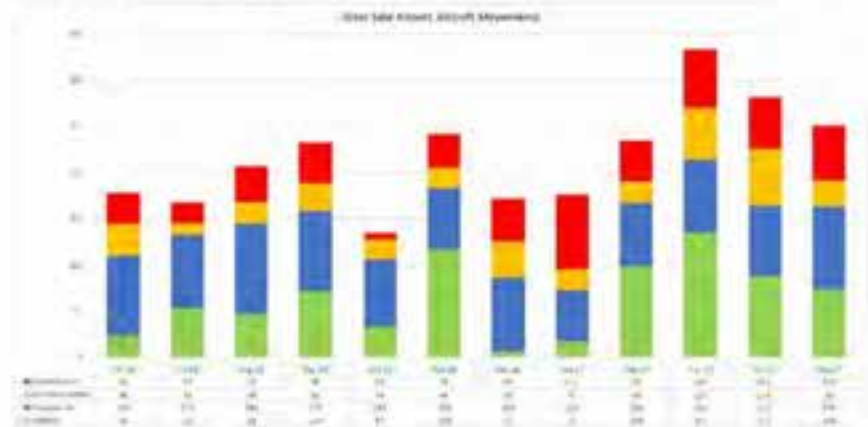
Pilots with the appropriate class licence and relevant endorsements can request ATC approval to access the airspace. However, depending on flying training operations this is may not be approved by East Sale ATC. The 2011 Airspace Review of Regional Services (South East) and East Coast Services (South) conducted by the Office of Airspace Regulation found a substantial amount (54) of reported incidents of aircraft entering East Sale restricted airspace without a clearance (Restricted Airspace (RA) Infringements) between 1/7/2009 – 30/6/2011.

Airspace infringements(AI) of RA's within the review area appear common. This is generally due to the on-off nature of many RA's. Pilot education has been the main mitigating action used by Defence in an attempt to reduce the number of incidents. No specific recommendations for the Restricted Airspace at East Sale were made in the report nor are any proposed within this Master Plan. Council is aware of support for changes to airspace, primarily related to recreational aircraft. Requests for changes to airspace are assessed by the Office of Airspace Regulation (OAR) within CASA and Council would be guided by OAR's recommendations.

2.5.2 Forecast of Future Operations

Aircraft movement data shows that WSA is principally used for military operations and commercial purposes. General aviation and recreational aviation activities, however, represent an important percentage of the total flights.

There were 5,217 aircraft movements (touch and goes, landings and takeoffs) in 2016/17 and the chart below shows proportionate aircraft usage.



Military movements will increase upon commencement of East Sale 5428 Pilot Training from 2019/20.

Figure 15: WSA Aircraft Usage 2016

Additionally, as shown in Figure 16 and Figure 17 below, WSA is experiencing solid growth in fuel usage following the installation of refuelling facilities in 2013.

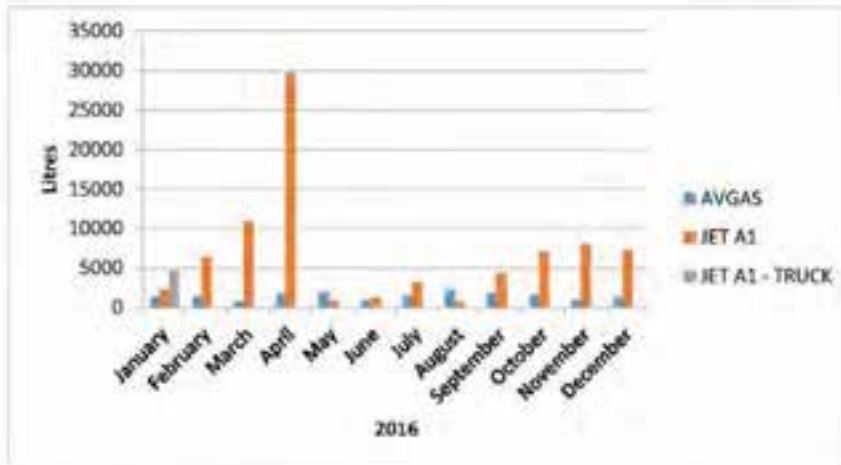


Figure 16: Monthly Fuel Usage 2016

The airport is experiencing a positive trend for the total aircraft usage, as shown in the chart before, and therefore, this Master Plan addressed strategies and approach to satisfy the forecast of future operations.

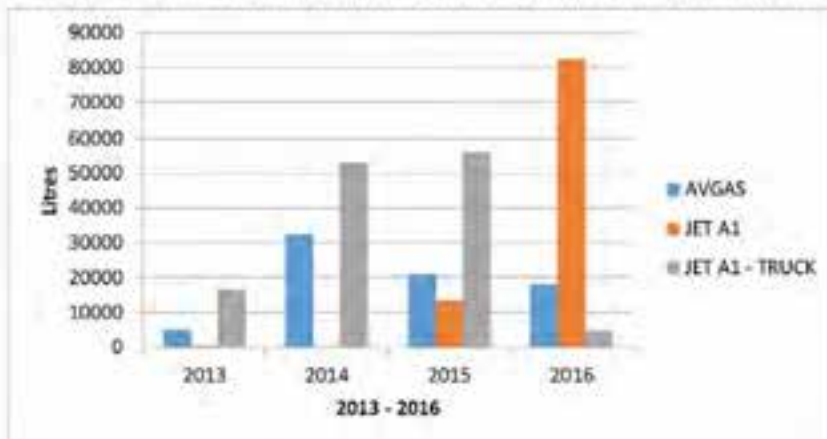


Figure 17: Fuel Usage 2013 - 2016

Air Force use WSA as an auxiliary aerodrome supporting RAAF Base East Sale, where flying operations are based. Following the recent Defence Force announcement regarding the location of the Basic Flying Training School at East Sale, a paper was produced outlining the impacts for West Sale. The AIR5428 Pilot Training System West Sale Airfield Concept of Operations (CONOPS) stated the operating concepts involved in the newly developed Pilot Training System (PTS)

RAAF are withdrawing the CT4 and PC-9 training aircraft replacing them with the PC-21 aircraft.

Undergraduate pilots (BFTS training) will predominantly remain at RAAF Base East Sale reducing associated risks at WSA, which will be used by RAAF mostly for:

- Central Flying School (CFS)
- BFTS qualified pilots

Air Force will predominantly use two aircraft types, PC-21 and King Air 350 (KA350). The planned PC-21 flying program conversion begins in 2018 and RAAF has predicted an increase of the flying rate by 2020. WSA operations will involve circuit flying, emergency landing and instrument approach procedures training. Regarding KA350 operations, RAAF predicts that utilisation of WSA will be similar to current usage.

The CONOPS includes following statements regarding WSA:

- RAAF PC-21 operations will markedly increase in 2020. Thus, WSA should adopt the CONOPS recommendations by 2020.
- PC-21 and KA350 aircraft would depart from ESI and return to ESI. WSA would be used for circuit flying training, including targeted training, emergency landing training, and instrument approach procedures training flight profiles. While RAAF does not estimate any full stop at WSA, pilots' training flights would involve up to 30 minutes of operations, including 8 touch-and-go landing at WSA.
- CFS flying instructor training would involve up to six, two-week periods per year.
- CFS pilot conversion training would involve up to six occasions per year.
- The total flying schedule for PC-21 is being estimated around 3000 flights per year.
- WSA could be adopted to train undergraduate pilots in a low portion of RAAF operations.

2.5.3 Aerodrome Reference Code System

The International Civil Aviation Organisation (ICAO) methodology is currently adopted in Australia to determine Aerodrome Reference Code. The Aerodrome Reference Code specifies standards and regulations for individual facilities, based on the critical (or design) aircraft.

Currently, WSA is capable of handling Code 3C aircraft and the runways present the following specifications:

- Main sealed runway Code 3C Aircraft.
- Eastern and Western aprons constructed to allow code C aircraft to operate (note that western taxiway holds a code B classification based on the longitudinal gradient exceeding that allowable for code C aircraft. However, it was reconstructed in 2013 to carry the weight of code C aircraft).

Based on this criteria WSA meets the requirements for the Dash 8 Q400 which is the planned design aircraft, notwithstanding that a limiting factor exists in runway pavement strength.

The table below, extracted from the Manual of Standard (MOS), describes the system that ICAO uses to determine the Aerodrome Reference Code.

Aerodrome Reference Code				
Code Element 1		Code Element 2		
Code number	Aeroplane reference field length	Code letter	Wing span	Outer main gear wheel span
1	Less than 800 m	A	Up to but not including 15 m	Up to but not including 4.5 m
2	800 m up to but not including 1200 m	B	15 m up to but not including 24 m	4.5 m up to but not including 6 m
3	1200 m up to but not including 1800 m	C	24 m up to but not including 36 m	6 m up to but not including 9 m
4	1800 m and over	D	36 m up to but not including 52 m	9 m up to but not including 14 m

	E	52 m up to but not including 65 m	9 m up to but not including 14 m
	F	65 m up to but not including 80 m	14 m up to but not including 16 m

Table 4: Aerodrome Reference Code (MOS Part 139 – Aerodromes)

2.5.4 Selected Design Aircraft

Validating the design aircraft is one of the objectives for the 2017 Master Plan Update. The upgrades to the runway that are required to support the AIRS428 training system provide an opportunity for Council to ensure that the aerodrome meets the needs for future growth beyond military use.

Council decided to obtain the maximum benefits of the civil works required to satisfy PC-21 requirements. Therefore, considering the future expansion of the runway and the related pavements upgrades (overlay), the Council selected the Bombardier Dash 8 Q400 aircraft as the design aircraft – this is consistent with recent reports. This choice would represent a key strategy in the development, greater use and future growth of the WSA. Indeed, the Dash 8 Q400 is considered one of the most used regional RPT aircraft in Australia. Although, the planned runway extension to 1800m is greater than the required ARFL for the design aircraft, there are other potential benefits of the longer runway including the use of other aircraft types, such as the Challenger 604 and Fokker F50.

Table 5 below shows the characteristics of a range of typical aircraft, including the Dash 8 Q400

Aircraft Type	Seats	Aeroplane Reference Field Length (ARFL) m	Maximum Take-Off Weight (MTOW) kgs	Aircraft Classification Number ACN ¹	Tyre Pressure (kPa)	CODE
Dash 8 Q300	50	1122	18642	10	805	2C
Dash 8 Q400	70	1354	29347	16.5	1020	3C
Jetstream 31	18	1410	6950	4.4	450	3C
ATR 72-600	50	1165	21566	12	748	3C
SAAB-340	35	1220	12370	5.7	655	3C
Metro III	19	991	6577	4	740	2B
Metro 23	19	1341	7545	4	742	2B
Challenger 604	12	1780	21617	13	1420	3B
Hawker 900	8	1513	12700	7	1300	3B
Learjet 55	8	1292	9298	6	793	3A
Fokker F50	50	1760	20820	10	552	3C

Table 5: Typical Aircraft Types²

¹ The ACN is based on the aircraft's maximum take-off weight on a flexible pavement with a sub grade rating of "B".

² For indicative purposes only. Specific values for particular aircraft should be obtained from the aircraft operator or the aircraft manufacturer.



Figure 18: Bombardier Dash 8 Q400

2.5.5 Navigation Systems

Aircraft operating at WSA use RAAF Base East Sale navigational aids for non-precision approaches.

2.5.6 Aircraft Movement area

This section describes the upgrades required to satisfy the forecasts for future operations and growth at WSA.

The introduction of the PC-21 aircraft in the RAAF AIR5428 pilot training system will require an extension to the existing runway. Based on the PC-21 requirements and CONOPS, WSA must extend runway RWY 09/27 from the 5000 ft. to a minimum of 5500 ft. The current project scope, however, aims to achieve an extension to 1800m – the full extent permitted for a Code 3C runway, in order to accommodate future Dash 8 Q400 operations.

This decision was made by considering the parameters of the ICAO Aerodrome Reference Code and the advantages and disadvantages associated with the runway length. The Council foresees that the Dash 8 Q400 will be the design aircraft, and thus maintaining a code 3C Aircraft is critical to the optimal strategy for the future growth and development of WSA.

The implementation plan for the runway extension is covered in further detail in Section 3.

2.5.7 Pavement Strength

The pavement strength is determined by the construction materials and the constructed depth of the pavements. For a pavement to be determined suitable for an aircraft operation the designated Pavement Classification Number (PCN) should match the Aircraft Classification Number (ACN), which is determined by the aircraft manufacturer. When the ACN of the aircraft is greater than the PCN of the pavement, the pavement is being overloaded.

Section 6.2.10.2 of the MOS states that "CASA does not specify a standard for runway bearing strength, however, the bearing strength must be such that it will not cause any safety problems to aircraft. The published PCN value should be suitable for the aircraft that regularly use the runway".

Moreover, the CASA website states:

Aerodromes operating under CASR Part 139 are to have movement area pavements which can safely support aircraft intended to operate on them. Apart from ensuring the surface of pavements are cleaned of debris and stone, which have the potential to cause foreign object damage to aircraft, and the surface has good friction characteristics, there are no standards required for the design and maintenance of pavements. The aerodrome operator is expected to have in place a pavement management system which will ensure the continued structural integrity of pavements.

Presently, WSA runway RWY 09/27 has an Pavement Classification Number (PCN) of 12 and a maximum rated tyre pressure of 87 psi. The planned design aircraft (Dash 8 Q400) has an Aircraft Classification Number (ACN) of 16.5.

Furthermore, the tyre pressure of the PC-21, at 154 psi, would probably cause damage to the surface of the runway with frequent use.

Therefore, the pavement strength represents one of the main limiting factors for operations at WSA. Council are envisaging that the runway upgrade in support of the Air5428 project will also provide confirmation of the Dash 8 Q400 as the design aircraft for WSA in the short to medium term.

The implementation plan is discussed in details in the chapter 5 of the Master Plan.

2.5.8 Aviation Support and Landside Facilities

WSA presents two aircraft aprons as follows:

Eastern Apron

This apron is located at the eastern end of the main runway. It provides charter, Air Ambulance movements. A sealed asphalt pavement, 15 m wide, code C aircraft, called Taxiway Alpha, serves the apron from the eastern end of the runway. The apron is also served by the Taxiway Bravo, which has a Code B aircraft and it is also used for the GA hangars.

Western Apron

The Western Apron, also called Maintenance, Training and Servicing Apron, is located in the south-western section of the Airport. Taxiway Charlie, a sealed asphalt pavement, 10.5 m wide and code B aircraft capable, serves the apron.

The capacity of the current aprons is able to meet the movement frequency at WSA. As discussed in the 'Gippsland Aviation Industries Policies & Opportunities Paper 2014', the Eastern and the Western Apron could absorb a future increase in the aircraft movements. Therefore, the Master Plan Update has not considered any substantial change of the aprons.

2.5.9 Passenger Terminal

The current terminal consists of three small offices, a public seating area to accommodate at least 30 passengers, a small kitchenette and toilet facilities.

Noting the age of the facility and changes in design and access standards, any future upgrade of the terminal will require significant changes to disabled facilities. Whilst the current toilets are useable, a comprehensive refurbishment to these should be incorporated in the scope of any future improvements to the terminal.

2.5.10 Security Requirements

WSA has not been configured to allow for security controlled RPT operations. Previous helicopter operations to offshore platforms required security checks and the terminal area adequately catered for

these operations. The terminal building can be easily configured to respond to any future similar requirement.

2.5.11 Airspace Protection Surfaces

International standards have been adopted which define two sets of invisible surfaces above the ground around an airport. The airspace above these surfaces forms the airport's protected airspace. These two surfaces are the:

- Obstacle Limitation Surface (OLS); and
- Procedures for Air Navigational Services—Aircraft Operations (PANS-OPS) surface.

The OLS is generally the lowest surface and is designed to provide protection for aircraft flying into or out of the airport when the pilot is flying by sight. The PANS-OPS surface is generally above the OLS and is designed to safeguard an aircraft from collision with obstacles when the aircraft's flight may be guided solely by instruments, in conditions of poor visibility.

Airspace protection is critically important for all airports, particularly protection of the airport's Obstacle Limitation Surfaces.

The CASA Manual of Standards Part 139 - Aerodromes defines Obstacle Limitation Surfaces (OLS) as:

"A series of planes associated with each runway at an aerodrome that defines the desirable limits to which objects may project into the airspace around the aerodrome so that aircraft operations at the aerodrome may be conducted safely."

The physical dimensions of the OLS must be determined using Tables 7.1.1 and 7.1.2 in the Manual of Standards and are based on the Aerodrome Reference Code number for each runway. PANS-OPS surfaces are generally determined by the instrument flight procedure designer.

The airspace protection surfaces are critical for airport safeguarding purposes, in relation to both on-airport and off-airport development.

Within the airport site, the airspace protection surfaces are particularly relevant for the development of landside facilities and will influence the location and height of future development on the site. Limiting the height of development close to the runway(s) is critical. Future development areas on the aerodrome, particularly close to the runways, should have a maximum building height restriction applied to ensure that buildings and other structures do not intrude into the applicable airspace surfaces. The height of development further away from the runway(s) may increase in accordance with the applicable surfaces. Outside the aerodrome site, appropriate airspace protection planning controls should be in place based on the applicable airspace surfaces, as recommended in the *National Airports Safeguarding Framework, Guideline F: Managing the Risk of Intrusions into the Protected Airspace of Airports*.

The 1995 Masterplan identified that an Obstacle Limitation Surface (OLS) drawing had been prepared based on airfield utility at that time – the relevance and airspace protection afforded by that plan to current operations is uncertain – as is its future relevance dependant on any changes in aircraft. Updated OLS have subsequently been completed.

A survey for obstacles at WSA is undertaken annually in September. From that survey, a list of obstacles is identified, NOTAMS issued and entries in aeronautical publications updated by the consultant. Management of the resolution of items identified through the survey of the OLS are the responsibility of the Airport Manager.

WSA is also within the area affected by Obstruction Clearance Surface (OCS) for RAAF Base East Sale aircraft operations. This OCS application relates to controls on the heights of structures or other potential intrusions into the identified airspace. Defence imposes and regulates these controls under the *Defence (Areas Control) Regulations 1989 (Commonwealth)* as specified for that Base. Any changes to the OCS for the RAAF Base will require review for implications to the heights of structures – existing and proposed – at WSA.

The objective of Design Development Overlay DDO6 is to ensure building height does not adversely affect the operation of the East Sale Royal Australian Air Force Base. It applies to all buildings above 15 metres in height. For structures above this height the application is referred to the responsible authority and must consider:

- Comments from the Facilities Officer of the East Sale RAAF Base.
- Comments from the Director General Facilities – Air Force.
- The location, mass and height of the proposed development.

It is worthy to note that the DDO6 restriction of 15m does not cover WSA's airspace surface. Further details of airspace protection and safeguarding is detailed in section 3.4.2.

2.5.12 Aircraft Noise Contours

The assessment of aircraft noise effects is an important consideration in the development of an airport Master Plan. It aims to ensure that:

- Sensitive land uses are not located in areas of unacceptable aircraft noise;
- The amenity of surrounding developments is not adversely affected by aircraft noise; and
- Airport operations are protected long term from conflicts due to the encroachment of inappropriate development into noise affected areas.

An Australian Noise Exposure Forecast (ANEF) is a contour map showing the forecast of aircraft noise levels that are expected to exist around an airport in the future.

Recommendations relating to land use within the ANEF contours are contained in Australian Standard AS2021-2015 "Acoustics – Aircraft Noise Intrusion – Building Siting and Construction". These recommendations are summarised in Table 6 below. This is a summary only; the Australian Standard should be read for full details of the land use recommendations, and associated notes and conditions.

Building Type	ANEF Zone of Site		
	Acceptable ³	Conditional ⁴	Unacceptable ⁵
House, home unit, flat, caravan park	Less than 20 ANEF	20 to 25 ANEF	Greater than 25 ANEF
Hotel, motel, hostel	Less than 25 ANEF	25 to 30 ANEF	Greater than 30 ANEF

³ 'Acceptable' means that special measures are usually not required to reduce aircraft noise.

⁴ 'Conditional' means that special measures (noise attenuation) are required to reduce aircraft noise.

⁵ 'Unacceptable' means that the development should not normally be considered.

School, university	Less than 20 ANEF	20 to 25 ANEF	Greater than 25 ANEF
Hospital, nursing home	Less than 20 ANEF	20 to 25 ANEF	Greater than 25 ANEF
Public building	Less than 20 ANEF	20 to 30 ANEF	Greater than 30 ANEF
Commercial building	Less than 25 ANEF	25 to 35 ANEF	Greater than 35 ANEF
Light industrial	Less than 30 ANEF	30 to 40 ANEF	Greater than 40 ANEF
Other industrial	Acceptable in all ANEF zones		

Table 6: Building Site Acceptability Based on ANEF Zones (Based on Australian Standard AS2021-2015 Table 2.1)

Many airport Master Plans include an ANEF chart along with a discussion of its implications for land use on the airport site and on surrounding land. WSA has developed an ANEF as part of this masterplan update. The *National Airports Safeguarding Framework Guideline A: Measures for Managing Impacts of Aircraft Noise*, contains further information and recommendations regarding aircraft noise contours which should be considered by airport operators. This includes the use of the "Number Above" noise metric (commonly referred to as N-contours) to supplement the ANEF.

The N-contour system is a complementary aircraft noise metric that shows the potential number of aircraft noise events above 60dB(A), 65dB(A) or 70dB(A) per day. It has advantages over the ANEF system because it shows noise in a way that a person perceives it – as a number single events per day above a certain decibel level.

The N-contours system is not a new concept, but due to the limitations of the ANEF system and with the introduction of NASF Guideline A, it is increasingly being used by airports to assist in displaying and explaining the aircraft noise effects of aircraft operations.

These matters are discussed further in Section 3.4 of this report in the context of airport safeguarding. An ANEF has been produced for WSA and has received endorsement from Airservices. The ANEF included in this Master Plan Update will be incorporated into both future airport and planning scheme documents.

2.5.13 Environmental and Heritage Sites

There are no heritage protections over the airport or buildings. However, the eastern portion of the airport and adjoining privately owned land to the east was home of the West Sale Migrant Holding Centre. The centre was operational from 1949 -1953 and housed approximately 700 refugee families.

In 2006 a memorial, designed by international artist Annemieke Mein, was established at the airport to acknowledge those who passed through the centre and their contribution to the social, cultural and economic history of the region.

The memorial is located to the south of the terminal building. Improvements are required around the memorial to improve its aesthetics and function. It is envisaged that work will be completed to plan for carparking in this precinct.

3 Airport Master Plan

3.1 Land Use

This section outlines the land use plan for WSA, focusing on the Master Plan's land use precincts and general use guidelines.

There is an ongoing requirement to manage airport land and surrounding area to safeguard current and future airport operations including aircraft movements. Key land management requirements, and outline of the issues to be addressed for each, are identified in the following sections.

Planning and Land Use constraints: There are already several planning and land use management measures, based on constraints, to address specific airport requirements. The most significant are the Airport Environs Overlay and the Design & Development Overlay. These overlays specifically highlight aircraft noise and structure heights in the vicinity of RAAF Base East Sale. Other general management aspects are noted in the text of the planning scheme, including policy to protect the operation of the airport, as well as the condition of the sale of the airport to Council. These policies also ensure advice is provided to land occupiers close to the airport in terms of their exposure to aircraft operational impacts, and to inform potential investors and potential new users.

3.1.1 Land Use Precincts

Presently, the Land Use Plan includes three areas; airside, terminal and training precinct, which are displayed in the figure below.



Figure 19: Land Use Plan

In the short-term planning horizon, the proposed runway 09/27 extension represents the major development for the airside precinct and is recognised as critical for WSA future growth and expansion.

Therefore, Council is proposing to modify the current Land Use Plan, identifying different areas and buying a new zone and selling an existent area of the airside. Therefore, this Master Plan Updates identifies the following precincts, as shown in **Figure 19**:

- Airside
- Eastern Apron and Terminal Precinct
- Eastern Recreational Aviation Precinct
- Western Commercial and Industrial Precinct
- Education and Training
- Airfield Extension

Section 3.1.2 describes the different characteristics and long-term planning objectives for each precinct.

3.1.2 Land Use Precincts Guidelines

This section identifies the guidelines for each precinct.

Airfield

The Airfield precinct contains the runway and the taxiways. As this precinct is the most important area at WSA, it must be retained and protected for flight operations in accordance with CASA regulations.

Eastern Terminal Precinct

The Master Plan Update documents the approach taken by Council to develop the WSA Eastern (Recreational Aviation) precinct. The WSA Eastern Precinct Land Sales Framework (LSF) focused on the flying recreational activities and it proposed a strategy to encourage the development of this precinct. The framework outlined:

- An approach to selling freehold lands following a stage-action plan.
- The stage-action plan and the process of selling freehold land within the ERAP.
- Revenue and costs associated with the ERAP development.
- The incentives for individuals who initiate the sale of lots.
- The rental payments approach for purchasers of land in Stage One.

The LSF followed best practice standards for the sale of land, Council's policy and the Local Government Act 1989 (Vic). It also referenced documents and studies that the Council have previously undertaken, which are as follows:

- Report on Land Tenure – The Airport Group (Oct 2013).
- Initial Freehold Development Concept plan – The Airport Group (2013).
- Vegetation Overview and Habitat Hectares Assessment – Ethos NRM (November 2014).
- Review of Wastewater Treatment and Disposal Options – The SMEC Group (March 2015)
- Valuation report – WSA Eastern Precinct – Valuer-General Victoria (January 2015)

Commercial and Industrial Precinct

This precinct, located in the Western area of the airport, is used for different tasks. It contains a storage (Bellman hanger) and a privately-operated Engine Repair workshop. Aircraft servicing and repair business and utilities related infrastructures are located within this precinct, which contains also the air training and joy-flight business and the Armed Forces Museum.

Education and training Precinct

The Federation Training – aviation and non-aviation – facilities are located in the Education and Training precinct. Furthermore, this precinct comprises the fire-fighting training facility used by Country Fire Authority (CFA) and the Sea Survival Training Centre managed by Esso.

Airfield Extension

This precinct is designated to the future runway extension from 1527m to 1800m.

This land should be protected for this purpose in accordance with Clause 22.05: Aerodrome and Environs Policy, described in section 2.1.5.

3.2 Facilities Development Plan

This section outlines the future facility (physical infrastructure) requirements for WSA based on the strategic analysis, strategic direction and critical airport planning parameters.

3.2.1 Movement Area Facilities

Runways

Runway 09-27 has Pavement Classification Number (PCN) of 12 and, as such, on strength considerations, reasonable sized regional RPT aircraft such as a Beechcraft 1900, Dash 8-100, Dash 8-300, Fokker 50, ATR 72, Saab 340 can operate. Although the larger Dash 8-Q400 often used by Qantas Link on major regional routes is just beyond the current PCN classification, it is highly probable that a geotechnical assessment, at a broad cost of \$40,000, would result in a higher PCN rating that would allow normal operations of this 70 plus seat aircraft. Therefore, the pavement strength would be a main criterion for the runway development to satisfy the CAN-PCN requirements for the future design aircraft (Dash 8-Q400).

The proposed introduction of the RAAF training operations using the PC-21 and the implementation of the AIR5428 Pilot Training System at WSA require a runway extension and resurfacing.

KA350 operations would not require further development at WSA. However, as referenced in section 2.2.5, WSA RWY 09-27 has a flexible spray seal pavement with a Pavement Classification Number (PCN) of 12 and maximum allowable tyre pressure of 87 PSI. To support regular PC-21 operations the runway will need to be strengthened to prevent surface damage.

Moreover, RAAF specifies runway length prerequisites, as follows:

- KA350 aircraft would not exceed 6,800 kg and 92 psi tyre pressure
- PC-21 aircraft would not exceed 3,100 kg and 154 psi tyre pressure
- PC-21 aircraft require at least 2500 ft. length sealed runway for landing ground roll
- PC-21 aircraft require at least 3000 ft. length sealed runway for take-off distance at 3000 kg mass at 30 °C at sea level.

As referenced in section 2.2.5, WSA runway is presently 1527m (5000 ft.) in length and 30 m wide.

Therefore, RWY 09-27 requires an extension to at least 1676m (5500 ft.) to satisfy the RAAF's operational recommendation for PC-21 aircraft. However, to support future growth plans Council has opted for a proposed extension of the runway to 1800m (5905 ft.).

The CONOPs also specifies that foreign objects (FO), such as stones, on the runway must be controlled to the extent that the risk classification of Foreign Object Damage (FOD), must remain at MEDIUM or less.

The table below summarise the requirements that RAAF requested to WSA in order to continue using WSA as secondary airport for training purpose.

Pilatus PC 21, RAAF runway requirements			
Min Runway Length	Tyre Pressure	Weight	Max FOD classification
5550 ft.	154 psi	3100 Kg	MEDIUM

Table 7: RAAF PC-21 Constraints

The figures below show the upgrade layout plan, including the runway extension to the east part of WSA. The Council plans an expansion on the east side of the airport as it has been identified in previous masterplan and overall development plans and is preferred due to the negotiations and agreements with the adjacent land owner. Therefore, the runway upgrade includes the acquisition and exchange of a number of different areas. The Council believes that the land exchange could be the optimal option for the acquisition of the land required. The figure below shows the land acquisition proposal. WSA would exchange the land classified as 1A and 1B for the area A. The boundaries of the existing Special Use Zone will also need to be amended accordingly.

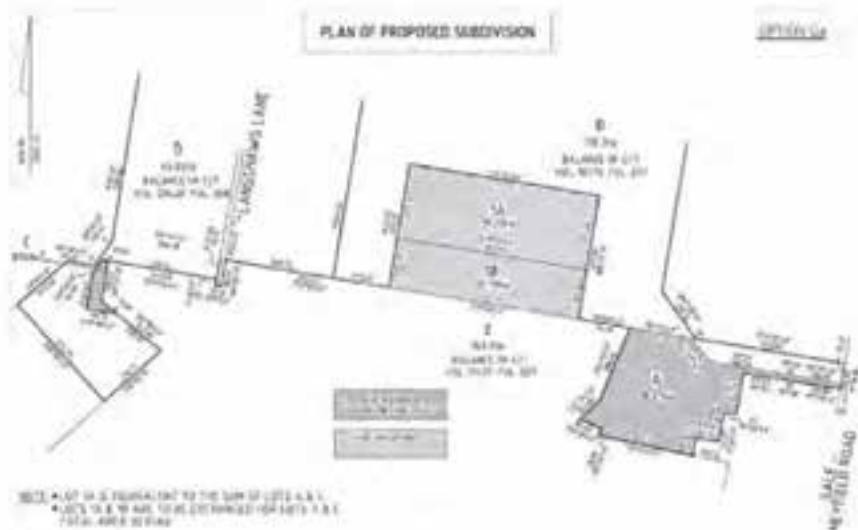


Figure 20: WSA Land Exchange Plan



Figure 21: WSA layout plan – 5500' / 1676m



Figure 22: WSA layout plan - 5905' / 1800m

The land exchange as outlined in Figure 20 would allow works for the runway RWY 09/27 expansion 1800m with the addition of 60m RESAs (Runway End Safety Area).

RAAF requirements are based on the assumption that WSA runway upgrades should be concluded by 2020 in order to support future operations.

An open stormwater drain was built during previous drainage works, as shown in the following picture.



Figure 23: Open stormwater drain

To meet the critical airplane characteristics, a suitable piping and fill with a suitable PCN of the runway should be constructed.

Therefore, the upgrade of the runway's pavement strength and its extension from 1527m to 1800m would satisfy the Dash 8-Q400 requirements and the RAAF's requests for the AIR5428 Pilot Training System, which involves PC-21 aircraft.

Cracking and deformations in random areas are common issues identified on the runway. Most recently, on the 12 June 2016, the pavement exhibited these problems, which were subsequently repaired.

Council will continue to implement an Annual Maintenance Plan to assure the safety of the runway, prolong its longevity. The Maintenance Plan includes:

- Serviceability inspections
- Annual Rolling
- Painting
- Vegetation management including weed control
- Wildlife hazard management
- Programmed and reactive maintenance

Surface Water Drainage

Due to the land's tendency to fall away to the north, as shown in the figure below, the Council concluded that a suitable drainage of storm water would be required in association with the runway extension. Pipework and drainage easements already exist on adjacent land.



Figure 24: Surface Water Drainage

Aprons

The Airport has two large aircraft parking aprons as follows.

Eastern Apron

Located just off the eastern end of the main runway, provides for charter, Air Ambulance movements and for both fixed and rotary wing GA operations. This apron is serviced from the main runway on the eastern end by Taxiway Alpha, which is a sealed asphalt pavement, 15m wide and capable of Code C aircraft operations. Taxiway Bravo also serves it from the more central section of the main runway. This Code B taxiway also serves the GA hangars that are situated to the south of the main apron.

Maintenance

Training and Servicing Apron, called the Western Apron (but located more in the south-western section of the Airport). This underutilised apron is serviced from the main runway on the western end by Taxiway Charlie, which is a spray sealed pavement, 10.5m wide and capable of Code B aircraft operations. This taxiway has the width and pavement strength to accommodate Code C aircraft but a steeper longitudinal grade than the 2% specified for a Code C, and for this reason has been rated a Code B taxiway. This taxiway has an adjoining pavement area for engine run-ups for up to 3 Class A aircraft.

Eastern Recreational Aviation Precinct

ERAP is a key area for WSA development. This area, which is displayed in the figure below, includes 39 lots that could be used for Recreational and General Aviation purposes, as stated in the Manual of Standards (MOS) issued by the Civil Aviation Safety Authority (CASA). The area is served by Code A taxiways, where aircraft have wing span less than 15 metres and the outer main gear wheel span is less than 4.5 metres. Outlining an approach and concept for selling freehold land at WSA was the main purpose of the Land Sale Framework. The 2013 WSA Report on Land Tenure pointed out the limitations of the lease arrangements with the ERAP and it presented the land tenure options that the Council could adopt. The report on Land Tenure identified three land tenure models:

- Freehold
- Leasehold
- Hybridised models, such as premium lease and incentivised ground lease.

Using a SWOT analysis, the study described advantages and disadvantages that each model could have on the WSA Development. According to the report, the freehold tenures on airport are more convenient for third party occupants than for airport owners/ operators. With a freehold approach the Council should consider the potential loss of profit in the case the land increases its value. Moreover, although the Council would receive an upfront payment and it would absorb all the land costs, a negative impact on future development could arise in the future due to the shortage of owned land. However, for the third party, freehold arrangements could be viewed as the optimal solution. In fact, Parties are free to invest into building development and sublease the land with a potential return on investment. The study recognised that the upfront payment has disadvantageous consequences for the third party, but it also stated that the land could increase its value in the long-term period with a consequent potential profit for the owner. In response to the 2013 WSA Report on Land Tenure and 2014 Aviation Industries Policies and Opportunities Paper, Council needed to develop a clear and definitive policy on lease agreements. In 2016, the Council finalised the WSA ERAP Staged Planning Permit, which sets the regulations and permit agreements for the ERAP.

Council would like to increase the recreational use of the airport and promote a strategy to develop a selling plan of the ERAP.

Therefore, based on the 2013 WSA Report on Land Tenure information, Council developed a 5-stage plan for selling the lots within the ERAP by freehold arrangements. These stages, which are displayed in the figure below, are:

- Stage 1
- Stage 2
- Stage 1B
- Stage 3
- Stage 4

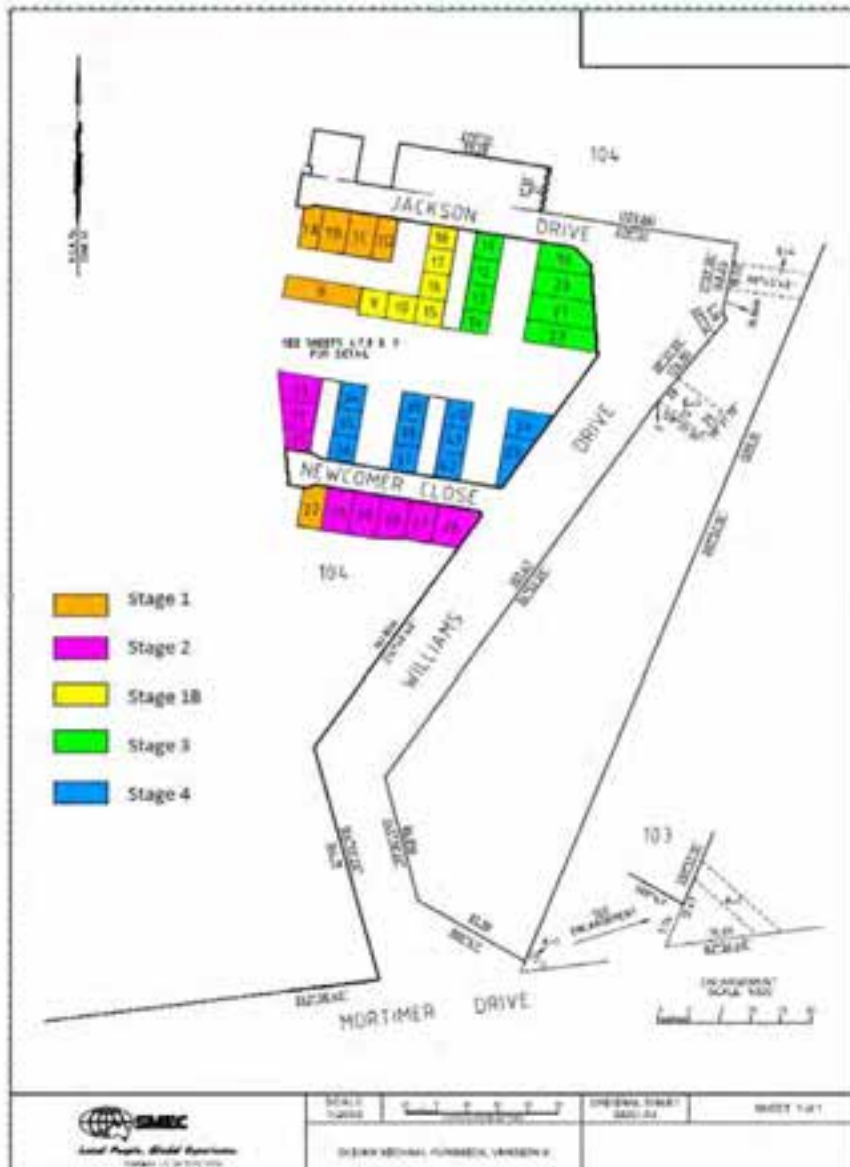


Figure 25: ERAP 4 Stages Selling Plan

To sell the 39 lots and maximise the revenue, Council has identified a strategic approach based on previous studies, as follows:

- The average estimated overhead cost is \$92/m².
- Concessions were applied to Stage 1 to increase the likelihood of achieving successful sales applying discounts for these lots.
- Occupiers and WSA should establish an Annual User Licence Agreement (AULA), which would assist with managing operational aspects. Furthermore, an AULA is an essential tool for airports with freehold landholders that can access airside areas. In lieu of an AULA Council provided an agreement document, which assists airports land occupiers to identify and encourage appropriate and safe use and development of the ERAP.
- The Council has identified an agent to assist with the sale of lots.
- A marketing campaign would be used to assist with the sale of lots.
- A qualified valuer will determine the land values, which are periodically updated in line with the Local Government Acts requirements, should be reviewed every 6 months.
- The selling process should follow specific laws and regulations.

Council uses developed a standard process for selling land, as outlined in **Appendix C – Wellington Shire Council Land Transactions**. This is an internal guideline and is used to monitor progress from a timing and compliance perspective.

The table below shows a summary of the cost plan estimations that will require Council to fund through its annual budget process, as detailed in ERAP Concept and Cost Plan (March 2015).

Stage	Works
Stage 1	\$275,000.00
Stage 2	\$331,142.50
Stage 1B	\$353,320.50
Stage 3	\$326,105.00
Stage 4	\$518,362.00
	\$1,803,930.00

Table 8: ERAP Cost Estimates

Lighting

Existing airfield lighting needs to be upgraded in order to meet the current CASA requirements. Presently, lights are spaced every 300 ft. (90m ± 10m), based on previous regulations. Current standards require spacing at 180 ft. (60 ± 10m) between lights.

The runway and taxiway lights and (WI) (Illuminated Wing Indicator), aprons and MAGS (Movement Area Guidance Signs) lighting would be upgraded to LED, bringing the following advantages:

- Extended lifespan
- Reduced power consumption
- Decreased maintenance overhead

- Improved durability
- Decreased power usage
- Better colour
- Do not require an upgrade of the current lighting transformer

The new LED lights should be positioned inside the runway seal to reduce problems associated with grass cutting operations and grass lights' obscuration.



Figure 26: Standby Generator Location

WSA would also eliminate the current cable failures and install a standby generator. The southeast area of the terminal was identified as the optimal location for the standby generator. Taxiway BRAVO would be upgraded with lighting systems to provide more flexibility for aircraft operations. The figure below shows the lighting upgrade locations described in this Master Plan.



Figure 27: Lighting Update Locations

3.2.2 Aviation Support Facilities

Passenger Terminal

The Terminal Building is adequate for the current level of WSA requirements. The Council indicated that it is occasionally used for airport management and airport user meetings. It has previously served as departure/arrival point for frequent offshore helicopter operators over a period of two years with up to 3 movements a day of 15-20 persons.

Fuel Facilities

Following the construction and commissioning of a new fuel facility in 2013, both Jet A1 and Avgas are available for aircraft refuelling. Two tanks with 20,000 litres capacity each store fuel with provision for a further 20,000 litres tank.



Figure 28: Fuel Facilities

Aircraft Hangars

The extension of the runway will not affect the aircraft hangars and, therefore, the Master Plan, except for the lighting system, does not recognise any particular change or upgrade that involve the hangars.

Navigation Aids

Due to the runway expansion to the east, the eastern Precision Approach Path Indicators (PAPI) will need to be repositioned, as shown in the figure below.



Figure 29: PAPI (Precision Approach Path Indicator) relocation

3.2.3 Other Facilities

Car parks

Plans have been drafted to provide more formalised car parking to the terminal area. The scope involves construction of kerb and channel and line marking.



3.3 Environmental Management Plan

The AAA Regional Airport Master Planning Guideline states that an Environmental Management Plan is optional but may be required if there are areas of environmental significance on the airport site. Furthermore, this section should include any issue or impact that a proposed future development of the airport could have on the surrounding environment of the airport. In November 2014, Council engaged an environmental specialist to provide a report titled 'Vegetation Overview and Habitat Hectares Assessment', which detailed locations and significance at WSA. The report identifies different vegetation zones, as shown in the figure below.

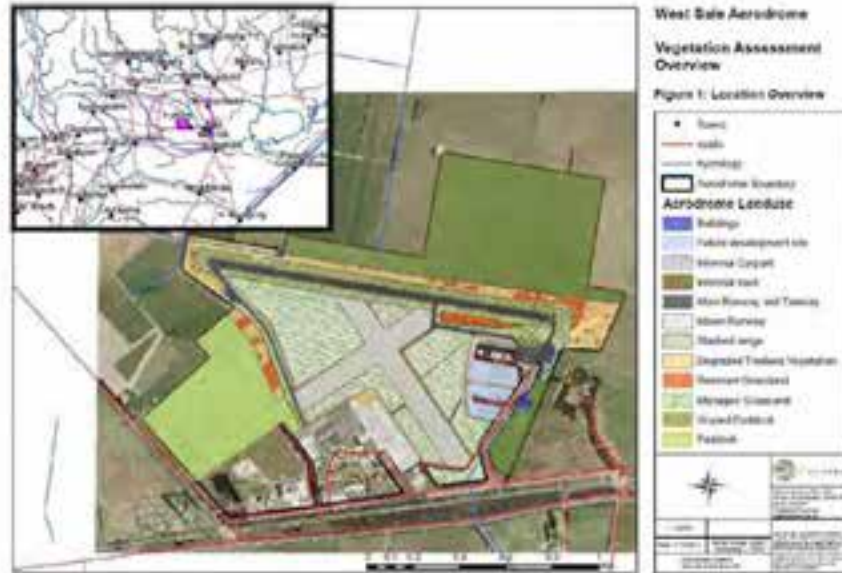


Figure 30: Vegetation Assessment Overview

Based on this study, future airport developments that require native vegetation removal could be subject to:

- Planning Permit (Biodiversity Assessment Guidelines)
- Permit under the Flora and Fauna Guarantee act 1988 (due to PAMA agreement)
- Changes to the PAMA Agreement
- EPBC Act

The Vegetation Overview and Habitat Hectares Assessment provided information and data needed for any future development of WSA. In relation to a potential 500 ft. extension of runway 09/27 the report highlighted the implications that the development would have on the environment.

The assessment concluded that the largest percentage of the site is covered by Plains Grassy Woodland (PGW) with an Ecological Vegetation Class (EVC) of 55 and it identified 6 Habitat Zones, as shown in the figure below and described in the table below.



Figure 31: Habitat Zones at WSA

Habitat Zone	EVC	Conservation Status	Habitat Score	Total Area	Aerodrome Zone Identifier
A	Plains Grass Woodland	Endangered	0.27	1.14 ha	3c
B	Plains Grass Woodland	Endangered	0.22	2.22 ha	3d
C.1	Plains Grass Woodland	Endangered	0.37	6.2 ha	4c
C.2	Plains Grass Woodland	Endangered	0.33	15.08 ha	4a, 4c
C.3	Plains Grass Woodland	Endangered	0.27	23.74 ha	4b
C.4	Plains Grass Woodland	Endangered	0.25	6.24 ha	4b

Table 9: Habitat Zones at WSA

This data is based on the Vegetation Quality Assessment Manual issued by the Department of Environment and Primary Industries (DEPI).

Cross-referencing the proposed runway extension with the habitat zones in Figure 32, development site, presently owned by WSA, has areas of habitat Zone B.

State Policy for vegetation removal requires, any weed removal is assessed by a risk level-based framework (low, moderate and high risk). The risk based approach relies on two parameters; extent risk (i.e. the amount of vegetation proposed to be removed) and location risk (i.e. the risk based on the DEPI model). The report assessment concluded that the DEPI 'Biodiversity impact and offset requirements report' identifies the Aerodrome site as a high-level risk area for any future vegetation removal. The DEPI standards declare that, where vegetation removal cannot be avoided, a provision of offsets is required to compensate for the impacts on biodiversity. An offset strategy is compulsory for moderate and high-risk pathway applications. DEPI regulations states that offsets could be achieved through:

- Long-term protection, enhancement and management of the quality and quantity of native vegetation on private or a third-party land.
- Native Vegetation Credits (sourced by accredited native vegetation Offset Brokers).

DEPI (DEPI, 2013a) requires that a compliant offset must be secured before the native vegetation is removed with a security agreement for the site including an onsite (Offset) management plan or an evidence of a secured third-party offset.



Figure 32: EPBC Act Protection Areas at WSA

The 2014 Vegetation Overview and Habitat Hectares Assessment (ETHOS NRM Pty Ltd) identified an area of remnant native vegetation, designated Habitat Zone B, of which two areas are assessed as meeting the EPBC Condition Threshold. According to the report these areas meet, or are likely to be afforded protection under the EPBC Act due to their size and diversity of species present.

In Figure 32, the area numbered (12) meets the EPBC Condition Threshold and about 50% of that area would be impacted by the development of the runway. As such the impact to this area should be assessed in accordance with EPBC Significant Impact Guidelines (DOE, 2013). If significant impact to this area is anticipated or cannot be discounted, then the matter must be referred to the Minister for approval.

Other areas of remnant vegetation within Habitat Zone B which are impacted by the planned extension of runway 09/27, have not been assessed as meeting the EPBC Condition Threshold and can therefore be offset under State guidelines which can be summarised as:

- Provide an equivalent native vegetation offset onsite
- Provide an equivalent native vegetation offset at another site owned by Council
- Purchase an equivalent native vegetation 'offset credit' from an Accredited Brokering Organisation

3.4 Airport Safeguarding Plan

3.4.1 National Airports Safeguarding Framework

Site for airports are scarce and finding new appropriately located and unconstrained land to replace or expand existing airports is difficult. Existing airport sites in many cases pre-date significant urban/township development. Urban expansion and densification has increased tensions between residential and industrial development and airport operations.

The capacity of an airport to operate unencumbered as an airport is fundamentally dependent on what occurs on the land surrounding it. The erection of structures that physically intrude into the flight paths of arriving and departing aircraft can clearly limit or prevent use of the airport. So too can other developments that are less obvious. For example:

- Residential developments adjacent to airports and under flight paths may lead to complaints about aircraft noise and eventually lead to the introduction of curfews or even the closure of an airport
- Industrial activities that generate smoke or similar hazards may constrain use of an airport
- Other activities such as agriculture, animal husbandry or wetland developments may attract birds and/or wildlife species and pose a hazard to aviation.

As outlined in section 2.1.5, the National Airports Safeguarding Framework (NASF) is a national land use planning framework that aims to:

- Improve community amenity by minimising aircraft noise-sensitive developments near airports; and
- Improve safety outcomes by ensuring aviation safety requirements are recognised in land use planning decisions.

It represents a collective commitment from governments to ensure that an appropriate balance is maintained between the social, economic and environmental needs of the community and the effective use of airport sites.

It currently consists of seven principles and seven guidelines with potentially two further guidelines under development addressing Public Safety Zones and protection of helicopter facilities.

The Australian Airports Association (AAA) has produced a practice note titled *Planning Around Airports – Safeguarding for the Future* which provides guidance to airport operators and planning authorities on how to implement NASF. The key issue in relation to airport protection is to ensure that the use and development of land surrounding the airport does not prejudice the ongoing operation of the airport. The two most important safeguarding requirements for smaller regional airports such as WSA involve ensuring that:

- development proposals near the airport and under flight paths do conflict with the airport's Obstacle Limitation Surfaces (OLS); and
- changes of land use near the airport and under flight paths are not for land uses that may be sensitive to aircraft noise (e.g. residential land uses).

These two critical safeguarding matters, as they relate to WSA, are discussed below.

3.4.2 Airspace Protection Surfaces

WSA's airspace protection surface were discussed in section 2.5.11 of this Master Plan Update report. An Obstacle Limitation Surface (OLS) assessment is undertaken annually and the last report, dated July 2016, includes the objects that could affect the runway 09-27 extension. From the 2016 OLS report, three obstacles and three resulting corrective actions were identified, as follows:

- Obstacle 3 (Eucalyptus Tree): obstacle should be lopped or removed; if not possible, it should be referred to CASA and a NOTAM issued.
- Obstacle 8 (Natural Surface): obstacle should be lowered or referred to CASA.
- Obstacle 2 (Cypress Tree): obstacle should be lopped or removed; if not possible, it should be referred to CASA and a NOTAM issued.



Figure 33: 2016 OLS Assessment

With the proposed extension runway RWY 09/27 the OLS for WSA will require redesign to ensure that the aerodrome continues to comply with MOS 130.

WSA has instrument procedures for non-precision approaches, however the current minima are well above the OLS surfaces and at this stage maintaining a separate overlay for PANS-OPS surfaces is not warranted as any penetration of the OLS surface would include a review of these procedures.

3.4.3 Aircraft Noise Contours

Section 2.5.12 of this Master Plan discussed the aircraft noise contours and relevant issues and regulations. In order to satisfy the requirements of the Australian Standard AS2021-2015 "Acoustics – Aircraft Noise Intrusion – Building Siting and Construction, Wellington Shire Council has received approval for the WSA ANEF by Airservices June 2017.



Figure 34 West Sale Airport ANEF

3.4.4 Public Safety Area (PSA)



Figure 35 Public Safety Area

In lieu of a formal framework for PSA, the above diagram has used the dimensions of the model currently in use in Queensland and depicted a PSA at either end of the proposed extended runway at WSA.

3.4.5 Planning Policies and Controls

It is imperative to the future realisation of aeronautical opportunities at WSA that the capability to undertake aircraft operations in accordance with prescribed safety standards and regulatory requirement is protected.

A number of planning tools and controls exist within the Victorian Planning provisions for safeguarding Airports:

- The Local Planning Policy Framework, including the Municipal Strategic Statement and Local Planning Policies can be used to highlight the strategic importance of protecting the ongoing operation of the airport;
- Zoning is used to ensure that future land use and development around the airport is responsive to ongoing aviation activities; and
- Overlays such as the Airport Environs Overlay (AEO) and Design and Development Overlay (DDO) deal with matters such as protecting aircraft noise contours and operational airspace surfaces.

The existing planning policies and controls applying to WSA were discussed Section 2.1.6 of this report. The following recommendations are made to improve these policies and controls and enhance the safeguarding of WSA:

- The existing Aerodrome and Environs Policy (Clause 22.05) will need to be reviewed and updated to reflect the new Master Plan, ANEF and OLS, in line with NASF guidelines.

- The Special Use Zone (SUZ) will need to be amended to refer to the new Master Plan and the boundaries of the zone will need to be amended to accommodate the proposed land exchange and extension to the runway.
- The Airport Environs Overlay (AEO), Schedules 1 and 2 will need to be amended in line with the WSA ANEF which also incorporates the extended runway.
- A Design and Development Overlay (DDO) should be applied to protect the airport's airspace surfaces in accordance with a revised OLS incorporating the extended runway (similar to the DDO that applies to East Sale RAAF Base).

A Planning Scheme Amendment should be prepared incorporating these matters once the new Master Plan, OLS and ANEF have been approved.

3.5 Implementation Plan

This section identifies specific actions required to implement the plan, trigger points for each action and broad indication of likely timing.

Action	Trigger Point	Indicative Timing
Master Plan / Strategic		
Release of Final Masterplan	Council adoption of the Master Plan.	July 2017
Planning		
Review the zoning and Planning Scheme controls over the airport to ensure it is responsive and allows future growth and development.	Recent assessment of planning controls confirms a review is required.	2017/2018
Undertake a planning scheme amendment	Completed land exchange.	2017/2018
Update AEO	Availability of updated ANEF mapping	2017/18
Operational Management		
Finalise land acquisition for runway extension preferably via agreed land exchange as opposed to compulsory acquisition	Extension of runway 09/27 is required.	2017
Review the procedure and policy requirements necessary for an upgraded runway (identify implications for Aerodrome Manual etc.)	Respond to legislative or regulatory framework.	Concurrently with Master Plan and runway extension project.
Identify the triggers for review of the Governance model.	Significant change in airport operations and demand.	TBC
Development Plan for capital expenditure.	Future asset renewal	Annually

Communication and engagement	Facilitate and participate in ongoing discussions with stakeholders regarding initiatives: <ul style="list-style-type: none"> • Airfield works and improvements. • The review of airspace. • General operations. 	2017/18
Detailed Obstacle Limitation Survey	Runway extension, new development	Annual Review
Develop a Western Precinct Plan to inform: <ul style="list-style-type: none"> • Future lease tenure arrangements • Traffic management e.g. access, alternative road access • Identify development capacity • Accommodate potential relinquishment of Federation Training site and identify aviation related development options. Potential for non-aeronautical development	Could be undertaken separately or as part of the comprehensive master plan review.	From 2018
Branding & Marketing		
Development of a Branding and Marketing Strategy to promote growth – including consideration of targeted incentives to attract investment.	Defence and aviation related industries, education / training, freight services.	2018
Establish relationships with key Airport and aviation businesses to inform them of the opportunities that WSA offers.		Ongoing
Infrastructure		
Extension, overlay, lighting and associated works to 09/27 runway	Defence operational requirements (\$6M)	2017-2019
Connection to mains wastewater	Increase in demand on the current wastewater system (\$750K-\$1M)	Major new development
Belman Hanger refurbishment	Request for increased use other than storage and agreement on funding model. (\$350K+)	As required
Relocation of Gippsland Armed Forces Museum	Increased demand for industrial / airside land or receipt of grants acknowledging the importance of its	On demand

	educational and tourist potential) (\$850K+)	
Design and cost estimates for construction of new Taxiway "Foxtrot" (to serve lots to south of western apron)	Requirement or demand for new development supported by necessary funding.	Future Master Plan
Urban design, place making and landscaping improvements to entrance and migrant memorial.	Stage 3 of ERAP.	From 2019/20
Terminal Building upgrade (incorporating all access/disabled facilities)	Significant change in operational use. Increased air traffic and usage of the facilities (\$450K)	As required
Improvement of current road / entry point into the Airport.	Component of current Princes Highway duplication works.	2016
Development of Vacant land for commercial / industrial purposes.	Subject to demand	
Construct alternate road access into the Airport (off the Sale-Heyfield Road)	Subject to demand or substantial new development	As required

Table 10: Implementation Plan

Appendix A – List of stakeholders

Lessees:

1. Federation Training
2. Esso (Training Facility)
3. Country Fire Authority
4. Southern Aviation Services
5. Rody's Aero Engines
6. Lessee's (fronting eastern and western aprons)
7. Aero Refuellers

Freehold owners located on:

1. Mortimer Drive
2. Jackson Drive

Others:

3. RAAF Base East Sale ATC
4. Gippsland Armed Forces Museum
5. Regional Development Victoria
6. Toll Transport
7. Surrounding properties
8. GEO Fulham
9. Gippsland Water
10. VicRoads
11. Wellington Regional Tourism
12. Sale Business Association
13. GAM
14. Ambulance Vic
15. RFDs
16. Latrobe City Council
17. East Gippsland Shire Council
18. Southern Rural Water
19. Department of Environment, Land, Water and Planning
20. Department of Transport, Planning and Local Infrastructure
21. Environment Protection Authority
22. GunaiKurnai Land and Waters Aboriginal Corporation
23. Public Transport Victoria (PTV)
24. West Gippsland Catchment Management Authority

Appendix B – Stakeholder Feedback

Date	From	Summary	Response
8 May 2017	Hans Matsuo	Hans indicated that YWSL does have instrument procedures. Therefore, the last statement in paragraph 3.4.2 may be incorrect.	To70 acknowledge that the comment is correct and that 3.4.2 states incorrectly that there are no instrument procedures at YWSL. This has been corrected. In fact, YWSL does have non-precision instrument approach procedures in place (which are included in the ANEP). Section 3.4.2 has been updated.
9 May 2017	Southern Rural Water	SRW assessed the proposal and has concluded that it has no impact on their business interest. Therefore, SRW concluded that they have no objections.	Noted that SRW have no objection to the Master Plan Update.
10 May 2017	West Gippsland Catchment Management Authority	West Gippsland CMA reviewed the proposed Master Plan indicated their support. WGCMA also provided updated information regarding local waterways and the 1 in 100-year flood overlay.	Noted the support provided for the Master Plan by WGCMA.
26 May 2017	Gunsikurnai Land and Waters Aboriginal Corporation (GLWAC)	GLWAC formally advised that they do not have concerns regarding the proposal and they are comfortable with the project progression.	Noted that GLWAC have no objections to the Master Plan Update.
29 May 2017	Department of Environment, Land, Water & Planning	The department offers the following comments: <ul style="list-style-type: none"> The Master Plan Update adequately identifies the significant biodiversity assets on airport land. Potential work will impact the threatened flora community. The department acknowledged that the Master Plan Update has 	Noted the acknowledgement from DELWP regarding the Master Plan Update environmental section and support for the ongoing management of retained grassland at the site.

Date	From	Summary	Response
		<p>demonstrated minimisation of any impact on the most significant areas from the location of works.</p> <ul style="list-style-type: none"> Any native vegetation removal may require approval under the <i>Environmental Protection and Biodiversity Conservation Act 1999</i>, <i>Flora and Fauna Guarantee Act 1988</i> and the <i>Planning and Environment Act 1987</i>. The biodiversity value of the land that the airport is seeking to acquire through the land-swap has not been fully established. 	
31 May 2017	Transport for Victoria	<p>Transport for Victoria supports Council in planning for long-term development and offered the following comments:</p> <p><i>Public Safety Zone (NASF)</i></p> <p>Recommended the inclusion of Public Safety Zones based on the Queensland model to assist planning pending NASF publishing a guideline.</p>	<p><i>Public Safety Zone (NASF)</i></p> <p>In lieu of NASF guidelines, the Master Plan Update has drawn the dimensions of the Queensland based Public Safety Zone and included as a table. Further assessment on impacts would be required following implementation and at time of next Master Plan.</p>
		<p><i>Ground Transport Options</i></p> <p>Consideration of more detail for ground transport options and provision of a shuttle service.</p>	<p><i>Ground Transport Options</i></p> <p>Council believes the Master Plan Update covers ground transport sufficiently pending further investigation of RPT services as part of future Master Planning.</p>

Date	From	Summary	Response
		<p>Dash 8 – Q400</p> <p>TFV supports planning for Q400 as the design aircraft but notes a lack of detail pertaining to plans for such an aircraft to operate at West Sale and terminal infrastructure to deal with the capacity.</p> <p>TFV expressed its support for any terminal expansion and refurbishment when an increase in passenger services is likely.</p>	<p>Dash 8 – Q400</p> <p>The Q400 was used as the design aircraft considering pavement strength and PCN compatibility. Requirements within the RAAF CONOPS is the influencing factor for the runway length (PC-21 landing plus take-off roll) in addition to previous Master Plan's identifying 1,800m as the ultimate runway length.</p> <p>Furthermore, considering the scope of the Master Plan Update, an investigation into future RPT services and required infrastructure planning would form part of a subsequent Master Planning initiative.</p>
		<p>Land Sales</p> <p>Transport for Victoria is concerned at the proposal to sell land within the airport. It has been suggested amending this policy in favour of more long-term lease arrangements.</p>	<p>Land Sales</p> <p>Council acknowledge the concern of TFV. However, there has been considerable research into the approach and Council is mindful of balancing lease arrangements for the ERAP site against higher levels of interest and ultimately growth in aviation related activities.</p> <p>The strong interest that Council is attracting for the current phase of the development indicates that the scheme is encouraging aviation businesses to consider West Sale.</p>
		<p>Long term industrial development</p> <p>Although Transport for Victoria supports the long-term planning for the approved planning scheme C89, located southeast of the airport, it is concerned that the Princess Highway and Melbourne-Bairnsdale Railway</p>	<p>Long term industrial development</p> <p>The concern of TFV is noted and although this development is not specifically related to the airport master plan, Council would like to note that traffic studies would form part of any</p>

Date	From	Summary	Response
		separates two airport sites, forming a connectivity barrier, potentially increasing congestion and safety risk.	development for that planning scheme with regard to connectivity to the airport.
		Land Exchange Transport for Victoria suggested Council consider acquiring the land required for the runway extension rather than exchanging it. Transport of Victoria considers that the acquisition would be more advantageous for YWSL.	Land Exchange Council acknowledge the comment and would seek to reassure TFF that the decision to exchange, rather than acquire land, was thoroughly investigated and has delivered the best possible outcome for West Sale Airport, the land-holder and Council.
		2nd sealed runway TFF enquired whether the demand or need for a second sealed runway has been considered or investigated.	2nd sealed runway The Master Plan Update 2017 has not considered the expansion or re-surfacing of a second runway as the scope of operations being considered does not justify any investigation at this stage. This question could certainly be a worthwhile discussion during subsequent Master Planning iterations.
		Princes Highway East Duplication Transport of Victoria advised that nine sections funded by the \$260M Princes Highway East Duplications will not be completed until mid-2019 and the Fulham 2 section is scheduled for completion by mid-2018. Therefore, please correct the statement regarding the project in the Master Plan Update.	Princes Highway East Duplication To70 has corrected Section 2.1.3 of the Master Plan Update with the information provided by TFF.
2 June 2017	Avisure Pty Ltd	Avisure specialise in wildlife and bird strike risk management. Avisure's team of aviation ecologists have been helping airports and aviation industry stakeholders throughout Australia and around the globe since 1996.	Wildlife Hazard Management policies and procedures are not in scope for the Master Plan Update. Council has proposed that based on previous interactions with Avisure and participation in the RAAF East Sale Aviation Wildlife

Date	From	Summary	Response
		<p>Avisure provided the following comments:</p> <ul style="list-style-type: none"> Wildlife hazard management strategy is not mentioned, apart in the overview of NASF and MOS 139 generic requirements. In section 1.2, Avisure recommended to include 'ensuring the safe and efficient transport of people to and from the region' as core objectives and purposes of the MP. Section 2.2 should include existing wildlife hazards and wildlife strike information. Section 2.3.4 should address wildlife hazard risk and potential changes in risks, considering the airport development. Local weather patterns and likely effect on scheduled operations should also be mentioned. Wildlife hazards should be included in the Critical Airport Planning Parameters (Section 2.5). This should include an analysis of existing and future on-airport features and off-airport locations that attract wildlife. Section 2.5.2 should include aircraft type in the movement data. Table 6 acronyms and definitions need to be expanded and clarified. Avisure also commented on the runway extension in relation to PC-21 operations and commercial validity of selecting the Q400 as the design aircraft. Section 3.1.1 needs to include reference to NASF, other documentation and reference to landscaping and waste management guidelines. 	<p>Hazard Group, that West Sale Airport consider current practices regarding wildlife hazard management during day to day operations.</p> <p>There are already some processes in place to minimise wildlife interaction with aircraft such as improved fencing and baiting programs.</p> <p>It should be noted that there have been minimal hazardous interactions with wildlife at West Sale.</p> <p>T070 will update Table 6, including acronyms and explanations. Commercial rationale of RPT services was not within scope of the MP update.</p>

Date	From	Summary	Response
		<ul style="list-style-type: none"> Aynum raised questions about the runway extension in relation of PC-21 requirements. Section 3.5 does not include assessing and monitoring wildlife hazards as part of the actions. 	
2 June 2017	Moorabbin Airport Corporation (MAC)	MAC is fully supportive of the West Sale Airport Master Plan Update.	Council would like to thank Moorabbin Airport Corporation for the support.
5 June 2017	Department of Defence (Defence)	<p>Defence welcomes the upgrades proposed for the West Sale aerodrome and appreciates Council's support for the relocation of the Basic Flying Training School to RAAF Base East Sale. Defence wants to note that its use of restricted airspace for training purposes is expected to increase. Therefore, Defence provided the following comments:</p> <ol style="list-style-type: none"> Page 15 of the Master Plan refers to Restricted Airspace (RA1). Defence advised that East Sale restricted areas are under review for change to Conditional Status RA2. Page 35 of the Master Plan Update states that East Sale offers a great opportunity for Class C licence pilots. Defence advised that civilian access to East Sale aerodrome will not be available, and access to the East Sale control zone is unlikely to be approved during flying training operations. 	<p>Council notes the positive response from Defence and is looking forward to working closely with RAAF East Sale in the future. Council will continue to support Defence throughout the process of engaging airspace regulators and the Office of Airspace Review to develop an optimal solution for the local airspace, including availability and ongoing management.</p> <p>The proposed changes to airspace have no impact on the Master Plan Update however Council will facilitate discussions between the aviation community and Department of Defence to ensure greater understanding between stakeholders and Council on how RAAF's increased use of West Sale will impact access.</p>
23 June 2017	RDA Gippsland	RDA Gippsland strongly supports the West Sale Airport Masterplan Update.	Council would like to thank RDA Gippsland for their support for an asset that has regional significance.

Wellington Shire Council Land Transactions



Page 76



Appendix D – 2004 DOTARS Amendment



Australian Government
Department of Transport and Regional Services

Mr Lyndon Webb
Chief Executive Officer
Wellington Shire Council
PO Box 506
SALE VIC 3850



Dear Mr Webb

Following consideration of the Australian Government's involvement in the Aerodrome Local Ownership Plan (ALOP), the Hon John Anderson MP, Minister for Transport and Regional Services has decided upon a liberalisation of policy towards applications under the ALOP transfer deeds. This will provide aerodrome owners with a greater level of flexibility in the operation of their asset.

The current provisions in the transfer deeds require aerodrome owners to seek the consent of the Secretary of the Department of Transport and Regional Services (DOTARS) prior to selling, leasing or otherwise disposing of all or part of their aerodrome.

The Australian Government now waives its right to enforce the relevant clause of the transfer deed that requires aerodrome owners to seek consent from the Secretary of DOTARS for alternative use of their aerodrome, except in certain circumstances. These circumstances are where the alternative use will:

- result in the closure of the aerodrome, or
- result in the aerodrome no longer continuing to operate as an aerodrome.

In all other circumstances owners need not contact the Department for approval.

It would be expected that aerodrome owners will have consulted with the relevant local and state/territory governments as applicable prior to seeking consent from DOTARS.

This amendment takes effect immediately.

Yours sincerely

Nick Bogiatzis
A/g First Assistant Secretary
Policy and Research Group

13 January 2004

GPO Box 394 Canberra ACT 2601 Australia • Telephone: 02 6274 7611 • Facsimile: 02 6257 2805
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C4 - REPORT

GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT

ITEM C4.1**2016-082 CHARLIES STREET LOCH SPORT BOAT RAMP**

DIVISION: BUILT AND NATURAL ENVIRONMENT

ACTION OFFICER: MANAGER ASSETS AND PROJECTS

DATE: 18 JULY 2017

IMPACTS									
Financial	Communication	Legislative	Council Policy	Council Plan	Resources and Staff	Community	Environmental	Consultation	Risk Management
✓	✓	✓		✓	✓	✓	✓	✓	✓

OBJECTIVE

The objective of this report is for Council to consider entering into a contract for the upgrade of the Charlies Street Boat Ramp, Loch Sport.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY**RECOMMENDATION***That*

- 1. Council adopt the recommendations contained in the attached confidential Tender Evaluation Report at Item F1.1 Contract 2016-082 Charlies Street Loch Sport Boat Ramp of the Council Meeting Agenda; and***
- 2. The information contained in the confidential document Item F1.1 Contract 2016-082 Charlies Street Loch Sport Boat Ramp of this Council Meeting agenda and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the General Manager Built and Natural Environment on 30 June 2017 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989: d) Contractual matters be designated confidential information under Section 77 Clause (2)(b) of the Local Government Act 1989, except that once this recommendation has been adopted the name of the successful tenderer can be made public.***

BACKGROUND

The works in this contract at the Charlies Street boat ramp at Loch Sport include the construction of an additional boat ramp, the replacement of the fixed jetty, the construction of a floating jetty and additional car parking and access works.

OPTIONS

Council has the following options:

1. Adopt the recommendations contained in the attached confidential Tender Evaluation Report for contract 2016-082 Charlies Street Loch Sport Boat Ramp; or
2. Not enter into a contract and not proceed with these works at this time.

PROPOSAL

That Council adopt the recommendations contained in the attached confidential Tender Evaluation Report for contract 2016-082 Charlies Street Loch Sport Boat Ramp.

CONFLICT OF INTEREST

No staff and/or contractors involved in the compilation of this report have declared a Conflict of Interest.

FINANCIAL IMPACT

The proposed works are budgeted for in the 2017/18 Capital Works Program. To award the contract as recommended, further funds will need to be brought forward from the 2018/19 Capital Works Program as detailed in the attached report.

COMMUNICATION IMPACT

Extensive consultation has taken place with the local community and boat users at Loch Sport and project signage was installed on site to communicate details of the upcoming works to the public.

LEGISLATIVE IMPACT

Wellington Shire Council is committed to ensuring the Contract tendering process complies with the *Victorian Local Government Act 1989* and the Victorian Local Government Code of Tendering.

COUNCIL PLAN IMPACT

The Council Plan 2017–21 Theme 2: Services & Infrastructure states the following strategic objective and related strategies:

Strategic Objectives 2.2

Council assets are responsibly, socially, economically and sustainably managed.

Strategy 2.2.3

Continue to maintain and enhance Council's built environment for public amenity and long-term sustainability.

This Report supports the above Council Plan strategic objective and strategies.

RESOURCES AND STAFF IMPACT

The Assets and Projects Unit will provide the staff and resources to manage this contract.

COMMUNITY IMPACT

This project is likely to result in positive community impact as boating launch and retrieval times will be reduced and the floating jetty will provide a higher service than currently exists.

ENVIRONMENTAL IMPACT

The proposed construction works will have minimal environmental impact, with the contractors complying with Council's Guidelines on Environmental Management for Roadwork Projects. As a requirement of the contract the contractor will prepare and follow an approved environmental management plan.

CONSULTATION IMPACT

As part of the overall Charlies Street Loch Sport Boat Ramp construction a range of consultation has been undertaken including on Council's website and Facebook page.

There will be minimal interruptions associated with the construction works. However, there will be positive long term impacts on the community and tourists who use these facilities.

RISK MANAGEMENT IMPACT

It is considered that the proposed contract works will not expose Council to any significant risks.

All Occupational and Health and Safety and environmental risks will be discussed with the contractor and allocated to the party in the best position to manage each risk.

ITEM: C4.2**CEMETERY ROAD REALIGNMENT AND SHARED PATH WORKS
(STAGE 1)**

DIVISION: BUILT AND NATURAL ENVIRONMENT

ACTION OFFICER: MANAGER ASSETS AND PROJECTS

DATE: 18 JULY 2017

IMPACTS									
Financial	Communication	Legislative	Council Policy	Council Plan	Resources and Staff	Community	Environmental	Consultation	Risk Management
✓	✓	✓		✓	✓	✓	✓	✓	✓

OBJECTIVE

The objective of this report is for Council to consider entering into a contract for the Cemetery Road Realignment and Shared Path Works (Stage 1).

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY**RECOMMENDATION*****That:***

- 1. Council adopt the recommendations contained in the attached confidential Tender Evaluation Report at Item F1.2 Contract 2016-083 Cemetery Road Realignment and Shared Path Works (Stage 1) of the Council Meeting Agenda; and***
- 2. The information contained in the confidential document Item F1.2 2016-083 Cemetery Road Realignment and Shared Path Works (Stage 1) of this Council Meeting agenda and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the General Manager Built and Natural Environment on 30 June 2017 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989: d) Contractual matters be designated confidential information under Section 77 Clause (2)(b) of the Local Government Act 1989, except that once this recommendation has been adopted the name of the successful tenderer can be made public.***

BACKGROUND

The works in this contract are designed to improve pedestrian and cycling access from the Sale CBD to the Glebe and Woondella estates. The works include realignment of Cemetery Road with the construction of a parking lane, kerb and channel, shared path, pedestrian crossings, intersection linemarking, drainage, asphalt resheeting and installation of signage.

OPTIONS

Council have the following options available:

- Adopt the recommendations contained in the attached confidential Tender Evaluation Report for contract 2016-083 Cemetery Road Realignment and Shared Path Works (Stage 1); or
- Not enter into a contract and not proceed with the works at this time.

PROPOSAL

That Council adopt the recommendations contained in the attached confidential Tender Evaluation Report for contract 2016-083 Cemetery Road Realignment and Shared Path Works (Stage 1).

CONFLICT OF INTEREST

No staff and/or contractors involved in the compilation of this report have declared a Conflict of Interest.

FINANCIAL IMPACT

The proposed works are budgeted for in the 2016/17 and 2017/18 Capital Works Programs. There will be several more contracts required to complete the shared path to Reeve Street at Raglan Street including a crossing over Flooding Creek and the off-street section of the path as well as provision of public lighting.

COMMUNICATION IMPACT

Extensive consultation with stakeholders has been carried out throughout the preplanning and design process of the Glebe Woondella Shared Path.

This project is likely to result in positive public relations outcomes for Wellington Shire Council as it provides significant improvements to parking, traffic calming measures, safer pedestrian crossings, better connections for pedestrians and cyclists to and from the Glebe Woondella Estate into the Sale CBD.

LEGISLATIVE IMPACT

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy.

COUNCIL PLAN IMPACT

The Council Plan 2017–2021 Theme 2 Services and Infrastructure states the following strategic objective and related strategy:

Strategic Objective 2.4

Continued improvement to Wellington Shire's connectivity with further developed, accessible transport networks.

Strategy 2.4.2

Continue to maintain and enhance Council's road assets Rural Access, Road Safety infrastructure

This report supports the above Council Plan strategic objective and strategy.

RESOURCES AND STAFF IMPACT

This project will be undertaken with the resources of the Assets and Projects unit.

COMMUNITY IMPACT

The construction of these works will produce a positive community impact with improved connectivity for pedestrians and cyclists.

ENVIRONMENTAL IMPACT

The proposed works will have minimal environmental impact, with the contractors complying with Council's Guidelines on Environmental Management for Roadwork Projects.

CONSULTATION IMPACT

Council's standard consultation practices will be implemented on this project.

RISK MANAGEMENT IMPACT

It is considered that the proposed contract works will not expose Council to any significant risks.

All Occupational and Health and Safety and environmental risks will be discussed with the contractor and allocated to the party in the best position to manage each risk.

The completed roadworks and shared path will provide improved and safer pedestrian access through the area including new shared path, pedestrian crossings, and traffic calming measures.



C5 - REPORT

GENERAL MANAGER COMMUNITY AND CULTURE

ITEM: C5.1**WELLINGTON ACCESS AND INCLUSION PLAN 2017 - 2022**

DIVISION: COMMUNITY AND CULTURE
 ACTION OFFICER: MANAGER COMMUNITY WELLBEING
 DATE: 18 JULY 2017

IMPACTS									
Financial	Communication	Legislative	Council Policy	Council Plan	Resources & Staff	Community	Environmental	Consultation	Risk Management
		✓		✓	✓	✓	✓	✓	

OBJECTIVE

For Council to approve the release of the draft Wellington Access and Inclusion Plan 2017 – 2022, as attached, for public feedback for a period of 6 weeks.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY**RECOMMENDATION**

That Council approve the release of the draft Wellington Access and Inclusion Plan 2017 – 2022, as attached, for public feedback for a period of 6 weeks.

BACKGROUND

Under section 38 of the *Victorian Disability Act 2006*, Councils must prepare a Disability Action Plan (DAP). If a Council chooses not to prepare one, they must ensure that disability action planning is addressed in the Council Plan. Item 3C (2) (e) of the *Victorian Local Government Act 1989* details that Council must ensure that the services and facilities provided by Council are accessible and equitable.

The Wellington Shire Council Access and Inclusion Plan sets the outcomes and actions for achieving accessible and inclusive service delivery within our facilities, services and infrastructure. The document is focussed on Council's actions and has been developed utilising input from:

- A Community Survey completed by just under 100 community members in late 2015.
- The Wellington Access and Inclusion Advisory Group.
- Meetings with each of the Business Units within Council.

It is proposed that the Wellington Access and Inclusion Plan 2017 – 2022, will focus on achieving the following objectives by 2022:

- Increase in accessible programs, services and events offered or funded by Wellington Shire Council.
- Increase in accessible and inclusive information and communications produced by Wellington Shire Council.
- Increase in inclusive employment opportunities at Wellington Shire Council for people with disabilities.
- Persons employed at Wellington Shire Council will be informed about the access requirements of people with disabilities.
- Increase in advocacy for improved access and inclusion within Wellington Shire community.

- Wellington Shire Council will actively promote the implementation of the Wellington Access and Inclusion Plan 2017 - 2022 through monitoring, reporting and evaluation.

OPTIONS

Council has the following options:

1. Approve the release of the draft Wellington Access and Inclusion Plan 2017 – 2022, as attached, for public feedback for a period of 6 weeks; or
2. Not approve the release of the draft Wellington Access and Inclusion Plan 2017 – 2022, as attached, request changes to the Plan and present to a future council meeting.

PROPOSAL

It is proposed that Council approve the release of the draft Wellington Access and Inclusion Plan 2017 – 2022, as attached, for public feedback for a period of 6 weeks commencing 19 July 2017.

COUNCIL PLAN IMPACT

The Council Plan 2017–21 Theme 1 Communities states the following strategic objective and related strategy:

Strategic Objective 1.2

“Celebrate, recognise and acknowledge our diverse community and improve social connections among youth, aboriginal and aged communities.”

Strategy 1.2.1

“Ensure that Council services, facilities and events promote inclusivity, social connectedness and accessibility.”

This report supports the above Council Plan strategic objective and strategy.

CONFLICT OF INTEREST

No staff and/or contractors involved in the compilation of this report have declared a Conflict of Interest.

Wellington Access and Inclusion Plan 2017 – 2022

Acknowledgement:

Wellington Shire Council would like to acknowledge the members of Wellington Access and Inclusion Advisory Group (WAIAG) in the development of this plan. WAIAG have provided guidance, support, lived experience and importantly, solutions to accessibility issues and challenges. We look forward to their continued input and review over the next four years.

Introduction:

The Wellington Access and Inclusion Plan 2017 – 2022 is a practical, whole of Council strategy that will support Wellington Shire to be a more accessible and inclusive place, and remove the barriers experienced by people with a disability.

The Oxford Living Dictionary defines access as:

*The means or opportunity to approach or enter a place.
The right or opportunity to use or benefit from something.
The right or opportunity to approach or see someone.*
<https://en.oxforddictionaries.com/definition/access>

Access is not just about getting into or around a building or a space. It is about information and communication being available in a way that people can understand the content and meaning.

In the Wellington Access and Inclusion Plan 2017 - 2022 we look upon access in a much broader and... 'more related to universal design where services, products and places are useable by people with the widest possible range of abilities, operating within the widest possible range of situations.' - <https://en.wikipedia.org/wiki/Accessibility>

The Oxford Living Dictionary defines inclusion as:

The action or state of including or being included within a group or structure.

Wellington Access and Inclusion's vision is to continually improve accessibility and be an inclusive community.

Under section 38 of the Victorian Disability Act 2006, Councils must prepare a Disability Action Plan (DAP). Item 3C (2) (e) of the Victorian Local Government Act 1989 details that Council must ensure that the services and facilities provided by Council are accessible and equitable.

Wellington Shire Council demonstrates this commitment via the Wellington Access and Inclusion Plan 2017 – 2022 (the plan). Overall the plan focusses on Wellington Shire Council achieving the following outcomes:

- Eliminate discrimination in an active way across all areas of the organisation.
- Ongoing improvement towards access and equitable participation in leisure and recreational services (pools, libraries, arts facilities), and council hosted and funded events.
- Reduce the likelihood of complaints being made regarding access and inclusion.

Wellington Shire Council acknowledges that, for the plan to be effective it will need to:

- Demonstrate commitment to addressing accessibility and equitable participation.
- Have priorities which are appropriate and relevant to our community.
- Work in partnership across the organisation, with other agencies and alongside our community.
- Provide continuing consultation, evaluation and review with our community and stakeholders.
- Have clear timelines and implementation strategies.

In developing the plan, it has been determined that to achieve the desired outcomes six priority areas will be considered. These priorities will guide the actions over the coming four-year period.

The priorities include:

- Outcome 1: Increase in accessible programs, services and events offered or funded by Wellington Shire Council.
- Outcome 2: Increase in accessible and inclusive information and communications produced by Wellington Shire Council.
- Outcome 3: Increase in inclusive employment opportunities at Wellington Shire Council for people with disabilities.
- Outcome 4: Wellington Shire Council staff will be informed about the access requirements of people with disabilities.
- Outcome 5: Increase in advocacy by Wellington Shire Council for improved access and inclusion within Wellington Shire community.
- Outcome 6: Wellington Shire Council will actively promote the implementation of the Wellington Access and Inclusion Plan 2017 - 2022 through monitoring, reporting and evaluation.

Achievements from the Wellington Access and Inclusion Plan 2012 - 2015

Wellington Shire Council has had an Access and Inclusion Plan since 2003. The most recent Access and Inclusion Plan from 2012 to 2015 achieved the following actions:

- Regional Councillor meetings take access and inclusion into consideration - availability of Auslan interpreter.
- Hearing loops at customer service centre counters.
- Aqua Energy Leisure Facility became Communication Access Accredited.
- Communication boards available at Esso BHP Billiton Wellington Entertainment Centre (EBBWEC) and for emergency relief centres and customer service centres.
- Access and Inclusion Audits at Wellington Shire libraries completed.
- Good Access is Good Business and Accessible Tourism achievements.
- Public transport advocacy - eg. Maffra V-line, Accessibility Forum for V-Line in Melbourne.
- Auslan interpreters for public forums such as Gippsland Health Summit, and council funded events and training such as Building Better Organisation 2016 and 2017.
- Accessibility input into the design of the Wellington Centre
- Access and Inclusion Checklist and other information for Community Assistance Grants Scheme.
- Job shadow days at Wellington Shire Council for people living with a disability.
- Broader community representation in the Wellington Access and Inclusion Advisory Group (WAIAG).

Through the implementation and review of the previous plan the following areas for improvement were identified:

- Council staff wanting additional disability awareness training.
- Wayfinding and front counter access in Council facilities.
- Affirmative Action on employing people with disabilities.
- Work with Council business units to ensure tender specifications reference universal access principles.

National Disability Insurance Scheme

The National Disability Insurance Scheme (NDIS) was launched in July 2013, and is a new way of providing individualised support for eligible people with permanent and significant disability, their families and carers. It provides a flexible, whole-of-life approach to the support needed by people with a disability, to pursue their goals and aspirations and participate in daily life.

The NDIS will become available in our area from the 1 January 2019, during the implementation of this Plan. It is very important for Local, State and Federal Government to work together to ensure successful transition of NDIS in Wellington Shire.

Wellington Access and Inclusion Advisory Group

Wellington Access and Inclusion Advisory Group (WAIAG) provide advice to Wellington Shire Council on matters relating to disability, access, and inclusion. The group is made up of community members with disability or experience of disability, service providers, a Councillor and Council Officers.

The group, along with additional co-opted members have provided guidance and support to the development of this plan at all key stages; approving the community engagement approach, collection of community feedback and the development of the actions in the plan.

As part of Access and Inclusion Plan 2017 – 2022, WAIAG will monitor the implementation of the plan. This will occur via council staff providing quarterly updates to WAIAG, and WAIAG and council staff providing annual updates to Councillors.

Role of the Wellington Access and Inclusion Advisory Group

- Members bring information on Access and Inclusion issues in the Wellington Shire.
- Members help with the Shire's Access and Inclusion Policy and Planning.
- Members provide information, ideas, and feedback to Wellington's RuralAccess Project Coordinator.
- Some members will be on other advisory groups like the Port of Sale Cultural Hub Community Advisory Group or the Healthy Wellington – Working Groups.

WAIAG meets once a month, on the third Wednesday, usually for 2 hours and have on average around 20 people attending meetings.

Wellington Shire data

According to 2016 ABS data, there are approximately 17,100 people in Gippsland that need assistance with daily living. If each of these people were accompanied by a friend or family member this means that every day, around 34,200 local people will require to have access and feel included in business, tourism and recreational facilities.

Over half of Gippsland's population is aged 55 or older and this figure will increase into the future. With the ageing process comes many changes to people's functional capacity and while people may not see themselves as people with a disability, some of these changes require personal adjustment and requirements for accessible and inclusive community attitude, infrastructure and service provision.

According to 2014 data from Department of Health and Human Services, Wellington Shire has a higher average population of people with a disability compared to the state average population.

	Wellington measure	Victoria measure
Percentage of people with need for assistance with core activity	6.0%	5.0%
People with severe and profound disability living in the community (all ages)	4.9%	4.0%
Disability support pension recipients (per 1000 eligible population)	79.5	54.9
Aged care places (high care) per 1000 eligible population	35.8	40.9
Aged care places (low care) per 1000 eligible population	38.4	44.4
Age pension recipients per 1000 eligible population	743.4	694.3

Source: Department of Health and Human Services, 2014 Local Government Area Profiles: Wellington Shire

Consultation and engagement

Consultation to support the development of the Plan was undertaken in 2016 over a 12-month period. Types of engagement included:

- Community Surveys
- Focus Groups with Council Business Units
- Facilitated meetings with nominated WAIAG members and Council Staff
- Presentations at Wellington Access and Inclusion Advisory Group

Information gathered from the various forms of engagement has been included in the Wellington Access and Inclusion Plan 2017 - 2022 Action Plan.

Please refer to Appendix 1 for a summary of Survey Results.

Wellington Access and Inclusion Action Plan 2017 – 2022

Refer to Appendix 2 for a copy of the Action Plan.

Review and evaluation

The Wellington Access and Inclusion Action Plan 2017 - 2022 will be reviewed on an annual basis. Progress reports will be made to the Wellington Access and Inclusion Advisory Group (WAIAG) and Council.

Consultation and informal progress reports will be made to WAIAG.

To enable the plan to achieve its desired goals, actions and tasks will be developed for some units within Council. The actions and tasks will be integrated into Council's business planning system which will ensure regular reporting takes place as part of the existing Council business planning cycle of mid-year and annual reviews.

Achievements will be documented and celebrated. Case studies will be developed from these achievements and shared with stakeholders and the community. This will form part of Wellington Shire Council's commitment to leadership on advocacy, awareness raising and education about access and inclusion for all people, especially people with disability.

Success of the plan

Wellington Shire Council has identified that the success of the Plan at the end of 2022 will be characterised by:

- Cultural change within the organisation that embeds access and inclusion needs when planning and delivering council services and facilities.
- Policy change within the organisation and more broadly across the municipality that address access and inclusion needs.
- Increase engagement from our community, including those who have or care for someone with a disability.

Feedback

Wellington Shire Council welcomes your feedback on any access and inclusion issues impacting you or your broader community. You can provide feedback or suggestions in various ways:

- **Email us** at cwardmin@wellington.vic.gov.au please use the subject heading Access and Inclusion
- **Phone us** on 1300 366 244
- **Speak to us in person** at Wellington Shire Council, 18 Desailly St SALE 3850

Alternative Access Formats

Our Wellington Access and Inclusion Plan 2017-2022 is available on our Council website www.wellington.vic.gov.au.

If you would like to be provided with the plan in an alternative format, please contact us via phone, email or in person.

How to join Wellington Access and Inclusion Advisory Group (WAIAG)

The WAIAG meets on the third Wednesday of every month at 1pm to 3pm. These meetings are supported by the Wellington Shire Council Community Wellbeing Unit. *Unless otherwise determined WAIAG meetings are open to all interested community members. If you would like to join the meeting please:*

- **Email us** at cwardmin@wellington.vic.gov.au please use the subject heading WAIAG Meeting
- **Phone us** on 1300 366 244
- **Speak to us in person** at Wellington Shire Council, 18 Desailly St SALE 3850

For more information please visit:

<http://www.wellington.vic.gov.au/living-in-Wellington/Your-Community/Wellington-Access-and-Inclusion-Advisory-Group>

Appendix 1: Community Survey

67 people completed the survey. 9 Males (14%) and 57 Females (86%), 1 did not provide an answer.

- 16 survey respondents (24%) were aged 35-44
- 15 survey respondents (23%) were aged 55-64
- 12 survey respondents (18%) were aged 45-54
- 8 survey respondents (12%) were aged 25-34
- 7 survey respondents (11%) were aged 65-74

No people under the age of 18 and one person over 85 years of age completed the survey.

The survey respondents were:

- 26 (39%) interested persons
- 16 (24%) people with a disability
- 5 (7%) parent or family member of a person with a disability
- 4 (6%) disability service provider
- 12 (18%) Community organisation representative
- 4 (6%) other not specified

29 survey respondents were from Sale.

Maffra and Yarram had the next highest number of responses. Single responses were received from towns across the Shire.

The following words were used most to describe what people like about living in Wellington Shire: country, lifestyle, facilities, towns, family, rural, community, natural environment, friendly living.

The most common things people have difficulty with in daily life are as follows:

- 86% of respondents - transport
- 64% of respondents - education, training and employment
- 55% of respondents - Health Services
- 52% of respondents - recreational and social outings and access to businesses, shops and offices.

The top four areas the Wellington Access and Inclusion Plan 2017 – 2021 should focus on:

- 11 responses – public transport
- 7 responses – access to education
- 5 responses – access to employment
- 5 responses – accessible accommodation

The most common things respondents wanted to make Wellington a better place:

- 6 responses – better public transport
- 2 responses each – more accommodation and housing, more community events, increased employment, services working with families face to face about their needs.

11 survey respondents (26%) represented local business. These business representatives would like to work in partnership with Council on new initiatives, programs and services and to a lesser extent receive disability awareness training and training in employing people with a disability.

The 10 council services most used by survey respondents were as follows:

- 82% have used parks and gardens
- 75% have used Garbage and recycling collection

Wellington Access and Inclusion Plan 2017 – 2022

7

- 74% have used ESSO BHP Wellington Entertainment Centre
- 69% have used libraries
- 66% have used leisure centres and pools
- 66% have paid rates
- 62% have used hard rubbish collection
- 51% have used customer service
- 51% have used recreation reserves and ovals
- 49% have used written information produced by Council – newspapers, letters etc.

The comments about Council services that respondents have used were mostly positive.

Some areas for improvement that were suggested included:

- More free hard rubbish collection
- More publicity of Council and other grants
- Reputation of Council staff in infrastructure is woeful
- Reduce flooding in residential streets
- More street sweeping
- Use of video to explain Council messages

69% of respondents want information about Council to be in local newspapers. Wellington Matters, the Council website and social media were the next popular ways the survey respondents would like Council information circulated.

The following ideas were offered to improve Council information:

- Plain and Easy English information and Auslan
- Written accounts of individual discussions held to improve communication between community and staff.
- Use social media more
- More visual rather than written information
- More clear and simple wayfinding signage
- Case studies about people in publications that demonstrate how to access and benefit from Council services and initiatives.
- Video messaging with Auslan captions

32% would like to help with town audits on accessibility. Ten new people would like to help with Access and Inclusion projects in the Shire.

How Council staff could contribute to improving access and inclusion across the work of their business unit? Examples of actions from other Business Units:

Healthy Lifestyles

- Commitment to consult WAIAG about wayfinding in the design of GRSC Stage 2.
- Continue to have WAIAG members involved in projects at Aqua Energy.

IT Services

- Improved accessibility at the Wellington Centre to increase participation in Council meetings.
- Access and Inclusion awareness raising for all staff (1 hour session).
- Support and IT resourcing for work experience and or student placements for people with a disability.

Include using the information from survey responses.

Appendix 2: Wellington Access and Inclusion Plan – Action Plan 2017 – 2022

This 5-year action plan will be reviewed annually and progress will be reported to via Council Annual Report, Council Meetings, Wellington Access and Inclusion Advisory Group (WAIAG) Meetings.

Goal:

"To improve the overall quality of life of people in the local (Wellington Shire) community and to ensure that services and facilities provided by Wellington Shire Council are accessible and equitable."

- Outcome 1: Increase in accessible programs, services and events offered or funded by Wellington Shire Council.
- Outcome 2: Increase in accessible and inclusive information and communications produced by Wellington Shire Council.
- Outcome 3: Increase in inclusive employment opportunities at Wellington Shire Council for people with disabilities.
- Outcome 4: Persons employed at Wellington Shire Council will be informed about the access requirements of people with disabilities.
- Outcome 5: Increase in advocacy by Wellington Shire Council for improved access and inclusion within Wellington Shire community.
- Outcome 6: Wellington Shire Council will actively promote the implementation of the Access and Inclusion Plan 2017 – 2022 through monitoring, reporting and evaluation.

Outcomes	Actions	Responsibility within Council	Timeframe	Evidence of Success
Outcome 1: Increase in accessible programs, services and events offered or funded by Wellington Shire Council.	<p>1.1 To systematically work towards achieving Communication Access Accreditation at all Shire customer service points.</p> <p>For 2017 we will target:</p> <ul style="list-style-type: none"> - Libraries - EBBWEC - Customer Service (Sale and Yarram) 	Wellington RuralAccess Program Community Wellbeing Unit Leisure Services Unit Arts and Culture Unit	2017 – 2019	<p>Council owned and operated customer service points are Community Access Accredited</p> <p>Accreditation is celebrated with community</p> <p>Feedback from Community members / Council Staff</p>
	<p>1.2 Customer Service areas will have the following minimum access standards:</p> <p>a. Counter top hearing loops to assist people wearing hearing aids at all customer service desks in Council facilities.</p> <p>b. Communication boards will be designed and available at each customer service counter to enable communication with people with complex communication needs.</p>	Municipal Services Unit, Customer Service Team	Ongoing	Access Standards met and reported annually to WAIAG and Council Annual Report.

Outcomes	Actions	Responsibility within Council	Timeframe	Evidence of Success
	1.3 Ensure all Council funded grants comply with 'Wellington Events Guide – Access and Inclusion Section'.	Community Wellbeing Unit Business Development Unit	Ongoing	Feedback from event organisers on how they have complied. Case studies Feedback from the community.
	1.4 Develop access and inclusion checklist that applies for Council run events, programs and resources.	Community Wellbeing Unit RuralAccess Program WAIAG	2017 – 2018	Checklist complete Case study of checklist being used by Council Staff. Feedback from community.
	1.5 Ensure that all capital works and minor projects align with relevant universal design principles to ensure equitable use and social inclusion.	Built and Natural Environment Division Community Wellbeing Unit	Ongoing	Provide a report on how the action was completed.
	1.6 Capital works projects that are in urban or public areas will seek feedback from Wellington Access and Inclusion Advisory Group.	Built and Natural Environment Division Rural Access Program	Ongoing	Provide a report on which capital works projects consulted with WAIAG and what actions were followed up because of consultation.

Outcomes	Actions	Responsibility within Council	Timeframe	Evidence of Success
	1.7 Council to develop a position paper / policy on Tactile Marking on Footpath.	Built and Natural Environment Division	2017 – 2018	Policy developed and adopted by Council
	1.8 Ensure all new and replacement street furniture (seating/tables/bbq) meets relevant disability legislation and standards for access and mobility	Built and Natural Environment Division Rural Access Program	Ongoing	Provide a report on how the action was completed.
	1.9 Ensure recreational facilities implement the principles of universal design when upgrading/ redeveloping.	Community Wellbeing Unit Assets and Projects Unit	Ongoing	Provide a report on how the action was completed.
	1.10 Respond promptly to access issues and advocate for access for all people in all Council owned/managed recreation and leisure facilities.	Community Wellbeing Unit - Specifically, community committees and community facilities WAAIG Built Environment Unit	Ongoing	Case studies of system / process change Feedback from the community / Staff

Outcomes	Actions	Responsibility within Council	Timeframe	Evidence of Success
		Leisure Services Unit, which includes Aqua Energy GRSC and Rural Pools Arts and Culture Unit, which includes The Wedge, Gippsland Regional Art Gallery, Libraries		
	1.11 Establish a Changing Places Facility in a major public place within Wellington Shire to meet the needs of people with severe and profound disabilities (Visitors to Wellington and residents).	RuralAccess Community Wellbeing Unit Assets and Projects Unit	2018-2019	One changing places facility developed, promoted and in use.

Outcomes	Actions	Responsibility within Council	Timeframe	Evidence of Success
Outcome 2: Increase in accessible and inclusive information and communications produced by Wellington Shire Council.	2.1 Council consultation processes include multiple forms of feedback to ensure inclusion i.e. Plain and Easy English formats, face to face consultation, Auslan Interpreting, Audio files	Wellington Engagement Network - Direction and Innovations (WENDI) Media and Public Relations Team	2017 – 2022	Multiple forms created and used by community / staff
	2.2 Audit WSC facilities to ensure appropriate signage and visual displays and make changes as recommended. For 2017 we will target: <ul style="list-style-type: none"> - GRSC - Libraries - EBBWEC - Customer Service (Sale and Yarram) 	Rural Access Program WAIAG	Ongoing	Provide a report on how the action was completed

Outcomes	Actions	Responsibility within Council	Timeframe	Evidence of Success
	2.3 Review council's online communications to ensure it meets Level 'AA' of the Web Content Accessibility Guidelines 2.0 (WCAG2)	Media and Public Relations Unit	2017 - 2019	Provide a report on how the action was completed.
	2.5 Explore the possibility of Council website having screen reader built into each webpage.	Media and Public Relations Unit	2017 - 2019	Provide a report on how the action was completed
	2.6 Review the 6 Mobility Maps and update the maps with the aim of incorporate including mapping into DEKHO GIS maps.	Rural Access Program Community Wellbeing Unit	2017 – 2022	Report on Action being completed. Include information on how the Maps are being used and community feedback.
	2.7 Develop a communications plan to promote the current road network management and inspection plan and provide the community with information on how to report their concerns about access and safety.	Built Environment Unit	2017 – 2022	Provide a report on how the action was completed

Outcomes	Actions	Responsibility within Council	Timeframe	Evidence of Success
Outcome 3: Increase in inclusive employment opportunities at Wellington Shire Council for people with disabilities.	3.1 Promote Wellington Shire Council as an Equal Opportunity employer in advertising and in training.	People and Excellence Unit	2017 – 2022	Report on Action being completed
	3.2 Ensure Council's recruitment and employment policies and practices consider the needs of people with disability and meet the requirements of the Disability Discrimination Act 1992. a. HR to benchmark with other Councils.	People and Excellence Unit	2017 – 2022	Report on Action being completed
	3.3 Increase the number of people with disability applying for roles at the Wellington Shire Council by growing our presence as an employer of choice for people with disability in our recruitment channels, including social networks such as LinkedIn.	People and Excellence Unit	2017 – 2022	Report on Action being completed