



Council Meeting Agenda

Meeting to be held at

Port of Sale Business Centre

Foster Street, Sale

Tuesday 21 November 2017, commencing at 6pm

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ORDINARY MEETING OF COUNCIL – 21 NOVEMBER 2017

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Council Meeting Information

Members of the Public Gallery should note that the Council records and publishes Council meetings via Webcast to enhance the accessibility of Council meetings to the broader Wellington community. These recordings are also archived and may be published on Council's Website for viewing by the public or used for publicity or information purposes. At the appropriate times during the meeting, members of the gallery may address the Council at which time their image, comments or submissions will be recorded.

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

ITEM AA1**COUNCILLOR TO TAKE THE OATH OR AFFIRMATION OF OFFICE**

DIVISION: CHIEF EXECUTIVE OFFICE
ACTION OFFICER: CHIEF EXECUTIVE OFFICER
DATE 21 NOVEMBER 2017

Before being capable of acting as a Councillor, all persons elected to be Councillors must:

- a. Take the oath or affirmation of office; and
- b. Read the Council's Councillor Code of Conduct (*Agenda item AAA2*); and
- c. Make a declaration that they will abide by the Council's Councillor Code of Conduct (*Agenda item AA2*).

In accordance with Section 63(1)(a) of the *Local Government Act 1989*, all Councillors must first take their Oath / Affirmation of Office, which is to be signed, dated and witnessed by the Chief Executive Officer and recorded in the minutes of Council.



Oath of Office

In accordance with the Local Government Act 1989, Section 63

"I (Full Name) swear by Almighty God that I will undertake the duties of the office of Councillor in the best interests of the people in the municipal district of Wellington Shire and faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1989 or any other Act to the best of my skill and judgment"

Signed on the 21 November 2017

.....
(Full Name)

In the presence of

.....
Chief Executive Officer



Affirmation of Office

In accordance with the Local Government Act 1989, Section 63

*“I, (full name),
do solemnly and sincerely declare and affirm that I will undertake the duties of the office of
Councillor in the best interests of the people in the
municipal district of Wellington Shire and faithfully and impartially carry out the functions,
powers, authorities and discretions vested in me under the Local Government Act 1989 or any
other Act to the best of my skill and judgment”*

Signed on the 21 November 2017

.....
(Full name)

In the presence of

.....
Chief Executive Officer

ITEM AA2

COUNCILLOR CODE OF CONDUCT

DIVISION: CORPORATE SERVICES
ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES
DATE: 21 NOVEMBER 2017

Before being capable of acting as a Councillor, all persons elected to be Councillors must:

- a. Take the oath / affirmation of office (*Agenda item AA1*); and
- b. Read the Council's Councillor Code of Conduct and
- c. Make a declaration that they will abide by the Council's Councillor Code of Conduct.

In accordance with Section 63(1)(b) of the *Local Government Act 1989*, all Councillors must sign a declaration stating that they have read Wellington Shire Council's Councillor Code of Conduct (which was adopted on 20 December 2016) and declare that they will abide by the Councillor Code of conduct. Each Councillor's declaration is to be signed, dated and witnessed by the Chief Executive Officer.



WELLINGTON

SHIRE COUNCIL

The Heart of Gippsland

COUNCILLOR
CODE OF CONDUCT
2016

ADOPTED BY COUNCIL:

20 DECEMBER 2016

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COUNCILLOR CODE OF CONDUCT

1. Introduction:

The *Local Government Act 1989* (the Act) requires a Council to develop and maintain a Councillor Code of Conduct.

Wellington Shire Council's, Councillor Code of Conduct, includes an internal resolution procedure for dealing with any alleged contraventions of the Code.

Failure by a Councillor to comply with the Council's internal resolution procedure or to comply with a written direction given by the Council under section 81AB of the Act (sanctions for contravention of the Code) constitutes misconduct by a Councillor. A Council can apply sanctions to a Councillor who has been found to have contravened the Councillor Code of Conduct.

If a Councillor Conduct Panel makes a finding of misconduct against a Councillor, the Panel may apply further sanctions against that Councillor.

2. Purpose of the Councillor Code of Conduct:

The purpose of local government is to provide a system under which Councils perform the functions and exercise the powers conferred by or under the *Local Government Act 1989* and any other Act for the peace, order and good government of their municipal districts. Good governance is fundamental to a Council being able to perform its purpose. Good governance relies on good working relations between councillors.

Wellington Shire Council's Councillor Code of Conduct:

- sets out the standards of conduct expected of elected representatives
- endeavours to foster good working relations between councillors to enable Councillors to work constructively together in the best interests of the people of Wellington Shire
- mandates councillor conduct designed to build public confidence in the integrity of local government.
- includes the internal resolution procedure for dealing with an alleged contravention of the Councillor Code of Conduct
- sets out processes for the purpose of resolving an internal dispute between Councillors;
- includes other matters relating to the conduct of Councillors, which we as Councillors, consider to be appropriate

3. Adoption of the Councillor Code of Conduct

From the 2016 Council elections, a person elected to be a Councillor is not capable of acting as a Councillor until the person has read the Councillor Code of Conduct and made a declaration stating that they will abide by the Councillor Code of Conduct. The declaration must be signed and witnessed by the CEO. If the councillor fails to make a declaration to abide by the councillor code of conduct within three months of being elected, their position is declared vacated. It is the personal responsibility of councillors to ensure that they are conversant with, and comply with, the provisions of this Code.

A Council must, within 4 months after a general election:

- (a) call a special council meeting solely for the purpose of reviewing the Councillor Code of Conduct; and
- (b) at that special council meeting, approve any amendments to be made to the Councillor Code of Conduct, determined by the Council to be necessary following the review of the Councillor Code of Conduct.

Council may also choose to review this Code of Conduct at any other time.

A copy of this Code of Conduct (as amended from time to time) must be:

- given to each councillor
- available for inspection at the council office and any district offices
- published on the Council's internet website

4. Conduct Obligations

The Act places obligations on Councillors in relation to way they should act. The Act also prohibits certain conduct by Councillors and prescribes penalties for Councillors who contravene these provisions.

As Councillors of Wellington Shire Council, we undertake to comply with the various provisions of the Act and with this Code of Conduct.

Section 76B of the Act sets out the primary principles of councillor conduct as follows:

"It is the primary principle of Councillor conduct that, in performing the role of a Councillor, a Councillor must:

- (a) act with integrity; and
- (b) impartially exercise his or her responsibilities in the interests of the local community; and
- (c) not improperly seek to confer an advantage or disadvantage on any person."

Section 76BA of the Act sets out the general principles of councillor conduct as follows:

"In addition to acting in accordance with the primary principle of Councillor conduct specified in section 76B, in performing the role of a Councillor, a Councillor must:

- (a) avoid conflicts between his or her public duties as a Councillor and his or her personal interests and obligations;
- (b) act honestly and avoid statements (whether orally or in writing) or actions that will or are likely to mislead or deceive a person;
- (c) treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other Councillors, Council staff and other persons;
- (d) exercise reasonable care and diligence and submit himself or herself to the lawful scrutiny that it is appropriate to his or her office;
- (e) endeavour to ensure that public resources are used prudently and solely in the public interest;
- (f) act lawfully and in accordance with the trust placed in him or her as an elected representative;
- (g) support and promote these principles by leadership and example and act in a way that secures and preserves public confidence in the office of Councillor."

Councillors are required to conduct themselves in observance of the primary principles and the general principles. We undertake to do this.

The Wellington Shire Council also strives to be an organisation of exceptional character.

As Councillors we confirm our commitment to lead by example, promote the highest standard in the way that Council business is conducted, undertake to comply with various provisions of the Act, and also collectively adhere to the behaviours detailed below which are encapsulated by the acronym REACH, which stands for Respectful, Engaged, Accountable, Creative and Honest:

R	RESPECT AND RESPONSIBILITY – We; <ul style="list-style-type: none"> • respect and care about our community, each other and ourselves • act with integrity at all times and in all matters • take time to listen, to seek and to understand the other point of view • treat fellow Councillors with respect, even if we disagree with their views or decisions • debate contentious issues without resorting to personal acrimony or insult • strive to understand and respect the diversity of our community • understand our community role and respect the responsibility that comes with it • respect and work towards harmonious working relationships with others • act with courtesy towards Council staff and avoid intimidatory behaviour • support one another and staff if they are treated unfairly or without respect. • accept that no councillor can direct another councillor on how to vote on any decision.
E	ENGAGED – We; <ul style="list-style-type: none"> • listen to our community and respond • work together with our community and each other, to achieve the best outcomes • have the confidence to challenge the status quo, to reach for better outcomes. • are action-oriented in identifying and responding to new challenges • are responsive to the needs of our community • provide for active community participation in civic life • welcome the opinions of the community and respect their right to be heard.
A	ACCOUNTABLE – We; <ul style="list-style-type: none"> • spend our time and effort on solutions rather than looking for someone to blame; and • take responsibility for our decisions and actions and we act and work in an open and transparent manner. • abide by all the governing Council policies and the local government sector legislation. • ensure the best use of Council resources
C	CREATIVE / COURAGE – We; <ul style="list-style-type: none"> • care about getting the best outcomes; and. • constantly ask, "What's the future and what's possible"? • have the courage to try new ideas • strive for excellence in everything we do • have the courage to take on big projects and to look at the big picture while not losing sight of the small things that are also important. • have the courage to make sound judgements based on evidence and research to make good decisions at the right time. • persevere and commit to accomplish goals in the best interest of the Shire
H	HONEST – We; <ul style="list-style-type: none"> • tell the truth in all dealings with the community, Councillors and with Council staff; and • always act with impartiality and in the best interests of the people of the whole Shire • form our opinions and give advice from sound, evidenced-based research • exercise reasonable care and diligence in performing our function as Councillors • act with humility and apply the highest standards of ethical behaviour to everything we do • comply with all relevant laws, be they Federal, State or Local Laws. • accept responsibility for mistakes and see them as opportunities for continuous improvement and growth.

5. Use of Council Resources

We commit to using Council resources effectively and economically. We will:

- maintain adequate security over Council property, facilities and resources provided to us to assist in performing our role and will comply with any Council policies applying to their use;
- maintain appropriate separation between personal property and Council property
- ensure any expense claims that we submit are in compliance with the relevant legislative provisions and Council policy and relate strictly to Council business;
- not use Council resources, including services of Council staff, for private purposes, unless legally or properly authorised to do so, and payments are made where appropriate;
- ensure that Council resources are always used effectively and economically and for the purposes for which they are provided
- ensure that Council resources are not used in a way that creates an impression of Council endorsement
- not use public funds or resources in a manner that is improper or unauthorised

6. Gifts and Hospitality

Councillors will scrupulously avoid situations giving rise to the appearance that a person or body, through the provision of gifts, benefits or hospitality of any kind, is attempting to gain favourable treatment from an individual Councillor or from the Council.

Councillors will take all reasonable steps to ensure that their immediate family members (parents, spouse, children and siblings) do not receive gifts or benefits that give rise to the appearance of being an attempt to gain favourable treatment.

Where a gift is received on behalf of the Council, the gift becomes the property of the Council. For transparency and accountability purposes, these gifts will be recorded in the Councillors Gifts Register with a notation that it is the property of the Council.

Councillors recognise that gifts equal to or above the gift disclosure threshold received in the twelve months prior to election from a person or body that has a direct interest in a matter may give rise to an indirect interest because of receipt of an applicable gift.

All gifts accepted by Councillors, regardless of value, must be declared and details included on Council's Gifts Register.

Examples where Councillors should not accept a gift include where:

- a) such a gift could be perceived as intended to or likely to influence the Councillor in the fair, impartial and efficient discharge of their duties; or
- b) there is or may be the perception of a conflict of interest with past, present or future duties or where the object of the gift is to maintain or return a favour.

Councillors will not accept gifts either in their roles as Councillor or where it could be perceived to influence the Councillor except where:

- a) the gift would generally be regarded as having a token value only and could not be perceived to influence the Councillor's actions;
- b) the gift, in the form of hospitality, is reasonably provided by a not-for-profit organisation to a Councillor attending a function or event in an official capacity;
- c) refusal of the gift may cause offence or embarrassment, in which case the gift may be accepted on behalf of Council and becomes the property of Council; or
- d) there is a clear value to Council and acceptance cannot be seen to advantage the host company

Councillors will record all campaign donations in our "campaign donation return".

7. Media and Communication

Councillors will endeavour to ensure that the messages communicated through the media are clear and consistent, and positively portray the Council as a decisive and responsible governing body in accordance with Council's Media and Communications Policy.

The Mayor and Chief Executive Officer will provide official comment to the media on behalf of Council where the matter is of a political, controversial or sensitive nature. This includes:

- (a) State-wide political issues affecting Local Government
- (b) Contentious local issues that impact the community that do not relate directly to the business of Council but to the representation of the community
- (c) Issues pertaining to policy and Council decisions
- (d) Issues relating to the strategic direction of the Council.

Where appropriate, the Deputy Mayor or other Councillor may nominate to make official comment on behalf of the Council.

The CEO is the official spokesperson for all operational matters pertaining to the Wellington Shire Council as an organisation including:

- (a) Staffing and structure of the organisation
- (b) Corporate issues relating to service provision or the day-to-day business of Council

Individual Councillors, are entitled to express independent views through the media, however Councillors will make it clear that any unofficial comment is a personal view, and does not represent the position of the Council as a whole.

8. Prohibited Conduct

The Local Government Act 1989 has specific provisions that prohibit Councillors from certain conduct. This conduct relates to:

- Misuse of Position
- Improper Direction and Influence
- Confidential Information
- Conflict of Interest
- Electoral Conduct

These matters are set out below in order to provide a complete picture of the obligations on Councillors. While these matters are not of a nature to be addressed as a contravention of the Councillor Code of Conduct, we undertake to comply with the prohibitions on Councillor conduct set out below. These matters should more properly be the subject of an application to a Councillor Conduct Panel for a finding of serious misconduct or a complaint to the Local Government Inspectorate or the Independent Broad-based Anti-Corruption Commission depending on the nature of the allegation.

(Note: Serious misconduct by a Councillors means)

- (a) the failure of a Councillor to attend a Councillor Conduct Panel hearing formed to make a finding in respect of that Councillor; or*
- (b) the failure of a Councillor to give a Councillor Conduct Panel any information the Councillor Conduct Panel has requested the Councillor to give; or*
- (c) the failure of a Councillor to comply with a direction of a Councillor Conduct Panel; or*
- (d) continued or repeated misconduct by a Councillor after a finding of misconduct has already been made in respect of the Councillor by a Councillor Conduct Panel; or*
- (e) bullying of another Councillor or member of Council staff by a Councillor; or*
- (f) conduct by a Councillor in respect of a member of Council staff in contravention of section 76E; or*

(g) the release of confidential information by a Councillor.)

Misuse of Position

Councillors also recognise that they hold a **position of trust** and will not misuse their position:

- (a) to gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or
- (b) to cause, or attempt to cause, detriment to the Council or another person.

Circumstances involving the misuse of position by a Councillor include:

- (a) making improper use of information acquired as a result of the position he or she held or holds; or
- (b) disclosing information that is confidential information within the meaning of section 77(2); or
- (c) directing, or improperly influencing, or seeking to direct or improperly influence, a member of Council staff or members of the public in contravention of section 76E in order to gain or attempt to gain an advantage for themselves; or
- (d) exercising or performing, or purporting to exercise or perform, a power, duty or function that he or she is not authorised to exercise or perform; or
- (e) using public funds or resources in a manner that is improper or unauthorised; or
- (f) failing to disclose a conflict of interest as required under this Division.

Improper Direction and Influence

A Councillor must not direct, or seek to direct, a member of Council staff:

- (a) in the exercise of a delegated power, or the performance of a delegated duty or function of the Council; or
- (b) in the exercise of a power or the performance of a duty or function exercise or performed by the member as an authorised officer under this Act or any other Act; or
- (c) in the exercise of a power or the performance of a duty or function the member exercises or performs in an office or position the member holds under another Act; or
- (d) in relation to advice provided to the Council or a special committee, including advice in a report to the Council or special committee.

Confidential Information

A Councillor must not disclose information that the he or she knows, or should reasonably know, is confidential information. This also includes any information that is made available through council workshops and other discussions, until such time it is deemed available for public knowledge.

A Councillor may disclose information that the he or she knows is confidential information in the following circumstances:

- (a) for the purposes of any legal proceedings arising out of this Act;
- (b) to a court or tribunal in the course of legal proceedings;
- (c) pursuant to an order of a court or tribunal;
- (d) to the Chief Municipal Inspector to the extent reasonably required by the Chief Municipal Inspector;
- (e) to a Councillor Conduct Panel in the course of a hearing and for the purposes of the hearing;
- (f) to a municipal monitor to the extent reasonably required by the municipal monitor;
- (g) to the extent reasonably required for any other law enforcement purposes.

Conflict of Interest

The Council is committed to making all decisions impartially and in the best interests of the whole community. It therefore recognises the importance of fully observing the requirements of the Act in regard to the disclosure of conflicts of interest.

If a Councillor has a conflict of interest in a matter which is to be considered or discussed at a meeting of the Council or a Special Committee, an Assembly of Councillors, an Audit Committee or a Section 223 Committee, the Councillor must, if he or she is attending the meeting, disclose the conflict of interest in accordance with the provisions of the Act (unless any of the exemptions apply).

A Councillor has a direct interest in a matter if there is a reasonable likelihood that the benefits, obligations, opportunities or circumstances of the Councillor would be directly altered if the matter is decided in a particular way. This includes, where there is a reasonable likelihood that the person will receive a direct benefit or loss that can be measured in financial terms and where the Councillor, or together with a member or members of the person's family, have a controlling interest in a company or other body that has a direct interest in the matter.

Under Section 79 - Disclosure of Conflict of Interest

Councillors or members of special committees who have a conflict of interest in a matter to be discussed at a meeting of Council or the special committee must disclose the conflict of interest if they are attending the meeting:

Councillors will comply with all the provisions of the Act in regard to Conflicts of Interest:

- (a) If the Councillor considers that they have a **direct or indirect interest** in a matter before the Council, a Special Committee of Council, or an assembly of Councillors, they have a conflict of interest
- (b) If a Councillor has a conflict of interest in a matter they will comply with the requirements of the Act and ensure they disclose the class and nature of the interest, except for assembly of Councillors where the Councillor is only required to disclose that he or she has a conflict of interest, then leave the room in which the meeting or assembly is being held during any discussion, debate and vote on the matter.
- (c) If a Councillor has a personal interest in a matter to be considered by the Council or special committee that is not a conflict of interest, and the Councillor considers that their personal interest may be in conflict with their public duty to act impartially and in the interest of the whole community, the Councillor will declare a conflicting personal interest under section 79B of the Act immediately before the matter is considered at the relevant meeting and apply to the Council or special committee to be exempted from voting on the matter

For the purpose of this Code, Councillors are to make a declaration of a Conflict of Interest on the following basis:

Type of Interest	Example of Circumstance
Direct Interest Section 77B	Reasonably likely that your benefits, obligations, opportunities or circumstance will be directly altered. Reasonably likely to receive a direct benefit or loss measured in financial terms if the matter is decided in a particular way Reasonably likely that your residential amenity will be directly affected. The person has, or the person together with a member or members of the person's family have, a controlling interest in a company or other body that has a direct interest in the matter. A person who has a membership in a club or organisation that has a direct interest in a matter:
Close Association Section 78	A member of your family has a direct interest or an indirect interest. A relative has a direct interest or a member of your household has a direct interest.

Indirect Interest	Indirect financial interest Section 78A	Likely to receive a benefit or loss, measurable in money, resulting from a change to another person's interest. Holding shares in a company or body that has a direct interest.
	Conflict of duty Section 78B	Manager or member of the governing body of an organisation with a direct interest. Trustee for a person with a direct interest. Past dealings in relation to the matter as duty to another person or body. When the relevant person has a duty to another person or body that has a direct interest in the matter.
Indirect Interest	Applicable Gift Section 78C	Gifts valued at \$500 in previous 5 years. Election donations valued at or above \$500 in previous 5 years. Gifts other than election campaign donations that were received more than 12 months before a person became a Councillor are exempt.
	Party to the Matter Section 78D	The relevant person has become a party to the matter by lodging an appeal, objection or submission. Or by undertaking civil proceedings, in relation to the matter.

In addition to the requirements of the Act:

- (a) Councillors will give early consideration to each matter to be considered by the Council, special committee of which the Councillor is a member, or assembly of Councillors, to ascertain if they have a conflict of interest
- (b) Councillors recognise that the legal onus to determine whether a conflict of interest exists rests entirely with the individual Councillor and that Council officers cannot offer any advice in relation to potential conflicts. If a Councillor cannot confidently say that he or she does not have a conflict of interest, the Councillor will declare a conflict of interest and comply with the relevant requirements as if they had a conflict of interest
- (c) If the Councillor considers that they may be unable to vote on a matter because of a conflict of interest, they will notify, as soon as possible, the Mayor or the Committee Chair, depending on whether the matter is to be considered by the Council, a special committee, or an assembly of Councillors, as well as the Chief Executive Officer.

Electoral Conduct

The Council is committed to fair and democratic elections and has adopted an Election Caretaker Policy which outlines the conduct of Council during the Caretaker Period for Municipal General Elections. Please refer to [Election Caretaker Policy March 2016](#)

9. Personal Dealings with Council

When we deal with our Council in our private capacity (e.g. as a ratepayer, recipient of a Council service or applicant for a permit) we do not expect nor will we request preferential treatment in relation to any such private matter. We will avoid any action that could lead Council staff or members of the public to believe that we are seeking preferential treatment.

10. Other Legislative Requirements

The Act includes requirements in relation to Councillor eligibility, electoral conduct and the election period (caretaker period). Alleged contraventions of these provisions are not to be dealt with by the Council using the internal resolution procedure in this Code of Conduct. Allegations in relation to contravention of these provisions should be directed to the Victorian Electoral Commission or

the Local Government Inspectorate, depending on the nature of the allegation, for investigation and any consequent action.

We undertake to comply with the various provisions relating to these matters.

11.Key Roles and Responsibilities

The primary role of the Council is to provide leadership for the good governance of the Wellington Shire. The role of the Council also includes:

- (a) acting as a representative government by taking into account the diverse needs of the Wellington Shire in decision making;
- (b) providing leadership by establishing strategic objectives and monitoring their achievement;
- (c) maintaining the viability of the Council by ensuring that resources are managed in a responsible and accountable manner;
- (d) advocating the interests of the local community to other communities and governments;
- (e) acting as a responsible partner in government by taking into account the needs of other communities; and
- (f) fostering community cohesion and encouraging active participation in civic life.

Role of a Councillor

The role of a Councillor as defined within section 65 of the *Local Government Act 1989* is:

- (a) To participate in the decision making of the Council; and
- (b) To represent the local community in that decision-making; and
- (c) To contribute to the strategic direction of the Council through the development and review of key strategic documents of the Council, including the Council Plan

In performing the role of a Councillor, a Councillor must:

- (a) Consider the diversity of interests and needs of the local community; and
- (b) Observe principles of good governance and act with integrity; and
- (c) Provide civic leadership in relation to the exercise of the various functions and responsibilities of the Council under this Act and other Acts; and
- (d) Participate in the responsible allocation of the resources of Council through the annual budget; and
- (e) Facilitate effective communication between the Council and the community

The role of Councillor does not include the performance of any functions that are specified as functions of the Chief Executive Officer under section 94A

Role of the Mayor

The Mayor is the elected leader and is the key formal representative of Council. The Mayor, by virtue of the position, is expected to foster positive relationships between councillors, encourage cooperation among councillors and promote unity.

Promoting good relations between councillors before contentious issues arise increases the likelihood that these issues can be dealt with robustly but without becoming divisive in a way that damages the reputation of the council.

Section 73AA of the Act describes the functions of the Mayor as including:

- (a) providing guidance to Councillors about what is expected of a Councillor including in relation to the role of a Councillor under section 65, and the observation of the Councillor conduct principles and the Councillor Code of Conduct by Councillors under sections 76B, 76BA and 76C; and
- (b) acting as the principal spokesperson for the council; and
- (c) supporting good working relations between councillors; and
- (d) carrying out the civic and ceremonial duties of the office of Mayor

Role of the Chief Executive Officer

The Chief Executive Officer (CEO) is responsible for managing interactions between Council staff and Councillors including by ensuring that appropriate policies, practices and protocols are in place defining appropriate arrangements for interaction between Council staff and Councillors.

The CEO has a number of statutory responsibilities and is accountable to the elected Council for delivering Council's strategies and services. As the head of the organisation, the CEO's role is to provide professional, relevant and timely information and support to Council. The CEO is also responsible for the staff of Council which includes appointing, directing and dismissing staff. Councillors have no right to individually direct staff to carry out particular functions or display intimidating behaviour.

Also, the CEO is responsible for a number of functions including:

- a) Establishing and maintaining an appropriate organisational structure;
- b) Ensuring that the decisions of the Council are implemented without undue delay;
- c) The day to day management of Council's operations in accordance with the Council Plan;
- d) Developing, adopting and disseminating a code of conduct for Council staff;
- e) Providing timely advice to the Council;
- f) Ensuring that the council receives timely and reliable advice about its legal obligations under this Act and any other Act;
- g) Supporting the Mayor in the performance of the Mayor's role;
- h) Carrying out the Council's responsibilities as a deemed employer with respect to Councillors, as deemed workers, which arise under or with respect to the Accident Compensation Act 1985 or the Workplace Injury Rehabilitation and Compensation Act 2013;
- i) Performing any other function or duty of the Chief Executive Officer specified in this Act or any other Act;

We undertake to respect the functions of the Chief Executive Officer and to comply with the policies, practices and protocols defining appropriate arrangements for interaction between Council staff and Councillors that are put in place by the Chief Executive Officer.

12. Representatives on Behalf of Council

As leader and chief spokesperson for the Council, the Mayor represents the Council at official functions and events.

Opportunities for Councillors to represent the Council will generally occur in one of the following ways:

- (a) referral of an invitation sent directly to the Mayor;
- (b) an invitation directly to a Councillor from an external source;
- (c) an invitation forwarded to management from an external source seeking the nomination of the appropriate Councillor; or
- (d) an invitation to a Councillor by a member of management.

In determining the appropriate representative in the circumstances referred to above, consideration should be given to the role and responsibilities of Councillors.

Councillor Involvement at Sponsored Events

- (a) As part of involvement in sponsored events, Councillors will be given the opportunity of attending and playing an official role in a wide range of activities.
- (b) Where an official role (speaking or otherwise) is available to Councillors, the opportunity shall first be offered to the Mayor.

Civic Functions

- (a) Councillors will have the opportunity of involvement in civic functions that actively support the Council's role as a regional cultural, sporting and business centre. The hosting of civic functions is an opportunity for the Council to take an appropriate leadership role in high profile Council events and activities.
- (b) As part of the Mayor's ceremonial role, the Mayor should always take the lead role in hosting a function (when in attendance).

13. Candidature of Councillors

Distinction between Prospective Candidate and Nominated Candidate

The below guidelines draw a distinction between Prospective Candidates and Nominated Candidates because, as with council elections, candidates for state and federal elections only become actual nominated candidates a few weeks prior to the relevant election date. Accordingly, this policy recommends different treatment for Prospective Candidates and Nominated Candidates on the basis that some requirements are recommended as appropriate for Nominated Candidates during a formal election period which are not considered to be necessary prior to the formal election period.

- (a) A councillor who becomes an endorsed candidate of a registered political party or publicly expresses an intention to run as an independent candidate for a state or federal election (a Prospective Candidate), should provide written advice to the CEO, as soon as practicable, who should then advise all councillors.
- (b) A councillor who is a Prospective Candidate, should declare his/her intended candidacy at a meeting of the council as soon as practicable after notifying the CEO pursuant to section 13 (a).
- (c) A councillor who nominates as a candidate for a state or federal election (a Nominated Candidate), should apply for leave of absence from the council and this leave of absence should commence no later than the date of their nomination as a candidate with the relevant electoral commission for the election (Nomination Date) and conclude no earlier than the close of voting for the election. During this period, a councillor who is on a leave of absence should not attend meetings of the council or otherwise act as a councillor.
- (d) Any councillor / staff relationship protocol which the council has in place in respect of the caretaker period prior to a council election, should be observed by a Nominated Candidate and this should apply from their Nomination Date until the close of voting for the election.
- (e) A council, upon receiving an application for a leave of absence from a councillor who is a Nominated Candidate or who intends to become a Nominated Candidate, should approve that application.
- (f) A councillor who is a Prospective Candidate or a Nominated Candidate, should take care to differentiate between his/her role as a state or federal election candidate and role as a councillor when making public comment.
- (g) A councillor who is a Prospective Candidate or a Nominated Candidate, should not use council resources, including council equipment and facilities in relation to his/her candidacy.
- (h) A councillor who is a Prospective Candidate or a Nominated Candidate, should not attend council activities, including committee meetings and council-related external activities in relation to his/her candidacy.

14. Managing and Accessing Council Information

Managing Information

While Council values openness and accountability, during the course of their duties Councillors will be privy to information that is confidential. Reference to confidential information includes sensitive matters discussed at workshops and other Assemblies of Councillors.

Councillors will manage Council information appropriately and in particular:

- a) Will not use information gained by virtue of being a Councillor for any purpose other than to exercise their role as a Councillor;
- b) Will respect the Council's policies in relation to public comments and communications with the media
- c) Will treat with the utmost respect, information deemed "confidential information" in accordance with Section 77 of the Act
- d) Will recognise the requirements of the *Privacy and Data Protection Act 2014* regarding the access, use and release of personal information
- e) Will comply with the provisions of Council's Information Management (Records) Policy at all times; and
- f) Acknowledge that all mail addressed to Councillors, both hard copy and electronic, is defined as "corporate" mail and as such is subject to automatic capture and monitoring by Council Officers.

Accessing Information

Councillors acknowledge that all requests made by Councillors for workshops from Council officers or access to information on Council files should be registered and reported. This obligation does not apply to requests for clarification/explanation of items on a forthcoming Council agenda.

In their capacity as a private resident of the Shire, Councillors may exercise their right to approach Council officers in the same way that any other resident may, and expect to receive the same level of service.

15. Definitions & Consequences of Misconduct

Definitions for misconduct, serious misconduct and gross misconduct by Councillors are summarised in the table below, along with the authority responsible for addressing the matter.

DEGREE OF SERIOUSNESS	DEFINITION	RESPONSIBLE AUTHORITY	FINDINGS	CONSEQUENCES
Conduct inconsistent with standards council has set itself	Breaches of Councillor Codes of Conduct	Council Mayor Principal Conduct Officer	Remedial Action	<ul style="list-style-type: none"> • Mediation • Training • Counselling
Misconduct	Failing to comply with a council's internal resolution procedure, including failure to abide by any decision of council in relation to a breach of the code and repeated breaches of councillor conduct principles	Panel	Misconduct	<ul style="list-style-type: none"> • Reprimand • Apology • Leave of absence (max 2 mths) • Ineligible to be Mayor (max 4 yrs)
Serious Misconduct	Failing to attend panel or comply with panel processes or directions Bullying of councillor or staff or improperly directing staff Releasing confidential information Repeated misconduct after a finding of misconduct by the panel	Panel	Serious Misconduct	<ul style="list-style-type: none"> • Ineligible to be Mayor (max 4 yrs) • Reprimand • Apology • Leave of absence • Suspension • Ineligible to chair special committee
Gross Misconduct	Behaviour that demonstrates lack of character to be a councillor	VCAT	Gross Misconduct	<ul style="list-style-type: none"> • Disqualification (max 4 yrs) • Ineligible to be candidate (max 8 yrs)

Any management of councillor conduct issues is designed to:

- Reinforce the responsibility and authority of councils to manage breaches of agreed conduct through a mandatory internal resolution procedure; and
- Only escalate management of misconduct and serious misconduct to panels when councils cannot resolve the matter internally; and
- Give panels greater powers to manage and resolve misconduct and serious misconduct
- Retain the capacity to manage gross misconduct through VCAT

16. Dispute Resolution Procedures

This dispute resolution procedure is intended to be used when Councillors have been unable to resolve an interpersonal conflict and where the situation is unduly affecting the operation of the Council. It is not intended to resolve differences in policy or decision making, which are appropriately resolved through debate and voting in Council meetings.

Before commencing any formal dispute resolution process, the Councillors who are parties to a dispute are expected to use their best endeavours to resolve the matter in a courteous and respectful manner between themselves. Where, after these endeavours have been exhausted, the matter still remains unresolved, the parties may resort to any or all of the Wellington Shire Council's three phase dispute resolution process.

The Council's three phase dispute resolution process involves:

- (a) **Phase 1 - Direct Negotiation between the parties** in dispute with the Mayor in attendance to provide guidance;
- (b) **Phase 2 - External Mediation by an independent mediator** engaged by the Chief Executive Officer; and
- (c) **Phase 3 - An internal resolution procedure** involving an independent arbiter.

[Refer to Appendix 1 for a summary of the key roles in Councillor conduct resolution]

Phase 1 – Direct Negotiation

Where Councillors who are in dispute have not been able to resolve the dispute between them, either (or both) party (parties) may request the Mayor to convene a meeting of the parties.

A dispute referred for direct negotiation may relate to:

- an interpersonal conflict between Councillors where the conflict is or is likely to affect the operations of the Council; or
- an alleged contravention of the Councillor Code of Conduct.

The party requesting the direct negotiation meeting is to provide the Mayor with the name of the other Councillor and the details of the dispute in writing. The written request is to indicate that it is for a "direct negotiation" dispute resolution process. Where the request relates to an alleged contravention of the Councillor Code of Conduct, the request must:

- specify the name of the Councillor alleged to have contravened the Code;
- specify the provision(s) of the Code that is alleged to have been contravened;
- include evidence in support of the allegation;
- name the Councillor appointed to be their representative where the request is made by a group of councillors; and
- be signed and dated by the requestor or the requestor's representative.

The requestor is to notify the other party of the request and provide him or her with a copy of the written request either at the same time as it is provided to the Mayor or as soon as practicable thereafter.

The Mayor is to ascertain whether or not the other party is prepared to attend a "direct negotiation" meeting.

If the other party is not prepared to attend a meeting, the Mayor is to advise the requestor forthwith. No further action is required of the Mayor.

If the other party declines to participate in a meeting, this does not constitute a contravention of this Councillor Code of Conduct.

If the other party consents to a meeting, the Mayor is to convene a meeting of the parties at the earliest available opportunity. Unless one or both parties are unavailable, this should be within 5 working days of receiving the consent of the other party.

The Mayor may present the parties with guidelines, in advance of the meeting or at the meeting, to help facilitate the meeting.

The role of the Mayor at the meeting is to provide guidance to Councillors about what is expected of a Councillor including in relation to the role of a Councillor under section 65 of the Act, and the observation of the councillor conduct principles and the Councillor Code of Conduct.

The Mayor is to document any agreement reached at the meeting. Copies of the agreement are to be provided to both parties. Where one party does not comply with the agreement, the other party has recourse to external mediation or the internal resolution procedure where the matter relates to an alleged contravention of the Councillor Code of Conduct.

If the parties cannot resolve the dispute at the meeting, a further meeting may be convened with the consent of both parties. Where the dispute remains unresolved, either or both of the parties have recourse to external mediation or the internal resolution procedure where the matter relates to an alleged contravention of the Councillor Code of Conduct.

Where the Mayor is a party to the dispute, the request is to be made to the Deputy Mayor (if any) or the immediate past Mayor. The Deputy Mayor or the immediate past Mayor will perform the functions ascribed to the Mayor.

Phase 2 – External Mediation

A Councillor or a group of Councillors may make an application for a dispute to be referred for external mediation whether or not the dispute has been the subject of an application for "direct negotiation".

An application made for a dispute to be referred for external mediation may relate to:

- an interpersonal conflict between Councillors where the conflict is or is likely to affect the operations of the Council; or
- an alleged contravention of the Councillor Code of Conduct.

The applicant is to submit a written application to the Principal Conduct Officer (PCO) setting out the name of the Councillor and the details of the dispute. The application is to indicate that the application is for an "external mediation". Where the application relates to an alleged contravention of the Councillor Code of Conduct, the application must:

- specify the name of the Councillor alleged to have contravened the Code;
- specify the provision(s) of the Code that is alleged to have been contravened;
- include evidence in support of the allegation;
- name the Councillor appointed to be their representative where the application is made by a group of councillors; and
- be signed and dated by the applicant or the applicant's representative.

The applicant is to notify the other party of the request and provide him or her with a copy of the application either at the same time that it is submitted to the (PCO) or as soon as practical thereafter.

The (PCO) is to ascertain (in writing) whether or not the other party is prepared to attend an "external mediation". If the other party declines to participate in an external mediation, he or she is to provide their reasons for doing so in writing to the (PCO). These reasons may be taken into account if the matter is, subsequently, the subject of an application for a Councillor Conduct Panel.

When the other party declines to participate in an external mediation, this does not constitute a contravention of this Councillor Code of Conduct.

If the other party agrees to participate in an external mediation, the (PCO) is to advise the applicant, the Mayor and Chief Executive Officer forthwith.

The Chief Executive Officer is to engage the services of an external mediator to conduct the mediation at the earliest practicable opportunity.

The mediator is to document any agreement reached at the meeting. Copies of the agreement are to be provided to both parties. Where one party does not comply with the agreement, the other party has recourse to the internal resolution procedure where the matter relates to an alleged contravention of the Councillor Code of Conduct.

If the parties cannot resolve the dispute at the meeting, a further meeting may be convened with the consent of both parties. Where the dispute remains unresolved, the applicant has recourse to the internal resolution procedure where the matter relates to an alleged contravention of the Councillor Code of Conduct.

Phase 3 - Internal Resolution Procedure - Arbiter

An application cannot be made for an internal resolution procedure during the election period for a general election. Any internal resolution procedure that is in progress is to be suspended during the election period for a general election.

If the respondent to an application for an internal resolution procedure is not returned to office as a Councillor in the election, the application lapses. If the respondent is returned to office in the election, the application may resume if:

- the application was made by the Council and the Council so resolves; or
- the application were made by a group of Councillors and any one (or more) of those Councillors who has been returned to office wishes to proceed with the application; or
- the applicant (individual Councillor) is returned to office and wishes to proceed with the application.

A councillor or a group of councillors may make an application alleging that a Councillor has contravened this Councillor Code of Conduct. The application must:

- specify the name of the Councillor alleged to have contravened the Code;
- specify the provision(s) of the Code that is alleged to have been contravened;
- include evidence in support of the allegation;
- name the Councillor appointed to be their representative where the application is made by a group of councillors; and
- be signed and dated by the applicant or the applicant's representative.

The application must be submitted to the Council's (PCO).

An applicant may withdraw an application for an internal resolution procedure. Once an application has been withdrawn, the same or a similar application relating to the same instance in relation to the respondent Councillor cannot be resubmitted by the applicant.

On receiving an application, the (PCO) will:

- advise the Mayor and CEO of the application without undue delay;
- provide a copy of the application to the Councillor who is the subject of the allegation at the earliest practical opportunity but not later than two working days from receipt of the application;
- identify an arbiter to hear the application;
- obtain from the arbiter written advice that they have no conflict of interest in relation to the Councillors involved;

- notify the parties of the name of the proposed arbiter and provide them with the opportunity (2 working days) to object to the person proposed to be the arbiter;
- consider the grounds of any objection and appoint the proposed arbiter or identify another arbiter;
- provide a copy of the application to the arbiter as soon as practicable after the opportunity for the parties to object to an arbiter has expired;
- after consultation with the arbiter, advise the applicant and the respondent of the time and place for the hearing; and
- attend the hearing(s) and assist the arbiter in the administration of the process

In identifying an arbiter to hear the application, the (PCO) must select an arbiter who is suitably independent and able to carry out the role of arbiter fairly.

The role of the arbiter is to:

- consider applications alleging a contravention of the Councillor Code of Conduct by a Councillor;
- make findings in relation to any application alleging a contravention of the Councillor Code of Conduct which the arbiter must give to the Council;
- give a written statement of reasons supporting the findings to the Council at the same time as it gives its findings to the Council;
- recommend an appropriate sanction or sanctions where the arbiter has found that a Councillor has contravened the Councillor Code of Conduct.

In considering an application alleging a contravention of the Councillor Code of Conduct, an arbiter will:

- in consultation with the (PCO), fix a time and place to hear the application;
- authorise the (PCO) to formally notify the applicant and the respondent of the time and place of the hearing;
- hold as many meetings as he or she considers necessary to properly consider the application. The arbiter may hold a directions hearing;
- have discretion to conduct the hearings as he or she deems fit while ensuring that the hearings are conducted with as little formality and technicality as due and proper consideration of the application allows;
- ensure that the parties to and affected by an application are given an opportunity to be heard by the arbiter;
- consider an application by a respondent to have legal representation at the hearing to ensure that the hearing is conducted fairly and may, in his or her absolute discretion, grant the application or deny the application;
- ensure that the rules of natural justice are observed and applied in the hearing of the application; and
- ensure that the hearings are closed to the public.

Where an application to have legal representation is granted by an arbiter, the costs of the respondent's legal representation are to be borne by the respondent in their entirety.

An arbiter:

- may find that a Councillor who is a respondent to an internal resolution procedure application has not contravened the Code;
- may find that a Councillor who is a respondent to an internal resolution procedure has contravened the Code;
- will suspend consideration of an internal resolution procedure during the election period for a general election.

The arbiter is to give a copy of his or her findings and the statement of reasons to the Council, the applicant and the respondent. At the same time, the arbiter provides the findings and statement of reasons, he or she shall, where a Councillor has been found to have contravened the Code,

recommend an appropriate sanction or sanctions for the contravention for consideration by the Council.

A copy of the arbiter's findings, statement of reasons and any recommended sanctions is to be submitted to the next ordinary meeting of the Council for its consideration. If an arbiter has found that a contravention of the Code has occurred, the Council may, after considering the arbiter's findings, statement of reasons and recommendation on sanctions, give any or all of the following written directions to the Councillor:

- direct the Councillor to make an apology in a form or manner specified by the Council;
- direct the Councillor to not attend up to, but not exceeding, 2 meetings of the Council (in respect of the next scheduled meetings of the Council);
- direct that, for a period of up to, but not exceeding, 2 months on a date specified by the Council the Councillor:
 - be removed from any position where the Councillor represents the Council; and
 - to not chair or attend any advisory committee or special committee meeting or an assembly of Councillors or any other meeting specified in the direction.

A Councillor who does not participate in the internal resolution procedure may be guilty of misconduct. The Act provides that misconduct by a Councillor means any of the following:

- (a) failure by a Councillor to comply with the Council's internal resolution procedure; or
- (b) failure by a Councillor to comply with a written direction given by the Council under section 81AB; or
- (c) repeated contravention of any of the Councillor conduct principles.

Allegations of misconduct are heard on application by a Councillor Conduct Panel.

In the event that reconciliation of the dispute is not possible after (PCO) intervention, the (PCO) will seek assistance from the Principal Councillor Conduct Registrar (PCCR) to resolve the issue, whilst providing support to the parties of the dispute. The (PCCR) will convene a conduct panel.

A Councillor Conduct Panel will be able to:

- (a) Discipline a Councillor by reprimand, direct an apology or require the Councillor to take up to two months leave of absence;
- (b) Require remedial action, including mediation, training or counselling; or
- (c) Refer a matter to VCAT

The *Local Government Act 1989* prescribes how Councillor Conduct Panels are established and function when required to assist Council to enforce its Code of Conduct.

17. Disputes Between Members of the Public and Councillors

Where a complaint is received from the public in respect of a Councillor, the matter will be referred to the Mayor for consideration. Where the Mayor determines a breach of the Councillor Code of Conduct has occurred, the Mayor will progress the matter in accordance with this dispute resolution process detailed herein. Where the complaint involves the Mayor, the Deputy Mayor will progress the matter in accordance with this dispute resolution process.

18. Disputes Between Councillors and Staff

The CEO has sole responsibility for the management of Council staff. In the event of a dispute between a Councillor and a member of Council staff, it must be brought to the immediate attention of the Chief Executive Officer. The CEO will investigate the dispute further.

19. Human Rights Charter

Elected councillors have an important role to play in ensuring council business reflects a human rights perspective. It is therefore essential that councillors maintain awareness of the relevance of the Charter to the work of Council, and improve their understanding of how they are expected to make decisions and act in a way which is compatible with the Charter.

All members of the community, Councillors and Council staff will be treated honestly and fairly in a manner that is not discriminatory on the basis of gender, religion, race or contrary to the Equal Opportunity Act and the Victorian Charter of Human Rights, and which in no way causes undue offence or embarrassment to individuals or groups.

APPENDIX 1 – Key Roles in Councillor Conduct Resolution

Principal Conduct Officer

The Wellington Shire Principal Conduct Officer role, is incorporated into the function of the General Manager Corporate Services.

A Principal Conduct Officer must –

- (a) assist the council in the implementation of, and conduct of, the internal resolution procedure and
- (b) assist the Principal Councillor Conduct Registrar to perform the functions specified in Section 81T.

Independent Arbiter

It is critical that when allegations of poor conduct are levelled against a councillor that these are fairly tested. Persons subject to allegations must be given an opportunity to be heard. Decisions by the arbiter must be supported by written reasons.

The role of the arbiter is to:

- (a) consider applications alleging a contravention of the Councillor Code of Conduct by a Councillor;
- (b) make findings in relation to any application alleging a contravention of the Councillor Code of Conduct which the arbiter must give to the Council;
- (c) give a written statement of reasons supporting the findings to the Council at the same times as it gives its findings to the Council;
- (d) recommend an appropriate sanction or sanctions where the arbiter has found that a Councillor has contravened the Councillor Code of Conduct.

An arbiter:

- (a) may find that a Councillor who is a respondent to an internal resolution procedure application has not contravened the code;
- (b) may find that a Councillor who is a respondent to an internal resolution procedure has contravened the Code;
- (c) will suspend consideration of an internal resolution procedure during the election period for a general election.

Principal Councillor Conduct Registrar

The Principal Councillor Conduct Registrar is responsible for overseeing the resolution process once advised by the Principal Conduct Officer that all internal attempts for resolution have failed.

The registrar will:

- (a) publish guidelines about all panel processes
- (b) maintain a list of panel members (who are appointed by the minister)
- (c) form appropriate panels to hear applications
- (d) publish panel findings and decisions

The Principal Councillor Conduct Registrar has power to do all things necessary or convenient to be done for or in connection with the performance of the Principal Conduct Registrar's function under section 81T of the Act.

The Principal Councillor Conduct Registrar is responsible for receiving application for councillor conduct panels and, after receiving applications, determining whether panels should be formed. In making a determination whether to form a panel, the Principal Councillor Conduct Registrar must be

satisfied that:

- (a) An application is not frivolous, vexatious, misconceived or lacking in substance; and
- (b) There is sufficient evidence to support an allegation of misconduct or serious misconduct; and
- (c) The council has taken sufficient or appropriate steps to resolve the matter or has provided satisfactory reasons for not taking the steps.

Chief Municipal Inspector

The Chief Municipal Inspector has the power to investigate and initiate applications for a panel to be established to investigate allegations of serious misconduct against councillors (Sections 81 (1B) (c) and 223A92)(d)).

The Chief Municipal Inspector will be responsible for making applications to VCAT for findings of gross misconduct against councillors (Sections 81E and 223A(2) (e)).

The Chief Municipal Inspector will have the power to suspend or stop consideration of matters by a panel in certain circumstances (Section 81P(1)).

There are three distinct roles for the CMI in respect to the councillor conduct framework

- (a) Role in relation to serious misconduct
- (b) Direct role in gross misconduct
- (c) Role to provide advice to the minister in relation to governance.

Jurisdiction of VCAT

VCAT will continue to hear allegations of gross misconduct. The Chief Municipal Inspector will be responsible for making applications to VCAT for findings of gross misconduct against councillors. Decisions of a panel may still be appealed by VCAT

Councillor Endorsement

This Code of Conduct was adopted by the Council on 20 December 2016 and is signed by the following Councillors who have read and understood and declare that they will abide by this Councillor Code of Conduct

Signatures



Cr Carolyn Crossley

20/12/16

Cr Alan Hall

20/12/16



Cr Scott Rossetti

20/12/16

Cr Darren McCubbin

1

1

Cr Malcolm Hole

20/12/16



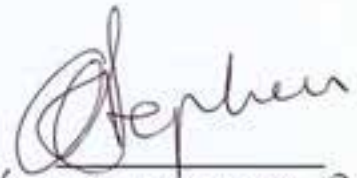
Cr Gayle Maher

20/12/16



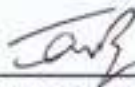
Cr Keith Mills

20 Dec 2016



Cr Garry Stephens

20/12/16



Cr Ian Bye

20/12/16

Witnessed



David Morcom

20/12/16

Any Councillor not present at this date will be witnessed by Chief Executive Officer under separate cover.


Councillor Endorsement

This Code of Conduct was adopted by the Council on 20 December 2016 and is signed by the following Councillor who has read and understood and declare that they will abide by this Councillor Code of Conduct

Signatures


Cr Darren McCubbin 30/1/17

Witnessed


David Morcom 30/1/17

Any Councillor not present at this date will be witnessed by Chief Executive Officer under separate cover.

Councillor Endorsement

This Code of Conduct was adopted by the Council on 20 December 2016 and is signed by the following Councillor who has read and understood and declare that they will abide by this Councillor Code of Conduct

Signatures

(Name)/...../.....

Witnessed

David Morcom / /

Any Councillor not present at this date will be witnessed by Chief Executive Officer under separate cover.



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:

21 NOVEMBER 2017

OBJECTIVE

To adopt the minutes of the Ordinary Council Meeting of 8 November 2017 as tabled.

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

That Council adopt the minutes and resolutions of the Ordinary Council Meeting of 8 November 2017 as tabled.

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:

21 NOVEMBER 2017

ITEM	FROM MEETING	COMMENTS	ACTION BY
NIL			

ITEM A8(2)**RESPONSE TO PETITION: PARK AVENUE COWWARR**

DIVISION:

BUILT AND NATURAL ENVIRONMENT

ACTION OFFICER:

MANAGER BUILT ENVIRONMENT

DATE:

21 NOVEMBER 2017

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

OBJECTIVE

The objective of this report is for Council to respond to a petition presented to Council on 17 October 2017, requesting works to be undertaken to drain and road assets in Park Avenue, Cowwarr.

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

- 1. Maintenance work is undertaken to remove all required vegetation, to return the drain in Park Avenue to a serviceable condition.***
- 2. A budget submission is prepared as part of the 2018-19 capital works program for construction of an improved turning area at the end of Park Avenue.***

BACKGROUND

Council received a petition at its meeting of 17 October 2017, requesting works be undertaken to drain and road assets in Park Avenue, Cowwarr. The requested works included filling of the drain located on the east side of the Park Avenue, to enable management and maintenance of the area and the establishment of a turning area for service vehicles at the end of Park Avenue.

Following receipt of the petition, archives were researched to determine the origins of the open drain situated adjacent to the road in Park Avenue. Plans for an open drain reconstruction drawn in 1986 by the Shire of Rosedale were located and verified on site.

An underground stormwater network partially services the Cowwarr township. This network collects stormwater throughout the township before discharging into Rainbow Creek at the end of Park Avenue. The last leg of the underground stormwater system running the length of Park Avenue, is located under the large open drain.

Based on the Shire of Rosedale design plans, Council staff have determined that the drain was constructed to provide storage for stormwater. If the primary stormwater discharge point into Rainbow Creek becomes blocked, such as in a major flood event, stormwater can rise from the underground pipe bellow and fill the large open drain. This occurs through a series of pits visible from the street, which fill the open drain in a controlled manner.

Having available storage for stormwater in the event that the outlet is blocked, is considered to help alleviate uncontrolled surcharging from drainage pits at various other locations which would potentially inundate properties.

As the drain's primary function is to provide storage capacity for stormwater, it is not considered appropriate to remove it or reduce the existing storages volume. Further work could be undertaken to assess the importance of the storage provided by the Park Avenue drain and the consequences of its removal. This assessment would require significant analysis and modelling of the township stormwater system and influence of riverine flood scenarios. This level of assessment is not considered a high priority in the context of other locations within the municipality, where situations of regular flooding exist and require assessment.

An onsite inspection confirmed that the drain is heavily vegetated and contains some large woody material. Works have been arranged to remove woody material, and reduce the amount of vegetation, to return the drain to a serviceable condition. These works will also involve the removal of two peppercorn trees located on the batter of the drain. Following these initial works, the drain will be subject to a routine maintenance schedule to control vegetation regrowth.

The onsite inspection has also confirmed there is no current turning provision for vehicles at the end of Park Avenue. Currently, any turning vehicle must utilise private driveways. There is insufficient room for large vehicles including garbage trucks to perform a U-turn within the road reserve, resulting in large vehicles reversing the full length of Park Avenue.

There is sufficient space within the road reserve to construct an improved turning area. This would allow cars to turn around and larger vehicles to perform a three-point turn.

An onsite meeting was held on with residents adjoining Park Avenue on Friday 27 October 2017, to discuss the role of the open drain and options for its ongoing maintenance.

OPTIONS

1. Maintenance work is undertaken to remove all required vegetation, to return the drain in Park Avenue to a serviceable condition; or
2. A budget submission is prepared as part of the 2018-19 capital works program for construction of an improved turning area at the end of Park Avenue.
3. Council makes a funding allocation for works to fill the Park Avenue drain.
4. Council makes a funding allocation for an assessment of stormwater and effects of riverine flooding to determine the importance of storage provided by the Park Avenue drain.
5. Council takes no action in response to the petition.

PROPOSAL

1. Maintenance work is undertaken to remove all required vegetation, to return the drain in Park Avenue to a serviceable condition; or
2. A budget submission is prepared as part of the 2018-19 capital works program for construction of an improved turning area at the end of Park Avenue.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

The planned maintenance activities are estimated cost approximately \$3,000 and can be undertaken within existing operational budgets.

The construction of a turning circle at the end of Park Avenue is estimated to cost approximately \$15,000. There is currently no budget allocation for these works.

COUNCIL PLAN IMPACT

The report recommendation aligns with Council Plan 2017-21 Theme 2 Services and Infrastructure, which states the following strategic objective and related strategies:

Strategic Objective

“2.2 Council assets are responsibly, socially, economically and sustainably managed.”

Strategy 2.2

“2.2.2 Ensure that community facilities within the municipality continue to meet the expectations and service needs of all current and future residents.”

RESOURCES AND STAFF IMPACT

The proposal can be undertaken within existing allocated operational resources.

LEGISLATIVE

Wellington Shire Council is the responsible road authority for Park Avenue, Cowwarr, within the meaning of the *Road Management Act 2004*.

CONSULTATION

An onsite meeting was held on with residents adjoining Park Avenue on Friday 27 October, to discuss the role of the open drain and options for its ongoing maintenance.

25th September 2017

TO THE MAYOR, CEO AND COUNCILLORS

WELLINGTON SHIRE COUNCIL

PO Box 506

Sale 3850



PETITION FROM RESIDENTS OF PARK AVENUE AND MAIN STREET COWWARR

Dear Councillors,

Attached is a petition signed by the residents and ratepayers of Park Avenue and Main Street Cowwarr. Over some years, we have drawn to the attention of successive Councillors the degraded state of the open drain running along Park Avenue. To date many have looked at the drain but nothing has been actually done about it. The drain is currently weed infested, has high fire fuel loads and is just an ugly eyesore. The residents of Park Avenue have continued to mow the side of the drain to enhance the amenity and width of the street but it is a losing battle.

The drain in its current state serves no purpose whatsoever to those who reside in Park Avenue. Drainage from other parts of Cowwarr is piped through the overly huge drain to the Rainbow Creek where it enters in untreated. This drain could be filled and managed to a better community standard which would then enable locals to continue to mow the area and improve the amenity of the street we live in. All residents in Park Avenue have never seen water collecting in this drain in the years of living in Cowwarr.

As Park Avenue is a "no through road", garbage service trucks, the local fire truck and commercial vehicles must reverse in the street as there is not enough turning area which could be easily rectified if the drain was filled and a turning area constructed. The two properties at the end of Park Avenue have very little driveway access yet cars and trucks get caught in the dead end street and use the two residential drives to attempt to turn. This has resulted in broken fences and gates and churned up drives at a cost and frustration to property owners.

The residents of the street would welcome a meeting on site for the Council to talk through our request to fill the open drain and investigate the options to create a turning point for service vehicles.

As there are no footpaths, constructed drains or a sealed road surface in Park Avenue, we request that Council spend ratepayers funds on filling the large open drain and creating a turning area for vehicles to the satisfaction of residents at your nearest convenience.

We look forward to your timely response,

A handwritten signature in black ink, appearing to read "Helen Hoppner".

Helen Hoppner OAM, on behalf of the residents of Park Avenue and Main Street Cowwarr

helenho@wideband.net.au 51489214

PETITION TO WELLINGTON SHIRE COUNCILLORS

September 25th 2017

We, the undersigned ratepayers who reside in Park Avenue and Main Street Cowwarr, request that Wellington Shire Council fill the large open drain on the Eastern side in Park Avenue Cowwarr to enable management and maintenance of the area. This drain has become a fire hazard, a weed infested problem and a community concern to the amenity of the street and the safety of the general area. We also request that a turning area for service vehicles be established in Park Avenue. We respectfully ask that the Wellington Shire Council urgently respond to the matter.

NAME	ADDRESS	Signature	Contact Number
Helen & Terry HOPPER		Helen Hopper	
Karen Hopper		K. Hopper	
STEVE FELMINGTON		Steve	
Andrew CFA Cowwarr IS2881		Andrew	
Tom HOWDEN L. Howden		Tom	
Lockie Johnston		Lockie	
Vinnie Johnston ^{DK}		Vinnie	
JAMES PRIDE		James	
Denis Reynolds		Denis	
Michelle Reynolds		M. Reynolds	
Debra Kivisalmi		Debra	
Andrew & Kylie Ode		Andrew	
Cindy Allen		Cindy	
Ken Campbell		K. Campbell	
RENOLO EVANS		R. Evans	
melissa munnings		M. Munnings	



A - PROCEDURAL

A9 INVITED ADDRESSES, PRESENTATIONS OR ACKNOWLEDGEMENTS



A - PROCEDURAL

A10 QUESTIONS ON NOTICE



A - PROCEDURAL

A11 MAYOR & COUNCILLOR ACTIVITY REPORT

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

OFFICER:

COUNCILLOR CAROLYN CROSSLEY

DATE:

21 NOVEMBER 2017

RECOMMENDATION*That the Mayor's report be noted.*

10 October 2017 to 8 November 2017

10 October Monday Tucker Supporters meeting, Sale Cr McCubbin attended.

11-12 October Waste Expo Australia, Exhibition Centre, Cr Maher attended.
Melbourne

The Annual Waste Expo Australia is developed in consultation with the industry and featured keynote presentations, latest developments in technology, updates to legislation, levies and policy. Future trends and innovations that are shaping in the industry, together with the networking and case studies, were a great benefit of this event.

15 October Heyfield Food and Wine Festival, Heyfield Mayor Crossley and Cr Hole attended.

A record number of people attended the Festival this year at the Heyfield Wetlands Centre. It was a wonderful relaxing family event, held on a beautiful spring afternoon. Local foods and wines, together with some lovely music made it a very special day. Well done to the organisers!

18 October Federation Training Community and Mayor Crossley, Cr
Stakeholder Forum, Sale McCubbin, Cr Rossetti, Cr
Bye, Cr Maher and the Chief
Executive Officer attended.

It has been 6 years since a site was purchased in Sale for a new TAFE training facility and nothing has happened. We are still waiting. Business leaders, the students and the community are all calling for a new TAFE facility to be built. In a great sign of a united community, over 100 representatives attended this meeting, indicating the importance of further education and skills training to serve the needs of our community going forward.

19 October Lions Club presentation of the Melvin Jones Mayor Crossley attended.
Fellowship to Esso Australia and BHP, Sale

The presentation of the Melvin Jones Fellowship to Esso was great recognition. The Fellowship award is the highest award in Lions and is not normally presented to a corporate partner. However, on this occasion it was presented to Esso and BHP for their long and sustained humanitarian support of the Christmas Hamper project over 43 years. A magnificent achievement!

19 October Committee for Wellington meeting and dinner Mayor Crossley and Chief
with Chairman of ExxonMobil Australia, Sale Executive Officer attended.

19-20 October	MAV Annual Conference and Dinner, Melbourne	Cr Hole attended.
20 October	Starting men's and women's Tour of Gippsland Criterium and winning presentations, Victoria Park, Sale	Mayor Crossley and Cr McCubbin attended.

Wellington Shire Council was thrilled to host a stage of the Tour of Gippsland. What a wonderful spectacle it was to see all the up-and-coming champions in the one location. This was the first time that a women's event was part of the Tour of Gippsland and it was a proud moment to not only wave them on their way to start, but to also present the winners with their prizes.

20 October	Launch of Walk to School month with Guthridge Primary School, Sale	Mayor Crossley attended.
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I joined the students from Guthridge Primary School in their walk to school, as part of the launching of the program throughout Wellington Shire Council. Students are encouraged to walk, ride or scoot to school during October as part of an initiative with students to encourage healthy exercise.

24 October	Macalister Demonstration Farm AGM and Annual Field Day, Riverslea.	Cr McCubbin attended.
24 October	Official opening of Heyfield Bowls Club upgrade by Ms Harriet Shing MLC, Member for Eastern Victoria Region, Heyfield	Mayor Crossley and Cr Hole attended.
24 October	Latrobe Valley Authority meeting with Ms Harriet Shing MLC, Member for Eastern Victoria Region, Morwell	Mayor Crossley and Chief Executive Officer attended.
25 October	Heyfield Seniors Week luncheon, Heyfield	Cr Hole attended.
25-27 October	International Cities and Town Centres (ICTC) Mainstreet Australia Conference, Melbourne	Cr McCubbin attended.

A great opportunity to join city leaders, planners and place makers to discuss the latest thinking and trends in transforming cities and towns into vibrant places to live, work, play and visit. A large focus was centred on innovation, collaboration, and leadership to help advance ideas on main streets, town centres, planning, transport, technology and design with site visits to Queen Victoria market and the City of Darebin.

26 October	Latrobe Valley Key Government Stakeholder Round Table including a meeting with new Minister for Industry and Employment, the Hon Ben Carroll MP, Morwell	Mayor Crossley attended.
27 October	Lions District 201V3 41 st Convention, Sale	Mayor Crossley and Cr McCubbin attended.

The District Convention was an Annual General Meeting and Coming Together of Lions across South East Victoria which celebrated 100 years of Lions Clubs International, 70 years of Lions Clubs in Australia and 45 years of Lions in Stratford. All members of the official party were introduced by Cr McCubbin, as Town Crier, before the Convention was officially opened by the Hon Tim Bull MP, Member for Gippsland East. A great night was had by all who attended.

27 October	Bendigo Bank celebration of \$1M donation to community, Heyfield	Cr Hole attended.
28 October	Sale RSL Commemorative Service - 100th anniversary of Light Horse Charge at Beersheba in WW1, Sale	Mayor Crossley attended.
28 October	Maffra Show Official Afternoon Tea, Maffra	Mayor Crossley, Cr McCubbin and Cr Hole attended.
29 October	Sale Cup Day, Sale	Mayor Crossley, Cr Rossetti and Chief Executive Officer attended.
30 October	Healthy Breakfast and Walk to School event, Nambrok-Denison Primary School, Nambrok	Cr Hole attended.
30 October	Walk to School activity - Healthy wrap lunch by students and walk, Bundalaguah Primary School, Bundalaguah	Cr McCubbin attended.
31 October	Citizenship Ceremony, John Leslie Theatre, Sale	Mayor Crossley, Cr Bye and Chief Executive Officer attended.

At our last Citizenship ceremony for 2017, a total of 12 candidates, from 5 different countries, became Citizens of Australia. After the formal ceremony, the new Australians were invited to an afternoon tea to celebrate their new citizenship status. As Mayor, this is probably one of the most memorable and exciting duties that we get to perform during our term.

31 October	George Gray Centre Annual General Meeting, Sale	Mayor Crossley attended.
1 November	Ride to School and healthy breakfast, Loch Sport Primary School, Loch Sport	Deputy Mayor Cr Alan Hall attended.
1 November	Walk from Prince St Reserve to Rosedale Primary School, Rosedale	Cr McCubbin attended.
2 November	Central Gippsland Health Service Gathering of Kindness, Sale	Mayor Crossley and Cr McCubbin attended.

The Gathering of Kindness is a movement in healthcare that aims to counter the culture of bullying and harassment that has developed over many years in healthcare. The aim is to redress this by building, nurturing and instilling a culture of kindness throughout the healthcare system.

3 November	Walk to School - Memorial Park to St Mary's Primary School, Yarram	Cr Stephens attended.
4 November	Rosedale Racing Club Plaque unveiling,	Mayor Crossley attended.

The plaque, donated by Mr Kevin Andrews MP, will form part of the Patrobas memorial in Rosedale. It commemorates a century of thoroughbred horse racing in Rosedale from 1868 to 1969, when the course was closed due to a consolidation of tracks in country Victoria. Mr Andrew's grandfather, Walter, was president of the Rosedale Racing Club for 20 years and his father, Roy, was secretary for more than 20 years also.

4 November	Glenmaggie Country Rock Festival, Glenmaggie	Cr Hole attended.
4 November	Sale Show Official Afternoon Tea, Sale	Mayor Crossley, Cr McCubbin attended.
4-5 November	Lake Glenmaggie and District Boat Club Glenmaggie Cup/Australian Championships, Lake Glenmaggie	Cr Hole attended.
5 November	Airly Artist Market, Airly.	Mayor Crossley attended.

This was the second Airly Artist Market that showcased local artisans and musicians. Grace Dekay, a past Wellington Youth Councillor, organised the event to raise funds for both the upgrading of the Airly Clydebank Hall's facilities and the AYCC Victoria (Australian Youth Climate Coalition). \$1,000 was raised and split 50/50 between the two organisations. Well done Grace.

**COUNCILLOR CAROLYN CROSSLEY
MAYOR**



B –REPORT

DELEGATES

OFFICER: COUNCILLOR DARREN McCUBBIN

DATE: 21 NOVEMBER 2017

RECOMMENDATION***That the delegates report be noted.***

On 25-27 October, I attended the 17th International Cities, Towns Centres and Communities (ICTC) Mainstreet Conference held at Crown Promenade in Melbourne.

Lord Mayor Robert Doyle opened the conference to remind us that a healthy city was not about buildings, nor about cars but it was about people. He was proud of the City of Melbourne 's commitment to look "street by street" in developing the most liveable city in the world for the past 13 years. You need opportunities for "people to linger" and he stressed the availability of unique street furniture and "people spaces". Mayor Doyle went on to spruik the 4,000 street trees that the Council had planted through his term – "street trees provide a canopy that shades and reduces heat in the middle of a town centre". He mentioned that over 400 people had died within towns due to heat stress during the Black Saturday bushfires, and that on that terrible day, the temperature in the middle of Melbourne reached 116 degrees in the old measure. Planting trees can give a 4% reduction in street temperature.

Professor Rob Addams (Director, City Design and Projects, City of Melbourne) continued this theme giving an inspirational address about designing cities, street by street. In his opinion, there must be proper setbacks and a sensible limitation to building height between 6-8 storeys. (He controversially emphasised how buildings along existing public transport routes must allow more storeys to give residences to the 10 million people who are expected to make Melbourne their home by the year 2050.) "Australia has lost 5 times the amount of farmland to urban sprawl than it has to foreign ownership." "The easiest way to change a city is to plant trees" he said, as he explained that, with the City of Melbourne, you can create a fun experience for children to learn the value of the urban tree canopy via an email conversation about high profile trees.

Interestingly, he was dismissive of community meetings to discuss tree plantings. "It's a ridiculous event where the same 20 people turn up to argue for their favourite tree". He preferred using a website and social media to get feedback on planting types, while showing virtual pictures of the results of those mature plantings. (Later in the conference the City of Moreland, which has bizarrely employed a "Virtual Reality Coordinator", are beginning to use Visual Reality headsets to demonstrate tree planting designs to the community. These can be altered in real time to simulate what plantings will look like into the future).

Jessica Lappin (Alliance for Downtown New York) and Robbie Robertson (Spatial and Brand experience, Deloitte) explained the technological innovations required as Millennials and Gen Z's move further into our community demographics. Robbie preached a world of augmented reality, where walking along a street, you will be "see" (through your smartphone or google glass – yes, they are coming back!) tags above building offering specials and events, while the person you are walking past "advertises" their hobbies, social networks and marital status. "Pokemon Go" was the beginning of integrated experiences and with the new iPhone 8 and 10 having augmented reality

as a standard feature, new shopping strips will begin offering this service. It is more important than ever that businesses adopt a virtual public realm that speaks to these new consumers.

Later in the Conference this theme was expanded upon by Phill Loader, Economic Development Coordinator, from Maribyrnong City Council, who developed "Footscray Free WiFi". He cited that 60% of all people use technology when making a shopping selection (consumer satisfaction ratings, comparative pricing) and 1 in 3 will not buy a product based on its online recommendation. He also stressed the need to engage with young people in free Wifi with their limited data plans. Perhaps as our new cultural facility is up and running, we should consider extending the free WiFi network to the skatepark precinct to better engage and assist our youth? In Footscray they have a free service with 4 nodes in the main strip which was realised for a Capex of around \$100,000 and an Opex of under \$20,000.

The next speaker, Kimberley Paterson, (Director, Research and Consulting from Knight Frank) explored the changing face of work spaces with millennials wanting flexible workspaces and co-working opportunities. These workspaces look like a "Google" office with a number of smaller businesses sharing facilities, receptions, canteens, creches etc, and they create an exciting business dynamic that encourages staff retention and satisfaction. I learnt some new models like "WeWork" – from their Utopian inspired website *"The nature of work is changing. Recruitment, retention, innovation, and productivity now require not just coffee, but also yoga, not just printers, but also art installations"*. *WeWork offers companies of all sizes the opportunity to reimagine employees' days through refreshing design, engaging community, and benefits for all.* While it is safe to say that this concept will take a while to arrive in Wellington, this is one of the ways businesses are using work spaces and encouraging millennials in our larger cities.

There were also a number of tours of shopping precincts available to conference attendees, including one to the Northcote strip in the City of Darebin. They use a program called "Activate" (Based on Renew Newcastle) where long term vacant shops are given over to short term "pop up" leases, to creative industries that smarten them up and incubate these fledgling businesses. They are also proud of their vibrant live music scene – they have more singer/songwriters than any other precinct in Australia – and engage with the industry to support local live music. Again, this is bringing youth and vitality into the strip. We finished the night at "Welcome to Thornbury", an innovative collection of food vans, sitting in an old caryard, that each night buzzes with the vibe of up to 750 people enjoying a rotating variety of street food.

I was also given a tour of the Queen Victoria Market and saw the plans for the 250-million-dollar development which will begin in stages from next year. This ambitious project will transform and rejuvenate this icon of Melbourne. There are concerns about "gentrification" and they want to keep the essential character of the market, (including the estimated 6,000 souls buried under it) transforming the QVM to a 7 day space with modern refrigeration and warehousing (now it takes two hours to set up and two hours to pack up for each trader each day). This will encourage local artisans, recognise heritage and working with existing traders, which in my opinion is a fantastic and visionary project by the City of Melbourne.

On the Friday, Mike Lyndon from the Street Plans Cooperative in Miami explained the revolutionary design process of "tactical urbanism". In this design, small scale community actions work towards long term urban design goals. For example, if you want to encourage a bike culture, rather than designing a large-scale masterplan, ("80% of all masterplans remain on the shelf and are never enacted") you focus on something small. Maybe a popup bike lane for a three-month trial over summer to assess community attitudes and create learnings that can be applied when the project is eventually realised. These, usually community driven, projects demonstrate a willingness for council to listen to the view of the community. They pilot test ideas, develop partners, with the buzzwords "start small to scale up". While Mike explains that Tactical urbanism is not the answer to all infrastructure projects, it can and does work. Sometimes it doesn't matter if that new pop up park only lasted for a few months. You can find some great examples of his projects online.

One of the most interesting presentations was by Gary Horwitz, Head of Retail and Investment Management at Lend Lease. Lend Lease is very active in creating new shopping malls which are now apparently called "Leisure destinations". He stressed the changing face of the shopping mall, evolving from the cinema complexes of the past, they now begin with gym, fitness and health facilities, creating wellness spaces and community facilities that encourage cafes and then other shopping experiences. He was not bullish about the future of apparel as clothing manufacture changes.

With the Gippsland Centre Sale celebrating its 35th year, maybe it is time to open a dialogue with them about where they see their future heading and therefore how we, and the existing strip shops, can help them adapt to this change. Lend Lease is actively encouraging community spaces to be inside shopping centres – he demands "Integration with the Community". He encouraged us all to visit their new centres in Barangaroo in Sydney and Craigieburn in outer Melbourne.

All in all, a very interesting and worthwhile experience. Membership of the Mainstreet organisation is only \$550 each year for Local Government and they can pass the benefits onto 4 subsidiary business organisations which includes regular business advice, newsletters, networking opportunities and discounted admission to Mainstreet events. The next conference will be next year in Fremantle, Western Australia.

.....

CR DARREN McCUBBIN



C1 - REPORT

CHIEF EXECUTIVE OFFICER

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

OFFICER: CHIEF EXECUTIVE OFFICER

DATE: 21 NOVEMBER 2017

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

- | | |
|------------|---|
| 18 October | Attended a Federation Training: Community and Stakeholder forum, Sale. In attendance was Mayor Crossley, Cr McCubbin, Cr Rossetti, Cr Bye and Cr Maher. It was an extremely successful night with over 100 people in attendance. |
| 19 October | <p>Attended a Sale Police inaugural 'Coffee with a Cop' event, hosted at the Gippsland Centre Sale. The event was very successful, with dozens of people sitting down in an informal setting with local police officers for a chat – a great initiative!</p> <p>Attended the Regional Development Australia Gippsland Committee Meeting, Traralgon.</p> <p>Attended a Committee for Wellington Member meeting & Dinner with Richard Owen, Chairman of ExxonMobil.</p> |
| 20 October | Undertook a walk through of the new Port of Sale facility with Mayor Crossley, and Peter and Trish Ryan. |
| 23 October | Meeting with Regional Development Victoria representative, Nicala Oakley to discuss the upcoming Gippsland Regional Plan Leadership Group meeting. |
| 24 October | <p>Attended a Local Government Forum with Gippsland CEO's, Mayor's and Harriet Shing.</p> <p>Attended a Yarram Pool Community Conversations meeting, Yarram. In attendance was Cr Stephens and Cr Maher.</p> |
| 25 October | Met with representatives of Gippsland Regional Waste Resources and Recovery Group |
| 26 October | <p>Attended Latrobe Valley Key Stakeholder Roundtable, Morwell. The roundtable meeting was an opportunity to meet and engage with the new Minister for Industry and Employment, the Hon Ben Carroll. In attendance was Mayor Crossley.</p> <p>Attended the LGPro CEO Forum & Meeting, Inverloch.</p> |
| 29 October | Attended the 2017 Ladbrokes Sale Cup Day, Sale Turf Club. |
| 31 October | Hosted a Citizenship Ceremony, John Leslie Theatre, Sale. This citizenship ceremony was our fourth and final for 2017 which welcomed 12 new Australian citizens. |

1 November	Met with Sale Police Inspector, Scott Brennan.
3 November	Attended the Gippsland Local Government Network CEO's meeting, Morwell.
9 November	Attended a VicRoads Liaison meeting, Traralgon.
10 November	Attended an LV Infrastructure and Investment Facilitation Group meeting, Traralgon.
13 November	Hosted the Gippsland Regional Plan Leadership Group meeting, Sale.
16 November	Attending the Regional Development Australia Gippsland Committee meeting, Bairnsdale.
17 November	Attending the Gippsland Local Government Network Mayors and CEO's meeting and End of Year Celebrations, Morwell.
20 November	Attending a Local Government Forum with CEO's, Mayors and Harriet Shing, Morwell.

ITEM C1.2**OCTOBER 2017 PERFORMANCE REPORT**

DIVISION: CHIEF EXECUTIVE OFFICE
ACTION OFFICER: CHIEF EXECUTIVE OFFICER
DATE: 21 NOVEMBER 2017

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

OBJECTIVE

For Council to receive and note the October 2017 Council Performance Report.

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

That Council receive and note the October 2017 Council Performance Report as attached.

BACKGROUND

The October 2017 Council Performance Report comprises key highlights towards achievement of the 2017-21 Council Plan together with an overview of Council finances including an Income Statement with commentary regarding any major variances, information on cash balances, the level of rates outstanding and a progress update on Council's Capital Works program.

OPTIONS

Following consideration of the attached October 2017 Performance Report, Council can resolve to either:

1. Receive and note the October 2017 Council Performance Report; or
2. Not receive and note the October 2017 Council Performance Report and seek further information for consideration at a later Council meeting.

PROPOSAL

That Council receive and note the attached October 2017 Council Performance Report.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

Provision of a monthly financial report to the community facilitates accountability and transparency and ensures that Council and management are able to make informed decisions in a timely manner.

COMMUNICATION IMPACT

The Council Plan communicates Council's strategic direction to the community. The Council Plan can also be used by Council to communicate its vision and direction to other tiers of government, organisations, government agencies and funding bodies.

LEGISLATIVE IMPACT

There is no legislative requirement for provision of a monthly Council Performance report however, Council has determined that in the interests of accountability and transparency, this report will be provided to the community.

COUNCIL POLICY IMPACT

The October 2017 Council Performance Report has been prepared in the context of existing Council policies.

COUNCIL PLAN IMPACT

Strategic Objective 6.3 states that Council will:

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

Strategy 6.3.3 states that Council will:

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

Strategy 6.2.2 states that Council will:

"Actively engage with both internal and external stakeholders to appropriately inform about council business"

OCTOBER 2017 PERFORMANCE REPORT

OCTOBER 2017 COUNCIL PLAN HIGHLIGHTS

Planning Scheme Amendments

Council adopted three Planning Scheme Amendments during October 2017 to facilitate growth across the municipality, including Amendment C96 (Heyfield Low Density Residential Growth Areas); Amendment C97 (Sale Sewerage Pump Station); and Amendment C84 (Wurruk Growth Area rezoning).

Gippsland Rail Needs Study

Council staff are currently preparing costings for rail stabling in Sale, in collaboration with John Hearsch Consulting, to support Danny O'Brien's advocacy. This aligns to the Gippsland Rail Needs Study's prioritisation process which identified rail stabling as a short-term priority.

Federation Training

In collaboration with Committee for Wellington, the Business Development team garnered strong community and business support at Federation Training's community consultation forum at the Criterion Hotel on 18 October. The event was attended by over 75 people and gave an overwhelming statement of support for TAFE to relocate services into the Port of Sale site.

West Sale Airport Opportunities

On 13 October 2017, Council staff met with Bill Belton from Department of Economic Development Jobs Transport & Resources regarding opportunities at West Sale Airport (WSA). These discussions included seeking links to Singaporean operations to promote WSA as a location for Basic Flight Training. Council is planning to write to the Singaporeans promoting WSA as a training option for Singaporeans once their contract at Tamworth ceases in 2019.

A new business in West Sale Airport

A new enterprise has purchased an established business at West Sale Airport (WSA) and following Council providing consent to a transfer of lease, the business has commenced recruitment for three new positions. The new aviation repair, maintenance and overhaul operator will complement existing businesses and increase economic activity within the WSA Commercial/Industrial Precinct.

Future of Maffra

Council staff facilitated a forum with the Maffra Business and Tourism Association (MBTA), Built Environment and Natural Environment & Parks units, to provide MBTA the opportunity to present their priority projects for the future of Maffra.

Domestic Animal Plan

To support the publication of Council's new Domestic Animal Management Plan, Council will undertake various educational campaigns commencing with cat registrations, dog registration reminders, dog on lead training and ensure Wellington Shire continues compliance with the *Domestic Animals Act 1994*.

Emergency Plans for Community Facilities

Staff completed a template for an Emergency Plan and Evacuation Diagram for all community facilities in October. These documents will be sent out with instructions for use to encourage better emergency practices and awareness among committees.

Capacity Building Workshops

Projects and reporting information session of National Disability Insurance Scheme (NDIS) Information, Linkages and Capacity Building (ILC) Workshops held on Tuesday 10 October 2017. Objectives of these workshops are; people with disability have the ability to achieve their goals and they are included in all aspects of community life.

Sexual Lives Respectful Relationships

Sexual Lives Respectful Relationships (SL&RR) uses a community-driven and collaboratively developed model to deliver a peer-led relationships and sexuality program for people with disabilities in local communities. Train the Trainer Training for this program held on Wednesday 25 October. Wellington Shire Council is planning to host a train the trainer session in early 2018 or at the very least, support Wellington service providers to attend this valuable training.

Emergency Relief Centre on stand by

A significant gas leak in Sale required the Municipal Recovery Manager to put the Sale Emergency Relief Centre on stand-by, however, no evacuation of vulnerable people was necessary and most evacuees were from businesses, including ALDI stores.

Gallery updates

The Gallery hosted the 'Craft Makers Forum' in conjunction with Craft Victoria, which attracted 45 visitors to the Gallery for an evening of demonstrations and discussion.

Artist Andrew Browne donated three works to the Gallery collection (value \$5,600).

Archibald Prize

The Art Gallery of New South Wales have agreed to tour the Archibald Prize to Gippsland. This prize is awarded annually to the best portrait, 'preferentially of some man or woman distinguished in art, letters, science or politics, painted by any artist resident in Australasia'.

Appreciation from Rotary

Sale Library received a Certificate of Appreciation from Sale Rotary for providing library materials to Monday Tucker group.

Pools getting summer ready

October has been a busy month regarding preparation for the upcoming summer season. Recruitment processes for both Lifeguards and Outdoor Pool Duty Managers were completed with the addition of 13 new seasonal Leisure Services staff.

Swimming Camp

Aqua Energy hosted the Swimming Victoria, Sale Swim Camp over the weekend of 14 and 15 October with more than 200 participants receiving coaching and information sessions by some of Australia's top coaches and athletes.

ELCMP Complete

An Electricity Line Clearance Management Plan (ELCMP) has been completed under very strict criteria set by Energy Safe Victoria.



OCTOBER 2017

PERFORMANCE REPORT

INCORPORATED IN PERFORMANCE REPORT

INCOME STATEMENT

For the period ending 31 October 2017

	YEAR TO DATE 2017-18			FULL YEAR 2017-18	
	Actual \$000's	Adjusted Budget \$000's	Variance \$000's	Adjusted Budget \$000's	Adopted Budget \$000's
Income					
Rates and charges	58,679	58,679	-	58,879	55,500
Statutory fees & fines	254	198	56	729	729
User fees	1,825	1,793	32	6,533	6,533
Grants - operating	2,542	2,169	373	7,746	7,746
Grants - capital	3,019	1,817	1,202	16,205	15,987
Contributions - monetary	97	33	64	1,146	1,135
Net gain on disposal of property, infrastructure, plant and equipment	117	145	(28)	241	151
Other income	1,103	1,271	(168)	3,158	3,158
Total Income	67,686	66,105	1,581	94,637	90,939
Expenditure					
Employee costs	8,697	8,975	278	25,900	25,928
Contractors, materials and services	8,374	9,282	908	30,007	29,493
Bad and doubtful debts	-	-	-	86	86
Depreciation and amortisation	6,892	7,161	269	21,676	21,676
Borrowing costs	49	46	(3)	505	505
Other expenses	208	256	48	672	667
Total Expenditure	24,220	25,720	1,500	78,846	78,355
Surplus for the period	43,466	40,385	3,081	15,791	12,584

Note: The adjusted budget figures reflect any known changes that have arisen since the adoption of the original budget. Including these changes in an adjusted budget figure enables Council to more accurately monitor financial performance during the year and predict the end of year position. Council must however report publicly against the original adopted budget on a quarterly basis.

Major variances that have occurred Year to Date October 2017 are;

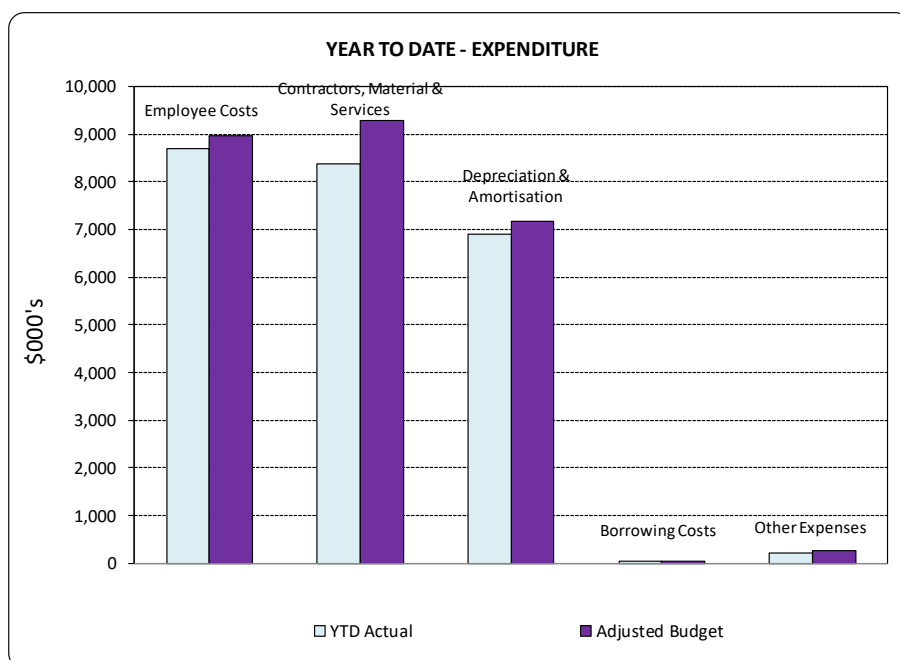
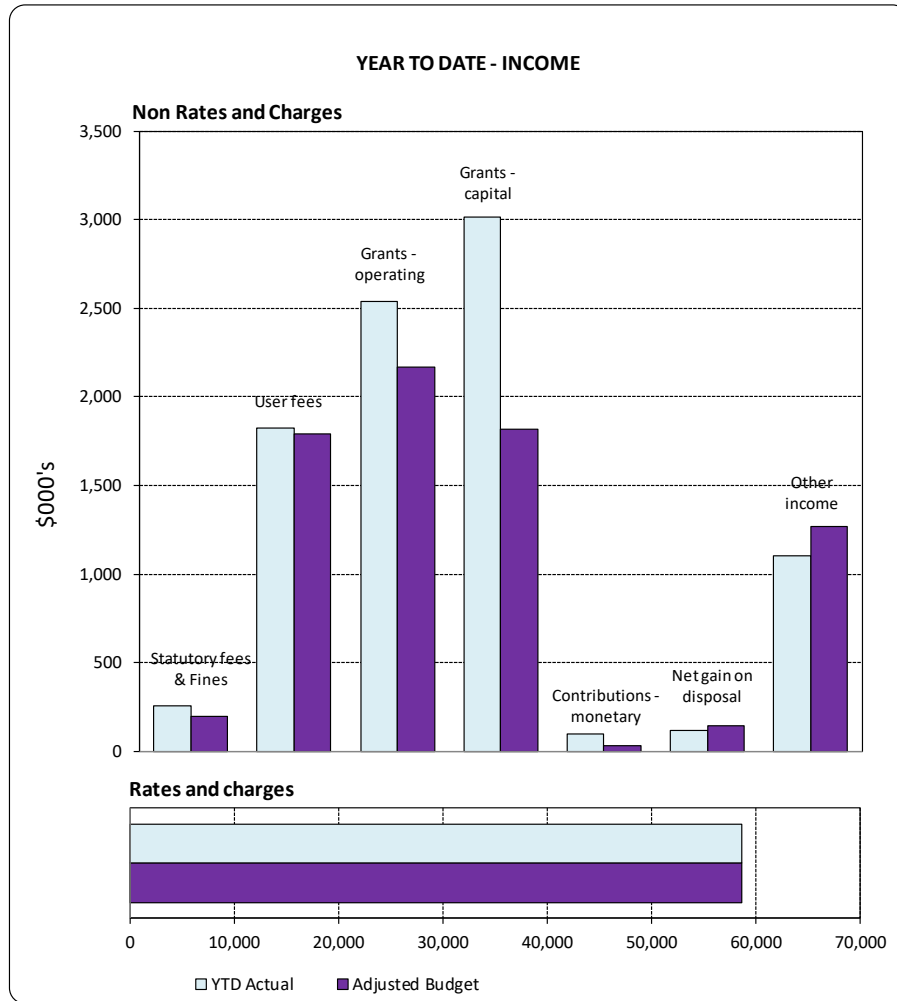
Income

- **\$0.37 million** Grant funding of \$114k for the delivery of L to P community program and \$95k towards the Art Gallery operations were received ahead of schedule. The first quarter Victoria Grant Commission instalment was \$74k higher than expected, which will result in an annual increase of \$296k. The balance of \$60k for the continuation of the Emergency Fire Coordinator role was received in September 2017.
- **\$1.20 million** The capital grants funding of \$1.2 million relates to Roads to Recovery funding, which has been received in advance will be utilised in the coming months for the upgrade of road infrastructure projects within the Shire.
- **(\$0.17 million)** Adjustments associated with Caravan Park operations pending and expected in November 2017.

Expenditure

- **\$0.28 million** Employee costs are slightly lower than budgeted mainly due to staff vacancies throughout the organisation, which has been partly offset by increased use of casuals and agency staff to fill positions. The initial annual workcover premium was lower than projected with any final adjustments expected by December 2017.
- **\$0.91 million** The variance in contractors, materials and services are primarily due to:
 - a. **\$313k** - Remedial work at the Kilmany landfill site is progressing and anticipated to be completed in next few months.
 - b. **\$240k** - Operating IT upgrades involving contractors and software maintenance are delayed with current priorities on the completion of capital IT projects associated with Port of Sale
 - c. **\$237k** - The first quarter EPA landfill levy is due for payment by December 2017.
 - d. **\$82k** - Overall plant operating costs such as parts and maintenance were lower than projected.
 - e. **\$63k** - Underspends in utilities is mainly due to savings of \$47k in electricity, mobile and landline phone expenditure compared to previous year.
- **\$0.27 million** Depreciation and amortisation is lower mainly for buildings related assets due to the delay in completion of projects .

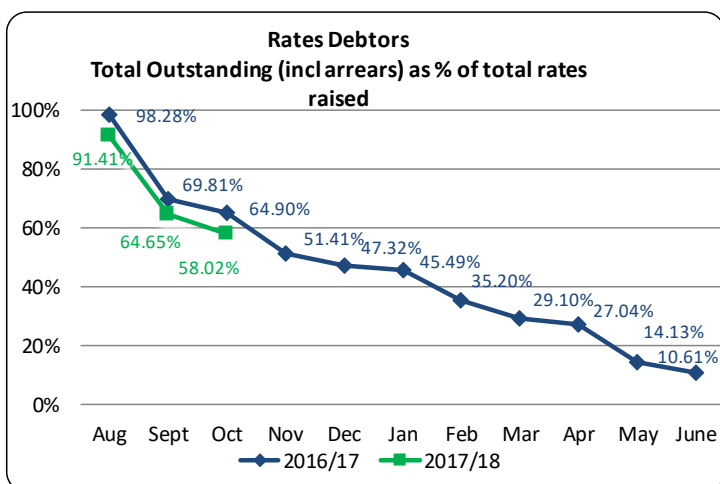
OCTOBER 2017 COMPONENTS AT A GLANCE



BALANCE SHEET

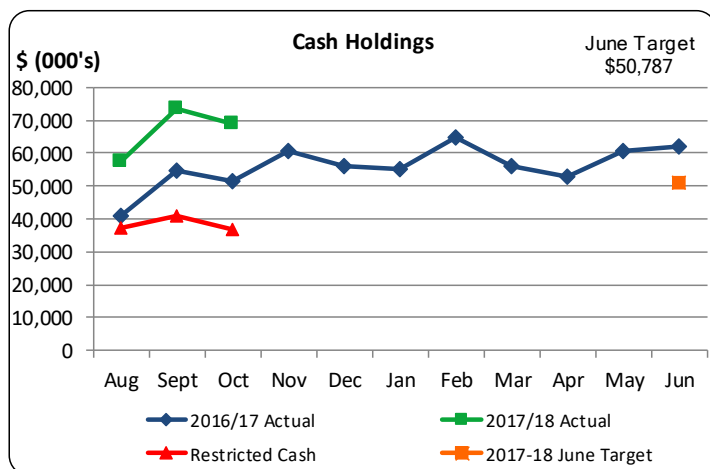
As at 31 October 2017

Actual		Actual	Adjusted Budget	Adopted Budget
October 16		October 17	June 18	June 18
\$000's		\$000's	\$000's	\$000's
Current Assets				
89,797	Total Current Assets	106,985	58,122	52,644
894,143	Total Non Current Assets	851,624	879,627	941,344
983,940	Total Assets	958,609	937,749	993,988
Current Liabilities				
9,908	Total Current Liabilities	10,224	15,782	14,560
10,465	Total Non Current Liabilities	12,521	13,243	12,638
20,373	Total Liabilities	22,745	29,025	27,198
963,567	Net Assets	935,865	908,724	966,790



The rate debtors outstanding at the end of October 2017 were \$38.1 million (58.02%) compared to October 2016 of \$39.4 million (64.90%).

The second rate instalment will be due on 30 November 2017.



Council cash holdings at the end of October 2017 of \$68.8 million is above the October 2016 balance of \$51.4 million.

The current cash holdings includes restricted funds of \$7.1 million to reserves, \$10.0 million to cover provisions, and \$10.03 million associated with the operating and capital carried forwards.

Restricted cash is money that is reserved for a specific purpose and therefore not available for general business use.

CAPITAL EXPENDITURE PROGRAM

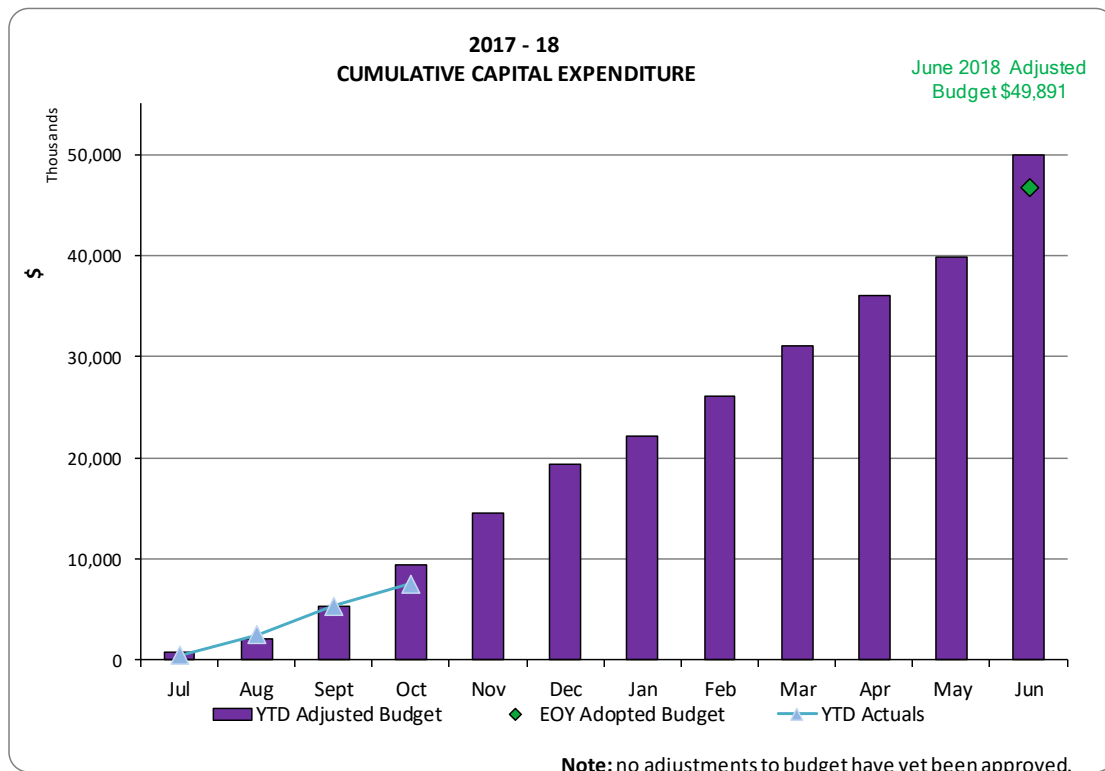
For the period ending 31 October 2017

	YEAR TO DATE 2017-18			FULL YEAR 2017-2018	
	Actual \$000's	Adopted Budget \$000's	Variance \$000's	Adjusted Budget \$000's	Adopted Budget \$000's
Property	4,573	3,677	(896)	8,917	8,704
Infrastructure	2,188	4,037	1,849	36,837	34,156
Plant and Equipment	771	1,703	932	4,112	3,862
Intangibles	-	-	-	25	25
Grand Total	7,532	9,417	1,885	49,891	46,747

	YEAR TO DATE 2017-18			FULL YEAR 2017-2018	
	Actual \$000's	Adopted Budget \$000's	Variance \$000's	Adjusted Budget \$000's	Adopted Budget \$000's
Renewal	4,874	6,379	1,505	31,054	28,962
Upgrade	1,566	1,565	(1)	10,747	9,940
Expansion	1,082	1,139	57	4,857	4,697
New Assets	10	335	325	3,233	3,148
Grand Total	7,532	9,417	1,885	49,891	46,747

Capital Works Summary - For the period ending 31 October 2017

- Progress on capital projects for the year to date is \$7.5 million with an additional \$1.9 million in commitments (purchase orders raised).
- The Port of Sale Cultural Precinct has progressed by \$3.9 million, with an additional \$640k in commitments.
- Seven projects are out for tender and six projects are expected to go to tender in November 2017.
- The plant renewal program is well underway with \$262k spent and \$683k in commitments raised.
- Overall, 59 projects are in preplanning, 3 new contracts have been awarded this month and 34 projects are underway. 20 projects have already reached completion however 4 projects are amber (on hold and may not continue this year).
- The Stratford Redbank Road and Lee street works has been completed. Maffra Pearson Street reconstruction is complete.
- Contracts have been awarded for the Shared footpaths renewal and the path network connections annual program.
- The Rosedale landfill minor cell has been completed.





C2 - REPORT

GENERAL MANAGER CORPORATE SERVICES

ITEM C2.1**ASSEMBLY OF COUNCILLORS**

DIVISION: CORPORATE SERVICES

ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

DATE: 21 NOVEMBER 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 31 October 2017 to 14 November 2017

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

That Council note and receive the attached Assembly of Councillor records for the period 31 October 2017 to 14 November 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 31 October 2017 to 14 November 2017.

Assembly of Councillors summary of reports received for the period 31 October 2017 to 14 November 2017.

Date	Matters considered	Councillors and officers in attendance
8 November 2017	IT / Diary Meeting - Councillors	Councillor Crossley, Councillor Hall, Councillor Maher, Councillor Stephens, Councillor Mills, Councillor McCubbin, Councillor Bye, Councillor Rossetti, Councillor Hole David Morcom, Chief Executive Officer Sharon Willison, Councillor & Mayoral Support Officer Damian Norkus, ICT Operations Officer
8 November 2017	Maffra Streetscape Port Project Update Waste Facility Opening Times Council Meeting Dates Council Policy Updates Refugee Welcome Zone (RWZ) Pool Summer Season Trigger Provision of Councillor Motor Vehicle vs Reimbursement for Mileage Nunduk Retreat & Spa Seacombe Draft RV Strategy VicRoads presentation Bypass Planning	Councillor Crossley, Councillor Hall, Councillor Maher, Councillor Stephens, Councillor Mills, Councillor McCubbin, Councillor Bye, Councillor Rossetti, Councillor Hole David Morcom, Chief Executive Officer Arthur Skipitaris, General Manager Corporate Services Chris Hastie, General Manager Built & Natural Environment John Websdale, General Manager Development Glenys Butler, General Manager Community & Culture John Tatterson, Manager Built Environment (Item 1) Thomas Weatherall, Coordinator Built Environment Planning (Item 1) Sharon Houlihan, Executive Manager Major Projects (Item 2) Tim Rowe, Manager Natural Environment & Parks (Item 3) Sam Nock, Coordinator Waste & Sustainability (Item 3) Trish Dean, Governance Officer (Item 4 & 5) Geordie Cutler, Customer Service / Administration Leader (Item 7) Ross McWhirter, Aquatics / Operations Leader (Item 7) Ian Carroll, Manager Corporate Finance (Item 8) Allison Norfolk, Visitor Economy and Events Coordinator (Item 10)

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 31 October 2017 to 14 November 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: 8 November 2017

2. ATTENDEES:

Councillors:

Name	In attendance (tick)		Name	In attendance (tick)	
	Yes	No		Yes	No
Cr Crossley	✓		Cr McCubbin	✓	
Cr Hall	✓		Cr Bye	✓	
Cr Maher	✓		Cr Rossetti	✓	
Cr Stephens	✓		Cr Hole	✓	
Cr Mills	✓				

Officers In Attendance:

Name	In attendance (tick)		Name	In attendance (tick)	
	Yes	No		Yes	No
D Morcom, CEO	✓		G Butler, GMCC		✓
C Hastie, GMB&NE		✓	J Websdale, GMD		✓
A Skipitaris, GMCS		✓			

Others in attendance: (list names and item in attendance for)

Name	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:

Nil

ASSEMBLY OF COUNCILLORS

1. DATE OF MEETING: 8 November 2017

2. ATTENDEES

Councillors:

Name	In attendance		Name	In attendance	
	Yes	No		Yes	No
Cr Bye	✓		Cr Maher	✓	
Cr Crossley	✓		Cr Mills	✓	
Cr Hall	✓		Cr Rossetti	✓	
Cr Hole	✓		Cr Stephens	✓	
Cr McCubbin	✓				

Name	In attendance		Name	In attendance	
	Yes	No		Yes	No
D Morcom, CEO	✓		G Butler, GMCC	✓	
C Hastie, GMB&NE	✓		J Websdale, GMD	✓	
A Skipitaris, GMCS	✓				

Others in attendance:	Item No.
John Tatterson, Thomas Weatherall	1
Sharon Houlihan	2
Tim Rowe, Sam Nock	3
Trish Dean	4
Trish Dean	5
Glenys Butler	6
Geordie Cutler, Ross McWhirter	7
Ian Carroll	8
External Presenter – Harry Troedel (<i>Nunduk Retreat & Spa Seacombe</i>)	9
Allison Norfolk	10
External Presenter – Chris Padovan (<i>VicRoads</i>)	11

3. Matters/Items considered at the meeting:

1. Maffra Streetscape
2. Port of Sale Redevelopment Project – Project Update
3. Waste Facilities Review Including Future Operation Hours
4. Council Meeting Dates 2018
5. Council Policy Manual 2018
6. Refugee Welcome Zone
7. Pool Summer Season Trigger
8. Analysis of Councillor Vehicle Reimbursements
9. Nun Duk Retreat & Spa at Seacombe
10. Recreational Vehicle Strategy
11. VicRoads Presentation Bypass Planning

4. Conflict of Interest disclosures made by Councillors:

Nil

ITEM C2.2**COUNCIL MEETING DATES FOR 2018**

DIVISION:

CORPORATE SERVICES

ACTION OFFICER:

GENERAL MANAGER CORPORATE SERVICES

DATE:

21 NOVEMBER 2017

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

OBJECTIVE

To formally adopt the dates and times of the proposed 2018 Council meetings and make public a schedule of Council Meetings for 2018.

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

- 1. Council formally adopt the dates and times of the proposed 2018 Council Meetings as attached; and*
- 2. Council make public a schedule of Council Meetings for 2018.*

BACKGROUND

Council Meetings have been held on the first and third Tuesdays of each month (except for January when there are no Council meetings held).

Councillors were provided with information at a Councillor workshop on 8 November 2017 where they discussed Council meeting frequency and times. It was their preference to retain the current meeting schedule model. Currently Council meet on the first Tuesday of each month commencing at 3:00pm and the third Tuesday of each month commencing at 6:00pm.

OPTIONS

Council has the following options:

- To formally adopt the dates and times of the proposed 2018 Council Meetings and make public a schedule of Council meetings for 2018
- Not to formally adopt the dates and times of the proposed 2018 Council Meetings as attached

CONFLICT OF INTEREST

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

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.

COMMUNITY IMPACT

Council’s meeting schedule has been designed to enable maximum opportunity for input and participation from members of the community.

COUNCIL MEETING DATES FOR 2018

Council Meeting Dates 1st Tuesday of each Month (3pm) 3rd Tuesday of each Month (6pm)	
January 2018 <i>(Council does not convene in January)</i>	3 July 2018 17 July 2018
6 February 2018 20 February 2018	7 August 2018 21 August 2018
6 March 2018 20 March 2018	4 September 2018 18 September 2018
3 April 2018 17 April 2018	2 October 2018 16 October 2018
1 May 2018 15 May 2018	7 November 2018 (Wed) 20 November 2018
5 June 2018 19 June 2018	4 December 2018 18 December 2018

Note: These dates cover all required statutory and financial obligations that need to be addressed at Council meetings.

Workshops will continue to be conducted in week 1 and week 3 prior to the Council Meeting of each month (except January).



C3 - REPORT

GENERAL MANAGER DEVELOPMENT

ITEM C3.1**PLANNING DECISIONS SEPTEMBER 2017**

DIVISION: DEVELOPMENT

ACTION OFFICER: MANAGER LAND USE PLANNING

DATE: 21 NOVEMBER 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 September 2017.

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

That Council note the report on recent Planning Permit trends and Planning Application determinations between 1 September and 30 September 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 September and 30 September 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 September and 30 September 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 2017–2021 Theme 2: Services and 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.

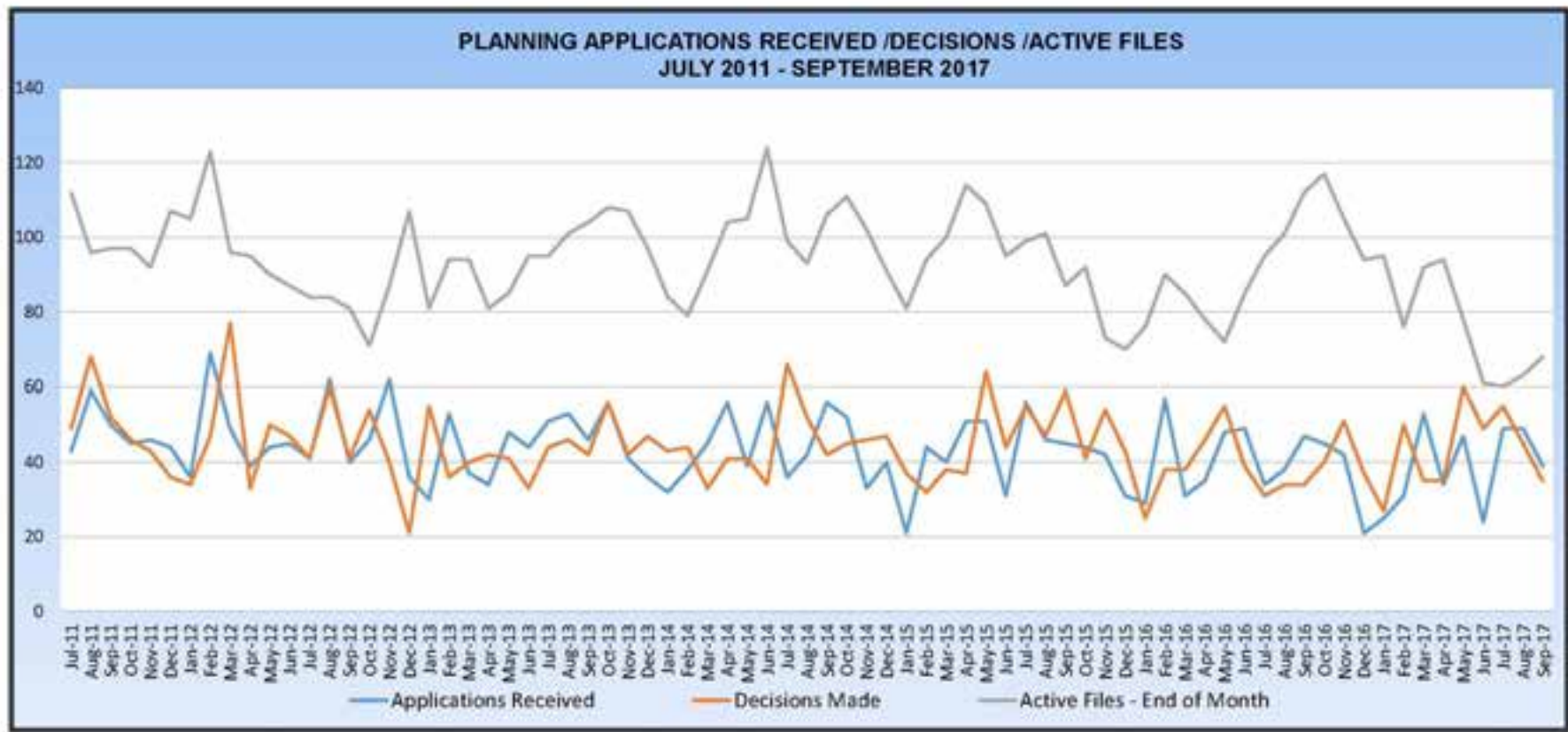
**PLANNING APPLICATION DETERMINATIONS
BETWEEN 1/09/2017 AND 30/09/2017**

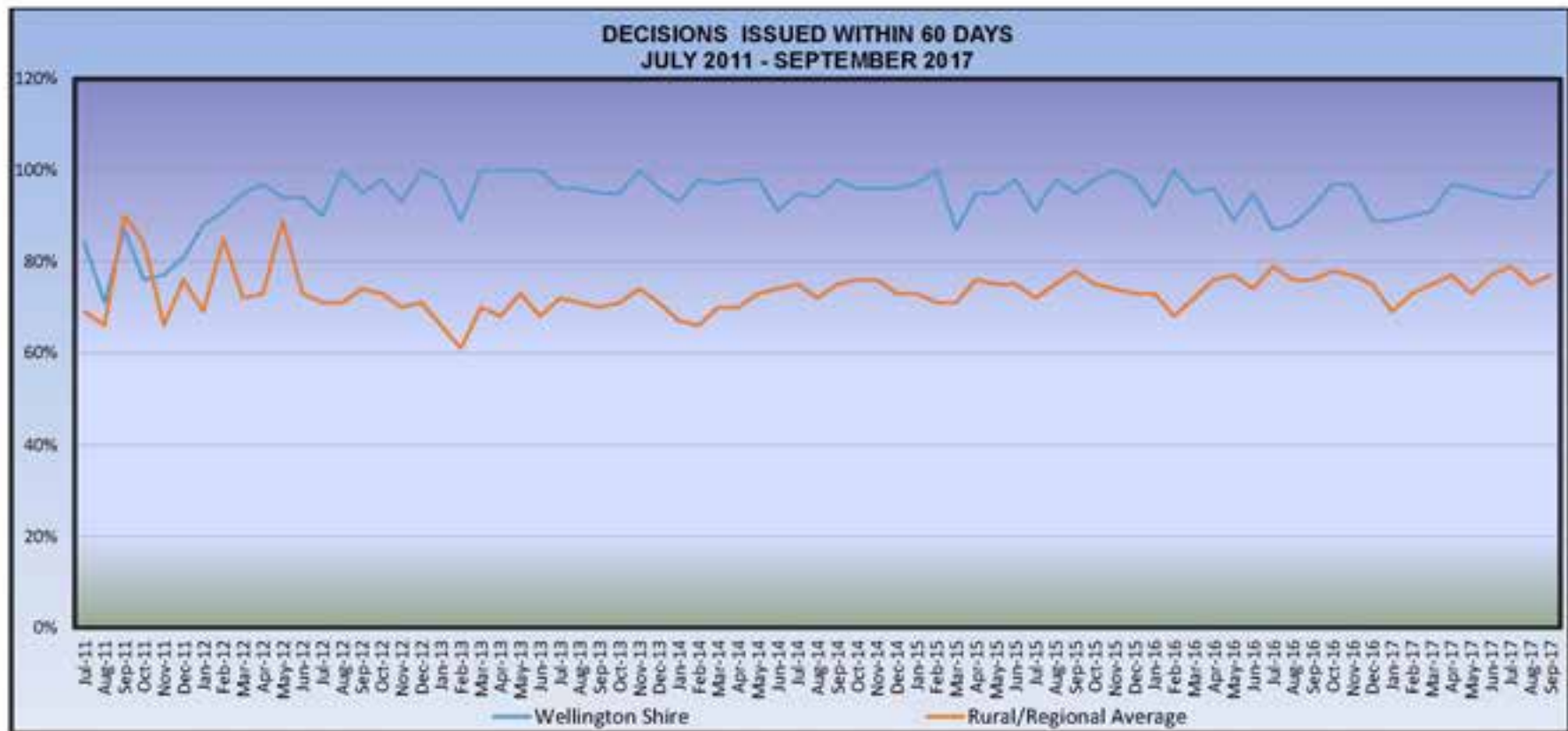
Application No/Year	Date Received	Property Title & Address	Proposal	Status
151-2/2016	26/07/2017	Assessment No. 265504 CA: 7A SEC: A MILNES RD CARRAUNG	Buildings and works associated with development of a dwelling.	Permit Issued by Delegate of Resp/Auth 21/09/2017
45-1/2017	22/02/2017	Assessment No. 191551 CP: 174695 133 MILL LANE ROSEDALE	Buildings and works / construction of an industrial building.	Permit Issued by Delegate of Resp/Auth 8/09/2017
127-1/2017	21/04/2017	Assessment No. 400358 LOT: 2 PS: 537580C OLD PAISLEY RD MUNRO	Subdivision of the land into 2 lots.	Permit Issued by Delegate of Resp/Auth 1/09/2017
150-1/2017	16/05/2017	Assessment No. 432484 PC: 375360N 504-510 SHORELINE DVE GOLDEN BEACH	Buildings and works associated with construction of a single dwelling.	Permit Issued by Delegate of Resp/Auth 22/09/2017
163-1/2017	22/05/2017	Assessment No. 301671 LOT: 1 TP: 402941T 12 BOISDALE ST MAFFRA	Buildings and works / construction of 2 dwellings & 3 lot subdivision.	Permit Issued by Delegate of Resp/Auth 5/09/2017
180-2/2017	2/08/2017	Assessment No. 12765 LOT: 1 TP: 119813G 335 RAYMOND ST SALE	Display of advertising signage.	Permit Issued by Delegate of Resp/Auth 22/09/2017
194-1/2017	19/06/2017	Assessment No. 83899 LOT: 1 PS: 729759V 193 HUGHES RD CLYDEBANK	Buildings and works associated with construction of a dwelling.	Permit Issued by Delegate of Resp/Auth 15/09/2017
196-1/2017	21/06/2017	Assessment No. 106609 LOT: 1 PS: 524050N 1,171 SALE-HEYFIELD RD DENISON	Use and development of the land for a single dwelling.	Permit Issued by Delegate of Resp/Auth 20/09/2017
222-1/2017	7/07/2017	Assessment No. 435479 LOT: 1 PS: 736786C 6-8 WILLINGTON PARK SALE	Development of land for 7 industrial units/sub of the land/carparking.	Permit Issued by Delegate of Resp/Auth 11/09/2017
223-1/2017	7/07/2017	Assessment No. 183772 LOT: 181 PS: 82059 4 AZORES CRT THE HONEYSUCKLES	Buildings and works associated with development of a single dwelling.	Permit Issued by Delegate of Resp/Auth 11/09/2017
230-1/2017	12/07/2017	Assessment No. 282996 LOT: 2 PS: 145912 183 YARRAM-PORT ALBERT PORT ALBERT	Subdivision of the land into two lots.	Permit Issued by Delegate of Resp/Auth 19/09/2017

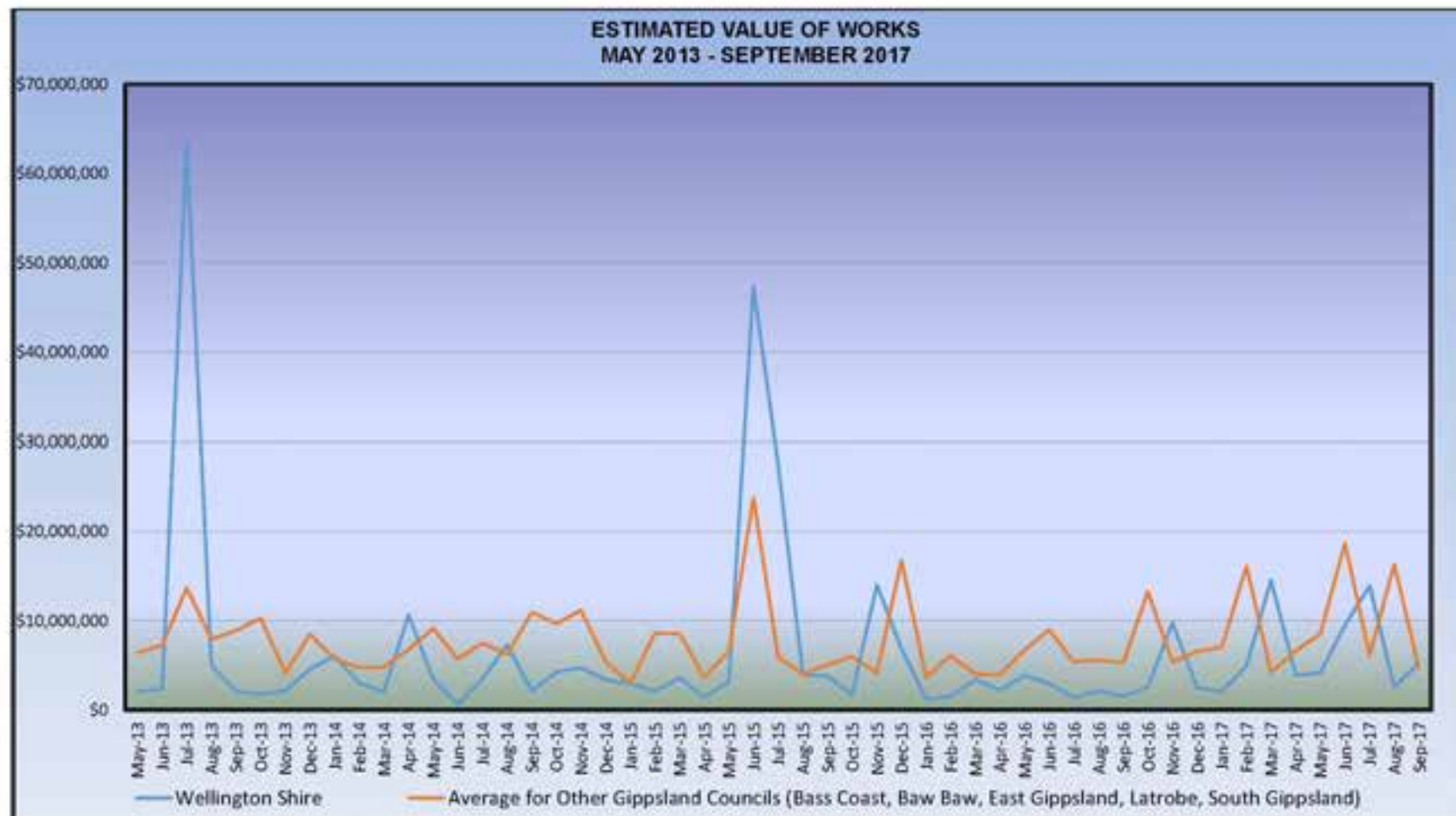
Application No/Year	Date Received	Property Title & Address	Proposal	Status
234-1/2017	17/07/2017	Assessment No. 12245 CP: 156311 488 RAYMOND ST SALE	Subdivision of the land into 3 lots and common property.	Permit Issued by Delegate of Resp/Auth 29/09/2017
238-1/2017	24/07/2017	Assessment No. 183483 LOT: 149 PS: 82059 36 FINISTERRE DVE THE HONEYSUCKLES	Buildings and works associated with construction of a dwelling.	Permit Issued by Delegate of Resp/Auth 6/09/2017
241-1/2017	26/07/2017	Assessment No. 261313 LOT: 2 PS: 330755 PARADISE BEACH RD PARADISE BEACH	Resubdivision of three lots into three different lots.	Permit Issued by Delegate of Resp/Auth 12/09/2017
244-1/2017	26/07/2017	Assessment No. 378034 CA: 157E KALLADY RD MADALYA	Use and development of the land for a quarry.	Permit Issued by Delegate of Resp/Auth 14/09/2017
251-1/2017	3/08/2017	Assessment No. 104455 PTL: 103 PS: 6044825 110 PRINCES HWY FULHAM	Resubdivision of two existing lots to create two new lots.	Permit Issued by Delegate of Resp/Auth 14/09/2017
252-1/2017	3/08/2017	Assessment No. 102806 LOT: 1 TP: 5991985 146 LANGSHAW'S LANE FULHAM	Removal of easement.	Permit Issued by Delegate of Resp/Auth 14/09/2017
253-1/2017	4/08/2017	Assessment No. 92122 PTL: 1 PS: 66040 8,324 DAROO RD DAROO	Buildings and works/construction of a telecommunications tower.	Permit Issued by Delegate of Resp/Auth 21/09/2017
256-1/2017	8/08/2017	Assessment No. 232728 PC: 376347Y 34-36 KANGAROO ST LOCH SPORT	Buildings and works associated with a dwelling.	Permit Issued by Delegate of Resp/Auth 19/09/2017
259-1/2017	9/08/2017	Assessment No. 385286 PC: 360024P 33 TARRAVILLE RD PORT ALBERT	Buildings and works associated with the construction of a dwelling.	Permit Issued by Delegate of Resp/Auth 12/09/2017
264-1/2017	14/08/2017	Assessment No. 99572 LOT: 2 PS: 131858 84 HOWLITT RD BRIAGOLONG	Buildings and works for construction of a shed.	Permit Issued by Delegate of Resp/Auth 22/09/2017
272-1/2017	16/08/2017	Assessment No. 217505 LOT: 686 PS: 52648 68 ASTRO AVE GOLDEN BEACH	Buildings and works associated with construction of a dwelling.	Permit Issued by Delegate of Resp/Auth 5/09/2017
273-1/2017	17/08/2017	Assessment No. 225417 LOT: 342 PS: 90201 36 CAMPBELL ST LOCH SPORT	Building and works associated with construction of a shed.	Permit Issued by Delegate of Resp/Auth 25/09/2017

Application No/Year	Date Received	Property Title & Address	Proposal	Status
275-1/2017	17/08/2017	Assessment No. 310375 LOT: 2 PS: 316757D 87 POWERS COURT ST MAFFRA	Display of advertising signage.	Permit Issued by Delegate of Resp/Auth 6/09/2017
278-1/2017	21/08/2017	Assessment No. 117424 PC: 352578N 7 ANGLERS WAY GOLDEN BEACH	Buildings and works associated with the construction of a dwelling.	Permit Issued by Delegate of Resp/Auth 4/09/2017
279-1/2017	22/08/2017	Assessment No. 423632 LOT: 2 PS: 812053 7A WELLINGTON PARK SALE	Subdivision of the land into 2 lots with common property.	Permit Issued by Delegate of Resp/Auth 12/09/2017
282-1/2017	24/08/2017	Assessment No. 108688 LOT: 3 PS: 140370 33 CHURCH ST COWWARR	Buildings and works associated with extension to existing dwelling.	Permit Issued by Delegate of Resp/Auth 22/09/2017
285-1/2017	29/08/2017	Assessment No. 29785 PC: 370639S 339 RAGLAN ST SALE	B&W assoc'd with exten's to existing industrial building & car parking	Permit Issued by Delegate of Resp/Auth 20/09/2017
288-1/2017	29/08/2017	Assessment No. 78766 LOT: 1 TP: 395186 78 TYERS ST STRATFORD	Buildings and works associated with extension to existing building.	Permit Issued by Delegate of Resp/Auth 8/09/2017
289-1/2017	30/08/2017	Assessment No. 310011 LOT: 1 TP: 241932P 19 MORONEY ST MAFFRA	Buildings and works associated with construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth 6/09/2017
290-1/2017	31/08/2017	Assessment No. 213769 CP: 167435H 28 RAINBOW RD GOLDEN BEACH	B & W assoc'd with construction of a shed and relocation of shed.	Permit Issued by Delegate of Resp/Auth 14/09/2017
291-1/2017	1/09/2017	Assessment No. 3210 LOT: 29 PS: 514882V 153-155 DAWSON ST SALE	Buildings and works in a heritage overlay.	No Permit Required 8/09/2017
294-1/2017	5/09/2017	Assessment No. 82842 LOT: 1 PS: 140428 357 COBAINS RD COBAINS	Buildings and works associated with extensions to existing dwelling.	Permit Issued by Delegate of Resp/Auth 13/09/2017
299-1/2017	11/09/2017	Assessment No. 104901 CA: 55 SEC: B PRINCES HWY KILMANY	Buildings and works associated with the construction of a hay shed.	Permit Issued by Delegate of Resp/Auth 19/09/2017
317-1/2017	21/09/2017	Assessment No. 229757 LOT: 2472 PS: 70939 9 ELIZABETH CRT LOCH SPORT	Buildings and works associated with extensions to existing dwelling.	Permit Issued by Delegate of Resp/Auth 27/09/2017

Total No of Decisions Made: 35







ITEM C3.2**GIPPSLAND TRACKS AND TRAILS STRATEGY**

DIVISION: DEVELOPMENT

ACTION OFFICER: GENERAL MANAGER DEVELOPMENT

DATE: 21 NOVEMBER 2017

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

OBJECTIVE

For Council to consider supporting a Gippsland Local Government Network application for funding to develop a Gippsland Tracks and Trails Strategy and doing so, commit to a contribution of \$8,333 should the application be successful.

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

That Council support a Gippsland Local Government Network application for funding to develop a Gippsland Tracks and Trails Strategy and commit \$8,333 of funding should the application be successful.

BACKGROUND

Currently there is no regional approach to the development of trails and tracks in Gippsland and this lack of strategy is impinging of the regional ability to attract funding for projects.

To that end, the Gippsland Local Government Network (GLGN) is seeking to develop a Gippsland Tracks and Trails Strategy (Strategy) and have estimated that \$100,000 will be required to undertake this comprehensive piece of work.

GLGN has commenced funding applications seeking \$50,000 towards the project, and are now requesting co-contributions for the balance from Gippsland Councils, which equates to \$8,333 per Council.

Development of the Strategy would provide strategic direction in the following areas:

- Economic outcomes for visitor expenditure, jobs and investment
- Protect the region's natural and cultural heritage
- Priorities for track and trail infrastructure investment (including the development of nationally significant or iconic facilities)
- Planning, management and maintenance of track and trail infrastructure
- Visitor information
- Marketing of track and trail facilities
- Private sector business opportunities and visitor experience development
- Potential stakeholder partnerships

Following the development of the Strategy it is proposed an Action Plan be developed to conduct a gap analysis, trail audit, and assessment of the existing track facilities and trail network to assist with implementation, monitoring and evaluation of associated infrastructure development.

This would inform core materials required for funding applications.

The Strategy would also complement planning work currently underway by the:

- Department of Environment, Land, Water and Planning (Central Gippsland Public Land Master Plan);
- Destination Gippsland (Gippsland Destination Management Plan); and
- Local Government Council Plans.

OPTIONS

Council has the following options:

1. Approve the contribution of \$8,333 co-funding towards the Gippsland Tracks and Trails Strategy.
2. Not approve the contribution of \$8,333 co-funding towards the Gippsland Tracks and Trails Strategy.
3. Seek further information for consideration at a future Council meeting.

PROPOSAL

That Council approve the contribution of \$8,333 co-funding towards the Gippsland Tracks and Trails Strategy.

CONFLICT OF INTEREST

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

FINANCIAL

The financial cost of the co-contribution has not been provided in the 2017/18 budget, however should Council resolve to support this initiative, funds can be reallocated.

COUNCIL PLAN

The Council Plan 2017-2021 Theme 6 Organisational states the following strategic objective and related strategy:

Strategic Objective 1.1

'Maintain friendly, safe communities providing opportunities for residents to lead healthy and active lifestyles.'

Strategy 1.1.3

'Develop and foster strong relationships with funding agencies, committees of management and local communities for the provision of appropriate recreational infrastructure, program and services to support healthy and active lifestyles.'

Strategic Objective 2.1

'Council services and infrastructure are responsive to identified current and future community needs within budgeted parameters.'

Strategy 2.1.1

'Undertake service delivery and infrastructure master planning to provide community assets in response to identified needs.'

Strategic Objective 3.1

'Conserve and protect our natural environment through responsible and sustainable management practices.'

Strategy 3.1.1

'Ensure development is appropriate to conserve our environmentally sensitive landscapes for future generations.'

Strategy 3.1.2

'Work in partnership to protect and preserve Wellington Shire's natural environment, biodiversity, resources and environmental heritage.'

Strategic Objective 5.1

'Grow Wellington Shire's visitor economy.'

Strategy 5.3.2

'Enhance visitor experiences through the development of quality facilities and services.'

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



C4 - REPORT

GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT

ITEM C4.1**McMILLAN CRESCENT YARRAM SPECIAL CHARGE STREET UPGRADE SCHEME – INTENTION TO DECLARE SCHEME**

DIVISION: BUILT AND NATURAL ENVIRONMENT
 ACTION OFFICER: MANAGER ASSETS AND PROJECTS
 DATE: 21 NOVEMBER 2017

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

OBJECTIVE

The purpose of this report is for Council to consider the feedback received from property owners liable for the McMillan Crescent Special Charge Street Upgrade Scheme Number 1703 for declaration as a Special Charge Scheme for McMillan Crescent and a section of Commercial Street south of Duke Street in Yarram.

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

That:

- 1. Council commence the statutory process under the Local Government Act 1989 (the Act) to declare a Special Charge Scheme for the purposes of upgrading McMillan Crescent and a section of Commercial Street south of Duke Street, Yarram. The scheme being for the provision of pavement sealing and footpath construction only on the north side of McMillan Street and the east side of Commercial Street.***
- 2. Council in accordance with sections 163(1A) and 163B(3) of the Act, direct that a public notice be given in the Gippsland Times newspaper of the intention of Council to declare the scheme at its ordinary meeting to be held on 20 March 2018 in accordance with the proposed declaration of Special Charge Scheme Number 1703 in the form of this resolution for the upgrade of McMillan Crescent and a section of Commercial Street south of Duke Street, Yarram.***
- 3. Council direct that in accordance with section 163(1C) of the Act, separate letters enclosing a copy of the public notice be sent to the owners of the properties referred to and set out in the schedule of properties forming a part of the Proposed Declaration of a Special Charge, advising of the intention of Council to declare the Special Charge at its ordinary meeting to be held on 20 March 2018, the basis of the calculation and distribution of the Special Charge and notifying such persons that submissions and/or objections in writing in relation to the Proposed Declaration of Special Charge will be considered and/or taken into account by Council in accordance with sections 163A, 163B and 223 of the Act.***
- 4. Council appoint three Councillors plus an alternative representative to form the 'McMillan Crescent Special Charge Scheme Submissions Committee' that is established by Council under section 223(1)(b)(i) of the Act, to consider written submissions/objections and to hear any persons who in their written submissions***

under Section 223 of the Act have requested that they are heard in support of their submissions.

- 5. Scheme Number 1703 for the upgrade of McMillan Crescent and a section of Commercial Street south of Duke Street, Yarram as presented to this meeting be adopted and a Special Charge for the scheme commence 20 March 2018 and remain in force for a period of five years.**
- 6. The Special Charge be declared for the purpose of defraying costs associated with the street upgrade (pavement sealing and footpath) which Council considers will be of benefit to those property owners required to pay the special charge.**
- 7. The following be specified as the land in relation to which the special charges is so declared: All properties abutting McMillan Crescent and a section of Commercial Street south of Duke Street within the township of Yarram, intended to be included in the scheme as defined on the plan attached to this report. (Attachment 1).**
- 8. The following be specified as the criteria which forms the basis of the Special Charge so declared:-**

Properties will derive special benefit due to construction of the road and streets by:-

- **Reduction in dust**
 - **Enhance the amenity and character of the land and local area**
 - **Creation of improved riding surfaces for the street**
 - **Improved access and egress from properties**
 - **Improved road drainage**
 - **Improved road safety for motorists**
- 9. That pursuant to Clause (2) of Section 163 of the Local Government Act 1989, Council resolve:-**
 - (a) The total amount of the Special Charge to be levied is \$74,000**
 - (b) The criteria used as a basis for declaring the Special Charge are:**
 - **Improved amenity for properties in the area defined by the scheme boundary.**
 - **Improved road safety for properties and the community in the area defined by the scheme boundary.**
 - **That for the purposes of Clause (2A) of Section 163 of the Local Government Act 1989 the total amount of the Special Charge to be levied will not exceed the amount calculated in accordance with the formula $S = R \times C$**

Where S = The maximum total amount that may be levied from all persons who are liable to pay the special charges.
R = The Benefit Ratio pursuant to Clause (2B) of Section 163 of the Act
and C = The cost of the scheme.
 - **That for the purposes of Clause (2B) of Section 163 of the Local Government Act 1989, the Benefit Ratio R shall have a value of 0.40.**
 - (c) The cost is to be apportioned to properties included in the scheme on the basis of each property having a frontage abuttal to the street to be upgraded under the scheme will be apportioned one (1) Access Benefit Unit (ABU). Properties with a side abuttal to the street to be upgraded under the scheme will be apportioned one half (0.5) Access Benefit Unit (ABU).**

10. Having regard to the preceding parts of this resolution, it be recorded that:

a) The owners of the properties described in the scheme document entitled “McMillan Crescent, Yarram - Special Charge Street Upgrade Scheme Number 1703” are liable for the respective amounts set out in the scheme document. Council will be contributing 60% of the scheme costs.

b) Such owners may, subject to any further resolution by Council, pay the Special Charge per property/title in accordance with the following:

- (i) the full amount within 45 days of invoice or**
- (ii) payment may be made over 20 quarterly instalments (5 years) including interest.**

11. The Chief Executive Officer or the person for the time being acting in that position, be authorised to give public notice of this declaration in accordance with Sections 163 and 223 of the Local Government Act 1989.

12. The Chief Executive Officer and his delegates are authorised to carry out all other administrative procedures necessary to enable Council to carry out its functions under section 163A and sections 163(1A), (1B) and (1C) and sections 163B and 223 of the Act.

BACKGROUND

McMillan Crescent and a section of Commercial Street south of Duke Street in Yarram are both unsealed roads within the residential township area. These roads are approximately 305m in length, with kerb and channel constructed on both sides, except for Commercial Street where the kerb and channel is located on the east side only. The full length is managed and maintained by Wellington Shire Council.

The existing kerb and channel is in poor condition which is exacerbated by the large nature strip trees and the unsealed road pavement.

As the kerb and channel is due for renewal due to its poor condition, it is appropriate to offer abutting landowners the option to seal the road and provide a footpath on one side of the street under a Special Charge Scheme.

The sealing of McMillian Crescent and the section Commercial Street will reduce maintenance requirements while providing a higher level of service for abutting properties while the footpath will provide a paved level surface for residents.

It is considered that the properties which abut this section of McMillan Crescent and Commercial Street will derive a special benefit by the proposed upgrade works, as a result of:

- Reduction in dust
- Enhance the amenity of the area
- Creation of improved riding surfaces
- Improved access and egress from properties
- Improved road drainage.

A concept plan and construction estimates were prepared in addition to a draft apportionment schedule to determine the estimated amount that would be recovered from each property within the proposed scheme. The scheme is proposed to be apportioned on the basis of access benefits with

the corner properties fronting Duke Street having one half access benefit. Two options were presented to property owners, being;

- Option 1 – Sealing of the road pavement and footpath construction on one side.
- Option 2 – Sealing of road pavement only.

A public meeting was held on 13 September 2017 to outline the proposal. A follow up letter with a survey form was sent to each property owner, along with an estimated apportionment cost for both options.

There were eighteen replies to the survey which is a 90% response rate with all property owners that replied being in favour of a scheme.

	SUPPORT SCHEME		OPPOSE SCHEME		DID NOT REPLY	
Property Owners (20)	18	90%	0	0%	2	10%
Properties (20)	18	90%	0	0%	2	10%

From the 18 responses, the preference for Option 1 & Option 2 were:

	OPTION 1		OPTION 2	
Option Preference	13	72%	5	28%

Based on the survey results, there is a high level of support (72%) for option 1, being the sealing of the road pavement and the construction of a footpath on one side of the roads.

OPTIONS

Council has the following options:

- To progress the proposed scheme by advertising the intention to declare the Special Charge scheme; or
- To not advertise the intention to declare the Special Charge Scheme.

PROPOSAL

That Council advertise its intention to declare a Special Charge Scheme for the upgrade of McMillan Crescent and a section of Commercial Street south of Duke Street, Yarram for the provision of pavement sealing and footpath construction.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

Based on the funding framework within the Residential Road and Street Construction Plan, 40% of costs are to be apportioned to properties within the Special Charge scheme, with 60% funded by Council.

Portion to be recovered from property owners within the scheme (40%): \$29,600

Portion of cost to be recovered from Council as direct costs (60%): \$44,400

Total estimated cost of scheme: \$74,000 which does not include GST

This project has been budgeted for in the 2017/2018 financial year and the costs attributed to Council are to be funded through the Roads to Recovery Program.

The method of apportioning the costs for this scheme is intended to be based on access benefit. The properties with frontage abuttal will be allocated one access benefit unit while the properties with side abuttal being liable for one half access benefit unit only.

Property owners liable to pay under the Special Charge scheme will be invoiced following completion of works. Options for payment include full payment within 45 days or 20 quarterly instalments (5 years), including an interest component aligned to Council's cost of finance.

The average estimated cost per property for Option 1, is \$1,480 with the lowest estimated cost per property being \$800 and the highest estimated cost per property is \$1,600.

LEGISLATIVE

This scheme has been prepared in accordance with Section 163, 163A, 163B of the Local Government Act 1989. Public notification will be in accordance with Sections 163 and 223 of the Local Government Act 1989. Submissions and objections to the scheme will be considered in accordance with Sections 163A, 163B and 223 of the *Local Government Act 1989*.

Clause (2) of Section 163 of the *Local Government Act 1989* requires Council to determine:

- (a) The total amount of the Special Charge to be levied; and
- (b) The criteria to be used as the basis for declaring the special charge.

Clause (2A) of Section 163 of the *Local Government Act 1989* provides that for the purpose of Section (2) (a) the total amount of the Special Charge to be levied must not exceed the amount "S" where $S = R \times C$ and;

S = is the maximum total amount that may be levied from all the persons who are liable to pay the special rates or special charges.

R = is the benefit ratio determined by the Council in accordance with sub-section (2B).

C = is the total cost of the performance of the function or the exercise of the power under sub-section (1).

The Benefit Ratio "R" is calculated by:

$$\frac{TSB(in)}{TSB(in) + TSB(out) + TCB} = R$$

- **TSB(in)** is the estimated total special benefit of those properties that the council has decided to include in the scheme.
- **TSB(out)** is the estimated total special benefit of those properties with an identified special benefit that the Council does not propose to include in the scheme.
- **TCB** is the estimated total community benefit.

- **R** is the benefit ratio.

For the purposes of this scheme:

$$\text{TSB(in)} = 20 \text{ (no. of properties in scheme)}$$

$$\text{TSB(out)} = 0$$

$$\text{TCB} = 30$$

$$\text{Therefore:- } R = \frac{20}{20+0+30} = 0.40$$

and

$$S = R \times C$$

$$S = 0.40 \times \$74,000$$

$$\text{Therefore:- } S = \$29,600$$

COUNCIL POLICY IMPACT

The scheme has been prepared in accordance with Council's Special Charge Schemes – Crescents, Street & Drainage Development Policy 4.2.4 and 2014 Residential Crescent and Street Construction Plan.

RESOURCES AND STAFF IMPACT

Implementation of the scheme can be undertaken with the resources of the Assets & Projects unit with the assistance of external contract engineering support for the survey and design of the scheme. In the event the scheme is adopted by Council, construction will be carried out by an approved contractor via a tender process.

COMMUNITY IMPACT

Implementation of this scheme will have a positive community impact as it will result in McMillan Crescent, Yarram being fully sealed with a footpath in line with current service standards in accordance with the Infrastructure Design Manual. Community benefit is reflected in Council contribution toward the works outcome.

ENVIRONMENTAL IMPACT

Implementation of this scheme will have a positive environmental impact arising from the reduction of dust generated by vehicles as well as improved quality of storm water runoff.

CONSULTATION IMPACT

A comprehensive public consultation process has been entered into with affected property owners including:

- Information letter advising property owners of street works proposal 11 August 2017
- Public meeting held at Yarram, 13 September 2017
- Mail out survey of all property owners, 14 September 2017
- Follow up phone calls and emails requesting replies to the survey.

Further consultation will be through recommendations 2 & 3 of this report. The recommendation is for the notification by public notice of the opportunity to lodge submissions/objections to the proposed Special Charge street construction scheme.

RISK MANAGEMENT IMPACT

Implementation of the scheme will produce a substantial reduction in risk to motorists, cyclists and other Crescent users through improved visibility (reduction of dust), properly identified through lanes and new signage and markings.

Attachment 1

**MCMILLAN CRESCENT – YARRAM - SPECIAL CHARGE STREET CONSTRUCTION SCHEME
No 1703**

PLAN OF SPECIAL CHARGE SCHEME AREA.

Scheme Boundary ———



ITEM C4.2**RIVERVIEW ROAD, WURRUK - SPECIAL CHARGE STREET CONSTRUCTION SCHEME – INTENTION TO DECLARE SCHEME**

DIVISION: BUILT & NATURAL ENVIRONMENT

ACTION OFFICER: MANAGER ASSETS & PROJECTS

DATE: 21 NOVEMBER 2017

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

OBJECTIVE

The purpose of this report is for Council to consider the feedback received from property owners liable for the Riverview Road Special Charge Street Construction Scheme No. 1702 and consider commencing the statutory process. The scheme is for the section of Riverview Road between Golding Street and Fisk Street in Wurruk.

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

- 1. Council commence the statutory process under the Local Government Act 1989 (the Act) to declare a Special Charge Scheme for the purposes of constructing the section of Riverview Road between Golding and Fisk Street in Wurruk and providing any ancillary works.***
- 2. Council in accordance with sections 163(1A) and 163B(3) of the Act, direct that a public notice be given in the Gippsland Times newspaper of the intention of Council to declare the scheme at its ordinary meeting to be held on 20 March 2018 in accordance with the proposed declaration of Special Charge Scheme Number 1702 in the form of this resolution for the full construction of the section of Riverview Road between Golding and Fisk Street in the township of Wurruk.***
- 3. Council direct that in accordance with section 163(1C) of the Act, separate letters enclosing a copy of the public notice be sent to the owners of the properties referred to and set out in the schedule of properties forming a part of the Proposed Declaration of a Special Charge, advising of the intention of Council to declare the Special Charge at its ordinary meeting to be held on 20 March 2018, the basis of the calculation and distribution of the Special Charge and notifying such persons that submissions and/or objections in writing in relation to the Proposed Declaration of Special Charge will be considered and/or taken into account by Council in accordance with sections 163A, 163B and 223 of the Act.***
- 4. Council appoint three Councillors plus an alternative representative to form the 'Riverview Road Special Charge Scheme Submissions Committee' that is established by Council under section 223(1)(b)(i) of the Act, to consider written submissions/objections and to hear any persons who in their written submissions under Section 223 of the Act have requested that they are heard in support of their submissions.***

5. ***Scheme Number 1702 for construction of the section of Riverview Road between Golding and Fisk Street, Wurruk as presented to this meeting be adopted and a Special Charge for the scheme commence 20 March 2018 and remain in force for a period of ten years***
6. ***The Special Charge be declared for the purpose of defraying costs associated with street construction which Council considers will be of benefit to those property owners required to pay the special charge.***
7. ***The following be specified as the land in relation to which the special charges is so declared: All properties abutting the section of Riverview Road between Golding and Fisk Street, within the township of Wurruk intended to be included in the scheme as defined on the plan attached to this report. (Attachment 1)***
8. ***The following be specified as the criteria which forms the basis of the special charge so declared:-***

Properties will derive special benefit due to construction of the roads and streets by:-

- ***Reduction in dust***
 - ***Enhance the amenity and character of the land and local area***
 - ***Creation of improved riding surfaces for the street***
 - ***Improved access and egress from properties***
 - ***Improved road drainage***
 - ***Improved road safety for motorists***
9. ***That pursuant to Clause (2) of Section 163 of the Local Government Act 1989, Council resolve:-***
 - a. ***The total amount of the special charge to be levied is \$185,000***
 - b. ***The criteria used as a basis for declaring the special charge are:***
 - ***Improved amenity for properties in the area defined by the scheme boundary.***
 - ***Improved road safety for properties and the community in the area defined by the scheme boundary.***

That for the purposes of Clause (2A) of Section 163 of the Local Government Act 1989 the total amount of the special charge to be levied will not exceed the amount calculated in accordance with the formula $S = R \times C$

Where S = The maximum total amount that may be levied from all persons who are liable to pay the special charges.

R = The Benefit Ratio pursuant to Clause (2B) of Section 163 of the Act and C = The cost of the scheme

That for the purposes of Clause (2B) of Section 163 of the Local Government Act 1989, the Benefit Ratio R shall have a value of 0.40.

- (c) ***Two thirds of the cost is to be apportioned to all properties included in the scheme on the basis of each property having abuttal to the street to be constructed under the scheme will be apportioned one (1) Access Benefit Unit (ABU).***

(d) One third of the cost will be apportioned on the basis of abuttal length for each property. Abuttal length for the purpose of this scheme is defined as the actual frontage, one third sideage and one half rearage (including any extensions to these dimensions associated with corner splays) for every property in the scheme. The amount to be charged to each property for abuttal will be the product of the abuttal length of the property divided by the total abuttal length for the scheme multiplied by one third the cost.

10. Having regard to the preceding parts of this resolution, it be recorded that:

- 1. The owners of the properties described in the scheme document entitled "Riverview Road Special Charge Street Construction Scheme Number 1702" are liable for the respective amounts set out in the scheme document. Council will be contributing 60% of the scheme costs.**
- 2. Such owners may subject to any further resolution by Council, pay the special charge per property/title in accordance with the following:**
 - a) the full amount within 45 days of invoice or**
 - b) payment may be made over 20 quarterly instalments (5 years) including interest or,**
 - c) payment may be made over 40 quarterly instalments (10 years) including interest.**

11. The Chief Executive Officer or the person for the time being acting in that position, be authorised to give public notice of this declaration in accordance with Sections 163 and 223 of the Local Government Act 1989.

12. The Chief Executive Officer, General Manager Built & Natural Environment and Manager Assets and Projects or the person for the time being acting in that position, be authorised to carry out any and all other administrative procedures necessary to enable Council to carry out its functions under section 163A and sections 163(1A), (1B) and (1C) and sections 163B and 223 of the Act.

BACKGROUND

Wellington Shire Council was contacted by an abutting land owner in Riverview Road, Wurruk to discuss the prospect of a special charge street construction scheme for the road between Golding Street and Fisk Street.

The section of Riverview Road in the proposed scheme is primarily a residential street with farmland abutting the eastern side and is classified as a Local Access B Road. Access is from Golding, Baker, Irwin or Fisk Streets. Currently there are limited road shoulders with an unsealed surface. Drainage primarily consists of open channel drains which ultimately discharge into the underground drainage network.

The sealing of Riverview Road will reduce maintenance requirements while providing a higher level of service for abutting properties and it is considered that these properties will derive a special benefit by the proposed works, as a result of:

- Reduction in dust
- Enhance the amenity of the area
- Creation of improved riding surfaces
- Improved access and egress from properties

- Improved road drainage.

A concept plan which included the provision of a sealed shoulder and one way cross fall towards the farmland along the eastern side as well as a construction estimate were prepared, in addition to a draft apportionment schedule to determine the estimated amount that would be recovered from each property within the proposed scheme.

A public meeting was held on 29 June 2017 to outline the proposal. A follow up letter with a survey form was sent to each property owner, along with an estimated apportionment cost.

There are 15 properties within the scheme area, with 3 properties not being chargeable and so would be the responsibility of Wellington Shire Council. The properties are Crown Land, an unused road reserve and farm land. The remaining 12 properties have one owner each.

All property owners responded to the survey with 75% in support (8 properties), 25% in opposition (3 properties).

	SUPPORT SCHEME		OPPOSE SCHEME		DID NOT REPLY	
Property Owners (12)	9	75%	3	25%	0	0%
Properties (12)	9	75%	3	25%	0	0%

The table above excludes the three properties for which Wellington Shire Council is deemed the responsible contributing body.

Under the Wellington Shire Council's 2014 Residential Road and Street Construction Plan, a support level of 70% from the affected property owners is required to progress the proposed scheme.

OPTIONS

1. Progress the proposed scheme by advertising the intention to declare the Special Charge Scheme.
2. To not advertise the intention to declare the Special Charge Scheme.

PROPOSAL

That Council advertise its intention to declare a Special Charge Street Construction Scheme for Riverview Road (between Golding Street and Fisk Street) in Wurruk.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

Total costs applicable to the Special Charge scheme are estimated to be \$185,000. The amount to be recovered under the scheme does not include GST.

Based on the funding framework within the Residential Road and Street Construction Plan, 40% of costs are to be apportioned to properties within the Special Charge scheme, with 60% funded by Council.

Portion to be recovered from property owners, including those properties where Council is the responsible contributing body (40%): \$74,000

Portion of cost to be recovered from Council as direct costs (60%): \$111,000

Total estimated cost of scheme \$185,000

1. As only 40% of the cost of this scheme is intended to be recovered from affected property owners, Council will need to provide for the estimated cost within its Capital Works Program. Council funding is intended to be allocated from the Commonwealth Roads to Recovery Program.
2. The method of apportioning the costs for this scheme includes both access benefit and road abuttal. Accordingly, two thirds of the estimated cost is to be uniformly apportioned among the properties in the scheme as an access benefit. The remaining one third is to be apportioned on the basis of full cost for properties fronting the road/streets to be constructed.
3. It is proposed under the scheme to invoice property owners for their apportioned project amount after commencement of construction of the scheme. Options for payment per property/parcel/title are, full payment within 45 days or 20 quarterly instalments (5 years) or 40 quarterly instalments (10 years) for all amounts. An interest component will be included where payment is to be made under either of these instalment programs.
4. The average estimated cost per property is \$4,930. The lowest estimated cost is \$4,070. The highest estimated cost is \$9,800.

LEGISLATIVE IMPACT

Clause (2) of Section 163 of the *Local Government Act 1989* requires Council to determine:

- (a) The total amount of the special charge to be levied; and
- (b) The criteria to be used as the basis for declaring the special charge.

Clause (2A) of Section 163 of the *Local Government Act 1989* provides that for the purpose of Section (2) (a) the total amount of the special charge to be levied must not exceed the amount "S" where $S = R \times C$ and;

S = is the maximum total amount that may be levied from all the persons who are liable to pay the special rates or special charges.

R = is the benefit ratio determined by the Council in accordance with sub-section (2B).

C = is the total cost of the performance of the function or the exercise of the power under sub-section (1).

The Benefit Ratio "R" is calculated by:

$$\frac{TSB(in)}{TSB(in)+TSB(out)+TCB} = R$$

- **TSB(in)** is the estimated total special benefit of those properties that the council has decided to include in the scheme.
- **TSB(out)** is the estimated total special benefit of those properties with an identified special benefit that the Council does not propose to include in the scheme.
- **TCB** is the estimated total community benefit.
- **R** is the benefit ratio.

For the purposes of this scheme:

$$\begin{aligned} \text{TSB(in)} &= 15 \text{ (no. of properties in scheme)} \\ \text{TSB(out)} &= 0 \\ \text{TCB} &= 22.5 \end{aligned}$$

$$\text{Therefore:- } R = \frac{15}{15+0+22.5} = 0.40$$

and;

$$\begin{aligned} S &= R \times C \\ S &= 0.40 \times \$185,000 \end{aligned}$$

$$\text{Therefore:- } S = \$74,000$$

COUNCIL POLICY IMPACT

The scheme has been prepared in accordance with Council's Special Charge Schemes – Roads, Street & Drainage Development Policy 4.2.4 and 2014 Residential Road and Street Construction Plan.

RESOURCES AND STAFF IMPACT

Implementation of the scheme can be undertaken with the resources of the Assets & Projects unit with the assistance of external contract engineering support for the survey and design of the scheme. In the event the scheme is adopted by Council, construction will be carried out by an approved contractor via a tender process.

COMMUNITY IMPACT

Implementation of this scheme will have a general community impact as it will result in Riverview Road between Golding and Fisk Streets, Wurruk being fully sealed, in line with current service standards. Community benefit is reflected in Council contribution toward the works outcome.

ENVIRONMENTAL IMPACT

Implementation of this scheme will have a positive environmental impact arising from the reduction of dust generated by vehicles as well as improved quality of storm water runoff.

CONSULTATION IMPACT

A comprehensive public consultation process has been entered into with affected property owners including:

- Discussions between property owners and Council staff during 2016 & 2017
- Information letter advising property owners of street works proposal 9 June 2017
- Public meeting held at Wurruk, 29 June 2017
- Mail out survey of all property owners, 4 July 2017
- Follow up phone calls, emails and door knocking requesting replies to the survey.

Further consultation will be through recommendation 2 & 3 of this report. The recommendation is for the notification by public notice and by mail of the opportunity to lodge submissions/objections to the proposed special charge street construction scheme.

RISK MANAGEMENT IMPACT

Implementation of the scheme will produce a reduction in risk to motorists and other road users through improved visibility (reduction of dust), intersection definition, new signage and markings.

Attachment 1

RIVERVIEW ROAD - SPECIAL CHARGE STREET CONSTRUCTION SCHEME No 1702

PLAN OF SPECIAL CHARGE SCHEME AREA.

Proposed Scheme Boundary —————





C5 - REPORT

GENERAL MANAGER COMMUNITY AND CULTURE

ITEM C5.1**QUICK RESPONSE GRANT SCHEME**

DIVISION: COMMUNITY & CULTURE
ACTION OFFICER: MANAGER LEISURE SERVICES
DATE: 21 NOVEMBER 2017

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

OBJECTIVE

For Council to note the information regarding applications received under the Quick Response Grant Scheme (QRGS) for the period July 2017 to October 2017 as at Attachment A.

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

That Council note the information regarding successful applications under the Quick Response Grant Scheme for the period July 2017 to October 2017 as at Attachment A.

BACKGROUND

The QRGS aims to fulfil community need by providing a quick turnaround for funding and provides an opportunity for the community to access funding outside the Community Grant timeline. The QRGS supports the delivery of projects that demonstrate positive impacts on the wider Wellington community. Eligible projects submitted under this program are assessed within two weeks.

Individuals can apply for a QRG of up to \$500 under the Individual Sponsorship category. Not for profit community groups operating in the Wellington Shire can apply for up to \$2,000 from the three minor community funding categories (Events, Projects and Facilities).

The applications included in this paper were assessed between July 2017 to October 2017.

Applications are assessed by an internal assessment panel. Each application is assessed on its benefit to the community, ability to fulfil a community need, project planning and the capacity of the applicant to deliver the project. The Panel allocates funding based on the assessment criteria and funding guidelines.

OPTIONS

Council has the following options:

1. Note the information regarding successful applications under the QRGS for the period July 2017 to October 2017 as at Attachment A.; or
2. Request further information and reconsider at a future Council meeting.

PROPOSAL

For Council to receive the information regarding successful applications under the QRGS for the period July 2017 to October 2017 as at Attachment A.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

These applications have been funded through the QRGS within the Active Communities budget. The total available budget for the 2017/2018 Quick Response Grant Scheme is \$130,000. A total of \$54,139.35 was allocated to successful applications for the period July 2017 to October 2017.

The table below is a summary of the funding allocation, detailed list at Attachment A.

Applications received and assessed	
• Minor Community Events	18 totalling \$27,759.00
• Minor Community Projects	15 totalling \$22,953.00
• Minor Community Facilities	10 totalling \$15,813.70
• Individual Sponsorship	8 totalling \$4,000.00
Successful Applications	
• Minor Community Events	14 totalling \$20,934.00 *
• Minor Community Projects	13 totalling \$17,190.50 *
• Minor Community Facilities	9 totalling \$13,514.85 *
• Individual Sponsorship	5 totalling \$2,500.00
Unsuccessful Applications	
• Minor Community Events	4 totalling \$5,430.00
• Minor Community Projects	2 totalling \$4,000.00
• Minor Community Facilities	1 totalling \$2,000.00
• Individual Sponsorship	3 totalling \$1,500.00

* funding reduced upon assessment

COMMUNICATION IMPACT

The funding of these grants facilitates positive community relationships for the Wellington Shire Council, highlighting Council's commitment to supporting not for profit community organisations in the delivery of their activities, projects and events that benefit the wider community.

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".

COMMUNITY IMPACT

The funding of these grants will have a significant positive effect on the community, providing assistance to increase the range of events and activities that the wider Wellington community can access. Successful applicants have demonstrated a community need that will be filled through receiving the funding and show a community benefit through project outcomes.

ENVIRONMENTAL IMPACT

All events and projects are encouraged to consider the waste that will be produced through delivering their grant outcomes and have appropriate measures in place to manage waste. Assistance from Council is offered to all events to minimise landfill waste through the use of recycle bins.

CONSULTATION IMPACT

Council officers were involved in consultation with grant applicants to provide advice and assistance in the completion of event grant applications.

RISK MANAGEMENT IMPACT

The events industry is strongly legislated and all events are encouraged to comply with current OH&S and best practice safety standards. It is the responsibility of applicants to ensure that their project complies with all current rules and regulations.

Quick Response Grant Scheme - Successful Applications – July 2017 to October 2017

Organisation		Project Title	Amount	Description
Successful Minor Community Events				
1	North Gippsland CWA	CWA Creative Arts Exhibition	\$2,000.00	CWA event showcasing their art and craft to the general public.
2	Loch Sport Men's Shed	Grand Opening of Loch Sport Men's Shed	\$1,700.00	A celebration of 6 years of planning and work and opening of the Men's Shed
3	The Women of Wellington (WOW) Factor	Winter Wonderland Dinner Dance	\$500.00 *	Winter Wonderland Dinner Dance - a fundraiser for A Better Life for Foster Kids
4	Wellington BBQ Inc	Wellington BBQ Prostate Fundraiser	\$2,000.00	An event to raise awareness and funds for prostate cancer
5	Gippsland Vehicle Collection Inc	Melbourne to Maffra	\$1,000.00	A motor rally following a scenic route through Gippsland finishing in Maffra
6	Hero Round Table Pty Ltd	Hero Round Table presents 'Look to the Sky' & 'Pinchapoo'	\$770.00	A movie screening with a special guest presenter focused on building community connectedness and raising funds for charity 'Pinchapoo'.
7	Nambrok Hall & Recreation Reserve COM	Community Feast and Fun!	\$1,000.00	A community building night to bring people of the district together.
8	Yarram Agricultural Society Inc	Bounce & Bop	\$2,000.00	A pop-up indoor play centre for school holiday entertainment for ages 2-12. This will be an opportunity to promote & fundraise for the Yarram Show 2017.
9	Sale Historical Society	Open Day for 'Made in Sale Exhibition'	\$340.00	A get together for former employees and family of old Sale industries and anyone with an interest in Sale's history.
10	Hyland Community Kindergarten	Hyland Community Kindergarten 50th Anniversary Afternoon Tea	\$1,624.00	An Afternoon tea to celebrate 50 years of providing early childhood education in Sale
11	Loch Sport Public Hall COM	Family Fun Day	\$2,000.00	An event to bring the Loch Sport community together
12	Maffra Agricultural P & H Society	International Food Festival, Australian themed Food & Wine Court, Maffra Agricultural Show	\$2,000.00	2017 Maffra Agricultural Show presents an international food festival embracing an Australian theme.
13	Woodside & District Football Netball Club	Woodside Wildcats Fishing Comp	\$2,000.00	An inaugural fishing event hosted by Woodside & District Football Netball club held during the Melbourne Cup long weekend.
14	Glenmaggie and District Boat Club	Glenmaggie Cup featuring Australian Powerboat Championships	\$2,000.00	Glenmaggie & District Boat Club has run boat racing since the clubs' inauguration in 1955, encompassing the Glenmaggie Cup, which has been running since 1982.
Total			\$20,934.00	

Successful Minor Community Projects				
1	Seaton Recreation Reserve	Installation of Basketball tower	\$2,000.00	A basketball tower on a concrete pad, to add to facilities at Seaton Recreation Reserve.
2	Tarra Territory Tourism Inc	Public Meeting for Public Art	\$540.00	Funding to advertise public meetings in Yarram for a public art development.
3	Woodside Beach Surf Life Saving Club Inc	Expansion of Youth Development Program	\$2,000.00	Expansion of our youth development program through purchase of essential training and sporting equipment thus increasing participation opportunities for existing and new members.
4	Loch Sport Community House Inc	Yoga Workshop for Health & Wellbeing	\$800.00	Improve Yoga & meditation skills within the Loch Sport Community with a professional instructor and to establish and sustainable class.
5	Gormandale Recreation Reserve	Tucker Time Dining Upgrade	\$2,000.00	New & second-hand tables for Gormandale Rec Reserve to enable patrons of the Community Tucker Nights to be seated for their meals.
6	Yarram & District Historical Society Inc	Reprint 'From these Beginnings' History of the Shire by John Adams	\$2,000.00	To provide the history of the Shire of Alberton for research and information for the general public and libraries.
7	The BIG Picture Space Inc	Accelerating the TOPshelf	\$395.00 *	To level-up the self-guided app pilot.
8	Yarram Community Learning Centre	Craft Alive Community Learning Tour	\$637.50	A bus tour from Yarram to Craft Alive at Morwell for YCLC volunteers and CWA to learn new skills.
9	Maffra Cricket Club	Training Facility Upgrade	\$2,000.00	Cricket Training nets required due to safety concerns.
10	GippSport	'Act'ober	\$1,500.00	A project aimed towards getting people linked with various Community Houses in Wellington more physically active in October.
11	Courthouse Gallery Inc	Courthouse Gallery Flyers	\$430.00	Create and print of flyers to promote the Yarram Courthouse Gallery.
12	Rosedale Kilmany Cricket Club	Turf Wicket covers	\$2,000.00	New covers with an inflatable cylinder rolling device.
13	Holy Trinity Anglican Church - Yarram	The Christmas Tree Trail (Commercial Road, Yarram)	\$888.00	Children from the 5 local primary schools and the Integration class from YSC decorate the particle board trees. 'Trees' are mounted on stumps by Men's Shed which are mounted by Parish volunteers on the 1st Saturday of December along Commercial Road.
Total			\$17,190.50	

Successful Minor Community Facilities				
Organisation		Project Title	Amount	Description
1	Munro Public Hall	Urgent Maintenance	\$2,000.00	Replace water damage kitchen door and repaint exterior walls as per maintenance program.
2	Boisdale Public Hall	Resurfacing the timber floor	\$2,000.00	Resealing of the Hall floor to assist with maintenance.
3	Anglican Parish of Maffra	Replace Water Boiling Unit	\$951.15 *	Replacement of the Boling Water Unit in St John's kitchen for use by community members.
4	Valencia Soldiers Memorial Hall Committee Inc	Construction of boundary fencing for Valencia Creek Hall	\$1,000.00	New boundary fence needed, the Hall committee has removed and organised the clearing of the area in preparation for the new fence.
5	Friends of Tarra Trail	Maintenance of the weeds along the Tarra Trail	\$1,320.00	The Tarra Trail between Yarram and Alberton. This track is used regularly as a walking, cycling and riding track by the public.
6	Gwenfa Hampton Kindergarten	Bamboo Screening	\$1,998.70	To create a natural play space for children.
7	Port Albert Mechanics Institute	Bringing Port Albert Back Together	\$1,100.00	To provide a glass door fridge to allow all community groups and the general public to access when hiring the hall.
8	Heyfield Community Resource Centre	Light my Way... energy efficient lighting	\$1,270.00	A project to replace the existing fluorescent lights at the Resource Centre with energy efficient LED lighting.
9	Dargo Landcare Group Inc	Dargo Landcare Shed Chemical Storage Facilities	\$1,875.00	Refurbish small shed adjacent to main Landcare Shed and purchase chemical storage cabinet.
Total			\$13,514.85	

Successful Individual Sponsorship				
Individual's Name		Supporting Organisation	Activity Title	Amount
1	Darcy Wade	Union Internationale de Pentathlon Moderne World Organisation	World Youth Modern Pentathlon Championships	\$500.00
2	Grace Perkins	Pony Club Australia	Pony Club Australia National Championships.	\$500.00
3	John Cassidy	Strategic Grants workshop	Grant-Seeeker Workshop	\$500.00
4	David Lawther	Strategic Grants workshop	Grant-Seeeker Workshop	\$500.00
5	Marie Clark	Homeward Bound 2018	Homeward Bound	\$500.00
Total				\$2,500.00

Quick Response Grant Scheme - Unsuccessful Applications – July 2017 to October 2017

Organisation		Project Title	Description	Comment
Unsuccessful Minor Community Events				
1	East Gippsland Dog Obedience Club Inc	Endurance Test	20 km bike ride/jog with the dog travelling at 10kms an hour. Under vet supervision and strict rules.	No broad community benefit offered. Planning and capacity scored low.
2	Macalister Demonstration Farm	Macalister Demonstration Farm Annual open Day	The Macalister Demonstration Farm Annual Open Day analyses farm physical and financial performance for the 2016-17 season and considers management strategies for 2018.	No evidence supplied to confirm the farm is a not for profit community organisation. Lacked information on how the day was a community benefit and addressed current social issues for farming communities. More suitable funding/sponsorship opportunities are available to the applicant.
3	Lions Club of Stratford	Lions District 201V3 2017 Convention	Stratford Lions Club is organising the annual Lions District 201V3 convention and AGM	Ineligible application as it is not a community event.
4	Devon North Emergency Planning Committee	Preparing the community for the upcoming fire season	A community BBQ evening followed by various activities conducted by Devon North CFA with information about the fire season ahead and the community responsibilities in an event of fire.	More suitable funding/sponsorship opportunities are available to the applicant, ie. CFA Summer Briefing Funding program. Application lacked collaboration with other emergency providers/volunteers.
Unsuccessful Minor Community Projects				
1	Golden Beach Surf Life Saving Club Inc	Defibrillator for the Community	Purchase of an AED Defibrillator for use by the Golden Beach community.	More suitable funding/sponsorship opportunities are available to the applicant.
2	Carrajung Community Group Inc	Carrajung Hall Revival Project	Urgent repairs to the windows, fire safety equipment and driveways.	More suitable funding/sponsorship opportunities are available to the applicant, ie. LVA funding has been advised and assistance offered and provided.
Unsuccessful Minor Community Facilities				
1	Carrajung Community Group Inc	Carrajung Hall Revival Project	Urgent repairs to the windows, fire safety equipment and driveways	More suitable funding/sponsorship opportunities are available to the applicant, ie. LVA funding has been advised and assistance offered and provided.
Unsuccessful Individual Sponsorship				
	Individual's Name	Supporting Organisation	Activity Title	Amount
1	Jake Giles	Cross Country America	2017 Cross Country Tour	\$500.00
2	Quinn Wade	Pony Club Australia	Pony Club Australia National Championships.	\$500.00
3	Cohen Wade	Equestrian Australia	Australian Interschool Equestrian Championships	\$500.00

ITEM C5.2**NEWRY RECREATION RESERVE COMMITTEE OF MANAGEMENT MINUTES**

DIVISION: COMMUNITY AND CULTURE
ACTION OFFICER: MANAGER COMMUNITY WELLBEING
DATE: 21 NOVEMBER 2017

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

OBJECTIVE

For Council to receive the minutes from the Newry Recreation Reserve Committee of Management's General Meeting held on 21 August 2017 including the 2016-17 financial year audited financial report.

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

That Council receive the minutes from the Newry Recreation Reserve Committee of Management's General Meeting held on 21 August 2017 including the 2016-17 financial year audited financial report.

BACKGROUND

The Newry Recreation Reserve Committee of Management is a Special Committee of Council under Section 86 of the *Local Government Act 1989* and operates within the provisions of a Council approved Instrument of Delegation.

The objectives of the Special Committee are:

1. To manage, operate and maintain the Newry Recreation Reserve for the community in an efficient, effective and practical manner.
2. To undertake activities designed to protect, promote, utilise and develop the Newry Recreation Reserve for the use and enjoyment of the local community in line with Council policy and relevant Council strategic documents.
3. To keep the Council informed on the operations, improvements and advancements of the Newry Recreation Reserve by forwarding copies of all minutes of all ordinary and extraordinary meetings and the Annual Report.
4. To set, maintain and collect appropriate user charges.
5. To ensure that the Newry Recreation Reserve's capital assets are adequately maintained.
6. To provide advice to Council on matters relating to the Newry Recreation Reserve.

As provided under the Committee's Instrument of Delegation the minutes of all meetings are to be presented to Council and highlight the day to day activities being undertaken by the Committee.

OPTIONS

Council has the following options:

1. Receive the minutes from the Newry Recreation Reserve Committee of Management's General Meeting held on 21 August 2017 including the 2016-17 financial year audited financial report; or
2. Seek further information to be considered at a future Council Meeting.

PROPOSAL

That Council receive the minutes from the Newry Recreation Reserve Committee of Management's General Meeting held on 21 August 2017 including the 2016-17 financial year audited financial report.

CONFLICT OF INTEREST

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

LEGISLATIVE IMPACT

This report is in accordance with Section 91(4) of the *Local Government Act 1989*.

COUNCIL POLICY IMPACT

This report is in accordance with Council Policy 5.3.2 which establishes a framework for the guidance of Council in relation to the roles and responsibilities of Committees.

COUNCIL PLAN IMPACT

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

Strategic Objective 2.2

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

Strategy 2.2.2

Ensure that community facilities within the municipality continue to meet the expectations and service needs of all current and future residents.

CONSULTATION IMPACT

Meetings held by the Newry Recreation Reserve Committee of Management are open to the public.

NEWRY RECREATION RESERVE

General Meeting Minutes – meeting opened at 7.10pm.

21/08/2017

Present: M Berryman, G Smith, C Shingles,
G Smith, M Hole, K Whitehurst.

Apologies: B Shingles, K Lascelles, M Cox.

Moved M Berryman, 2nd B Shingles that apologies be accepted.

1. Minutes of Previous Meeting.

The minutes were presented to be a true and correct record. Moved G Smith, 2nd M Berryman.

2. Treasurers Report.

Current balance as at 21/08/17 is \$12,121.57. All accounts have been cleared. Moved that this is a true and correct record, M Berryman, 2nd K Whitehurst.

BUSINESS ARISING FROM THE PREVIOUS MINUTES.

Still waiting on the 2 quotes for replacement of the Golf Course fence on the Newry/Boisdale Road. Graeme Smith was to seek these and report back to the committee, Ken and Brad will speak to 2 local fencers and get quotes organized.

Moved M Berryman, 2nd C Shingles.

General Business.

1. Malcolm spoke to us about getting a business plan from each club and submitting it to council, for assistance with bigger things such as kitchen update for the footy rooms, help with new car park for the fire brigade. Each group to work on things they would like help with and get back to Malcolm ASAP.

Moved C Shingles, 2nd M Berryman.

User Group Reports.

Football Club.

The football club has teams in the finals and are hoping to do well. The new storage cupboard is coming along nicely, which will enable us to have a sort out and rearrange the kitchen so it's a bit more user friendly. U16's looking at having a golf day to finish off the season with a BBQ after at the Newry rooms. Clare hopes to do some maintenance over the summer (in her spare time)

CRG.

No issues.

Motorcycle Club.

No representative.

Golf Club.

The golf club has just held a small tournament with their annual tournament coming up soon. Graeme would like some rain to freshen the greens up before the drying summer weather gets here.

Upper Maffra Mechanics Institute.

No representative

Fire Brigade.

Have attended a couple of burn offs that got away from landholders in the area. Have also been training with the Maffra Brigade on Monday nights. The fire brigade has also acquired some more land in the hope of one day increasing the fire shed. In the meantime they will look at making better parking facilities for members and will also be putting some new shelving in the shed to try and eliminate clutter in the war room.

COUNCILLOR REPORT.

Malcolm brought to our attention that we should check to make sure all our members are signed up through council – he will check this for us and let us know.

As reported in general business, he also discussed the opportunity to get some assistance with improvements to our facilities through a business plan that he can assist us with through the council. We appreciate any assistance we can get and will work towards keeping Malcolm busy on our behalf.

NEWRY 8's.

No Representative present.

Meeting Closed: 7.35pm. Next Meeting: Monday November 20th @ 7pm.

INDEPENDENT AUDIT REPORT TO THE COMMITTEE OF NEWRY RECREATION RESERVE

SCOPE:

We have audited the financial records of Newry Recreation Reserve for the year ended 30 June 2017. The committee are responsible for the preparation and presentation of the financial report and the information contained therein. We have conducted a review of the financial records in order to express an opinion on it to the committee.

Our audit has been conducted with reference to the Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free of material misstatement. Our procedures included examination of evidence supporting the amounts and other disclosures in the financial statement.

The audit opinion expressed in this report has been formed on the above basis. The statements presented show the cash flow only of the committee. No information is available regarding value of other assets or liabilities.

AUDITOR'S OPINION:

In my opinion, the records of the Newry Recreation Reserve present a true and fair view of the financial operation of the committee as at 30 June 2017.

Signed:



Kurt Best BBus CPA
Phillipsons Accounting Services Pty Ltd

Dated:

3rd August 2017

your partner in business health and personal wealth

NEWRY RECREATION RESERVE
STATEMENT OF RECEIPTS AND EXPENSES
FOR THE YEAR ENDED 30 JUNE 2017

2016		2017	
11,267.29	Opening Balance as at 1 July	14,315.20	
	Plus RECEIPTS		
5,900.00	Grants - WSC		
	Interest Received	26.00	
2,755.08	Usage Charge & Hire Income	1,594.50	
324.76	Reimbursements	202.57	
<u>3,354.42</u>	Water Right Payment	<u>3,829.87</u>	<u>5,652.94</u>
23,601.55			19,968.14
	Less EXPENSES		
80.00	Audit Fees	80.00	
	Bank Charges	14.00	
3,054.85	Electricity	2,526.95	
29.00	Facility Maintenance	5,478.32	
460.00	Ground Maintenance	341.00	
1,908.00	Mowing	1,386.00	
	Subscription	31.00	
<u>3,754.50</u>	Water	<u>3,829.87</u>	
9,286.35			<u>13,687.14</u>
<u>14,315.20</u>	Closing Balance as at 30 June	<u>6,281.00</u>	

ITEM C5.3**GORDON STREET RECREATION RESERVE COMMITTEE OF MANAGEMENT MINUTES**

DIVISION: COMMUNITY AND CULTURE
ACTION OFFICER: MANAGER COMMUNITY WELLBEING
DATE: 21 NOVEMBER 2017

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

OBJECTIVE

For Council to receive the minutes from the Gordon Street Recreation Reserve Committee of Management's Ordinary Meeting held on 28 August 2017, including financial statement.

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

That Council receive the minutes from the Gordon Street Recreation Reserve Committee of Management's Ordinary meeting held on 28 August 2017, including financial statement.

BACKGROUND

The Gordon Street Recreation Reserve Committee of Management is a Special Committee of Council under Section 86 of the *Local Government Act 1989* and operates within the provisions of a Council approved Instrument of Delegation.

The objectives of the Special Committee are:

- To manage, operate and maintain the Gordon Street Recreation Reserve for the community in an efficient, effective and practical manner.
- To undertake activities designed to protect, promote, utilise and develop the Gordon Street Recreation Reserve for the use and enjoyment of the local community in line with Council policy and relevant Council strategic documents.
- To keep the Council informed on the operations, improvements and advancements of the Gordon Street Recreation Reserve by forwarding copies of all minutes of all ordinary and extraordinary meetings and the Annual Report.
- To set, maintain and collect appropriate user charges.
- To ensure that the Gordon Street Recreation Reserve's capital assets are adequately maintained.
- To provide advice to Council on matters relating to the Gordon Street Recreation Reserve.

As provided under the Committee's Instrument of Delegation the minutes of all meetings are to be presented to Council and highlight the day to day activities being undertaken by the Committee.

OPTIONS

Council has the following options:

1. Receive the minutes from the Gordon Street Recreation Reserve Committee of Management's Ordinary Meeting held on 28 August 2017, including financial statement; or
2. Seek further information to be considered at a future Council Meeting.

PROPOSAL

That Council receive the minutes from the Gordon Street Recreation Reserve Committee of Management's Ordinary Meeting held on 28 August 2017, including financial statement.

CONFLICT OF INTEREST

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

LEGISLATIVE IMPACT

This report is in accordance with Section 91(4) of the *Local Government Act 1989*.

COUNCIL POLICY IMPACT

This report is in accordance with Council Policy 5.3.2 which establishes a framework for the guidance of Council in relation to the roles and responsibilities of Committees.

COUNCIL PLAN IMPACT

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

Strategic Objective 2.2

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

Strategy 2.2.2

Ensure that community facilities within the municipality continue to meet the expectations and service needs of all current and future residents.

CONSULTATION IMPACT

Meetings held by the Gordon Street Recreation Reserve Committee of Management are open to the public.

GORDON STREET RECREATION RESERVE Special Committee of Council

MINUTES

MEETING DATE, MEETING TIME MEETING VENUE

Meeting Opened Time: 7.05

2808/2017

Gordon Street Reserve

1. Present / Apologies

Name	Title	Representing	Present / Apology
Malcolm Hole	Councillor		Apology
Barbara Cook		Heyfield Vintage Machinery Group	Apology
David Reid		Heyfield Junior Football Club	Present
Debbie Tews		Heyfield Junior Netball	Apology
Gael McGee		Heyfield Cricket Club	Apology
Lee Clarke		Heyfield Traders & Tourism Assn	Apology
Scott Anderson		Heyfield Basketball Club	Present
Kelvin Sundermann	Vice President	Heyfield Tennis Club	Present
Vacant		Pigeon Club	
Geoffrey Healy		Heyfield Football Netball Club	Apology
Brian Brown	President	Community	Present
Patrick Rodaughan	Secretary	Community	Present
Charles Wojcinski	Treasurer	Community	Present
Craig Bennett		Community	Present
Richard Fawaz		Community	Present

Member of the Public: Joel Keane

Quorum Achieved? Yes

2. Declaration of Conflicts of Interest; Read Chairperson Brian

3. Confirmation of Minutes of Previous Meeting (note any corrections)

Moved: Craig
CARRIED

Seconded: Kelvin

Chairperson to sign and date previous minutes to be filed by Secretary

4. **Business Arising from Previous Minutes;** Charlie confirmed that the Energy Australia account has been sorted out and we are now being charged normal rate not commercial rates. The two water meters that we have been paying for but unable to locate have been taken off the water account.

5. **Correspondence In:**

03.07.17 - Gabrielle Francis- Wellington Shire – Recycling in Wellington
03.07.17 – Gabrielle Francis – Wellington Shire – Dance for Parkinson's
04.07.17 Victorian Water Register Allocation account statement
04.07.17 – Karen McLennan – Wellington Shire – Incident at GSR
04.07.17 – Gabrielle Francis – Wellington Shire – New cycling related road rules release
04.07.17 – Anton Fernando– Wellington Shire – Deadline for 2016/17 financial reports
04.07.17 – Gabrielle Francis Wellington Shire – VCOSS Emergency Management
11.07.17 Karen McLennan Wellington Shire Site meeting at GSR
14.07.17 – Marcus Stone – Wellington Shire – Updated Masterplan
18.07.17 – Dan Gridley – Postie Bike Challenge – Stop over at GSR 09.10.17
24.07.17 – Gabrielle Francis – Wellington Shire –Parks Week 2018
26.07.17 – Gabrielle Francis – Wellington Shire – Healthy Wellington survey
27.07.17 - Marcus Stone – Wellington Shire – Diagrams for GSR check meters
01.08.17 – Gabrielle Francis– Wellington Shire – Mail redirection flyer
14.08.17 – Sharon Macgowan – Wellington Shire – Club Development Grants Cricket Victoria
14.08.17 – Bodye Darvill– Wellington Shire – Operating subsidy advice
15.08.17 – Marcus Stone – Wellington Shire – GSR building defects'update
16.08.17 – Gabrielle Francis Wellington Shire – Healthy Wellington Community Workshop
18.07.17 Michael Kangas Wellington Shire Food Act Premises
25.08.17 – Lorraine Brown – Quotes
27.08.17 Southern Rural Water August News letter
28.08.17 – Gabrielle Francis – Wellington Shire – NDIS information sessions

6. **Correspondence Out**

03.07.17 – Pat Rodaughan to Marcus Stone - Gordon Street Reserve building defect list
14.07.17 – Pat Rodaughan to Committee AGM minutes
17.07.17 – Pat Rodaughan to Karen McLennan – Incident at GSR
17.07.17 – Pat Rodaughan to Karen McLennan – Time to meet at GSR
28.07.17 – Pat Rodaughan to Bodye Darvill – GSR minutes
09.08.17 – Pat Rodaughan to Gael McGee – Club Development grants Cricket Victoria
20.08.17 – Pat Rodaughan to Committee – Minutes for General meeting

Moved: Scott

Seconded: Charlie

Carried

7. **Reports**

7.1 Chairperson's Report –Held over for discussion in General Business

7.2 Treasurers Report Attached

Moved by Charlie 2nd by Pat

7.3 User Groups Report

Heyfield Junior Football Club

S&DJFL Grand Finals to be played at GSR on Sunday 3rd September. 3 games scheduled for the Vern Scott Oval and 4 games on the main oval including the Gippsland U16 girls. The youth girl's league may become affiliated with S&DJFL next year. S&DJFL happy to play the Grand Finals at Heyfield and are keen to put a long term arrangement in place to secure the facility over the North Gippsland Football Netball League. Junior presentation night will be held on Friday 8th at the GSR.

Tennis Club

New President for the coming season which begins on the 7th October and have 1 or 2 Junior sides and are working on 3 Senior sides.

Cricket Club

Cricket club would like to be able to use DSE Multi Purpose building when they only have games scheduled on the Vern Scott Oval.

Community Rep Craig will mow the grounds before the Junior Grand Finals and have replaced a couple of broken rails on main oval bollards.

8. Volunteer

9. OHS / Risk / Facility Fault Report:

10. New Rules of the Committee to be endorsed by Council

11. General Business:

11.1 President Brian gave an update as to the funding from LVA and a meeting is organized for the 18th September with LVA, WSC, DELWP and Committee to discuss our priorities.

11.2 Brian has received quotes from various tradesmen with relation to the viewing area to make it safer after having several falls from the steps. Since one elderly gentleman broke his hip and required surgery we have investigated three options.

Option 1 is to concrete the viewing area making it all one level.

Option 2 is to use timber decking to make the viewing area all one level.

Option 3 Hand rails whole off viewing area.

11.3 Discussion was had about painting a yellow line to identify the fall hazard.

Motion Paint a yellow line on the steps to highlight hazard before the Junior Grand Final.

Moved: Charlie

Seconded: Kelvin

Carried

11.4 Still unsure what's happening with the dam and would pumping directly from the channel be a better option?

11.5 – Heyfield Wetlands are digging another extension to the waterways so some topsoil and clay may be available to fill low lying areas around the reserve.

11.6 Have received some information on how to read the check meters to distinguish who is using what amount of electricity and invoice user groups accordingly. Committee is currently paying for all power and is approximately \$5,000.00 out of pocket.

11.7 Cleaning contractor to send individual accounts to user groups to save Charlie writing accounts and chasing clubs for payment.

11.8 – Craig has organized someone to spread around the dirt that was donated to the ground for free.

11.9 Charlie has spoken to NGFNL officials regarding the outstanding account of last year's final rental for the reserve. NGFNL have not scheduled any finals for Heyfield this year.

Motion: Committee write to NGFNL stating the facilities Gordon Street Reserve have to offer are second to no other facility in the league and out line the fees and rules for hiring the reserve.

Moved: Charlie

Seconded: Pat

Carried

12. Next Meeting: 23rd October at 7.00 pm GSR

Meeting Closed Time: 8.26 pm

These minutes are:

Confirmed as true and correct on 28/08/2017.....

Date

Or

Corrections have been made and noted at the meeting on

Date

Chairperson Signature



GORDON STREET RESERVE
MEETING 28/8/17
GENERAL ACCOUNT

INCOME		EXPENDITURE	
JUNE GST	\$ 543.99	ENERGY AUSTRALIA	\$ 243.42
		VERN GRAHAM	\$ 82.99
		D D MOULTON	\$ 550.00
		TIMBERLINE	\$ 58.33
		P OBRIEN	\$ 194.00
		HIRST CLEANING	\$ 704.90
BALANCE AT 30.6.2017	\$ 4,292.10	BALANCE AT 31/7/2017	\$ 3,002.45
TOTAL	\$ 4,836.09	TOTAL	\$ 4,836.09

MOWING ACCOUNT
28/08/2017

INCOME		EXPENDITURE	NIL
INTEREST	\$ 2.36		
MOWING NEWRY	\$ 414.00		
BALANCE AT 30.6.2017	\$ 1,712.91	BALANCE AT 31/7/2017	\$ 2,129.27
TOTAL	\$ 2,129.27	TOTAL	\$ 2,129.27

Brian F. Brown

ITEM C5.4**CAMERON SPORTING COMPLEX COMMITTEE OF MANAGEMENT MINUTES**

DIVISION: COMMUNITY AND CULTURE
ACTION OFFICER: MANAGER COMMUNITY WELLBEING
DATE: 21 NOVEMBER 2017

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

OBJECTIVE

For Council to receive the minutes from the Cameron Sporting Complex Committee of Management's General Meeting held on 17 August 2017.

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

That Council receive the minutes from the Cameron Sporting Complex Committee of Management's General Meeting held on 17 August 2017.

BACKGROUND

The Cameron Sporting Complex Committee of Management is a Special Committee of Council under Section 86 of the *Local Government Act 1989* and operates within the provisions of a Council approved Instrument of Delegation.

The objectives of the Special Committee are:

- To manage, operate and maintain the Cameron Sporting Complex for the community in an efficient, effective and practical manner.
- To undertake activities designed to protect, promote, utilise and develop the Cameron Sporting Complex for the use and enjoyment of the local community in line with Council policy and relevant Council strategic documents.
- To keep the Council informed on the operations, improvements and advancements of the Cameron Sporting Complex by forwarding copies of all minutes of all ordinary and extraordinary meetings and the Annual Report.
- To set, maintain and collect appropriate user charges.
- To ensure that the Cameron Sporting Complex's capital assets are adequately maintained.
- To provide advice to Council on matters relating to the Cameron Sporting Complex

As provided under the Committee's Instrument of Delegation the minutes of all meetings are to be presented to Council and highlight the day to day activities being undertaken by the Committee.

Conflict of Interest: It was noted that conflicts of interest were called for at the commencement of the Ordinary Meeting, with no conflicts being declared.

OPTIONS

Council has the following options:

1. Receive the minutes from the Cameron Sporting Complex Committee of Management's General Meeting held on 17 August 2017; or
2. Seek further information to be considered at a future Council Meeting.

PROPOSAL

That Council receive the minutes from the Cameron Sporting Complex Committee of Management's General Meeting held on 17 August 2017.

CONFLICT OF INTEREST

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

LEGISLATIVE IMPACT

This report is in accordance with Section 91(4) of the *Local Government Act 1989*.

COUNCIL POLICY IMPACT

This report is in accordance with Council Policy 5.3.2 which establishes a framework for the guidance of Council in relation to the roles and responsibilities of Committees.

COUNCIL PLAN IMPACT

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

Strategic Objective 2.2

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

Strategy 2.2.2

Ensure that community facilities within the municipality continue to meet the expectations and service needs of all current and future residents.

CONSULTATION IMPACT

Meetings held by the Cameron Sporting Complex Committee of Management are open to the public.

**CAMERON SPORTING COMPLEX
Special Committee of Council**

MINUTES

**MEETING AUGUST 17TH 2017, MEETING TIME 7.20PM
CAMERON SPORTING COMPLEX**

WELLINGTON
SHIRE COUNCIL

16 OCT 2017

RECEIVED

Meeting Opened Time:

1. Present / Apologies

Name	Title	Representing	Present / Apology
Malcolm Hole	Councillor		x
Brad Spinner		Community	x
Peter Anderson	Chairperson	Community	x
Tracy Cameron		Community	x
Anna Gaw	Treasurer	Community	x
Tim Kemp		Community	x
Paul Durrant		Maffra Cricket	x
Yvonne Higgins		Maffra Basketball	x
Bronwyn Hillbrick		Maffra Hockey	x
Pat Weatherley	Secretary	Maffra Junior Football	x
Prue Berry	Vice Chairperson	Maffra Gymnastics	x

Drew Allman

Quorum Achieved? YES /

2. Declaration of Conflicts of Interest : Nil

- 3. Confirmation of Minutes of Previous Meeting (note any corrections)**
P. Weatherley was an apology last meeting.

Moved: A. Gaw

Seconded: P. Durrant

CARRIED;

Chairperson to sign and date previous minutes to be filed by Secretary

- 4. Business Arising from Previous Minutes,**
*Facility report, sent to WSC. Brian Wheatley.
*Concrete at back of pavilion finished. Four new cisterns replaced.
- 5. Correspondence In**
Letter from WSC about Volleyball. Deal with next meeting. Change wording about sub letting building, it will be a hire fee.
New quotes to repair fencing: refer to general business.

6. Correspondence Out –
*minutes of last meeting to WSC

6. Reports

6.1 Chairperson's Report

6.2 Treasurer's Report Moved A. Gaw. Same as AGM. Seconded T. Cameron
CARRIED

6.3 User Group Reports

GYMNASTICS

Elite Gymnastics Traralgon to hire Gymnasium for competition.
Doing a judged course.
Still have kids on waiting list.
Junior championships coming up.

BASKETBALL.

One week to go before finals, all going well.
Have entered men and women in CBL competition.
Seven children selected in Jamboree to play in school holidays.

HOCKEY;
Nil.

CRICKET:

Victorian junior coaches course, three or more doing it.
Information about indoor cricket nets in master plan was noted last meeting.
Applied for grant for concrete for junior nets.

FOOTBALL:

Three weeks to go.
Finals. Maffra have four semi final games, with two under 12 teams in and one 14 team.

Volunteers

7. OHS / Risk / Facility Fault Report

8. New Rules of the Committee to be endorsed by Council on

9. General Business:

*Jason Keating asked he could use lights for PT training. Would have to pay for lights so he would need liability insurance. No he can't have the lights

*Ambulance have rang and said we have to up date our defibulator. Prue to follow up on.

* New extensions, Malcolm said we have to cut things to get in the budget, thought we already had done this at a prior meeting.

* Service book all done.

*Conflict, Peter left room.

Council spoke to Maffra Golf Club about using water from them. Wanting Golf club to pay some of costs. Golf Club rejected this idea.
Need to meet with Golf Club and Council asap. Prue to follow up with Marcus stone and Karen McLennan. Moved T. Kemp seconded Y. Higgins.
Discussion on free lights for stadium, Y. Higgins to follow up with Darren Bennett Electrician.

11. Next Meeting September 21st 2017 7pm

Apologies T. Kemp

Meeting Closed. 9.PM

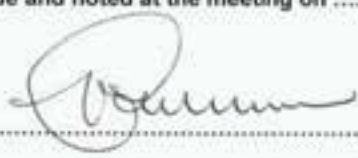
These minutes are:

Confirmed as true and correct on
Date

23rd September 2017

Or

Corrections have been made and noted at the meeting on
Date

Chairperson Signature.....


ITEM C5.5**MAFFRA RECREATION RESERVE COMMITTEE OF MANAGEMENT MINUTES**

DIVISION: COMMUNITY AND CULTURE
ACTION OFFICER: MANAGER COMMUNITY WELLBEING
DATE: 21 NOVEMBER 2017

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

OBJECTIVE

For Council to receive the minutes from the Maffra Recreation Reserve Committee of Management's Ordinary Meetings held on 7 August 2017, 4 September 2017 including financial statement and 2 October 2017.

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

That Council receive the minutes from the Maffra Recreation Reserve Committee of Management's Ordinary Meetings held on 7 August 2017, 4 September 2017 including financial statement and 2 October 2017.

BACKGROUND

The Maffra Recreation Reserve Committee of Management is a Special Committee of Council under Section 86 of the *Local Government Act 1989* and operates within the provisions of a Council approved Instrument of Delegation.

The objectives of the Special Committee are:

- To manage, operate and maintain the Maffra Recreation Reserve for the community in an efficient, effective and practical manner.
- To undertake activities designed to protect, promote, utilise and develop the Maffra Recreation Reserve for the use and enjoyment of the local community in line with Council policy and relevant Council strategic documents.
- To keep the Council informed on the operations, improvements and advancements of the Maffra Recreation Reserve by forwarding copies of all minutes of all ordinary and extraordinary meetings and the Annual Report.
- To set, maintain and collect appropriate user charges.
- To ensure that the Maffra Recreation Reserve's capital assets are adequately maintained.
- To provide advice to Council on matters relating to the Maffra Recreation Reserve.

As provided under the Committee's Instrument of Delegation the minutes of all meetings are to be presented to Council and highlight the day to day activities being undertaken by the Committee.

Conflict of Interest: It was noted that conflicts of interest were called for at the commencement of the Ordinary Meetings, with no conflicts being declared.

OPTIONS

Council has the following options:

1. Receive the minutes from the Maffra Recreation Reserve Committee of Management's Ordinary Meetings held on 7 August 2017, 4 September 2017 including financial statement and 2 October 2017; or
2. Seek further information to be considered at a future Council Meeting.

PROPOSAL

That Council receive the minutes from the Maffra Recreation Reserve Committee of Management's Ordinary Meetings held on 7 August 2017, 4 September 2017 including financial statement, and 2 October 2017.

CONFLICT OF INTEREST

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

LEGISLATIVE IMPACT

This report is in accordance with Section 91(4) of the *Local Government Act 1989*.

COUNCIL POLICY IMPACT

This report is in accordance with Council Policy 5.3.2 which establishes a framework for the guidance of Council in relation to the roles and responsibilities of Committees.

COUNCIL PLAN IMPACT

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

Strategic Objective 2.2

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

Strategy 2.2.2

Ensure that community facilities within the municipality continue to meet the expectations and service needs of all current and future residents.

CONSULTATION IMPACT

Meetings held by the Maffra Recreation Reserve Committee of Management are open to the public.

MAFFRA RECREATION RESERVE COMMITTEE of MANAGEMENT
(SPECIAL COMMITTEE of WELLINGTON SHIRE COUNCIL)
GENERAL MEETING

Held Monday August 7th, 2017

PRESENT: Vicki Hamilton, Jennifer Toma, Pual Shelton, Paul Bourke, Mark Hewlitt, Kevin Christensen, Steve Bragg, Kath Coggan(visitor), and Paul Shelton.

APOLOGIES: Irene Crockford, Keith Mills, Cheryl Dowling and Lin Liša Ogilvie.

Chairman, Mark Hewlitt advised committee members that they are obliged to declare any conflict of interest arising from items to be discussed at this meeting.

MINUTES of the meeting held on Monday July 3rd, 2017 were read and received on the motion

P. Bourke and seconded by K. Christensen. CARRIED

BUSINESS ARISING: to be discussed in General Business

CORRESPONDENCE:

Outward: letters to committee members with meeting invitations and minutes
grant application to Darren Chester re water fountains

Inwards: notice for the 4th Annual Truck Display

email; Darren Chester office re grant application

WSC; signed service agreement

WSC; email re "Animals in Emergency" notes

WSC; email re Drinking fountains and bins at Maffra Rec Reserve

Letter from North Gippsland Zone committee re Pony Club Zone finals

Correspondence read and received on the motion of S. Bragg and seconded by M. Coleman.

CARRIED

TREASURER'S REPORT:

Was presented by the Secretary, J. Toma in the absence of the Treasurer.

Plus SRW \$365.00 to be paid

The Secretary, J. Toma, moved and S. Bragg seconded that the Financial Report be received and accounts passed for payment. CARRIED

REPORT:

Harness Club - as tabled.

Kennel Club- entries are looking good, not many campers as yet.

Agricultural Society- the schedules have been printed

Truck Club- S. Bragg gave committee members pen gifts as a thank you to this committee for support of display, he also gave out flyers for the 2017 truck display.

GENERAL BUSINESS:

1/ Drainage works

- there is a request for times of activities in and around the Main oval

- a subcommittee was formed of P. Bourke (community), M. Hewlitt (chairman), K. Christensen (football club), M. Coleman (agricultural society), and J. Toma (secretary)

- discussion re how to raise the \$50,000, \$25,000 Football/Netball Club, \$25,000 Rec Reserve,

- possible Mardi Gras entrant to raise funds

- ACTION- secretary to organise a site meeting for Monday August 14th at 1pm with subcommittee and WSC drainage managers

- ask L. Ogilvie for a photocopy of the quote for \$7,000 as organised by J. Vardy and authorised by WSC from consultants as part of the \$50,000

- question re what works will happen around the Great Victorian Bike Ride re the restriction of bicycle access.

2/ Split System for the main meeting room, 6Kilowatt costings \$500 for the electrical work, \$2,500 for Split System. A formal quote will be available next week.

MOTION - the Committee will accept the formal quote and approves installation, moved by J. Toma and seconded by S. Bragg CARRIED

3/ The discussion on the non progress of work for Blackies Paddock was again unresolved. There is a serious question about the exact role of this area, either Harness Club use or truck carpark!

4/ Jack Williamson Showjumping arena- the cost of sand for this area has been split as follows 1/3 Agricultural Society, 2/3 Rec Reserve committee.

Two trucks and trailers to be ordered, at \$2,000 and spreading of this to be discussed at the next Agricultural Society meeting, with this committee agreeing to the work.

5/ K. Coggan questioned whether a calendar of events for the year was available, Secretary pointed out that this had been tried somewhat unsuccessfully, but would support anyone wishing to undertake the task.

6/ Maintenance- light globes have been purchased. Fixing the water pipes in the Cattle Pavilion are still ongoing as it is still difficult to get plumbers.

7/ J. Toma raised the issue of monkey bikes being ridden on the Reserve by young children under parental supervision. The police cannot do anything as it is WSC land. ACTION- Secretary to contact Bode Darvill re by-laws concerning these motor bikes.

8/ the meeting for the Great Victorian Bike Ride fundraising was poorly attended. M. Hewlitt attended and there are some concerns re the quiet camping area.

9/ Dame upgrade- it needs to be cleared out and enlarged, no permits are required. Any soil is to be built up around the edges. Quote is \$3,000 to complete works of the expansion.

ACTION- Secretary to contact Bode for Quick Response grant.

Meeting closed at 9pm.

Next meeting to be held on Monday September 4th, 2017 commencing at 7.30pm.

Please note there will be a representative from WSC Drainage Project in attendance to answer questions.

**MAFFRA RECREATION RESERVE COMMITTEE of MANAGEMENT
(SPECIAL COMMITTEE of WELLINGTON SHIRE COUNCIL)
GENERAL MEETING**

Held Monday September 5th, 2017

PRESENT: Jennifer Toma, Paul Bourke, Mark Hewlitt, Kath Coggan(visitor), Mark Hewlitt, Matthew Coleman, Irene Crockford and Cheryl Dowling. Representatives from Wellington Shire Council - Karen McLennan and Geoff ?.

APOLOGIES: Kevin Christensen, Keith Mills, Lisa Ogilvie, Paul Shelton and Vicki Hamilton. Chairman, Mark Hewlitt advised committee members that they are obliged to declare any conflict of interest arising from items to be discussed at this meeting.

Geoff and Karen held a short discussion on the drainage project with illustration and answered questions. Notes from the on-site meeting were included with the August minutes. Maps of planned works were given to the relevant user groups.

ACTION- Secretary to contact the Chester's re showjumping event during drainage works.

MINUTES of the meeting held on Monday August 7th, 2017 were read and received on the motion M. Coleman and seconded by I. Crockford. **CARRIED**

BUSINESS ARISING: the Split system cost is \$2,667.50 fully fitted. It was agreed by Committee that installation should take place.

- Sand for the showjumping repairs will arrive in September
- a Calendar of Events is a work in progress
- it was decided to order 'Anti Motor Bike' signs
- Blackies Paddock- after much discussion it was decided to rotary hoe the

are after the Maffra Show, **ACTION-** M. Coleman to obtain a quote for this work. It is again noted that the Harness Club has only used its area in Blackies Paddock twice in the past 18mths.

CORRESPONDENCE:

Outward: letters to committee members with meeting invitations

Inwards: email; Darren Chester office unsuccessful in grant application

email; Nth Gippsland Pony Club group re December booking

Correspondence read and received on the motion of C. Dowling and seconded by P. Bourke.

CARRIED

TREASURER'S REPORT:

Was presented by the Secretary, J. Toma in the absence of the Treasurer.

Request from Netball ladies re the power account for their pavilion to be followed up with the Treasurer. Also has a Plumbtec credit form been filled in?

Accounts to be paid; McCarthy Plumbing, Maffra Waste Disposal, WSC- GST, Southern Rural Water, and Brown Wigg.

The Secretary, J. Toma, moved and I. Crockford seconded that the Financial Report be received and accounts passed for payment. **CARRIED**

REPORT:

Harness Club - as tabled. Requests a letter of support from this Committee to assist with funding applications. They have appointed 2 NSW and 2 Victorian judges for the National Competition.

Kennel Club- was a highly successful event, with a high standard of entry.

Agricultural Society- the schedules have been distributed, there was a photo shoot with the Gippy Times, the theme is Australiana. There is a Face-book page.

Maffra Band- the Carols by Candlelight (Friday December 22nd) will be held in Victoria Park (due to drainage works), if the weather is inclement they will be held in the Function Centre.

It is noted that big sliding door is off its tracks and needs repair.

GENERAL BUSINESS:

1/ the Nth Gippsland Pony Club has been emailed re their requirements but no answer has been received. Secretary to follow up.

2/ **MOTION** - That this Committee supports the proposal for the drainage project as presented by Wellington Shire Council. Moved P. Bourke and seconded by M. Coleman. **CARRIED**

3/ Need to apply to Bendigo Community Bank for grant funding to assist with payment for the drainage project.

4/ Maintenance - ticket box replace smash window, the mower is being serviced, Cattle Pavilion work has been done and will be completed on the corrugated iron roof and walls, the Football/ Netball Club will apply for a grant to assist with the enlarging of the dam, there has been no word on the defibrillator grant application, and plumbing works will be undertaken especially in the toilets.

Meeting closed at 9pm.

Next meeting to be held on Monday October 2nd, 2017 commencing at 7.30pm.

This will include the Annual General Meeting.

11:36 AM
16/06/14
Cash Basis

Maffra Recreation Reserve Profit & Loss August 2017

	Aug 17	Jul - Aug 17
Income		
Hire of Reserve	50.00	50.00
Interest Received (Bendigo)	0.55	1.09
Rentals		
Camping (Kennel Club)	700.91	700.91
Maffra Football & Netball Club	0.00	2,500.00
Total Rentals	<u>700.91</u>	<u>3,200.91</u>
Total Income	<u>751.46</u>	<u>3,252.00</u>
Expense		
Bank Fees & Charges (Bendigo)	0.00	2.45
CFA Service	0.00	132.50
Electricity & Gas (PowerDirect)	1,000.78	1,000.78
Fuel and Oil		
Tractor/ Ride-On (MG Trading)	81.19	113.01
Total Fuel and Oil	<u>81.19</u>	<u>113.01</u>
Postage & Stationary (Aus Post)	0.00	31.82
Repairs and Maintenance		
Buildings (General)	0.00	84.32
Buildings (Sewerage Pump)	753.62	753.62
Grounds (McCarthy Plumbers)	0.00	312.86
Grounds (O'Brien Plumbing)	0.00	90.00
Total Repairs and Maintenance	<u>753.62</u>	<u>1,240.80</u>
Waste Removal (Maffra Waste)	0.00	375.80
Water Rates (Gippsland Water)	0.00	345.90
Total Expense	<u>1,835.59</u>	<u>3,243.06</u>
Net Income	<u>-1,084.13</u>	<u>8.94</u>

11:32 AM

16/06/14

**Maffra Recreation Reserve
Reconciliation Summary**
Bendigo Bank - General Account, Period Ending 31/08/2017

	Aug 31, 17
Beginning Balance	40,233.75
Cleared Transactions	
Cheques and Payments - 11 items	-3,828.08
Deposits and Credits - 3 items	1,336.50
Total Cleared Transactions	-2,491.58
Cleared Balance	37,742.17
Uncleared Transactions	
Deposits and Credits - 1 item	781.00
Total Uncleared Transactions	781.00
Register Balance as of 31/08/2017	38,523.17
Ending Balance	38,523.17

10:46 AM

16/06/14

**Maffra Recreation Reserve
Reconciliation Summary**
Bendigo Bank - Investment Acc., Period Ending 31/08/2017

	Aug 31, 17
Beginning Balance	13,040.31
Cleared Transactions	
Deposits and Credits - 1 item	0.55
Total Cleared Transactions	0.55
Cleared Balance	13,040.86
Register Balance as of 31/08/2017	13,040.86
Ending Balance	13,040.86

MAFFRA RECREATION RESERVE

Special Committee of Council General Meeting

AGENDA

2/10/2017, 7.30pm
Meeting room of Function Centre

1. **Present** : J. Toma, I. Crockford, M. Hewlitt, K. Coggan (guest) V. Hamilton, M. Coleman, S. Bragg, K. Christensen and Mayor Carolyn Crossley
2. **Apologies**: P. Bourke, C. Dowling and L. Ogilvie
3. **Declaration of Conflicts of Interest**
4. **Confirmation of Minutes of Previous Meeting: Moved V. Hamilton, Seconded K. Christensen**
5. **Business Arising from Previous Minutes**: Windows repaired, mower serviced, split system ongoing, defribulator grant signed by Football/Netball Club and accepted. Pony club zone finals 17/12/2017 to be held at the Sale Show. Showjumping informed of the restrictions that will be imposed with the drainage works. Sand ready for spreading on show jumping ring
6. **Correspondence In**: Letter from Men's shed inquiring re the possible use of the old social clubrooms. Action. Football club to discuss

Correspondence Out: Nil

Correspondence read and received on the motion of Jenny Toma and seconded by Kevin Christensen

7. Reports

7.1 Chairperson's Report

7.2 **Treasurer's Report**: As per AGM. Tax invoice Daniel, Steve Malady cartage, Gippsland Sand and Murray Goulburn

Moved that the Treasurer's report be accepted and accounts passed for payment by Jenny Toma and seconded by Mark Hewlitt

7.3 Reports

Harness. Diamond Jubilee - 5 judges- Melbourne show harness club

Band: If the weather is inclement the event will be moved to Morrison Street for safety reasons

Ag Society: Show less than a month away. All going well. Trialling an online entry system for school's this year. Received a Wellington Shire Quick Response grant for the Food and Wine Court

Trucks: advertising manager has been appointed. Football club need to confirm the Function Centre for Friday night. Truck area will be extended to the corner of the Function Centre to the Horse yards

Football/Netball: Under 17 Netballers undefeated and won the Grand Final.

Mayor: John Vardy pavilion naming has received some negative feedback and as a result may come back to this committee.

8. General Business:

Updated user groups list for charges

Will nominate to have a Mardi Gras entrant in 2018 for the Maffra Rec Reserve Committee. All user groups to do some fundraising if we go ahead with entrant

Maintenance

M. Hewlitt will be away for 2 months. Has organized mowing and will organize watering with Mat Coleman

Will organize planning permit for dam after his holiday and also follow up split system installation
V. Hamilton and M. Hewlitt will share the spraying of the weeds around the cattle pavilion and the horse yards

-Horseyard repairs in hand with V. Hamilton and M. Coleman

-Grading of tracks around the reserve was discussed

-New battery for ride on mower

-Craig Hamilton will top out Siberia and talk to Billy Heyne to open gates

-M. Coleman to follow up report of power mushroom

9. Meeting closed at 9.05pm

10. Next meeting 06/11/2017 at 7.30pm in the meeting room of Function Centre

ITEM:C5.6**BRIAGOLONG RECREATION RESERVE COMMITTEE OF MANAGEMENT MINUTES AND MEMBERSHIP**

DIVISION: COMMUNITY AND CULTURE
 ACTION OFFICER: MANAGER COMMUNITY WELLBEING
 DATE: 21 NOVEMBER 2017

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

OBJECTIVE

For Council to:

- Receive the minutes from the Briagolong Recreation Reserve Committee of Management's Ordinary Meeting held on 14 August 2017;
- Receive the resignation of the Cricket Club representative; and
- appoint the nominated Cricket Club representative and Community representative, as detailed in the attached confidential report, to the Briagolong Recreation Reserve Committee of Management for the remainder of the 3 year period, ending 18 December 2018.

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

That:

- 1. Council receive the minutes from the Briagolong Recreation Reserve Committee of Management's Ordinary Meeting held on 14 August 2017;***
- 2. Council receive the resignation of the Cricket Club representative;***
- 3. Council appoint the nominated Cricket Club representative, and the nominated Community Representative as detailed in the attached confidential report, to the Briagolong Recreation Reserve Committee of Management for the remainder of the 3 year period, ending 18 December 2018;***
- 4. The information contained in the confidential attachment Item F1.1 Briagolong Recreation Reserve Committee of Management Membership 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 Community and Culture on 2 November 2017 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989: (h) any other matter which the Council or special committee considers would prejudice the Council or any person;
be designated confidential information under Section 77 Clause (2) (b) of the Local Government Act 1989.***

BACKGROUND

The Briagolong Recreation Reserve Committee of Management is a Special Committee of Council under Section 86 of the *Local Government Act 1989* and operates within the provisions of a Council approved Instrument of Delegation.

The objectives of the Special Committee are:

- To manage, operate and maintain the Briagolong Recreation Reserve for the community in an efficient, effective and practical manner.
- To undertake activities designed to protect, promote, utilise and develop the Briagolong Recreation Reserve for the use and enjoyment of the local community in line with Council policy and relevant Council strategic documents.
- To keep the Council informed on the operations, improvements and advancements of the Briagolong Recreation Reserve by forwarding copies of all minutes of all ordinary and extraordinary meetings and the Annual Report.
- To set, maintain and collect appropriate user charges.
- To ensure that the Briagolong Recreation Reserve's capital assets are adequately maintained.
- To provide advice to Council on matters relating to the Briagolong Recreation Reserve

As provided under the Committee's Instrument of Delegation the minutes of all meetings are to be presented to Council and highlight the day to day activities being undertaken by the Committee.

Conflict of Interest: It was noted that conflicts of interest were called for at the commencement of the Ordinary Meetings, with no conflicts being declared.

OPTIONS

Council has the following options:

1. Receive the minutes from the Briagolong Recreation Reserve Committee of Management's Ordinary Meeting held on 14 August 2017;
2. Receive the resignation of the Cricket Club representative; and
3. Appoint the nominated Cricket Club representative, and the nominated Community representative, as detailed in the attached confidential report, to the Briagolong Recreation Reserve Committee of Management for the remainder of the 3 year period, ending 18 December 2018; or
4. Seek further information to be considered at a future Council meeting.

PROPOSAL

That Council:

- Council receive the minutes from the Briagolong Recreation Reserve Committee of Management's Ordinary Meeting held on 14 August 2017;
- Council receive the resignation of the Cricket Club representative; and
- Appoint the nominated Cricket Club representative, and the nominated Community representative as detailed in the attached confidential report, to the Briagolong Recreation Reserve Committee of Management for the remainder of the 3 year period, ending 18 December 2018.

CONFLICT OF INTEREST

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

LEGISLATIVE IMPACT

This report is in accordance with Section 91(4) of the *Local Government Act 1989*.

COUNCIL POLICY IMPACT

This report is in accordance with Council Policy 5.3.2 which establishes a framework for the guidance of Council in relation to the roles and responsibilities of Committees.

COUNCIL PLAN IMPACT

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

Strategic Objectives 2.2

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

Strategy 2.2.2

Ensure that community facilities within the municipality continue to meet the expectations and service needs of all current and future residents.

CONSULTATION IMPACT

Meetings held by the Briagolong Recreation Reserve Committee of Management are open to the public.

BRIAGOLONG RECREATION RESERVE

Special Committee of Council

MINUTES

14th August 2017
Briagolong Recreation Reserve

Meeting Opened Time: 7:30pm

11. Present / Apologies

Name	Title	Representing	Present / Apology
Keith Mills	Councillor	Council	Absent
Jenny Elliott	Chairperson	Pony Club	Present
Kylie Wright	Secretary	Community	Present
Vanessa Randle	Treasurer	Tennis Club	Present
Michael Pleydell		Tennis Club	Apology
Vacant		Community	
Joshua Harry		Community	Apology
Darren Randle		Community	Present
Sean Padman		Cricket Club	Absent
Denis Murphy		Cricket Club	Present
Vacant		Junior Football	
Sharn Anlezark		Junior Football	Apology
Tracey Ryan		Pony Club	Present

Quorum Achieved? Yes

12. Declaration of Conflicts of Interest. NIL

13. Confirmation of Minutes of Previous Meeting (note any corrections)

Moved: Denis

Seconded: Darren

CARRIED

Chairperson to sign and date previous minutes to be filed by Secretary

14. Business Arising from Previous Minutes

- Balec fixed flood lights and fluoro's, cheque has been sent.
- Top oval fencing quote acquired – over \$4,000, for time being fencing options not being pursued.

15. Correspondence In -

- NIL

16. Correspondence Out –

- Participation plan sent to Ryan.

17. Reports

17.1 Chairperson's Report

- Nil

17.2 Treasurer's Report

- July and August 2017 reports presented.

Seconded: Kylie

CARRIED

17.3 User Group Reports

Cricket –

- Training has started.
- 3 sides competing
- Saturday 7th October is first game.
- Junior cricket has 2 teams.

Junior Football –

- Under 10's won their B group.
- Trivia night was very successful.
- Presentation night on the 10th September.
- Under 12's have finished for the season.

Pony Club –

- 9th September rally
- Camp at the end of September.

Tennis –

- Ready to commence season.

Community – NIL to report

18. Volunteers- No update

19. OHS / Risk / Facility Fault Report.

20. New Rules of the Committee to be endorsed by Council- No update

21. General Business

- Friday 27th October there is a party booking
- Range hood needs to be fitted so grant can be acquitted.
- No RV parking on Recreational reserve grounds.
- Car raffle tickets – fundraising option raised by Denis.
- 15th September MotoX booking – paid in advance.

22. Next Meeting

Monday 11th September 7:30pm

Meeting Closed Time: 8.50pm

These minutes are:

**Confirmed as true and correct on
Date**

Or

**Corrections have been made and noted at the meeting on
Date**

Chairperson Signature.....



D. URGENT BUSINESS



E. FURTHER GALLERY AND CHAT ROOM COMMENTS



F. CONFIDENTIAL ATTACHMENT/S

F. CONFIDENTIAL ATTACHMENT/S



**ORDINARY COUNCIL MEETING
21 NOVEMBER 2017**

On this 2 November 2017, in accordance with Section 77 Clause (2)(c) of the *Local Government Act 1989*; I, Glenys Butler (Delegate) declare that the information contained in the attached document **BRIAGOLONG RECREATION RESERVE COMMITTEE OF MANAGEMENT MEMBERSHIP** is confidential because it relates to the following grounds under Section 89(2) of the *Local Government Act 1989*:

(h) any other matter which the Council or special committee considers would prejudice the Council or any person



.....
General Manager Community and Culture (Delegate)



G. IN CLOSED SESSION

G. IN CLOSED SESSION

COUNCILLOR

That the meeting be closed to the public pursuant to Section 89(2) of the Local Government Act 1989 to consider:

- a) personnel matters*
- b) the personal hardship of any resident or ratepayer*
- c) industrial matters*
- d) contractual matters*
- e) proposed developments*
- f) legal advice*
- g) matters affecting the security of Council property*
- h) any other matter which the Council or special committee considers would prejudice the Council or any person*

IN CLOSED SESSION

COUNCILLOR

That:

Council move into open session and ratify the decision made in closed session.



**ORDINARY COUNCIL MEETING
21 NOVEMBER 2017**

On 13 November 2017, in accordance with Section 77 Clause (2)(c) of the *Local Government Act 1989*; I, John Websdale declare that the information contained in the attached document **GIPPSLAND REGIONAL LIVESTOCK EXCHANGE** is confidential because it relates to the following grounds under Section 89(2) of the *Local Government Act 1989*:

h) any other matter which the Council or special committee considers would prejudice the Council or any person



.....
General Manager Development (Delegate)



**ORDINARY COUNCIL MEETING
21 NOVEMBER 2017**

On 6 November 2017, in accordance with Section 77 Clause (2)(c) of the *Local Government Act 1989*; I, David Morcom declare that the information contained in the attached document **AUSTRALIA DAY AWARDS** is confidential because it relates to the following grounds under Section 89(2) of the *Local Government Act 1989*:

h) any other matter which the Council or special committee considers would prejudice the Council or any person



.....
Chief Executive Officer