



Council Meeting Agenda

**Meeting to be held at
Port Of Sale Business Centre
Foster Street, Sale**

Tuesday 7 June 2016, commencing at 1pm

**or join Wellington on the Web:
www.wellington.vic.gov.au**

ORDINARY MEETING OF COUNCIL – 7 JUNE 2016

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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



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:

7 JUNE 2016

OBJECTIVE

To adopt the minutes of the Ordinary Council Meeting of 17 May 2016 as tabled.

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

That Council adopt the minutes and resolutions of the Ordinary Council Meeting of 17 May 2016 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

ITEM A7(1)**NOTICE OF MOTION**

OFFICER:

COUNCILLOR MALCOLM HOLE

DATE:

7 JUNE 2016

I, Councillor Malcolm Hole, hereby give notice of my intention to move the following motion at the Ordinary Meeting of Council of 7 June 2016.

That Council

1. ***Request the CEO to prepare a report on the social and economic impact on Wellington Shire should the Great Forest National Park become a reality;***
2. ***Request that the Gippsland Local Government Network (GLGN) make a submission to the Victorian Government and the Opposition to ensure that the protection of regional jobs are not threatened by any further expansion of National Parks;***
3. ***That the Mayor write to the relevant Victorian Ministers expressing disappointment that Local Government is not represented on the Taskforce looking at the Great Forest National Park, and that the Municipal Association of Victoria (MAV) and / or Timber Towns Victoria (TTV) be offered the opportunity to be part of this taskforce.***



.....
COUNCILLOR MALCOLM HOLE

Dated: 24 May 2016



A - PROCEDURAL

A8 RECEIVING OF PETITIONS OR JOINT LETTERS

ITEM A8(1)**OUTSTANDING PETITIONS**

ACTION OFFICER

GOVERNANCE

DATE:

7 JUNE 2016

ITEM	FROM MEETING	COMMENTS	ACTION BY
NIL			

ITEM A8(2)**RECEIPT OF PETITION:MOSQUITO CONTROL GOLDEN BEACH AREA**

DIVISION: DEVELOPMENT
ACTION OFFICER: GENERAL MANAGER DEVELOPMENT
DATE: 7 JUNE 2016

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

OBJECTIVE

To present Council with a petition in relation to urgent management for ongoing mosquito control problem in Golden Beach area.

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

That Council receive the attached petition in relation to mosquito control Golden Beach

BACKGROUND

A petition containing 270 signatures has been received by Council.

A copy of the petition is attached for Council information.

LEGISLATIVE IMPACT

Section L6.59 of Wellington Shire Council Processes of Municipal Government (Meetings and Common Seal) Local Law No 1 provides for petitions and joint letters:

“A petition or joint letter presented to the Council must lay on the table for a period determined by the Council but not exceeding the next two Council Meetings. No motion, other than to receive the petition or joint letter may be accepted by the Chairperson, unless the Council unanimously agrees to deal with it earlier.”

DATE . . .

TO WELLINGTON SHIRE COUNCIL MAYOR,
MR. DARREN McCUBBIN. 24.5.16

DEAR SIR,

PLEASE FIND ENCLOSED OVER 290!
SIGNATURES FROM CONCERNED RESIDENTS
AND VISITORS TO GOLDEN BEACH, WHO
WERE BOTHERED AND BITTEN BY PERSISTANT
MOSQUITOS.

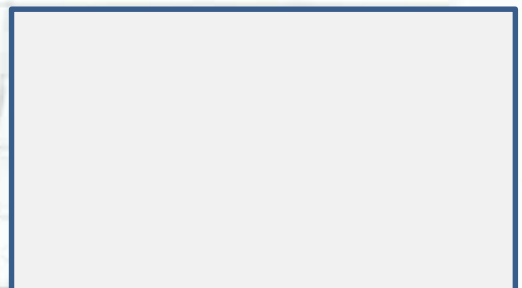
WE ALL REQUEST THAT YOU LOOK INTO
THE CONTROL OF THESE PESTS THAT
SPOIL OUTDOOR LIVING AND ACTIVITIES
IN THIS BEAUTIFUL AREA.

THANKING YOU.

YOURS SINCERELY.

L. Stephens.

13 PAGES OF SIGNATURES ATTACHED.



Double A

Mosquito Control Action Request
to
Wellington Shire Council
26/2/16

WELLINGTON
SHIRE COUNCIL
24 MAY 2016
RECEIVED

We, the undersigned, being residents or visitors to the Lakes Coastal areas, request Wellington Shire Council to undertake urgent & consistent measures to manage the ongoing Mosquito problem in the Golden Beach area.

Print Name	Your postcode	Signature
Shani		<i>Shani</i>
TERRY FELSBURG		
Hannah Felsbourg		H. G. Fels
Daniel Felsbourg		<i>[Signature]</i>
Kenny Watson		<i>[Signature]</i>
Tammy Jones		<i>Tammy Jones</i>
Trevor Dean		<i>Trevor Dean</i>
PETER STARK		<i>[Signature]</i>
ANDREW MCHATHAM		<i>[Signature]</i>
Jenny Colvin		<i>[Signature]</i>
Colin Trotter		<i>[Signature]</i>
Christine Alexander		<i>[Signature]</i>
Maree Turner		<i>[Signature]</i>
Yvette Ohlson		<i>[Signature]</i>
Kieran Torpley		<i>[Signature]</i>
Mick O'Grady		<i>[Signature]</i>
Chris Hopkins		<i>[Signature]</i>
Hugo Gonzalez		<i>[Signature]</i>
David Burley		<i>[Signature]</i>
COLIN RUFF		<i>[Signature]</i>

1 of 13

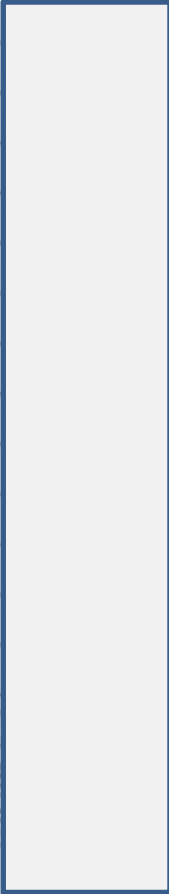
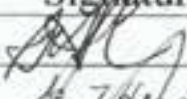
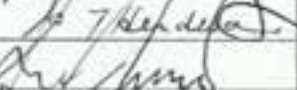
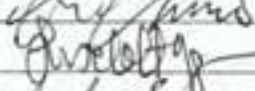
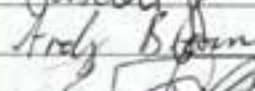

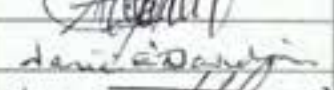
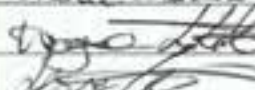
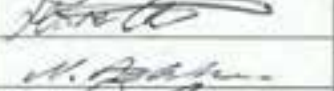

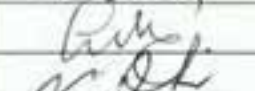
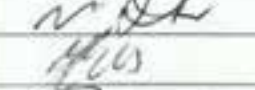
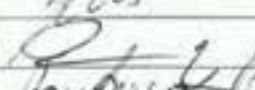
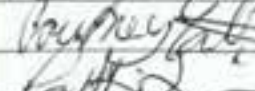





Mosquito Control Action Request

to

Wellington Shire Council

28/2/16

We, the undersigned, being residents or visitors to the Lakes Coastal areas, request Wellington Shire Council to undertake urgent & consistent measures to manage the ongoing Mosquito problem in the Golden Beach area.

Print Name	Your postcode	Signature
SCOTT CARR		
CARMEL HENDERSON		
SAM JOHNSTON		
Lisa Penny		
ANDY BROWN		
SRIAN MITCHELL		
MARIO SANTANA		
Janice Davidson		
Wayne Gibson		
Kare Gibson		
Nicole Apkhun		
mea mim		
Lili Macinness		
Neem Dooz		
JOHN CUS		
Peter Macke		
Courtney Yates		
PATRICK LEYER		

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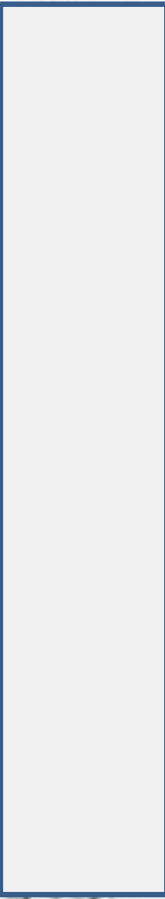
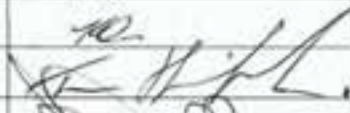
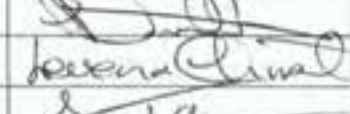
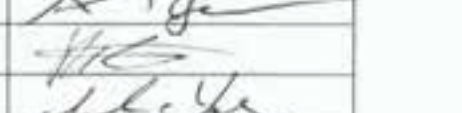

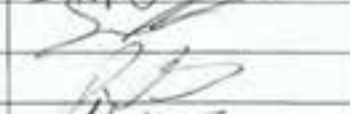







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Wellington Shire Council

28/2/16

We, the undersigned, being residents or visitors to the Lakes Coastal areas, request Wellington Shire Council to undertake urgent & consistent measures to manage the ongoing Mosquito problem in the Golden Beach area.

Print Name	Your postcode	Signature
Steve Debelue		SD
Maria Debelue		MD
Katrina Green		KG
TREVOR HORNIBROOK		
Crazy Domborn		
Lavera Christie		
Shane Tyson		
John Garrett		
MARIKA JONES		
ALLAN JONES		
KAREN MORGAN		
Steve Christon		
Kyle Bailey		
CHERIE BREWSTER		
B. JOHNSON		
M. MAMBOUM		
JAMES FOX		
Jennifer Johnson		

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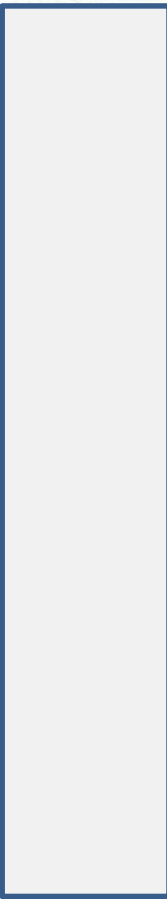
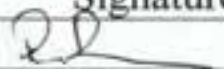

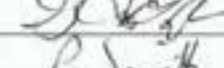
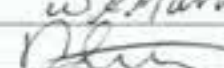
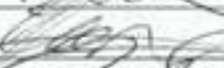

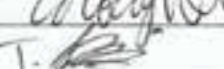
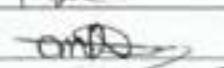
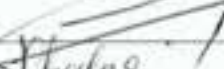

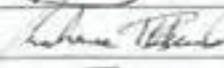

Mosquito Control Action Request

to

Wellington Shire Council

28/2/16

We, the undersigned, being residents or visitors to the Lakes Coastal areas, request Wellington Shire Council to undertake urgent & consistent measures to manage the ongoing Mosquito problem in the Golden Beach area.

Print Name	Your postcode	Signature
PETER BARTLETT		
Shelke Bartlett		
Sinead Red		
ALISA SMITH		P Smith
Wilma Marwood		w. Marwood
DAVID LITTLE		
JOSH CULLEN		
Harriet L.		
Cass O'Loughlin		
Toni Skinner		T. Skinner
cheryl Burge		
Carm Smith		
Janne Chalmers		J Chalmers
Angela Cochran		
GRAHAM BRANSON		Graham Branson
Cathy Burd		
Matthew Davis		
Tania Pasquato		TP

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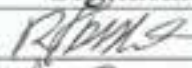
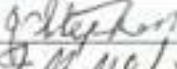
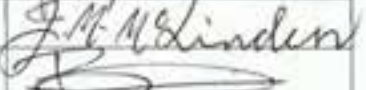



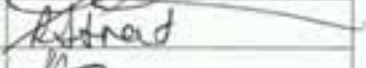


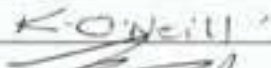


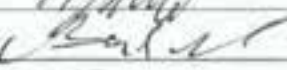



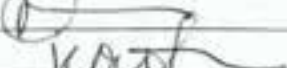

Mosquito Control Action Request

to

Wellington Shire Council

28/2/16

We, the undersigned, being residents or visitors to the Lakes Coastal areas, request Wellington Shire Council to undertake urgent & consistent measures to manage the ongoing Mosquito problem in the Golden Beach area.

Print Name	Your postcode	Signature
Raymond Milne		
John Stephens		
John McIndoe		
BRAD MARTIN		
Nacer Jones		
Cathy Lovings		
Michelle Stew		
Lisa Dargan		
LEN HUGHES		
KYLIE O'NEILL		
Karen O'Kane		
NICK REO		
ABAUDINETTE		
E. THOMAS		
J ZAMMIT		
R Fanner		
J. COWLING		
M. O'CONNOR		

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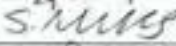
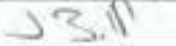
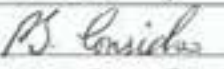
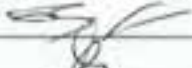

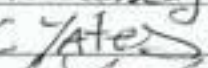
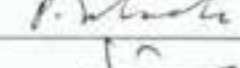
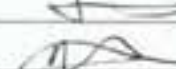

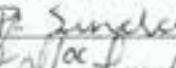
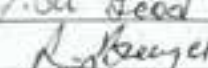
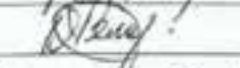
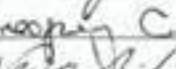
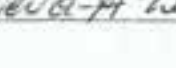



Mosquito Control Action Request

to

Wellington Shire Council

28/2/16

We, the undersigned, being residents or visitors to the Lakes Coastal areas, request Wellington Shire Council to undertake urgent & consistent measures to manage the ongoing Mosquito problem in the Golden Beach area.

Print Name	Your postcode	Signature
Peter Kallman		
Shannon Mills		
J.D. Hall		
P. Considine		
Bruce Gehrig		
Shane Mackenzie		
D. Cassidy		
C. YATES		
Paul Saksida		
Long Lee		
Meagan Zwick		
DARREN CHICKEN		
PATRICIA SINGHAR		
JANINE MACLEOD		
Rosie Boyal		
DAVID PENNY		
Greg Lock		
Neva A Lock		

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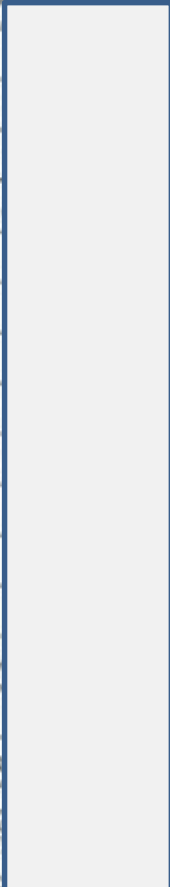
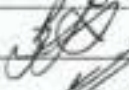
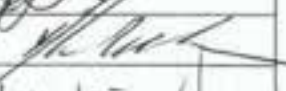

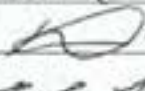
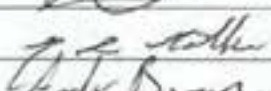
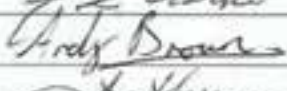
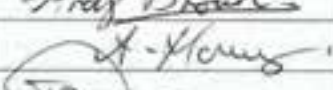

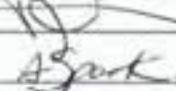


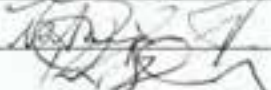
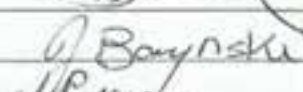
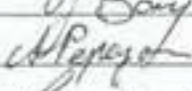




Mosquito Control Action Request

to

Wellington Shire Council

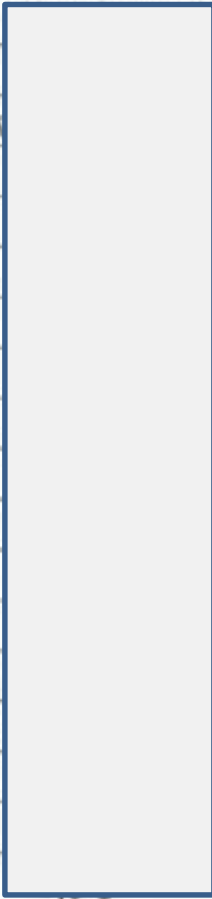
28/2/16

We, the undersigned, being residents or visitors to the Lakes Coastal areas, request Wellington Shire Council to undertake urgent & consistent measures to manage the ongoing Mosquito problem in the Golden Beach area.

Print Name	Your postcode	Signature
Graham Johnston		
Rep. 1024		
Wayne Holdsworth		
B. SHORT		
MATT MILLER		
ANDY BROWN		
ANNEKA HARRY		
TREV WRIGHT		
ANNA SPARK		
TODD SPARK		
NEIL WRIGHT		
Kevin Double		
Sam Baynski		
JOHN PEPYAN		
Shane 104		
Tiana Blake		
Katie Lusk		
NEIL DUGGAN		

Mosquito Control Action Request
to
Wellington Shire Council
28/2/16

We, the undersigned, being residents or visitors to the Lakes Coastal areas, request Wellington Shire Council to undertake urgent & consistent measures to manage the ongoing Mosquito problem in the Golden Beach area.

Print Name	Your postcode	Signature
LYNN STEPHENS		L Stephens.
NOEL TAYLOR		NT
CORAL DEAN		CD
JUNE HIFRENG		Joliffman
A V. V. V.		AVV
LORRAINE GILBERT		L Gilbert
BOB APPEL		BA
COLIN PRICE		CP
JOHN BOUGHEN		JB
ELAINE WITHERS		E Withers
SHARON APPINILL		S. Appinill
PAUL POLLEY		PP
VERONICA SHOOT		V Shoot
CHRISTINE HAWKER		CH
KERIN ARCHOLD		KA
FREDERICK EDGLEY		FE
JENNIFER EDGLEY		JE
HENRY GENELLI		H Genelli

Mosquito Control Action Request

to
Wellington Shire Council

28/2/16

We, the undersigned, being residents or visitors to the Lakes Coastal areas, request Wellington Shire Council to undertake urgent & consistent measures to manage the ongoing Mosquito problem in the Golden Beach area.

Print Name	Your postcode	Signature
Sam Appinall	[Redacted]	[Signature]
Dave Beal		[Signature]
ANTHONY MCLEAN		[Signature]
Cynthia Lowless		[Signature]
JANNIE BUCKER		[Signature]
R. HANNA		[Signature]
Tracey Lock		[Signature]
Thom Lett		Neil Lett
NEIL LETT		
DAVE GORDON		[Signature]
GAM SETH		[Signature]
Calvin Johnson		[Signature]
JASON BOLD		[Signature]
Nicole Barnett		[Signature]
David Kerr		[Signature]
Tom Reed		[Signature]
STACEY HUTCHINS		[Signature]
Rina Emeli		[Signature]
June Griffiths	[Redacted]	[Signature]
Chantal Drew	[Redacted]	[Signature]
Diane Robinson	[Redacted]	[Signature]
COURTNEY YATES	[Redacted]	[Signature]

9 of 13

Tina Dorr

PRINT NAME

POSTCODE

SIGN

Amhi Kailaris

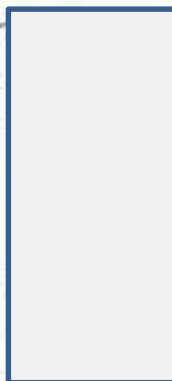
chris Cressis

Hayley Haney

W. Maybury

DARREN ROBERTSON

ALAN ROSAMILLO



[Signature]
E. Cressis

H. Haney

W. Maybury

[Signature]

[Signature]

Mosquito Control Action Request

to

Wellington Shire Council

28/2/16

We, the undersigned, being residents or visitors to the Lakes Coastal areas, request Wellington Shire Council to undertake urgent & consistent measures to manage the ongoing Mosquito problem in the Golden Beach area.

Heleena O'Sullivan

[Redacted]


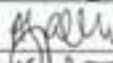


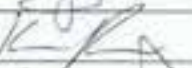



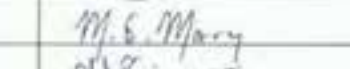
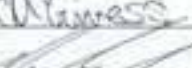

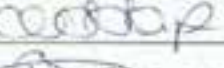
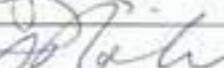
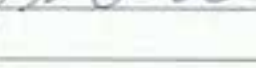




[Signature]

Print Name	Your postcode	Signature
John Watt	[Redacted]	John A Watt
CHRIS YATES		Chris Yates
Anne Ridgeway		anne R
IANA VOSMIK		Iana Vosnik
EWELYN MACKIE		C. Mackie
SUE ARASH		S. Arash
CHRIS CRAFT		Chris Craft
KARL PITZNER		K. Pitzner
M. CONSIDINE		M. Conside
MATTHEW WAT		M. Watt
KEVIN STEKEL		Kevin Stekel
COLIN TRUSS		Colin Truss
ALEXEI DOURNAY		Alexei Dournay
Thina Rigbova		Thina Rigbova
Glenn Henderson		G. Henderson
Amanda Oldham		A. Oldham
D. SCHWARZEN		D. Schwarzen
Kreso Kopic		Kreso Kopic
Jenny Hutton	[Redacted]	Jenny Hutton
Tiffa Cotez		Tiffa Cotez
Donna O'Brian		Donna O'Brian
Terri Yates		Terri Yates

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Mosquito Control Action Request
to
Wellington Shire Council
28/2/16

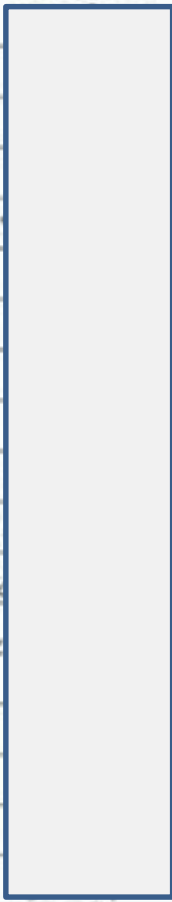
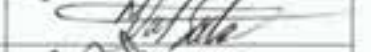
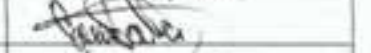
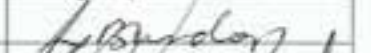






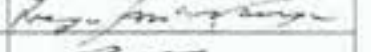
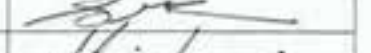

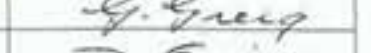

We, the undersigned, being residents or visitors to the Lakes Coastal areas, request Wellington Shire Council to undertake urgent & consistent measures to manage the ongoing Mosquito problem in the Golden Beach area.

Print Name	Your postcode	Signature
Amy GUPWELL		
Kate Tetley		
Michelle Johnson		
Sue Taylor		
Julie Smith		
Kerian Proctor		
Sharon Cunningham		
Zintrea Turner		
Kelly Lett		
Carley Stagg		
Marian Mary		
Caitlin McInness		
Michael Wright		
Jake Richardson		
Chloe Midgop		
Tason Bradley		
Sharon Johnson		

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Mosquito Control Action Request
to
Wellington Shire Council
28/2/16

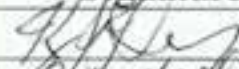
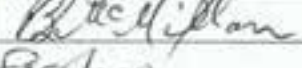
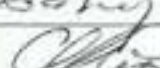
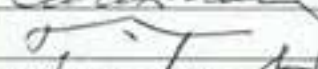


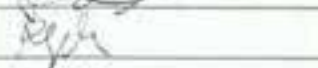
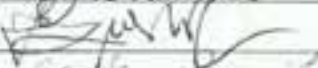
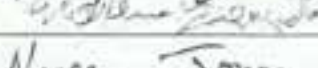
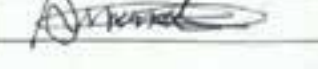



We, the undersigned, being residents or visitors to the Lakes Coastal areas, request Wellington Shire Council to undertake urgent & consistent measures to manage the ongoing Mosquito problem in the Golden Beach area.

Print Name	Your postcode	Signature
ALAN MITCHELL		
Vicki Sabor		
George Sabor		
LUCIANA BURDON		
GREG BURTON		
Sean Boun		
Geran Wassau		
Andrew Barclay		
Sharnae Aghar		
Brian Hall		
Julia Bethune		
Pamela Young		
GREGOR McVAUGHAN		
G. McCulloch		
L. Fountain		
CAYLE GREIG		
D. GREIG		
R. Stephens		

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Mosquito Control Action Request
to
Wellington Shire Council
28/2/16

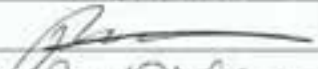
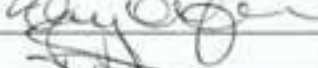

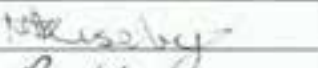
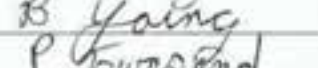
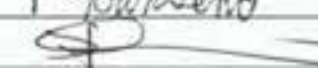


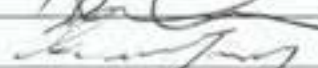
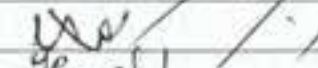
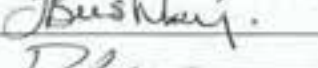

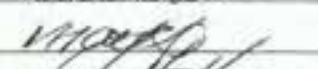





We, the undersigned, being residents or visitors to the Lakes Coastal areas, request Wellington Shire Council to undertake urgent & consistent measures to manage the ongoing Mosquito problem in the Golden Beach area.

Print Name	Your postcode	Signature
KEN FLEMING		
B McMillan		
B. Bailey		
Chinaman		
Raymond Jay		
Charles Howard		
Les Foxworth		
J. Tickner		
D Bethune		
A-H GASKIN		
Jon Tarragon		
		
		
Noel Jones		
Tony Lepple		
Kim Harper		
TERRI SPARK		
AMANDA SPARK		

13 of 13

Mosquito Control Action Request
to
Wellington Shire Council
28/2/16

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Print Name	Your postcode	Signature
Rich Palmer		
Lynette Foreman		
Trevor Wright		
Colin Gerrish		
Helena Riseley		
B YOUNG		
P TOWNSEND		
Hannah Clarke		
Maria Bartlett		
Red. Bartlett		
Sam Conway		
Paul King		
KIAA Sokor		
TANIA BUSHBY		
DAVID BROWN		
Denise Brown		
Wendy Jones		
Karen Green		

Mosquito Control Action Request
to
Wellington Shire Council
28/2/16

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[illegible]

14초 !!



A - PROCEDURAL

A9 INVITED ADDRESSES, PRESENTATIONS OR ACKNOWLEDGEMENTS



A - PROCEDURAL

A10 QUESTIONS ON NOTICE

ITEM A10(1)**RESPONSE TO QUESTION ON NOTICE –TAFE RESCUE FUND**

OFFICER:

GENERAL MANAGER DEVELOPMENT

DATE:

7 JUNE 2016

At the 4 November 2015 Council Meeting, Councillor McIvor asked the following Question on Notice:

“The Victorian Government has committed to make Victoria the “Education State”, promising to deliver a \$320 million TAFE Rescue Fund. Can the CEO please provide council with an update on our local Federation Training campus noting how much of the TAFE rescue fund has been spent, what the effect of this spending is, the enrolment and completion rates at Federation Training’s campuses compared with other comparable institutions across Victoria and future directions.

The following information is supplied in response.

15 December 2015

“Council has contact Federation Training seeking a response to a number of the points raised as these matters are not able to be answered without their input. It is anticipated that we will have a response for Council’s first meeting in 2016”

2 February 2016

“Council has contacted Federation Training seeking a response to a number of the points raised as these matters are not able to be answered without their input. Although we anticipated that we would have a response for Council’s first meeting in 2016 this has not been achieved. Council officers will be meeting with Federation Training over the coming weeks and we are hopeful that a final response will be in hand by the end of February 2016”

16 February 2016

“No further information received”

1 March 2016

Mayor McCubbin and CEO met with Federation Training executives on 11 February they were advised that a detailed response would be made within 4 weeks. A detailed verbal update will be provided to Councillors at that time

15 March 2016

“No further information received”

5 April 2016

“No further information received”

3 May 2016

“No further information received”

17 May 2016

“CEO met with Wendy Wood CEO Federation Training recently, verbal update will be provided to Councillors on 17 May 2016.

23 May 2016

A copy of correspondence received from Wendy Wood, Chief Executive Officer is attached for Council’s information.

23 May 2016

David Morcom
Chief Executive Officer
PO Box 506
SALE VIC 3850

Dear David

Thank you for your letter received by Federation Training on 26 April 2016. We enjoy a strong relationship with Wellington Shire Council and as stated before, we share a strong focus on providing quality and accessible training for the residents of Sale and surrounds.

Last year Federation Training's Board of Directors approved the 2016 – 2018 Strategic Plan that includes stakeholder values of 'access to local education and training opportunities' and 'state of the art facilities'.

These values are guiding the discussions to determine an appropriate future for Federation Training in Sale.

In response to Councillor McIvor's question, I provide the following information:

How much of the TAFE rescue fund has been spent?

Federation Training have received funding from the State Government under a variety of programs including the TAFE Rescue Fund, TAFE Structural Adjustment Fund (TSAF), Back to Work Program and the Community Service Expectation (CSE) fund. We have also received funding to enable the creation of Skills and Jobs Centres at Warragul, Sale and Bairnsdale.

It is difficult to determine how much of this has been expended within the Wellington Shire area, however I can advise that the following activities have been undertaken within the local area:

- Establish a Skills and Jobs Centre at Sale which involved refurbishments to an existing office
- Relocated the Federation Training call centre to the Fulham Campus
- Rollout of the Paddock to Plate initiative – working closely with Wellington Shire Council's Economic Development team to identify key training partnership opportunities with industry in the Wellington Shire catchment.
- Student support services including student counselling, career guidance and student activities from both Fulham Campus and the Skills and Jobs Centre at Sale
- Expansion of foundation programs in Sale to include more programs with a focus on working with both schools and disengaged youth
- Appointment of a Campus Administrator undertaking dedicated campus support functions combined with more key education roles being based from the Fulham facility.

In addition to the above, Federation Training has not reduced its operational budget within the Sale area and has no plans to do this.

What the effect of this spending is?

This funding has enabled the merger of Advance TAFE and GippsTAFE with a strong focus on aligning back of house systems and processes. The funding has seen a range of new initiatives across Gippsland. The Paddock to Plate program has seen a significant amount of interest from Wellington Shire Council and the local agricultural and horticultural industry. We are expecting increased enrolments across our foundation and hospitality course areas as a result of this investment.

BAIRNSDALE | CHADSTONE | LAKES ENTRANCE | LEONGATHA | MORWELL | SALE | TRARALGON | WARRAGUL | YALLOURN

POST PO Box 3279 Gippsland Mail Centre Morwell VIC 3841 Australia | EMAIL enquiries@federationtraining.edu.au
CALL 1500 133 717 | WEB federationtraining.edu.au | FAX 42 624 574 808 | NATIONAL TROUBLESHOOTING 0417

The enrolment and completion rates at Federation Training's campuses compared with other comparable institutions

For state-wide analysis of TAFE performance, the comparative data can be accessed from the Department of Education website (<http://www.education.vic.gov.au/training/employers/marketinformation/Pages/default.aspx>)

The data shows that the vocational education decline experienced across Gippsland is consistent with other areas of Victoria. The below table shows the trend of student numbers across the three key student types that attend TAFE.

Year	Government funded	Non-government funded *	VETiS **	Total
2014	657	779	155	1591
2015	432	256	129	817
2016 (YTD***)	285	96	149	530

* Non Government students includes short courses and commercial training

**VETiS – Vocational Education and Training in Schools

***The 2016 data is until the end of April 2016

The Federation Training business plan is aimed at achieving a 3% growth when compared to 2015. At this stage it is too early to predict if this will be achieved for 2016, however we are experiencing good numbers in VETiS and short courses.

The 2015 module completion rate for the Fulham Campus was 90%. This is slightly higher than other Federation Training Campuses who are delivering similar training.

Future directions

As stated earlier, Federation Training have established the 2016 – 2018 Strategic Plan. Along with this plan the Minister for Training and Skills, the Hon Steve Herbert MP, recently endorsed Federation Training's Statement of Corporate Intent which specifically mentions the need to establish a Sale Higher Education Plan; please refer to the attached.

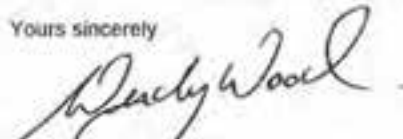
At the current time, Federation Training is in discussions with the Department of Education to improve the quality of facilities within the Sale area. As already undertaken, Federation Training will continue to consult with Wellington Shire's Chief Executive Officer and Mayor to keep them informed of progress.

In conclusion, Federation Training are committed to the Sale region and will continue to work closely with Wellington Shire Council to achieve a suitable outcome that will improve access to education. Whilst the provided data shows a significant decline in student numbers, this is consistent with the vocational education sector across Victoria.

Federation Training with strong support from Government are working on strategies to increase the numbers of students thereby improving the viability of the TAFE sector in Gippsland.

I am available to attend a meeting with Council to further discuss the provided information.

Yours sincerely



Wendy Wood
Chief Executive Officer

Attachment - Sale Education Plan



B –REPORT

DELEGATES



C1 - REPORT

CHIEF EXECUTIVE OFFICER

ITEM C1.1**INCORPORATION OF RURAL COUNCILS VICTORIA**

DIVISION: CHIEF EXECUTIVE OFFICER

ACTION OFFICER: CHIEF EXECUTIVE OFFICER

DATE: 7 JUNE 2016

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

OBJECTIVE

To support the application for incorporation of Rural Councils Victoria.

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

- Council notes that the proposed incorporation of Rural Councils Victoria does not involve an investment and/or risk exposure that exceeds the thresholds set out in s93(5C) of the Local Government Act 1989;***
- Council votes in favour of authorising Jim Nolan, Chief Executive Officer of Pyrenees Shire Council, to apply to the Registrar of Incorporated Associations for the incorporation of Rural Councils Victoria Incorporated;***
- Council approves the draft Rules attached to this report as 'Attachment A' as the Rules for Rural Councils Victoria Incorporated; and***
- Council authorises Cr Hole (or the CEO) to vote on Council's behalf on this matter, in accordance with this resolution, at the meeting of RCV to be held on 10 June 2016.***

BACKGROUND

Rural Councils Victoria (RCV) is an unincorporated organisation which represents the interests of rural councils within Victoria and currently has 38 members, of which Council is one.

The RCV's work includes:

1. providing opportunities for networking and professional development;
2. activities directed at ensuring the sustainability of rural councils; and
3. activities to assist rural communities to remain sustainable.

This occurs via a number of mechanisms, including the:

organisation of forums and conferences for member councils;
engagement of consultants to undertake project work; and
applying for Government grants, particularly through Regional Development Victoria.

Given that the RCV is not a separate legal entity, it conducts its business through a 'Secretariat'. This involves the Executive appointing a willing council member to, essentially, act as its agent, providing administrative support and entering into contracts on its behalf.

Incorporation of RCV

As the RCV is currently unincorporated, Council is, together with all other member councils, exposed to liability in respect of its operations.

To address this, and to enable the RCV to operate with greater independence and ease, it is proposed to incorporate the RCV as an incorporated association. It will be called 'Rural Councils Victoria Incorporated' and will operate in accordance with the draft Rules, attached to this report as 'Attachment A'.

The benefits of the RCV being incorporated include that it:

1. is recognised as a separate legal entity, with protection from debts for members and perpetual succession;
2. has the power to own and hold property, enter into contracts and otherwise act as any other legal entity would;
3. cannot distribute profit to its members;
4. must operate in accordance with a set of rules, including a statement of purpose – being the draft Rules attached to this report as 'Attachment A'; and
5. is operated by a Committee of Management and a Secretary, which are responsible for ensuring that all legislative obligations are complied with, and purposes are being achieved.

The RCV fulfils a number of functions that are important to rural councils in Victoria. Perhaps most importantly, it currently has responsibility for applying for Government grants, particularly through Regional Development Victoria, which are of benefit to rural councils.

It will be important that the RCV is incorporated to enable it to carry on those functions with greater independence and flexibility while still being subject to the views of its member councils.

It is not expected that the manner in which the RCV operates will be different from its current operations, although election to the Committee of Management will be based on slightly different zones, as set out in the draft Rules attached to this report as 'Attachment A'.

Exercise of Entrepreneurial Powers

As Council will, if in favour of this proposal, be participating in the formation and operation of a separate legal entity, it is required, in accordance with s193 of the *Local Government Act 1989* (LG Act), to have regard to the risks involved and comply with ss193(5A) and (5B) of the LG Act.

Council is advised that:

1. the **total investment** involved in Council's participation in the formation of Rural Councils Victoria Limited is: **\$0**

Council will be required to continue paying membership fees, as fixed by the Committee from time to time, but will not be required to invest anything in respect of the incorporation; and

2. the **total risk** involved in Council's participation in the formation of Rural Councils Victoria Limited is: **\$0**

Any liability for the activities of Rural Councils Victoria Limited will attach to it, not to the individual members.

So, the total investment and risk exposure will be \$0, meaning that Council is not required to take any further action in relation to this matter under s193(5C) of the LG Act.

Next Steps

If the RCV continues operating as an unincorporated association, there is a risk that its individual members, including Council, will be exposed to liability if the RCV fails to properly conduct its business. Furthermore, it will be unable to enter into contractual arrangements on its own behalf – instead relying on the Secretariat council to do so.

It is therefore recommended that Council accepts the analysis of Council's investment and risk exposure and votes in favour of the RCV being incorporated on the basis of the draft Rules attached to this report as 'Attachment A'.

It is proposed that a vote of all current members will be held at the next meeting of RCV to be held on 10 June 2016. The vote will, if a majority is in favour, authorise Jim Nolan, Chief Executive Officer of Pyrenees Shire Council (the current Secretariat council), to apply to the Registrar of Incorporated Associations for the incorporation of RCV and approve the draft Rules.

OPTIONS

Council has the following options:

1. Vote in favour of the application to incorporate Rural Councils Victoria, approve the draft Rules and authorise Cr Hole (or the CEO in Cr Hole's absence) to vote on Council's behalf at the RCV meeting on 10 June 2016; or
2. Take no action in relation to this matter.

PROPOSAL

That:

1. Council notes that the proposed incorporation of Rural Councils Victoria does not involve an investment and/or risk exposure that exceeds the thresholds set out in s193(5C) of the *Local Government Act 1989*;
2. Council votes in favour of authorising Jim Nolan, Chief Executive Officer of Pyrenees Shire Council, to apply to the Registrar of Incorporated Associations for the incorporation of Rural Councils Victoria Incorporated;
3. Council approves the draft Rules attached to this report as 'Attachment A' as the Rules for Rural Councils Victoria Incorporated; and
4. Council authorises Cr Hole (or the CEO in Cr Hole's absence) to vote on Council's behalf on this matter, in accordance with this resolution, at the meeting of RCV to be held on 10 June 2016.

CONFLICT OF INTEREST

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

COMMUNITY IMPACT

The submission reflects the strength of the relationship between RCV and the Wellington Shire Council. It provides support for outcomes that will positively impact on the sustainability of rural councils and communities.

RISK MANAGEMENT IMPACT

Incorporation of the RCV will ensure recognition as a separate legal entity and the rules of association will ensure that all legislative obligations are complied with.



21st April 2016

Darren McCubbin
Mayor
Wellington Shire Council
PO Box 506
SALE VIC 3850

By email: darren.mccubbin@wellington.vic.gov.au

Dear Darren

RE: STRUCTURE OF RURAL COUNCILS VICTORIA (RCV)

RCV has been operating for many years as an unincorporated association.

Over time, RCV has identified that this is an unsatisfactory means of conducting RCV's business – it exposes its members to liability and limits RCV's ability to enter into contracts. As a result, RCV has been considering alternative vehicles for the conduct of its business.

After extensive consideration, RCV's Executive Committee has determined that RCV should apply to the Registrar for Incorporated Associations for incorporation as Rural Councils Victoria Incorporated.

This will not change the way that RCV operates, or the enthusiasm with which it will continue to pursue outcomes that benefit all of its rural council members. It will simply ensure that RCV can operate more effectively when pursuing those outcomes.

What does your council need to do?

As your council is currently a member of the unincorporated association, it must participate in RCV's incorporation. This involves:

1. having regard to Council's investment and risk exposure in accordance with s 193 of the *Local Government Act 1989* – noting that there is no investment or exposure that RCV has identified;
2. voting to authorise Jim Nolan, Chief Executive Officer of Pyrenees Shire Council (the current Secretariat) to make the application for incorporation; and
3. approving the draft Rules for incorporation.

To assist you in this process, RCV has prepared and now provides a:

1. template report, to be engrossed on Council's report format and put before Council for consideration and decision; and
2. draft set of Rules, to be considered and approved by Council.

www.ruralcouncilsvictoria.org.au

Next steps

In order to apply for incorporation, at least 50 per cent of the current members of the unincorporated association that is RCV must vote in favour of it. To achieve this, RCV intends to put the matter to the vote at its next meeting of all members, to be held on **10 June 2016**.

I therefore ask that you:

1. put the attached template report and draft Rules before Council for consideration and decision prior to 10 June 2016; and
2. ensure that a representative of Council who is authorised to exercise Council's vote in this matter attends the meeting to be held on 10 June 2016 and votes according to Council's resolution.

If the representative authorised by Council is unable to attend, you may vote by proxy. Contact Pam Burns at Pyrenees Shire on 5349 1102 to discuss this process in more detail.

RCV looks forward to continuing to work with all of its rural council members to further their interests and causes. It is excited to enter this new chapter as an incorporated association, permitting greater flexibility for the future pursuit of its goals.

Yours sincerely



Councillor Rob Gersch
Chairperson
Rural Councils Victoria

www.ruralcouncilsvictoria.org.au

Associations Incorporation Reform Act 2012

RURAL COUNCILS VICTORIA INCORPORATED
RULES

Associations Incorporation Reform Regulations 2012

Part 3

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Model Rules for an Incorporated Association

Note

The persons who from time to time are members of the Association are an incorporated association by the name given in rule 1 of these Rules.

Under section 46 of the Associations Incorporation Reform Act 2012, these Rules are taken to constitute the terms of a contract between the Association and its members.

PART 1 — PRELIMINARY

1 Name

The name of the incorporated association is "Rural Councils Victoria Incorporated".

Note

Under section 23 of the Act, the name of the association and its registration number must appear on all its business documents.

2 Purposes

The purposes of the association are to—

- (1) heighten awareness and understanding of issues that impact on rural communities;
- (2) assist with building the capacity of rural councils to face challenges;
- (3) provide leadership on local governance;
- (4) develop and support rural councils; and
- (5) develop policy and advocate for rural councils.

3 Financial year

The financial year of the Association is each period of 12 months ending on 30 June.

4 Definitions

In these Rules—

absolute majority of the Committee, means a majority of the committee members currently holding office and entitled to vote at the time (as distinct from a majority of committee members present at a committee meeting);

associate member means a member referred to in rule 14(1);

CEO means the Chief Executive Officer of each member which is not an associate member;

Chairperson of a general meeting or committee meeting, means the person chairing the meeting as required under rule 46;

Chairperson appointment meeting means a meeting of all of the CEOs, in accordance with rule 54;

Committee means the Committee having management of the business of the Association;

committee meeting means a meeting of the Committee held in accordance with these Rules;

committee member means a member of the Committee elected or appointed under Division 3 of PART 5;

Council has the same meaning as it has in section 3(1) of the *Local Government Act 1989* (Vic);

Councillor means a person who hold the office of a member of each member which is not an associate member;

disciplinary appeal meeting means a meeting of the members of the Association convened under rule 23(3);

disciplinary meeting means a meeting of the Committee convened for the purposes of rule 22;

disciplinary subcommittee means the subcommittee appointed under rule 20;

Election Day has the same meaning as it has in section 3(1) of the *Local Government Act 1989* (Vic);

financial year means the 12 month period specified in rule 3;

general meeting means a general meeting of the members of the Association convened in accordance with PART 4 and includes an annual general meeting, a special general meeting and a disciplinary appeal meeting;

member means a member of the Association;

member entitled to vote means a member who under rule 13(2) is entitled to vote at a general meeting;

special resolution means a resolution that requires not less than three-quarters of the members voting at a general meeting, whether in person or by proxy, to vote in favour of the resolution;

Schedule means a schedule to these Rules;

the Act means the **Associations Incorporation Reform Act 2012** and includes any regulations made under that Act;

the Registrar means the Registrar of Incorporated Associations.

PART 2 — POWERS OF ASSOCIATION

5 Powers of Association

(1) Subject to the Act, the Association has power to do all things incidental or

conducive to achieve its purposes.

- (2) Without limiting subrule (1), the Association may—
- (a) acquire, hold and dispose of real or personal property;
 - (b) open and operate accounts with financial institutions;
 - (c) invest its money in any security in which trust monies may lawfully be invested;
 - (d) raise and borrow money on any terms and in any manner as it thinks fit;
 - (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability;
 - (f) appoint agents to transact business on its behalf;
 - (g) enter into any other contract it considers necessary or desirable.
- (3) The Association may only exercise its powers and use its income and assets (including any surplus) for its purposes.

6 Not for profit organisation

- (1) The Association must not distribute any surplus, income or assets directly or indirectly to its members.
- (2) Subrule (1) does not prevent the Association from paying a member—
- (a) reimbursement for expenses properly incurred by the member; or
 - (b) for goods or services provided by the member—

if this is done in good faith on terms no more favourable than if the member was not a member.

Note

Section 33 of the Act provides that an incorporated association must not secure pecuniary profit for its members. Section 4 of the Act sets out in more detail the circumstances under which an incorporated association is not taken to secure pecuniary profit for its members.

PART 3 — MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES

Division 1 — Membership

7 Minimum number of members

The Association must have at least 5 members

8 Who is eligible to be a member

- (1) Subject to subrule (2), only Councils located in the State of Victoria and listed in Schedule 1 are eligible for membership.

- (2) Any other person who is approved by the Committee (at its absolute discretion) in accordance with rule 63 is eligible for associate membership.

9 Application for membership

- (1) To apply to become a member or associate member of the Association, a person must submit a written application to a committee member stating that the person—
 - (a) wishes to become a member or associate member of the Association; and
 - (b) supports the purposes of the Association; and
 - (c) agrees to comply with these Rules.
- (2) The application—
 - (a) must be signed by the applicant; and
 - (b) may be accompanied by the joining fee (if any).

Note

The joining fee is the fee (if any) determined by the Association under rule 12(3).

10 Consideration of application

- (1) As soon as practicable after an application for membership is received, the Committee must decide by resolution whether to accept or reject the application.
- (2) The Committee must notify the applicant in writing of its decision as soon as practicable after the decision is made.
- (3) If the Committee rejects the application, it must return any money accompanying the application to the applicant.
- (4) No reason need be given for the rejection of an application.

11 New membership

- (1) If an application for membership is approved by the Committee—
 - (a) the resolution to accept the membership must be recorded in the minutes of the committee meeting; and
 - (b) the Secretary must, as soon as practicable, enter the name and address of the new member, and the date of becoming a member, in the register of members.
- (2) A person becomes a member of the Association and, subject to rule 13(2), is entitled to exercise his or her rights of membership from the date, whichever is the later, on which—
 - (a) the Committee approves the person's membership; or

- (b) the person pays the joining fee (if any).

12 Annual subscription and fee on joining

- (1) At each annual general meeting, the Association must determine—
 - (a) the amount of the annual subscription (if any) for the following financial year; and
 - (b) the date for payment of the annual subscription.
- (2) The Association may determine that a higher or lower annual subscription is payable by associate members.
- (3) The Association may determine that any new member who joins after the start of a financial year must, for that financial year, pay a fee equal to—
 - (a) the full annual subscription; or
 - (b) a pro rata annual subscription based on the remaining part of the financial year; or
 - (c) a fixed amount determined from time to time by the Association.
- (4) The rights of a member (including the right to vote) who has not paid the annual subscription by the due date are suspended until the subscription is paid.

13 General rights of members

- (1) A member of the Association who is entitled to vote has the right—
 - (a) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and
 - (b) to submit items of business for consideration at a general meeting; and
 - (c) to attend and be heard at general meetings; and
 - (d) to vote at a general meeting; and
 - (e) to have access to the minutes of general meetings and other documents of the Association as provided under rule 75; and
 - (f) to inspect the register of members.
- (2) A member is entitled to vote if—
 - (a) the member is a member other than an associate member; and
 - (b) more than 10 business days have passed since he or she became a member of the Association; and
 - (c) the member's membership rights are not suspended for any reason.

14 Associate members

- (1) Associate members of the Association include any members who are not listed in Schedule 1 to these Rules.
- (2) An associate member must not vote but may have other rights as determined by the Committee or by resolution at a general meeting.

15 Rights not transferable

The rights of a member are not transferable and end when membership ceases.

16 Ceasing membership

- (1) The membership of a person ceases on resignation, expulsion or death.
- (2) If a person ceases to be a member of the Association, the Secretary must, as soon as practicable, enter the date the person ceased to be a member in the register of members.

17 Resigning as a member

- (1) A member may resign by notice in writing given to the Association.

Note

Rule 74(3) sets out how notice may be given to the association. It includes by post or by handing the notice to a member of the committee.

- (2) A member is taken to have resigned if—
 - (a) the member's annual subscription is more than 12 months in arrears; or
 - (b) where no annual subscription is payable—
 - (i) the Secretary has made a written request to the member to confirm that he or she wishes to remain a member; and
 - (ii) the member has not, within 3 months after receiving that request, confirmed in writing that he or she wishes to remain a member.

18 Register of members

- (1) The Secretary must keep and maintain a register of members that includes—
 - (a) for each current member—
 - (i) the member's name;
 - (ii) the address for notice last given by the member;
 - (iii) the date of becoming a member;
 - (iv) if the member is an associate member, a note to that effect;
 - (v) any other information determined by the Committee; and

- (b) for each former member, the date of ceasing to be a member.
- (2) Any member may, at a reasonable time and free of charge, inspect the register of members.

Note

Under section 59 of the Act, access to the personal information of a person recorded in the register of members may be restricted in certain circumstances. Section 58 of the Act provides that it is an offence to make improper use of information about a person obtained from the Register of Members.

Division 2 — Disciplinary action

19 Grounds for taking disciplinary action

The Association may take disciplinary action against a member in accordance with this Division if it is determined that the member—

- (1) has failed to comply with these Rules; or
- (2) refuses to support the purposes of the Association; or
- (3) has engaged in conduct prejudicial to the Association.

20 Disciplinary subcommittee

- (1) If the Committee is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Committee must appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the member.
- (2) The members of the disciplinary subcommittee—
 - (a) may be Committee members, members of the Association or anyone else; but
 - (b) must not be biased against, or in favour of, the member concerned.

21 Notice to member

- (1) Before disciplinary action is taken against a member, the Secretary must give written notice to the member—
 - (a) stating that the Association proposes to take disciplinary action against the member; and
 - (b) stating the grounds for the proposed disciplinary action; and
 - (c) specifying the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the **disciplinary meeting**); and
 - (d) advising the member that he or she may do one or both of the following—
 - (i) attend the disciplinary meeting and address the disciplinary subcommittee at that meeting;

- (ii) give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
- (e) setting out the member's appeal rights under rule 23.
- (2) The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

22 Decision of subcommittee

- (1) At the disciplinary meeting, the disciplinary subcommittee must—
 - (a) give the member an opportunity to be heard; and
 - (b) consider any written statement submitted by the member.
- (2) After complying with subrule (1), the disciplinary subcommittee may—
 - (a) take no further action against the member; or
 - (b) subject to subrule (3)—
 - (i) reprimand the member; or
 - (ii) suspend the membership rights of the member for a specified period; or
 - (iii) expel the member from the Association.
- (3) The disciplinary subcommittee may not fine the member.
- (4) The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed.

23 Appeal rights

- (1) A person whose membership rights have been suspended or who has been expelled from the Association under rule 22 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.
- (2) The notice must be in writing and given—
 - (a) to the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or
 - (b) to the Secretary not later than 48 hours after the vote.
- (3) If a person has given notice under subrule (2), a disciplinary appeal meeting must be convened by the Committee as soon as practicable, but in any event not later than 21 days, after the notice is received.
- (4) Notice of the disciplinary appeal meeting must be given to each member of the Association who is entitled to vote as soon as practicable and must—

- (a) specify the date, time and place of the meeting; and
- (b) state—
 - (i) the name of the person against whom the disciplinary action has been taken; and
 - (ii) the grounds for taking that action; and
 - (iii) that at the disciplinary appeal meeting the members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

24 Conduct of disciplinary appeal meeting

- (1) At a disciplinary appeal meeting—
 - (a) no business other than the question of the appeal may be conducted; and
 - (b) the Committee must state the grounds for suspending or expelling the member and the reasons for taking that action; and
 - (c) the person whose membership has been suspended or who has been expelled must be given an opportunity to be heard.
- (2) After complying with subrule (1), the members present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
- (3) A member may not vote by proxy at the meeting.
- (4) The decision is upheld if not less than three quarters of the members voting at the meeting vote in favour of the decision.

Division 3 — Grievance procedure

25 Application

- (1) The grievance procedure set out in this Division applies to disputes under these Rules between—
 - (a) a member and another member;
 - (b) a member and the Committee;
 - (c) a member and the Association.
- (2) A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

26 Parties must attempt to resolve the dispute

The parties to a dispute must attempt to resolve the dispute between themselves

within 14 days of the dispute coming to the attention of each party.

27 Appointment of mediator

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 26, the parties must within 10 days—
 - (a) notify the Committee of the dispute; and
 - (b) agree to or request the appointment of a mediator; and
 - (c) attempt in good faith to settle the dispute by mediation.
- (2) The mediator must be—
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement—
 - (i) if the dispute is between a member and another member—a person appointed by the Committee; or
 - (ii) if the dispute is between a member and the Committee or the Association—a person appointed or employed by the Dispute Settlement Centre of Victoria.
- (3) A mediator appointed by the Committee may be a member or former member of the Association but in any case must not be a person who—
 - (a) has a personal interest in the dispute; or
 - (b) is biased in favour of or against any party.

28 Mediation process

- (1) The mediator to the dispute, in conducting the mediation, must—
 - (a) give each party every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties throughout the mediation process.
- (2) The mediator must not determine the dispute.

29 Failure to resolve dispute by mediation

If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

PART 4 — GENERAL MEETINGS OF THE ASSOCIATION

30 Annual general meetings

- (1) The Committee must convene an annual general meeting of the Association to be held within 5 months after the end of each financial year.
- (2) Despite subrule (1), the Association may hold its first annual general meeting at any time within 18 months after its incorporation.
- (3) The Committee may determine the date, time and place of the annual general meeting.
- (4) The ordinary business of the annual general meeting is as follows—
 - (a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then;
 - (b) to receive and consider—
 - (i) the annual report of the Committee on the activities of the Association during the preceding financial year; and
 - (ii) the financial statements of the Association for the preceding financial year submitted by the Committee in accordance with PART 7 of the Act;
 - (c) to elect the members of the Committee;
 - (d) to confirm or vary the amounts (if any) of the annual subscription and joining fee.
- (5) The annual general meeting may also conduct any other business of which notice has been given in accordance with these Rules.

31 Special general meetings

- (1) Any general meeting of the Association, other than an annual general meeting or a disciplinary appeal meeting, is a special general meeting.
- (2) The Committee may convene a special general meeting whenever it thinks fit, but must do so at least once a year.
- (3) No business other than that set out in the notice under rule 33 may be conducted at the meeting.

Note

General business may be considered at the meeting if it is included as an item for consideration in the notice under rule 33 and the majority of members at the meeting agree.

32 Special general meeting held at request of members

- (1) The Committee must convene a special general meeting if a request to do so is made in accordance with subrule (2) by at least 10% of the total number of

members.

- (2) A request for a special general meeting must—
 - (a) be in writing; and
 - (b) state the business to be considered at the meeting and any resolutions to be proposed; and
 - (c) include the names and signatures of the members requesting the meeting; and
 - (d) be given to the Secretary.
- (3) If the Committee does not convene a special general meeting within one month after the date on which the request is made, the members making the request (or any of them) may convene the special general meeting.
- (4) A special general meeting convened by members under subrule (3)—
 - (a) must be held within 3 months after the date on which the original request was made; and
 - (b) may only consider the business stated in that request.
- (5) The Association must reimburse all reasonable expenses incurred by the members convening a special general meeting under subrule (3).

33 Notice of general meetings

- (1) The Secretary (or, in the case of a special general meeting convened under rule 32(3), the members convening the meeting) must give to each member of the Association—
 - (a) at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
 - (b) at least 14 days' notice of a general meeting in any other case.
- (2) The notice must—
 - (a) specify the date, time and place of the meeting; and
 - (b) indicate the general nature of each item of business to be considered at the meeting; and
 - (c) if a special resolution is to be proposed—
 - (i) state in full the proposed resolution; and
 - (ii) state the intention to propose the resolution as a special resolution; and
 - (d) comply with rule 34(7).

- (3) This rule does not apply to a disciplinary appeal meeting.

Note

Rule 23(4) sets out the requirements for notice of a disciplinary appeal meeting.

34 Delegates

- (1) A member must appoint a Councillor or employee of that Council as his or her delegate to vote and speak on its behalf at a general meeting.
- (2) Appointment of a delegate must be notified to the Committee at least 24 hours before a general meeting.
- (3) A delegate, once appointed, will remain as the delegate until a member appoints a new delegate and notifies the Committee of that appointment.
- (4) A member may appoint another Councillor or employee of that Council as an alternate delegate to vote and speak on its behalf at a general meeting.
- (5) The appointment of an alternate delegate must be in writing and signed by the CEO member making the appointment.
- (6) The member appointing the alternate delegate may give specific directions as to how the alternate delegate is to vote on his or her behalf, otherwise the alternate delegate may vote on behalf of the member in any matter as he or she sees fit.
- (7) If the Committee has approved a form for the appointment of an alternate delegate, the member may use any other form that clearly identifies the person appointed as the member's alternate delegate and that has been signed by the member.
- (8) Notice of a general meeting given to a member under rule 33 must—
 - (a) state that the member may appoint another member as an alternate delegate for the meeting; and
 - (b) include a copy of any form that the Committee has approved for the appointment of an alternate delegate.
- (9) A form appointing an alternate delegate must be given to the Chairperson of the meeting before or at the commencement of the meeting.
- (10) A form appointing an alternate delegate sent by post or electronically is of no effect unless it is received by the Association no later than 24 hours before the commencement of the meeting.
- (11) Notice of appointment of an alternative delegate does not affect the continued appointment of the delegate originally notified to the Committee.

35 Use of technology

- (1) A member not physically present at a general meeting may not participate in the meeting by the use of technology.

36 Quorum at general meetings

- (1) No business may be conducted at a general meeting unless a quorum of members is present.
- (2) The quorum for a general meeting is the presence (physically, by delegate or alternate delegate of over 50% of the members entitled to vote.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting—
 - (a) in the case of a meeting convened by, or at the request of, members under rule 32—the meeting must be dissolved;

Note

If a meeting convened by, or at the request of, members is dissolved under this subrule, the business that was to have been considered at the meeting is taken to have been dealt with. If members wish to have the business reconsidered at another special meeting, the members must make a new request under rule 32.

- (b) in any other case—
 - (i) the meeting must be adjourned to a date not more than 21 days after the adjournment; and
 - (ii) notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all members as soon as practicable after the meeting.
- (c) If a quorum is not present within 30 minutes after the time to which a general meeting has been adjourned under subrule (3)(b), the members present at the meeting (if not fewer than 3) may proceed with the business of the meeting as if a quorum were present.

37 Adjournment of general meeting

- (1) The Chairperson of a general meeting at which a quorum is present may, with the consent of a majority of members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting subrule (1), a meeting may be adjourned—
 - (a) if there is insufficient time to deal with the business at hand; or
 - (b) to give the members more time to consider an item of business.

Example

The members may wish to have more time to examine the financial statements submitted by the Committee at an annual general meeting.

- (3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- (4) Notice of the adjournment of a meeting under this rule is not required unless the

meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 33.

38 Voting at general meeting

- (1) On any question arising at a general meeting—
 - (a) subject to subrule (3), each member who is entitled to vote has one vote; and
 - (b) members may vote by their delegates or by alternate delegate; and
 - (c) except in the case of a special resolution, the question must be decided on a majority of votes.
- (2) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (3) If the question is whether or not to confirm the minutes of a previous meeting, only members who were present at that meeting may vote.
- (4) This rule does not apply to a vote at a disciplinary appeal meeting conducted under rule 24.

39 Special resolutions

A special resolution is passed if not less than three quarters of the members voting at a general meeting (whether in person or by alternate delegate) vote in favour of the resolution.

Note

In addition to certain matters specified in the Act, a special resolution is required—

- (a) to remove a committee member from office;
- (b) to alter these Rules, including changing the name or any of the purposes of the Association

40 Determining whether resolution carried

- (1) Subject to subrule (2), the Chairperson of a general meeting may, on the basis of a show of hands, declare that a resolution has been—
 - (a) carried; or
 - (b) carried unanimously; or
 - (c) carried by a particular majority; or
 - (d) lost—and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.
- (2) If a poll (where votes are cast in writing) is demanded by three or more members on any question—

- (a) the poll must be taken at the meeting in the manner determined by the Chairperson of the meeting; and
 - (b) the Chairperson must declare the result of the resolution on the basis of the poll.
- (3) A poll demanded on the election of the Chairperson or on a question of an adjournment must be taken immediately.
 - (4) A poll demanded on any other question must be taken before the close of the meeting at a time determined by the Chairperson.

41 Minutes of general meeting

- (1) The Committee must ensure that minutes are taken and kept of each general meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each annual general meeting must include—
 - (a) the names of the members attending the meeting; and
 - (b) alternate delegate forms given to the Chairperson of the meeting under rule 34(8); and
 - (c) the financial statements submitted to the members in accordance with rule 30(4)(b)(ii); and
 - (d) the certificate signed by two committee members certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and
 - (e) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

PART 5 — COMMITTEE

Division 1 — Powers of Committee

42 Role and powers

- (1) The business of the Association must be managed by or under the direction of a Committee.
- (2) The Committee may exercise all the powers of the Association except those powers that these Rules or the Act require to be exercised by general meetings of the members of the Association.
- (3) The Committee may—
 - (a) appoint and remove staff; and

- (b) establish subcommittees consisting of members with terms of reference it considers appropriate.

43 Delegation

- (1) The Committee may delegate to a member of the Committee, a subcommittee or staff, any of its powers and functions other than—
 - (a) this power of delegation; or
 - (b) a duty imposed on the Committee by the Act or any other law.
- (2) The delegation must be in writing and may be subject to the conditions and limitations the Committee considers appropriate.
- (3) The Committee may, in writing, revoke a delegation wholly or in part.

Division 2 — Composition of Committee and duties of members

44 Composition of Committee

The Committee consists of—

- (1) a Chairperson; and
- (2) a Deputy Chairperson; and
- (3) a Secretary; and
- (4) a Treasurer; and
- (5) ordinary committee members elected under rule 52.

45 General Duties

- (1) As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these Rules and the Act.
- (2) The Committee is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Committee comply with these Rules.
- (3) Committee members must exercise their powers and discharge their duties with reasonable care and diligence.
- (4) Committee members must exercise their powers and discharge their duties—
 - (a) in good faith in the best interests of the Association; and
 - (b) for a proper purpose.
- (5) Committee members and former committee members must not make improper use of—

- (a) their position; or
- (b) information acquired by virtue of holding their position—

so as to gain an advantage for themselves or any other person or to cause detriment to the Association.

Note

See also Division 3 of Part 6 of the Act which sets out the general duties of the office holders of an incorporated association

- (6) In addition to any duties imposed by these Rules, a committee member must perform any other duties imposed from time to time by resolution at a general meeting.

46 Chairperson

- (1) Subject to subrule (2), the Chairperson or, in the Chairperson's absence, the Deputy Chairperson is the Chairperson for any general meetings and for any committee meetings.
- (2) If the Chairperson and the Deputy Chairperson are both absent, or are unable to preside, the Chairperson of the meeting must be—
 - (a) in the case of a general meeting—a member elected by the other members present; or
 - (b) in the case of a committee meeting—a committee member elected by the other committee members present.

47 Deputy Chairperson

- (1) The Deputy Chairperson must:
 - (a) act as the Chairperson for any meeting from which the Chairperson is absent; and
 - (b) assist the Chairperson in furthering the purpose of the Association.

Example

The Deputy Chairperson might accompany the Chairperson when attending stakeholder meetings with Ministers or others responsible for furthering the interests of the members

48 Secretary

- (1) The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.

Example

Under the Act, the secretary of an incorporated association is responsible for lodging documents of the association with the Registrar.

- (2) The Secretary must—
 - (a) maintain the register of members in accordance with rule 18; and

- (b) keep custody of the common seal (if any) of the Association and, except for the financial records referred to in rule 70(3), all books, documents and securities of the Association in accordance with rules 72 and 75; and
 - (c) subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and
 - (d) perform any other duty or function imposed on the Secretary by these Rules.
- (3) The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.

49 Treasurer

- (1) The Treasurer must—
 - (a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association; and
 - (b) ensure that all moneys received are paid into the account of the Association within 5 working days after receipt; and
 - (c) make any payments authorised by the Committee or by a general meeting of the Association from the Association's funds; and
 - (d) ensure cheques are signed by at least 2 committee members.
- (2) The Treasurer must—
 - (a) ensure that the financial records of the Association are kept in accordance with the Act; and
 - (b) coordinate the preparation of the financial statements of the Association and their certification by the Committee prior to their submission to the annual general meeting of the Association.
- (3) The Treasurer must ensure that at least one other committee member has access to the accounts and financial records of the Association.

Division 3 — Election of Committee members and tenure of office

50 Committee member composition and term

- (1) The Committee is to be made up of:
 - (a) six CEOs ('CEO member'); and
 - (b) six Councillors ('Councillor member').
- (2) A CEO member holds office from the date of their election, to the date upon which the election of the next CEO members is completed, in accordance with rule 52.

- (3) A Councillor member holds office until they cease to be a Councillor or until the date upon which the election of the next Councillors members is completed, in accordance with rule 51, whichever is earlier.
- (4) For the time between each Election Day and the appointment of new Councillor members, in accordance with rule 52, the Committee is made up of only the CEO members and those Councillor members who remain eligible under rule 49(3).

51 Committee members based upon region

- (1) One CEO member and one Councillor member will be elected from each of the six Municipal Association of Victoria Regions ('Regions') listed in Schedule 2 by the Councils in that Region, in accordance with the process set out in rule 52.
- (2) The CEO member and Councillor member appointed by each Region must hold their relevant position at a Council which is listed in the same Region.

52 Committee member elections

- (1) Within 10 weeks after each Election Day, the Committee must call for members listed in Schedule 1 to nominate eligible persons for election as CEO and Councillor members.
- (2) Each member may only nominate CEOs and Councillors who hold an office of that member.
- (3) On the date 10 business days after the date on which nominations are called for in accordance with subrule (1), the time during which members may nominate persons for election as CEO and Councillor members closes.
- (4) If, after the nominations close, there is only one CEO and one Councillor nominated for a Region, those persons are elected to the relevant position on the Committee.
- (5) If the number of CEOs and/or Councillors nominated for a particular Region is greater than one, a ballot must be conducted for that Region, in accordance with rule 53.

53 Ballot

- (1) If a ballot is required for the election for a CEO Member or a Councillor member position in a particular Region, the Committee, within 3 business days of nominations closing, must send to each of the members listed under that Region, a ballot paper.
- (2) The ballot paper must list each of the nominated persons for the relevant Committee position in that Region.
- (3) Each member provided with a ballot paper must within 10 business days, mark it, indicating the single person for whom they wish to vote, and return the ballot paper to the Association.
- (4) Ballot papers that do not comply with subrule (3) are not to be counted.

- (5) Each ballot paper on which the name of a candidate has been marked counts as one vote for that candidate.
- (6) The Committee must declare elected the candidate who received the most votes.
- (7) If the returning officer is unable to declare the result of an election under subrule (6) because 2 or more candidates received the same number of votes, the Committee must decide by lot which of them is to be declared elected.

Examples

The choice of candidate may be decided by the toss of a coin, drawing straws or drawing a name out of a hat.

54 Chairperson appointment meeting

- (1) Within one month of the completion of the election of Committee members, a Chairperson appointment meeting must be held.
- (2) At the Committee appointment meeting separate elections must be held for each of the following positions—
 - (a) Chairperson; and
 - (b) Deputy Chairperson; and
 - (c) Secretary; and
 - (d) Treasurer.
- (3) Only Councillor members may be elected as Chairperson or Deputy Chairperson.
- (4) Only CEO members may be elected as Secretary.
- (5) If only one member is nominated for the position, that person is elected to the position.
- (6) If more than one member is nominated, a vote must be held, in accordance with this rule.
- (7) The vote is to be conducted by a show of hands of all the committee members present at the meeting, each of whom is entitled to one vote.
- (8) The committee member for whom the most votes are cast will be elected to the relevant position.
- (9) If the vote does not produce a result of an election under subrule (8) because 2 or more candidates received the same number of votes, it will be decided by lot which of them is to be declared elected.

Examples

The choice of candidate may be decided by the toss of a coin, drawing straws or drawing a name out of a hat.

55 Vacation of office

- (1) A committee member may resign from the Committee by written notice addressed to the Committee.
- (2) A person ceases to be a committee member if he or she—
 - (a) ceases to be a CEO or Councillor of a member of the Association; or
 - (b) fails to attend 3 consecutive committee meetings (other than special or urgent committee meetings) without leave of absence under rule 66; or
 - (c) otherwise ceases to be a committee member by operation of section 78 of the Act.

Note

A Committee member may not hold the office of secretary if they do not reside in Australia.

56 Filling casual vacancies

- (1) The Committee may appoint an eligible person under rule 50 to fill a position on the Committee that has become vacant under rule 55.
- (2) If the position of Chairperson, Deputy Chairperson Secretary or Treasurer becomes vacant, the Committee must appoint a member to the position within 14 days after the vacancy arises.
- (3) Rule 50 applies to any committee member appointed by the Committee under subrule (1) or (2).
- (4) The Committee may continue to act despite any vacancy in its membership.

Division 4 — Meetings of Committee

57 Meetings of Committee

- (1) The Committee must endeavour to meet once every month or with such other frequency as the Committee determines from time to time, provided that it meets at least 4 times in each year at the dates, times and places determined by the Committee.
- (2) The date, time and place of the first committee meeting must be determined by the members of the Committee as soon as practicable after the annual general meeting of the Association at which the members of the Committee were elected.
- (3) Special committee meetings may be convened by the Chairperson or by any 4 members of the Committee.

58 Notice of meetings

- (1) Notice of each committee meeting must be given to each committee member no later than 7 days before the date of the meeting.

- (2) Notice may be given of more than one committee meeting at the same time.
- (3) The notice must state the date, time and place of the meeting.
- (4) If a special committee meeting is convened, the notice must include the general nature of the business to be conducted.
- (5) The only business that may be conducted at the meeting is the business for which the meeting is convened.

59 Urgent meetings

- (1) In cases of urgency, a meeting can be held without notice being given in accordance with rule 58 provided that as much notice as practicable is given to each committee member by the quickest means practicable.
- (2) Any resolution made at the meeting must be passed by an absolute majority of the Committee.
- (3) The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

60 Procedure and order of business

- (1) The procedure to be followed at a meeting of a Committee must be determined from time to time by the Committee.
- (2) The order of business may be determined by the members present at the meeting.

61 Use of technology

- (1) A committee member who is not physically present at a committee meeting may participate in the meeting by the use of technology that allows that committee member and the committee members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a committee member participating in a committee meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

62 Quorum

- (1) No business may be conducted at a Committee meeting unless a quorum is present.
- (2) The quorum for a committee meeting is the presence (in person or as allowed under rule 61) of a majority of the committee members holding office.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting—
 - (a) in the case of a special meeting—the meeting lapses;

- (b) in any other case—the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date and place to which the meeting is adjourned must be given in accordance with rule 58,

63 Voting

- (1) On any question arising at a committee meeting, each committee member present at the meeting has one vote.
- (2) A motion is carried if a majority of committee members present at the meeting vote in favour of the motion.
- (3) Subrule (2) does not apply to any motion or question which is required by these Rules to be passed by an absolute majority of the Committee.
- (4) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (5) A committee member may appoint another person as a proxy to vote and speak on its behalf at a general meeting, provided that a committee member who is a:
 - (a) Councillor member may only appoint another Councillor of that member of the Association as a proxy; and
 - (b) CEO member may only appoint another employee of that member of the Association as a proxy.

64 Conflict of interest

- (1) A committee member who has a material personal interest in a matter being considered at a committee meeting must disclose the nature and extent of that interest to the Committee.
- (2) The member—
 - (a) must not be present while the matter is being considered at the meeting; and
 - (b) must not vote on the matter.

Note

Under section 81(3) of the Act, if there are insufficient committee members to form a quorum because a member who has a material personal interest is disqualified from voting on a matter, a general meeting may be called to deal with the matter.

- (3) This rule does not apply to a material personal interest—
 - (a) that exists only because the member belongs to a class of persons for whose benefit the Association is established; or
 - (b) that the member has in common with all, or a substantial proportion of, the members of the Association.

65 Minutes of meeting

- (1) The Committee must ensure that minutes are taken and kept of each committee meeting.
- (2) The minutes must record the following—
 - (a) the names of the members in attendance at the meeting;
 - (b) the business considered at the meeting;
 - (c) any resolution on which a vote is taken and the result of the vote;
 - (d) any material personal interest disclosed under rule 64.

66 Leave of absence

- (1) The Committee may grant a committee member leave of absence from committee meetings for a period not exceeding 3 months.
- (2) The Committee must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the committee member to seek the leave in advance.

67 Committee Resolution Outside Meeting

- (1) Where an urgent matter arises for decision and cannot be the subject of a Special Committee meeting, the wording of the proposed resolution may be circulated to all committee members by email
- (2) The resolution is made by a majority of the committee members replying to that email indicating that they are in favour of it.
- (3) Such a resolution must be ratified by votes in person at the next committee meeting.
- (4) This rule should not be relied upon except in cases of urgency, where the Chairperson forms the view that the matter cannot properly be left until the next committee meeting.

PART 6 — FINANCIAL MATTERS

68 Source of funds

The funds of the Association may be derived from joining fees, annual subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the Committee.

69 Management of funds

- (1) The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.

- (2) Subject to any restrictions imposed by a general meeting of the Association, the Committee may approve expenditure on behalf of the Association.
- (3) The Committee may authorise the Secretary to expend funds on behalf of the Association (including by electronic funds transfer) up to a specified limit without requiring approval from the Committee for each item on which the funds are expended.
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 committee members.
- (5) All funds of the Association must be deposited into the financial account of the Association no later than 5 working days after receipt.
- (6) The Committee may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

70 Financial records

- (1) The Association must keep financial records that—
 - (a) correctly record and explain its transactions, financial position and performance; and
 - (b) enable financial statements to be prepared as required by the Act.
- (2) The Association must retain the financial records for 7 years after the transactions covered by the records are completed.
- (3) The Treasurer must keep in his or her custody, or under his or her control—
 - (a) the financial records for the current financial year; and
 - (b) any other financial records as authorised by the Committee.

71 Financial statements

- (1) For each financial year, the Committee must ensure that the requirements under the Act relating to the financial statements of the Association are met.
- (2) Without limiting subrule (1), those requirements include—
 - (a) the preparation of the financial statements;
 - (b) if required, the review or auditing of the financial statements;
 - (c) the certification of the financial statements by the Committee;
 - (d) the submission of the financial statements to the annual general meeting of the Association;
 - (e) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

PART 7 — GENERAL MATTERS

72 Common seal

- (1) The Association may have a common seal.
- (2) If the Association has a common seal—
 - (a) the name of the Association must appear in legible characters on the common seal;
 - (b) a document may only be sealed with the common seal by the authority of the Committee and the sealing must be witnessed by the signatures of two committee members;
 - (c) the common seal must be kept in the custody of the Secretary.

73 Registered address

The registered address of the Association is—

- (1) the address determined from time to time by resolution of the Committee; or
- (2) if the Committee has not determined an address to be the registered address—
the postal address of the Secretary.

74 Notice requirements

- (1) Any notice required to be given to a member or a committee member under these Rules may be given—
 - (a) by handing the notice to the delegate of a member personally; or
 - (b) by sending it by post to the member at the address recorded for the member on the register of members; or
 - (c) by email or facsimile transmission to the delegate of the member.
- (2) Subrule (1) does not apply to notice given under rule 59.
- (3) Any notice required to be given to the Association or the Committee may be given—
 - (a) by handing the notice to a member of the Committee; or
 - (b) by sending the notice by post to the registered address; or
 - (c) by leaving the notice at the registered address; or
 - (d) if the Committee determines that it is appropriate in the circumstances—
 - (i) by email to the email address of the Association or the Secretary; or
 - (ii) by facsimile transmission to the facsimile number of the Association.

75 Custody and inspection of books and records

- (1) Members may on request inspect free of charge—
 - (a) the register of members;
 - (b) the minutes of general meetings;
 - (c) subject to subrule (2), the financial records, books, securities and any other relevant document of the Association, including minutes of Committee meetings.

Note

See note following rule 18 for details of access to the register of members.

- (2) The Committee may refuse to permit a member to inspect records of the Association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association.
- (3) The Committee must on request make copies of these rules available to members and applicants for membership free of charge.
- (4) Subject to subrule (2), a member may make a copy of any of the other records of the Association referred to in this rule and the Association may charge a reasonable fee for provision of a copy of such a record.
- (5) For purposes of this rule—

relevant documents means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Association and includes the following—

- (a) its membership records;
- (b) its financial statements;
- (c) its financial records;
- (d) records and documents relating to transactions, dealings, business or property of the Association.

76 Winding up and cancellation

- (1) The Association may be wound up voluntarily by special resolution.
- (2) In the event of the winding up or the cancellation of the incorporation of the Association, the surplus assets of the Association must not be distributed to any members or former members of the Association.
- (3) Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the Association and which is not carried on for the profit or gain of its individual members.

- (4) The body to which the surplus assets are to be given must be decided by special resolution.

77 Alteration of Rules

These Rules may only be altered by special resolution of a general meeting of the Association.

Note

An alteration of these Rules does not take effect unless or until it is approved by the Registrar. If these Rules (other than rule 1, 2 or 3) are altered, the Association is taken to have adopted its own rules, not the model rules.

Schedule 1 — Eligible Members

Alpine Shire Council
Ararat Rural City Council
Bass Coast Shire Council
Baw Baw Shire Council
Benalla Rural City Council
Buloke Shire Council
Campaspe Shire Council
Central Goldfields Shire Council
Colac Otway Shire Council
Corangamite Shire Council
East Gippsland Shire Council
Gannawarra Shire Council
Glenelg Shire Council
Golden Plains Shire Council
Hepburn Shire Council
Hindmarsh Shire Council
Indigo Shire Council
Loddon Shire Council
Macedon Ranges Shire Council
Mansfield Shire Council
Mitchell Shire Council
Moirā Shire Council
Moorabool Shire Council
Mount Alexander Shire Council
Moyne Shire Council
Murrindindi Shire Council
Northern Grampians Shire Council
Pyrenees Shire Council
Borough of Queenscliffe
South Gippsland Shire Council
Southern Grampians Shire Council
Strathbogie Shire Council
Surf Coast Shire Council
Swan Hill Rural City Council
Towong Shire Council

Wellington Shire Council
West Wimmera Shire Council
Yarriambiack Shire Council

Schedule 2 — Municipal Association of Victoria Regions

Rural south-west:

Ararat Rural City Council
Colac Otway Shire Council
Corangamite Shire Council
Glenelg Shire Council
Moyne Shire Council
Southern Grampians Shire Council

Rural north-central:

Campaspe Shire Council
Central Goldfields Shire Council
Gannawarra Shire Council
Loddon Shire Council
Macedon Ranges Shire Council
Mount Alexander Shire Council

Rural south-central:

Golden Plains Shire Council
Hepburn Shire Council
Moorabool Shire Council
Pyrenees Shire Council
Borough of Queenscliffe
Surf Coast Shire Council

Rural north-west:

Buloke Shire Council
Hindmarsh Shire Council
Northern Grampians Shire Council
Swan Hill Rural City Council
West Wimmera Shire Council
Yarriamblack Shire Council

Gippsland:

Bass Coast Shire Council
Baw Baw Shire Council
East Gippsland Shire Council
South Gippsland Shire Council
Wellington Shire Council

Rural north-east:

Alpine Shire Council
Benalla Rural City Council
Indigo Shire Council
Mansfield Shire Council
Mitchell Shire Council
Moira Shire Council
Murrindindi Shire Council
Strathbogie Shire Council
Towong Shire Council



C2 - REPORT

GENERAL MANAGER CORPORATE SERVICES

ITEM C2.1**ASSEMBLY OF COUNCILLORS**

DIVISION: CORPORATE SERVICES

ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

DATE: 7 JUNE 2016

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 during the period 10 May 2016 to 31 May 2016.

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

That Council note and receive the attached Assembly of Councillors records received during the period 10 May 2016 to 31 May 2016.

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 Councillors records received during the period 10 May 2016 to 31 May 2016.

Assembly of Councillors summary of reports received during the period 10 May 2016 to 31 May 2016.		
Date	Matters considered	Councillors and officers in attendance
17 May 2016	Councillors' Diary Meeting	Cr Crossley, Cr McCubbin, Cr Wenger, Cr Hole David Morcom, Chief Executive Officer Sharon Willison, Mayoral & Councillor Support Officer
17 May 2016	Pre Council Agenda Port Precinct Update 2016 Property Revaluation Monthly Planning Update Review of Councillor Induction Program	Cr Crossley, Cr Rossetti, Cr Hole, Cr McCubbin, Cr Wenger, Cr Duncan (Item 4 to 9) David Morcom, Chief Executive Officer Arthur Skipitaris, General Manager Corporate Services

Assembly of Councillors summary of reports received during the period 10 May 2016 to 31 May 2016.		
Date	Matters considered	Councillors and officers in attendance
	Review Revised Councillor Code of Conduct Woondella / Glebe Shared Path Construction Update Brady's Bridge Update Sport and Recreation Victoria Funding Priorities Informing Council's Strategic Direction	Chris Hastie, General Manager Built and Natural Environment Glenys Butler, General Manager Community & Culture John Websdale, General Manager Development Trish Dean, Governance Officer (Item 0, 4 & 5) Sharon Houlihan, Executive Manager Major Projects (Item 1) Ian Carroll, Manager Corporate Finance (Item 2) Josh Clydesdale, Manager Land Use Planning (Item 3) John Traa, Coordinator Statutory Planning (Item 3) Thomas Weatherall, Coordinator Built Environment Planning (Item 6 & 7) Paul Johnson, Manager Healthy Lifestyles (Item 8) Marcus Stone, Manager Leisure Services (Item 8) Karen McLennan, Service Review Coordinator (Item 9)

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 and seek further information for consideration at a future Council meeting.

PROPOSAL

That Council note and receive the attached assembly of Councillors records received during the period 10 May 2016 to 31 May 2016.

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 2013-17 Theme 2 Organisational states the following strategic objective and related strategy:

Strategic Objective

"An organisation that is responsive, flexible, honest, accountable and consistent."

Strategy 2.3

"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:

17 May 2016

2. ATTENDEES:

Councillors:

Name	In attendance (tick)		Name	In attendance (tick)	
	Yes	No		Yes	No
Cr Crossley	✓		Cr McCubbin	✓	
Cr Rossetti		✓	Cr Mclvor		✓
Cr Cleary		✓	Cr Wenger	✓	
Cr Davine		✓	Cr Hole	✓	
Cr Duncan		✓			

Officers In Attendance:

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

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

Name	Item No.	Name	Item No.
Sharon Willison	1		

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

1. Councillors' Diary Meeting

4. Conflict of Interest disclosures made by Councillors:

ASSEMBLY OF COUNCILLORS

1. DATE OF MEETING:

17 May 2016

2. ATTENDEES:

Councillors:

Name	In attendance (tick)		Name	In attendance (tick)	
	Yes	No		Yes	No
Cr Crossley	✓		Cr McCubbin	✓	
Cr Rossetti	✓		Cr McIvor		✓
Cr Cleary		✓	Cr Wenger	✓	
Cr Davine		✓	Cr Hole	✓	
Cr Duncan	✓				

Officers in Attendance:

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

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

Name	Item No.
Trish Dean	0
Sharon Houlihan	1
Ian Carroll	2
Josh Clydesdale, John Traa	3
David Morcom, Arthur Skipitaris, Trish Dean	4
Arthur Skipitaris, Trish Dean	5
Thomas Weatherall	6
Thomas Weatherall	7
Paul Johnson, Marcus Stone	8
Karen McLennan	9

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

- | | |
|--|--|
| 0. Pre-Council Agenda | 6. Woondella / Glebe Shared Path |
| 1. Port Precinct Update | Construction Update |
| 2. 2016 Property Revaluation | 7. Brady's Bridge Update |
| 3. Monthly Planning Update | 8. Sport and Recreation Victoria Funding |
| 4. Review of Council Induction Program | Priorities |
| 5. Review Revised Councillor Code of Conduct | 9. Informing Council's Strategic Direction |

4. Conflict of Interest disclosures made by Councillors:

ITEM C2.2**RECEIPT AND CONSIDERATION OF SUBMISSIONS RELATING TO THE 2016/17 DRAFT BUDGET**

DIVISION: CORPORATE SERVICES
ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES
DATE: 7 JUNE 2016

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

OBJECTIVE

To receive and consider any verbal and written submissions (as attached) relating to the 2016/17 Draft Budget.

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

That Council receive and consider submissions relating to the 2016/17 Draft Budget.

BACKGROUND

Council resolved at its meeting held on 19 April 2016:

- To advertise it's proposed 2016/17 Draft Budget and proposed differential rates under Section 129 of the *Local Government Act 1989*.
- To hear verbal submissions on the 2016/17 Draft Budget on Tuesday 7 June 2016 at 1pm.

Council invited interested persons to make written submissions in relation to the 2016/17 Draft Budget by 5pm on 17 May 2016 and to also make verbal submissions at the Council meeting on 7 June 2016.

Council received 17 written submissions (as attached) in response to the 2016/17 Draft Budget and will consider these submissions in conjunction with any verbal submissions prior to the 21 June 2016 Council Meeting, where it will be recommended that the Budget, including any revisions, be adopted.

PROPOSAL

That Council receive and consider any verbal and written submissions (as attached) relating to the 2016/17 Draft Budget.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

Consideration of submissions may result in changes to the proposed 2016/17 Draft Budget.

LEGISLATIVE IMPACT

Under S129(2) of the *Local Government Act* “a person has a right to make a submission under section 223 on any proposal contained in the budget or revised budget.”

COUNCIL PLAN IMPACT

The current Council Plan 2013-17 includes a Strategic Resource Plan which may be impacted by any budget changes.

RESOURCES AND STAFF IMPACT

The consideration of submissions relating to the 2016/17 Draft Budget may have an impact on the level of resources available in 2016/17 financial year and the staffing levels of Council.

CONSULTATION IMPACT

Under Section 223 of the *Local Government Act 1989* Council advertised its Draft Budget for 2016/17 and sought submissions from the public. Council's Audit Committee considered the 2016/17 Draft Budget at its meeting held on 25 May 2016.

	CORRESPONDENT	SUBMISSION
1.	Wellington Neighbourhood House Cluster	Request for funding of \$10,000 per Neighbourhood House and Learning Centre in Wellington Shire
2.	Loch Sport Men's Shed	Request for financial contribution to Loch Sport Men's Shed
3.	Charles Street Boat Ramp Community Group	Objection to proposed works at Charles Street Boat Ramp Car Park, Loch Sport
4.	Richard Telling	Creation of an exit road – Sealed from Guthridge Parade to South Gippsland Highway at Existing Ground Level
5.	Dr Carol Glover	Objection to proposed rate increase
6.	Loch Sport Community Representative Group	Request for information regarding the inclusion of funding for various projects in Loch Sport
7.	Dargo Hall & Recreation Reserve CoM	Request for an allocation of \$2,980 for ongoing maintenance of the Dargo Swimming Hole Reserve
8.	Tarra Territory Tourism Inc.	Request for <ul style="list-style-type: none"> • Increase in maintenance contribution to \$20,000 for Grand Strzelecki Track • Inclusion of funding for construction of the Alberton to Port Albert Walking Track
9.	Rosedale Chamber of Commerce	Request for approval to install permanent toilet facility at Willow Park, Rosedale
10.	Chris Randell, Jim Collins, Anthony Callahan, Nathan King, Anthony Hurley	Request for funding of \$50,000 towards construction of footbridge across Flooding Creek at the western end of Macalister Street
11.	Diane Hogan	Objection to allocation of funds to boat trailer/RV parking area at Port Albert
12.	Barbara Duggan	
13.	George & Barbara Owen	
14.	Rob Duggan	
15.	S. Scott	
16.	Diane Hogan & Barbara Duggan	
17.	Bicycle Network	Commending Council on its commitment to cycling, based on Council's expenditure in the draft budget.

Submission 1 - Request for funding of \$10,000 per Neighbourhood House and Learning Centre in Wellington Shire (Wellington Neighbourhood House Cluster):

NEIGHBOURHOOD HOUSES AND COMMUNITY LEARNING CENTRES IN WELLINGTON SHIRE

'The heart of our community'

BUSINESS CASE TO THE 2016-17
WELLINGTON SHIRE COUNCIL BUDGET



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EXECUTIVE SUMMARY

This business case has been developed by the Wellington Shire Neighbourhood Houses Cluster in response to the recognition of the very close relationship between Neighbourhood House activities and philosophies and the goals and outcomes described in the *Wellington 2030 Strategic Vision* and the *Healthy Wellington Municipal Public Health and Wellbeing Plan 2013-17*.

Wellington Shire is home to 10 Neighbourhood Houses and Learning Centres (NHLCs) in the communities of Briagolong, Dargo, Gormandale, Heyfield, Loch Sport, Maffra, Rosedale, Sale, Wurruk and Yarram. Stratford also holds the Segue Community Hub and Arts Cafe.

Neighbourhood Houses and Learning Centres (NHLCs) are the heart of Victorian communities. They enable people from all walks of life, abilities, backgrounds and ages to come together to meet, share, participate and learn in a supportive environment.

NHLCs are local not-for-profit organisations that deliver opportunities for networking, volunteering, socialising and training. They enhance wellbeing by keeping people engaged, healthy and active.

BUSINESS CASE

We are seeking a commitment by Wellington Shire Council funding of \$10,000 per Neighbourhood House and Learning Centre in the Wellington Shire.

Neighbourhood Houses Victoria (NHV) 2013 Neighbourhood Houses Survey found that 83% of the 367 Neighbourhood Houses in Victoria receive local government funding that is worth \$11.6 million annually.¹ The median local government funding per Neighbourhood House is \$19,236.

Other LGAs comparable to Wellington that are currently supporting Neighbourhood Houses are:

- Latrobe City currently fund the 4 Neighbourhood Houses in their catchment \$3,500 each annually.
- Campaspe Shire (northern rural Victoria) has a population of 36,000 and 8 Neighbourhood Houses. They fund \$6,800 per Neighbourhood House per year.
- Moorabool Shire (between Melton and Ballarat) has a population of 30,000 and funds 3 of its Neighbourhood Houses \$8,000, \$9,000 and \$16,000 per year respectively.

KEY BENEFITS TO WELLINGTON SHIRE

Every week, around 1,200² people visit a NHLC in Wellington. Their reasons vary greatly and include education, childcare, physical, creative, social and recreational programs, support groups, events and festivals.

NHLC's core business is strongly in line with the *Wellington 2030 Vision* and we are already providing substantial support towards the successful implementation of these outcomes, including:

- 'Wellington is a safe and healthy community where everyone feels they are valued, supported and have the opportunity to participate' (p 8)
- A survey of all participants in Wellington NHLCs³ showed: over 40% of people are accessing NHLCs to reduce their social isolation. NHLCs provide the perfect place for community members to engage, to 'spend time with other people' and 'meet new people/make friends'.

¹ From the 2013 Neighbourhood House's Survey: <http://www.anhlc.asn.au/documents/item/166>

² NHV 2013 Census: <http://www.anhlc.asn.au/datapowerhouse/statewide-data/participant-survey>

³ All graphs and data in this Business case are available from Neighbourhood Houses Victoria (NHV) to Local Governments who are members.

- 'Social issues have been addressed through the joint efforts of community and supporting agencies'(p 8)
 - Neighbourhood Houses Victoria (NHV) Multiple Benefits Document shows that in NHLCs across Victoria:
 - 52% of NH participants have a concession or healthcare card, compared to 23.8% of total Victoria,
 - 57.6% of NH participants are aged 45 or older
 - 81% of NH users are participating for course or class, social group or health and exercise.
 - We are low-cost, non-judgemental and accessible to all members of our communities.
 - As the 'Existing NHLC Partnerships and Networks' document on page 6 shows, NHLCs are connected to an incredibly diverse range of community, government and private organisations. We bring these benefits directly back into our communities.
- 'Address physical, cultural and socio-economic barriers that prevent people from fully participating in community' (p 8)
 - 22% of people who attend NHLCs in Wellington Shire identify as having a disability. This is higher than the percentage of the general community (18%) and highlights that NHLCs play a very important role in supporting people with a disability and in allowing a space for activities designed and directed by them to be developed.

The *Healthy Wellington Municipal Public Health and Wellbeing Plan 2013-17* has 4 key action areas, including social inclusion, healthy eating and increasing physical activity. Between the 11 NHLCs, over 50 physical activity programs are delivered weekly, often in communities with little, to no, other access to structured physical activity. Sometimes these programs are run at a loss to the NHLC due to the small population, and the overriding need to provide options locally.

- Around a quarter of those aged 65 and over, come to NHLCs for exercise or health classes, and over 30% identify improved health as a benefit. Healthy ageing literature reviews found older people's participation in social, economic, cultural, spiritual and civic affairs is essential to their health and wellbeing. The study found, crucially, participation is linked to social connectedness which reduces the risk of cognitive decline and results in better mental health and physical health outcomes.
- Similarly, a National Ageing Research Institute (NARI) review of dementia research found contact with social networks and social activity are among the factors that reduce the risk of cognitive decline, all causes dementia and Alzheimer's disease. (The implications are that participation in NHLCs ultimately reduces the cost burden on the health budget). 39% of Wellington Shire residents are aged over 50 according to 2011 census

HOW THE BENEFITS WILL BE DELIVERED

This funding of \$10,000 per NHLC will be allocated by each NHLC to the following key areas:

- a) **Community Development:** Enhancing, continuing and deepening NHLC's ability to empower groups and individuals in their communities to develop the skills to bring about positive changes in their own lives and communities. Supporting community resilience after disasters and hardships and promoting empowerment and personal development in individuals

WSC support could be used for actioning community plans; supporting a new or existing NHLC community development worker; new or existing NHLC projects targeting identified community needs; longer opening hours and general support to community members

- b) **Communications:** Neighbourhood Houses operate on very limited and very tight budgets, and our ability to ensure the community is fully aware of the opportunities and benefits we provide can be curtailed by costs and time restraints. Often we are only able to engage people in our direct community and miss the opportunity to reach smaller, outlying communities and people living on farms, rather than in town.

WSC support could be used for producing professional and effective marketing material to raise NHLC profile; supporting a marketing intern to be shared across the WSC Houses to provide efficiencies and continuity in the publication of websites, term brochures, flyers etc.

- c) **Social Inclusion:** The core business of NHLC's is enhancing participation, inclusion, empowerment and confidence building. Many of the activities, events and programs that NHLC's run in Wellington are done at low or no cost, so that all members of the community can take part. However, while benefiting the community, these programs often result in financial loss for NHLC's.

WSC support could be used to support existing classes and activities that run on low numbers in small towns, or for a gold coin donation; to support the continued and increasing number of events, festivals and activities aimed at bringing people together and celebrating their strengths and diversity

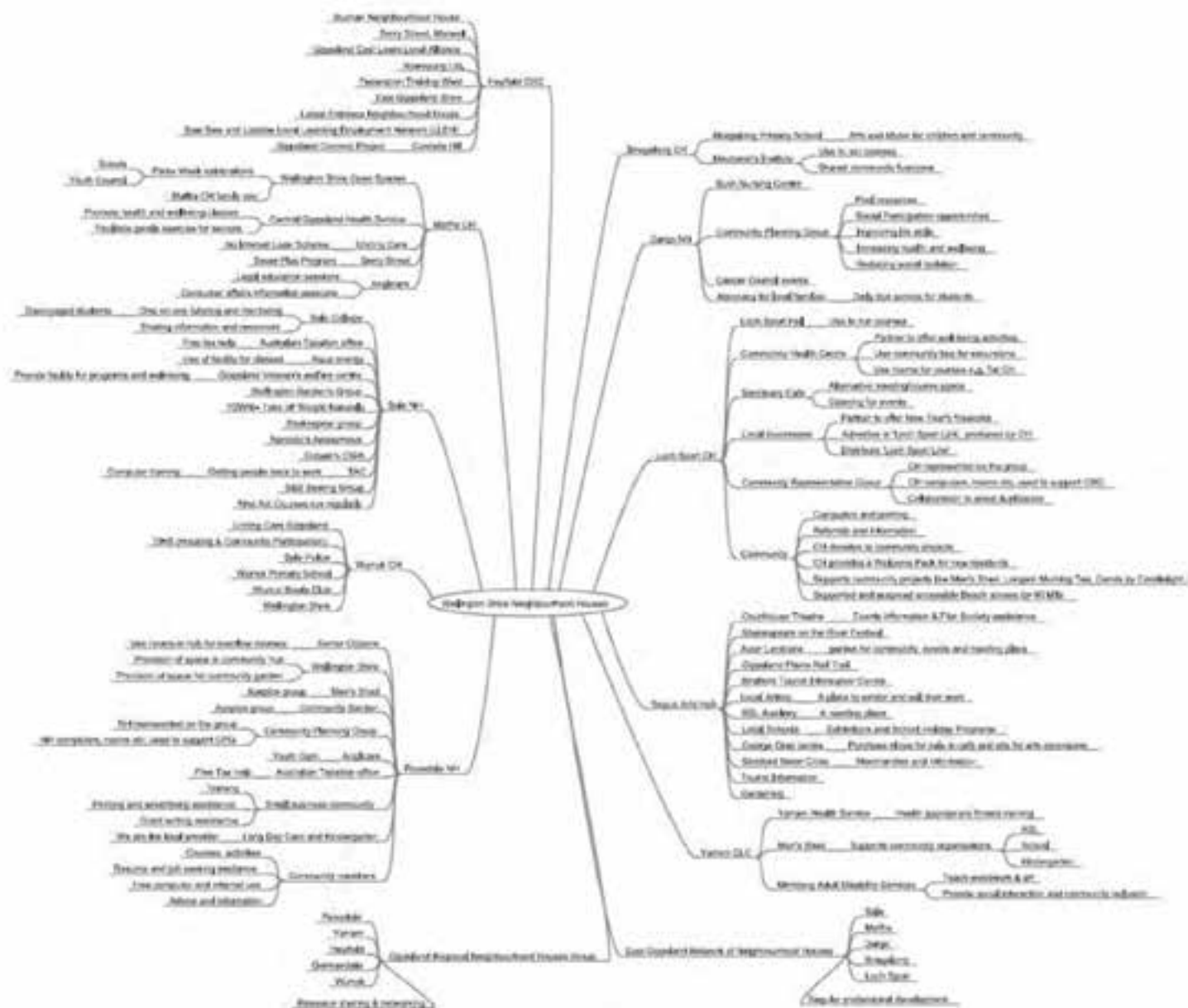
- In 2013 the number of people using Neighbourhood Houses in Wellington Shire during an average week (including volunteers, students, children in childcare, people from other organisations meeting at the House) was 1,195 people.
- The 2011 Census shows that 23.7% of residents in Wellington Shire did voluntary work through an organisation, compared to 17.7% of Victorians – Neighbourhood Houses provide a multitude of volunteering opportunities for community members, as well as the support and resourcing required to ensure the volunteer's strengths are recognised and utilised

- d) **Connections across Wellington Shire:** The Wellington Shire Neighbourhood House Network was developed in 2013 to support and facilitate connections between the Neighbourhood Houses in Wellington, as well as between WSC and the Houses. It recognised the benefits that NHLC's bring to WSC. NHLC's are able to use our connections to each other to enhance the liveability of Wellington for its population, by increasing cross promotion of activities, classes and events; organising transport between towns for said events; encouraging volunteers to move between towns and share ideas and knowledge.

WSC support could be used to provide backfill or travel reimbursement for NHLC staff travelling to network meetings or working on network projects to benefit WSC

Note: The current financial status and existing funding breakdown for each Neighbourhood House and Learning Centre is contained in [Appendix 2](#).

EXISTING NHLC PARTNERSHIPS AND NETWORKS



NHLCS SUPPORTING & IMPLEMENTING THE WELLINGTON 2030 VISION

Neighbourhood Houses support community initiatives that promote participation and working together. They:

- Address physical/cultural and socio economic barriers that prevent people from fully participating in the community
- Work in partnerships to promote and facilitate healthy lifestyles

NHLC provide benefits to the communities in Wellington Shire across a spectrum of categories including:

NATURAL ENVIRONMENT

Participate as community representatives in steering committees; run Sustainable Living Festivals; support volunteers; run community gardens

ECONOMY

Facilitate training, returning to work and a 'learning for life' philosophy; support and train small business owners and employees

TRANSPORT AND ROADS

Facilitate community advocacy about transport needs, footpath and bike networks; provide an 'ear to the ground' about what's needed

POPULATION

Operate Childcare and Occasional Care; support migrant and refugee settlement and integration; enhance liveability by providing employment, social and recreational options; facilitate activities for young people, by young people



Sale Neighbourhood House Tai Chi for Arthritis and Injury class

DEVELOPMENT

Support Community Planning Groups; provide a community voice; identify needs from a 'grassroots' level; feedback about areas of social disadvantage

WELLBEING AND SAFETY

Provide high quality community programs to people of all ages, backgrounds and abilities; support and facilitate community initiatives that promote participation and working together; address physical, cultural and socio-economic barriers that prevent people from fully participating in community; create and facilitate community and agency partnerships to address social issues; promote and facilitate healthy lifestyles

CULTURE

Run, promote and support events and initiatives that celebrate our culture and community; foster arts programs and initiatives; build community capacity and encourage participation

LIVEABILITY

Facilitate community advocacy about liveability needs; utilise and encourage the development of open spaces and community facilities



Sale's AGM Guest Speaker from Toastmasters

NHLCs SUPPORTING & IMPLEMENTING HEALTHY WELLINGTON

Funding of \$10,000 per NHLC, while modest in cost, would deliver significant benefits to communities in Wellington. It would assist Neighbourhood Houses and Learning Centres to continue to provide real opportunities for economic and social participation, and better meet community needs.

It would also strengthen Neighbourhood House and Learning Centres' ability to collaborate and partner, leading to integrated services that focus not on problems and programs, but on people and their needs.

The *Healthy Wellington Municipal Public Health and Wellbeing Plan 2013-17* identifies four key priorities for action in Wellington.

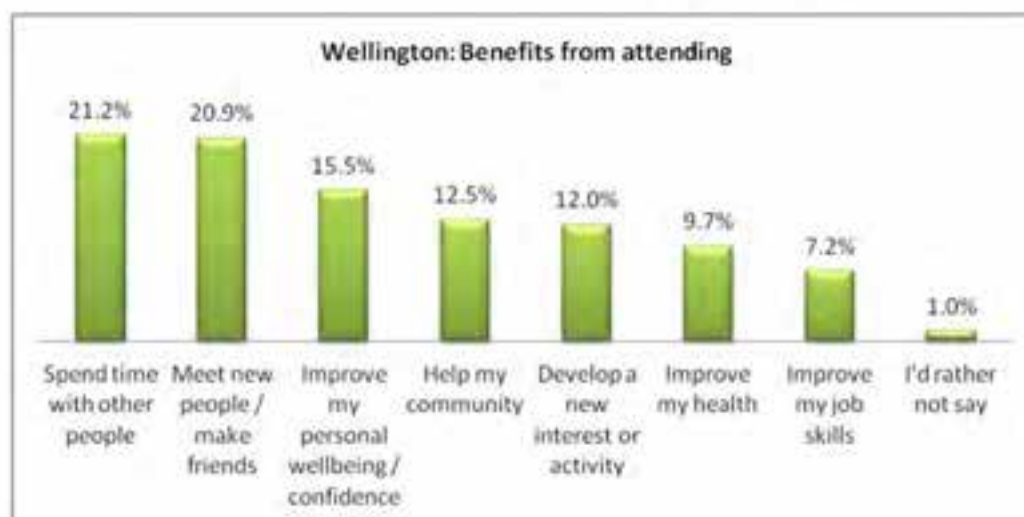
PRIORITY 1: MENTAL WELLBEING: INCREASING SOCIAL CONNECTEDNESS & INCLUSION

Much of the work the NHLCs do assists to improve mental wellbeing through 'increasing social connectedness and inclusion'.

'Through our community vision, Wellington 2030, Council is working towards a community where everyone feels valued supported and has the opportunity to participate.' *Municipal Public Health and Wellbeing Plan 2013-17*

Many of the Wellington towns do not have any form of public transport to and from their town so community members without their own transport can experience complete isolation. The NHLCs bring education and wellbeing opportunities to the town instead of the community members having to leave their town to meet their needs.

NHLCs encourage everyone in our local and surrounding communities to join our groups so they become involved and therefore avoid social isolation by improving mental and physical wellbeing.



The table above shows that over 40% of people are accessing NHLCs in Wellington to reduce their feeling of social isolation. This reinforces the message that NHLCs provide the perfect place for community members to engage, to 'spend time with other people' and 'meet new people/make friends'.

We reach the hard-to-reach people and provide a welcoming, not-judgmental, non-threatening environment for all community members to participate in. We operate from a community development model, and treat people as individuals with personal strengths, not as clients that need to be 'helped'.

PRIORITY 3 & 4: HEALTHIER LIVING: HEALTHY EATING & PHYSICAL ACTIVITY

The Council Plan 2013-17 also identifies the need for '7.1 Support access to a range of recreational opportunities for all sectors of the community.' And '7.3 Health and wellbeing initiatives are delivered through partnership agreements and through approaches that lead to health improvements for the entire Wellington population.'

All NHLCs provide wellbeing and leisure and craft activities, and affordable room hire for local community and private groups, for locals and Wellington visitors alike. For example, on an average week, Sale Neighbourhood House hold in excess of 20 Classes for an average weekly attendance of 150+ residents.

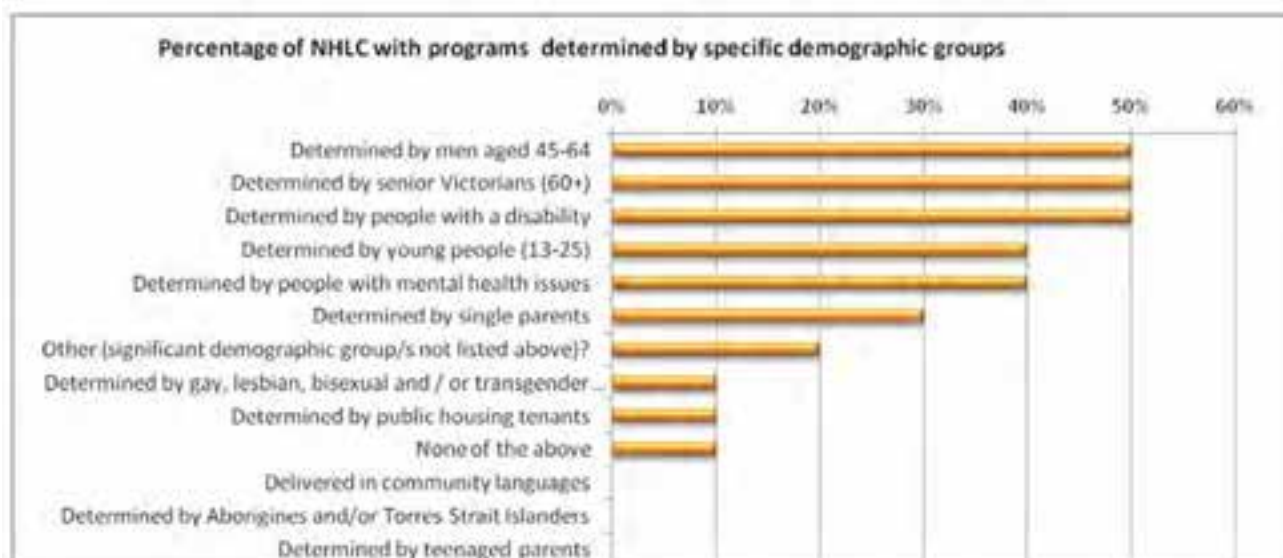
NHLCs are incredibly flexible in our responsiveness to community need, and are able to create and implement, or partner with other organisations to deliver, programs with a very short turn around.



Briagolong's Feta & Ricotta Cheese cooking class

In many of the small communities, NHLCs are the go-to place for physical activity classes, healthy eating courses and wellbeing groups.

Importantly, NHLCs allow community members to determine their own activities and needs, rather than having these decisions made for them by an agency. This increases community ownership, strengthening and empowerment, leading to further, immeasurable benefits in a ripple effect into the community.



BENEFITS PER KEY FUNDING AREA

Neighbourhood Houses and Learning Centres (NHLCs) are the heart of Victorian communities. They enable people from all walks of life, abilities, backgrounds and ages to come together to meet, share, participate and learn in a supportive environment.

NHLCs are volunteer-driven, local not-for-profit organisations that deliver opportunities for networking, volunteering, skills-development and training. They enhance wellbeing by keeping people engaged, healthy and active. They care for Wellington's children and assist volunteers to give back to their communities. During and after times of crisis such as natural disasters or loss of major industries, NHLCs play a key role in recovery and strengthening community resilience.

Neighbourhood Houses and Learning Centres were first established in Victoria in the early 1970s. The movement grew from the grass roots out of local community need, particularly the isolation of women in the community, with a vision to bring people together and enhance the opportunities of individuals and communities. Another initial emphasis was to provide an informal, non-threatening and nurturing environment that supported individualised learning.

Today, there are over 400 NHLCs in Victoria, and the Victorian Government invests \$22.6 million per year in the Neighbourhood House Coordination Program (NHCP) to support families, individuals and communities in 372 locations across Victoria.

Funding of \$10,000 per Wellington NHLC per year would be used across the following four key areas. Broadly, it would:

- a) Support NHLCs to expand their operating hours and offer more programs, support and community development activities
- b) Promote NHLCs in their community by increasing their marketing and advertising reach
- c) Allow NHLC funds to be focused on delivery and outcomes for residents of Wellington, instead of being drained by operating costs
- d) Enable more free community events and activities to support the social, mental and physical wellbeing of Wellington residents – keeping our communities vibrant and connected. An expansion of programs would broaden our community base and bring increased use of the NHLCs.

1. COMMUNITY DEVELOPMENT

The core business of NHLCs is Community Development: promoting empowerment, community strengthening and social, cultural and economic development from within, drawing on the existing assets of our communities.

WSC funding would assist with:

- Widening the reach of NHLCs e.g. age groups, different cultures, diverse occupations and interests



Oak's Day Celebrations at Dargo NH

- Facilitating support for, and increase in, volunteer development programs
- Increasing time available for coordinators and volunteers to develop community connections and participation;
- Allowing NHLCs to draw on experts to provide services, advice and training e.g. IT services, consultancy, in order for support to, and participation of, community members which should be targeted towards the needs of particular communities.

The benefits to the Wellington community will be increased support for existing community groups and new community projects. It will allow NHLCs to more fully resource and support members of the community to identify and achieve their own goals, instead of relying on Wellington Shire or 'external' organisations to solve their problems.

SPECIFIC NHLC EXAMPLES:

Heyfield: Financial accountability, reporting and grant writing applications are a very high priority at our Centre and the funding would be used to engage a qualified person to help with these matters. We have a very hard working volunteer base which we believe we can sustain to help with our many and very varied existing programs.

We need the Coordinator to network and partner with other community groups. The ability to get out into the community will further allow us to liaise with members of the community to create and offer more relevant services, groups and activities.

Segue, Stratford: Segue's business plan identifies long term goals - including building a connected community, providing a variety of volunteer opportunities, providing a vibrant face to community and visitors – Stratford being the Eastern gateway to the Wellington Shire, providing an active, vibrant and diverse space that supports community development and provides small business opportunities.

It would enable Segue to employ a part time administrator whose role would be to ensure that Segue's operational processes are effective and sustainable, manage the volunteer roster and volunteer duties. It would help with the promotion of Segue Community Hub & Arts Café Inc. establish Segue as a community resource place.

Yarram: The allocation of \$10,000 would be expended in Yarram by employing a part time Project Worker to implement outstanding, and new, Community Development projects that have not been implemented to date because of lack of manpower.

These could include: generating needs surveys to ascertain community needs and projects, including programs for young Mothers that can now participate due to new child care provisions in Yarram.

We would also initiate strong collaboration with other community groups, to establish a volunteer registration system at the Community Centre for community organisations to access volunteers. The project worker would also source and apply for funding to carry out these projects.



Briagolong: Opening of the Community Colour & Textiles project

2. COMMUNICATIONS

The NHLC cluster would benefit by using the WSC funding for advertising and marketing to engage more members of our surrounding communities in our courses and activities. All NHLCs currently have a very tight advertising budget which causes difficulties in attracting more students.

Funding could also be used to expand and develop local publications through:

- employing a suitably qualified person to take over the production of the local newsletters;
- training in desktop publishing and all facets of newsletter publication;

As well as further development of community publications, this would ensure that our local community newsletters remain a true voice of the community.

SPECIFIC NHLC EXAMPLES:

Maffra: A component of the \$10,000 allocated to the Maffra Community House from the Wellington Shire would fund the expenses associated with the compilation, printing, distribution and advertising of our quarterly program brochure. This will enable the Maffra Community House to reach all households and post office boxes in Maffra and surrounding areas. The objective is to increase awareness in our community of the courses and social groups available. This will result in increased community participation and skills building.

3. SOCIAL INCLUSION

Social inclusion is the absolute strength of Neighbourhood Houses and Learning Centres. We are very skilled at approaching and attracting people in the traditional 'hard-to-reach' demographic brackets.

We provide a huge range of courses, classes, activities and services that cater to a wide range of needs and interests and bring people out of their houses and back into their communities.



Yarram's Scrabble Sessions

Through the running of events and activities, the community benefits through gaining a greater understanding, and therefore a greater sense of identification with their place and community. Provision of recreational and cultural activities which increases community access, participation and connection across age groups is also inherent in the proposals outlined (Council Plan - 2013-2017). All of these factors benefit the community's sense of wellbeing through increased personal and group connections.

'Celebration of culture and community' (Wellington 2030) together with promotion of 'participation and working together' (Wellington 2030) are underlying principals in the possible programs outlined in this business case.

SPECIFIC NHLC EXAMPLES:

Briagolong: One of the other main areas that the House and the community would benefit from is highly experienced and qualified tutors and trainers. Many tutor charges are out of our price range so having extra funds to cover this area would allow us to offer great courses with experienced tutors and still be able to offer the opportunity to the community at a low cost. Offering quality courses at low costs is very important to our sector as we are about engaging all learners and community members in affordable education.

A large part of the Community House mission is to encourage people of all ages to join in with others in their community. We would like to be able to put on more, free afternoon teas/chat opportunities to help engage people in our relatively isolated town.

Loch Sport: We have a small permanent population. This population is not clustered together and it is not unusual for one family to be the only residents of their street for most of the year, even though there are no vacant blocks. While there are a large number of retirees, there are also families with young children. Many people may also be described as part-time residents who spend at least half the year in Loch Sport but are away frequently or for long periods of time.

The Community House is well placed to plan and carry out occasional, but regular, events aimed at bringing the community together and fostering a sense of belonging. Such events could become part of the holiday season offerings at Loch Sport. Such happenings could include cultural events, such as a small music festival, community lunches, picnics, bush walks into our coastal and national parks, or campfire gatherings.

Because of Loch Sport's relative remoteness, costs would be beyond the collection of small donations that would be expected at such events. In addition, the socio-economic profile of Loch Sport suggests that charges would need to be kept low to enable many people to participate.



Dargo's Australia Day BBQ and Community Cricket Match

4. CONNECTIONS ACROSS WELLINGTON SHIRE

The Wellington Shire Neighbourhood Houses Cluster has recently been formed in partnership with the Wellington Shire Council Social Policy and Planning Team. This partnership has many benefits to WSC, to the NHLCs and to the Wellington communities.

The funding would be used to enhance and continue this cluster and to promote the following outcomes:

- Keep NHLC current with community information for public health opportunities and other community education
- Cover travel and attendance costs for cluster meetings and professional development for coordinators and committees in the Shire. This will allow the coordinator to leave the office to liaise and partner in cluster activity in a more relevant and meaningful way.
- Support the cluster to form stronger partnerships to identify key activities and events to be promoted and supported as a united group. E.g. the Wellington Primary Care Partnership, Gippsland Woman's Health and Latrobe Community Health to better understand and plan to meet the emerging needs of local communities, especially persons who may be feeling isolated or have special needs due to mental health issues, learning difficulties, or disability
- Regular engagement at the Wellington Cluster Meetings will foster a more collaborative approach amongst the Wellington Shire NHLC and Businesses to identify emerging needs, and in turn enable sharing of knowledge and resources to meet these needs
- Sharing of innovative community development opportunities
- Promotion opportunities as group, enabling us to be a stronger force in Wellington

The focus of this funding should be to develop and enhance active partnerships between Wellington Shire and Neighbourhood Houses, to improve two-way communication, and to include Neighbourhood Houses and Learning Centres as a recognised addition to the Wellington Shire suite of service providers.



Yarram's Photography Class



Gormandale's Annual Fun Day and Quilt Show

NHLCs IN WELLINGTON SHIRE: KEY FACTS

As well as those previously expanded on, NHLCs in Wellington Shire deliver courses, activities and programs in line with a multitude of WSC strategies and outcomes including: WSC Council Plan 2013-2017, Walking and Cycling Strategy, Access and Inclusion Plan, Arts and Culture Strategy, Community Engagement Strategy, Economic Development and Tourism Strategy, Healthy Lifestyles Strategy and the Municipal Public Health and Wellbeing Strategy.

Neighbourhood Houses Victoria (NHV) Multiple Benefits Document shows that in NHLCs across Victoria:

- 52% of NH participants have a concession or healthcare card, compared to 23.8% of total Victoria
- 57.6% of NH participants are aged 45 or older
- 81% of NH users are participating for course or class, social group or health and exercise

When asked: 'What are the main benefits participants received from engaging in a NH activity?' (they were asked to select more than 1), 47% of surveyed participants advised 'spending time with other people', 41% said 'meeting new people and making friends', 36% said 'improve my wellbeing and confidence', 23% said 'improve my health' and 27% of working age people said 'improve my job skills'.

Around a quarter of those aged 65 and over come to the NH for exercise or health classes, and over 30% identify improved health as a benefit.

A healthy ageing literature review found older people's participation in social, economic, cultural, spiritual and civic affairs is essential to their health and wellbeing. The study found, crucially, participation is linked to social connectedness which reduces the risk of cognitive decline and results in better mental health and physical health outcomes.



Rosedale's Community Christmas Lunch

Similarly, a National Ageing Research Institute (NARI) review of dementia research found contact with social networks and social activity are among the factors that reduce the risk of cognitive decline, all causes dementia and Alzheimer's disease. (The implications are that participation in NH ultimately reduces the cost burden on the health budget.). 39% of Wellington Shire residents are aged over 50 according to census

33.2% Aboriginal and 34.5% of Torres Strait Islander NH participants' identity as having a disability or long term impairment (much higher than the general population at 20.4%).

2011 CENSUS DATA AND WELLINGTON SHIRE – KEY STATS

Wellington Shire has a high number of under-educated and low income residents. NHLCs offer many pathways and stepping stones to higher learning and improved standards of living. We provide many activities and groups to greatly improve the mental health of the most vulnerable members of our community.

- Twice as many Victorians have a University or tertiary degree than those living in Wellington Shire (15% for VIC vs 5% for WS)
- 12% of residents in Wellington were either unemployed or away from work at the time of the 2011 census
- 35% of working-aged residents work under 25hrs per week
- The average wage of household in VIC is \$1216 per week vs \$905 in Wellington
- 21.7% of couple families had both parents not working
- The average dwelling income for Aboriginal and Torres Strait islander households in Wellington is \$794 vs \$962 in VIC

In many areas, Wellington Shire over-indexes on demographics that participate in NHLC programs. As this business case outlines, we offer significant support to these people.

In 2013 the number of people using Neighbourhood Houses in Wellington Shire during an average week (including volunteers, students, children in childcare, people from other organisations meeting at the House) was 1,195 people (*2013 Participant Census*).

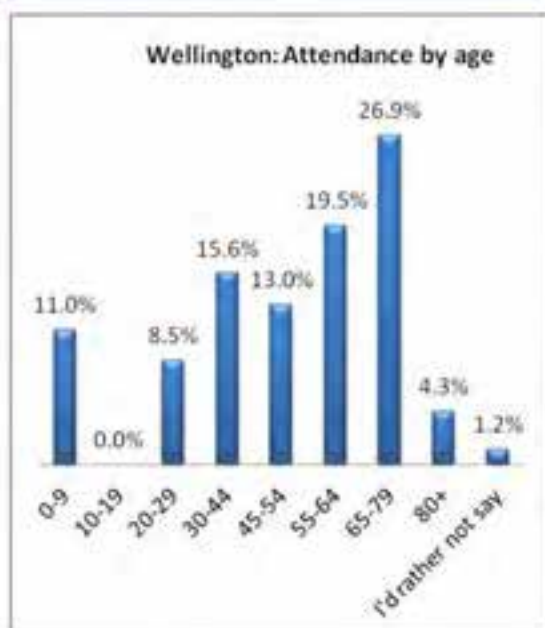
The number of those people who participate in programmed activities at Houses during an average week was 680 people (56.8%) (*2013 Participant Census*). This highlights that there are a multitude of reasons people access NHLC: for information and support, social inclusion, health and wellbeing, as well as education and training.

The following data is collated from the ANHLC 2013 Participant Census. This data was collected through asking every community member who used the NHLC during a 1-week period in August 2013 to complete a short survey about their activities and reasons for visiting. A total of **810** participants' responses were received by the 10 NHLCs in Wellington Shire.



Darga's Biggest Morning Tea

WHO COMES TO WELLINGTON NEIGHBOURHOOD HOUSES AND LEARNING CENTRES?



The most significant age groups utilising NHLCs are 55-64 and 65-79 year olds. This is representative of the fact that NHLCs provide activities and programs that help to reduce social isolation and give people, especially those approaching retirement, who lose their connections with the workforce, an outlet for skills sharing and social interactions.

The 2011 Census shows that 39.15% of WSC residents are aged 50 and over vs 32% of total VIC. In addition, 49% of the Shire is separated, divorced, widowed or never married. The average age of a widower is 78, divorcee 56 and separated 50 (this is the highest demographic NHLC attract).

The high number of 0-9 year olds attending represents the Long Day Care, Kindergarten and Occasional Care Services that some NHLCs

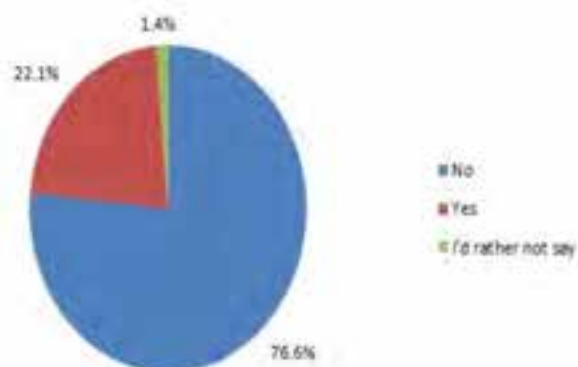
provide in their community.

Women are the main users of NHLCs.

Heyfield, Rosedale and Yarram NHLCs are all supporting or running Men's Shed groups in their communities. The Men's Shed program has been shown to have significant social and health benefits for men. As the Beyond Blue report 2013 *Men's Sheds in Australia: Effects on Physical Health and Mental Wellbeing* shows, Sheds facilitate health interventions in hard to reach populations (men over 45 in rural areas) in direct ways (organised health checks, distribution of leaflets, health talks) and indirect ways (members 'looking out' for each other, recognition of symptoms and mutual advice).



Distribution by disability/impairment - percentage

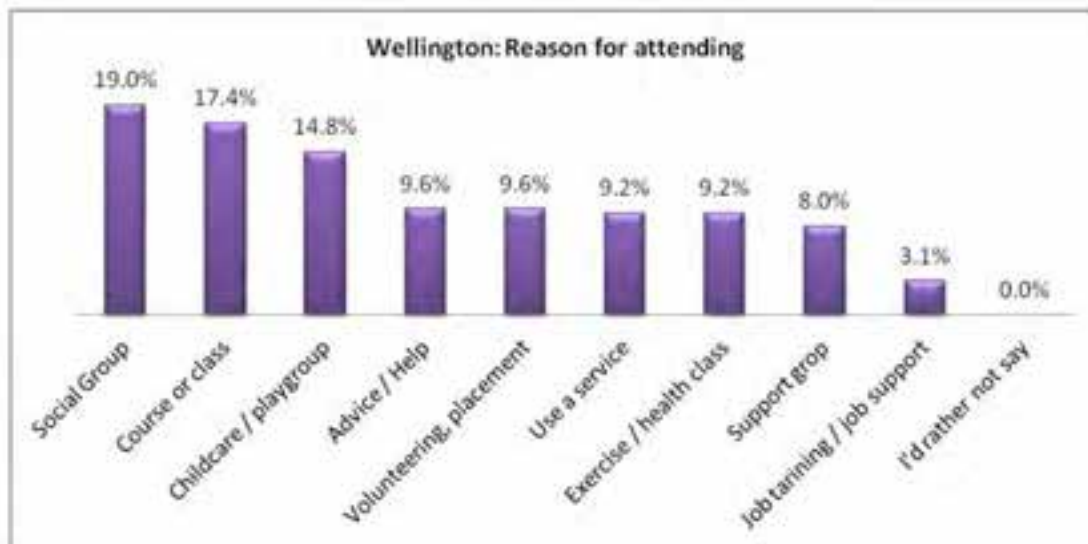


As seen here, 22% of people who attend NHLCs in Wellington Shire identify as having a disability. This is higher than the percentage of the general community (18%) and highlights that NHLCs play a very important role in supporting people with a disability and in allowing a space for activities designed and directed by them to be developed.

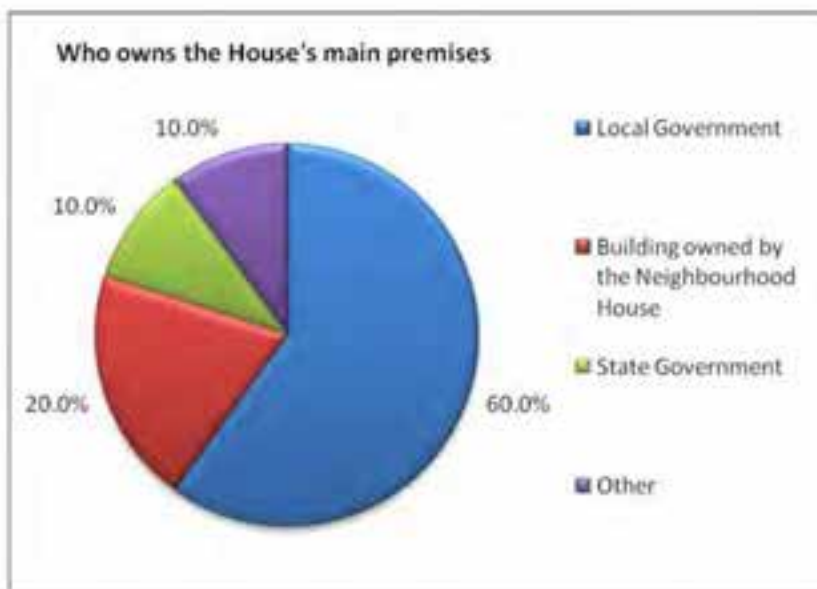
WHY DO PEOPLE VISIT NHLCS?

For 19% of people attending NHLCs in Wellington Shire, social groups are the reason they come – to connect with other people.

NHLCs are exceptionally good at providing a welcoming, non-judgemental environment that allows all people to participate at their own pace and meet with like-minded people to share interests and experiences.



NHLC AVERAGE PREMISES AND UTILITY COSTS



Wellington Shire support of NHLC premises is of paramount importance. With significant operating costs putting financial pressure on Houses, many would not be able to operate without Shire support, thus depriving local communities, and the Shire as a whole, of much-needed programs and services.

Many of the NHLCs in Wellington Shire reside in a Wellington-owned building, or have some relationship with WSC around the provision, maintenance or leasing of their premises.

CASE STUDIES

STRATFORD'S SEGUE COMMUNITY HUB AND ARTS CAFÉ –

"Building Community Capital", A series of Case Studies.

Segue, a unique community space.

Segue is a self funded community house in Stratford that is run by volunteers. It was established in January 2013 through the initiative of a few local people. Segue continues to thrive through the dedication of volunteers, the owners of the building and a small one off administration grant (\$10,000 to be budgeted over two years) from the Wellington Shire Council via the Stratford Community Representative Group.

Segue is like no other community house in the Wellington Shire area in that it exists through a community entrepreneurial model. Run by an Incorporated community committee of management Segue has sustainability as the core of its continued existence. The space includes a café (coffee teas and cakes) and retail arts/craft sales and exhibition spaces that support Gippsland artists. The space also incorporates an outreach service from the Wellington Tourist Information Centre, a second hand bookshop, a rummage and rescue retro shop and a pop up artist studio space in an adjacent shed that is leased from the council by the Shakespeare on the River Festival committee. A key focus of the Segue community hub is the Garden for the Community where fresh fruit and vegetables and plants are grown for sale, swap and donation.

Accessibility, financial and environmental sustainability.

Segue is open every day from 9.30 to 2.30 and is also open in the evening when there are events on in the Courthouse. The space was offered to the community by the Courthouse building owners, Anna and Gavin Roberts. Segue pays rent and also pays the separately metered power bill for the northern side of the building. Segue has started a fund raising campaign to pay for an efficient heat pump hot water service as well as the installation of solar panels on the roof to not only reduce our running costs but also to operate as a carbon neutral enterprise. Segue has negotiated a deal with local power, plumbing and solar panels suppliers that will also advantage Stratford households, businesses and community organisations. Segue applied for a small grant from WSC to change the lighting from halogen to LED globes and also to rebuild the café service cupboards and benches so that they are more efficient, practical, accessible for all abilities and safe for both volunteers as well as the public.

Segue changes lives

There are several examples that we can site, of lives changed and community enhanced through volunteers working at Segue.

Volunteer 1: Not a Stratford resident, she has been working at Segue for more than a year in a work for the dole placement. In that time she has developed her craft and arts repertoire and skills and now sells a wide range craft items through Segue. Having no longer a requirement through Centrelink, she has by choice, committed to volunteer up to three days per week. She has also taken on the management of the consignment goods in Segue and works with another artist/volunteer who comes all the way from Loch Sport to process payments to artists and local producers who sell their wares through Segue.

Volunteer 2: An elderly man who has been resident of Stratford for more than ten years but has always been considered a bit eccentric and misunderstood. He has been actively volunteering at Segue for more than two years now. He spends every morning at Segue. All through the year he collects sticks for the fire and stores them neatly in the shed in the back yard, in what has become known as Gerry's Corner! In the winter he lights the open fire in the Café and in the summer when the garden is booming he waters the garden every morning. He uses the interaction that he has with volunteers and the general public to keep his mind active and creative. He always has a joke or story to be told prompted by a conversation or concept that has been raised in a chance meeting. Gerry has no family close by and Segue has become his family!

Volunteers 3: The development and maintenance of the Stratford Garden for the Community would not have happened but for the commitment and hard work of a couple of wife and husband volunteers. They have transformed the basic concept of a veggie garden set up two years ago into a highly productive space that is the face of Segue and the in many peoples eyes the first and most enduring memory of their visit to Stratford. Having built and developed the garden beds between Segue and the library, they have now started gardening in the full sun around the other side of the library and adjacent to the medical centre. The garden has provided for workshops and family fun days, community focused garage sales and a weekly and well used "vegie swap" stall out the front of Segue. Segue also sells and swaps fresh produce from the garden all during the week. They are always thinking of new ways to include community members, in particular those who are disconnected from community, those who are growing some produce in their gardens at home and also those who want to learn more about how easy and satisfying it is to grow some food for yourself. They are a community inspiration right in the centre of the town!

APPENDIX 1: WELLINGTON SHIRE NHLCS – CONTACT DETAILS

Briagolong Community House

9/11 Avon St, Briagolong 3860
 Web: www.bch.briagolong.com.au
 Email: bch@briagolong.com.au
 Phone: (03) 5145 5425

Dargo Community Centre

177a Lind Ave, Dargo 3862
 Email: dnh333@bigpond.com
 Phone: (03) 5140 1333

Gormandale Community House

32/34 Main Street, Gormandale 3873
 Web: www.gch.org.au
 Email: gormandalech2@bigpond.com
 Phone: (03) 5197 7264

Heyfield Community Resource Centre

5 George St, Heyfield 3858
 Web: www.heyfield.net
 Email: coordinator@heyfield.net
 Phone: (03) 5148 2100

Loch Sport Community House

Public Hall National Park Rd,
 Loch Sport 3851
 Web: www.lochsport.org.au
 Email: lsch@netspace.net.au
 Phone: (03) 5146 0145

Maffra Neighbourhood House

48 Kent Street, Maffra 3860
 Web: sites.google.com/site/maffrach
 Email: office@maffraneighbourhoodhouse.com.au
 Phone: (03) 5147 1487

Rosedale Neighbourhood House

2-8 Cansick St, Rosedale 3847
 Web: www.rosedalenh.org.au
 Email: rosedalenh@wideband.net.au
 Phone: (03) 5199 2595

Sale Neighbourhood House

19-23 Leslie St, Sale 3850
 Web: www.saleneighbourhoodhouse.com.au
 Email: office@snh.net.au
 Phone: (03) 5144 5747

Segue Community Hub and Arts Cafe

66 Tyers Street, Stratford 3862
 Email: segueinstratford@gmail.com
 Phone: (03) 5145 6203 / 0413 647 557

Wurruk Community House

6 White Crescent, Wurruk 3850
 Email: wurrukch@bigpond.com
 Phone: (03) 5143 2292

Yarram Community Learning Centre

Old Union Bank Building,
 292 Commercial Rd, Yarram 3971
 Web: www.yclc.com.au
 Email: yclc@dcsl.net.au
 Phone: (03) 5182 6294

Appendix 2- Funding Summary.

Income sources 2014/15 year

House/Centre name	State Govt.	Main sources & uses	Outboard work Govt.	Main sources & uses	Local Govt.	Main sources & uses	Other grant income (e.g. service clubs)	Main sources & uses	Self-generated (course fees, children fees, bank interest, book returns)	Main sources & uses	Donations, corporate, corporate sponsorship	Main sources & uses	Total income	Total expenditure	Operating result 2014/2015
Blagden Community Centre	\$51,135	Wages and overheads			\$500	Community With Garden Project	\$405	Devon Wick, AUNT BERTS	\$20,502	Courses, tutors, general expenses, all other costs			\$71,596	\$71,674	(\$78)
Deer Community Centre 2014/15 Financials	\$24,536	Wages and overheads			\$1,500	Newsletter production and Australia Day event			\$13,331	IT, general expenses, production and postage of newsletter, community events			\$41,868	\$41,281	\$1,576
Hammerdale Community House 2014/15 Financials	\$81,800	Wages and overheads, ACPS (2012)			\$1,400	Newsletter			\$46,743	Children, all other costs	\$40		\$132,675	\$130,439	\$1,440
Heyfield Community Resource Centre	\$108,226	2-SE, ACPS grant, ACPS Student contact hours, Centreline, MPV, Childcare Admin, DECD, Childcare Educ, Workshop Comp (2013 to 2014) (2014/15)			\$5,500	Leading Up Heyfield Drive, Green Exotic Heyfield house	\$18,500		\$284,966	Children, Heyfield fees, Green Machine, Mary's Shop, Family History, Sustainable Living Festival, Community Garden, Programs			\$488,218	\$488,206	\$12
Loch Sport Community House 2014/15 Financials	\$47,404	Services, admin costs, utilities, program development (15% and one off grants)			\$45,907	New Year's Eve Event 2014/2015 Wellness Pack 1 off grants	\$475		\$9,489	Supplies, tutors	\$4,599	New Year's Eve Event	\$69,498	\$75,493	(\$4,977)
Melba Neighbourhood House	\$46,745	Net Coordination Program	\$250	Breakdown for seniors training	\$1,080	Events Grant, Family Open day 2014			\$15,467	Course and Tutor expenses	\$2,315	Equipment	\$65,997	\$67,341	\$1,344
Neerabbi Neighbourhood House	\$108,226	2-SE Net Coordination Program - wages and overheads (2014/15)	\$280,236	DECD Kindergarten Funding - wages DECD Long Day Cent Funding - wages Breakdown for seniors training	\$5,500				\$141,878	Person using long term & under Payments - wages Course fees, room & bus hire etc - pay tutors & maintain but Fundraising for support groups and day recreation	\$156		\$568,089	\$577,621	(\$9,531)
Sea Neighbourhood House	\$104,546	2-SE Net Coordination Program - wages and overheads (2014/15) Funding and Grants for Digital Support	\$7,346	DECD Childcare Support	\$4,868	Wellington Drive House's 1st birthday Mom Low Skin Adult Learning Week	\$1,000	Volunteer Grant - Computer upgrade	\$54,714	Course fees, room hire, fundraising, catering	\$648	Money houses around town	\$175,844	\$173,711	(\$2,487)
Sequoia Neighbourhood House							\$4,200	Purchase of coffee machine	\$20,000	Operation of Sequoia including rates, electricity, phone, cafe supplies, publicity, maintenance & associated costs	\$1,000	100% of 2014	\$24,000	\$17,000	\$11,000
Wentworth Community House 2014/15 Financials	\$47,475	NetCF							\$4,413				\$51,888	\$51,274	\$4,614
Wentworth Community Learning Centre	\$85,147	NetCF Centreline	\$1,000	Mary's Shop	\$5,475	Monthly Newsletter Community Assistance	\$4,740	ESN/ANCA	\$61,463	Course fees	\$100	2015	\$154,740	\$154,493	(\$245)
Total	\$705,118		\$282,827		\$45,934		\$28,098		\$648,362		\$7,771		\$1,744,111	\$1,751,077	(\$6,966)

Submission 2 – Request for financial contribution to Loch Sport Men's Shed (Loch Sport Men's Shed):

PO Box 861
Loch Sport 3851
0412 791 077
stevensdaryl5@gmail.com
4 January 2016

Cr Darren McCubbin
Mayor
Wellington Shire Council
18 Desailly Street
Sale 3850

Dear Darren

re: Loch Sport Men's Shed

Further to our conversation at the recent town meeting, I am writing to confirm that we are seeking a grant for Loch Sport Men's Shed. The following is a preliminary layout of our expenditure and the funds we have available to get the building up and running.

At this time we have:

\$30,000 grant from the Department of Human Services
\$10,000 grant from Loch Sport Community House
\$5000 grant from Wellington Shire acquired two years' ago and still available

This gives us:

\$25,000 for the shed and erection
\$15,000 for the slab
\$3500 for the steel water tank required under bushfire regulations
\$1500 to Coast to Coast for the building permit

We still require funding for the following:

Plumbing –

\$10,000 – 2 toilets, 1 disabled, 1 basic male toilet, including ducting and rudimentary plumbing

Electrical –

\$9800 when quoted a year ago, plus
\$2000 for SP Ausnet to bring power down into a pit on the site

Soundproofing –

\$11,200 – We are required to have the shed soundproofed because of its location. The shed is 9 metres x 18 metres x 3 metres high.

Car park –

\$15,000 – The council requires a 15 metre x 15 metre car park with a driveway entrance from the school road. One quote was \$15,000 for concreting.

These are preliminary figures but as you can see there is a need for as much financial help as we can get. I don't expect miracles as I know there are a lot of worthy organisations within the shire that are seeking funds, but there is a very real need for this shed. We can only hope that you, the council, have a bag of money hidden under the floorboards waiting for a good cause to come along. Loch Sport Men's Shed would be thankful for any help.

Yours sincerely

Daryl Stevens
Chairman

Submission 3 – Objection to proposed works at Charles Street Boat Ramp Car Park, Loch Sport (Charles Street Boat Ramp Community Group):

2nd May 2016
Charles Street Boat Ramp Community Group
c/o Brendon McNiven
19 Millicent Avenue
Balwyn North
Victoria 3104,
Or by email to : flashbulb@bigpond.com

David Morcom,
Chief Executive Officer,
Wellington Shire Council,
PO Box 506, Sale,
Vic 3850
Copy by email to : enquiries@Wellington.vic.gov.au

Dear David,

Draft Budget Submission : Proposed Charles Street car park Loch Sport objection.

I am writing to make a submission in regard to the 2016/17 Wellington Shire budget.

I represent a group of local residents in and around Victoria Parade Loch Sport. We understand that grant funds have currently been set aside for improvement works to the Charles Street boat ramp and car park at Loch Sport.

Whilst we agree with, and support improvement works to the boat ramp itself (on the grounds of functional amenity and improved safety), we strongly object to the provision of the new foreshore car park currently planned at the same location.

It is our strong opinion that additional car and trailer parking in this location is not required and will result in net negative outcomes for the local area and environment. Use of council funds in this manner would be misguided and directly at odds with the wishes of residents local to the area.



Current parking/ramp arrangements (view looking West)

The attached letter of objection already submitted to the Council refers.

I or other members of the group would be available to discuss concerns at any time. Please feel free to contact myself in the first instance with any queries on the contact details provided above, or by phone on 0409 021 145.

Yours,

Sincerely,

A handwritten signature in blue ink, appearing to read 'Brendon McNiven', with a stylized, flowing script.

Brendon McNiven

On behalf of residents local to Charles Street boat ramp.

13th April 2016
Brendon McNiven
(on behalf of residents local to Charles Street Boat ramp)
Loch Sport
VIC 3875
Responses to : flashbulb@bigpond.com

Note: by email only

enquiries@Wellington.vic.gov.au

Att: David Butler
Wellington Shire Council
18 Desailly Street,
Sale VIC 3850

Dear David,

Letter of Objection to current proposal to extend parking and carry out remedial works to Loch Sport Charles Street car park.

I am writing on behalf of a group of local residents in and around Victoria Parade to express concerns regarding the plans (in their current form), to redevelop the Charles Street boat Ramp.

In short, whilst we recognise a need for work to be carried out to the boat ramp, we are concerned the planned works in their current form will result in,

- increased maintenance costs for the council creating an ongoing financial burden,
- potential safety hazards around operation of the existing ramp to be retained,
- unsightly and unwarranted additional paved area (at some capital cost to the council), and
- undue loss of existing beachfront area along with other potential negative environmental effects.

As a group of residents local to the ramp, we have lived with the arrangements for many years now and believe we have a good understanding of the operations and shortfalls where they exist.

We support remedial works taking place to the current boat ramp which has suffered from sand migration in recent times. The excessive amount of sand that builds up on the existing ramp both limits the ramps capacity and results in boats being launched with less than the optimal level of safety. Carried out correctly, remedial works to the ramp would be welcomed by the local community.

The plans to extend the current car/trailer parking provisions however, we strongly object to. It is our opinion that these works represent a misguided use of council funds that will result in net negative outcomes for the local area and environment.



Current parking/ramp arrangements (view looking West)

We would like to provide the following (more detailed), commentary to the planned works:

Existing boat ramp

The existing boat ramp currently suffers from West to East shoreline sand migration. The construction of the new pier and sheet pile retaining wall in 2012 briefly shielded the ramp from the migrating sand. Once the sheet pile retaining wall barrier reached capacity however it understandably started to fill up the small beach to the East of the pier and then finally (and now continually), the existing two lane boat ramp.

The current arrangement requires a high degree of sand removal maintenance, as evidenced by the large amount of excavated sand deposited on the stretch of beach to the East of the ramp. Even with this ongoing (and presumably costly), maintenance, the ramp is often reduced to a single working lane, with the Western most lane often being covered in sand and unsuitable for safe launching.

We have the following concerns/questions in regard to the current design proposed:

- 1) We understand the existing ramp is to be left in place with a new single lane suspended ramp structure constructed. This will mean that the current high level of sand excavation will have to be maintained on the existing ramp in order to keep it serviceable. If this level of service (and expense), is not maintained, the ramp facilities will be reduced to a single serviceable (new) lane, with the existing dual lane ramp becoming clogged with sand and representing an unserviceable safety hazard to users who attempt it.
- 2) We also understand new floating jetties are to be provided replacing the current fixed jetties. We have no objection to the floating jetties however note that tidal movements in this location are negligible. Recognising that flood events are rare, a fixed jetty solution would be acceptable if it meant money could be saved to be spent elsewhere.

Rather than a solution that goes half way by trying to keep the existing high maintenance sand prone ramp, whilst at the same time constructing a new single lane suspended ramp, we would be in favour of a solution that simply constructs a new two lane suspended ramp in place of the existing. Such a solution would allow migration of sand under the ramp providing a low maintenance, permanent ramp solution.

Car/Trailer parking arrangements

Usage/Requirements

We currently live with the car park as empty for the vast majority of the year. It overflows on perhaps three or four occasions during the year at which time cars, with trailers, park along Victoria Parade with no negative consequences.

Given the current low general utilisation of the car park, and the minimal times it is exceeded (in the order of 1% over the course of the year in our estimates), it would be an misguided waste of council funds to spend money reclaiming usable lake foreshore to provide yet more car parking that will sit as an empty eyesore for the majority of the year.

Funds would be best redirected elsewhere, say to a more permanent solution to the ramp.

Environmental/Visual impact

The current proposal would in our opinion not only detract from the current aesthetic nature of the local neighbourhood, but also introduce negative environmental risks.

This end of Loch Sport is frequently visited by walkers, joggers and cyclists along the current bike path. Attractions include the pier, the yacht club, the RSL club, the bowling green and the caravan park. Reclaiming what is currently active foreshore beach and grassed recreation area to replace it with asphalt car parking would result in visual denigration of the area.

We believe it would negatively affect local property prices, not only of the houses immediately adjacent to the planned car park, but in that entire end of Victoria Pde, Charles Street and Fisher Parade.

In terms of environmental considerations, the current plans show the planned car park asphalt extending right up to the current sand line. The natural filter (i.e. grassed, sandy soiled areas), that exists between the current car park and the lake in other areas, would be close to non-existent in this proposed arrangement.

Surface water runoff from the asphalt including any localised fuel or oil spilt etc would end up untreated in the lake waters.

Concerned Stakeholders

We understand that this proposal has been put forward by a lakes water sports user group. We and other local residents, have not had a say in the proposal. Significantly, we are the stakeholders who will have to live with the outcomes on an immediate and permanent basis.

The local group of residents represented here includes sailboat owners, motor boat owners and families with young children who use the current foreshore, grassed areas and existing boat ramp regularly.

Alternatives

Whilst we do not agree with the need for additional parking, if it was a desired outcome, a number of possible parking alternatives exist that would make better use of the facilities already in place.

One option would be to extend the single car parks along the North side of the current asphalt slightly onto the grassed area to allow more trailer parking (refer attached sketch). There is plenty of room in this location as the shoreline/beach in this area has grown significantly since the new pier was constructed. The reduced works required in this option would save some money allowing funds to be freed up and spent on a better boat ramp solution, or landscaping and other measures aimed at minimising the visual and environmental impact on the lake and immediate environment.

A second option would be to provide car parking on the other side of the yacht club in Charles Street. From an urban design point of view, providing car parking solutions on the 'land side' of boat ramps in this way, rather than reclaiming valuable foreshore and water frontage would be a far better outcome on multiple fronts.

In conclusion, we recognise the need for and support works happening at the ramp/car park. We wish however to make sure they are the right works. Planned and designed in the right way, is the

potential to provide positive social, environmental, and health & safety outcomes for all stakeholders, lake users, ramp users and local residents.

We would also like to add that we understand our views to be widely shared by the Loch Sport community and also the Loch Sport Foreshore Committee.

We would very much appreciate the opportunity to constructively discuss the above with the relevant people involved in making these decisions at the council.

Yours,

Sincerely,

A handwritten signature in blue ink, appearing to read 'Brendon McNiven', with a stylized, flowing script.

Brendon McNiven

On behalf of residents local to Charles Street boat ramp.



Option A - Increased trailer parking on current site - Results in less paving and reduced overall costs. Also avoids loss of valuable foreshore water front and active grassed recreation areas.

Submission 4 – Creation of an exit road – Sealed from Guthridge Parade to South Gippsland Highway at Existing Ground Level (Richard Telling):



Richard Telling
177 Foster Street
SALE 3850

Phone: 0407850406
Email: rftelling@gmail.com

ATTENTION WELLINGTON SHIRE

Proposed Exit Road - Sealed from Guthridge Parade to South Gippsland Highway at Existing Ground Level

- Length 765 metres from sealed section on Lacey Street to South Gippsland Highway.

1. Land Purchase → 2 paddocks. One at 2.2 acres (\$45,000) and the other at 13 acres (\$85,000).

2. Surveying for road - \$20,000

3. Road Foundation – Granite Rock - \$69,000

4. GEO TEXTILE fabric for road base - \$28,000

5. Creek Crossing with Guard Railing- both sides - \$170,000
(Col Smith, Fish Creek, Vic Roads Work)

6. Road building, labour and machinery. Hire plus signage- \$380,000

7. Asphaltting and Sealing - \$140,000

8. Removal of 2 power poles - \$.....

Sub-total - \$937, 000.00

Flood Survey - 23,000.00

TOTAL = \$960, 000.00

Yours faithfully,
Richard Telling



Lacey Street Sale and Surrounds

Not Survey Accurate



0 90 180 270 360 Metres

1:6,417

Print Date: 6/05/2016 1:52:18 PM

This material may be of assistance to you, but Wellington Shire Council and the State of Victoria and their employees do not guarantee that the publication is without error of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or consequences which may arise from your relying on any information contained in this material (or publication).

— = PROPOSED ROUTE

Submission 5 - Objection to proposed rate increase (Dr Carol Glover):

"I am writing to object to the proposed increase in Shire rates.

I think you increase the rates purely out of habit, and there are many ways you can curb your spending.

Start with the expensive finger food you often serve at Shire sponsored meetings. Some of the grants you give to organisations are uncalled for, such as a recent grant to some flower arrangers. Shire salaries are excessive and good savings could be made by trimming these and making them more commensurate with the qualifications and roles of the recipients, who have been given fancy names.

And how on earth did you manage to spend \$250,000 on a toilet block - the price of a good family home in Sale?!

I object to my money being poured into these unnecessary 'causes'.

Dr Carol Glover"

Submission 6 - Request for information regarding the inclusion of funding for various projects in Loch Sport (Loch Sport Community Representative Group):

Wellington Shire Council
Chief Executive officer
PO Box 506
Sale Vic 3850

Dear Sir /Ms

RE WELLINGTON SHIRE 2016 2017 BUDGET PAPER

The Loch Sport Community requests that Wellington Shire Council provide our group with a detailed report regarding projects that have been defined by numerous consultations and discussion for improvements in Loch Sport.

Could council please indicate where these projects have been included in the budget figures and a timeline for completion:

Childrens Playground upgrade Lake St

Lions shelter replacement lake Street

Pedestrian Pathways throughout town.

We trust that ongoing Funding is included in this budget for the clearing of boat ramps in the town while the new ramp is being planned and installed and for the future

The Loch Sport CRG is keen for Council to be clear in their planning for Loch Sport

Pathways: in reference to a previous request for pathways Alan Lewis report July 2007 and partial installation suspended because of sewerage works: the street works are now complete and we trust that there has been funds allocated in this budget to continue installing especially in National Park road in the area of Marina Drive and Holmes St over the hills which is very dangerous for foot traffic. These roads are part of the pathway to the NSP neighbourhood safer place if a bush fire occurs and need to be a safe pathway of travel for pedestrians.

It has been indicated on numerous occasions that Loch Sport is the 2nd biggest rate base in the Shire but little detail is included in the budget for how this money will be spent

Regards
Kaye Hogben
Secretary
For the Loch Sport Community Representative group

09 may 2016

Submission 7 - Request for an allocation of \$2,980 for ongoing maintenance of the Dargo Swimming Hole Reserve (Dargo Hall & Recreation Reserve Committee of Management):

Dargo Hall & Recreation Reserve
Committee of Management.
Secretary
Helen Hall
Dargo Post Office
DARGO VIC 3862

11 May 2016

David Morcom
Chief Executive Officer
Wellington Shire Council
18 Desaily Street
SALE VIC 3850



Re : Budget Submission for 2016/2017

Dear David

I am writing to request an allocation of \$2980.00 excluding GST, in the 2016/2017 Wellington Shire Council Budget for the ongoing maintenance of the Dargo Swimming Hole Reserve. As you are already aware this is a pristine area within the Dargo Township and is widely used by Tourists and Locals all year round.

I have worked out and attached a projected Budget from the Volunteer hours that have been required to keep the area tidy over the last 5 months.

Our Committee looks forward to hearing from you in regard to this.

Thankyou for your consideration
Yours sincerely

A handwritten signature in cursive script, appearing to read "H. Hall".

Helen Hall
Secretary
Dargo Hall and Rec Res COM.

<i>Projected Annual Costs to Maintain Swimming Hole Reserve Dargo</i>				
Item	Time Taken hrs	How Often Annually	Hourly Rate	Total Annual Cost
Tractor/Slasher	2	10	\$ 95.00	\$ 1,900.00
Mower	2	12	\$ 40.00	\$ 960.00
Spray	2	2	\$ 30.00	\$ 120.00
Total Projected Cost				\$ 2,980.00

Submission 8 - Request for Increase in maintenance contribution to \$20,000 for Grand Strzelecki Track and Inclusion of funding for construction of the Alberton to Port Albert Walking Track (Tarra Territory Tourism Inc):

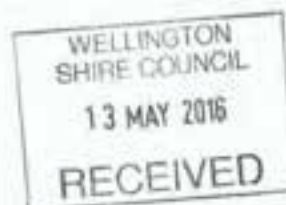


**TARRA TERRITORY TOURISM
INC**

REG NO A0062308W

P.O BOX 133

YARRAM 3971



10th May 2016

Chief Executive Officer
Wellington Shire Council
P.O. Box 506
SALE 3850

Dear Mr Morcom,

Thank you for the opportunity to make a submission in relation to the Council budget 2016/2017. On behalf of the Association I would like to make the following comments:

The Association has been involved in discussions with representatives of the Grand Strzelecki Track and one of the issues is the amount of funding being provided by both Latrobe and Wellington towards the maintenance of the Track. Cr. McCubbin has advised me that \$7200 per annum is currently being provided for this purpose from the Council budget. As the Grand Strzelecki Track has the potential to bring a great deal of economic benefit to the Shire can we request that the maintenance contribution be increased to \$20,000 per annum.

As a matter of interest to Council it has been estimated that one event using the Track (Duncan's 100 Marathon) injected \$150,000 into the Gippsland economy from the direct competitors alone.

A second matter is the extension of the Great Southern Rail Trail from Alberton to Welshpool. Recently, Frank Norden stated that this project

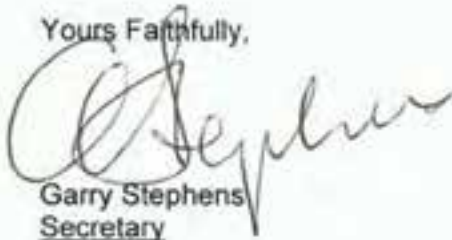
"...is, in my view, the most essential tourism project within Wellington and Gippsland as a whole."

The Association totally agrees with Frank on this project. The budget papers indicate that Council will seek funding to develop a business case for the project. The Association strongly supports the Council proposal to complete the rail trail and is prepared to assist in whatever way it can to see the project proceed. Cr. McCubbin has indicated that the Council has provided funding in the next two years of its forward budget for this project. The sooner this project proceeds the better.

The third matter that the Association wishes to raise is its concern that there is no provision in the budget for the construction of the Alberton to Port Albert Walking Track. The Association understood that funding for this project would be provided in 2016/2017. Can the Council indicate why this project wasn't funded and will it have priority in the next year. Would it be possible to reallocate funding from another project so that this project could proceed in the next financial year?

The Association looks forward to the opportunity of working with the Shire into the future to assist with the provision of economic opportunities for tourism development in the southern part of the Shire. The Association does not want to be heard in support of its submission

Yours Faithfully,

A handwritten signature in black ink, appearing to read 'G. Stephens', written over the printed name.

Garry Stephens
Secretary

Submission 9 – Request for approval to install permanent toilet facility at Willow Park, Rosedale (Rosedale Chamber of Commerce):



DRAFT BUDGET SUBMISSION 2016

TOILETS AT WILLOW PARK ROSEDALE

***NO COUNCIL FUNDING REQUIRED – SEEKING APPROVAL ***

CONTACT: JUSTIN FIELD (PRESIDENT)
JUSTINBFELD@GMAIL.COM

COOLA NASSIOKAS (SECRETARY)
COOLA8887@HOTMAIL.COM

ROSEDALE CHAMBER OF COMMERCE AND INDUSTRY INC



SUBMISSION TO DRAFT BUDGET 2016

TOILETS AT WILLOW PARK ROSEDALE

***NO COUNCIL FUNDING REQUIRED – SEEKING APPROVAL ***

The Rosedale Chamber of Commerce and Industry was asked to take over management of Willow Park from the retiring Willow Park committee and in doing so took over management of the temporary toilet facilities that currently service the park.

Since doing so, usage of the facility has been increasing, (as has the cost of emptying the units) and it has become evident that a permanent facility is now required.

We see Willow Park as a major asset to our town from a tourism, economic, health / fitness and historic point of view and feel it important to provide an adequate toilet to service users.

Fundraising for this project has been underway for quite some time and the committee now seeks approval to commence this project.

USERS

There are multiple users of this area.

- Travellers (short stay and rest stop)
- Tourists (picnics, walking and photography)
- Local Residents (walking, jogging, dog walking)



FACILITY TYPE

The facility will be simple in construction, unisex and wheelchair friendly.



LOCATION / PLACEMENT

After advice with the catchment authority a suitable site above the flood plane has been located as shown below.



SEPTIC SYSTEM

The proposed project includes a sealed unit. This type of septic system does not allow waste to enter the environment in any form. All waste is held within the tank and pumped out ensuring that there is no contamination and it is disposed of in the correct way.

ESTIMATED COSTINGS

PREPARE SITE	\$ 7,000
CONSTRUCTION	\$35,000
(INCL. SECURITY LIGHTING)	
<u>SEPTIC</u>	<u>\$15,000</u>
TOTAL	\$57,000

Submission 10 - Request for funding of \$50,000 towards construction of footbridge across Flooding Creek at the western end of Macalister Street (Chris Randell, Jim Collins, Anthony Callahan, Nathan King, Anthony Hurley):

Flooding Creek Foot Bridge Reinstatement Project

C: Chris Morrison PO Box 1608 Sale 3853

17th May 2016

Chief Executive Officer
Wellington Shire Council
PO Box 506
Sale Vic 3850



RE: Draft Budget Submission

Wellington Shire Council has recently approved a planning permit for the construction of a new footbridge across Flooding Creek at the Western end of Macalister St across to the Catholic College school oval. The new foot bridge will replace the old footbridge that was removed in 2007 following damage by severe floods.

There has been numerous hours put into the project by a dedicated and committed group of volunteers with the full backing of the Catholic College board and Principal Chris Randell, with the total aim to create that convenient linkage between the school playing fields and the school as well as providing safe and easy access for all the current user group and the wider community.

To date Anthony Hurley has organised the whole project with the purchase of the structure, had it delivered to the site with the help of David Dyer from Dyers transport and then completed the process of obtaining the planning permit and all the associated reports and drawings that have been required over the time.

To date Anthony and the Collegians Cricket Club have spent in the region of \$30,000 and based around some preliminary costings so far, we would estimate that we will require up to another \$120,000 to complete the project. This includes, updated engineering drawings, removal of vegetation and then re-estate approved vegetation under the landscape plan, provide ramp access at both ends of the bridge, actual bridge installation, painting and provide new flooring on the base for noise limitation, signage in relation to the original bridge and no doubt there will be other costs along the way.

We would ask the Wellington Shire to set aside a sum of \$50,000 in the 2016/17 budget to help fund this worthy project that will benefit Catholic College Sale, the current user groups which include Collegians Cricket Club, College Junior Football Club, Sale Maffra Women's Gippsland Cricket League Team, Sale Maffra Cricket Association, Sale & District Junior Football League and the wider general community.

We would also like to utilise this project to acknowledge Tim Johnsons contribution to the local community and the user groups. Tim was a student at Catholic College, played his junior football at College Junior Football Club and his cricket at the Collegians Cricket Club as well as having a profound impact in his time as CEO of the Wellington Shire. We have made contact with Tim's wife Sharon, his mum and dad John & Libby and his brother Paul to make sure they are comfortable with this, as well as the principal Chris Randell and the school board. All are in full support with part of the project to carry Tim's name, eg The Tim Johnson Way, Tim Johnson Bridge etc.

We have included the recent planning permit as well as some of the proposed architects impressions that will give you an indication of the project.

We would welcome the opportunity to talk at the council meeting on the 7th June in support of this project. In the event that you wanted more information or had any questions either Anthony Hurley 0427838632 or Chris Morrison 0419381832 will be available anytime to catch up.

Yours Faithfully:


Chris Randell: Principal Catholic College Sale


Jim Collins: Collegians Cricket Club President


Anthony Callahan: College Junior Football Club President


Nathan King: Sale-Maffra Women's Cricket Coordinator


Anthony Hurley: Project Manager



22 April 2016

Mr A Hurley
PO Box 1086
SALE VIC 3850

Dear Mr Hurley

TOWN PLANNING APPLICATION NO: P353/2014

PROPOSAL: Use and Development of the land associated with construction of a footbridge and the Removal of Native Vegetation in accordance with the endorsed plans.

PROPERTY TITLE: CA: 42, CA 2021. Parish of Sale

PROPERTY ADDRESS: Cunninghame Street SALE.

I am pleased to advise that your application for a Planning Permit has been approved, and Planning Permit No. P353/2014 is attached.

Your attention is drawn to the conditions of the Permit. **Please read these conditions carefully**, and check as to whether there are any steps which you should take prior to commencing the use or the development authorised by the permit, especially if plans for endorsement or approval (or other information) is required to be submitted prior to the permit having force or effect.

This permit is not a building permit, and if the proposal involves the construction, alteration, relocation or removal of a building, you might need to obtain a separate building permit.



If you have any queries, please contact me on phone number (03) 5142 3 or directly via email Mark.Bayly@wellington.vic.gov.au

Yours sincerely


MARK BAYLY
Statutory Planner

Sale Service Centre
18 Densley Street (PO Box 506), Sale Victoria 3850
Telephone 1300 366 244

Yarram Service Centre
136 Grant Street, Yarram Victoria 3871
Telephone 03 5142 5100

Contact Us Online
Visit www.wellington.vic.gov.au
Email enquiries@wellington.vic.gov.au  



The Heart of Gippsland

IMPORTANT INFORMATION ABOUT THIS NOTICE

WHAT HAS BEEN DECIDED?

A permit operates from the date specified in the permit, or if no date is specified, from:

- i. the date of the decision of the Victorian Civil and Administrative Tribunal, if the permit was issued at the direction of the Tribunal, or
- ii. the date on which it was issued, in any other case.

WHEN DOES THE PERMIT EXPIRE?

1. A permit for the development of land expires if:
 - the development or any stage of it does not start within the time specified in the permit, or
 - the development requires the certification of a plan of subdivision or consolidation under the *Subdivision Act 1988* and the plan is not certified within two years of the issue of the permit, unless the permit contains a different provision; or
 - the development or any stage is not completed within the time specified in the permit, or, if no time is specified, within two years after the issue of the permit or in the case of a subdivision or consolidation within five years of the certification of the plan of subdivision or consolidation under the *Subdivision Act 1988*.
2. A permit for the use of land expires if:
 - the use does not start within the time specified in the permit, or if no time is specified, within two years after the issue of the permit, or
3. The use is discontinued for a period of two years. A permit for the development and use of land expires if:
 - the development or any stage of it does not start within the time specified in the permit; or
 - the development or any stage of it is not completed within the time specified in the permit, or if no time is specified within two years after the issue of the permit; or
 - the use does not start within the time specified in the permit, or, if no time is specified, within two years after the completion of the development, or
 - The use is discontinued for a period of two years.
4. If a permit for the use of land or the development and use of land or relating to any of the circumstances mentioned in section 6A(2) of the *Planning and Environment Act 1987*, or to any combination of use, development or any of those circumstances requires the certification of a plan under the *Subdivision Act 1988*, unless the permit contains a different provision -
 - the use or development of any stage is to be taken to have started when the plan is certified; and
 - The permit expires if the plan is not certified within two years of the issue of the permit.
5. The expiry of a permit does not affect the validity of anything done under that permit before the expiry.

WHAT ABOUT APPEALS?

- The person who applied for the permit may appeal against any condition in the permit unless it was granted at the direction of the Victorian Civil and Administrative Tribunal where, in which case no right of appeal exists.
- An appeal must be lodged within 60 days after the permit was issued, unless a Notice of Decision to grant a permit has been issued previously, in which case the appeal must be lodged within 60 days after the giving of that notice.
- An appeal is lodged with the Victorian Civil and Administrative Tribunal.
- An appeal must be made on an Application for review form which can be obtained from the Victorian Civil and Administrative Tribunal, and be accompanied by the applicable fee.
- An application for review must state the grounds upon which it is based.
- An application for review must also be served on the Responsible Authority.
- Details about applications for review and the fees payable can be obtained from the Victorian Civil and Administrative Tribunal.

WELLINGTON SHIRE COUNCIL

Planning and Environment Regulations 2005 Form 4

PLANNING PERMIT

Permit No.: P353/2014

Planning Scheme: Wellington Planning Scheme

Responsible Authority: Wellington Shire Council

ADDRESS OF THE LAND:

CA: 42,
CA 2021.
Parish of Sale
CUNNINGHAME STREET SALE.

THE PERMIT ALLOWS:

Use and development of the land associated with construction of a footbridge and the Removal of Native Vegetation in accordance with the endorsed plans.

THE FOLLOWING CONDITIONS APPLY TO THIS PERMIT:

1. Prior to the endorsement of the development plans, revised plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions shown, and three copies must be provided. The plans must be generally in accordance with the plans submitted with the application, but modified to show:
 - A. **Site Plan; drawn to scale with dimensions and georeferences (such as VicGrid94 co-ordinates), that clearly shows:**
 - The location and identification of the land affected by this permit, including standard parcel identifiers for freehold land, street names
 - The height of the footbridge to be constructed so that the lowest point of the bridge is at 6.16m AHD and the maximum slope does not exceed 4%. The access ramps must be redesigned to match the new height of the bridge.
 - The location of the footpaths that will be used to access the footbridge
 - The location and area of all native vegetation present within and around the construction activity area to be retained.
 - The location of the native trees permitted to be removed under this permit.
 - A key clearly identifying the native vegetation to be retained and the native vegetation permitted to be cleared under this permit.
 - The landscaping areas that will be planted on both sides of the footbridge.

Condition 1 (Continued):

B. Elevation plans of the bridge:

- The footbridge, including the safety handrails, must be painted in heritage green.
- Black mesh on the side walls of the footbridge. This must be installed on the footbridge for safety reasons.
- The materials that will be used for the floor of the footbridge to limit the noise generated by users. The materials used on the floor can either be timber or rubber matting.

C. Landscape plans:

- Landscaping details for all public spaces of the development.
 - Name, mature size/shape of all plants shrubs and trees. Tabular format on the plan is usually the clearest way of presentation.
 - Location on the plan of all plants, shrubs and trees.
 - Detail of bed treatment such as bark or mulch etc.
 - Areas to be lawn.
 - Method/material to delineate beds from lawn.
 - Details of the construction of the footpaths that are shown on plan TP1 drawn by Tantara Design including the materials, finish and colour.
2. The layout of the site and the size, design and location of the buildings and works permitted must always accord with the endorsed plan.
 3. This permit will expire if the development is not completed within two (2) years of the date of this permit. The Responsible Authority may extend the period referred to if a request is made in writing before the permit expires, within six months of the date of expiry if work has not lawfully commenced on the site or within twelve months of the date of expiry if work has lawfully commenced on the site.
 4. The operator of the use hereby permitted must be responsible for maintaining the exterior of the footbridge in a clean and tidy condition to the satisfaction of the Responsible Authority.
 5. No floodlighting of the footbridge can be installed.
 6. Prior to the use of the footbridge, the landscaping and the footpaths on both the western and eastern sides of the footbridge must be completed to the satisfaction of the Responsible Authority.
 7. The landscape areas shown on the endorsed plan and schedule must be maintained in a proper, tidy and healthy condition to the satisfaction of the Responsible Authority. Should any tree or shrub be removed or destroyed it may be required to be replaced by a tree or shrub of similar size and variety.

Council's Heritage Advisor:

8. Two illustrated storey boards with different information about the history of the pedestrian bridge crossing, must be prepared and completed prior to works on the bridge commencing, to the satisfaction of the heritage advisor.
9. Within two months of the bridge works being completed, the two approved storey boards must be securely erected, one at each end of the bridge.

Department of Environment, Land, Water and Planning:

10. To offset the permitted removal of 0.032 hectares of remnant patch native vegetation with a strategic biodiversity score of 0.563, the permit holder must provide a native vegetation offset that complies with the requirements in Permitted Clearing of Native Vegetation – Biodiversity Assessment Guidelines (DEPI 2013) and Native Vegetation gain scoring manual (DEPI 2013).
11. The compliant offset must:
 - A. Contribute gain of 0.005 general biodiversity equivalence units.
 - B. Be located within the West Gippsland Catchment Management Authority or Wellington municipal areas and
 - C. Have a strategic biodiversity score of at least 0.450
12. Before any native vegetation removal approved under this permit starts, evidence that the required offset has been secured must be provided to the satisfaction of the responsible authority. Offset evidence must be:
 - A. A security agreement for the required offset site/s that complies with the Permitted Clearing of Native Vegetation – Biodiversity Assessment Guidelines (DEPI 2013), including a 10 year offset management plan that has been endorsed by the responsible authority, and/or;
 - B. A credit register extract from the Native Vegetation Credit Register.

A copy of the offset evidence provided will then be endorsed by responsible authority and form part of this permit.
13. Within 30 days of the endorsement of the offset evidence by the responsible authority, a copy of the endorsed offset evidence must be provided to the Regional Planning and Approvals at the Traralgon regional office of the Department of Environment, Land, Water and Planning.
14. Annual monitoring and reporting is required for offsets not secured on the Native Vegetation Credit Register. Details of annual monitoring and reporting must be included in the endorsed offset plan, and must comply with the requirements of *Permitted clearing of native vegetation – First Party general offset kit (DEPI 2014)*, or to the satisfaction of the Department of Environment, Land, Water and Planning. The annual offset report must be provided to the responsible authority by the anniversary date of the execution of the offset security agreement for a period of ten consecutive years. After the 10th year, the landowner must provide a report at the reasonable request of a statutory authority.

CONTINUED ON THE NEXT PAGE.

CAN THE RESPONSIBLE AUTHORITY AMEND THIS PERMIT?

The Responsible Authority may amend this permit under Division 1A of Part 4 of the Planning and Environment Act 1987.

Date Issued: 22 April 2016

Signature for the Responsible Authority:



MARK BAYLY
STATUTORY PLANNER

Advice Notes:

From the Department of Environment, Land, Water and Planning:

1. Within the area of native vegetation to be retained, any tree protection zone associated with the permitted use and/or development, the following is prohibited:
 - Any vehicles or pedestrian access, trenching or soil excavation, and
 - Storage or dumping of soils, materials, equipment, vehicles, machinery or waste products, and
 - Entry or exit points for underground services, and
 - Any other actions or activities that may result in adverse impacts to retained native vegetation.
2. Before work starts, the permit holder must advise all persons undertaking the vegetation removal/works of all permit conditions and associated statutory requirements or approvals.



Submission 11 - Objection to allocation of funds to boat trailer/RV parking area at Port Albert (Diane Hogan):

“Submission re \$200,000 allocated in the 2016/17 budget to be spent on the boat trailer/RV parking area at Port Albert.

As a ratepayer I object to a single dollar being spent on anything to do with RV parking. The RV parking area is used not only by self contained vehicles but a large majority of combi type vans and camper trailers which are not self contained and often stay for 3-4 nights. The area is not patrolled to ensure only self contained vans use this area and for the specified time.

I object to ratepayers money being spent on facilities for freeloaders.

The money would be far better being spent on additional seating and in particular, shelter for those of us (both ratepayers and visitors) who enjoy our foreshore area.

The idea of moving the fence and taking any part of Rutters Park to cater for additional boat trailer parking is just not on. It is obvious that on busy days there is not enough boat trailer parking available due in part to the fact that council have allocated space for free RV parking.

The parking at the east end of the boat trailer parking area is allocated for those wishing to use Rutters Park or Rutters Jetty and this is the only legal parking area available for that purpose. To turn this into boat trailer parking only creates another problem and that is, where do visitors to Rutters Park and Rutters Jetty park – legally? If a car parking area is provided at the entrance of Rutters Park does this then mean that Bay Street would have to be sealed?”

Submission 12 – Objection to allocation of funds to boat trailer/RV parking area at Port Albert (Barbara Duggan):

“I would like to vigorously protest & add my comments re: Budget proposal to move & extend the “RV Parking” at the Port Albert foreshore as reported in Yarram Standard last week

Don’t take away what we already have –
Rutters Park is a treasure for now and the future.

For children to have the park and open space to play safely.

For the community to hold special events.

Do not take the only public parking we have - It .can’t be legal to have a park & Childrens Playground with no secure parking.

Do not consider putting transient travelers in RV's, Combi Vans, Camper Trailers staying for 3 days or longer near the park and park toilets.

You need to consult with police on the obvious hazards.

If there is an issue with the RV parking area get rid of it but not \$1 of this grant should be spent on it.

Most RV parking is out of town .So existing caravan parks and accomodation places who pay good rates are respected.

I did get to meet in Rutters Park with members the Council Open Planning Team - they assured us no more foreshore land would be turned into car parking it is a travesty this will be allowed. Please don't take any of Rutters park it's such an asset for Port Albert and surrounding areas.

I suggest to spend the grant on the area in front of boat ramp there is a lot of wasted space.

Barbara Duggan

6 Bay St

Port Albert

Mob: 0457 808039”

Submission 13 - Objection to allocation of funds to boat trailer/RV parking area at Port Albert (Barbara & George Owen):

"As long term ratepayers of Port Albert we object strongly to any extension of camper van parking onto the foreshore grassland (Rutters Park.) It is outrageous that the very limited open walking space for visitors for children's play, picnickers and the BBQ has to be sacrificed, as lawn is going to be turned into asphalt. We agree that facilities for Campers may be needed but not on prime land. They come they go but we stay and need our space. If this is just to make it easier for access to the boat ramp there must be a better way. What other options have need considered. What authority has the PA Progress Association to speak for others and who else has been asked to give an opinion. Surely the interests of those of us who live here permanently should have a greater say than the visiting boaties.

As the parent of a disabled son I would insist that the only disabled carpark and public car parking spaces be preserved.

What we do need is to spend on better infrastructure on a boat ramp for the disabled or elderly boating people.

We object to the PAP association represents the 'majority ' of the residents of PA. They have shown no forward vision

It is the day visitors that need consideration with shelters and toilets open 24 hrs a day added at the end of the main st. There in their hundreds they all go straight for fish and chips . They need more shore based attractions and I suspect spend more in the local businesses than the boaties who just haul their boats out and go!

Give these visitors something to do.

All the ratepayers of Wellington benefit from our foreshore park and jetties not just PA residents.

Barbara and George Owen"

Submission 14 - Objection to allocation of funds to boat trailer/RV parking area at Port Albert (Rob Duggan):

"I am writing to strongly appose the Budget proposal to move the RV parking up to & using Rutter's park as outlined in the Yarram Standard of May 4th

The Port Albert Progress Association does not represent the views of the majority of Port Albert residents / ratepayers. This is abundantly clear when speaking to residents. Most residents are not aware of progress association's purported consultation on this matter - I definitely was not aware or took part in any consultation.

The RV parking provided now is very much abused & as far as I can see not policed at all.

- the 1 night limit is quite often no adhered to & particularly on long weekends it is common to see Vans / groups of Vans staying the whole weekend
- all sorts of vehicles (not self contained) use the parking - RV in this sense is a loose term for campers . Camper trailers ,combi vans and tents are not self contained .They will not use toilets on a wet, windy, sandfly night they will use the park as a toilet.

It is a changed world with loss of innocence. Parks are a hunting ground for pedophiles. Check with the police about toilet blocks, playgrounds & transient travellers.

Not all people with fishing licenses in the Wellington shire have boats. They come from all over the shire to fish off the jetties. Families prefer Rutter's jetty as the kids and often young mums can use the park while dads fish. Don't treat them like second class license holders taking away the only public parking spaces.

As a disabled/ wheelchair bound person please do not take away any disabled parking - use any available money making the park & the recreational fishing " Disabled Friendly".

There is currently little parking for the Park / playground / BBQ area - this proposal will only decrease what parking there is.

DO NOT WASTE ANY MONEY ON SOMETHING THAT IS NOT REQUIRED & NOT WANTED BY THE COMMUNITY.

Rob Duggan
6 Bay St
Port Albert
M: 0412 763019
E: brduggan@bigpond.com
Also owner of:
53 Tarraville Rd
Port Albert"

Submission 15 - Objection to allocation of funds to boat trailer/RV parking are at Port Albert (S. Scott):

Draft Budget Submission 2016/17

Re Port Albert allocation of \$200,000 for RV and boating parking improvements in WSC draft Budget:

*Don't it always seem to go
That you don't know what you've got
Till it's gone
They paved paradise
And put up a parking lot*

Joni Mitchell

The beneficiaries of this \$200,000 of RATEPAYERS money are fishermen towing boats who wish to avail themselves of the free facilities provided at Port Albert and free loading grey nomads looking for somewhere free to park their caravan overnight. (or two or three nights.)

Spending as little as possible is very high on the agenda for these groups, and giving them \$200,000 for more parking is NOT PROGRESS.

I am a working ratepayer who generates income that gets re-invested into Port Albert. My customers spend money in the town, lots of it. As do the many, many day trippers to Port Albert who spend in the local eating establishments. These visitors want views of water and green parkland. I want views of water and green parkland, and somewhere to walk my dogs. Not views of caravans and boat trailers in concrete carparks.

The people who spend the most money in Port Albert and who will be responsible for its economic survival are UNDOUBTEDLY the residents and visitors who want great places to eat, good accommodation and views of the harbour and green parkland to walk in. They WILL NOT come here to look out over a sea of concrete trailerparks.

Raise the bar. Please, WSC, no more concrete. KEEP RUTTER PARK

S Scott



74 Tarraville Rd

Port Albert

0429 333303



Submission 16 – Objection to allocation of funds to boat trailer/RV parking area at Port Albert (Diane Hogan and Barbara Duggan):

“SUBMISSION TO WELLINGTON SHIRE COUNCIL BUDGET 2016/17

In a submission from the Port Albert Progress Association President, it stated that there was “overwhelming community support (94%)” for annexing off a section of Rutter Park. (94% of how many?)

We vigorously dispute this figure as over an approximate 4 hour period we obtained the attached signatures.

Wellington Shire Council, to obtain a fair and just survey need to do a mail out to all residents and in particular to all ratepayers who do not reside permanently in Port Albert and who were not privy to the Progress Association’s survey. An extended time period would have to be allowed as some of these ratepayers do not come down every week. This would give a truer more accurate response. Our small survey/petition had a 100% rate in favour of **NOT** annexing off any section of Rutter Park.(ie not one person refused to sign the petition).

We believe that not \$1 of the \$200,000 allocated in the budget should be spent on RV parking as this has no benefit whatsoever to the community. It would be far better to be spent on what it is, a boat trailer park and for boat launching and retrieval. Money should be spent for improving the infrastructure to cater for embarking and disembarking for the elderly and disabled.

We would like to point out that we are in total agreement with councils stance in rejecting this proposal in the first instance when it was proposed a few years ago.

We do not want the Port Albert Progress Association running the consultation. We feel Wellington Shire Council is the only unbiased choice June 12th is Sunday of a long weekend and residents could be absent.The following Sunday June 19th would be a more suitable date.

Yours Sincerely
Diane Hogan & Barbara Duggan”

HANDS OFF RUTTER PARK

Statement by the President of the PAP in the Yarram Standard dated 4th May 2016.

"Around four years ago at the request of the council, the progress association conducted a survey of Port Albert to determine public opinion on the RV and boat ramp car park.

The end result was a proposal to move the RV parking to the western (should read eastern) end of the existing car park and to annexe a portion of Rutter Park for additional parking."

We take issue with this as PAP does not represent the majority of ratepayers in PA and council, if they wanted an official survey, should have had a mail out as this is the only way to obtain a true indication of the wants and needs of ALL the ratepayers.

The cost of moving the RV parking from one end of the boat trailer park to another is illogical and to sacrifice any portion of Rutter Park is not progress and would be of no benefit to the community.

We the undersigned do not agree with annexing off any part of Rutter Park.

NAME	ADDRESS
Jan Garth	Langborough
Jen Schap	Port Albert
Hayley Wood	Trafalgar long term visitor
Fred Matthews	Trafalgar / like the open park area for the kids
Tina McDonald	Sale. Leave as is!!
Sammy - Gordon "Pig"	Melbourne
Ally & Gordon "Pig"	Fountain 141 of Spence St Port Albert
Yvonne Grando	14 Kelso Road Yarram NP
Carole Brauer	61 Queen St Port ALBERT
John Schap	9 Lion St Port Albert
Barb Duggan - 0457808039	6 Bay St Port Albert

Leave our park alone
 it belongs to the community
 No more money to be spent on
 RV parking. They spend nothing in
 the town. Taking away the public
 car park for them.

HANDS OFF RUTTER PARK

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We the undersigned do not agree with annexing off any part of Rutter Park.

NAME	ADDRESS
GARY POOD	P.O. Box 6 Port Albert 3971
Maureen Hogan	PO Box 22, Port ALBERT
John Hogan	59 QUEEN ST PORT ALBERT
CAM KITCHIE	55 QUEEN ST PORT ALBERT
JOHN DOWSTON.	68 THURRAVILLE PORT ALBERT
SUSAN SCOTT.	4 BAY ST PORT ALBERT.
Jocelyn GRIMES	2/10 Bay St - Port Albert
Jane Savage	12 Bay St. P.A 3971
Darcy Savage	12 Bay St. P.A 3971
CAST SAVAGE	12 BAY ST PA 3971

HANDS OFF RUTTER PARK

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The cost of moving the RV parking from one end of the boat trailer park to another is illogical and to sacrifice any portion of Rutter Park is not progress and would be of no benefit to the community.

We the undersigned do not agree with annexing off any part of Rutter Park.

NAME	ADDRESS
B. Campbell	23 Duke St YARRAM
M. Sheehy	4A Slade St Albion
S. James	58 Church Rd Yarram
Ken Burns	24 King St YARRAM
Ken Batha	20 Dougherty St Yarram
Brian Rogers	11 Dora St Warrnambool
Nathan Cowled	4/39 Warrnambool Enghave
Russel McHALE	70 COALSORE RD HARCOURT VIC
Mark McHale	75B Duke St Geelong
Peter Stocker	30 Forest Lane Bendigo

Submission 17 – Commending Council on its commitment to cycling, based on Council's expenditure in the draft budget (Bicycle Network):



Re: Draft Council Budget 2016/17

Wellington,

In response to your call for submissions on the draft of the 2016-2017 Budget, Bicycle Network makes the following comments.

We, with help from our members, are assessing bicycle expenditure by local councils across Australia. This will generate a 'BiXE' (Bicycle Expenditure Index) rating – a figure which shows the amount of bicycle related spending per resident.

We have calculated the BiXE for Wellington's draft 2016-2017 budget as \$88.17 per person, which is above the threshold of \$5 per person per year.

Bicycle Network commends your commitment to cycling, with special mention of the Sale-Gleebo Woodella Shared Path Construction.

Regards,

Bart Sbeghen

Advisor – Strategy and Projects



Level 4, 246 Bourke St, Melbourne VIC 3000

e. barts@bicyclenetwork.com.au **p.** 03 8376 8836 **m.** 0418 231 686

freecall: 1800 639 634 (country callers) bicyclenetwork.com.au



C3 - REPORT

GENERAL MANAGER DEVELOPMENT

ITEM C3.1**PROPOSED AMENDMENTS TO CONSTITUTION OF
DESTINATION GIPPSLAND LTD – MAY 2016**

DIVISION: DEVELOPMENT
ACTION OFFICER: GENERAL MANAGER DEVELOPMENT
DATE: 7 JUNE 2016

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

OBJECTIVE

To seek Council approval, as a financial member, on proposed amendments to the Constitution of Destination Gippsland Ltd as put forward by the Company Secretary, by Order of the Board, dated 11 May 2016.

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

That Council endorse the proposed amendments to the Constitution of Destination Gippsland Ltd and agree to approve the Resolution (refer to attachment 1 and 2).

BACKGROUND

Wellington Shire Council, as a financial member of Destination Gippsland Ltd (a public company limited by guarantee) has been asked to support proposed changes to the Company Constitution. The original Constitution was prepared in 2008 prior to the appointment of a Board of management. It was a template document that served its original purpose, and which was last reviewed and updated in March 2011. Following the most recent scheduled review the Board has proposed a number of changes. These have been developed and discussed by the full Board of Directors including the GLGN representative, Tim Tamlin. The alterations to each clause are explained in the attached document labelled Attachment 1. In brief, the proposal is to:

- increase the minimum number of Directors from two to seven, allowing the Board to make interim appointments to maintain that number until Members make formal appointments at the next AGM
- increase quorum to a majority of Directors (i.e. four)
- allow Directors to be reimbursed through a fixed expense allowance
- allow Directors to be appointed for terms of “up to” three years, facilitating the Board to meet the requirement for at least two Directors to retire each year
- allow for Directors to serve for more than three terms.
- add clauses dealing with Accounts and Audit.

Rather than asking members to attend a Special General Meeting to vote on these amendments, the Board has proposed a Vote by Special Circular Resolution (refer attachment 1); the revised version of the Constitution forms attachment 2.

OPTIONS

1. That Council endorse the proposed amendments to the Constitution of Destination Gippsland Ltd and agree to approve the Resolution; or
2. That Council not endorse the proposed amendments to the Constitution of Destination Gippsland Ltd and does not agree to approve the Resolution.

PROPOSAL

That Council endorse the proposed amendments to the Constitution of Destination Gippsland Ltd and agree for the Chief Executive Officer to sign and return the Resolution to the Company Secretary no later than 30 June 2016.

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 2013-17 Theme 6 Organisational states the following strategic objective and related strategy:

Strategic Objective

"Supported business growth and employment, lifestyle opportunities and a vibrant tourism sector"

Strategy 6.3

"Attract new investment, lifestyle growth and visitors by developing and supporting Wellington Shire's regional identity."

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



Proposed Amendments to the Constitution of Destination Gippsland Ltd.

May 2016

Background

As a financial member of Destination Gippsland Ltd (a public company limited by guarantee), we are seeking your support to update our company Constitution. The original Constitution was prepared in 2008 prior to the appointment of a Board or management. It was a template document that served its original purpose, and which last was reviewed and updated in March 2011. Following the most recent scheduled review, the Board has proposed a number of changes. These have been developed and discussed by the full Board of Directors including the GLGN representative, Tim Tamlin.

Summary

The alterations to each clause are explained below however in brief, the proposal is to:

- increase the minimum number of Directors from 2 to 7, allowing the Board to make interim appointments to maintain that number until Members make formal appointments at the next AGM
- increase quorum to a majority of Directors (i.e. 4)
- allow Directors to be reimbursed through a fixed annual expense allowance
- allow Directors to be appointed for terms of "up to" 3 years, facilitating the Board to meet the requirement for at least two Directors to retire each year
- allow for Directors to serve for more than 3 terms
- add clauses dealing with Accounts and Audit

Process

Rather than asking members to attend a Special General Meeting to vote on these amendments, the Board proposes that they be voted on by *Special Circular Resolution* – a copy of which appears on page 3 of this package. The revised Constitution is also attached.

Members are asked to review the changes, and when satisfied, please sign and return a copy of the Special Circular Resolution no later than Thursday 30th June 2016.

Proposed Amendments

Regarding Directors

Clause 2.1

Increase the minimum number of Directors from 2 to 7. The Board has always functioned with 7 Directors who individually assume certain responsibilities in chairing or being members of committees. It is considered that the company needs at least 7 Directors to function in accordance with its charter. The existing Constitution gives the Board power to appoint a Director to fill a casual vacancy if their numbers fall below 2. The amendment will allow the Board to fill casual vacancies if the number falls below 7 without the need to hold a special general meeting of members.

Clause 5.4

If it is accepted that the company needs 7 Directors it is reasonable that the number for a quorum should be increased to a majority of Directors which would be 4.

Clause 2.13

Directors are entitled to claim expenses which include a per kilometer allowance for car travel. This cost is potentially significant in the event that Directors wish to claim car mileage. In order to simplify claims and quantify in advance the company's liability the Board recommends that an annual expense allowance of \$1,500 be paid to cover out of pocket expenses.

Clause 2.20

Add the words "up to" when describing the term of Directors. This allows the Board to fill a casual vacancy which occurs mid term and still retain the requirement for at least two Directors to retire each year. Otherwise, Directors filling a casual vacancy would automatically be elected for three years and in the event that changes to clause 2.1 are agreed such election would not need to be ratified by the members.

Clause 2.21

Delete the requirement for a Director to retire after three 3-year terms. This was considered to be a restriction on the ability of the Board to adequately fill its numbers. It does not cater for a Director who is performing well and is capable of continuing to serve. It is considered to be a restriction on the potential of the Board to maintain the quality of its Directors and perform at its best.

Clauses 2.19, 2.20 and 2.21 have been renumbered.

Regarding Accounts and Audit

Clause 11

This adds a clause to cover the company's responsibility to produce annual accounts and distribute them to members. It is merely for clarification as the Corporations Law specifies this requirement for a public company.

Clause 12

This adds a clause to require an annual audit. It is also inserted for the sake of clarification, as the Corporations Law already requires public companies to conduct an annual audit.

DESTINATION GIPPSLAND LTD
SPECIAL CIRCULAR RESOLUTION OF MEMBERS
Wednesday 11th May 2016

Resolution to adopt the revised Constitution:

We, being all the members of Destination Gippsland Ltd, approve the following resolution:

That the amended version of the Constitution of Destination Gippsland Ltd (as at 11 May 2016) and signed by the secretary, be adopted in place of the previous Constitution adopted on 28 March 2011).

(A copy of the revised Constitution as proposed at 11 May 2016 is attached).

Member Organisation	Signed by	Signature	Date
Bass Coast Shire	Paul Buckley	/	/ 2016
East Gippsland Shire	Gary Gaffney	/	/ 2016
Latrobe City Council	Gary Van Driel	/	/ 2016
South Gippsland Shire	Tim Tamlin	/	/ 2016
Tourism Victoria	Chris White	/	/ 2016
Wellington Shire Council	David Morcom	/	/ 2016
Baw Baw Shire	Helen Anstis	/	/ 2016

A circular resolution is deemed to be passed when all members have signed and returned an identical copy of the resolution.

By order of the board, Helen Rose, Company Secretary

Constitution of DESTINATION GIPPSLAND LTD

A.C.N. 131 138 184

Revised 28 March 2011, and with amendments proposed 11 May 2016

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Certificate of Registration of a Company

This is to certify that

DESTINATION GIPPSLAND LTD

Australian Company Number 131 138 184

is a registered company under the Corporations Act 2001 and
is taken to be registered in Victoria.

The company is **limited by guarantee**.

The company is a **public** company.

The day of commencement of registration is
the sixteenth day of May 2008.

Issued by the
Australian Securities and Investments Commission
on this sixteenth day of May, 2008.



Anthony Michael D'Aloisio
Chairman

DESTINATION GIPPSLAND LTD

A.C.N. 131 138 184

CONSTITUTION

1. Preliminary

1.1. The Company is a public company limited by guarantee. Each Member undertakes to contribute \$10.00 (Ten Dollars) to the property of the Company if the Company is wound up at a time when that person is a Member, or within one year of the time that the person ceased to be a Member, for payment of the debts and liabilities of the Company contracted before that person ceased to be a Member, payment of costs charges and expenses of winding up the Company, and adjustment of the rights of contributories among themselves.

1.2. The objects of the Company are: *to provide leadership and to work in partnership with the tourism industry in Gippsland to drive the development of tourism infrastructure, tourism product, and marketing.*

1.3. The Company must not make any distribution to any Members, whether by way of dividend, surplus on winding up or otherwise. This Clause does not prevent the payment in good faith by the Company of reasonable remuneration to any Member for goods or services supplied by that Member to the Company in the ordinary course of business, the payment of interest at a reasonable rate on money borrowed by the Company from any Member, the payment of reasonable rent for premises leased to the Company by any Member, or the payment of any other reasonable amount of a similar character to those described in this Clause.

1.4. The replaceable rules in the Corporations Act do not apply to the Company.

1.5. In this Constitution:

"Alternate Director" means a person for the time being holding office as an alternate director of the Company under Clause 2.9.

"Business Day" means a day except a Saturday, Sunday or public holiday in the jurisdiction under the Corporations Act which the Company is taken to be registered.

"Cessation Event" means:

- (a) if a Member is an individual, death or bankruptcy of that Member, or that Member becoming of unsound mind or becoming a person whose property is liable to be dealt with under a law about mental health; or
- (b) if a Member is a body corporate, the deregistration of that Member.

"Corporations Act" means the Corporations Act, 2001 (Commonwealth), as modified or re-enacted from time to time, and where appropriate, includes any regulations issued under it.

"Directors" means the directors of the Company for the time being.

"Expulsion Event" means, in respect of a Member:

- (a) the Member has wilfully refused or neglected to comply with the provisions of this Constitution;
- (b) the conduct of the Member, in the opinion of the Directors, is unbecoming of the Member or prejudicial to the interests or reputation of the Company; or
- (c) the Member is, or any step is taken for the Member to become, an externally administered body corporate (whether or not the Member is a body corporate).

"Legal Costs" of a person means legal costs incurred by that person in defending an action for a Liability of that person.

"Liability" of a person means any liability incurred by that person as an officer of the Company or a subsidiary of the Company.

"Member" means a person who is a member of the Company.

"Personal Representative" means the legal personal representative, executor, or administrator of the estate of a deceased person.

"Register" means the register of Members kept under the Corporations Act and, where appropriate, includes any branch register.

"Relevant Officer" means a person who is, or has been, an officer of the Company (including a Director or Secretary) or an officer of a subsidiary of the Company.

"Secretary" means a company secretary of the Company for the time being.

1.6. In this Constitution:

- (a) a reference to a meeting of Members includes a meeting of any class of Members;
- (b) a Member is taken to be present at a meeting of Members if the Member is present in person or by proxy, attorney or representative; and
- (c) a reference to a notice or document in writing includes a notice or document given by fax or another form of written communication.

1.7. In this Constitution, unless the context indicates a contrary intention, words importing the singular include the plural (and vice versa), words indicating a gender include every other gender, and the word "person" includes a corporation.

1.8. Unless the context indicates a contrary intention, an expression in a provision of this Constitution that deals with a matter dealt with by a provision of the Corporations Act has the same meaning as in that provision of the Corporations Act and an expression in a provision of this Constitution that is defined in section 9 of the Corporations Act has the same meaning as in that section.

2. Directors

- 2.1. The Company must have not less than 7 Directors. The Company in general meeting may by ordinary resolution alter the maximum or minimum number of Directors provided that the minimum is not less than 7.
- 2.2. If the number of Directors is below the minimum fixed by this Constitution, the Directors must not act except:
 - (a) in emergencies;
 - (b) for appointing one or more directors in order to make up a quorum for a meeting of Directors; or
 - (c) to call and arrange to hold a meeting of Members.
- 2.3. The Company in general meeting may by ordinary resolution appoint any person as a Director, in accordance with the provisions of this Constitution.
- 2.4. A Director need not be a Member.
- 2.5. A Director may resign from office by giving the Company notice in writing.
- 2.6. Subject to the Corporations Act, the Company in general meeting may by ordinary resolution remove any Director, and if thought fit, appoint another person in place of that Director.

- 2.7. A Director ceases to be a Director if:
- (a) the Director becomes of unsound mind or a person whose property is liable to be dealt with under a law about mental health;
 - (b) the Director resigns or is removed under this Constitution;
 - (c) the Director becomes an insolvent under administration; or
 - (d) the Corporations Act so provides.
- 2.8. With the approval of a majority of the other Directors, a Director may appoint a person as an alternate director of that Director for any period. An Alternate Director need not be a Member.
- 2.9. The appointing Director may terminate the appointment of his Alternate Director at any time. A notice of appointment, or termination of appointment, of an Alternate Director is effective only if the notice is in writing, the notice is signed by the Director who appointed that Alternate Director, and the Company is given a copy of the notice.
- 2.10. If the Director who appointed an Alternate Director is not present at a meeting of Directors, that Alternate Director may, subject to this Constitution and the Corporations Act, exercise all powers (except the power under Clause 2.8) that the appointing Director may exercise. However, an Alternate Director cannot exercise any powers of his appointing Director if that appointing Director ceases to be a Director.
- 2.11. Subject to Clause 2.13, the Company is not required to pay any remuneration to an Alternate Director.
- 2.12. The Company must not pay any fees to a Director for performing that person's duties and responsibilities as a Director. The Company must not pay any amount to a Director unless that payment has been approved by the Directors.
- 2.13. The Company must pay all reasonable travelling, accommodation and other expenses that a Director or Alternate Director properly incurs in attending meetings of Directors or any meetings of committees of Directors, in attending any meetings of Members, and in connection with the business of the Company. The board may agree to pay an annual allowance to cover these expenses
- 2.14. A Director may:
- (a) hold an office or place of profit (except as auditor) in the Company, on any terms as the Directors resolve (subject to Clause 2.12);
 - (b) hold an office or otherwise be interested in any related body corporate of the Company or other body corporate in which the Company is interested; or
 - (c) act, or the Director's firm may act, in any capacity for the Company (except as auditor) or any related body corporate of the Company or other body corporate in which the Company is interested,
- and retain the benefits of doing so if the Director discloses in accordance with the Corporations Act the interest giving rise to those benefits.
- 2.15. Subject to the Corporations Act, if a Director discloses the interest of the Director in accordance with the Corporations Act, the Director may:
- (a) contract or make an arrangement with the Company, or a related body corporate of the Company or a body corporate in which the Company is interested, in any matter in any capacity;
 - (b) be counted in a quorum for a meeting of Directors considering that contract or arrangement, and vote on whether the Company enters into the contract or arrangement, and on any matter that relates to the contract or arrangement;

- (c) sign on behalf of the Company, or witness the fixing of the common seal of the Company (if any) to, any document in respect of the contract or arrangement; and
 - (d) retain the benefits under the contract or arrangement.
- 2.16. The Directors may make interim Director appointments if the number of Directors falls below the threshold set out in clause 2.1. The interim appointments may be made by calling for nominations and following the process in clause 2.17 and 2.18 (modified as necessary to give efficacy to this clause) must be ratified by an ordinary resolution at the next meeting of Members. If the appointment is ratified at the general meeting, then that Director serves for the remainder of the term of the replaced Director.
- 2.17. Appointment of Directors are to be made following a public call for nominations, with nominations to be made no later than 21 days before the next meeting of Members ("closing date"). The Directors must advertise the call for nomination no later than 28 days before the closing date. All nominations must be accompanied by a resume of the nominee including details of referees.
- 2.18. A sub-committee of 3 people, selected by the Chairman, will review nomination applications, including making all necessary enquiries and then make a recommendation to the Directors and the meeting of Members.
- 2.19. The nomination for Director may be accepted by an ordinary resolution at the meeting of Members.
- 2.20. Directors are appointed for terms of up to 3-years (effective from the date of the meeting of Members at which they were elected). Such terms are to be recommended by the board.
- 2.21. At least two Directors must retire (and can stand for re-election) each year.

3. Officers

- 3.1. The Directors may appoint one or more of themselves to the office of managing director, for any period and on any terms the Directors resolve (subject to Clause 2.13). Subject to any agreement between the Company and a managing director, the Directors may remove or dismiss a Director from the office of managing director at any time, with or without cause. The Directors may revoke or vary the appointment of a Director to the office of managing director or any power delegated to a managing director. A person ceases to hold the office of managing director if the person ceases to be a Director.
- 3.2. The Directors may delegate any of their powers (including the power to delegate) to a managing director. A managing director must exercise the powers delegated to him or her in accordance with any directions of the Directors. The exercise of a power by a managing director is as effective as if the Directors exercised the power.
- 3.3. The Directors may appoint one or more Secretaries, for any period and on any terms (including as to remuneration) the Directors resolve. Subject to any agreement between the Company and a Secretary, the Directors may remove or dismiss a Secretary at any time, with or without cause. The Directors may revoke or vary the appointment of a Secretary.
- 3.4. To the extent permitted by law, the Company may (by agreement or deed) indemnify each Relevant Officer against a Liability of that person and Legal Costs of that person. To the extent permitted by law, the Company may also make a payment (whether by way of advance, loan or otherwise) to a Relevant Officer in respect of Legal Costs of that person.
- 3.5. To the extent permitted by law, the Company may pay, or agree to pay, a premium for a contract insuring a Relevant Officer against a Liability of that person and Legal Costs of that person.

4. Powers of the company and directors

- 4.1. The Company may exercise in any manner permitted by the Corporations Act any power which a public company limited by guarantee may exercise under the Corporations Act. The business of the Company is managed by or under the direction of the Directors. The Directors may exercise all the powers of the Company except any powers that the Corporations Act or this Constitution requires the Company to exercise in general meeting.
- 4.2. If the Company has a common seal, the Company may execute a document if that seal is fixed to the document and the fixing of that seal is witnessed by 2 Directors, a Director and a Secretary, or a Director and another person appointed by a resolution of the Directors for that purpose.
- 4.3. The Company may execute a document without a common seal if the document is signed by 2 Directors, a Director and a Secretary, or a Director and another person appointed by a resolution of the Directors for that purpose.
- 4.4. The Company may execute a document as a deed if the document is expressed to be executed as a deed and is executed in accordance with Clauses 4.2 or 4.3.
- 4.5. The Directors may resolve, generally or in a particular case, that any signature on certificates of Membership of the Company may be affixed by mechanical or other means.
- 4.6. Negotiable instruments may be signed, drawn, accepted, endorsed, or otherwise executed by or on behalf of the Company in the manner and by the persons as the Directors resolve.
- 4.7. The Directors may delegate any of their powers (including this power to delegate) to a committee of Directors, a Director, an employee of the Company, or any other person. The Directors may revoke or vary any power so delegated. A committee or delegate must exercise the powers delegated in accordance with any directions of the Directors. The exercise of a power by the committee or delegate is as effective as if the Directors exercised the power. Clauses 4.9 to 5.6 apply with the necessary changes to meetings of a committee of Directors.
- 4.8. The Directors may appoint any person to be attorney or agent of the Company for any purpose, for any period and on any terms (including as to remuneration) the Directors resolve. The Directors may delegate any of their powers (including the power to delegate) to an attorney or agent. The Directors may revoke or vary that appointment or any power delegated to an attorney or agent.
- 4.9. Any act done by a person as a Director or Secretary is effective even if the appointment of that person, or the continuance of that appointment, is invalid because the Company or that person did not comply with this Constitution or any provision of the Corporations Act. This Clause does not deal with the question whether an effective act by a person binds the Company in its dealings with other people or makes the Company liable to another person.

5. Meetings of directors

- 5.1. The Directors may pass a resolution without a meeting of the Directors being held if a document containing the resolution is sent to all Directors and a majority of the Directors entitled to vote on the resolution sign that document containing a statement that they are in favour of the resolution set out in the document. Separate copies of that document may be used for signing by Directors if the wording of the resolution and the statement is identical in each copy.
- 5.2. The Directors may meet, adjourn, and otherwise regulate their meetings as they think fit. A meeting of Directors may be held using any technology consented to by a majority of the Directors. A Director may only withdraw that consent within a reasonable period of time before the meeting. Any Director may call a meeting of Directors at any time. On request of any Director, a Secretary of the Company must call a meeting of the Directors.

- 5.3. Reasonable notice of a meeting of Directors must be given to each Director and Alternate Director.
- 5.4. A quorum for a meeting of Directors must be present at all times during the meeting. Subject to the Corporations Act, a quorum for a meeting of Directors is, if the Directors have fixed a number for the quorum, that number of Directors, and in any other case, 4 Directors entitled to vote on a resolution that may be proposed at that meeting. In determining whether a quorum for a meeting of Directors is present:
- (a) where a Director has appointed an Alternate Director, that Alternate Director is counted if the appointing Director is not present;
 - (b) where a person is present as Director and an Alternate Director for another Director, that person is counted separately provided that there is at least one other Director or Alternate Director present; and
 - (c) where a person is present as an Alternate Director for more than one Director, that person is counted separately for each appointment provided that there is at least one other Director or Alternate Director present.
- 5.5. If there are not enough persons to form a quorum for a meeting of Directors, one or more of the Directors (including those who have an interest in a matter being considered at that meeting) may call a general meeting and the general meeting may pass a resolution to deal with the matter.
- 5.6. The Directors may appoint a Director to the office of chairperson of Directors for any period they resolve, or if no period is specified, until that person ceases to be a Director. The Directors may remove a Director from the office of chairperson of Directors at any time.
- 5.7. The chairperson of Directors must (if present within 5 minutes after the time appointed for the holding of the meeting and willing to act) chair each meeting of Directors. If there is no chairperson of Directors, or the chairperson of Directors is not present within 5 minutes after the time appointed for the holding of a meeting of Directors or is present within that time but is not willing to chair all or part of that meeting, then the Directors present must elect one of themselves to chair all or part of the meeting of Directors.
- 5.8. A resolution of Directors is passed if more votes are cast in favour of the resolution than against it. Subject to Clause 2.16 and this Clause, each Director has one vote on a matter arising at a meeting of the Directors. In determining the number of votes a Director has on a matter arising at a meeting of Directors:
- (a) where a person is present as Director and an Alternate Director for another Director, that person has one vote as a Director and, subject to Clause 2.11, one vote as an Alternate Director; and
 - (b) where a person is present as an Alternate Director for more than one Director, that person has, subject to Clause 2.11, one vote for each appointment.
- 5.9. Subject to the Corporations Act, in case of an equality of votes on a resolution at a meeting of Directors, the chairperson of that meeting has a casting vote on that resolution in addition to any vote the chairperson has in his capacity as a Director in respect of that resolution.

6. Meetings of members

- 6.1. While the Company has only one Member, the Company may pass a resolution by that Member signing a record in writing of that resolution.
- 6.2. Subject to the Corporations Act, the Directors may call a meeting of Members. The Directors must call and arrange to hold a general meeting on the request of Members, and the Members may call and arrange to hold a general meeting, as provided by the Corporations Act.

- 6.3. The Company must hold an annual general meeting if required by, and in accordance with, the Corporations Act.
- 6.4. Subject to the Corporations Act, the Company must give not less than 21 days notice of a meeting of Members. The Company may call an annual general meeting on shorter notice if all Members entitled to attend and vote at the annual general meeting agree beforehand. The Company may call a general meeting (not being an annual general meeting) on shorter notice if Members with at least 95% of the votes that may be cast at the meeting agree beforehand.
- 6.5. Notice of a meeting of Members must be given to each Member, each Director, each Alternate Director, and any auditor of the Company.
- 6.6. A notice of a meeting of Members must:
- (a) set out the place, date and time for the meeting (and if the meeting is to be held in 2 or more places, the technology that will be used to facilitate this);
 - (b) state the general nature of the business of the meeting; and
 - (c) set out or include any other information or documents specified by the Corporations Act.
- 6.7. Subject to the Corporations Act, anything done (including the passing of a resolution) at a meeting of Members is not invalid if either or both:
- (a) a person does not receive notice of the meeting; or
 - (b) the Company accidentally does not give notice of the meeting to a person.
- 6.8. A meeting of Members may be held in 2 or more places linked together by any technology that gives the Members as a whole in those places a reasonable opportunity to participate in proceedings, enables the chairperson to be aware of proceedings in each place, and enables the Members in each place to vote on a show of hands and on a poll.
- 6.9. Each Member and any auditor of the Company is entitled to attend any meetings of Members. Subject to this Constitution, each Director is entitled to attend and speak at all meetings of Members.
- 6.10. A quorum for a meeting of Members must be present at all times during the meeting. A quorum for a meeting of Members is 2 Members (or in the case of 1 Member, that member only) entitled to vote at that meeting. In determining whether a quorum for a meeting of Members is present:
- (a) where more than one proxy, attorney, or representative of a Member is present, only one of those persons is counted;
 - (b) where a person is present as a Member and as a proxy, attorney or representative of another Member, that person is counted separately for each appointment provided that there is at least one other Member present; and
 - (c) where a person is present as a proxy, attorney or representative for more than one Member, that person is counted separately for each appointment provided that there is at least one other Member present.
- 6.11. If a quorum is not present within 15 minutes after the time appointed for a meeting of Members:
- (a) if the meeting was called by the Directors at the request of Members or was called by the Members, the meeting is dissolved; and
 - (b) any other meeting is adjourned to the date, time, and place as the Directors may by notice to the Members appoint, or failing any appointment, to the same day in the next week at the same time and place as the meeting adjourned.

- 6.12. If a quorum is not present within 15 minutes after the time appointed for an adjourned meeting of Members, the meeting is dissolved.
- 6.13. The chairperson of Directors must (if present within 15 minutes after the time appointed for the holding of the meeting and willing to act) chair each meeting of Members. If at a meeting of Members, there is no chairperson of Directors, or the chairperson of Directors is not present within 15 minutes after the time appointed for the holding of a meeting of Members, or is present within that time but is not willing to chair all or part of that meeting, the Members present must elect another person present and willing to act to chair all or part of that meeting.
- 6.14. Subject to the Corporations Act, the chairperson of a meeting of Members is responsible for the general conduct of that meeting and for the procedures to be adopted at that meeting.
- 6.15. Subject to the Corporations Act, a resolution is passed if more votes are cast in favour of the resolution by Members entitled to vote on the resolution than against the resolution. Unless a poll is requested in accordance with Clauses 6.17 and 6.18, a resolution put to the vote at a meeting of Members must be decided on a show of hands.
- 6.16. A declaration by the chairperson of a meeting of Members that a resolution on a show of hands is passed, passed by a particular majority, or not passed, and a record of that declaration in the minutes of the meeting, is sufficient evidence of that fact, unless proved incorrect.
- 6.17. A poll may be demanded on any resolution at a meeting of Members. A poll may be demanded by at least 5 Members present and entitled to vote on that resolution, one or more Members present, and who are together entitled to at least 5% of the votes that may be cast on that resolution on a poll, or the chairperson of that meeting. A poll may be demanded before a vote on that resolution is taken, or before or immediately after the results of the vote on that resolution on a show of hands are declared. A demand for a poll may be withdrawn.
- 6.18. A poll demanded on a resolution at a meeting of Members for the election of a chairperson of that meeting or the adjournment of that meeting must be taken immediately. A poll demanded on any other resolution must be taken in the manner and at the time and place the chairperson directs. The result of a poll demanded on a resolution of a meeting of Members is a resolution of that meeting. A demand for a poll on a resolution of a meeting of Members does not prevent the continuance of that meeting or that meeting dealing with any other business.
- 6.19. Subject to the Corporations Act, the chairperson may adjourn a meeting of Members to any day, time, and place, and must adjourn a meeting of Members if the Members present with a majority of votes that may be cast at that meeting agree or direct the chairperson to do so. The chairperson may adjourn that meeting to any day, time, and place. The Company is only required to give notice of a meeting of Members resumed from an adjourned meeting if the period of adjournment exceeds 21 days. Only business left unfinished is to be transacted at a meeting of Members resumed after an adjournment.
- 6.20. Subject to the Corporations Act, the Directors may at any time postpone or cancel a meeting of Members by giving notice not less than 5 Business Days before the time at which the meeting was to be held to each person who is, at the date of the notice a Member, a Director or Alternate Director; or auditor of the Company. A general meeting called by the Directors at the request of Members or called by the Members must not be cancelled by the Directors without the consent of the Members who requested or called the meeting.
- 6.21. Subject to this Constitution and any rights or restrictions attached to a class of Membership, at a meeting of Members, every Member present has one vote on a show of hands and on a poll.
- 6.22. In the case of an equality of votes on a resolution at a meeting of Members, the chairperson of that meeting does not have a casting vote on that resolution either on a show of hands or on a poll.

- 6.23. A Member present at a meeting of Members is not entitled to vote on any resolution if any fees or any other amount due and payable by that Member to the Company under this Constitution have not been paid, or where that vote is prohibited by the Corporations Act or an order of a court of competent jurisdiction. The Company must disregard any vote on a resolution purported to be cast by a Member present at a meeting of Members where that person is not entitled to vote on that resolution.
- 6.24. The authority of a proxy or attorney for a Member to speak or vote at a meeting of Members is suspended while the Member is present in person at that meeting.
- 6.25. An objection to the qualification of any person to vote at a meeting of Members may only be made at that meeting (or any resumed meeting if that meeting is adjourned), to the chairperson of that meeting. Any objection must be decided by the chairperson of the meeting of Members, whose decision, made in good faith, is final and conclusive.
- 6.26. A Member, who is entitled to attend and cast a vote at a meeting of Members, may vote on a show of hands and on a poll:
- (a) in person or, if the Member is a body corporate, by its representative appointed in accordance with the Corporations Act; or
 - (b) by not more than one proxy or by not more than one attorney.
- 6.27. A proxy, attorney, or representative of a Member need not be a Member. A Member may appoint a proxy, attorney, or representative for all or any number of meetings of Members, or a particular meeting of Members.
- 6.28. An instrument appointing an attorney or representative must be in a form as the Directors may prescribe or accept. An instrument appointing a proxy is valid if it is signed by the Member making the appointment and contains the name and address of that Member, the name of the Company, the name of the proxy or the name of the office of the proxy, and the meetings of Members at which the proxy may be used. The chairperson of a meeting of Members may determine that an instrument appointing a proxy is valid even if it contains only some of this information.
- 6.29. Subject to the Corporations Act, the decision of the chairperson of a meeting of Members as to the validity of an instrument appointing a proxy, attorney or representative is final and conclusive.
- 6.30. If the name of the proxy or the name of the office of the proxy in a proxy form of a Member is not filled in, the proxy of that Member is the person specified by the Company in the form of proxy in the case the Member does not choose, or if no person is so specified, the chairperson of that meeting.
- 6.31. A Member may specify the manner in which a proxy or attorney is to vote on a particular resolution at a meeting of Members. The appointment of a proxy or attorney by a Member may specify the proportion or number of the Member's votes that the proxy or attorney may exercise.
- 6.32. Unless otherwise provided in the Corporations Act or in the appointment, a proxy or attorney may demand or join in demanding a poll on any resolution at a meeting of Members on which the proxy or attorney may vote.
- 6.33. An appointment of proxy or attorney for a meeting of Members is effective only if the Company receives the appointment (and any authority under which the appointment was signed or a certified copy of the authority) before the time scheduled for commencement of that meeting (or any adjournment of that meeting).
- 6.34. Unless the Company has received notice in writing of the matter before the time scheduled for the commencement of a meeting of Members, a vote cast at that meeting by a person appointed by a Member as a proxy, attorney or representative is, subject to this Constitution, valid even if, before the person votes there is a Transmission Event in respect of that Member, that Member revokes the appointment of that person or that Member revokes the authority under which the person was appointed by a third party.

7. Members

- 7.1. Any person is eligible to apply to become a Member. Each applicant to become a Member must sign and deliver to the Company an application in the form which the Directors determine and pay any initial fee which the Directors determine. The Directors determine whether an applicant may become a Member. The Directors are not required to give any reason for the rejection of any application to become a Member.
- 7.2. If an application to become a Member is accepted, the Company must give written notice of the acceptance to the applicant and enter the applicant's name in the Register. If an application to become a Member is rejected, the Company must give written notice of the rejection to the applicant and refund in full the fee (if any) paid by the applicant.
- 7.3. The rights of being a Member are not transferable whether by operation of law or otherwise.
- 7.4. A person will cease to be a Member if the Member resigns in accordance with Clause 7.5, if the Member is expelled under Clause 7.6 or Clause 7.7 or if a Cessation Event occurs in respect of that Member. The estate of a deceased Member is not released from any liability in respect of that person being a Member.
- 7.5. A Member may resign as a Member by giving the Company notice in writing. Unless the notice provides otherwise, a resignation by a Member takes effect immediately on the giving of that notice to the Company.
- 7.6. Subject to Clause 7.8, the Directors may resolve to expel a Member if:
- (a) an Expulsion Event occurs in respect of the Member; and
 - (b) the Company gives that Member at least 10 Business Days notice in writing stating the Expulsion Event and that the Member is liable to be expelled, and informing the Member of its right under Clause 7.8.
- 7.7. The Directors may resolve to expel a Member if the Member does not pay a fee payable by the Member pursuant to this Constitution within 20 Business Days after the due date for its payment.
- 7.8. Before the passing of any resolution under Clause 7.6, a Member is entitled to give the Directors, either orally or in writing, any explanation or defence of the Expulsion Event the Member may think fit.
- 7.9. Where a resolution is passed under Clause 7.6 or 7.7, the Company must give that Member notice in writing of the expulsion within 10 Business Days of the resolution.
- 7.10. A Member may by notice in writing to the Company within 10 Business Days of receipt of the notice referred to in Clause 7.9 request that a resolution under Clause 7.6 be reviewed by the Company at the next general meeting. If such a request is made, the Directors must propose at the next general meeting of the Company that a resolution be moved to confirm the expulsion of the Member concerned.
- 7.11. A resolution under Clause 7.6 takes effect:
- (a) if the Member gives a notice under Clause 7.10, the date (if any) the resolution is confirmed by a general meeting of the Company; or
 - (b) if the Member does not give a notice under Clause 7.10, the date of the resolution.
- 7.12. A resolution under Clause 7.7 takes effect on the date of the resolution.
- 7.13. The Directors may reinstate an expelled Member on any terms and at any time as the Directors resolve, including a requirement that all amounts due but unpaid by the expelled Member are paid.

7.14. Subject to the Corporations Act and the terms of a particular class of Membership, the Company may vary or cancel rights attached to being a Member of that class, or convert a Member from one class to another, by special resolution of the Company and either:

- (a) a special resolution passed at a meeting of the Members included in that class; or
- (b) the written consent of Members who are entitled to at least 75% of the votes that maybe cast in respect of Membership of that class.

The provisions in this Constitution concerning meetings of Members (with the necessary changes) apply to a meeting held under Clause 97.14 (a).

7.15. The Company may issue to each Member, free of charge, one certificate evidencing that person as a Member.

7.16. The Company may issue a replacement certificate of being a Member if the Company receives and cancels the existing certificate or the Company is satisfied that the existing certificate is lost or destroyed, and the Member pays any fee as the Directors resolve.

8. Fees

8.1. The Directors may require the payment of fees or levies by Members in the amounts and at the times as the Directors resolve. The Directors may make fees payable for one or more Members for different amounts and at different times, and subject to the terms of Membership payable by instalments. The Directors may revoke or postpone fees or extend the time for payment of fees.

8.2. The Company must give Members at least 10 Business Days notice of fees payable by Members. A notice of fees must be in writing and specify the amount of the fee, and the time and place of payment of the fee. A fee is not invalid if a Member does not receive notice of the fee.

8.3. A Member must pay to the Company the amount of each fee made on the Member at the times and places specified in the notice of the fee. If a fee is payable in one or more fixed amounts on one or more fixed dates, the Member must pay to the Company those amounts on those dates.

8.4. A Member must pay to the Company interest at the rate of 10% per annum on any amount referred to in Clause 8.3 which is not paid on or before the time appointed for its payment, from the time appointed for payment to the time of the actual payment, and expenses incurred by the Company because of the failure to pay or late payment of that amount. The Directors may waive payment of all or any part of an amount payable under this Clause 8.4

8.5. The Company may recover an amount due and payable under Clauses 8.3 and 8.4 from a Member by commencing legal action against the Member for all or part of the amount due.

8.6. The debt due in respect of an amount payable under Clauses 8.3 and 8.4 is sufficiently proved by evidence that the name of the Member sued is entered in the Register and there is a record in the minute books of the Company of the resolution requiring payment of the fee or the fixed amount referred to in Clause 8.3.

8.7. The Company may accept from any Member all or any part of fees payable before that amount is due and payable. The Company may pay interest at any rate the Directors resolve on the amount paid before it is due and payable (from the date of payment until and including the date the amount becomes actually payable) and the Company may repay the amount so paid to that Member.

9. Notices and payments

- 9.1. The Company may give notice to a Member in person, by sending it by post to the address of the Member in the Register or the alternative address (if any) nominated by that Member, or by sending it to the fax number or electronic address (if any) nominated by that Member.
- 9.2. A notice of meeting sent by post to an address within Australia is taken to be given one Business Day after it is posted, or where to an address outside Australia, is taken to be given 5 Business Days after it is posted. Any other notice sent by post is taken to be given at the time of which the notice would be delivered in the ordinary course of post. A notice sent by fax is taken to be given on the Business Day it is sent, provided that the sender's transmission report shows that the whole notice was sent to the correct fax number.
- 9.3. The giving of a notice by post is sufficiently proved by evidence that the notice was addressed to the correct address of the recipient and was placed in the post.
- 9.4. The Directors may decide, generally or in a particular case, that a notice given by the Company be signed by mechanical or other means.
- 9.5. The Company may pay a person entitled to an amount payable in respect of Membership by crediting an account nominated in writing by that person, by cheque made payable to bearer, to the person entitled to the amount or any other person the person entitled directs in writing, or by any other manner as the Directors resolve. The Company may post a cheque under this Clause to the address in the Register of the Member or to any other address which that person directs in writing.

10. Records

- 10.1. The Company must keep minute books in which it records within one month:
 - (a) proceedings and resolutions of meetings of Members;
 - (b) proceedings and resolutions of meetings of the Directors (including meetings of committees of Directors);
 - (c) resolutions passed by Members without a meeting; and
 - (d) resolutions passed by the Directors without a meeting.
- 10.2. The Company must ensure that minutes of a meeting are signed within a reasonable time after the meeting by the chairperson of that meeting or the chairperson of the next meeting. The Company must ensure that minutes of the passing of a resolution without a meeting are signed by a Director within a reasonable time after that resolution is passed. A minute recorded and signed in accordance with this Clause is evidence of the proceeding or resolution to which it relates, unless the contrary is proved.
- 10.3. The Company must establish and administer the Register in accordance with the Corporations Act. The Company may establish and administer a branch register of Members in accordance with the Corporations Act. The Company must allow inspection of the Register only as required by the Corporations Act. Unless proved incorrect, the Register is sufficient evidence of the matters shown in the Register.
- 10.4. The Company must keep the financial records required by the Corporations Act.
- 10.5. Unless authorised by a resolution of Directors or the Corporations Act, a Member is not entitled to inspect the books of the Company.

11. Accounts

- 11.1. The Board shall cause proper accounting and other records to be kept and shall distribute copies of every profit and loss account and balance sheet (including every document required by law to be attached thereto) accompanied by a copy of the Auditors report as required by the Law to every member.
- 11.2. The Board shall cause to be made out and laid before each Annual General Meeting a balance sheet and profit and loss account made up to the end of the Company's financial year but in no case shall that date be more than five months before the date of the meeting.
- 11.3. The Board shall from time to time determine at what times and places and under what conditions or regulations the accounting and other records of the Company shall be open to the inspection of members provided that all members shall have reasonable opportunity to inspect those records.

12. Audit

A properly qualified Auditor or Auditors shall be appointed by the board and his or her duties will be regulated in accordance with the Law.

13. Winding up

- 13.1. On a winding up of the Company, the Members must determine one or more companies, associations or institutions whose constitution:
- (a) requires it to pursue only objects similar to those in Clause 1.2 and to apply its income in promoting those objects;
 - (b) prohibits it from making distributions to its members to at least the same extent as in Clause 1.3; and
 - (c) if a company, prohibits it from paying fees to its directors and requires its directors to approve all other payments the company makes to its directors,
- to whom the liquidator must give or transfer any surplus on winding up.
- 13.2. If the Members fail to make a determination under Clause 11.1 within 20 Business Days of the winding up of the Company, the liquidator must make an application to the Supreme Court in the jurisdiction the Company is taken to be registered to make that determination.

The following person(s), being the person(s) who consented to become a subscriber of the Company in the application for the registration of the Company, agree to the terms of this Constitution.

Name

Signature

(original signed by Glenn Patterson – copy overleaf)

Baw Baw Shire Council

DATE: 16th day of May 2008

Winding up

115. On a winding up of the Company, the Members must determine one or more companies, associations or institutions whose constitution:
- (a) requires it to pursue only objects similar to those in Clause 2 and to apply its income in promoting those objects;
 - (b) prohibits it from making distributions to its members to at least the same extent as in Clause 3; and
 - (c) if a company, prohibits it from paying fees to its directors and requires its directors to approve all other payments the company makes to its directors,
- to whom the liquidator must give or transfer any surplus on winding up.
116. If the Members fail to make a determination under Clause 115 within 20 Business Days of the winding up of the Company, the liquidator must make an application to the Supreme Court in the jurisdiction the Company is taken to be registered to make that determination.

The following person(s), being the person(s) who consented to become a subscribers of the Company in the application for the registration of the Company, agree to the terms of this Constitution.

Name	<u>Glenn Patterson</u>	Signature	<u></u>
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Baw Baw Shire Council

DATE: 16th day of May 2008



Helen Rose
Company Secretary



C4 - REPORT

GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT

ITEM C4.1**PLACE NAMES COMMITTEE - MINUTES**

DIVISION: BUILT & NATURAL ENVIRONMENT
 ACTION OFFICER: MANAGER ASSETS & PROJECTS
 DATE: 7 JUNE 2016

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

OBJECTIVE

The purpose of this report is for Council to receive the minutes from the Place Names Committee meeting held on 3 May 2016 and to consider the recommendations from that meeting.

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

That:

- 1. Council receive and note the minutes of the Place Names Committee meeting held on 3 May 2016.***
- 2. Arising from the Place Names Committee meeting of 3 May 2016, Council adopt the following recommendation:***

That:

- a) (i) The name MALONEY be added to the Council Approved Road Name Register for Rosedale recognising Kevin Maloney's brave action in averting a potential disaster by crash landing his aircraft in a paddock and avoiding the township of Rosedale; and***

(ii) The name MACLEOD be added to the Council Approved Road Name Register for the Shire with preference for the Rosedale area bearing in mind the Guidelines for Geographic Names and the proximity rules for existing road names to recognise Sgt David J MacLeod who lost his life when his parachute failed to open in this incident over Rosedale; and
- b) That a letter be sent to all affected property owners that it is proposed to change the name of Boundary Track, Valencia Creek to Wagtail Way and that if no negative response is received within 30 days then apply to the Registrar of Geographic Names to formalise the name; and***
- c) That the York Street entrance to the IGA carpark in Sale be named Sillett Lane and that a letter be sent to all affected property and business owners and if no negative response is received within 30 days then apply to the Registrar of Geographic Names to formalise the name.***

BACKGROUND

The Place Names Committee is an advisory committee that meets quarterly to make recommendations to Council on geographical place name issues.

OPTIONS

Council have the following options available:

- To receive the minutes of the Place Names Committee; or
- Seek further information and consider at a future meeting.

PROPOSAL

1. That Council receive and note the minutes of the Place Names Committee meeting held on 3 May 2016.
2. Arising from the Place Names Committee meeting held on 3 May 2016, Council adopt the following recommendation:

That:

- a) (i) The name MALONEY be added to the Council Approved Road Name Register for Rosedale recognising Kevin Maloney's brave action in averting a potential disaster by crash landing his aircraft in a paddock and avoiding the township of Rosedale; and

(ii) The name MACLEOD be added to the Council Approved Road Name Register for the Shire with preference for the Rosedale area bearing in mind the Guidelines for Geographic Names and the proximity rules for existing road names to recognise Sgt David J MacLeod who lost his life when his parachute failed to open in this incident over Rosedale; and
- b) That a letter be sent to all affected property owners that it is proposed to change the name of Boundary Track, Valencia Creek to Wagtail Way and that if no negative response is received within 30 days then apply to the Registrar of Geographic Names to formalise the name; and
- c) That the York Street entrance to the IGA carpark in Sale be named Sillett Lane and that a letter be sent to all affected property and business owners and if no negative response is received within 30 days then apply to the Registrar of Geographic Names to formalise the name.

CONFLICT OF INTEREST

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

LEGISLATIVE IMPACT

The *Local Government Act 1989* provides Council the power to approve, assign or change the name of a road. Council in exercising this power must act in accordance with the guidelines provided for under the *Geographical Place Names Act 1998*.

COMMUNITY IMPACT

The process for the changing of a road name will be followed by contacting the Office of Geographic Names where emergency services are notified and relevant databases are updated. There will be some minor inconvenience to those residents who reside on the affected road while those businesses who operate from the carpark entrance will have a more meaningful address.

Attachment 1



PLACE NAMES COMMITTEE (PNC) MEETING

3 MAY 2016 AT 3:30PM

MACALISTER RIVER ROOM

MINUTES

ATTENDEES:

Councillor Darren McCubbin (Chairperson)
Councillor Emilie Davine
Dean Morahan (Manager Assets & Projects)
Sandra Rech (Coordinator Asset Management)
James Blythe (GIS Officer)

MEETING OPENING

Meeting opened at 3:45pm

APOLOGIES

Councillor Patrick McIvor

CONFLICT OF INTEREST

Nil

1. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

It was moved:

Councillor McCubbin/Davine

That the minutes of the previous Place Names Committee meetings held on 9 February 2016 be accepted.

Carried

2. CURRENT ISSUES

2.1 Sunday Island

Ambulance Victoria has expressed its concern that Sunday Island is difficult to identify in an emergency response situation. This is on the basis that the island is in the locality of Port Albert and has no named roads or addressing.

Advice received from the Office of Geographic names is that Sunday Island should become its own locality, all tracks be named and all dwellings numbered.

The owners of Sunday Island were contacted several times to ascertain their views and a response was not received. At the 17 November 2015 Place Names Committee meeting it was determined to close this item, however the Office of Geographic Names requested that it remain open. There are several unaddressed islands around the coast of Victoria and the OGN and DELWP are investigating how best to address this issue (refer to attachments). In the meantime, the island property has been re-addressed from Telegraph Road, Port Albert, to 1 Sunday Island, Port Albert to alleviate confusion.

It was resolved at the 9 February 2016 meeting that this item remain open pending further information from the Office of Geographic Names.

It was moved:

Councillor Davine/McCubbin

That this item remain open pending a response from the Office of Geographic Names.

Carried

2.2 Omeo Road Dargo

Omeo Road in Dargo is currently signposted "Bridge Road" between Lind Avenue and the Dargo River and "Old Omeo Road" on the east side of the river. One resident recently had an issue with one government department having a Bridge Road address conflicting with the official Omeo Road address held by Wellington Shire Council.

Council officers have investigated this matter and recommend that the road signs be replaced with the name currently registered which is Omeo Road. This will have the least impact to property owners and residents.

It was resolved at the 9 February 2016 meeting to write to the affected property owners clarifying that the road is already known as Omeo Road and that the correct road name signs will be erected. A letter has been sent, however the road name signs have not yet been altered.

It was moved:

Councillor McCubbin/Davine

That this item remain open.

Carried

2.3 Tip Road, Seaspray

Council at its meeting of 15 September 2015 following a request from a resident and a recommendation from the Place Names Committee, resolved the following:

That a letter be written to the proponent of the name change of Tip Road, Seaspray explaining that Tip Road was named because it was locally known as the tip of the fertile flats of Merrimans Creek with the land to east considered unproductive. The road was not named after the transfer station and it is appropriate to recognize the history of this name

and maintain the existing road name. However if the proponent can demonstrate unanimous support for change, then it will be revisited.

It was moved at the November 2015 Place Names Committee meeting:
That letters be sent to affected property owners in Tip Road to gauge their support in renaming the road to McKenzie Road and to advertise the proposed road name change locally and report back to the next Committee meeting.

Letters were sent out and various methods were used to advertise the proposed name change and a variety of responses were received with the following result: *For (5); against (3); Alternative name (1).*

While it was resolved at the 9 February 2016 meeting that Tip Road be renamed McKenzie Road and the name Gaslight be removed from the Approved Road Name Register as this name refers to William "Gaslight" McKenzie, however at the Council Meeting of 1 March 2016 neither resolution was voted on.

It was moved:
Councillor Davine/McCubbin
That this item remain open.

Carried

2.4 Road extent enquiry, Alberton

Cr Wenger was approached by a resident of Alberton with a query regarding the extents of Johnson Street and Tannery Road. This issue appeared to have been resolved in 2003 (see attached letter) and will require further investigation.

It was moved at the November 2015 meeting that the 2003 decision be supported and that Council Officers report back to the committee on action taken at the next meeting.
While this issue has not yet been resolved it does not appear that a road name change is required as the extents of the road appear to be correct and it appears to be a property addressing issue.

It was moved:
Councillor McCubbin/Davine
That this item remain open.

Carried

2.5 Street addressing issues, Earl Street, Woodside

There are several issues regarding Earl Street, Woodside, which will require further investigation (see attached). The street numbering is not consistent and the constructed road segments are not contiguous.

It was moved at the November 2015 meeting that property owners are contacted regarding this issue and seek their road name preferences to resolve the confusion and report back to the committee at the next meeting.

It was moved:
Councillor Davine/McCubbin
That a proposal be brought back to the next Place Names Committee Meeting to resolve this issue and that this item remain open.

Carried

2.6 Nomination of ANZAC name FINDLEY

As part of the research being conducted by the Wellington Shire Heritage Network on the ANZAC Commemorative Naming Project, the name FINDLEY was nominated to be placed on the Council Approved Road Register for the Stratford area.

It was resolved at the 9 February 2016 meeting to accept the name FINDLEY for use in the Stratford area and the name has been added to the Approved Road Names Register.

It was moved:
Councillor McCubbin/Davine
That this item be closed.

Carried

2.7 Additional Name for the Approved Road Names Register

In 2011, the name TARNDANG (local indigenous name for grass tree) was approved for use in a road renaming proposal. The road name was not used and was not placed on the Council Approved Road Register at the time.

It was resolved at the 9 February 2016 meeting to accept the name TARNDANG and the name has been added to the Approved Road Names Register.

It was moved:
Councillor Davine/McCubbin
That this item be closed.

Carried

3. GENERAL BUSINESS

3.1 Nomination of the names MACLEOD and MALONEY

A request has been received to name future streets in Rosedale after David MCLEOD and Kevin MALONEY (see attached email).

* There is currently a McLeod Court in Rosedale.

It was moved:
Councillor McCubbin/Davine
That:

- a) The name MALONEY be added to the Council Approved Road Name Register for Rosedale recognising Sgt Kevin Maloney's brave action in averting a potential disaster by crash landing his aircraft in a paddock and avoiding the township of Rosedale.
- b) The name MACLEOD be added to the Council Approved Road Name Register for the Shire with preference for the Rosedale area bearing in mind the Guidelines for Geographic Names and the proximity rules for existing road names to recognise Sgt David J MacLeod who lost his life when his parachute failed to open in this incident over Rosedale.

Carried

3.2 Request to change the name of Boundary Track, Valencia Creek

A request has been received to change the name of Boundary Track, Valencia Creek to WAGTAIL WAY (see attached email).

This request was initiated due to it being difficult to locate Boundary Track.



It was moved:

Councillor Davine/McCubbin

That a letter be sent to all affected property owners that it is proposed to change the name of Boundary Track, Valencia Creek to Wagtail Way and that if no negative response is received within 30 days then apply to the Registrar of Geographic Names to formalise the name.

Carried

3.3 Request to name an unnamed road off Bengworden Road, Perry Bridge

An unnamed road off the Bengworden Road, Perry Bridge has just been listed on the Wellington Shire Register of Public Roads.

It was moved:

Councillor McCubbin/Davine

That a letter be sent to all affected property owners with the view to select a road name at the next Place Names Committee Meeting.

Carried



3.4 Request to name a private road off the Seaspray Road, Seaspray

A request has been received to name an unnamed private road at 2325 Seaspray Road, Seaspray WATTLEBIRD CLOSE (see attached email).

It was moved:

Councillor Davine/McCubbin

While it is recognised that Wattlebird Close has been taken from the Approved Road Names Register, the Place Names Committee would like to further investigate local names in naming of this road and a letter be sent to the proponents seeking feedback and report back to the next Place Names Committee Meeting.

Carried



3.5 Request to name Greenvale Corner, Tinamba

A request has been received to officially name the intersection of Tinamba-Newry Road and Tinamba-Glenmaggie Road GREENVALE CORNER (see attached email).

It was moved:

Councillor McCubbin/Davine

That this name be further investigated and reported back to the next Place Names Committee Meeting.

Carried



3.6 Request to name the entrance to the IGA Carpark in Sale

A request has been received to give a road name to the York Street entrance to the IGA carpark in Sale. The entrance is not a road and is on property owned by Wellington Shire Council.

It was moved:

Councillor Davine/McCubbin

That the York Street entrance to the IGA carpark in Sale be named Sillett Lane and that a letter be sent to all affected property owners and business' and if no negative response is received within 30 days then apply to the Registrar of Geographic Names to formalise the name.

Carried



4. NEXT MEETING

Tuesday 2 August 2016 at 3.30pm

5. CLOSE

Attachments for Item 2.1

From: Sent: Thursday, 7 January 2016 3:49 PM

Subject: Sunday Island addressing

Good afternoon,

On behalf of Council's Place Names Committee, I am responding to an old issue that was raised by Ambulance Victoria in 2014 i.e. Sunday Island addressing.

After contacting the owners on several occasions and not having received a response, the Place Names Committee will not be pursuing this matter any further, particularly since the island and some of its features (including Lipscombe Point, where the island access and cabins are located) are already registered in VicMap.

Please contact me should you wish to discuss this matter further.

Regards,

Sent: Thursday, 7 January 2016 4:34 PM

Subject: RE: Sunday Island addressing

Thanks for letting us know.

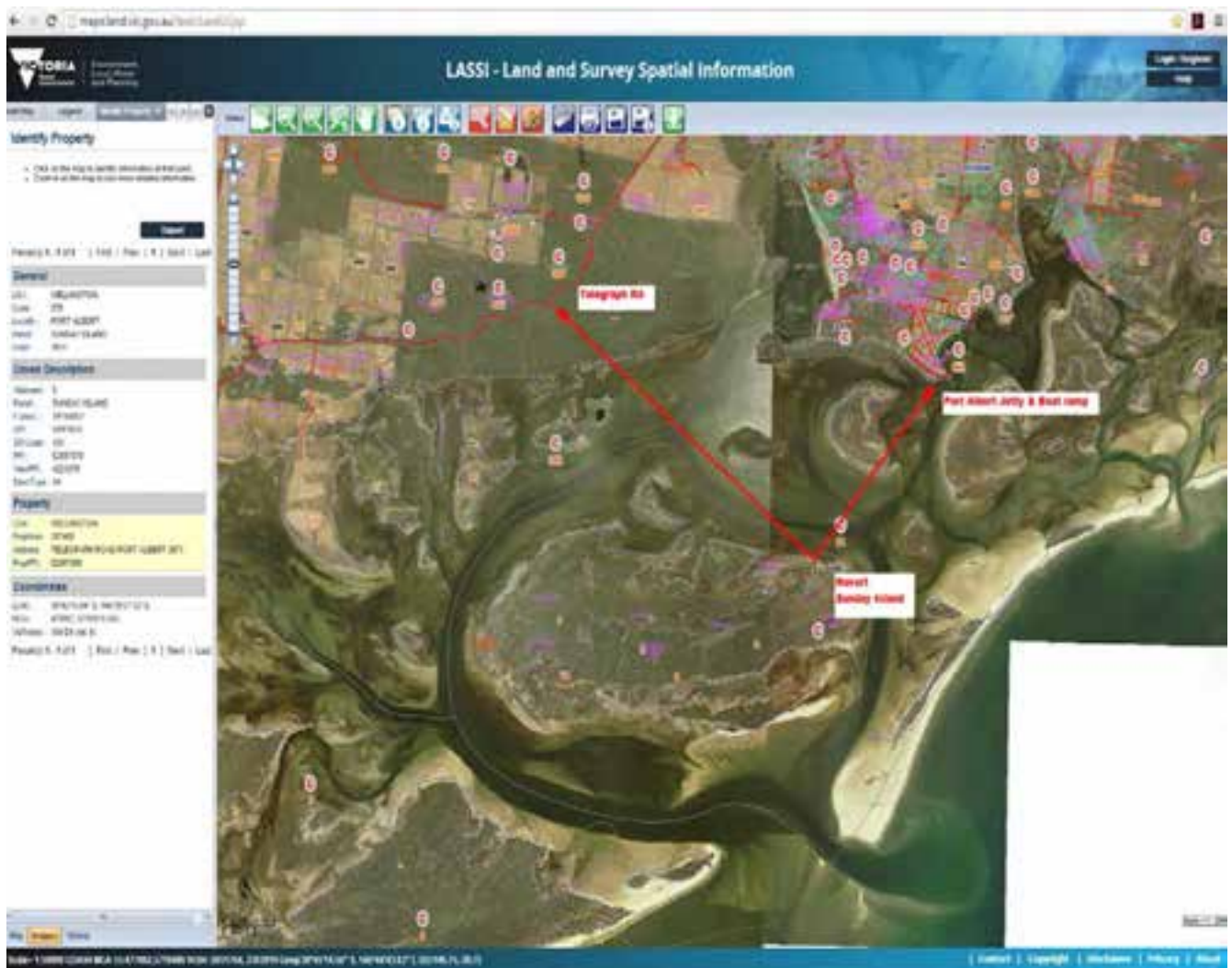
I had raised it initially as I had thought that it should be like other Victorian Islands, eg Elizabeth Island that have been given their own locality boundary, thus their own addressing, so the dispatch address doesn't come up as somewhere else on the main land or another island and also triggers the right type of response resource.

Just rechecked and noted in Vicmap data that Sunday Island still does not have its own locality boundary associated to its namesake and all the allotments on the island are still addressed to TELEGRAPH ROAD PORT ALBERT 3971 which is on the mainland.

I hope we are never dispatched to Telegraph Rd, when in fact we are required to meet at the Port Albert Boat ramp with an ambulance or HEMS (air) response directly to the island.

Without an address on the island there is nothing to trigger a location warning in the computer aided dispatch system, like... "Check if meeting at port Albert boat ramp or is HEMS required to attend on the island."

<http://maps.land.vic.gov.au/lasi/LassiUI.jsp>



BEING RESPECTFUL | WORKING TOGETHER | BEING ACCOUNTABLE | OPENLY COMMUNICATING | DRIVING INNOVATION

Sent: Thursday, 7 January 2016 4:48 PM

Subject: RE: Sunday Island addressing

Thanks for the response.

Following on from email.

Should Council not want to address features on the island is one thing. I note VICNAMES has a number of the geographic features captured. As Council is the naming authority for localities at the very least you need to articulate in a NES request the extent of the locality, this will distinguish itself from Port Albert on the mainland.

If you wish we can discuss appropriate boundaries. There would need to be an advertisement and engagement again with the local residents/owners.

This request is being done on the basis of emergency service provision, so objections to the proposal do not necessary need to be considered.

The Guidelines state page 42:

If a request is made in the interest of public safety, the municipal council must respond within 30 days and action the request within one Council meeting of that initial response.

Will a letter from OGN in support of Emergency Services request assist in this matter?

Let me know how you would like to proceed.

Kind regards

Sent: Wednesday, 13 January 2016 8:07 AM

Subject: RE: Island addressing

I am including some background information for those on the CC list that may not have had much involvement in the "000" Project.

Background.

The "000" project was coordinated by DELWP in collaboration with CFA, Ambulance Victoria, Emergency Services Telecommunications Authority (ESTA), Alpine Resorts and the French Island Community Association. The project aimed to fill the gaps in Vicmap for Emergency management purposes. No money was allocated to it and it was purely a project in collaboration with others.

Vicmap covers most of Victoria and is used by all. The largest user base that I work with would be Local Government who are custodians of address and property data. Their data, under a maintenance agreement, helps us keep Vicmap up to date. Another high volume user would be the ESTA via "000" calls.

Basically the Alpine Resorts (Un-incorporated areas, not managed by Local Government) have been black holes in the State Government mapbase (Vicmap). The Alpine resorts are now completely addressed and loaded into Vicmap and hence the "000" data at ESTA.

French Island was another black hole in Vicmap with missing roads and addresses. If a "000" call were to be made it would be difficult for the operator to verify where the caller was. Address and road signage not only helps the occupant in the case of an emergency it also aids a visitor to the location. French Island is now complete and in Vicmap data.

It has been the push from ESTA that has driven us to get the Alpine addresses and properties into Vicmap, likewise French Island. The ultimate goal of this project is to have authoritative data for all Victoria, to a national standard. Inclusion in Vicmap ensures that the data is available for use for a range of critical users.

An on-going problem that was communicated by Ambulance Victoria many years ago was the lack of addressing of Islands on our southern coast of Victoria. The non-addressing of these Islands in some cases has resulted in time delays for "000" calls over past years because the caller could not properly describe their address. A good example is on Sunday Island which has an address of Telegraph Road Port Albert in Vicmap on-line which is completely wrong as that road is on the main land, many kilometers away.

Below are my thoughts on actions that will move us forward. The key to all of these is to create new localities. I will talk to the Shire's and Parks Victoria over the next few weeks to formulate a plan to move this forward.

WELLINGTON SHIRE.

1. SUNDAY ISLAND

<https://www.google.com.au/maps/place/38%C2%B042'11.6%22S+146%C2%B039'54.4%22E/@-38.7032278,146.6629103,1060m/data=!3m2!1e3!4m2!3m1!1s0x0:0x0>

- owned by a shooters club, no access by public, should be addressed.
- currently has one address point at western end of island addressed to Telegraph Road Port Albert which is on the mainland.
- need to add airfield in FOI.
- create new locality, advertise in interest of public safety and create new address as in 2.

2. DOG ISLAND (aka Big Dog Island)

<https://www.google.com.au/maps/place/38%C2%B041'42.0%22S+146%C2%B032'36.7%22E/@-38.6950018,146.5413393,1061m/data=!3m2!1e3!4m2!3m1!1s0x0:0x0>

- house on Little Dog Island requires addressing
- create 2 new islands and address to island as per guidelines



FIGURE 6.2 NUMBERING ON AN ISLAND

The following is an example of recording an address number on an island:

Address number:	57
Water name:	Moturua Island
Locality name:	Bay of Islands

3. LITTLE DOG ISLAND

<https://www.google.com.au/maps/place/38%C2%B041'26.4%22S+146%C2%B033'49.5%22E/@-38.6906585,146.5619185,891m/data=!3m2!1e3!4b1!4m2!3m1!1s0x0:0x0>

- 1 house to address on eastern side as above. Address to jetty after creating localities.



4. BULLOCK ISLAND

<https://www.google.com.au/maps/place/38%C2%B041'37.3%22S+146%C2%B034'59.9%22E/@-38.6936858,146.5811123,1061m/data=!3m2!1e3!4b1!4m2!3m1!1s0x0:0x0>

- may be buildings on southern end, un-sure



SNAKE ISLAND (aka La Trobe Island)

<https://www.google.com.au/maps/place/38%C2%B046'02.5%22S+146%C2%B029'31.9%22E/@-38.7678165,146.4873125,2436m/data=!3m1!1e3!4m2!3m1!1s0x0:0x0>

- 2 buildings, contacted Parks re addressing. Suggest creating a locality and addressing as per 2. Have contacted [REDACTED] of Parks and awaiting a response.
- one on western edge



and one on northern edge



Regards,
Land Services, Local Infrastructure.
Department of Environment, Land, Water and Planning (DELWP)

Attachments for Item 3.1
Proposed Road Names for Rosedale

Sent: Wednesday, 10 February 2016 11:31 AM

Subject: FW: Rosedale one for the very important place name committee perhaps

Hi

The work of the Place Names Committee never ends. Can you consider the names of Maloney and MacLeod as being potential names (as long as they are not being used). We can talk about this at the next meeting.

From: Sent: Wednesday, 10 February 2016 10:59 AM

Subject: FW: Rosedale one for the very important place name committee perhaps

I will email back and say I have passed in on to the Mayor. Glad the trees are staying.

Sent: Tuesday, 9 February 2016 5:26 PM

Subject: Rosedale

I have done some research into the happening at Rosedale on 24//1945 and have discovered that the town has a hero it can claim as its own.

The story attached explains matters and, as you will note, the pilot of AX 225 more or less did for Rosedale what Leonard Fuller did for Brocklesby in 1940 – both events are in my book.

One is remembered and celebrated, the other is forgotten. An appropriate and sizeable memorial in the main street, with an annual service of remembrance could be made to draw a lot of attention to the place.

Your thoughts would be appreciated. You will recall an earlier discussion re the possible future naming of a street in honour of Kevin Maloney and/or David MacLeod.

With thanks

Attachment for Item 3.2 Boundary Track

Please change the name of the road on my property from "Boundary Track" to "Wagtail Way" (chosen from current Council Approved Road Names Register).

[redacted] and [redacted] are the owners of the two properties that are accessed solely from this road.

[redacted] the owner of the only other property adjacent to this road but does not use it for main access.

Please keep me informed of your progress via email.

Attachment for Item 3.4 Proposed Name for a Private Road

Thank you for all of the information on the naming of our private road.

I have made contact with all parties involved and who reside at 2325 Seaspray Road.

We have come to an agreement, taking into consideration the already approved names for our locality suggested in the list, that we would like to select **Wattlebird Close** as the name for our road.

Hopefully, this can be added to the agenda for the next Place Names Committee meeting on the May 3rd.

We are presently travelling to Broome in the caravan but I have my lap top and can be contacted via email whilst we are away, if necessary. I can also be contacted by mobile phone but sometimes we will be travelling in areas where signal is limited or non-existent but, if you left a message, I would contact you as soon as signal resumes.

Thanking you in anticipation,
Yours sincerely

Subject: 2325 Seaspray Road, Seaspray
Date: Fri, 22 Apr 2016 06:21:01 +0000

Following our conversation regarding your enquiry about obtaining a road name for your private road servicing properties at 2325 Seaspray Road here are some links that you may find helpful. There is a Council Approved list of road names for various locations that may be selected which will expedite the process of naming your road. There are only three names on the list specifically for Seaspray, however there are some that are approved for the whole shire. The list is at the bottom of the page at:

<http://www.wellington.vic.gov.au/Developing-Wellington/Built-Environment/Roads>

When approving a road name, Council must follow the Guidelines produced by the Office of Geographic Names who ultimately endorse the names that Council approve. As your road is private there is less need for consultation, however selecting a name from the above list would bypass any concerns from Council in any event. These guidelines may be downloaded at:

<http://www.dtpli.vic.gov.au/property-and-land-titles/naming-places-features-and-roads/guidelines-for-naming-or-proposing-to-name-or-rename-a-place>

It is important that if you select another name that you also check that there are no other roads in close proximity (30kms) as these names will be rejected by the Office of Geographic Names.

While it is entirely up to you and your Owners Corporation to nominate a road name, I do know that we have received submissions to rename Tip Road after the McKenzie family who farmed the land where your road and property is now and while that proposal didn't proceed as the property owners in Tip Road were not unanimous in their decision, I would expect the Place Names Committee to look favourably on naming a road where the McKenzie farm was. The guidelines like to link a name to the place so other options would be indigenous names (these names are often checked with local indigenous groups) or flora or fauna etc.

The next meeting of the Place Names Committee is on 3 May, so I will need a submission by Friday 29 April, to be able to get it into the agenda. As this does not give you much time to meet with other in your group you may like to aim for the next meeting which will be in August.

If you would like any clarifications or wish to discuss any of this then please feel free to call or email.

Regards

OWNERS CORPORATION PS 532270 C
2325 A to 2325 D Seaspray Road Seaspray Victoria 3851

WELLINGTON
SHIRE COUNCIL

21 APR 2016

RECEIVED



15 April 2016

CEO Wellington Shire Council

70 Foster Street

Sale Vic. 3850

Dear Sir

There are four by one acre blocks of land at 2325 Seaspray Road Seaspray serviced by one common road. This common road is on the left hand side of Seaspray Road, almost opposite Panorama Drive.

Three of the blocks, 2325A, 2325B and 2325D have residences in which families live; one, 2325C is vacant land.

The common road, which allows access to each of these properties, is subject to the rules and regulations of an Owners Corporation, as above.

We have placed two signs on the roadside at the entrance to the common road. One is a sign indicating the street number (2325) and the other is a sign indicating that it is a private road.

We are concerned that, for the purpose of emergencies such as 'police', 'fire' or 'ambulance', our particular addresses cannot be found easily by those who are dispatching appropriate emergency personnel.

We are seeking advice on how best to address this problem and are asking that we might be able to give our private road a name which would be added to the appropriate maps for use by emergency organisations.

We would appreciate your serious consideration and useful suggestions on how to best solve this problem.

Yours faithfully,

Anne Jubb

Chairperson, Owners Corporation



Tamara Penkara

Secretary, Owners Corporation



Attachment for Item 3.5
Greenvale Corner

Sent: Tuesday, 26 April 2016 9:59 AM

Subject: RE: Greenvale Corner

Good morning,

Thank you for your suggestion and enquiry.

I will submit your request to our place names committee for consideration. It may take some time before you receive a reply, as due diligence needs to be followed.

As to Winkies Corner?????Caught everyone by surprise many years ago.I believe this was an act by the Rosedale council about the same time as they did Kenevans.

I well remember the discussion at a Saturday morning gathering in Dalgetys,as no one appeared to know anything about the Winkie family,except to say that they never lived at the corner.Evidently they lived further down into Denison,and may have contributed to the benefit of the old Rosedale Shire.But it is certainly not a name that has been mentioned in any local discussions.

Maybe our Historical Society or Linda Barraclough has more info.Something to follow up

Trusting you are well

Sent: Monday, 25 April 2016 2:48 PM

Subject: Greenvale Corner

Good afternoon,

Driving around the district, I notice we have "Kenavan's Corner" and "Winkies Corner" all with signs erected by the Wellington Shire, I presume. Can you please tell me why 'we' cannot have a sign on "Greenvale Corner" on the Tinamba/Glenmaggie road? Greenvale Corner is a well known landmark, known to many, many local residents, the Greenvale farms have had a long association with the (then) Maffra Hospital and a plaque at the front of the Hospital has reference to the Farm.

I look forward to your reply, but more importantly, a sign on Greenvale Corner.

Regards,

Attachment for Item 3.6

Request to name the entrance to a Carpark, Sale

Hi team,

I run my own mortgage broking business from a shopfront in Sale facing a street (lane) with no name. My shop is located in the IGA building, facing outward towards the laneway that leads to the car park behind IGA. Now you can see my frustration because every new client I get, I need to explain the location of the shop without being able to give them a street name. There are now 6 other small business with shopfronts trading from this laneway that struggle to easily describe where they are.

All I'm asking for is a street sign with a name on it. How can we make this possible?

Thanks

Attachment for Item 2.4

7 April, 2003

Registrar of Geographic Names
Department of Sustainability & Environment
PO Box 500
EAST MELBOURNE, VIC. 3002

I wish to advise that Council, via its Place Names Committee, has recently resolved to reinstate a road name of historical importance to the local community.

At its meeting on April 1, 2003 Council adopted a recommendation of the Place Names Committee to reinstate the name Tannery Road for the section of Manns Beach Road between Yarram-Port Albert Road and the bridge at Tarraville. This matter arose as a result of the continued confusion being experienced by visitors to the Tarraville area. Local residents have continued to refer to the section of road as Tannery Road despite it being changed to Manns Beach Road several years ago.

Council sought public comment on the proposal to rename the section of road and received five submissions, all strongly in favour of the change.

I have attached a map detailing the section of road in question.

Please do not hesitate to contact me on if you have any further queries.

Yours faithfully

Encl.

Attachment for Item 2.5

Earl Street, Woodside





C5 - REPORT

GENERAL MANAGER COMMUNITY AND CULTURE

ITEM C5.1**CAMERON SPORTING COMPLEX COMMITTEE OF
MANAGEMENT MINUTES**

DIVISION: COMMUNITY AND CULTURE
ACTION OFFICER: MANAGER HEALTHY LIFESTYLES
DATE: 7 JUNE 2016

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 Ordinary Meeting held on 16 March 2016.

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

That Council receive the minutes from the Cameron Sporting Complex Committee of Management's Ordinary Meeting held on 16 March 2016.

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.

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 Ordinary Meeting held on 16 March 2016; 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 Ordinary Meeting held on 16 March 2016.

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 2013-17 Theme 4 Infrastructure states the following strategic objective and related strategy:

Strategic Objectives

Asset and infrastructure that meet current and future community needs.

Strategy 4.2

Ensure assets are managed, maintained and renewed to meet service needs.

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

16 March 2016, 7.00pm
Cameron Sporting Complex

WELLINGTON
SHIRE COUNCIL

12 MAY 2016

RECEIVED

Meeting Opened Time:

1. Present / Apologies

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

Visitors - Robert Rowley - apology

Quorum Achieved? Yes

2. Declaration of Conflicts of Interest - Nil

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

Moved: A. Gaw

Seconded: B. Hillbrich

CARRIED

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

4. Business Arising from Previous Minutes

Unsure if Hockey lights have been fixed - Bronwyn to follow up.

5. Correspondence In

- Nil

6. Correspondence Out

- Minutes to Council

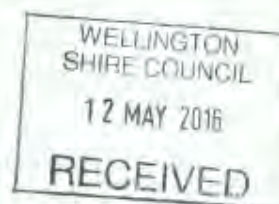
7. Reports

7.1 Chairperson's Report - Nil

7.2 Treasurer's Report - Moved

A. Gaw

Seconded P. Berry



7.3 User Group Reports

Gymnastics

- Mardi Gras finishes this weekend after a long 6 weeks of fundraising.
- Nominated Australian Club of Year also being announced Saturday night.
- The Club has been approached to hold a Gymstar competition.
- Representatives of the Club attended the Council meeting on Tuesday 15 March and made a presentation in relation the extension and Grant funding.
- AGM to be held Tuesday 22 March.
- An adult gymnast was injured and in the pit, an ambulance was called and once again access was an issue.

Hockey

- Season starts 23 April against Swan Reach. 1st home game is 28 May. Majority of home games are in the second half of the season.
- Round Robin is being held this Saturday in Bairnsdale for junior players.
- Jane is continuing her Hockey Roadshow organised through Hockey Victoria.
- Maffra Bowls Club has some synthetic turf available for purchase - looking into purchasing some for the muddy areas.

Basketball

- Traralgon tournament was held last weekend 9 sides 7 teams into semi-finals and 2 won g/f u.10 boys and u.16 girls
- Week to go - teams/numbers looking strong for next season.
- 2 camps are being run over school holidays
- Latrobe Energy 5 April
- Rhys Carter 31 March

Cricket

Nil

Football

Nil

8. General Business

- Gymnastics made their presentation to Council - \$1.4m needed for extension. Gymnastics has now been classed a regional centre. \$650,000.00 state money is available for a grant. For the application both Gymnastics and Basketball to be included. Application to be submitted by end September and the outcome will be known in March 2017. The money would be available in 2018/2019 year. Council officers will be contacting user groups for input into the application.

- Mowing tenders - the WSC will be advertising the tenders and awarding the tender.
- Bore - water has been found at 96 metres. No footy games until 14 May and the Junior League has been advised of this. Any leftover grant money to be used to upgrade the other ovals watering systems.
- Council has been contacted in relation to Motorbikes and people golfing. We will look at getting signs put about around the grounds.

9. Next Meeting Thursday 21 April 2016

Meeting Closed Time: 7.47

These minutes are:

Confirmed as true and correct on 28/4/16
Date

Or

Corrections have been made and noted at the meeting on
Date

Chairperson Signature.....

CAMERON SPORTING COMPLEX - COMMITTEE OF MANAGEMENT
FINANCIAL STATEMENT - MONTH ENDED 29th FEBRUARY 2016

CHEQUE ACCOUNT
RECEIPTS

	FEBRUARY	Y.T.D.
Wellington Shire:		
Maintenance Grant		\$ 45,031.65
Audit Works		\$ 6,249.00
Reimbursements:		
Basketball Association	\$ 851.70	\$ 12,260.08
Gymnastics		\$ 6,886.29
Rentals:		
Maffra Junior Football Club		
Maffra Hockey Club		
Maffra Cricket Club		
Schools		
Miscellaneous Rentals		
Other Income:		
Miscellaneous		\$1,885.82
GST Reimbursement		\$ 2,539.53
GST Collected on Receipts	\$ 85.17	
Bank Interest		
Transfers:		
From Investment Acc	\$ 5,000.00	\$ 14,500.00

PAYMENTS

	FEBRUARY	Y.T.D.
Electricity -		\$ 9,045.58
Reserve:		
Gippsland Water	\$ 3,102.81	\$ 4,953.11
Origin	\$ 87.42	\$ 339.64
Stadium:		
Origin	\$ 55.03	\$ 1,062.16
Mowing Contract:		
Maffra Golf Club	\$ 3,618.18	\$ 7,372.72
Contract Cleaning:		
Cleaning	\$ 1,457.35	\$ 14,133.55
Maintenance:		
Stadium		\$ 4,668.83
Reserve/Pavilion		\$ 4,681.00
Miscellaneous:		
Rubbish Collection	\$ 315.00	\$ 2,940.00
Toilet Supplies	\$ 128.25	\$ 643.85
Audit Costs		\$ 300.00
Sundries:		
PO Box Rental		
Postage		\$ 18.19
Materials		
Equipment		
Bank Charges		
Other Expenses:		
GST on Expenses	\$ 566.11	\$ 4,502.53
GST to Shire	\$ 165.45	\$ 1,191.76
Transfer:		
To Investment Account		\$ 40,000.00

Total Receipts	\$ 5,936.87	\$ 89,152.37
Balance 1st July 2015		\$ 7,438.61
Total		\$ 96,590.98

Total Payments	\$ 9,495.60	\$ 95,852.92
Balance 29th February 2016		\$ 738.06
Total		\$ 96,590.98

Bank Reconciliation

Balance as per Bank Statement (copy attached) \$ 738.06
Less unrepresented cheques
Cheque No.

Balance as at 29th February 2016

\$ -
\$ 738.06

**SAVINGS ACCOUNT
RECEIPTS**

	FEBRUARY	Y.T.D.
Interest	\$ 36.26	\$ 176.26
Transfers In		\$ 40,000.00
Total Receipts	\$ 36.26	\$ 40,176.26
Balance 1st July 2015		\$ 47,201.31
Total		\$ 87,377.57

Bank Reconciliation

Passbook Balance as at 29th February 2016

PAYMENTS

	FEBRUARY	Y.T.D.
Bank Charges		
Transfers Out		\$ 9,500.00
Total Payments	\$ -	\$ 9,500.00
Balance 29th February 2016		\$ 72,877.57
Total		\$ 82,377.57

\$72,877.57

ACCOUNT SUMMARY

Cheque Account	\$ 738.06
Savings Passbook	\$ 72,877.57
TOTAL 29th February 2016	\$ 73,615.63



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WELLINGTON SHIRE COUNCIL
PO BOX 618
MAFFRA VIC 3860

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Issued by
Sandhurst Trustees

Your details at a glance

BSB number	633-000
Account number	108684895
Customer number	6626006/1601
Account title	WELLINGTON SHIRE COUNCIL- CAMERON SPORTING COMPLEX COMMITTEE OF MANAGEMENT

Account summary

Statement period	1 Feb 2016 - 29 Feb 2016
Statement number	204
Opening balance on 1 Feb 2016	\$4,758.79
Deposits & credits	\$5,936.87
Withdrawals & debits	\$9,957.60
Closing Balance on 29 Feb 2016	\$738.06

Any questions?

Contact Kellie Read at 146 Johnson Street, Maffra 3860
on **03 5141 1999**, or call **1300 BENDIGO**
(1300 236 344).

Bendigo Club Cheque Account

Date	Transaction	Withdrawals	Deposits	Balance
Opening balance				\$4,758.79
1 Feb 16	Monthly Transaction Summary			
	CHEQUE WITHDRAWALS (3 @ 0.70)	2.10		
	Total Transaction Fees	2.10		
	ACCOUNT REBATE		2.10	
	Total Rebates		2.10	
	Net Transaction Fees for January 16	0.00		4,758.79
4 Feb 16	DEPOSIT - CHEQUE(S) #Chq:1		936.87	5,695.66
4 Feb 16	CHEQUE 1603	462.00		5,233.66
16 Feb 16	TRANSFER 118182732		5,000.00	10,233.66
16 Feb 16	CHEQUE 1606	3,980.00		6,253.66
19 Feb 16	CHEQUE 1608	1,744.15		4,509.51
19 Feb 16	CHEQUE 1609	3,259.50		1,250.01
25 Feb 16	CHEQUE 1610	165.45		1,084.56

...continued overleaf >



Account number 108684895
Statement period 01/02/2016 to 29/02/2016
Statement number 204 (page 2 of 2)

Date	Transaction	Withdrawals	Deposits	Balance
25 Feb 16	CHEQUE 1607	346.50		738.06
Transaction totals / Closing balance		\$9,957.60	\$5,936.87	\$738.06

Bendigo Bank suggests you carefully check all entries on your statement. Apparent errors or possible unauthorised transactions are to be promptly reported to your branch. It is important that you notify Bendigo Bank of any disputed transactions as soon as possible as Bendigo Bank's ability to investigate disputed transactions and to subsequently process a chargeback in your favour is restricted by the time limits imposed under the operating rules of the applicable credit card scheme. If you wish to obtain further information about this product (including your chargeback rights) or you have a question or concern about your account or its operation please contact your local Bendigo Bank Branch (details supplied on the front of the statement).

If you are not satisfied with the response you can contact our Customer Help Centre, The Bendigo Centre, Bendigo VIC 3550 (PO Box 480, Bendigo VIC 3552) or by telephone on 1300 361 911. If your concern or complaint cannot be promptly resolved, we will provide you with a response in a reasonable time.

All card transactions made in currencies other than Australian dollars will incur a fee of 3% of the transaction value. (Additional charges may apply for cash transactions.)

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D. URGENT BUSINESS



E. FURTHER GALLERY AND CHAT ROOM COMMENTS



F. CONFIDENTIAL ATTACHMENT/S

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G. IN CLOSED SESSION

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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:

That:

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