



**WELLINGTON**

SHIRE COUNCIL

*The Heart of Gippsland*

## **Council Meeting Agenda**

**Meeting to be held at**

**Port of Sale Business Centre**

**Foster Street, Sale**

**Wednesday 8 November 2017, commencing at 3pm**

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# ORDINARY MEETING OF COUNCIL – 8 NOVEMBER 2017

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## Council Meeting Information

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

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

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



## **A - PROCEDURAL**



### **STATEMENT OF ACKNOWLEDGEMENT**

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



### **PRAYER**

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

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

***Amen***

**ITEM AA1****APPOINTMENT OF A TEMPORARY CHAIR**

DIVISION: CORPORATE SERVICES

ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

DATE: 8 NOVEMBER 2017

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

**OBJECTIVE**

To appoint a temporary chair for the Council meeting prior to the election of a Mayor.

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

***That Councillor ..... be appointed as Temporary Chair for this Council Meeting prior to the election of a Mayor.***

**ITEM AA2****ELECTION OF MAYOR**

DIVISION: CORPORATE SERVICES  
ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES  
DATE: 8 NOVEMBER 2017

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

**OBJECTIVE**

For Council to elect a Councillor to be Mayor at a meeting that is open to the public.

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

***That Councillor ..... be elected as Mayor of Wellington Shire Council for a term concluding at the first Council meeting in November 2018.***

**BACKGROUND**

In accordance with the requirements of the *Local Government Act 1989* (the Act) section 71(3)(a) election of the Mayor is required to be undertaken after the fourth Saturday in October but not later than 30 November 2017. Prior to the election of the Mayor, Council may resolve to elect a Mayor for a term of either one or two years. If Council does not resolve to appoint a Mayor for a two year term, then the term of office of the Mayor will be for one year.

**OPTIONS**

Council has the following options:

1. Elect a Councillor to be Mayor at a meeting that is open to the public; or
2. Consider the election of a Mayor at a later meeting of Council.

**PROPOSAL**

It is proposed that Council elect a Councillor to be Mayor at a meeting that is open to the public.

**CONFLICT OF INTEREST**

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

## **LEGISLATIVE IMPACT**

Section 71(1) of the *Local Government Act 1989* requires Council to elect a Mayor after the fourth Saturday in October but not later than 30 November and at a meeting that is open to the public.

The process being undertaken is in accordance with the requirements of this legislation.

## **COUNCIL PLAN IMPACT**

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

Strategic Objective 6.2

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

Strategy 6.3.3

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

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



**ITEM AA3****ELECTION OF DEPUTY MAYOR**

DIVISION: CORPORATE SERVICES  
ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES  
DATE: 8 NOVEMBER 2017

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

**OBJECTIVE**

For Council to elect a Councillor to be Deputy Mayor.

**RECOMMENDATION**

***That Councillor ..... be elected as Deputy Mayor of Wellington Shire Council for a term concluding at the first Council meeting in November 2018.***

**BACKGROUND**

Council may resolve to appoint a Deputy Mayor. Even though this role has no legal standing within the provisions of the Act, the Deputy Mayor has traditionally stood in for the Mayor at functions and other events where Council has been invited to be present and the Mayor has been unable to attend.

**OPTIONS**

Council has the following options:

1. Elect a Councillor to be Deputy Mayor; or
2. Not elect a Deputy Mayor.

**PROPOSAL**

It is proposed that Council elect a Councillor to be Deputy Mayor.

**CONFLICT OF INTEREST**

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

**LEGISLATIVE IMPACT**

Council's Local Law No 1 – 2014, Process of Municipal Government (Meetings and Common Seal) Part 7 allows for the election of a Deputy Mayor.

## **COUNCIL PLAN IMPACT**

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

Strategic Objective 6.2

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

Strategy 6.3.3

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

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



## **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:

8 NOVEMBER 2017

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**OBJECTIVE**

To adopt the minutes of the Ordinary Council Meeting of 17 October 2017.

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

*That Council adopt the minutes and resolutions of the Ordinary Council Meeting of 17 October 2017.*

**CONFLICT OF INTEREST**

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



## **A - PROCEDURAL**

### **A5 BUSINESS ARISING FROM PREVIOUS MEETING/S**



## **A - PROCEDURAL**

### **A6 ACCEPTANCE OF LATE ITEMS**



## **A - PROCEDURAL**

### **A7 NOTICE/S OF MOTION**

**ITEM A7(1)****RESPONSE TO NOTICE OF MOTION – SALE TOWN BUS SERVICE REVIEW**

DIVISION: CHIEF EXECUTIVE OFFICE  
ACTION OFFICER: CHIEF EXECUTIVE OFFICER  
DATE: 8 NOVEMBER 2017

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

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

***That Council note the correspondence to The Hon Jacinta Allan, MP Minister for Public Transport (as attached).***

**BACKGROUND**

At the 17 October 2017 Council Meeting, Cr Carolyn Crossley submitted the following Notice of Motion which was carried:

*The last expansion of Sale's town bus services occurred in 2008 with the introduction of four town bus routes servicing North and South Sale, Wurruk and the V/line Sale Station.*

*Additional public transport community consultations were undertaken in May 2012 followed by 2015 consultations for the Regional Network Development Plan, however, Wellington Shire Council was advised on both occasions that there was no available funding to implement any new or revised services.*

*Successive Wellington Shire Council mayors have written to the Minister for Public Transport on 27 June 2016 and 28 March 2017 seeking bus route reviews for Sale in light of changing locations of key public infrastructure, particularly the relocation of the Sale Library to the Port of Sale precinct.*

**Key issues:**

- Provision of public transport services is the responsibility of the state government.
- The Sale public library is currently serviced by both the North and South public bus routes with stops right outside the library. Upon relocation to the new Wellington Centre at the Port of Sale at the end of 2017, the closest bus stops will be at the Sale Shopping Centre, which is on the other side of the Princes Hwy and over 600 metres away. Community consultation and lobbying of Council since the announcement of the Port of Sale redevelopment project in 2014, which included a significant state government investment of \$4.75 million, has focussed on provision of adequate public transport services to the new site. Council has built a compliant bus stop at the new Port of Sale site in anticipation of a route review resulting in buses stopping at the redeveloped precinct.



- There is a need to improve the span, route and possibly frequency of the four public bus routes in Sale to cover changing locations of key public infrastructure and services as well as to cover urban growth areas including that associated with the RAAF base expansion which is expected to bring 150 defence jobs and families to Sale and surrounding areas.
- A route review would also highlight the need to increase the number of low floor buses to cover all routes in Sale to provide better access for an ageing population and those with disabilities. Of the 23 Sale services currently in place on week days, only eleven are serviced by low floor buses which is excluding a large proportion of the population who would use a service if it was universally accessible.
- Current school town services do not cover the growth areas and connectivity improvements are needed, particularly in light of the relocation of the Sale Specialist School due to open in North Sale early in 2018.
- There are currently no weekend bus services for access to shops or recreational activities in Sale.

***That the Mayor write to the Minister for Public Transport, The Hon Jacinta Allan MP, requesting an urgent review of the Sale Town Bus Service to meet changing needs with respect to bus routes and bus stops in light of recent and upcoming changes in locations of key public infrastructure, services and urban expansions to the north and north west of Sale.***

***That the Mayor highlights in the letter to the Minister that the Sale area is well overdue for a public transport review due to:***

- ***imminent completion of the Port of Sale Redevelopment Project which relocates Sale's public library to the Wellington Centre.***
- ***Victorian government investment of \$4.75 million in to the new Port of Sale Cultural Hub (Wellington Centre) incorporates new library, art gallery, visitor centre, Council chamber and community meeting spaces due to open on 6 January 2018***
- ***changes in the location of key public infrastructure facilities including schools and aged care facilities***
- ***changing demographics, particularly with respect to ageing of the population and associated mobility and access issues***
- ***Sale's increasing role as a regional centre***
- ***significant urban expansion to the north and north west of Sale***

***all of which have taken place since the last bus route review in Sale which occurred nine years ago in 2008; and***

***That The Hon Jacinta Allan MP, be invited to meet with Council in Sale to see firsthand the need for our request.***

## **CONFLICT OF INTEREST**

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



24 October 2017

The Hon Jacinta Allan MP  
Minister for Public Transport  
Level 20, 1 Spring Street  
MELBOURNE VIC 3001

Dear Minister

**URGENT REVIEW OF THE SALE TOWN BUS SERVICE**

At the Ordinary Meeting of Council on 17 October 2017 Council supported a Motion to write to the Minister of Public Transport requesting an urgent review of the Sale town bus service.

The last bus review was conducted in Sale in 2008. Since that time there have been significant changes with the development of key public infrastructure, services and urban expansion.

The Sale Library is currently serviced by both the North and South public bus routes. Upon relocation of the Sale Library to the new Wellington Centre at the Port of Sale on 6 January 2018, the closest bus stops will be at the Sale Shopping Centre, which is on the other side of the Princes Highway and over 600 metres away.

The Port of Sale redevelopment (which included a significant state government investment of \$4.75 million) was announced in 2014. With the commencement of community consultation Council has been lobbied consistently by the community to ensure there is provision of adequate public transport services to the new site.

Council has built a compliant bus stop at the new Port of Sale site in anticipation of a route review resulting in buses stopping at the redeveloped precinct.

In addition to public transport provision for the Port of Sale development, there is a need to improve the span, route and possibly frequency of the four public bus routes in Sale to cover changing locations of key public infrastructure and services. This would include consideration of urban growth areas including areas associated with the RAAF base expansion which will bring 150 defence jobs and families to Sale and surrounding areas.

A route review would also highlight the need to increase the number of low floor buses to cover all routes in Sale to provide better access to public transport for an aging population and for people with disabilities. Of the 23 Sale services currently in place on week days, only eleven are serviced by low floor buses. This excludes a large proportion of the population who would use a service if it was universally accessible.

.../2

Sale Service Centre  
18 Denaby Street (PO Box 503), Sale Victoria 3850  
Telephone: 03 52 561 244

Yarram Service Centre  
16 Gaird Street, Yarram Victoria 3571  
Telephone 03 51 52 6100

Contact Us Online  
Web: [www.wellington.vic.gov.au](http://www.wellington.vic.gov.au)  
Email: [enquiries@wellington.vic.gov.au](mailto:enquiries@wellington.vic.gov.au)



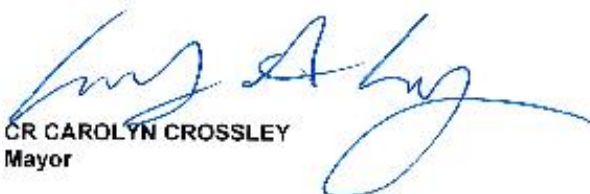
*The Heart of Gippsland*

Current school town services do not cover the growth areas and connectivity improvements are needed, particularly in light of the relocation of the Sale Specialist School due to open in North Sale early in 2018.

There are currently no weekend bus services for access to shops or recreational activities in Sale.

Councillors would warmly welcome you to come to Sale and see first-hand the development taking place and gain a better understanding of the positive impact a better aligned town bus service would have on the community.

Yours sincerely



**CR CAROLYN CROSSLEY**  
**Mayor**

Our Ref: GB JB  
ECM: 2268569



## **A - PROCEDURAL**

### **A8 RECEIVING OF PETITIONS OR JOINT LETTERS**

**ITEM A8(1)****OUTSTANDING PETITIONS**

ACTION OFFICER

GOVERNANCE

DATE:

8 NOVEMBER 2017

---

| ITEM  | FROM<br>MEETING | COMMENTS   | ACTION BY                 |
|---|-----------------|--|---------------------------|
| Drainage issues Park Avenue and Main Street Cowwarr | 17 October 2017 | Council Officers are finalising relevant information and will report to Council on 21 November 2017. | Manager Built Environment |



## **A - PROCEDURAL**

### **A9 INVITED ADDRESSES, PRESENTATIONS OR ACKNOWLEDGEMENTS**



## **A - PROCEDURAL**

### **A10 QUESTIONS ON NOTICE**

## ITEM A10(1)

## RESPONSE TO QUESTION ON NOTICE – SALE ARMED FORCES MUSEUM

DIVISION: DEVELOPMENT  
ACTION OFFICER: ACTING GENERAL MANAGER DEVELOPMENT  
DATE: 8 NOVEMBER 2017

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At the 17 October 2017 Council Meeting, Councillor McCubbin asked the following Question on Notice:

***Could the CEO advise the council about the current status of the lease on the Gippsland Armed Forces Museum at the West Sale Aerodrome and the constraints on offering them a longer lease. Can he also advise about the current status of the old flight office and if there are any plans for its future?***

The following information is supplied in response:

### CURRENT STATUS OF LEASE

On 1 January 2009 Gippsland Armed Forces Museum (GAFM) commenced a sublease at West Sale Airport from East Gippsland Institute of TAFE (Federation Training) noting Council originally entered into a 50-year lease with TAFE in 1991.

Council has provided consent to the renewal of the sublease where the terms provided by Federation Training have been for periods of 2 to 3 years.

The current sublease ends 30 June 2018. GAFM pays a nominal community rate rental.



GAFM sublease area – West Sale Airport

### GAFM LOCATION – WEST SALE AIRPORT

Prior to being relocated to West Sale Airport (WSA), GAFM was situated in a former Army drill hall on Punt Road, Sale. The relocation was required to facilitate a new TAFE development.



## OFFERING A LONGER LEASE

Council officers have participated in discussions with representatives from GAFM and Federation Training regarding a longer lease.

Federation Training have indicated that a longer lease would not be desirable given Federation Training may relocate from Fulham, and therefore would prefer not to enter into a longer term lease arrangement.

Council officers have enquired about an arrangement where Federation Training transfer ownership of the GAFM building and land to Council. Under this scenario Council would accept responsibility for a 700m<sup>2</sup> building with a replacement value estimated at \$1.9M, and would need to budget for annual operating maintenance costs.

Council Officers could explore this arrangement in more detail and provide further information.

## OLD FLIGHT LINE BUILDING

The old flight line building dates from World War Two and, noting its age and poor condition, there are no current plans regarding its future. The building was last inspected on 24 October 2016, and repairs were estimated to be in excess of \$20,000 to make it weatherproof and to maintain its structural condition. The building has not been 'fit for use' for a long period and OH&S issues exist including asbestos roofing and lead paint.

No airport operational requirements have been identified for the use of this structure.



Site Location World War Two Flight line Building – West Sale Airport



World War Two Flight line Building – West Sale Airport

### **WEST SALE AIRPORT MASTERPLAN UPDATE 2017**

GAFM is referenced within the latest West Sale Airport Master Plan Update 2017. A relocation has been identified on the basis of external grants being received, there being increased demand for industrial / airside land and acknowledging the educational and potential for tourism (p67-38).



## **B –REPORT**

# **DELEGATES**



## C1 - REPORT

# CHIEF EXECUTIVE OFFICER

**ITEM C1.1****NOMINATION TO EXECUTIVE COMMITTEE – NATIONAL TIMBER COUNCILS ASSOCIATION**

DIVISION: CHIEF EXECUTIVE OFFICE  
ACTION OFFICER: CHIEF EXECUTIVE OFFICER  
DATE: 8 NOVEMBER 2017

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

**OBJECTIVE**

For Council to nominate a delegate for the 2017/18 National Timber Councils Association, Executive Committee.

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

***That Council nominate ..... for the 2017/18 National Timber Councils Association, Executive Committee.***

**BACKGROUND**

The National Timber Councils Association (NTCA) was founded in 2007 to establish a national network of councils involved in forestry and plantation. The NTCA provides a significant opportunity for Local Government to engage in effective dialogue with the Commonwealth Government on forestry related issues and to discuss their impact on councils and local communities.

As a member council, Wellington has an opportunity to nominate its NCTA delegate for election to the 2017/18 Executive Committee.

Councillor Hole is currently Council's delegate on the NTCA and an existing member of the Executive Committee of the NCTA.

**OPTIONS**

That

1. Council nominate a delegate for the 2017/18 National Timber Councils Association, Executive Committee or
2. Council does not nominate a delegate for the 2017/18 National Timber Councils Association, Executive Committee.

## **PROPOSAL**

That Council nominate a delegate for the 2017/18 National Timber Councils Association, Executive Committee.

## **CONFLICT OF INTEREST**

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

## **COUNCIL PLAN IMPACT**

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

Strategic Objective:6.4

*“Our community is informed about Council business and is involved in Council decision making. Council advocates on behalf of the community.”*

Strategy 6.4.2:

*“Advocate on the community’s behalf to State and Federal Agencies, the private sector and industry on a range of issues relevant to Wellington Shire Community”.*



## **C2 - REPORT**

# **GENERAL MANAGER CORPORATE SERVICES**

**ITEM C2.1****ASSEMBLY OF COUNCILLORS**

DIVISION: CORPORATE SERVICES

ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

DATE: 8 NOVEMBER 2017

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

**OBJECTIVE**

To report on all assembly of Councillor records received for the period 10 October 2017 to 31 October 2017.

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

***That Council note and receive the attached Assembly of Councillor records for the period 10 October 2017 to 31 October 2017.***

**BACKGROUND**

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

Below is a summary of all assembly of Councillor records received for the period 10 October 2017 to 31 October 2017.



| <b>Assembly of Councillors summary of reports received for the period 10 October 2017 to 31 October 2017</b> |                                |  |
|--|--------------------------------|--|
| <b>Date</b>  | <b>Matters considered</b>      | <b>Councillors and officers in attendance</b>  |
| 10 Oct 2017  | SLUPP Agenda – 10 October 2017 | Councillor McCubbin, Councillor Maher, Councillor Bye<br>Chris Hastie, General Manager Built & Natural Environment<br>John Websdale, General Manager Development<br>Dean Morahan, Manager Asset & Projects<br>Paul Johnson, Manager Business Development<br>Ben Proctor, Strategic Planner<br>Sam Pye, Coordinator Infrastructure Development<br>Joshua Clydesdale, Manager Land Use Planning<br>Sabine Provily, Strategic Planner |
| 17 Oct 2017  | IT / Diary Meeting             | Councillor Crossley, Councillor Hall, Councillor Maher, Councillor Stephens, Councillor Mills, Councillor McCubbin, Councillor Bye, Councillor Hole<br>David Morcom, Chief Executive Officer<br>Sharon Willison, Mayoral & Councillor Support Officer<br>Damian Norkus, ICT Operations Officer   |

|             |  |  |
|-------------|--|--|
| 17 Oct 2017 | Mowing Services Review<br>September Quarterly Performance Report<br>Seats Update – Membership Renewal<br>Port Albert Community Priorities<br>The Year That Was<br>Gippsland Regional Livestock Exchange<br>Development Division Update<br>Land Sale Strategy<br>Bushfire Management Overlay Update | Councillor Crossley, Councillor Hall, Councillor Maher, Councillor Stephens, Councillor Mills, Councillor McCubbin, Councillor Bye, Councillor Hole, Councillor Rossetti.<br>David Morcom, Chief Executive Officer<br>Arthur Skipitaris, General Manager Corporate Services<br>Chris Hastie, General Manager Built & Natural Environment<br>Glenys Butler, General Manager Community Wellbeing<br>Paul Johnson, Acting General Manager Development<br>Tim Rowe, Manager Natural Environment & Parks (Item 1)<br>Darren Randle, Coordinator Parks Services (Item 1)<br>Chris Nock, Parks Asset Officer (Item 1)<br>Karen McLennan, Manager Community Wellbeing (Item 4)<br>Anna Larkin, Community Engagement Officer (Item 4)<br>Daniel Gall, Coordinator Commercial Facilities (Item 6 & 8)<br>Denis Murphy, Commercial Property Officer (Item 6)<br>Joshua Clydesdale, Manager Land Use Planning (Item 9)<br>John Traa, Coordinator Statutory Planning (Item 8 & 9)<br>Barry Nichols, Municipal Building Surveyor (Item 7)<br>Barry Hearsey, Coordinator Strategic Planning (Item 8 & 9)<br>Ben Proctor, Strategic Planner (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.

## PROPOSAL

That Council note and receive the attached assembly of Councillors records received during the period 10 October 2017 to 31 October 2017.

## CONFLICT OF INTEREST

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

## **LEGISLATIVE IMPACT**

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 6.3*

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

*Strategy 6.3.3*

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

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

## ASSEMBLY OF COUNCILLORS

### 1. DATE OF MEETING:

10 October 2017

### 2. ATTENDEES

#### Councillors

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

#### Officers In Attendance

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

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

| Name          | Item No. | Name            | Item No. |
|---------------|----------|-----------------|----------|
| Dean Monahan  | All      | Sam Pye         | All      |
| Paul Johnson  | All      | Josh Clydesdale | All      |
| Barry Hearsey | x        | Sabine Provily  | All      |
| Ben Proctor   | All      |                 |          |

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

1. SLUPP Agenda – 10 October 2017

### 4. Conflict of Interest disclosures made by Councillors:

No Conflicts of Interest Declared

## ASSEMBLY OF COUNCILLORS

### 1. DATE OF MEETING:

17 October 2017

### 2. ATTENDEES:

#### Councillors:

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

#### Officers In Attendance:

| Name               | In attendance (tick) |    | Name             | In attendance (tick) |    |
|--------------------|----------------------|----|------------------|----------------------|----|
|                    | Yes                  | No |                  | Yes                  | No |
| D Morcom, CEO      | ✓                    |    | G Butler, GMCC   |                      | ✓  |
| C Hastie, GMB&NE   |                      | ✓  | P Johnson, A/GMD |                      | ✓  |
| A Skipitaris, GMCS |                      | ✓  |                  |                      |    |

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

| Name            | Item No. |
|-----------------|----------|
| Sharon Willison | 1        |
| Damian Norkus   | 1        |

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

1. IT/Diary Meeting - Councillors

### 4. Conflict of Interest disclosures made by Councillors:

Nil

## ASSEMBLY OF COUNCILLORS

### 1. DATE OF MEETING:

17 October 2017

### 2. ATTENDEES:

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

| Officer Names      | In attendance (tick) |    | Name                              | In attendance (tick) |    |
|--------------------|----------------------|----|-----------------------------------|----------------------|----|
|                    | Yes                  | No |                                   | Yes                  | No |
| D Morcom, CEO      | ✓                    |    | G Butler, GMCC                    | ✓                    |    |
| A Skipitaris, GMCS | ✓                    |    | John Websdale GMD                 |                      | ✓  |
| C Hastie, GMBNE    | ✓                    |    | Paul Johnson ( <i>Actg. GMD</i> ) | ✓                    |    |

| Others in Attendance (list names and item in attendance for):              | Item No. |
|--|----------|
| Tim Rowe, Chris Nock, Darren Randle  | 1        |
| Arthur Skipitaris  | 2        |
| Chris Hastie   | 3        |
| Karen McLennan, Anna Larkin  | 4        |
| David Morcom, Arthur Skipitaris, Glenys Butler, Chris Hastie, Paul Johnson | 5        |
| Daniel Gall, Denis Murphy, Paul Johnson                                    | 6        |
| Paul Johnson, Barry Nicholl  | 7        |
| Daniel Gall, Barry Hearsey, Paul Johnson, John Traa                        | 8        |
| Joshua Clydesdale, Barry Hearsey, John Traa, Ben Proctor                   | 9        |

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

1. Review of Mowing Services
2. September Quarterly Performance Report
3. Seats Update – Membership renewal 2017/18
4. Port Albert Community Priorities
5. The Year That Was 2016/17
6. Gippsland Regional Livestock Exchange – Lease Arrangement
7. Monthly Planning Update – Verbal
8. Land Sales Strategy
9. Bushfire Management Overlay Reforms

### 4. Conflict of Interest disclosures made by Councillors:

Councillor McCubbin declared an indirect conflict of interest due to a conflict of duty, with Item 8 and left the chamber during discussion of this item.

**ITEM C2.2****REMUNERATION COMMITTEE MINUTES**

DIVISION: CORPORATE SERVICES  
ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES  
DATE: 8 NOVEMBER 2017

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

**OBJECTIVE**

For Council to note and receive the minutes and endorse the actions of the Remuneration Committee meeting held on 17 October 2017.

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

***That:***

- 1. Council note and receive the minutes from the Remuneration Committee meeting held on 17 October 2017 as attached; and***
- 2. Council endorse the actions from the Remuneration Committee meeting held on 17 October 2017 as detailed in the attached minutes.***

**OPTIONS**

Council has the following options:

1. Note and receive the minutes from the Remuneration Committee meeting held on 17 October 2017 and endorse the actions from the meeting; or
2. Not note and receive the minutes from the Remuneration Committee meeting held on 17 October 2017 or endorse the actions from the meeting and seek further information for consideration at a future Council meeting.

**PROPOSAL**

It is proposed that:

1. Council note and receive the minutes from the Remuneration Committee meeting held on 17 October 2017 as attached; and
2. Council endorse the actions from the Remuneration Committee meeting held on 17 October 2017 as detailed in the attached minutes.

## **CONFLICT OF INTEREST**

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

## **COUNCIL POLICY IMPACT**

The Remuneration Committee reviews Councillor entitlements, expenses, reimbursements and gifts and ensures alignment with Council policy direction and governance in relation to Councillor benefits.

## **COUNCIL PLAN IMPACT**

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

### Strategic Objective 6.3

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

### Strategy 6.3.3

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

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





## REMUNERATION COMMITTEE MINUTES

**Tuesday 17 October 2017 – 9.30am Barkly River Room**

### MINUTES

**PRESENT:** Councillor Malcolm Hole (Chair)  
Councillor Alan Hall  
Councillor Garry Stephens  
David Morcom (Chief Executive Officer)  
Arthur Skipitaris (General Manager Corporate Services)

**APOLOGIES:** Nil

1. **Declaration of Conflicts of Interest:**  
No Conflicts of Interest were declared.

2. **Minutes of Previous Meeting:**

*Moved Councillor Stephens Seconded Councillor Hall  
That the minutes of the previous meeting on 18 July 2017 be accepted.*

**CARRIED**

3. **Councillor Costs and Reimbursements**

Councillor Costs and Reimbursements spreadsheets were reviewed, discussed and accepted.

- Councillor Expense Summary Report YTD as at 30 September 2017  
(Attachment 1)

4. **General Business**

There was general discussion around the provision of motor vehicles versus reimbursement for mileage. It was noted that council will receive a workshop on this matter on 8 November 2017.

**The meeting closed at 9.49am**

**Attachments:**

1. Councillor Expense Summary Report YTD as at 30 September 2017 (Attachment 1)

## Attachment 1 - Councillor Expense Summary Report YTD as at 30 September 2017

| Wellington Shire Council   |                               |             |  |                               |                                |
|--|-------------------------------|-------------|--|-------------------------------|--------------------------------|
| Councillors  |                               |             |  |                               |                                |
| 01100. Councillors Master Account  |                               |             |  |                               |                                |
| Activity Details   |                               |             |  |                               |                                |
| Councillor Expenses and Reimbursements - Period 1 July 2017 to 30 September 2017 |                               |             |  |                               |                                |
|  | YTD Actuals<br>(incl oncosts) | Commitments | Left to<br>spend/ receive<br>after commitments | 2017/ 18<br>Adopted<br>Budget | 2017/ 18<br>Adjusted<br>Budget |
| <b>Councillor and Mayoral Allowances</b>   | 110,752.60                    | -           | 263,902.40                                     | 374,655.00                    | 374,655.00                     |
| <b>Other Councillor expenses</b>   | 3,140.70                      | 1,300.91    | 38,558.39                                      | 43,000.00                     | 43,000.00                      |
| <b>Grand Total</b>   | 113,893.30                    | 1,300.91    | 302,460.79                                     | 417,655.00                    | 417,655.00                     |



## C3 - REPORT

# GENERAL MANAGER DEVELOPMENT



## **C4 - REPORT**

# **GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT**

**ITEM C4.1****COWWARR RECREATION RESERVE CHANGEROOM  
REDEVELOPMENT TENDER 2018-027**

DIVISION: BUILT AND NATURAL ENVIRONMENT  
ACTION OFFICER: MANAGER ASSETS AND PROJECTS  
DATE: 8 NOVEMBER 2017

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

**OBJECTIVE**

The objective of this report is for Council to consider entering into a contract for the Cowwarr Recreation Reserve Clubroom Redevelopment.

This contract includes the demolition of the existing change room and toilet block, construction of a new football and netball change rooms and amenities, female and male umpires change rooms, first aid room, public amenities and social room to cater for both netball and football.

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

***That:***

- 1. Council adopt the recommendations contained in the attached confidential Tender Evaluation Report at Item F1.1 Cowwarr Recreation Reserve Changeroom Redevelopment Tender 2018-027; and***
- 2. The information contained in the confidential document Item F1.1 Cowwarr Recreation Reserve Changeroom Redevelopment Tender 2018-027 of this Council Meeting and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the General Manager Built & Natural Environment on 24 October 2017 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989: d) Contractual matters be designated confidential information under Section 77 Clause (2)(b) of the Local Government Act 1989, except that once this recommendation has been adopted the name of the successful tenderer can be made public.***

**BACKGROUND**

Following a successful funding submission to the Victorian State Government's Sport and Recreation fund, detailed designs were undertaken and tendered for construction.

The tenders have now been evaluated and a contract has been prepared for Council's consideration.

## **OPTIONS**

Council have the following options available:

- Adopt the recommendations contained in the attached confidential Tender Evaluation Report for contract 2018-027 Cowwarr Recreation Reserve Changeroom Redevelopment; or
- Not enter into a contract and not proceed with these works at this time.

## **PROPOSAL**

That Council adopt the recommendations contained in the attached confidential Tender Evaluation Report for contract 2018-027 Cowwarr Recreation Reserve Changeroom Redevelopment.

## **CONFLICT OF INTEREST**

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

## **FINANCIAL IMPACT**

The proposed works are budgeted for in the 2017/18 Capital Works Program.

## **LEGISLATIVE IMPACT**

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

## **RESOURCES AND STAFF IMPACT**

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

## **COMMUNITY IMPACT**

The construction of these works will produce a positive community impact with improved sporting facilities available to the community.

## **ENVIRONMENTAL IMPACT**

The proposed works will have minimal environmental impact, with the contractors providing an Environmental Management Plan which will be strictly monitored.

## **CONSULTATION IMPACT**

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

## **RISK MANAGEMENT IMPACT**

It is considered that the proposed contract works will not expose Wellington Shire Council to any significant risks. All OH&S risks will be discussed with the contractor and allocated to the party in the best position to manage each risk.



## **C5 - REPORT**

# **GENERAL MANAGER COMMUNITY AND CULTURE**





## **D. URGENT BUSINESS**



## **E. FURTHER GALLERY AND CHAT ROOM COMMENTS**



**F. CONFIDENTIAL ATTACHMENT/S**

**F. CONFIDENTIAL ATTACHMENT/S**



**ORDINARY COUNCIL MEETING  
8 NOVEMBER 2017**

On this day of 24 October 2017, in accordance with Section 77 Clause (2) (c) of the *Local Government Act 1989*; I, Chris Hastie General Manager Built and Natural Environment declare that the information contained in the attached document **ITEM F1.1 COWWAAR RECREATION RESERVE CHANGE ROOM REDEVELOPMENT TENDER 2018-027** confidential because it relates to the following grounds under Section 89(2) of the *Local Government Act 1989*:

***d) Contractual matters***



.....  
**Chris Hastie General Manager Built and Natural Environment**



## **G. IN CLOSED SESSION**

# **G. IN CLOSED SESSION**

### **COUNCILLOR**

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

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

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**IN CLOSED SESSION**

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### **COUNCILLOR**

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