



Council Meeting Agenda

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

Tuesday 18 October 2016, commencing at 6pm

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

ORDINARY MEETING OF COUNCIL – 18 OCTOBER 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:

18 OCTOBER 2016

CARETAKER STATEMENT

The recommended decision is not a "Major Policy Decision" as defined in section 94A of the Local Government Act 1989 or a "Significant Decision" within the meaning of this policy.

OBJECTIVE

To adopt the minutes of the Ordinary Council Meeting of 4 October 2016 as tabled.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council adopt the minutes and resolutions of the Ordinary Council Meeting of 4 October 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



A - PROCEDURAL

A8 RECEIVING OF PETITIONS OR JOINT LETTERS

ITEM A8(1)**OUTSTANDING PETITIONS**

ACTION OFFICER:

GOVERNANCE

DATE:

18 OCTOBER 2016

ITEM	FROM MEETING	COMMENTS	ACTION BY
Removal of Handrail on gangway next to McLoughlin's Beach Boat Ramp	16 August 2016	Item to lay on the table until further notice	General Manager Built & Natural Environment

ITEM A8(2)**RECEIPT OF PETITION – REQUEST A FOOTPATH OR GRAVEL PATHWAY FROM SKEELS STREET TO THE CEMETERY IN TYSON ROAD HEYFIELD**

ACTION OFFICER: GENERAL MANAGER COMMUNITY & CULTURE

DATE: 18 OCTOBER 2016

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

CARETAKER STATEMENT

The recommended decision is not a “Major Policy Decision” as defined in section 94 A of the Local Government Act 1989 or a “Significant Decision” within the meaning of this policy.

OBJECTIVE

To present Council with a petition in relation to a request for a footpath or gravel pathway from Skeels Street to the Cemetery in Tyson Road Heyfield.

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

That Council receive the attached petition in relation to a request for a footpath or gravel pathway from Skeels Street to the Cemetery in Tyson Road Heyfield.

BACKGROUND

A petition containing 125 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.”

WELLINGTON
SHIRE COUNCIL

28 SEP 2016

RECEIVED

Please Reply as to decision.
to MRS. D. HORROBA
PO Box 111

125
Signatures.

HEYFIELD. VIC 3858.

To whom it may concern,


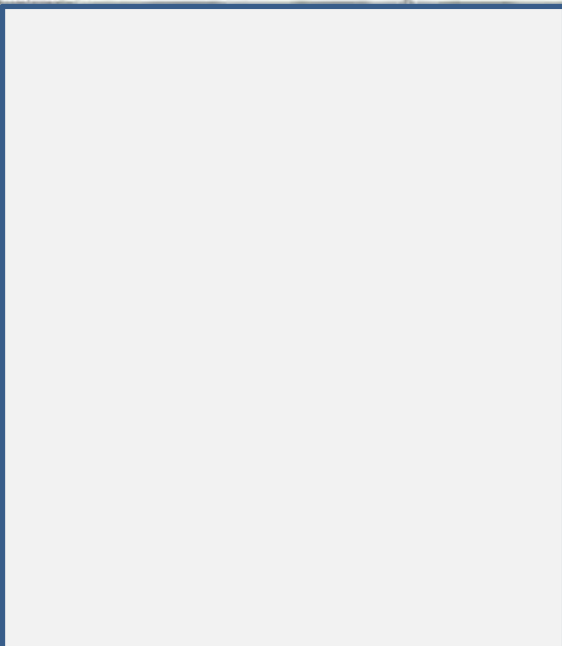
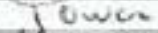

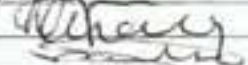
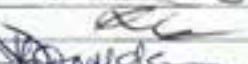


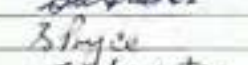
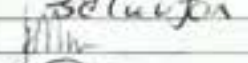
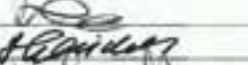
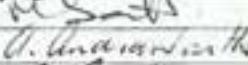





We the residents of Heyfield and in particular Tyson's Road, request a footpath or gravel pathway from Skeel Street to the Cemetery in Tyson road.

We applaud the Council for reducing the speed limit along Tyson Road, however the verges of Tyson road are so narrow that there is nowhere for pedestrians to get off the road when traffic is going in both directions.

We have children on pushbikes, motorised scooters, elderly people with wheelchairs and walkers, as well as mum's with prams walking on the roadside.

It is not safe and we would hate for someone to get seriously injured or there be a fatality before the council does something about this.

5 years ago we were promised a path, so far that promise has not come into fruition.

Date:	Name:	Signature:	Address:
31/8	MAUREEN COX		
1-9-16	JUDY OWEN		
1-9-16	K BURKE		
1-9-16	L CRAIG		
1-9-16	Vanessa Paulse		
1-9-16	Reece M1331		
5-9-16	Jenay Donaldson		
5-9-16	CHARTER SARGENT		
5-9-16	Amber Shaw		
5-9-16	MATTHEW RADCLIFFE		
6-9-16	GEOFF & PAT HUSTIN		
6-9-16	ISABElla FAYRE		
9-9-16	SCLANTON		
9-9-16	Jenny Munn		
9/9/16	Kate Cleo		
9/9	J GRIFFITHS		
14-9-16	Margaret Scott		
14-9-16	P. ANDERSON		
16-9-16	MARGARET RAO		

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Date:	Name:	Signature:	Address:
22-9-16	J HARTON	J Harton	
25-9	K Shaw	K Shaw	
	J HALLIDAY	J R Halliday	

RECEIVED

1231

To whom it may concern,


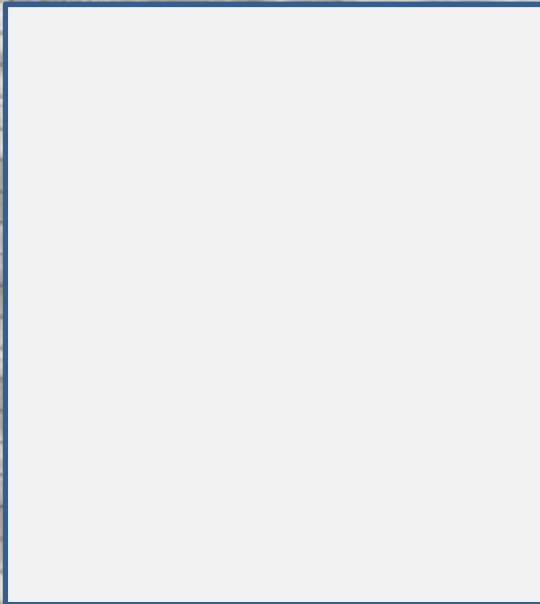




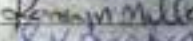




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Date:	Name:	Signature:	Address:
15/9/16	Kelly McNeil		
15/9/16	Jarrod Shemba		
16/9/16	Jodie Underwood		
16/9/16	Michelle Brathwaite Smith		
16/9/16	Dawn Kiskora		
17-9-16	Rev Russell		
19-9-16	Karen McMillan		
19-9-16	Shirley Archer		
20-9-16	Holly Hobbs		
21-9-16	Adri Flett		

RECEIVED

WELLINGTON
SHIRE COUNCIL

28 SEP 2016

RECEIVED

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Date:	Name:	Signature:	Address:
30/8/16	Debra Horba	[Signature]	
30/8/16	Steve Horba	[Signature]	
31/8/16	Kerry Flett	[Signature]	
31/8/16	Melissa Munnings	[Signature]	
31/8/16	Erri Reeky	[Signature]	
31/8/16	Emma Mumford	[Signature]	
31/8/16	Michelle Wayling	[Signature]	
31/8/16	PAUL GRIMME	[Signature]	
31/8/16	PAUL WILSON	[Signature]	
01/09	Haley Munnings	[Signature]	
01/09	Garry Tugwell	[Signature]	
01/9	Susan [unclear]	[Signature]	
01/9	Alana Anderson	[Signature]	
1/9	Edwin Resenberg	[Signature]	
1/9	Courtney Dilks	[Signature]	
1/9	Mez Escreet	[Signature]	
1/9	Bypsy Whittle	[Signature]	
1/9	John McKenna	[Signature]	
1/9	Ashlee Hewlett	[Signature]	

20 SEP 2016
RECEIVED

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Date:	Name:	Signature:	Address:
1/9	Sarah Smith	Sarah Smith	
1/9	Dylan Healy	Dylan Healy	
1-9-16	DAWN ROY	Dawn Roy	
1-9-16	Rachelle Tozer	Rachelle Tozer	
1-9-16	Sandra Tozer	Sandra Tozer	
2-9-16	Lyn White	Lyn White	
11	Alma Platt	Alma Platt	
11	Kristie Freenstra	Kristie Freenstra	
2-9-16	Jocelin Lewis	Jocelin Lewis	
2-9-16	Brate Nikodjau	Brate Nikodjau	
3-9-16	Sharon Carran	Sharon Carran	
3-9-16	Amanda Freenstra	Amanda Freenstra	
3-9-16	GYPSEY Whittle	GYPSEY Whittle	
03-09-16	Alannah Burns	A Burns	
3-9-16	Josh McGill	Josh McGill	
3-9-16	Nail Darraghough	Nail Darraghough	
3/9/16	Peter Bradley-Smith	Peter Bradley-Smith	
3/9/16	Adam Judd	Adam Judd	
4/9/16	DEAN IORE	DEAN IORE	

28 SEP 2016

RECEIVED

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Date:	Name:	Signature:	Address:
	B. McKinnon	B. McKinnon	
	M. McKinnon	M. McKinnon	
5/9/16	HARRISON TITZGERALD	HARRISON TITZGERALD	
	Lorraine Gusselt	Lorraine Gusselt	
6/9/16	Geoff HEALY	Geoff HEALY	
	Belinda Stroud	Belinda Stroud	
	Jennifer Brady	Jennifer Brady	
6/9/16	Jo Smyth Flet	Jo Smyth Flet	
7/9	Fit. Curran	Fit. Curran	
7/9	D. Ridley	D. Ridley	
8/9	Scott Stevens	Scott Stevens	
9/9	Al	Al	
9/9	Stran	Stran	
12-9	OWEN FEENSTERN	OWEN FEENSTERN	
13-9	Jessica Speedie	Jessica Speedie	
14-9	Ellen Mahony	Ellen Mahony	
14-9-16	KEVIN BRACE	KEVIN BRACE	
14/9/16	Lyn Cooper	Lyn Cooper	

20 SEP 2016

RECEIVED

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Date:	Name:	Signature:	Address:
2/9/16	C. BULLOCK	C. Bullock	
2/9/16	Joy SHANNON	J Shannon	
2/9/16	M Linton	M Linton	
2/9/16	M Reynolds	M Reynolds	
3/9/16	J Gell	J Gell	
3/9/16	ET O'Brien	ET O'Brien	
4/9/16	L. Hall	L. Hall	
05/9/16	W2 DRIFFIELD	W2 Driffeld	
05/9/16	Mary Smith	Mary Smith	
5-9-16	Michelle Scamley Smith	Michelle Scamley Smith	
5-9-16	S. BROOKER	S. Brooker	
5-9-16	J. Byrne	J. Byrne	
7-9-16	M. Duffey	M. Duffey	
11/9/16	ROS BURNS	ROS BURNS	
	R. Swann	R. Swann	
	C. HARGRAVES	C. Hargraves	
9/9/16	Joyce McQuinn	Joyce McQuinn	
12/9/16	Colleen Denahan	Colleen Denahan	
12/1/16	Michelle Stone	Michelle Stone	

RECEIVED

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Date:	Name:	Signature:	Address:
12/10	Shantelle Reeves	[Signature]	
13/10	Trevor Smith	[Signature]	
14/10	Kasey Whitehead	[Signature]	
14/10	R. W. Cooke	[Signature]	
16/10	Jude Mares	[Signature]	
16/10	Roger Bradbury	[Signature]	
16/9	Frances Ships	[Signature]	
16/9	KAREN WAINWRIGHT	[Signature]	
16/9	Rose Britton	[Signature]	
17/9	Lesley Craig	[Signature]	
17/9	SHIRLEY NOBLE	[Signature]	
17/9	ALLEN PAGE	[Signature]	
19.9.	PATRICIA BURTON	[Signature]	
19-9	LOUISE MILL-COLEMAN	[Signature]	
21-09	AUDREY GRAHAM	[Signature]	
23-09	ELVA ADAMS	[Signature]	
"	NANCY PATTEN	[Signature]	
"	Imelda McEwen	[Signature]	
	Sabine McEwen	[Signature]	

Longford Shared Path Complete



The final link in the shared path network connecting the Port of Sale to Longford has been completed. Residents from the Lakeview Estate now have easy access to the local Primary School and Hall.

The \$12,000 project involved the installation of 125mm compacted gravel to construct a 320 metre long by 2.5 metre wide pathway from Ibis Way to the Longford Primary School. The path has been designed to be relatively flat to allow residents of all abilities to cycle or walk.

In line with Council's Vision for 2030, the path is one of many shared pathway networks throughout Wellington Shire Council to the Shire's liveability.



Sale Service Centre

18 Desailly Street, Sale
Business Hours: 8.30am to 5.00pm
Phone: 1300 366 244

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

Yarram Service Centre

156 Grant Street, Yarram
Business Hours: 10.00am to 2.00pm (Closed Wednesday)
Phone: (03) 5182 5100

Designed by the Chief Executive Officer in accordance with Section 100 of the Local Government Act 1989. Authorised by D. Wrenn, Chief Executive Officer, Wellington Shire Council, 18 Desailly Street, Sale VIC 3880

Page 2 – Times-Spectator, Tuesday, 20 September, 2016



ITEM A8(3)**RESPONSE TO PETITION TO STOP BAND PRACTICE AT 322-324 YORK STREET SALE**

DIVISION: DEVELOPMENT
 ACTION OFFICER: MANAGER MUNICIPAL SERVICES
 DATE: 18 OCTOBER 2016

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

CARETAKER STATEMENT

The recommended decision is not a "Major Policy Decision" as defined in section 94 A of the Local Government Act 1989 or a "Significant Decision" within the meaning of this policy.

OBJECTIVE

To consider and respond to a petition submitted to Council in relation to weekly band practice at 322-324 York Street Sale.

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

- 1. Write to the head petitioner advising that negotiations have been undertaken and a mutually agreed position has been developed whereby the band will only practice from the York Street premises on Tuesday and/or Thursday evenings from 5.30pm to 7.30pm; and***
- 2. Acknowledges that should the band practice outside these agreed hours, a Prohibition Notice under the Public Health and Wellbeing Act 2008 can be issued.***

BACKGROUND

A petition containing eight signatures was submitted on 2 September 2016 and received by Council at its meeting of 20 September 2016. The petition highlighted that a band practices every Tuesday and Thursday night from 6pm to 9pm. The band uses electronic amplified instruments that means that the noise can be heard clearly in the neighbouring houses with all doors and windows closed. The petitioners urged the Wellington Shire Council to act by requesting the band members practice elsewhere, not adjacent to a residential area.

As a result of the petition, Council contacted all petitioners advising that an on-site meeting would be arranged for Thursday 29 September 2016. All concerned residents met to discuss their concerns and following this meeting, Council's Environmental Health Coordinator and Environmental Health Officer conducted an investigation of the alleged nuisance.

Subsequent to these investigations, Council Officers met with representatives of the band to see if a mutually agreed position could be found.

A compromise position has now been developed, whereby the band will only practice from the York Street premises on Tuesday and/or Thursday between the hours of 5.30pm and 7.30pm.

It was also acknowledged that should the nuisance continue past 7.30pm then a Prohibition Notice under the *Public Health and Wellbeing Act 2008* could be issued.

OPTIONS

Council has the following options:

1. That Council write to the head petitioner advising that negotiations have been undertaken and a mutually agreed position has been developed whereby the band will only practice from the York Street premises one night per week from 5.30pm to 7.30pm; and acknowledges that should the band practice outside these agreed hours, a Prohibition Notice under the Public Health and Wellbeing Act 2008 can be issued; or
2. Seek further information.

PROPOSAL

That Council:

1. Write to the head petitioner advising that negotiations have been undertaken and a mutually agreed position has been developed whereby the band will only practice from the York Street premises one night per week from 5.30pm to 7.30pm; and
2. Acknowledges that should the band practice outside these agreed hours, a Prohibition Notice under the Public Health and Wellbeing Act 2008 can be issued.

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 2013-2017 Theme 7 Community Wellbeing states the following strategic objective and related strategy.

Strategic Objective

Enhance health and wellbeing for the whole community

Strategy 7.7

Work in partnerships to provide leadership and strategic direction on issues or risks relating to community safety.

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



A - PROCEDURAL

A9 INVITED ADDRESSES, PRESENTATIONS OR ACKNOWLEDGEMENTS



A - PROCEDURAL

A10 QUESTIONS ON NOTICE



A - PROCEDURAL

A11 MAYOR'S REPORT

ITEM A11(1)**MAYOR'S REPORT**

OFFICER:

COUNCILLOR McCUBBIN

DATE:

18 OCTOBER 2016

CARETAKER STATEMENT

The recommended decision is not a "Major Policy Decision" as defined in section 94 A of the Local Government Act 1989 or a "Significant Decision" within the meaning of this policy.

RECOMMENDATION

That the Mayor's report be noted.

21 September 2016 – 18 October 2016

23 September	Gippsland Local Government Network (GLGN) meeting, Bairnsdale	Mayor attended.
23 September	Official Opening - Ashleigh House - Library and Fitness Room, Sale	Mayor and Cr Rossetti attended.
23 September	Committee for Gippsland luncheon, Sale	Cr Crossley attended.
23 September	Municipal Association of Victoria (MAV) Gippsland Region meeting, Bairnsdale	Cr Hole attended.
7 October	Municipal Association Victoria (MAV) Board meeting, Melbourne	Cr Hole attended.
8 October	Sale RSL Wreath Laying and service - 65th Anniversary of the Korean War, Sale	Mayor attended.
9 October	Family Fun Day for Maffra & District Farmers, Maffra	Cr Crossley attended.
9 October	The History of Giffard, Darriman and District, Giffard West	Deputy Mayor Cr Wenger attended.
11-12 October	One Gippsland Canberra delegation, Parliament House, Canberra	Mayor attended.
15 October	Neale Daniher's Ride for Research – Motor Neurone Disease, Loch Sport	Deputy Mayor Cr Wenger attended.
18 October	Macalister Demonstration Farm AGM, Riverslea	Mayor attended.

COUNCILLOR DARREN McCUBBIN
MAYOR



B –REPORT

DELEGATES



C1 - REPORT

CHIEF EXECUTIVE OFFICER

ITEM C1.1**SEPTEMBER 2016 PERFORMANCE REPORT**

DIVISION: CHIEF EXECUTIVE OFFICE
ACTION OFFICER: CHIEF EXECUTIVE OFFICER
DATE: 18 OCTOBER 2016

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

CARETAKER STATEMENT

The recommended decision is not a "Major Policy Decision" as defined in section 94A of the Local Government Act 1989 or a "Significant Decision" within the meaning of this policy.

OBJECTIVE

For Council to receive and note the September 2016 Council Performance Report.

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

That Council receive and note the September 2016 Council Performance Report as attached.

BACKGROUND

The September 2016 Council Performance Report comprises key highlights towards achievement of the 2013 -17 Council Plan, progress in relation to Major Initiatives and Initiatives as identified in the 2016/17 Budget together with an overview of Council finances including an Income Statement, a Balance Sheet with commentary regarding any major variances, information on cash balances, the level of rates outstanding and a progress update on Council's Capital Works program.

Section 138(1) of the *Local Government Act 1989* requires that at least every three months, the Chief Executive Officer must ensure that a statement comparing budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date is presented to Council at a Council meeting which is open to the public.

OPTIONS

Following consideration of the attached September 2016 Performance Report, Council can resolve to either:

1. Receive and note the September 2016 Council Performance Report; or
2. Not receive and note the September 2016 Council Performance Report and seek further information for consideration at a later Council meeting, which would result in Council not meeting legislative requirements.

PROPOSAL

That Council receive and note the attached September 2016 Council Performance Report.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

The attached financial report provides information that informs Council on its financial operations for the September 2016 quarter as well as the expected financial position for the 2016/17 year.

COMMUNICATION IMPACT

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

LEGISLATIVE IMPACT

Section 138(1) of the *Local Government Act 1989* requires that at least every three months, the Chief Executive Officer must ensure that a statement comparing budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date is presented to Council at a Council meeting which is open to the public.

COUNCIL POLICY IMPACT

The September 2016 Council Performance Report has been prepared in the context of existing Council policies.

COUNCIL PLAN IMPACT

Objective 2.2 states that Council will:

"Maintain processes and systems to ensure sound financial management"

Objective 2.3 states that Council will:

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

SEPTEMBER 2016 PERFORMANCE REPORT

SEPTEMBER 2016 COUNCIL PLAN HIGHLIGHTS

Funding grants for Bike Ed program

Council received a \$25,000 funding grant from Transport Accident Commission (TAC) to support the redevelopment of the Wellington Bike Ed Program. The funding will go towards purchasing new assets, such as light weight alloy trailer, bicycles, helmets and resources to support schools to run the program. This funding will also go towards meeting objectives in Healthy Wellington 2013 - 2017

Gippsland Art Gallery Updates

The Gallery hosted three exhibitions in September. They were 'A Fine Line' drawings from the Collection, the 2016 John Leslie Art Prize and the Gippsland Eight from the Meeniyar Art Gallery at the Maffra Exhibition Space. The Gallery hosted four Gallery Gecko's workshops and four Life Drawing Classes. The \$20,000 non-acquisitive John Leslie Art Prize was awarded to Amelda Read-Forsythe for her painting 'Under the Storm'. The \$1,000 Best Gippsland Award went to Linda Gibb for her painting 'Tidal River'.

Entertainment Centre Updates

Five events were held at the Entertainment Centre for the month of September attracting 1,525 patrons. One production was Maffra Primary School presenting its annual production with both shows sold out. School holiday entertainment included Red Riding Hood. Patrons were encouraged to dress-up as their favourite Red Riding Hood character - this was very successful with many people dressing up.

Library Programs

The Yarram Library is hosting "Story Island" exhibition provided by the State Library of Victoria from 16 September until 29 October 2016. Four special programs are being offered to schools and community groups during this time to align with exhibition themes that focus on inclusiveness and the environment. The State Library Victoria also provided \$1,500 towards the cost of supporting programs. Staff from Gippsland Art Gallery have assisted in set up and delivery of programs. Local authors are also delivering special readings to support exhibition themes.

School holiday program, 19 – 30 September 2016, focussed on "Nature and sustainability" delivered across all six branches in collaboration with Council's Sustainability Officer.

Self-Checkout Unit vendors provided presentations in September with a trial to be developed for proof of concept at Sale early in 2017.

Leisure Services updates

First review of emergency evacuation procedures has been completed.

Preparing for installation of a new Public Address system for Aqua Energy including the Lex Glover Aquatics Complex is underway.

Preparation of a dedicated Aqua Energy website by the Communications team has progressed to ~80%.

The Manager Leisure Services attended the Vicsport and Local Government Leisure Facilities Managers Forum on 13 September 2016.

Planning and activities commenced in preparation for the outdoor pool season, this included: review of operating times; recruitment of pool lifeguard staff; training scheduling and facility pre-season maintenance.

Learn to swim enrolment and payment processes launched pre term 4

Fire plugs / hydrants repairs

The Emergency Management unit have negotiated with Gippsland Water to take over the coordination of fire plug (underground) repairs. However, for the time being Council will still coordinate fire hydrants (above ground) repairs. At some future point this will also transition over to Gippsland Water. The cost of all repairs still remain with Council.

2015/16 Annual Report

Compilation of the 2015/16 Annual Report was completed with receipt of the Victorian Auditor General's Office sign off for the performance statement and financial statements. Final report was sent to the Minister on 29 September 2016.

Information Services Updates

All business systems and ICT network systems have successfully met Service Level Agreements in September with 99.9% uptime. Microsoft Windows 10 deployment is on track and scheduled for completion in October 2016 as planned. New technology is currently being procured for new Councillors. Microwave repair works completed across remote sites.

Project delivery updates

Port of Sale Cultural Hub and Kilmany Landfill rehabilitation and cell construction works have commenced. Park Street Bridge upgrade and Port of Sale roadwork contracts have been awarded. These projects account for \$13.3M of this year's total capital works budget.

Marley Street (North) Special Charge Scheme consultation has commenced with a meeting with property owners.

2015-16 asset financials have now been approved by auditors.

Flood study

The West Gippsland Catchment Authority (WGCMA) will be undertaking a flood study on the Thomson River below Glenmaggie Dam. Wellington Shire Council is represented on the Lower Thomson River Flood Study working group.

Oval renovation

Seasonal renovation of Sale Main Oval and Stephenson Park Main Oval have been completed without disruption to sporting clubs.

Tour of Gippsland Cycling event

Council sponsored and assisted the Australian Paper Mill Tour of Gippsland Cycling event, with Stage 3 held on 2 September 2016, from Sale to Port Albert. Cyclists also visited Sale Primary School for an information session/assembly.

MOU for tourism marketing

CEO of Wellington Shire Council and President of Wellington Regional Tourism (WRT) signed a new three year Memorandum of Understanding, with transfer of function and budget for tourism marketing to WRT.

Info session by Defence

Council officers attended an information session by Defence on the updated Australian Noise Exposure Forecast (ANEF) for RAAF Base East Sale with effect 2019 and arrival of new aircraft for Basic Flying Training School.

Growth Projects updates

Council resolved to advance various growth projects in the Shire, including: - the North Sale Development Plan - rezoning of land in Longford in accordance with the Longford Development Plan - rezoning of significant areas of land in Wurruk in accordance with the Sale, Wurruk and Longford Structure Plan. Council also commenced community and stakeholder consultation for the Heyfield Low Density Residential project which aims to deliver future acre lots in Heyfield.

SEPTEMBER PERFORMANCE REPORT

Major Initiatives	Completion Target	Progress Comment	Status
LEADERSHIP AND ENGAGEMENT			
Progress the Port of Sale Cultural Hub construction project in line with the project plan.	30 June 2017 (Ongoing)	Tender awarded within budget and construction commenced on 6 September 2016	In Progress (10%)
Progress the Port of Sale Precinct (The Port) redevelopment project in line with the project plan.	30 June 2017 (Ongoing)	Contracts for the Park Street Bridge and the Port of Sale Roadworks were awarded by Council at the meeting on 20 September 2016. The Skate park tender has been advertised and is expected to be awarded in December. Landscape design is continuing as per program.	In Progress (10%)
Oversee a review and update of Wellington 2030 and facilitate a comprehensive service review process across the organisation.	30 December 2017	Over 3,100 people provided input into renewing the Wellington 2030 Strategic Vision. All feedback is now being collated to for analysis at a facilitated workshop (October 2016) to develop revised themes for the renewed vision. Stakeholders such as community members, council staff and organisation representatives will be invited to the workshop. All Managers are completing their service reviews utilising the template developed and the agreed list of services to be reviewed (total of 136). The completed template is due on 14 October 2016.	In Progress (25%)
As Chair Council of the Gippsland Local Government Network, Wellington will work with other Gippsland Councils to implement objectives in the Gippsland Regional Plan.	30 June 2017 (Ongoing)	N/A	Ongoing
Strongly advocate for the relocation of the Federation Training's Fulham campus to Sale CBD and in doing so improve accessibility to education and training outcomes for the Wellington community.	30 June 2017 (Ongoing)	N/A	Ongoing

Major Initiatives	Completion Target	Progress Comment	Status
ORGANISATIONAL			
Explore both Corporate (back office processing) and ICT Shared Services opportunities for the Gippsland Local Government Network (GLGN) Councils.	30 June 2017 (Ongoing)	Benchmarking data, for similar back office and ICT functions, is being reviewed to identify potential opportunities for greater efficiencies across the GLGN Councils.	Ongoing
Plan and implement an organisational wide electronic document, intranet and records management system.	30 June 2017	Development works for New Councillor Library in progress. New document library currently being designed, in consultation with HR department for prototype completion in October 2016. New Records Management system planning has commenced with East Gippsland Shire Council for the purpose of achieving new efficiencies across both Councils.	In Progress (30%)
Implement Stage 3 of the Information Communications Technology (ICT) Strategic Road Map 2015-17 to achieve organisational wide infrastructure and technology upgrade.	30 June 2017	New Library Catalogue system rollout has been successfully completed and is now in operation. Microsoft Windows 10 rollout is in progress and on track for October 2016 completion. Work has commenced on new GIS system for completion by December 2016. Mt Tassie Microwave works scheduled to commence October 2016.	In Progress (45%)
Manage the Port of Sale Cultural Hub & Precinct Project Information Communication Technology (ICT) and Audio Visual (AV) design and installation	30 June 2017	Awaiting project timeline from appointed builder.	In Progress (15%)
Implement new Position Descriptions, an automated Appraisal System and a KPI reporting database across the organisation	30 June 2017	Position Descriptions have been finalised using the new templates for all positions. These have been returned to Supervisors for their review and approval prior to returning to Human Resources for finalisation.	In Progress (70%)
Adopt and implement the Domestic Wastewater Management Plan (DWMP)	30 June 2017	The DPMP has now been approved by Council and next item required is the memorandum of understanding which is being written at the moment	Completed
Drive the Wellington Shire Council Enterprise Agreement No. 9 renegotiation to ensure adoption of an effective and workable agreement.	30 June 2017	Negotiations are continuing.	In Progress (30%)

INFRASTRUCTURE			
Support the development of Yarram Early Learning Inc. to ensure the service is not dependent on a Council subsidy beyond June 2017.	30 June 2017	In mid September, the centre was assessed against the National Quality Framework and Standard and the committee is awaiting the report. The centre will be given a rating that is publically available on whether it is not meeting, meeting or exceeding each of the 7 standards in the framework. A finance subcommittee meets on 29 September to go through current year financials and projections (including whether centre fees will be increased for 2017) for 2017. The centre's financial year is January to December.	In Progress (25%)
Subject to receipt of State Government funding, support Defence Project AIR 5428 outcomes by commencing detailed planning and project programming for upgrades at West Sale Airport including runway extension and asphalt overlay, runway lighting and other associated works.	30 June 2017	Letter received from Minister Pulford noting financial support from State Government and that Regional Development Victoria (RDV) work directly with WSC to deliver the upgrades.	In Progress (35%)
LAND USE PLANNING			
Facilitate the release of industrial land in Wurruk/West Sale to support economic growth	30 June 2017	A project brief for the study is currently being finalised and is expected to be distributed to preferred consultants in October 2016.	In Progress (10%)
Implement the North Sale Development Plan and Developer Contributions Plan into the Planning Scheme to support well planned housing growth.	30 June 2017	At its meeting of 20 September 2016, Council resolved to endorse the draft Analysis and Design Response Plan for general public exhibition between 10 October and 21 November 2016. A series of stakeholder workshops, facilitated by Mesh Planning, will take place on Wednesday 19 October 2016. Invitees will include statutory stakeholders, landowners, real estate agents and planning/engineering consultants.	In Progress (45%)
ECONOMY			
Develop a report and roadmap to address further economic and social opportunities as a result of expansion of RAAF Base East Sale.	30 June 2017	Request for Quotation sent to consultants to consider with quotes due 12 October 2016.	In Progress (20%)

COMMUNITY WELLBEING

Plan for the upgrade of Maffra Gymnastics Club and investigate further enhancements at the Cameron Sporting Complex.	30 June 2017	Request for Quotation period ended on September 12, and InsideEDGE Sport and Leisure Consultants have been awarded the contract to undertake a demand analysis of the existing facilities, and develop a concept design and cost estimate for the recommended development. The consultant has advised that they will attend the Cameron Sporting Complex committee meeting to be held on 17 November.	In Progress (25%)
Facilitate stakeholder engagement throughout the development and delivery of the Gippsland Regional Sporting Complex Stage II A.	30 June 2017	Submissions received for Request for Quotations to Design and Documentation phase and currently under review by Projects team. Community Consultation will occur after initial design concepts are received.	In Progress (15%)

Initiatives	Completion Target	Progress Comment	Status
LEADERSHIP AND ENGAGEMENT			
INI-Facilitate delivery of 2 key outcomes in the 2015-2018 Community Engagement Strategy Action Plan	30 June 2017	Community Engagement (CE) Strategy was adopted by Council on 20 September 2016. Further planning will occur on the makeup of the working group to develop the action plan, which support the implementation of the strategy. Actions to follow up from that working group - Review Community Engagement Policy; Develop Action Plan to support implementation of the CE Strategy.	In Progress
INI-Implement the action plan association with Wellington Shire Economic Development Strategy 2016-2022.	30 June 2017	Waiting for the proof copy to be finalised. Copy of word version of Strategy placed on Council website.	In Progress (95%)
Facilitate stakeholder engagement throughout the delivery of the Cowwarr Recreation Reserve Clubroom Redevelopment.	30 June 2017	Request for Quotation period closed on Friday 23 September, and received no responses. Built and Natural Environment will continue to seek quotes from suitable contractors.	In Progress (20%)
ORGANISATIONAL			
Develop an internal communications plan that will establish and embed a shared understanding of corporate expectations, culture and strategic framework.	30 June 2017	N/A	Not due to start
Develop an organisation learning and development strategy to ensure that organisation learning needs are identified, prioritised and implemented cost effectively to achieve to identified outcomes.	30 June 2017	The Learning and Development team have been collecting information on the current training requirements of staff and reviewing this against compliance, cost, method of delivery and necessity. The training calendar is currently in progress.	In Progress (30%)
Implementation of the 2016/17 Aqua Energy and Gippsland Regional Sporting Complex Business Plan.	30 June 2017	Leisure Services Leadership team are working with external consultants (Genesis Solutions) to build a new Business Plan for this business unit, to include both Aqua Energy and GRSC. Service Review evaluation is progressing well with a second workshop to be completed	In Progress (25%)

Initiatives	Completion Target	Progress Comment	Status
		by 28 Sept. Formation of the 4 year business plan will follow.	
Manage and deliver Information Communication Technology (ICT) services to East Gippsland Shire Council as per the Memorandum of Understanding.	30 June 2017	New Finance System Contract has been awarded with works scheduled to commence in October 2016. Collaborative scoping with East Gippsland Shire Council's Records Management system requirements has commenced for the purpose of identifying any cross council efficiencies.	In Progress (25%)
Implement the new corporate planning and reporting system to ensure strategic organisational alignment and that reporting capabilities are optimised.	30 June 2017	Corporate Reporting Indicators (CPIs) collected from business units were reviewed and uploaded to Pulse. Reporting against these CPIs in Pulse was launched in this reporting period. Two drop in sessions were conducted on 27 and 28 September to provide assistance with reporting against CPIs using Pulse.	In Progress (90%)
Identify and implemented an automated Credit Card module to enable procurement efficiency and compliance.	30 June 2017	N/A	Not started
Inform Aqua Energy's business decisions through the cost allocation model data	30 June 2017	Format of Cost Allocation Model approaching finalisation. Inclusion of relevant KPI's by Finance department to be included following further consultation in-house. It is now anticipated that the model will be trialled for use as a quarterly reporting tool and used for complimentary assessment of key programs.	In Progress (15%)
Review Council's Business Continuity Planning framework to ensure that an effective plan is in place to maintain the continuity of critical business functions in the event of a business interruption event.	30 June 2017	Due for commencement in January 2017.	Not started
Provide access to hearing loop facilities at all public library branches for hearing augmentation.	30 June 2017	Portable Hearing Loops have been purchased and once test tagged, they will be checked and installed at 5 branches.	In Progress

Initiatives	Completion Target	Progress Comment	Status
Develop and implement a Customer Service Strategy that defines the standards required to improve customer satisfaction across all Council services.	30 June 2017	Presented the internal and external analysis results to CMT and requested endorsement to develop a working group to continue with the project.	In Progress (20%)
NATURAL ENVIRONMENT			
Refine and implement the Wetlands Management Process into the Park Service operational plans	30 June 2017	Conversations are ongoing with Coordinator Infrastructure Development regarding similarities between works attempted by both teams.	In Progress (25%)
Initiate the Depot Nursery Climate Change plant trials	30 June 2017	Photo monitoring for visual assessment of plant growth and development has started.	In Progress (25%)
INFRASTRUCTURE			
Finalise a Stormwater Management Plan which identifies levels of service and service gaps for all townships, supported by a capital works program	30 June 2017	Development of a Stormwater Management Plan has commenced with a review of each township undertaken. Proposed to complete by early 2017 for planned workshop with Council.	In Progress (30%)
Complete a review of Councils level of service for bituminous surfacing in residential streets and courts	30 June 2017	Analysis progressing for completion in Feb 2017	In Progress (20%)
Undertake a review of the 2013 – 2016 Boating Facilities Strategic Plan	30 June 2017	N/A	Not started

Initiatives	Completion Target	Progress Comment	Status
Progress the Residential Road and Street Construction Plan projects in line with the implementation plan.	30 June 2017	Cunningham street complete. Pearson & Simpson Streets progressing with construction tender due to be advertised in November following adoption of designs and the successful recruitment of a Project Engineer to fill a vacant position.	In Progress (5%)
Oversight the supervision of the Princes Highway/Cobains Road Roundabout project in line with the project plan.	30 June 2017	Works are underway on this project with service relocations and underground drainage works progressing as well as pavement works underway in Cobains Road.	In Progress (5%)
Construct the Park Street Bridge, Sale as per the project plan.	30 June 2017	Council awarded this contract at the 20 September 2016 Council meeting.	In Progress (10%)
Progress the Cowwarr Recreation Reserve Clubrooms redevelopment project in line with the project plan.	30 June 2017	An architect will be appointed to complete detailed designs in October. Construction is likely to commence in September 2017.	Not due to start
Identify the key recommendations of the Turf Maintenance service review for implementation	30 June 2017	Currently finalising mowing area guidelines for service review	In Progress (65%)
Initiate a minimum of four projects identified within the Residential Road and Street Construction Plan to the stage of public meetings and formal survey	30 June 2017	4 Meetings for Residential Road and Street Construction Plan projects have been undertaken, including: Dundas Street - South and Dundas Street - North. Merry Street, Maffra Marley Street, Sale, (North) A fifth meeting for Marley Street (South) is scheduled for 10 October.	Completed
Initiate projects for year 3 of the Boating Facilities Action Plan.	30 June 2017	Workshop held on 16 August to brief Council on Port Albert Boat Ramp and Parking Improvement upgrades. No further progress on this action.	In Progress (10%)

Initiatives	Completion Target	Progress Comment	Status
Establish a 5 year work plan to reduce energy consumption by 5% per year at Desailly Street Head Office and Yarram Hub and use Planet Footprint to track results.	30 June 2017 (Ongoing)	N/A	Not started
Investigate and evaluate a replacement box office ticketing system for the Entrainment Centre.	30 June 2017	Three quotes from software vendors received, and preferred supplier identified. Further planning with IT Unit to take place. No further action taken on this project during September.	In Progress (15%)
Identify a digital asset management system for library and art gallery collections.	30 June 2017	Test phase complete with build of asset interface to be complete by end of October. Initially assets available will be owned by or bequeathed to Wellington Shire (e.g. Wellington Shire Heritage Study, Local History Bibliography). Long term plan to expand asset base to include contributions from the community via local history networks or personal collections of photographs, letters, documents of broader community interest.	In Progress
Establish a 5 year work plan to reduce energy consumption by 5% per year at Esso BHP Billiton Wellington Entertainment Centre (EBBWEC) and use Planet Footprint to track results	30 June 2017 (Ongoing)	Box Office and foyer toilets have been replaced from fluoro to LED in the month of September.	In Progress (10%)
Establish a 5 year work plan to reduce energy consumption by 5% per year at Aqua Energy and Gippsland Regional Sports Complex (GRSC) and use Planet Footprint to track results	30 June 2017 (Ongoing)	Work plan has not yet commenced. Revision of previous documentation continuing. Awaiting webinar instruction for Planet Footprint.	In Progress (5%)
Finalise Operational Review for Yarram Aerodrome and present to West Sale Airport and Yarram Aerodrome Strategic Advisory Group.	30 June 2017	Council Workshop completed.	Completed

Initiatives	Completion Target	Progress Comment	Status
Review land identified as surplus to Councils requirements and update Land Sales Strategy.	30 June 2017	<p>List of identified properties extended based on info provided by Natural Environment & Parks.</p> <p>Sale of Livingston Road, Yarram progressing. Period for public submissions closed Friday 23 September 2016. Solicitor instructed to prepare documents.</p> <p>Acquisitions of land for Woondella Shared path underway. Discussions to purchase from one of the two required owners completed.</p>	In Progress (35%)
Apply the Community Facilities Strategy to all relevant decisions involving projects that impact community facilities.	30 June 2017	The Community Facilities Framework (CFF) was adopted by Council this month. In the process of preparing the CFF for adoption, the Halls Hierarchy model was updated to ensure the CFF was correctly applied to the criteria.	In Progress (15%)
LAND USE PLANNING			
Implement the Stage 2 Heritage Study into the Planning Scheme to protect the Shire's heritage assets.	30 June 2017	At its meeting of 6 September 2016, Council resolved to seek Authorisation from the Minister for Planning to proceed with Amendment C92 to implement the recommendations of Stage 2 of the Heritage Study and apply the Heritage Overlay to 67 places across the Shire. The requisite Amendment documents were forwarded to the Minister for Planning on 14 September 2016. Officers are currently awaiting a response.	In Progress (40%)
ECONOMY			
Advocate, in partnership with other Gippsland Shires, for increases and enhancements of V-Line services to Gippsland to improve connectivity and access for residents.	30 June 2017 (Ongoing)	N/A	Ongoing
Seek funding to develop a business case for the extension of the Great Southern Rail Trail through to Yarram and Port Albert, to increase visitation and business opportunities in adjacent areas.	30 June 2017	Council met with Regional Development Victoria (RDV) Gippsland representatives regarding business case requirement for extension to Great Southern Rail Trail.	In Progress (40%)

Initiatives	Completion Target	Progress Comment	Status
COMMUNITY WELLBEING			
Introduce patron self-checkout units at Sale Library	30 June 2017	Vendors provided presentations in September with trial to be developed for proof on concept early 2017	In Progress (25%)
Develop a program of annual exhibitions at Gippsland Art Gallery Sale designed to encourage emerging artists in Gippsland.	30 June 2017	The exhibition program has been developed with exhibitions scheduled for the temporary gallery at the Port of Sale Business Centre and the Maffra Exhibition Space up to September 2017.	In Progress (60%)
Implement Dromkeen major children's literature and illustration exhibition at Yarram Library, in partnership with State Library of Victoria.	30 June 2017	"Story Island" Dromkeen exhibition installed and now available for public viewing at Yarram Library until 29 October. Schools program developed with expressions of interest to participate received.	In Progress (50%)
Complete a business case for the redevelopment of 25 metre indoor pool	30 June 2017	One submission only received. Successful contractor (Sport & Leisure Solutions) appointed. Will commence process in December 2016.	In Progress (10%)
Implement the 16/17 priorities emanating from the 2015-20 Aquatic Strategy	30 June 2017	<ul style="list-style-type: none"> • Outdoor Shade Structure Replacement <ul style="list-style-type: none"> - Rosedale: purchased - Maffra: quotes obtained. Installation is imminent. • Pump Renewal program - ongoing • Heyfield Pool Building Replacement - at 98% completion. • Sale Outdoor Pool Plant replacement - Projects Team have advised that the integrity of pipe work to outdoor pools is confirmed. Design work continues. • Sale 25m Plant room roof replacement - completed • Outdoor pools security fencing (Stratford Outdoor Pool & Aqua Energy) - Tender not yet awarded as at 20 Sept. Awaiting commencement. • Public Address system - Preparing to place order. 	In Progress (25%)

Initiatives	Completion Target	Progress Comment	Status
		<ul style="list-style-type: none"> Business Case for redevelopment: Consultant engaged and to commence in December 	
Implement actions and recommendations from the Leisure Services Marketing Plan as a tool to increase memberships and participation rates.	30 June 2017	No Joining Fee promotion continues and suspending Joining Fee payments is being considered. New dedicated website development is progressing well at approximately 80%. Retention follow up calls are continuing. New 'Tour of the facility' script has been drafted for trial. Summer Group Fitness timetable being considered. Outdoor pool season operating hours reviewed. Promotion has not yet begun. Swim School semester implemented and revised payment methodology communicated to families.	In Progress (20%)
Undertake consultation and planning to ensure the development of a first draft of the Municipal Public Health and Wellbeing plan (2017-21) by 30 June 2017.	30 June 2017	Awaiting a meeting to be organised with CEO of Health Services and Council to agree on integrated approach to planning; Further meeting to occur with Wellington Primary Care Partnership on the extension of Community Health & Wellbeing Officer role and if not funded the implication that will have on Council staff responsible with Municipal Public Health & Wellbeing Plan. Follow up meeting with Corporate planning team to discuss time lines for Council plan and the possibility to align Healthy Wellington with Council Plan.	In Progress
Develop Wellington Age Friendly Plan.	30 June 2017	During September the council's new Aged Friendly Project Officer, commenced in the role. New officer has been setting up for the community engagement for this project, including the following tasks: • Organising the first steering group committee • Defining the scope and timeline of the project • Drafting a project plan • Drafting a community engagement strategy • Researching successful project's in other regional and rural council's	In Progress
Complete a review of the Wellington Responsible Gaming Policy.	30 June 2017	Council Workshop Presentation was done by Service Review Coordinator on the 20th September 2016. Councillors had different opinions on how detailed the policy needs to be, and inclusion of social impact	In Progress

Initiatives	Completion Target	Progress Comment	Status
		assessments. Intentions to continue to review Policy and present to new Councillors in November.	
Finalise the Wellington Youth Strategy and achieve planned actions for 2016-17.	30 June 2017	Report of Youth Survey results is complete. Wellington Youth Services Network meeting where it was to be presented had to be rescheduled for 5/10. Youth Summit for December being planned to bring young people and service providers back together to review data collected and to decide on priority areas for strategy. This summit will be facilitated by a member of Youth Affairs Council of Victoria.	In Progress (55%)
Ensure implementation of Council led responsibilities for 2016-17 in the Healthy Wellington Action Plan	30 June 2017	<p>Council led events and programs:</p> <ul style="list-style-type: none"> • Walk to School - Planning and delivery is underway. 29/31 schools registered and media planning is underway) • Safe Routes to School (as part of VicRoads Road Safety Project) - Planning and delivery is underway • Social Inclusion Week (SIW)- 6 expressions of interest for SIW media and promotion received • 16 Days of Activism celebratory breakfast (venue and speakers to be confirmed) <p>Working Groups - Social Connections and Inclusion (SCI), Prevention of Violence Against Women and Children (PoVAWC), Healthy Eating (HE) and Physical Activity (PA) working groups continue to meet at least once every two months to discuss progress towards completion of the Action Plan.</p>	In Progress

Initiatives	Completion Target	Progress Comment	Status
Finalise the Municipal Early Years Plan with support from key partners and achieve planned actions for 2016-17.	30 June 2017	Four goals and nineteen strategies included in the 2016-2021 plan. Lead Early Years partners have been identified for all but two strategies. Aim for the plan to be condensed into twelve pages including community feedback to give a sense of community ownership. Ready to send to management positions of lead agencies for final confirmation of their responsibility in implementing the plan.	In Progress
Finalise the Wellington Access and Inclusion plan and achieve planned actions for 2016-17	30 June 2017	No further progress in August, as Wellington Access and Inclusion Plan still in draft pending further meetings with other Units.	In Progress
Conduct a review of the community assistance grants program and implement recommendations prior to the opening of the 2016/17 Community Assistance Grants Program.	30 June 2017	Review to take place after the Community Assistance Grants August round has been finalised.	In Progress (5%)
Establish a process that enables development and maintenance of 10 year capital planning of community facilities for Council approval.	30 June 2017	This program will evolve annually to guide long term planning and decision making in relation to the capital budget and community facilities planning priorities.	In Progress (25%)
Review Current Section 86 structures that are currently in place and make appropriate recommendations to be considered by Council.	30 June 2017	Met with the Recreation and Open Space Coordinator of the Mitchell Shire Council who in 2012 converted 20 of their Section 86 committees to an incorporated body model. The challenges and issues they faced were discussed and will be considered in our review. It is planned to also consult with the East Gippsland and Cardinia who have undertaken similar reviews in recent years.	In Progress (15%)
Ensure implementation of all municipal responsibilities identified in the Municipal Emergency Management Plan	30 June 2017	Internal Table Top Exercise (Influenza Pandemic/Business Continuity Planning) scheduled for 20 October with some 40 council staff participating. This exercise is a requirement under the Municipal Emergency Management Plan.	In Progress (25%)

Initiatives	Completion Target	Progress Comment	Status
Ensure implementation of all municipal responsibilities identified in the Municipal Fire Management Plan	30 June 2017	Planning for the Fire Inspection Program well under way. Council website has been updated. Fire hydrant marker replacement program now in year-2 progress well.	In Progress (25%)



SEPTEMBER 2016
QUARTERLY
FINANCE SUMMARY
INCORPORATED IN PERFORMANCE REPORT

INCOME STATEMENT For the period ending 30 September 2016	YEAR TO DATE 2016-17			FULL YEAR 2016-17	
	Actual \$000's	Adopted Budget \$000's	Variance \$000's	Adjusted Budget \$000's	Adopted Budget \$000's
Income					
Rates and charges	53,832	53,571	261	53,722	53,722
Statutory fees & fines	112	117	(5)	461	461
User fees	1,199	1,120	79	6,117	6,117
Grants - operating	3,764	3,860	(96)	13,563	13,619
Grants - capital	287	613	(326)	15,574	15,483
Contributions - monetary	54	56	(2)	1,175	1,114
Net gain on disposal of property, infrastructure, plant and equipment	10	27	(17)	388	328
Other income	648	578	70	2,975	2,975
Total Income	59,906	59,942	(36)	93,975	93,819
Expenditure					
Employee costs	6,604	7,014	410	25,345	25,353
Contractors, materials and services	5,209	6,459	1,250	29,476	28,913
Bad and doubtful debts	-	-	-	111	111
Depreciation and amortisation	5,224	5,484	260	21,760	21,760
Borrowing costs	67	67	-	504	504
Other expenses	259	185	(74)	711	711
Total Expenditure	17,363	19,209	1,846	77,907	77,352
Surplus for the period	42,543	40,733	1,810	16,068	16,467

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

Adopted Budget to YTD Actuals

The operating result for the first quarter of the financial year reflects a surplus of \$42.54 million against an adopted budget surplus of \$40.73 million. The favourable variance of \$1.81 million is mainly due to:

INCOME

- **\$261k** - Additional rates and charges have been raised from supplementary valuations since the preparation of the 2016/17 budget.
- **\$79k** - Commercial tipping fees raised for the first quarter have been higher due to the increased volume of waste processed at the landfill station. Entertainment centre ticket sales income was greater than predicted due to extra shows and better community attendance, but is partly offset by increased artist fees and marketing cost.
- **(\$96k)** - A total of \$150k operating grant funding initially budgeted to be received in 2016/17 was actually received in 2015/16 including \$90k for the Cowwarr Recreation Reserve Clubroom Redevelopment and \$60k for Municipal Emergency programs. New grant funding of \$20k has been received to overlook dairy industry impacts within the Shire. This is partly offset by changes in the timing of the receipt of funding for SES centres, School Crossings, Senior Citizen programs and median strip maintenance which has resulted in Council receiving an net increase of \$32k over budget for the first quarter.
- **(\$326k)** - The bulk of the variance relates to delays in grant claims of \$264k for roads to recovery projects due to wet weather, mainly Maffra Brewers Hill Road and Hearthall Road. The final claim of \$126k for the Gordon St Recreation Reserve Clubroom Redevelopment will be submitted on final completion of works. Grant funding of \$90k for the Stratford Recreation Reserve Netball Court was received in 2015/16 (budgeted for 2016/17) and funding of \$163k for Commercial Rd Yarram Streetscape was received earlier than expected.
- **\$70k** - Other income primarily represents additional interest on investments resulting from a higher than expected cash balance.

EXPENDITURE

- **\$410k** - Employee costs are under budget by \$190k due to vacancies, timing of leave taken by the staff and the reversal of the 2015/16 wage accrual. Part of these savings have been offset by the use of agency staff to backfill critical customer focus operations. Savings of \$197k from the initial WorkCover premium instalment have occurred, however further expenses may be incurred subject to premium finalisation due in November 2016.

- **\$1.25 million** - Gains in contractors, materials and services are primarily due to:

- a. The Princes Highway/Cobains Road Intersection Upgrade is being delivered by the developer. Contractor costs are occurring, but are \$425k below anticipated year to date levels.

- b. The \$300k rehabilitation of the Kilmany landfill site contract has been awarded, with works to commence work in 2017.

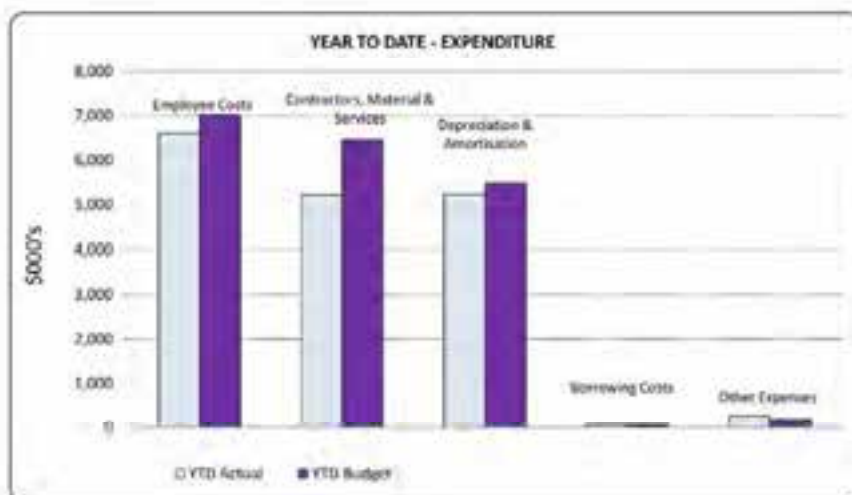
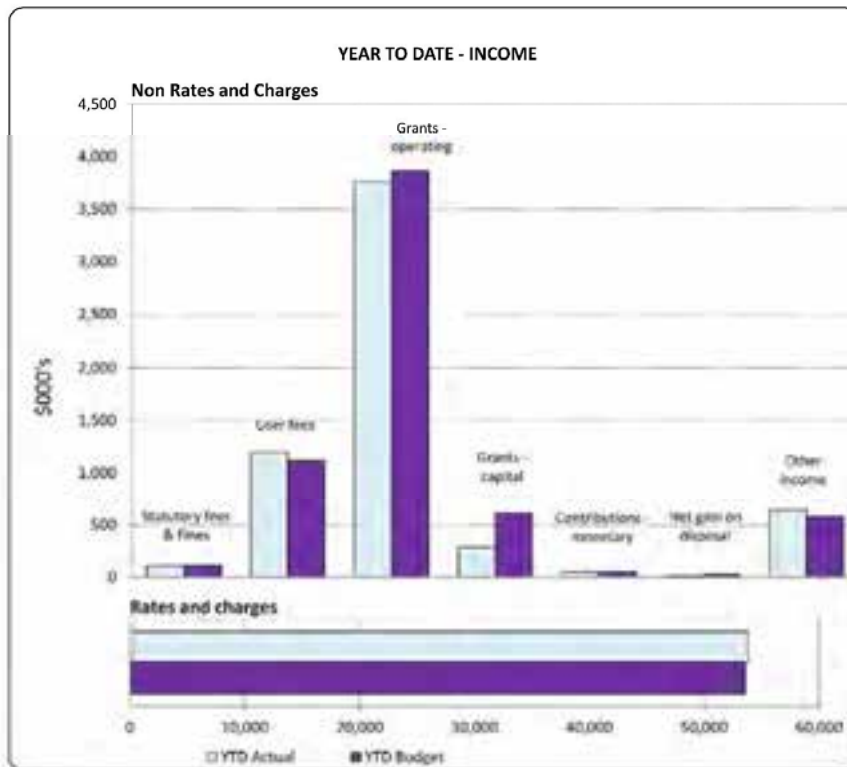
- c. Contribution towards SES centres of \$112k has been delayed until the budgeted funding is received from State Government.

- d. Operating subsidies payable to community groups and committees are behind budget by \$84k, due to the delays in receiving annual reports and other documentation.

- e. The bulk of the remaining underspends relates to general maintenance of Council infrastructure such as commercial, operational and community facilities, which will be expended over the coming months.

- **\$260k** - Depreciation and amortisation (non cash) is lower to date for buildings and landfill improvements.

SEPTEMBER 2016 YEAR TO DATE COMPONENTS AT A GLANCE



BALANCE SHEET As at 30 September 2016

Actual		Actual	Adjusted Budget	Adopted Budget
September 15		September 16	June 17	June 17
\$000's		\$000's	\$000's	\$000's
Current Assets				
90,931	Total Current Assets	96,436	43,585	43,009
886,484	Total Non Current Assets	898,588	927,194	925,042
977,415	Total Assets	995,024	970,779	968,051
Current Liabilities				
13,664	Total Current Liabilities	13,156	13,933	14,997
11,558	Total Non Current Liabilities	10,465	11,921	11,536
25,222	Total Liabilities	23,621	25,854	26,533
952,193	Net Assets	971,403	944,925	941,518



The first rate instalment was due on 30 September 2016. The rate debtors outstanding as at the end of September 2016 was \$42.61 million (70.76%) compared to September 2015 of \$40.06 million (69.81%).



Council cash holdings at the end of September 2016 of \$54.89 million is above the September 2015 balance of \$47.70 million. The current cash holdings includes restricted funds of \$7.7 million to cash back reserves, \$8.9 million to cover provisions, \$7.5 anticipated working capital until next rate instalment and \$10.5 million associated with the 2015/16 operating and capital carried forwards.

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

CAPITAL EXPENDITURE PROGRAM

For the period ending 30 September 2016

	YEAR TO DATE 2016-17			FULL YEAR 2016-17		
	Actual \$000's	Adopted Budget \$000's	Variance \$000's	Adjusted Budget \$000's	Achieved %	Adopted Budget \$000's
Property	(2,033)	(1,926)	107	12,331	(16%)	12,443
Infrastructure	4,183	3,517	(666)	31,355	13%	29,359
Plant and Equipment	505	537	32	3,359	15%	3,149
Intangibles	7	84	77	707	1%	675
Grand Total	2,662	2,212	(450)	47,752	6%	45,626

	YEAR TO DATE 2016-17			FULL YEAR 2016-17		
	Actual \$000's	Adopted Budget \$000's	Variance \$000's	Adjusted Budget \$000's	Achieved %	Adopted Budget \$000's
Renewal	2,703	2,355	(348)	31,032	9%	29,352
Upgrade	320	231	(89)	10,593	3%	10,294
Expansion	(410)	(427)	(17)	3,984	(10%)	3,917
New Assets	49	53	4	2,144	2%	2,063
Grand Total	2,662	2,212	(450)	47,752	6%	45,626

September 2016 Highlights

- Port of Sale Cultural Hub construction has commenced.
- Cunningham Special Charge Scheme was completed in September 2016 invoices to be issued to property owners in October 2016.
- Valencia Creek Road Briagolong & Victoria Street Briagolong widening projects have been completed.
- Aqua energy Roof renewal was completed in September
- Outdoor pool shade structures commenced in September 2016 for the Maffra Pool.
- Port Albert Shared pathway has been completed.

Summary Year to Date 2016-17

As at 30 September 2016, the adopted capital expenditure budget is \$45.6 million. 145 projects planned for the year.

Status	% of Capital Works	Other:	% of Capital Works
Complete	7%	Red	2%
Commenced	23%	Amber	2%
Contract	1%	Multi Year	6%
Preplanning	52%	Transferred	7%
Other	17%		



ITEM C1.2**CHIEF EXECUTIVE OFFICER'S REPORT**

OFFICER: CHIEF EXECUTIVE OFFICER

DATE: 18 OCTOBER 2016

CARETAKER STATEMENT

The recommended decision is not a "Major Policy Decision" as defined in section 94 A of the Local Government Act 1989 or a "Significant Decision" within the meaning of this policy.

RECOMMENDATION

That the Chief Executive Officer's Report be received.

- | | |
|---------------|--|
| 21 September | Met with Bug Blitz Chairman Martin Carlson, Program Director John Caldow and John Leslie OBE to discuss future project ideas within Wellington Shire. |
| 23 September | Chaired the Gippsland Local Government Network (GLGN) CEO's meeting, Bairnsdale. |
| 5 October | Attended a Shared Service MoU and Proposed Shared Platform, Bairnsdale with representatives from Wellington Shire Council, and East Gippsland Shire Council Chief Executive Officer Garry Gaffney and representatives. |
| 7 October | Attended LV Local Government Economic Facilitation meeting, Traralgon. |
| 11-12 October | Attended One Gippsland Canberra delegation, Canberra |
| 13-14 October | Attending LGPro CEO Meeting & Consultation Forum, Torquay |



C2 - REPORT

GENERAL MANAGER CORPORATE SERVICES

ITEM C2.1**ASSEMBLY OF COUNCILLORS**

DIVISION: CORPORATE SERVICES

ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

DATE: 18 OCTOBER 2016

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

CARETAKER STATEMENT

The recommended decision is not a "Major Policy Decision" as defined in section 94A of the Local Government Act 1989 or a "Significant Decision" within the meaning of this policy.

OBJECTIVE

To report on all assembly of Councillor records received during the period 27 September 2016 to 11 October 2016.

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

That Council note and receive the attached Assembly of Councillor records received during the period 27 September 2016 to 11 October 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 Councillor records received during the period 27 September 2016 to 11 October 2016.

Assembly of Councillors summary of reports received during the period 27 September 2016 to 11 October 2016		
Date	Matters considered	Councillors and officers in attendance
3 Oct 2016	Art Acquisitions	Councillor Davine Anton Vardy, Gallery Director Simon Gregg, Sale Curator Sarah Atkinson, Gallery Support Officer Stephen Dempsey, Manager Arts & Culture
4 Oct 2016	Councillors Diary Meeting	Councillor Crossley, Councillor Rossetti, Councillor Cleary, Councillor Davine, Councillor Duncan, Councillor McCubbin, Councillor Wenger, Councillor Hole David Morcom, Chief Executive Officer Leah Schuback, Executive Support Officer

ASSEMBLY OF COUNCILLORS

1. DATE OF MEETING:

3 October 2016

Gippsland Art Gallery Advisory Group

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, GMC&C		✓
A Skipitaris, GMG		✓	J Websdale, GMD		✓
C Hastie, GMB&NE		✓	Sharon Houlihan		✓

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

Name	Item No.	Name	Item No.
Robbie Aitken		Anton Vardy – Gallery Director	1
Dr Rob Ziffer		Simon Gregg - Curator	1
Clive Murray-White		Sarah Atkinson – Minute Secretary	
Brian Cantwell		Stephen Dempsey – Manager Arts & Culture	
Brian Castles			
Bianca Taylor			

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

1. Art Acquisitions

4. Conflict of Interest disclosures made by Councillors:

No Conflict of Interests declared.

ASSEMBLY OF COUNCILLORS

1. DATE OF MEETING:

4 October 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 , GMC&C		✓
C Hastie, GMB&NE		✓	J Websdale , GMD		✓
A Skipitaris, GMCS		✓			

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

Name	Item No.	Name	Item No.
Leah Schuback	1		

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

1. Councillors' Diary Meeting

4. Conflict of Interest disclosures made by Councillors:

Nil

ITEM C2.2**CONSIDERATION OF THE ANNUAL REPORT 2015/16**

DIVISION: CORPORATE SERVICES
ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES
DATE: 18 OCTOBER 2016

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

CARETAKER STATEMENT

The recommended decision is not a "Major Policy Decision" as defined in section 94A of the Local Government Act 1989 or a "Significant Decision" within the meaning of this policy.

OBJECTIVE

To consider and receive the Annual Report 2015/16 for Wellington Shire Council, as attached.

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

That Council consider and receive the Annual Report 2015/16, for Wellington Shire Council, in accordance with the requirements of the Local Government Act 1989.

BACKGROUND

Each financial year Council prepares an annual report which is designed to inform the community about our performance for the previous year, particularly against our financial plan, strategic objectives set out in the Council Plan and other information as required by legislation.

Council is required to consider the Annual Report 2015/16 at a Council meeting within one month of submitting the report to the Minister for Local Government.

PROPOSAL

It is proposed that Council consider and receive the Annual Report 2015/16 in accordance with the requirement of the *Local Government Act 1989*.

CONFLICT OF INTEREST

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

LEGISLATIVE IMPACT

Council has a responsibility to consider and discuss the Annual Report 2015/16 in accordance with Section 134 of the *Local Government Act 1989*. Council's Annual Report 2015/16 has been prepared in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

COUNCIL PLAN IMPACT

The Council Plan 2013 -17 *Theme 2 – Organisation* 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.

CONSULTATION IMPACT

Copies of the Annual Report 2015/16 are available to the public at the Sale and Yarram Service Centres, and on Council's website.



WELLINGTON SHIRE COUNCIL

Annual Report

For the year ended 30 June 2016



Part 1: Report of Operations
Part 2: Performance Statement
Part 3: Financial Statements



WELLINGTON SHIRE COUNCIL

Report of Operations

For the year ended 30 June 2016

Report of Operations Page 1 of 82

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1.0 Introduction

1.1 Welcome to the Wellington Shire Council Report of Operations 2015/16

Wellington Shire Council is proud to present the 2015/16 Annual Report to our community.

Wellington Shire Council's Annual Report 2015/16 aims to fulfil Council's statutory reporting obligations under the *Local Government Act 1989* and other relevant legislation.

Council is committed to transparent reporting and accountability and the Report of Operations 2015/16 is the primary means of reporting back to the Wellington Shire community about Council's operations and how we've performed over the past 12 months. It benchmarks our performance against strategic objectives set in the 2013-17 Council Plan and our long-term financial plan. For further information and to provide feedback, please contact our Customer Service Department on 1300 366 244.

1.2 Snapshot of Council



This section sets out demographic information about the shire which influences how Council may need to develop various services.

Wellington Shire Council

Wellington Shire Council was established in 1994 and it covers an area of 10,924 square kilometres.

- 23,358 face-to-face customer enquiries received.
- 526 licenced food premises inspected.
- 140 building notices and orders served.
- 504 planning permits issued with an estimated value of development of \$54,092,951.
- 14,888 invoices processed for accounts payable.
- \$70,000 saved on printing and consumables.
- 31,784 rates notices issued.

- Council staff worked closely with the Sale Memorial Hall Committee of Management to complete the Master Plan that will guide decision making in relation to upgrade and renewal of the iconic facility into the future.
- Sport and Recreation Victoria funding applications for Gippsland Regional Sports Complex Stage 2 (\$650,000), Cowwarr Recreation Reserve (\$100,000) and Stratford Recreation Reserve (\$100,000) were successful. All projects will form part of Council's 2016/17 capital works program.

1.5.5 Land Use Planning

Strategic Objective - Appropriate and forward looking land use planning that incorporates sustainable growth and development

- Council adopted the Longford Development Plan on 17 November 2015, which now provides the foundation for future rural living growth in the township.
- On 15 March 2016, Council adopted a planning scheme amendment to provide for the rezoning of significant areas of land in Port Albert for future rural lifestyle lot growth.
- Rosedale Structure Plan Implementation was approved by the Minister for Planning on 15 October 2015. The Amendment provides the foundation for future growth and development in Rosedale.
- Council continued to provide an efficient planning permit service in 2015/16 with 96% of applications decided within 60 days; this is compared to the rural Council average of 74%. [Source: June 2016 State planning data]

1.5.6 Economy

Strategic Objective - Supported business growth and employment, lifestyle opportunities and a vibrant tourism sector

- The Minister for Defence announced Team 21 as preferred tenderers for Defence Project AIR 5428 to be located at RAAF Base East Sale by 2019, with the project anticipated to have positive impacts on the local economy.
- RAAF Base East Sale officially launched its \$185 million redevelopment works on 8 October 2015.
- Council has undertaken a comprehensive consultation program in the development of a Draft Economic Development Strategy. It is anticipated the Strategy will be adopted in August 2016.
- The Victorian State Government announced \$20 million funding towards Stage 1B of Southern Rural Water Macalister Irrigation District (MID) 2030.
- Wellington Regional Tourism's Annual People's Choice Awards once again recognised leaders in the tourism industry. Council is a long term supporter of this event.
- Council provided ongoing assistance to the organisers of the AUSTimber 2016 event and in particular, supported the Field Expo held at the Hancock Victorian Plantations (HVP) Flynn's Creek site.

- Council worked with RAAF Base East Sale and Victoria Police to support the Freedom of Entry to City of Sale Parade that saw over 260 Base personnel and the Air Force Band march along Raymond Street.

1.5.7 Community Wellbeing

Strategic Objective - Enhanced health and wellbeing for the whole community

- Aqua Energy passed a comprehensive audit process through SCOPE Victoria. The 'Communication Access Assessment' recognises Council's commitment to providing inclusive and accessible facilities.
- The Mobile Library has been replaced by the Outreach Library Service. Council formed partnerships with neighbourhood houses and schools in Gormandale, Briagolong, Golden Beach, Loch Sport and Cowwarr to offer the Outreach Library Service from their community spaces on a weekly basis.
- The Gippsland Art Gallery re-opened in its temporary location at the Port of Sale Business Centre, on 10 July 2015.
- The Municipal Influenza Pandemic Plan was completed and endorsed by the Municipal Emergency Management Planning Committee.
- The Gippsland Art Gallery 50 Year Anniversary book has been published. Written by the Gallery Curator, it documents the 50 year history of the Gallery and includes an image of all 1,300 works in the collection.
- The inaugural Gippsland Print Awards opened at the Gippsland Art Gallery with 256 entries received from all around Australia.
- The Municipal Emergency Management Plan V2.2 passed audit and was adopted by the Municipal Emergency Management Planning Committee.
- The 'Volunteering in Wellington' website was launched. It is a valuable resource both for community groups that are seeking volunteers and for local residents who wish to explore volunteering opportunities www.volunteeringinwellington.com.au.
- The communities of Woodside, Woodside Beach and McLoughlin's Beach have completed their first Community Emergency Plan.
- Recruitment of the new Youth Council was completed. Six members of the 2015 group continued, joined by eight new members. They identified youth mental health as a key area of focus for the coming year.
- Walk to School was highly successful with 29 out of 31 schools registered and implementing healthy eating and fitness activity into their curriculum along with promoting active travel. This is the highest level of participation from schools across Wellington Shire.
- The Gippsland Times dedicated four pages to promoting the Social Inclusion Week activities provided through Council and 18 partner organisations.
- Tech Savvy Seniors sessions have been fully booked in our libraries with new digital TV's installed at Maffra and Sale libraries allowing for improved shared education experiences.

- Yarram Early Learning Centre has held its first AGM, celebrating the achievements of the first several months of operation and electing a new committee. They have had an extremely successful first year of operations with better than projected attendance and income.
- The International Women's Day celebration was a great success, with over 100 people attending the breakfast and a panel discussion at the Sale Memorial Hall.
- Council provided Family Violence after Natural Disaster training to 45 people from across the sector including Emergency Services personnel and health and community services staff. Feedback was extremely positive and a follow up Train the Trainer session was held to build capacity within Gippsland to run further sessions around the region.
- Council implemented an integrated mosquito management and education program over the 2015/16 summer breeding season.

1.6 Challenges and Future Outlook

Challenges

- The impact of rate capping in the coming financial years.
- Negotiation of Enterprise Agreement Number 9.
- Continuing the development of West Sale Airport – Eastern Recreational Aviation Precinct development and subsequent land sales opportunities.
- Finalising infrastructure levels of service and updating asset management plans.
- Continuing delivery of the Port of Sale Cultural Hub and Precinct projects.
- Progression of the remaining 2016/17 capital works program including over 109 projects.
- Securing external funding to commence a series of high priority infrastructure projects emanating from Council's recreation master planning process including redevelopments at the Sale Tennis Club and the Cameron Sporting Complex in Maffra.
- Progress important recreation infrastructure projects including completion of the Stratford Netball Court redevelopment and making significant progress towards completing the Cowwarr Recreation Reserve Clubroom redevelopment.
- Ensuring there are at least 4,000 community responses providing input to the review of Council's Strategic Vision, *Wellington 2030*.
- Continuing to work with the Victorian government and Federation Training to improve tertiary and higher education study options, services and facilities in Wellington Shire.
- Development of a Customer Service Strategy improving service to the community.
- Proposed changes to the *Domestic Animals Act*, 1994.
- Working within an increasingly complex Victorian planning system.
- Managing various strategic planning projects to help facilitate growth and development across the Shire.

The future

- Continuing to work with Gippsland councils on service delivery improvements and efficiencies within a rate capped environment.
- Works to commence on the Port of Sale Cultural Hub and Precinct Development.
- Implementation of the first stages of the Sale Botanic Gardens Masterplan.
- Implementation of the first stages of the West Sale Airport Eastern Recreation Aviation Precinct Development.
- Subject to State Government funding, commence detailed design for upgrades at West Sale Airport including runway extension and asphalt overlay, runway lighting and other associated works.
- The completed review of the *Wellington 2030 Strategic Vision* will provide the new Council with valuable information to influence the development of the Council Plan 2018-22.
- The establishment of the new service review process will guide Council's service delivery decision making during 2016/17 and beyond.
- The review of Council's Level Two Recreation Facility Masterplans will guide decision making in relation to upgrading recreation facilities into the future.
- The review of the Municipal Health and Wellbeing Plan (Healthy Wellington) will guide municipal health and wellbeing planning and service delivery over the next four years.
- The completion of the Wellington Youth Strategy will influence youth service planning and delivery across the Shire.
- Funding (\$650,000) is to be received from the State government for Stage 2 of the Gippsland Regional Sports Complex (GRSC) which includes a new pavilion and synthetic hockey / multi-purpose field. One million dollars has also been committed to this project from a local benefactor. The total project cost is \$3 million. The project will commence in the 2016/17 financial year.
- Wellington Shire Council Economic Development Strategy 2016-22 will provide Council with strategic direction to grow and develop the economy over the next six years.
- A Statement of Intent between Wellington Shire Council and the Victorian Building Authority (VBA) will set out shared responsibilities between Council, VBA and private surveyors.
- Progression of the newly revised Domestic Wastewater Management Plan 2016 and managing relationships with other levels of government and key partners to enable positive outcomes.
- Planning for further urban growth in North Sale, Wurruk and Longford.
- Advance the future release of industrial land in Wurruk/West Sale and low density residential land ('acre lots') in Heyfield.

2.0 The Year in Review

2.1 Mayor's Message

Wellington Shire Council continues to focus on listening to, and understanding, the needs of our community. The feedback we receive determines how we provide, within our means, the most appropriate services and infrastructure across our wonderful region.

Once again the annual community satisfaction survey results tell the story that Council is on the right path when it comes to delivering Wellington Shire's community vision for the future. That vision is our guiding Strategic Vision, Wellington 2030.

Council has this year commenced the process of revisiting and renewing that community vision. In the eight years since its initial development, many things have changed in our region. A significant engagement project began in the latter part of the financial year, seeking to clarify if and how our community's priorities have changed.

The renewal of the strategic vision is important for all of us. Our vision determines how we review our priorities, services and programs to best align with the wants and needs of the community through to 2030.

In 2015/16 the rate rise had been Wellington's lowest, at 3.5%. A history of sound financial management has stood Wellington in good stead to achieve the cap, though we recognise that further actions must be taken to preserve and continue in our ability to deliver services required and sought by our community given such external pressures.

With all our services and programs, Council promotes innovation to help deliver efficiencies for the community which in turn enable greater financial savings. A great example of this has been the delivery of award winning information and communications technologies in our Sale administration office, which have delivered ongoing savings of over \$180,000 a year in telecommunications, printing and copying. Demonstrable improvements to Council services such as food business and fire prevention inspections, also made possible through the introduction of vastly improved technologies, generate further sustainable savings for the organisation.

Partnerships have also been a significant focus of the 2015/16 financial year. Community partnerships were at the forefront of the planning and design process for the Port of Sale Precinct Redevelopment. Thanks to the positive contributions from a broad range of community stakeholders, construction for this project has commenced and is due for completion within the next twelve months.

Among many other projects, this year Council has completed the Gippsland Regional Livestock Exchange (GRLE), Loch Sport Skate Park, Sale CBD Toilets, Yarram Recreation Reserve May Pavilion and McLoughlins Beach Footbridge. Council and the multitude of people involved in the development of these significant infrastructure projects stood side by side at their openings, celebrating the partnerships which make these bodies of work such successes.

Walk to School Month, Social Inclusion Week and Parks Week have been wonderful examples of Council and community working together. Each event has been an outstanding success and clear demonstration of the great things we can achieve. Walk to School saw participation from 29 of Wellington's 31 primary schools; we worked with 11 community groups to deliver 26 events through Parks Week and 18 community groups to deliver 24 events for Social Inclusion Week.

Perhaps the most significant news of the year for the Wellington Shire economy was the announcement of Team 21 as the preferred tenderers for Defence Project AIR 5428 to be located at RAAF Base East Sale by 2019. The anticipated positive impact is great, with a projected injection of \$28 million into our local economy from direct wages and salaries from a boost of on-base personnel numbers from 620 to well over 900 including military, Defence staff, contractors and students.

Once flow-on industrial and consumption effects are taken into consideration, securing AIR 5428 will boost our local economic output by up to \$168 million per annum and is expected to deliver over 500 direct or indirect jobs. It is estimated that the value add of these operations will bring approximately \$2 billion to the Victorian economy over 25 years.

The multitude of services and programs delivered by Council over the past year are clearly detailed within this annual report. This document stands testament to our actions for the betterment of our region and I am proud to present it to you on behalf of Council.



Cr Darren McCubbin
Mayor

2.2 Financial Summary

This summary should be read in conjunction with the Financial Statement and Performance Statement which are available as an Appendix to this Annual Report.

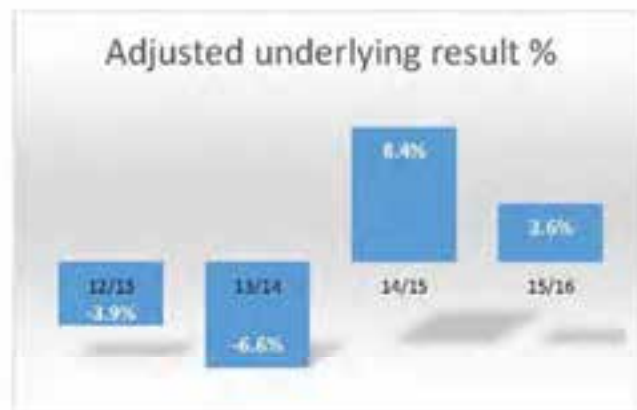
2.2.1 Operating Position

Council finished the year in a strong position, as evidenced by the surplus of \$11.2 million (excludes asset revaluation increments), against a budgeted surplus of \$1.9 million, a variance gain of \$9.3 million.

The following major factors influenced this result:

- Non-monetary contributions of \$5.93 million consisting mainly of infrastructure assets contributed by developers for new subdivisions.
- Offset by \$6.0 million Commonwealth Financial Assistance Grant, budgeted but received during June of the previous financial year.
- Deferral of the rehabilitation of the Kilmany and Longford landfills to 2016/17 and 2017/18 resulting in a \$2.33 million underspend, Kilmany is currently awaiting EPA design approval and discussions are continuing with the EPA on rehabilitation to meet the very low risk profile for the Longford landfill.
- The majority of the contribution to the Princes Highway/Cobains Road Intersection Upgrade of \$1.48 million has been delayed to 2016/17.
- Increased allocation of funding from the Roads to Recovery Program of \$1.05 million was received.
- Savings in annual depreciation of \$1.05 million resulting from the full year impact of the buildings and drainage revaluations completed in 2014/15.
- Savings in employee costs of \$579k resulting from vacancies throughout the year.
- Savings in utility costs and insurance premiums of \$502,000. The majority of the utility costs savings were mainly due to the replacement of street lighting with LED luminaries which are more energy efficient to substitute.
- Additional rate revenue of \$318,000 as a result of supplementary rates assessments.
- Additional interest from investments resulting in higher than expected cash balances, coupled with higher rates debtor balances incurring interest over expected levels, yielded an additional \$256,000.
- Fees raised from commercial tipping were higher than anticipated \$231,000 due to the larger volume of waste processed during 2015/16.

The adjusted underlying result below, excludes non-recurrent capital grants, other revenue received towards capital projects, non-monetary asset contributions (gifted assets and developer subdivision contributions) and the effects of asset revaluations. The adjusted underlying result is 3.6% which is within the required range of -20% to 20%. Achieving an underlying surplus is a critical financial strategy that provides capacity to renew Council's assets, and this is an ongoing challenge for councils with an extensive road network and lower populations than metropolitan councils to pay for it.



2.2.2 Liquidity

Working capital at the end of the year was \$38.4 million or 382.8%, which is well above Council's budgeted position of 256.2%. The working capital ratio which assesses Council's ability to meet current commitments is calculated by measuring Council's current assets as a percentage of current liabilities. Council's result of 382.8% reflects our strong financial position, and is well above the expected target band of between 120% and 200%. This does not consider cash which is restricted to specific uses which would reduce the ratio down to 239.4%.



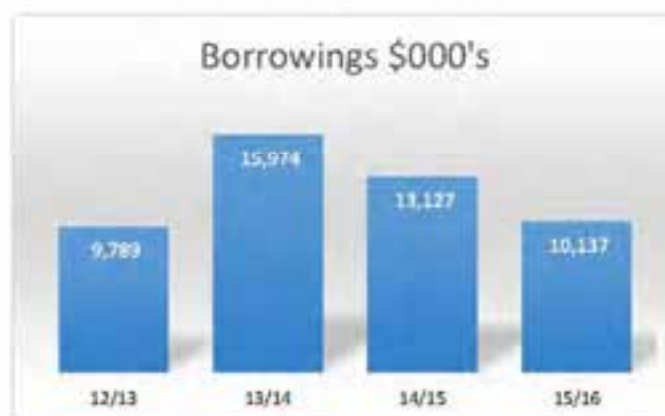
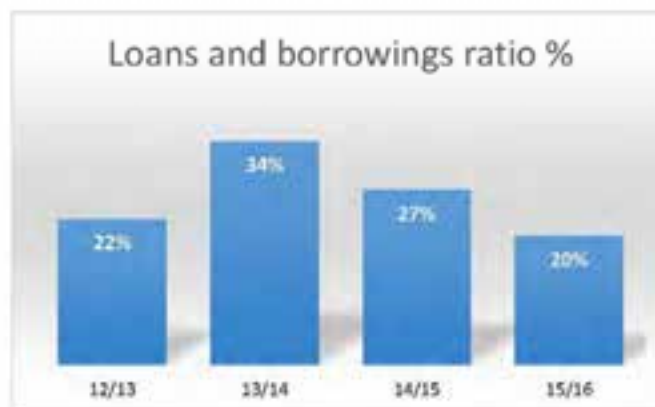
2.2.3 Cash

Council's cash including term deposits greater than 90 days maturity (classified as other financial assets) finished at \$44.5 million against a budget of \$31.4 million, with \$19.5 million reserved for specific uses in future years including completion of carried forward capital works, the Wellington Coast Subdivision Strategy Voluntary Assistance Scheme and future waste infrastructure projects.



2.2.4 Obligations

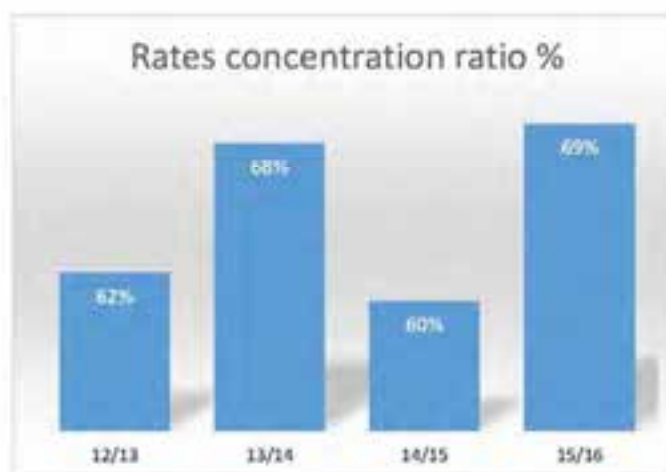
During the 2015/16 year \$2.99 million of existing debt was repaid. At the end of the year, Council's debt ratio was 19.6% well within the expected target band of 0% - 70%, and is also in line with Council's Borrowing Strategy of no more than 40% of annual rate revenue. Planned borrowings of \$1.80 million to fund the Princes Highway – Cobains Road intersection upgrade were lowered to \$1.30 million and deferred to 2016/17. The \$0.2 million to fund a residential street construction scheme (and to be repaid by participating ratepayers over 5 to 10 years) was also deferred to 2016/17. Planned borrowings of \$1.17 million for the Sale Livestock Exchange Upgrade were not required.





2.2.5 Stability and Efficiency

Council raises a wide range of revenues including rates, user fees, fines, grants and contributions. Council's rates concentration which compares rate revenue to adjusted underlying revenue was 69% for the 2015/16 year. Council has focussed on controlling costs and for the 2015/16 year was able to keep its general rate increase to 3.5%. This resulted in an average residential rate per residential assessment of \$1,178, an increase of only \$1.21 per week on the prior year.



2.2.6 Capital Expenditure

During the year, Council spent \$23.78 million on capital works. Council invested \$11.70 million on improving our roads, bridges, and footpaths, including \$2.94 million to reseal rural and urban roads.

Projects completed during the year include the Sale Livestock Exchange Upgrade for \$1.25 million and the McLoughlins Beach Footbridge for \$670k. In addition, \$1.10 million was spent on progressing the Port of Sale Cultural Hub Redevelopment, for which the architects have finalised the design.

A further \$1.78 million was spent on our parks, gardens, and streetscapes around the Shire.



2.3 Description of Operations

Wellington Shire Council is responsible for delivering more than 100 services, from the maintenance of public open spaces, environmental health, statutory building services, land use planning, compliance, animal management, infrastructure planning, road management and maintenance, building and maintenance, community wellbeing, recreation facilities, arts and culture, access and inclusion, youth engagement, waste management; to matters concerning business development, tourism, planning for appropriate development and ensuring accountability for Council's budget.

This broad range of community services and infrastructure for residents supports the wellbeing and prosperity of our community. Council's vision, strategic objectives and strategies to further improve services and facilities are described in our 2013-17 Council Plan and the associated Budget 2015/16 and are reported upon in this document. Refer to the section on Our Performance for more information about Council services.

The delivery of services, facilities, support and advocacy to achieve the strategic objectives is measured by a set of service performance indicators and measures. Council also has a wide range of responsibilities under Victorian and Australian legislation.

2.3.1 Major Capital Works

Sale Livestock Exchange

Works on the redeveloped Gippsland Regional Livestock Exchange (formerly the Sale Livestock Exchange) concluded during 2015/16. A strong business case for refurbishment of the existing yards demonstrated justification for Council to progress the refurbishment. The business case acknowledged the saleyard's positive economic benefits for Wellington Shire and as a result Council committed \$3.3 million to redevelop the facility on the existing site. Extensive stakeholder engagement with representatives including farming groups, livestock agents, transporters and the

- The publication of 'Hindsight: Gippsland Art Gallery History & Collections 1965-2015', was made possible through the generous support of the Gallery's Patron, John Leslie OBE. The comprehensive 448 page book features a full history of the Gallery, a complete catalogue of the collection, and listing of all exhibitions held, as well as a brief social history for the 50 year period since the Gallery's establishment. This publication documents the development of the Gippsland Art Gallery from humble beginnings into one of regional Victoria's leading public galleries with world class exhibitions.
- It was a very successful year for enrolments at the Yarram Early Learning Centre.
- During 2015/16, Federal Government announced that the Basic Flying Training component of Defence Project AIR 5428 would be relocated from Tamworth NSW to RAAF Base East Sale in Victoria. The project will boost the local economic output by up to \$168 million per year, over a 25 year period.
- A major upgrade was undertaken at Council's municipal pound facility.
- Implementation of a mobility strategy for Municipal Services unit.
- Issued 96% of planning permits within 60 days, well above the rural average of 74%.
- Completed the Longford Development Plan to guide future rural lifestyle lot growth in the township.
- Rezoned the former Sale Police Station site to facilitate redevelopment and rezoned land in Port Albert to facilitate future lifestyle lot development/population growth.

2.3.4 Economic Factors

There were no significant / unexpected financial challenges faced by Council during the 2015/16 year.

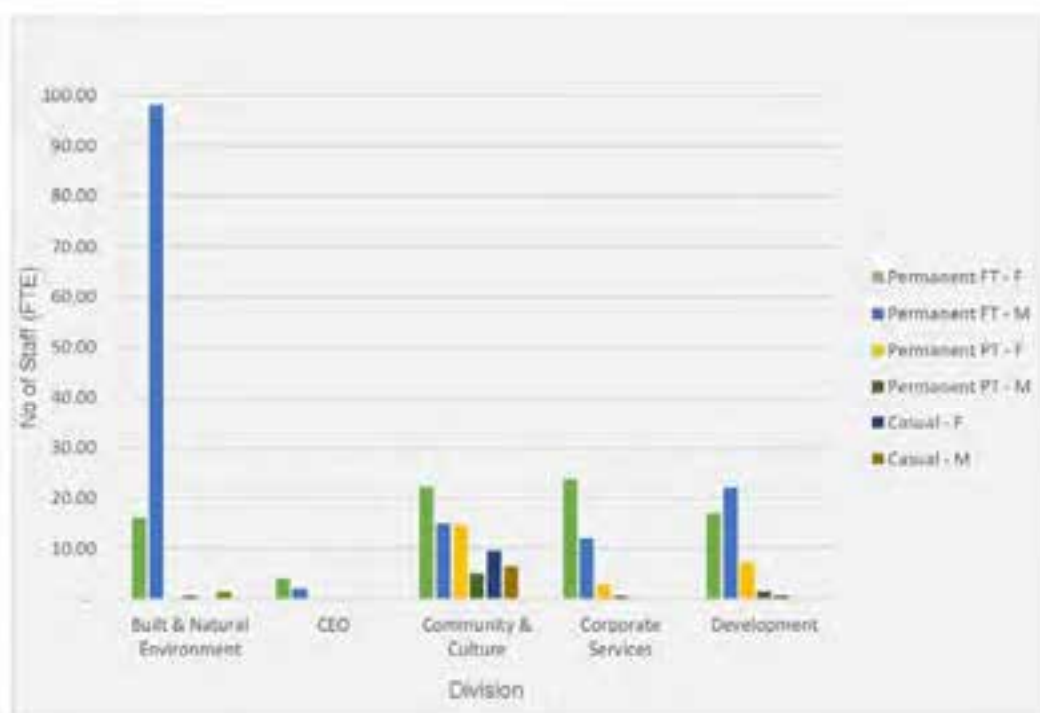
4.2 Senior Officers

As at 30 June 2016 Senior officers as designated by the *Local Government Act, 1989* were David Morcom, Arthur Skipitaris, Chris Hastie, Glenys Butler, John Websdale, Phillip Phillipou and Ian Carroll.

4.3 Council Staff

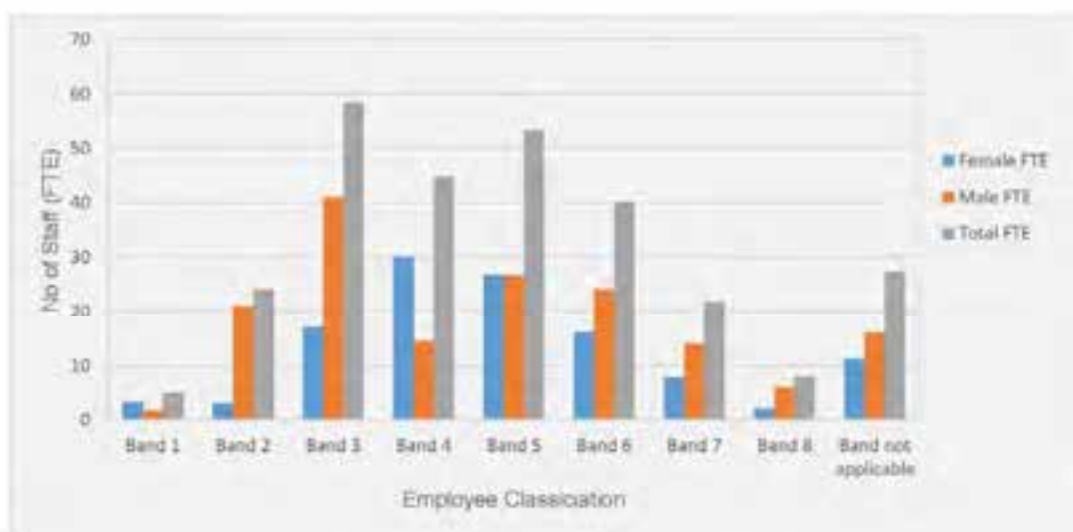
A summary of the number of full time equivalent (FTE) Council staff by organisational structure, employment type and gender

Division	Status	Gender		Total
		F	M	
CEO Unit	Full Time	4.00	2.00	6.00
Built & Natural Environment	Full Time	16.00	98.00	114.00
	Part Time	-	0.67	0.67
	Casual	-	1.40	1.40
Community & Culture	Full Time	22.17	15.00	37.17
	Part Time	14.73	5.11	19.84
	Casual	9.65	6.48	16.13
Corporate Services	Full Time	23.80	12.00	35.80
	Part Time	2.78	0.60	3.38
Development	Full Time	17.00	22.00	39.00
	Part Time	7.10	1.59	8.69
	Casual	0.66	0.13	0.79
Grand Total		117.89	164.98	282.87



A summary of the number of full time equivalent (FTE) staff categorised by employment classification and gender

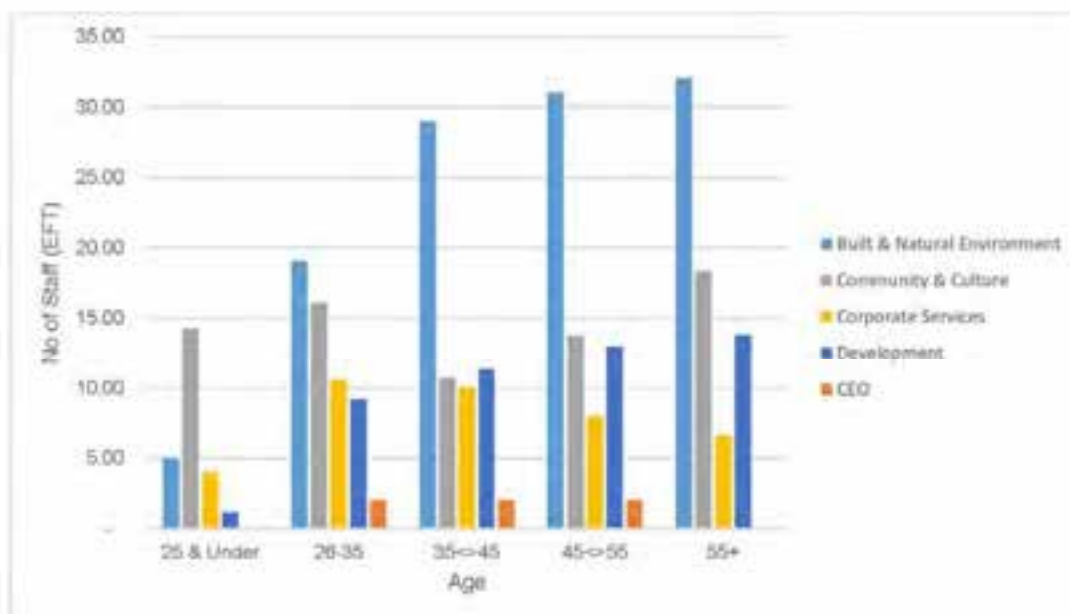
Employee Classification	Female FTE	Male FTE	Total FTE
Band 1	3.36	1.71	5.07
Band 2	3.09	21	24.09
Band 3	17.25	41.05	58.3
Band 4	30.1	14.62	44.72
Band 5	26.7	26.6	53.3
Band 6	16.2	24	40.2
Band 7	7.89	14	21.89
Band 8	2	6	8
Band not applicable	11.3	16	27.3
Total	117.89	164.98	282.87



A summary of age spread of staff by FTE

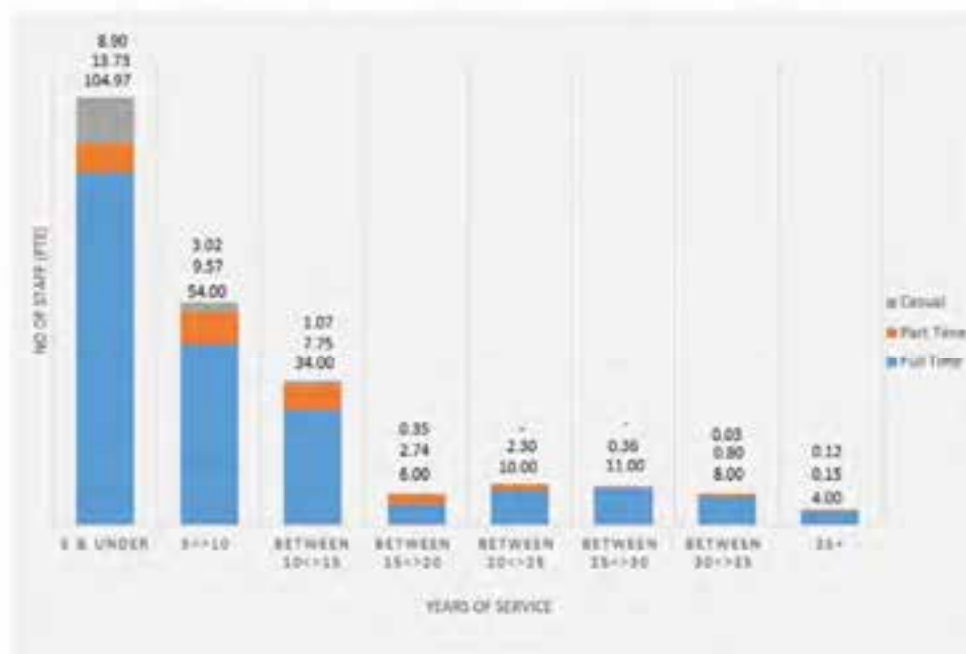
Note: Average age of staff for both males and females is 43 years

	25 & Under	26-35	35-45	45-55	55+
Built & Natural Environment	5.00	19.00	29.00	31.00	32.07
CEO	-	2.00	2.00	2.00	-
Community & Culture	14.28	16.11	10.68	13.73	18.34
Corporate Services	4.00	10.58	10.00	8.00	6.60
Development	1.18	8.20	11.36	12.96	13.78
Total	24.46	56.89	63.04	67.69	70.79



Years of service summary by FTE

	5 & under	between 5 & 10	between 10 & 15	between 15 & 20	between 20 & 25	between 25 & 30	between 30 & 35	35+
Full Time	104.97	54.00	34.00	6.00	10.00	11.00	8.00	4.00
Part Time	8.90	9.57	7.75	2.74	2.30	0.36	0.80	0.15
Casual	13.73	3.02	1.07	0.35	-	-	0.03	0.12
Total	127.60	66.59	42.82	9.09	12.30	11.36	8.83	4.27



consultation program to review the *Wellington 2030* strategic document, prior to preparing the next Council Plan.

We continued to work in 2015/16 towards better integration of the annual business plans and other strategic documents aiming for a strong focus across the organisation on achieving Council's strategic objectives while continuing to meet our operational and service delivery commitments.

We have introduced a new Corporate Planning and Reporting System across the organisation to support us in monitoring, measuring and reporting our progress in delivering the Council Plan.

5.2 Council Plan

The context for the Wellington Shire Annual Report 2015/16 is a report to our community in relation to the achievement of Wellington's strategic direction as set out in its Council Plan 2013-17 and Budget 2015/16.

Wellington's Council Plan as required by Section 125 of the *Local Government Act 1989*, is a partnership between council and community. Council's role is to locally govern for all residents, visitors and ratepayers, and provide a range of programs and services that meet the needs of our community.

Our Council Plan provides a roadmap to follow in this important role. Underpinned by our vision, the Plan's themes give us clear areas of focus for the four-year period and guide us to achieve the best we can for the community.

The Wellington Shire Council Plan 2013-17 includes seven themes, each comprised of strategic objectives and strategies for achieving these, strategic indicators for monitoring achievement as well as Council's four-year strategic resource plan as included in the budget.

The following includes the seven themes and corresponding strategic objectives as detailed in the Wellington Shire Council Plan 2013-17.

Theme	Strategic Objective
Leadership and Engagement	Our community is informed about Council business and is involved in Council decision making. Council advocates on behalf of the community.
Organisational	An organisation that is responsive, flexible, honest, accountable and consistent.
Natural Environment	A community focused on sustainable living and the future protection of Wellington's natural environment.
Infrastructure	Assets and infrastructure that meet current and future community needs.
Land Use Planning	Appropriate and forward looking land use planning that incorporates sustainable growth and development.
Economy	Supported business growth and employment, lifestyle opportunities and a vibrant tourism sector.
Community Wellbeing	Enhanced health and wellbeing for the whole community.

5.3 Performance

Council's performance for the 2015/16 year is reported against each theme and strategic objective to demonstrate how Council is performing in achieving the 2013-17 Council Plan. Performance is measured as follows:

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- Results achieved in relation to the strategic indicators in the Council Plan;
- Progress in relation to the major initiatives identified in the budget;
- Services funded in the budget and the persons or sections of the community who are provided those services; and
- Results against the prescribed service performance indicators and measures.

5.3.1 Theme 1 – Leadership and Engagement

Strategic Objective: Our community is informed about Council business and is involved in Council decision making. Council advocates on behalf of the community.

To achieve our objectives in this area, we will continue to plan for the present and future, and to lead and advocate for outcomes that benefit the community. We aim to deliver an appropriate level of service and facility that enables Council and staff to operate effectively. The services, major initiatives and service performance indicators for each business area are described below.

Strategic Indicator/Measure	Result		Comments
	2014/15	2015/16	
Increased community satisfaction rating for Council's interaction and responsiveness in dealing with the public	71	66	There is a 5-point decline in this indicator compared to last year's result. However, Council is currently developing a Customer Service Strategy that defines the standards required to improve customer satisfaction across all Council services.
Increased community satisfaction rating with community engagement	59	55	Even though there is a 4-point decline in this indicator, Council is still performing 3 points higher than the Large Rural average and 1 point higher than state wide average. Council is currently developing a community engagement strategy to improve the way council staff consult with and inform the community about projects and services in future.
Increased community satisfaction rating with Council's advocacy and community representation on key local issues	58	55	Even though this rating has declined compared to last year, Council is still performing 5 points higher than the Large Rural average and 2 points higher than state wide average.
Increased community satisfaction rating with overall performance	63	61	Even though this rating has declined compared to last year, Council is still performing 7 points higher than the Large Rural average and 2 points higher than state wide average.

The following statement reviews the progress of Council in relation to major initiatives identified in the 2015/16 budget for the year.

Major Initiatives	Progress
The Gippsland Regional Plan will be endorsed and signed off by Council within the 2015 calendar year, and will be supported by business cases and advocacy strategies for those regional projects that particularly impact on Wellington Shire, including the Macalister Irrigation District (MID), Federation training facilities and completion of the Princes Highway duplication between Traralgon and Sale.	Advocacy through Council's involvement with One Gippsland and through the Gippsland Local Government Network has assisted to secure major investments within the region including MID stage 1B, 5428 RAAF contract for East Sale, and the Princes Highway duplication between Sale and Traralgon.

The following statement provides information in relation to the services funded in the 2015/16 budget and the persons or sections of the community who are provided the service.

Business area	Description of services provided	Net Cost Actual Budget Variance \$000
Councillors, Chief Executive and Executive Team	This area of governance includes the Mayor, Councillors, Chief Executive Officer and Executive Management Team and associated support which cannot be easily attributed to the direct service provision areas. Our governance activities include provision of statutory services such as Council elections, meetings, agendas, minutes and provision of other public documents; and to help the Council administer and meet various legislative responsibilities - State, Federal and Local.	2,386 <u>2,403</u> 17
Media and Public Relations	This area provides internal and external communication services and support and branding initiatives for Council. The team also seeks to identify trends in public opinion and ensure that Council adapts and responds in a timely manner. <i>Initiatives</i> <ul style="list-style-type: none"> Commence review of Council website, including content management system, to identify improvements and opportunities within Council's new IT infrastructure. Develop a Communications Strategy (or Plan) to enhance the flow of information to and from the Wellington Shire community. 	406 <u>408</u> 2

The following statement provides the results of the prescribed service performance indicators and measures including explanation of material variations.

Service Indicator/Measure	Result		Commentary
	2014/15	2015/16	
Governance			
Transparency			
Council resolutions at meetings closed to the public [Number of Council resolutions made at ordinary or special meetings of Council, or at meetings of a special committee consisting only of Councillors, closed to the public / Number of Council resolutions made at ordinary or special meetings of Council or at meetings of a special committee consisting only of Councillors] x100	2.2%	3.6%	Wellington Shire Council has made 303 resolutions during the 2015/16 financial year, an increase of 33% from the previous year. Of those decisions, 292 or 96.4% were made in meetings open to the public. Council demonstrates leadership and maintains transparent processes in order that the community is informed by and engaged with Council business. Additionally, all meetings open to the public are broadcast live via Council's website, and made available via an online video archive.
Consultation and engagement			
Satisfaction with community consultation and engagement [Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement]	59	55	Wellington Shire Council is performing three points higher than the large rural council average and one point higher than the state wide average for community engagement. There is a 4-point decline in this indicator from the previous year which Council seeks to improve through the development of its new community engagement strategy which will better guide the way council staff consult with and inform the community about projects and services in the future.
Attendance			
Council attendance at Council meetings [The sum of the number of Councillors who attended each ordinary and special Council meeting / (Number of ordinary and special Council meetings) x (Number of Councillors elected at the last Council general election)] x100	85.2%	88.4%	Wellington Shire Councillor commitment to actively serve the community is reflected in its 88.4% attendance rate at the 22 ordinary Council meetings and one special Council meeting held in 2015/16.

Service cost	\$39,707	\$40,977	As the governing body of the Wellington Shire, Councillors play a vital leadership role in creating and implementing the community's vision and strategic direction. Although a Councillor's role is largely voluntary, they receive an allowance within the limits set by the Victorian Government. It is also appropriate that allowable expenses incurred are reimbursed whilst undertaking Council duties. This cost reflects both Councillor allowances and reimbursements for the period. Wellington Shire Councillor reimbursement is in the lower end of the scale for Victorian councillors.
Cost of governance [Direct cost of the governance service / Number of Councillors elected at the last Council general election]			
Satisfaction	58	56	Council's participation in the 2015 Community Satisfaction Survey showed a 56% community satisfaction rating with the way Council has performed in making decision in the interests of the community. Though there is a slight decline in this rating, Council is still performing six points higher than large rural average and two points higher compared to State wide average.
Satisfaction with Council decisions [Community satisfaction rating out of 100 with how Council has performed in making decisions in the interest of the community]			

5.3.2 Theme 2 – Organisational

Strategic Objective: An organisation that is responsive, flexible, honest, accountable and consistent.

To achieve our objective in this area, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, major initiatives and service performance indicators for each business area are described below.

Strategic Indicator/Measure	Result		Comments
	2014/15	2015/16	
Long term Financial Plan produces improvements in Council's annual underlying financial result.	-1.5% Achieved	3.6% Achieved	The adjusted underlying result is 3.6% which is within the required range of -20% to 20%.

Increased community satisfaction rating with overall performance	63	61	Even though this rating has declined compared to last year, Council is still performing 7 points higher than the Large Rural average and 2 points higher than the state wide average.
Increased staff satisfaction and engagement	68.3	68.3	This is the result as per July 2014 Staff Satisfaction Survey. Staff Satisfaction survey is normally conducted every two years and next survey will be done in 2016/17 financial year.
External financial audits of Council reflect compliance with legislation	Achieved	Achieved	An unqualified audit opinion was signed by VAGO on 25/09/2015 for the 2014/15 financial year.
Increased percentage of current assets compared with current liabilities	321%	383%	Council's liquidity has improved ahead of a planned increase in capital works for 2016/17.

The following statement reviews the progress of Council in relation to major initiatives identified in the 2015/16 budget for the year.

Major Initiatives	Progress
Manage the implementation of new business systems to meet organisational business needs as per Business Applications Roadmap 2015-2017	Business Systems planning and scoping has commenced for new electronic document and records management system. Implementation scheduled as per Council's business systems applications road map and approved budget.
Develop and implement the Environmental Health Policies and Procedures Manual	Council's Municipal Services' procedures and processes were reviewed and extensive process mapping undertaken. The reviews aligned with the implementation of the team's mobility strategy and all of this work has resulted in significant efficiency and productivity improvements.

The following statement provides information in relation to the services funded in the 2015/16 budget and the persons or sections of the community who are provided the service.

Business area	Description of services provided	Net Cost Actual Budget Variance \$000
Information Services	The Information Services Business Unit provides reliable systems and infrastructure to support business activities of the Council. It consists of the Information Technology and Information Management teams.	2,172 2,363 191
	The Information Technology team provides day to day IT support to all users and runs network operations. The Information Management team provides electronic document management services, freedom of information legislation services, services associated with the privacy legislation and general records services.	

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	Initiatives <ul style="list-style-type: none"> • <i>Manage decommission of 70 Foster Street ICT/AV Assets and relocation of Art Gallery and Council Chambers to Port of Sale Business Centre</i> • <i>Plan and Manage ICT requirements for the new Port of Sale Cultural Hub Project.</i> 	
People and Excellence	<p>The People and Excellence Unit provides a range of diverse corporate services to staff, Council and the community. These include Human Resources, People Development and Risk Management.</p> <p>The Human Resources service aims to provide a holistic service for the 'whole of staff life'; from recruitment to cessation with the organisation.</p> <p>Risk management services aim to identify and control organisational risks, maximise staff and community safety, and reduce Council's exposure to injury or loss.</p> Initiatives <ul style="list-style-type: none"> • <i>Develop and implement a WSC People Strategy to ensure:</i> <ul style="list-style-type: none"> - <i>the corporate alignment of roles, responsibilities and accountability;</i> - <i>that organisational learning needs are met; and</i> - <i>that individual performance is measured and acknowledged effectively.</i> • <i>Implement an improved corporate planning and reporting IT system to ensure strategic organisational alignment and that reporting capabilities are optimised.</i> 	1,682 <u>2,012</u> <u>330</u>
Finance	<p>The Finance Business Unit provides financial, payroll, rating and property valuation services to the organisation, community and external stakeholders. These services underpin the drive to be a financially sustainable Council, comply with the necessary legislative requirements and meet community needs.</p> <p>The unit also aims to provide a safe, reliable and sustainable fleet of vehicles to support the organisation in achieving its goals.</p> Initiatives <ul style="list-style-type: none"> • <i>Implement accounts payable invoice scanning solution.</i> • <i>Implement Authority's credit card module.</i> 	1,707 <u>1,863</u> <u>156</u>
Municipal Services	<p>The Municipal Services Business Unit is responsible for the provision of a broad range of services including:</p> <ul style="list-style-type: none"> - Statutory building service, - Environmental health service, including food safety support programs - Local Laws, including animal management services - Customer Service Initiatives <ul style="list-style-type: none"> • <i>Implement the new Domestic Waste Water Management Plan.</i> • <i>Develop and implement the Customer Service Strategy.</i> 	1,621 <u>1,766</u> <u>145</u>

The following information provides the results of this strategic objective's service performance indicators and measures, including where required, an explanation of material variations.

Service Indicator/Measure	Result		Commentary
	2014/15	2015/16	
Food Safety			
Timeliness			
<i>Time taken to action food complaints</i> [Number of days between receipt and first response action for all food complaints / Number of food complaints]	1 day	1 day	Council endeavours to action food complaints within 24 hours, including those received outside business hours including at weekends and public holidays. An increase in education for business owners and operators through our standard inspection regime has this year led to a significant decrease in the number of food complaints received.
Service standard			
<i>Food safety assessments</i> [Number of registered class 1 food premises and class 2 food premises that receive an annual food safety assessment in accordance with the <i>Food Act, 1984</i> / Number of registered class 1 food premises and class 2 food premises that require an annual food safety assessment in accordance with the <i>Food Act 1984</i>] x100	87%	94%	All class 1 and class 2 food premises in Wellington Shire are assessed at least once during each financial year. The reporting period for this indicator is calendar year and 94% were assessed during the 2015 calendar year. Council has implemented a range of management and productivity improvements including digital on-site inspections which replace the previous paper inspection reports and check lists.
Service cost			
<i>Cost of food safety service</i> [Direct cost of the food safety service / Number of food premises registered or notified in accordance with the <i>Food Act, 1984</i>]	\$491	\$397	During the 2015/16 financial year Wellington Shire Council implemented an improved on-site inspection process. The new process has led to the significant reduction in the delivery cost of Council's food safety services for the 584 food premises in Wellington Shire.
Health and safety			
<i>Critical and major non-compliance outcome notifications</i> [Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about food premises] x100	100%	100%	Council is committed to minimising threats to public health and has developed a proactive health promotions and education program for major-noncompliance food premises.

Animal Management

Timeliness

Time taken to action animal requests 1.2 days 1.5 days
[Number of days between receipt and first response action for all animal management requests / Number of animal management requests]

There are six Local Laws Officers responding to a range of issues across Wellington Shire's 11,000km². Animal management requests (those measured include requests relating to cats and dogs, such as stray cats and dogs, barking dogs, dangerous or menacing dogs and wandering cats) form a significant part of their role, making up 1,372 requests last year. Amendments to the Domestic Animal Management Act have increased the responsibilities of Council's Local Laws staff which has resulted in a slight increase in response times. Staff vacancy during that period has also had an impact on response times.

Service standard

Animals reclaimed 43% 66%
[Number of animals reclaimed / Number of animals collected]

If a lost animal is currently registered Council will, where possible, return it to their owner without impoundment. Of the 738 animals collected last financial year, we reunited 485 with their owners. Unclaimed animals are placed into the care of Victorian Animal Aid Trust and if suitable, rehomed through their adoption program either locally in Gippsland or, when a local home cannot be found, through the Animal Aid facility at Coldstream.

Service cost

Cost of animal management service \$33.75 \$50.09
[Direct cost of the animal management service / Number of registered animals]

An increase in the cost per animal from \$33.75 for the 2014/15 year to \$50.09 for the 2015/16 year is directly attributable to the increased responsibilities placed on Council by amendments to the Domestic Animals Act 1994, in particular the monitoring of Domestic Animal Businesses (breeding establishments). Wellington Shire Council has more registered Breeding Establishments than any other municipal district in Victoria. Although the cost of the animal management service has increased, so has cost recovery for the monitoring of breeding establishments by way of an increase in annual business registration fees. This helps protect general ratepayers from the financial impact of this increased resource requirement for Council.

Health and safety			
<i>Animal management prosecutions</i> [Number of successful animal management prosecutions]	11	4	During 2015/16, Council undertook four animal management prosecutions, all of which were successful. The relatively low number of animal prosecutions undertaken by Council indicates the effectiveness of its ongoing animal management education program.

5.3.3 Theme 3 – Natural Environment

Strategic Objective: A community focused on sustainable living and the future protection of Wellington's natural environment.

To achieve our objectives in this area we will continue to focus on balancing current and potential future need, with the sustainable capacity of our resources and the conditions of our natural environment. The activities and initiatives for each service category and key strategic activities are described below.

Strategic Indicator/Measure	Result		Comments
	2014/15	2015/16	
Maintain a high community satisfaction rating for overall performance of waste management	65	67	An increase of 2 points over last year's result
Environmentally Sustainable Design principles are incorporated in the construction of new facilities and major upgrades	Achieved	Achieved	Environmental Sustainability Design principles were incorporated into new facility designs and construction where appropriate. e.g. Port of Sale Cultural Hub.
Decreased percentage of Wellington's residential waste to landfill	65%	68%	The percentage of waste to landfill has increased during the 2015-2016 period.
Decreased CO ₂ equivalent Council fleet vehicle emissions	601.77 tonnes	598.58 tonnes	Continuous reduction over the last three years is due to the efficiency of new cars and the rigorous fleet requirements applied to the purchase of new vehicles to meet Council's requirements.
Decreased CO ₂ equivalent Council building and facilities emissions	5,213 tonnes	-	Data is unable to be provided at this time.
Conditions of the Wellington Shire Council landfill license are met	Achieved	Achieved	Wellington Shire Council landfill license conditions were met as per the requirements under the <i>Environment Protection Act, 1970</i> and subsequent legislation.

The following statement reviews the progress of Council in relation to major initiatives identified in the 2015/16 budget for the year.

Major Initiatives	Progress
Progress rehabilitation of Longford Landfill in accordance with EPA requirements	In line with EPA requirements, significant planning has been undertaken and as a result the EPA has approved a low risk design for rehabilitation of the Longford Landfill. Site works for this project are proposed to commence in the 2017-2018 financial year to meet EPA requirements.

The following statement provides information in relation to the services funded in the 2015/16 budget and the persons or sections of the community who are provided the service.

Business area	Description of services provided	Net Cost Actual <u>Budget</u> Variance \$000
Natural Environment and Parks	The Natural Environment and Parks Unit covers a range of activities related to the operational management of public open space, which includes approximately 320 hectares of parkland and associated infrastructure, such as picnic shelters, BBQs, seating, boardwalks, fences and public toilets. The service also proactively manages 30,000 – 35,000 urban trees and is responsible for the management, design and development of parks and streetscapes in urban areas. The unit is also responsible for moving the Wellington community towards a more sustainable future. Key priority areas include biodiversity, water consumption & quality, waste management and energy use.	3,937 <u>6,696</u> <u>2,759</u>

The following information provides the results of this strategic objective's service performance indicators and measures, including where required, an explanation of material variations.

Service Indicator/Measure	Result		Commentary
	2014/15	2015/16	
Waste Collection			
Satisfaction			
<i>Kerbside bin collection requests</i> [Number of kerbside garbage and recycling bin collection requests / Number of kerbside bin collection households] x1,000	28	31	Council receives requests for damaged or stolen bins to be replaced, uncollected bins to be collected, and additional bins to be provided. In 2015/16, we received a total of 31 requests per 1000 households.

Service standard			
<i>Kerbside collection bins missed</i> [Number of kerbside garbage and recycling collection bins missed / Number of scheduled kerbside garbage and recycling collection bin lifts] x10,000	3	3	Over 1.5 million bin lifts were performed during 2015/16 as part of Wellington Shire's waste collection service which operates within a defined collection boundary within the 11,000km ² municipality. Less than 400 were reported as missed.
Service cost			
<i>Cost of kerbside garbage collection service</i> [Direct cost of the kerbside garbage bin collection service / Number of kerbside garbage collection bins]	\$63.80	\$63.90	Wellington Shire's kerbside collection includes the weekly garbage waste collection service of 19,189 bins across the municipality. Additional services for residents in Wellington Shire, not incorporated in this cost, include an annual hard waste collection service, a no charge green waste disposal weekend and a fortnightly recycling bin collection service.
<i>Cost of kerbside recyclables collection service</i> [Direct cost of the kerbside recyclables bin collection service / Number of kerbside recyclables collection bins]	\$44.80	\$44.80	Wellington Shire collects 19,189 recycle bins each fortnight. Council proactively encourages residents to reduce waste from landfill through recycling, providing 120l weekly collection garbage bins and 240l fortnightly collection recycling bins. In addition to its kerbside recycling collection service, which operates within a waste collection boundary, recyclables may be disposed of free of charge to residents, if sorted for disposal at Council transfer stations.
Waste Diversion			
<i>Kerbside collection waste diverted from landfill</i> [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100	35%	32%	Over 3,400 tonnes of recycling waste was diverted from landfill in 2015/16 which is a slight decrease compared to 2014/15. That's an average of 179kg of recycling waste per household in Wellington Shire.

5.3.4 Theme 4 – Infrastructure

Strategic Objective: Assets and infrastructure that meet current and future community needs.

To achieve our objectives in this area we will continue to focus on balancing current and potential future need, with the sustainable capacity of our resources and the conditions of our built environment. The activities and initiatives for each service category and key strategic activities are described below.

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Strategic Indicator/Measure	Result				Comments
	2014/15		2015/16		
Increased community satisfaction rating for overall performance in local roads and footpaths.	56		56		Maintained previous years' satisfaction level
Asset condition of Wellington Shire Council roads, buildings, footpaths, playgrounds and toilets	Sealed Roads	2	Sealed Roads	2	This is the average asset condition score where 1 - As New, 2 - Very Good, 3 - Fair, 4 - Poor, 5 - Serious
	Unsealed Roads	2	Unsealed Roads	2	
	Buildings	2	Buildings	2	
	Structures	2	Structures	2	
	Footpaths	2	Footpaths	2	
	Playgrounds	1	Playgrounds	1	
	Toilets	1	Toilets	1	
Increased annual spend on asset renewal as a percentage of total capital expenditure	63.2%		67%		Renewal expenditure for 2015/16 was an increase from the previous year.
Increased overall performance score - implementation of the Road Management Plan	Achieved		Achieved		While the evaluation system has changed and is no longer reporting scores, the 2015 Municipal Association Victoria (MAV) insurance audit found Council's Road and Pathway management, reflective of Road Management Plan implementation, to be generally good, with no high risk factors identified.
Increased community satisfaction rating with the appearance and cleanliness of public places	72		76		An increase of 4 points over last year's result
Increased percentage of sealed local roads below the renewal intervention level set by Council	97%		97%		Wellington Shire Council conducts condition inspections of local roads every three years pursuant to the inspection frequencies within its Road Management Plan. Results from the sealed local road inspection completed in July 2014 state that 97% of the sealed roads within Wellington Shire are at or above the required condition standard.

The following statement reviews the progress of Council in relation to major initiatives identified in the 2015/16 budget for the year.

Major Initiatives	Progress
Progress Council's direction in relation to the development of the West Sale Airport – Eastern (Recreation Aviation) Precinct	Planning permit was issued for the Eastern Recreation Aviation Precinct (ERAP) with permit compliance activities to progress in 2016-17. As resolved by Council, Contracts of Sale for Stage 1 of the ERAP development have been issued. Council also resolved to progress selling all remaining lots in June 2016. All elements of this project required to be delivered in 2015-16 have been completed.
Progress the development of a plan for the future of land surplus to Council's requirements.	The development of a plan for the future of land surplus to Council's requirements has been completed. From this list, opportunities have been taken for higher value surplus properties to be considered for sale. Reports were presented to Council during the year for authorisation to progress sales where appropriate.
Progress the Princes Highway/Cobains Road roundabout construction in accordance with the Project plan.	In accordance with the project plan, progress of the Princes Highway/Cobains Road roundabout is continuing with service relocations nearing completion. Works are progressing in Cobains Road with works to commence on the highway in October 2016. The expected timeframe for completion of this project is February 2017 in line with the project plan.
Ensure completion of works for the Sale Livestock Exchange refurbishment and assist operator to establish a marketing plan in line with agreement.	Completion of the redevelopment of the now called Gippsland Regional Livestock Exchange was reached and handover to the operator was completed in January 2016. A marketing plan has also been developed with the operator and an official opening was held on 1 April 2016.

The following statement provides information in relation to the services funded in the 2015/16 budget and the persons or sections of the community who are provided the service.

Business area	Description of services provided	Net Cost Actual Budget Variance \$000
Assets and Projects	The Assets and Projects Business Unit manages a diverse range of services for Council including: - Project Management - which includes the implementation and management of capital projects from across the organisation in the order of \$23 million - \$35 million per annum	1,961 3,908 1,947

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- **Asset Management and Information Systems** - which incorporates asset and financial reporting and asset plan development, and assists with ensuring that all long term infrastructure renewal requirements are properly accounted for, with a sound information basis
 - **Infrastructure Planning** - which focuses heavily on new infrastructure development opportunities that have a strong external funding emphasis

Initiatives

- *Progress Stage 1 of the Brewers Hill Road reconstruction in accordance with the project plan.*
- *Progress the Gordon Street Recreation Reserve Pavilion upgrade in accordance with the project plan.*
- *Progress implementation of the Port of Sale Cultural Hub project in accordance with the project plan.*

Built Environment	<p>The Built Environment Business Unit manages Council's building and infrastructure assets including:</p> <ul style="list-style-type: none"> - Facilities - Managing Council's building assets and infrastructure to ensure long term sustainability of effective service delivery for operational and community purposes. - Planning - effectively plan for the renewal and improvement of Council's infrastructure. - Commercial Facilities Management - manage a range of commercial property portfolios including strategic projects in addition to completing the transactions for property acquisitions, disposal and transfers. - Road Management and Operations - manage the maintenance of Council's road infrastructure in a coordinated way to maximise benefit to the community and road users. 	<p>7,196 <u>5,651</u> <u>(1,545)</u></p>
Initiatives		
<ul style="list-style-type: none"> • <i>Initiate a minimum of two projects identified within the Residential Road and Street Construction Plan to the stage of public meetings and formal survey</i> <ul style="list-style-type: none"> • <i>Review options for future of Yarram Aerodrome and present to Council</i> 		

The following information provides the results of this strategic objective's service performance indicators and measures, including where required, an explanation of material variations.

Service Indicator/Measure	Result		Commentary
	2014/15	2015/16	
Roads			
Satisfaction of use			
<i>Sealed local road requests</i> [Number of sealed local road requests / Kilometres of sealed local roads] x100	12%	16%	In 2015/16, Council received a total of 243 customer action requests for sealed roads. This is an increase of approximately 35% over the 2014/15 financial year. A range of factors influence the community contacting us in relation to sealed roads, which may include the adverse impact of weather events and improved accessibility and promotion of customer request systems.
Condition			
<i>Sealed local roads below the intervention level</i> [Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x100	97%	97%	Wellington Shire Council conducts condition inspections of local roads every three years pursuant to the inspection frequencies within its Road Management Plan. Results from the sealed local road inspection completed in July 2014 state that 97% of the sealed roads within Wellington Shire are at or above the required condition standard.
Service cost			
<i>Cost of sealed local road reconstruction</i> [Direct cost of sealed local road reconstruction / Square metres of sealed local roads reconstructed]	\$49.7	\$33.3	In 2015/16 it cost Wellington Shire Council \$33.32 to reconstruct one square metre of sealed local road. Council reconstructed 46,524 square metres of rural and urban roads and streets, at a cost of \$1,550,135. A higher proportion of rural projects, which are lower complexity and therefore lower cost, has resulted in a lower unit rate in comparison to the 2014/15 financial year.
<i>Cost of sealed local road resealing</i> [Direct cost of sealed local road resealing / Square metres of sealed local roads resealed]	\$4.7	\$3.7	In 2015/16 it cost Wellington Shire Council \$3.71 to reseal one square metre of sealed local road. We resealed 797,243 m2 at a total cost of \$2,961,050. The significant decrease in cost over the previous financial year aligns with a new resealing contract which commenced in the 2015/16 financial year with a subsequent variation in rate per square metre.

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Satisfaction <i>Satisfaction with sealed local roads</i> [Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads]	52	53	Results from the 2015 Community Satisfaction Survey show an increase in residents' satisfaction rating for Wellington Shire's sealed local roads to 53% which is significantly higher than the average for similar large rural councils. Council is responsible for a road network of 3,104 km, of which 1,506 km are sealed.
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5.3.5 Theme 5 - Land Use Planning

Strategic Objective: Appropriate and forward looking land use planning that incorporates sustainable growth and development.

To achieve our objective in this area we aim to develop and improve forward looking land use planning policies and plans that guide and support sustainable growth and appropriate land use and development. The activities and initiatives for each service category and key strategic activities are described below.

Strategic Indicator/Measure	Result		Comments
	2014/15	2015/16	
Planning applications received	419	420	A strong level of development activity in Wellington Shire continues to be evident with 420 new planning permit applications received.
Total value of municipal development	\$85.5 million	\$54.1 million	This value is significantly higher than the Victorian rural average of \$5.68 million for approved development.
Increased percentage of planning applications processed within statutory timeframes	97%	96%	Wellington Shire continues to provide an efficient planning permit service, well above the Victorian rural average of 74%
Number and percentage of applications appealed to VCAT	1 and 0.2%	2 and 0.4%	Two planning permit determinations were made by VCAT, which supported Council's original decision.
Number and percentage of VCAT appeals that support Council's decision.	1 and 100%	2 and 100%	Two planning permit determinations were made by VCAT, both of which supported Council's original decision.
Increased number of planning application decisions made within 60 days	486	489	Wellington Shire continues to provide an efficient planning permit service.

The following statement reviews the progress of Council in relation to major initiatives identified in the 2015/16 budget for the year.

Major Initiatives	Progress
Undertake a stage 2 Heritage Study for significant places in the Shire.	Heritage Intelligence Pty Ltd has been appointed to deliver the project. A Council workshop was held on 4 November 2015 to discuss the study process and places listed for investigation. Following extensive background research, detailed draft citations have now been prepared and distributed to relevant landowners for comment. The draft citations and feedback from the consultation process was presented to Councillors at a workshop on 7 June 2016. A final Council workshop will be held on 2 August 2016 prior to the study being presented to Council for final adoption.
Finalise and implement the North Sale Outline Development Plan/Contribution Plan.	The project is currently in the 'Design Response' stage and has previously been delayed due to the need to resolve future land needs with the Department of Education. This issue has now been resolved, but the appointed consultant has requested further information about required drainage infrastructure prior to advancing the Design Response. Further drainage work has been commissioned by Council and is nearing completion. This drainage work will then inform and allow the Design Response stage of the project to be completed in early 2016/17. Councillors were briefed about the drainage study at a workshop on 5 April 2016 and will be presented with the final drainage options at a workshop on 5 July 2016. The Design Response will be presented to Council at a workshop on 16 August 2016.

The following statement provides information in relation to the services funded in the 2015/16 budget and the persons or sections of the community who are provided the service.

Business area	Description of services provided	Net Cost Actual <u>Budget</u> Variance \$000
Land Use Planning	The Land Use Planning Business Unit is responsible for the provision of the following services: <ul style="list-style-type: none"> - Statutory planning service; - Strategic land use planning service. <p>Many of these services are provided through and driven by legislation. We aim to provide services that satisfy community needs by encouraging and supporting development that meets required standards and is of good design.</p>	1,123 <u>1,277</u> <u>154</u>

Initiatives

- Assess privately lodged Outline Development Plan request for Wurruk (Western Growth Area).
- Finalise a planning scheme amendment to implement the Port Albert Rural Lifestyle Lot Review and Review of Planning Controls.
- Finalise and implement the Longford Outline Development Plan/Contribution Plan.
- Assess privately lodged development plan for Greyhound Racing Victoria relocation.
- Finalise a planning scheme amendment to rezone the Sale police station precinct.

Wellington Coast Subdivision Strategy	The Wellington Coast Subdivision Strategy Project Manager is responsible for implementing the Ninety Mile Beach Plan Voluntary Assistance Scheme. Expenditure for 2015/16 is funded through unspent State Government grant funding carried forward.	351 815 464
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The following information provides the results of this strategic objective's service performance indicators and measures, including where required, an explanation of material variations.

Service Indicator/Measure	Result		Commentary
	2014/15	2015/16	
Statutory Planning			
Timeliness			
Time taken to decide planning applications [The median number of days between receipt of a planning application and a decision on the application]	52	48	Wellington Shire Council takes nine days less to decide the outcome of planning permits than the average time taken in other rural areas. The median number of days taken to decide planning applications, which is the number of days between receipt of a planning application and a decision being made, was 48 in 2015/16, four days quicker than the 2014/15 result of 52 days.
Service standard			
Planning applications decided within 60 days [Number of planning application decisions made within 60 days / Number of planning application decisions made] x100	97%	96%	The statutory timeframe in which planning applications must be determined is 60 days. The rural average for processing applications within this timeframe is 74%. Wellington Shire Council is proud of its exemplary results, processing a significantly higher 96% of planning applications within that statutory timeframe.

Service cost			
<i>Cost of statutory planning service</i> [Direct cost of statutory planning service / Number of planning applications received]	\$1,944.20	\$1989.80	Council received 420 new planning permit applications in 2015/16. The cost to deliver the service was \$835,704 which equates to a cost of \$1989.80 per new planning application received.
<hr/>			
Decision making			
<i>Council planning decisions upheld at VCAT</i> [Number of VCAT decisions that did not set aside Council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100	100%	100%	In 2015/16 two planning application decisions were subject to a review by VCAT and, in both instances, Council's decision was upheld.

6.3.6 Theme 6 - Economy

Strategic Objective: Supported business growth and employment, lifestyle opportunities and a vibrant tourism sector.

To achieve our economic objective, we aim to investigate (on behalf of the community) appropriate long term income generating opportunities. We aim to support business (public and private) and tourism activities, and to maximise investment in the Shire. The activities and initiatives for each service category and key strategic activities are described below.

Strategic Indicator/Measure	Result		Comments
	2014/15	2015/16	
Increased local employment rates	Achieved	Not Achieved	Unemployment rate increased by 0.1% to 4.9% for 2015, but still lower than Gippsland average of 6.2% (increased from 5.6%) and Victoria of 6.1% (decreased from 6.5%). Data from Department of Employment
Increased Wellington Shire visitor rates	Achieved	Achieved	Domestic overnight visitors – 12.8% increase from March 2015 – March 2016 Domestic visitor nights – 17.5% increase from March 2015 – March 2016 Data is from Destination Gippsland.
Increased Visitor Information Centre visitations	1.1%	Achieved	Slight (1%) decrease in visitors to Information Centres, but 27% increase to website and 92% increase in Facebook likes.
Increased population growth in municipality	Achieved	Not achieved	This is a slight decrease from last year, based on estimated regional population (ERP) figure of 41,965 for FY 14/15. However, 1.27% increase since 2011 Census.

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Number of planned Wellington Shire Council business development activities delivered	30	42	Council continues to facilitate numerous business development forums and activities. Council continues to facilitate numerous business development forums and activities.
Increased local business participation in business development activities	1,550	1,248	The decrease in attendance does not take into account a council supported "Austimber event and industry day" attended by many from the Timber Industry

The following statement reviews the progress of Council in relation to major initiatives identified in the 2015/16 budget for the year.

Major Initiatives	Progress
Develop 2016-2020 Economic Development and Tourism Strategy and work with industry partners and broader industry engagement to provide basis for the review	Following extensive consultation with key stakeholders, a Draft Economic Development Strategy was developed, with Council resolving to release the document for public comment on 17 May 2016. Anticipate final Council adoption on 16 August 2017.

The following statement provides information in relation to the services funded in the 2015/16 budget and the persons or sections of the community who are provided the service.

Business area	Description of services provided	Net Cost Actual Budget Variance \$000
Economic Development	Council's Economic Development service aims to enhance and grow the diverse economy of this shire and drive key Council Strategic projects.	872 932 60
	Business Development This service is responsible for all business and industry development support within Council. The services provided vary widely, from providing advice and referral to start-up businesses to multi-million dollar developments. A key function of Business Development is to link business with Government, and vice versa, facilitating supporting infrastructure and lobbying.	
	Tourism Development This service provides support, direction and guidance for the tourism industry in the Shire. Regional marketing and promotion initiatives are developed in conjunction with industry. Administration oversight is provided to the Visitor Information Centres at Sale, Maffra and Yarram. A key function of the tourism section is the facilitation of industry development, including structures, training and education.	

Initiatives

- *Manage Agricultural Industry Representative forum and annual roundtable to provide an opportunity for the agricultural community to have input into the Council decision making processes regarding agriculture and provide input into four yearly review of Agriculture Position Paper.*
- *Develop Wellington Shire Events Attraction Framework, with associated funding streams and processes.*
- *Advocate on the community's behalf on a range of projects including Federation Training's Port of Sale site and stage two of the MID project*

5.3.7 Theme 7 – Community Wellbeing

Strategic Objective: Enhanced health and wellbeing for the whole community.

To achieve our objective, we will identify and promote opportunities that encourage people in our communities to participate in a wide range of activities. We will focus our service delivery on promoting health and wellbeing opportunities for people in our communities. The activities and initiatives for each service category and key strategic activities are described below.

Strategic Indicator/Measure	Result		Comments
	2014/15	2015/16	
Increased opportunity for people to access footpaths and bikeways, tracks and trails.	6.2km	6.94km	Increased length of 6.94km of footpaths giving a total length of 259.97km of Council managed footpaths.
Increased community satisfaction rating for overall performance of recreational facilities	73	73	Council's performance rating for recreational facilities is equal to the Importance rating given by the community during community satisfaction survey which suggests council is performing as per community expectation in this service area.
Enhanced overall Municipal Emergency Management Planning performance	Achieved	Achieved	Municipal Emergency Management Plan successfully endorsed following review. Two new multi-agency plans developed: <ul style="list-style-type: none"> - Municipal Human Influenza Pandemic Plan - Municipal Flood Emergency Plan
Support provided to volunteers/ community groups via grants and development opportunities	\$261,783 \$79,923	\$218,318 \$121,871	Community Assistance Grants Quick Response Grants.
Local creative endeavours are supported through grant allocations and other initiatives			

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Rates of access and participation in a range of arts and cultural activities	14,902 19,721 362,228	14,072 22,536 184,834	Art Gallery visits. Entertainment Centre visits. Library visits.
Increased percentage of community members as active WSC library members	15.4%	13.4%	Wellington Shire Libraries offer a broad range of popular programs including author talks, baby rhyme times, and toddler story time and school holiday programs. These are well attended by library members and non-members within the municipality. It is anticipated that active library membership will increase in 2016-17 with alignment with SWIFT consortia providing access for our patrons to over 2.5 million items.
Increased number of visits to WSC aquatic facilities per head of municipal population	4.55	4.75	Total visits to indoor and outdoor aquatic facilities for 2015-16 was 199,337 from an estimated population of 41,965. This equates to an average of almost five visits per Wellington Shire resident for the year.
Decreased time taken to action food complaints	1 day	1 day	Council endeavours to action food complaints within 24 hours even if they are received after hours, or during holidays. However, there is a significant decrease in the number of food complaints received this year which could be due to the increased education given to business owners and operators through our inspection regime.

The following statement reviews the progress of Council in relation to major initiatives identified in the 2015/16 budget for the year.

Major Initiatives	Progress
Progress delivery of Sale Civic Precinct capital projects by achieving program milestones outlined in each project's project plan and representing stakeholder interests.	<p>The tender for construction works for redevelopment of Council's former civic centre in to the new Port of Sale Cultural Hub, incorporating Gippsland Art Gallery, Sale Public Library, Wellington Visitor Information Centre, Council Chamber and café, was advertised in May 2016 with construction works to commence early in the new financial year.</p> <p>The Council Chamber and Gippsland Art Gallery were relocated to temporary premises to make way for demolition works at the former civic centre which were completed in November 2015.</p> <p>Design of the revitalised Port of Sale precinct surrounding the new cultural hub has progressed incorporating significant community and stakeholder engagement and input.</p>

Develop a cost allocation model for Aqua Energy to enable identification of direct service delivery costs.	Cost Allocation Model completed. The new Manager Leisure Services has been briefed on the tool's application.
Support the development of Yarram Early Learning Inc. to ensure that the service is not dependent on a Council subsidy beyond May 2017.	The facility operates on a calendar year. Profit and loss (Jan to May 2016) indicates around a \$20,000 loss, however the centre has had some one off expenses in the first half of the year. Enrolments remain constant, with the centre at 80% capacity. The centre has not required any financial support from Council from the 2015-16 budget other than the original \$60,000 allocated for service start up.
Complete the Sale Memorial Hall Master Plan	The Sale Memorial Hall Master Plan has been completed with the assistance of the Sale Memorial Hall Committee of Management (SMHCoM). It was approved by the SMHCoM and reviewed by Councillors at a Workshop.
Ensure implementation of Council led responsibilities for 2015-16 in the Healthy Wellington Action Plan.	<p>Within Healthy Wellington there are 4 action plans that link to the 4 priority areas. There has been significant progress on the action plans with the following highlights:</p> <p>Volunteering in Wellington Website – Volunteering in Wellington Website (www.volunteeringinwellington.com.au) provides information for people looking for volunteer opportunities in Wellington and for community groups and service providers who are looking for volunteers. The website attracted over 5000 hits in its 'soft launch' in March, however this has grown quickly to almost 12,000 hits in May when the site was officially launched.</p> <p>Family Violence After Natural Disaster training 45 people from across the sector participated, including Emergency Services personnel and health and community services staff. Feedback has been extremely positive.</p> <p>Walk to School 2015 Wellington's Walk to School campaign involved 29 out of 31 primary schools within Wellington. In previous years there have been 10 – 13 schools participating. In 2015 the Walk to School campaign was more than a physical activity initiative (walking) highlighting active travel and road safety initiatives. This saw an increase in schools registering with Bike Ed. On average we have 3-5 schools do Bike Ed over a two-year period; in 2015, 21 schools registered to run a Bike Ed program in their school over the next 12 months.</p>

Identify and implement appropriate alternative service model for the Mobile Library.

Library Outreach partnerships were formed based on the consultations that took place in 2015 with community organisations in the towns previously served by the Mobile Library. The Library Outreach service began operating on 1 February 2016 through formal agreements with the Gormandale Community House, Cowwarr Primary School, Briagolong Community House, Loch Sport Community House and Golden Beach Community Centre. No partnership was able to be reached with any Seaspray community organisation. Staff visit these towns weekly to assist patrons select items of interest from the printed and audio-visual collection and to deliver requested library resources. Free public access to the internet is also offered.

The following statement provides information in relation to the services funded in the 2015/16 budget and the persons or sections of the community who are provided the service.

Business area	Description of services provided	Net Cost
		Actual <u>Budget</u> Variance \$000
Community Wellbeing	<p>Community Wellbeing Business Unit provides opportunities for communities to work in partnerships with local government to achieve identified priorities. The unit works to ensure all members of the community have equal opportunity to participate in community activities. Special focus is given to those who have traditionally remained marginalised such as the young, elderly, disabled and transport disadvantaged.</p> <p>Services include:</p> <ul style="list-style-type: none"> • Community Planning • Access and Inclusion • Youth Liaison • Transport Project • Arts Development <p>Initiatives</p> <ul style="list-style-type: none"> • Facilitate delivery of 2 key outcomes in the 2015-2018 Community Engagement Strategy Implementation Plan. • Provide 6 workshops and forums (Community Planning, Skill Building etc.) to develop the capacity of community members to actively participate in Council deliberations and decision making processes. • Review the Municipal Early Years Plan 2012-15 and develop a revised document to guide municipal early years planning in Wellington Shire beyond 2015. • Involve other Council Business Units in updating the Access and Inclusion Strategy 2012-2015 and developing a list of actions to implement over the next three years. • Support the development and implementation of the annual Youth Council action plan and work in partnership with community planning groups on shared priorities. 	<p>1,434</p> <p><u>1,722</u></p> <p>288</p>

Arts and Culture	<p>The Arts and Culture Business Unit assists in the development of a vibrant, culturally active community that promotes expression and participation through visual, literary and performing arts; informs and educates the community on various aspects of the arts; enhances the lifestyle of Wellington residents; and encourages visitors to explore the heritage and culture of the region.</p> <p>Services include:</p> <ul style="list-style-type: none"> • Gippsland Art Gallery • Libraries • Esso BHP Billiton Wellington Entertainment Centre <p>Initiatives</p> <ul style="list-style-type: none"> • <i>Ensure the integrity of the Gippsland Art Gallery program is maintained while occupying the temporary site during the redevelopment project, particularly the John Leslie Art Prize and the Strategic Partnership Program.</i> • <i>Ensure Art Gallery and Library staff provide input at each stage of the Port of Sale Cultural Hub's development.</i> 	<p>2,073</p> <p><u>2,073</u></p> <p><u>0</u></p>
Healthy Lifestyles	<p>The Healthy Lifestyles Business Unit provides services and functions directed at fostering a healthier and more active community. Healthy Lifestyles achieves this through community infrastructure planning, the support to community committees and the facilitation and provision of a range of recreation, fitness and community activities and programs.</p> <p>Services include:</p> <ul style="list-style-type: none"> • Planning for and supporting recreation facilities that encourage the community to participate in physical and general wellbeing activities. • Managing Council's pools, gymnasium and fitness facilities. • Planning for the development of community infrastructure that addresses community service needs. <p>Initiatives</p> <ul style="list-style-type: none"> • <i>Progress the development of integrated Masterplans at strategic reserves across Wellington Shire to ensure a planned approach to future investment in the development of community facilities.</i> • <i>Complete Aquatic Strategy for Wellington Shire.</i> • <i>Complete Marketing and Promotions Plan for Healthy Lifestyles Facilities.</i> • <i>Identify and implement appropriate alternative uses for Aqua Energy Creche facility.</i> • <i>Develop a Cultural Facilities Strategy to inform capital, maintenance and operating support investment decisions covering facilities owned by Council, the community and State Government which operate under a committee of management arrangement.</i> 	<p>2,979</p> <p><u>3,059</u></p> <p><u>80</u></p>
Emergency Management	<p>The Emergency Management team coordinates Council's emergency management responsibilities ensuring the organisation has the skills and capacity to respond appropriately to emergencies and facilitates a coordinated shire approach through the Municipal Emergency Management Planning Committee.</p>	<p>409</p> <p><u>540</u></p> <p><u>131</u></p>

Cr John Duncan	22	1	23
Cr Patrick McIvor	17	-	17
Cr Peter Cleary	19	1	20
Cr Emilie Davine	19	1	20
Cr Malcolm Hole	20	1	21
Cr Scott Rossetti	20	1	21

6.1.3 Special Committees

The *Local Government Act, 1989* allows for the establishment of one or more Special Committees consisting of:

- Councillors
- Council staff
- Other persons
- Any combination of the above.

The following lists all current Special Committees of Wellington Shire Council and their purpose.

Special Committee	Councillors	Officers	Other	Purpose
Briagolong Quarry Reserve Committee	1	-	-	To protect, promote and develop the Briagolong Quarry Reserve.
Briagolong Recreation Reserve Committee	1	-	-	To protect, promote and develop the Briagolong Recreation Reserve.
Cameron Sporting Complex Committee	1	-	-	To protect, promote and develop the Cameron Sporting Complex, Maffra.
Gordon Street Reserve Committee	1	-	-	To protect, promote and develop the Gordon Street Reserve, Heyfield.
Maffra Recreation Reserve Committee	2	-	-	To protect, promote and develop the Maffra Recreation Reserve.
Newry Recreation Reserve Committee	1	-	-	To protect, promote and develop the Newry Recreation Reserve.
Sale Performance Space Fundraising Committee	1	3	-	To maintain a public fund into which the public may contribute towards the construction, maintenance, upgrade and expansion of Council owned cultural spaces, facilities and equipment. To maintain a public fund into which the public may contribute towards cultural activities, programs and events conducted by Wellington Shire Council through Wellington

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Councillor	Travel	Car Mileage	Child Care	Info and Comm.	Conf. and Training	Total
	\$	\$	\$	\$	\$	\$
Cr Darren McCubbin (Mayor)	1,355	2,295	0	2,301	1,049	7,000
Cr Bob Wenger (Deputy Mayor)	3,760	4,083	0	2,341	6,946	17,130
Cr John Duncan	1,505	0	0	1,641	258	3,404
Cr Patrick McIvor	0	0	0	931	948	1879
Cr Peter Cleary	2,181	0	0	679	23	2,883
Cr Emilie Davine	213	0	1,803	1,582	273	3,871
Cr Malcolm Hole	6,162	0	0	2,567	4,701	13,430
Cr Scott Rossetti	0	0	0	449	419	868
Cr Carolyn Crossley	3,921	1,484	0	776	1,670	7,851

Note: No expenses were paid by Council, including reimbursements, to members of Council Committees during the year.

6.2 Management

Council has implemented a number of statutory and better practice items to strengthen its management framework. Having strong governance and management frameworks leads to better decision making by Council. The *Local Government Act, 1989* requires Council to undertake an assessment against the prescribed governance and management checklist and include this in its Report of Operations. Council's Governance and Management Checklist results are set out in section 6.3. The following items have been highlighted as important components of the management framework.

6.2.1 Audit Committee

The Audit Committee's role is to oversee and monitor the effectiveness of Council in carrying out its responsibilities for accountable financial management, good corporate governance, maintaining an effective system of internal control and risk management and fostering an ethical environment. The Audit Committee consists of three independent members, Mr Peter Craighead (Chair), Mr Alan Hall and Mr Joel Churchill, and two Councillors. Independent members are appointed for a three year term. The Chair is elected from amongst the independent members.

The Audit Committee meets at least four times per year. The Internal Auditor, Chief Executive Officer, General Manager Corporate Services and Manager Corporate Finance attend all Audit Committee meetings. Other management representatives attend as required to present reports. Each year the external auditors provide an external audit plan and independent audit report.

Council's risk management objectives are to:

- Integrate risk management practices into all of Council's work practices.
- Promote and support best practice risk management throughout Council.
- Equip staff and management with the knowledge and ability to identify, analyse and prioritise areas of risk to Council.
- Implement effective processes to reduce and/or eliminate high-level risk.
- Continuously improve risk assessment, monitoring and reporting standards.
- Allow for the effective allocation and use of resources.
- Provide a basis for higher standards of accountability through the creation of effective performance objectives and measurement of performance against these objectives.
- Manage appropriate cover and minimise costs associated with insurance and litigation.

6.3 Governance and Management Checklist

The following are the results in the prescribed form of Council's assessment against the prescribed Governance and Management checklist.

Governance and Management Items	Assessment
1 Community engagement policy (policy outlining council's commitment to engaging with the community on matters of public interest)	Included in Community Engagement Strategy 2015 – 2018. The Strategy is currently out for public feedback prior to adoption by the Council. Date of adoption: 21 June 2011
2 Community engagement guidelines (guidelines to assist staff to determine when and how to engage with the community)	Identified as Community Engagement Strategy 2015 – 2018. The Strategy is currently out for public feedback prior to adoption by the Council. The Strategy includes a range of community engagement tools to assist council staff to engage, and encourage the appropriate level of public participation for council projects. Date of adoption: 21 June 2011
3 Strategic Resource Plan (plan under section 126 of the Act outlining the financial and non-financial resources required for at least the next 4 financial years)	Adopted in accordance with Section 126 of the <i>Local Government Act, 1989</i> . Date of adoption: 16 June 2015
4 Annual budget (plan under section 130 of the Act setting out the services to be provided and initiatives to be undertaken over the next 12 months and the funding and other resources required)	Adopted in accordance with Section 130 of the <i>Local Government Act 1989</i> . Date of adoption: 16 June 2015
5 Asset management plans (plans that set out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years)	Wellington Shire Council has documented Asset Management Plans for all major asset classes including Open Space, Properties and Roads, which includes Roads, Bridges and Paths Date of operation of current plans: Open Space: October 2009 Property: October 2005 Road: 6 August 2004 (Road AMP incorporates bridge, footpath and drainage assets)
6 Rating strategy (strategy setting out the rating structure of council to levy rates and charges)	Strategy adopted. Date of operation of current strategy: 17 March 2015
7 Risk policy (policy outlining council's commitment and approach to minimising the risks to council's operations)	Risk Management Policy included in Council Policy Manual. Date of operation of current policy: 15 December 2015
8 Fraud policy (policy outlining council's commitment and approach to minimising the risk of fraud)	Fraud Control Policy included in Council Policy Manual. Date of operation of current policy: 15 December 2016

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<p>9 Municipal emergency management plan (plan under section 20 of the <i>Emergency Management Act 1986</i> for emergency prevention, response and recovery)</p>	<p>Prepared and maintained in accordance with Section 20 of the <i>Emergency Management Act, 1986</i>. Date of operation: 26 May 2016</p>
<p>10 Procurement policy (policy under section 186A of the <i>Local Government Act 1989</i> outlining the matters, practices and procedures that will apply to all purchases of goods, services and works)</p>	<p>Prepared and approved in accordance with Section 186A of the <i>Local Government Act, 1989</i>. Procurement policy included in Council Policy Manual. Date of operation of current policy: 15 December 2015</p>
<p>11 Business continuity plan (plan setting out the actions that will be undertaken to ensure that key services continue to operate in the event of a disaster)</p>	<p>Existing document is currently being reviewed. Date of operation: 4 December 2014</p>
<p>12 Disaster recovery plan (plan setting out the actions that will be undertaken to recover and restore business capability in the event of a disaster)</p>	<p>Existing document is currently being reviewed. Date of operation: 4 December 2014</p>
<p>13 Risk management framework (framework outlining council's approach to managing risks to the council's operations)</p>	<p>Risk Management Strategy 2012-2015 is currently being reviewed. Date of operation of current strategy: 18 December 2012</p>
<p>14 Audit Committee (advisory committee of council under section 139 of the Act whose role is to oversee the integrity of a council's financial reporting, processes to manage risks to the council's operations and for compliance with applicable legal, ethical, and regulatory requirements)</p>	<p>Established in accordance with Section 139 of the <i>Local Government Act, 1989</i>. The Audit Committee has been in operation since February 1996 (based on available evidence) Date of establishment: February 1996</p>
<p>15 Internal audit (independent accounting professionals engaged by the council to provide analyses and recommendations aimed at improving council's governance, risk and management controls)</p>	<p>Initial date of engagement of current provider: 1 March 2012 with contract extended until 1 March 2017.</p>
<p>16 Performance reporting framework (a set of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 131 of the Act)</p>	<p>Date of operation of current framework: 1 July 2014</p>
<p>17 Council Plan reporting (report reviewing the performance of the council against the council plan, including the results in relation to the strategic indicators, for the first six months of the financial year)</p>	<p>Quarterly reporting against Council Plan Highlights. Date reports presented: 21 July 2015, 20 October 2015 2 February 2016, 19 April 2016</p>

18 Financial reporting (quarterly statements to council under section 138 of the Act comparing budgeted revenue and expenditure with actual revenue and expenditure)	Statements presented to the Council in accordance with Section 138(1) of the <i>Local Government Act, 1989</i> . Date statements presented: 21 July 2015, 20 October 2015 2 February 2016, 19 April 2016
19 Risk reporting (six-monthly reports of strategic risks to council's operations, their likelihood and consequences of occurring and risk minimisation strategies)	Quarterly Reports. Date of reports: 21 July 2015, 20 October 2015 2 February 2016, 19 April 2016
20 Performance reporting (six-monthly reports of indicators measuring the results against financial and non-financial performance, including performance indicators referred to in section 131 of the Act)	Quarterly Reports. Date of reports: 21 July 2015, 20 October 2015 2 February 2016, 19 April 2016
21 Annual report (annual report under sections 131, 132 and 133 of the Act to the community containing a report of operations and audited financial and performance statements)	Considered at a meeting of Council in accordance with Section 134 of the <i>Local Government Act, 1989</i> . Date statements presented: 22 September 2015
22 Councillor Code of Conduct (Code under section 76C of the Act setting out the conduct principles and the dispute resolution processes to be followed by councillors)	Reviewed in accordance with Section 76C of the <i>Local Government Act, 1989</i> Date reviewed: 07 June 2016
23 Delegations (a document setting out the powers, duties and functions of council and the Chief Executive Officer that have been delegated to members of staff)	Reviewed in accordance with Section 98(6) of the <i>Local Government Act, 1989</i> Date reviewed: 15 March 2016
24 Meeting procedures (a local law governing the conduct of meetings of council and special committees)	Local law No 1, Meeting procedures made in accordance with Section 91(1) of the <i>Local Government Act, 1989</i> Date local law made: 6 November 2014

I certify that this information presents fairly the status of Council's governance and management arrangements.



David Morcom
Chief Executive Officer
Dated: 20 September 2016



Cr Darren McCubbin
Mayor
Dated: 20 September 2016

6.4 Statutory Information

The following information is provided in accordance with legislative and other requirements of Council.

6.4.1 Documents Available for Public Inspection

In accordance with Part 5 of the *Local Government (General) Regulations 2004* the following lists the prescribed documents that are available for inspection or which can be obtained for the purposes of Section 222 of the *Local Government Act, 1989* at 18 Desailly Street, Sale:

- A document containing details of overseas or interstate travel (other than interstate travel by land for less than three days) undertaken in an official capacity by councillor or any member of council staff in the previous 12 months, including
 - The name of the Councillor or member of Council staff;
 - The dates on which the travel began and ended;
 - The destination of the travel;
 - The purpose of the travel; and
 - The total cost to the Council of the travel, including accommodation costs.
- The agendas for, and minutes of ordinary and special meetings held in the previous 12 months which are kept under section 93 of the Act, other than those agendas and minutes relating to a part of a meeting which was closed to members of the public under section 89 of the Act and are confidential information within the meaning of section 77(2) of the Act.
- The minutes of meetings of special committees established under section 86 of the Act and held in the previous 12 months, other than those minutes relating to a part of a meeting which was closed to members of the public under section 89 of the Act and are confidential information within the meaning of section 77(2) of the Act.
- A document containing details of all leases involving land which were entered into by the council as lessor, including the lessee and the terms and the value of the lease.
- A register maintained under section 224(1A) of the Act of authorised officers appointed under that section.
- A list of donations and grants made by the council in the previous 12 months, including the names of persons who, or bodies which, have received a donation or grant and the amount of each donation or grant.
- A register of delegations kept under sections 87(1) and 98(4) of the Act, including the date on which the last review took place under sections 86(6) and 98(6), respectively, of the Act.

6.4.2 Best Value

In accordance with Section 208B(f) of the *Local Government Act, 1989* at least once every year a Council must report to its community on what it has done to ensure that it has given effect to the Best Value Principles. Wellington Shire Council incorporates the Best Value Principles through regular business planning and performance monitoring processes and through a commitment to continuous improvement and business excellence. To further support our commitment to the Best Value Principles, in 2015/16 Council commenced an organisational wide activity to identify, and enable reporting against, key performance indicators for all operational areas.

6.4.3 Carers Recognition

The *Carers Recognition Act 2012* (the Act) formally recognises and values the role of carers and the importance of care relationships in the Victorian community. The Act defines a carer as someone who

provides care to another person, and includes carers under the age of 18. Carers can provide care for a person who:

- has a disability
- has a mental illness
- has an ongoing medical condition
- is an older person with care needs.

Care relationships also include those situations where a person is being cared for in a foster, kinship or permanent care arrangement.

Within the *Carers Recognition Act 2012* Wellington Shire Council is required to report annually on its care measurement obligations under Section 11 of the Act.

Wellington Shire Council has taken all practicable measures to comply with its responsibilities outlined in the Act.

Some of the ways Wellington Shire Council supports carers is through:

- Recognition of Carers through awareness raising activities such as Volunteer Week and Social Inclusion Week.
- Participation on networks such as Sale and District Aged Care Network, Wellington Community Service Network, Wellington Early Years Network and Wellington Access and Inclusion Advisory Group.
- Projects listed in Council's Access and Inclusion Plan, Wellington RuralAccess Program, and Municipal Public Health and Wellbeing Plan, more specifically within the Social Connection and Inclusion Priority area.
- Wellington Shire Council's funding agreement with Central Gippsland Health Service and Yarram and District Health Service, who are the providers of HACC services, outlines compliance with all legislation.

6.4.4 Contracts

During the year council did not enter into any contracts valued at \$150,000 or more for services or \$200,000 or more for works or more of a kind specified in section 186(5)(a) and (c) of the Act. It also did not enter into any other contracts valued at \$150,000 or more for goods or services or \$200,000 or more for works without engaging in a competitive process.

6.4.5 Disability Action Plan

Wellington Shire Council has an Access and Inclusion Strategy 2012-15 and accompanying action plan which incorporates a Disability Action Plan. The following actions have been implemented in 2015/16:

- Communication boards for people with limited or no speech have been developed for use in emergency relief centres, Aqua Energy, Gippsland Regional Sports Complex, Esso BHP Billiton Wellington Entertainment Centre and Council's Customer Service Centres.
- The Wellington Access and Inclusion Advisory Group (WAIAG) is providing input on access and inclusion issues as part of the Port of Sale Cultural Hub redevelopment project.
- Software has been purchased and made available to Council staff to be able to convert written documents into audio format for those with limited or no vision.
- In February 2015 Wellington Shire Libraries, Gippsland Art Gallery and Esso BHP Billiton Wellington Entertainment Centre all completed an Access and Inclusion Audit of their current facilities using the relevant Institute of Access Training Australia handbooks for cultural venues.

- Wellington Shire Library staff have undertaken online training via REAL (Resource for Equitable Access to Libraries) which is a collaborative state-wide initiative of the State Library of Victoria, Public Libraries Victoria Network and Vision Australia. REAL training improves awareness and develops strategies to improve accessibility and inclusion.

6.4.6 Domestic Animal Management Plan

The 2013-16 Domestic Animal Management Plan was initially adopted by Council on 4 June 2013. In June 2014, a major revision of the plan was conducted, adopted by Council and submitted to the Animal Welfare Bureau of the Department of Economic Development, Jobs, Training and Resources (the Department). Originally due for renewal by November 2016, the Department has decided to extend the date until November 2017 due to Council elections.

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

The Plan outlines the services, programs and policies that will administer all requirements of the Act while assisting the community and Council in achieving its Vision for *Wellington 2030*.

In July 2016 a review of animal management services was conducted to measure progress towards the objectives. A number of milestones were achieved including:

- staff responded to 1,372 animal management complaints, with an average initial response time of 1.5 days;
- an increase in the number of impounded pets reunited with their owners;
- seven percent increase in the number of registered domestic animals compared with previous year;
- successful animal management prosecutions in the Magistrates' Court, such as dog attacks and failing to register animals;
- increased domestic animal business monitoring and compliance activities; and
- regular media releases and awareness activities relating to responsible pet ownership.

6.4.7 Food Act Ministerial Directions

In accordance with Section 7E of the *Food Act, 1984*, Council did not receive any Ministerial Directions.

6.4.8 Freedom of Information

In accordance with Sections 7(4AA)(a) and 7(4AA)(b) of the *Freedom of Information Act 1982*, Council is required to publish certain statements in their annual report or separately such as on its website, concerning its functions and information which is publicly available. Council has chosen to publish the statements separately however provides the following summary of the application and operation of the *Freedom of Information Act, 1982*.

Council is committed to making a wide range of policy, reports, data, research and other documents available to the public without the need to lodge a formal request under the *Freedom of Information Act 1982* ("Act"). Many documents are available for public inspection, available online, or available under other legislation.

The Act gives applicants the right to apply for access to documents created by the agency or supplied to the agency by an external organisation or individual.

Access to documents under Freedom of Information, may be obtained through written request to the Freedom of Information officer, as detailed in section 17 of the *Freedom of Information Act 1982*.

Requests for access to documents sought under Freedom of information must:

- be in writing or lodged electronically via email foi@wellington.vic.gov.au ;
- provide a clear description of the document(s) to which the applicant seeks access to enable the documents to be identified and retrieved;
- include the application fee or evidence that the applicant qualifies to have the application fee waived or reduced (hardship); and
- be made to the agency that holds the documents the applicant is seeking.

Applications for requests for access to documents under Freedom of Information are available for download on council's website www.wellington.vic.gov.au.

The agency may determine that a document is exempt, does not exist, cannot be located, or that further clarification from the applicant is required. The Act requires the agency to complete a request within 45 days from the date of it is receipt. This time limit only applies if the request is sufficiently clear for the officer to process it and the application fee has been paid or waived. If an access charges deposit is payable, the 45-day period for processing the request, as provided for by the FOI Act, starts afresh on the day the applicant pays the deposit (Section 22(5)).

Mrs Marj McInnes, Coordinator Information Management is authorised under Section 26(1) of the *Freedom of Information Act 1982* ("FOI Act") to make decisions in respect of Freedom of Information requests made to Wellington Shire Council. The Principal Officer of Council is Mr David Morcom, Chief Executive Officer.

During the 2015/16 reporting period, Wellington Shire Council received six non personal Freedom of Information requests, one of which was transferred to our agency. In addition, our agency made two decisions on Freedom of Information requests however the documents have not been released due to unpaid access charges. Another request was actioned outside of the *Freedom of Information Act*.

Application fees of \$136.00 and access charges of \$647 were collected during 2015/16.

Further information regarding Freedom of Information can be found on Wellington Shire Council's website www.wellington.vic.gov.au or Freedom of Information Commissioner website www.foi.commissioner.vic.gov.au.

6.4.9 Protected Disclosure Procedures

In accordance with Section 69 of the *Protected Disclosure Act, 2012* a Council must include in their annual report information about how to access the procedures established by the Council under Part 9 of that Act. It is also required to provide certain information about the number and types of protected disclosures complaints investigated during the financial year.

The *Protected Disclosure Act 2012* commenced operation on 19 February 2013, replacing the *Whistleblowers Protection Act, 2001* and established the Independent Broad-based Anti-Corruption Commission (IBAC) as part of a new integrity system for Victoria. It aims to ensure openness and accountability in government by encouraging people to disclose improper conduct within the public sector, including Wellington Shire Council, its employees and Councillors, and to provide protection for people who make disclosures. Procedures on how to make a disclosure are publicly available on Council's website.

During the 2015/16 year no disclosures were notified to Council officers appointed to receive disclosures, or to IBAC.

6.4.10 Road Management Act Ministerial Direction

In accordance with Section 22 of the *Road Management Act, 2004*, Council must publish a copy or summary of any Ministerial direction in its annual report. No such Ministerial Directions were received by Council during the financial year.

6.5 Other Information

6.5.1 Awards

RuralAccess Project Coordinator, Leanne Wishart, was highly commended at the Victorian Disability Awards for Excellence in Social and Cultural Awareness which was held in Melbourne on 15 June 2016.

This commendation celebrates and acknowledges Leanne's achievements and the significant role she plays in Council's ongoing commitment to creating an inclusive community.

6.5.2 Grants Received

Wellington Shire Council was successful in their funding application to the Age-Friendly Communities' Grants program for \$100,000. The grant program will assist us to develop and deliver on a collaborative plan with measurable outcomes to improve Wellington Shire as an Age Friendly Community. The planning process will include service providers, businesses, community leaders and older people in planning to meet Wellington Shire ageing-related needs.

During the 2015/16, the following grants were also received from Sports and Recreation Victoria (SRV).

- \$650,000 received under the Community Sports Infrastructure Fund (Majors) for the development of GRSC Stage 2. Total anticipated project cost \$3,050,130.
- \$100,000 received under the Community Sports Infrastructure Fund (Female Friendly Facilities) for the redevelopment of the Cowwarr Recreation Reserve change rooms. Total anticipated project cost \$635,762.
- \$100,000 received under the Community Sports Infrastructure Fund (Country Football & Netball Program) for the development of the new netball court at the Stratford Recreation Reserve. Total anticipated project cost \$186,180.

6.5.3 Grants Distributed

Quick Response Grants 2015/16

Eighty six applications were successful in receiving Quick Response Grants, totalling \$121,871.60.

A Better Life for Foster Kids Inc.
Anglican Parish of Yarram
Anglicare Victoria
Bellbird Corner Riverside Reserve Management Committee
Blue Light Victoria Inc.
Boisdale Public Hall Committee
Boisdale-Briagolong Red Cross Branch
Briagolong Art Gallery
Briagolong Tennis Club
Collegians Cricket Club Inc.
Country Fire Authority Maffra

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Dargo Bush Nursing Centre
 Devon Welshpool Won Wron Woodside Football Netball Club
 George Gray Centre Inc.
 Gippsland Plains Rail Trail Committee of Management
 Gippsland Vehicle Collection
 Gippsland Veterans Welfare Centre
 Gippsland Woodcraft Group Inc. Nambrok
 GippSport
 Golden Paradise Beach Bowls Club
 Golden Paradise Beach Ratepayers & Residents Association
 Grand Strzelecki Track
 Heyfield Tourism and Traders Association
 Heyfield War Memorial Hall CoM
 Holy Trinity Anglican Church Yarram
 Lake Glenmaggie Community Representative Group Inc.
 Latrobe Community Health Service
 Heyfield Community Resource Centre
 Loch Sport Angling Club Inc.
 Loch Sport Public Hall CoM
 Macalister Demonstration Farm
 Maffra Agricultural Society
 Maffra Business & Tourism Association
 Maffra Lawn Tennis Club
 Maffra Squash and Raquetball Club
 North Gippsland CWA
 Quantum Support Services Inc.
 Robertsons Beach & Tarraville Community Group Inc.
 Rosedale Neighbourhood House Inc.
 Rosedale Speedway Association
 Rotary Club of Maffra
 Rotary Club of Sale
 Rotary Club of Yarram
 Sale Amateur Basketball Association
 Sale Baptist Church Playgroups
 Sale Carols by Candlelight
 Sale Combined Kindergartens
 Sale Elderly Citizens Village
 Sale Floral Art Group
 Sale Men's Shed
 Sale Netball Association
 Sale North Kindergarten
 Sale RSL & Community Club
 Sale Tennis Club
 Sale Vintage Tractor Club
 Seaspray Centenary Committee
 Seaspray Surf Lifesaving Club
 Seaton Recreation Reserve Committee of Management
 St Andrews Uniting Church Stratford

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