



**WELLINGTON**  
SHIRE COUNCIL

*The Heart of Gippsland*

## **Council Meeting Agenda**

**Meeting to be held at**

**Port of Sale Business Centre**

**Foster Street, Sale**

**Tuesday 4 October 2016, commencing at 4pm**

**or join Wellington on the Web:  
[www.wellington.vic.gov.au](http://www.wellington.vic.gov.au)**

# ORDINARY MEETING OF COUNCIL – 4 OCTOBER 2016

## AGENDA & TABLE OF CONTENTS

	ITEM	PAGE NUMBER
<b>A</b>	<b>PROCEDURAL</b>	
A1	STATEMENT OF ACKNOWLEDGEMENT AND PRAYER	
A2	APOLOGIES	
A3	DECLARATION OF CONFLICT/S OF INTEREST	
A4	CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING	7
A5	BUSINESS ARISING FROM PREVIOUS MEETING/S	9
A6	ACCEPTANCE OF LATE ITEMS	10
A7	NOTICES OF MOTION	11
A8	RECEIVING OF PETITIONS OR JOINT LETTERS	12
	Item A8(1) Outstanding Petitions: Mcloughlin's Beach Boat Ramp	13
	York Street Sale Band Practice	
A9	INVITED ADDRESSES, PRESENTATIONS OR ACKNOWLEDGEMENTS	14
A10	QUESTIONS ON NOTICE	15
<b>B</b>	<b>REPORT OF DELEGATES</b>	16
<b>C</b>	<b>OFFICERS' REPORT</b>	
	<b>C1 CHIEF EXECUTIVE OFFICER</b>	17
	<b>C2 GENERAL MANAGER CORPORATE SERVICES</b>	18
	ITEM C2.1 ASSEMBLY OF COUNCILLORS	19
	ITEM C2.2 AUDIT COMMITTEE MINUTES	23
	<b>C3 GENERAL MANAGER DEVELOPMENT</b>	32

	<b>C4 GENERAL MANAGER BUILT &amp; NATURAL ENVIRONMENT</b>	33
	<b>C5 GENERAL MANAGER COMMUNITY AND CULTURE</b>	34
	ITEM C5.1 MAFFRA RECREATION RESERVE COMMITTEE OF MANAGEMENT MINUTES	35
<b>D</b>	<b>URGENT BUSINESS</b>	42
<b>E</b>	<b>FURTHER GALLERY AND CHAT ROOM COMMENTS</b>	42
<b>F</b>	<b>CONFIDENTIAL ATTACHMENTS</b>	43
	ITEM F1.1 AUDIT COMMITTEE MINUTES	44
<b>G</b>	<b>IN CLOSED SESSION</b>	45



## 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:

4 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 20 September 2016 as tabled.

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

***That Council adopt the minutes and resolutions of the Ordinary Council Meeting of 20 September 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**



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

ACTION OFFICER

CHIEF EXECUTIVE OFFICER

DATE:

4 OCTOBER 2016

---

ITEM	FROM MEETING	COMMENTS	ACTION BY
Nil			



## **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:

4 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
Petition to stop band practice at York Street Sale	20 September 2016	Response to Council 18 October 2016	Manager Municipal Services



## **A - PROCEDURAL**

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



## **A - PROCEDURAL**

### **A10 QUESTIONS ON NOTICE**



## **B –REPORT**

# **DELEGATES**





## C1 - REPORT

# CHIEF EXECUTIVE OFFICER



## **C2 - REPORT**

# **GENERAL MANAGER CORPORATE SERVICES**

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

DIVISION: CORPORATE SERVICES

ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

DATE: 4 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 13 September 2016 to 27 September 2016.

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

***That Council note and receive the attached Assembly of Councillor records received during the period 13 September 2016 to 27 September 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 13 September 2016 to 27 September 2016.

**Assembly of Councillors summary of reports received during the period 13 September 2016 to 27 September 2016**

<b>Date</b>	<b>Matters considered</b>	<b>Councillors and officers in attendance</b>
20 Sept 2016	<p>Bushfire Management Overlay – Mapping Update</p> <p>2015/16 Fire Prevention Program Review</p> <p>Communities Facilities Framework Following Community Consultation</p> <p>Monthly Planning Update</p> <p>Review of Council's Gaming Policy</p> <p>Vic Roads Briefing – Rosedale Roundabout</p> <p>Vic Roads Presentation – Princes Highway Sale to Traralgon Duplication Update</p> <p>Art in Public Places Policy</p> <p>Councillor Induction Program, Committees Proposal &amp; Vehicle review</p>	<p>Councillor Crossley, Councillor Rossetti, Councillor Cleary, Councillor Davine, Councillor Duncan, Councillor McCubbin, Councillor Wenger, Councillor Hole</p> <p>David Morcom, Chief Executive Officer</p> <p>Arthur Skipitaris, General Manager Corporate Services</p> <p>Chris Hastie, General Manager Built and Natural Environment</p> <p>Glenys Butler, General Manager Community &amp; Culture</p> <p>Josh Clydesdale, Acting General Manager Development</p> <p>Barry Hearsey, Coordinator Strategic Planning (Item 1)</p> <p>Ben Proctor, Strategic Planner (Item 1)</p> <p>Jodie Cosham, Municipal Fire Prevention Officer (Item 2)</p> <p>Marcus Stone, Coordinator Community Facilities Planning (Item 3)</p> <p>Geoff Hay, Coordinator Community Committees (Item 3)</p> <p>John Traa, Coordinator Statutory Planning (Item 4)</p> <p>Karen McLennan, Manager Community Wellbeing (Item 5)</p> <p>John Tatterson, Manager Built Environment (Item 6 &amp; 7)</p> <p>Dean Morahan, Manager Asset &amp; Projects (Item 6 &amp; 7)</p> <p>Stephen Dempsey, Manager Arts &amp; Culture (item 8)</p> <p>Andrew Thompson, Entertainment Centre Manager (Item 8)</p> <p>Trish Dean, Governance Officer (Item 9)</p>
20 Sept 2016	Councillors Diary Meeting	<p>Councillor Crossley, Councillor Rossetti, Councillor Cleary, Councillor McCubbin, Councillor Wenger, Councillor Hole</p> <p>David Morcom, Chief Executive Officer</p> <p>Leah Schuback, Executive Assistant (Item 1)</p>

## ASSEMBLY OF COUNCILLORS

### 1. DATE OF MEETING:

20 September 2016

### 2. ATTENDEES:

#### Councillors:

Name	In attendance (tick)		Name	In attendance (tick)	
	Yes	No		Yes	No
Cr Crossley	✓		Cr McCubbin	✓	
Cr Rossetti	✓		Cr McIvor		✓
Cr Cleary	✓		Cr Wenger	✓	
Cr Davine	✓		Cr Hole	✓	
Cr Duncan ( <i>items 4 -9</i> )	✓				

#### Officers in Attendance:

Name	In attendance (tick)		Name	In attendance (tick)	
	Yes	No		Yes	No
D Morcom, CEO	✓		G Butler, GMCC	✓	
A Skipitaris, GMCS	✓		John Websdale GMD		✓
C Hastie, GMBNE	✓		Josh Clydesdale ( <i>Act.GMD</i> )	✓	

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

Name	Item No.
Josh Clydesdale, Barry Hearsey, Ben Proctor	1
Jodie Cosham	2
Marcus Stone, Geoff Hay	3
Josh Clydesdale, John Traa	4
Karen McLennan	5
John Tatterson, Dean Morahan & Vic Road Reps - Pas Monacella, Chris Padovan, David Gallion	6
John Tatterson, Dean Morahan & Vic Road Reps - Pas Monacella, Chris Padovan, David Gallion	7
Stephen Dempsey, Andrew Thompson	8
Trish Dean	9

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

- |  |   |
|--|---|
| 1. Bushfire Management Overlay – Mapping Update                      | 6. Vic Roads Briefing - Rosedale Roundabout                                       |
| 2. 2015/16 Fire prevention Program Review                            | 7. Vic Roads Presentation – Princess Highway Sale to Traralgon Duplication Update |
| 3. Communities Facilities Framework Following Community Consultation | 8. Art in Public Places Policy  |
| 4. Monthly Planning Update   | 9. Councillor Induction Program, Committees Proposal & Vehicle review             |
| 5. Review of Council's Gaming Policy                                 |   |

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

Nil

## ASSEMBLY OF COUNCILLORS

### 1. DATE OF MEETING:

20 September 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, Acting CEO		✓
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****AUDIT COMMITTEE MINUTES**

DIVISION: CORPORATE SERVICES  
 ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES  
 DATE: 4 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 receive and note the minutes of the Audit Committee meeting held on 1 September 2016.

**RECOMMENDATION**

***That:***

- 1. Council receive and note the minutes in brief (Attachment 1) and the confidential attachment at Item F1.1 Audit Committee Minutes of 1 September 2016; and***
- 2. The information contained in the confidential attachment Item F1.1 Audit Committee Minutes of 1 September 2016 of this Council meeting agenda and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the General Manager Corporate Services on 25 August 2016 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989: f) legal advice; and h) any other matter which the Council considers would prejudice the Council or any person; be designated confidential information under Section 77 Clause (2)(b) of the Local Government Act 1989.***

**BACKGROUND**

Council maintains an Audit Committee in accordance with Section 139 of the *Local Government Act 1989*. The Audit Committee is an independent advisory Committee to Council and its primary objective is to assist Council in the effective conduct of its responsibilities for financial reporting, management of risk, maintaining a reliable system of internal controls and facilitating the organisation’s ethical development. Minutes of the Audit Committee are reported direct to Council. A copy of the minutes in brief from the Audit Committee meeting of 1 September 2016 can be found at Attachment 1 of this report and is provided for the information of Council and the public in general.

**OPTIONS**

Council has the following options:

1. To receive and note the minutes from the Audit Committee Meeting of 1 September 2016; or

2. To seek further information and consider the minutes at a future meeting.

## **PROPOSAL**

To receive and note the minutes of the Audit Committee meeting held on 1 September 2016.

## **CONFLICT OF INTEREST**

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

## **LEGISLATIVE IMPACT**

The *Local Government Act 1989*, section 139(1) requires Council to establish an audit committee. Council's Audit Committee is an Advisory Committee to Council and operates within the Terms of Reference and Charter adopted by Council.

The Audit Committee Terms of Reference require the minutes of the Audit Committee to be forwarded to an ordinary meeting of the Council, including a report explaining any specific recommendations and key outcomes. The Audit Committee is also required to report annually to the Council summarising the activities of the Committee during the previous financial year.

This report complies with the legislative requirements and the Audit Committee Terms of Reference requirements.

## **COUNCIL PLAN IMPACT**

The Council Plan 2013–2017 Theme 2 Organisational states the following strategic objective and related strategy:

### Strategic Objective

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

### Strategy 2.3

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

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

## **RISK MANAGEMENT IMPACT**

The Audit Committee Charter identifies the management of risk as one of the primary objectives of the Audit Committee. The Audit Committee monitors the risk exposure of Council by determining if management has appropriate risk management processes and adequate management information systems in place.



## MINUTES IN BRIEF OF WELLINGTON SHIRE COUNCIL AUDIT COMMITTEE MEETING HELD ON 1 SEPTEMBER 2016

**Present:** Mr Peter Craighead (Chair)  
Mr Alan Hall  
Mr Joel Churchill  
Councillor Peter Cleary  
Councillor John Duncan

**In attendance:** Mr David Morcom (Chief Executive Officer)  
Mr Arthur Skipitaris (General Manager Corporate Services)  
Mr Ian Carroll (Manager Corporate Finance)  
Mrs Sheryl Saynor (Executive Support Officer)  
Mrs Mary Winter (Crowe Horwath) (via phone)  
Mr Jon Wallace (Crowe Horwath) (via phone)  
Mr Vineet Danwar (HLB Mann Judd)

1. **Welcome**

2. **Apologies -**

3. **Closure of Meeting to Public:-**

***Alan Hall/Joel Churchill:***

***That the meeting be closed to the public under Section 89(2) of the Local Government Act 1989 to discuss legal advice and any other matter which the Council or special committee considers would prejudice the Council or any person.***

**CARRIED**

4. **Declaration of Conflict(s) of Interest:-**  
Nil

5. **Adoption of Previous Minutes – 25 May 2016:-**

***Councillor Cleary/Alan Hall***

***That the Committee adopt the minutes of the previous meeting held on 25 May 2016.***

**CARRIED**

6. **Action Items from Previous Minutes**

***Councillor Cleary/Alan Hall***

***That the Audit Committee recommend to Council that it receive the report.***

***That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 24 August 2016 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989:***

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

***be designated confidential information under Clause 77(2)(b) of the Local Government Act 1989.***

**CARRIED**

7. a) In Principle Agreement to Draft Financial and Performance Statements 2015/16  
b) Council Representation Letter

**Alan Hall/Joel Churchill**

*That the Audit Committee, having considered the draft Financial and Performance Statements for the year ended 30 June 2016, recommend to Council that it give its in principle agreement to sign the Financial and Performance Statements as presented.*

*That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 24 August 2016 because it relates to the following grounds under Section 89(2) of the Act:*

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

*be designated confidential information under Clause 77(2)(b) of the Local Government Act 1989.*

**CARRIED**

8. Management Letter – Interim Financial Audit 2015-16

**Joel Churchill/Councillor Duncan**

*That the Audit Committee recommend to Council that it receive the report.*

*That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Acting Chief Executive Officer on 24 August 2015 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989:*

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

*be designated confidential information under Clause 77(2)(b) of the Local Government Act 1989.*

**CARRIED**

9. Internal Audit: Business Continuity Planning and Disaster Recovery Review

**Alan Hall/Councillor Cleary**

*That the Audit Committee recommend to Council that it receive the report.*

*That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 24 August 2016 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989:*

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

*be designated confidential information under Clause 77(2)(b) of the Local Government Act 1989.*

**CARRIED**

10. Internal Audit: Reputation Management

**Councillor Cleary/Joel Churchill**

*That the Audit Committee recommend to Council that it receive the report.*

*That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 24*

**August 2016 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989:**

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

**be designated confidential information under Clause 77(2)(b) of the Local Government Act 1989.**

**CARRIED**

**11. Internal Audit: Follow-up of Agreed Actions from Prior Year Internal Audit Reports**

**Joel Churchill/Alan Hall**

**That the Audit Committee recommend to Council that it receive the report.**

**That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 24 August 2016 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989:**

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

**be designated confidential information under Clause 77(2)(b) of the Local Government Act 1989.**

**CARRIED**

**12. Status of Internal Audit Recommendations**

**Alan Hall/Councillor Duncan**

**That the Audit Committee recommend to Council that it receive the report.**

**That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 24 August 2016 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989:**

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

**be designated confidential information under Clause 77(2)(b) of the Local Government Act 1989.**

**CARRIED**

**13. Audit Committee Membership**

**Councillor Clear/Joel Churchill**

**That the Audit Committee recommend to Council that it receive the report.**

**That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 24 August 2016 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989:**

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

**be designated confidential information under Clause 77(2)(b) of the Local Government Act 1989.**

**CARRIED**

**14. Information Services Update**

**Alan Hall/Joel Churchill**

*That the Audit Committee recommend to Council that it receive the report.*

*That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 24 August 2016 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989:*

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

*be designated confidential information under Clause 77(2)(b) of the Local Government Act 1989.*

**CARRIED**

**15. VAGO Report: Local Government Service Delivery: Recreational Facilities**

**Joel Churchill/Councillor Cleary**

*That the Audit Committee recommend to Council that it receive the Report.*

*That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 24 August 2016 because it relates to the following grounds under Section 89(2) of the Act:*

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

*be designated confidential information under Clause 77(2)(b) of the Local Government Act 1989.*

**CARRIED**

**16. Ombudsman's Report: Misuse of Council Resources**

**Councillor Duncan/Alan Hall**

*That the Audit Committee recommend to Council that it receive the Report.*

*That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 24 August 2016 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989:*

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

*be designated confidential information under Clause 77(2)(b) of the Local Government Act 1989.*

**CARRIED**

**17. Chairman's Report for the period ending 30 June 2016**

**Joel Churchill/Alan Hall**

*That the Audit Committee recommend to Council that it receive the Report.*

*That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 24 August 2015 because it relates to the following grounds under Section 89(2) of the Act:*

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

*be designated confidential information under Clause 77(2)(b) of the Local Government Act 1989.*

**CARRIED**

**18. Draft Annual Report 2015/16**

**Alan Hall/Councillor Cleary**

***That the Audit Committee recommend to Council that it receive the Report.***

***That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 24 August 2016 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989:***

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

***be designated confidential information under Clause 77(2)(b) of the Local Government Act 1989.***

**CARRIED**

**19. Council Quarterly Performance Report**

**Alan Hall/Councillor Duncan**

***That the Audit Committee recommend to Council that it receive the Report.***

***That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 24 August 2016 because it relates to the following grounds under Section 89(2) of the Act:***

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

***be designated confidential information under Clause 77(2)(b) of the Local Government Act 1989.***

**CARRIED**

**20. Fraud Report**

**Joel Churchill/Councillor Cleary**

***That the Audit Committee recommend to Council that it receive the report.***

***That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 24 August 2016 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989:***

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

***be designated confidential information under Clause 77(2)(b) of the Local Government Act 1989.***

**CARRIED**

**21. Sale Livestock Exchange Update**

**Councillor Cleary/Joel Churchill**

***That the Audit Committee recommend to Council that it receive the report.***

***That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 24 August 2016 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989:***

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

***be designated confidential information under Clause 77(2)(b) of the Local Government Act 1989.***

**CARRIED**

**22. Road Management Act Processes – Annual Update**

**Alan Hall/Joel Churchill**

*That the Audit Committee recommend to Council that it receive the Report.*

*That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 24 August 2016 because it relates to the following grounds under Section 89(2) of the Act:*

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

*be designated confidential information under Clause 77(2)(b) of the Local Government Act 1989.*

**CARRIED**

**23. Related Party Transactions**

**Councillor Cleary/Councillor Duncan**

*That the Audit Committee recommend to Council that it receive the Report.*

*That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 24 August 2016 because it relates to the following grounds under Section 89(2) of the Act:*

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

*be designated confidential information under Clause 77(2)(b) of the Local Government Act 1989.*

**CARRIED**

**24. Excessive Staff Leave**

**Alan Hall/Councillor Cleary**

*That the Audit Committee recommend to Council that it receive the Report.*

*That the information, contained in the attached document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 24 August 2016 because it relates to the following grounds under Section 89(2) of the Act:*

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

*be designated confidential information under Clause 77 (2) (b) of the Local Government Act 1989.*

**CARRIED**

**25. Current Key Risk Matters**

**Joel Churchill/Alan Hall**

*That the Audit Committee recommend to Council that it receive the report.*

*That the information, contained in the attached document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 24 August 2016 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989:*

- f) legal advice;*

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

*be designated confidential information under Clause 77 (2) (b) of the Local Government Act 1989.*

**CARRIED**



**26. Risk Report**

**Alan Hall/Joel Churchill**

*That the Audit Committee recommend to Council that it receive the report.*

*That the information, contained in the attached document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 24 August 2016 because it relates to the following grounds under Section 89(2) of the Act:*

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

*be designated confidential information under Clause 77 (2) (b) of the Local Government Act 1989.*

**CARRIED**

**27. Register of Commissioned Reports**

**Joel Churchill/Alan Hall**

*That the Audit Committee recommend to Council that it receive the report.*

*That the information, contained in the attached document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 24 August 2016 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989:*

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

*be designated confidential information under Clause 77(2)(b) of the Local Government Act 1989.*

**CARRIED**

**28. General Business**

**1. CEO Update**

**THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 3.19PM.**

# **GENERAL MANAGER DEVELOPMENT**





## C4 - REPORT

# GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT



## **C5 - REPORT**

# **GENERAL MANAGER COMMUNITY AND CULTURE**

**ITEM C5.1****MAFFRA RECREATION RESERVE COMMITTEE OF MANAGEMENT MINUTES**

DIVISION: COMMUNITY AND CULTURE  
ACTION OFFICER: MANAGER HEALTHY LIFESTYLES  
DATE: 4 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 the minutes from the Maffra Recreation Reserve Committee of Management's Ordinary Meetings held on 6 June 2016 and 1 August 2016 and Meeting Notes from 4 July 2016.

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

***That Council receive the minutes from the Maffra Recreation Reserve Committee of Management's Ordinary Meetings held on 6 June 2016 and 1 August 2016 and Meeting Notes from 4 July 2016.***

**BACKGROUND**

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

The objectives of the Special Committee are:

- To manage, operate and maintain the Maffra Recreation Reserve for the community in an efficient, effective and practical manner.
- To undertake activities designed to protect, promote, utilise and develop the Maffra Recreation Reserve for the use and enjoyment of the local community.

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

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

## **OPTIONS**

Council has the following options:

1. Receive the minutes from the Maffra Recreation Reserve Committee of Management's Ordinary Meetings held on 6 June 2016 and 1 August 2016 and Meeting Notes from 4 July 2016; or
2. Seek further information to be considered at a future Council Meeting.

## **PROPOSAL**

That Council receive the minutes from the Maffra Recreation Reserve Committee of Management's Ordinary Meetings held on 6 June 2016 and 1 August 2016 and Meeting Notes from 4 July 2016.

## **CONFLICT OF INTEREST**

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

## **LEGISLATIVE IMPACT**

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

## **COUNCIL POLICY IMPACT**

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

## **COUNCIL PLAN IMPACT**

The Council Plan 2013-17 Theme 4 Infrastructure states the following strategic objective and related strategy:

### Strategic Objectives

*Asset and infrastructure that meet current and future community needs.*

### Strategy 4.2

*Ensure assets are managed, maintained and renewed to meet service needs.*

## **CONSULTATION IMPACT**

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

MAFFRA RECREATION RESERVE COMMITTEE of MANAGEMENT  
(SPECIAL COMMITTEE of WELLINGTON SHIRE COUNCIL)  
GENERAL MEETING  
Held Monday June 6th, 2016

PRESENT: Paul Bourke, Cheryl Dowling, Matthew Coleman,  
John Duncan, John Vardy, Mark Hewlitt, Paul Shelton, Lisa Ogilvie and Jennifer Toma.  
APOLOGIES: Irene Crockford.  
Guests: Dawn ~~Mason~~ (Wellington Shire Council) & Vicki Hamilton (Maffra Agricultural Society Inc). MARTIN

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

MINUTES of the General meeting held on Monday May 2nd, 2016 were read and received on the motion of M. Coleman and seconded by J. Duncan. CARRIED

INCLUDING AMENDMENT TO AG. SOC REPORT - M. COLEMAN RAISED DAM ENLARGING AS A PERSONAL IDEA

**BUSINESS ARISING:**

\*Actions completed by Secretary.

**CORRESPONDENCE:**

Outward: letters to committee members with meeting invitations and minutes

Inwards: Nil

Correspondence read and received on the motion of J. Toma and seconded by C. Dowling. CARRIED

**TREASURER'S REPORT:**

The Treasurer presented the Financial Report.

Treasurer, L. Ogilvie moved and J. Vardy seconded that the Financial Report be received and accounts passed for payment. CARRIED

**REPORTS:**

Harness Club - as tabled. Question has there been enough rain to undertake work on BlackiesPaddock?

Kennel Clubs - 2017 International judges have been contracted, from South Africa and Canada. Five campers have booked, and have been offered tea by the Football Club at \$15 per person and a Trivia night by the Band on Saturday evening.

Agricultural Society- guest, V. Hamilton, has borrowed the "Committee Articles"

P. Miller SRW has expressed interest in earth removal to enlarge the dam, no timeline for this project.

Maintenance - there was a discussion about the need for soil, including about a possibility about any project needing a dump point for soil to be directed to the Reserve. There was a question about whether the such soil would be of suitable quality.

\*10 metres of top soil is to be delivered.

- \* M. McLaren has a Community Order to work a number of hours on the Maffra Recreation Reserve. Mainly grounds work, e.g. whipper snipping, poisoning etc.
- \* Visitors rooms shower head to be replaced. Need a new account at the plumbers due to change of management.
- \* Gas heater has a leak, ACTION - gas plumber to be organised for repairs
- \* Serious rain leak in the Function Centre main room, above the bar next to the air conditioner.

- \* R. Toma to repair the doors on the scoreboard with metal doors that were salvaged from the old exhibition pavilion before it was demolished.
- \* Councillor- advice to not be daunted, think big projects.

#### GENERAL BUSINESS:

\* Discussion about toilet upgrades in relation to D. Martin's comments. It was decided that an overall report on the toilets by a plumber is required so that priorities for repairs could be listed. The Committee felt it very important to keep and improve the toilets on the Reserve rather than forcing event organisers the extra expense of hiring toilets.

The meeting closed at 9.40pm.

The next meeting will be held on Monday July 4th, 2016.

#### Presentation by Dawn Martin-

Number of issues concerning the Reserve's Masterplan were raised and changes initiated

- \* 6.3.1. no work has been undertaken on this issue. Traffic Management to be raised in priority
- \* 6.4.3. J. Vardy spoke about the drainage survey that the Council insisted that the Reserve undertake at the cost of \$7,000 to this Committee but has never been acted upon by Council. Drainage of the Reserve to be raised to a priority issue.
- \* The Committee wishes toilet upgrades be raised to a high priority. D. Martin explained that Council sees no reason to upgrade toilets on Reserves, rather it is felt that event organisers should undertake the provision of mobile toilets for their events.

#### Funding via grants-

- \* Regional Development Victoria \$50,000 to \$300,000
- \* Community Assistance grants for facilities, events and projects. Open in June.
- \* Australian Hardwood industry for materials/ prisoner labour to possibly build seating for around the boundary fence of the main oval
- \* Community Safety fund grants re security lighting, security cameras etc.
- \* Vic Forest grants link Gippsport.

The new masterplan will be returned for the July meeting to be discussed and signed off.



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

GENERAL MEETING  
Held Monday August 1st, 2016



**PRESENT:** Paul Bourke, Cheryl Dowling, Matthew Coleman,  
John Duncan, Mark Hewlitt, Paul Shelton, Lisa Ogilvie and Jennifer Toma.

**APOLOGIES:** Irene Crockford, John Vardy, & Vicki Hamilton.

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

**MINUTES** of the General meeting held on Monday June 6th and notes taken from the meeting held on Monday July 4th, 2016 were read and received on the motion of C. Dowling and seconded by M. Coleman. **CARRIED**

**BUSINESS ARISING:**

\*Southern Rural Water may need clay from the dam, so the dam may be deepened earlier than planned.

**CORRESPONDENCE:**

Outward: letters to committee members with meeting invitations and minutes

Inwards: three campers booking fees for upcoming dog shows

Maffra Fire Brigade letter requesting use of the main oval and Function Centre for the 2017 Zone Competition, 21/29 January. **MOTION** moved by M. Hewlitt and seconded by P. Bourke that this booking be accepted and no charges made. **CARRIED**

Email- WSC re Financial reports to be emailed for the Auditors

Correspondence read and received on the motion of P. Shelton and seconded by C. Dowling. **CARRIED**

**TREASURER'S REPORT:**

The Treasurer presented the Financial Report.

Treasurer, L. Ogilvie moved and P. Shelton seconded that the Financial Report be received and accounts passed for payment. **CARRIED**

**ACTION-** Secretary to contact Geoff Hay re the need to review and update the Maffra Football Club lease for the Function Centre and oval.

**REPORTS:**

Harness Club - as tabled. It is noted that rolling of Blackies Paddock and Jack Williamson showjumping arena has/will be undertaken, to assist with the surface. Thank you from the Harness Club. From September there will be no usage of the showjumping arena.

Kennel Clubs - the representative confirmed with Committee that the toilets and showers will be opened and cleaned during the upcoming shows. Also an invitation is extended to members to attend the shows.

Maintenance - there was short report.

**ACTION-** the Secretary is to contact Geoff Hay re- signage for the toilets at the Function Centre and netball courts, also "Disabled" parking signs need to be replaced as they are faded.

Football/Netball Club- the Presentation Night will be held on Saturday October 15th, 2016.

It was noted by the AgSociety rep that this is very close to the Maffra Show.

Shire- J. Duncan raised at Shire that the amount of rates being paid in Maffra and surrounds is not reflected in Shire support of this Reserve.

**GENERAL BUSINESS:**

**ACTION-** phone contact re register M. Hewlitt and L. Oglive to attend the Community Forum to be held Wednesday August 3, 2016 at Duart.

**MOTION-** that Chairman/Secretary sign off on the MasterPlan with amendments to the photo overview of the Reserve. Moved M. Coleman and seconded by J. Duncan  
Meeting closed at 8.30pm.

Next meeting to be held on Monday September 5th, 2016, commencing at 7.30pm.



Maffra Recreation Reserve Committee of Management  
(Special Committee of Wellington Shire Council)

Notes of meeting held on Monday July 4th, 2016



Present ; Jennifer Toma, John Duncan, Irene Crockford, Cheryl Dowling, Matthew Coleman, Mark Hewlitt and guest Vicki Hamilton.

Apologies; Lisa Ogilvie & John Vardy

J. Duncan reported that he has spoken to Chris Hastie about a commitment to bring unwanted soil to the Reserve.

The McLean street toilets are still not working properly, one toilet is blocked and running water, and the urinal water is continually running and won't switch off.

The gas heater in the Function Centre kitchen has been repaired.

Wood spraying has been/will be undertaken in the Jack Williamson arena and the horse yards.

It is noted that the Chairman, M. Hewlitt, signed the Agricultural Society licence agreement.

The date for the Annual General meeting date has been set for the first Monday in September. ACTION - Secretary will inform Geoff Hay.

ACTION- Secretary to enquire of Geoff Hay about a mower/slasher replacement. Mainly the opportunity to lease or borrow funds with possible payments of \$4,000 to \$5,000 per year.

Masterplan draft was discussed and a further change is to be made, raising toilet re-furbishment to a high priority. ACTION- Secretary will contact Marcus Stone to make change.

Meeting closed at 8.30pm

Next meeting Monday August 1st, 2016 at 7.30pm.



## **D. URGENT BUSINESS**



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



**F. CONFIDENTIAL ATTACHMENT/S**

**F. CONFIDENTIAL ATTACHMENT/S**



WELLINGTON  
SHIRE COUNCIL  
*The Heart of Gippsland*

**ORDINARY COUNCIL MEETING  
4 October 2016**

On this day of 5 September 2016, in accordance with Section 77 Clause (2) (c) of the *Local Government Act 1989*; I, Arthur Skipitaris, General Manager Corporate Services declare that the information contained in the attached document **ITEM F1.1 Wellington Shire Council Audit Committee Minutes** is confidential because it relates to the following grounds under Section 89(2) of the *Local Government Act 1989*:

- f) legal advice
- h) any other matter which the Council or special committee considers would prejudice the Council or any person



.....  
General Manager Corporate Services(Delegate)

## **G. IN CLOSED SESSION**

### **COUNCILLOR**

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

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

---

### **IN CLOSED SESSION**

---

### **COUNCILLOR**

**That:**

---

**That:**

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