



WELLINGTON

SHIRE COUNCIL

The Heart of Gippsland

Council Meeting Agenda

Meeting to be held at

Port of Sale Business Centre

Foster Street, Sale

Tuesday 6 December 2016, commencing at 1pm

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

ORDINARY MEETING OF COUNCIL – 6 DECEMBER 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:

6 DECEMBER 2016

OBJECTIVE

To adopt the minutes of the Ordinary Council Meeting of 15 November 2016 as tabled.

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

That Council adopt the minutes and resolutions of the Ordinary Council Meeting of 15 November 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:

6 DECEMBER 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 Council officers are finalising engineering details and will report to Council on 20 December 2016.	General Manager Built and Natural Environment

ITEM A8(2)**RESPONSE TO PETITION: REQUEST FOR PATH - HEYFIELD**

DIVISION:

COMMUNITY AND CULTURE

ACTION OFFICER:

MANAGER ACTIVE COMMUNITIES

DATE:

6 DECEMBER 2016

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

OBJECTIVE

To consider and respond to the petition from Heyfield residents received by Council at its meeting on 28 September 2016, requesting a footpath or gravel pathway from Skeels Street to Cemetery Tyson Road, Heyfield.

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

- 1. Council not support the request for a path to be constructed from Skeels Street to Cemetery Tyson Road Heyfield at this time, as it is not a priority identified within the Walking and Cycling Strategic Plan 2012-16; and***
- 2. The Chief Executive Officer write to the head petitioner to advise Council's decision in relation to the matter.***

BACKGROUND

The Wellington Shire Council's Walking and Cycling Strategic Plan 2012-16 provides a framework to promote and encourage walking and cycling throughout the community, including a framework for the provision of appropriate infrastructure. The document was adopted by Council in December 2012 following extensive development by a working group consisting of representatives from key stakeholder organisations and community groups. A robust community consultation process was undertaken to determine the priorities of the community in order to increase their walking and cycling opportunities.

In addition to key strategic principles aimed at improving walking and cycling throughout the community, the Walking and Cycling Strategic Plan established a framework for Council to assess future walking and cycling projects, identifies standards for new infrastructure and developed a path priority matrix which may be used by Council as a strategic tool to assess and evaluate the priority of future projects identified by the community.

Approximately \$9M worth of projects were identified during the development of the Walking and Cycling Strategic Plan. These projects are within townships or link large communities and focus heavily on connecting key community facilities.

The Walking and Cycling Strategic Plan 2012-16 established that paths would not be extended into rural living and rural residential areas, except in cases where they provide key linkages between community destinations. This position was developed based on the large amount of projects identified in high density areas and taking into account available resources. This position is also consistent with the planning requirements associated with rural living and low density residential development, where infrastructure provisions such as paths, street lighting and underground stormwater drainage are not generally provided, given the lower density of population.

In this instance there is one activity centre, which warranted inclusion in the Plan, however when considered against other priorities in the Plan, it was not deemed a high priority project. There are currently in excess of 20 identified projects which have a higher priority based on the criteria set out in the Walking and Cycling Strategic Plan.

Typically, new paths are constructed using concrete and in the majority of cases will provide increased community satisfaction and a lower whole of life cost due to reduced maintenance except in parks and reserves where a gravel path will receive a higher level of service. It is relatively expensive to maintain a good surface on a gravel path, especially after storm events and restricting vegetation ingress can be problematic in rural areas.

OPTIONS

Council has the following options:

1. Write to the head petitioner advising that a path will not be constructed from Skeels Street to Cemetery Tyson Road, Heyfield because it is not a high priority project in the Walking and Cycling Strategic Plan 2012-16 when compared against other projects; or
2. Make an allocation of \$30,000 and construct a 1.5m wide path constructed using gravel; or
3. Make an allocation of \$150,000 and construct a 1.5m wide path constructed using concrete.

PROPOSAL

1. Council not support the request for a path to be constructed from Skeels Street to Cemetery Tyson Road, Heyfield as it is not identified as a high priority project in the Walking and Cycling Strategic Plan 2012-16 when compared against other projects; and
2. The Chief Executive Officer write to the head petitioner to advise them of Council's decision in relation to this matter.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

The cost of a 1.5 metre wide gravel path as requested would cost approximately \$30,000 and have a life of approximately 5 – 10 years before requiring renewal at similar costs. A gravel path will likely have a high annual cost to maintain free of vegetation depending on the maintenance undertaken adjacent to the path by the abutting landowner.

A concrete option would cost approximately \$150,000 and have an estimated life of 60 years.

None of these options including developing a special charge scheme are currently budgeted for in any forward program.

COUNCIL PLAN IMPACT

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

Strategic Objective

“Assets and infrastructure that meet current and future community needs.”

Strategy 4.1

“Undertake service delivery planning to provide community assets in response to identified needs.”

Strategy 4.2

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

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

COMMUNITY IMPACT

Considering the petition includes 116 names, there may be negative community impact should the recommendation be adopted.

WELLINGTON
SHIRE COUNCIL

28 SEP 2016

RECEIVED

Please Reply as to decision.
to

125
signatures.

To whom it may concern,

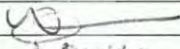
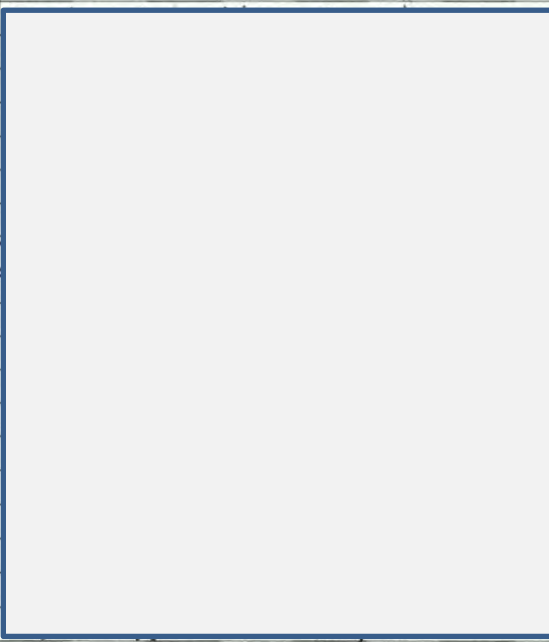
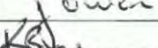


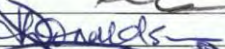


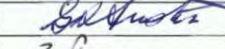
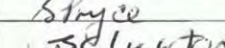
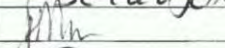
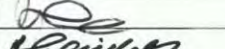
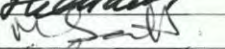
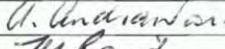





We the residents of Heyfield and in particular Tyson's Road, request a footpath or gravel pathway from Skeel Street to the Cemetery in Tyson road.

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. BURRIS		
1-9-16	Craig		
1-9-16	Vanessa Paulse		
1-9-16	Reece M. 331		
5-9-16	Jenny Donaldson		
5-9-16	CHIRI PARSEKAD		
5-9-16	Amber Shaw		
5-9-16	MATTHEW DOOLAN		
6-9-16	GEOFF & PAT HUSTIN		
6-9-16	BRENDA RYCE		
9-9-16	S Clayton		
9-9-16	Jenny Munson		
9/9/16	Kate Cleo		
9/9/16	J Gaiden		
14.9.16	Margaret Scott		
14.9.16	H. ANDERWARTH		
16.9.16	MARGARET RAD		

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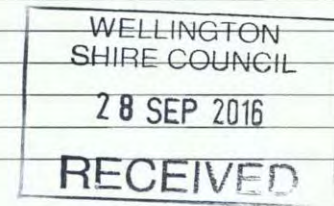
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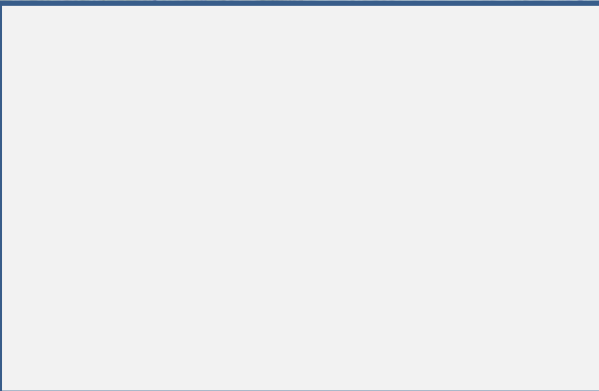




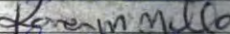




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Date:	Name:	Signature:	Address:
22-9-16	J WHARTON	J Wharton	
25-9	K Shaw	K Shaw	
	J HALLIDAY	J R Halliday	



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Date:	Name:	Signature:	Address:
15/9/16	Kelley Mcneil		
15/9/16	Jarryd Shembri		
16/9/16	Jodie Underwood		
16.9.16	Michelle Bradley Smith		
16-9-16	Denny Russell		
17-9-16	Rev Russell		
19-9-16	Karen McMillan		
19-9-16	Shirley Archer		
20.9.16	Holly Haines		
21-9-16	Abdi Flett		

WELLINGTON
SHIRE COUNCIL

28 SEP 2016

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28 SEP 2016

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Date:	Name:	Signature:	Address:
30/8/16	Debra Horoba	[Signature]	
30/8/16	Steve Horoba	[Signature]	
31/8/16	Kerry Flett	[Signature]	
31/8/16	Meissa Munnings	[Signature]	
31/8/16	Erri Peakey	[Signature]	
31/8/16	Emma Mumford	[Signature]	
31/8/16	Michelle Waybury	[Signature]	
31/8	DAVID GRIMME	[Signature]	
31/8	Tracy Golder	[Signature]	
01/09	Hazlee Munnings	[Signature]	
01/09	Gary Tyquin	[Signature]	
01/9	Susan [unclear]	[Signature]	
01/9	Alana Anderson	[Signature]	
1/9	Edwin Egeberg	[Signature]	
1/9	Courtney Dillon	[Signature]	
1/9	mez escreet	[Signature]	
1/9	Gypsy Whittle	[Signature]	
1/9	Jeff McKenna	[Signature]	
1/9	Ashlee Hewitt	[Signature]	

WELLINGTON
SHIRE COUNCIL

28 SEP 2016

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Date:	Name:	Signature:	Address:
1/9	Sarah Smith	Sarah Smith	
1/9	Dylan Healy	Dylan Healy	
1-9-16	DAWN HEALY	D. Healy	
1-9-16	Rochelle Tozer	Rochelle Tozer	
1-9-16	Sandra Tozer	Sandra Tozer	
2-9-16	Jay White	Jay White	
"	Alma Platt	Alma Platt	
"	Kristie Feenstra	Kristie Feenstra	
2-9-16	Jocelin Lewis	Jocelin Lewis	
2-9-16	Brake Nikogjew	Brake Nikogjew	
3-9-16	Stacey Curran	Stacey Curran	
3-9-16	Owen Feenstra	Owen Feenstra	
3-9-16	GIRSY Whittle	GIRSY Whittle	
03-09-16	Alannah Burns	A. Burns	
2-9-16	Josh McGill	Josh McGill	
2-9-16	Ned Barragelough	Ned Barragelough	
3/9/16	Polly Bradley-Smith	Polly Bradley-Smith	
3/9/16	Adam Judd	Adam Judd	
4/9/16	Brian Boer	Brian Boer	

WELLINGTON
SHIRE COUNCIL

28 SEP 2016

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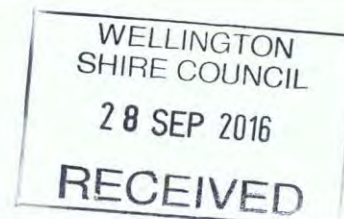
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Date:	Name:	Signature:	Address:
	B. McKinnon	B. McKinnon	
	M. McKinnon	M. McKinnon	
5/9/16	HARRISON TITZGERALD	H. TITZGERALD	
	Lianne Bissett	L. Bissett	
6/9/16	GEOFF HEALY	G. Healy	
	Belinda Stroud	B. Stroud	
	Jennifer Brady	J. Brady	
6/9/16	Jasmyne Flett	J. Flett	
7/9	F. Clarke	F. Clarke	
7/9	D. Ridley	D. Ridley	
8/9	Scott Stevens	S. Stevens	
9/9	AP	AP	
9/9	S. Bran	S. Bran	
12-9	OWEN FEENSTILH	O. Feenstilh	
13-9	Jessica Speedie	J. Speedie	
14-9	Ellen Mahany	E. Mahany	
14-9-16	KEVIN BRUCE	K. Bruce	
14/9/16	Lyn Cooper	L. Cooper	



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Date:	Name:	Signature:	Address:
29/16	C. BULLOCK	C. Bullock	
2/9/16	Jay SHANNON	J Shannon	
2/9/16	R Linton	R Linton	
2/9/16	M Reynolds	M Reynolds	
3/9/16	J Gell	J Gell	
3/9/16	ED O'Brien	ED O'Brien	
5/9/16	L. HALL	L. Hall	
05/9/16	LIZ DRIFFIELD	Liz Driffeld	
05/9/16	Mary Smith	M. Smith	
5.9.16	Michelle Bradley-Smith	Michelle Bradley-Smith	
5.9.16	S. BROOKER	Sarah Brooker	
5.9.16	U. Byrne	U Byrne	
7.9.16	M. Duffey	M. Duffey	
7/9/16	ROB Burns.	Rob Burns	
	R. Swann	R. Swann	
	C. Hargrave	C. Hargrave	
9/9/16	Joyce McQuinn	Joyce McQuinn	
12/9/16	Angela Denaher	Angela Denaher	
12/9/16	Michelle Stone	Michelle Stone	



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Date:	Name:	Signature:	Address:
12/10	Shantelle Reeves		
13/10	Trevor Smith		
14/10	Kasey Whitehead		
14/10	B. Buccock		
16/10	Jude Maree		
16/10	Roger Bradbury		
16/9	Frances Shipp		
16/9	KAREN WANNACE		
16/9	Rose Britton		
17/9	Lesley Craig		
19/9	SHIRLEY NOBLE		
19-9	RIEEN PAGE		
19.9	PATRICIA BURTON		
19-9	LOUISE MILL-COLEMAN		
21-09	AUDREY GRAHAM		
23-09	ELVA ADAMS		
"	NANCY PATTEN		
"	Murley McEwen		
	Sabine McLure		

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 which add to the Shire's liveability.



Sale Service Centre

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

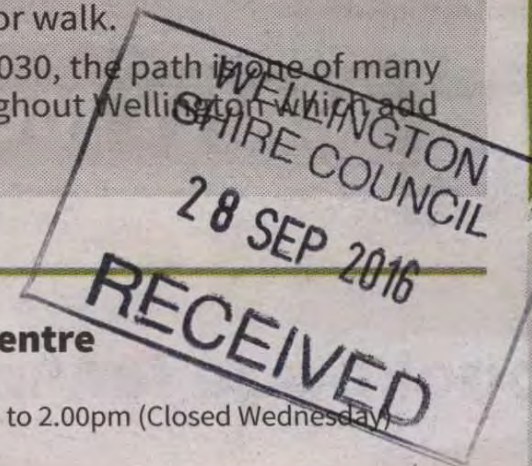
Yarram Service Centre

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

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

Certified by the Chief Executive Officer in accordance with Section 55D of the Local Government Act 1989. Authorised by D. Morcom, Chief Executive Officer, Wellington Shire Council, 18 Desailly Street, Sale VIC 3850.

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





A - PROCEDURAL

A9 INVITED ADDRESSES, PRESENTATIONS OR ACKNOWLEDGEMENTS



A - PROCEDURAL

A10 QUESTIONS ON NOTICE



B –REPORT

DELEGATES



C1 - REPORT

CHIEF EXECUTIVE OFFICER

ITEM C1.1**AUDIT COMMITTEE MEMBER APPOINTMENT**

DIVISION: CHIEF EXECUTIVE OFFICE
ACTION OFFICER: CHIEF EXECUTIVE OFFICER
DATE: 6 DECEMBER 2016

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

OBJECTIVE

The purpose of this report is to provide information to Council to enable consideration of the appointment of one external independent member to Council's Audit Committee.

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

That:

- 1. Council appoint an independent member to Council's Audit Committee for a period commencing 7 December 2016 and expiring 28 October 2018 in accordance with the recommendation in the attached confidential evaluation report at Item F1.1 of this Council meeting agenda; and***
- 2. The information contained in the confidential document Item F1.1 Audit Committee Member Appointment and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 14 November 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 Section 77 Clause (2)(b) of the Local Government Act 1989, except that once this recommendation has been adopted the name of the successful applicant can be made public.***

BACKGROUND

Council maintains an Audit Committee in accordance with Section 139 of the *Local Government Act 1989*. The Audit Committee is a formally appointed committee of the Council and is responsible to Council.

The Audit Committee's role is to report to Council and provide appropriate advice and recommendations on matters relevant to its Charter in order to facilitate decision making by Council in relation to the discharge of its responsibilities.

The Audit Committee membership is comprised of two Councillors and three external independent persons with suitable knowledge and experience, all appointed by Council for periods varying to a maximum term of three years.

Following the recent election of Allan Hall as Councillor, he is no longer eligible to be an independent member of the Audit Committee and has formally resigned from the position, thus creating a vacancy.

It was only recently that an Expression of Interest process was conducted in August 2016 to fill a vacant position created by the expiry of an independent member's term.

Advertising was undertaken in July/August 2016 and expressions of interest were received by the nominated closing date of 23 August 2016.

An interview process was held in August 2016 and the Evaluation Panel's recommendation to reappoint Peter Craighead was adopted by Council at its meeting on 20 September 2016. A copy of the Evaluation Panel's report is attached at Appendix A in the attached confidential report.

Given that the expression of interest process was only recently conducted, it is now proposed that a suitable independent member be selected from the remaining candidates who were shortlisted and interviewed in August. The Evaluation Panel's assessment and a recommendation for appointment is attached at Appendix B in the attached confidential report.

OPTIONS

Council has the following options:

1. Adopt the recommendation to appoint one independent member for a period commencing 7 December 2016 and expiring 28 October 2018 to Council's Audit Committee; or
2. Amend the recommendation in relation to the proposed appointment.

PROPOSAL

That Council appoint an independent member to Council's Audit Committee for a period commencing 7 December and expiring 28 October 2018 in accordance with the evaluation panel's confidential report attached.

CONFLICT OF INTEREST

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

COUNCIL PLAN IMPACT

The Council Plan 2013–17 Theme 2 Organisational states the following strategic objective and related strategy:

Strategic Objective

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

Strategy 2.3

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

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



C2 - REPORT

GENERAL MANAGER CORPORATE SERVICES

ITEM C2.1**ASSEMBLY OF COUNCILLORS**

DIVISION: CORPORATE SERVICES

ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

DATE: 6 DECEMBER 2016

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

OBJECTIVE

To report on all assembly of Councillor records received during the period 8 November 2016 to 29 November 2016.

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

That Council note and receive the attached Assembly of Councillor records received during the period 8 November 2016 to 29 November 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 8 November 2016 to 29 November 2016.

Assembly of Councillors summary of reports received during the period 8 November 2016 to 29 November 2016

Date	Matters considered	Councillors and officers in attendance
15 November 2016	<ul style="list-style-type: none"> • Councillor Diary Meeting 	<p>Councillor Crossley, Councillor Hall, Councillor Maher, Councillor Stephens, Councillor Mills, Councillor McCubbin, Councillor Bye, Councillor Rossetti, Councillor Hole</p> <p>David Morcom, Chief Executive Officer</p> <p>Sharon Willison, Mayoral and Councillor Support Officer</p> <p>Damian Norkus, Information Technology Officer</p>
15 November 2016	<ul style="list-style-type: none"> • Local Government Inspectorate external presentation • Process to renew the Wellington 2030 Vision) • Replacement of Bradys Bridge • Port Project Update • Councillor Appointments to Committees • Councillor Workshops / Meetings Council Policy Manual • Australia Day Nominations 	<p>Councillor Bye, Councillor Crossley, Councillor Hall, Councillor Hole, Councillor McCubbin, Councillor Maher, Councillor Mills, Councillor Rossetti, Councillor Stephens</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 & Culture</p> <p>John Websdale, General Manager Development</p> <p>Karen McLennan, Manager Community Wellbeing (Item 2)</p> <p>John Tatterson, Manager Built Environment (Item 3)</p> <p>Thomas Weatherall, Coordinator Built Environment Planning (Item 3)</p> <p>Sharon Houlihan, Executive Manager Major Projects (Item 4)</p> <p>Trish Dean, Governance Officer (Item 5, 6 & 7)</p> <p>Katy Leighfield, Coordinator Media & Public Relations (Item 8)</p>

ASSEMBLY OF COUNCILLORS

1. DATE OF MEETING:

15 November 2016

2. ATTENDEES

Councillors:

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

Officers In Attendance:

Name	In attendance (tick)		Name	In attendance (tick)	
	Yes	No		Yes	No
D Morcom, CEO	✓		G Butler, GML		
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.
Sharon Willison	1		
Damian Norkus	1		

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

1. IT/Diary Meeting with Councillors

4. Conflict of Interest disclosures made by Councillors:

Nil

ASSEMBLY OF COUNCILLORS

1. DATE OF MEETING:

15 November 2016

2. ATTENDEES

Councillors:

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

Officers in Attendance:

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

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

Name	Item No.
David Wolf (<i>Chief Municipal Inspector</i>)	1
Karen McLennan	2
John Tatterson, Thomas Weatherall	3
Sharon Houlihan	4
Trish Dean	5
Trish Dean	6
Trish Dean	7
Katy Leighfield	8

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

- | | |
|--|--|
| 1. Local Government Inspectorate presentation | 5. Councillor Appointments to Committees |
| 2. Process to renew the Wellington 2030 Vision | 6. Councillor Workshops / Meetings |
| 3. Replacement of Bradys Bridge | 7. Council Policy Manual |
| 4. Port Project Update | 8. Australia Day Nominations |

4. Conflict of Interest disclosures made by Councillors:

Nil

ITEM C2.2**APPOINTMENT OF COUNCILLORS TO COMMITTEES AND AS DELEGATES**

DIVISION: CORPORATE SERVICES
ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES
DATE: 6 DECEMBER 2016

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

OBJECTIVE

To appoint Councillors to the following Committees:

- Advisory
- Special
- Other Organisations

in accordance with the updated register as attached.

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

That Councillors be appointed to Council Committees in accordance with the updated register as attached.

BACKGROUND

Council operates a range of Committees, which require a Councillor nominee. Each year Council reviews the appointments to these Committees as well as the nominations of Councillors as delegates to other bodies.

Attached is a current register of all Committees requiring a Councillor nominee as well as other bodies for which Council has nominated a delegate to represent Council.

OPTIONS

Council has the following options:

1. To appoint Councillors to Council Committees in accordance with the updated register as attached; or
2. To appoint Councillors to Council Committees with amendments to the updated register as attached.

PROPOSAL

It is proposed that Councillors be appointed to Council Committees in accordance with the updated register as attached.

CONFLICT OF INTEREST

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

LEGISLATIVE IMPACT

In accordance with powers under the *Local Government Act 1989* (the Act) Council may establish advisory Committees as well as special Committees in accordance with section 86 of the Act.

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

COUNCIL PLAN IMPACT

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

Strategic Objective

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

Strategy 2.3

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

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

COUNCIL ADVISORY COMMITTEES, SPECIAL COMMITTEES & COMMITTEES OF OTHER ORGANISATIONS (DELEGATES)

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SECTION 1: COUNCIL MEETINGS

Purpose:

Primary decision making forum of the Council at which general business of the Council may be transacted (Ordinary meetings). In the event of a requirement for a Special Meeting, only the business specified in the notice calling the meeting may be transacted.

Members:

Mayor and all Councillors

Schedule:

Ordinary Meetings: As per Council approved Council Meeting schedule

Special Meetings: As required

COUNCIL ADVISORY COMMITTEES/MEETINGS

Council has established Advisory Committees to assist Council and the community in a number of areas. Advisory Committees consist of community members, Council officers and Councillors. They provide advice on a range of issues including: projects, planning, policy, resource planning, disability and community access, community amenity and many other strategic community issues.

These Committees have no other authority or purpose other than to give information or advice to Council to assist it in its ultimate decision- making role. The Mayor may attend any meeting.

NAME	DESIGNATED REPORTING OFFICER	SCHEDULE	CONVENOR or DELEGATES & ADMIN RESOURCES
Aqua Energy User Group Committee <i>Purpose:</i> 1. To provide advice, information and feedback in relation to operational, maintenance and use of Aqua Energy – Lex Glover Aquatic Complex. 2. To share information with other users of the Aqua Energy – Lex Glover Aquatic Complex.	Coordinator Healthy Lifestyles Facilities	Bi-monthly, 1st Tuesday at 4 pm	Councillor Bye Councillor Rossetti A representative of the Sale Swimming Club A representative of the Living Longer Living Stronger (Council of the Ageing) program A representative from one primary school in the township of Sale A representative from one secondary school in the township of Sale A representative from each of two rural schools A representative from Wellington Access and Inclusion Advisory Group (WAIAG) Two representatives from Wellington Shire Council's Healthy Lifestyles business unit
Audit Committee <i>Purpose: Advise Council in its discharge of its responsibilities for financial reporting, risk management, maintaining a reliable system of internal controls and fostering the organisation's ethical development.</i> *Remuneration applies to independent members (non-Council)	General Manager Corporate Services	Meets at least quarterly with extra meetings scheduled if needed	Councillor Stephens Councillor Hall Councillor Bye (alternate) Chief Executive Officer, General Manager Corporate Services Peter Craighead (Independent chair), Vacant (Independent), Joel Churchill, (Independent),

COUNCIL ADVISORY COMMITTEES/MEETINGS

Council has established Advisory Committees to assist Council and the community in a number of areas. Advisory Committees consist of community members, Council officers and Councillors. They provide advice on a range of issues including: projects, planning, policy, resource planning, disability and community access, community amenity and many other strategic community issues.

These Committees have no other authority or purpose other than to give information or advice to Council to assist it in its ultimate decision- making role. The Mayor may attend any meeting.

NAME	DESIGNATED REPORTING OFFICER	SCHEDULE	CONVENOR or DELEGATES & ADMIN RESOURCES
CEO Performance Review Committee <i>Purpose: To oversee the review of the CEO's performance as per the terms and conditions of the contract of employment.</i>	General Manager Corporate Services	As required	Mayor – Councillor Crossley Councillor McCubbin Councillor Hole (Remuneration Chair) Councillor Rossetti (shared)
Esso BHP Billiton Wellington Entertainment Centre Advisory Group <i>Purpose: To advise the Council on the operation, policy development and future planning of Esso BHP Billiton Wellington Entertainment Centre.</i>	Manager Arts & Culture	Quarterly, usually 3rd Wednesday 6pm Feb, May, Aug & Nov	Councillor Crossley Councillor Bye Entertainment Centre Manager
Gippsland Art Gallery Advisory Group <i>Purpose: To advise the Council on the operation, policy development and future planning of Gippsland Art Gallery.</i>	Manager Arts & Culture	1st Monday Feb, April, Jun, Aug, Oct & Dec at 6pm	Councillor Rossetti Art Gallery Director
Place Names Committee <i>Purpose: Make recommendations to Council on naming issues.</i>	Manager Assets and Projects	3rd Tuesday every 3 months	Councillor Rossetti Councillor McCubbin, Councillor Maher
Remuneration Committee <i>Purpose</i> 1. To monitor and review Councillor expenses 2. To review and recommend Councillor allowances. 3. To review and monitor the salary, performance and performance plan (including performance criteria) for the Chief Executive Officer. 4. To monitor Enterprise Bargaining Agreements. 5. To consult on Human Resources and Remuneration Policy. 6. Any other related matters that may arise.	General Manager Corporate Services	Quarterly or more frequently if required	Councillor Hall Councillor Hole (Remuneration Chair) Councillor Stephens Chief Executive Officer General Manager Corporate Services Manager People and Excellence
Stephenson Park Advisory Committee <i>Purpose: To provide advice in relation to Master Planning for Stephenson Park recreation facilities.</i>	Manager Natural Environment & Parks	Quarterly - 3rd Wednesday 7.30pm Feb, May, Aug, Nov	Councillor McCubbin, Councillor Bye

Strategic Land Use Planning Projects Review Group <i>Purpose: To provide local Councillor input into and review the range of current strategic planning projects.</i>	Manager Land Use Planning	Bi-monthly	Councillor McCubbin Councillor Bye Councillor Maher General Manager Development, Manager Land Use Planning, Coordinator Strategic Planning, Strategic Planners, General Manager Built and Natural Environment, Manager Assets and Projects, Coordinator Infrastructure Development.
Swing Bridge & Precinct Advisory Group <i>Purpose: To provide advice to Council on matters affecting the Swing Bridge Precinct.</i>	Manager Built Environment	As required – at least annually	Councillor McCubbin Councillor Rossetti
Wellington Access & Inclusion Advisory Group <i>Purpose: To assist Council in monitoring the implementation of the Access Policy and Action Plan adopted in April 2003.</i>	Rural Access Project Coordinator	Monthly, 3 rd Wednesday – ½ day	Councillor Crossley Councillors by Rotation (shared)

COMMITTEES OF OTHER ORGANISATIONS (DELEGATES)

Councillors are often requested or required to represent Council via participation on Committees formed by other organisations.

NAME	SCHEDULE	CONVENOR or DELEGATES & ADMIN RESOURCES
Gippsland Climate Change Network Incorporated <i>Purpose: To provide Gippsland, at an individual and organisational level; information, consultation and facilitation to enable action on climate change, whilst also providing a voice for Gippsland on climate change issues.</i>	10am - 1pm, 1st Monday of each month unless otherwise noted	Councillor McCubbin
Gippsland Local Government Network (GLGN) <i>Purpose: Regional co-operation and lobbying by Gippsland Councils.</i> <i>Facilitated by: SOCOM (Secretariat)</i>	Bi-monthly 2nd Friday	Mayor Councillor Crossley Chief Executive Officer
Gippsland Local Government Waste Forum <i>Purpose: Works in tandem with GWRRG</i>	Bi-monthly	Councillor Hall (Chair)
Monash University East Gippsland Regional Clinical School Community Advisory Committee <i>Purpose: To provide support to medical students to establish vital community links and networks, interact with other medical students and local school communities, and support the students in fulfilling curriculum requirements and maximising learning opportunities.</i>	As required	Councillor Mills Councillor Maher Manager Corporate Services
Municipal Association of Victoria (MAV) <i>Purpose: Peak body representing Victorian Councils. Councillors also representing at the Australian Local Government Association (ALGA).</i>	Monthly meetings and as required	Councillor Hole Councillor Rossetti (shared)
National Sea Change Task Force <i>Purpose: To bring together the coastal shires experiencing the sea-change phenomenon.</i> <i>Facilitated by: Alan Stokes – Executive Officer SCTF</i>	Twice yearly (ALGA and Forum)	Councillor McCubbin Councillor Maher (shared) General Manager Development
National Timber Council Association Inc <i>Purpose: To pursue a variety of issues relevant to local governments that have forest industries/timber issues with the Federal Government.</i>	Twice yearly at the ALGA Conference and Annual Meeting in November	Councillor Hole Councillor Mills (shared)
South East Australian Transport Strategy (SEATS) <i>Purpose: Integrated transport strategy for South East Australia. Includes representatives of municipalities and other organisations from Dandenong to Wollongong. Facilitated by: SEATS</i>	Quarterly, 2 nd Thursday & Friday (Feb, May, Aug, Nov) Meeting venue rotates b/t Vic, ACT & NSW	General Manager Built & Natural Environment Councillor(s) as required

Timber Towns Victoria <i>Purpose: To pursue a variety of issues relevant to local governments which have forest industries in Victoria and keep abreast of the issues and trends in forestry development that may have an impact upon rural communities.</i>	2nd Friday each month (Executive) 2nd Friday bi-monthly (Ordinary Members)	Councillor Hole Councillor Mills (shared)
Wellington Regional Tourism (WRT) <i>Purpose: To promote Wellington Gippsland tourism.</i>	Monthly	Councillor Hall Councillor Maher (shared) Tourism Development Officer

OTHER GROUPS, TASKFORCES, PROJECT CONTROL GROUPS (PCG'S) & STATUTORY COMMITTEES

These Groups, Taskforces, PCG's and Statutory Committees are subject to formal Council approval processes

NAME	SCHEDULE (Include Sunset Dates)	CONVENOR or DELEGATES & ADMIN RESOURCES
Healthy Wellington Action Group Purpose: Partnership Group that oversees the development, implementation and evaluation of Healthy Wellington (Municipal Public Health and Wellbeing Plan).	Quarterly	Councillor Mills Councillor Stephens (shared)
Wellington Shire Council Emergency Management Planning Committee (Council committee appointed in accordance with the <i>Emergency Management Act 1986 section 21</i>) <i>Purpose: The Committee will prepare a draft municipal emergency management plan for consideration by the Wellington Shire Council. Once prepared the plan must be maintained by the Council.</i> <i>The Committee will also maintain liaison, co-ordinate emergency working and operational arrangements, conduct exercises and other emergency management activities such that emergencies may be prevented and when they do occur are managed appropriately.</i>	Twice annually or more often if required.	Councillor Bye Councillor Maher (shared) Municipal Emergency Resource Officer Municipal Recovery Manager Municipal Fire Prevention Officer Coordinator Municipal Emergency Municipal Emergency Manager (General Manager Community & Culture)

SPECIAL COMMITTEES

Under Section 86 of the Local Government Act 1989, in addition to any Advisory Committees that the Council may establish, the Council may establish one or more special committees made up of any combination of Councillors; Council staff and other people.

The Council may by Instrument of Delegation, delegate its functions, duties or powers to a special committee, though this is subject to certain restrictions. The Mayor may attend any meeting.

NAME	DESIGNATED REPORTING OFFICER	SCHEDULE	CONVENOR or DELEGATES & ADMIN RESOURCES
Briagolong Quarry Reserve Committee <i>Purpose: To protect, promote and develop the Briagolong Quarry Reserve.</i>	Coordinator Community Committees	Quarterly – 1 st Tues – Mar, Jun, Sep, Dec	Councillor Mills
Briagolong Recreation Reserve Committee <i>Purpose: To protect, promote and develop the Briagolong Recreation Reserve.</i>	Coordinator Community Committees	3 rd Monday monthly at 7.30pm Briagolong Recreation Reserve	Councillor Mills
Cameron Sporting Complex Committee <i>Purpose: To protect, promote and develop the Cameron Sporting Complex, Maffra</i>	Coordinator Community Committees	3 rd Thursday of each month Cameron Sporting Complex 8pm	Councillor Hole
Gordon Street Reserve Committee <i>Purpose: To protect, promote and develop the Gordon Street Reserve.</i>	Coordinator Community Committees	Gippsland Historical Auto Club- Heyfield 2 nd Thursday of every 2 nd month Feb, Apr, Jun, Aug, Oct	Councillor Hole
Maffra Recreation Reserve Committee <i>Purpose: To protect, promote and develop the Maffra Recreation Reserve.</i>	Coordinator Community Committees	1 st Monday – each month Maffra Recreation Reserve Meeting Room	Councillor Crossley
Newry Recreation Reserve Committee <i>Purpose: To protect, promote and develop the Newry Recreation Reserve.</i>	Coordinator Community Committees	3 rd Monday Feb, May, Aug & Nov	Councillor Mills

SPECIAL COMMITTEES

Under Section 86 of the Local Government Act 1989, in addition to any Advisory Committees that the Council may establish, the Council may establish one or more special committees made up of any combination of Councillors; Council staff and other people.

The Council may by Instrument of Delegation, delegate its functions, duties or powers to a special committee, though this is subject to certain restrictions. The Mayor may attend any meeting.

NAME	DESIGNATED REPORTING OFFICER	SCHEDULE	CONVENOR or DELEGATES & ADMIN RESOURCES
<p>Sale Performance Space Fundraising Committee</p> <p>2.1 To maintain a public fund into which the public may contribute towards the construction, maintenance, upgrade and expansion of Wellington Shire Council owned cultural spaces, facilities and equipment.</p> <p>2.2 To maintain a public fund into which the public may contribute towards cultural activities, programs and events conducted by Wellington Shire Council through Wellington Shire Council owned cultural spaces and facilities. To coordinate fundraising activities on behalf of Wellington Shire Council owned cultural spaces and facilities. To obtain all necessary permits and approvals required for eligible fundraising activities.</p> <p>To retain the registration of the Sale Performance Space Donations Fund on the Register of Cultural Organisations for the purposes of the Income Tax Assessment Act 1997 (Commonwealth), ensuring that those cultural activities and projects accepted meet the definition of the "organisation's principal purpose" in the Register of Cultural Organisations Guide.</p>	Manager Arts & Culture	As required – at least once annually	<p>Councillor McCubbin.</p> <p>Manager Corporate Finance Manager Arts & Culture Entertainment Centre Manager</p>

ITEM C2.3**COUNCIL MEETING DATES FOR 2017**

DIVISION:

CORPORATE SERVICES

ACTION OFFICER:

GENERAL MANAGER CORPORATE SERVICES

DATE:

6 DECEMBER 2016

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

OBJECTIVE

To formally:

- agree to one of the Council Meeting frequency Options for 2017 as per Attachment and;
- adopt and make public a schedule of Council Meetings for 2017 as per the chosen option.

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

- ***Council formally adopt the dates and times of the proposed 2017 Council Meetings, as detailed in Option A of attachment and;***
- ***Council make public a schedule of Council Meetings for 2017 as per this adopted option.***

OR**Option B**

- ***Council formally adopt the dates and times of the proposed 2017 Council Meetings, as detailed in Option B of attachment and;***
- ***Council make public a schedule of Council Meetings for 2017 as per this adopted option.***

BACKGROUND / PROPOSAL

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

A proposal to move to one Council Meeting on the third Tuesday and at 6pm of each month was recently presented to Councillors on the basis that:

- it will provide for the efficient use of Council resources with Council meetings reducing from 22 to 14 (this includes three special meetings).
- this option does not impact on planning decisions, awarding contract tenders and responses to petitions;
- this option also covers all required statutory and financial obligations that need to be addressed at Council meetings via the allocation of three "Special Meetings".

- any urgent items (of which there are very few) can also be dealt with by a “Special Meeting” which can be called within 3 days.
- workshops will continue to be conducted on week 1 and week 3 of each month (except January).

Councillors were therefore presented with two options:

Option A

- Continue with the current meeting frequency consisting of workshops and council meetings on week 1 and week 3 of each month (except January).
- Commencement time for Council meetings would change from 1pm to 3pm for week 1 and remain from 6pm for week 3.

Option B

- Move to monthly Council Meetings which would be convened on week 3 of each month (except January) commencing at 6:00pm.
- Workshops would continue to be conducted on week 1 and also week 3 (prior to the Council Meeting) for each month (except January).
- the allocation of three “Special Meetings” would cover all required statutory and financial obligations that need to be addressed at Council meetings

OPTIONS

Council has the following options:

Option A

- Council formally adopt the dates and times of the proposed 2017 Council Meetings, as detailed in Option A of attachment and;
- Council make public a schedule of Council Meetings for 2017 as per this adopted option.

OR

Option B

- Council formally adopt the dates and times of the proposed 2017 Council Meetings, as detailed in Option B of attachment and;
- Council make public a schedule of Council Meetings for 2017 as per this adopted option.

CONFLICT OF INTEREST

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

COUNCIL PLAN IMPACT

The Council Plan 2013–17 Theme 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.

COMMUNITY IMPACT

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

ATTACHMENT

PROPOSED COUNCIL MEETING DATES FOR 2017

OPTION A* <u>Current Meeting Frequency</u> 1st Tues of Month at 3pm 3rd Tues of Month at 6pm	OPTION B* <u>Proposed Meeting Frequency</u> 3rd Tues of Month at 6pm
7 February 2017 21 February 2017	21 February 2017
7 March 2017 21 March 2017	21 March 2017
4 April 2017 18 April 2017	18 April 2017
2 May 2017 16 May 2017 30 May 2017 (<i>Special Meeting</i>)	16 May 2017 30 May 2017 (<i>Special Meeting</i>)
6 June 2017 20 June 2017	6 June 2017 (<i>Special Meeting</i>) 20 June 2017
4 July 2017 18 July 2017	18 July 2017
1 August 2017 15 August 2017	15 August 2017
5 September 2017 19 September 2017	5 September 2017 (<i>Special Meeting</i>) 19 September 2017
3 October 2017 17 October 2017	17 October 2017
7 November 2017 21 November 2017	21 November 2017
5 December 2017 19 December 2017	19 December 2017

***Note:** Both options cover all required statutory and financial obligations that need to be addressed at Council meetings.
 Workshops would still continue to be conducted in week 1 and week 3 prior to the Council Meeting of each month (except January)
 Three Special Meetings will need to be convened in May, June and September if Option B is adopted, to meet annual budget and financial requirements.

GENERAL MANAGER DEVELOPMENT



C4 - REPORT

GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT

ITEM C4.1**GUTHRIDGE PARADE RECONSTRUCTION BETWEEN RAGLAN STREET AND DAWSON STREET SALE**

DIVISION: BUILT & NATURAL ENVIRONMENT
 ACTION OFFICER: MANAGER ASSETS & PROJECTS
 DATE: 6 DECEMBER 2016

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

OBJECTIVE

The objective of this report is for Council to consider entering into a contract to reconstruct Guthridge Parade, Sale between Raglan Street and Dawson Street including the roundabout at Raglan Street.

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

- 1. Council adopt the recommendations contained in the attached confidential Tender Evaluation Report at Item F1.2 of the Council Meeting Agenda for contract 2016-028 Guthridge Parade Reconstruction Work-Sale; and***
- 2. The information contained in the confidential document Item F1.2 of this Council Meeting be designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the General Manager Built & Natural Environment on 28 September 2016 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989: d) Contractual matters be designated confidential information under Section 77 Clause (2)(b) of the Local Government Act 1989, except that once this recommendation has been adopted the name of the successful tenderer can be made public.***

BACKGROUND

Guthridge Parade Sale was identified for reconstruction between Raglan Street and Dawson Street in the 2016/17 Capital Works program. Designs have been undertaken and the works have been tendered and a contract has been prepared for Council's consideration.

Works will include replacement of the paths, kerb and channel, trees, concreting of the annulus of the roundabout at Raglan Street and asphalt resheeting of the road surface. Improvements to drainage and bundling of the overhead power lines will also be implemented as part of the project.

OPTIONS

Council have the following options available:

- Adopt the recommendations contained in the attached confidential Tender Evaluation Report for contract 2016-028 Guthridge Parade Reconstruction Work; or
- Not enter into a contract and not proceed with these works at this time.

PROPOSAL

That Council adopt the recommendations contained in the attached confidential Tender Evaluation Report for contract 2016-028 Guthridge Parade Reconstruction Work.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

The proposed construction of Guthridge Parade, is budgeted for in the 2016/17 Capital Works Program.

LEGISLATIVE IMPACT

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

RESOURCES AND STAFF IMPACT

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

COMMUNITY IMPACT

The improved and upgraded streetscape when complete will have a positive community impact.

ENVIRONMENTAL IMPACT

The proposed works will have minimal environmental impact, with the contractors complying with Council's Guidelines on Environmental Management for Roadwork Projects.

CONSULTATION IMPACT

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

RISK MANAGEMENT IMPACT

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

ITEM C4.2**CONTRACT 2016/048 UNSEALED ROAD RECONSTRUCTION
SOUTHERN AREA - YARRAM**

DIVISION: BUILT & NATURAL ENVIRONMENT
ACTION OFFICER: MANAGER ASSETS & PROJECTS
DATE: 6 DECEMBER 2016

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

OBJECTIVE

The objective of this report is for Council to consider entering into a contract for the Unsealed Road Reconstruction - Southern Area which is part of the annual gravel road resheeting program. This contract is to resheet sections of Yarram-Blackwarry Road, River Road, Turpins Road, Trenton Valley Road and Manns Beach Road.

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

That:

- 1. Council adopt the recommendations contained in the attached confidential Tender Evaluation Report at Item F1.3 of the Council Meeting Agenda for contract 2016-048 Unsealed Road Reconstruction - Southern Area; and***
- 2. The information contained in the confidential document Item F1.3 of this Council Meeting be designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the General Manager Built & Natural Environment on 23 November 2016 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989: d) contractual matters be designated confidential information under Section 77 Clause (2)(b) of the Local Government Act 1989, except that once this recommendation has been adopted the name of the successful tenderer can be made public.***

BACKGROUND

Wellington Shire Council maintains approximately 1560km of unsealed roads. An annual program for gravel resheets on a selection of roads is developed to maintain the overall condition of the network with the criteria for choosing roads being based around pavement condition and traffic usage.

Each year the roads to be resheeted are grouped together into separate contracts based on their location and this year, three contracts have been tendered with this contract being the largest of the three.

The works include gravel resheeting sections of Yarram-Blackwarry Road, River Road, Turpins Road, Trenton Valley Road and the Manns Beach urban roads. The tenders have been evaluated and a contract has been prepared for Council's consideration.

OPTIONS

Council have the following options available:

- Adopt the recommendations contained in the attached confidential Tender Evaluation Report for contract 2016-048 Unsealed Road Reconstruction – Southern Area; or
- Not enter into a contract and not proceed with these works at this time.

PROPOSAL

That Council adopt the recommendations contained in the attached confidential Tender Evaluation Report for contract 2016-048 Unsealed Road Reconstruction – Southern Area.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

The proposed unsealed road reconstruction works are budgeted for in the 2016/17 Capital Works Program and this contract is one of three that will be undertaken as part of this program.

LEGISLATIVE IMPACT

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

RESOURCES AND STAFF IMPACT

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

COMMUNITY IMPACT

The construction of these works will produce a positive community impact with improved serviceability and access on the roads that are resheeted.

ENVIRONMENTAL IMPACT

The proposed works will have minimal environmental impact, with the contractors complying with Council's Guidelines on Environmental Management for Roadwork Projects.

CONSULTATION IMPACT

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

RISK MANAGEMENT IMPACT

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

ITEM C4.3**DUNDAS STREET SOUTH SPECIAL CHARGE STREET
CONSTRUCTION SCHEME – INTENTION TO DECLARE SCHEME**

DIVISION: BUILT & NATURAL ENVIRONMENT
ACTION OFFICER: MANAGER ASSETS & PROJECTS
DATE: 6 DECEMBER 2016

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

OBJECTIVE

For Council to consider appointing a Submissions Committee for the proposed Dundas Street South Special Charge Street Construction Scheme Number 1601 for the section of Dundas Street between Cunninghame Street and Macarthur Street in Sale.

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

That Council appoints three Councillors plus an alternative representative to form the 'Dundas Street - South - Special Charge Scheme Submissions Committee' that is established by Council under section 223(1)(b)(i) of the Act, to consider written submissions/objections and to hear any persons who in their written submissions under section 223 of the Act have requested that they be heard in support of their submissions/objections.

BACKGROUND

At the Ordinary Meeting of Council held on 20 September 2016, Council considered and adopted Item C4.5 – 'Dundas Street South Special Charge Street Construction Scheme – Intention to Declare Scheme'.

Council advertised its intention to declare a Special Charge Scheme for the full construction of the section of Dundas Street between Cunninghame Street and Macarthur Street in the township of Sale by way of public notice on 18 October 2016. A copy of this public notice was also sent to each property owner. The final date for receiving submission/objections was 18 November 2016.

In accordance with recommendation 4 of the adopted report to Council, which reads as follows; *"If written submissions/objections are received Council form the 'Dundas Streets – South – Special Charge Scheme Submissions Committee' that is established by Council under section 223(1)(b)(i) of the Act, to consider written submissions/objections and to hear any persons who in their written submission/objections under section 223 of the Act have requested that they be heard in support of their submissions/objections."*

A written objection has been received and Council is requested to appoint three Councillors and an alternative representative to form the 'Dundas Street – South - Special Charge Scheme Submissions Committee' that is established by Council under section 223(1)(b)(i) of the Act, to consider written submissions/objections and to hear any persons who in their written submissions under section 223 of the Act have requested that they be heard in support of their submissions/objections.

PROPOSAL

That Council appoints three Councillors plus an alternative representative to form the 'Dundas Street - South - Special Charge Scheme Submissions Committee' that is established by Council under section 223(1)(b)(i) of the Act, to consider written submissions/objections and to hear any persons who in their written submissions under section 223 of the Act have requested that they be heard in support of their submissions/objections.

CONFLICT OF INTEREST

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

LEGISLATIVE IMPACT

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

COUNCIL POLICY IMPACT

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

CONSULTATION IMPACT

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

- Numerous discussions between property owners and Council staff during 2016
- Information letter advising property owners of street works proposal 20 June 2016
- Public meeting held at Sale, 25 July 2016
- Mail out survey of all property owners, 26 July 2016
- Follow up phone calls and door knocking requesting replies to the survey.
- Public Notice of Intention to Declare the Scheme, 18 October 2016
- Letter with a copy public notice mailed out to property owners, 18 October 2016

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



C5 - REPORT

GENERAL MANAGER COMMUNITY AND CULTURE



D. URGENT BUSINESS



E. FURTHER GALLERY AND CHAT ROOM COMMENTS



F. CONFIDENTIAL ATTACHMENT/S

F. CONFIDENTIAL ATTACHMENT/S

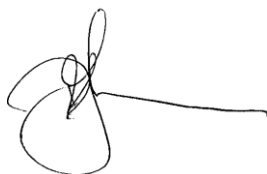
ITEM F1.1 AUDIT COMMITTEE MEMBER APPOINTMENT (REFER TO ITEM C1.1)



**ORDINARY COUNCIL MEETING
6 DECEMBER 2016**

On this 15 day of November 2016, in accordance with Section 77 Clause (2)(c) of the *Local Government Act 1989*; I, David Morcom declare that the information contained in the attached document **ITEM F1.1 AUDIT COMMITTEE MEMBER APPOINTMENT** is confidential because it relates to the following grounds under Section 89(2) of the *Local Government Act 1989*:

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



.....
Chief Executive Officer

**ITEM F1.2 GUTHRIDGE PARADE RECONSTRUCTION BETWEEN RAGLAN STREET AND
DAWSON STREET SALE (REFER TO ITEM C4.1)**



**ORDINARY COUNCIL MEETING
6 DECEMBER 2016**

On this 28 day of September 2016, in accordance with Section 77 Clause (2)(c) of the *Local Government Act 1989*; I, Chris Hastie declare that the information contained in the attached document **ITEM F1.2 GUTHRIDGE PARADE RECONSTRUCTION BETWEEN RAGLAN STREET AND DAWSON STREET SALE** is confidential because it relates to the following grounds under Section 89(2) of the *Local Government Act 1989*:

d) Contractual matters;



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

**ITEM F1.3 CONTRACT 2016-048 UNSEALED ROAD RECONSTRUCTION – SOUTHERN
AREA YARRAM (REFER TO ITEM C4.2)**



**ORDINARY COUNCIL MEETING
6 December 2016**

On this day of 23 November 2016, in accordance with Section 77 Clause (2) (c) of *the Local Government Act 1989*; I, Chris Hastie General Manager Built and Natural Environment declare that the information contained in the attached document

ITEM F1.3 2016-048 Unsealed Road Reconstruction – Southern Area Yarram is confidential because it relates to the following grounds under Section 89(2) of the *Local Government Act 1989*:

d) Contractual matters



Chris Hastie General Manager Built and Natural Environment



G. IN CLOSED SESSION

G. IN CLOSED SESSION

COUNCILLOR

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

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

IN CLOSED SESSION

COUNCILLOR

That:

That:

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