



WELLINGTON
SHIRE COUNCIL

The Heart of Gippsland

COUNCIL MEETING AGENDA ORDINARY MEETING

Meeting to be held at a venue to be confirmed

Tuesday 17 August 2021, commencing at 6:00 PM

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**ORDINARY MEETING OF COUNCIL
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COUNCIL MEETING INFORMATION

Members of the Public Gallery should note that the Council records and publishes Council meetings via YouTube 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 online webform 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.

ACKNOWLEDGEMENT OF COUNTRY

"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

1. APOLOGIES

2. DECLARATION OF CONFLICT/S OF INTEREST

3. CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING/S

3.1. ADOPTION OF MINUTES OF PREVIOUS COUNCIL MEETING

ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

PURPOSE

To adopt the minutes of the Ordinary Council Meeting of 3 August 2021.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council adopt the minutes and resolutions of the Ordinary Council Meeting of 3 August 2021.

CONFLICT OF INTEREST

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

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

ACTION OFFICER: CHIEF EXECUTIVE OFFICER

ITEM	FROM MEETING	COMMENTS	ACTION BY
NIL			

5. ACCEPTANCE OF LATE AND URGENT ITEMS

6. NOTICE/S OF MOTION

7. RECEIVING OF PETITION OR JOINT LETTERS

7.1. OUTSTANDING PETITIONS

ACTION OFFICER: CHIEF EXECUTIVE OFFICER

ITEM	FROM MEETING	COMMENTS	ACTION BY
NIL			

7.2. RESPONSE TO PETITION - OBJECTION TO TREES PLANTED AT ANDREWS ROAD AND CUMMING DRIVE, LONGFORD

ACTION OFFICER: MANAGER NATURAL ENVIRONMENT AND PARKS

PURPOSE

The purpose of this report is for Council to consider a petition presented at the Ordinary Council meeting of 20 July 2021, raising concerns with street tree planting in Cumming Drive, Longford.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That, in response to the petition presented at the Ordinary Council meeting of 20 July 2021, Council;

- 1. Request the Chief Executive Officer to engage with residents of Cumming Drive, Longford, on a case-by-case basis, to achieve a mutually agreeable outcome in relation to siting of the trees referred to in the petition and species selection; and***
- 2. Authorise the Chief Executive Officer to write to the Head Petitioner advising of the above outcome.***

BACKGROUND

Council plants over 1000 street trees per annum across all urban areas as part of its ongoing effort to improve the urban forest, by increasing biodiversity and canopy cover in line with the adopted Open Space Plan and Sustainability Strategy. The plantings at Longford, in Cumming Drive, were part of this program and were funded out of standard developer contributions in accordance with planning conditions.

It is noted that complaints listed in the petition referred to blocking of views, mess associated with the trees, shedding of bark and limbs and drying out of the ground.

Of these, all but the blocking of the view is covered off in the existing Tree Policy, and none provide sufficient reason for removal of trees especially in a large lot subdivision such as this one.

Further, it is understood from a planning perspective, that views are not owned as such, and there is nothing to prevent the view from being altered into the future from future development. The planting of these trees will not block the view, but it is acknowledged that they will alter it. The altering of any such views only impacts a handful of houses facing north, not all allotments.

Council's engagement process for street tree plantings differs depending on the situation at hand and is as follows;

- Town Tree Plan approach – formal engagement with community via letters and brochures allowing community selection of a range of suitable species (with some constraints in place). This approach has been successfully utilised over many years

at several towns including Briagolong, Cowwarr, Yarram, Seaspray and most recently Heyfield.

- Re-planting of existing local streets due to planned major civil works, failure, or lack of existing street trees - community engagement via letters and brochures allowing the opportunity to select replacement species in line with site constraints such as overhead powerlines etc. Has been successfully implemented at a multitude of sites across many towns over many years.
- Planting of major streets where desired avenues are required – Council decision.
- New subdivisional planting (Developer Contribution) – planted once 70% of allotments are fully constructed – species selected by Officers to achieve best outcome for area based on site specific constraints (soils, nature strip width, drains, powerlines). This process has been in place for several years and overwhelmingly has worked well. Recent evidence of this is the subdivisional planting at both Glenhaven and Cobain's estates in Sale, multiple development sites in Stratford and Hillcrest in Maffra.

The planting at Cumming Drive was in accordance with the dot point above, New Sub-divisional planting (Developer Contribution).

ATTACHMENTS

Nil

OPTIONS

Council has the following options:

1. Take no further action in relation to the matter and the Chief Executive Officer writes to the Head Petitioner along these lines; or
2. Discuss the matter further with the residents on a case-by-case basis as required to achieve a mutually agreeable outcome in relation to siting of the trees and species selection noting that large-canopied trees are the preferred Council species given the size of the allotments and the outcomes regarding canopy cover percentage increase in line with the adopted Sustainability Strategy.

PROPOSAL

Request the Chief Executive Officer to engage with residents of Cumming Drive, Longford, on a case-by-case basis, to achieve a mutually agreeable outcome in relation to siting of the trees referred to in the petition and species selection.

Authorise the Chief Executive Officer to write to the Head Petitioner advising of the above outcome.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

This impact has been assessed and any financial impact will be minor.

COMMUNICATION IMPACT

This impact has been assessed and is appropriately covered in the Proposal and Recommendation.

LEGISLATIVE IMPACT

This impact has been assessed and there is no effect to consider at this time.

COUNCIL POLICY IMPACT

This impact has been assessed and there is no effect to consider at this time.

COUNCIL PLAN IMPACT

The Council Plan 2017-21 Theme 2 Services & Infrastructure states the following strategic objective and related strategy:

Strategic Objective 2.2: *"Council assets are responsibly, socially, economically and sustainably managed."*

Strategy 2.2.3: *"Continue to maintain and enhance Council's built environment for public amenity and long-term sustainability."*

The Council Plan 2017-21 Theme 3 Natural Environment states the following strategic objectives and related strategies:

Strategic Objective 3.1: *"Conserve and protect our natural environment through responsible and sustainable management practices."*

Strategy 3.1.2: *"Work in partnership to protect and preserve Wellington Shire's natural environment, biodiversity, resources and environmental heritage."*

Strategy 3.1.3: *"Manage Council's high quality, attractive open spaces and streetscapes in accordance with agreed service levels."*

Strategic Objective 3.3: *"Build resilience in our communities and landscapes to mitigate risks from a changing climate."*

Strategy 3.3.1: *"Design and maintain landscapes and infrastructure appropriate for a changing climate."*

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

RESOURCES AND STAFF IMPACT

This impact has been assessed and there is no effect to consider at this time.

COMMUNITY IMPACT

This impact has been assessed and is appropriately covered in the Proposal and Recommendation contained within this report.

ENVIRONMENTAL IMPACT

Planting of street trees to improve biodiversity and canopy cover is an action of the adopted Sustainability Strategy. Any removal of existing trees will have a negative impact on the environment.

ENGAGEMENT IMPACT

This impact has been assessed and is appropriately covered in the Proposal and Recommendation contained within this report.

RISK MANAGEMENT IMPACT

This impact has been assessed and there is no effect to consider at this time.

8. INVITED ADDRESSES, PRESENTATIONS OR ACKNOWLEDGEMENTS

9. QUESTION/S ON NOTICE

9.1. OUTSTANDING QUESTION/S ON NOTICE

ACTION OFFICER: CHIEF EXECUTIVE OFFICER

ITEM	FROM MEETING	COMMENTS	ACTION BY
NIL			

10. MAYOR AND COUNCILLORS REPORT

10.1. MAYOR AND COUNCILLORS REPORT

ACTION OFFICER: COUNCILLOR GARRY STEPHENS

RECOMMENDATION

That the Mayor and Councillors report be noted.

3 JULY TO 6 AUGUST

5 July	NAIDOC Week Flag Raising ceremony, Sale	Cr Crossley attended
7 July	NAIDOC Week event, Yarram	Mayor Stephens and Cr Maher attended
8 July	NAIDOC Week - GLaWAC Heal Country Community Day, Stratford	Cr Crossley attended
	Community Power Hub meeting, online	Cr Crossley attended
	Sale City Football Netball Club Official Opening	Cr Bye attended
	Gippsland Waste & Resource Recovery Group Audit & Risk committee meeting, online	Cr Maher attended
	Meeting with Para Park Cooperative, Sunday Island	Mayor Stephens attended
9 July	Thomson River Rainbow Creek Management Engagement meeting, Cowwarr	Cr Crossley attended
13 July	Councillor Community Conversation – Golden Beach and Seaspray	Mayor Stephens, Cr Bye and Cr Maher attended
	New Professionals Civic Reception, Sale	Mayor Stephens, Cr Rossetti, Cr Crossley, Cr Bye, Cr Wood and Cr Tatterson attended
15 July	Wellington Youth Service Network meeting, online	Cr Wood attended
16 July	One Gippsland Mayor & CEO's meeting, online	Mayor Stephens attended
21 July	Meeting with SEATS Executive Officer, Andrew Martin	Cr Tatterson attended
22 July	Yarram Regent Theatre Committee of Management AGM, Yarram	Mayor Stephens and Cr Maher attended

26 July	Gippsland Climate Change Network Webinar, online	Cr Crossley attended
27 July	One Gippsland Start Up Gippsland Briefing, online	Mayor Stephens attended
29 July	Loch Sport Business & Tourism Association meeting, Sale	Mayor Stephens, Cr McKenzie, Cr Tatterson and Cr Bye attended
	Gippsland Waste & Resource Recovery Group Extraordinary meeting, Trafalgar	Cr Maher attended
30 July	Site visit with HESC Pilot Plant with Minister Symes, Loy Yang	Mayor Stephens attended
2 August	Meeting with Port of Sale Boat Club, Sale	Mayor Stephens, Cr Bye and Cr Tatterson attended
4 August	Information Session – Seaspray Special Charge Scheme, Seaspray	Mayor Stephens, Cr McKenzie, Cr Bye and Cr Tatterson attended

**COUNCILLOR GARRY STEPHENS
MAYOR**

11. DELEGATES REPORT

12. CHIEF EXECUTIVE OFFICER

12.1. CHIEF EXECUTIVE OFFICER'S REPORT

ACTION OFFICER: CHIEF EXECUTIVE OFFICER

RECOMMENDATION

That the Chief Executive Officer's report be received.

3 JULY TO 6 AUGUST

24 June – 23 July	Annual Leave
26 July	Attended a Gippsland Climate Change Network meeting, online
27 July	Attended One Gippsland's Start Up Gippsland briefing, online Attended an online briefing from the Premier to Local Government sectors in relation to COVID restrictions
28 July	Attended an online COVID briefing with Local Government CEO's
30 July	Attended a site visit to HESC pilot plant with Minister Symes, Loy Yang. Also in attendance was Mayor Stephens Attended an LGPro Webinar on the Impacts of COVID in the Workplace
2 August	Met with Fed Uni Head of Campus representative, Ms Leigh Kennedy to discuss collaboration opportunities
4 August	Attended a joint DJPR, MAV and Local Government CEO's meeting, online Attended a Regional Partnerships meeting, online

12.2. JUNE 2021 COUNCIL PERFORMANCE REPORT

ACTION OFFICER: CHIEF EXECUTIVE OFFICER

PURPOSE

For Council to receive and note the June 2021 Council Performance Report.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council receive and note the June 2021 Council Performance Report as attached.

BACKGROUND

The 30 June 2021 Council Performance Report comprises:

- key highlights towards achievement of the 2017-21 Council Plan
- progress in relation to Major Initiatives and Initiatives as identified in the 2020/21 Budget
- an overview of Council finances including an Income Statement, a Balance Sheet with commentary regarding major variances, information on cash balances, the level of rates outstanding and a progress update on Council's Capital Works program.

Section 97(1) and (2) of the *Local Government Act 2020* requires that at least every three months, the Chief Executive Officer must ensure that a statement comparing budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date is presented to Council at a Council meeting which is open to the public.

ATTACHMENTS

1. June 2021 Council Plan Highlights [12.2.1 - 6 pages]
2. Major Initiatives Initiatives Summary June 2021 [12.2.2 - 23 pages]
3. Interim Finance Report - June 21 - High Level [12.2.3 - 8 pages]

OPTIONS

Following consideration of the attached June 2021 Performance Report, Council can resolve to either:

1. Receive and note the June 2021 Council Performance Report; or
2. Not receive and note the June 2021 Council Performance Report and seek further information for consideration at a later Council meeting.

PROPOSAL

That Council receive and note the attached June 2021 Council Performance Report.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

Provision of a monthly financial report to the community facilitates accountability and transparency and ensures that Council and management are able to make informed decisions in a timely manner.

COMMUNICATION IMPACT

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

LEGISLATIVE IMPACT

Section 97(1) and (2) of the *Local Government Act 2020* requires that at least every three months, the Chief Executive Officer must ensure that a statement comparing budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date is presented to Council at a Council meeting which is open to the public.

COUNCIL POLICY IMPACT

The June 2021 Council Performance Report has been prepared in the context of existing Council policies.

COUNCIL PLAN IMPACT

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

Strategic Objective 6.3: *"Maintain a well governed, transparent, high performing, ethical and accountable organisation."*

Strategy 6.3.3: *"Ensure sound governance processes that result in responsive, ethical, transparent and accountable decision making."*

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

RESOURCES AND STAFF IMPACT

This impact has been assessed and there is no effect to consider at this time.

COMMUNITY IMPACT

This impact has been assessed and there is no effect to consider at this time.

ENVIRONMENTAL IMPACT

This impact has been assessed and there is no effect to consider at this time.

ENGAGEMENT IMPACT

This impact has been assessed and there is no effect to consider at this time.

RISK MANAGEMENT IMPACT

This impact has been assessed and there is no effect to consider at this time.

JUNE 2021 COUNCIL PLAN HIGHLIGHTS

Youth Play

Works are ongoing for the expansion of the skate park at Yarram and are scheduled to commence mid-July to expand the skate park at Maffra and complete the federally funded projects.

Due to inclement weather Stage 1 of construction of the pump track at Lions Park Sale is ongoing - estimated to be three to four weeks away. Further works are to commence within coming months.

Urban Forest Planning

A grant application has been submitted through DELWP for Greening Rosedale - looking at enhancing the liveability of Rosedale through green infrastructure and other climate adaptation projects.

Tree planting is well underway. An estimated 1200 trees are to be planted as part of this year's Tree Planting Program. This will increase to 1500 next year.

Road Management Plan

The final Road Management Plan was adopted by Council on 15 June 2021 and the new plan is now available on Council's website.

Storm Clean Up

This month has been particularly challenging with COVID-19 restrictions back in place and the large storm event early in the month, yet the Parks Services Crew continues to keep up a high standard of service delivery. Clean up works have been dealt with efficiently while still keeping up with other maintenance requirements.

Green Waste

Council offered fee-free disposal of green waste material resulting from the storm and floods across seven of our transfer stations until the end of June.

Projects

Despite wet weather in early June, 19 projects moved into completion making it 58 complete projects for the year. Projects completed during the month include the three concrete footpath contracts, The Sale Memorial Hall roof replacement, the Longford Access Footpath connecting to the General Store, Toongabbie-Cowwarr Roadworks, the Hiawatha Toilet, the Port of Sale Door Replacement and PV solar installation at the Rosedale Hub.

Built Environment

The Built Environment Team responded to the June Storm event well, a grand effort considering that, at its peak, approximately 120 local roads were impacted with 50 roads temporarily closed. Current damage estimates are \$1.7M with much rehabilitation work completed and underway with larger works planned in the coming months.

Recycling

Successful grant application for the upgrade of Heyfield Transfer Station commingled recycling area in preparation for future separate collection of glass.

Art Gallery

Upon reopening after COVID-19 restrictions resulted in the Art Gallery remaining closed for the first two weeks of June, a new volunteers information session was well attended (within COVID density limits) on 16 June 2021, resulting in an uptake of at least twenty new volunteers for the gallery. We are very fortunate to have the assistance of committed

volunteers.

A mosaic workshop on 19 June was booked out and very well received by attendees.

Planning and preparation for staging of The Archibald Prize 2021 in October and November is in full swing with the gallery receiving an increasing number of enquiries and offers of support and assistance from visitors, businesses and volunteers about this exciting exhibition.

Community Committees

COVID-19 restrictions again affected committees of management operating community and sporting facilities during June. Committees and volunteers responded adaptively and positively to Council communications aimed at providing timely information about the ever-changing restrictions.

Community Facilities Planning

\$1 million in funding through the Australian Government's Drought Communities Program has seen important works undertaken at seven community facilities throughout 2020-21.

Works have included:

- accessible and building compliance upgrades at the Stratford Hub,
- pedestrian safety upgrades and open space improvements at the Briagolong Recreation Reserve,
- multi-purpose shed at the Gordon Street Recreation Reserve to service the Heyfield Vintage Machinery Club rally days,
- power supply upgrade and improved lighting at the Boisdale Recreation Reserve,
- façade refurbishment at the Yarram Regent Theatre,
- renewal of fencing at the Maffra Lawn Tennis Club, and upgrades to the Heyfield Youth Play Park.

Building works under the major Cameron Sporting Complex stadium redevelopment project were completed in 2020-21. The Victorian Government contributed \$4M and user groups, Maffra Basketball Association and Maffra Gymnastics, contributed \$250,00 towards the \$9M project. The project has seen the construction of two new multi-purpose courts, refurbishment of the show-court, extension to the gymnastics area, new changerooms and refurbished amenities.

Stage 1 works for the Sale Oval Redevelopment were completed in 2020-21 which included upgrades to the existing football/cricket changerooms to make them female and family friendly. New umpire changerooms were also constructed. Stage 2 works, including refurbishment of netball changerooms and competition court, additional netball training/warm-up court and new public amenities to the past players' hill will commence in October. The \$1.6M project has received \$880,000 in funding from the Australian Government and \$225,000 from the John Leslie Foundation.

A \$1.2M upgrade to the Stratford Recreation Reserve was completed in 2020-21. Works included demolition of the existing football/cricket changerooms and public toilets. New female and family friendly home/away and umpire changerooms were constructed. New netball home/away and umpire changerooms were constructed and external accessible and public toilets. The project received \$500,000 funding from the Victorian Government's Female Friendly Facility Program, and \$50,000 from user groups.

Funding has been successfully secured through the Victorian Government's Female Friendly Facilities Program to upgrade netball courts at the Maffra Recreation Reserve and tennis

courts at the Briagolong Recreation Reserve. Each project has received \$250,000 in grant funding and are now being planned for delivery.

Three key strategic documents were developed in 2020-21 for community and sporting infrastructure. The Early Years Infrastructure Plan, Sporting Infrastructure Plan and Community Infrastructure Plan will provide guidance to Council for where investment is needed into the future. Community consultation on these three strategic plans will commence in August 2021.

Emergency Management

Gippsland Regional Sports Complex conference rooms remain in use as a COVID-19 community vaccination centre on Mondays, Wednesdays and Fridays with Latrobe Regional Health managing this service. Increased hours of operation are being planned as vaccination roll out broadens and increases in urgency.

Emergency management during June 2021 focused on providing response and relief to the community as a result of the 9 June 2021 storm and flood event which affected many of our Wellington communities and industries.

Activities undertaken included managing road closures, re-openings and safety assessments, emergency relief line which fielded calls from community members impacted by the storm, flooding or power outages, opening our transfer station fee-free to support property owners' clean up and linking affected businesses and property owners to state government, relief funds and not for profit organisations for immediate financial and other assistance.

Relief provision included getting information to community members on support available following the storm with a particular focus on those communities which experienced ongoing power outages. Hot meals, access to showers and provision of relief supports and information were facilitated in isolated communities via pop up barbeques at Yarram Hub and Library with strong support from local community organisations and volunteers.

Council is currently undertaking secondary impact assessments to understand the breadth of impacts which will inform recovery actions over coming months.

Leisure Services

June saw our aquatic centre, sporting complex and community facilities again impacted by COVID-19 restrictions. Services were progressively recommenced at Aqua Energy after the first week of the snap lockdown. Hydrotherapy pool access was offered first with services extending to gym, group fitness and lap swimming with capped numbers of participants permitted. Easing of restrictions then saw swim school recommence for the last two weeks of the term.

Similarly, at Gippsland Regional Sports Complex (GRSC) outdoor activities were permitted for junior participants and small numbers of adults initially and, as regulations eased, increased numbers of participants were permitted and use of indoor areas was progressively ramped up to facilitate regular indoor sport participation, albeit still with capped numbers applying.

In trialing a new approach to recruitment of much needed swimming teachers, Aqua Energy has commenced recruitment for 'Swimming Teacher In Training' positions in collaboration with Human Resources. This will offer selected candidates the opportunity to receive 'on the job' training in all aspects of swimming teaching, before transitioning to become fully fledged members of Aqua Energy's Swim School team and increasing the opportunity for greater levels of enrolment and participation.

Library Services

30 June was the last day Wellington Libraries levied overdue fines, in line with many other library services across the state. This will reduce administrative costs and free staff time for community services for minimal loss of income. Overdue fines discourage borrowing, especially by children and families.

Tech Savvy Wellington programs continued at library branches and neighbourhood houses using federal funding to engage a local computer firm and library staff. 59 people attended one-on-one or very small group sessions aimed at increasing or gaining familiarity with computer skills and learning of government online services or information. There is a demand for these services in the community.

COVID-19 restrictions closed libraries from 28 May to 3 June 2021 and, in line with our COVID Safe plan, all Wellington Libraries maintained online and 'Click & Collect' services for the closure period.

Maffra Library hosted a community event attended by more than 30 people where Arlene Bennett from the Australian Nurses Memorial Centre spoke on the centenary of local World War II nurse, Irene Singleton's birth. Her memorial glass mosaic in the library was recently restored.

Wellington Libraries improved its collection by starting to swap well-used titles from its Western fiction collection with a dozen other library systems. Staff selected items which could be better used elsewhere and received items from Hindmarsh libraries to refresh our collection. This rotation will continue over the year.

New shelving signage was installed at Sale Library to provide updated directions to patrons around the different collections.

The Wedge performing arts centre

COVID-19 restrictions saw the cancellation of most performances at The Wedge for the first half of June including four sold out shows featuring the enormously popular 'Bluey', ABC children's TV character.

Two reduced-audience performances of 'Australian Stars of Ballet' were held on 17 June 2021 with 150 patrons enjoying the show across the two sessions.

On 29 June 2021, 64 patrons enjoyed, laughing the whole way through, the heart-warming performance of 'Love Song Dedications'.

Rehearsals continued for 42 George Street this month with all parties involved coming together in the final weeks of the rehearsal process. The show is set to be a real highlight of our 2021 program and The Wedge's first in-house produced show.

Youth Liaison

To mitigate the risk of any further postponement of our Wellington Youth Summit this year, due to COVID-19 restrictions, the decision has been taken to deliver workshops and develop projects with young people within school settings in term 3 and 4. To date we are working with VCAL students at Yarram and Maffra Secondary Colleges. The focus of the workshops and projects will be identifying challenges to meet optimal health and wellbeing in one of the four health priorities within our municipal public health and wellbeing plan, 'Healthy Wellington'.

Youth Council held a very successful 'Crystal Queer Ball' on 23 June 2021 at Bond Street Event Centre. Selling out the COVID-restricted event within 24 hours also demonstrated a need within our community for this type of safe and inclusive event.

Wellington's Youth Parliament team is well into writing its 'bill' around supporting homelessness in our communities.

The 'Young Archies' competition is underway, a competition for children and young people being run in collaboration with the Gippsland Art Gallery's staging of The Archibald Prize 2021. Exciting sponsorship should do much to further the enticement for people to enter.

'Propellor' is Wellington's local FReeZA group hosting drug, smoke and alcohol free events for young people in our shire. Propellor is currently arranging the 'All Ages Tour' leg in October which will be a huge event for Sale (and also East Gippsland) with some fantastic headline acts locked in and soon to be announced. We are currently in negotiations with Gunaikurnai Land and Waters Aboriginal Corporation about the use of the Knob Reserve for this event, second option is the Sale Memorial Hall.

We are working with the Health Promotions Officer at Latrobe Regional Health to assist schools to identify the number of staff needing to undertake youth mental health training for the roll out of upcoming 'Teen Mental Health Training' to students.

Budget 2021/22

The 2021/22 budget was adopted by Council at the 15 June 2021 Council meeting.

Gender Equality

During June the People & Capability team were very busy promoting gender equality. Dr Nikki Vincent, the Commissioner for Gender Equality in the public sector, was a guest speaker for a special virtual event with our leaders and Councillors.

We also launched our very first Gender Equality survey via our online survey tool to capture data for our workplace gender audit.

Our new Gender Equality committee was also established to help promote gender equality and play a key role in helping the organisation to apply a gender lens to relevant work when developing policies and programs and delivering services to the community.

Great Southern Rail Trail (GSRT) Extension Project

Alberton to Welshpool has now been funded (\$6M) through the Regional Jobs and Infrastructure Fund – Regional Infrastructure Fund with a December 2022 completion date. A Memorandum of Understanding with South Gippsland Shire Council is currently being developed to ensure smooth cross-Council delivery of the project.

Covid Support Positions

Two new State funded Covid Support positions commence this week, working in the Economic Development and Environmental Health units. Their role is to provide an education service to businesses and community groups, helping them to establish their respective Covid Safe Plans. The roles are funded until 30 November 2021.

Air Space Review of West Sale Airport

An air space review at West Sale Airport was completed including facilitation of a risk workshop engaging with all key aviation stakeholders including RAAF Base East Sale and the local aviation community. This provides future direction for airport development and informs prospective aviation business to ensure operations are compatible with existing military activities.

New Lease for Solar Upcycling Facility

Established a new lease for solar up-cycling facility. This is a positive reflection on Wellington Shire being a leader and promoter of renewable and sustainable business.

Port of Sale Masterplan

Finalisation of the Port of Sale Masterplan is continuing including Councillor Site Tour held on 29 June 2021. Discussions were also completed with the Port of Sale Boat Club (POSBC) noting they had a change in President in late 2020. The POSBC did make a submission to the Draft Port of Sale Masterplan regarding the Mooring Access Project and noted future investment. Once adopted, the Port of Sale Master Plan will set out the future development of the Port, including moorings and boat club facilities.

Municipal Services

Wellington Shire Council Community Local Law 2021 was adopted by Council and published in the Government Gazette on 24 June 2021.

Draft Maffra Structure Plan

The Draft Maffra Structure Plan is in preparation and expected to be submitted for Council review in July 2021.









Major Initiatives and Initiatives Progress Report




June 2021

Major Initiatives and Initiatives Progress Report | 2021

Council Plan Theme : Communities

Action Name	Status	Traffic Lights	Progress	Comments
Commence an independent audit of the Domestic Wastewater Management Plan (DWMP). Include recommendations in the Annual progress report.	Progressing		85%	The draft independent audit of the DWMP has been received. From a timeline perspective, the results of audit will be provided to stakeholders within the next 2 months, and Annual meeting will be held by end of September 2021.
Develop Municipal Public Health and Wellbeing Plan 2021-2024 that considers planning for Youth, Age Friendly and Early Years, ahead of legislated due date of October 2021.	Completed		100%	Draft Municipal Public Health and Wellbeing Plan complete and due to go out for community consultation in July ahead of final adoption in October.
Develop a robust compliance and enforcement policy.	Completed		100%	Wellington Shire Council Enforcement Policy submitted to Corporate Management Team for endorsement in August 2020.
Commence the Local Laws review to ensure that Local Laws are accessible and clear to the community, reduce the regulatory burden on business and assist Council in achieving better policy outcomes.	Completed		100%	WSC Community Local Law 2021 adopted by Council and published in the Government Gazette 24 June 2021.
Implement a robust Swimming Pool/Spa inspection database and inspection regimes to align with the new legislation changes.	Completed		100%	Implementation of a six-step Pool/Spa Registration process is complete.
Develop and deliver, across all Wellington Shire's seasonal outdoor pools during season 2020-21, a planned program to promote increased physical activity, facilitate social connection and inclusion, catering for a range of demographics.	Completed		100%	2020/21 summer outdoor pools community programming included weekly inflatable fun days and aquatic group fitness classes at each pool. VicSwim's 'Summer Kidz' program was conducted at all of Wellington's outdoor pools this season with an in-house version occurring at Sale Outdoor Pool.

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Action Name	Status	Traffic Lights	Progress	Comments
In conjunction with Information Communications and Technology and Facilities Management teams, deliver an upgrade of the Aqua Energy creche facilities to extend use of the area for additional group fitness programs and for training programs and meetings.	Progressing		90%	Creche multi-use renovation 90% complete including IT infrastructure, cabinetry, flooring repairs and painting of the area. Final works to be completed in July include: new gym door access, blinds installation and signage. Space currently being used as a second fitness studio and training facilitation room as planned.
Undertake consultation, including with the Aboriginal community to determine Council and the communities position on contestable historical legacies and provide recommendations on actions to be undertaken.	Progressing		50%	Gunaikurnai cultural awareness training completed during induction of new Councillors following Council election in October 2020. Operational protocols developed for working respectfully with Gunaikurnai culture. Regular engagement with Gunaikurnai Land and Waters Aboriginal Cooperative and discussions around economic, community and cultural projects and priorities for the Gunaikurnai community. This engagement is working towards future agreements between Council and GLaWAC surrounding significant sites in the Port of Sale area and development of a Reconciliation Action Plan.
Under the Municipal Emergency Resource Program (MERP) project plan, develop community emergency management (CEM) planning following asset based community development (ABCD) principles. - Develop a new CEM guide and template - engage with four high risk communities to undertake CEM	Progressing		60%	During 2020-21, there have been four key projects undertaken to support community emergency planning. - Risk to resilience lighthouse project funded from the 2018-19 summer bushfires by the Department of Justice and Community Safety to improve communication with impacted communities in the transition from response to recovery. - Community Based Bushfire Management (CBBM) project in Briarolong, funded through Safer Together Victoria. - Evaluation of the Local Incident Management Plans (LIMP) project in East Gippsland Shire, funded through

Major Initiatives and Initiatives Progress Report | 2021






Action Name	Status	Traffic Lights	Progress	Comments
				<p>Safer Together Victoria to inform delivery in Wellington Shire.</p> <ul style="list-style-type: none"> - Support for Loch Sport and Dargo communities to develop disaster resilience plans. Council staff have participated in meetings in Loch Sport and Dargo to understand the level of planning these communities wish to undertake and support has been provided to progress community emergency planning. <p>Ongoing engagement is occurring with Briagolong, Dargo and Loch Sport communities to support emergency preparedness. These communities will be encouraged to utilise LIMP resources. A fourth community was not selected in 2020-21 due to competing demands in 2020-21 from the COVID-19 pandemic and March and June storm events.</p>
In conjunction with Business Development, Community Wellbeing and People & Capability business units manage a Municipal level response, relief and recovery for the COVID-19 Pandemic.	Completed	✓	100%	<p>2020/21 COVID-19 relief activities include;</p> <ul style="list-style-type: none"> - Coordination of the COVID-19 Relief Information Line with an average of one pandemic-related caller per week. - Relief services for people in mandatory home isolation established in May 2021. <p>Response actions include:</p> <ul style="list-style-type: none"> - development and implementation of Wellington COVID-19 Pandemic Sub Plan, with an emphasis on agency roles during response. - Coordination to enable non-resident ratepayers to access their properties for fire prevention maintenance during metropolitan lockdowns in October-November 2020. - Planning with key health and community agencies to prepare and respond to an outbreak.

Major Initiatives and Initiatives Progress Report | 2021




Action Name	Status	Traffic Lights	Progress	Comments
				<ul style="list-style-type: none"> - Support for community managed facilities to navigate the changing levels of restrictions and open for events and activities. <p>COVID-19 Recovery actions include:</p> <ul style="list-style-type: none"> - Establishment of Living Well during COVID-19 (Recovery) Committee, subgroups and plan. - Allocation of \$100,000 of CASI (Community Activation and Social Isolation) funding to 16 local community connection projects. - Engagement and collation of COVID-19 impact data with key impacts being mental wellbeing and economic uncertainty. - Supporting hospitality businesses for outdoor dining. <p>It must also be noted that although this initiative has been delivered, relief services and planning of those services will be ongoing.</p>
<p>Implement municipal strategic roadside vegetation management framework ('Leave Early Access Road Network or 'LEARN' roads).</p> <p>Outputs will include:</p> <ul style="list-style-type: none"> - Agreed procedure with Built Environment to review list of fire managed roads - Updated list of fire managed roads - Natural Environment & Parks reserves treatments listed in ConQuest 	Completed	✓	100%	<p>Project to remap municipal roads for vegetation management for fire safety risk completed including 51.7km of roadside fuels mulched and 134.5km of hazardous trees treated.</p> <p>Operations plan and budget for 2021/22 developed along with implementation recommendations ongoing between Council's Built Environment and Emergency Management teams.</p> <p>Feedback from the community has been overwhelmingly positive.</p>

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Council Plan Theme : Services & Infrastructure

Action Name	Status	Traffic Lights	Progress	Comments
Progress the production, through collaboration with stakeholders, consultants and other Council staff, of a business case for redevelopment options of The Wedge Performing Arts Centre for Council consideration.	Progressing		70%	2020/21 project to undertake business case investigations and develop concept designs for potential future redevelopment of The Wedge performing arts centre was initially delayed pending financial impacts of COVID-19. With the assistance of a Creative Victoria (state government) grant to progress the business case, project recommenced in 2021 with tender for consultant advertised and evaluation of tender submissions underway with award expected in July.
Complete Maffra Drainage Study	Completed		100%	Study has been completed.
Complete North Sale Drainage Study	Completed		100%	Study has been completed.
Commence planning for carpark renewal projects for IGA and Coles carparks, Sale.	Not Progressing		90%	Landowner has withdrawn from Sale. Exploring alternative options.
In preparation for submission of grant funding application to Sport and Recreation Victoria and responding to the previously developed business case for a major redevelopment of facilities at Aqua Energy, develop appropriately costed concept and schematic designs, via appropriate community and user consultation, in conjunction with Leisure Services team and appointed consultants.	Completed		100%	<p>Aqua Energy redevelopment project has reached the key waypoints of:</p> <ul style="list-style-type: none"> - Completed costed concept and schematic design to standard required for Sport and Recreation Victoria grant; - Completed community consultation before and after concept design. <p>No grant funding opportunities currently available through Sport and Recreation Victoria. To access alternative grant funding sources with higher investment ready requirements, detailed design needs to be concluded.</p> <p>Tender advertised for detailed design of Aqua Energy redevelopment in June.</p>

Major Initiatives and Initiatives Progress Report | 2021

Action Name	Status	Traffic Lights	Progress	Comments
				Alternate external funding sources are now under consideration in order to enable this project to commence when Detailed Design and Documentation has been prepared.
Successfully attract funding for 'A Warmer Pool for Yarram Project' in conjunction with Leisure Services and deliver the capital upgrade project to achieve enhanced swimmer amenity, including the installation of improved weather protection structures, consistently warmer pool water along with electricity energy offset to Council, in readiness for outdoor pool season 2021-22 in conjunction with the Assets and Projects team.	Progressing		95%	<p>Grant funds were obtained from Sport & Recreation Victoria (SRV) to enable this much awaited community project to advance, adding to contributions from the Rotary Club of Yarram and Council.</p> <p>Inflated costs for the structure element of the project required a second tender to be advertised. As the resulting cost was 40% higher than earlier advice had indicated, additional funds were required.</p> <p>Supplementary funding was identified in unexpended funds from another program (federal government) and council agreed to proceed with the project despite the increased cost.</p> <p>Contractors commenced on site in June and tenders for electric heat pumps are to be awarded in July with all works on track for completion prior to 2021/22 summer season.</p> <p>The anticipated completion date for this project is November 2021, ahead of the official opening date for the Outdoor Pool Season, 2021-22. This will see completion of a near 20 year old Yarram community vision, delivering a Warmer Pool for Yarram.</p>
Project manage the improvement and upgrade of facilities in The Wedge meeting room to create a studio performance space.	Completed		100%	The conversion of The Wedge's meeting room into a small performance space is complete. Renamed 'The Studio', the space is now up and running as a rehearsal and drama workshop space with final equipment and works underway to enable use as a fully operational performance space.
Complete the Sale Tennis Club Facility Upgrade Project	Progressing		90%	Sale Tennis Club Facility Upgrade Project nearing completion.




Major Initiatives and Initiatives Progress Report | 2021

Action Name	Status	Traffic Lights	Progress	Comments
In collaboration with Community Facilities Planning on behalf of stakeholders, complete upgrade works on the Cameron Sporting Complex Stadium Redevelopment project in accordance with external funding agreements.	Completed	✓	100%	Cameron Sporting Complex Stadium Redevelopment project complete.
Participate in the Project Control Group related to the delivery of mooring access improvements the Port of Sale West Bank Project.	Completed	✓	100%	<p>Business Development has participated in a number of PCG meetings and ones relating to the Port of Sale Masterplan. Discussions were also completed with the Port of Sale Boat Club (POSBC) noting they had a change in President in late 2020. The POSBC did make a submission to the Draft Port of Sale Masterplan regarding the Mooring Access Project and noted future investment.</p> <p>Once adopted, the Port of Sale Masterplan will set out the future development of the Port including moorings and boat club facilities.</p>
Develop user/hire fees and financial management guidelines for communication to all applicable facilities as identified in the Community Managed Facilities Strategy.	Progressing	▶	10%	<p>Investigations were carried out during 2020/21 regarding user fees for stadium buildings to inform development of broader user hire fee guidelines for use by community facilities committees of management.</p> <p>Initiative carried forward to 21/22.</p>
Update the Community Facilities Project Prioritisation Model with items identified out of the Sporting, Early Years and Community Infrastructure Plans. Include priority projects in the 10-Year Capital Program for community facilities.	Completed	✓	100%	<p>The Community Facilities Projects Prioritisation Model is now complete, having been tested for its third year with improvements made to criteria and processes. Model will continually be assessed and updated as projects are identified and ranked.</p> <p>Projects identified through recently completed Community, Early Years and Sporting Infrastructure Plans are being populated into the model.</p> <p>The model will now inform the 2021-22 budget process and forward years' capital program.</p>

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Action Name	Status	Traffic Lights	Progress	Comments
Complete civil works for the Maffra Streetscape Upgrade Project	Completed	✓	100%	Maffra Streetscape Upgrade Project complete.
Commence stage 1 civil works for the York Street, Sale, Streetscape upgrade project.	Progressing	▶	10%	Co-ordination on the first cutover of new power supplies has commenced. Streetlights have been installed between Bond Street and Stawell Street. Civil works commenced at intersection of Bond Street and York Street. Tenders to be called in July for first stage of concrete works between Foster and McAlister Streets.
Implement new facilities hierarchy and operating subsidy model across all community managed facilities and ensure appropriate reporting by community committees of management via new methods as included in the Community Managed Facilities Strategy.	Completed	✓	100%	Council's new Risk & Maintenance Subsidy model, featuring subsidy increases or new subsidies introduction covering most committees of management was well received. Noticeable improvements to preventative maintenance practices and increased awareness of risk mitigation.
Prepare a structure plan for Maffra to support the future urban growth of the township.	Progressing	▶	65%	Structure Plan has continued to be progressed over the last 12 months despite challenging COVID-19 restrictions.
Implement appropriate planning controls surrounding RAAF Base East Sale to support the ongoing operation of this airfield.	Progressing	▶	30%	Work expected to progress with appointment of new Strategic Planner.
Implement the findings of the State Government's Planning in the Economic Growth Zone project to ensure that the Planning Scheme is up to date/relevant.	Progressing	▶	20%	Progress expected to be made with appointment of new Strategic Planner.
Implement the North Sale Development Plan into the Planning Scheme to support well planned housing growth.	Progressing	▶	80%	Progress has continued in the preparation of the Contribution Plan and is expected to be finalised subject to the recommendations of the Residential Stocktake project.

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Action Name	Status	Traffic Lights	Progress	Comments
Undertake a two Stage Residential Land Stocktake (based on the outcomes of a charette) to support the supply of residential land across the municipality (including consideration of financial and non financial incentives to help activate development)	Progressing		50%	Work has continued to progress a challenging project - most notably with the two online Residential Stocktake charrette sessions in May 2021. Currently waiting on draft recommendations from the consultants.
Facilitate preparation of a development plan for the Wurruk Growth area (subject to a private request) to support well planned housing growth.	Progressing		70%	Documents required to support the preparation of the Development Plan have been provided over the course of the last 12 months. Outstanding reports are expected imminently.
Update the Port of Sale Masterplan (based on the outcomes of a charette) to support and encourage the integrated and high quality development of the Port of Sale precinct.	Progressing		95%	Work has progressed via online sessions to assist in the preparation of the Masterplan.

Major Initiatives and Initiatives Progress Report | 2021

Council Plan Theme : Natural Environment

Action Name	Status	Traffic Lights	Progress	Comments
Develop Urban Forest (Greening Wellington) Strategy including Design Standards, Technical Specifications, Green Infrastructure Guidelines and community consultation process to drive continuous improvement in the management of this key asset class.	Progressing		40%	Greening Wellington Draft Plan is in development and will be presented to Council for approval to progress to community engagement later in 2021.
Investigate future management options for Kilmany Landfill and Resource Recovery Facility to ensure the facility is meeting best value principles.	Progressing		95%	A Landfill Management Options Paper has been completed and is going through an internal review process. Council continues to work with Resource Recovery Gippsland (RRG) in the Gippswide Kerbside Joint Procurement Process.
Determine the feasibility of a combined Maffra/Stratford Transfer Station with a view to improving asset management in line with industry standards.	Completed		100%	Council is now considering land options for the siting of a Transfer Station in Maffra. Design and Construction of the new Transfer Station will be completed over the next 2 years.
Develop a plan for the recovery of organic waste from landfill that takes into account the proposed Gippswide Kerbside Collaborative Procurement shared service opportunity, and the State Governments rollout of a state-wide "four bin" residential waste collection system.	Completed		100%	Plan development completed. Council will now work with Resource Recovery Gippsland in the Gippswide Kerbside Joint Procurement process and intends to implement a third bin collecting Food Organics & Garden Organics (FOGO) early in the new contract proposed to commence 1 July 2022.

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Action Name	Status	Traffic Lights	Progress	Comments
Work with Gippsland Water to implement the 'Be Smart, Choose Tap' initiative/campaign at all of Wellington Shire's seasonal outdoor pools, including the installation of supporting water dispensing infrastructure, improved signage, advertising and marketing - in readiness for outdoor pool season 2020-21.	Completed	✓	100%	'Be Smart, Choose Tap' campaign project to install water dispensers at Council-run recreation facilities was put on hold when water dispensers were banned from use due to COVID-19 restrictions. Project reactivated in second half of year with new dispensers installed at Aqua Energy and Gippsland Regional Sports Complex. Regional pool installations to be completed prior to 2021/22 summer season.

Major Initiatives and Initiatives Progress Report | 2021

Council Plan Theme : Lifelong Learning

Action Name	Status	Traffic Lights	Progress	Comments
Commence planning of a major exhibition initiative to take place at the Gippsland Art Gallery in October 2021. (Confidential - embargoed for a further year)	Completed	✓	100%	<p>Gippsland Art Gallery named as Victoria's only venue for The Archibald Prize 2021 national tour exhibition.</p> <p>Planning for the Archibald Prize 2021 in full swing with appointment of project manager in February and involvement of multiple Council business units, local businesses and transport operators.</p> <p>Risks relating to reduced revenue due to COVID-19 restrictions, impact of roadworks and unexpected announcement of concurrent 'Archibald 100' exhibition at Geelong are being mitigated through approaches to external funding bodies for support and via substantial marketing and promotion campaign to attract local and Melbourne audiences.</p>
Prepare an update of Council's Arts and Culture Strategy to provide continuing direction on community arts development and the performing, visual and literary arts.	Progressing	▶	50%	<p>Development of a new Arts and Culture Strategy commenced with engagement of a consultant and strategy workshops introducing new objectives for arts and culture in Wellington and introducing a 'public value' measurement approach to be adopted for evaluating the impact of arts and cultural services on community and economy.</p>

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Council Plan Theme : Economy

Action Name	Status	Traffic Lights	Progress	Comments
Assess market demand to develop Eastern Recreation Aviation Precinct (ERAP) and progress the next stage of ERAP.	Completed	✓	100%	<p>In 2020 a highly contested issue relating to Council's role in advocacy regarding airspace was resolved. This Airspace Risk Workshop project was undertaken in response to comprehensively understanding the "demand analysis for future ERAP development". It has set the direction for all new airport related developments and entailed facilitating a workshop and report bringing together a range of stakeholders which produced a consensus position.</p> <p>The conclusions as presented at a Council Workshop 1 June 2021 are detailed below and will appear as recommendations in future reports or airport master plan updates:</p> <ul style="list-style-type: none"> - airspace defines what are compatible future aviation developments. Restricted airspace is activated at certain times. - Non-CASA registered pilots i.e. those who are licenced under an approved organisation such as RA Aus have significant restrictions in operating to and from West Sale. - Council pursue aviation business development which can satisfy airspace attributes whilst maximising the high standard of airport infrastructure such as an 1,800m runway, access to jet fuel and large apron areas.
Secure support from Council for the 2020-22 Action Plan associated with Wellington Shire Economic Development Strategy and then lead its implementation.	Completed	✓	100%	Officers will continue to monitor and report on actions through until the end of the term of the plan (June 30 2022).

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Action Name	Status	Traffic Lights	Progress	Comments
Progress initiatives associated with the Port of Sale East Bank project in line with Council direction including acquisition.	Completed	✓	100%	<p>Over the course of 2020/21 progress has been made regarding Council's acquisition of the Former Sale High School and Specialist School site with budget being allocated in future years to complete a purchase. The objective is to see the site prepared and then sold where the scale of development is consistent with the soon to be adopted Port of Sale Master Plan.</p> <p>The current focus has been on entering into negotiations with Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) noting part of the site is subject to native title. A series of meetings has been held following GLaWAC CEO receiving formal approval to enter into negotiations. A milestone was reached in June 2021 where a co-proposal was drafted which sets out agreed terms.</p> <p>Discussions will continue with all stakeholders into 2021/22 including with Department of Treasury and Finance, Department of Environment, Land, Water and Planning in line with Council's direction to complete an acquisition.</p>
Funding extension secured via LVA to actively market and promote the municipality's competitive agricultural strengths and to leverage the agribusiness sector, in particular the MID to grow investment, output, branding/position, innovation and future opportunities.	Completed	✓	100%	<p>The 2020 Excellence in Agribusiness Awards was a great success despite the limitations imposed by the COVID-19 pandemic. Officers are currently seeking interest for 2021 sponsorship of the awards to ensure momentum of this significant event is maintained.</p>
Implement initiatives and projects associated with State and Federal Government bushfire and drought funding including a specific marketing and advocacy campaign.	Completed	✓	100%	<p>The Middle of Everywhere campaign has been developed and successfully rolled out over the course of the past 12 months.</p> <ul style="list-style-type: none"> Wellington Shire Council was provided with State and Federal funding to reactivate Wellington post Bushfires. Via tender, creative agency <i>Pace</i> was appointed to develop and deliver a tourism, regional development and resident attraction campaign.

Major Initiatives and Initiatives Progress Report | 2021






Action Name	Status	Traffic Lights	Progress	Comments
				<ul style="list-style-type: none"> • A thorough program of consultation was conducted followed by extensive brand development. • The Middle of Everywhere campaign was launched in November 2020 across Gippsland, Metro Melbourne, regional Victoria and SE New South Wales. • Creation of the <i>themiddleofeverywhere.com.au</i> website completed - over 37,000 unique visitors and 79,000 page views of the website (average of 2.2 pages per session). • The Middle of Everywhere App completed and launched 6 May. • Advocate Videos completed - 27 unique, long-lasting advocate videos created, averaging 2-3 minutes in length. 29,825 video views with 11 videos still yet to be published on social media. • Social Media completed - 554,673 organic engagements on social media, 2500 loyal followers across Facebook and Instagram. • YouTube Channel completed - 107,335 un-skippable ad views. • Spotify completed - 71,822 ad listens. • TRFM Advertising completed - 201 x 30 second Radio ad spots reaching an average of 79,400 people each week. - TV Advertising completed - 273 x 30 second TV ad spots on 9 Gippsland and 7 Gippsland networks, covering a combined audience of 473,000 viewers. • Printed Media completed - 24 full page press ads published across the Herald Sun, Gippslandia, Gippsland Times and The Bridge. <p>What the future holds:</p> <ul style="list-style-type: none"> • Street Banners – July roll out • Town entry signage– July roll out

Major Initiatives and Initiatives Progress Report | 2021

Action Name	Status	Traffic Lights	Progress	Comments
				<ul style="list-style-type: none"> iBeacons – July roll out Ongoing social campaign, YouTube, Spotify for the life of the campaign Co branded Municipal entry signage Main Street activation initiatives TV campaign – focus on the lucrative wedding sector
Review Council's external tourism marketing activities and present findings and recommendations and agreed plan to Council.	Completed	✓	100%	Council worked with Central Gippsland Tourism to implement a new Memorandum of Understanding effective from April 2021.
Secure funding for the extension of the Great Southern Rail Trail from Hedley to Alberton to increase visitation and business opportunities in adjacent areas.	Completed	✓	100%	Great Southern Rail Trail (GSRT) Extension Project - Alberton to Welshpool has now been funded through the Regional Jobs and Infrastructure Fund - Regional Infrastructure Fund with a December 2022 completion date. A Memorandum of Understanding with South Gippsland Shire Council currently being developed to ensure smooth cross Council delivery of the project.
Secure events to Wellington Shire to stimulate the local economy, raise the region's profile and increase visitation.	Completed	✓	100%	Within the constraints imposed due to the ever-evolving COVID-19 situation we have been able to fully expend the Business Development Major Events Funding spread over a mix of community, internal and external events. From TV programs that highlight the region's assets to hosting professional gaming events, the fund has had a vast reach attracting people to our region as well as helping to put Wellington on the map as an events destination. This fund also works to make Wellington a more liveable destination and helps to connect community.

Major Initiatives and Initiatives Progress Report | 2021

Council Plan Theme : Organisational

Action Name	Status	Traffic Lights	Progress	Comments
Source and deliver advanced staff training in the Library Management Software to produce greater efficiencies in customer service through reduced task times, improved patron satisfaction, and increased staff confidence in their system's features.	Progressing		50%	Training planned in conjunction with one other local library system and Public Libraries Victoria has not occurred due to COVID-19 restrictions which made face-to-face sessions difficult. New SymphonyWeb software was unable to be used and will be reviewed next year. Online modules may be able to be used for general staff refresher training.
Manage Magiq upgrade and transition to BIZBudgeting	Progressing		30%	Options and quotes are currently being considered however this initiative has been delayed due to COVID-19 impacts.
Manage the implementation and rollout for new Intranet System to meet Council business requirements.	Completed		100%	Council successfully developed and rolled out a new Intranet System to all staff. The new intranet platform has supported improved internal communications, resource sharing and 24/7 accessibility to information across the organisation.
Major upgrade of council's phone and video conferencing systems to ensure compliant, compatible and secure communications to support council business operations.	Completed		100%	All business requirements and vendor engagement for this project has now been completed. Wellington and East Gippsland Shire Councils are working together to ensure an effective and efficient rollout across both organisations.
Implement the 'Smarty Grants' system for community assistance grants and quick response grants programs including the development of associated business processes. Prepare other business units within the organisation for the introduction of 'Smarty Grants' from 2021/22.	Completed		100%	Smarty Grants was utilised in 2020-21 for both Quick Response and Community Assistance Grants. The system has been well received by community groups completing applications. It has also created efficiencies in managing and assessing the program. Templates have been set-up for Community Committees to use Smarty Grants in 2021-22 to manage risk and maintenance subsidies and maintenance funding payments.

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Action Name	Status	Traffic Lights	Progress	Comments
Conduct a major review of the Municipal Relief and Recovery Sub Plan of the Municipal Emergency Management Plan in conjunction with the Municipal Recovery Manager incorporating learnings from reviews of the 2019-2020 East Gippsland bushfires relief and evacuation support.	Completed	✓	100%	Updated Wellington Municipal Relief and Recovery Plan Version 2.9 was endorsed by the Wellington Municipal Emergency Management Planning Committee on 27 May 2021 and is available on Council's website in the Emergency Management section. Review included revising how relief and recovery services are delivered during a pandemic, addition of agencies roles and responsibilities for relief and recovery not only during the emergency event, but also before and after. This has been the result of the evidence base that confirms that timely and effective relief and recovery provision is the result of strong preparation and planning. Key learnings from the previous two summers' bushfires events have been incorporated into the plan.
Undertake an annual audit of planning permit determinations to support best practice decision making	Not Progressing		0%	To be progressed later in calendar year as work priorities/resourcing allows.
Research and implement social media management software to streamline the process of posting/scheduling/reporting.	Progressing	▶	80%	We have met with potential providers and will be making a decision within the next month. This initiative has been delayed due to COVID-19 impacts
Implement an enhanced Performance Review process for all staff.	Progressing	▶	60%	Part one of this project to ensure compliance in completing performance reviews is progressing well and we will look at implementing an enhanced Performance Review Process for all staff for the 2022/23 cycle. This initiative has been delayed due to COVID-19 impacts
Manage the ICT operations requirements for the Wellington Shire and East Gippsland Shire Councils as per the ICT Shared Services Memorandum of Understanding.	Completed	✓	100%	All ICT Service Level Agreements as required to facilitate the requirements of the ICT MOU for Wellington and East Gippsland Shire Councils have been delivered without issue for this period. No issues to report for this period.




Major Initiatives and Initiatives Progress Report | 2021

Action Name	Status	Traffic Lights	Progress	Comments
Working with participating GLGN Councils and Local Government Victoria, to plan the establishment of a shared services operating model	Not Progressing	II	0%	This initiative has been put on hold due to Rural Councils Transformation Projects' funding guidelines not being met when two GLGN Councils withdrew.
Undertake an annual statutory planning customer survey to support continuous improvement initiatives	Completed	✓	100%	Planning Survey Results reported to Council at 1 June 2021 meeting.
Rollout the Complaint Handling Strategy (aligned with the Complaint Handling Framework)	Completed	✓	100%	Complaint handling process is now live in Authority. Training video is on the Intranet and one on one training has been provided to some staff. Once new CRM is installed, all CARS and complaints will be processed utilising the new system.
Implement the Customer Service Strategy Mystery Shopping initiative across all areas of Council	Completed	✓	100%	Since the completion of the mystery shopping process there is a heightened level of customer awareness when dealing with enquiries and a higher level of ownership is evident amongst the team.
Replace marketing items used for events - new pull-up banners, flags and marquee to improve public perception of Council as a professional organisation	Completed	✓	100%	New banners and other marketing materials purchased and in service.
Implement online tendering system across the organisation to ensure consistency and good governance	Completed	✓	100%	The new online system for tender submissions has been rolled out. All tender submissions will now be submitted via the new portal. The e-tendering website provides a web-based tool that enables Council to procure goods and services over the internet. It provides a simple, secure and efficient means for managing tendering activities, correspondence and quotations.
Hold a public launch, as part of broader marketing, of a philanthropic donor fund to increase the amount of donated funds received by the Gippsland Art Gallery.	Progressing	▶	55%	Due to the ongoing uncertainty of COVID-19 restrictions, the public launch of the Gallery Foundation was held over until October 2021.

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Action Name	Status	Traffic Lights	Progress	Comments
Progress the sale of Council's Surplus Land in accordance with policy and standards of best practice.	Completed	✓	100%	\$1M+ of surplus Council land has been sold or is progressing toward sale. Locations of property include Golden Beach, Heyfield and Cobains.
Effectively manage and operate the Gippsland Regional Livestock Exchange to Council's satisfaction and provide updates to Council highlighting key performance indicators.	Completed	✓	100%	<p>The Gippsland Regional Livestock Exchange (GRLE) continued to be effectively managed and provide a key asset for the local agriculture sector.</p> <p>Throughput for 2020/21 was expectedly below the previous year:</p> <p>Cattle 13,666 (-13%)</p> <p>Sheep/Lambs 12,513 (-10%)</p> <p>Store cattle numbers for Q4 were pleasingly up 30% on the previous year and it is expected numbers will strengthen following the effects of drought, fire and flood subsiding. Whilst having an accumulated operating surplus over the previous five years, GRLE will return its first deficit in 2020/21.</p> <p>Media reporting on GRLE occurred throughout the year and was very positive. WIN News and print media including Stock and Land reports included on sales and one feature on our Saleyard Manager, Bec Shaw.</p> <p>Regular Council workshops will continue to be held reporting on KPIs, industry trends, marketing/promotions and stakeholder engagement.</p> <p>As per previous reporting, GRLE supports \$6-8M in economic activity and up to 120 jobs.</p>
Undertake a review of potentially contaminated land to ensure appropriate mitigation prior to development occurring	Not Progressing		0%	Work yet to commence given other strategic land use planning priorities.
Implement a Safety Leadership Program in line with new Victorian Occupational Health & Safety changes.	Completed	✓	100%	All current staff in leadership positions have completed the training.

Major Initiatives and Initiatives Progress Report | 2021

Action Name	Status	Traffic Lights	Progress	Comments
Develop a Workforce Management Plan to address the human resourcing (succession) and recruitment requirements while meeting relevant Access and Inclusion plan outcomes to ensure that Council has the right employees, with the right skills, to deliver the Council Plan and services required by the community, both now and into the future.	Progressing		35%	Implementation of a Workforce Management Plan, as required by the <i>Local Government Act 2020</i> is December 2021. We are currently on track to meet this deadline.
Develop a Gender Equality action Plan as per the Gender Equality Act 2020.	Progressing		60%	<p>This project is progressing well and on target for December's due date as required by the Local Government Act 2020. A significant amount of work completed with existing resources such as:</p> <ul style="list-style-type: none"> - Gender audit survey completed, this data is now to be placed securely into our payroll system Authority and then the data to be placed into report document for the commission. - Gender impact assessment training to be undertaken at South Gippsland Shire Council on 19 July. - Gender impact assessment training providers to be reviewed. - Gender equality committee to review the gender impact assessment toolkit and templates also the communication plan to be updated.
Develop and implement a Leadership Development program for all staff.	Progressing		30%	This initiative was delayed due to the impacts of COVID-19, however this project continues to progress although slower than we would have liked.

Major Initiatives and Initiatives Progress Report | 2021

Action Name	Status	Traffic Lights	Progress	Comments
Plan and develop media strategies to lobby relevant agencies in the best interests of Wellington residents, local business and the economy	Completed	✓	100%	<p>The Communications and Media team has worked closely with relevant Council teams on media strategies and campaigns during the past 12 months including:</p> <ul style="list-style-type: none"> • The Native Timber Task Force which is lobbying State Government about the cessation of native timber harvesting in Gippsland; • The Wellington Still Delivering campaign which seeks to assist local businesses adapt their practices and business activities around the COVID-19 pandemic; • The Be Kind Wellington concept which encourages community participation, along with kind, compassionate communication with members of the community during the COVID-19 pandemic; • Communications for emergency situations such as the COVID-19 pandemic, the Black Summer Bushfires and preparations for the 2020-21 fire/flood season.



INTERIM JUNE 2021 QUARTERLY FINANCE SUMMARY

INCORPORATED IN PERFORMANCE REPORT

INTERIM OPERATING RESULT STATEMENT
For the period ending 30 June 2021

	FINANCIAL YEAR ENDING 30 JUNE 2021			
	Actual	Forecast	Adopted Budget	Actual Variance to Budget
	\$000's	\$000's	\$000's	\$000's
Income				
Rates and charges	63,413	63,380	64,276	(863)
Statutory fees & fines	1,039	966	786	253
User fees	5,826	6,214	7,922	(2,096)
Grants - operating	21,568	21,307	11,204	10,364
Grants - capital	8,936	14,950	16,028	(7,092)
Contributions - operating (monetary)	999	344	206	793
Contributions - capital (monetary)	84	941	1,335	(1,251)
Contributions - non monetary	7,462	4,387	-	7,462
Other income	2,567	1,846	2,298	269
Total Income (Inc capital income)	111,894	114,335	104,055	7,839
Expenditure				
Employee costs	29,123	29,035	29,821	698
Materials and services	38,474	38,702	38,236	(238)
Bad and doubtful debts	30	70	70	40
Depreciation and amortisation	24,954	24,751	24,916	(38)
Borrowing costs	(121)	(7)	93	214
Finance cost leases	4	4	4	-
Other expenses	6,968	5,293	948	(6,020)
Net loss on disposal of property, infrastructure, plant & equipment	2,642	1,273	931	(1,711)
Total Expenditure	102,074	99,121	95,019	(7,055)
Surplus for the year	9,820	15,214	9,036	784
Other comprehensive income				
Net asset revaluation increment	143	-	-	143
TOTAL COMPREHENSIVE RESULT	9,963	15,214	9,036	927

Note: Council must report publicly against the original adopted budget on a quarterly basis. The following provides an explanation of the differences between the adopted budget and the interim results (as at 2 August 2021). These interim results have been produced to conform with all accounting standards and reporting obligations but are still subject to audit by Victorian Auditor General in August 2021. Subject to any final adjustments from the audit the present indications is that there is an \$9.8 million surplus for 2020/21. Total comprehensive result includes a net asset revaluation increase of \$0.1 million associated with an estimated increase in land and landfill improvement asset valuations due to increase price indexations.

Commentary below to explain the timing of components of this surplus:

Annual Summary - Actuals vs Adopted Budget

Council's 2020/21 provisional surplus result \$9.8 million is made up of:

	<u>ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>
Operating	(\$2.7M)	(\$8.3M)	\$5.6M
Capital	\$12.5M	\$17.3M	(\$4.8M)
	<u>\$9.8M</u>	<u>\$9.0M</u>	<u>\$0.8M</u>

Operationally, the major variances are:

Operating grants - Grants Commission received in advance for 21/22	\$7.7 million
Operating grants - (new funding towards Working for Victoria initiative)	\$1.4 million
Other various grants received	\$1.2 million
Contributions received from external parties (monetary)	\$0.8 million
Reduction in user fees & charges due to COVID 19 (Leisure centres, The Wedge, Saleyards)	(\$2.1 million)
Employee cost savings	\$0.6 million
Increase of other expenses (mainly due to refund of unused grant funding)	(\$4.0 million)
	<u>\$5.6 million</u>

Capital, the major variances are:

Capital grant funding (Roads to Recovery)	(\$2.5 million)
Capital grants - (delayed or final submissions pending)	(\$4.1 million)
Capital adjustment (non -cash) relating to recognition/(derecognition) of assets	(\$1.4 million)
Decrease in owners contributions to special charge schemes due to delays in commencement of planned 2019/20 schemes.	(\$1.4 million)
Lower contributions received (monetary)	(\$1.2 million)
Additional contributions (non monetary) - recognised towards new sub division land assets	\$7.5 million
Net loss on disposal of assets	(\$1.7 million)
	<u>(\$4.8 million)</u>
Surplus for the year	<u>\$0.8 million</u>

Note: Timing of capital works can often distort the comprehensive result/surplus of any Council. Positive surplus should always be cautiously assessed and reported in light of shifting project timelines.

A summary of actual major variances to budget for 2020/21 are:

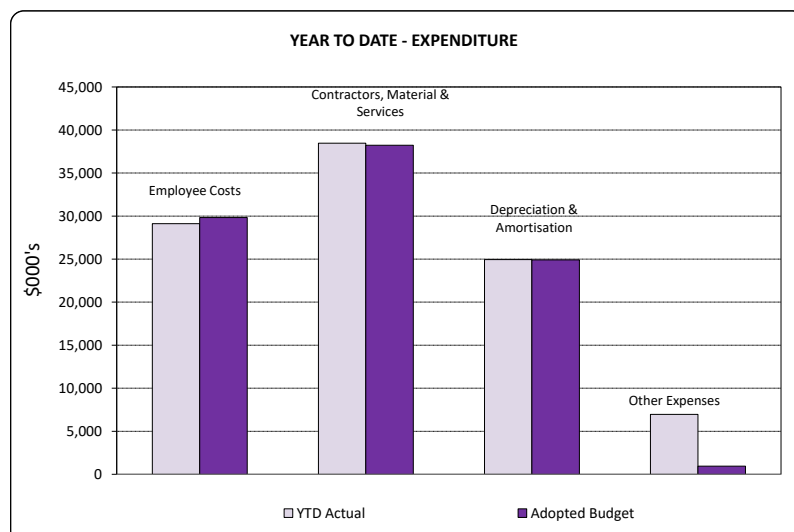
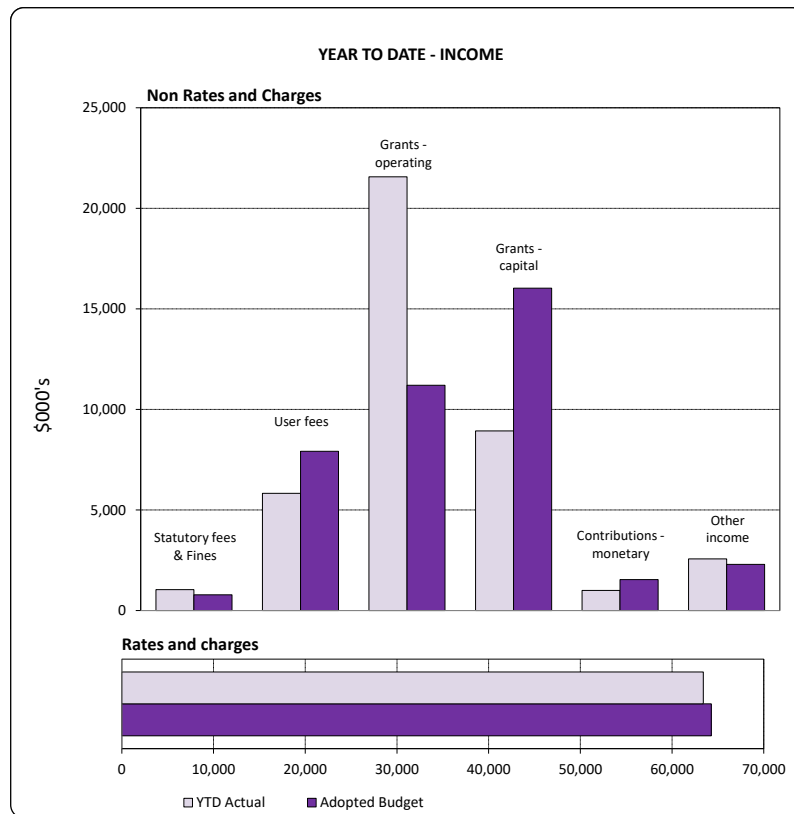
Income

- **(\$0.86 million)** **Rates & charges** - A number of special charge road construction schemes will not be completed until early 2021/22 thereby delaying the raising of owner contributions (\$915k). Delays in raising of interest on outstanding rates has also resulted in lower income to date of (\$110k). This is partly offset by an net increase of additional rates of \$260k raised in 2020/21.
- **\$0.25 million** **Statutory fees & fines** - Income raised from information certificates/permits of \$155k and planning fees of \$135k to date have been higher than expected due to recent high demand for new dwellings and residential land.
- **(\$2.10 million)** **User fees** - User fees raised from Leisure facilities of (\$1,124k), registration and permits (\$409k) and The Wedge (\$337k) were lower than budget mainly due to the impact of COVID-19. Income predicted from pool registration fees of (\$235k) initially was due by September 2020 has been deferred due to COVID-19. Income raised from Central Gippsland Visitor Centre and Art Gallery merchandises have been slightly higher than predicted due to an increase in visitors to the region.
- **\$10.36 million** **Grants (operating)** - The bulk of the operating grants variance includes early receipt of 50% of the Victoria Grant Commission allocation for 2021/22 of \$7.7M. Unbudgeted (new) funding received towards the Working for Victoria initiative of \$1.4 million has been accounted for the year 2020/21. The drought communities funding of (\$800k) budgeted for the year for various programs will not received by 30 June 2021.
- **(\$7.09 million)** **Grants (capital)** - Major capital grants yet to be received or allocated based on project expenditure by 30 June 2021.
 - Roads to Recovery projects [March - June quarter] - (\$2.4M)
 - Various road safety upgrades - (\$1.4M)
(Gormandale-Stradbroke, Tinamba-Newry, Beverley roads)
 - Sale CBD renewal program - (\$1.0M)
(Underground powerline connection in progress. Funding application to be submitted in September 2021.)
 - Cameron Sporting Complex - (\$1.0M)
(Work completed and awaiting on final invoices.)
 - Stephenson Park Pavilion redevelopment - (\$0.7M)
(Project tendered with works to be completed in September 21)
 - Sale Oval Changerooms upgrade - (\$0.6M)
(Changerooms completed. Additional out of scope work will be completed in April 2022)
- **\$0.79 million** **Contributions (monetary operating)** - This mainly represents contributions transferred from capital to operating for Toongabbie-Cowwarr Road upgrade project due to been a non Council asset. Other third party contributions were received from Flooding Creek Masterplan Implementation and Glenhaven Fields.
- **(\$1.25 million)** **Contributions (monetary capital)** - Contributions from external parties are pending for projects such as Sale Botanic Gardens, Cobains Estate Stage 2 and Lions Park district open space upgrades.
- **\$7.46 million** **Contributions (non monetary capital)** - Majority relates to land assets contributions recognised for new subdivisions and art collections during the year.

Expenditure

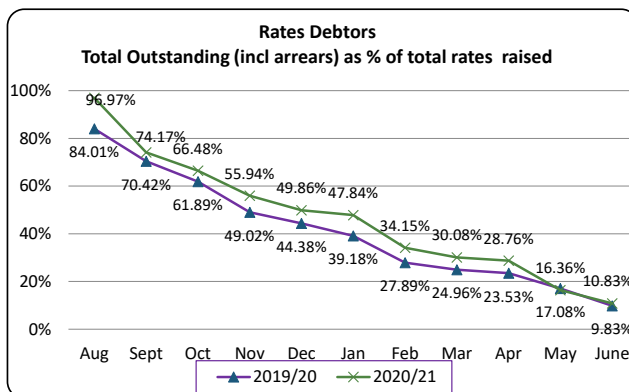
- **\$0.70 million** **Employee costs** - Savings in employee benefits are mainly due to savings in 2020/21 workcover premiums of \$320k. Lower oncosts on salaries and casual wages has resulted in minor savings for the year.
- **(\$6.02 million)** **Other expenses** - Other expenses includes the repayment of unused grant funding of \$4.3M for shared services initiative. Two pedestrians bridges valued at \$1.3M and some roads have been reclassified from Council to non Council control assets.
- **(\$1.71 million)** **Net gain/(loss) on disposal of property, infrastructure, plant & equipment** - This mainly represents written down value of assets replaced for roads, footpaths and buildings on disposal of property during the year.

INTERIM JUNE 2021 COMPONENTS AT A GLANCE



INTERIM BALANCE SHEET**As at 30 June 2021**

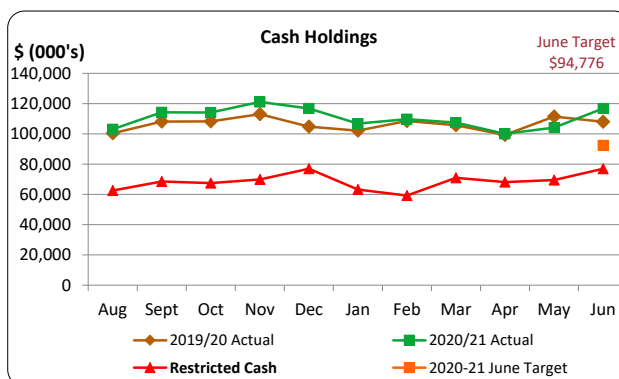
Actual		Actual	Forecast	Adopted Budget
June 20		June 21	June 21	June 21
\$000's		\$000's	\$000's	\$000's
Assets				
117,497	Total Current Assets	132,291	106,683	86,214
997,950	Total Non Current Assets	1,013,458	1,026,300	925,119
1,115,447	Total Assets	1,145,749	1,132,983	1,011,333
Liabilities				
27,452	Total Current Liabilities	42,778	36,347	19,253
16,031	Total Non Current Liabilities	17,403	14,582	22,652
43,483	Total Liabilities	60,181	50,929	41,905
1,071,964	Net Assets	1,085,568	1,082,054	969,428



The rate debtors outstanding at the end of June 2021 were \$7.6 million (10.8%) compared to June 2020 of \$6.5 million (9.8%).

Final notices for outstanding 2020/21 balances were issued in June 21.

Overall an excellent effort to raise and collect over \$63.0 million in 2020/21 financial year.



Council cash holdings at the end of June 2021 are \$116.8M, higher than June 2020 of \$108.0M due to advance funds and lower than expected expenditure.

The current cash holdings include \$72.0 million restricted funds; \$11.7M to cover reserves, \$46.0M to cover provisions and trusts, and approximately \$18.8M associated with the operating and capital carried forwards.

The balance is generally working capital for ongoing operations over the next quarter.

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

CAPITAL EXPENDITURE PROGRAM**For the year ending 30 June 2021**

	FINANCIAL YEAR ENDING 30 JUNE 2021				
	Actual	Year End Forecast	Forecast Actual	Adopted Budget	Variance to Adopted
	\$000's	\$000's	\$000's	\$000's	\$000's
Property	7,371	10,046	10,046	14,805	(7,434)
Infrastructure	24,698	31,653	31,653	34,342	(9,644)
Plant and Equipment	2,256	2,590	2,590	3,377	(1,121)
Intangibles	106	256	256	493	(387)
Grand Total	34,431	44,545	44,545	53,017	(18,586)

	FINANCIAL YEAR ENDING 30 JUNE 2021				
	Actual	Year End Forecast	Forecast Actual	Adopted Budget	Variance to Adopted
	\$000's	\$000's	\$000's	\$000's	\$000's
Renewal	22,254	28,891	28,891	31,794	(9,540)
Upgrade	9,025	11,426	11,426	12,567	(3,542)
Expansion	2,914	4,000	4,000	7,288	(4,374)
New Assets	238	228	228	1,368	(1,130)
Grand Total	34,431	44,545	44,545	53,017	(18,586)

Capital Works Summary - Financial Year Ending 30 June 2021

- A significant capital works program has been undertaken with many achievements and expenditure across the Shire of \$34.4 million.
- \$3.9 million of capital works was completed on the multiyear Cameron Sporting Complex Stadium project.
- Roads to Recovery projects \$11.0 million.
- Capital Sealed Roads & Kerb Channel Works \$4.5million .
- Capital improvements works on Buildings and Recreation Facilities \$4.0 million.
- Footpaths & Cycleways projects \$3.1 million.
- Capital Unsealed Roads Works \$1.4 million .

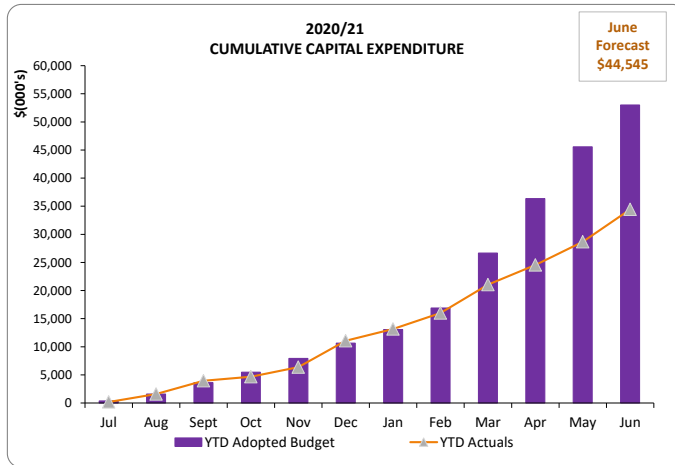
The budgeted capital works not completed in 2020/21 of \$18.4 million largely results from:

- 1) Projects delayed due to extended community consultation or liaison with other authorities, \$14.0 million.
- 2) Contractor and materials unavailability due to Covid \$2.0 million
- 3) Delays in planning for upgrade of core information technology systems \$0.3 million.

June 2021 Quarterly Highlights

- The multi- year Maffra CBD Streetscape Renewal project was completed in June 2021.
- Ingles Bridge Reconstruction Devon North was completed in June 2021.
- The Guthridge Pde - Sale Special Charge Scheme and Port Albert Special Charge Scheme works are progressing onsite and are expected to be completed in August 2021.
- Works are progressing on the Bond Street Sale CBD Renewal Program and are expected to be completed in August 2021.
- Public Toilet Replacement projects at Hiawatha and Stead Street were completed in June 2021.
- A number of delayed projects are being carried over into 2021/22. Overall, 11 projects are in preplanning and 36 projects are underway to be completed in the next financial year.

A total of 110 projects have reached completion for the 2020/21 financial year.



13. GENERAL MANAGER CORPORATE SERVICES

13.1. ASSEMBLY OF COUNCILLORS

ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

OBJECTIVE

To report on all assembly of Councillor records received for the period 26 July 2021 to 8 August 2021.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council note and receive the attached Assembly of Councillor records for the period 26 July 2021 to 8 August 2021.

BACKGROUND

Section 80A of the *Local Government Act 1989* required a written record be kept of all assemblies of Councillors, stating the names of all Councillors and Council staff attending, matters considered and any conflict of interest disclosures made by a Councillor. These records were required to be reported at an ordinary meeting of the Council and recorded in the minutes. Under the new *Local Government Act 2020*, this requirement is no longer provided for however, under Council's good governance framework, Council will continue to provide records of assemblies of Councillors to ensure that the community are kept informed of Councillors activity and participation.

Following is a summary of all Assembly of Councillor records received for the period 26 July 2021 to 8 August 2021.

ATTACHMENTS

1. Assembly Of Councillors - 3 August 2021 - Council Day [13.1.1 - 2 pages]

OPTIONS

Council has the following options:

1. Note and receive the attached assembly of Councillors records; or
2. Not receive the attached assembly of Councillors records.

PROPOSAL

That Council note and receive the attached assembly of Councillors records during the period 26 July 2021 to 8 August 2021.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

This impact has been assessed and there is no effect to consider at this time.

COMMUNICATION IMPACT

This impact has been assessed and there is no effect to consider at this time.

LEGISLATIVE IMPACT

The reporting of written records of assemblies of Councillors to the Council in the prescribed format complied with Section 80A of the *Local Government Act 1989* however, without prescription under the *Local Government Act 2020*, Council will continue to provide these records as part of Council's good governance framework.

COUNCIL POLICY IMPACT

This impact has been assessed and there is no effect to consider at this time.

COUNCIL PLAN IMPACT

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

Strategic Objective 6.3: *"Maintain a well governed, transparent, high performing, ethical and accountable organisation."*

Strategy 6.3.3: *"Ensure sound governance processes that result in responsive, ethical, transparent and accountable decision making."*

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

RESOURCES AND STAFF IMPACT

This impact has been assessed and there is no effect to consider at this time.

COMMUNITY IMPACT

This impact has been assessed and there is no effect to consider at this time.

ENVIRONMENTAL IMPACT

This impact has been assessed and there is no effect to consider at this time.

ENGAGEMENT IMPACT

This impact has been assessed and there is no effect to consider at this time.

RISK MANAGEMENT IMPACT

This impact has been assessed and there is no effect to consider at this time.

ASSEMBLY OF COUNCILLORS – 3 AUGUST 2021

ATTACHMENT 13.1.1

MEETING	COUNCILLORS AND OFFICERS IN ATTENDANCE (NAME AND POSITION)				CONFLICT/S OF INTEREST OR ACTION ITEMS
IT / Diary Meeting	Name	Attendance	Name	Attendance	
	Cr Bye	Yes	Cr Stephens	Yes	N/A
	Cr Crossley	Yes	Cr Tatterson	Yes	N/A
	Cr McKenzie	Yes	Cr Wood	Yes	N/A
	Cr Maher	Yes	David Morcom, CEO	Yes	N/A
	Cr Ripper	Yes	Leah Carubia, EA CEO	Yes	N/A
	Cr Rossetti	Yes	Damian Norkus, ICT Operations Officer	Yes	N/A

MEETING	COUNCILLORS AND OFFICERS IN ATTENDANCE				CONFLICT/S OF INTEREST OR ACTION ITEMS
Workshops	Name	Attendance	Name	Attendance	
	Cr Bye	Yes	Cr Tatterson	Yes	N/A
	Cr Crossley	Yes	Cr Wood	Yes	N/A
	Cr McKenzie	Yes	David Morcom, CEO	Yes	N/A
	Cr Maher	Yes	Arthur Skipitaris, GM Corporate Services	Yes	N/A
	Cr Ripper	Yes	Sharon Houlihan, GM Community & Culture	Yes	N/A
	Cr Rossetti	Yes	Chris Hastie, GM Built & Natural Environment	Yes	N/A
	Cr Stephens	Yes	Brent McAlister, GM Development	Yes	N/A

Workshops (cont.)	MATTERS/ITEMS CONSIDERED AT THE MEETING	OTHERS IN ATTENDANCE
	BRIEF UPDATES (a) SENIOR CITIZEN CENTRES FUNDING UPDATE	(a) Sharon Houlihan, General Manager Community and Culture <i>Conflict of Interest: Nil</i>
	1. PERRY BRIDGE/FULHAM SOLAR FARM PROJECTS UPDATE	<ul style="list-style-type: none"> Nam Quach, Project Development Manager – Octopus Investments (external) Sonia Teitel, Investment Director – Octopus Investments (external) King Arthur, SolisRE (external) Michael Bugelly, SolisRE (external) Brett Singh, Marathon Electrical (external) Brent McAlister, General Manager Development Geoff Hay, Senior Business Development Officer <i>Conflict of Interest: Nil</i>
	2. WASTE SERVICES AND BOUNDARIES REVIEW	<ul style="list-style-type: none"> Samantha Nock, Coordinator Waste and Sustainability Joanna Rule, Sustainability Projects Officer Tim Rowe, Manager Natural Environment and Parks <i>Conflict of Interest: Nil</i>
	3. COMBINED SALE COLLEGE PROPOSAL UPDATE	<ul style="list-style-type: none"> Kaitlyn Abrahall, Business Manager – Catholic College Sale (external) Trent Fairweather, General Manager – Mansi on Raymond (external) Leo O'Brien, O'Brien Property (external) Daniel Smolenaars, Managing Director – Laser Plumbing (external) David Anderson, Committee for Wellington (external) Brent McAlister, General Manager Development <i>Conflict of Interest: Nil</i>
	4. DEFENDTEX UPDATE	<ul style="list-style-type: none"> Janelle Donnelly, Director Innovation and Partnerships – DefendTex (external) Travis Reddy, CEO – DefendTex (external) Geoff Hay, Senior Business Development Officer Mark Coleman, Economic Development Officer <i>Conflict of Interest: Nil</i>
	5. FLOATATION ENERGY	<ul style="list-style-type: none"> Carolyn Sanders, Project Development Manager (external) Tim Sawyer, Director – Asia and Australia (external) Geoff Hay, Senior Business Development Officer Brent McAlister, General Manager Development <i>Conflict of Interest: Nil</i>

13.2. REMUNERATION COMMITTEE MINUTES

ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

PURPOSE

For Council to note and receive the minutes and endorse the actions of the Remuneration Committee meeting held on 28 July 2021.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council:

- 1. Note and receive the minutes from the Remuneration Committee meeting held on 28 July 2021 as attached; and***
- 2. Endorse the actions from the Remuneration Committee meeting held on 28 July 2021 as detailed in the attached minutes.***

ATTACHMENTS

1. Remuneration Committee Minutes - 28 July 2021 [13.2.1 - 2 pages]

OPTIONS

Council has the following options available:

1. Note and receive the minutes from the Remuneration Committee meeting held on 28 July 2021 and endorse the actions from the meeting; or
2. Not note and receive the minutes from the Remuneration Committee meeting held on 28 July 2021 or endorse the actions from the meeting and seek further information for consideration at a future Council meeting.

PROPOSAL

It is proposed that Council:

1. Note and receive the minutes from the Remuneration Committee meeting held on 28 July 2021 as attached; and
2. Endorse the actions from the Remuneration Committee meeting held on 28 July 2021 as detailed in the attached minutes.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

This impact has been assessed and there is no effect to consider at this time.

COMMUNICATION IMPACT

This impact has been assessed and there is no effect to consider at this time.

LEGISLATIVE IMPACT

This impact has been assessed and there is no effect to consider at this time.

COUNCIL POLICY IMPACT

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

COUNCIL PLAN IMPACT

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

Strategic Objective 6.3: *“Maintain a well governed, transparent, high performing, ethical and accountable organisation.”*

Strategy 6.3.3: *“Ensure sound governance processes that result in responsive, ethical, transparent and accountable decision making.”*

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

RESOURCES AND STAFF IMPACT

This impact has been assessed and there is no effect to consider at this time.

COMMUNITY IMPACT

This impact has been assessed and there is no effect to consider at this time.

ENVIRONMENTAL IMPACT

This impact has been assessed and there is no effect to consider at this time.

ENGAGEMENT IMPACT

This impact has been assessed and there is no effect to consider at this time.

RISK MANAGEMENT IMPACT

This impact has been assessed and there is no effect to consider at this time.



REMUNERATION COMMITTEE MINUTES

Wednesday 28 July 2021 – 2pm

MINUTES

PRESENT: Councillor Marcus McKenzie
Councillor Ian Bye
David Morcom (Chief Executive Officer)
Arthur Skipitaris (General Manager Corporate Services)

APOLOGIES: Councillor Carolyn Crossley

Arthur Skipitaris was appointed temporary Chair.

1. Election of Chair

Councillor McKenzie nominated Councillor Bye.

Councillor Bye accepted and was elected as Chair of the Remuneration Committee.

2. Declaration of Conflicts of Interest:

No Conflicts of Interest were declared.

3. Minutes of Previous Meeting:

The minutes of the previous meeting on 4 May 2021 were accepted.

4. Actions from previous minutes

Nil

5. Councillor Costs and Reimbursements

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

- Councillor Expense Summary Report YTD – 30 June 2021 (Attachment 1)

6. General Business

Nil

The meeting closed at 2.20pm

Attachment 1 - Councillor Expense Summary Report YTD – 30 June 2021

Councillor Expenses and Reimbursements - Period 01 July 2020 to 30 June 2021					
	YTD Actuals (incl oncosts)	Commitments	Left to spend/ receive after commitments	2020/21 Adopted Budget	2020/21 Adjusted Budget
Councillor and Mayoral Allowances	216,947.25	-	15,866.75	232,814.00	232,814.00
Other Councillor expenses	118,151.07	1,943.00	93,870.93	213,965.00	213,965.00
Grand Total	335,098.32	1,943.00	109,737.68	446,779.00	446,779.00

14. GENERAL MANAGER DEVELOPMENT

14.1. JUNE 2021 MONTHLY PLANNING DECISIONS

ACTION OFFICER: MANAGER LAND USE PLANNING

PURPOSE

To provide a report to Council on recent planning permit trends and planning decisions made under delegation by Statutory Planners during the month of June 2021.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council note the report on recent Planning Permit trends and Planning Application determinations between 1 June and 30 June 2021.

BACKGROUND

Statutory Planners have delegated authority under the *Planning and Environment Act 1987* to make planning decisions in accordance with the *Planning and Environment Act 1987* and the Wellington Planning Scheme, including the issue of planning permits, amended permits, extensions of time, refusal of planning permits and notices of decision to grant a planning permit.

A copy of planning permit decisions made between 1 June and 30 June 2021 is included in Attachment June 2021 Planning Decisions Report.

Attachment June 2021 Planning Trends Report provides an overview of recent planning permit trends including decisions made, efficiency of decision making and the estimated value of approved development (derived from monthly planning permit activity reporting data).

ATTACHMENTS

1. June 2021 Planning Decisions Report [14.1.1 - 5 pages]
2. June 2021 Planning Trends Report [14.1.2 - 3 pages]

OPTIONS

Council has the following options available:

1. Receive the June 2021 planning decisions report; or
2. Not receive the June 2021 planning decisions report and seek further information for consideration at a future Council meeting.

PROPOSAL

That Council note the report of recent planning permit trends and planning application determinations between 1 June and 30 June 2021.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

This impact has been assessed and there is no effect to consider at this time.

COMMUNICATION IMPACT

The monthly report communicates information about planning trends and determinations including the issue of planning permits, amended permits, refusal of planning permits, and notices of decision to grant a planning permit.

LEGISLATIVE IMPACT

All planning decisions have been processed and issued in accordance with the *Planning and Environment Act 1987* and the Wellington Planning Scheme.

COUNCIL POLICY IMPACT

All planning decisions have been issued after due consideration of relevant Council policy, including Council's Heritage Policy, and the requirements of the Planning Policy Framework in the Wellington Planning Scheme.

COUNCIL PLAN IMPACT

The Council Plan 2017-21 Theme 2 Services & Infrastructure states the following strategic objective and related strategies:

Strategic Objective 2.3: *"Wellington Shire is well planned, considering long term growth and sustainability."*

Strategy 2.3.2: *"Ensure sufficient land supply to provide for a range of lifestyle."*

Strategy 2.3.3: *"Recognise and advocate for best practice land development which considers energy efficiency and sustainability for housing."*

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

RESOURCES AND STAFF IMPACT

This impact has been assessed and there is no effect to consider at this time.

COMMUNITY IMPACT

This impact has been assessed and there is no effect to consider at this time.

ENVIRONMENTAL IMPACT

Planning decisions are made in accordance with the relevant environmental standards to ensure that environmental impacts are minimised.

ENGAGEMENT IMPACT

This impact has been assessed and there is no effect to consider at this time.

RISK MANAGEMENT IMPACT

This impact has been assessed and there is no effect to consider at this time.

**PLANNING APPLICATION DETERMINATIONS
BETWEEN 1/06/2021 AND 30/06/2021**

Application No/Year	Date Received	Property Title & Address	Proposal	Status
171-2/2019	28/04/2021	Assessment No. 84855 CA: 1 SEC: C 210 FOSTERTON RD COBAINS	Use of the land for breeding up to 15 Cats.	Permit Issued by Delegate of Resp/Auth 11/06/2021
173-2/2019	1/12/2020	Assessment No. 109918 LOT: 4 PS: 717780X 83 BAXTERS RD TOONGABBIE	Use and development of racing dog facility (up to 50 racing dogs).	NOD issued by Delegate of Respon/Auth 8/06/2021
395-1/2019	16/12/2019	Assessment No. 446245 LOT: RES1 LP: 14225 47 FAIRVIEW AVE YARRAM	Removal of reserve status and development of five dwellings.	Permit Issued by Delegate of Resp/Auth 25/06/2021
104-2/2020	18/02/2021	Assessment No. 326553 LOT: 1 LP: 66601 455 HEYFIELD-SEATON RD HEYFIELD	Use and development of the land assoc with construction of a dwelling.	Permit Issued by Delegate of Resp/Auth 24/06/2021
237-1/2020	13/07/2020	Assessment No. 96172 LOT: 11 PS: 148625 87 NEWTON DR STRATFORD	Subdivision of the land into two lots.	Permit Issued by Delegate of Resp/Auth 23/06/2021
336-2/2020	18/06/2021	Assessment No. 190967 LOT: 5 PS: 32007 2-10 ROSEDALE-LONGFORD ROSEDALE	Subdivision of the land into 3 lots & new access to RDZ1.	Permit Issued by Delegate of Resp/Auth 29/06/2021
380-2/2020	2/06/2021	Assessment No. 274803 PC: 375084L 53-55 TURNBULL ST ALBERTON	Buildings and works associated with construction of a shed.	Permit Issued by Delegate of Resp/Auth 18/06/2021
414-2/2020	10/05/2021	Assessment No. 188797 LOT: 2 PS: 147378 18 BYES LANE ROSEDALE	Subdivision of the land into two lots.	Permit Issued by Delegate of Resp/Auth 11/06/2021
475-1/2020	18/11/2020	Assessment No. 30247 LOT: 2 LP: 98257 179-181 RAGLAN ST SALE	Development of land for five dwellings & subdivision into five lots.	Permit Issued by Delegate of Resp/Auth 18/06/2021
495-3/2020	29/06/2021	Assessment No. 236075 LOT: 1379 LP: 58872 156 NATIONAL PARK RD LOCH SPORT	Buildings and works for the development of a dwelling.	Permit Issued by Delegate of Resp/Auth 30/06/2021
533-1/2020	18/12/2020	Assessment No. 231894 LOT: 1 TP: 141851W 52 GOVERNMENT RD LOCH SPORT	Buildings and works associated with construction of a dwelling.	Permit Issued by Delegate of Resp/Auth 25/06/2021

ATTACHMENT 14.1.1

Application No/Year	Date Received	Property Title & Address	Proposal	Status
542-1/2020	23/12/2020	Assessment No. 169656 PC: 352563 1,312 SHORELINE DR GLOMAR BEACH	Use & development of the land for a dwelling.	Permit Issued by Delegate of Resp/Auth 25/06/2021
543-1/2020	23/12/2020	Assessment No. 291187 LOT: 2 LP: 143789 405 COMMERCIAL RD YARRAM	Subdivision of the land into 5 lots.	Permit Issued by Delegate of Resp/Auth 11/06/2021
5-1/2021	5/01/2021	Assessment No. 267765 LOT: 1 TP: 365340 481 TARRA VALLEY RD DEVON NORTH	Buildings & works associated with construction of a dwelling.	Permit Issued by Delegate of Resp/Auth 18/06/2021
13-1/2021	18/01/2021	Assessment No. 38216 LOT: 1 TP: 389632A 101-105 FOSTER ST SALE	Use and development of the land for a medical centre.	Permit Issued by Delegate of Resp/Auth 3/06/2021
37-1/2021	3/02/2021	Assessment No. 235333 LOT: 2239 LP: 70939 13 MARY ST LOCH SPORT	Buildings & works associated with extension to existing dwelling.	Permit Issued by Delegate of Resp/Auth 30/06/2021
57-1/2021	15/02/2021	Assessment No. 310896 LOT: 1 PS: 736757K 12 PRINCESS ST MAFFRA	Subdivision of the land into two lots.	NOD issued by Delegate of Respon/Auth 25/06/2021
59-1/2021	15/02/2021	Assessment No. 87130 LOT: 1 LP: 126273 72 LIND AVE DARGO	Buildings & works for a carpark associated with bush nursing centre.	Permit Issued by Delegate of Resp/Auth 21/06/2021
96-1/2021	11/03/2021	Assessment No. 194142 LOT: 1 TP: 432693 28 BEARUP ST SEASPRAY	Buildings and works associated with construction of a dwelling.	Permit Issued by Delegate of Resp/Auth 8/06/2021
97-1/2021	12/03/2021	Assessment No. 103069 LOT: 3 PS: 208038 MCLARENS RD KILMANY	Resubdivision of two existing lots.	Permit Issued by Delegate of Resp/Auth 4/06/2021
103-1/2021	15/03/2021	Assessment No. 205567 LOT: 1 LP: 66556 2,631 ROSEDALE-LONGFORD ROSEDALE	Resubdivision of six existing lots into four new lots.	Permit Issued by Delegate of Resp/Auth 8/06/2021
109-2/2021	24/05/2021	Assessment No. 383133 LOT: 16B BLK: 10 LP: 3222 22 RAGLAN ST PORT ALBERT	Buildings and works associated with an outbuilding.	Permit Issued by Delegate of Resp/Auth 2/06/2021
120-1/2021	29/03/2021	Assessment No. 446492 CA: 82A 219 LIND AVE DARGO	Buildings & works associated with development of a dwelling.	Permit Issued by Delegate of Resp/Auth 25/06/2021

ATTACHMENT 14.1.1

Application No/Year	Date Received	Property Title & Address	Proposal	Status
122-1/2021	31/03/2021	Assessment No. 344002 LOT: 1 PS: 215592 159 BOISDALE-VALENCIA BOISDALE	Native vegetation removal.	Permit Issued by Delegate of Resp/Auth 18/06/2021
132-1/2021	7/04/2021	Assessment No. 195453 LOT: 1 LP: 220779 1-9 ELLEN AVE SEASPRAY	Subdivision of the land for two lots.	Permit Issued by Delegate of Resp/Auth 4/06/2021
133-1/2021	8/04/2021	Assessment No. 59782 CA: 11 SEC: A2 65 POOLEYS RD SALE	Buildings and works associated with construction of two farm sheds.	Permit Issued by Delegate of Resp/Auth 15/06/2021
136-1/2021	14/04/2021	Assessment No. 395970 LOT: DRAIN LP: 44230 MCLOUGHLINS RD MCLOUGHLINS BEACH	Change of ownership of public reserves.	Permit Issued by Delegate of Resp/Auth 15/06/2021
140-1/2021	14/04/2021	Assessment No. 256099 LOT: 825 LP: 40160 7 TWENTY FIRST ST PARADISE BEACH	Buildings and works associated with development of a dwelling.	Withdrawn 25/06/2021
146-1/2021	20/04/2021	Assessment No. 257832 LOT: 1039 LP: 40160 13 FOURTH ST PARADISE BEACH	Buildings and works associated with development of a dwelling.	Permit Issued by Delegate of Resp/Auth 11/06/2021
147-1/2021	20/04/2021	Assessment No. 450627 LOT: A PS: 837804Q 18 NORTH ST PORT ALBERT	Subdivision of the land into 2 lots	Permit Issued by Delegate of Resp/Auth 18/06/2021
149-1/2021	21/04/2021	Assessment No. 21741 LOT: 11 LP: 27605 114-116 DUNDAS ST SALE	Subdivision of the land for two lots.	Permit Issued by Delegate of Resp/Auth 11/06/2021
154-1/2021	26/04/2021	Assessment No. 227074 LOT: 1980 LP: 70938 56 CENTRAL AVE LOCH SPORT	Buildings & works associated with an outbuilding.	Permit Issued by Delegate of Resp/Auth 4/06/2021
163-1/2021	28/04/2021	Assessment No. 221630 LOT: 1140 LP: 52648 17 SUNBURST AVE GOLDEN BEACH	Buildings and works for the development of a dwelling.	Permit Issued by Delegate of Resp/Auth 4/06/2021
165-1/2021	29/04/2021	Assessment No. 291757 PC: 362144S 208-212 COMMERCIAL RD YARRAM	Installation of a promotion sign.	Permit Issued by Delegate of Resp/Auth 25/06/2021
167-1/2021	30/04/2021	Assessment No. 280123 LOT: 1 TP: 160352J 23 CAMERON ST MCLOUGHLINS BEACH	Buildings and works associated with development of a dwelling.	Permit Issued by Delegate of Resp/Auth 1/06/2021

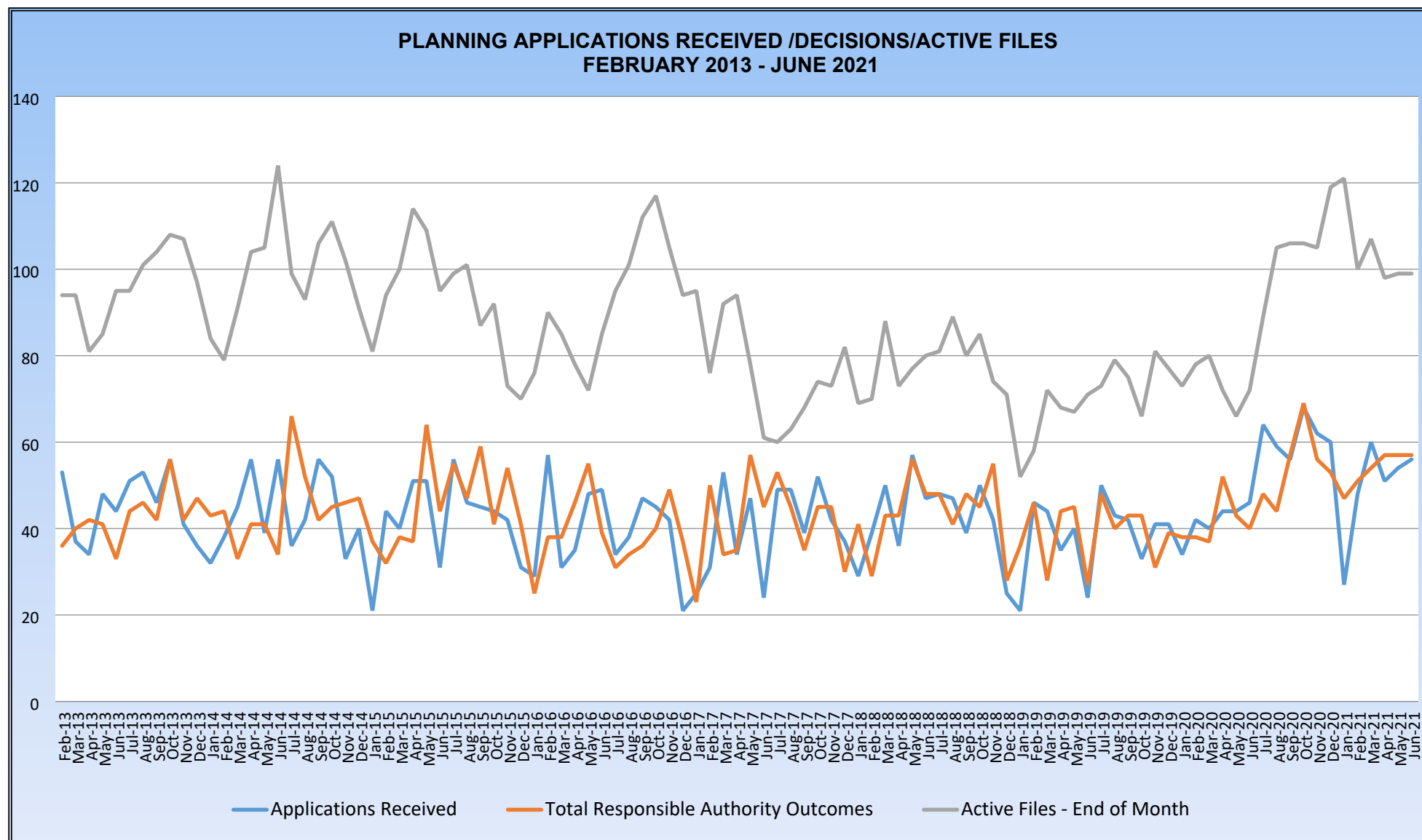
ATTACHMENT 14.1.1

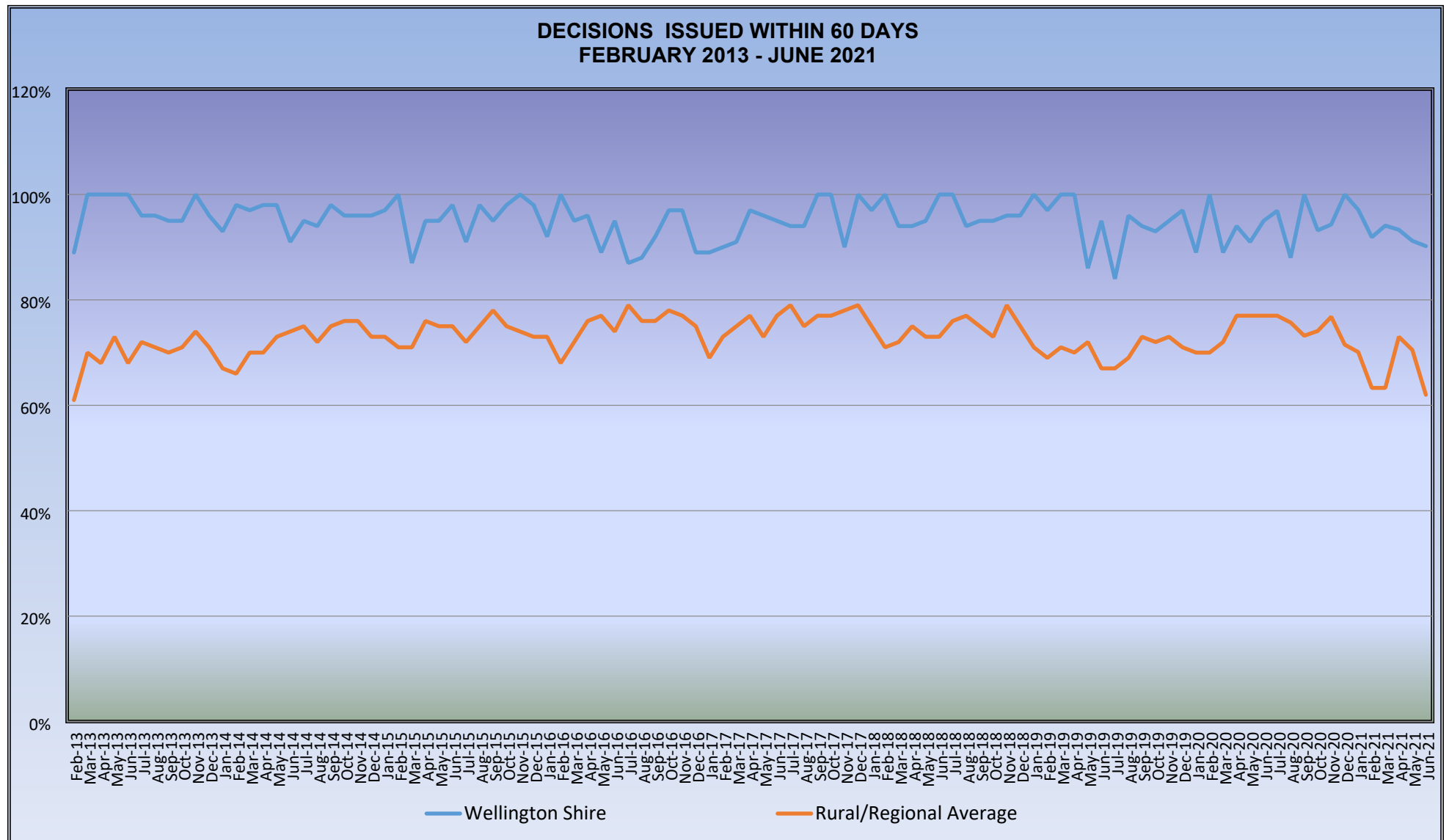
Application No/Year	Date Received	Property Title & Address	Proposal	Status
175-1/2021	3/05/2021	Assessment No. 435453 LOT: 1 PS: 734361X 14 BOUNDARY CREEK RD LONGFORD	Two lot re-subdivision of land.	Permit Issued by Delegate of Resp/Auth 30/06/2021
177-1/2021	5/05/2021	Assessment No. 184531 LOT: 281 PS: 82095 7 MACASSAR CRES THE HONEYSUCKLES	Buildings and works associated with development of a dwelling.	Permit Issued by Delegate of Resp/Auth 4/06/2021
196-1/2021	17/05/2021	Assessment No. 188144 LOT: 1 LP: 58446 7 ALBERT ST ROSEDALE	Buildings and works associated with an outbuilding.	Permit Issued by Delegate of Resp/Auth 24/06/2021
202-1/2021	20/05/2021	Assessment No. 216622 LOT: 593 LP: 52648 46 MERIDAN RD GOLDEN BEACH	Buildings and works for an outbuilding (carport).	Permit Issued by Delegate of Resp/Auth 2/06/2021
203-1/2021	20/05/2021	Assessment No. 222851 LOT: RES LP: 52648 1-19 SURF EDGE DR GOLDEN BEACH	Installation of a promotion sign.	Permit Issued by Delegate of Resp/Auth 15/06/2021
205-1/2021	20/05/2021	Assessment No. 288712 LOT: 2 PS: 714295W 34 LOWER JACK RD ALBERTON WEST	Buildings and works associated with a farm shed.	Permit Issued by Delegate of Resp/Auth 25/06/2021
208-1/2021	20/05/2021	Assessment No. 218727 LOT: 814 LP: 52648 184 SHORELINE DR GOLDEN BEACH	Buildings & works associated with an outbuilding.	Permit Issued by Delegate of Resp/Auth 2/06/2021
215-1/2021	27/05/2021	Assessment No. 450510 PPC: 379260V 142 NATIONAL PARK RD LOCH SPORT	Buildings and works associated with an outbuilding.	Permit Issued by Delegate of Resp/Auth 9/06/2021
217-1/2021	27/05/2021	Assessment No. 196113 CA: 19 SEC: 6 3 HANSEN ST SEASPRAY	Buildings and works associated with an outbuilding.	Permit Issued by Delegate of Resp/Auth 1/06/2021
218-1/2021	31/05/2021	Assessment No. 298232 LOT: 43 LP: 10751 MCLEAN ST YARRAM	Buildings and works associated with an agricultural shed.	Permit Issued by Delegate of Resp/Auth 9/06/2021
225-1/2021	1/06/2021	Assessment No. 291823 LOT: 1 TP: 847170M 238 COMMERCIAL RD YARRAM	Buildings & works associated with an outbuilding.	Permit Issued by Delegate of Resp/Auth 10/06/2021
228-1/2021	3/06/2021	Assessment No. 224964 LOT: 87 LP: 44537 15 CALDWELL ST LOCH SPORT	Buildings and works associated with an outbuilding.	Permit Issued by Delegate of Resp/Auth 8/06/2021

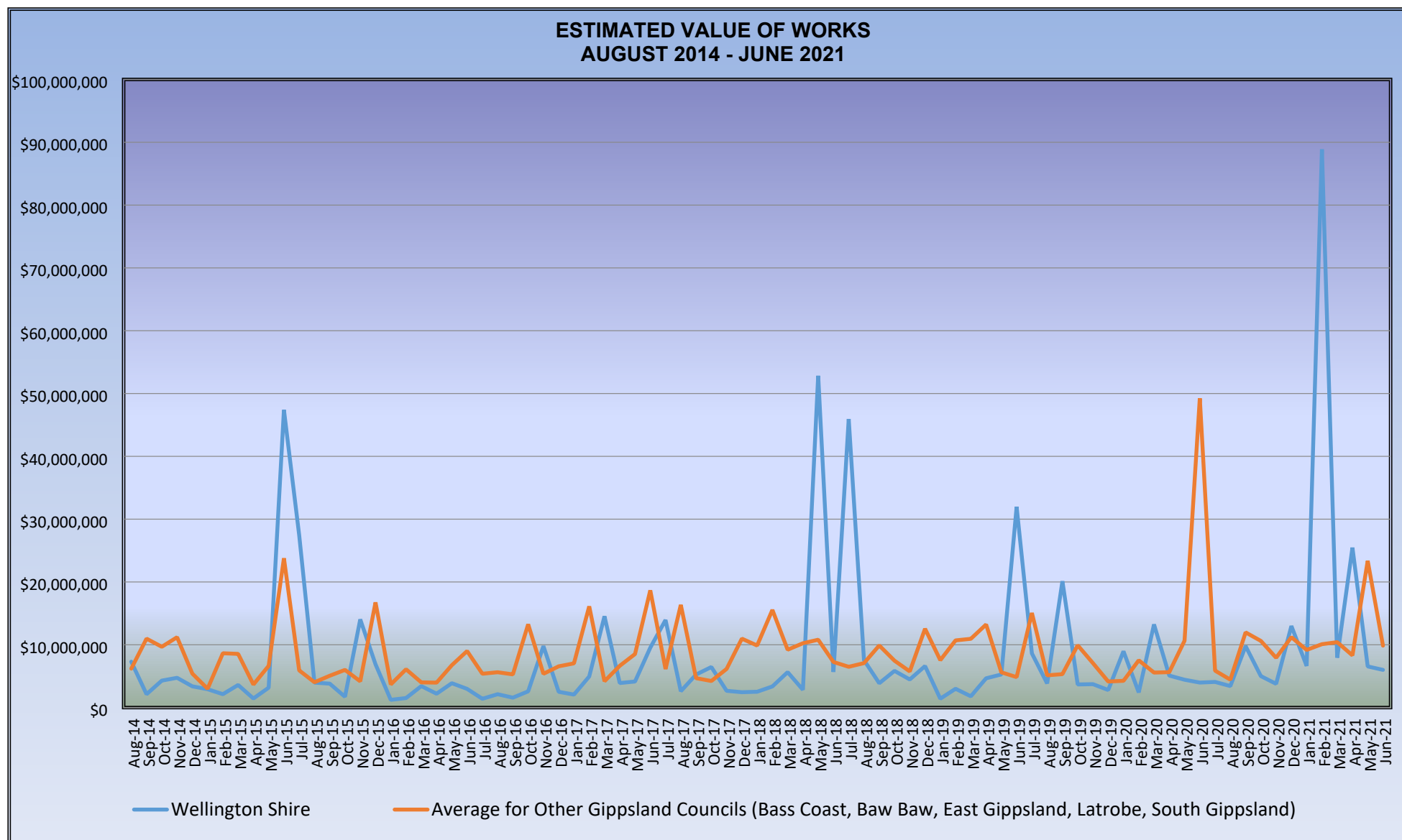
ATTACHMENT 14.1.1

Application No/Year	Date Received	Property Title & Address	Proposal	Status
232-1/2021	4/06/2021	Assessment No. 106260 LOT: 2 PS: 60621 SALE-HEYFIELD RD DENISON	Buildings and works for an agricultural shed.	Permit Issued by Delegate of Resp/Auth 10/06/2021
233-1/2021	4/06/2021	Assessment No. 318683 LOT: 2 PS: 311433J 91 LICOLA RD HEYFIELD	Buildings and works for an outbuilding.	No Permit Required 15/06/2021
236-1/2021	8/06/2021	Assessment No. 262584 CA: 20J SEC: 1 79 R FOATS RD WOODSIDE	Buildings & works for a dwelling.	No Permit Required 16/06/2021
238-1/2021	9/06/2021	Assessment No. 98509 CA: 7B SEC: 9 STRATFORD-BENGWORDEN STRATFORD	Removal of native vegetation.	Permit Issued by Delegate of Resp/Auth 18/06/2021
240-1/2021	11/06/2021	Assessment No. 364117 LOT: 1 PS: 16470 545 RIVERSDALE RD RIVERSLEA	Buildings and works associated with construction of a shed.	Permit Issued by Delegate of Resp/Auth 25/06/2021
242-1/2021	15/06/2021	Assessment No. 362764 LOT: 2 LP: 120023 5,323 TRARALGON-MAFFRA TINAMBA	Removal of a native tree.	Permit Issued by Delegate of Resp/Auth 21/06/2021
245-1/2021	16/06/2021	Assessment No. 287334 PC: 172577 998 GELLIONDALE RD JACK RIVER	Buildings and works for an agricultural shed.	Permit Issued by Delegate of Resp/Auth 25/06/2021
246-1/2021	16/06/2021	Assessment No. 290270 LOT: 2 PS: 515575A 101-103 COMMERCIAL RD YARRAM	Buildings and works for an outbuilding.	No Permit Required 18/06/2021
249-1/2021	17/06/2021	Assessment No. 300913 LOT: 1 TP: 322937D 354 TARRA VALLEY RD YARRAM	Buildings/works associated with an extension to the existing dwelling.	Permit Issued by Delegate of Resp/Auth 29/06/2021
259-1/2021	24/06/2021	Assessment No. 82156 LOT: 1 PS: 819621B 35A CHINAMANS LANE SALE	Buildings and works associated with a farm shed.	Permit Issued by Delegate of Resp/Auth 30/06/2021

Total No of Decisions Made: 57







14.2. PROPOSED SALE OF 511 BENGWORDEN ROAD, COBAINS - RECEIPT OF PUBLIC SUBMISSIONS

ACTION OFFICER: MANAGER ECONOMIC DEVELOPMENT

PURPOSE

For Council to authorise the sale of property assessed as surplus to requirements located at 511 Bengworden Road, Cobains noting that the required statutory public notice and submissions process has been completed.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council:

- 1. Note no submissions have been received regarding the proposed sale of surplus Council property located at 511 Bengworden Road, Cobains.***
- 2. Resolve that property described as 511 Bengworden Road, Cobains as shown on the plan within (refer Figure 1) and more specifically referred as Lot 1 LP94951 Volume 08929 Folio 040 and Crown Allotment 6B TP350590H Volume 05866 Folio 119 be sold at or above market value.***

BACKGROUND

The following was resolved by Council at an ordinary meeting on 1 June 2021:

That:

1. Council resolve that property described as 511 Bengworden Road, Cobains as shown on the plan within and more specifically referred as Lot 1 LP94951 Volume 08929 Folio 040 and Crown Allotment 6B TP350590H Volume 05866 Folio 119 is not required for Council purposes.
2. Council advertises its intention to sell the property at or above market value on the open market, subject to the provisions of sections 189 and 223 of the *Local Government Act 1989*, including calling for submissions in relation to the proposed sale.
3. The information contained in the confidential documents at:
 - Item 15.6.2 Valuation Report – 511 Bengworden Road, Cobains
 - Item 15.6.3 Sale Process
 - Item 15.6.4 General Property Informationand designated confidential under Section 3(1) Confidential Information of the Local Government Act 2020 by the General Manager Development on 21 May 2021 because they relate to the following grounds: (a) Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released be designated confidential information under Section 3(1) Confidential Information of the Local Government Act 2020.

Subsequently, public notice indicating Council's intention to sell the property was published on Council's website and in the Gippsland Times (refer attached).



Figure 1 – 511 Bengworden Road, Cobains

ATTACHMENTS

1. Public Notice - Proposed Sale - 511 Bengworden Road, Cobains [**14.2.1** - 1 page]

OPTIONS

Council has the following options available:

1. Progress the sale of surplus Council property located at 511 Bengworden Road, Cobains; or
2. Not progress the sale of surplus Council property located at 511 Bengworden Road, Cobains at this time.

PROPOSAL

That Council:

1. Note no submissions have been received regarding the proposed sale of surplus Council property located at 511 Bengworden Road, Cobains.
2. Resolve that property described as 511 Bengworden Road, Cobains as shown on the plan within (refer Figure 1) and more specifically referred as Lot 1 LP94951 Volume 08929 Folio 040 and Crown Allotment 6B TP350590H Volume 05866 Folio 119 be sold at or above market value.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

This report recommends a sale of property at or above market value. Completing the sale will result in a positive financial impact for Council. It is noted there will be some minor costs associated with the sale such as legal and applicable marketing / commissions to facilitate a sale.

COMMUNICATION IMPACT

The neighbouring Cobains Primary School has been notified of Council's proposal to dispose of the property. The Principal of Cobains Primary School has confirmed the school is comfortable with the proposed sale and potential future uses.

LEGISLATIVE IMPACT

Section 189 of the *Local Government Act 1989* (the Act) obligates Council to provide public notice of the intention to sell land, and to give consideration to any submissions received. Council has complied with this requirement.

It is noted that this section has been repealed by corresponding provisions in the *Local Government Act 2020* (Vic) (the Act), namely section 114.

COUNCIL POLICY IMPACT

Wellington Shire Council's Policy for the Sale, Exchange and Acquisition of Land accords with best practice guidelines. It states that transactions should be in the best interests of the community and provide the best result (financial and non-financial) for Council and the community.

COUNCIL PLAN IMPACT

The Council Plan 2017-21 Theme 2 Services & Infrastructure states the following strategic objective and related strategies:

Strategic Objective 2.2: *“Council assets are responsibly, socially, economically and sustainably managed.”*

Strategy 2.2.1: *“Develop asset management plans in conjunction with service level plans for all council facilities and infrastructure.”*

Strategy 2.2.2: *“Ensure that community facilities within the municipality continue to meet the expectations and service needs of all current and future residents.”*

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

RESOURCES AND STAFF IMPACT

This matter is being addressed within the existing resources of the Economic Development Business Unit.

COMMUNITY IMPACT

Progressing this sale will likely result in a higher and better use of the site.

ENVIRONMENTAL IMPACT

This impact has been assessed and there is no effect to consider at this time.

ENGAGEMENT IMPACT

Formal consultation has taken place in the form of seeking submissions in accordance with the Act. Following the required 28 day (min) public submission process no submissions were received. A copy of the notice is attached to this report.

RISK MANAGEMENT IMPACT

The recommendation within this report is considered to have addressed any risk management impacts.



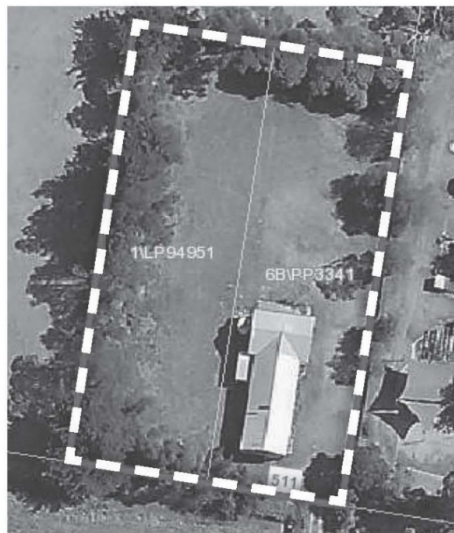
WELLINGTON SHIRE COUNCIL

Notice of Intention to Sell Property

511 Bengworden Road, Cobains

Wellington Shire Council (Council) gives notice under Section 189 of the Local Government Act 1989 (Vic) (Act) that it intends to sell property described as 511 Bengworden Road, Cobains VIC 3851 as shown on the plan within and more specifically referred as Lot 1 LP94951 Volume 08929 Folio 040 and Crown Allotment 6B TP350590H Volume 05866 Folio 119.

Council now intends to sell the property at or above market value on the open market.



*Any person may make a written submission to Council.
All Any person may make a written submission to Council.
All submissions received on or before **5.00pm, Friday 9 July 2021** will be considered in accordance with Section 223 (1) of the Act by Council or a Committee of Council (Committee) convened for that purpose.*

If a person wishes to be heard in support of their submission they must so indicate in their written submission and this will entitle them to appear in person or by a person acting on their behalf before Council or a Committee in the Council Chambers, Foster Street, Sale. The meeting will proceed if one or more persons request to be heard.

*Submissions made in accordance with Section 223 of the Act are not considered confidential and will be incorporated into the agenda and minutes of any Council or Committee meeting at which the matter is considered. Any person requiring more information may contact **Daniel Gall**, Coordinator Commercial Property, on **1300 366 244**.*

David Morcom
Chief Executive Officer

WSC_4658

15. GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT

15.1. HODGES ROAD COONGULLA SPECIAL CHARGE SCHEME - DECLARATION OF SCHEME

ACTION OFFICER: MANAGER BUILT ENVIRONMENT

PURPOSE

The purpose of this report is for Council to consider the proposed Hodges Road (CH00 - CH200) Special Charge Street Construction Scheme Number 2101 by the way of formal declaration as a Special Charge Scheme under section 193(1) of the *Local Government Act 1989*, for the construction of Hodges Road for 200 metres in Coongulla.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That:

- 1. Council, having considered that no submissions were received and taken account that no objections were lodged and having complied with the requirements of sections 163A, 163B and 223 of the Local Government Act 1989 (the Act), and otherwise according to law, and having, so far as can be ascertained from available records and can reasonably be concluded, ascertained that Hodges Road (from Chainage 00 to 200) or any component of the Street have not previously been constructed by way of a special rate or charge, hereby proceeds to declare a Special Charge Scheme under section 163(1) of the Act (Scheme) in accordance with the Declaration of Special Charge (Declaration) attached to and forming a part of this Report, such Declaration being for the purposes of constructing the Street and providing ancillary works, including surface drainage and vehicle crossings.***
- 2. Council direct that, under cover of a letter, a written notice, enclosing a notice of levy, be sent to all owners of properties included in the Scheme, including those who have made a submission and/or lodged an objection in writing, of the decision of Council to make the Declaration, and the reasons for the decision.***
- 3. For the purposes of resolution 2, the reasons of Council for making the Declaration are that –***
 - (a) There is minimal objection to the Scheme and it is otherwise considered that there is a broad level of support for the Scheme from property owners;***
 - (b) Council considers that it is acting in accordance with the functions, powers and objectives conferred on it under the Act, particularly in relation to the provision of proper, safe and suitable roads and property services in and for the Scheme area;***
 - (c) All property owners who are liable or required to pay the Special Charge and the properties respectively owned and occupied by them will receive a special benefit in the form of an enhancement or maintenance in land values and/or a maintenance or enhancement in the use, occupation and enjoyment of the properties;***

- (d) The basis of distribution of the Special Charge amongst the property owners who are liable or required to pay the Special Charge is considered to be fair and reasonable;**
- (e) The works proposed by the Scheme are consistent with all and any policies and/or objectives set out in the planning scheme for the area; and**
- (f) The works proposed for the construction and drainage of the Street(s) are necessary, reasonable, not excessive, sufficient, suitable and not costly, having regard to the locality or environment and the probable use of the Street(s).**
- 4. The Chief Executive Officer or any person for the time being acting in that position) be authorised to carry out any and all other administrative procedures necessary to enable Council to give effect to this resolution, including in relation to the levying of the Special Charge.**

BACKGROUND

The Coongulla township located on the northern side of Lake Glenmaggie is located in the north western area of the Wellington Shire. Hodges Road commences at Ryans Road, traversing initially through the residential section of the township before heading through the rural residential area before leading into State Forest.

Hodges Road is primarily of a rural type road in appearance and is unsealed for its full length. The proposed section of Hodges Road to be sealed under this scheme is the residential section from chainage 00 to chainage 200 (200 metres). The road is maintained by Wellington Shire Council.

A formal investigation of a Special Charge Scheme was commenced following ongoing property owner concerns in relation to dust, rutting and the maintenance grading regime of gravel roads in the Coongulla Township. A preliminary meeting was held with Coongulla property owners and the community on 11 November 2019 which included an outline of a special charge methodology in order to undertake street improvements for the township in line with the adopted Residential Road and Street Construction Plan 2019.

A follow up survey with property owners at the time was undertaken and mailed out on 23 January 2020 to determine the level of interest in such a proposal on a 'whole of town' basis. The results from this survey indicated an overall interest with 52% of property owners being in support.

Council Officers continued investigations into the opportunity for undertaking street improvements at Coongulla. Subsequently the residential section of Hodges Road was identified as having a higher level of support for the street scheme proposal.

A proposal for the formation and sealing of Hodges Road (CH00 – CH200) would reduce Council's need for maintenance intervention, whilst providing a higher level of service and safety for the adjacent properties. It is proposed that the scheme would provide for the sealing generally to 5.5 - 6m width, with kerbing at intersections as part of the proposed works.

It is considered that the properties which abut Hodges Road (CH00- CH200) (**Street**) will derive a special benefit by the proposed upgrade works, as a result of:

- Reduction in dust;

- Enhance the amenity of the area;
- Creation of improved riding surfaces;
- Improved access and egress from properties;
- Improved road safety for motorists.

Following further investigation of potential methods to facilitate construction works of Hodges Road Coongulla, it was concluded that a special charge scheme (**Scheme**), generally in line with Council's Residential Road and Street Construction Plan, was preferred approach, as this process requires public advertising and is a transparent process that informs the community of Council's financial contribution.

A letter and survey were sent to the property owners in Hodges Road (CH00 –CH200). This letter outlining the proposed scheme with a survey form was mailed out on 18 March 2021.

The results of the survey in relation to the proposed schemes were;

	SUPPORT SCHEME		OPPOSE SCHEME		DID NOT REPLY	
Property Owners (6)	4	67%	1	17%	1	17%
Properties (6)	4	67%	1	17%	1	17%

There are no property owners who own multiple properties. The survey results exclude any Council owned reserves and there are no other exempt properties.

Based on the survey results, the level of the support for the Hodges Road (CH00- CH200) exceeds the 60% threshold acceptance level outlined in the Residential Road and Construction Plan 2019 and therefore it is considered that there is sufficient level of support for the proposed Special Charge Scheme for **Hodges Road (CH00 – CH200)** in Coongulla.

FORMAL AND STATUTORY SUBMISSIONS AND OBJECTIONS

Following Council's previous resolution in relation to its intention to commence the statutory process to declare the Special Charge Scheme, public notice was given in a newspaper circulating generally in the municipal district (Gippsland Times), and a separate written notice was sent to all property owners concerning Council's proposal.

As a result of this, Council received no written submission/objection from any property owners within the scheme.

This Report now addresses whether or not Council wishes to proceed with the proposed 'Hodges Road (CH00 - CH200) Special Charge Street Construction Scheme Number 2101' by way of formal declaration as a Special Charge Scheme under section 163(1) of the Act for the construction of streets with the eastern area of the Coongulla Township, and related works, including surface drainage and vehicle crossings.

ATTACHMENTS

1. Declaration of Special Charge [**15.1.1** - 7 pages]
2. Maximum Total Levy [**15.1.2** - 8 pages]

OPTIONS

Council has the following options available:

1. To progress the Proposed Special Charge scheme through a full cost recovery apportionment method, by advertising the intention to declare the Special Charge Scheme; or
2. Having first trialled and considered other methods of apportionment, progress the proposed scheme through the 'fixed fee method' as outlined in Council's Residential Road and Street Construction Plan, by advertising the intention to declare the Special Charge Scheme; or
3. To not progress the intention to declare the Special Charge Scheme.

PROPOSAL

The proposal, which is now presented for Council's determination, is for Council to proceed with the proposed Special Charge Scheme generally through (and in accordance with) the funding framework generally outlined in Council's 'Residential Road and Street Construction Plan' and to proceed to declare a Special Charge Scheme for the construction of Hodges Road (CH00 – CH200) in Coongulla as outlined in this and previous reports which have been considered by Council.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

The total costs applicable to the Special Charge Scheme are estimated to be \$96,000. The amounts to be recovered under the scheme do not include GST.

Based on the funding framework within the 'Residential Road and Street Construction Plan' and as otherwise considered by council officers to be fair and reasonable based on the total special benefits and community benefits to be provided by the works, \$21,600.00 of the costs are to be apportioned to properties within the Special Charge Scheme area, with the balance being funded by Council from the Roads to Recovery program.

On this basis, the following figures are presented for Council's approval

Amount apportioned to properties within scheme:	\$ 21,600
Portion of cost to be recovered from Council as direct costs:	\$ 74,400
Total estimated cost of scheme:	\$ 96,000

There are no multiple property owners. There is no other non-rateable land located within the scheme boundary.

To confirm the reasonableness, fairness and appropriateness of the funding framework outlined in Council's Residential Road and Street Construction Plan and otherwise (as being the fairest and most reasonable method of distributing the proposed Special Charge amongst all of the property owners in the Scheme), Council Officers first trialled and considered a number of different methods of apportionment of the Special Charge, refer attached **Proposed Declaration of Special Charge – Schedule 2 (Methods 1 & 2)**.

This included the completion of a property apportionment based on access only and a combination of access and frontage to the Maximum Total Levy Amount as calculated using the Benefit Ratio calculated for this proposed special charge scheme, refer attached **Maximum Total Levy**.

On this basis, the cost per property under such apportionment methods would have been between either \$4,210 and \$9,517 or \$6,560 (respectively) considerably more on an average per property owner basis than the method of distribution which is being proposed for Council's present consideration.

Accordingly, and in light of this 'comparative' work undertaken by Council officers, it is recommended to Council that the method of distributing the Special Charge amongst the property owners, as set out in this report (**Method 3 in Schedule 2 of Proposed Declaration of Special Charge**), is considered to be fair and reasonable.

Property owners liable to pay under the Special Charge scheme will only be invoiced following satisfactory completion of works. Options for payment include full payment within 45 days or 20 quarterly instalments (over five years), including an interest component aligned to Council's cost of finance.

COMMUNICATION IMPACT

A comprehensive public consultation process has been entered into with affected property owners including information letters, surveys and meetings. If the scheme progresses, then ongoing communication will continue with the recommendations of this report.

LEGISLATIVE IMPACT

This scheme has been prepared in accordance with Section 163, 163A, 163B of the *Local Government Act 1989*. Public notification will be 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*.

Section (2) of Section 163 of the *Local Government Act 1989* requires Council to determine:

- (a) The total amount of the Special Charge to be levied; and
- (b) The criteria to be used as the basis for declaring the special charge.

Section (2A) of Section 163 of the *Local Government Act 1989* provides that for the purpose of Section (2) (a) the total amount of the Special Charge to be levied must not exceed the amount "S" where $S = R \times C$ and;

S = is the maximum total amount that may be levied from all the persons who are liable to pay the special rates or special charges.

R = is the benefit ratio determined by the Council in accordance with sub-section (2B).

C = is the total cost of the performance of the function or the exercise of the power under sub-section (1).

A determination for the purposes of complying with the requirements of sections 163(2)(a), (2A) and (2B) of the Act (which also satisfies the requirements of the Ministerial Guidelines) is included in this report as **Maximum Total Levy**.

COUNCIL POLICY IMPACT

The scheme has been prepared in accordance with Council's Special Charge Schemes – Roads, Street and Drainage Development Policy 4.2.4 and the 2019 Residential Road and Street Construction Plan.

COUNCIL PLAN IMPACT

The Council Plan 2017-21 Theme 2 Services & Infrastructure states the following strategic objective and related strategy:

Strategic Objective 2.4: *“Continued improvement to Wellington Shire's connectivity with further developed, accessible transport networks.”*

Strategy 2.4.2: *“Continue to maintain and enhance Council's road assets infrastructure.”*

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

RESOURCES AND STAFF IMPACT

Implementation of the scheme can be undertaken within the resources of the Assets and Projects unit with the assistance of external contract engineering support for the survey and design of the scheme. In the event the scheme is adopted by Council, construction will be carried out by an approved contractor via a tender process.

COMMUNITY IMPACT

Implementation of this scheme will have a general positive community impact as it will result in the residential section of Hodges Road as outlined in the scheme being fully sealed in line with current service standards. Community benefit is reflected in Council contribution toward the works outcome.

ENVIRONMENTAL IMPACT

Implementation of this scheme will have a positive environmental impact arising from the reduction of dust generated by vehicles as well as improved quality of storm water runoff.

ENGAGEMENT IMPACT

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

- Information letter advising property owners of street works proposal on 14 October 2020
- Public meeting held at Coongulla Public Hall - 11 November 2019
- Mail out survey of all property owners (Whole of Town) - 3 February 2020

- Mail out survey of all property owners (Hodges Rd) - 18 March 2021
- Follow up phone calls and emails requesting replies to the survey.
- Formal public notice under sections 163B and 223 of the *Local Government Act 1989*.

RISK MANAGEMENT IMPACT

Implementation of the scheme will produce a substantial reduction in risk to motorists, and other road users through improved visibility (reduction of dust), improved road surfacing and surface drainage.

DECLARATION OF SPECIAL CHARGE

‘Hodges Road (CH00 – CH200), Coongulla - Special Charge Street Construction Scheme Number 2101’

1. Wellington Shire Council (**Council**) proposes to declare a Special Charge (**Special Charge** or **Scheme**) under section 163(1) of the *Local Government Act 1989* (**Act**) for the purpose of defraying any expenses or repaying (with interest) any advance made to or any debt incurred or loan to be raised by Council in relation to the construction of Hodges Road (CH00 – CH200) in Coongulla (**Street**) and for providing all and any necessary ancillary works associated with the construction of the Road, including drainage. The Scheme, if declared, is to be known as the ‘Hodges Road (CH00 – CH200) - Special Charge Street Construction Scheme Number 2101’.
2. The criteria which will form the basis of the declaration of the Special Charge are the ownership of rateable properties in the area of the Scheme (being properties within the ‘residential area’ of Coongulla) and based on the application of access benefit units, including having regard to the driveway access of those properties in the Scheme to Hodges Road (as the properties are set out in paragraphs 7 and 8 of the proposed declaration), the overall benefits which it is considered the properties in the Scheme (based on the physical and other benefits) will receive from the works to be provided under the Scheme.
3. In proposing the declaration of the Special Charge, Council is performing functions and exercising powers in relation to the peace, order and good government of the municipal district of the Shire of Wellington, in particular the provision of proper, safe and suitable roads and property services within the area for which the proposed Special Charge is to be declared (**Works**).
4. The total cost of the performance of the function and the exercise of the power by Council (in relation to the Works) is \$96,000 and this amount is the total estimated cost of the Works to be undertaken by the Scheme.
5. The total amount to be levied under the Scheme as the Special Charge is \$21,600
6. The Special Charge will commence on the date on which it is levied by Council and will remain in force for a period of 5 years.
7. The area for which the Special Charge is to be declared is all of the land shown on the plan set out in the Schedule forming a part of this declaration (being **Schedule 1**).
8. The land in relation to which the Special Charge is to be declared is all that rateable land described in the listing of rateable properties set in the Schedule forming a part of this proposed declaration of Special Charge (being **Schedule 2**).

9. The Special Charge will be assessed and levied in accordance with the amounts set out alongside each property in the Schedule forming a part of this declaration (being **Schedule 2**), such amounts having been assessed and determined by Council as (and are based on) a fixed charge for each property having regard to access, including and in particular driveway access. Properties which have a shared driveway access to the street to be constructed via common property will have their access benefits calculated on the basis of 100% for the first property and 50% for each additional property (with access being apportioned to each of the properties so as to equal the sum of the percentages divided by the number of properties with common property access), and any other benefits.

(More particularly, the Special Charge is to be apportioned to properties included in the Scheme on the basis of each property having a driveway access to the street to be constructed under the Scheme being apportioned one (1) Access Benefit Unit (ABU) and properties within an Owners Corporation with a shared driveway access to the street via common property being apportioned an Access Benefit Unit calculated on the basis of 100% for the first property and 50% for each additional property. The Access Benefit Unit is otherwise to be apportioned to each of these properties equaling the sum of the percentages divided by the number of properties with common property access.)

10. Subject to any further resolution of Council, the Special Charge will be levied by Council sending a notice in the prescribed form to the owners of the properties in the Scheme by which the Special Charge is to be paid –
 - (a) In full amount within 45 days of the notice; or
 - (b) By way of quarterly instalments in the manner set out in paragraph 11.
11. Because the performance of the function and the exercise of the power in respect of which the proposed Special Charge is to be declared and levied relates substantially to the provision of capital works, special ratepayers will be given an instalment plan under which –
 - (a) Quarterly instalments are to be paid over a 5 year period, or other such period as negotiated; and
 - (b) Quarterly instalments will include a component for reasonable interest costs, the total of which will not exceed the estimated borrowing costs of Council in respect of the construction of the Road by more than 1 per cent.
12. Council will consider cases of financial and other hardship, and may consider other payment options for the Special Charge.
13. No incentives will be given for the payment of the Special Charge before the due date for payment.
14. Council considers that there will be a special benefit to the persons required to pay the Special Charge because there will be a benefit to those persons over and above, or greater than, the benefit that is available to persons who are not subject to the

Special Charge, and directly and indirectly as a result of the expenditure proposed by the Special Charge, the value and the use, occupation and enjoyment of the properties included in the Scheme will be maintained or enhanced through the provision of proper, safe and suitable roads and property services. Without limitation, Council considers that the Works will –

- (a) Reduce dust;
- (b) Enhance the amenity and character of the land, and local area;
- (c) Create improved riding surfaces for the roads;
- (d) Improve access and egress from properties;
- (e) Improve road surface drainage; and
- (f) Improve road safety for motorists.

- 15.** For the purposes of having determined the total amount of the Special Charge to be levied under the Scheme, Council further considers and formally determines for the purposes of sections 163(2)(a), (2A) and (2B) of the Act that the estimated proportion of the total benefits of the Scheme to which the performance of the function and the exercise of the power relates (including all special and community benefits) that will accrue as special benefits to all persons who are liable to pay the Special Charge is in a ratio of 0.41 or 41%, noting however that, in the exercise of its discretions, Council has chosen to make a further contribution to the cost of the Works so as to arrive at a Revised Maximum Total Levy Amount of \$21,600.

SCHEDULES TO DECLARATION

Schedule 1 - Scheme plan area

Schedule 2 - Listing of all properties with amount of special charges payable and showing manner of calculation of special charge apportionment;

Method 1 - Maximum Levy at 50% Access Benefit & 50% Frontage

Method 2 - Maximum Levy at 100% Access Benefit

Method 3 - Fixed Fee

Schedule 1

HODGES ROAD (CH00 – CH200) – COONGULLA
PLAN OF SPECIAL CHARGE SCHEME AREA.

Scheme Boundary —



Schedule 2

Method 1 - Maximum Levy at 50% Access Benefit & 50% Frontage

WELLINGTON SHIRE COUNCIL

HODGES RD CONSTRUCTION SCHEME - APPORTIONMENT OF COST - MAX. LEVY AMOUNT - 50% ACCESS & 50% FRONTAGE

ASSESS NO.	PARCEL NO.	TITLE DETAILS	STREET ADDRESS OF PROPERTY	ACCESS BENEFIT (AB)	FRONTAGE (F)	SIDEAGE & REARAGE (S&R)	TOTAL APPORTIONED LENGTH (AL=F+0.3S&R)	SCHEME AMOUNT DUE (=ABxR + ALxR)
1	38478	359661 LOT: 14 PS: 146226	10 Hodges RD, COONGULLA	1	38.6		38.60	\$6,869.45
2	38479	359679 LOT: 13 PS: 146226	14 Hodges RD, COONGULLA	1	38.4		38.40	\$6,850.86
3	38480	359687 LOT: 12 PS: 146226	18 Hodges RD, COONGULLA	1	39.1		39.10	\$6,915.95
4	37660	351510 LOT: 21 PS: 54861	1-21 Hodges RD, COONGULLA	1		201.2	67.07	\$9,516.60
5	39080	364620 LOT: 15 PS: 146226	230 Ryans RD, COONGULLA	1		55.4	18.47	\$4,997.23
6	39081	364638 PC: 162117	234 Ryans RD, COONGULLA	1		30	10.00	\$4,209.91
TOTALS				6	116.1	286.6	211.63	\$39,360.00
TOTAL ESTIMATED COST OF SCHEME								
COUNCIL CONTRIBUTION					\$ 96,000			
APPORTIONED AMOUNT					\$ 56,640			
					\$ 39,360			
AMOUNT APPORTIONED TO ACCESS - 50%					\$ 19,680			
AMOUNT APPORTIONED TO FRONTAGE 50%					\$ 19,680			
Apportionment Rate - (Access Benefit Units)					\$ 3,280.00	per ABU (R)		
Apportionment Rate - (Abuttal Length)					\$ 92.99	per m (R)		

Method 2 - Maximum Levy at 100% Access Benefit

WELLINGTON SHIRE COUNCIL
HODGES RD (CH00-CH200) STREET SCHEME - APPORTIONMENT OF COST - MAX. LEVY AMOUNT - ACCESS ONLY

ASSESS NO.	PARCEL NO.	TITLE DETAILS	STREET ADDRESS OF PROPERTY	ACCESS BENEFIT	ACCESS BENEFIT FACTOR APPLIED FOR COMM. PROP.	APPORTIONED ACCESS BENEFIT (AAB)	FIXED RATE CONTRIBUTION (FRC)	SCHEME AMOUNT DUE (= AAB x FRC)
1	38478	359661 LOT: 14 PS: 146226	10 Hodges RD, COONGULLA	1		1	\$6,560.00	\$6,560.00
2	38479	359679 LOT: 13 PS: 146226	14 Hodges RD, COONGULLA	1		1	\$6,560.00	\$6,560.00
3	38480	359687 LOT: 12 PS: 146226	18 Hodges RD, COONGULLA	1		1	\$6,560.00	\$6,560.00
4	37660	351510 LOT: 21 PS: 54861	1-21 Hodges RD, COONGULLA	1		1	\$6,560.00	\$6,560.00
5	39080	364820 LOT: 15 PS: 146226	230 Ryans RD, COONGULLA	1		1	\$6,560.00	\$6,560.00
6	39081	364638 PC: 162117	234 Ryans RD, COONGULLA	1		1	\$6,560.00	\$6,560.00
TOTALS				6		6		\$39,360.00
TOTAL ESTIMATED COST OF SCHEME					\$	96,000		
COUNCIL CONTRIBUTION					\$	56,640		
APPORTIONED AMOUNT					\$	39,360		

ABU FACTOR CALCULATION FOR COMMON PROPERTY
Calculation - First property at 100% with 50% for each additional property divided by number of properties

Address	Factor
Nil	

Method 3 – Fixed Fee - Access Benefit (Revised Maximun Levy)

WELLINGTON SHIRE COUNCIL
HODGES RD (CH00-CH200) STREET SCHEME - APPORTIONMENT OF COST - REVISED MAX. LEVY AMOUNT - ACCESS ONLY

ASSES NO.	PARCEL NO.	TITLE DETAILS	STREET ADDRESS OF PROPERTY	ACCESS BENEFIT	ACCESS BENEFIT FACTOR APPLIED FOR COMM. PROP.	APPORTIONED ACCESS BENEFIT (AAB)	FIXED RATE CONTRIBUTION (FRC)	SCHEME AMOUNT DUE (= AAB x FRC)
1	38478	359661 LOT: 14 PS: 146226	10 Hodges RD, COONGULLA	1		1	\$3,600.00	\$3,600.00
2	38479	359679 LOT: 13 PS: 146226	14 Hodges RD, COONGULLA	1		1	\$3,600.00	\$3,600.00
3	38480	359687 LOT: 12 PS: 146226	18 Hodges RD, COONGULLA	1		1	\$3,600.00	\$3,600.00
4	37660	351510 LOT: 21 PS: 54861	1-21 Hodges RD, COONGULLA	1		1	\$3,600.00	\$3,600.00
5	39080	364620 LOT: 15 PS: 146226	230 Ryans RD, COONGULLA	1		1	\$3,600.00	\$3,600.00
6	39081	364638 PC: 162117	234 Ryans RD, COONGULLA	1		1	\$3,600.00	\$3,600.00
TOTALS				6		6		\$21,600.00

TOTAL ESTIMATED COST OF SCHEME	\$	96,000
COUNCIL CONTRIBUTION	\$	74,400
APPORTIONED AMOUNT	\$	21,600

ABU FACTOR CALCULATION FOR COMMON PROPERTY
Calculation - First property at 100% with 50% for each additional property divided by number of properties

Address
Nil
Factor

HODGES ROAD (CH00-CH100) COONGULLA – SPECIAL CHARGE STREET CONSTRUCTION SCHEME NUMBER 2101

Determination under Sections 163(2)(a), (2A) and (2B) of the *Local Government Act 1989* – Calculation of Total Amount of Special Charges to be Levied (‘Maximum Total Levy’)

Introduction

Wellington Shire Council (**Council**) has a legacy of being required to deal with a number of issues associated with sub-standard roads and streets throughout the Shire. A key objective of Council is to renew and improve roads and streets within residential environments with a view to providing proper community infrastructure and improved amenity and liveability, and overall resident satisfaction.

Council has (following a review of its ‘Residential Road and Street Construction Plan 2014’) adopted the ‘Residential Road and Street Construction Plan 2019’ (**Plan**). As a strategic policy document, the Plan seeks to provide a sustainable budgetary response to the renewal and improvement of sub-standard roads and streets within residential environments throughout the Shire.

The proposed special charge scheme for the construction and improvement of Hodges Road Coongulla for 200m, commencing from Ryans Road (to be known as the ‘Hodges Road (CH00-CH100) - Special Charge Street Construction Scheme Number 2101’) (**Special Charge** or **Scheme**) is consistent with, and otherwise supports, the Plan.

This determination is made by Council under and for the purposes of sections 163(2)(a), (2A) and (2B) of the *Local Government Act 1989* (**Act**). It addresses the calculation of the ‘benefit ratio’ in order to determine the total amount of the special charges that may be levied on those property owners who it is considered will receive a benefit from the proposed works through the imposition of the Special Charge (**Maximum Total Levy**).

The calculation of the Maximum Total Levy requires Council to –

- Calculate the total cost of the works; and
- Calculate the ‘benefit ratio’ based on reasonable estimates being made of –
 - i. The ‘total special benefits’ to the properties included in the Scheme (TSB(in));
 - ii. The ‘total special benefits’ to the properties not included in the Scheme (if any) (TSB(out)); and
 - iii. The ‘total community benefits’ (if any) to be provided by the Scheme (TCB).

A. Define Purpose

The purpose of the Special Charge Scheme is to defray an expense or to repay (with interest) an advance made to or a debt or loan to be raised by Council in connection with the construction, improvement of Hodges Road (CH00 – CH200) in Coongulla

Hodges Road located within a rural - residential area and currently consists of a formed (but unsealed) gravel pavement of approximately 5 - 6m width and 4.8 km in length with irregular surface drains. The road is primarily a rural type road, with the unsealed section extending for the full length of the roads, commencing from the southern end at Ryans Road in the Coongulla township. The road is managed and maintained by Council.

A formal investigation of the proposed Special Charge Scheme was commenced following ongoing property owner concerns and complaints in relation to Council's maintenance grading regime, which applied to the roads. The initial work undertaken by Council in response to these concerns included the preparation of concept designs and an estimate of costs. Property owners were advised that, if implemented, the Scheme would provide for the construction and sealing of the road to a 5.5m width, with kerbing at intersections, and improved surface drainage and driveway crossovers.

The construction and sealing of Hodges Road (CH00 - CH200) will reduce Council's need for ongoing maintenance intervention, while providing a higher level of service for property owners and the general public. Under Council's Road Management Plan, Hodges Road is designated as a 'Local Access B Road' respectively and (as required by the Plan), 67% or more of property owners have expressed support for its construction.

Consistent with the Plan, it is considered that the 6 rateable properties which it is proposed will be included in the Scheme (and the general public) will benefit from the proposed works in the following ways –

- Improved amenity and liveability for residents and community through quality infrastructure and streetscape;
- Removal of dust and health related issues currently experienced in unsealed streets;
- Improved safety for motorists with modern road infrastructure, that is less exposed to rapid degradation;
- Decreased maintenance costs incurred by Council, through reduced demand associated with upkeep of poorly constructed roads, streets & drains;
- Increased community satisfaction via the provision of infrastructure that meets expectations;

Following further investigation of potential methods to facilitate the construction works in Hodges Road, a further consideration of survey results and further discussions with property owners (who continue to show support for the Scheme), it has been concluded that a Special Charge Scheme, generally in accordance with and supported by the Plan, is the preferred approach to facilitate the project outcomes.

B. Ensure Coherence

The proposed road and surface drainage improvement works to be located within the Scheme area will provide a special benefit to the 6 rateable property owners located within the Scheme boundary, and are otherwise physically connected to the purpose set out in A.

C. Calculate Total Costs

The implementation of the Special Charge is regulated by section 163 of Act. Ministerial Guidelines made pursuant to the Act require Councils to be transparent about how they calculate the 'Maximum Total Levy'.

For this project, the Maximum Total Levy has been calculated in accordance with the Act and the Guidelines. The Maximum Total Levy, and other relevant information, is summarised in the table below.

Total Scheme Cost	\$96,000
'Benefit Ratio' Determination	0.41 or 41%
Maximum Total Levy Amount	\$ 39,360
Further Council Contribution	\$ 17,760
Revised Maximum Total Levy Amount	\$ 21,600

D. Identify Special Beneficiaries

It is considered that all 6 rateable properties in the Scheme (as they are listed in the apportionment spreadsheet) will receive both road- and drainage-related special benefits from the proposed works.

The relevant special benefits which it is considered each property will receive are –

- Reduction in dust;
- Enhancement of the amenity and character of the land and local area;
- Creation of improved riding surfaces for the street;
- Improvement in access and egress from properties;
- Improved road drainage; and
- Improved road safety for motorists and cyclists.

The Scheme area (showing the 6 properties and the location of the roads to be constructed) is shown in on the plan below.



E. Determine Properties to Include

For the purposes of calculating the Benefit Ratio, a notional benefit value – to be called a Benefit Unit (BU) – will be used. A BU is a deemed benefit equal to the *average* benefit for each and every property included in the Scheme. This average benefit is considered to comprise *both* access and amenity benefits.

It is considered that that all of the properties included within the Scheme will receive a benefit from the works to be provided under the Scheme (being 1 BU for each property), regardless (for the purposes of calculating the Benefit Ratio but not for the purposes of the final distribution of the Special Charge amongst the Special Charge contributors) and regardless of whether or not particular properties have subdivision or other development potential (or, in some cases, further subdivision or development potential). The BU so chosen has been broken up equally into both access benefit and amenity benefit (viz., 0.5 BU for 'improved access' and 0.5 BU for 'improved amenity').

F. Estimate Total Special Benefits

Total Special Benefit Units are defined as follows –

Total Special Benefits = Total Special Benefits In + Total Special Benefits Out, that is –

$$(TSB = TSB_{(in)} + TSB_{(out)})$$

$TSB_{(in)}$ has been calculated as follows –

Total Special Benefit Units In ($TSB_{(in)}$)	Access (50%)	Amenity (50%)
Total number of Rateable Properties in Scheme receiving Special Benefit and being required to pay the Special Charge (6)	$0.5 \times 6 = 3 \text{ BU}$	$0.5 \times 6 = 3\text{BU}$
$TSB_{(in)} =$	6 BU	

$TSB_{(out)}$ has been calculated as follows –

Because –

- All of the properties in the Scheme (including common property) are rateable; and
- There are no properties in the Scheme receiving a special benefit which are not required to pay the Special Charge –

there are no $TSB_{(out)}$ properties. $TSB_{(out)} = 0$

G. Estimate Total Community Benefit

In addition to establishing the Total Special Benefits for the Scheme, an assessment of any Community Benefit is also required to be undertaken in order to calculate the Maximum Total Levy.

In terms of assessing the level of any Community Benefit, it is generally considered that the works included in the Scheme will primarily benefit only those properties which are included within the Scheme boundary, and that accordingly the level of benefit to the broader community will be limited.

It is considered that the Community Benefit attributable to the proposed Scheme works will be generated from the broader community receiving some benefits and which benefits (in the interest of fairness and equity) Council should be pay for (and not the special charge contributors).

The community benefits are considered to be –

- A wider use of Hodges Road (CH00 – CH200) following its construction;
- Improved drainage and water quality; and
- Reduced ongoing maintenance costs for Council.

Broader traffic use

To calculate the level of Community Benefit which it is considered will be attributable to persons who are not accessing or servicing the properties within the Scheme boundary (but who will nevertheless use the road for wider access purposes), an assessment of vehicle movements has been undertaken. Based on a Traffic Count taken in December/January 2020/21, it was determined that there are 60 vehicle movements per day along Hodges Road during off peak times and 160 vehicle movements per day during peak times (in its present form). An average of 90 vehicle movements per day has been adopted.

Based on these traffic movements, it is considered that the some of these vehicle movements relate to use by persons who are accessing or servicing the Special Benefit (in) properties the scheme (based on an average of 6 vehicle movements per day).

Therefore, the Total Special Benefits for 'road access' by the Special Benefit (in) properties is determined to be 3 BU (this is based on approximately 36 vehicle movements per day (6 x 6 (averaged out and give or take))).

Based on current traffic volumes (and any projected increases in traffic following construction of the road by persons not receiving special benefits), it is anticipated that the overall traffic along Hodges Road would not significantly increase, meaning that it is anticipated that there will be little additional vehicle movements per day following construction of the roads. Despite this, an allowance is made for what may be some increase in traffic movements and, accordingly, any projected increase in external traffic will account for the Total Community Benefit, and this will result in the calculation of the following BU's for any such traffic by the broader community.

Total Community Benefit Units for any broader traffic use of the road is calculated as follows–

$$\begin{aligned} \text{TCB}_{\text{traffic}} &= 3 \times (90/36) \\ &= 3 \times 2.5 \\ \text{TCB}_{\text{traffic}} &= 7.5 \end{aligned}$$

Improved drainage and water quality

Sealing of the roads will result in improved drainage and better water quality: It is recommended therefore that **0.5 BU** be allowed for this benefit, which is however considered to be a marginal benefit.

$$\text{TCB}_{\text{drainage}} = 0.5$$

Reduced ongoing maintenance costs

There will be less ongoing maintenance costs for Council in having to care for and manage a sealed road, rather than an unsealed road: It is recommended therefore that **1 BU** be allowed for this benefit, which again is considered to be a marginal benefit.

$$TCB_{\text{maintenance}} = 0.5$$

Therefore,

$$TCB_{\text{total}} = TCB_{\text{traffic}} + TCB_{\text{drainage}} + TCB_{\text{maintenance}}$$

$$= 7.5 + 0.5 + 0.5$$

$$TCB_{\text{total}} = 8.5$$

H. Calculating the 'Benefit Ratio'

The Benefit Ratio is calculated as follows –

$$\begin{aligned} R &= \frac{TSB_{(in)}}{TSB_{(in)} + TSB_{(out)} + TCB} \\ &= 6 / (6 + 0 + 8.5) \\ &= 6 / 14.5 \end{aligned}$$

$$\text{Benefit Ratio (R)} = 0.41$$

I. Calculating the Maximum Total Levy

The following formula, as set out in the Act, is used to determine the Maximum Total Levy–

$$R \times C = S$$

where –

R is the Benefit Ratio determined by Council;

C is the total Scheme cost; and

S is the Maximum Total Levy

Maximum Total Levy Amount (R x C = S)
0.41 x \$96,000 = \$39,360

Council may levy up to **41%** of total costs, or **\$39,360**

J. Other relevant considerations

Council notes that if it levies the Maximum Total Levy Amount of \$36,360 the special charge contributors would be required to pay by way of special charges amounts which exceed the amounts set out in Council's Residential Road and Street Construction Plan 2019¹.

In the exercise of its discretions, and otherwise in accordance with the Plan (and the objectives which the Plan seeks to achieve), Council chooses to allocate a further amount of \$17,760 in and towards the cost of the Scheme works, meaning that the Maximum Levy Amount to be charged to the Scheme will be \$21,600 (***Revised Maximum Total Levy Amount***).

The Revised Maximum Total Levy Amount is to be apportioned amongst the property owners within the scheme area in accordance with the method of distribution of the Special Charge to be determined by Council in the declaration of the Special Charge.

¹ Refer to section 6.2 of the Plan by which a fixed rate contribution model of \$3,600 has been proposed and adopted by Council for Small & Coastal Towns where sealed roads are to be provided.

16. FURTHER GALLERY AND ONLINE COMMENTS

Gallery comments are an opportunity for members of the public to raise any particular matter they wish. This allows those in the gallery to speak directly to Councillors but is not a forum designed for open discussion or debate. We will listen respectfully to what you have to say and make the commitment that if your query requires a written response, we will advise you that a response will be forthcoming, and a copy of that response will be circulated to all Councillors.

This is not a forum for members of the public to lodge complaints against individuals, including Councillors and staff, particularly as that individual gets no public right of reply to any matter raised. We take complaints seriously, and in line with the guidance from the Victorian Ombudsman and the local Government Inspectorate, we request that any specific complaint against an individual be put in writing. This way, your concern can be properly dealt with while ensuring fairness to all parties concerned.

If you wish to speak, we remind you that this part of the meeting is being recorded and broadcast on our website. Council's official Minutes will record that you have spoken to Council and the subject you spoke to Council about but will not record specific comments. We ask you to state your name in full, where you are from, and you have three minutes.

ONLINE COMMENTS –

FURTHER GALLERY COMMENTS –

Meeting declared closed at:

The live streaming of this Council meeting will now come to a close.

17. IN CLOSED SESSION

COUNCILLOR

That the meeting be closed to the public pursuant to Section 66(2) of the Local Government Act 2020 to consider matters under Section 66(5)(b) as defined by Section 3(1) being:

- a) Council business information*
- b) Security information*
- c) Land use planning information*
- d) Law enforcement information*
- e) Legal privileged information*
- f) Personal information*
- g) Private commercial information*
- h) Confidential meeting information*
- i) Internal arbitration information*
- j) Councillor Conduct Panel confidential information*
- k) Information prescribed by the regulations to be confidential information*
- l) Information that was confidential information for the purposes of section 77 of the Local Government Act 1989*

IN CLOSED SESSION

COUNCILLOR

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