



WELLINGTON
SHIRE COUNCIL

The Heart of Gippsland

COUNCIL MEETING AGENDA ORDINARY MEETING

Meeting to be held at

Wellington Centre – Wellington Room

Foster Street, Sale

Tuesday 7 December 2021, commencing at 3:00 PM

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

**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 16 November 2021.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council adopt the minutes and resolutions of the Ordinary Council Meeting of 16 November 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			

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. DELEGATES REPORT

ACTION OFFICER: COUNCILLOR MARCUS McKENZIE

Delegates Report - Star of the South – Victorian Government Funding Boost and Federal Government passing of the Offshore Infrastructure Bill 2021 for Australia's First Offshore Wind Project

What a great couple of weeks it has been for the Offshore Wind Farm Projects that are exploring the opportunity to set up right here in Wellington.

The first great news is the partnership agreement between the Victorian Government and Star of the South followed closely by the passing of the Offshore Electricity Infrastructure Bill 2021 through the Federal Government.

Star of the South has entered into a \$43.1 million partnership with the Victorian Government to progress key development activities and kick-start a local offshore wind industry.

The project has welcomed the opportunity to work together with government to accelerate offshore wind development in Victoria.

Offshore wind offers a large-scale energy solution and can deliver thousands of jobs, right where and when they are needed most.

The boost will allow Star of the South to continue investing in site investigations in Gippsland, including onshore and offshore geotechnical investigations, transmission design, industry development and ongoing community and stakeholder engagement.

This partnership will see the Star of the South invest \$23.6 million and the Victorian Government contribute \$19.5 million to co-fund the pre-construction development activities, with knowledge being shared to support the creation of an exciting new offshore wind sector in Victoria.

Offshore wind is one of the fastest-growing energy technologies globally, offering a consistent and reliable form of renewable power that complements onshore generation, while creating new jobs and economic investment in regional areas.

Located off Gippsland's south coast, Star of the South would harness Bass Strait's strong offshore winds with up to 200 turbines in the sea, connecting to the grid in the Latrobe Valley – one of the strongest points in the National Electricity Market.

If the project is feasible and proceeds to construction, it would support Victoria to meet its emissions reduction targets by powering up to 1.2 million Victorian homes with clean energy.

The project would provide jobs for energy workers with the potential to create 2000 direct Victorian jobs, and 200 ongoing local jobs once it's up and running.

If built to its full capacity, Star of the South would generate up to 2.2 GW of clean energy, providing around 20 per cent of Victoria's energy needs. The project is jointly owned by leading renewable energy developer Copenhagen Infrastructure Partners and Australian Founders, bringing global and local knowledge to the sector's development.

Secondly, Star of the South welcomes the passing of new federal legislation to enable offshore electricity projects to be built and operated in Australia.

The Offshore Electricity Infrastructure Bill 2021 provides a critical legal framework and pathway for projects like the 2.2GW Star of the South to continue investing in project development.

The project acknowledges the work and leadership of the Australian Government in progressing these important reforms and welcomes the strong cooperation and support across all parties in successfully passing the legislation.

A clear regulatory framework sends a positive signal to the global offshore wind market to attract continued and new investment in this future industry, which is set to create thousands of jobs and boost regional economies.

Offshore wind represents a strong economic opportunity for Australia with modelling demonstrating an estimated 3,000 direct jobs and more than \$10 billion of wider economic benefits resulting from 2.2GW of offshore wind in Gippsland – primarily in regional Australia.

Star of the South is the most progressed offshore wind project in Australia, located off the south coast of Gippsland in Victoria right here in our shire Wellington.

Certainly, Star of the South are gold standard as far as continuing its work on becoming the first offshore wind farm in Australia and its continued connection and dialogue with the community.

Thank You Mayor

11. GENERAL MANAGER CORPORATE SERVICES

11.1. ASSEMBLY OF COUNCILLORS

ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

OBJECTIVE

To report on all assembly of Councillor records received for the period 8 November 2021 to 28 November 2021.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council note and receive the attached Assembly of Councillor records for the period 8 November 2021 to 28 November 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 8 November 2021 to 28 November 2021.

ATTACHMENTS

1. Assembly of Councillors - Council Day - 16 November 2021 [11.1.1 - 3 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 8 November 2021 to 28 November 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 – 16 NOVEMBER 2021

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	No	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	Viktoria Pope, 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	Yes – <i>Cr Bye at Brief Update A</i>
	Cr Crossley	No	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	Karen McLennan, Actg. GM C & C	Yes	N/A
	Cr Rossetti (<i>items 1 & 7-9</i>)	Yes	Chris Hastie, GM Built & Natural Environment	Yes	N/A
	Cr Stephens	Yes	Brent McAlister, GM Development	Yes	N/A

	MATTERS/ITEMS CONSIDERED AT THE MEETING	OTHERS IN ATTENDANCE
Workshops (cont.)	BRIEF UPDATES A. LRCIP ROUND 3 - STRATFORD RECREATION RESERVE SOCIAL ROOMS B. PRE 'CGT QUARTERLY UPDATE WORKSHOP' COUNCILLOR UPDATE	<p>A. Catherine Vassiliou, Acting Manager Communities, Facilities and Emergencies Mark Benfield, Coordinator Community Facilities Planning</p> <p><i>Conflict of Interest: Cr Bye declared a conflict of interest due to a material interest (his brother is president of the Stratford Recreation Reserve) and left the room during this update.</i></p> <p>B. Kate Foster, Manager Economic Development Ashley Smirl, Coordinator Marketing, Events and Tourism Brent McAlister, General Manager Development</p>
	1. CGT QUARTERLY UPDATE	<ul style="list-style-type: none"> Ben Joske, Executive Officer – Central Gippsland Tourism (external) Shaun Lennard, President – Central Gippsland Tourism (external) <p><i>Conflict of Interest: Nil</i></p>
	2. DEVELOPMENT DIVISION UPDATE: PLANNING, MUNICIPAL SERVICES AND ECONOMIC DEVELOPMENT	<ul style="list-style-type: none"> Brent McAlister, General Manager Development Joshua Clydesdale, Manager Land Use Planning Kate Foster, Manager Economic Development Vanessa Ebsworth, Manager Municipal Services <p><i>Conflict of Interest: Nil</i></p>
	3. ANNUAL COMMUNITY FACILITIES PROJECT FOR BUDGET CONSIDERATION	<ul style="list-style-type: none"> Mark Benfield, Coordinator Community Facilities Planning Bodye Darvill, Coordinator Community Committees Karen McLennan, Acting General Manager Community and Culture <p><i>Conflict of Interest: Nil</i></p>
	4. LOCAL GOVERNMENT ACT 2020 IMPLEMENTATION UPDATE	<ul style="list-style-type: none"> Arthur Skipitaris, General Manager Corporate Services Denise Teo, Governance Officer <p><i>Conflict of Interest: Nil</i></p>
	5. CEO EMPLOYMENT AND REMUNERATION POLICY	<ul style="list-style-type: none"> Arthur Skipitaris, General Manager Corporate Services <p><i>Conflict of Interest: Nil</i></p>
	6. COMPLAINTS HANDLING POLICY	<ul style="list-style-type: none"> Vanessa Ebsworth, Manager Municipal Services <p><i>Conflict of Interest: Nil</i></p>
	7. OA RUFF STADIUM UPDATE: POTENTIAL CONVERSION TO INDOOR CRICKET TRAINING FACILITY	<ul style="list-style-type: none"> Karen McLennan, Acting General Manager Community and Culture <p><i>Conflict of Interest: Nil</i></p>

	8. AUSTRALIA DAY AWARD NOMINATIONS	<ul style="list-style-type: none">• Wendy Reeves, Coordinator Communications and Media <i>Conflict of Interest: Nil</i>
	9. APPOINTMENT OF COMMITTEE AND DELEGATES 2021/22	<ul style="list-style-type: none">• Arthur Skipitaris, General Manager Corporate Services• Denise Teo, Governance Officer <i>Conflict of Interest: Nil</i>

11.2. APPOINTMENT OF COMMITTEES & DELEGATES 2021/22

ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

PURPOSE

To formally appoint Councillors to the following Committees:

- Advisory Committees;
- Committees of other Organisations;
- Other groups and statutory Committees: and
- Community Asset Committees;

in accordance with the updated register as attached.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

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

BACKGROUND

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

A current register is attached, detailing all Committees requiring a Councillor nominee as well as other bodies for which Council has nominated a delegate to represent Council.

ATTACHMENTS

1. FINAL Council Committees and Advisory Groups 2021-22 [**11.2.1** - 12 pages]

OPTIONS

Council has the following options available:

1. To appoint Councillors to Council Committees in accordance with the updated register as attached;
2. To appoint Councillors to Council Committees with amendments to the updated register as attached; or
3. Not appoint Councillors to Council Committees in accordance with the updated register and request further information.

PROPOSAL

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

CONFLICT OF INTEREST

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

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

In accordance with powers under section 65 of the *Local Government Act 2020*, Council may establish a Community Asset Committee and appoint as many members to the Community Asset Committee as the Council considers necessary to enable the Community Asset Committee for the purpose of managing a community asset in the municipal district.

This is a voluntary appointment and Councillors may nominate to a committee for their own interest.

COUNCIL POLICY IMPACT

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

COUNCIL PLAN IMPACT

All Council Plan Themes are supported by the appointment of Councillors to a diverse range of Committees in accordance with the updated register as attached.

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.



WELLINGTON
SHIRE COUNCIL
The Heart of Gippsland

**COUNCIL ADVISORY COMMITTEES,
COMMUNITY ASSET COMMITTEES
AND COMMITTEES OF OTHER
ORGANISATIONS (DELEGATES)**

2021/2022

COUNCIL ADVISORY COMMITTEES, COMMUNITY ASSET COMMITTEES & COMMITTEES OF OTHER ORGANISATIONS (DELEGATES) 2021/22

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SECTION 1: COUNCIL MEETINGS

Purpose:

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

Members:

Mayor and all Councillors

Schedule:

Ordinary Meetings: As per Council approved Council Meeting schedule

Unscheduled Meetings: As required

SECTION 2: COUNCIL ADVISORY COMMITTEES

COUNCIL ADVISORY COMMITTEES/MEETINGS <i>Council has established Advisory Committees to assist Council and the community in a number of areas. Advisory Committees consist of community members, Council officers and Councillors. They provide advice on a range of issues including projects, planning, policy, resource planning, disability and community access, community amenity and many other strategic community issues. These Committees have no other authority or purpose other than to give information or advice to Council to assist it in its ultimate decision making role. The Mayor may attend any meeting.</i>			
NAME	DESIGNATED REPORTING OFFICER	SCHEDULE	CONVENOR or DELEGATES & ADMIN RESOURCES
Audit & Risk Committee <i>Purpose: Advise Council in its discharge of its responsibilities for financial reporting, risk management, maintaining a reliable system of internal controls and fostering the organisation's ethical development.</i> <i>*Remuneration applies to independent members (non-Council)</i>	General Manager Corporate Services	Meets at least quarterly, with extra meetings scheduled if needed	Councillor McKenzie Councillor Stephens Councillor Bye (alternate) Chief Executive Officer General Manager Corporate Services Sarah Heath (Independent) Chris Badger (Independent) Kiah Cashman (Independent)
CEO Performance Review Committee <i>Purpose: To oversee the review of the CEO's performance as per the terms and conditions of the contract of employment.</i>	General Manager Corporate Services	As required	Mayor – Councillor Bye Past Mayor – Councillor Stephens Remuneration Committee Member
Gippsland Art Gallery Advisory Group <i>Purpose: To provide input to the Council on the operation, policy development and future planning of Gippsland Art Gallery.</i>	Manager Arts & Culture	1st Monday at 5:00pm; Mar, Jun, Sept and Dec	Councillor Rossetti Councillor Crossley Art Gallery Director
Gippsland Regional Sports Complex User Group Committee <i>Purpose: To provide advice, information, and feedback in relation to operational, maintenance and use of Gippsland Regional Sports Complex. Also to share information with other users of the Gippsland Regional Sports Complex.</i>	GRSC Operations Leader	Jan, April, July and Oct at 6:00pm	Councillor Tatterson Councillor Bye (alternate) One (1) Representative of the Sale Amateur Basketball Association One (1) Representative of the Sale Netball Association One (1) Representative of the Maffra Hockey Club One (1) Representative of the Sale Hockey Club One (1) Representative of the Wellington Hockey Club

Place Names Committee <i>Purpose: Make recommendations to Council on naming issues.</i>	Manager Assets and Projects	3 rd Tuesday every three (3) months	Councillor Maher Councillor Rossetti Councillor Crossley
Port of Sale Masterplan Implementation Steering Committee <i>Purpose: To facilitate the coordinated implementation of the key elements of the Port of Sale Masterplan (September 2021).</i>	General Manager Development	Three weekly meetings	Councillor Bye Councillor Crossley General Manager Development Coordinator Strategic Planning Coordinator Commercial Property Coordinator Infrastructure Development Manager Arts and Culture Manager Corporate Finance
Remuneration Committee <i>Purpose:</i> 1. To monitor and review Councillor expenses 2. To review and recommend Councillor allowances 3. To review and monitor the salary, performance, and performance plan (including performance criteria) for the Chief Executive Officer 4. To monitor Enterprise Bargaining Agreements 5. To consult on Human Resources and Remuneration Policy 6. Any other related matters that may arise	General Manager Corporate Services	Quarterly or more frequently if required	Councillor Bye Councillor Crossley Councillor McKenzie Chief Executive Officer General Manager Corporate Services Manager People and Excellence
Strategic Land Use Planning Projects Review Group <i>Purpose: To provide local Councillor input into and review the range of current strategic planning projects and Planning Scheme Amendments.</i>	Manager Land Use Planning	Bi-monthly	Councillor Bye Councillor Maher Councillor Tatterson General Manager Development Manager Land Use Planning Manager Economic Development Coordinator Strategic Planning Strategic Planners General Manager Built and Natural Environment Manager Assets and Projects Coordinator Infrastructure Development

The Wedge Advisory Group <i>Purpose: To provide input to the Council on the operation, policy development and future planning of The Wedge performing arts centre, with current focus on potential redevelopment of the centre.</i>	Manager Arts & Culture	Quarterly, usually 3 rd Wednesday at 6:00pm; Feb, May, Aug & Nov	Councillor Bye Councillor Rossetti (alternate) General Manager Community & Culture (Chair) Manager Arts & Culture Performing Arts Centre Manager Coordinator Venue Administration Coordinator Venue Operations <u>Community Representatives:</u> Deirdre Relfh Clara Mandaletti Deirdre Marshall Leanne Flaherty Dan Davine Stella Ramage Melesa Eldred Darren McCubbin Teagan Tudor
Wellington Youth Service Network (WYSN) <i>Purpose: Wellington Youth Services Network (WYSN) is a localised network of organisations, individuals and representatives of youth agencies located in the Wellington Shire. WYSN will work together to optimise the quality of life of all young people within the Wellington Shire.</i> Promote. Advocate. Communicate.	Youth Liaison Coordinator	10:00am – 12:00pm Meeting dates: 2 February 2022 6 April 2022 1 June 2022 3 August 2022 5 October 2022 7 December 2022	Councillor Wood Youth Councillors (up to 18 no.) Youth Liaison Coordinator
Wellington Shire Youth Council <i>Purpose: To lend support to Youth Councillors generally and participate in a topic of discussion on an issue pre-set by either Youth Councillors, Councillors or Youth Liaison Coordinator.</i>	Youth Liaison Coordinator	Councillor attendance: 5:00 – 6:00pm Meetings with Councillor Conversation on the agenda are: 2 February 2022 2 March 2022 30 March 2022 11 May 2022 1 June 2022 13 July 2022 10 August 2022 7 September 2022 5 October 2022 2 November 2022 7 December 2022	Councillor Crossley Councillor Wood (alternate)

SECTION 3: COMMITTEES OF OTHER ORGANISATIONS (DELEGATES)

COMMITTEES OF OTHER ORGANISATIONS (DELEGATES) <i>Councillors are often requested or required to represent Council via participation on Committees formed by other organisations.</i>		
NAME	SCHEDULE	CONVENOR or DELEGATES & ADMIN RESOURCES
Gippsland Climate Change Network Incorporated <i>Purpose: To provide Gippsland, at an individual and organisational level; information, consultation, and facilitation to enable action on climate change, whilst also providing a voice for Gippsland on climate change issues.</i>	1st Monday from 10:00am – 1:00pm of each month unless otherwise noted	Councillor Crossley
OneGippsland <i>Purpose: Regional co-operation and lobbying by Gippsland Councils.</i> <i>Facilitated by: Collective Position Group P/L (Secretariat)</i>	Bi-monthly, 2 nd Friday	Mayor – Councillor Bye Chief Executive Officer
Gippsland Local Government Waste Forum <i>Purpose: Works in tandem with Gippsland Waste and Resource Recovery Group</i>	Bi-monthly	Councillor Tatterson Councillor Maher (<i>Gippsland Waste and Resource Recovery Group: nominated by Council, appointed by Minister</i>)
Municipal Association of Victoria (MAV) <i>Purpose: Peak body representing Victorian Councils. Councillors also representing at the Australian Local Government Association (ALGA).</i>	Monthly meetings and as required	Councillor Rossetti Councillor Tatterson (alternate)
National Timber Council Association Inc <i>Purpose: To pursue a variety of issues relevant to local governments that have forest industries/timber issues with the Federal Government.</i>	Quarterly teleconferences Twice yearly in person at the ALGA Conference and Annual Meeting in November	Chief Executive Officer
South East Australian Transport Strategy (SEATS) <i>Purpose: Integrated transport strategy for South East Australia. Includes representatives of municipalities and other organisations from Dandenong to Wollongong.</i> <i>Facilitated by: SEATS</i>	Quarterly, 2 nd Thursday & Friday (Feb, May, Aug, Nov) Meeting venue rotates between VIC, ACT & NSW	Councillor Tatterson General Manager Built & Natural Environment

Timber Towns Victoria <i>Purpose: To pursue a variety of issues relevant to local governments which have forest industries in Victoria and keep abreast of the issues and trends in forestry development that may have an impact upon rural communities.</i>	2 nd Friday each month (Executive) 2 nd Friday bi-monthly (Ordinary Members)	Economic Development Officer
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SECTION 4: OTHER GROUPS, TASKFORCES, PROJECT CONTROL GROUPS (PCG'S) & STATUTORY COMMITTEES

OTHER GROUPS, TASKFORCES, PROJECT CONTROL GROUPS (PCG'S) & STATUTORY COMMITTEES		
<i>These Groups, Taskforces, PCG's and Statutory Committees are subject to formal Council approval processes.</i>		
NAME	SCHEDULE (Include Sunset Dates)	CONVENOR or DELEGATES & ADMIN RESOURCES
Municipal Public Health and Wellbeing Partnership Group <i>Purpose: Multi-agency partnership group that oversees the development, implementation and evaluation of Wellington Shire's Municipal Public Health and Wellbeing Plan (legislatively required plan).</i>	Quarterly	Councillor Wood Councillor Crossley (alternate) Manager Communities, Facilities and Emergencies Coordinator Social Policy and Planning Department of Families, Fairness and Housing Department of Education and Training Central Gippsland Health Yarram and District Health Service Gippsland Women's Health GippSport Gippsland Primary Health Network Wellington Primary Care Partnership Wellington Neighbourhood Houses Uniting Quantam Mission Australia
Wellington Shire Municipal Emergency Management Planning Committee (MEMPC) <i>(Multi-agency committee appointed in accordance with the Emergency Management Legislation Amendment Act 2018)</i> <i>Councillors appointed on the committee as community representatives, mandatory to have community representatives on the committee under the Act.</i> <i>Council CEO is required to chair, or nominate a Council officer to chair, this committee.</i> <i>The committee is responsible for developing, implementing, maintaining and monitoring a Municipal Emergency Management Plan (MEMP).</i> <i>The committee will also maintain liaison, co-ordinate emergency working and operational arrangements, conduct exercises and other emergency management activities such that emergencies may be prevented and when they do occur are managed appropriately and evaluated for effectiveness and future learnings .</i>	Quarterly	Councillor Wood Councillor Crossley (alternate) General Manager Community and Culture / Municipal Emergency Manager (chair) Manager Recovery and Emergencies / Municipal Recovery Manager Coordinator Emergency Management / Municipal Emergency Management Officer All Wellington Shire emergency management services and agencies (public and private) Major business and industry representatives

<p>Wellington Living Well during COVID-19 Municipal Committee</p> <p><i>Purpose: Responsible for coordinating shire-wide recovery from pandemic, ensuring economic and social impacts of COVID-19 are addressed utilising support from state government departments. Sub groups (economic & social) responsible for delivering initiatives.</i></p>	<p>Monthly meetings or as required</p>	<p>Councillor Crossley</p> <p>General Manager Community and Culture / Municipal Emergency Manager (chair) Manager Recovery and Emergencies / Municipal Recovery Manager Emergency Management Planning Officer Wellington shire recovery agencies representatives (NGO and government)</p>
<p>Business Boost Reference Group (Business Recovery Sub-committee)</p> <p><i>Purpose: To provide feedback and input into Council's marketing campaign, designed to improve business turnover throughout Central Gippsland by attracting more visitors and shoppers to the region while stimulating economic recovery and growth. All business and tourism Associations and other business related groups within the Shire are represented. This group also doubles as the official Covid-19 business recovery sub-committee as well.</i></p>	<p>Approximately every 6 to 8 weeks with meetings will run to at least mid-2021 (to be reviewed for continuation at this point)</p> <p>Meetings are usually held from 7:30 to 8:30am</p>	<p>Councillor Maher Councillor Wood</p> <p>General Manager Development (chair) Senior Business Development Officer Marketing Campaign Coordinator Pace Marketing representatives Business, tourism association and industry representatives</p>
<p>Wellington Renewable Energy Forum</p> <p><i>Purpose: To demonstrate support and provide input to the Renewable Energy projects and proposals in the Shire. Council welcomes renewable energy as a major growth sunrise industry for the Shire as evidenced in our Council Plan 2021/25 and the Wellington Investment Prospectus.</i></p> <p><i>There are two key objectives for RE Forum:</i></p> <ol style="list-style-type: none"> <i>1. To allow Council and renewable energy stakeholders to update each other on key projects and initiatives.</i> <i>2. To jointly progress shared outcomes including addressing common challenges, skills and training needs and to discuss advocacy to State/Federal Governments on common compliance and funding matters.</i> 	<p>Bi-monthly meetings, commencing August 2021.</p> <p>Meetings are held Tuesdays 2:00-3:30pm</p>	<p>Mayor – Councillor Bye Councillor Stephens Councillor McKenzie Councillor Maher Councillor Tatterson</p> <p>Chief Executive Officer General Manager Development Manager Economic Development (chair) Senior Business Development Officer Manager Land Use Planning Projects, Governing bodies, key industry stakeholders</p>

SECTION 5: COMMUNITY ASSET COMMITTEES (VOLUNTARY APPOINTMENT)

COMMUNITY ASSET COMMITTEES <i>Under Section 65 of the Local Government Act 2020, in addition to any Advisory Committees that the Council may establish, the Council may establish one or more Community Asset Committees, made up of any combination of Councillors, Council staff and other people.</i> <i>The Council may by Instrument of Delegation, delegate its functions, duties or powers to a Community Asset Committee, though this is subject to certain restrictions. The Mayor may attend any meeting.</i>			
NAME	DESIGNATED REPORTING OFFICER	SCHEDULE	CONVENOR or DELEGATES & ADMIN RESOURCES
Briagolong Recreation Reserve Committee <i>Purpose: To protect, promote and develop the Briagolong Recreation Reserve.</i>	Coordinator Community Committees	3 rd Monday monthly at 7.30pm Briagolong Recreation Reserve	No Council Representative Nominated
Cameron Sporting Complex Committee <i>Purpose: To protect, promote and develop the Cameron Sporting Complex, Maffra</i>	Coordinator Community Committees	3 rd Thursday monthly Cameron Sporting Complex	Councillor Tatterson
Gordon Street Reserve Committee <i>Purpose: To protect, promote and develop the Gordon Street Reserve.</i>	Coordinator Community Committees	2 nd Thursday bi-monthly (Feb, Apr, Jun, Aug, Oct) Gordon Street Recreation Reserve	Councillor Ripper
Maffra Recreation Reserve Committee <i>Purpose: To protect, promote and develop the Maffra Recreation Reserve.</i>	Coordinator Community Committees	1 st Monday monthly Maffra Recreation Reserve Meeting Room	Councillor Tatterson
Newry Recreation Reserve Committee <i>Purpose: To protect, promote and develop the Newry Recreation Reserve.</i>	Coordinator Community Committees	3 rd Monday Feb, May, Aug & Nov	No Council Representative Nominated

<p>Sale Performance Space Fundraising Committee</p> <p>2.1 To maintain a public fund into which the public may contribute towards the construction, maintenance, upgrade and expansion of Wellington Shire Council owned cultural spaces, facilities and equipment.</p> <p>2.2 To maintain a public fund into which the public may contribute towards cultural activities, programs and events conducted by Wellington Shire Council through Wellington Shire Council owned cultural spaces and facilities. To coordinate fundraising activities on behalf of Wellington Shire Council owned cultural spaces and facilities. To obtain all necessary permits and approvals required for eligible fundraising activities.</p> <p>To retain the registration of the Sale Performance Space Donations Fund on the Register of Cultural Organisations for the purposes of the Income Tax Assessment Act 1997 (Commonwealth), ensuring that those cultural activities and projects accepted meet the definition of the "organisation's principal purpose" in the Register of Cultural Organisations Guide.</p>	Manager Arts & Culture	As required	<p>Councillor Crossley</p> <p>Manager Corporate Finance Manager Arts & Culture Performing Arts Centre Director</p>
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11.3. ADOPTION OF THE CEO EMPLOYMENT AND REMUNERATION POLICY

ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

PURPOSE

For Council to approve and adopt the new CEO Employment and Remuneration Policy, as attached and as required under section 45 of the *Local Government Act 2020* (the Act).

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council approve and adopt the new CEO Employment and Remuneration Policy, as attached and as required under section 45 of the Local Government Act 2020.

BACKGROUND

Under section 45 of the Act, Council is required to develop and adopt a Chief Executive Officer Employment and Remuneration Policy.

Wellington Shire Councils draft CEO Employment and Remuneration Policy meets all the requirements of the Act and provides for the recruitment and appointment process, contract inclusions and performance monitoring, including the use of experienced and independent consultants to assist Council with recruitment and the CEO performance review process.

ATTACHMENTS

1. Draft WSC CEO Employment & Remuneration Policy Final [11.3.1 - 3 pages]

OPTIONS

Council has the following options available:

1. Approve and adopt the new CEO Employment and Remuneration Policy, as attached and as required under section 45 of the *Local Government Act 2020*; or
2. Not approve the new CEO Employment and Remuneration Policy, as attached and as required under section 45 of the *Local Government Act 2020* and seek further information.

PROPOSAL

For Council to approve and adopt the new CEO Employment and Remuneration Policy, attached and as required under section 45 of the *Local Government Act 2020*.

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

Section 45 of the *Local Government Act 2020* requires Council to develop, adopt and keep in force a Chief Executive Officer Employment and Remuneration Policy.

COUNCIL POLICY IMPACT

As a new Council policy, a resolution by Council to approve its inception will see the CEO Employment and Remuneration Policy be included in the Council Policy manual to be reviewed annually.

COUNCIL PLAN IMPACT

The Council Plan 2021-25 Theme 4 “Services and Infrastructure” states the following strategic outcome:

Strategic Outcome 4.1: *“A financially sustainable and high performing organisation.”*

This report supports the above Council Plan strategic outcome.

RESOURCES AND STAFF IMPACT

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

COMMUNITY IMPACT

The introduction of the CEO Employment and Remuneration Policy will clearly and deliberately inform the public about the process regarding the Chief Executive Officer’s employment and performance monitoring.

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.

WELLINGTON SHIRE COUNCIL EMPLOYEE POLICY

CEO EMPLOYMENT AND REMUNERATION

Policy Number:	4.1
Approved by	Council
Date Approved:	December 2021
Date Effective:	Immediately
Date of Next Review:	December 2025
Applicable to:	Organisation
Responsible Officer:	General Manager Corporate Services
Statutory Reference:	<i>Local Government Act 2020 - Section 45</i> <i>The Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019 - section 21</i> <i>Victorian Charter of Human Rights and Responsibilities Act 2006.</i> <i>Fair Work Act 2009</i> <i>Charter of Human Rights Act 2008</i> <i>Human Rights and Equal Opportunity Commission Act 1986 (Commonwealth)</i>

AUTHORISATION

This Policy was endorsed by resolution of Council at a Council Meeting on <date>

1. OVERVIEW

The Wellington Shire Council ('Council') Chief Executive Officer (CEO) Employment and Remuneration Policy sets out the framework for CEO recruitment, contract terms, remuneration and performance reviews.

This policy is written in accordance with section 45 of the Local Government Act 2020 and section 21 of the Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019 and is to be read in conjunction with the CEO's Contract of Employment.

2. CEO EMPLOYMENT AND REMUNERATION FRAMEWORK

2.1 Principles

Council will ensure that the following best practice principles apply:

- Decision-making principles that are fair, transparent, and applied consistently.
- Decisions and actions that are conducive to ongoing good governance.
- Documentation that is clear and comprehensive to render decisions capable of effective review.
- Employment decisions that are based on the proper assessment of an individual's work-related qualities, abilities, and potential against the genuine requirements of the role; and
- Decisions to appoint a new employee that are based on merit.

2.2 CEO Recruitment Overview

On behalf of Council, the CEO Performance Review Committee will appoint an independent recruitment consultant to manage the end-to-end CEO recruitment process which should include:

- Taking a detailed brief from the Council on the role and the ideal candidate
- Preparing a detailed schedule outlining the end-to-end process
- Developing a strategy to attract suitable candidates
- Assisting Council to conduct first and second round interviews (if required) to determine a shortlist of candidates
- Conducting relevant psychometrics (if required) to determine best fit
- Conducting reference checks on the preferred candidate
- Performing probity checks on the preferred candidate
- Working with Council's General Manager Corporate Services and the Human Resources team to prepare and issue the CEO's Contract of Employment

The CEO Performance Review Committee will also:

- prepare communications for Council to announce the appointment of the new CEO
- lead the induction of the new CEO in conjunction with the General Manager Corporate Services.
- Work with the new CEO to mutually agree the Performance Objectives and Key Result Areas (KRAs).

2.3 Key Contract Terms

Key contractual terms and conditions for the CEO as per section 44 of the Local Government Act 2020 are:

- A contract of employment is to be offered for a period of up to 5 years (*section 45 of the LGA 2020*).
- A CEO is eligible to be reappointed under a new contract of employment (*section 45 of the LGA 2020*).
- If there is a vacancy in the office of the CEO or the CEO is unable to perform the duties of the office of the CEO, the Council must appoint a person to be the Acting CEO (*section 45 of the LGA 2020*)
- Other conditions to be detailed in the CEO's Contract of Employment

2.4 Corporate Credit Card

The CEO may be provided with a Corporate Card to use in transactions related to their role. Corporate Card expenditure will be reviewed by the Mayor and authorised by the Manager Corporate Finance. The independent Audit & Risk Committee will receive quarterly reports on all CEO corporate card transactions.

The Council will meet expenses incurred by the CEO including:

- Membership and subscription fees payable to professional associations which are reasonably necessary or desirable in performance of duties and / or what is also agreed in the CEO's Contract of Employment
- Reasonable costs incurred where attending conferences, seminars or undertaking study
- Reasonable costs incurred in performance of duties.

2.5 CEO Remuneration Principals

CEO total remuneration arrangements and decisions should be robust, transparent, based on rigorous analysis and guided by the following principles:

- remuneration should be compared and aligned to appropriate industry benchmarks
- remuneration may be guided by the outcomes of section 21 of the Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019
- remuneration should be a fair and reasonable recompense for performing the inherent requirements of the role.
- remuneration decisions should have regard to Council's fiscal and economic conditions
- remuneration should be set at a competitive level for the relevant market and sector to attract and retain talent.
- remuneration should reflect the non-financial benefits of local government employment.

2.6 CEO Performance Review

The CEO's performance review process will be undertaken by Council's CEO Performance Review Committee. This review may include, at Council's cost, the assistance of a mutually agreed (CEO and Committee) independent consultant, to assist with:

- developing the CEO's relevant, achievable, measurable, and timed KRAs, linked to an approved Council Plan and including, as required, other relevant infrastructure, economic development, operational, financial and governance matters.
- assessing the performance of the CEO against the KRAs,
- developing new KRA's for the following performance year.

The performance review will also include the opportunity for Council to provide the CEO with performance related feedback and input into the CEO's development plan.

The CEO will also provide feedback on the performance of the Council as part of a 360-degree feedback process, which will be facilitated by the independent consultant.

The performance review will be completed annually to coincide, if possible, with the anniversary of the CEO's commencement date.

Details of the performance review will be provided to the CEO by no later than 1 month prior to the commencement of such review.

A performance review will be conducted within 6 months of the formal annual review each year thereafter. This review will provide the CEO with feedback and the opportunity to adjust any of the objectives set in the formal performance review if required.

Following the CEO's annual formal performance review, Council will work with the independent consultant to review the remuneration of the CEO. Any decision to increase the remuneration of the CEO must be in accordance with the CEO Remuneration Principles outlined herein.

3. BREACH OF POLICY

Failure to maintain and comply with this policy may be a breach of Section 45 of the *Local Government Act 2020* and accordingly be subject to review by the Local Government Inspectorate.

11.4. WELLINGTON SHIRE COUNCIL - EAST GIPPSLAND SHIRE COUNCIL ICT PANEL OF PROVIDERS - TENDER EVALUATION REPORT

ACTION OFFICER: MANAGER INFORMATION SERVICES

PURPOSE

Pursuant to sections 3(1) and 66(5) of the *Local Government Act 2020*, the information contained in this report is confidential because it contains Council business information being information that would prejudice the Council's position in commercial negotiations.

The purpose of this report is to seek endorsement for the issuing of contracts to the successful tenderers, for a Technologies (ICT) Professional Services Panel of Providers. This has been undertaken via a collaborative tender between Wellington Shire Council (Lead Council) and East Gippsland Shire Council, and includes experienced vendors across both shires and Gippsland to cover several ICT service categories including the delivery of ICT enabled services and specialist projects.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council:

- 1. receive and note this report and all attachments pertaining to this report;***
- 2. accept the schedule of rates submitted by the preferred tenderers for the Information Communication and Technologies (ICT) Professional Services Panel of Providers, Contract Number 2022-018 for a four-year term;***
- 3. authorise the Chief Executive Officer to execute such documents as are necessary to give effect to the arrangements of the Information Communication and Technologies (ICT) Professionals Services Panel of Providers, Contract Number 2022-018; and***
- 4. resolve that all attachments to this report and all discussions in relation to the attachments remain confidential.***

BACKGROUND

Wellington Shire Council (WSC) and East Gippsland Shire Council (EGSC) have completed evaluation of the Information Communication and Technologies (ICT) Professional Services Panel of Providers - Contract Number 2022-018.

The objective of the joint tender with Wellington Shire Council (Lead Council) and East Gippsland Shire Council is to achieve procurement and service delivery efficiencies across both Councils.

The ICT Professional Services Panel of Providers is a non-mandatory panel arrangement being established for the supply of suitably qualified vendors to support and assist Wellington Shire Council and East Gippsland Shire Council in their delivery of ICT enabled services and specialist projects.

The ICT Professional Services Panel of Providers contract will include the following ICT service categories:

- Business Analysis and Application Support Services
- Infrastructure Technical Services
- Operational Services
- Cyber Security Services
- Project Management.

There was a total of 29 tenderers, with 25 assessed and recommended to constitute a panel of providers, as they provide best value to Council and the community:

- nine Gippsland based tenderers met requirements and have been included as preferred panel tenderers within the 25 recommended to the panel;
- two Wellington based tenderers met requirements and have been included as preferred panel tenderers within the 25 recommended to the panel; and
- one Bairnsdale based tenderer met requirements and has been included as a preferred panel tenderer within the 25 recommended to the panel.

The collaborative procurement with East Gippsland Shire Council will ensure that Council can secure the appropriate skill and expertise, and the most cost-effective measures, to support ICT project and service delivery requirements for the next four-year period.

The estimated value of the ICT Professional Services Panel of Providers is approximately \$500,000 (exclusive of GST) for the duration of the contract from 1 December 2021 to 1 December 2025 (four-year period).

ATTACHMENTS

1. Confidential Header ICT Panel of Providers for Wellington Shire Council and East Gippsland Shire Council [11.4.1 - 1 page]
2. CONFIDENTIAL REDACTED - Contract 2022-018 ICT Panel of Providers for Wellington Shire Council and East Gippsland Shire Council [11.4.2 - 9 pages]

OPTIONS

Council has the following options available.

Council officers have considered the following options in preparation of this report before determining that the listed recommendation will provide Council the best outcome:

Option 1 – Establish ICT Professional Services Panel of Providers with East Gippsland Shire Council (recommended).

It is expected that the following outcomes will be achieved for both councils as a result of the establishment of this ICT Professional Services Panel of Providers:

- Opportunity to establish procurement panel of local ICT skill and expertise (supporting local economy and ICT industry).
- Procurement efficiencies which result in cost-effective ICT project and service delivery for both councils.

- Ensure council can secure the appropriate skill and expertise to support ICT project and service delivery requirements for the next four-year period.

Option 2 - Do nothing

This is not a feasible option given the complex requirements of ICT professional services to support council operations and the forecasted expenditure required to deliver major ICT projects over the next four-year period. Another major consideration is the strong requirement for Council to secure the appropriate skill and expertise to support ICT project and service delivery requirements for the next four-year period.

PROPOSAL

The purpose of this report is to seek endorsement for the issuing of contracts to the successful applicants of a collaborative tender that Wellington Shire Council (Lead Council) and East Gippsland Shire Council have jointly gone to market - "Information Communication and Technologies (ICT) Professional Services Panel of Providers – Contract Number 2022-018".

The establishment of an ICT Professional Services Panel of Providers will ensure supply of suitably qualified vendors to support and assist Wellington Shire Council and East Gippsland Shire Council in their delivery of ICT enabled services and specialist projects for the next four-year period.

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 has been prepared by officers within existing budgets.

The impact of adopting the ICT Professional Services Panel of Providers is estimated to garner approximately \$120,000 cost benefit over a four-year period.

COMMUNICATION IMPACT

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

LEGISLATIVE IMPACT

This report has been prepared in accordance with *Local Government Act 2020*, sections 108 Procurement Policy and 109 Procurement.

Pursuant to sections 3(1) and 66(5) of the *Local Government Act 2020*, the information contained in this report is confidential because it contains Council business information being information that would prejudice the Council's position in commercial negotiations.

The implications of this report have been assessed and are not considered likely to breach or infringe upon the human rights detailed in the *Victorian Government's Charter of Human Rights and Responsibilities Act 2006*.

COUNCIL POLICY IMPACT

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

COUNCIL PLAN IMPACT

The Council Plan 2021-25 Theme 4 "Services and Infrastructure" states the following strategic outcome:

Strategic Outcome 4.1: *"A financially sustainable and high performing organisation."*

This report supports the above Council Plan strategic outcome.

RESOURCES AND STAFF IMPACT

There is an increasing shortage of available personnel with appropriate ICT skill and expertise within the Gippsland Region due to the impact of COVID-19 and the changing employment landscape. ICT professionals and specialist skills are in high demand. Access to specialist expertise is becoming a challenge for many organisations who require specialist skills and services to facilitate major project requirements. The ICT Professional Services Panel of Providers will enable Council to mitigate this risk and secure appropriate skills and expertise.

COMMUNITY IMPACT

The joint tender procurement with East Gippsland Shire Council has provided the opportunity to establish a procurement panel of local ICT skill and expertise, supporting the local economy and ICT industry.

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

The risks of this proposal have been considered as having no impact to business-as-usual operations. There is an elevated risk of not being able to secure specialist ICT skills and expertise if the ICT Professional Services Panel of Providers is not established which may impact future project requirements, and delivery outcomes.



WELLINGTON
SHIRE COUNCIL

The Heart of Gippsland

ORDINARY COUNCIL MEETING 7 December 2021

On this day, 22 November 2021, in accordance with Section 66 Clause (2)(a) of the *Local Government Act 2020*; I, Arthur Skipitaris, General Manager Corporate Services declare that the information contained in the attached document **CONTRACT 2022-018 INFORMATION COMMUNICATION & TECHNOLOGIES (ICT) PROFESSIONAL SERVICES PANEL OF PROVIDERS FOR WELLINGTON SHIRE COUNCIL AND EAST GIPPSLAND SHIRE COUNCIL** is confidential because it relates to the following grounds under Section 3(1) of the *Local Government Act 2020*:

- (g)(ii) *private commercial information, being information by a business, commercial or financial undertaking that - if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage*

.....
ARTHUR SKIPITARIS, GENERAL MANAGER CORPORATE SERVICES

12. GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT

12.1. YORK STREET STREETSCAPE REVITALISATION WORKS (CENTRAL)

ACTION OFFICER: MANAGER ASSETS AND PROJECTS

PURPOSE

The purpose of this report is for Council to consider entering into a contract for the revitalisation of the central section of the York Street streetscape from Macalister Street to Stawell Street, Sale.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That:

- 1. Council adopt the recommendations contained in the attached confidential Tender Evaluation Report of the Council Meeting Agenda for Contract 2022-053 York Street Streetscape Revitalisation Works Central; and***
- 2. The information contained in the confidential attachment Contract 2022-053 York Street Streetscape Revitalisation Works Central and designated confidential under Section 3(1) Confidential Information of the Local Government Act 2020 by the General Manager Built and Natural Environment on 5 November 2021 because it relates to the following grounds: (g) private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage; be designated confidential information under Section 3(1) Confidential Information of the Local Government Act 2020, except that once this recommendation has been adopted the name of the successful tenderer can be made public.***

BACKGROUND

The existing footpaths, kerb and channel and road pavement in York Street (Princes Highway) are in poor condition with regular pavement failures and deformation of the parking and through lanes from the intersection of Foster Street through to the intersection of Raglan Street.

The contract, which is the subject of this report, is for the revitalisation of the central section of York Street between Macalister Street and Stawell Street. Council has previously awarded contracts for the southern and northern sections on 7 September and 21 September 2021 respectively.

Accordingly, a tender was advertised for these works and has been evaluated and a contract has now been prepared for Council's consideration.

This project builds on the work already completed in York Street, namely the undergrounding of power and the installation of centre median lighting between Macalister Street and Stawell Streets. These works are jointly funded by Wellington Shire Council in conjunction with the

Federal Government through the Department of Infrastructure, Transport, Cities and Regional Development and Regional Roads Victoria.

ATTACHMENTS

1. Confidential Header York Street Streetscape Revitalisation Works Central [12.1.1 - 1 page]
2. CONFIDENTIAL REDACTED - Contract 2022-053 York Street Streetscape Revitalisation Works Central- Draft Tender Evaluation Report [12.1.2 - 6 pages]

OPTIONS

Council has the following options available:

1. Adopt the recommendations contained in the attached confidential Tender Evaluation Report for Contract 2022-053 York Street Streetscape Revitalisation Works Central;
or
2. Not enter into a contract and not proceed with these works at this time.

PROPOSAL

That Council adopt the recommendations contained in the attached confidential Tender Evaluation Report for Contract 2022-053 York Street Streetscape Revitalisation Works Central.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

These works have been budgeted for under the 2021-2022 capital works program.

COMMUNICATION IMPACT

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

LEGISLATIVE IMPACT

Wellington Shire Council is committed to ensuring the Contract tendering process complies with the *Local Government Act 1989*, *Local Government Act 2020* and the Victorian Local Government Code of Tendering.

COUNCIL POLICY IMPACT

These works are in line with Council's policies of maintaining and enhancing Council's infrastructure.

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.”*

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

RESOURCES AND STAFF IMPACT

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

COMMUNITY IMPACT

These works will have a positive community impact.

ENVIRONMENTAL IMPACT

This project will have minimal environmental impact, with the contractors providing an Environmental Management Plan which will be strictly monitored.

ENGAGEMENT IMPACT

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

RISK MANAGEMENT IMPACT

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



WELLINGTON

SHIRE COUNCIL

The Heart of Gippsland

ORDINARY COUNCIL MEETING 7 December 2021

On this day, 5 November 2021, in accordance with Section 66 Clause (2)(a) of the *Local Government Act 2020*; I, Chris Hastie, General Manager Built and Natural Environment declare that the information contained in the attached **CONTRACT AWARD 2022 - 053 YORK STREET STREETSCAPE REVITALISATION WORKS (CENTRAL)** is confidential because it relates to the following grounds under Section 3(1) of the *Local Government Act 2020*:

- (g) *private commercial information, being information provided by a business, commercial or financial undertaking that—*
 - (ii) *if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage*

.....
CHRIS HASTIE, GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT

12.2. UNUSED ROAD LICENCE – POOLEYS ROAD AND SPENCERS ROAD, SALE

ACTION OFFICER: MANAGER BUILT ENVIRONMENT

PURPOSE

The objective of this report is for Council to consider an application for parts of two Government Roads, Pooleys Road and Spencers Road in Sale, being not required for public traffic and are therefore unused roads, for the granting of an unused road grazing licence.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council:

Pursuant to section 400 of the Land Act 1958, gives notice that Government Roads north of Crown Allotment 31 and 30, northwest of Crown Allotment 11, Section A2 and east of Crown Allotment 6 (part), 7, 8, 9, 10 & 11, Section A2 in the Parish of Sale are not required for public traffic and are therefore unused roads.

BACKGROUND

The property owner whose land abuts Pooleys Road and Spencers Road in Sale is seeking to obtain an unused road grazing licence for the unused parts of these Government Roads from the Department of Environment, Land, Water and Planning (DELWP) and is requesting Council determine that these roads are unused and no longer required for public traffic, in order to facilitate their licence application.

The part of the Government Road north of Crown Allotment 31 and 30, northwest of Crown Allotment 11, Section A2 in the Parish of Sale (Pooleys Road) is currently unused and is fenced within the property and has been this way for a number of years, following the bridge closure over Lavers Creek c2012. The part of the Government Road east of Crown Allotment 6 (part), 7, 8, 9, 10 & 11, Section A2 in the Parish of Sale (Spencers Road) is mostly used for farm access and is regularly shut off by the applicant for roadside grazing.

Both sections of Pooleys Road and Spencers Road are roads which are not maintained by Council under its Road Management Plan, and DELWP is seeking confirmation from Council that both parts of these Government Roads are no longer required for public traffic. The sections of road subject to this application are shown in Attachment 1.

The property owner application process through DELWP requires their application for an unused road grazing licence to be publicly advertised. A public notice was placed by the property owner in the Gippsland Times newspaper on 21 September 2021 and subsequently DELWP have advised that no submissions were received. A copy of the Schedule to be signed is provided in Attachment 2.

Road licences for unused roads are issued by DELWP on either an annual, triennial or 99 year licence basis and they may be revoked (fully or in part) on written request from Council to DELWP should the road(s) be required for public traffic in the future.

ATTACHMENTS

1. Locality Map [12.2.1 - 1 page]
2. Schedule 4 [12.2.2 - 1 page]

OPTIONS

Council has the following options available:

1. Pursuant to section 400 of the *Land Act 1958*, advise the Department of Environment Land Water and Planning its approval of issuing the licence as this section of the government road is not required for public traffic, or;
2. Not agree to the issuing of the licence as the government road is required for public traffic.

PROPOSAL

That Council:

Pursuant to section 400 of the *Land Act 1958*, gives notice that Government Roads north of Crown Allotment 31 and 30, northwest of Crown Allotment 11, Section A2 and east of Crown Allotment 6 (part), 7, 8, 9, 10 & 11, Section A2 in the Parish of Sale are not required for public traffic and are therefore unused roads.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

There is no financial impact for Council as the road is a government road and any licence fee will be paid to DELWP.

COMMUNICATION IMPACT

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

LEGISLATIVE IMPACT

Application for issue of the licence(s) has been made pursuant to section 400 of the *Land Act 1958*.

COUNCIL POLICY IMPACT

There is no Council policy on the closure of unused roads to public traffic, with each application being treated on merit.

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.”*

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

The section of unused Government Road (Pooleys Road) is currently fenced within the applicant's farming operation. The section of unused Government Road (Spencers Road) is regularly closed off for roadside grazing. Both sections of road are not maintained by Council under our Road Management Plan, accordingly, there will not be an identifiable community impact.

ENVIRONMENTAL IMPACT

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

ENGAGEMENT IMPACT

A public notice in the prescribed format was printed in the Gippsland Times on 21 September 2021 as required and subsequently DELWP have advised that no submissions or objections were received. The abutting neighbour on Spencers Road has provided written consent to the proposal.

RISK MANAGEMENT IMPACT

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

Attachment 1

**PROPOSED UNUSED GOVERNMENT ROAD LICENCE
POOLEYS ROAD AND SPENCERS ROAD, SALE (PART)**

**North of Crown Allotment 31 & 30, Northwest of Crown Allotment 11, Section A2 &
East of Crown Allotment 6 (part), 7, 8, 9, 10 & 11, Section A2 in the Parish of Sale**



GOVERNMENT ROAD(S) SUBJECT TO THE APPLICATION

DEPARTMENT OF ENVIRONMENT, LAND, WATER & PLANNING

SCHEDULE 4

Notice of a municipal council under section 400 that a road is unused.

Secretary to the Department of Environment, Land, Water & Planning

Under Section 400 of the Land Act 1958, the municipal council of the municipal district of

WELLINGTON

gives notice that *the road / *each of the roads described in the Schedule below is considered by Council to not be required for public traffic and is therefore an unused road.

SCHEDULE

PARISH	DESCRIPTION OF LOCATION OF ROAD
SALE	North of Crown Allotment 31 & 30, North West Of Crown Allotment 11, Section A2 & East Of Crown Allotments 6 (Part), 7, 8, 9, 10 & 11, Section A2

As indicated by shading on the plan copy attached

* Signed:

Dated:

witness

* The seal of the municipal council of
.....

as affixed to this on

by

witness

* Delete whichever is not applicable

Our ref. 3001224

OFFICIAL

12.3. WASTE INFRASTRUCTURE RESERVE FUNDS

ACTION OFFICER: MANAGER NATURAL ENVIRONMENT AND PARKS

PURPOSE

To seek approval from Council to transfer funds from the Waste Infrastructure Reserve to commence the procurement of plant and fleet to enable the transfer of management of Council landfills to a direct managed service (Kilmany and Maffra Landfills) from 1 July 2022.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council;

- 1. Authorise the Chief Executive Officer to make the necessary budget adjustments to transfer funds from Councils Waste Infrastructure Reserve, in accordance with the attached confidential Business Case and Independent Review, to enable the procurement of plant/fleet required to transition Wellington Shire Council landfills at Kilmany and Maffra to a direct managed service on 1 July 2022; and*
- 2. Delegate authority to the Chief Executive Officer to procure the required Landfill compaction machine, in accordance with the attached confidential Business Case and Independent Review, to transition Wellington Shire Council landfills at Kilmany and Maffra to a direct managed service on 1 July 2022.*
- 3. The information contained in attachment 1 - Landfill Management - Business Case and attachment 2 - Landfill Management - Independent review, and designated confidential under Section 3(1) Confidential Information of the Local Government Act 2020 by the General Manager Built and Natural Environment on 29 November 2021 because it relates to the following grounds: (g) private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.*

BACKGROUND

Workshops were presented to Council on 5 and 19 October 2021 regarding a proposal to transfer management of Council owned landfills at Kilmany and Maffra to a direct managed service.

The proposal was based on a detailed review of the current delivery model of landfill operations (Internal Management of Landfill Business Case) and looked at the effectiveness of the current outsourced arrangement. The Business Case has been independently reviewed.

The analysis undertaken for this report found that there is significant reasoning for the management of Maffra and Kilmany landfills to revert to a direct Council managed service, with potential savings across years 3-10 when a ten-year case plan is considered. There are several factors when considering this proposal, including human and financial resources, risk

mitigation for council, and community service improvement due to increased revenue. The report has also found that the community will receive greater benefit when landfill management is internalised due to factors relating to compliance, machinery emissions control, Council Plan and strategic direction compliance, as well as the ability to pivot within a complex and dynamic industry that will see significant change in the coming 10 years.

Landfills are highly regulated by the Environmental Protection Agency (EPA) and represent a significant risk to Council financially, environmentally, and from a reputational perspective. If Council support the recommendation, officers will commence the first key element of purchasing plant/fleet for the transition of operations.

ATTACHMENTS

1. Confidential Header Waste Infrastructure Reserve Funds [12.3.1 - 1 page]
2. CONFIDENTIAL REDACTED - Attachment 1 - Kilmany Landfill Management Business Case FINAL [12.3.2 - 24 pages]
3. CONFIDENTIAL REDACTED - Attachment 2 - Landfill Management - Independent review P 1322 Review of Wellington internal management of Kilmany landfill business case [12.3.3 - 5 pages]

OPTIONS

Council has the following options available:

1. Authorise the Chief Executive Officer to make the necessary budget adjustments to transfer funds from Councils Waste Infrastructure Reserve, in accordance with the attached confidential Business Case and Independent Review, to enable the procurement of plant/fleet required to transition Wellington Shire Council landfills at Kilmany and Maffra to a direct managed service on 1 July 2022; and
2. Delegate authority to the Chief Executive Officer to procure the required Landfill compaction machine, in accordance with the attached confidential Business Case and Independent Review, to transition Wellington Shire Council landfills at Kilmany and Maffra to a direct managed service on 1 July 2022.
3. Not authorise the Chief Executive Officer to make the necessary budget adjustments.
4. Not delegate authority to the Chief executive Officer to procure the Landfill Compaction Machine.

PROPOSAL

That Council authorise the Chief Executive Officer to make the necessary budget adjustments to transfer funds from Councils Waste Infrastructure Reserve, in accordance with the attached confidential Business Case and Independent Review, to enable the procurement of plant/fleet required to transition Wellington Shire Council landfills at Kilmany and Maffra to a direct managed service on 1 July 2022; and delegate authority to the Chief Executive Officer to procure the required Landfill compaction machine, in accordance with the attached confidential Business Case and Independent Review, to transition Wellington Shire Council landfills at Kilmany and Maffra to a direct managed service on 1 July 2022.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

The Waste Infrastructure Reserve currently has funding available to support this procurement. The fund has an annual income stream of \$1.7 million which provides for waste infrastructure development and expenditure.

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 proposed action is in line with Council Policy.

COUNCIL PLAN IMPACT

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

Strategic Objective 3.2: *"Demonstrate leadership in waste and water management, and energy efficiency."*

Strategy 3.2.1: *"Review Council's provision of waste services."*

Strategy 3.2.2: *"Provide leadership and education in sustainable living practices."*

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

RESOURCES AND STAFF IMPACT

The procurement processes associated with this report can be undertaken with the current staffing provision of the Natural Environment and Parks team.

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.



WELLINGTON
SHIRE COUNCIL
The Heart of Gippsland

**ORDINARY COUNCIL MEETING
7 December 2021**

On this day, 29 November 2021, in accordance with Section 66 Clause (2)(a) of the *Local Government Act 2020*; I, Chris Hastie, General Manager Built and Natural Environment declare that the information contained in the attached

- Attachment 1 - Landfill Management - Business Case
- Attachment 2 - Landfill Management - Independent review

is confidential because it relates to the following grounds under Section 3(1) of the *Local Government Act 2020*:

(g) private commercial information, being information provided by a business, commercial or financial undertaking that—

(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage

.....
CHRIS HASTIE, GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT

12.4. LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM – ROUND 3

ACTION OFFICER: GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT

PURPOSE

The purpose of this report is for Council to approve the list of projects to be funded under the Federal Government's Local Road and Community Infrastructure Program Round 3.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council:

- 1. Note that funding has been allocated to Wellington Shire Council by the Federal Government under the Local Roads and Community Infrastructure Program Round 3 for expenditure between 1 January 2022 and 30 June 2023; and***
- 2. Authorise the Chief Executive Officer to finalise agreements and perform the necessary budget adjustments to allocate this Local Roads and Community Infrastructure Program Round 3 funding to the projects detailed in Attachment 1.***

BACKGROUND

The Federal Government has announced that Wellington Shire Council is eligible to receive an allocation of \$6.31m, under Round 3 of the Local Government and Community Infrastructure Program. The funding is available from 1 January 2022 and must be spent by 30 June 2023. A work schedule will need to be submitted outlining the projects intended to be undertaken. A proposed schedule is included in Attachment 1.

The program is designed to support local councils to deliver priority local road and community infrastructure projects. The infrastructure criteria for the funding states that projects selected must be additional to Councils adopted Capital Works Program.

ATTACHMENTS

1. LRCIP Round 3 Council Report Attachment [12.4.1 - 1 page]

OPTIONS

Council has the following options available:

1. Note that funding has been allocated to Wellington Shire Council by the Federal Government under Round 3 of the Local Roads and Community Infrastructure Program; and authorise the Chief Executive Officer to finalise agreements and perform the necessary budget adjustments to allocate this Local Roads and Community Infrastructure Program funding to the projects detailed in Attachment 1; or

2. Not approve or modify the list of recommended projects as presented in this report.

PROPOSAL

That Council:

1. Note that funding has been allocated to Wellington Shire Council by the Federal Government under the Local Roads and Community Infrastructure Program Round 3 for expenditure between 1 January 2022 and 30 June 2023; and
2. Authorise the Chief Executive Officer to finalise agreements and perform the necessary budget adjustments to allocate this Local Roads and Community Infrastructure Program Round 3 funding to the projects detailed in Attachment 1.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

These works will be funded from the Local Roads and Community Infrastructure Program. Additional resource support may be required to ensure delivery of these projects within the specified timeframes. Several project proposals also include support funding from respective community committees where indicated in Attachment 1.

COMMUNICATION IMPACT

Councils defined communication and engagement processes will be used in relation to detailed project planning and delivery.

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 2.4: *“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

Additional resource support is being considered to ensure delivery of these projects within the specified timeframes.

COMMUNITY IMPACT

The proposed projects support a range of community outcomes. It is anticipated that the outcomes will be well received by the community.

ENVIRONMENTAL IMPACT

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

ENGAGEMENT IMPACT

Councils defined community engagement processes will be used in relation to detailed project planning and delivery.

RISK MANAGEMENT IMPACT

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

Local Road and Community Infrastructure Program Round 3 - Proposed Projects

Project Title	Local Roads and Community Infrastructure Program Funding	Other Support Funding	Total Proposed Budget
Aqua Energy - Stage 2 Development	\$3,200,000	\$10,400,041	\$13,600,041
Stratford Recreation Reserve - Social Room Renewal	\$910,000		\$910,000
Newry Hall - Floor Refurbishment	\$108,000	\$12,000	\$120,000
Munro Hall - External Activity Area Expansion	\$18,500	\$1,500	\$20,000
Yarram Regent Theatre - Sound System Upgrade	\$95,000	\$25,000	\$120,000
Maffra Recreation Reserve - Operable Wall Renewal	\$74,000	\$6,000	\$80,000
Woodside Recreation Reserve - Roof Replacement & Toilet Refurbishment	\$79,000	\$6,000	\$85,000
Boisdale Hall - Toilet Refurbishment	\$150,000	\$10,000	\$160,000
Gippsland Vehicle Collection, Maffra - Partial Roof Replacement	\$72,000	\$8,000	\$80,000
Heyfield Memorial Hall - LED Lighting Replacement	\$16,000	\$1,000	\$17,000
Port Albert Sea Beacon Project	\$30,000		\$30,000
Rosedale Recreation Reserve Oval LED Lighting	\$260,000	\$20,000	\$280,000
Sale Oval - Management Transition Project	\$50,000		\$50,000
Memorial Park, Stratford - Toilet Replacement	\$250,000		\$250,000
Electric Vehicle Charging Station, Heyfield	\$30,000		\$30,000
Seaspray Pump Track	\$100,000	\$50,000	\$150,000
Alberton to Port Albert Trail - Surface and Drainage Improvements	\$150,000		\$150,000
Golf Course Road, Heyfield - Rehabilitation / Widening and Sealing	\$650,000		\$650,000
Asphalt Resurfacing Program	\$25,000		\$25,000
Gravel Road Resurfacing Program	\$25,000		\$25,000
Rural Road Resealing Program	\$20,652		\$20,652
Total	\$6,313,152	\$10,539,541	\$16,852,693

12.5. DIRECT MANAGED FACILITIES CLEANING SERVICES PANEL TENDER 2022 - 041

ACTION OFFICER: MANAGER BUILT ENVIRONMENT

PURPOSE

The purpose of this report is for Council to consider entering into a Schedule of Rates panel contract for Direct Managed Facilities Cleaning Services as recommended in the Confidential Attachment.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council:

- 1. Receives and considers this report and all attachments pertaining to this report.***
- 2. Accepts the Schedule of Rates for Direct Managed Facilities Cleaning Services 2021-2023 for a two-year term with one extension option of twelve months to be made available solely at Council's discretion as outlined in the Confidential Attachment and as submitted by:***
 - Alpha Corporate Property Services Pty Ltd***
 - BG Corporate Services***
 - CNA Cleaning Services Pty Ltd***
 - Geardup Cleaners***
 - Ian Freeman Cleaning and Maintenance***
 - KC Facility Services Pty Ltd***
 - Menzies International Pty Ltd***
 - MN Group (VIC) Pty Ltd***
 - Nuga Property Services Pty Ltd***
 - OITA Facility Management Pty Ltd***
 - Peopleworks Cleaning Services Pty Ltd; and***
 - Pickwick Group Pty Ltd***
- 3. The information contained in the confidential attachment Contract 2022-041 Tender Evaluation Direct Managed Facilities Cleaning Services 2021-2023 Schedule of Rates are designated confidential under Section 3(1) Confidential Information of the Local Government Act 2020 by the General Manager Built and Natural Environment on 23 November 2021 because it relates to the following grounds: (g) private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage; be designated confidential information under Section 3(1) Confidential Information of the Local Government Act 2020.***

BACKGROUND

Council provides cleaning services to a number of Council managed facilities across the shire. The Direct Managed Facilities Cleaning Services 2021-2023 contract seeks to establish a panel of suitably qualified private contractors as required to carry out various types of cleaning tasks throughout our municipality.

ATTACHMENTS

1. Confidential Header Direct Managed Facilities Cleaning Services Panel Tender [12.5.1 - 1 page]
2. CONFIDENTIAL REDACTED - Contract 2022-041 Direct Managed Facilities Cleaning Services Panel Tender Evaluation Report [12.5.2 - 12 pages]

OPTIONS

Council has the following options available:

1. Receives and considers this report and all attachments pertaining to this report, and accepts the Schedule of Rates for Direct Managed Facilities Cleaning Services 2021-2023 for a two-year term with one extension option of twelve months to be made available solely at Council's discretion as outlined in the Confidential Attachment and as submitted by:
 - Alpha Corporate Property Services Pty Ltd
 - BG Corporate Services
 - CNA Cleaning Services Pty Ltd
 - Geardup Cleaners
 - Ian Freeman Cleaning and Maintenance
 - KC Facility Services Pty Ltd
 - Menzies International Pty Ltd
 - MN Group (VIC) Pty Ltd
 - Nuga Property Services Pty Ltd
 - OITA Facility Management Pty Ltd
 - Peopleworks Cleaning Services Pty Ltd; and
 - Pickwick Group Pty Ltd; or
2. Not approve the Panel Contract at this time and seek further information at a future Council meeting.

PROPOSAL

That Council receives and considers this report and all attachments pertaining to this report, and accepts the Schedule of Rates for Direct Managed Facilities Cleaning Services 2021-2023 for a two-year term with one extension option of twelve months to be made available solely at Council's discretion as outlined in the Confidential Attachment and as submitted by:

- Alpha Corporate Property Services Pty Ltd
- BG Corporate Services

- CNA Cleaning Services Pty Ltd
- Geardup Cleaners
- Ian Freeman Cleaning and Maintenance
- KC Facility Services Pty Ltd
- Menzies International Pty Ltd
- MN Group (VIC) Pty Ltd
- Nuga Property Services Pty Ltd
- OITA Facility Management Pty Ltd
- Peopleworks Cleaning Services Pty Ltd; and
- Pickwick Group Pty Ltd

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

Budget allowance for cleaning services are contained within Council's forward operating budgets.

COMMUNICATION IMPACT

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

LEGISLATIVE IMPACT

Wellington Shire Council is committed to ensuring the Contract tendering process complies with the *Local Government Act 1989*, *Local Government Act 2020* and the Victorian Local Government Code of Tendering.

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 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 6.3.1: *"Maintain processes and systems to ensure sound financial management."*

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

RESOURCES AND STAFF IMPACT

This contract will be managed with the resources of the Built Environment Facilities unit however other Council business units may engage contractors via this panel and will therefore be required to provide their own resources and staff as required.

COMMUNITY IMPACT

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

ENVIRONMENTAL IMPACT

All cleaning works, including chemicals used, shall be undertaken in accordance with relevant Australia Standards and Council's Environmental Management Policy.

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.

RESOURCES AND STAFF IMPACT

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

COMMUNITY IMPACT

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

ENVIRONMENTAL IMPACT

This impact will have minimal environmental effects as all contractors are required to provide an Environmental Management Plan in line with Australian Standards and industry best practice guidelines which will be assessed and monitored throughout the term of the contract.

ENGAGEMENT IMPACT

Wellington Shire Council's standard consultation practices, where relevant, will be implemented on this project.

RISK MANAGEMENT IMPACT

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



WELLINGTON

SHIRE COUNCIL

The Heart of Gippsland

ORDINARY COUNCIL MEETING 7 December 2021

On this day, 23 November 2021, in accordance with Section 66 Clause (2)(a) of the *Local Government Act 2020*; I, Chris Hastie, General Manager Built and Natural Environment declare that the information contained in the attached **CONTRACT AWARD DIRECT MANAGED FACILITIES CLEANING SERVICES PANELTENDER 2021-2023 2022 - 041** is confidential because it relates to the following grounds under Section 3(1) of the *Local Government Act 2020*:

- (g) *private commercial information, being information provided by a business, commercial or financial undertaking that—*
 - (ii) *if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage;*

.....
CHRIS HASTIE, GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT

12.6. PLACE NAMES COMMITTEE

ACTION OFFICER: MANAGER ASSETS AND PROJECTS

PURPOSE

The purpose of this report is for Council to receive the minutes of the Place Names Committee meeting held on 9 November 2021 and to consider the recommendations from that meeting.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council receive and note the minutes of the Place Names Committee meeting held on 9 November 2021.

BACKGROUND

The Place Names Committee is an advisory committee of Council that meets quarterly to make recommendations to Council on geographical place name issues.

ATTACHMENTS

1. 20211109 Place Names Committee Minutes - Redacted [12.6.1 - 10 pages]
2. Place and Feature Naming Policy DRAFT V4 [12.6.2 - 7 pages]

OPTIONS

Council has the following options available:

1. To receive the minutes of the Place Names Committee and consider the recommendations; or
2. Seek further information and consider at a future meeting.

PROPOSAL

That Council receive and note the minutes of the Place Names Committee meeting held on 9 November 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 *Local Government Act* provides Council the power to approve, assign or change the name of a road, but in doing so Council must act in accordance with the guidelines provided for under the *Geographical Place Names Act 1998*.

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 1 Communities states the following strategic objective and related strategy:

Strategic Objective 1.3: *"Strengthen community identity by promoting our heritage and history and appreciation for small town rural living."*

Strategy 1.3.1: *"Recognise, celebrate and promote the diverse shared heritage and history of Wellington Shire."*

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

Strategic Objective 6.2: *"Community engagement and customer service excellence is central to Council's decision making process."*

Strategy 6.2.3: *"Ensure sound processes are in place to facilitate input into Council deliberations and decision making."*

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

Having appropriate place names is essential for identifying locations and managing emergencies and delivering goods and services throughout the shire and has a positive community impact.

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.



**PLACE NAMES COMMITTEE MEETING
9 NOVEMBER 2021 AT 2:00 PM
VIA TEAMS / MACALISTER RIVER ROOM
MINUTES**

ATTENDEES:

Councillor Scott Rossetti (Chairperson)
Councillor Gayle Maher
Councillor Carolyn Crossley
Dean Morahan (Manager Assets & Projects)
James Blythe (GIS Officer)

APOLOGIES: Sandra Rech (Coordinator Asset Management)

MEETING OPENED: 2:00 PM

CONFLICT OF INTEREST: Nil

1.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

It was moved:
Cr Maher/Cr Crossley

That the minutes of the previous Place Names Committee meeting on 12 August 2021 be accepted.

CARRIED

2.0 CURRENT ISSUES

2.1 Street addressing issues, Earl Street, Woodside

There are several issues regarding Earl Street, Woodside. The street numbering is not consistent and the constructed road segments are not contiguous.

It was moved at the May 2016 Place Names Committee meeting that a letter be sent to the Yarram Historical Society, Woodside Cemetery Trust and Woodside Primary School asking

for road name submissions with a connection to the Woodside area and that Councillors arrange a road trip to visit the area.

Suggested names:

- Brennan – large property owner in Woodside
- Collins – large property owner in Woodside and local hotelier
- Buntine – prominent settler in the district. His wife gave birth to the first white child born in Gippsland.

It was moved at 8 August 2017 Place Names Committee meeting that the proposed names BRENNAN, COLLINS and BUNTINE be considered, along with the name LEAR from the ANZAC Commemorative Project; and

That the Committee visit the Woodside area to view the roads.

It was moved at 14 November 2017 Place Names Committee meeting that:
the section of Earl Street east of High Street and ending at Queen Street, remain named as EARL STREET; and

That the trafficable section of Earl Street west of High Street, Woodside, be renamed BUNTINE ROAD after a prominent settler in the district; and

That the section of Earl Street north of Victoria Street be renamed LEAR LANE after Eric Nightingale Lear, who died in France during the First World War and is commemorated on the Won Wron State School honour roll; and

That all properties accessing these sections of road be advised of this proposal and that it be advertised and that if no negative response is received within 30 days then apply to the Registrar of Geographic Names to formalise these names.

Letters were sent to the affected residents and one letter of objection has been received.

It was moved at 27 February 2018 Place Names Committee meeting that

- (i) Apply to the Registrar of Geographic Names for the trafficable section of Earl Street west of High Street to be renamed Buntine Road; and
- (ii) The section of Earl Street north of Victoria Street be renamed Lear Lane; and
- (iii) Letters be sent to affected property owners outlining the history behind the names selected.

On 20 March 2018, Council endorsed the above and the names were submitted to the Office of Geographic Names and are awaiting approval.

It was moved at 8 May 2018 Place Names Committee meeting that
a letter be sent to the objector advising of the appeals process of Geographic Names Victoria as outlined in the Naming Rules for Places in Victoria and that this item remains open.

A letter was sent to the objector advising of the appeals process. Geographic Names Victoria has received a letter of appeal and no further advice has been received.

It was moved at 14 August 2018 Place Names Committee meeting
that this item remains open.

Correspondence was received from Geographic Names Victoria and in response at the November 2018 Place Names Committee meeting it was decided that Councillor McCubbin and Councillor Maher make contact with local historians for further information and at the February 2019 Place Names Committee meeting that this item remains open.

Following historical information received from several local historians that Agnes Buntine was worthy of recognition, it was moved at the 25 May 2019 Place Names Committee meeting that a letter be written to Geographic Names Victoria to reaffirm the decision to rename the trafficable section of Earl Street west of High Street, Woodside, BUNTINE ROAD. No further correspondence has been received.

It was moved at the 3 December 2019 Place Names Committee meeting that this item remains open.

Geographic Names Victoria has noted that there is a similar sounding name 'Bunting Track' in Blackwarry, 25km away from the proposed Buntine Lane, which under the duplicate name rule may be considered a potential risk to public safety.

It was moved at the 11 February 2020 Place Names Committee meeting that Councillor McCubbin contact the Woodside Primary School and request that the school children or school council propose road name suggestions to add to the Council Approved Road Names Register for use on roads in the Woodside area.

Due the coronavirus pandemic and the forced closure of schools, the above action was put on hold.

It was moved at the 12 May 2020 Place Names Committee meeting that this item remains open.

It was moved at the 11 August 2020 Place Names Committee meeting that the name BUNTINE be added to the Council Approved Road Names Register and that the recommendation from 11 February 2020 be actioned.

The Woodside Primary School has been contacted and the grade 5 & 6 students have submitted a list of names for consideration.

It was moved at the 23 February 2021 Place Names Committee meeting that:

- The trafficable section of Earl Street, west of High Street, be renamed Blue Wren Way; and
- A letter be sent to adjoining property owners and it be advertised that the trafficable section of Earl Street, west of High Street, be renamed BLUE WREN WAY, and if no objections are received within 30 days, then the name be registered with Geographic Names Victoria; and
- The Woodside Primary School be thanked for its contribution to the naming project and notified of the outcome.

The proposed name Blue Wren Way was advertised and adjoining property owners and Woodside Primary School contacted in writing.

One submission opposing the proposal was received.

The Committee considered the objection. As the proposed name conforms to the principles and statutory requirements of the naming rules and addresses the issue of public safety, the Committee upheld its decision to rename the western section of Earl Street, Blue Wren Way.

It was moved at the 12 August 2021 Place Names Committee meeting that:

- the trafficable section of Earl Street, west of High Street, be renamed Blue Wren Way; and
- a letter be sent to the objector informing them of the outcome and the reasons supporting it; and

- the name BLUE WREN WAY be registered with Geographic Names Victoria.

At the Council meeting of 21 September 2021 the above recommendation was ratified.

A submission was made to Geographic Names Victoria for BLUE WREN WAY to be registered and Geographic Names have advised that an appeal has been received and it is currently being reviewed.

**It was moved:
Cr Crossley/Cr Maher**

That this item remain open pending the determination of the appeal by Geographic Names Victoria.

CARRIED

2.2 Government Road off Dalmore Road, Dargo

There is a road that is being formally created as part of the Dalmore Road, Dargo, road exchange and part of this road is incorrectly shown on plans as Government Road which will not be accepted by the Titles Office.

It was moved at the 25 May 2019 Place Names Committee meeting that a letter be sent to GLAWAC to seek an appropriate cultural name to the Dargo area before the next meeting.

A letter was sent to GLAWAC and has been raised with GLAWAC officers although no correspondence or response has been received to date.

It was moved at the 3 December 2019, 11 February 2020 and 12 May 2020 Place Names Committee meetings that this item remains open.

There has been no response from GLAWAC to date. There are names on the Council Approved Road Name Register for the Dargo area available for selection (and meeting the no-duplicate name rule), being:

Armstrong (Dargo) – suggested by Dargo Heritage Museum
Dodds (Dargo) – ANZAC name
Higgins (Dargo) – ANZAC name
Kelly (Dargo) – ANZAC name
See (Dargo) – ANZAC name
Lasich (Lower Dargo) – suggested by Dargo Heritage Museum
Watt (Lower Dargo) – suggested by Dargo Heritage Museum
Walsh (Upper Dargo) – suggested by Dargo Heritage Museum

It was moved at the 11 August 2020 Place Names Committee meeting that a letter be written to Dargo Heritage Museum, requesting that they nominate a name for the government road off Dalmore Road from either the shortlist or suggest a name after a prominent or notable woman from the area and furthermore:

- Request that some brief background information be provided for the names that had been previously been submitted; and
- As part of the 'Put Her Name on It Campaign', suggest suitable names of notable women of the district worthy of recognition and provide some supporting information with those names.

The Dargo Heritage Museum has considered the shortlisted names but has instead suggested the name Phelan (on the Council Approved Road Register) as more appropriate to the area.

It was moved at the 23 February 2021 Place Names Committee meeting that:

- The government road off Dalmore Road be named Phelan Road, in recognition of the Phelans who have a long association with the area; and
- A letter be sent to adjoining property owners and it be advertised that the government road off Dalmore Road be named PHELAN ROAD, and if no objections are received within 30 days, then the name be registered with Geographic Names Victoria.

The proposed name Phelan Road was advertised and adjoining property owners contacted in writing.

One letter of support was received with the suggestion that the naming proposal be extended to a section of Dalmore Road.

One letter opposing the proposal was received.

The Committee considered the objection. As the proposed name conforms to the principles and statutory requirements of the naming rules, the Committee upheld its decision to name the government road Phelan Road.

It was moved at the 12 August 2021 Place Names Committee meeting that:

- the government road off Dalmore Road be named Phelan Road, in recognition of the Phelans who have a long association with the area; and
- a letter be sent to the objector informing them of the outcome and the reasons supporting it; and
- the name PHELAN ROAD be registered with Geographic Names Victoria.

At the Council meeting of 21 September 2021 the above recommendation was ratified.

A submission was made to Geographic Names Victoria for PHELAN ROAD to be registered. Geographic Names Victoria have advised Phelan Road will be gazetted this week as no appeals were received.

**It was moved:
Cr Maher/Cr Crossley**

That this item be closed.

CARRIED

2.3 Policy for naming of community facilities and infrastructure

It was moved at the 11 August 2020 Place Names Committee meeting that Council develop a policy for the naming of community facilities and infrastructure.

Examination of naming policies of other Victorian councils has found a range of approaches to naming features.

It was moved at the 12 August 2021 Place Names Committee meeting that the Policy for naming community facilities and infrastructure be developed and presented to the next Place Names Committee meeting for further review and presentation to Council for adoption.

A draft Place and Feature Naming Policy has been prepared for the Committee's review.

**It was moved:
Cr Maher/Cr Crossley**

That the draft Place and Feature Naming Policy be circulated to all councillors with these minutes and if no amendments are required then the policy be adopted.

CARRIED

2.4 Recognition of indigenous females

The names of three indigenous women were nominated by a local historian. The names have been forwarded to Gunaikurnai Land and Waters Aboriginal Corporation for endorsement.

Parley – one of two wives of Thomas Bungelene. Imprisoned with the rest of his family in Dandenong Police Paddocks. In June 1848 she and her two young sons were separated from the family, to the Merri Creek Orphanage.

Mumbalk (died 5 August 1848) – one of two wives of Thomas Bungelene. Died in captivity during imprisonment of Bungelene and his family in the search for the White Woman.

Bessie **Cameron** nee **Flower** (1851-1895) Aboriginal educator at Ramahyuck.

Refer to Attachment 2.4.

A response has not been received from GLaWAC.

**It was moved:
Cr Crossley/Cr Maher**

That this item remains open.

CARRIED

2.5 Centenary of Royal Australian Air Force

This year marks the centenary of the Royal Australian Air Force (RAAF).

It was moved at the 12 May 2021 Place Names Committee meeting that the Royal Australian Air Force Base East Sale be invited to submit suitable names to be included on the Approved Road Names Register to honour notable personnel or aircraft that have served in this area since locating in Sale.

The RAAF East Sale has been contacted in writing. A response has not yet been received.

**It was moved:
Cr Maher/Cr Crossley**

That this item remains open.

CARRIED

2.6 Recognition for painter Jan Hendrik Scheltema

A request has been received to name a street or other local geographic feature in recognition of the historical painter Jan Hendrik Scheltema (1861-1941), who was a Dutch migrant artist active in the Gippsland region for many decades.

"From 1890 J.H. Scheltema visited numerous Gippsland locations to paint, sometimes at the invitation of his Gippsland students, such as John (Jack) Gordon Sutherland, Mr Sedunary of Binginwarri and Mr Slattery of Bairnsdale.

One of J.H. Scheltema's best paintings, 'Early morning start, Gippsland', is owned by the Gippsland Art Gallery along with twenty more of his artworks recently located in The Netherlands. Their owner decided that they rightfully belonged in Australia and donated them to the GAG, in part because of the artist's strong ties with Gippsland, having painted there for a substantial part of his life. Gippsland Art Gallery now has the largest public collection of works by J.H. Scheltema anywhere in the world."

A letter of support for the proposal was also received from the Embassy of the Kingdom of the Netherlands.

The Director of Gippsland Art Gallery provided the following information:

"While J.H. Scheltema certainly painted prolifically in Gippsland in the late nineteenth and early twentieth centuries, there is no evidence that I am aware of that he spent any time or in or around Sale. As much of Scheltema's work did not identify specific places, this makes it hard to know exactly where he painted in this region. As he travelled around regularly, in most cases it is unknown if a subject is in Gippsland or elsewhere. 'Early Morning Start, Gippsland' is one of the very few paintings by Scheltema that actually identified the subject.

If we are considering naming streets or parks after artists, I would recommend starting with artists who actually made a contribution to our wider understanding of the region, such as "Eugene von Guerard (1811-1901), who painted the view of Rosedale from 1861 currently on display in the gallery, or Nicholas Chevalier (1828-1902), who travelled through present-day Sale and painted many scenes of present-day Wellington Shire, including Lake Wellington in 1862. Both von Guerard and Chevalier were true pioneers who accompanied the first European explorers and scientists through this region and deserve to be remembered for their accomplishments."

It was moved at the 12 August 2021 Place Names Committee meeting that:

- the names CHEVALIER, SCHELTEMA and VON GUÉRARD be added to the Council Approved Road Names Register, to preferably be used in an artist-named/themed development, in recognition of artists Nicholas Chevalier, Jans Hendrik Scheltema and Eugene von Guérard who, through their works during the 1800s and early 1900s, contributed to the wider understanding of the Gippsland region; and
- a letter be sent to the proponents informing them of the outcome; and
- the Director of Gippsland Art Gallery be contacted for additional names of artists associated with the region, for consideration in future naming proposals.

At the Council meeting of 21 September 2021 the above recommendation was ratified.

The names CHEVALIER, SCHELTEMA and VON GUERARD have been added to the Council Approved Names Register. The Director of Gippsland Art Gallery has agreed to provide additional names of artists associated with the region, although none have been provided to date.

**It was moved:
Cr Crossley/Cr Maher**

That this item be closed.

CARRIED

2.7 Request for plaques on GRSC netball court shelters to commemorate life members and volunteer Marion Hector

Sale Netball Association has requested that plaques be installed on the GRSC outdoor netball court shelters to acknowledge their life members, and to name the timekeeper's box after Marion Hector, a volunteer of the association for 40 years.

It was moved at the 12 August 2021 Place Names Committee meeting that this item remains open until such time that clearer guidelines on the naming of Council infrastructure are developed.

**It was moved:
Cr Maher/Cr Crossley**

That this item remains open.

CARRIED

2.8 Draft Naming Rules for Places in Victoria

Geographic Names Victoria has reviewed the *Naming Rules for Places in Victoria* and a draft of the revised document is being released for comment for a period of four weeks, closing on Friday 3 September.

It was moved at the 12 August 2021 Place Names Committee meeting that Wellington Shire Council make a submission to Geographic Names Victoria stating its support for the amendments, in particular:

- consideration to gender parity when naming roads or features;
- allowing first names to be used to allow easier recognition of female names;
- commemorative name of a deceased person to be considered two years posthumously; and
- allowing names taken from a language other than English, to represent Victoria's diverse multicultural society.

A submission of the above points was made to Geographic Names Victoria.

**It was moved:
Cr Crossley/Cr Maher**

That this item be closed.

CARRIED

3.0 GENERAL BUSINESS

Nil

4.0 NEXT MEETING

February 2022 (date to be advised)

5.0 CLOSE

Meeting closed at 2.30 PM

Attachment for item 2.4

From: [REDACTED]
 Sent: Wednesday, 19 August 2020 12:31 PM
 To: [REDACTED]
 Subject: Putting her Name on it - Wellington - Indigenous

Hello [REDACTED],

Here is a formal nomination of three names for Indigenous Women. However I believe the first two at least should be subject to consultation with someone with speciality in 1840s Indigenous History. Possibly [REDACTED] may be the one to consult as to where that would be best sourced. I know [REDACTED] sourced their names from original documents, but I think it will still need some sort of corroboration / support.

So I am sending this in earlier than others, so that can commence.

[REDACTED]

Names of Indigenous Women for consideration for recognition

Parley – one of two wives of Bungelene. Imprisoned with the rest of his family in Dandenong Police Paddocks. June 1848 she and her two young sons were separated from the family, to the Merri Creek Orphanage.

Mumbalk (died 5 August 1848) – one of two wives of Thomas Bungelene – died in captivity during imprisonment of Bungelene and his family in the search for the White Woman.

Both the above should be referred to an appropriate Indigenous authority for a formal response as to their history and support for naming.

My source: Peter Gardner "Gippsland Biographies: Bungelene (died 1848)" in *Gippsland Heritage Journal* #10, June 1991, page 58. Primary sources are given there.

Bessie **Cameron** nee **Flower** (1851-1895) Aboriginal educator at Ramahyuck. The Cameron name may be in use, but Flower may not. I am in contact with family who are providing a biography.

In the meantime, see Australian Dictionary of Biography online:
<http://adb.anu.edu.au/biography/cameron-elizabeth-bessy-12834>

I am sure local consultation would lead to more names being suggested.

PLACE AND FEATURE NAMING POLICY

Policy Number:	4.2.2
Approved by:	Council
Date Approved:	December 2021
Date of Next Review:	December 2022
Applicable to Unit(s):	Assets and Projects Built Environment
Responsible Officer:	Manager Assets and Projects
Related Policies:	Roadside Memorials Policy
Related Documents:	<i>Naming Rules for Places in Victoria</i> <i>Statutory requirements for naming roads, features and localities 2016</i> AS/NZS 4819:2011 Rural and urban addressing
Statutory Reference:	<i>Local Government Act 1989</i> <i>Geographic Place Names Act 1998</i>

OVERVIEW

Wellington Shire Council is the naming authority for roads and features that it controls and/or maintains within its municipality. It does this in accordance with the *Geographic Place Names Act* which is administered by Geographic Names Victoria who oversee the formal process of naming/renaming roads and features.

This policy sets out the approach taken when dealing with requests to name roads, localities and other features.

PURPOSE

The purpose of this policy is to:

- Provide Council with a consistent and standardised approach for the naming of localities, roads and other features that are controlled or managed by Wellington Shire Council, or where Wellington Shire Council has been asked to become involved in naming a feature.
- Ensure that naming is consistent with community expectations, Council strategies and policies, relevant legislation and the *Naming rules for places in Victoria*, where applicable.
- Provide a framework for managing requests for plaques and memorials that are to be located within Wellington Shire public space whilst protecting the intended purpose, environmental values and aesthetic appearance of Council public space.

DEFINITIONS

(a) Road

A road is considered to be any public or private land-based thoroughfare or course navigable by vehicle or foot. It can be used for assigning addresses or allowing access between points or to a feature. Examples of roads include streets, lanes, fire tracks, bike paths and walking tracks.

(b) Locality

A geographical area that has identifiable community and/or landscape characteristics.

(c) Feature

A unique geographical place or attribute that is easily distinguished within the landscape. May be natural or man-made. For example, a feature can be a mountain, watercourse, building, prominent structure or park.

(i) Reserves and Parks

Open space, entire reserves or parks (including recreation reserves) dedicated primarily for the use of active or passive recreation

(ii) Buildings

Entire buildings dedicated primarily as community and/or multi-use facilities or for sporting and recreational activities e.g. neighbourhood houses, community centres, scout and guide halls, senior citizens centres, stadiums, sports pavilions, etc.

(iii) Parts of Buildings

Parts of buildings e.g. a social room in a sports pavilion, a meeting room in a community centre

(iv) Sporting Complexes/Venues, Sportsgrounds and Active Playing Surfaces

Entire sporting complexes/venues, outdoor sportsgrounds and ovals dedicated for sport and active recreation e.g. ovals and pitches, athletics venue, velodrome, tennis complex, bowling greens etc.

(v) Sporting Infrastructure

Sporting infrastructure relates to the structures and infrastructure required to support the delivery of organised sport in active spaces such as scoreboards, spectator shelters, cricket practice wickets, coaches' boxes, player dug outs, goal posts, sports fencing etc.

(d) Public Space

All Council owned or managed land that is open or accessible to people. This includes:

- Council owned public open space including reserves and sports fields
- Land managed by Council but owned by another body
- Activity centre locations, including footpaths, median strips, public squares, malls and laneways
- Road reservations
- Council infrastructure within Public Space, such as:
 - the exterior or interior of Council buildings;
 - reserve furniture (such as reserve benches, picnic tables etc.);
 - any other infrastructure (such as picnic shelters, barbeques, playgrounds etc.)

(e) Memorial

An object or a landscaped feature (such as a tree or garden) in a Public Space designed to preserve the memory of a person, group or event.

(f) Plaque

Flat tablet of metal, stone or other material which may include text and/or images that commemorate a person, event or historical information relevant to a particular location. The tablet may be fixed to an object or building located within Public Space.

SCOPE OF POLICY

The policy **applies to**:

- (a) Localities (entirely or partially) located within the Wellington Shire local government area.
- (b) Public Spaces, including roads and other features, that are owned or maintained by Wellington Shire Council.
- (c) Private roads and features for which Wellington Shire Council has been asked to become involved.

The policy **does not apply to**:

- (a) Roads managed by State Government authorities such as Regional Roads Victoria (VicRoads), Parks Victoria and Department of Environment Land Water and Planning which are excluded from this policy.
- (b) Features that are not located in Public Spaces owned or managed by Wellington Shire Council, including places of regional, state or national significance (unless Wellington Shire Council is consulted for input).

LEGISLATION

The *Local Government Act 1989* Schedule 10, Clause 5 states:

1. A Council may:
 - a) approve, assign or change the name of a road; and
 - b) erect signs on a road; and
 - c) approve, assign and change the number of a road and any premises next to a road; and
 - d) require people to number their premises and to renew those numbers.

The Council, in exercising a power under paragraph (a) of sub-clause (1) must act in accordance with the guidelines under the *Geographic Place Names Act 1998* and must advise the Registrar under that Act of the action it has taken.

Council is required to abide by the *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016* which is the statutory guideline provided for under section 5 of the *Geographic Place Names Act 1998*.

POLICY IMPLEMENTATION

All requests for new names or name changes must be made in writing to the Wellington Shire Council Place Names Committee. Names should be linked to the place, either based on unofficial names used by the local community, if named after a person, then someone held in strong regard by the community or relating to Aboriginal culture or occupation of the land, local flora or fauna, Australian war contributions or European exploration and settlement, local geography and geology etc.

All recommendations made by the Place Names Committee will be presented to Council for approval.

Formal naming requests

Formal naming requests will be assessed against the naming principles under the *Naming rules for places in Victoria* and submitted to Geographic Names Victoria for approval and gazettal. Formal

names are registered for inclusion on the Register of Geographic Names (VICNAMES), the State's authoritative place names register.

Only places of significant prominence and permanence will be formally named:

- (a) Roads
- (b) Localities
- (c) Natural features
- (d) Entire Reserves or Parks, including Recreation Reserves
- (e) Entire Buildings
- (f) Sporting Complexes or Venues
- (g) Sporting Complexes/Venues, Sportsgrounds and Active Playing Surfaces

Minor features within a park or reserve will not be formally named and registered e.g. playgrounds, sporting infrastructure within a park or reserve are usually identifiable by the name of the park/reserve.

The names of existing places will only be changed in exceptional circumstances, for example, where public safety is an issue, where duplicate names cause confusion in locating a place, illogical or non-standard street addressing etc.

Formal naming proposals approved by Council will be subject to the public consultation process outlined in the *Naming rules for places in Victoria*. Community views are encouraged, particularly those of the local historical societies, Traditional Owners, RSLs and other community groups.

Council Approved Names Register

Council has adopted a *Council Approved Names Register* which is available on Council's website. The *Council Approved Names Register* lists names that have been approved by Council for future use either within a particular locality or anywhere in the Shire, subject to duplicate name criteria set out in the *Naming rules for places in Victoria*.

Roads in new subdivisions

Developers are welcome to submit road names to the Wellington Shire Council Place Names Committee for consideration.

A developer may also select road names from the *Council Approved Names Register* for their subdivision for the purposes of certification, without having to seek approval from the Place Names Committee and Council, provided that the selected road name is to be used within the locality specified in the Register. When a road name is selected the developer must notify the Place Names Committee prior to certification to enable the name to be reserved.

Locality-centric names should be given priority over names applicable to the broader Wellington Shire. When a road name selected from the Register is either applicable to the whole of Wellington Shire or intended to be used outside of the locality specified, the selected name is to be referred to the Place Names Committee and then presented to Council for consideration.

A commercial subdivision or development does not in itself entitle the developer to naming rights unless land is donated for community benefit and not just a requirement of the subdivision. Other criteria under the *Naming rules for places in Victoria* must also be met.

Informal naming requests

Informal naming recognises individuals or groups who have shown a significant commitment to the Wellington Shire community in any field of endeavour e.g. education, arts, culture, recreation, community development, community service, community leadership.

Informal naming proposals will be endorsed by Council and not submitted to Geographic Names Victoria for approval and gazettal. Informal names are not registered for inclusion on the Register of Geographic Names (VICNAMES).

Minor features and structures on Council owned or managed land may be informally named:

- (a) Features within a park or reserve e.g. playground within a park
- (b) Parts of Buildings e.g. internal rooms, social room in a sports pavilion, meeting room in an office
- (c) Individual playing surfaces e.g. single basketball court, single tennis court, a bowling green
- (d) Sporting Infrastructure e.g. scoreboards, spectator shelters, cricket practice wickets, coaches' boxes, player dug outs, goal posts, sports fencing etc.

Informal naming of minor features and structures will be considered on a case-by-case basis by the Place Names Committee in consultation with the asset owner. Informal naming proposals endorsed by the Place Names Committee and asset owner will be presented to Council for approval. Costs associated with signage will be the responsibility of the applicant.

Informal naming proposals will not be subject to wider public consultation.

An informal naming request will be assessed against the following criteria:

- (a) The nominee is/was of good repute and not likely to be the subject of controversy;
- (b) The nominee has/had made an outstanding contribution to the field of endeavour relevant to the place being named; or the nominee has/had been a volunteer at a Wellington Shire club, organisation or community group contributing over 25 years;
- (c) The nominee has/had been resident of Wellington Shire or surrounding district and is/was widely known and respected within the local community; or had a recognised historical link with the locality and is generally acknowledged as having made a significant contribution to the community;
- (d) The nominee has/had made a significant contribution, over and above other potentially suitable candidates;
- (e) The nominee has/had been nominated unanimously by the committee of the relevant sporting/cultural/community group which is the major user (historically and currently) of the facility;
- (f) The naming request has the support of all other tenant clubs and regular user groups of the feature to be named;
- (g) If the nominee is deceased, the naming request application should include the written consent of their immediate family and is not to be made within two years of the person passing;
- (h) The name is not considered offensive or likely to give offence.

Naming requests for members of Council staff, Councillors, appointees to Committees of the Council, a person still holding public office or those formally associated with the Council, will not be considered as long as that formal relationship continues to exist.

Names of political parties or entities will not be considered.

Plaques and Memorials

Council recognises that plaques and memorials provide recognition and are important in celebrating significant historical events and persons or organisations closely associated with the leadership, cultural and social development of the Shire.

Persons and community groups making initial enquiries regarding the installation of a plaque or memorial in Public Space should be referred to this policy for direction regarding applicable criteria.

General principles

The *Roadside Memorials Policy* must be taken into consideration when proposing to install plaques and memorials within the road reserve.

Plaques and memorials commemorating deceased persons will not generally be considered until an individual has been deceased for at least two years, to allow for appropriate development of historical perspective. The application should include the written consent from the deceased person's immediate family, next of kin or appropriate relative/s where practicable.

Applications for plaques commemorating living persons will generally not be accepted.

Plaques and memorials will only be considered where they meet the requirements of this policy and are consistent with Council's strategic and urban design vision for the proposed site and the land's public purpose. The siting or appearance of a plaque or memorial must not negatively impact the aesthetic or environmental value of public space, or the use of the space by the community. They are to be designed and sited in a way that will not damage the supporting structure or create a public risk.

Plaques and memorials are to meet all relevant planning and building requirements. Plaques and memorials are to be constructed in a manner that will require little ongoing maintenance and will be resistant to vandalism. Plaques attached to an asset like a seat, building, etc. must be durable and must have a life equivalent to the asset to which they are attached.

All costs associated with the design, construction, installation and maintenance of plaques or memorials are to be paid by the person or organisation making the request for the plaque or memorial. Once approved, installation of any plaque or memorial will be undertaken by Council and will become the property of Wellington Shire Council.

Council does not guarantee to retain plaques and memorials in perpetuity. Generally, a plaque or memorial will be retained in place for as long as practicable, with the following provisos:

- the plaque or memorial may be removed if the area in which the item is sited is to be redeveloped; or
- ongoing maintenance costs are prohibitive; or
- in the case of a plaque, the asset to which it is attached has reached the end of its useful life; or
- the condition of the plaque or memorial is poor.

If a plaque or memorial is removed due to any of the reasons above, Council will not guarantee replacement of the plaque or memorial, however replacement plaques or memorials of similar or different style or form may be considered. Reasonable efforts will be made to identify, contact and advise relevant stakeholders (including family members).

Approval procedure

1. Requests for new plaques and memorials in Public Spaces must be in writing to Council and demonstrate compliance with this policy. Applications should include all relevant details including proposed text or images as well as the preferred location for the plaque or memorial.
2. The request will be referred to the relevant Asset Manager for review of the design and layout, wording and location of any proposed plaque or memorial.
3. A Council resolution will be required to approve the installation of a plaque or memorial in a Public Space.
4. Once approved, the design, manufacture and installation will be coordinated by Wellington Shire Council and all costs will be borne by the applicant.

Assessment Criteria

The subject of a requested plaque or memorial will be assessed against the following criteria:

- (a) must have a clear association and strong significance to the location proposed for the plaque or memorial, and must not have been already commemorated elsewhere in the Wellington Shire;
- (b) is/was of good repute and not likely to be the subject of controversy;
- (c) the value of their efforts is recognised and endorsed by the general community because of their positive impact, or their efforts have created benefits that will be ongoing into the future;
- (d) an individual that has made a substantial contribution to the leadership, cultural and social aspects of Wellington Shire's development or shared community history; or has/had been a volunteer at a Wellington Shire club, organisation or community group contributing over 25 years; or
- (e) a Wellington Shire group or association that has made a substantial and outstanding contribution to the community; or
- (f) a significant historical or cultural event which has a profound resonance with the broader Wellington Shire community or is of national or state significance.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

13. GENERAL MANAGER COMMUNITY AND CULTURE

13.1. FUNDING PLAN FOR AQUA ENERGY REDEVELOPMENT PROJECT

ACTION OFFICER: GENERAL MANAGER COMMUNITY AND CULTURE

PURPOSE

For Council to approve the revised Aqua Energy redevelopment concept design and funding strategy as listed at Attachment 1 of this report.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

For Council to approve the revised Aqua Energy redevelopment concept design and funding strategy as listed at Attachment 1 of this report.

BACKGROUND

A business case was completed in 2018/19 and presented to Council, for replacement of the almost 50-year-old 25 metre indoor pool at Aqua Energy. The recommended concept in the business case offered significant improvements to accessibility, utilisation and programming benefits for users.

During 2020-21 Council workshops confirmed project scope (including no changes to the outdoor pool, other than the school changing amenities and access ramp), finalised the concept design and a project funding strategy was developed. On 1 September 2020, Council adopted the concept design for a 6 lane indoor pool and funding strategy, estimating the total redevelopment costs of \$13 million.

From 1 September 2020 to 5 February 2021 the proposed concept and funding strategy was promoted for community input via a Facebook video and “Have your say” information on Council and Aqua Energy websites. Community input informed the finalisation of the schematic design and in accordance with Council direction at the 1 September 2020 meeting, application for external funding contributions commenced.

During 2021 the business case was revisited to ensure project benefits were maximised. On 21 September 2021, Haskell Architects Pty Ltd were awarded the contract to:

- review the concept design to maximise the number of pool lanes that could be achieved within the current building footprint; and
- complete the detailed design for the redevelopment.

Haskell Architects have recommended a change to the concept design, a seven lane indoor 25 metre pool that has support from stakeholders and user groups and will involve an estimated \$1.4 million increase to the budget.

ATTACHMENTS

1. Aqua Energy Redevelopment Funding Strategy [13.1.1 - 1 page]

2. Community Engagement Part A AE Redevelopment [13.1.2 - 4 pages]
3. Community Engagement Part B AE Redevelopment [13.1.3 - 7 pages]

OPTIONS

Council has the following options available:

1. That Council approves the revised Aqua Energy redevelopment concept design and funding strategy as listed at attachment 1 of this report; or
2. That Council approves the previously adopted concept and funding strategy from 1 September 2020; or
3. That Council seek further information prior to proceeding.

PROPOSAL

That Council approves the revised Aqua Energy redevelopment concept design and funding strategy as listed at attachment 1 of this report.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

The proposed funding strategy is in-line with Council's long term financial plan. It seeks a \$10M low interest loan from the Victorian Government on a 15-year term with additional funds through the Federal Government's Local Roads and Community Infrastructure Fund.

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

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 2.1: *"Council services and infrastructure are responsive to identified current and future community needs within budgeted parameters."*

Strategy 2.1.1: "Undertake service delivery and infrastructure master planning to provide community assets in response to identified needs."

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

There has been extensive community involvement throughout the development of the Aquatic Strategy and schematic designs.

This was captured within a WSC Community Engagement Plan (Attachments 2 and 3), which offered targeted meetings with key stakeholders and user groups, to gain input on the following design needs:

- optimum lane width and pool depths,
- configuration of change room provision,
- location of sauna, zero-depth water-play, plant, office and storage.

Once preferred concepts were achieved through the schematic design phase consultation, the proposed concept and funding strategy was promoted for community input via a Facebook video and "Have your Say" information on Council and Aqua Energy websites. This community input informed the finalisation of the schematic design and subsequent concept which progressed to the detailed design phase.

Since the Council request to modify the current concept to allow greater pool width, there has been some additional consultation with key user groups such as the Sale Swim Club, to allow input as to how any modified concept would impact their activity delivery, including potential swim events.

ENVIRONMENTAL IMPACT

Environmentally Sustainable Design (ESD) has been incorporated in the concept and a report has been developed by the architectural design team.

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.

AQUA ENERGY REDEVELOPMENT – FUNDING STRATEGY

Income	Proposed (7 lane 25 metre indoor pool)	Previous, (based on 6 lane 25 metre indoor pool)
Victorian Government - Loan Scheme	\$ 10,000,000	\$ 9,450,041
Wellington Shire Council	\$ 864,041	\$ -
Federal Government – Local Roads and Community Infrastructure Program - Round 3	\$ 3,200,000	\$ 3,200,000
John Leslie Foundation	\$ 950,000	\$ 950,000
Total Income	\$ 15,014,041	\$ 13,600,041

Council to also seek funding through the Victorian Government's Local Sports Infrastructure Fund with maximum available funding of \$2,000,000.

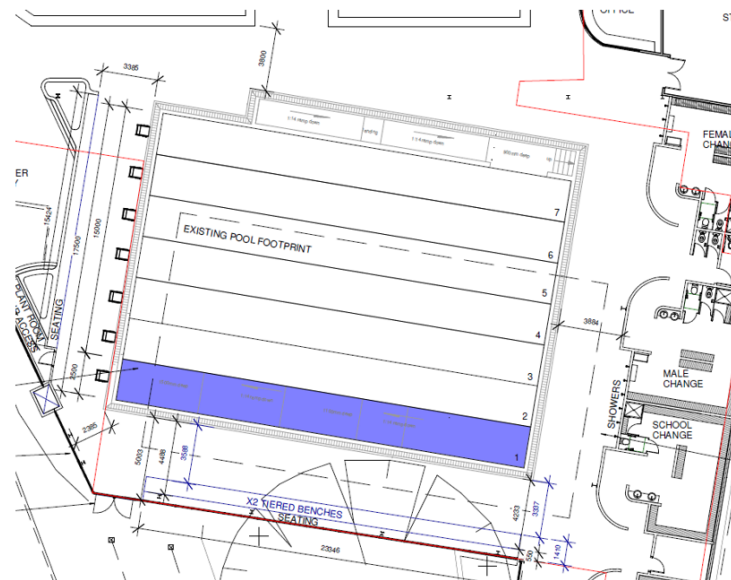
AQUA ENERGY REDEVELOPMENT – REVISED CONCEPT DESIGN

7 Lane Pool

Concept notes:

- 7 x 2.5M wide lanes (8 x 2.18m)
- Increased concourse width between pools
- Larger southern concourse, supports swim school functions
- Low pitched ceiling above seating area (3.1m)
- Sufficient seating provision

Additional cost: \$1,164,000 + \$250k for architectural design allowance



COMMUNITY ENGAGEMENT PLAN

Part A: Overview & Approach



Project: Aqua Energy Redevelopment Schematic Design

Date: 23/04/2020

Responsible officer: Mark Benfield / Nic Hall

Business Unit: Community Facility Planning / Leisure Services

Manager: Nic Hall

Manager sign-off:

For support in filling out this document, please email WENDI@wellington.vic.gov.au

ESSENTIAL – Please file signed document under QAP No 408 in ECM

Please use this guide to review whether your community engagement process achieved your intended objectives. These questions can be discussed with your manager/supervisor.

1) Project background and purpose

The Aqua Energy Redevelopment project involves an extensive upgrade of the facility. This includes:

- 25m Indoor Pool Hall Refurbishment including enhanced accessibility and programming
 - Reconstruction of the pool
 - Renewal of the pool hall
 - Ensure appropriate provision of pool water treatment and air handling plants
 - Replacing existing sauna
 - Upgrade of aquatic and accessible change facilities
- Program Pool Hall
 - Refurbishment roof structure and ceiling
 - New 'Changing Places' facilities and family change 'village'
 - Refurbishment of existing family, males and females change rooms
- Outdoor Pool and Accessibility
 - Redevelopment of outdoor change room to create school group change facilities
 - Improved ramp access from the Guthridge Parade car park for members and schools
- Customer and Operational Improvements
 - 24-hour/7day member access to gymnasium (c/w suitable amenity access)
 - Interactive Zero-Depth Water-Play area
 - Improved provision of office and storage space
- Pool Operation Improvements
 - Review of existing plant location and chemical & aquatic equipment storage

2) Objectives – key messages

To receive feedback from key stakeholders including user groups, industry bodies, potential funding providers, facility operators and Council on the preferred concept design for the Aqua Energy Redevelopment that considers community needs in order to enable the development of Schematic Designs that will be used to attract external funding.



3) **Negotiables and non-negotiables**

Negotiables	Non-negotiables
<ul style="list-style-type: none"> The following items will be considered for negotiation however the overall budget, improved programming capability and access needs to be achieved. <ul style="list-style-type: none"> Optimum lane width and pool depths Configuration of change room provision Location of sauna, zero-depth water-play, plant, office and storage Pool structure and material 	<ul style="list-style-type: none"> Design requirements to meet 'Royal Life Saving Society' guidelines for safe pool operation (GSPO), DDA Compliance, Environmentally Sustainable Design, and Universal Design Principles Pool Length and Orientation Universal Access to 25m Pool Improved programming capability of 25m Pool Facility Elements as outlined in background Overall Budget

4) **Who are your key stakeholders and what are their potential views and concerns? Think of who might be affected [internal and external].**

KEY INTEREST STAKEHOLDER	AREA OF INTEREST	PROPOSED ENGAGEMENT METHOD
Sale Swimming Club	25m Pool for training & events	Targeted Meeting
Gippsland Swimming Inc.	25m Pool for events	
Kemps Aquatics	25m Pool & Change Facilities	Targeted Meeting
Aqua Energy Swim School Staff		
Aqua Energy Health & Fitness	25m Pool & 24hr Gym	Targeted Meeting
Aqua Energy Members	All Areas	Electronic Promotion & Survey
Aqua Energy Operational Staff	All Areas	Targeted Meeting
Schools	School Change Facilities	Electronic Promotion & Phone Survey
Sport & Recreation Victoria (potential funding body)	All areas	Targeted Meeting

KEY INTEREST STAKEHOLDER	AREA OF INTEREST	PROPOSED ENGAGEMENT METHOD
Sale Swimming Club	25m Pool for training & events	Targeted Meeting
Gippsland Swimming Inc.	25m Pool for events	
Swimming Victoria	25m Pool for events	
Kemps Aquatics	25m Pool & Change Facilities	Targeted Meeting or Electronic Promotion & Phone Survey
Schools		



Aqua Energy Health & Fitness	25m Pool & 24hr Gym	Targeted Meeting
Aqua Energy Members	All Areas	Electronic Promotion & Survey
Aqua Energy Operational Staff	All Areas	Targeted Meeting
Schools Aqua Energy Swim School Staff	School Change Facilities	Targeted Meeting or Electronic Promotion & Phone Survey
Sport & Recreation Victoria (potential funding body)	All areas	Targeted Meeting
Life Saving Victoria	Aquatic Area Overview?	<ul style="list-style-type: none"> • Or Perhaps include later?

5) Are there legislative / contractual notification requirements?

No

6) Risks

What is a potential risk	How can it be addressed?
Design to achieve optimal lane width to achieve greater programming and accessibility may reduce number of lanes. This is likely to remove the ability for the 25m pool to host 'Short Course' swimming events/carnivals.	Detailed information provided to stakeholders that highlights programming capacity and increased accessibility. It needs to be clearly stated that Council's position is that the facilities purpose is for broader programming and not events/carnivals.
Community expectation to increase scope	Any request for change meets the key outcomes for the proposed development while considering the overall budget.

7) Is community engagement required?

Yes

8) What is your level of engagement: (use the IAP2 Spectrum to determine engagement level)?

Stakeholder	Level of engagement
Sale Swimming Club	Involve – work with the user groups during the concept design stage to ensure that the delivery of their programs can be achieved with the proposed development.
Gippsland Swimming Inc.	
Kemps Aquatics	Involve - Consult – work with the user groups during the concept design stage to ensure that the delivery of their programs can be achieved with the proposed development.
Aqua Energy Swim School Staff	
Aqua Energy Health & Fitness	
Aqua Energy Members	Consult - provide information and receive feedback from members on the proposed development.
Aqua Energy Operational Staff	Collaborate – work with operational staff during the concept and schematic design to ensure that the proposed development is both functional and able to be maintained into the future.
Built Environment Facilities	
Schools	Consult – work with school representatives during



	the concept stage to ensure the 'school group change' meets the requirements for school groups
Sport & Recreation Victoria (potential funding body)	Involve – work with SRV throughout the concept and schematic design development to ensure that the proposed development meets the requirements for funding submissions
Life Saving Victoria	Consult - Facility design concept to meet RLSSA GSPO standards

9) What are the indicators of success for the engagement process?

Schematic Designs are developed that meet the project scope, budget, operational, community needs and enable an informed funding submission to be completed.



COMMUNITY ENGAGEMENT PLAN

Part B: Engagement Activities & Implementation



Project: Aqua Energy Redevelopment Schematic Design

Date: 23/04/2020

Responsible officer: Mark Benfield / Nic Hall

Business Unit: Community Facility Planning / Leisure Service

Manager: Nic Hall

Manager sign-off: *Nicolas A. Hall*

For support in filling out this document, please email WENDI@wellington.vic.gov.au

ESSENTIAL – Please file document under QAP No 409 in ECM

Please use this document to record the engagement activities planned and completed so it becomes a working document of what you achieved. If you did not do some planned activities, give reasons.

Stage of Project	Affected Stakeholders	Purpose of engagement	Method of and level of engagement	When and How	Method of reporting back to stakeholders
Project Inception Meeting	<ul style="list-style-type: none"> Manager Leisure Services Community Facility Planning 	<ul style="list-style-type: none"> Meet with consultants project team to discuss scope and previous 'concepts' to enable updated concepts to be developed. 	<ul style="list-style-type: none"> Collaborate 	<ul style="list-style-type: none"> Within 2 weeks of tender award. Step 1 – Site meeting with Manager Leisure Services & Coordinator Community Facility Planning Step 2 – Skype meeting with consultant and internal stakeholders to 	<ul style="list-style-type: none"> Meeting minutes to be distributed to group.

COMMUNITY ENGAGEMENT PLAN

Part B: Engagement Activities & Implementation



				discuss project scope elements	
Pre-Concept Design Development - KEY USER FORUM	<ul style="list-style-type: none"> • Sale Swimming Club Rep • Gippsland Swimming Association Rep • Kemps Aquatics Rep • WAIAG Rep (+ Senior Community Development Officer (SCDO)) 	<ul style="list-style-type: none"> • Present outcomes to be developed into concepts 	<ul style="list-style-type: none"> • Mostly Inform scope and outcomes of business case • Consult (needs & wants of key user groups) 	<ul style="list-style-type: none"> • Prior to developing initial concept designs 	<ul style="list-style-type: none"> • Summary will be emailed to Reps
Pre-Concept Design Development - KEY USER FORUM	<ul style="list-style-type: none"> • Schools Reps <p>Include a range of school reps incl George Gray</p>	<ul style="list-style-type: none"> • Present outcomes to be developed into concepts 	<ul style="list-style-type: none"> • Mostly Inform scope and outcomes of business case • Consult (needs & wants of key user groups) 	<ul style="list-style-type: none"> • Prior to developing initial concept designs 	<ul style="list-style-type: none"> • Summary will be emailed to Reps
Pre-Concept Design Development - STAFF FORUM	<ul style="list-style-type: none"> • Leisure Services Leaders 	<ul style="list-style-type: none"> • Present outcomes to be developed into concepts 	<ul style="list-style-type: none"> • Mostly Inform scope and outcomes of business case • Consult (needs & wants of key user groups) 	<ul style="list-style-type: none"> • Prior to developing initial concept designs 	<ul style="list-style-type: none"> • Summary will be emailed to Reps

COMMUNITY ENGAGEMENT PLAN

Part B: Engagement Activities & Implementation



Member/Users Update Newsletter (potential monthly newsletter depending on design development schedule)	<ul style="list-style-type: none"> Aqua Energy Members & Swim School Participants 	<ul style="list-style-type: none"> Send newsletter to members providing them update an Architect has been appointed and the key outcomes expected of the project. 	<ul style="list-style-type: none"> Inform – invite members to ask questions Consult – Invite input towards ‘user critical’ elements 	<ul style="list-style-type: none"> Prior to developing initial concept designs 	n/a
Concept Designs Review	<ul style="list-style-type: none"> WSC Technical Working Group 	<ul style="list-style-type: none"> Consultant to present concept options 	<ul style="list-style-type: none"> Collaborate 	<ul style="list-style-type: none"> Skype Meeting with consultant presenting design options. Internal departments to review concepts designs and provide feedback to consultant via Community Facility Planning to enable ‘preferred concept’ to be developed in preparation for broader community engagement 	<ul style="list-style-type: none"> Feedback to be provided to consultant via email with follow-up phone conversation.

COMMUNITY ENGAGEMENT PLAN

Part B: Engagement Activities & Implementation



Preferred Concept Review (costed)	<ul style="list-style-type: none"> WSC Technical Working Group 	<ul style="list-style-type: none"> Consultant to present preferred concept for final feedback prior to completing broader Community engagement 	<ul style="list-style-type: none"> Involve 	<ul style="list-style-type: none"> Either face to face or skype meeting 	<ul style="list-style-type: none"> Feedback to be provided to consultant via email with follow-up phone conversation.
	<ul style="list-style-type: none"> Sale Swimming Club Rep Gippsland Swimming Association Rep Kemps Aquatics Rep Schools Reps WAIAG Rep (+ SCDO) 	<ul style="list-style-type: none"> Present Preferred concept prior to presenting to Council 	<ul style="list-style-type: none"> Involve 	<ul style="list-style-type: none"> Either face to face or skype meeting 	<ul style="list-style-type: none"> Summary will be emailed to Reps
	<ul style="list-style-type: none"> WSC Councillors 	<ul style="list-style-type: none"> Architect present Preferred Concept to Councillors prior to undertaking broader community engagement <i>HOLD POINT FOR 2nd workshop 2</i> 	<ul style="list-style-type: none"> Involve 	<ul style="list-style-type: none"> Council Workshop 	

COMMUNITY ENGAGEMENT PLAN

Part B: Engagement Activities & Implementation



		<i>weeks later by Council Officers to approve progression to going to broader community engagement</i>			
	<ul style="list-style-type: none"> Sport & Recreation Victoria 	<ul style="list-style-type: none"> Architects to present (with Community Facility Planning / Manager Leisure Services) preferred concept to SRV highlighting key outcomes on programming and accessibility outcomes 	<ul style="list-style-type: none"> Involve 	<ul style="list-style-type: none"> Face to face or skype meeting 	Summary of feedback and response to be emailed to SRV.
	OPTIONAL PENDING OUTCOME OF PRE-COUNCILLOR MEETING <ul style="list-style-type: none"> Sale Swimming Club Rep Gippsland Swimming Association Rep 	<ul style="list-style-type: none"> Consultant to present preferred concept highlighting key outcomes on programming and accessibility outcomes that will 	<ul style="list-style-type: none"> Involve 	<ul style="list-style-type: none"> Either face to face or skype meeting 	

COMMUNITY ENGAGEMENT PLAN

Part B: Engagement Activities & Implementation



	<ul style="list-style-type: none"> • Kems Aquatics Rep • School Rep • WAIAG Rep 	enable the stakeholder to delivery their activities.			
	<ul style="list-style-type: none"> • Leisure Services Leaders 	<ul style="list-style-type: none"> • Consultant to present preferred concept highlighting key outcomes on programming and accessibility outcomes that will enable the stakeholder to delivery their activities. 	<ul style="list-style-type: none"> • Involve 	<ul style="list-style-type: none"> • Either face to face or skype meeting 	<ul style="list-style-type: none"> • Summary of feedback and response to be emailed to stakeholders
	<ul style="list-style-type: none"> • Aqua Energy Members & Swim School Participants • Wellington Shire General Public 	<ul style="list-style-type: none"> • Consultant to present preferred concept highlighting key outcomes on programming and accessibility outcomes 	<ul style="list-style-type: none"> • Consult 	<ul style="list-style-type: none"> • Online platform & Survey • Facility Display/Forum (pending status of social distancing) 	<ul style="list-style-type: none"> • Summary of feedback and response to be included on website / Facebook page.
Schematic Design	<ul style="list-style-type: none"> • WSC Technical Working Group 	<ul style="list-style-type: none"> • Consultant to present draft schematic design 	<ul style="list-style-type: none"> • Involve 	<ul style="list-style-type: none"> • Face to face or via skype meeting 	<ul style="list-style-type: none"> • Summary of feedback and response emailed

COMMUNITY ENGAGEMENT PLAN

Part B: Engagement Activities & Implementation



		package to internal stakeholders to enable final changes before sharing with broader stakeholders.			to consultant / internal stakeholders
	<ul style="list-style-type: none"> • Sale Swimming Club • Gippsland Swimming Inc • Aqua Energy Swim School Staff • Kemps Aquatics • Aqua Energy Health & Fitness Staff • Schools • Aqua Energy Members • Wellington Shire General Public 	<ul style="list-style-type: none"> • Final schematic designs to be shared via email and online platform. 	<ul style="list-style-type: none"> • Inform 	<ul style="list-style-type: none"> • Online 	<ul style="list-style-type: none"> • Any feedback received will be noted for future design development.

14. 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.

15. 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.