



**WELLINGTON**

SHIRE COUNCIL

*The Heart of Gippsland*

## **Council Meeting Agenda**

**Meeting to be held at**

**Council Chambers - Wellington Centre**

**Foster Street, Sale**

**Tuesday 7 August 2018, commencing at 3pm**

**or join Wellington on the Web:**

**[www.wellington.vic.gov.au](http://www.wellington.vic.gov.au)**

# ORDINARY MEETING OF COUNCIL – 7 AUGUST 2018

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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 webcasting chat room should lodge their questions or comments early in the meeting to ensure that their submissions can be dealt with at the end of the meeting.*

*Please could gallery visitors and Councillors ensure that mobile phones and other electronic devices are turned off or in silent mode for the duration of the meeting.*



## **A - PROCEDURAL**



### **STATEMENT OF ACKNOWLEDGEMENT**

***“We acknowledge the traditional custodians  
of this land the Gunaikurnai people,  
and pay respects to their elders past and present”***



### **PRAYER**

***“Almighty God, we ask your blessing upon the Wellington  
Shire Council, its Councillors, officers, staff and their families.***

***We pray for your guidance in our decisions so that the  
true good of the Wellington Shire Council may result to  
the benefit of all residents and community groups.”***

***Amen***



## **A - PROCEDURAL**

### **A4 CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING/S**

**ITEM A4****ADOPTION OF MINUTES OF PREVIOUS MEETING/S**

ACTION OFFICER:

GENERAL MANAGER CORPORATE SERVICES

DATE:

7 AUGUST 2018

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**OBJECTIVE**

To adopt the minutes of the Ordinary Council Meeting of 17 July 2018.

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

*That Council adopt the minutes and resolutions of the Ordinary Council Meeting of 17 July 2018.*

**CONFLICT OF INTEREST**

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



## **A - PROCEDURAL**

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





## **A - PROCEDURAL**

### **A6 ACCEPTANCE OF LATE ITEMS**



## **A - PROCEDURAL**

### **A7 NOTICE/S OF MOTION**



## **A - PROCEDURAL**

### **A8 RECEIVING OF PETITIONS OR JOINT LETTERS**

**ITEM A8(1)****OUTSTANDING PETITIONS**

ACTION OFFICER

GOVERNANCE

DATE:

7 AUGUST 2018

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ITEM	FROM MEETING	COMMENTS	ACTION BY
NIL			

**ITEM A8(2)****RECEIPT OF PETITION –PLANNING PERMIT APPLICATION  
P203/2018.**

ACTION OFFICER: MANAGER LAND USE PLANNING

DATE: 7 AUGUST 2018

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

**OBJECTIVE**

To present Council with a petition in relation to planning permit application P203/2018.

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

***That Council receive the attached petition in relation to Planning Permit Application P203/2018***

**BACKGROUND**

A petition containing 103 signatures has been received by Council.

A copy of the petition is attached for Council information.

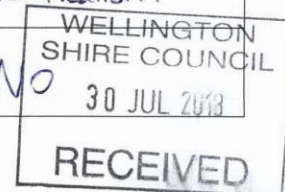
**LEGISLATIVE IMPACT**

Section L6.59 of Wellington Shire Council Processes of Municipal Government (Meetings and Common Seal) Local Law No 1 provides for petitions and joint letters:

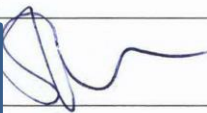

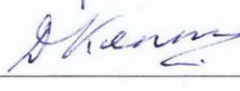
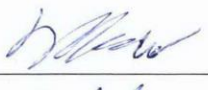
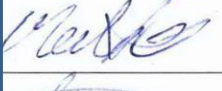





“A petition or joint letter presented to the Council must lay on the table for a period determined by the Council but not exceeding the next two Council Meetings. No motion, other than to receive the petition or joint letter may be accepted by the Chairperson, unless the Council unanimously agrees to deal with it earlier.”

Petition; the below listed individuals living within the Wellington Shire oppose the current proposed change to the use of 2232 Princes Highway, Rosedale (The White Motel)

Name	Address	Signature	Comment
Warren Moore		W. Moore	Not good
Jodie Barrass		J. Barrass	
Aileen Woods		A. Woods	Not a good idea
Janette Gains		J. Gains	Not Good.
Tanya Sofianaki		T. Sofianaki	NO.
E J Nice		E. Nice	NO
B. Naughtin		B. Naughtin	No thanks, more info
D. Phyllys.		D. Phyllys.	No Good for town.
P JACKSON		P. Jackson	NOT GOOD FOR EITHER PARTY.
B. SMITH		B. Smith	No
JEN WILSON		J. Wilson	No.
BRETT WILSON		B. Wilson	No.
Rob Hewarth		R. Hewarth	No.
Lisa Worcester		L. Worcester	No
Rebecca Jenkie		R. Jenkie	need more clarification.
Laura Moore		L. Moore	No



Petition; the below listed individuals living within the Wellington Shire oppose the current proposed change to the use of 2232 Princes Highway, Rosedale (The White Motel)






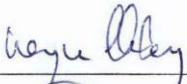






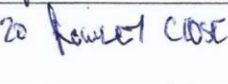



Name	Address	Signature	Comment
Scott J			No way
Chris		Chris Lyon	No thanks
Harry			No <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px; vertical-align: middle;"></span>
GRAEMIE		Gr H	No THANKS
<span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>			No. (more information)
Deb Venn			NO THANKS.
CARLOS			no
MATT CAPES			no
PAT O'DEA		Pete Goodwin	NO
PETER GOODWIN			NO
JASON			no
Sam			NO.
Lisa			no
Mel			no
Debbie			no
Karin Stewart		K. Stewart	No
Brian Bennett		BB	NO

Petition; the below listed individuals living within the Wellington Shire oppose the current proposed change to the use of 2232 Princes Highway, Rosedale (The White Motel)

Name	Address	Signature	Comment
Amanda Mundy (Wright)		Amanda Wright	
Irene Wright		Irene Wright	
LISA WRIGHT		Lisa Wright.	
Chris Mundy		CS M8	
Jan Hallam		J M Hallam	
Fiona Smith		Fiona Smith	
Trudy Campbell		Trudy Campbell	
JASON CAMPBELL		Jason Campbell	
Cherie Stephens		Cherie Stephens	
ROB STEPHENS		Rob Stephens	
BREE CAMPBELL		B. Campbell	
Barb. Pinkerton		B. Pinkerton	
Ron Pinkerton		R W Pinkerton	
Patrick Farry		Patrick Farry	
Pat O'Dea		Pat O'Dea.	
David Smith		David Smith	



Petition; the below listed individuals living within the Wellington Shire oppose the current proposed change to the use of 2232 Princes Highway, Rosedale (The White Motel)

Name	Address	Signature	Comment
Lachie Floyd			no
BRIAN LEMERLE			NO. DEFINATELY
Rowlands Shaw			?
STUART LOFT			No
Denise V.D. Ross			No.
Wayne Alley			No
Proctor Moxie			NO'
Jim Moncar			NO.
Peter Hall			No
Robert Mieser			No
Col Bond			No.
de re			No
J. GREENWOOD		20 lowest close 	No
ROSS CACIACH			No
Rachel Edwards			No
PAUL SRAI			NO



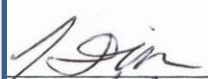


Petition; the below listed individuals living within the Wellington Shire oppose the current proposed change to the use of 2232 Princes Highway, Rosedale (The White Motel)

Name	Address	Signature	Comment
GLENN ELLIS		GL	no.
SHARIE PRISTLEY		[Signature]	No
Sarah Giles		[Signature]	NO
ROBYN HORN		[Signature]	NO
Chris James		[Signature]	no
WARRICK WILK		[Signature]	NO
Margaret Liddell		M Liddell	<u>NO</u>
Rob & Trish Hardy		[Signature]	NO
Tony Schneider		[Signature]	NO-
MAX HORWATH		[Signature]	No
Maree Ward		[Signature]	NO.
LISA MARSHALL		[Signature]	NO!
Peter Marshall		[Signature]	NO
ADRIAN CANNON		[Signature]	NO!
Justin Fink		[Signature]	NO
GRAVE HODGSON		[Signature]	NO

Petition; the below listed individuals living within the Wellington Shire oppose the current proposed change to the use of 2232 Princes Highway, Rosedale (The White Motel)

Name	Address	Signature	Comment
MART ROBBEAL		M. Robb	<u>no</u>
L. Ragland		L. Ragland	<u>no</u>
Geoff Cox		Geoff Cox	NO!
Aaron Gordon		ASL	No!
Kim Bamkett		<del>Kim Bamkett</del>	<u>No!</u>
Sam Nott		Sam Nott	NO! NO!
Elb Rudekin		Elb R	<u>no</u>
Sara Kemp		Sara Kemp	No
Kim Flory		K. Flory	No
JAMIE BENTLEY		<del>Jamie Bentley</del>	NO
Lynn Bentley		Lynn Bentley	NO
Sara Abercrombie		S. Abercrombie	no
Nathan Osmond		Nathan Osmond	No
Mark Ross		Mark Ross	no
Annabel Power		Annabel Power	no
Alan Curran		Alan Curran	NO!!
Joanne Curran		Joanne Curran	NO

Petition; the below listed individuals living within the Wellington Shire oppose the proposed change to the use of 2232 Princes Highway, Rosedale (The White Motel)

Name	Address	Signature	Comment
Simon Holmes			NO.
Rebecca Smith			No!
Sillian Devine			NO
Tim Lovelace			NO.
DeRass			No





## **A - PROCEDURAL**

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



## **A - PROCEDURAL**

### **A10 QUESTIONS ON NOTICE**



## **B –REPORT**

# **DELEGATES**



## C1 - REPORT

# CHIEF EXECUTIVE OFFICER



**ITEM C1.1****JUNE 2018 COUNCIL PERFORMANCE REPORT**

DIVISION: CHIEF EXECUTIVE OFFICE  
ACTION OFFICER: CHIEF EXECUTIVE OFFICER  
DATE: 7 AUGUST 2018

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

**OBJECTIVE**

For Council to receive and note the June 2018 Council Performance Report.

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

***That Council receive and note the June 2018 Council Performance Report as attached.***

**BACKGROUND**

The June 2018 Council Performance Report comprises key highlights towards achievement of the 2017-21 Council Plan, progress in relation to Major Initiatives and Initiatives as identified in the 2017/18 Budget together with an overview of Council finances including an Income Statement, a Balance Sheet with commentary regarding any major variances, information on cash balances, the level of rates outstanding and a progress update on Council's Capital Works program.

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

**OPTIONS**

Following consideration of the attached June 2018 Council Performance Report, Council can resolve to either:

1. Receive and note the June 2018 Council Performance Report; or
2. Not receive and note the June 2018 Council Performance Report and seek further information for consideration at a later Council meeting, which would result in Council not meeting legislative requirements.

**PROPOSAL**

That Council receive and note the attached June 2018 Council Performance Report.

## **CONFLICT OF INTEREST**

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

## **FINANCIAL IMPACT**

The attached financial report provides information that informs Council on its financial operations for the June 2018 quarter as well as the expected financial position for the 2017/18 year.

## **COMMUNICATION IMPACT**

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

## **LEGISLATIVE IMPACT**

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

## **COUNCIL POLICY IMPACT**

The June 2018 Council Performance Report has been prepared in the context of existing Council policies.

## **COUNCIL PLAN IMPACT**

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

Strategic Objective 6.3 states that Council will:

*"Maintain a well governed, transparent, high performing, ethical and accountable organisation"*

Strategy 6.3.3 states that Council will:

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

Strategy 6.2.2 states that Council will:

*"Actively engage with both internal and external stakeholders to appropriately inform about council business"*

# **JUNE 2018 PERFORMANCE REPORT**

## **JUNE 2018 COUNCIL PLAN HIGHLIGHTS**

### ***Gallery updates***

Five new exhibitions opened in June: 'The Esso Collection of Australian Art' and 'Gippsland Craft' both in Gallery 1, 'Call of the Wild' (wildlife art from the Gallery collection) in the Focus Gallery, 'The Dreamers' (touring exhibition from Palliative Care Victoria) on Level 2, and the 2018 Wellington Youth Art Prize at the Maffra Exhibition Space. All exhibitions are being well received.

The Gallery acquired two new artworks, 'Hardenbergia I' by Sandra White, and 'Early Morning Start' (c.1895), a major work by Jan Hendrik Scheltema. The latter was acquired following a donation from the John Leslie Foundation.

### ***Group fitness promotion***

Beat the Price Rise and Beat the Winter Blues promotion has continued with very positive results. The 30 in 30 Group Fitness Challenge has been enormously successful and Aqua Energy appears to be on track for the biggest month of group fitness attendances on record.

### ***Youth programs***

A successful networking opportunity was provided for people and organisations that deliver youth services or youth programs within the Wellington Shire. A mapping exercise is being carried out to identify gaps, provide evidence of need and find ways to advocate together to address any shortfall.

Interviews for the new Youth Council have been held. The successful applicants will begin their journey at a camp on 13 - 15 July.

### ***Infrastructure projects updates***

- Funding was received for the Gordon Street Main Oval Lighting project as part of the Community Managed Places fund.
- Detailed design for Sale Tennis Club is nearing completion and Cameron Sporting Complex has commenced.
- Sports & Recreation Victoria (SRV) applications have been submitted for Stephenson Park Changeroom Redevelopment and Pine Lodge Tennis Court Resurfacing.
- Dundas North and South Streets nearing completion with Asphalt pavement laying subject to weather conditions.

### ***Emergency management updates***

The Wellington Flood Emergency Plan template has been adopted as the state-wide (VICSES) Flood Emergency Plan template.

The collaboration between Council and Scope Australia in developing an identification card for use at Emergency Relief Centres by people with communication difficulties will also to be adopted state-wide.

### ***Park Services Operational Manual***

Park Services has developed the inaugural Park Services Operational Manual, capturing important service delivery processes and procedures in one document. Refinement and review of this document will ensure services continue to be delivered in line with the 2014-24 Public Open Space Plan.

### ***West Sale and Wurruk Industrial Land Supply Strategy***

Following public exhibition, the West Sale and Wurruk Industrial Land Supply Strategy has been finalised and was adopted by Council on 19 June 2018.

***Audit for landscape maintenance***

The Park Services team have developed and refined an internal audit process to drive consistency in landscape maintenance across the shire. During 2017/18 the benchmark scores for mowing and horticulture were met or exceeded for all months.

**East Gippsland and Wellington Shire Council Domestic Wastewater Management Plan**

Following adoption of the East Gippsland and Wellington Shire Domestic Wastewater Management Plan in 2016 Councillors were provided with an annual update on the report.

The purpose of the DWMP is to provide a strategic plan to guide the community towards the goal of responsible wastewater management, and to assist Wellington Shire Council and East Gippsland Shire to deliver a professional and consistent approach to the use of domestic wastewater management practices.

## JUNE PERFORMANCE REPORT

Major Initiatives	Completion Target	Progress Comment	Status
<b>COMMUNITIES</b>			
Actively engage with the community and partners to redevelop the Domestic Animal Management (DAM) Plan.	30 June 2018	Domestic Animal Management Plan was considered and endorsed by Council on 3 October 2017.	Completed (100%)
Adoption by Council of the Municipal Public Health and Wellbeing Plan (2017-21) by 31 October 2017.	31 October 2017 (Multiyear project)	Wellington Municipal Public Health and Wellbeing Plan, known as Healthy Wellington 2017 - 2021, was formally adopted at Council meeting on 3 October 2017. The documents were also formally submitted to the Department of Health and Human Services.  This is the second cycle of an integrated public health plan. Healthy Wellington 2017 - 2021 integrates Municipal Public Health Planning with Health Services (Central Gippsland Health, Yarram & Distract Health Service and Wellington Primary Care Partnership) Health Promotion Plan.	Completed (100%)
Continued implementation of Domestic Wastewater Management Plan (DWMP) to ensure the DWMP is adequately executed and commitments contained within the plan are achieved.	30 June 2018 (Multiyear project)	Site inspections in South Gippsland Water Catchment area were completed.	Completed (100%)
Implement the 2017/18 Leisure Services Operational Business Plan for Aqua Energy, GRSC and WSC's seasonal outdoor pools.	30 June 2018	Participation levels at Aqua Energy and Outdoor pools are on track to exceed those of the previous year. New operating model for the outdoor pools was introduced for the past summer and provided improved efficiencies of service delivery, salaries savings and a reduced subsidisation per visit cost. Improvements in promotion and advertising were assisted by regular meetings with WSC Media team and included the launch of a dedicated Aqua Energy website, improved Facebook posting and profile. Facility maintenance has continued to be a high focus issue and transition to the new Facility Maintenance	In Progress (90%)

Major Initiatives	Completion Target	Progress Comment	Status
		team is going well. Facility presentation will continue to be a high priority issue, moving forward. Staff continued to have liaison with key stakeholder groups, in order to maintain good collaborative working arrangements and to deliver high quality shared events.	
<b>SERVICES &amp; INFRASTRUCTURE</b>			
Progress the Port of Sale Cultural Hub construction project in line with the project plan.	31 December 2017	Building was opened to the public on 6 January and official opening was on 27 January. It has been well received by the public.	Completed (100%)
Progress the Port of Sale Precinct (The Port) redevelopment project in line with the project plan.	31 December 2017	The Port was fully opened to the public on 27 January with the ministerial opening.	Completed (100%)
Implement the North Sale Development Plan/Developer Contributions Plan into the Planning Scheme to support well planned housing growth.	30 June 2018	The North Sale Development Plan was adopted by Council at the 17 April 2018 Council meeting to guide the future development of this key growth area. Work on the final stage of the project (Developer Contributions Plan) is now advancing.	In Progress (90%)
<b>LIFELONG LEARNING</b>			
Strongly advocate for the relocation of the Federation Training's Fulham campus to Sale CBD and in doing so improve accessibility to education and training outcomes for the Wellington community.	30 June 2018	The Victorian Government committed \$25 million to establish a new TAFE campus at the Port of Sale site. This announcement follows many years advocating from Council and the broader community. Importantly, the announcement also makes available prime land located at West Sale Airport for further development.	Ongoing
<b>ECONOMY</b>			
Facilitate the release of industrial land in Wurruk/West Sale to support economic growth	30 June 2018	Following public exhibition, the West Sale and Wurruk Industrial Land Supply Strategy has been finalised and was adopted by Council on 19 June 2018.	Completed (100%)

Major Initiatives	Completion Target	Progress Comment	Status
Implement the recommendations of the report and roadmap on further economic and social opportunities as a result of expansion of RAAF Base East Sale.	30 June 2018	The "Economic and Social Opportunities Arising from Defence Capability Project AIR 5428" report was presented to Council in 2017 and key recommendations have been pursued. This includes government funding to enhance the Gippsland rail corridor, the industrial land study, relocation of Federation Training and advocating for continued duplication of the Traralgon/Sale Princes Highway duplication.	Ongoing
<b>ORGANISATIONAL</b>			
Plan and implement an organisational wide electronic document, records, and intranet management system.	30 June 2018	All preliminary works to participate in any GLGN joint tender process has been completed. Next stages will be undertaken next financial year.	Completed (100%)
Implement Year 3 of the Information Communications Technology (ICT) Strategic Road Map 2015-17 to achieve organisational wide infrastructure and technology upgrades.	30 June 2018 (Multiyear Project)	The Information Communications Technology (ICT) Strategic Road Map 2015-17 action plan has been implemented.	Completed (100%)
Manage the Information Communication Technology (ICT) and Audio Visual (AV) design, plan and installation for the Port of Sale Cultural Hub (POSCH) Precinct Project.	31 December 2017 (Multiyear Project)	All ICT/AV requirements for the completion of the Port of Sale Project have been successfully completed and delivered on time and on budget.	Completed (100%)
Explore GLGN Council Shared Services opportunities for transactional, and administrative services and Information Communications Technology.	30 June 2018	Back office and ICT functions are currently being reviewed to seek potential opportunities for greater efficiencies across the GLGN Councils.	Ongoing
Progress West Sale Airport initiatives including Stage 3 of the Eastern Recreation Aviation Precinct and the Runway Extension Project.	30 June 2018 (Multiyear Project)	West Sale Airport Runway Extension Project has the following progress updates for the last financial year: * \$5M Funding Agreement executed. * Tender awarded for the detailed designs, due for completion mid-2018. * Engagement Plan developed to ensure good stakeholder communication noting a CASA Method of Works Plan (MOWP) detailing project stages, impacts on operations etc is also required. * Tender for construction to be advertised August 2018 with commencement of works expected November 2018 and completion 2019.	Ongoing

Major Initiatives	Completion Target	Progress Comment	Status
Secure funding for the upgrade of Cameron Sporting Complex Maffra to ensure the facility meets growing demand.	30 June 2018	Funding applications submitted to Federal Government and the Latrobe Valley Authority. Announcement expected early 2018-19. Detailed Design contract has been awarded and is underway.	In Progress (75%)
Review and update the Boating Facilities Strategic Plan 2013-16 and provide a 4-year capital plan, taking into account any changes from Gippsland Coastal Board Boating Facilities Coastal Action Plan.	30 June 2018	Review of WSC Boating Facilities Action Plan 2013-2016 is in progress and will be completed in early 2018/19.	In Progress (60%)



Initiatives	Completion Target	Progress Comment	Status
<b>COMMUNITIES</b>			
Ensure implementation of Council led responsibilities for 2017-18 in the Healthy Wellington Action Plan.	30 June 2018	<p>We are currently 6 months into a 4-year strategy. This strategy will include 4 annual action plans for the priority areas in Health Wellington Strategy.</p> <p>The last 6 months has involved developing an action plan, but also formalising working group structures, reporting and evaluation mechanisms.</p> <p>As part of the integrated planning for 2017 - 2021 Plan, Wellington Primary Care Partnership (WPCP) had taken a lead in coordinating the planning process, however there has been some delay in the planning due to staffing issues, namely WPCP having a staff vacancy of 2 staff since December 2017.</p>	In Progress (50%)
Utilise the Community Facilities Framework and Hierarchy tool to review funding and agreements of all community facilities – Council and community managed - and make appropriate recommendations for the development of a consistent approach to be considered by Council.	30 June 2018	<p>Inconsistencies in funding, maintenance support, capital investment, agreement type etc. across community managed facilities have been identified over the year. These inconsistencies mean there is inequality between committees, leading to varying outcomes for different facilities and communities.</p> <p>Council staff focussed this year on the Committees established under Section 86 of the <i>Local Government Act</i> and made significant steps forward in researching the history, options and recommended approaches for Council to take. This culminated in an options paper for the CEO to inform his discussions with DELWP Regional Management.</p> <p>A lot of planning and thinking has also gone into creating a 'Principles of Community Managed Facility Support.' This work will be ongoing during 2018/19.</p>	Ongoing

		The outcome to date is an increase in skills and knowledge of internal staff to inform a robust systems-thinking approach to reform in the future.	
Facilitate consistent approach to emergency planning for all Community Committees of Management, owned and managed by Council, to ensure WSC and CoM are adequately prepared and covered for incidents.	30 June 2018 (Multiyear project)	<p>A Workplace Emergency &amp; Evacuation gap analysis in 2016, identified community managed facilities didn't have Emergency Planning procedures and diagrams in place and it wasn't clear who held responsibility for acting in an emergency. Council staff worked to develop and distribute appropriate, simple, easy to use templates to Committees for the facilities they operate. This project work will continue in 2018/19.</p> <p>Anecdotal outcomes have been committees engaging with the management of their facilities, understanding where their equipment is, where the best place to go off site is and what elements are in their building. It has strengthened knowledge, working to a long term behaviour change to take ownership of the process of emergency planning.</p>	Ongoing
Finalise the Wellington Access and Inclusion Plan and ensure implementation of Community Wellbeing led responsibilities for 2017-18.	30 June 2018	<p>To ensure improved reporting, a reporting process was developed in 2017/18, which includes Business Units taking on more responsibility of the actions in the plan and reporting on a regular basis. The reporting will be done via Corporate Planning &amp; Reporting System (PULSE), as opposed to previous methods of completing hard copy report documents (which placed additional administrative burden on staff to collate and prepare information).</p> <p>Relevant Access and Inclusion actions, from Wellington Access and Inclusion Action Plan, will be included in relevant Business Units 2018/19 PULSE reports.</p>	In Progress (50%)

Finalise the Wellington Youth Strategy and achieve planned actions for 2017-18.	30 June 2018	All planned actions have been completed. New actions have been identified from the Youth Summit held in February. Sources of support for these actions/ projects will be determined during the next Wellington Youth Services Network meeting and any extra actions from agencies will also be added to the action plan.	Completed (100%)
Monitor the sustainability of the Wellington Early Years Network as it transitions to a new facilitation structure and supports the implementation of the Municipal Early Years Plan.	30 June 2018	<p>Since the development of Wellington Shire Community Early Years Plan, a number of state government policies have been introduced. They include COMPACT (a high-level partnership between DHHS, DET and MAV); Education State (Dept of Education Strategic Plan for Primary and Secondary Education) and Early Childhood Reform Plan (Dept of Education strategic plan for early years services).</p> <p>Further planning and partnership development should be the focus for 2018/19, to ensure implementation of state and local policies addressing children, youth and early years education.</p>	Ongoing
Support the development of Yarram Early Learning Inc. to ensure that the service is financially sustainable.	30 June 2018	<p>Yarram Early Learning Centre has been open for 3 years. In that time, they have provided a service to the community, which has resulted in a waiting list. The Committee of Management (CoM) have tried over the last year to manage the waiting list demand, while trying to remain financially viable. The service is yet to have a surplus and have to reconsider a number financial decisions such as fee structure, staff payment / recruitment and room configuration to assist with running a financially viable service.</p> <p>The CoM is considering expanding their service and exploring government infrastructure grants. The CoM is also considering moving to an Early Years management model, which will mean a service provider will manage the Child Care, rather than the CoM.</p>	In Progress (50%)

Support Gumnuts Early Learning Centre Inc. to determine an appropriate management and governance structure by 31 Dec 2017.	31 Dec 2017	Council recognises the important role Early Years play for children's education and to enable parents to participate in work and study. Gumnuts Early Learning Centre almost folded in 2016 due to governance issues. Council worked intensively with the committee and the Department to identify areas for improvement and to put policy and practice changes into place. During 2017/18, council moved to a monitoring and support role, to allow the Committee to implement and embed those changes. They did this admirably and have been moved out of Service Review by the Department. Because of the work done intensively by Council, the outcome was that the Service stayed open and continued to be managed by the Community. They are in a much stronger place now, due in large part, to Council's support and monitoring.	Completed (100%)
Update flood overlay controls and policy in the Planning Scheme to minimise future risk to the community.	30 June 2018	Background work continues the preparation of documents to support proposed Amendment C99, including the statutory Amendment documents and a consultation plan. However, further information is currently being sought from the West Gippsland Catchment Management Authority in relation to the interpretation of draft State Government flood guidelines prior to proceeding with the next steps in the Amendment C99 process.	In Progress (60%)
<b>SERVICES &amp; INFRASTRUCTURE</b>			
Utilise the Service Planning Model to expand the 10-year recreation facilities capital planning program to incorporate community facilities, to enable greater prioritisation of community facilities in alignment with the Community Facilities Framework.	30 June 2018	Draft Committee of Management /Facility Survey under development to assist in identifying use and priorities of Council's community facilities. Final version to be ready for distribution in July. Milestones set in place for early 2018-19 to capture greater spread of identified projects across all facility types.	In Progress (80%)
Development of a Service Planning Model for community facilities that can be adapted for broad use across Council.	30 June 2018	Progressing the development of a model based on feedback from STEP Program discussion. Templates being prepared and an example will be available in the new financial year.	Completed (100%)

Progress the Cowwarr Recreation Reserve Clubrooms redevelopment project in line with the project plan.	30 June 2018	Certificate of Occupancy reportedly completed.	Completed (100%)
Complete a business case for the further development of aquatic facilities at Aqua Energy.	30 June 2018	Timing for the completion of this project has been extended due to the unknown structural status of the 45 year old 25 metre indoor pool and pool hall. Substantial delay has occurred due to the time required to obtain an informed structural status report. The anticipated updated concept will be supported by sound business case principles. This is now expected to be completed early in financial year 2018-19.	In Progress (90%)
Progress development of an Off-Street Car Parking Master Plan, considering the needs of central business areas within the six major townships, supported by a long-term capital works program.	30 June 2018	Hierarchy for car park renewals was identified in major urban townships. Next step is to develop a four-year renewal works program with program beginning in 2019/20. This will be completed in the 2018/19 financial year.	Completed (100%)
Develop a policy to guide decision making about rezoning of land to support consistent and equitable outcomes.	30 June 2018	Draft policy criteria have been developed during the financial year. This work will now be translated into a formal Council policy for Council's future consideration.	In Progress (95%)
Facilitate a private rezoning/development plan for the Wurruk Growth area to support well planned housing growth.	30 June 2018	Amendment C84 (Wurruk Growth Area) came into operation on 19 April 2018 to facilitate the future development of this growth area.	Completed (100%)
Implement the Heyfield Low Density Residential Review into the Planning Scheme to support housing growth.	30 June 2018	Amendment C96 was formally Gazetted on 21 December 2017 and became part of the Wellington Planning Scheme.	Completed (100%)
Advocate, in partnership with other Gippsland Shires, for increases and enhancements of V-Line services to Gippsland to improve connectivity and access for residents.	30 June 2018	During the 2017/18 FY, \$530 million was allocated to the Gippsland Line Upgrade as part of a joint initiative of the Australian and Victorian Government, to be delivered by Rail Projects Victoria. This includes \$95 million to construct a new rail bridge over the Avon River in Stratford.	Ongoing
Progress the Residential Road and Street Construction Plan projects in line with the implementation plan.	30 June 2018	Progressing as per program, with Dundas North and South Streets nearing completion. Asphalt pavement placement is subjected to weather conditions.	In Progress (85%)

Develop a 5-year implementation plan for residential street construction works and present to Council	30 June 2018	5-year implementation plan drafted. Full review of residential road and street construction program to be undertaken in 2018/19. This may change implementation plan in outer years.	Completed (100%)
<b>NATURAL ENVIRONMENT</b>			
Investigate & initiate composting trial of all green waste at Kilmany Landfill site	30 June 2018	Program was successful, and it will be continued in accordance with EPA licence requirements.	Completed (100%)
Implement the second stage of the 5-year work plan to reduce energy consumption by 5% per year at Entertainment Centre and Wellington Centre and use Planet Footprint to track results.	30 June 2018	The energy efficiency and cost saving projects at The Wedge Performing Arts Centre comprising foyer & external lighting control system and the LED replacement of lights were completed ahead of the required timeframe. These new lights are more energy efficient and are expected to use only 40% of the previous power usage.	Completed (100%)
Implement recommendations and actions to support the 5-year work plan to reduce energy consumption by 5% per year at Aqua Energy and Gippsland Regional Sports Complex (GRSC) using Planet Footprint to track results.	30 June 2018	Major works completed towards energy reduction in 2017-18 include: Replacement of Fluro and/ or vapour lamp lighting with LED technology in Pool halls, office/admin area, cafe/ reception area, change rooms, creche and group fitness area. Unserviceable (frost damaged) AE solar hot water system, replaced with evacuated tube system.  Measurement of energy consumption data using Planet Footprint has not been possible as this system is no longer used by WSC. Some comparisons of utilities records (historical) has been possible and indicates a trend towards reduced usage.	Completed (100%)
Develop a model for community engagement for promoting sustainability to an adult audience.	30 June 2018	Currently promoting and conducting Solar bulk buys community meetings.  Continuing to investigate options for adult education and recycling campaign will continue into 2018/19.	Completed (100%)

<b>LIFELONG LEARNING</b>			
Relocate the Gallery collection, exhibitions and staff offices to the new Wellington Centre, and enable successful ongoing cultural services from that site.	30 June 2018	The new Wellington Centre at the Port of Sale is the new cultural hub for the Gippsland region. Gallery staff have successfully relocated all Gallery services including the Gallery collection, exhibitions and staff offices, to enable the uninterrupted continuation of cultural services to the community.	Completed (100%)
Relocate the Sale Library resources and equipment & Headquarters facilities to the new Wellington Centre and enable successful ongoing cultural services from that site.	30 June 2018	The Sale Library was relocated in December, and since its reopening in January 2018 within the newly redeveloped Wellington Centre at the Port of Sale it has been operating smoothly for all library activities and facilities. The growth in patron usage of this library branch over the past six months has greatly exceeded expectations.	Completed (100%)
<b>ECONOMY</b>			
Implement updated noise contour mapping for RAAF Base East Sale and West Sale aerodrome to support the ongoing operation of these airfields.	30 June 2018	Noise contour mapping for West Sale Airport has previously been updated and included in the Wellington Planning Scheme. Council will continue to work with Defence in relation to noise contour mapping for RAAF Base East Sale.	Completed (100%)
Seek funding for and develop a business case for the extension of the Great Southern Rail Trail through to Yarram and Port Albert, to increase visitation and business opportunities in adjacent areas.	30 June 2018	Council, in partnership with South Gippsland Shire Council, is seeking to secure State Government funding to complete the Great Southern Rail Trail from Alberton to Welshpool. If funded, this project will integrate with existing trail and create the third longest rail trail in Australia - linking Yarram to Leongatha. Wellington Shire has submitted funding applications to Regional Development Victoria and the Latrobe Valley Authority to enable to project to proceed.	In Progress (50%)
<b>ORGANISATIONAL</b>			
Implement Stage 1 of a Planning Scheme Review (in consultation with DELWP Flying Squad initiatives) to ensure that the strategic direction of the Planning Scheme is up to date/relevant.	30 June 2018	Background work has been completed to ensure that the strategic direction of the Wellington Planning Scheme remains up to date and current. This background work will be further considered by DELWP as part of the State	Completed (100%)



		Government's Planning in the Economic Growth Zone (PEGZ) initiative.	
Undertake a 'streamlining review' of the Planning Scheme (subject to DELWP flying squad support) to minimise regulatory burden for the community.	30 June 2018	The Review will update the provisions of the Wellington, Baw Baw and Latrobe City Planning Schemes to make them more concise and consistent and is being advanced as part of the State Government's Planning in the Economic Growth Zone initiative.	In Progress (75%)
Undertake the implementation of a Workforce Management System (WMS) across all Leisure Services managed facilities.	30 June 2018	An updated and revised Business Case submission has not been submitted, due to other operational matters. This will be completed and submitted as a matter of priority, with the anticipation of gaining support to work towards 2018-19 implementation.	In Progress (45%)
Manage and deliver Information Communication Technology (ICT) services to East Gippsland Shire Council as per the Memorandum of Understanding (MoU) for ICT shared services.	30 June 2018	This initiative has been successfully delivered with the following outcomes achieved as a result of the MoU; 1. New tablet technology rollout to East Gippsland Shire Council which has resulted in substantial savings through procurement. 2. New Council Meeting Broadcasting for East Gippsland Shire Council. 3. Substantial savings through joint procurement and licensing initiatives.	Completed (100%)
Assist Baw Baw Shire Council with their ICT program by providing strategic advice and oversight	30 June 2018	This initiative has been successfully delivered with the following outcomes achieved as a result of the MoU; 1. New tablet technology rollout to Baw Baw Shire Council which has resulted in substantial savings through procurement 2. New Council Meeting Broadcasting for Baw Baw Shire Council 3. Substantial savings through joint procurement and licensing initiatives.	Completed (100%)



Develop and Implement a Customer Service Strategy that defines the standards required to improve customer satisfaction across all Council services.	30 June 2018	Customer Service Charter was updated which is now called Customer Service Commitment. Brochure sent to graphic design and the rollout to be completed later in the year. Annual Leave check sheets to be rolled out in July/August to ensure all staff are updating voice message, out of office e-mails and other tasks whilst on annual leave.	In Progress (80%)
Upgrade Council's abilities to produce high quality video messaging to improve our communications processes and enhance our social media channels.	30 June 2018	Wellington's YouTube channel has been updated with new Council meeting videos and new branding. This platform will be used for all Council videos, the first of which are in the process of being developed for the Waste and Recycling Campaign "Get it Sorted".	In Progress (90%)
Develop an External Communications Strategy that will establish a shared understanding of Council's external communications framework, tools and processes.	30 June 2018	Extensive research was undertaken into other councils' communications strategies, including those in the Gippsland Local Government Network.	In Progress (10%)
Facilitate delivery of 2 key outcomes in the Community Engagement Strategy Action Plan	30 June 2018	2017/2018 period was overall a successful year with: - Strategy adopted - Internal working group formed - Action plan developed and implemented.  This work will continue to be supported by Council staff, and facilitated by Social Planning and Engagement Officer, Coordinator Social Policy and Planning, and Manager of Community Wellbeing.	In Progress (80%)
Implement an outdoor pool operating model (temperature forecast related) to reduce cost to council while maintaining optimum service levels.	30 June 2018	New operating model successfully implemented for season 2017-18. Data shows attendances up on previous year by more than 2,000 and salary savings of approximately \$28k achieved across the outdoor pools staffing using this model.	Completed (100%)
Inform Aqua Energy's business decisions through the cost allocation model data	30 June 2018	Provision of WSC's Cost Allocation model data has not been possible due to departures of key staff from within WSC Finance department.	In Progress (30%)

		<p>An alternative Benchmark model matrix will be considered, as this provides for more relevant industry comparisons - against similar local government operated facilities.</p> <p>It is further anticipated that this Benchmark matrix tool will be applied in consideration of the Aqua Energy 25 metre pool re-development Business Case.</p>	
Review Council's list of Surplus Land so that land value can be realised in accordance with policy and standards of best practice.	30 June 2018	<p>Land sales and acquisitions is a key activity managed by the Commercial Facilities team in council.</p> <p>The List of Surplus land continues to be managed and has identified a further \$1.6M in land sales which has been earmarked for future years.</p>	Completed (100%)
Facilitate the distribution of consistent Insurance coverage information and advice for all Community Committees of Management in facilities on Council owned and/or managed land to ensure CoM and volunteers are adequately covered in case of an incident.	30 June 2018	Council staff collated coverage information based on the current agreements and conducted meetings with the Insurance Officer and Council's Insurance company and progressed the fact sheets. This project will be progressed during 2018/19.	In Progress (70%)
Develop an organisational wide recruitment, selection and retention strategy for the organisation, including diversity and inclusion, to ensure recruitment aligns with Council's strategic vision, compliance with equal employment opportunity legislation and best practice recruitment methodology.	30 June 2018	HR are currently reviewing the recruitment and selection process commencing with the way we engage employees via internal or external recruitment processes. We would like to encourage the professional development and retention of our best staff therefore we are trialling advertising EOI (Expression of Interest) opportunities in the first instance before going external for relevant campaigns. This seems to be working well as we are enabling career progression for existing employees and succession planning opportunities for Managers/Coordinators.	In Progress (90%)
Implement the action plan association with Wellington Shire Economic Development Strategy 2016-2022.	30 June 2018	A progress report relating to the 2016-2018 Action Plan was presented to Council in June 2018, including an updated Action Plan for 2018-2020.	Completed (100%)

In early 2018, prepare Economic Development Strategy Action Plan 2018-20	30 June 2018	In June 2018, the proposed Economic Development Strategy Action Plan 2018-2020 was presented to Council. The Plan contains a total of 31 actions that are a combination of actions carried through from the 2016-2018 Action Plan, plus a number of additional actions to address the emerging trends identified within the local economy.	Completed (100%)
Develop the Wellington Age Friendly Plan.	30 June 2018	Draft Age Friendly Communities Plan 2018-22 went to Council on 19 June 2018 and Council resolved to release the strategy for a six-week public consultation period. Consultation/feedback period ends 3 August 2018.	In Progress (95%)
Implement the 2017/18 priorities emanating from the 2015-20 Aquatic Strategy	30 June 2018	<p>The majority of projects identified for implementation as year 2017-18 Aquatic Strategies have been completed.</p> <p>Projects not yet completed are most notably:</p> <ul style="list-style-type: none"> <li>- Aqua Energy 25 metre pool Business case, and</li> <li>- Sale Outdoor pool plantroom</li> </ul> <p>Both of these are continuing and are expected to be completed in 2018-19.</p> <p>Outside of the Strategy, but linked, are the considerations for the improved provision of services at Yarram Outdoor Pool.</p> <p>Consultation with the community, with the assistance of the Rotary Club of Yarram (under an MOU with Council) is expected to identify achievable facility improvements that will satisfy the broader Yarram community expectations of improved aquatic facility provision. This project is expected to be completed in alignment with the 2018-19 capital works planning processes.</p> <p>Chemical Storage Upgrade - Safety audit information resulted in a revised action plan. Additional safety and storage has been ordered.</p>	In Progress (95%)

# INTERIM JUNE 2018 PERFORMANCE REPORT

INCORPORATED IN PERFORMANCE REPORT

**OPERATING RESULT STATEMENT**  
**For the year ending 30 June 2018**

	FINANCIAL YEAR ENDING 30 JUNE 2018			
	Actual \$000's	Year End Forecast \$000's	Adopted Budget \$000's	Actual variance to Budget \$000's
<b>Income</b>				
Rates and charges	60,823	59,501	56,670	4,153
Statutory fees & fines	888	822	729	159
User fees	6,835	6,782	6,533	302
Grants - operating	15,969	15,111	7,746	8,223
Grants - capital	10,228	12,435	15,987	(5,759)
Contributions - monetary	938	753	213	725
Contributions - non monetary	767	260	-	767
Net gain/loss on disposal of property, infrastructure, plant & equipment	373	317	151	222
Other income	4,684	4,824	2,909	1,775
<b>Total Income (inc capital income)</b>	<b>101,505</b>	<b>100,805</b>	<b>90,938</b>	<b>10,567</b>
<b>Expenditure</b>				
Employee costs	24,917	25,275	25,928	1,011
Contractors, materials and services	28,173	30,319	29,493	1,320
Bad and doubtful debts	88	86	86	(2)
Depreciation and amortisation	24,405	24,405	21,676	(2,729)
Borrowing costs	424	424	505	81
Other expenses	2,650	2,363	667	(1,983)
<b>Total Expenditure</b>	<b>80,657</b>	<b>82,872</b>	<b>78,355</b>	<b>(2,302)</b>
<b>Surplus for the year</b>	<b>20,848</b>	<b>17,933</b>	<b>12,583</b>	<b>8,265</b>
<b>Other comprehensive income</b>				
Net asset revaluation increment	8,720	-	-	8,720
<b>TOTAL COMPREHENSIVE RESULT</b>	<b>29,568</b>	<b>17,933</b>	<b>12,583</b>	<b>16,985</b>

**Note:** Council must report publicly against the original adopted budget on a quarterly basis. The following provides an explanation of the differences between the adopted budget and the interim actuals (as at 16 July 2018). The final 2017/18 financial statements will be completed in August 2018 and audited by the Victorian Auditor General and sent to the Local Government minister by 30 September 2018. Whilst completing annual accounts to confirm with all accounting standards and reporting obligations for audit, finalisation adjustments will be incorporated, with present indications the 2017/18 surplus being approximately \$17.9 million.

Please see commentary below to explain the timing of components of this surplus:

## Annual Summary - Actuals vs Adopted Budget

Council's 17/18 interim surplus result of \$20.9 million is made up of:

	<u>ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>
Operating	<b>\$7.0M</b>	(\$4.7M)	\$11.7M
Capital	<b>\$13.9M</b>	\$17.3M	(\$3.4M)
	<b><u>\$20.9M</u></b>	<b><u>\$12.6M</u></b>	<b><u>\$8.3M</u></b>

### Operationally, the major variances are:

Grants Commission received in advance for 18/19	<b>\$6.9 million</b>
Net additional rates and charges raised during the year	<b>\$4.2 million</b>
Operating grants	<b>\$1.3 million</b>
Other income	<b>\$1.4 million</b>
Employee cost savings	<b>\$1.0 million</b>
Savings in materials and services	<b>\$1.3 million</b>
Write down of major asset subject to refurbishment (non cash)	<b>(\$2.3 million)</b>
Adjustment for landfill rehabilitation provision (non cash)	<b>(\$1.5 million)</b>
Aggregate of smaller variances	<b>(\$0.6 million)</b>
	<b><u>\$11.7 million</u></b>

**Note** - If timing impacts of Grants Commission is set aside operational result is favourable to budget by the \$4.0 million rates raised from recognising growth plus development across Shire.

### Capital, the major variances are:

Deferred grant and funding claims due to extended community consultation and contractor unavailability delaying project commencements.	<b>(\$6.1 million)</b>
Unbudgeted developer contributions	<b>\$1.9 million</b>
New contributions/donations towards capital projects	<b>\$0.6 million</b>
Aggregate of smaller variances	<b>\$0.2 million</b>
	<b><u>(\$3.4 million)</u></b>

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

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## A summary of Actual major variances to budget for 2017/18 are:

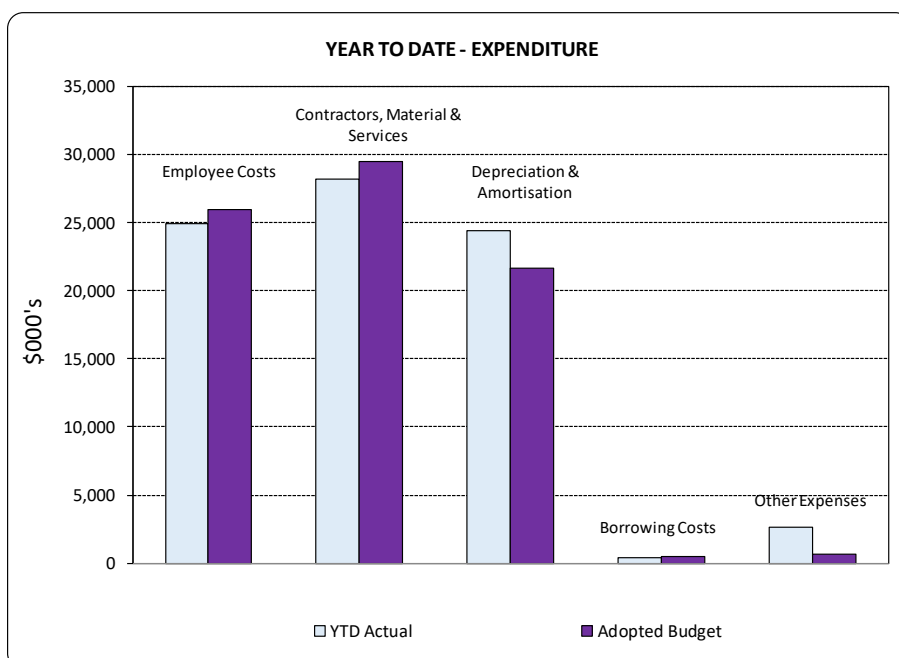
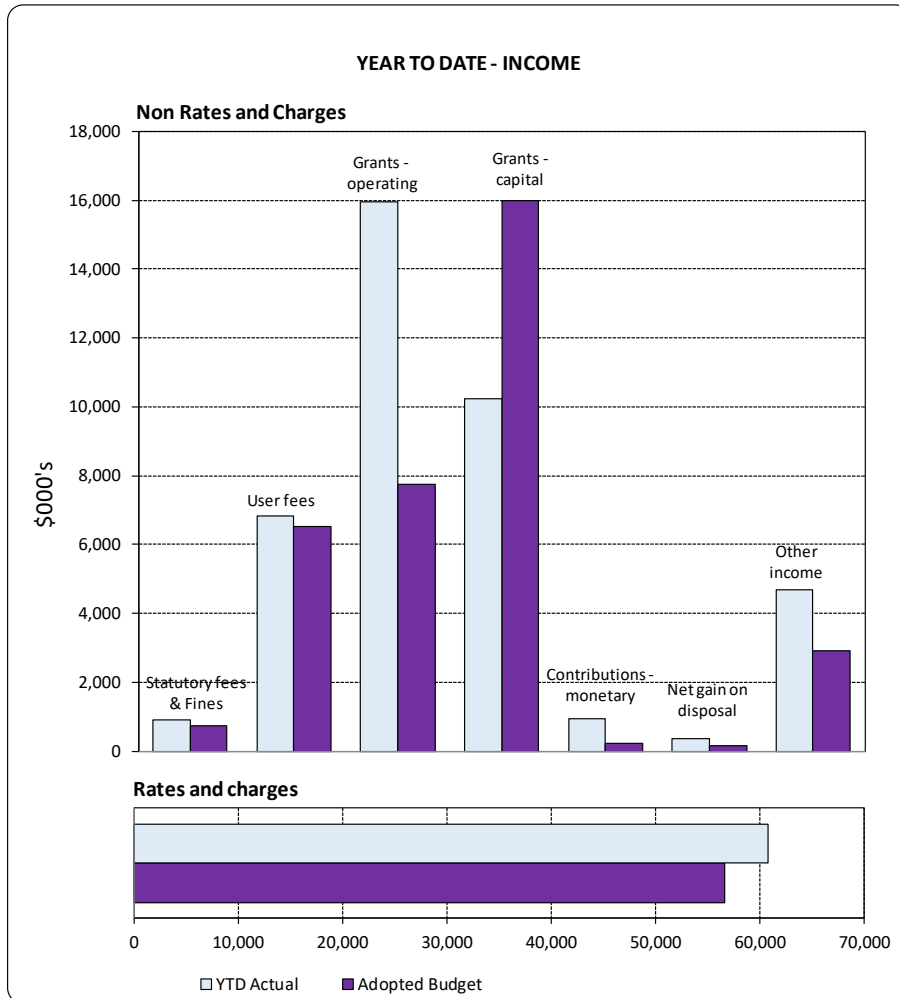
### Income

- **\$4.15 million** Additional rates raised during the year due to the finalisation of supplementary valuations after the completion of the 2017/18 budget, reflecting capital improvements across the Shire.
- **\$0.16 million** Planning application fees received were higher than expected due to increased number of applications processed during the year, but partly offset by infringements written off mainly for fire notices.
- **\$0.30 million** Income associated with Council operations of Gippsland Regional Livestock Exchange (GRLE) from 1 April 2018 of \$176k. Animal services and environmental health registrations. Reimbursement for shared services were higher than anticipated.
- **\$8.22 million** Operating grants variance mainly relates to 50% of Council's 2018/19 Victoria Grants Commission (VGC) allocation of \$6.9 million being received in June 2018, which will be carried forward to 2018/19. New grant funding of \$405k has been received towards the Cowwarr Recreation Reserve Clubroom Development. Funding for the upgrade of Sale Memorial Hall \$400k and Gormandale Lighting \$317k have been received earlier than expected, which was budgeted in 2018/19.
- **(\$5.76 million)** Capital grants expected for West Sale Airport Runway Extension project of \$3.0 million and Rosedale-Revitalisation project of \$1.0 million will now be received in 2018/19 as the projects were delayed in commencing. The majority of other outstanding capital grants funding relates to Roads to Recovery projects which have been delayed. \$1.5 million is expected to be claimed in early 2018/19. This is slightly offset by earlier recognition of \$1.2 million for Port of Sale Cultural Hub in 2017/18 rather than in 2018/19.
- **\$0.72 million** Monetary contributions received towards Sale tennis club and Botanic Garden development, GRSC floor resurfacing, public open spaces and various minor capital projects.
- **\$0.77 million** Asset contributions (non monetary) associated with new subdivisions have been recognised throughout the year.
- **\$1.78 million** Other income primarily represents recognition of new roads of \$1.2 million (non cash adjustments) associated with a review of Council's road management plan. Interest earned on investments has exceeded the budget by \$442k as cash holdings are higher due to the receipt of grants in advance and the timing of expenditure .

### Expenditure

- **\$1.01 million** Savings in employee costs relates to number of staff vacancies (some long-term). Management decisions to minimise casuals and agency staff to where customers demands were evident assisted to pressure this saving. Lower than projected annual workcover premium and corporate training will generate overall savings of approximately \$400k for the year.
- **\$1.32 million** Contractors, materials and services not spent were primarily for:
  - a. **\$1045k** - Expenditure associated with software maintenance and IT projects being delayed as the completion of major capital IT projects for the Wellington Centre took priority during 2017/18. A number of special projects are planned to occur in 2018/19.
  - b. **\$533k** - Expenditure for Kilmany landfill rehabilitation works were lower than expected due to EPA inspections, with works on rehabilitating Maffra landfill also being delayed.
  - c. **\$293k** - Savings in utility charges and insurance premiums for the year.
  - d. **(\$603k)** - Expenditure on the Vine pedestrian crossing and Cobains road/Estate projects were carried forward from 2017/18.
- **(\$2.73 million)** Depreciation and amortisation is higher than budget mainly due to the accounting entry of (\$2.29 million) for the partial removal of written down value for Port of Sale Civic Centre as part of the valuation process for the new library/art gallery. The final calculations for 2017/18 numbers are yet to be finalised.
- **(\$1.98 million)** The bulk of the other expenses include landfill rehabilitation provision requirements of \$1.5 million for 2017/18, which may require further adjustment in the finalisation of the audited accounts.

## INTERIM JUNE 2018 COMPONENTS AT A GLANCE

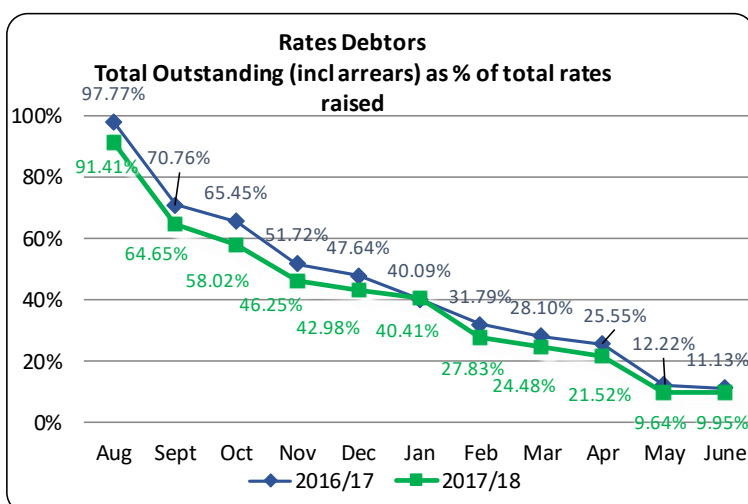




# BALANCE SHEET

As at 30 June 2018

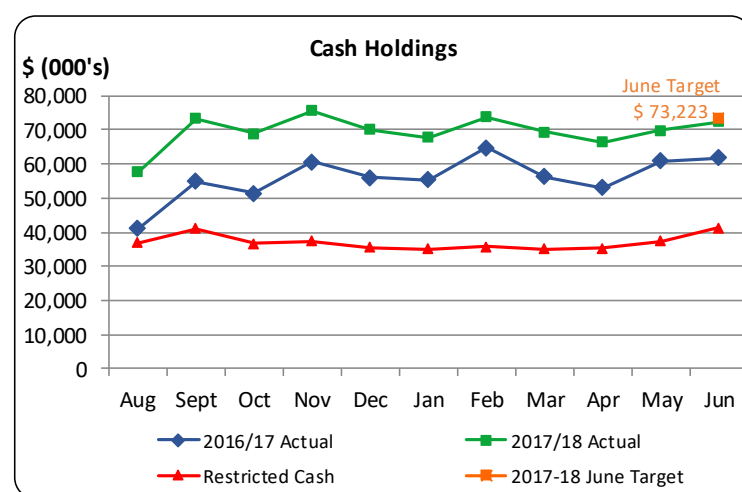
Actual		Interim Actual	Year End Forecast	Adopted Budget
June 17		June 18	June 18	June 18
\$000's		\$000's	\$000's	\$000's
<b>Assets</b>				
70,046	Total Current Assets	82,039	79,788	52,644
913,375	Total Non Current Assets	879,224	874,101	941,344
983,421	<b>Total Assets</b>	961,263	953,889	993,988
<b>Liabilities</b>				
17,398	Total Current Liabilities	13,420	20,963	14,560
10,049	Total Non Current Liabilities	13,618	13,779	12,638
27,447	<b>Total Liabilities</b>	27,038	34,742	27,198
955,974	<b>Net Assets</b>	934,225	919,147	966,790



The rate debtors outstanding at the end of June 2018 were \$6.2 million (9.9%) compared to June 2017 of \$6.9 million (11.1%).

\$1.5 million of supplementary rates raised in June 2018 are included representing 2.5% of the total rates outstanding and these are expected to be collected in August 2018.

**Overall an excellent effort to raise and collect \$60.8 million in 2017/18 financial year.**



Council cash holdings at the end of June 2018 of \$72.3 million is slightly lower than the expected forecast of \$73.2 million.

The current cash holdings includes restricted funds of \$7.0 million to reserves, \$12.1 million to cover provisions, and \$24.7 million associated with the operating and capital carried forwards.

The balance is generally working capital for ongoing operations.

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

# CAPITAL EXPENDITURE PROGRAM

For the year ending 30 June 2018

	FINANCIAL YEAR ENDING 30 JUNE 2018			
	Actual \$000's	Year End Forecast \$000's	Adopted Budget \$000's	Actual variance to Budget \$000's
Property	11,366	12,896	11,468	102
Infrastructure	16,442	22,128	31,436	14,994
Plant and Equipment	2,725	3,103	3,817	1,092
Intangibles	35	39	25	(10)
<b>Grand Total</b>	<b>30,568</b>	<b>38,166</b>	<b>46,746</b>	<b>16,178</b>

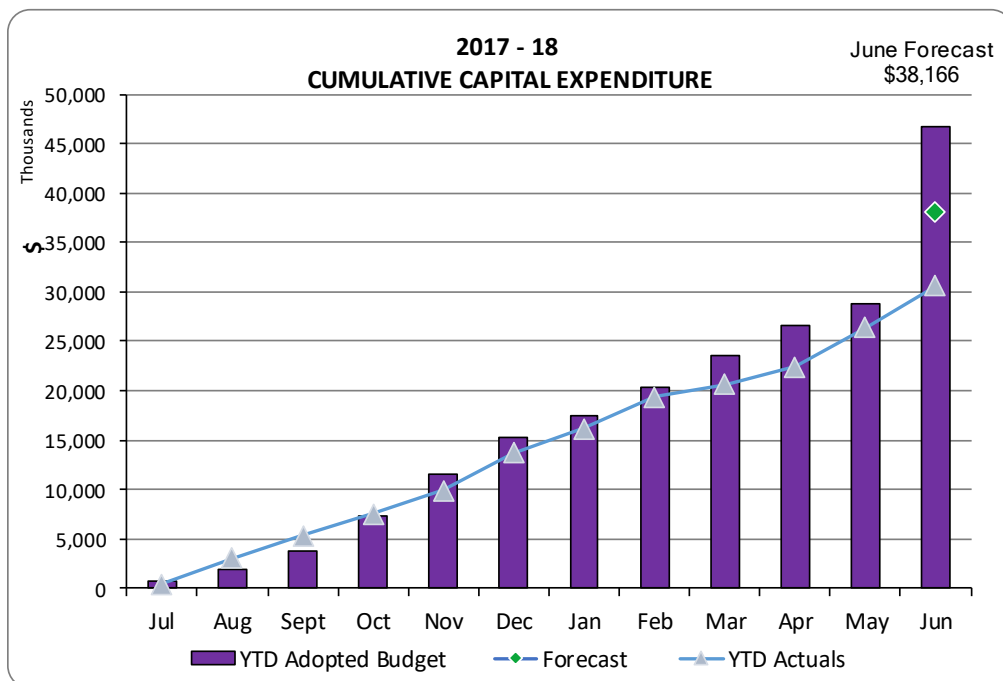
	FINANCIAL YEAR ENDING 30 JUNE 2018			
	Actual \$000's	Year End Forecast \$000's	Adopted Budget \$000's	Actual variance to Budget \$000's
Renewal	19,357	24,044	28,961	9,604
Upgrade	6,375	7,150	9,940	3,565
Expansion	3,112	4,043	4,697	1,585
New Assets	1,724	2,929	3,148	1,424
<b>Grand Total</b>	<b>30,568</b>	<b>38,166</b>	<b>46,746</b>	<b>16,178</b>

## Capital Works Summary - Financial Year Ending 30 June 2018

- A significant capital works program has been undertaken with many achievements and expenditure across the Shire of \$30 million.
- The Port of Sale Cultural Precinct multiyear project was completed \$7.7 million.
- Capital improvements works on Buildings and Recreation Facilities \$4.8 million.
- Capital Sealed Roads & Kerb Channel Works \$4.7 million .
- Roads to Recovery projects \$3.8 million.
- Capital Unsealed Roads Works \$1.6 million .
- The budgeted capital works not completed in 2017/18 of \$16 million largely results from:
  - 1) Projects delayed due to extended community consultation or liaison with other authorities, \$7.2
  - 2) Projects delayed because of contractor unavailability, \$4.8 million.
- The full amount of the variance has been carried-forward or re-budgeted into the 2018/19 financial year. Significant ongoing planning and programming is in place to support this.

## June 2018 Quarter Highlights

- The multi year Gippsland Regional Sports Complex project continued with the Pitch perimeter construction being 75% complete. The Pavilion is now 70% complete with total completion expected in August 2018.
- Works were essentially completed for the Stephenson Park Netball Court Relocation with lighting and fencing to be completed July 2018 which will finalise this project.
- Pound Rd. West/Gelliondale Rd, Alberton and Stradbroke/Gormandale roads works were both completed in June 2018.
- The Wedge Web Site was completed.
- Aqua Energy CCTV System Extension and Café Equipment were finalised in June 2018.
- Whilst the Port of Sale Cultural Hub Multiyear (WSC largest project) took precedence and some other projects were delayed for various reasons the program time line was back ended in 17/18. Projects delayed are being carried over into 18/19. Overall, 15 projects are in preplanning and 22 projects are underway to be completed in the next financial year. A total of 113 projects have reached completion for the 2017/18 financial year.





## C2 - REPORT

# GENERAL MANAGER CORPORATE SERVICES

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

DIVISION: CORPORATE SERVICES  
ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES  
DATE: 7 AUGUST 2018

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

**OBJECTIVE**

To report on all assembly of Councillor records received for the period 10 July 2018 to 31 July 2018.

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

***That Council note and receive the attached Assembly of Councillor records for the period 10 July 2018 to 31 July 2018.***

**BACKGROUND**

Section 80A of the *Local Government Act 1989* requires a written record be kept of all assemblies of Councillors, stating the names of all Councillors and Council staff attending, the matters considered and any conflict of interest disclosures made by a Councillor. These records must be reported, as soon as practicable, at an ordinary meeting of the Council and recorded in the minutes.

Below is a summary of all assembly of Councillor records received for the period 10 July 2018 to 31 July 2018.

<b>Assembly of Councillors summary of reports received for the period 10 July 2018 to 31 July 2018.</b>		
<b>Date</b>	<b>Matters considered</b>	<b>Councillors and officers in attendance</b>
17 July 2018	IT Diary meeting	Councillor Bye, Councillor Crossley, Councillor Hall, Councillor Hole, Councillor McCubbin, Councillor Maher, Councillor Ripper, Councillor Stephens. David Morcom, Chief Executive Officer Leah Carubia, Executive Assistant Damian Norkus, IT Operations Officer
17 July 2018	Development Division Update Waste Management / Recycling Update HESC Project (external presenter) Esso Longford Refinery Supplementary rate notice Gippsland Regional Livestock Exchange Quarterly Report	Councillor Bye, Councillor Crossley, Councillor Hall, Councillor Hole, Councillor McCubbin, Councillor Maher, Councillor Ripper, Councillor Stephens. David Morcom, Chief Executive Officer Chris Hastie, General Manager Built & Natural Environment Sharon Houlihan, General Manager Community and Culture John Websdale, General Manager Development Phillip Phillipou, Acting General Manager Corporate Services Joshua Clydesdale, Manager Land Use Planning (Item 1) John Traa, Coordinator Statutory Planning (Item 1) Vanessa Ebsworth, Manager Municipal Services (Item 1) Barry Nicholl, Municipal Building Surveyor (Item 1) Paul Johnson, Manager Business Development (Item 1 & 5) Daniel Gall, Coordinator Commercial Facilities (Item 1 & 5) Tom Hams, Planning Facilitator (Item 1) Tim Rowe, Manager Natural Environment & Parks (Item 2) Samantha Nock, Coordinator Waste & Sustainability (Item 2) Ian Carroll, Manager Corporate Finance (Item 4) Denis Murphy, Senior Commercial Property Officer (Item 5)

## 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 10 July 2018 to 31 July 2018.

## **CONFLICT OF INTEREST**

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

## **LEGISLATIVE IMPACT**

The reporting of written records of assemblies of Councillors to the Council in the prescribed format complies with Section 80A of the *Local Government Act 1989*.

## **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.

## ASSEMBLY OF COUNCILLORS

1. **DATE OF MEETING:** 17 July 2018

2. **ATTENDEES**

**Councillors:**

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

Name	In attendance (tick)		Name	In attendance (tick)	
	Yes	No		Yes	No
D Morcom, CEO	✓		S Houlihan, GMC&C		✓
C Hastie, GMB&NE		✓	J Websdale, GMD		✓
A Skipitaris, GMCS		✓	P Phillipou ( <i>acting GMCS</i> )		✓

Others in attendance: (list names and item in attendance for)	Item No.
Leah Carubia, Damian Norkus	1

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

1. IT / Diary meeting

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

Nil



## ASSEMBLY OF COUNCILLORS

1. **DATE OF MEETING:** 17 July 2018

2. **ATTENDEES**

**Councillors:**

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

Name	In attendance (tick)		Name	In attendance (tick)	
	Yes	No		Yes	No
D Morcom, CEO	✓		S Houlihan, GMC&C	✓	
C Hastie, GMB&NE	✓		J Websdale, GMD	✓	
A Skipitaris, GMCS		✓	P Phillipou ( <i>acting GMCS</i> )	✓	

Others in attendance: (list names and item in attendance for)	Item No.
Joshua Clydesdale, John Traa, Vanessa Ebsworth, Barry Nicholl, Paul Johnson Daniel Gall, Tom Hams	1
Tim Rowe, Samantha Nock	2
Jane Burton External Presenter Department of Economic Development, Jobs, Transport and Resources)	3
Ian Carroll	4
Paul Johnson, Daniel Gall, Denis Murphy	5

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

1. Development Division Update
2. Waste Management / Recycling Update
3. HESC Project
4. Esso Longford Refinery Supplementary Rate Notice
5. Gippsland Regional Livestock Quarterly Report

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

Nil

**ITEM C2.2****INSTRUMENT OF APPOINTMENT AND AUTHORISATION  
(PLANNING AND ENVIRONMENT ACT 1987)**

DIVISION: CORPORATE SERVICES  
ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES  
DATE: 7 AUGUST 2018

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

**OBJECTIVE**

The report seeks Council's approval for designated Council Officers responsible for administration and enforcement of the *Planning and Environment Act 1987* (the Act) to be authorised and appointed as Authorised Officers under the Act.

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

***That Council, in the exercise of the powers conferred by section 224 of the Local Government Act 1989 (the Act) and the other legislation referred to in the attached S11A Instrument of Appointment and Authorisation (the instrument), resolve that: -***

- 1. Council Officers John Websdale and Caragh Button be appointed and authorised as set out in the instrument as provided at attachment 1; and***
- 2. The instrument be signed and sealed by the Chief Executive Officer.***

**BACKGROUND**

Council Officers whose duties include administration and enforcement under the *Planning and Environment Act 1987* must now be authorised and appointed as an Authorised Officer by a resolution of Council. Previously this authorisation and appointment was achieved through the "Council to Chief Executive Officer" delegation process.

**OPTIONS**

Council has the following options:

- To appoint and authorise officers as outlined in the attached instrument of appointment and authorisation, or
- To not authorise officers and seek further clarification and or information.

## **PROPOSAL**

It is proposed that Council appoint and authorise officers as outlined in the attached instrument of appointment and authorisation.

## **CONFLICT OF INTEREST**

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

## **LEGISLATIVE IMPACT**

Section 188(2)(c) of the *Planning and Environment Act 1987* provides Council with the authority to approve the S11a Instrument of Appointment and Authorisation.

## **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**

Following adoption, our processes ensure that all staff are notified including updating of Council processes and procedures as required.

*S11A. Instrument of Appointment and Authorisation (Planning and Environment Act 1987)*

**Wellington Shire Council**

**Instrument of Appointment and Authorisation**  
***(Planning and Environment Act 1987 only)***

## **Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)**

In this instrument "**officer**" means -

John Websdale

**By this instrument of appointment and authorisation** Wellington Shire Council -

1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under section 232 of the *Local Government Act 1989* authorises the officer generally to institute proceedings for offences against the Acts and regulations described in this instrument.

**It is declared that** this instrument -

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied or revoked.

This instrument is authorised by a resolution of the Wellington Shire Council on 7 August 2018

The Common Seal of WELLINGTON     )  
SHIRE COUNCIL, was hereunto affixed )  
The     day of                     2018     )  
In accordance with Local Law No.1     )  
In the presence of                     )

Chief Executive Officer

**ITEM C2.3****REMUNERATION COMMITTEE MINUTES**

DIVISION: CORPORATE SERVICES  
ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES  
DATE: 7 AUGUST 2018

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

**OBJECTIVE**

For Council to note and receive the minutes and endorse the actions of the Remuneration Committee meeting held on 17 July 2018.

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

***That:***

- 1. Council note and receive the minutes from the Remuneration Committee meeting held on 17 July 2018 as attached; and***
- 2. Council endorse the actions from the Remuneration Committee meeting held on 17 July 2018 as detailed in the attached minutes.***

**OPTIONS**

Council has the following options:

1. Note and receive the minutes from the Remuneration Committee meeting held on 17 July 2018 and endorse the actions from the meeting; or
2. Not note and receive the minutes from the Remuneration Committee meeting held on 17 July 2018 or endorse the actions from the meeting and seek further information for consideration at a future Council meeting.

**PROPOSAL**

It is proposed that:

1. Council note and receive the minutes from the Remuneration Committee meeting held on 17 July 2018 as attached; and
2. Council endorse the actions from the Remuneration Committee meeting held on 17 July 2018 as detailed in the attached minutes.

## **CONFLICT OF INTEREST**

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

## **COUNCIL POLICY IMPACT**

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

## **COUNCIL PLAN IMPACT**

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

### Strategic Objective 6.3

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

### Strategy 6.3.3

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

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



## REMUNERATION COMMITTEE MINUTES

**Tuesday 17 July 2018 – 12pm Wayput Room, Wellington Centre**

### MINUTES

---

**PRESENT:** Councillor Malcolm Hole (Chair)  
Councillor Alan Hall  
Councillor Garry Stephens  
David Morcom (Chief Executive Officer)  
Phillip Phillipou (Acting General Manager Corporate Services)

**APOLOGIES:** Nil

- 1. Declaration of Conflicts of Interest:**  
No Conflicts of Interest were declared.

- 2. Minutes of Previous Meeting:**

*Moved Councillor Stephens Seconded Councillor Hall  
That the minutes of the previous meeting on 17 April 2018 be accepted.*

**CARRIED**

- 3. Councillor Costs and Reimbursements**

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

- Councillor Expense Summary Report YTD – 30 June 2018 (interim figures as at 9 July 2018) (Attachment 1)

It was agreed to remove reference to Remote Area Allowance from the Councillor Expense Report in future reports.

Councillor Hall queried what category his attendance at the Rural Councils Victoria Mayors, Councillors and CEOs Forum on 11 April 2018 was costed to. Phillip agreed to provide a response at the next meeting.

The Committee sought clarification on the type of expenses that are included as part of Meeting Costs versus Council Meeting Expenses. Phillip agreed to provide a response at the next meeting.

It was agreed that the Committee would review travel allowances every 6 months.

- 4. General Business**

**The meeting closed at 12.25pm.**



**Attachment 1 - Councillor Expense Summary Report YTD – 30 June 2018 (interim figures as at 9 July 2018)**

<b>Wellington Shire Council</b>						
<b>Councillors</b>						
<b>01100. Councillors Master Account</b>						
<b>Activity Details</b>						
<b>Councillor Expenses and Reimbursements - Period 1 July 2017 to 30 June 2018 (interim to 9 July 2018)</b>						
	<b>YTD Actuals (incl oncosts)</b>	<b>Commitments</b>	<b>2017/ 18 Forecast</b>	<b>Left to spend/ receive after commitments</b>	<b>2017/ 18 Adopted Budget</b>	<b>2017/ 18 Adjusted Budget</b>
<b>Councillor and Mayoral Allowances</b>	302,953.00	-	303,913.00	960.00	303,913.00	303,913.00
<b>Other Councillor expenses</b>	78,914.20	1,612.00	107,440.00	32,454.00	113,742.00	113,742.00
<b>Grand Total</b>	381,867.20	1,612.00	411,353.00	33,414.00	417,655.00	417,655.00



## C3 - REPORT

# GENERAL MANAGER DEVELOPMENT



## C4 - REPORT

# GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT

**ITEM C4.1****APPLICATION FOR UNUSED ROAD LICENCE(S) PARISH OF WULLA WULLOCK (STRADBROKE)**

DIVISION: BUILT AND NATURAL ENVIRONMENT

ACTION OFFICER: MANAGER ASSETS AND PROJECTS

DATE: 7 AUGUST 2018

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

**OBJECTIVE**

The objective of this report is for Council to consider an application received from the abutting lease and land holder that the government roads abutting the north of CA28 Section D, west of CA29 Section D, south and east of CA6 Section B, Parish of Wulla Wullock are not required for public traffic and therefore may be licenced to the abutting owner and leasee.

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

***That pursuant to section 400 of the Land Act 1958, Council gives notice that Government Roads north of CA28 Section D, west of CA29 Section D, south and east of CA6 Section B, Parish of Wulla Wullock are not required for public traffic and are therefore unused roads.***

**BACKGROUND**

The applicant who owns the freehold land and leases the property from the Crown abutting government roads north of CA28 Section D, west of CA29 Section D, south and east of CA6 Section B, Parish of Wulla Wullock has made application to Council on behalf of the Department of Environment, Land, Water & Planning (DELWP) to obtain an unused road licence(s) for these unused Government Roads in Stradbroke. The application has been advertised in the Gippsland Times newspaper on 12 June 2018 and no comments or submissions have been lodged with DELWP.

The section of the Government Roads under application are located within the pine plantations and are not fenced or demarcated from the adjoining pine plantations and advice is being sought from Council to determine if the roads are required for public traffic.

Road licences are issued by DELWP on either an annual, triennial or 99 year licence and they may be revoked (fully or in part) on written request from Council to DELWP.

## OPTIONS

Council has the following options available:

1. Pursuant to Section 400 of the *Land Act 1958*, advise Department of Environment Land Water and Planning its approval of issuing the licence(s) as the roads are not required for public traffic, or;
2. Not agree to the issuing of the licence(s) as the roads are required for public traffic.

## PROPOSAL

That pursuant to section 400 of the *Land Act 1958*, Council gives notice that government roads north of CA28 Section D, west of CA29 Section D, south and east of CA6 Section B, Parish of Wulla Wullock 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 roads are government roads and any licence fees will be paid to DELWP.

## 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. Each application is treated on merit.

## COUNCIL PLAN IMPACT

The Council Plan 2017–21 Theme “Service and Infrastructure” states the following strategic objective and related strategy:

### Strategic Objective 2.2

*“Council assets are responsibly, socially, economically and sustainably managed.”*

### Strategy 2.2.2

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

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

## **COMMUNITY IMPACT**

The roads throughout the majority of the plantation are not on road reserves, with the exception of one 830 metre road segment that appears to be constructed within a road reserve. However as this section is within the plantation and not accessible via a public road, there will be no identifiable community impact.

## **ENGAGEMENT IMPACT**

A public notice in the prescribed format was printed in the Gippsland Times dated Tuesday 12 June 2018 as requested by DELWP.

The applicant has advised that no submissions or objections were lodged with DELWP.



Attachment 1.

**PROPOSED UNUSED GOVERNMENT ROAD LICENCE(S)  
PARISH OF WULLA WULLOCK**



PROPOSED UNUSED ROAD GRAZING LICENCE



**PROPOSED UNUSED GOVERNMENT ROAD LICENCE(S) (CONTINUED)**  
**PARISH OF WULLA WULLOCK**



 **PROPOSED UNUSED ROAD GRAZING LICENCE**





## **C5 - REPORT**

# **GENERAL MANAGER COMMUNITY AND CULTURE**

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

DIVISION: COMMUNITY AND CULTURE  
ACTION OFFICER: MANAGER COMMUNITY WELLBEING  
DATE: 7 AUGUST 2018

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

**OBJECTIVE**

For Council to receive the minutes from the Maffra Recreation Reserve Committee of Management's General Meetings held on 7 May and 4 June 2018.

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

***That Council receive the minutes from the Maffra Recreation Reserve Committee of Management's General Meetings held on 7 May and 4 June 2018.***

**BACKGROUND**

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

The objectives of the Special Committee are:

1. To manage, operate and maintain the Maffra Recreation Reserve for the community in an efficient, effective and practical manner.
2. To undertake activities designed to protect, promote, utilise and develop the Maffra Recreation Reserve for the use and enjoyment of the local community in line with Council policy and relevant Council strategic documents.
3. To keep the Council informed on the operations, improvements and advancements of the Maffra Recreation Reserve by forwarding copies of all minutes of all ordinary and extraordinary meetings and the Annual Report.
4. To set, maintain and collect appropriate user charges.
5. To ensure that the Maffra Recreation Reserve's capital assets are adequately maintained.
6. To provide advice to Council on matters relating to the Maffra Recreation Reserve.

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

## **OPTIONS**

Council has the following options:

1. Receive the minutes from the Maffra Recreation Reserve Committee of Management's General Meetings held on 7 May and 4 June 2018; or
2. Seek further information to be considered at a future Council Meeting.

## **PROPOSAL**

That Council receive the minutes from the Maffra Recreation Reserve Committee of Management's General Meetings held on 7 May and 4 June 2018.

## **CONFLICT OF INTEREST**

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

## **LEGISLATIVE IMPACT**

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

## **COUNCIL POLICY IMPACT**

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

## **COUNCIL PLAN IMPACT**

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

*Strategic Objective 2.2*

*Council assets are responsibly, socially, economically and sustainably managed.*

*Strategy 2.2.2*

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

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

## **ENGAGEMENT IMPACT**

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

# **MAFFRA RECREATION RESERVE Special Committee of Council Minutes**

**07/5/2018, 7.30pm**

**Meeting room Maffra Recreation Reserve Function Centre**

President Mat Coleman

Secretary Kath Coggan 0411 098 452

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1. **Present.** Lisa Ogilvie, Mat Coleman, Jenny Toma, Kath Coggan, Cheryl Dowling, Paul Bourke, Grant Smith, Vicki Hamilton, Paul Shelton, Steve Bragg, Sonya Ford (Poultry Representative awaiting Wellington Shire agreement)
2. **Apologies** Kevin Christensen, Mark Hewlitt, Irene Crockford

## **Declaration of Conflicts of Interest**

**Confirmation of Minutes of Previous Meeting Moved by Vicki Hamilton, seconded Steve Bragg**

## **Business Arising from Previous Minutes**

**The treasurer Lisa Ogilvie stated that \$150.00 had been paid to Mark Hewlitt's son in law for work done on the grounds**

## **CORRESPONDENCE IN**

Email from Wellington Shire re Community Directory Submission

Letter from Wellington Shire re naming of pavilion

Email Wellington Shire re no smoking penalties within 10 metres of a sporting venue during an underage sporting event (Tobacco Act 1987)

Email from Paul Bourke re his meeting with Mark Benfield

Notice of Defib training Tuesday May 22<sup>nd</sup>. 6.30pm at the pavilion

Phone call from Mairin OHS&E consultants engaged by Wellington Shire re audit of the Rec Reserve buildings

Text message from Sonya Ford requesting to be Poultry Club representative on the Maffra Rec Reserve Committee

## **CORRESPONDENCE OUT**

Email to committee re Mark Benfield's response to meeting with Paul Bourke

Email to Wellington Shire with April minutes and Financial report

Email to Maffra Dramatic Society re approval for them to source a permit for their container

**Moved correspondence be accepted Jenny Toma, seconded Grant Smith**

**TREASURER'S REPORT. Tabled. Moved by Lisa Ogilvie, seconded Vicki Hamilton.**

### **REPORTS of User groups**

**KENNEL CLUB.** Going well, all organised for Dog Show, no meeting this month  
EGPHC State championships held in April was very successful, including Freestyle under lights.  
Thanks to MFNC and other Reserve User groups for support, especially Jenny Toma, Irene and John Crockford. Next use of reserve Sunday May 27<sup>th</sup>.  
MFNC Travelling well, a few wins.

**Drainage update.** Paul has again met with Mark Benfield to look at preliminary drawn plans. Pits to be covered with grates. Drain not going to be on the fence, to do with batters. Plans are being drawn up and will go to tender within a month.

**ROCKHOUNDS.** Going well

**AGRICULTURAL SOCIETY.** Held AGM. 5 new young committee members. Successful Gippsland All breeds Calf Show held on Sunday 22<sup>nd</sup> April. Maffra Show entrant, Holly Webb was chosen as the Gippsland entrant for the Victorian Agricultural Show Rural Ambassador Award.

**TRUCK.** Meeting in Albury yesterday. All going well. Lots of verbal communication. Meeting next month

**POULTRY.** All going well. Next Poultry Show May 27<sup>th</sup>.

**BAND.** Successful ANZAC performance. MFNC informed us that the band room is now locked on Saturdays when there is a match.

### **GROUND'S AND FAULTS REPORT**

Mark away but grounds looking fantastic. Mark has an enthusiastic group of volunteers and if any user group needs maintenance, they may be able to help

### **GENERAL BUSINESS**

**WELLINGTON SHIRE.** Councillor Ripper congratulated EGPHC on the State and National Dressage Champs held in April. She is looking forward to attending more events run by our User Groups.

### **PAVILION PROPOSAL FROM MAFFRA LION'S CLUB.**

Letter tabled. Content around they would like a new venue with a kitchen, toilet and meeting room. They are very open to this being a shared facility with other user groups. Discussion ensued re the pulling down of the AG Society Arts and Craft pavilion and if there was a commitment from Wellington Shire to assist us with getting another building. ACTION Secretary to revisit minutes. It was noted that positioning of the building could be an issue, very low lying on parts of the Reserve. The following motion was put

"That the Maffra Recreation Reserve Committee agree in principal with the concept. Individual user groups will take the proposal back to their committees for more input and report back to this committee". Moved Steve Bragg, seconded Paul Bourke.

Meanwhile the executive of the Rec Reserve Committee and other interested members will meet with representatives of the Lion's Club to do a walkthrough of the grounds to discuss issues eg location etc.

## **PLACENAMES COMMITTEE LETTER FROM WELLINGTON SHIRE.**

Discussion around the point of name applied for ie. Maffra Recreation Function Centre better reflects the usage of the building. Steve Bragg made the point that if the name (Maffra Recreation Centre) was to be implemented then the operating costs would have to be borne by the WSC, as the name indicates it is a basic Recreation Reserve Centre and may not be able to pay its own way and would have to be maintained by the WSC. The name Maffra Recreation Function Centre indicates it would be available to the general public and so be self- maintained. The tourist potential would be increased by the inclusion of the word "Function" in the naming of the pavilion. Councillor Ripper to investigate.

**Maffra Dramatic Society** is looking for a permanent rehearsal space. They were wondering if the old Football Club Rooms would be available. They have a lot of building skills and prepared to do repairs

**Meeting closed 8.40pm.**

**Next meeting June 4 at Maffra Recreation Centre meeting room 7.30pm**

11:28 AM  
16/06/14  
Cash Basis

# **Maffra Recreation Reserve** **Profit & Loss** April 2018

	<u>Apr 18</u>	<u>Jul 17 - Apr 18</u>
<b>Income</b>		
Electricity contributions		
Maffra Football & Netball Club	0	5,309
Total Electricity contributions	0	5,309
 Fundraising		
Mardi Gras	0	391
Total Fundraising	0	391
 Hire of Reserve	91	1,409
Interest Received (Bendigo)	4	9
Rentals		
Camping (Kennel Club)	0	1,355
Casual (Motorhomes)	0	14
Maffra Football & Netball Club	72	7,572
Total Rentals	72	8,941
 Wellington Shire		
Operating Grant	0	12,794
Total Wellington Shire	0	12,794
 Total Income	167	28,853
 <b>Expense</b>		
Bank Fees & Charges (Bendigo)	0	4
CFA Service	0	229
Cleaning of Reserve	0	153
Cleaning Supplies (Milestone)	0	46
Electricity & Gas (Cannon)	125	125
Electricity & Gas (Origin)	1,658	7,280
Fuel and Oil		
Tractor/ Ride-On (MG Trading)	207	609
Total Fuel and Oil	207	609
 Grounds (Sand)	0	1,014
Postage & Stationary (Aus Post)	0	388
Repairs and Maintenance		
(General)	306	668
Buildings (General)	0	198
Buildings (Glass & Glazing)	0	100
Buildings (Locksmith)	0	9
Buildings (Plumbing)	0	529
Buildings (Sewerage Pump)	0	754
Grounds (Brown Wigg)	281	454
Grounds (McCarthy Plumbers)	0	3,733
Grounds (Murray Goulburn)	0	23
Grounds (O'Brien Plumbing)	0	90

11:28 AM  
16/06/14  
Cash Basis

**Maffra Recreation Reserve**  
**Profit & Loss**  
April 2018

	<u>Apr 18</u>	<u>Jul 17 - Apr 18</u>
Grounds (Sand)	0	781
Grounds (Seed)	0	61
Tractor (Service)	0	702
Tractor / Ride On (Repairs)	50	578
<b>Total Repairs and Maintenance</b>	<b>637</b>	<b>8,680</b>
Waste Removal (Maffra Waste)	160	1,352
Water Rates (Gippsland Water)	0	1,069
Water Rates (SRW)	0	204
<b>Total Expense</b>	<b>2,787</b>	<b>21,153</b>
<b>Net Income</b>	<b>-2,620</b>	<b>7,700</b>



11:31 AM  
16/06/14

**Maffra Recreation Reserve  
Reconciliation Summary**  
**Bendigo Bank - General Account, Period Ending 30/04/2018**

	Apr 30, 18
Beginning Balance	22,964.53
Cleared Transactions	
Cheques and Payments - 6 items	-2,912.88
Deposits and Credits - 3 items	579.79
Total Cleared Transactions	<u>-2,333.09</u>
Cleared Balance	<u>20,631.44</u>
Uncleared Transactions	
Cheques and Payments - 1 item	-125.00
Total Uncleared Transactions	<u>-125.00</u>
Register Balance as of 30/04/2018	<u>20,506.44</u>
Ending Balance	20,506.44

11:33 AM  
16/06/14

**Maffra Recreation Reserve  
Reconciliation Summary**  
**Bendigo Bank - Investment Acc., Period Ending 30/04/2018**

	Apr 30, 18
Beginning Balance	33,044.65
Cleared Transactions	
Deposits and Credits - 1 item	4.09
Total Cleared Transactions	<u>4.09</u>
Cleared Balance	<u>33,048.74</u>
Register Balance as of 30/04/2018	33,048.74
New Transactions	
Deposits and Credits - 1 item	4.08
Total New Transactions	<u>4.08</u>
Ending Balance	<u>33,052.82</u>

# **MAFFRA RECREATION RESERVE Special Committee of Council AGENDA**

**04/6/2018, 7.30pm  
Meeting room Maffra Recreation Function Centre**

President Mat Coleman

Secretary Kath Coggan 0411 098 452

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- 1. Present Mat Coleman, Kath Coggan, Steve Bragg, Grant Smith, Lisa Ogilvie, Jenny Toma, Carmel Ripper, Mark Hewlitt, Vicki Hamilton, Kevin Christensen, Paul Bourke**
- 2. Apologies Irene Crockford, Cheryl Dowling, Paul Shelton, Sonya Ford**

**Declaration of Conflicts of Interest, None**

**Confirmation of Minutes of Previous Meeting Moved by Jenny Toma, seconded Kevin Christensen.**

**Business Arising from Previous Minutes None**

## **CORRESPONDENCE IN**

Email from WSC re Volunteers thank you morning tea

Email from WSC re Opportunities for your community. Forwarded to MRR committee

Email from WSC re Licence Agreement with the Lions Club

Email WSC re Emergency Plan due 28/6/2018

Letter WSC Place Names Committee

Phone call from Grant Smith re change of key for Rockhounds. Has a copy for MRR

Email L. Ogilvie with accounts payable.

## **CORRESPONDENCE OUT**

Letter to Lions Club re multi use pavilion

Email to Sonja Ford re application form for the MRR committee

Email to Wellington Shire with May minutes and April Financial report

Email to MRR committee May minutes and June Agenda and WSC Opportunities for your community.

Email to Maffra Rec Reserve Committee re Volunteers thank you morning tea

**TREASURER'S REPORT.** Tabled. Discussion re plumber's bill. Noted work done on blocks of Toilets.

**Moved Lisa Ogilvie, seconded Steve Bragg**

### **REPORTS of User groups**

**Kennel Club.** 2 judges from Ireland and judges from New Zealand. Camping requests coming in

**Macmillan Rockhounds. All going well**

Ag Society. Planning underway for Oct Show. Meeting next week

MFNC No communication with Mark Benfield re drainage. He will get in touch when plans are drawn up. 3 home games in a row coming up. Seniors and seconds undefeated. Netball going well

**American Truck Historical Society.** There is a meeting next week. Organisation for truck show in Nov. going well. Some trucks have requested to stay longer. Will investigate developing an emergency plan and evacuation plan. Have a trained First Aid Person.

**Band. No report**

**EVPHC inc.** Next rally June 24<sup>th</sup>.

### **FACILITY FAULTS REPORT.**

Toilet still needed to be fixed.

Defibrillator course with St. John's Ambulance. Have 2 now. One is located on internal wall of Function Centre. The other will be located at the Netball courts. We need to copy and laminate the instructions and display in all buildings. All groups to develop an emergency evacuation plan. Painting is finished. Deck on Scoreboard has been repaired. Tractor has been serviced. Investigating underground poly pipe to dam

**Moved Reports be accepted Paul Bourke, Kevin Christensen**

### **GENERAL BUSINESS**

Multi Use facility. Mat Coleman, Vicki Hamilton, Jenny Toma, Kath and Mike Coggan met with Geoff Higgins and Hans Voss from the Lions Club to investigate locations for placement of the new proposed Multi Use Facility. It was thought that the best location was where the Trade Shed is. It is a higher spot than near the Wool pavilion. Access to plumbing and electricity maybe more difficult. It was pointed out the original site would be best for access these services. User groups are meeting with Bodye Darville to discuss the placing of buildings on the Rec Reserve, Wednesday June 14<sup>th</sup> at 10.30 at the meeting room. The proposed pavilion is 60 metres long and 12 metres wide servicing user groups.

### **Funding Matrix.**

It has been noted that there does not seem to be a proportional payment with User groups of Recreation Facilities in the Wellington Shire. It was noted that The MRRC was to make a \$50,000 payment to the The Wellington Shire to facilitate our \$400,000 drainage scheme. It was also noted via a Gippsland Times

Article, that a \$1.4 million project at Stephenson's Park in Sale, also attracted a \$50,000 contribution. There is quite a discrepancy between the 2 projects total costings, but the User group contributions was the same for both projects. It was further noted that there seems to be an unfair system of maintenance. There is a lot of Wellington Shire assistance to Recreation Reserves in

Sale but the MRRC had to purchase our own tractor and rely on volunteers to maintain our grounds. ACTION Councillor Ripper to investigate.

**Meeting closed 8.30pm. Next meeting July 2nd at Maffra Recreation Function Centre**

**Maffra Recreation Reserve**  
**Profit & Loss**  
**May 2018**

	<b>May 18</b>	<b>Jul 17 - May 18</b>
<b>Income</b>		
Electricity contributions		
Maffra Agricultural Society	666	666
Maffra Football & Netball Club	1,316	6,625
Total Electricity contributions	1,982	7,291
Fundraising		
Mardi Gras	0	391
Total Fundraising	0	391
Hire of Reserve	309	1,718
Interest Received (Bendigo)	4	13
Rentals		
Camping (Kennel Club)	0	1,355
Casual (Motorhomes)	0	14
Maffra Agricultural Society	937	937
Maffra Football & Netball Club	2,536	10,107
Rotary Club	164	164
Total Rentals	3,637	12,577
Wellington Shire		
Operating Grant	0	12,794
Total Wellington Shire	0	12,794
<b>Total Income</b>	<b>5,932</b>	<b>34,784</b>
<b>Expense</b>		
Bank Fees & Charges (Bendigo)	0	4
CFA Service	0	229
Cleaning of Reserve	0	153
Cleaning Supplies (Milestone)	0	46
Electricity & Gas (Cannon)	0	125
Electricity & Gas (Origin)	344	7,625
Fuel and Oil		
Tractor/ Ride-On (MG Trading)	79	688
Total Fuel and Oil	79	688
Grounds (Sand)	0	1,014
Postage & Stationary (Aus Post)	0	388
Repairs and Maintenance		
(General)	0	668
Buildings (General)	0	198
Buildings (Glass & Glazing)	0	100
Buildings (Locksmith)	0	9
Buildings (Plumbing)	0	529
Buildings (Sewerage Pump)	0	754
Grounds (Brown Wigg)	0	454

11:39 AM  
16/06/14  
Cash Basis

# **Maffra Recreation Reserve** **Profit & Loss** **May 2018**

	<u>May 18</u>	<u>Jul 17 - May 18</u>
Grounds (McCarthy Plumbers)	0	3,733
Grounds (Murray Goulburn)	0	23
Grounds (O'Brien Plumbing)	0	90
Grounds (Sand)	0	781
Grounds (Seed)	0	61
Tractor (Service)	0	702
Tractor / Ride On (Repairs)	0	578
Total Repairs and Maintenance	<u>0</u>	<u>8,680</u>
Waste Removal (Maffra Waste)	160	1,512
Water Rates (Gippsland Water)	0	1,069
Water Rates (SRW)	0	204
Total Expense	<u>583</u>	<u>21,737</u>
Net Income	<u>5,349</u>	<u>13,047</u>

11:43 AM  
16/06/14

**Maffra Recreation Reserve  
Reconciliation Summary**  
Bendigo Bank - General Account, Period Ending 31/05/2018

	<b>May 31, 18</b>
Beginning Balance	20,631.44
Cleared Transactions	
Cheques and Payments - 4 items	-766.38
Deposits and Credits - 5 items	6,757.07
Total Cleared Transactions	<u>5,990.69</u>
Cleared Balance	<u><u>26,622.13</u></u>
Register Balance as of 31/05/2018	26,622.13
New Transactions	
Deposits and Credits - 2 items	1,466.70
Total New Transactions	<u>1,466.70</u>
Ending Balance	<u><u>28,088.83</u></u>

11:47 AM  
16/06/14

**Maffra Recreation Reserve  
Reconciliation Summary**  
Bendigo Bank - Investment Acc., Period Ending 31/05/2018

	<b>May 31, 18</b>
Beginning Balance	33,048.74
Cleared Transactions	
Deposits and Credits - 1 item	4.08
Total Cleared Transactions	<u>4.08</u>
Cleared Balance	<u><u>33,052.82</u></u>
Register Balance as of 31/05/2018	33,052.82
Ending Balance	33,052.82

**ITEM C5.2****GORDON STREET RECREATION RESERVE COMMITTEE OF MANAGEMENT MINUTES**

DIVISION: COMMUNITY AND CULTURE  
ACTION OFFICER: MANAGER COMMUNITY WELLBEING  
DATE: 7 AUGUST 2018

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

**OBJECTIVE**

For Council to receive the minutes from the Gordon Street Recreation Reserve Committee of Management's General Meeting held on 23 April 2018.

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

***That Council receive the minutes from the Gordon Street Recreation Reserve Committee of Management's General Meeting held on 23 April 2018.***

**BACKGROUND**

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

The objectives of the Special Committee are:

- To manage, operate and maintain the Gordon Street Recreation Reserve for the community in an efficient, effective and practical manner.
- To undertake activities designed to protect, promote, utilise and develop the Gordon Street Recreation Reserve for the use and enjoyment of the local community in line with Council policy and relevant Council strategic documents.
- To keep the Council informed on the operations, improvements and advancements of the Gordon Street Recreation Reserve by forwarding copies of all minutes of all ordinary and extraordinary meetings and the Annual Report.
- To set, maintain and collect appropriate user charges.
- To ensure that the Gordon Street Recreation Reserve's capital assets are adequately maintained.
- To provide advice to Council on matters relating to the Gordon Street Recreation Reserve.

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

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



## **OPTIONS**

Council has the following options:

1. Receive the minutes from the Gordon Street Recreation Reserve Committee of Management's General Meeting held on 23 April 2018; or
2. Seek further information to be considered at a future Council Meeting.

## **PROPOSAL**

That Council receive the minutes from the Gordon Street Recreation Reserve Committee of Management's General Meeting held on 23 April 2018.

## **CONFLICT OF INTEREST**

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

## **LEGISLATIVE IMPACT**

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

## **COUNCIL POLICY IMPACT**

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

## **COUNCIL PLAN IMPACT**

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

### Strategic Objective 2.2

*Council assets are responsibly, socially, economically and sustainably managed.*

### Strategy 2.2.2

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

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

## **ENGAGEMENT IMPACT**

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

# GORDON STREET RECREATION RESERVE

## Special Committee of Council

### MINUTES

#### MEETING DATE, MEETING TIME MEETING VENUE

**Meeting Opened Time: 7.01**

**23/04/2018**

**Gordon Street Reserve**

#### **1. Present / Apologies**

<b>Name</b>	<b>Title</b>	<b>Representing</b>	<b>Present / Apology</b>
Malcolm Hole	Councillor		Present
Barbara Cook		Heyfield Vintage Machinery Group	Present
David Reid		Heyfield Junior Football Club	Apology
Debbie Tews		Heyfield Junior Netball	Present
Joel Keane		Heyfield Cricket Club	Present
Lee Clarke		Heyfield Traders & Tourism Assn	Apology
Scott Anderson		Heyfield Basketball Club	Present
Kelvin Sundermann	Vice President	Heyfield Tennis Club	Present
Peter Padula		Pigeon Club	Apology
Geoffrey Healy		Heyfield Football Netball Club	Present
Brian Brown	President	Community	Present
Patrick Rodaughan	Secretary	Community	Present
Charles Wojcinski	Treasurer	Community	Present
Craig Bennett		Community	Present
Richard Fawaz		Community	Apology

**Quorum Achieved?            Yes**

#### **2. Declaration of Conflicts of Interest; Read Chairperson Brian**

#### **3. Confirmation of Minutes of Previous Meeting (note any corrections)**

Pat noted a correction to be made to the previous minutes Peter Padula was present.

**Moved: Brian**

**Seconded: Pat**

**Carried**

#### **4. Business Arising from Previous Minutes;**

Barb asked if the pressure washer has been purchased.

#### **5. Correspondence In:**

25.02.18 – Bob Plant – Idlers 4WD Club of Victoria – Stay at Reserve in December  
26.02.18 – Raelene Hanratty – Heyfield Tennis Club – Business Plan  
09.03.18 – Sharon Macgowan – Wellington Shire – Participation numbers enquiry  
15.03.18 – Sharon Macgowan – Wellington Shire – Code of Conduct Form for Tenants  
20.03.18 – Lee Clarke – Heyfield Traders Association – Grant application letter of support  
22.03.18 – Bernard Miron – CCRMIT – Venue hire for November car rally  
25.03.18 – Angela Lambie – Heyfield Football Netball Club – ABN Auspice for LVA grant  
27.03.18 – Sam Forbes – Wellington Shire – Tennis Club Business Plan added to the Masterplan  
27.03.18 – Sam Forbes – Wellington Shire Council – GSR Minutes  
27.03.18 – Sam Forbes – Wellington Shire – Enquiry of Cricket Club Rep Resignation  
04.04.18 – Joel Keane – Heyfield Cricket Club – Code of Conduct form  
09.04.18 – Bodye Darvill – Wellington Shire – Emergency Planning Templates  
16.04.18 – Joel Keane – Heyfield Cricket Club – Section 86 EOI form  
23.04.18 – Gael McGee – Heyfield Cricket Club – Letter of Resignation

#### **6. Correspondence Out**

07.03.18 – Pat Rodaughan to Bodye Darvill – Re Emergency Planning Templates  
15.03.18 – Pat Rodaughan to Sharon Macgowan – Clubs Participation Numbers  
19.03.18 – Pat Rodaughan to HFNC, HCC, HJFC – Code of Conduct Form for Tenants  
21.03.18 – Pat Rodaughan to Lee Clarke – Letter of support  
22.03.18 – Pat Rodaughan to Joel Keane – Dates for Reserve hire re SMCA draw  
22.03.18 – Pat Rodaughan to Bernard Miron – Reserve hire availability  
25.03.18 – Pat Rodaughan to Sam Forbes – GSR Minutes  
25.03.18 – Pat Rodaughan to Sam Forbes – Tennis Club Funding Plan  
25.03.18 – Pat Rodaughan to Angela Lambie – Request ABN Number  
04.04.18 – Pat Rodaughan to HFNC, HCC – Code of Conduct for Tenants  
04.04.18 – Pat Rodaughan to Sharon Macgowan – HJFC Code of Conduct  
06.04.18 – Pat Rodaughan to Sharon Macgowan – HCC Code of Conduct  
16.04.18 – Pat Rodaughan – Committee – GSR Minutes  
19.04.18 – Pat Rodaughan to Joel Keane – Section 86 EOI

#### **7. Reports**

##### **7.1 Chairperson's Report**

Storm water pipe has been installed to drain water away from the Netball court area into the drain at the back end of the Basketball stadium. The open drain in this area has been filled in and levelled. New lights and a ceiling fan have been installed in the Basketball kiosk and the outside security lights on the stadium have been replaced. Changed several sprinklers and are having problems with the sensor valves not closing off. This has been caused by silt and sand particles in the water because there is no filter on the pump from the dam. The announcement has been made regarding the funding through the Latrobe Valley Authority and Wellington Shire Council for

new Cricket nets the second Netball court and the oval lighting upgrade. The repairs to the resurfaced Tennis courts will also be a part of these works. We are planning a meeting with WSC to discuss final options for the dam.

## **7.2 Treasurers Report Attached**

Charlie noted that our finances are not brilliant at the moment but we have had some works done that we can share 60/40 with Council and recoup some money.

.Moved: Charlie

Seconded: Scott

Carried

## **7.3 User Groups Report**

### **Basketball Club**

The roller door on the kiosk needs to be replaced with a more solid one. There is a bad odor coming from the sink in the kiosk that needs attention and the manhole in the ceiling is missing. The club is looking into getting LED lighting for the Basketball stadium.

### **Heyfield & District Vintage Machinery Group**

The rally will be held on the 19<sup>th</sup> & 20<sup>th</sup> May so we are busy getting ready for it. The old Blacksmiths workshop has been removed and replaced with a new one. We will have some blue metal delivered in the coming weeks. Have had a lot of interest from enthusiasts that have never attended our rally before which is very pleasing. Some members attended the Lardner Park Field Days handing out fliers (500) to help promote the event.

### **Tennis Club**

One of the senior teams took out the Grand Final. We have started getting some quotes for the works

### **Heyfield Football Netball Club**

The bar tap will need a plumber to fix it. The dish washer in the kitchen is not working. The defibrillator has gone missing. Still getting phone calls when alarm has been set off during the day. Geoff asked what was happening with the viewing area and are we any closer to a resolution. Cr Malcolm will follow up.

### **Cr Malcolm Hole**

Cr Malcolm welcomed Peter Padula to the committee and asked that we acknowledge the contribution made by Bruno Furjan to the committee and reserve after his passing. The

submission for the Cricket nets, Netball court and lighting has been done with WSC contributing over the next 2 budgets. Cr Malcolm suggested a review of the Masterplan priorities as there is an election forth coming and to invite MP Tim Bull to a meeting to discuss future funding.

**8. Volunteer**

**9. OHS / Risk / Facility Fault Report:**

**10. New Rules of the Committee to be endorsed by Council**

**11. General Business**

Pat gave the committee an update with regards to the solar power grant through the LVA. The application is complete and the contribution required from GSR is \$11,473.00. Pat asked user groups to take this back to their own committee's to see how much they are willing to contribute as GSR cannot afford the full amount at present.

Charlie suggested that with the announcement of the works that have been funded by LVA and WSC we revisit and prioritize future Masterplan projects. The fence around the main oval is one for instance and other reserves have had public funding where as you can buy a panel. The cricket pitch on the Vern Scott Oval is currently covered with top soil at the end of cricket season and then uncovered at the end of football season. Could we look at a synthetic cover which is simply rolled out over the pitch and have this added to the Masterplan?

Kelvin had organized Gibson's Ground spread to do soil tests on the ovals and the results showed that we need to apply Gypsum at a rate of 3T/Hec. Kelvin will go ahead and arrange for it to be done.

**12. Next Meeting: 25/06/2018**

**Meeting Closed Time: 8.10 pm**

**These minutes are:**

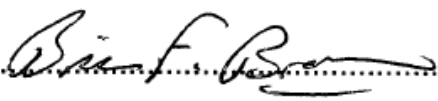
Confirmed as true and correct on ...23/04/2018.....

Date

Or

Corrections have been made and noted at the meeting on ...23/04/2018.....

Date

Chairperson Signature........

GORDON STREET RESERVE  
MEETING 23/4/2018  
GENERAL ACCOUNT

INCOME

BASKET BALL POWER	\$ 560.00
PIDGEON RENTAL	\$ 250.00
JUNIOR FOOTBALL RENT	\$ 250.00
WSC FOOTPATH CONTRIE	\$ 1,221.00
WSC GST	\$ 263.29

BALANCE AT 31/1/2018 \$ 23,189.31

TOTAL \$ 25,733.60

EXPENDITURE

WSC GST	\$ 64.35
D D MOULTON	\$ 825.00
TIMBERLINE	\$ 196.07
VERN GRAHAM	\$ 169.90
ROSS OBRIEN	\$ 2,035.00
GIPPSLAND WATER	\$ 2,039.85
J S FERGUSON	\$ 1,807.14
AUST POST	\$ 33.00
LLOYD BARTLETT	\$ 146.15
PAUL OBRIEN	\$ 160.00
TIMBERLINE	\$ 247.27
LOCKWOOD FENCING	\$ 1,078.00
BASKETBALL FLOOR	\$ 1,733.00
MAFFRA POLY PUMPS	\$ 306.00
GIPPS PEST AND WEED	\$ 990.00
VERN GRAHAM	\$ 97.30
PETTY CASH	\$ 200.00
TV MOTORS	\$ 100.00
D D MOULTON	\$ 880.00
BANK FEES	\$ 2.10

BALANCE AT 31/3/2018 \$ 12,623.47

TOTAL \$ 25,733.60

MOWING ACCOUNT

INCOME

INTEREST 1/2/2018	\$ 3.54
INTERSET 1/3/2018	\$ 3.19

BALANCE AT 31/1/2018 \$ 7,557.50

TOTAL \$ 7,564.23

EXPENDITURE

NIL

BALANCE AT 31/3/2018 \$ 7,564.23

TOTAL \$ 7,564.23

*Ben F. Brown*



**ITEM C5.3****GORDON STREET RECREATION RESERVE COMMITTEE OF MANAGEMENT MEMBERSHIP**

DIVISION: COMMUNITY AND CULTURE  
 ACTION OFFICER: MANAGER COMMUNITY WELLBEING  
 DATE: 7 AUGUST 2018

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

**OBJECTIVE**

For Council to note the resignation of the current Heyfield Cricket Club Representative, declare the position vacant, and appoint the nominated Heyfield Cricket Club Representative as detailed in the attached confidential report, to the Gordon Street Recreation Reserve Committee of Management for the remainder of the 3-year period, ending 18 December 2018.

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

- Council note the resignation of the current Heyfield Cricket Club Representative, declare the position vacant, and appoint the nominated Heyfield Cricket Club Representative as detailed in the attached confidential report, to the Gordon Street Recreation Reserve Committee of Management for the remainder of the 3-year period, ending 18 December 2018;***
- The information contained in the attached document Item F1.1 Gordon Street Recreation Reserve Committee Membership of this Council Meeting Agenda, and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the General Manager Community and Culture on 20 July 2018 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989: (h) any other matter which the Council or special committee considers would prejudice the Council or any person; be designated confidential information under Section 77 Clause (2) (b) of the Local Government Act 1989, except that once this recommendation has been adopted the name of the successful member can be made public.***

**BACKGROUND**

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

The objectives of the Special Committee are:

1. To manage, operate and maintain the Gordon Street Recreation Reserve for the community in an efficient, effective and practical manner.
2. To undertake activities designed to protect, promote, utilise and develop the Gordon Street Recreation Reserve for the use and enjoyment of the local community in line with Council policy and relevant Council strategic documents.
3. To keep the Council informed on the operations, improvements and advancements of the Gordon Street Recreation Reserve by forwarding copies of all minutes of all ordinary and extraordinary meetings and the Annual Report.
4. To set, maintain and collect appropriate user charges.
5. To ensure that the Gordon Street Recreation Reserve's capital assets are adequately maintained.
6. To provide advice to Council on matters relating to the Gordon Street Recreation Reserve.

## **OPTIONS**

Council has the following options:

1. Note the resignation of the current Heyfield Cricket Club Representative, declare the position vacant, and appoint the nominated Heyfield Cricket Club Representative as detailed in the attached confidential report, to the Gordon Street Recreation Reserve Committee of Management for the remainder of the 3-year period, ending 18 December 2018; or
2. Seek further information to be considered at a future Council Meeting.

## **PROPOSAL**

That Council note the resignation of the current Heyfield Cricket Club Representative, declare the position vacant, and appoint the nominated Heyfield Cricket Club Representative as detailed in the attached confidential report, to the Gordon Street Recreation Reserve Committee of Management for the remainder of the 3-year period, ending 18 December 2018.

## **CONFLICT OF INTEREST**

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

## **LEGISLATIVE IMPACT**

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

## **COUNCIL POLICY IMPACT**

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



## **COUNCIL PLAN IMPACT**

The Council Plan 2017-2021 Theme 2 Services and Infrastructure states the following strategic objective and related strategy:

### Strategic Objective 2.2

*Council assets are responsibly, socially, economically and sustainably managed.*

### Strategy 2.2.2

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

**ITEM C5.4****BRIAGOLONG QUARRY RESERVE COMMITTEE OF MANAGEMENT MEMBERSHIPS**

DIVISION: COMMUNITY AND CULTURE  
 ACTION OFFICER: MANAGER COMMUNITY WELLBEING  
 DATE: 7 AUGUST 2018

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

**OBJECTIVE**

For Council to note the resignation of the current community representative, declare the position vacant, and appoint the nominated community representatives, as detailed in the attached confidential report, to the Briagolong Quarry Reserve Committee of Management for the remainder of the three-year period ending 18 December 2018.

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

- Council note the resignation of the current community representative, declare the position vacant, and appoint the nominated community representatives, as detailed in the attached confidential report, to the Briagolong Quarry Reserve Committee of Management for the remainder of the three-year period, ending 18 December 2018;***
- The information contained in the attached document Item F1.2 Briagolong Quarry Reserve Committee Membership of this Council Meeting Agenda, and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the General Manager Community and Culture on 20 July 2018 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989: (h) any other matter which the Council or special committee considers would prejudice the Council or any person; be designated confidential information under Section 77 Clause (2) (b) of the Local Government Act 1989, except that once this recommendation has been adopted the name of the successful member can be made public.***

**BACKGROUND**

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

The objectives of the Special Committee are:

- To manage, operate and maintain the Briagolong Quarry Reserve for the community in an efficient, effective and practical manner.
- To undertake activities designed to protect, promote, utilise and develop the Briagolong Quarry Reserve for the use and enjoyment of the local community in line with Council policy and relevant Council strategic documents.
- To keep the Council informed on the operations, improvements and advancements of the Briagolong Quarry Reserve by forwarding copies of all minutes of all ordinary and extraordinary meetings and the Annual Report.
- To set, maintain and collect appropriate user charges.
- To ensure that the Briagolong Quarry Reserve's capital assets are adequately maintained.
- To provide advice to Council on matters relating to the Briagolong Quarry Reserve.

## **OPTIONS**

Council has the following options:

1. Note the resignation of the current community representative, declare the position vacant, and appoint the nominated community representatives, as detailed in the attached confidential report, to the Briagolong Quarry Reserve Committee of Management for the remainder of the three-year period, ending 18 December 2018; or
2. Seek further information to be considered at a future Council Meeting.

## **PROPOSAL**

That Council note the resignation of the current community representative, declare the position vacant, and appoint the nominated community representatives as detailed in the attached confidential report, to the Briagolong Quarry Reserve Committee of Management for the remainder of the three-year period, ending 18 December 2018.

## **CONFLICT OF INTEREST**

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

## **LEGISLATIVE IMPACT**

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

## **COUNCIL POLICY IMPACT**

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

## **COUNCIL PLAN IMPACT**

The Council Plan 2017-2021 Theme 2 Services and Infrastructure states the following strategic objective and related strategy:

Strategic Objective 2.2

*Council assets are responsibly, socially, economically and sustainably managed.*

Strategy 2.2.2

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



## D. URGENT BUSINESS



## E. FURTHER GALLERY AND CHAT ROOM 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 the Mayor will respond to you in writing within one week if required, 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*

Meeting declared closed at:    pm

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



**F. CONFIDENTIAL ATTACHMENT/S**

**F. CONFIDENTIAL ATTACHMENT/S**



**ORDINARY COUNCIL MEETING  
7 AUGUST 2018**

On this 20<sup>TH</sup> day of July 2018, in accordance with Section 77 Clause (2)(c) of the *Local Government Act 1989*; I, Sharon Houlihan, General Manager Community & Culture declare that the information contained in the attached document **ITEM F1.1 GORDON STREET RECREATION RESERVE COMMITTEE OF MANAGEMENT MEMBERSHIP** is confidential because it relates to the following grounds under Section 89(2) of the *Local Government Act 1989*:

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



.....  
**General Manager Community and Culture (Delegate)**



**ORDINARY COUNCIL MEETING  
7 AUGUST 2018**

On this 20<sup>TH</sup> day of July 2018, in accordance with Section 77 Clause (2)(c) of the *Local Government Act 1989*; I, Sharon Houlihan declare that the information contained in the attached document **ITEM F1.2 BRIAGOLONG QUARRY RESERVE COMMITTEE MEMBERSHIP** is confidential because it relates to the following grounds under Section 89(2) of the *Local Government Act 1989*:

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



.....  
**General Manager Community and Culture**





## **G. IN CLOSED SESSION**

# **G. IN CLOSED SESSION**

**COUNCILLOR**

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

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

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**IN CLOSED SESSION**

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**COUNCILLOR**

**COUNCILLOR**

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