



WELLINGTON
SHIRE COUNCIL
The Heart of Gippsland

Council Meeting Agenda

Meeting to be held at

Council Chambers - Wellington Centre

Foster Street, Sale

Tuesday 1 May 2018, commencing at 3pm

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ORDINARY MEETING OF COUNCIL – 1 MAY 2018

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The header features a dark blue horizontal bar with a white stylized logo on the left side, resembling a bird or a wave. The text 'Council Meeting Information' is centered in white, bold, sans-serif font.

Council Meeting Information

Members of the Public Gallery should note that the Council records and publishes Council meetings via Webcast to enhance the accessibility of Council meetings to the broader Wellington community. These recordings are also archived and may be published on Council's Website for viewing by the public or used for publicity or information purposes. At the appropriate times during the meeting, members of the gallery may address the Council at which time their image, comments or submissions will be recorded.

Members of the public who are not in attendance at the Council meeting but who wish to communicate with the Council via the webcasting chat room should lodge their questions or comments early in the meeting to ensure that their submissions can be dealt with at the end of the meeting.

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



A - PROCEDURAL



STATEMENT OF ACKNOWLEDGEMENT

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



PRAYER

***“Almighty God, we ask your blessing upon the Wellington
Shire Council, its Councillors, officers, staff and their families.
We pray for your guidance in our decisions so that the
true good of the Wellington Shire Council may result to
the benefit of all residents and community groups.”***

Amen



A - PROCEDURAL

A4 CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING/S

ITEM A4

ADOPTION OF MINUTES OF PREVIOUS MEETING/S

ACTION OFFICER:

GENERAL MANAGER CORPORATE SERVICES

DATE:

1 MAY 2018

OBJECTIVE

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

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council adopt the minutes and resolutions of the Ordinary Council Meeting of 17 April 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:

1 MAY 2018

ITEM	FROM MEETING	COMMENTS	ACTION BY
NIL			

ITEM A8(2)**RECEIPT OF PETITION – BANKS ROAD AND LAYS ROAD GORMANDALE**

ACTION OFFICER: MANAGER BUILT ENVIRONMENT

DATE: 1 MAY 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 the maintenance of Banks Road and Lays Road, Gormandale.

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

That Council receive the attached petition in relation to the maintenance of Banks Road and Lays Road, Gormandale.

BACKGROUND

A petition containing 28 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.”

Residents of Banks Rd, Lays Road,
Gormandale.
14th April 2018.

Engineers, Councillors,
Wellington Shire Council,
P.O. Box 506 ,

SALE. Vic. 3850.

Dear Sir, Madam,

Re: Maintenance of Banks Road, Lays Road Ext..

In January 2016 a petition was forwarded to council for the sealing of Banks Road, Lays Road, that was to be discussed at a council meeting. After attending such meeting it was found that the road would not be sealed and our discussion were to no avail. As a result we were approached by members of Wellington Shire Council who stated they would attend Gormandale and inform us of a maintenance program etc for Banks and lays road. Numerous points were discussed with the main points as follows:-

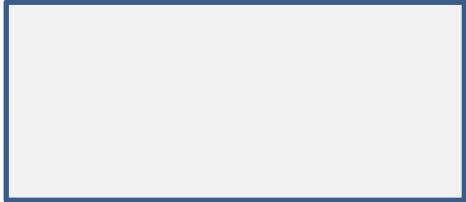


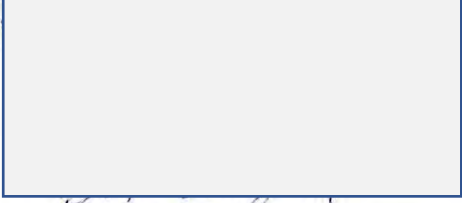
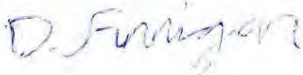
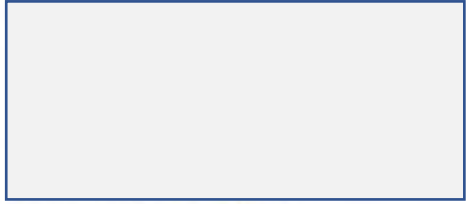

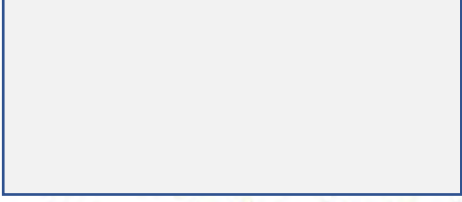

- (a) Council will not be able to fund the sealing of the roads as funds were not available but maybe at a later time.
- (b) There may be a possibility for the road to be sealed if ratepayers shared the cost.
- (c) Council will carry out major construction of the road after winter.
- (d) A Polymer substance would be trialled on a section of road to reduce dust and corrugation.
- (e) Ratepayers stated that they would not fund the sealing of the road.
- (f) Previous materials used in the past did not cause the problems we have now.
- (g) Regular maintenance must be given to the roads as in the past not every 12 months as now.
- (h) Shortly after grading the road has corrugation as bad as before grading. Roads must be ripped, graded and vibration rolled.

1. In January 2017 Banks Road was graded but by early march the corrugation etc was back but I was assured that major capital works would be carried out with the polymer trial which later occurred in May 2017. The road was ripped, graded and vibration rolled and held back the corrugation for several months. Dust still a concern.

2. Banks road and Lays road Ext have deteriorated to the worst ever seen in over 20 years.
- (i) Vehicles are being damaged,
 - (j) the road is dangerous to drive on with any vehicle.
 - (k) Several near accident due to corrugation have been avoided by sheer luck.

- (l) Vehicles are using the road verge to drive on because it is better that the road surface.
- (m) Several complaints, photos and video's to council fall on deaf ears or some feeble delay tactic is used.
- (n) Councillors fail to comply with their own Road Management Plan.
- (o) Complaints are not listed on council Agenda for meetings even though they are within the guidelines for complaints.

THEREFORE AS PROMISED IN 2016, WE THE UNDERSIGNED RESIDENTS OF BANKS ROAD AND LAYS ROAD EXT, DEMAND THAT WELLINGTON SHIRE COUNCIL REPAIR THE CORRUGATION AND MAINTAIN SUCH ROADS IN A SAFE AND REASONABLE CONDITION AT ALL TIMES. GRADING ALONE IS INSUFFICIENT AS CORRUGATION RETURNS WITHIN A FEW WEEKS. DUST WAS NEVER A REAL PROBLEM IN THE PAST SO RESIDENTS REQUEST COUNCIL SOURCE AND USE THE PREVIOUS MATERIAL USED ON BANKS ROAD AND LAYS ROAD EXT.

DUST CORRUGATION - DANGEROUS - CRUISE RIDE M/CYCLES
DUST - HEALTH - WELL BEING, DAMAGING VEHICLE

DUST & CORRUGATION - DANGEROUS DAMAGING VEHICLE

CORRUGATION - DANGEROUS

DUST & DAMAGING VEHICLE
HEALTH - DANGEROUS

NAME, ADDRESS	SIGNATURE.
	Aue Bennett
CORROGATION - WELL BEING - HEALTH	W M C D
CORROGATION, HEALTH, WELL BEING - VEH. DAMAGE	
Thursday 19th 8:30pm Patient transport ambulance found road condition treacherous. (LIFE THREATENING - TRANSPORTATION - HEALTH - CORROGATION)	M K... ..
CORROGATION - DANGEROUS - DON'T PAY RATES	John...
CORROGATION - DANGEROUS	Aue Brown
CORROGATION - DANGEROUS	m...

NAME, ADDRESS	SIGNATURE.
<p><i>CORRUGATED - DANGEROUS</i></p>	
<p><i>CORRUGATED - VEH DAMAGED - DANGEROUS</i></p>	
<p><i>CORRUGATED - DANGEROUS</i></p>	<p>Skalsiak.</p>
<p><i>CORRUGATED - DANGEROUS</i></p>	
<p><i>CORRUGATED - DANGEROUS</i></p>	
<p><i>CORRUGATED - DANGEROUS</i></p>	<p>Peter Rouse</p>

NAME, ADDRESS	SIGNATURE.
	S. D. D. D.
CORRUPTION - DANGEROUS	
	John L. L. L. P
CORRUPTION - VEH DAMAGE - DANGEROUS	
	Pete L. L. L.
CORRUPTION - DANGEROUS	
	F. V. V. V.
CORRUPTION - DANGEROUS - RATES NON PAYMENT	
	R. G. G. G.
CORRUPTION DANGEROUS	
	L. A. A. A.
A. T. T. T. D. D. S. T.	

NAME, ADDRESS	SIGNATURE.
	W T R
COARUCATION - DUST	
	Peter Ford
COARUCATION - DANGEROUS	
	Sheep
COARUCATION - DANGEROUS	
	Richard
DANGEROUS - COARUCATION - (POLYMER HAS SOME IMPROVEMENT)	
	W.J. Calver
AS ABOVE	
	Joe Gpk
DANGEROUS - COARUCATION - CANNOT RIDE M/CYCLE	



A - PROCEDURAL

A9 INVITED ADDRESSES, PRESENTATIONS OR ACKNOWLEDGEMENTS



A - PROCEDURAL

A10 QUESTIONS ON NOTICE



B –REPORT

DELEGATES



C1 - REPORT

CHIEF EXECUTIVE OFFICER



C2 - REPORT

GENERAL MANAGER CORPORATE SERVICES

ITEM C2.1**ASSEMBLY OF COUNCILLORS**

DIVISION:

CORPORATE SERVICES

ACTION OFFICER:

GENERAL MANAGER CORPORATE SERVICES

DATE:

1 MAY 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 April 2018 to 24 April 2018.

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

That Council note and receive the attached Assembly of Councillor records for the period 10 April 2018 to 24 April 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 April 2018 to 24 April 2018.

Assembly of Councillors summary of reports received for the period 10 April 2018 to 24 April 2018.

Date	Matters considered	Councillors and officers in attendance
17 April 2018	IT / Diary Meeting	Councillor Crossley, Councillor Hall, Councillor Maher, Councillor Stephens, Councillor Ripper, Councillor Bye, Councillor Rossetti, Councillor Hole David Morcom, Chief Executive Officer Leah Carubia, Executive Assistant CEO Unit Damian Norkus, ICT Operations Officer
17 April 2018	Gippsland Regional Livestock Exchange Fees Quarterly Performance Report Development Division Update (Verbal) Roadside Trading options Synergy Wind Farm proposal Alberton Great Southern Rail Trail Boisdale Common Effluent System options Planning in Economic Growth Zone – Planning Scheme Review Council Live Streaming Service and Chat Room Update	Councillor Bye, Councillor Crossley, Councillor Hall, Councillor Hole, Councillor Maher, Councillor Ripper, Councillor Rossetti, Councillor Stephens David Morcom, Chief Executive Officer John Tatterson, Acting General Manager Built & Natural Environment Arthur Skipitaris, General Manager Corporate Services Glenys Butler, General Manager Community & Culture John Websdale, General Manager Development Paul Johnson, Manager Business Development (Item 1, 3, 4 & 6) Daniel Gall, Coordinator Commercial Facilities Management (Item 1 & 3) Denis Murphy, Senior Commercial Property Officer (Item 1) Josh Clydesdale, Manager Land Use Planning (Item 3 & 5) John Traa, Coordinator Statutory Planning (Item 3) Vanessa Ebsworth, Manager Municipal Services (Item 3 & 4) Barry Nicholl, Municipal Building Surveyor (Item 3) Ashley Smirl, Visitor Economy and Events Coordinator (Item 6) Sam Pye, Coordinator Infrastructure Development (Item 7) Barry Hearsey, Coordinator Strategic Planning (Item 8) Phillip Phillipou, Manager Information Technology (Item 9)
24 April 2018	SLUPP Agenda	Councillor McCubbin, Councillor Maher & Councillor Bye Chris Hastie, General Manager Built & Natural Environment John Websdale, General Manager Development Dean Morahan, Manager Asset & Projects Paul Johnson, Manager Business Development Barry Hearsey, Coordinator Strategic Planning Sam Pye, Coordinator Infrastructure Development Josh Clydesdale, Manager Land Use Planning Sabine Provily, Strategic Planner

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 April 2018 to 24 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

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 April 2018

2. **ATTENDEES**

Councillors:

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

Officers In Attendance:

Name	In attendance (tick)		Name	In attendance (tick)	
	Yes	No		Yes	No
D Morcom, CEO	✓		G Butler, GMC&C		✓
C Hastie, GMBNE (Absent)		✓	J Websdale, GMD		✓
A Skipitaris, GMCS		✓	J Tatterson (Actg. GMB&NE)		✓

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

Name	Item No.
Damian Norkus	1
Leah Carubia	1

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

1. IT/Diary Meeting - Councillors

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

Nil

ASSEMBLY OF COUNCILLORS

1. **DATE OF MEETING:** 17 April 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	✓		G Butler, GMC&C	✓	
C Hastie, GMB&NE		✓	J Websdale, GMD	✓	
A Skipitaris, GMCS	✓		J Tatterson <i>(Actg. GMB&NE)</i>	✓	

Others in attendance: (list names and item in attendance for)	Item No.
Paul Johnson, Daniel Gall, Denis Murphy	1
Arthur Skipitaris	2
Joshua Clydesdale, John Traa, Vanessa Ebsworth, Barry Nicholl, Paul Johnson, Daniel Gall	3
Paul Johnson, Vanessa Ebsworth	4
John Websdale, Joshua Clydesdale, <i>External Presenters Synergy Wind Coralie Switzner, Louisa McPhee</i>	5
Paul Johnson, Ashley Smirl	6
Sam Pye, John Tatterson	7
Barry Hearsey, Essen Joseph (<i>Mesh Planning Consultants</i>)	8
Arthur Skipitaris, Phillip Phillipou	9

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

1. Gippsland Regional Livestock Exchange Fees
2. Quarterly Performance Report
3. Development Division Update
4. Roadside Trading Options
5. Proposed Alberton Windfarm – Synergy Wind
6. Great Southern Rail Trail
7. Boisdale Common Effluent System Options
8. Planning for Economic Growth Zone – Planning Scheme Review
9. Council Live Streaming Service and Chat Room Update

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

Nil

ASSEMBLY OF COUNCILLORS

1. **DATE OF MEETING:** 24 April 2018

2. **ATTENDEES**

Councillors

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

Officers In Attendance

Name	In attendance (tick)		Name	In attendance (tick)	
	Yes	No		Yes	No
D Morcom, CEO		✓	G Butler, GML		✓
A Skipitaris, GMCS		✓	J Websdale, GMD	✓	
C Hastie, GMB&NE	✓				

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

Name	Item No.	Name	Item No.
Dean Morahan	All	Sam Pye	All
Paul Johnson	All	Josh Clydesdale	All
Barry Hearsey	All	Sabine Provily	All
Ben Proctor			

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

1. SLUPP Agenda – 24 April 2018

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

No Conflicts of Interest Declared

ITEM C2.2

INSTRUMENT OF DELEGATION TO MEMBERS OF COUNCIL STAFF

DIVISION: CORPORATE SERVICES
ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES
DATE: 1 MAY 2018

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

OBJECTIVE

For Council to adopt an updated Instrument of Delegation to Members of Council Staff as a result of recent amendments to the *Food Act 1984* and *Planning & Environment Act 1987*, as attached.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council adopt the updated Instrument of Delegation to Members of Council Staff, as attached.

BACKGROUND

Section 98(1) of the *Local Government Act 1989* provides Council with the ability to delegate power, duties and functions of the Council to a member of its staff. A summary of the updates/amendments made are attached. There have been a number of changes to the *Food Act 1984* s.19(3) new provisions, *Planning and Environment Act 1987* s.46AAA, s.173(1A) & s.224(8) new provisions and s.46AS(ac) & s.201UAB(2) amended wording and s.173(1) revised provision number, which require the current Instrument of Delegation to be updated.

OPTIONS

Council has the following options:

1. To adopt the updated Instrument of Delegation to Members of Council Staff, as attached; or
2. To amend the updated Instrument of Delegation to Members of Council Staff, as attached, prior to adoption.

PROPOSAL

It is proposed that Council adopt the updated Instrument of Delegation to Members of Council Staff, as attached.

CONFLICT OF INTEREST

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

LEGISLATIVE IMPACT

Section 98(1) of the *Local Government Act 1989* provides Council with the authority to delegate to a member of Council staff certain powers and duties.

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 account 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.

REOURCES AND STAFF IMPACT

Upon notification of the legislative changes, all relevant staff were consulted and have contributed to the updating of this Instrument of Delegation. Following adoption, our processes ensure that all staff with altered or new delegations are notified including updating of Council processes and procedures as required.

S6. Instrument of Delegation – Members of Staff

Wellington Shire Council

Instrument of Delegation

to

Members of Council Staff

Instrument of Delegation

In exercise of the power conferred by section 98(1) of the *Local Government Act* 1989 and the other legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. records that a reference in the Schedule to:
3. declares that:
 - 3.1 this Instrument of Delegation is authorised by a **resolution** of Council passed on 1 May 2018 and
 - 3.2 the delegation:
 - 3.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 3.2.2 remains in force until varied or revoked;
 - 3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and
 - 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 3.3 the delegate must not determine the issue, take the action or do the act or thing:
 - 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or
 - 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategyadopted by Council; or
 - 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
 - 3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

The Common Seal of WELLINGTON)
SHIRE COUNCIL was hereunto affixed)
this day of 2018)
in accordance with Local Law No 1)
in the presence of:)

.....
Chief Executive Officer

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FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19(3) [New Provision]	power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	Coordinator Environmental Health Environmental Health Officer	if section 19(1) applies Only in relation to temporary food premises or mobile food premises

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46AAA <i>[New Provision]</i>	duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity	Not Delegated	where council is a responsible public entity and is a planning authority note: this provision is not yet in force, and will commence on the day on which the initial Yarra Strategic Plan comes into operation. It will effect a limited number of councils
s.46AS(ac)	power to request the Victorian Planning Authority to provide advice on any matter relating to land in Victoria or an objective of planning in Victoria <i>[Removed Growth Areas Authority and replaced with Victoria Planning Authority]</i>	General Manager Development Manager Land Use Planning Major Land Use Planning Projects Coordinator Strategic Planner Coordinator Strategic Planning Coordinator Statutory Planning	
s.173(1) <i>[Revised provision No from s.173]</i>	power to enter into agreement covering matters set out in section 174	Not Delegated	
s.173(1A) <i>[New Provision]</i>	power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	Not Delegated	where council is the relevant responsible authority note: this provision is not yet in force and will commence on 1 June 2018, if not proclaimed earlier

PLANNING AND ENVIRONMENT ACT 1987

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.201UAB(2)	duty to provide the Victoria Planning Authority with information requested under subsection (1) as soon as possible <i>[Removed Growth Areas Authority and replaced with Victoria Planning Authority]</i>	General Manager Development Manager Land Use Planning Coordinator Statutory Planning Senior Statutory Planner Statutory Planner Coordinator Strategic Planning Strategic Planner	
s.224(8) <i>[New Provision]</i>	duty to provide information requested by Victoria Planning Authority under s.201UAB(1) not yet provided to Growth Areas Authority to Victorian Planning Authority	General Manager Development Manager Land Use Planning Coordinator Statutory Planning Senior Statutory Planner Statutory Planner Coordinator Strategic Planning Strategic Planner	



C3 - REPORT

GENERAL MANAGER DEVELOPMENT

ITEM C3.1**BUILDING PERMITS REPORT**

DIVISION: DEVELOPMENT
 ACTION OFFICER: MANAGER MUNICIPAL SERVICES
 DATE: 1 MAY 2018

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

OBJECTIVE

To provide a report to Council on building permits issued in the Wellington Shire during the quarter October 2017 to December 2017, for information.

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

That Council note the report of building permits issued from 1 October 2017 to 31 December 2017.

BACKGROUND

Building permits are issued by private building surveyors, and copies of permits are provided to Council. The permits, plans and other documents are filed by Council and recorded on a register of building permits. Building permits are issued for a range of developments, including dwellings, extensions and fences, as well as commercial and industrial buildings.

Attachment 1 to this report provides an overview by township, of the number of permits issued along with the estimated value of construction, for the three-month period ending December 2017. For the period, 297 permits were issued with an estimated value of \$29,049,998.

Attachment 2 provides an historical representation of the number and value of permits issued in Wellington Shire and compares this data against the broader Gippsland region.

In the previous quarter, July to September 2017, there were 256 permits issued with an estimated value of work at \$26,967,831.

OPTIONS

Council may choose to note this report, alternatively Council may choose to seek further information and refer this report to another meeting.

PROPOSAL

That Council note the report on building permits issued within Wellington Shire from October to December 2017.

CONFLICT OF INTEREST

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

COMMUNICATION IMPACT

The quarterly report provides information on the number of building permits, and cost of development per town, within the Wellington Shire. Gippsland-wide building activity is also provided, to demonstrate how the Wellington Shire area performs in comparison.

LEGISLATIVE IMPACT

Building permits are issued in accordance with *Building Act 1993*, Building Regulations 2006 and the Wellington Planning Scheme.

COUNCIL POLICY IMPACT

All building permits issued by private building surveyors are registered and filed as per the timelines set out in the Municipal Services Business Plan.

COUNCIL PLAN

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

Strategic Objective 2.3

'Wellington Shire is well planned, considering long term growth and sustainability'.

Strategy 2.3.1

'continue to provide strategic planning to encourage long term growth and sustainability in Wellington Shire.'

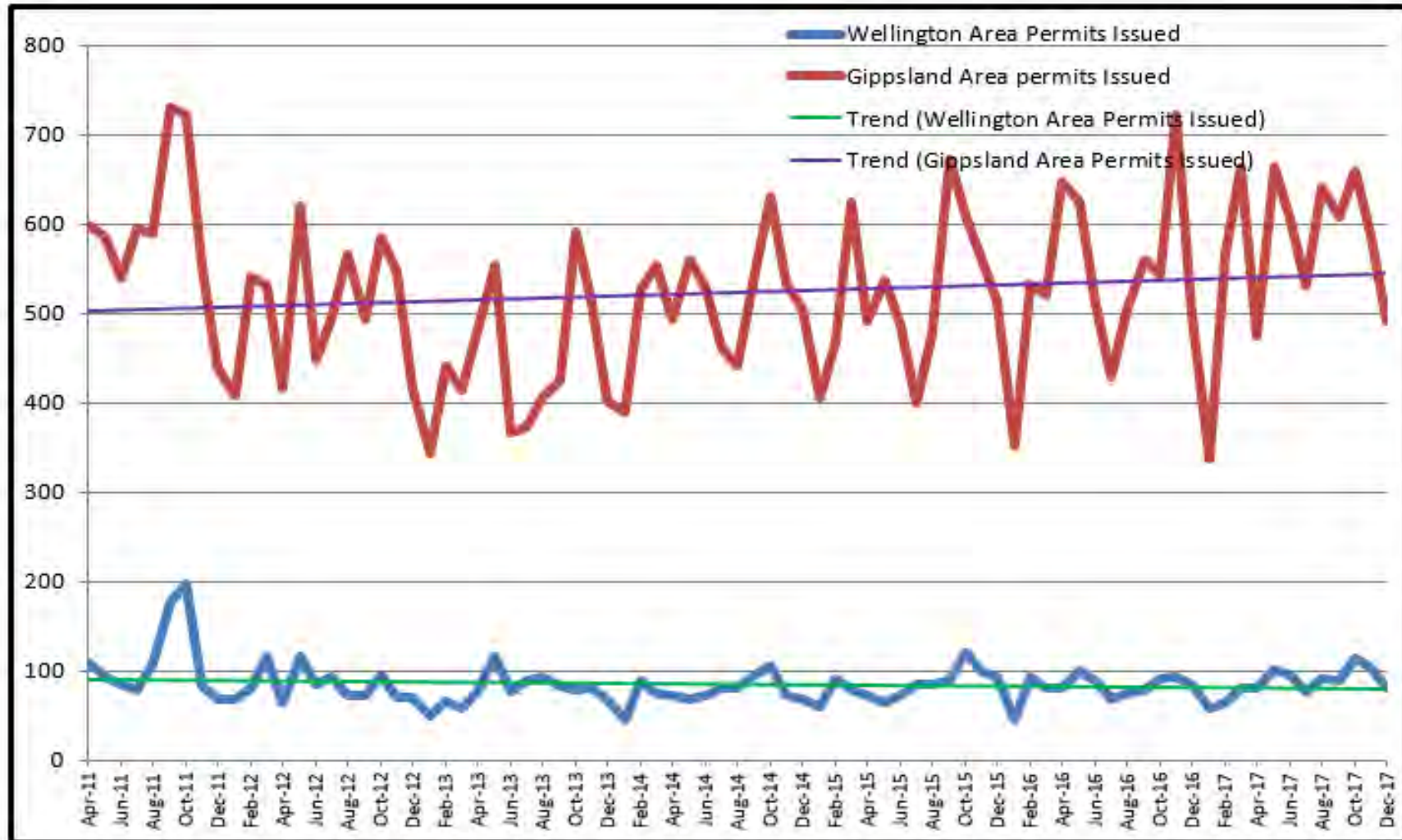
This report supports the above Council Plan strategic objective and strategy.

WELLINGTON SHIRE PERMITS ISSUED

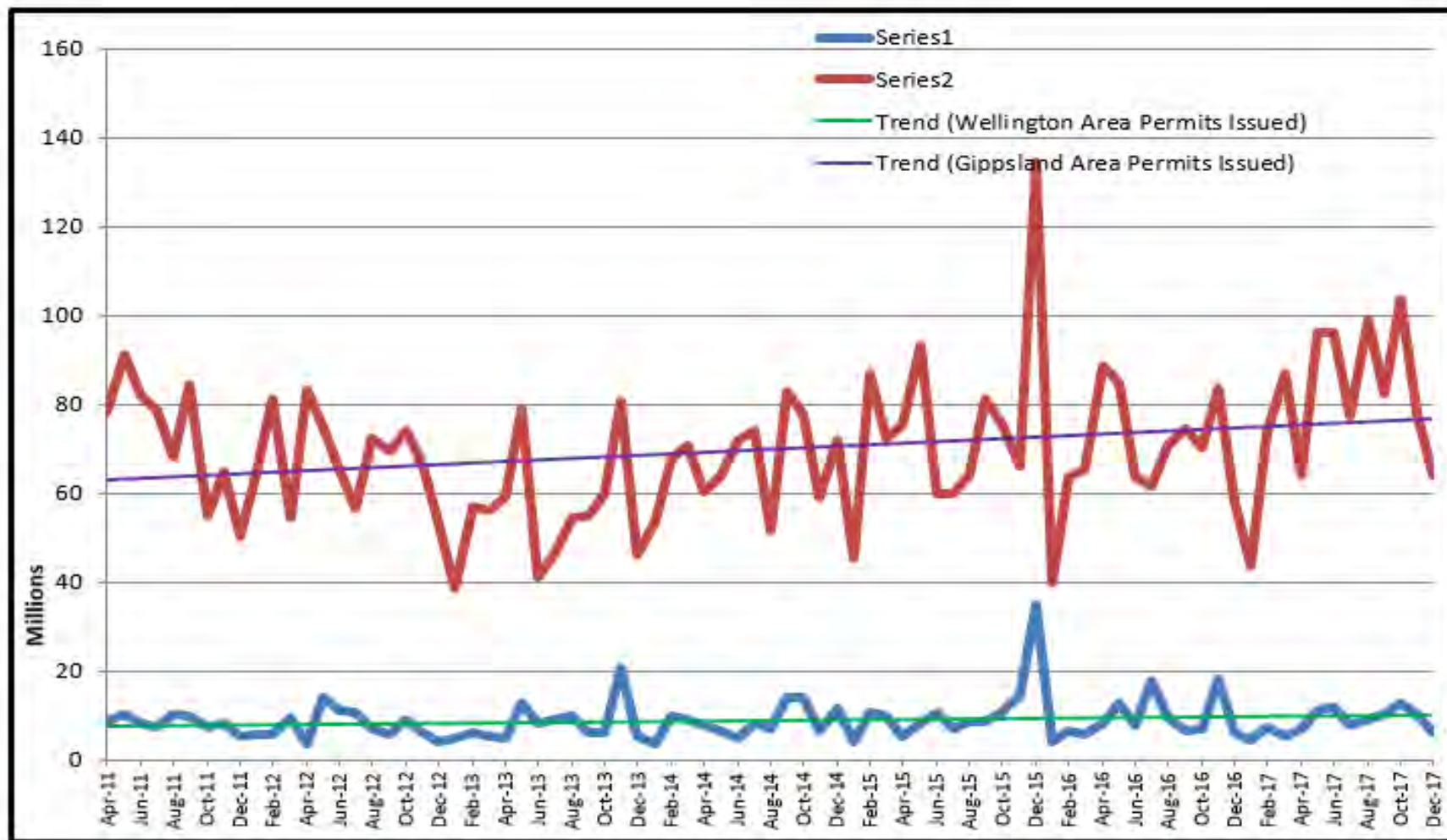
	October	November	December	Total
ALBERTON	0	1	1	2
	\$0	\$55,020	\$31,168	\$86,188
BINGINWARRI	1	0	0	1
	\$60,500	\$0	\$0	\$60,500
BOISDALE	1	0	0	1
	\$240,000	\$0	\$0	\$240,000
BRIAGOLONG	2	0	2	4
	\$344,900	\$0	\$26,500	\$371,400
BUNDALAGUAH	0	0	2	2
	\$0	\$0	\$39,250	\$39,250
BUSHY PARK	0	0	1	1
	\$0	\$0	\$14,650	\$14,650
CALLIGNEE NORTH	0	0	1	1
	\$0	\$0	\$16,975	\$16,975
CARRAJUNG	2	0	2	4
	\$688,534	\$0	\$22,780	\$711,314
CLYDEBANK	1	2	0	3
	\$309,179	\$65,150	\$0	\$374,329
COBAINS	0	2	0	2
	\$0	\$112,304	\$0	\$112,304
COONGULLA	0	1	1	2
	\$0	\$105,000	\$25,000	\$130,000
COWWARR	1	1	0	2
	\$55,000	\$1,200,000	\$0	\$1,255,000
DARGO	1	0	0	1
	\$9,000	\$0	\$0	\$9,000
DENISON	1	1	1	3
	\$4,800	\$27,200	\$195,000	\$227,000
DEVON NORTH	0	3	0	3
	\$0	\$42,100	\$0	\$42,100
FULHAM	2	1	0	3
	\$114,299	\$3,000	\$0	\$117,299
GLENGARRY	0	2	1	3
	\$0	\$547,220	\$217,616	\$764,836
GLENMAGGIE	1	2	1	4
	\$5,000	\$159,900	\$27,270	\$192,170
GOLDEN BEACH	7	1	3	11
	\$179,900	\$9,850	\$355,407	\$545,157
HEYFIELD	0	6	1	7
	\$0	\$440,439	\$327,000	\$767,439
HIAWATHA	0	0	1	1
	\$0	\$0	\$0	\$0
KILMANY	2	1	0	3
	\$63,500	\$11,300	\$0	\$74,800

LOCH SPORT	10	6	7	23
	\$705,989	\$351,100	\$206,415	\$1,263,504
LONGFORD	21	7	5	33
	\$118,000	\$1,537,972	\$161,200	\$1,817,172
MAFFRA	9	6	8	23
	\$595,708	\$198,987	\$638,648	\$1,433,343
MCLOUGHLINS BEACH	0	1	0	1
	\$0	\$13,800	\$0	\$13,800
MEERLIEU	0	1	0	1
	\$0	\$19,100	\$0	\$19,100
MUNRO	1	1	0	2
	\$4,500	\$18,000	\$0	\$22,500
NAMBROK	0	1	1	2
	\$0	\$7,690	\$29,260	\$36,950
PARADISE BEACH	0	1	0	1
	\$0	\$11,400	\$0	\$11,400
PORT ALBERT	1	1	1	3
	\$240,000	\$8,940	\$222,081	\$471,021
ROSEDALE	1	6	3	10
	\$22,080	\$577,258	\$401,600	\$1,000,938
SALE	23	26	26	75
	\$5,453,903	\$2,996,124	\$2,715,450	\$11,165,477
SEASPRAY	2	1	0	3
	\$75,500	\$9,400	\$0	\$84,900
SEATON	1	0	0	1
	\$189,000	\$0	\$0	\$189,000
STRADBROKE	1	0	0	1
	\$27,420	\$0	\$0	\$27,420
STRATFORD	13	9	5	27
	\$2,399,981	\$331,061	\$213,400	\$2,944,442
TARRA VALLEY	0	0	1	1
	\$0	\$0	\$0	\$0
TOONGABBIE	0	0	1	1
	\$0	\$0	\$89,980	\$89,980
VALENCIA CREEK	1	2	0	3
	\$326,028	\$941,867	\$0	\$1,267,895
WILLUNG SOUTH	1	0	0	1
	\$34,095	\$0	\$0	\$34,095
WOODSIDE	1	1	2	4
	\$24,960	\$10,401	\$48,726	\$84,087
WOODSIDE BEACH	0	1	0	1
	\$0	\$12,350	\$0	\$12,350
WURRUK	4	4	1	9
	\$239,984	\$97,142	\$42,000	\$379,126
YARRAM	1	5	1	7
	\$43,400	\$314,913	\$171,474	\$529,787
Total	113	104	80	297
	12,575,160	10,235,988	6,238,850	29,049,998

NUMBER OF BUILDING PERMITS



VALUE OF BUILDING WORKS



ITEM C3.2 2017 STATUTORY PLANNING CUSTOMER SURVEY RESULTS

DIVISION: DEVELOPMENT
ACTION OFFICER: MANAGER LAND USE PLANNING
DATE: 1 MAY 2018

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

OBJECTIVE

To provide Council with the results of the 2017 statutory planning applicant and objector customer satisfaction survey.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION
That Council note the results of the 2017 statutory planning applicant and objector survey (refer to Attachment 1).

BACKGROUND

Council's statutory planning unit undertakes an annual survey of planning permit applicants and objectors. The key purpose of the survey is to obtain feedback on the level of customer satisfaction with Council's statutory planning service to help identify opportunities for improvement and process change.

The results of a survey sent to 2017 statutory planning applicants and objectors is included in Attachment 1, along with a comparison of past survey results (from 2014). The survey results are generally positive overall (and improving), although it is recognised that there is always opportunity for continuous improvement, and given the often emotive and controversial nature of planning it is extremely difficult to keep everyone satisfied, particularly parties who object to planning applications.

For example, in 2017 the majority of applicants rated the 'overall experience' dealing with the Wellington Shire Council Planning Department as 'excellent' (62.69%) or 'good' (28.36%), compared to the 2016 survey result of 47.4% and 42.1% respectively. With the objector survey, the same question resulted in 27.27% of respondents rating the overall experience as 'excellent' with a further 36.36% rating the service as 'good'. These results also compare favourably with those received in 2016 where 13% rated the service as 'excellent' and 43.5% as 'good'. It is also worth noting that no 2017 objectors rated the service as 'poor'.

The survey results will now be used as a benchmark for further customer satisfaction surveys and to continue to refine and improve customer service and statutory planning processes.

OPTIONS

Council may choose to note this report, alternatively, Council may choose to seek further information and refer this report to another meeting.

PROPOSAL

That Council note the results of the 2017 statutory planning applicant and objector survey (refer to Attachment 1).

CONFLICT OF INTEREST

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

COUNCIL PLAN

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

Strategic Objective 2.3

'Wellington Shire is well planned, considering long term growth and sustainability.'

Strategy 2.3.3

'Recognise and advocate for best practice land development which considers energy efficiency and sustainability for housing.'

Strategic Objective 6.2

'Community engagement and customer service excellence is central to Council's decision making process'

Strategy 6.2.1

'Provide proactive, quality customer service to all stakeholders.'

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

COMMUNICATION IMPACT

This report communicates the results of the 2017 statutory planning applicant and objector survey.

Land Use Planning



Customer Satisfaction Survey

SUMMARY

Wellington Shire Council's Land Use Planning Department processes hundreds of planning applications each year. Planners are responsible for ensuring that land is used and developed in an environmentally, economically and socially responsible way that provides a sustainable future for the community.

The Customer Satisfaction Survey was an opportunity for the planning department to review and improve the planning service provided to the community.

Customers were asked to consider their level of satisfaction with the service provided to them as opposed to the outcome of their planning application.

SURVEY DETAIL

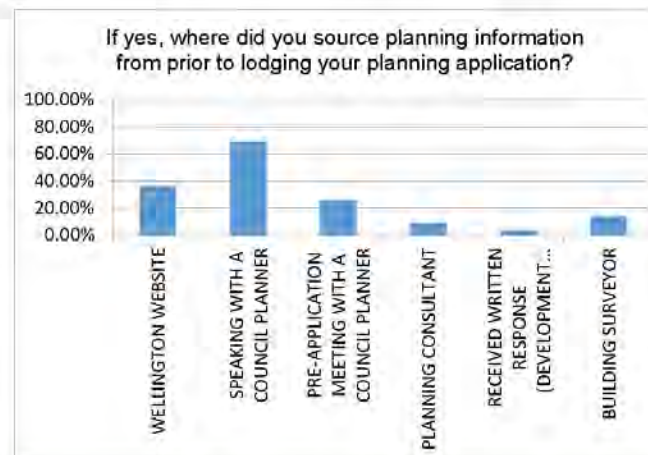
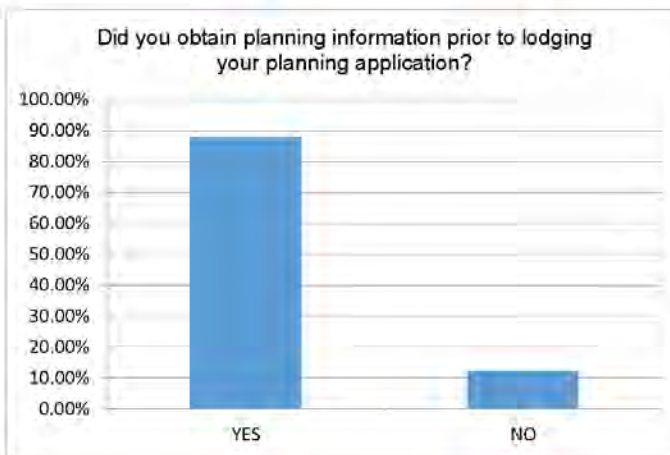
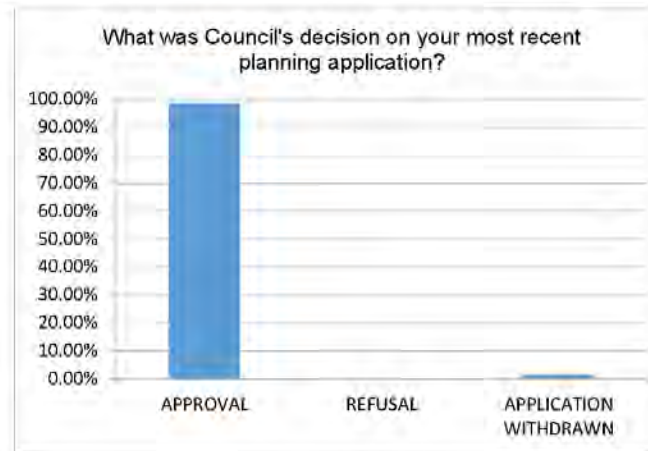
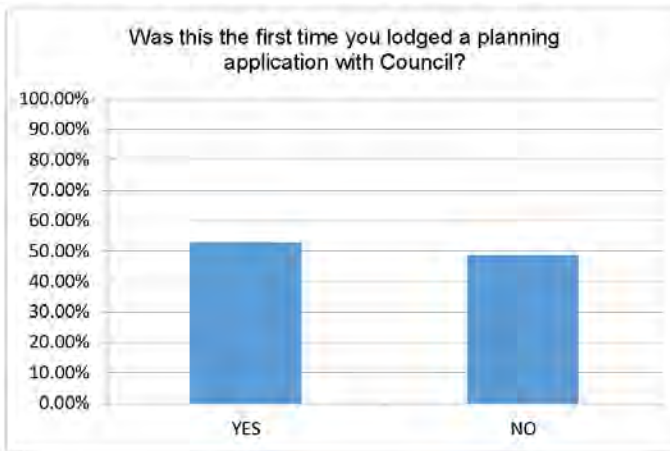
Surveys were undertaken for periods Jan–Jun and Jul–Dec 2017; the combined 12-month Survey follows (along with a comparison of past survey results).

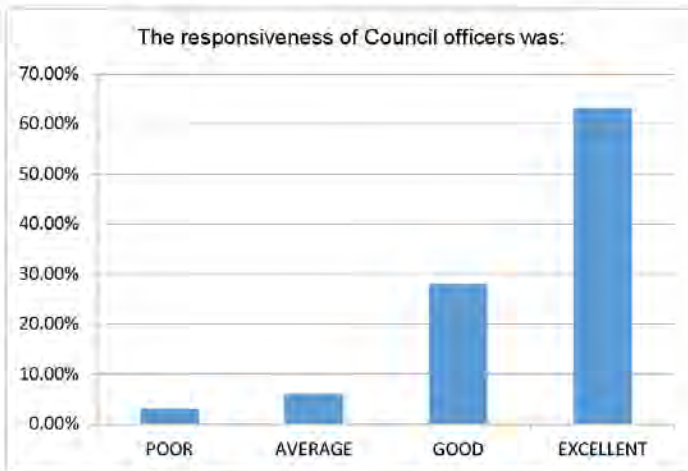
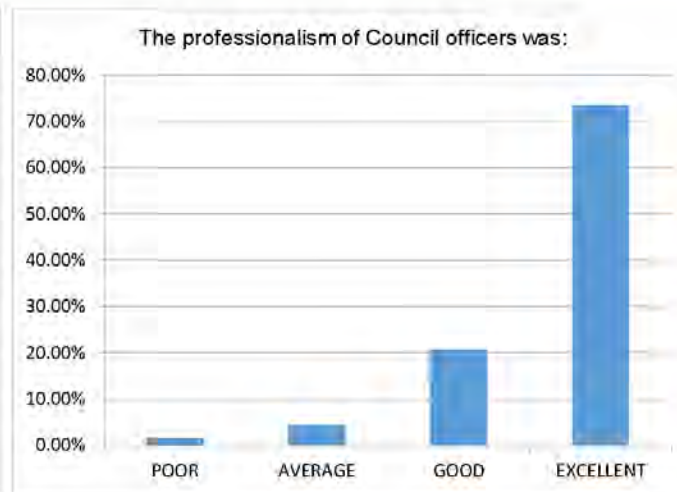
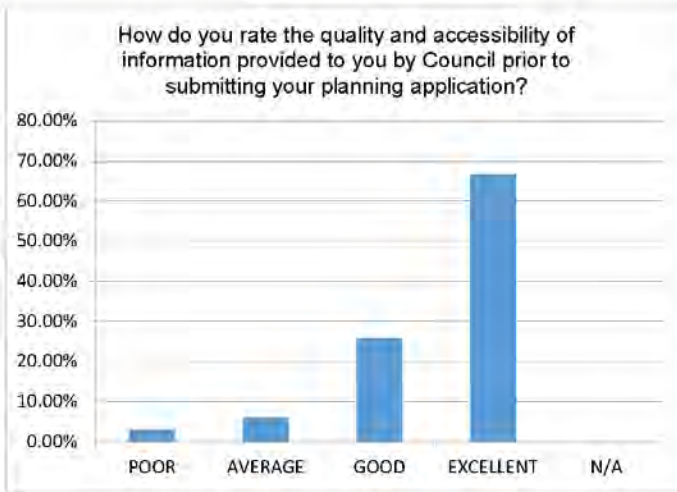
Planning Applicants and Planning Objectors were surveyed separately.

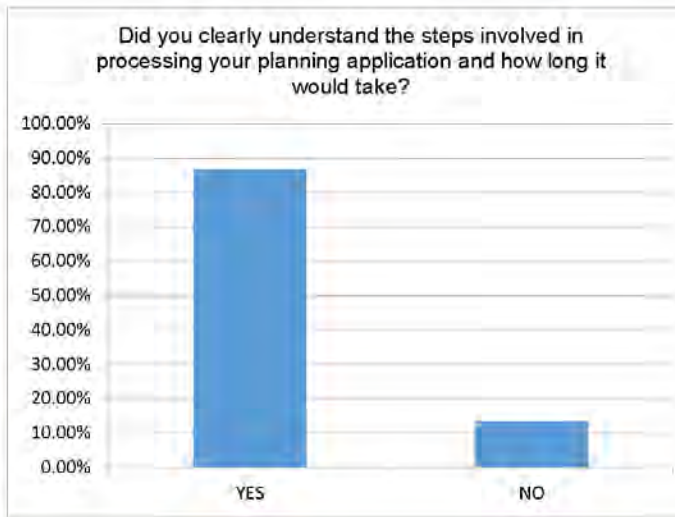
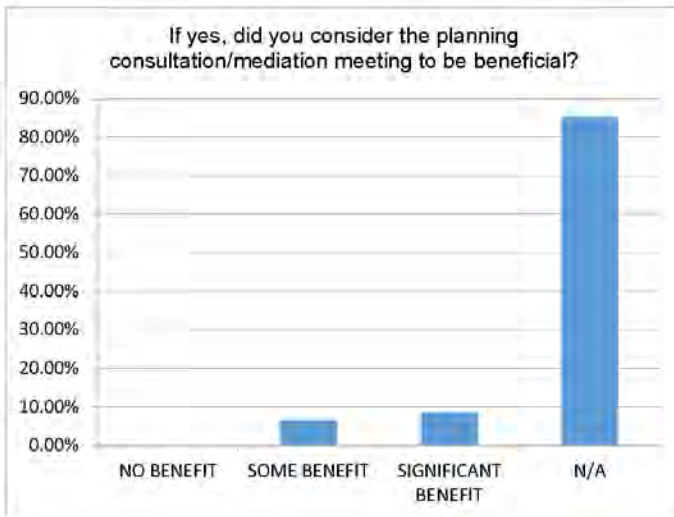
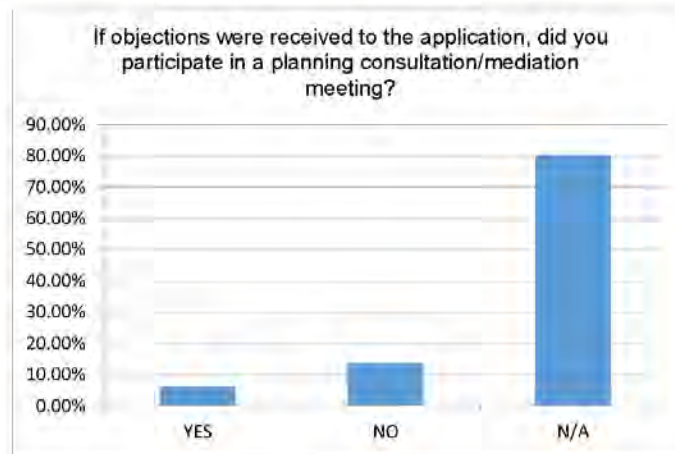
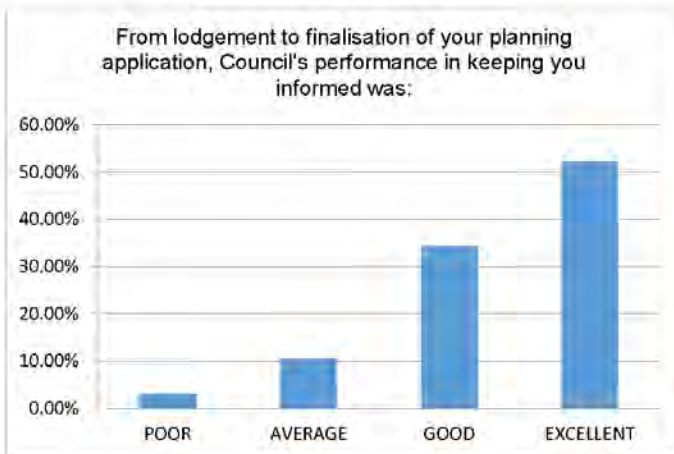
A total of 308 Planning Applicants and 49 Planning Objectors were sent surveys.

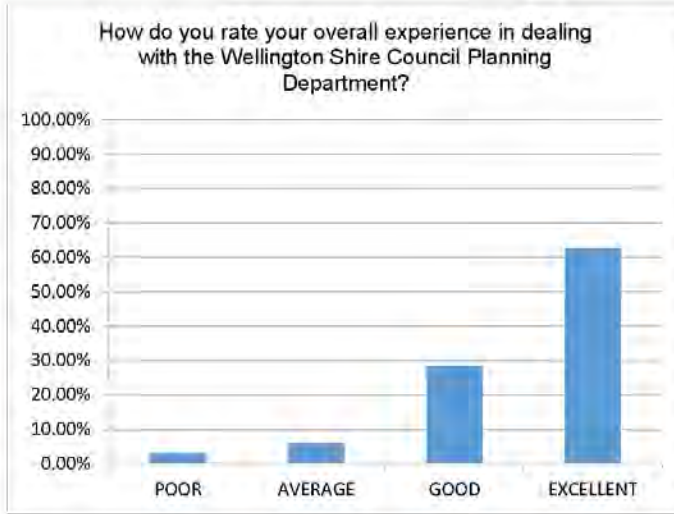
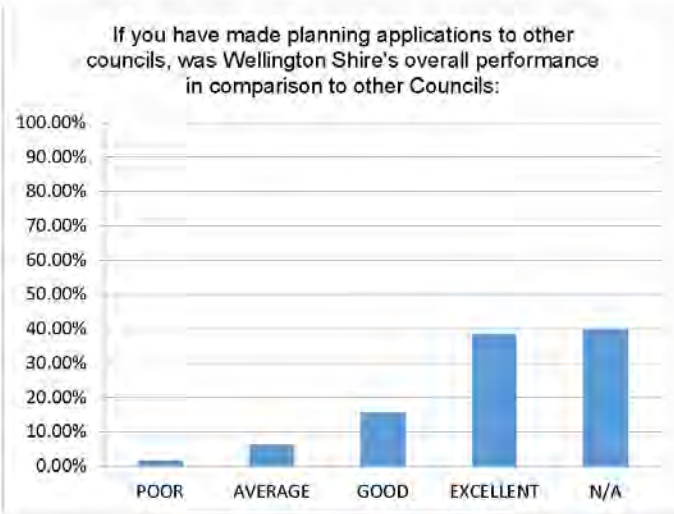
The survey had a 22.1% return rate from Planning Applicants and a 22.4% return rate from Planning Objectors. It is noted that the highest response rate came via hard copies returned in self-addressed reply paid envelopes.

PLANNING APPLICANT SURVEY RESULTS



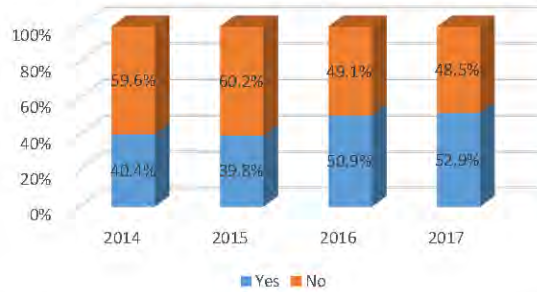




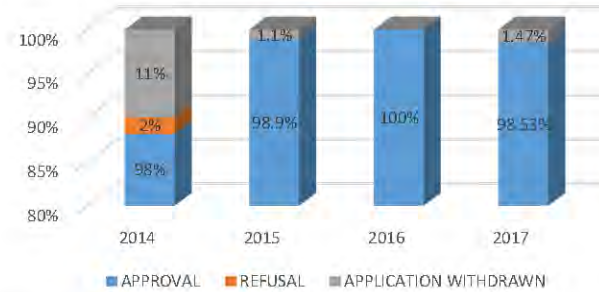


PLANNING APPLICANT SURVEY RESULT COMPARISONS

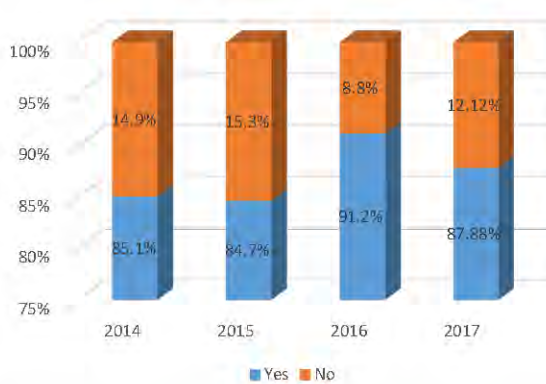
Was this the first time you lodged a planning application with Council?



What was Council's decision on your most recent planning application?

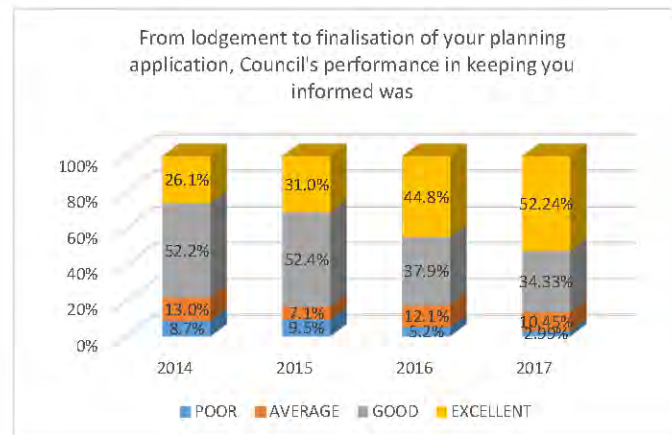
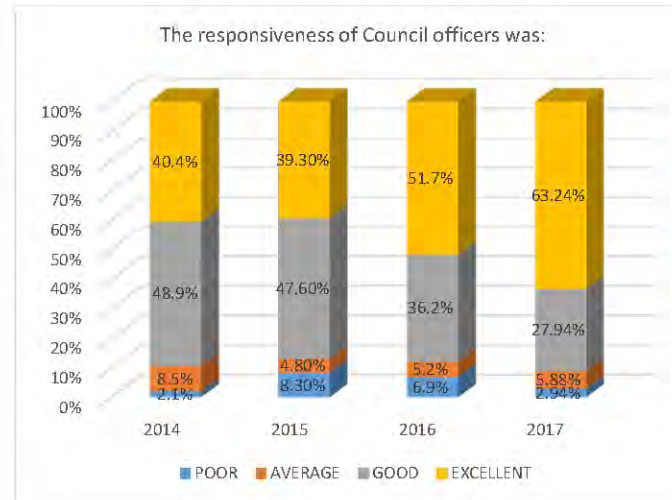
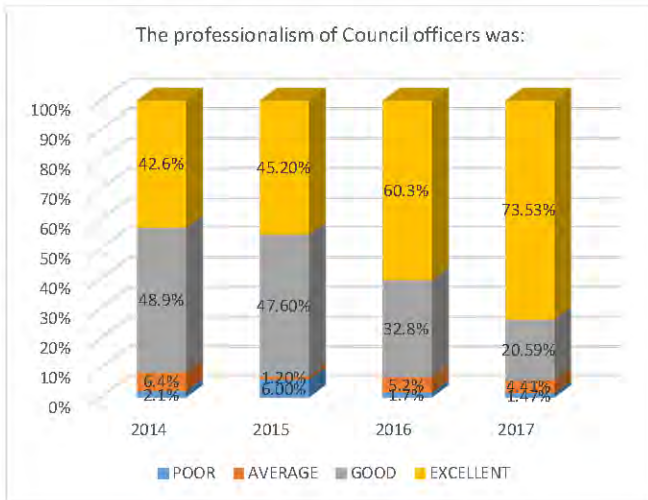


Did you obtain planning information prior to lodging your planning application?

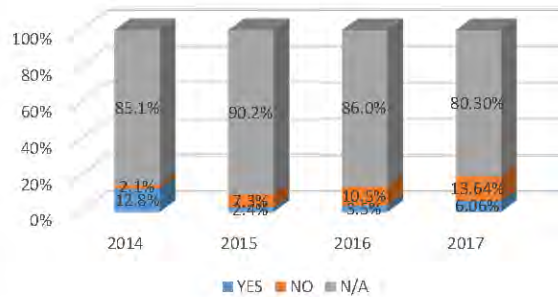


If yes, where did you source planning information from prior to lodging your planning application?

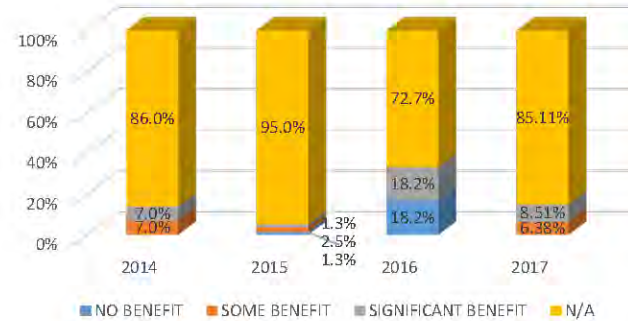




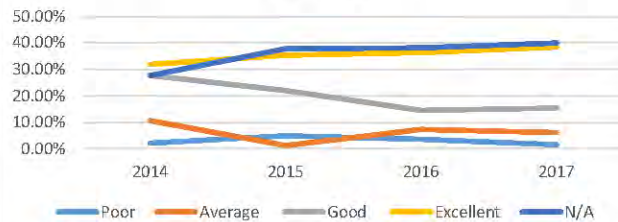
If objections were received to the application, did you participate in a planning consultation/mediation meeting?



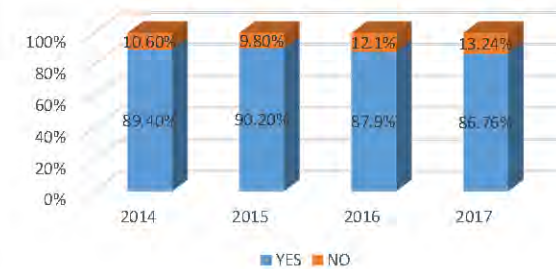
If yes, did you consider the planning consultation/mediation meeting to be beneficial?



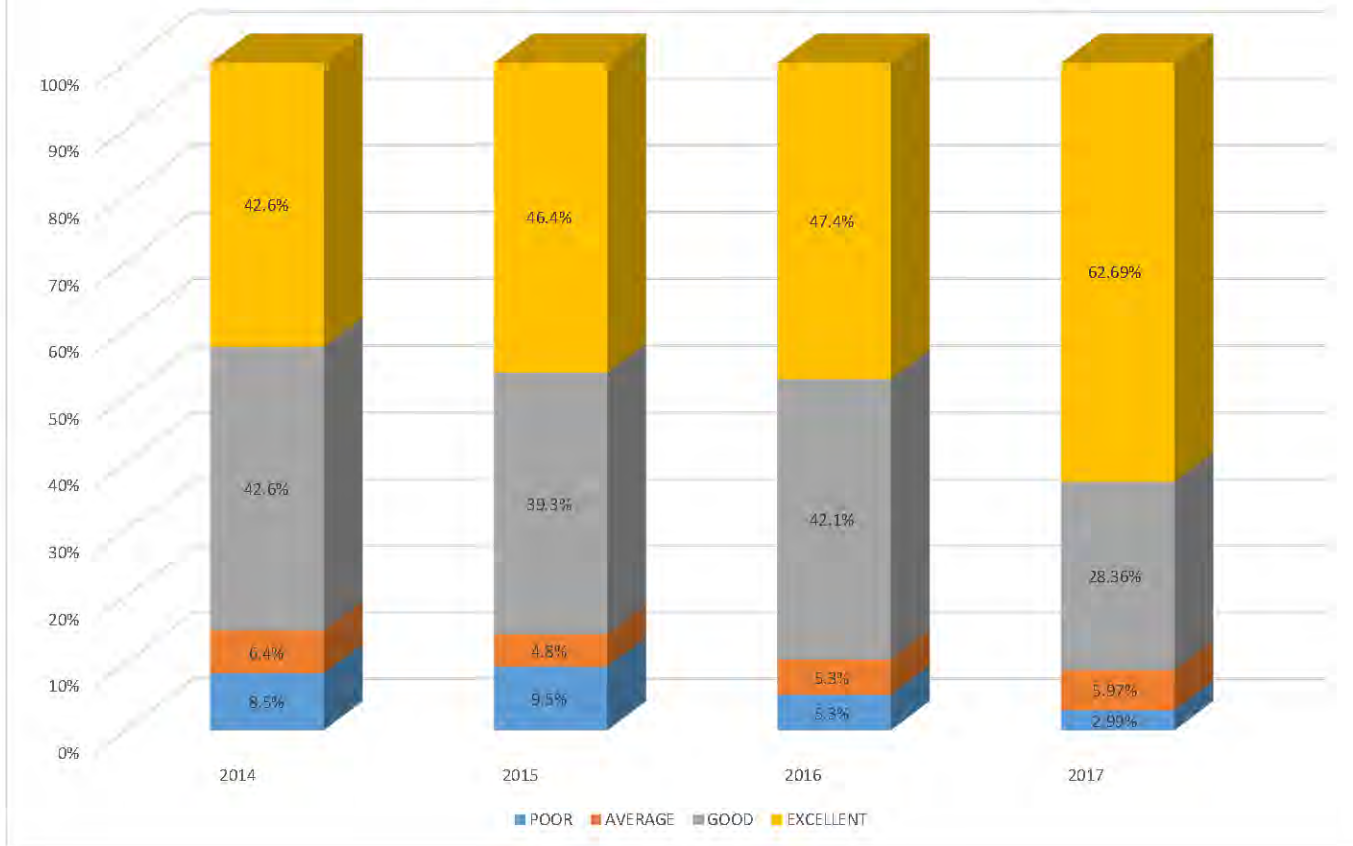
If you have made planning applications to other Councils, was Wellington Shire's overall performance in comparison to other Councils



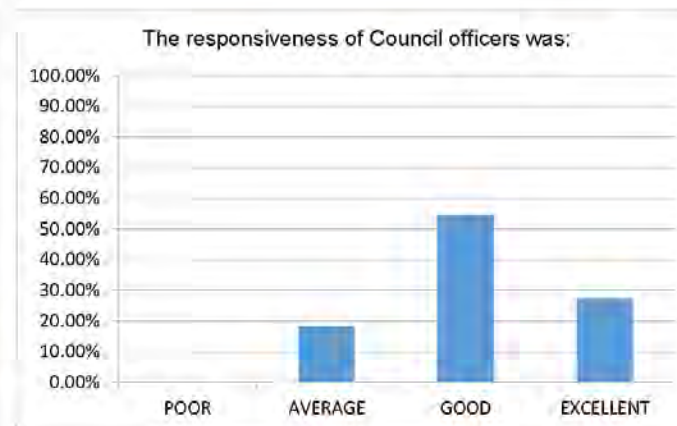
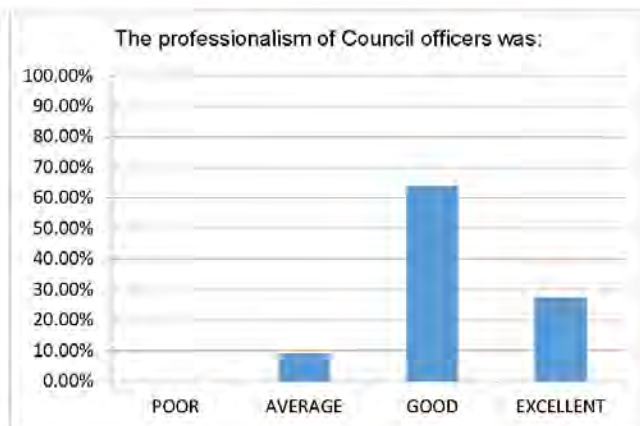
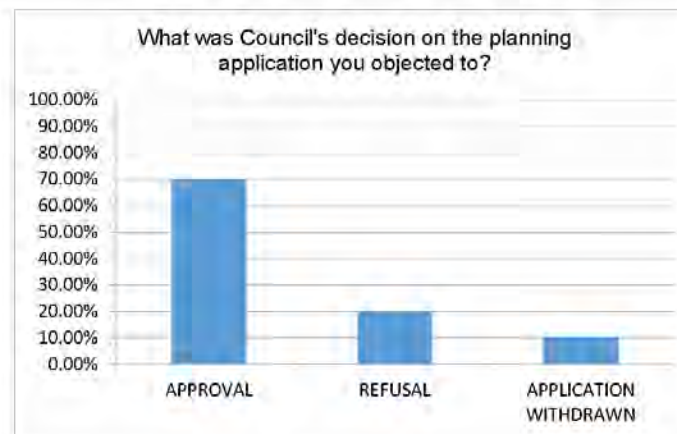
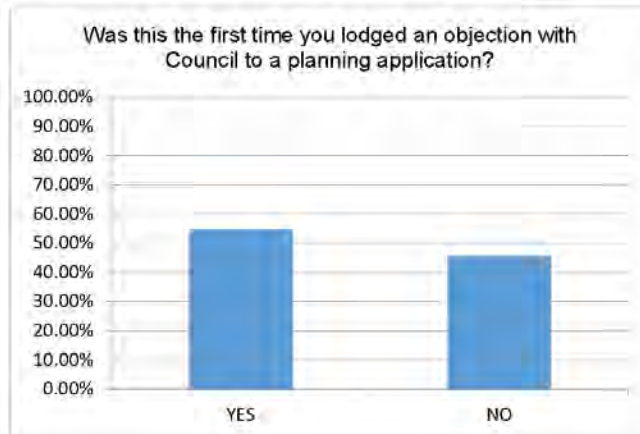
Did you clearly understand the steps involved in processing your planning application and how long it would take?

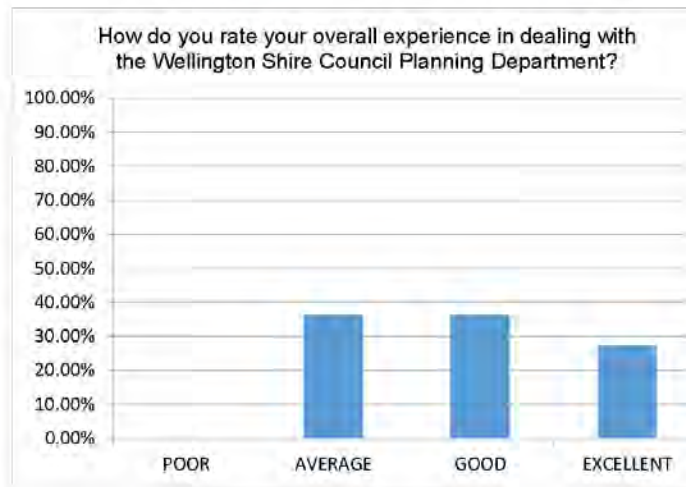
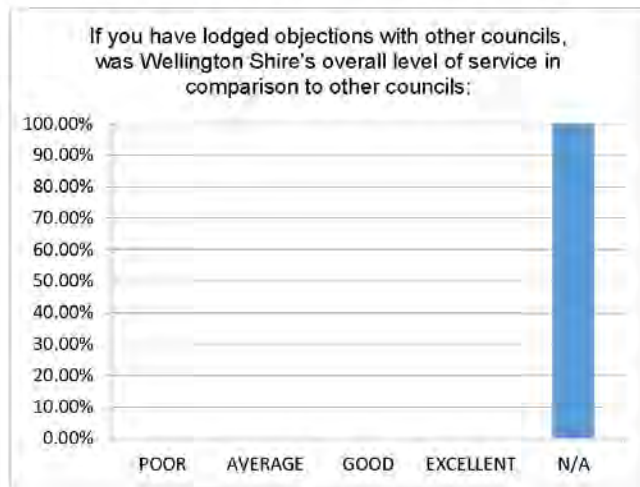
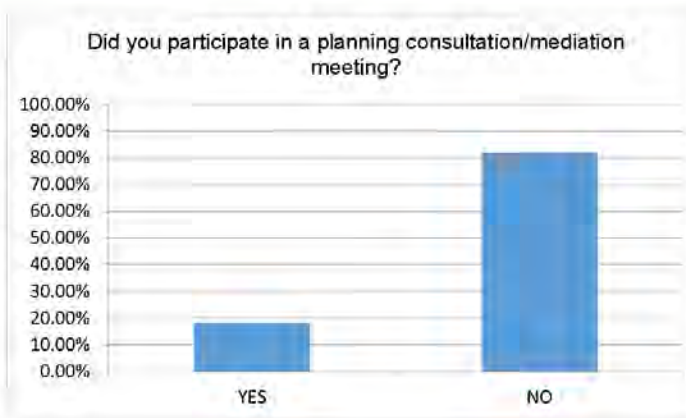
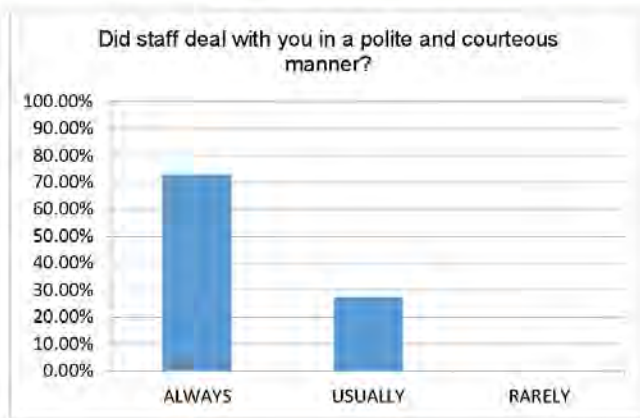


How do you rate your overall experience in dealing with the Wellington Shire Council Planning Department?



PLANNING OBJECTOR SURVEY RESULTS



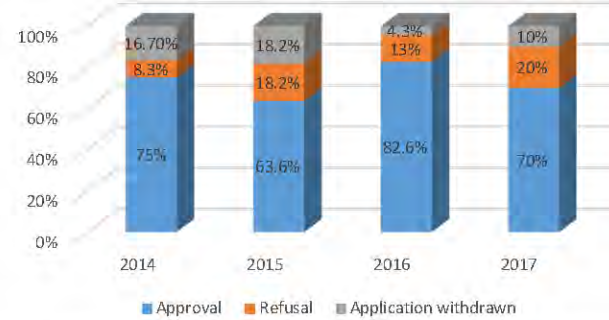


PLANNING OBJECTOR SURVEY RESULT COMPARISONS

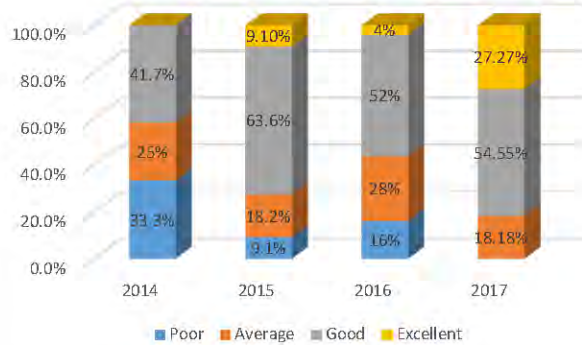
Was this the first time you lodged an objection with Council to a planning application?



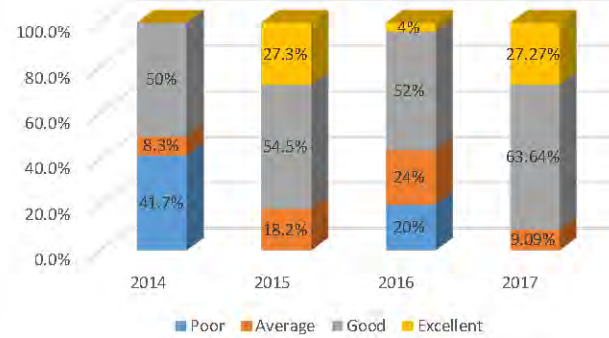
What was council's decision on the planning application you objected to?

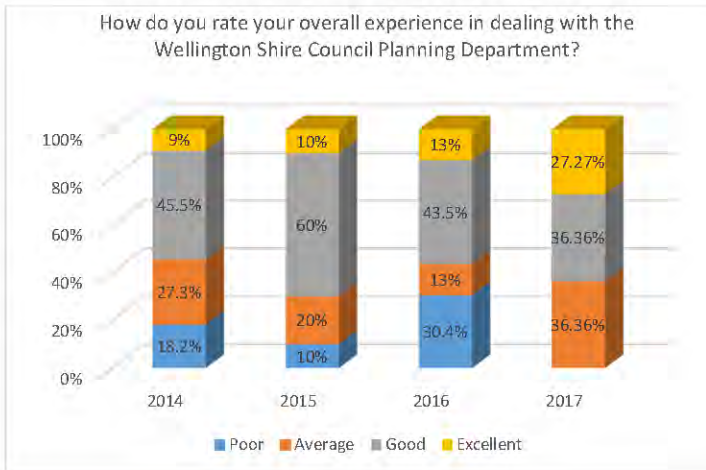
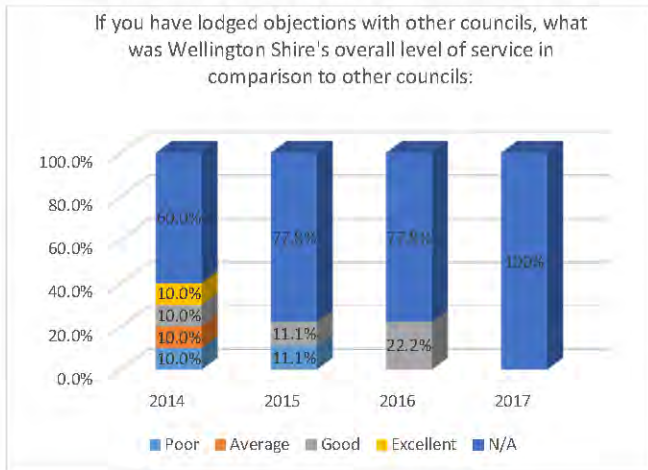
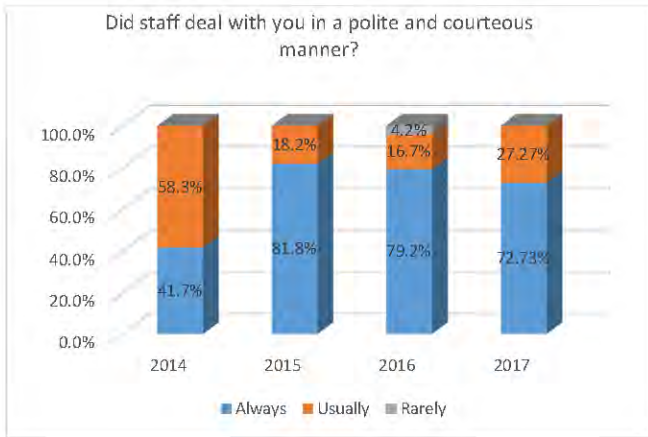


The responsiveness of Council Officers was



The professionalism of Council officers was







C4 - REPORT

GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT



C5 - REPORT

GENERAL MANAGER COMMUNITY AND CULTURE

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

DIVISION: COMMUNITY AND CULTURE
 ACTION OFFICER: MANAGER COMMUNITY WELLBEING
 DATE: 1 MAY 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 Newry Recreation Reserve Committee of Management's General Meeting held on 26 February 2018.

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

That Council receive the minutes from the Newry Recreation Reserve Committee of Management's General Meeting held on 26 February 2018.

BACKGROUND

The Newry 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 Newry Recreation Reserve for the community in an efficient, effective and practical manner.
2. To undertake activities designed to protect, promote, utilise and develop the Newry 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 Newry 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 Newry Recreation Reserve's capital assets are adequately maintained.
6. To provide advice to Council on matters relating to the Newry 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 Newry Recreation Reserve Committee of Management's General Meeting held on 26 February 2018.
2. Seek further information to be considered at a future Council Meeting.

PROPOSAL

That Council receive the minutes from the Newry Recreation Reserve Committee of Management's General Meeting held on 26 February 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 Newry Recreation Reserve Committee of Management are open to the public.

NEWRY RECREATION RESERVE

General Meeting Minutes – meeting opened at 7.10pm.

26/02/2018

Present: G Smith, C Shingles, B Shingles, K Whitehurst, M Cox.

Apologies: K Lascelles, M Berryman, M Hole.

Moved K Whitehurst, 2nd C Shingles that apologies be accepted.

1. Minutes of Previous Meeting.

The minutes were presented to be a true and correct record. Moved G Smith, 2nd C Shingles.

2. Treasurers Report.

Current balance as at 19/02/18 is \$8,105.15. All accounts have been cleared. Moved that this is a true and correct record, G Smith, 2nd K Whitehurst.

BUSINESS ARISING FROM THE PREVIOUS MINUTES.

Quotes have been received from Newry Fencing and HTM Fencing – HTM was cheaper – will check with Malcolm how we go about getting the ball rolling and Clare will get in touch with Hugh.

Moved K Whitehurst, 2nd C Shingles.

General Business.

1. User group accounts are almost due to be sent out again, Clare will ask Michelle if she needs any help getting them out.
Moved C Shingles, 2nd M Cox.
2. Michelle has received a request from the Wellington Shire regarding emergency plans for the Rec Reserve. Clare & Michelle will get together regarding organizing this and making sure it's done in a timely manner.
3. Meeting dates – the shire would also like to know when the dates of our meetings for the year – as follows; 28th, May, 27th August, 26th

User Group Reports.

Football Club.

The football club is looking like having 3 teams for 2018 and hoping Netball may increase to 5. Storage cupboard is all done and now a little upgrade to the kitchen is next on the agenda.

Motorcycle Club.

Mark reported on the club's big weekend coming up on the 3rd & 4th of March. With juniors on Saturday and seniors on Sunday. Next big event is the Australian National titles on the 15th of April – they may be looking for some help with gate keepers and parking – Brad to speak to the Lion's club.

Golf Club.

The golf club has just held their a Sale to Sea golf challenge – Graeme reported good numbers for the event. Next big event will be in August, numbers are steady at the moment.

Upper Maffra Mechanics Institute.

No Representative.

Fire Brigade.

Karen reported that we have a very quiet fire season so far and how nice it's been.

COUNCILLOR REPORT.

No Representative.

NEWRY 8's.

No Representative present.

Meeting Closed: 7.39pm. Next Meeting: Monday May 28th @ 7pm.

ITEM C5.2**MAFFRA RECREATION RESERVE COMMITTEE OF MANAGEMENT MINUTES**

DIVISION: COMMUNITY AND CULTURE
 ACTION OFFICER: MANAGER COMMUNITY WELLBEING
 DATE: 1 MAY 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 Meeting held on 5 March 2018, including financial statement.

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

That Council receive the minutes from the Maffra Recreation Reserve Committee of Management’s General Meeting held on 5 March 2018, including financial statement.

BACKGROUND

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

The objectives of the Special Committee are:

- To manage, operate and maintain the Maffra Recreation Reserve for the community in an efficient, effective and practical manner.
- To undertake activities designed to protect, promote, utilise and develop the Maffra Recreation Reserve for the use and enjoyment of the local community in line with Council policy and relevant Council strategic documents.
- 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.
- To set, maintain and collect appropriate user charges.
- To ensure that the Maffra Recreation Reserve’s capital assets are adequately maintained.
- 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.

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

OPTIONS

Council has the following options:

1. Receive the minutes from the Maffra Recreation Reserve Committee of Management's General Meeting held on 5 March 2018, including financial statement; 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 Meeting held on 5 March 2018, including financial statement

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.

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

Date 5/3/2018 Time 7.30pm at the meeting room of Maffra Recreation Reserve Function Centre

1. **Present.** Mat Coleman, Kath Coggan, Jenny Toma, Irene Crockford, Cheryl Dowling, Paul Bourke, Kevin Christensen, Grant Smith, Vicki Hamilton
Apologies Paul Shelton, Lisa Ogilvie, Carmel Ripper
2. **Declaration of Conflicts of Interest.** None
3. **Confirmation of Minutes of Previous Meeting.** Minutes were circulated and read as an accurate account Moved Cheryl Dowling. Seconded Grant Smith.
4. **Business Arising from Previous Minutes.** Repairs to the ground carried out. Levelled, seeded, Mat Coleman and Mark Hewlitt to set up watering system. The Band Room curtains are only ordered, not yet put up. Secretary sent a letter to the Wellington Shire's Place names Committee who were meeting on Feb 27th. There is more concrete to be moved re the Rockhounds area. Mat to follow up.
5. **Correspondence In.** Emails from Councillor Carmel Ripper informing us she is our Wellington Shire Representative on the Reserve Committee. Email from Carmel Ripper tendering apologies for the March Meeting. Email Bodye Darville re Emergency Planning Template. Email from Cath Noble re the need for a person at all times for the sausage sizzle to have Food Handling Certificate.
6. **Correspondence Out** Emails Minutes to Wellington Shire, Email to Wellington Shire Place Names Committee re naming of Pavilion, Email to Circus Royale re conditions of hiring the grounds and a plan of the ground. Email account to Circus Royale (Lisa)
- 7.1 **Treasurer's Report.** As tabled. Noted that the MFNC were sending us a response re our invoice and CPI questions. Moved that Treasurer's report be accepted, Paul Bourke.
Seconded Grant Smith
- 7.2 **User Group Reports**
BAND. No report
KENNEL CLUB. Caterers organized for the Dog show. Request tyre marks in Cattle area be attended to.

EVPHC. February 10th & 11th - 2 day Graded driven dressage competition & Trivia night were really well supported and lots of positive feedback. EXTRA special thanks to both Mark Hewlitt and Paul Shelton from the Football/Netball Club for their amazing support and assistance prior to the above weekend and to Jenny Toma on the Saturday. State & National Dressage Champs – April 2018. – Only 6 weeks away. Two day Instructional Clinic held last weekend also went well. Water still not available in club rooms - It has been nearly 8 months now. Internal lights not working in the toilet block beside the rock hounds club rooms

ROCKHOUNDS. Club going along well.

AG. SOCIETY. Had our annual thank you volunteers BBQ. Setting up a sister show relationship with the Bega Show.

MFNC. Season starts April 21st. Working bee soon to clean roof of the change rooms, paint etc. Plans have been drawn up for a Media Box to be located next to the coaches box. Ferguson's are constructing it off site. Mostly donated but may be some costs incurred with electricity. The gateway will be needed to be moved by a panel. It will be located on just back from the fence line and is 1.4 metres long.

Motion put forward "That the MFNC proceed with media box and that Council is approached to waiver the permit fee" Moved by Paul Bourke, Seconded Mark Hewlitt

FACILITY FAULT REPORT. More plumbing problems. Leak out the back and one over the fence. Power Box? Volunteers helping Mark with painting seats and bollards. Meter changed in Alfred St. Need to contact Bodye Darville re getting the tractor registered.

8 General Business

CIRCUS ROYALE. Mark, Jenny and myself met with Circus Royale and pointed out areas they needed to avoid. They were happy with the site and particularly the use of the Back Paddock for security of the animals.

DRAINAGE. Mat, Kath, Vicki, Cheryl, Steve Saunders (MFNC) Paul Bourke met with Mark Benfield (Wellington Shire Project co-ordinator) Lucas (engineer for the project) and Karen McLennan. Basically massive overblow of costs. Budget is \$400,000, plus \$50,000 from the Maffra Recreation Reserve, but it is up to \$500,000 and recent projects have ended up 20% over budget. Looking at ways of cutting costs. We did not ask for a lot that has been put into the design. Basically it was to be a drainage system. Will meet Monday 26th March to see what cost cutting measures have been found.

User groups to take this information back to their committees for discussion.

MARDI GRAS. Sausage sizzle. Volunteers Vicki Hamilton, Kevin Christensen, Cheryl Dowling, Irene Crockford, Jenny Toma and Kath Coggan. Kath and Jenni to co-ordinate. Paul Bourke to see if the Rotary BBQ Trailer would be available for our use. Need to purchase sausages, bread, onions, disposable. Have been advised that one person on the team must have a Food handlers certificate (Kevin, Cheryl, Vicki and Kath and possibly Jenny have one)

WATER PROBLEM. Need to get 3 quotes to replace the water pipe from the old club rooms to the pump shed.

9 Next Meeting 9/4/2018 at 7.30 at the Maffra Recreation Function Centre

10:56 AM
16/06/14
Cash Basis

Maffra Recreation Reserve
Profit & Loss
March 2018

	<u>Mar 18</u>	<u>Jul 17 - Mar 18</u>
Income		
Electricity contributions		
Maffra Football & Netball Club	1,391	5,309
Total Electricity contributions	1,391	5,309
Fundraising		
Mardi Gras	391	391
Total Fundraising	391	391
Hire of Reserve	1,091	1,318
Interest Received (Bendigo)	1	5
Rentals		
Camping (Kennel Club)	0	1,365
Casual (Motorhomes)	0	14
Maffra Football & Netball Club	0	7,500
Total Rentals	0	8,869
Wellington Shire		
Operating Grant	0	12,794
Total Wellington Shire	0	12,794
Total Income	2,874	28,686
Expense		
Bank Fees & Charges (Bendigo)	0	4
CFA Service	0	229
Cleaning of Reserve	0	153
Cleaning Supplies (Milestone)	0	46
Electricity & Gas (Origin)	0	5,622
Fuel and Oil		
Tractor/ Ride-On (MG Trading)	0	402
Total Fuel and Oil	0	402
Grounds (Sand)	0	1,014
Postage & Stationary (Aus Post)	206	388
Repairs and Maintenance		
(General)	362	362
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	173
Grounds (McCarthy Plumbers)	0	3,733
Grounds (Murray Goulburn)	0	23
Grounds (O'Brien Plumbing)	0	90
Grounds (Sand)	0	781

10:56 AM
16/06/14
Cash Basis

Maffra Recreation Reserve
Profit & Loss
March 2018

	<u>Mar 18</u>	<u>Jul 17 - Mar 18</u>
Grounds (Seed)	0	61
Tractor (Service)	0	702
Tractor / Ride On (Repairs)	75	528
Total Repairs and Maintenance	437	8,043
Waste Removal (Maffra Waste)	0	1,182
Water Rates (Gippsland Water)	357	1,089
Water Rates (SRW)	0	204
Total Expense	1,000	18,368
Net Income	1,874	10,320

ITEM C5.3**GIPPSLAND ART GALLERY ADVISORY GROUP MINUTES**

DIVISION: COMMUNITY AND CULTURE
 ACTION OFFICER: MANAGER ARTS AND CULTURE
 DATE: 1 MAY 2018

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

OBJECTIVE

To receive the minutes from the Gippsland Art Gallery Advisory Group meeting held on 5 March 2018 (Attachment A) and seek approval for two minor changes to the current Terms of Reference (Attachment B).

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

- 1. Receive the minutes of the Gippsland Art Gallery Advisory Group meeting held on 5 March 2018; and***
- 2. Approve changes to the Gippsland Art Gallery Advisory Group Terms of Reference.***

BACKGROUND

The Gippsland Art Gallery Advisory Group (Advisory Group) is a Committee of Council that meets every two months. The membership of the Advisory Group includes a Councillor and representation from professional artists, art educators, Gallery Society members and community.

The Instrument of Delegation reflects the desire to seek community input, advice and feedback on the operations of the Gippsland Art Gallery and to present this information to Council.

It is to be noted these minutes have yet to be formally ratified by a future Advisory Group meeting and are provided as current information for Council.

Changes to the Gippsland Art Gallery Advisory Group Terms of Reference.

Following discussion with the Advisory Group, two changes have been made:

- To simplify the art acquisition process. Currently a detailed report must be completed for the acquisition of every piece of art work. The report is then presented to the Advisory Group. This process is extremely time consuming for the Curator.

To simplify the process the Curator will now have the authority to approve the purchase of art works below the value of \$2,000 without going through the formal Advisory Group acquisition process. The new Terms of Reference reflect this change. Refer Attachment B, section 2.3

- To enable artists on the Advisory Group to exhibit and or participate in any Gippsland Art Gallery art prize. Currently, to avoid conflicts of interest, artists on the Advisory Group are unable to exhibit or participate in any Gippsland Art Gallery Art prize during their term. This has been a barrier to attracting new committee members.

In future, members of the Advisory Group will be able to exhibit and or participate in any Gippsland Art Gallery art prize however they will be required to apply for a leave of absence from the Advisory Group for the period of the exhibition. The new Terms of Reference reflect this change. Refer Attachment B, section 4.

OPTIONS

Council has the following options:

1. Receive the minutes from the Gippsland Art Gallery Advisory Group meeting held on 5 March 2018; or
2. Request additional information and receive the minutes from the Gippsland Art Gallery Advisory Group meeting held on 5 March 2018 at a future meeting.
3. Approve changes to the Gippsland Art Gallery Advisory Group Terms of Reference, or
4. Decline any proposed changes and remain with the existing Gippsland Art Gallery Advisory Group Terms of Reference.

PROPOSAL

To receive the minutes from the Gippsland Art Gallery Advisory Group meeting held on 5 March 2018 and approve the proposed changes to the Gippsland Art Gallery Advisory Group Terms of Reference.

CONFLICT OF INTEREST

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

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 strategy:

Strategic Objective 2.1

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

Strategy 2.1.2

Provide access to a diverse range of recreational opportunities for all sectors of the community.

The Council Plan 2017-21 Theme 4 Lifelong Learning states the following strategy:

Strategic Objective 4.1

Improve people's access to opportunities to challenge and extend their thinking, promote independence, stimulate ideas, further develop leadership skills and lead meaningful lives.

Strategy 4.1.3

Provide accessible cultural opportunities and activities for all sectors of the community.

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

ENGAGEMENT IMPACT

With reference to the proposal to vary two sentences in the Terms of Reference, the recommended changes were discussed with the Advisory Group at the meeting held 5 March 2018 and the members voted unanimously to accept the proposed changes and to recommend these to Council.

GIPPSLAND ART GALLERY ADVISORY GROUP

Carang Carang Room

Monday 5 March 2018
6:00pm

MINUTES

Present: Claire Marston (Chair), George Thomas (Gallery Society Rep), Bianca Taylor, Brian Castles, Gillian Kline, Robbie Aitken, Bruce Arnup

In Attendance: Simon Gregg (Acting Director), Sarah Atkinson, (Minutes Secretary), Stephen Dempsey (Manager Arts & Culture)

Apologies: Dr Rob Ziffer, Deb Milligan, Cr Scott Rossetti

NO	ACTIVITY	DISCUSSION	ACTION	WHO	WHEN
1.	PREVIOUS MINUTES				
1.1	Minutes	Monday 4 September 2017	Vote to accept the minutes. Moved, Seconded. Carried.	Bianca Taylor / Claire Marston	
1.2	Business Arising	Review of Advisory Group Terms of Reference (Point 4, page 2) and (Point 2.3, page 1). A Chair to be elected at the next meeting.	Vote to accept change and recommend to Council. Moved, Seconded. Carried.	Claire Marston / all attendees	
2.	STANDARD DISCUSSION ITEMS				
2.1	Chair's Report	The Chair reported on the positive feedback from the community regarding the opening of the Gallery at the Port of Sale.			
2.2	Director's Report	The Acting Director reported on the current and upcoming exhibitions, gallery attendances, the plans of establishing a foundation and/or ambassador program for the Gallery in correlation with the Friends of the Gallery. The Acting Director highlighted the need to assess funding for conservation of the collection as a focus for fundraising.	Acting Director to continue investigating the best way forward by meeting with the Friends and gallery colleagues who have formed Foundations / fundraising opportunities.	Simon Gregg	

2.3	Gallery Society Report	George Thomas reported that the Friends are planning the annual Winter Masterpieces Dinner and a bus trip to Melbourne.			
3.	GENERAL BUSINESS				
3.1	Acquisition Report	The proposal to purchase the work 'Victory' by Benjamin Armstrong was discussed in correlation with the potential donation or long-term loan of a paired work 'Conjurer'. On the condition that 'Conjurer' be donated or permanently lent to the gallery the Acting Director would recommend approaching the John Leslie Foundation to fund the acquisition.	Vote to accept the proposal to approach the John Leslie Foundation on these conditions was moved, Seconded & Carried	Claire Marston / all attendees	
3.2	Acquisition Report				
4.	OTHER BUSINESS				
4.1	Brian Castles	Acknowledgement of the Gallery team and Acting Director was made by Brian Castles for the opening of the Gallery at the new Port of Sale with limited staff resources.			
4.2					
5.	NEXT MEETING - Monday 1 June				

Wellington Shire Council
TERMS OF REFERENCE
GIPPSLAND ART GALLERY ADVISORY GROUP

PREAMBLE

The Gippsland Art Gallery (hereinafter known as the “Art Gallery”) is categorised by the Wellington Shire Council (hereinafter referred to as the “Council”) as a Level 1 Recreation and Cultural Facility, catering for local, district, regional, state and nationally significant events.

The Gippsland Art Gallery is directly managed by the Council, which is responsible for the day-to-day operation, maintenance and management of the facility. In managing this community facility, the Council will utilise the input, advice and feedback provided by an Advisory Group.

1. ADVISORY GROUP

The Gippsland Art Gallery Advisory Group is formed as an unincorporated Advisory Group to the Council operating under Terms of Reference covering the Art Gallery.

2. PURPOSE OF ADVISORY GROUP

The objectives of the Advisory Group shall be to provide advice to the Manager Arts & Culture or authorised delegate (hereinafter referred to as the “Manager”) representing equally and fairly the views, requirements and aspirations of the community in relation to:

- 2.1 Planning and monitoring of programs, events and activities in the Art Gallery
- 2.2 Expansion and encouraging of volunteer participation and community interest in the Art Gallery, and to assist with promoting the Art Gallery’s events and facilities to visitors
- 2.3 Proposed acquisitions for values of \$2,000 and over to the Art Gallery collection, and de-accessioning from the collection of the Art Gallery, as required for donations under the Cultural Gifts Program.
- 2.4 Maintenance, augmentation and development of the permanent collection of the Art Gallery
- 2.5 Cultural and artistic matters relating to the Art Gallery, including promoting cooperation between the Art Gallery and other services of Council
- 2.6 Utilise networks to obtain support for the Art Gallery, both financial and non-financial, and to assist with philanthropic support of these activities

3. COMPOSITION OF ADVISORY GROUP

3.1 The Gippsland Art Gallery Advisory Group shall consist of ten persons, comprised as follows:

Community Member to act as Meeting Chair	(1)
Councillor Representative	(1)
Art Educator Representative	(1)
Practicing Artist Representative	(1)
Friends of the Gallery Representative	(1)
Additional Community Members	(4)
Art Gallery Director (ex-officio)	

Voting rights run with all of the above other than the Art Gallery Director.

3.2 All appointments shall be for a period of three years, or until the Council deems that the Advisory Group is to be discontinued. No community member shall serve more than two consecutive terms on the Advisory Group if other suitable applicants exist. In the case of a Councillor, the appointment shall be for that particular Council year.

3.3 In the event of a vacancy, the vacating Member of the Advisory Group shall be replaced by a person drawn from the same membership category in clause 3.1 as the vacating member, if at all possible. In selecting membership, Council shall satisfy itself that no one interest group is over represented, and the membership has sufficient diversity to reflect the broader community needs.

3.4 The Advisory Group shall conduct regular quarterly meetings, unless otherwise required.

3.5 The selection and appointment by Council of representatives to the Advisory Group, other than Councillor representation, shall be in accordance to the following process:

3.5.1 Applications from public advertisement seeking expressions of interest from suitable people

3.5.2 Response to key criteria, evaluation of skills, qualifications, experience, personal interests in visual arts, other relevant background

3.5.3 Interview process by management, with recommendations on selection of members to be presented to Council for approval.

3.6 Nomination to the Councillor position will be selected by Council.

4. POWERS, FUNCTIONS AND LIMITATIONS

The Advisory Group is not by virtue of this Term of Reference constituted as an agent of the Council, nor does it have the power or authority to enter into any contractual arrangements on behalf of itself or Council.

To avoid conflicts of interest, members of the Advisory Group who wish to exhibit and or participate in any Gippsland Art Gallery art prize will be required to apply for a leave of absence from the Advisory Group for the period of the exhibition. ~~members of the Advisory Group shall not have their artworks acquired into the Gallery collection nor exhibited in the Gallery during the term of their appointment.~~

To further its purpose, the Advisory Group has power to do the following:

4.1 To recommend for the Manager's consideration policies that provide for effective and efficient Art Gallery and visual arts programs.

- 4.2 To make recommendations to the Manager concerning the Art Gallery's events and activities.
- 4.3 To liaise with the community, to make enquiries, canvas public views and prepare information for the Manager regarding the Art Gallery's programs and exhibitions.

5. REPORTING & PERFORMANCE MONITORING REQUIREMENTS

- 5.1 Gallery staff shall make and maintain proper minutes of all Advisory Group meetings and discussions, copies of which shall be provided to the Council.
- 5.2 The Manager or delegate shall act as Secretary to the Advisory Group.

6. CONFIDENTIALITY

Members of the Advisory Group shall be bound by the provisions of Section 77 of the *Local Government Act* 1989, in relation to confidentiality. In this regard, members are expected to maintain confidentiality of information in relation to confidential matters that may be under consideration from time to time, particularly those matters of a commercial in confidence nature.

7. INDEMNITY OF THE COUNCIL

The Council indemnifies members of the Advisory Group against any action, liability, claim or demand (whether arising during or after the term of office of the member), in respect of any act or thing done or omitted to be done in good faith, in the exercise or purported exercise of any function or power conferred on the Advisory Group or member of the Advisory Group, in accordance with this Term of Reference.



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



F. CONFIDENTIAL ATTACHMENT/S

F. CONFIDENTIAL ATTACHMENT/S



G. IN CLOSED SESSION

G. IN CLOSED SESSION

COUNCILLOR

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

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

IN CLOSED SESSION

COUNCILLOR

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