



**WELLINGTON**

SHIRE COUNCIL

*The Heart of Gippsland*

## **Council Meeting Agenda**

**Meeting to be held at**

**Council Chambers - Wellington Centre**

**Foster Street, Sale**

**Tuesday 5 February 2019, commencing at 3pm**

**or join Wellington on the Web:**

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# ORDINARY MEETING OF COUNCIL – 5 FEBRUARY 2019

## AGENDA & TABLE OF CONTENTS

	ITEM	PAGE NUMBER
<b>A</b>	<b>PROCEDURAL</b>	
A1	STATEMENT OF ACKNOWLEDGEMENT AND PRAYER	
A2	APOLOGIES	
A3	DECLARATION OF CONFLICT/S OF INTEREST	
A4	CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING	7
A5	BUSINESS ARISING FROM PREVIOUS MEETING/S	8
A6	ACCEPTANCE OF LATE ITEMS	9
A7	NOTICES OF MOTION	10
	ITEM A7(1) DROUGHT STATUS	11
A8	RECEIVING OF PETITIONS OR JOINT LETTERS	12
	ITEM A8(1) OUTSTANDING PETITIONS	13
	ITEM A8(2) RECEIPT OF PETITION – Installation of street light Colville Street Port Albert.	14
A9	INVITED ADDRESSES, PRESENTATIONS OR ACKNOWLEDGEMENTS	18
A10	QUESTIONS ON NOTICE	19
<b>B</b>	<b>REPORT OF DELEGATES</b>	20
<b>C</b>	<b>OFFICERS' REPORT</b>	
	<b>C1 CHIEF EXECUTIVE OFFICER</b>	21
	ITEM C1.1 DECEMBER 2018 COUNCIL PERFORMANCE REPORT	22
	ITEM C1.2 NOMINATION OF MUNICIPAL ASSOCIATION OF VICTORIA BOARD CANDIDATE FOR THE GIPPSLAND REGION	43
	<b>C2 GENERAL MANAGER CORPORATE SERVICES</b>	48
	ITEM C2.1 ASSEMBLY OF COUNCILLORS	49
	ITEM C2.2 APPROVAL OF REVISED AUDIT & RISK COMMITTEE CHARTER & TERMS OF REFERENCE	55
	ITEM C2.3 AUDIT & RISK COMMITTEE MINUTES	62

	<b>C3 GENERAL MANAGER DEVELOPMENT</b>	71
	<b>C4 GENERAL MANAGER BUILT &amp; NATURAL ENVIRONMENT</b>	72
	ITEM C4.1 BRUCE STREET YARRAM SPECIAL CHARGE SCHEME INTENTION TO DECLARE	73
	ITEM C4.2 INDUSTRIAL ROAD SPECIAL CHARGE SCHEME FINAL COST CERTIFICATE	81
	ITEM C4.3 ENVIRONMENTAL UPGRADE AGREEMENTS	85
	<b>C5 GENERAL MANAGER COMMUNITY AND CULTURE</b>	89
	ITEM C5.1 GIPPSLAND ART GALLERY ADVISORY GROUP MINTUES	90
	ITEM C5.2 BRIAGOLONG RECREATION RESERVE COMMITTEE OF MANAGEMENT MINUTES	95
	ITEM C5.3 MAFFRA RECREATION RESERVE COMMITTEE OF MANAGEMEMNT MINUTES	101
	ITEM C5.4 GORDON STREET RECREATION RESERVE COMMITTEE OF MANAGEMENT MINUTES	109
	ITEM C5.5 BRIAGOLONG RECREATION RESERVE COMMITTEE OF MANAGEMENT MEMBERSHIP	116
<b>D</b>	<b>URGENT BUSINESS</b>	118
<b>E</b>	<b>FURTHER GALLERY AND CHAT ROOM COMMENTS</b>	118
<b>F</b>	<b>CONFIDENTIAL ATTACHMENTS</b>	119
	ITEM F1.1 AUDIT & RISK COMMITTEE MINUTES (Refer to Agenda Item C2.3)	120
	ITEM F1.2 BRIAGOLONG RECREATION RESERVE COMMITTEE OF MANAGEMENT MEMBERSHIP (Refer to Agenda Item C5.5)	121
<b>G</b>	<b>IN CLOSED SESSION</b>	122



## 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:

5 FEBRUARY 2019

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**OBJECTIVE**

To adopt the minutes of the Ordinary Council Meeting of 18 December 2018.

**PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY**

**RECOMMENDATION**

*That Council adopt the minutes and resolutions of the Ordinary Council Meeting of 18 December 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**

**ITEM A7(1)**

**NOTICE OF MOTION – DROUGHT STATUS**

OFFICER:

COUNCILLOR MALCOLM HOLE

DATE:

5 FEBRUARY 2019

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I, Councillor Malcolm Hole, hereby give notice of my intention to move the following motion at the Ordinary Meeting of Council on 5 February 2019.

***That the Mayor write to Daniel Andrews, Premier of Victoria and Jaclyn Symes, Minister for Agriculture requesting;***

- 1. an immediate escalation of the status of the drought in Wellington Shire from moderate to severe as outlined in the Victorian Drought Preparedness and Response Plan and in doing so, provide freight and fodder subsidies and other forms of financial assistance to our farming community; and***
- 2. that Regional Development Victoria undertake research to better understand the impact of the drought on the retail, commercial and hospitality sectors of Wellington Shire and the findings be used to develop programs that support these sectors of the economy.***



.....  
**COUNCILLOR MALCOLM HOLE**

Dated: 30 January, 2019



## **A - PROCEDURAL**

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

**ITEM A8(1)**

**OUTSTANDING PETITIONS**

ACTION OFFICER

GOVERNANCE

DATE:

5 FEBRUARY 2019

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ITEM	FROM MEETING	COMMENTS	ACTION BY
Nil			

**ITEM A8(2)****RECEIPT OF PETITION – INSTALLATION OF STREET LIGHT COLVILLE STREET PORT ALBERT.**

ACTION OFFICER: MANAGER BUILT ENVIRONMENT

DATE: 5 FEBRUARY 2019

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 installation of a street light in Colville Street, Port Albert.

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

***That Council receive the attached petition in relation to the installation of street light at Colville Street, Port Albert***

**BACKGROUND**

A petition containing 8 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.”

**To the Mayor and Councillors of the Wellington Shire Council**

Petitioners – Jo and David Skinner

[Redacted]

We the undersigned residents and ratepayers of the Shire, request the Council agree to install a street light in Colville St, Port Albert. There have been, in the last 12 months, 2 new homes built in the street and there is a very active bed & breakfast operating. Visitors arriving late over the summer months find it difficult to locate properties and many local residents, we have noticed, walk dogs in the area, without footpaths and unmade roads it is a safety risk for all during evening hours. We look forward to the Council addressing this matter as soon as possible.

Attachment of signatures to the petition

NAME David J. Skinner  
ADDRESS

Signature [Signature]  
NAME DAVID HUMPHREYS

ADDRESS   
Signature [Signature]

NAME GERALD HARRINGTON  
ADDRESS   
Signature [Signature]

NAME Lynda Paterson  
ADDRESS   
Signature [Signature]

NAME [Signature]  
ADDRESS   
Signature [Signature]

NAME

John Dalziel

ADDRESS

[Redacted]

Signature

[Handwritten Signature]

NAME

Lynn Schrapel

ADDRESS

[Redacted]

Signature

[Handwritten Signature]

NAME

Brian Moran

ADDRESS

[Redacted]

Signature

Post Albert



## **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****DECEMBER 2018 PERFORMANCE REPORT**

DIVISION: CHIEF EXECUTIVE OFFICE  
 ACTION OFFICER: CHIEF EXECUTIVE OFFICER  
 DATE: 5 FEBRAURY 2019

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

**OBJECTIVE**

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

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

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

**BACKGROUND**

The December 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 2018/19 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 December 2018 Performance Report, Council can resolve to either:

1. Receive and note the December 2018 Council Performance Report; or
2. Not receive and note the December 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 December 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 December 2018 quarter as well as the expected financial position for the 2018/19 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 December 2018 Council Performance Report has been prepared in the context of existing Council policies.

## **COUNCIL PLAN IMPACT**

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"*

# DECEMBER 2018 PERFORMANCE REPORT

## DECEMBER 2018 COUNCIL PLAN HIGHLIGHTS

### ***Wellington Centre to host library seminar***

The Port of Sale Wellington Centre has been selected to host in December 2019 a two-day seminar which will be attended by library CEOs, Directors and Coordinators from approximately 40 municipal and regional Victorian library systems for Public Libraries Victoria (PLV) and the Swift Library Consortium. These meetings are held at a regional Victorian centre once each year.

### ***Book of the month***

To promote the Yarram Library collection and borrowing activity, a book of the month column will appear in the Yarram Standard newspaper, which commenced in December.

### ***'Meet the Makers' market***

A 'Meet the Makers' market was held on Wednesday 5 December at the Port of Sale Wellington Centre with 583 visitors entering the building between 3.00 – 7.00 pm, and a total of 1,167 visitors for the whole day (compared to the usual 300-400 visitors).

### ***New exhibitions***

Gippsland Art Gallery had the opening for 'Kevin Mortensen: The Alchemist', 'A Fine Romance: Realism in Australian Art', 'Cameron Robbins: Solar Loggerheads' and 'Ann Greenwood: The Peacock Garden' on Friday 7 December.

The Children's Gallery held two exhibitions this month – St Mary's Primary student's artwork and photos from the Geckos Christmas party.

### ***Gallery events***

An event for the winning students of the Respectful Relationships Poster Competition was held by the Gippsland Art Gallery on Wednesday 5 December and the Gallery Geckos Christmas Party was held on Monday 10 December.

An OutReach visit was made by the Gippsland Art Gallery to Gippsland Grammar and we had InReach visits from East Sale Child Care, Airly Primary School and home school groups.

### ***'Esso Night at the Opera'***

The Wedge hosted the bi-annual 'Esso Night at the Opera' on 6 December with a full house audience enjoying the show and a post-performance reception. A partnership between Esso, Opera Australia, Orchestra Victoria and Wellington Shire Council, this free community concert provides a wonderful opportunity for our community to experience first class opera locally.

### ***Big Bash live!***

In partnership with Latrobe Valley Authority, Aqua Energy held a live broadcast of the 'Big Bash' cricket match between 'Melbourne Stars' and 'Sydney Thunder'. The match was streamed from the Optus big screen, with users watching from either the pool or a picnic setting on the grass. Melbourne Stars fan engagement team completed a number of activities with the public with a special appearance from club mascot 'Star Man!'

### ***Outdoor pools open***

Outdoor Pool Peak Season commenced Monday, 17 December with all shire pools now operating extended hours to cater for the increased demand throughout the school holiday period. All outdoor pools will still operate with a temperature trigger but will now open earlier in the day.

### ***Gym challenge***

Health and Fitness 20 in 30 gym challenge ended with 26 participants completing the program, the challenge has generated great member feedback and engagement as well additional gym visits throughout the period.

### ***Fitness sessions during Christmas***

Five Teen Gym sessions per week and 14 Living Longer Living Stronger sessions per week were held over the Christmas period.

### ***Community Facilities Projects update***

Building works commenced for Yarram, Gormandale and Gordon Street, Heyfield lighting projects during December and works are well underway for Maffra Recreation Reserve Drainage Project and Baldwin Recreation Reserve Change Room Redevelopment.

### ***Low Cost / No Cost Guide***

Distribution of the new 'Wellington Low Cost / No Cost Activities Guide' was completed throughout the Shire in December and is now available on Council's website. This guide highlights many of the activities people can enjoy across the Shire that don't cost a lot of money.

Community can also find other excellent Access and Inclusion publications on the website including: 'The Good Access is Good Business Guide'; 'Tradies and Renovators Guide to Good Access'; and 'Employability', an 8-part video on employability skills.

### ***'Inspired by the Lakes' sport day***

'Inspired by the Lakes' sports day held on 10 December was well attended with approximately 60 people participating in all-abilities activities including sailing, soccer, badminton, hockey and bowls.

### ***Urban Paths Plan***

The Urban Paths Plan 2018 was released for community consultation until the end of February 2019. The Urban Paths Plan sets out to increase active travel within our urban towns. The plan includes a guiding framework and action plan which will be reviewed annually.

### ***Heywire Competition winner***

Youth Councillor and Maffra Secondary student, Ivan Reyes, was selected as one of 36 Heywire Competition winners (for dance) from across Australia. Heywire Competition winners attend the Heywire Regional Youth Summit in Canberra to develop ideas to improve regional Australia for young people. Community organisations are then invited to apply for grants of up to \$10,000 from the Foundation for Rural and Regional Renewal to make these ideas a reality.

### ***Making Briagolong more resilient***

A group of interested community members met in Briagolong in December to consider ways in which they can make their own community more resilient. Arising from a Safer Together project (partnership between state and local government), the meeting generated several potential projects using local resources and skills to improve the communication of risk to residents who may not be aware of predictable hazards near their properties.

### ***Best fire preparation result***

Property owners in Wellington are to be congratulated after the lowest ever number of non-compliant properties in Council's fire inspection program. Fire Prevention Notices were served on 296 properties, directing specific clean-up such as slashing grass, removing undergrowth and trimming trees. Of those, only 38 properties failed to comply.

### ***LaunchVic funding***

In partnership with Latrobe, Bass Coast and Baw Baw Councils, LaunchVic funding was secured to run a 12 week program focussing on start-up businesses in Gippsland. The program is designed to develop, launch or grow businesses including masterclasses, mentoring and meetups.

***Amendment C103***

On 18 December 2018 Council resolved to commence the Amendment C103 Planning Scheme Amendment process which proposes to rezone land adjacent to the West Sale Airport for industrial purposes.

## DECEMBER PERFORMANCE REPORT

Major Initiatives	Progress Comment	Status
<b>COMMUNITIES</b>		
Complete Gippsland Regional Sports Complex Timber Floor Project.	Work is essentially complete with the skirting board replacement to be completed in early January. The linemarking and testing of the courts has been undertaken and practical completion is expected in mid January.	In Progress (80%)
Update flood overlay controls and policy in the Planning Scheme to minimise future risk to the community.	Council officers are currently awaiting further information from the West Gippsland Catchment Management Authority (WGCMA) prior to progressing Amendment C99 (updated flood overlay controls).	In Progress (20%)
<b>SERVICES AND INFRASTRUCTURE</b>		
Oversee upgrade of the Sale Memorial Hall.	Detailed design phase is currently being finalised. Construction will be tendered in 2019. Project is currently behind schedule (2-4 weeks) due to design consultant availability.	In Progress (40%)
Oversee upgrade of the Sale Tennis Club redevelopment.	Construction is progressing slowly. There have been a few hold ups in the project schedule due to unfavourable ground conditions, weather, unanticipated materials testing and availability of design consultants to provide advice and support. This is being managed intensively by the Construction Manager and is being communicated back to project stakeholders. A Project Control Group meeting will be scheduled for January 2019.	In Progress (40%)
Finalise detailed project brief for refurbishment of aquatic facilities at Aqua Energy.	Phone meeting was held between Council staff and Leisure Solutions to consider the next steps regarding Aqua Energy redevelopment/ refurbishment.  Council's Facility Maintenance team have added a further Project Approval Statement for replacement of the 25-metre pool glazing. This is proposed for replacement due to safety concerns.	In Progress (45%)
Complete a master plan for The Wedge as part of the broader Port of Sale cultural precinct.	Work continued with reviewing and improving the substantially rewritten scope for an evidence-based demand analysis seeking future development options for the performing arts centre. Once approved, this document will then be distributed more broadly to consultants to	In Progress (35%)

Major Initiatives	Progress Comment	Status
	request quotations within the allocated budget for the required masterplan study.	
Complete 1st year scheduled design and civil works for Maffra Streetscape upgrade.	A contract has been awarded for the construction works on the south side of Johnson Street which includes kerb & channel, footpaths and drainage. Work will commence onsite in February 2019.	In Progress (10%)
Finalise design and begin civil works for the West Sale Airport Runway Extension Project.	Construction of the runway is progressing well with earthworks on the western Runway End Safety Area being completed.	In Progress (15%)
Planning zones in the Education precinct (adjacent to Port of Sale) are reviewed to support and encourage appropriate future redevelopment.	A planning consultant has commenced the Port of Sale East Bank redevelopment study. The study aims to investigate the strategic land use opportunities and associated planning provisions required to guide the redevelopment of land located on the eastern side of the Port of Sale, being land formerly occupied by the Sale High School and Specialist School. Consultation will take place in early 2019.	In Progress (25%)
<b>NATURAL ENVIRONMENT</b>		
Partner with key industry bodies, regional and other stakeholders to ensure long term recycling remains a sustainable service in Wellington. Provide quarterly updates to Council, including early recommendations on pricing to the community.	Working Group has now disbanded due to issue being substantially resolved.	Completed (100%)
<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.	Grant Radford, Managing Director Federation Training, presented to Council on 18 December. Arrangements are made for future meetings.	Ongoing
Undertake a twelve-month review of the Wellington Centre operations (including structure, hours, etc) with findings to Council prior to 30 June.	Preliminary discussions have been held regarding the proposed framework for this operational study of the Port of Sale facility.	In Progress (10%)
<b>ECONOMY</b>		
Progress West Sale Airport initiatives including future stages of the Eastern Recreation Aviation Precinct	<u>Runway Extension Project</u> Works are progressing and \$4M claim submitted to Regional Development Victoria.	In Progress (50%)

Major Initiatives	Progress Comment	Status
and the Infrastructure Upgrades (Runway Extension) Project.	<p><u>Eastern Recreation Aviation Precinct</u> SMEC are on track to have design completed prior to first week of January.</p> <p><u>Reduced Taxiway Clearances</u> SMEC report regarding aircraft access was received and under review.</p> <p><u>Sewer Pump Station &amp; Rising Main</u> Final design being undertaken and expected to have these completed in January with estimated costs. Western precinct sewer review has been undertaken with Kevin Hart Consultancy being engaged to complete the design works.</p>	
<b>ORGANISATIONAL</b>		
Effectively manage and operate the Gippsland Regional Livestock Exchange and develop a business plan and associated governance structures to Council's satisfaction.	<ul style="list-style-type: none"> <li>- Largest Store Sale held at GRLE with strong numbers - over 1,600 heads.</li> <li>- Incentives plan to be updated following conclusion of discussions regarding relocation of Heyfield and Seaton Store sales to GRLE.</li> <li>- Drought assistance funding will be directed at improving Heavy Vehicle Traffic Movements.</li> </ul>	In Progress (50%)
Secure funding for the upgrade of Cameron Sporting Complex Maffra to ensure the facility meets growing demand.	Two State Government funding announcements were made in October 2018 totalling \$4M towards the project. Sport and Recreation Victoria are contributing \$3M and Latrobe Valley Authority are contributing \$1M. Council and community contributions towards the redevelopment are in place. There is currently a shortfall of approx. \$750,000 between the quantity surveyors estimate for the total cost of the project and the current budget available. A value management process is currently occurring.	Completed (100%)

Initiatives	Progress Comment	Status
<b>COMMUNITIES</b>		
Provide exceptional visitor information services through Council's Visitor Information Centre network and report to Council on key deliverables by June 2019.	Working towards increasing stock levels, particularly of local produce in Visitor Information Centre shop. Looking to revitalise Wellington Walks brochure. Extremely positive feedback has been received over the holiday period to date with very limited comments regarding the moving of the service, signage and parking which we received this time last year.	In Progress (50%)
Progress a review of the Boating Facilities Strategic Plan, including opportunity for community engagement, and present to Council for consideration.	The draft Wellington Shire Council's Recreational Boating Facilities Strategic Plan has been approved by Council to be released to the community for a collaborative engagement process. This process will include drop in sessions at key regional centres across the Shire. When complete, the draft Strategic Plan will be sent back to Council, with information about the consultation process and recommendations for Council to adopt. This is likely to be around March/April 2019.	In Progress (50%)
Report Council achievements in the delivery of the RuralAccess Work Plan and Outcomes for Wellington Shire Council.	Distribution of the Low Cost No Cost Guide has been completed throughout the Shire. The Good access is Good business guide has been uploaded to the Shire website, along with; - The Tradies and renovators guide to good access - Employability, 8-part video on employability skills - Low Cost / No cost Activities Guide. Workplan was developed for the remaining 6 months of the RuralAccess funding.	Ongoing
Implement two recommendations from the Age Friendly Position Statement 2018.	Community feedback and the resulting changes made to the draft Wellington Age Friendly Strategy was presented to Council in a workshop on 18 December 2018. The Strategy will be provided to Council to consider approving at February 2019 Council meeting. Once the strategy is in place, a minimum of two actions will be delivered to ensure that the strategy is being used and referred to in council planning and decision making.	In Progress (10%)

Initiatives	Progress Comment	Status
<b>SERVICES AND INFRASTRUCTURE</b>		
Finalise the tools and data to inform annual reviews of the 10 Year Community Facilities Capital Program, making sure that the program incorporates all community facilities.	Community Facilities Audits are still being finalised. Project Prioritisation Model to be progressed through first quarter of 2019. Will begin process development in the new year for the 10 year capital plan for community managed facilities that will detail how facility condition audits, project prioritisation model, facility hierarchy and masterplans will inform the 10-year capital plan.	In Progress (40%)
Develop an implementation plan for the town entry improvement program and commence the development of initial priorities for Loch Sport, including opportunities for community engagement where appropriate.	Designs for the Loch Sport town entry have been completed, with community engagement to be undertaken over the first quarter of 2019. This may include discussions with Regional Roads Victoria regarding funding opportunities through their own town entry improvement program. Works on the Loch Sport town entry are expected to commence early next financial year. Designs for Maffra are planned to be undertaken prior to June 2019, with Heyfield and Stratford designs commencing next financial year.	In Progress (70%)
Audit accessibility needs and complete required designs for retrofitting of all existing Regional & District level play spaces.	Project Approval Statement forms submitted. Future projects included within Capital Works Plan.	Completed (100%)
Engage with stakeholders to complete designs of the Port of Sale Mooring Access Project.	Progress of detailed design works deferred noting further queries raised regarding type of bank treatment. Works will be recommenced following confirmation of cost estimates and support for \$800k budget.	In Progress (50%)
Review the logic of the placement of community managed facilities in the Facilities Hierarchy including operating subsidy amounts and make appropriate recommendations for any changes required to be considered by Council.	Successful workshop with Council on 18 December regarding the development of a strategy to encapsulate recommendations for the review of subsidies and hierarchies. Next steps will be to set up a working group and commence research and writing of the strategy in the new year.	In Progress (35%)
Undertake an audit of the HVAC system at The Wedge, to identify best patron comfort and environmental savings.	Wedge staff have been completing other capital expenditure projects this month and will apply more focus on the HVAC Audit early in the coming year.	In Progress (25%)

Initiatives	Progress Comment	Status
Undertake holistic review of town centre and tourism feature signage for major townships and develop an action plan.	Town centre and tourism signage for Loch Sport is underway with signs being ordered for manufacturing for the three initial intersections. Additionally, the intersection of Sanctuary Road and Cliff Street required a re-design and will be completed later. All planned works in Loch Sport are expected to be completed by March 2019. The design process for Sale, Maffra, Yarram, and Heyfield is expected to be undertaken over February - March 2019.	In Progress (50%)
Prepare Special Charge Schemes for Council adoption and progress as required.	Continuing to progress Bruce Street Yarram and other projects.	Ongoing
Complete a feasibility study on the benefits of changing sports turf over to more drought and disease tolerant turf species.	Trial Couch in Sale Cricket Club's turf wicket was mowed to reduce thatch and even out surface. It appears to be a suitable replacement turf species so far.	In Progress (50%)
Review the processes, maintenance levels and responsibilities of community-managed facilities (particularly Crown land) and make appropriate recommendations for any changes required to be considered by Council.	This body of work is being covered by the development of the Community Managed Facilities Strategy. Presented to Council 18 December regarding the strategy. Research and writing to begin in January 2019.	In Progress (35%)
Advance the industrial rezoning of land in Wurruk/West Sale to support economic growth.	On 18 December 2018 Council resolved to commence the Amendment C103 Planning Scheme Amendment process which proposes to rezone land adjacent to the West Sale Airport for industrial purposes. Notification of Amendment C103 will be undertaken in early 2019 (subject to the Minister for Planning's authorisation).	In Progress (25%)
Implement Project 1 and 2 of a Planning Scheme Review (as part of the State Government's Planning in the Economic Growth Zone project) to ensure that the Planning Scheme is up to date/relevant.	Consultants appointed by the State Government for Project 1 (policy neutral review of the local planning policy framework) have prepared a draft document. Recommended Officer changes are currently being considered by the appointed consultant and the Department of Environment, Land, Water and Planning (DELWP). It is now expected that the Project 1 work will be integrated into Project 2 and follow the standard Planning Scheme Amendment process during 2019. Further advice from DELWP is pending.	In Progress (25%)
Implement updated noise contour mapping for RAAF Base East Sale (subject to consultation with the Department of Defence) to support the ongoing operation of this airfield.	Following a meeting with the Department of Defence, further advice on noise contour mapping and planning controls around RAAF Base East Sale has recently been received which is currently under consideration by Council officers.	In Progress (15%)

Initiatives	Progress Comment	Status
Develop a consistent and practical internal land use planning process to ensure open space requirements are adequately considered	SPEAR Software has provided consistent and practical internal land use planning process to ensure open space requirements are adequately considered.	Completed (100%)
Implement the North Sale Development Plan into the Planning Scheme to support well planned housing growth.	The final stage of the North Sale Development Plan, being the Developer Contributions Plan, is currently being finalised by consultants prior to implementing the Development Plan into the Planning Scheme.	In Progress (50%)
Provide engineering input for the development of Strategic Land Use Plans in a timely manner.	Advice on the North Sale Planning Development Overlay relating to drainage infrastructure is continuing.	Ongoing
Facilitate preparation of a development plan for the Wurruk Growth area (subject to a private request) to support well planned housing growth.	A Development Plan request is yet to be lodged for the Wurruk Growth Area.	Not Due to Start
Review the Residential Road and Street Construction Plan, including opportunity for community engagement, and present to Council for consideration.	The Residential Road and Street Construction Plan 2019 was approved by Council to undertake community engagement on 4 December 2018. The draft Plan was uploaded on to Council's website mid-December 2018, with a close date of 28 February 2019. Further community engagement will be completed early in 2019, with community drop in sessions being planned for mid-January.	In Progress (70%)
<b>NATURAL ENVIRONMENT</b>		
Continue to implement recommendations and actions to support the 5 year work plan to reduce energy consumption by 5% per year at The Wedge Performing Art Space and the Wellington Centre.	As part of this body of work, an audit of the HVAC system at The Wedge will be undertaken. Waiting for the outcome of the masterplan study delayed the progress of the project this quarter and more focus on HVAC audit will be applied early in 2019.	In Progress (25%)
Continue to 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).	Commencement work dates for these two sites have not been nominated by the Project team. Quotations were obtained for installation of PV solar cells at Aqua Energy and GRSC and, while the costings were higher than originally anticipated, due to the need for non-penetrating fixings, an additional capital funding source has been identified to bridge the \$7k shortfall.  LED lighting upgrade at Leisure centres is part of an ongoing project. The next areas identified for upgrade are the outdoor pool area and members carpark.	In Progress (45%)

Initiatives	Progress Comment	Status
<b>LIFELONG LEARNING</b>		
Plan and manage the rollout requirements for the Educloud Project across Wellington Shire Council's, participating Schools and Wellington Libraries.	Deployment of Educloud to all Wellington Shire Council Libraries is now complete.	Complete (100%)
<b>ECONOMY</b>		
Work with partners including Latrobe Valley Authority, RDV and AusIndustry to promote government funding opportunities to Wellington businesses to support expansion plans and job creation and report outcomes to Council.	Since July 2018, 31 businesses have been referred to the Latrobe Valley Authority (LVA) and Regional Development Victoria (RDV) for potential funding opportunities. To date, nine businesses have been successful through the LVA (\$348k) and two businesses through RDV (\$402k).	In Progress (50%)
Implement the 2018-20 Action Plan associated with Wellington Shire Economic Development Strategy.	Current drought conditions continue to attract government funding. This month we have awarded 'event' grants to support community groups to organise events designed to get farming families 'off the farm' and obtain social relief. Council staff also coordinated free access for the farming community to Agricultural Shows at Sale, Maffra and Yarram.	In Progress (50%)
Seek funding for and develop a business case for the extension of the Great Southern Rail Trail through to Yarram to increase visitation and business opportunities in adjacent areas.	Following the Commonwealth government advice that Council's drought status increases the funds Council can seek from the fund, funding application to Building Better Regions was increased to \$2 million. Currently awaiting funding application assessments from Latrobe Valley Authority and Building Better Regions Funding.	In Progress (50%)
Implement year one actions emanating from the Recreation Vehicle (RV) Strategy.	<p><u>Long Vehicle Parking</u> Preparing Project Brief for parking and signage audit. Port of Sale Signage complete.</p> <p><u>Dump points</u> Working with Stratford and Dargo communities to facilitate dump points within these communities. Received quotes to relocate Sale Dump Point.</p> <p><u>Social Media</u> Visitor Information Centre staff regularly monitor Wikipedia and Trip Advisor to monitor content in relation to Wellington. Progressing with Council wide 'Leave no Trace' campaign. Produced low cost-free</p>	In Progress (50%)

Initiatives	Progress Comment	Status
	<p>camping brochure which includes Council managed RV parks and dump points.</p> <p><u>Environmental Impacts</u> Major signage and individual signage will be focused on 'Leave no Trace', 'Take your Rubbish home' concepts. Social campaign will follow. All-encompassing signage currently being developed by Sign Torque to be installed in Council managed RV parks in early February.</p> <p><u>Welcoming RV Visitors</u> Currently completing an application to get Port Albert accredited as RV Friendly.</p>	
<b>ORGANISATIONAL</b>		
Update finance business systems to meet governance requirements.	The upgrade was completed successfully. The next version of Authority upgrade is scheduled in early May 2019.	Completed
Design and develop a new Wellington Shire Council website.	This project is postponed until the impacts of future shared services arrangements are established.	Deferred
Complete improvement upgrades for the Microwave Communications Infrastructure across Wellington Shire Council and East Gippsland Shire.	Minor delay for Microwave Works at Gippsland Regional Sports Complex awaiting appropriate approvals from the RAAF Base as the proposed height of the Microwave Mast is within RAAF restricted flight zone.	In Progress (65%)
Undertake the implementation of a Workforce Management System across all Leisure Services managed facilities.	Updated draft of Business Case for Workforce Management System completed and forwarded to Manager Information Services. Awaiting comment and feedback prior to submitting this to the IT Committee. Bench marking data from other local governments who are using similar systems also provided.	In Progress (20%)
Build a network with other Gippsland based councils to share knowledge and learn from each other's experiences.	Along with East Gippsland Shire Council staff, all WSC Parks office staff attended 'Land Law for Managers of Parks, Gardens and Reserves' training course provided by 'The Public Land Consultancy'.	In Progress (50%)
Identify and facilitate shared services opportunities with participating GLGN Councils.	We continue to review shared services opportunities for transactional, administrative and ICT efficiencies across some or all of the GLGN Councils.	Ongoing

Initiatives	Progress Comment	Status
Review Council's list of Surplus Land so that land value can be realised in accordance with policy and standards of best practice and develop a business case that supports the recommended process/timeframe.	<ul style="list-style-type: none"> <li>- Marketing of surplus land at Golden Beach on hold pending findings from Ombudsman's inquiry on council selling coastal land.</li> <li>- Council report was drafted for the proposed sale of surplus Council land at Weir Road Heyfield. An appropriate engagement and communications plan is scheduled for February 2019 Council meeting.</li> </ul>	In Progress (50%)
Establish a central Register for all contracts across the organisation to ensure consistency and good governance.	Planning work has not commenced on this project.	Not due to start
Develop a Workforce Management Plan to address the human resourcing requirements while meeting relevant Access and Inclusion plan outcomes to ensure that Council has the right employees, with the right skills, to deliver the Council Plan and services required by the community, both now and in the future.	Awaiting the Municipal Association Victoria strategic guidelines and requirements for Workforce Planning across Local Governments which is due for distribution in 2019.	Not due to Start



# DECEMBER 2018 QUARTERLY FINANCE SUMMARY

INCORPORATED IN PERFORMANCE REPORT

**INCOME STATEMENT**  
For the period ending 31 December 2018

	YTD DECEMBER 2018-19			FULL YEAR 2018-19	
	Actual \$000's	Adopted Budget \$000's	Variance \$000's	Forecast \$000's	Adopted Budget \$000's
<b>Income</b>					
Rates and charges	61,571	60,862	709	61,677	61,411
Statutory fees & fines	466	447	19	811	811
User fees	2,944	3,168	(224)	7,525	7,525
Grants - operating	5,302	4,110	1,192	8,232	8,580
Grants - capital	9,960	5,100	4,860	16,211	13,836
Contributions - monetary	666	307	359	1,584	1,546
Contributions - non monetary	79	-	79	-	-
Net gain/(loss) on disposal of property, infrastructure, plant & equipment	(325)	(71)	(254)	(906)	151
Other income	1,575	872	703	2,709	2,288
<b>Total Income (Inc capital income)</b>	<b>82,238</b>	<b>74,795</b>	<b>7,443</b>	<b>97,843</b>	<b>96,148</b>
<b>Expenditure</b>					
Employee costs	12,233	12,781	548	27,085	26,927
Contractors, materials and services	13,374	13,255	(119)	33,323	32,305
Bad and doubtful debts	-	-	-	86	86
Depreciation and amortisation	9,889	9,764	(125)	23,073	24,130
Borrowing costs	198	195	(3)	391	391
Other expenses	564	343	(221)	2,453	2,453
<b>Total Expenditure</b>	<b>36,258</b>	<b>36,338</b>	<b>80</b>	<b>86,411</b>	<b>86,292</b>
<b>Surplus for the year</b>	<b>45,980</b>	<b>38,457</b>	<b>7,523</b>	<b>11,432</b>	<b>9,856</b>

*Note: The forecast figures reflect any known changes that have arisen since the adoption of the original budget. Including these changes, enables Council to more accurately monitor financial performance during the year and predict the end of year position. Council must however report publicly against the original adopted budget on a quarterly basis. The current forecast reflects increases to capital grants and other income which were not received in 2017/18 due to delays in the commencements of some capital projects. This income will now be received in 2018/19.*

**Adopted Budget to YTD Actuals**

The result for the first six months of the year reflects a surplus of \$45.98 million against an adopted budget surplus of \$38.46 million resulting in a favourable variance of \$7.52 million. This variance is a combination of operating result (operating income less operating expense) of \$2.6M and the impact of additional capital income of \$4.9M.

A summary of major operating variances that have occurred to date include:

**Operating Income**

- **\$0.71 million** Additional rates struck since 2018/19 budget adoption.
- **(\$0.22 million)** The monthly commercial tipping fees invoice was delayed and has been raised in January 2019.
- **\$1.19 million** New operating grant funding of \$460k have been received towards projects such as Stratford Recreation Reserve Netball changerooms, Drought Community Resilience program, West Sale industrial area initiative and to partly fund a new position to accelerate work on major projects. Additional \$384k has been received to date for Victoria Grant Commission allocation, which will result to an overall increase of \$768k for the year. Annual funding of \$95k for "The WEdge" has been received earlier than planned and additional 2018/19 funding has also been received for pests animal and plants program.
- **\$0.36 million** Contribution invoices towards various projects including Sale Memorial Hall Upgrade, Safety together project, public open spaces and Cobains Estate landscaping have been raised during the first half of the year.
- **(\$0.25 million)** Net loss on disposals mainly relates to written down value of assets replaced for footpaths and buildings being higher than budget.
- **\$0.70 million** Other income primarily represent higher than expected interest on investment of \$648k due to advance funds being received and lower than expected expenditure.

### Operating Expenditure

- **\$0.55 million** Employee benefits incurred are slightly lower than budgeted due to \$310k savings in 18/19 workcover premium and staff vacancies throughout the organisation but slightly offset by use of casual and agency staff to maintain critical customer focused operations.
- **(\$0.13 million)** Contractors, materials and services over spent includes:
  - a. **(\$295k)** - Reclassification of major capital work projects expenditure to operating as these works were completed on other third party assets.
  - b. **(\$157k)** - Some of the landscape and streetscape work have been classified as operating expenses.
  - c. **(\$116k)** - Operating subsidies for cultural facilities have been paid earlier than expected.
  - d. **\$204k** - Unexpended consultant expenditure for leisure services, strategic planning and community wellbeing projects.
  - e. **\$132k** - Underspends in utilities were primarily due to variation in billing cycles for community facilities.
  - f. **\$103k** - Expenditure associated with emergency management initiatives such as bushfire mitigation and fire access roads were lower than budget.
- **(\$0.12 million)** Depreciation and amortisation is higher than budget mainly due to additional capitalisation of Bridges, Open space and streetscapes, landfill improvements and drainage.
- **(\$0.22 million)** Other expenditure variance mainly represents assets written off during the year for roads and open space assets.

A summary of major capital variances that have occurred to date include:

### Capital Income

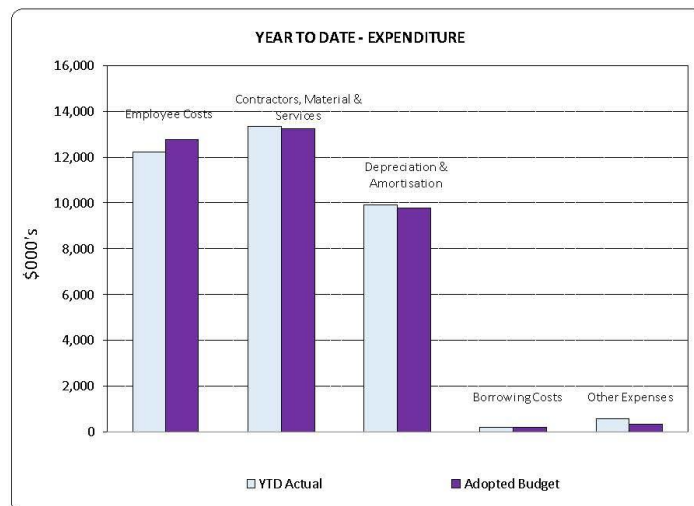
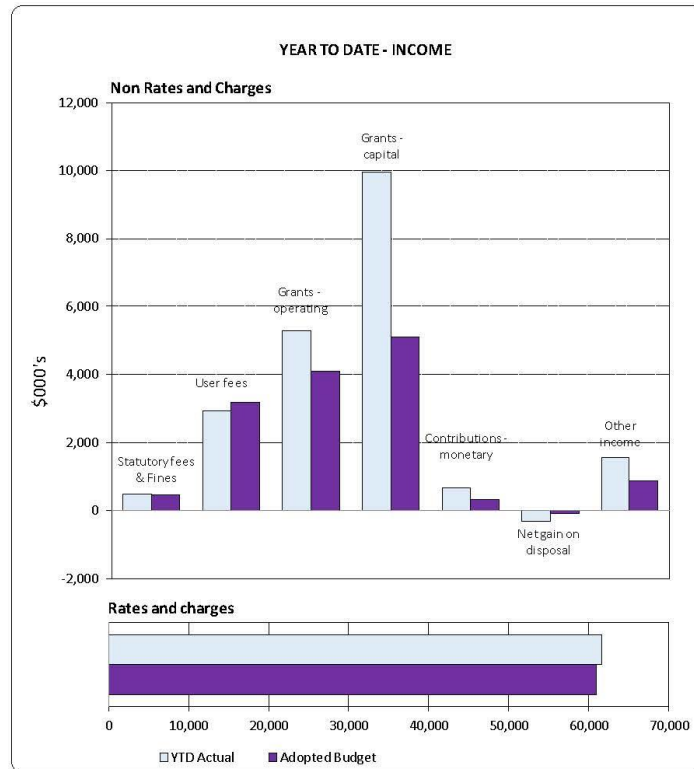
- **\$4.86 million** Capital grant variance mainly represents the final invoices raised for the Port of Sale Redevelopment project of \$2.2 million for the work completed in 2017/18. Grant funding for Cameron Sporting Complex Stadium Redevelopment of \$1.2 million has been received earlier than expected. Other funding claims towards West Sale Airport Runway Extension project of \$500k and Tarra Trail Stage 2 of \$242k have been raised earlier than anticipated.

### **Full Year Forecast to Adopted Budget**

Council's 18/19 forecast surplus result of \$1.6 million is made up of:

<b><u>Income</u></b>	
Increase in capital grants received/Carried forwards from 2017/18 (Roseedale Revitalisation project, GRSC Complex Stage 2 and West Sale Airport Runway Extension etc.)	<b>\$2.4 million</b>
Additional interest income	<b>\$0.4 million</b>
	<b><u>\$2.8 million</u></b>
<b><u>Expenditure</u></b>	
Increase in contractor, materials & services costs plus carried forwards	<b>(\$1.0 million)</b>
Increase in employee costs	<b>(\$0.2 million)</b>
	<b><u>(\$1.2 million)</u></b>
<b><u>Increase in surplus for the year</u></b>	<b><u>\$1.6 million</u></b>

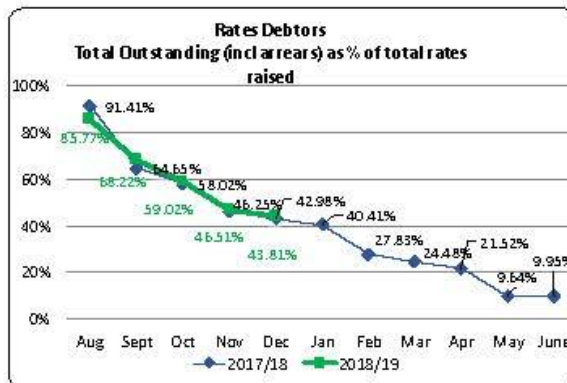
## DECEMBER 2018 COMPONENTS AT A GLANCE



## BALANCE SHEET

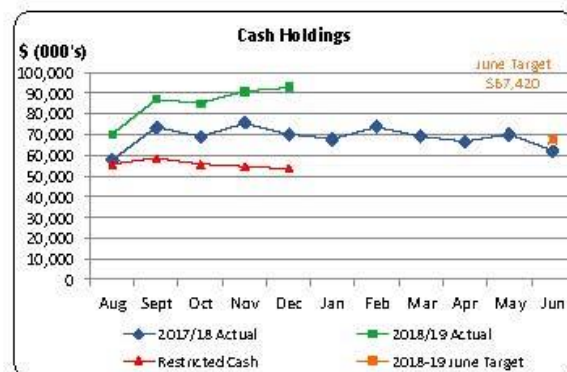
As at 31 December 2018

Actual		Actual	Forecast	Adopted Budget
December 17		December 18	June 19	June 19
\$000's		\$000's	\$000's	\$000's
<b>Assets</b>				
97,581	Total Current Assets	121,175	74,110	71,698
852,735	Total Non Current Assets	896,236	919,533	893,201
<b>950,316</b>	<b>Total Assets</b>	<b>1,017,411</b>	<b>993,643</b>	<b>964,899</b>
<b>Liabilities</b>				
9,526	Total Current Liabilities	14,854	21,950	24,019
12,449	Total Non Current Liabilities	18,395	22,571	11,869
<b>21,975</b>	<b>Total Liabilities</b>	<b>33,249</b>	<b>44,521</b>	<b>35,888</b>
<b>928,341</b>	<b>Net Assets</b>	<b>984,162</b>	<b>949,122</b>	<b>929,011</b>



The rate debtors outstanding at the end of December 2018 were \$29.93 million (43.8%) compared to December 2017 of \$28.3 million (42.9%).

Final notices for outstanding 2018/19 instalments will be issued in January 2019.



Council cash holdings at the end of December 2018 are \$92.8 million and higher than December 2017 of \$70.1 million due to advance funds and lower than expected expenditure.

The current cash holdings includes restricted funds of \$9.6 million to reserves, \$23.0 million to cover provisions, and \$17.7 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 period ending 31 December 2018

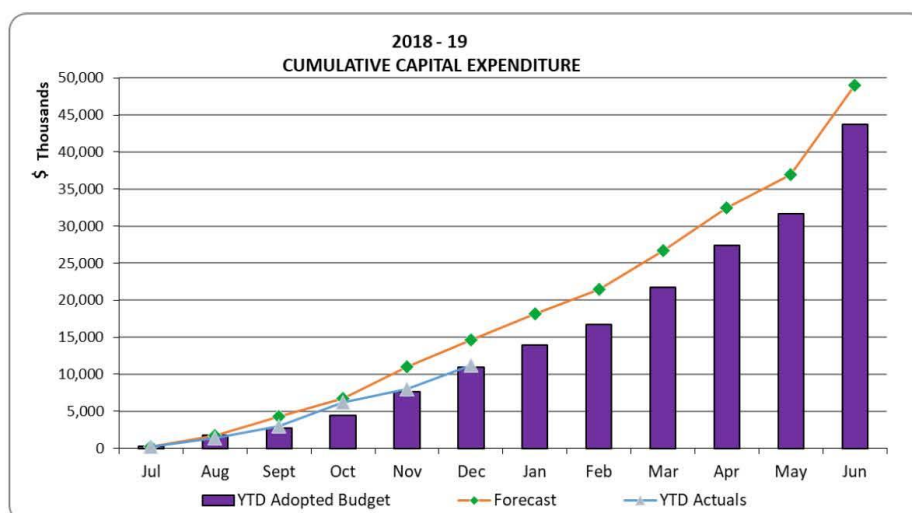
	YEAR TO DATE 2018-19			FULL YEAR 2018-19	
	Actual	Adopted Budget	Variance	Forecast	Adopted Budget
	\$000's	\$000's	\$000's	\$000's	\$000's
Property	3,120	1,380	(1,740)	8,578	6,982
Infrastructure	7,243	7,480	237	36,869	33,209
Plant and Equipment	901	2,054	1,153	2,924	2,821
Intangibles	-	-	-	664	664
<b>Grand Total</b>	<b>11,264</b>	<b>10,914</b>	<b>(350)</b>	<b>49,035</b>	<b>43,676</b>

	YEAR TO DATE 2018-19			FULL YEAR 2018-19	
	Actual	Adopted Budget	Variance	Forecast	Adopted Budget
	\$000's	\$000's	\$000's	\$000's	\$000's
Renewal	5,561	6,646	1,085	28,826	26,596
Upgrade	2,686	3,194	508	13,839	12,784
Expansion	1,096	990	(106)	4,554	3,961
New Assets	1,921	84	(1,837)	1,816	335
<b>Grand Total</b>	<b>11,264</b>	<b>10,914</b>	<b>(350)</b>	<b>49,035</b>	<b>43,676</b>

\* \$5.35m Additional Capital Works have been carried forward since 2018/19 budget was adopted. This includes funding for GRSC Stage 2A, Rosedale Street Revitalisation and Cameron Sporting Complex Stadium. Efforts to complete projects carried over and to meet the anticipated pattern of expenditure are priorities at this stage.

### Capital works summary for the period ending 31 December 2018

- Overall 46 projects are at practical completion, 43 more projects are underway and 12 project have had contracts awarded but not yet commenced. 33 projects are in PRE-PLANNING (development of the concept design, the detail design, community consultation and seeking quotes or tenders).
- Sustainable Irrigation projects at Sale Botanic Garden and Heyfield Apex Park projects are complete.
- GRSC Floor resurfacing is progressing well and is expected to be completed by the end of January 2019.
- The Annual reseal and asphalt programs are on schedule.
- The Cameron Sporting Complex Water Bore and Irrigation project is expected to be completed in January 2019.
- Maffra Recreation Reserve Drainage project is progressing well and is expected to be completed in March 2019.
- Maffra Landfill – Entry road Sealing contract awarded and works expected to be completed by April 2019.



**ITEM C1.2****NOMINATION OF MUNICIPAL ASSOCIATION OF VICTORIA BOARD CANDIDATE, FOR THE GIPPSLAND REGION**

DIVISION: CHIEF EXECUTIVE OFFICER  
 ACTION OFFICER: CHIEF EXECUTIVE OFFICER  
 DATE: 5 FEBRUARY 2019

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

**OBJECTIVE**

For Council to nominate a Councillor as the Gippsland Region candidate, for the Municipal Association of Victoria's (MAV) Board elections.

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

***That Council nominate Cr Malcolm Hole as the Gippsland Region candidate, for the Municipal Association of Victoria's Board elections.***

**BACKGROUND**

The MAV is incorporated by an Act of State Parliament and it assist councils by:

- advocating to increase funding so that councils can provide and improve community services.
- providing best practice tools and resources to assist councils become more efficient.

Their rules provide that the MAV Board is elected by members every two years.

The election for both the President and Regional Board members will be held on 1 March 2019, with nominations for the Board positions opened on Tuesday 22 January.

Nominations must be received no later than 4pm, 21 days prior to the Election Day (i.e. 4pm on 8 February) together with a 150 word candidate statement.

The President is elected at large and the regional Board members are elected by MAV representatives within each region.

Councillor Hole is currently a MAV Board Member, representing the Gippsland Region.

As nominations are currently open, it is proposed that the Council nominate a Councillor to represent the Gippsland Region on the MAV Board.

A copy of a notice from the Returning Officer for the Board election, which includes further information concerning the election and a nomination form is attached for Council's information.

## **OPTIONS**

Council has the following options:-

1. Nominate Councillor Malcolm Hole as a candidate for election to the MAV Board; or
2. Not nominate a Councillor as a candidate for election to the MAV Board.

## **PROPOSAL**

That Council nominate Councillor Malcolm Hole as the Gippsland Region candidate, for the Municipal Association of Victoria's Board elections.

## **CONFLICT OF INTEREST**

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



Victorian Electoral Commission  
Level 11, 530 Collins Street  
Melbourne Vic 3000  
T (03) 8620 1100 F (03) 9629 8632  
vec.vic.gov.au

Our ref: **D19/2255**

18 January 2019

Dear MAV Representative

### **Elections for the Municipal Association of Victoria President and Management Board**

I have been appointed by the Municipal Association of Victoria (**MAV**) as the Returning Officer to conduct the elections for the MAV President and Regional Representatives on the MAV Management Board to be held on Friday 1 March 2019. The elections are in accordance with the procedures set out in the *MAV Rules 2013*.

As you have been advised, nominations for the MAV President and Regional Representatives **open on Tuesday 22 January**. To assist prospective candidates, I have enclosed an electronic copy of the nomination form.

**Nominations close at 4.00 pm on Friday 8 February**. Any nominations received after this time must be rejected. Nomination forms, candidate statements containing no more than 150 words of **unformatted text**, and candidate photographs may be lodged by email to me at [phillippa.heskett@vec.vic.gov.au](mailto:phillippa.heskett@vec.vic.gov.au), but must be received by the time nominations close.


You will be aware that nominations can only be made by the MAV Representative and, as Returning Officer I am obliged to check the eligibility of each nominee. All nominations will be checked for eligibility against the list of appointed MAV Representatives as advised to the MAV by councils through completion of *Schedule 1 – Notification of appointment form*. It is therefore very important that all councils submit the notification of appointment form to the MAV as soon as possible, if this has not already been done.

The conduct of the ballot draw to determine the order of candidates' names on the ballot paper will take place at the office of the Victorian Electoral Commission on Friday 8 February at 4.30 pm. Please advise me if you as a candidate or your scrutineer are proposing to attend the conduct of the ballot draw.

Following the ballot draw, all MAV Representatives will be sent information regarding candidates, the position for which they have nominated and the order in which candidates' names will appear on the ballot paper. I anticipate that this will be sent in the week beginning Monday 11 February, but by no later than Friday 15 February.

Voting packs will be posted by Australia Post *ExpressPost* no later than Thursday 14 February. These will be addressed to the contact address nominated by MAV Representatives and advised by them to MAV. Voting by MAV Representatives can commence immediately after their receipt of the voting pack.

I note that it is important for all MAV Representatives to cast their votes and to post these using the *ExpressPost* envelope promptly to allow as much time as necessary to ensure the votes are received by the close of voting at **4.00 pm on Friday 1 March 2019**.

Victorian Electoral Commission 

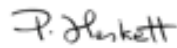
Finally, I would like to remind you of the three Presidential Candidate Forums provided by the MAV, | the details are shown below:

Date	Time	Location
Tuesday, 12 February	6.00pm – 7.30pm	Benalla Performing Arts Centre Meeting Room, 357 Samaria Rd, BENALLA
Wednesday, 13 February	6.00pm – 7.30pm	Meeting Room 1201 Municipal Association of Victoria Level 12, 60 Collins St, MELBOURNE
Thursday, 14 February	6.00pm – 7.30pm	Pleasant Creek Historic Precinct Northern Grampians Council Chamber 70 – 72 Longfield St, STAWELL

The VEC will publish election information on the VEC website including key dates, candidate statements, photographs and the election results.

If you have any questions, please contact me on (03) 8620 1144 or by email at [phillippa.heskett@vec.vic.gov.au](mailto:phillippa.heskett@vec.vic.gov.au).

Yours sincerely



Phillippa Heskett  
Returning Officer

**Municipal Association of Victoria**

**SCHEDULE 4**

**Nomination Form (Clause 1 of Schedule 2)**

▲ **Nomination for election of Board Members held on Friday 1 March 2019.**

I, the undersigned \_\_\_\_\_

Being the representative of the \_\_\_\_\_  
*(insert name of council)*

do hereby nominate \_\_\_\_\_  
*(insert name of councillor in full)*

as a candidate for election to the following position:

President

Board member for the \_\_\_\_\_ region  
*(insert name of region)*

*(Mark with an "X" the election for which the candidate is nominated)*

Signature \_\_\_\_\_

And I, the above-named \_\_\_\_\_  
*(insert name in full)*

consent to the nomination and declare that I am the appointed

representative of \_\_\_\_\_  
*(insert name of council)*

Signature \_\_\_\_\_

**NOTE: A separate nomination form must be completed and delivered to the Returning Officer for each election for which a candidate is to be nominated.**



## C2 - REPORT

# GENERAL MANAGER CORPORATE SERVICES

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

DIVISION:

CORPORATE SERVICES

ACTION OFFICER:

GENERAL MANAGER CORPORATE SERVICES

DATE:

5 FEBRUARY 2019

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 12 December 2018 to 30 January 2019.

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

***That Council note and receive the attached Assembly of Councillor records for the period 12 December 2018 to 30 January 2019.***

**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 12 December 2018 to 30 January 2019.

**Assembly of Councillors summary of reports received for the period 12 December 2018 to 30 January 2019.**

<b>Date</b>	<b>Matters considered</b>	<b>Councillors and officers in attendance</b>
18 December 2018	IT / Diary Meeting	Cr Bye, Cr Crossley, Cr Hall, Cr Hole, Cr McCubbin, Cr Ripper, Cr Rossetti, Cr Stephens David Morcom, Chief Executive Officer Leah Carubia, Executive Assistant CEO Damian Norkus, ICT Operations Officer
18 December 2018	A Warmer Pool for Yarram (Verbal) Port of Sale Project Evaluation Report (Verbal) Regional Climate Adaptation Snapshot Report Federation Training Update Development Division Update (Verbal) Community Facilities Strategy Maffra Streetscape Biodiversity Plan Environmental Upgrade Agreements Waste Management & Recycling Update Building Legislation and Regulation Changes Age Friendly Strategy 2018-22	Cr Bye, Cr Crossley, Cr Hall, Cr Hole, Cr McCubbin, Cr Ripper, Cr Rossetti, Cr Stephens D Morcom, Chief Executive Officer Arthur Skipitaris, General Manager Corporate Services Chris Hastie, General Manager Built & Natural Environment Sharon Houlihan, General Manager Community & Culture John Websdale, General Manager Development Ross McWhirter, Aquatics / Operations Leader (Item 1) Tim Rowe, Manager Natural Environment & Parks (Item 3, 7, 8 & 9) Josh Clydesdale, Manager Land Use Planning (Item 5) John Traa, Coordinator Statutory Planning (Item 5) Vanessa Ebsworth, Manager Municipal Services (Item 5 & 11) Barry Nicholl, Municipal Building Surveyor (Item 5 & 11) Paul Johnson, Manager Business Development (Item 5) Daniel Gall, Coordinator Commercial Property (Item 5) Karen McLennan, Manager Community Wellbeing (Item 6 & 12) Bodye Darvill, Coordinator Community Committees (Item 6) Liam Cole, Open Space Planning Officer (Item 7) Samantha Nock, Coordinator Waste & Sustainability (Item 10) Catherine Vassiliou, Coordinator Social Planning & Policy (Item 12)

## **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 12 December 2018 to 30 January 2019.

## **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

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1. **DATE OF MEETING:** 18 December 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		✓			

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:** 18 December 2018

2. **ATTENDEES**

**Councillors:**

Name	In attendance (tick)		Name	In attendance (tick)	
	Yes	No		Yes	No
Cr Bye	✓		Cr Maher		✓
Cr Crossley	✓		Cr Ripper <i>(item 6 to 12)</i>	✓	
Cr Hall	✓		Cr Rossetti	✓	
Cr Hole <i>(items 1, 2 &amp; 12)</i>	✓		Cr Stephens	✓	
Cr McCubbin <i>(item 5 to 12)</i>	✓				

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	✓				

Others in attendance: (list names and item in attendance for)	Item No.
Sharon Houlihan, Ross McWhirter	1
Sharon Houlihan	2
Tim Rowe, <i>External Presenter Rob Dimsey Program Manager Community &amp; Partnerships – DELWP</i>	3
John Websdale, <i>External Presenter Grant Radford CEO Federation Training</i>	4
Josh Clydesdale, John Traa, Vanessa Ebsworth, Barry Nicholl, Paul Johnson, Daniel Gall	5
Karen McLennan, Bodye Darvill	6
Tim Rowe, Liam Cole	7
Tim Rowe	8
Tim Rowe	9
Tim Rowe, Samantha Nock	10
Vanessa Ebsworth, Barry Nicholl	11
Karen McLennan, Catherine Vassiliou, <i>External Presenter Sam Forbes</i>	12

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

1. A Warmer Pool for Yarram *(Verbal)*
2. Port of Sale Project Evaluation Report *(Verbal)*
3. Regional Climate Adaptation Snapshot Report
4. Federation Training Update
5. Development Division Update *(Verbal)*
6. Community Facilities Strategy
7. Maffra Streetscape
8. Biodiversity Plan
9. Environmental Upgrade Agreements
10. Waste Management & Recycling Update
11. Building Legislation and Regulation changes

12. Age Friendly Strategy 2018-22

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

Nil

**ITEM C2.2****APPROVAL OF REVISED AUDIT & RISK COMMITTEE CHARTER**

DIVISION: CORPORATE SERVICES  
 ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES  
 DATE: 5 FEBRUARY 2019

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

**OBJECTIVE**

For Council to approve the revised Charter, Terms of Reference and List of Duties and Responsibilities of Council's Audit & Risk Committee, as detailed in the attached document.

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

***That Council approve the revised Charter, Terms of Reference and List of Duties and Responsibilities of Council's Audit & Risk Committee, as detailed in the attached document.***

**BACKGROUND**

Council maintains an Audit & Risk Committee in accordance with Section 139 of the *Local Government Act 1989*. The Audit & Risk Committee is an independent advisory Committee to Council and its primary objective is to assist Council in the effective conduct of its responsibilities for financial reporting, management of risk, maintaining a reliable system of internal controls and facilitating the organisation's ethical development.

As per section 4(b) of the Audit & Risk Committee Terms of Reference (ToR), the Committee is required to review its Charter and ToR annually.

At the Committee meeting held on 28 November 2018 the Committee resolved to recommend to Council that it approve the following changes to the Charter, ToR and List of Duties and Responsibilities, as detailed in the attached document with marked changes:

- An amendment to clause a(20) of the List of Duties and Responsibilities that would see the Committee evaluating its own performance once a year, in May, rather than twice a year.
- Item 2 Membership of the Terms of Reference be changed to read "A quorum shall be 3 (with a minimum of 2 independent members)".

**OPTIONS**

Council has the following options:

1. Approve the revised Charter, Terms of Reference and List of Duties and Responsibilities of Council's Audit & Risk Committee; or
2. Approve the revised Charter, Terms of Reference and List of Duties and Responsibilities of Council's Audit & Risk Committee with further amendments; or
3. Request further review of the revised Charter, Terms of Reference and List of Duties and Responsibilities of Council's Audit & Risk Committee for consideration at a future Council meeting.

## **PROPOSAL**

To approve the revised Charter, Terms of Reference and List of Duties and Responsibilities of Council's Audit & Risk Committee as detailed in the attached document.

## **CONFLICT OF INTEREST**

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

## **LEGISLATIVE IMPACT**

The *Local Government Act 1989*, section 139(1) requires Council to establish an audit committee. Council's Audit & Risk Committee is an Advisory Committee to Council and operates within the Terms of Reference and Charter adopted by Council.

This report complies with the legislative requirements and the Audit & Risk Committee Terms of Reference requirements.

## **COUNCIL PLAN IMPACT**

The Council Plan 2017–2021 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.

## **RISK MANAGEMENT IMPACT**

The Audit & Risk Committee Charter identifies the management of risk as one of the primary objectives of the Audit & Risk Committee. The Audit & Risk Committee monitors the risk exposure of Council by determining if management has appropriate risk management processes and adequate management information systems in place.



WELLINGTON  
SHIRE COUNCIL  
*The Heart of Gippsland*

# AUDIT & RISK COMMITTEE

## CHARTER

Reviewed March 2018

The Wellington Shire Council maintains an Audit & Risk Committee in accordance with Section 139 of the *Local Government Act 1989*.

The Audit & Risk Committee is an independent advisory Committee to Council. The primary objective of the Audit & Risk Committee is to assist Council in the effective conduct of its responsibilities for financial reporting and performance, management of risk, information services governance, maintaining a reliable system of internal controls and facilitating the organisation's ethical development.

The Audit & Risk Committee is established to assist the co-ordination of relevant activities of management, the internal audit function and the external auditor to facilitate achieving overall organisational objectives in an efficient and effective manner.

As part of Council's governance obligations to its community, Council has constituted an Audit & Risk Committee to facilitate:

- the enhancement of the credibility and objectivity of internal and external financial reporting and performance;
- effective management of financial and other risks and the protection of Council assets;
- compliance with laws and regulations as well as use of best practice guidelines;
- the effectiveness of the internal audit function;
- the provision of an effective means of communication between the external auditor, internal audit, management and the Council.

# AUDIT & RISK COMMITTEE

## TERMS OF REFERENCE

### 1 General

- (a) The Audit & Risk Committee is a formally appointed committee of the Council and is responsible to that body. The Audit & Risk Committee does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any delegated financial responsibility. The Audit & Risk Committee does not have any management functions and is therefore independent of management.

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

### 2 Membership

- (a) The Audit & Risk Committee will comprise of two Councillors, and three external independent persons with suitable knowledge and experience, all appointed by Council for periods varying to a maximum term of 3 years. External members may be re-appointed for subsequent terms, following a public advertising process in accordance with 2 (b). A quorum shall be 3 (with a minimum of 2 independent members). The Chairperson shall be an external independent person and the Chairman's term will overlap the term of appointed Councillors to ensure continuity. The Chief Executive Officer should be required and entitled to attend all Audit & Risk Committee meetings.

External independent persons will have senior business or financial management/reporting knowledge and experience, and be conversant with the financial and other reporting requirements. The evaluation of potential members will be undertaken by the Mayor and Chief Executive Officer taking account of the experience of candidates and their likely ability to apply appropriate analytical and strategic management skills, and a recommendation for appointment put to Council.

- (b) Appointments of external persons shall be made by Council by way of a public advertisement and be for a maximum term of three years. The terms of the appointment should be arranged to ensure an orderly rotation and continuity of membership despite changes to Council's elected representatives.
- (c) If the Council proposes to remove a member of the Committee, it must give written notice to the member of its intention to do so and provide that member with the opportunity to be heard at a Council meeting which is open to the public, if that member so requests.
- (d) Remuneration will be paid to each independent member of the Committee (the basis may be an annual fee, with an additional amount paid to the Chairperson or a set fee per meeting, or another basis as appropriate).

- (e) The Chairperson shall be appointed from the external members of the Committee by the Audit & Risk Committee subject to Council's approval. In the absence of the appointed Chairperson from a meeting, the meeting will appoint an acting Chairperson from the external members present.
- (f) Other members of Council or Council staff and the internal auditor (whether a member of staff or contractor) may be invited to attend at the discretion of the Committee to advise and provide information when required.
- (g) Representatives of the external auditor should be invited to attend at the discretion of the Committee but **must** attend meetings considering the draft annual financial report and results of the external audit.
- (h) Council shall provide secretarial and administrative support to the Committee.

### **3 Meetings**

- (a) Process  
The Committee shall meet at least quarterly (e.g. in August to review the draft annual financial accounts and consider the initial report of the external auditor, in November to review the final results of the annual audit, in February to review the progress of the internal audit program and any interim reports from the external auditor, and in May to review the current year and determine the next financial year annual internal audit program). Additional meetings may be convened at the discretion of the Chairperson, at the written request of an independent member, or any of the member Councillors.
- (b) Declaration of Conflicts of Interest  
Declaration of Conflicts of Interest will be in accordance with the requirements of the *Local Government Act 1989*.
- (c) Closure of Meetings to the Public  
In accordance with Section 89(2) of the *Local Government Act 1989*.

### **4 Planning**

- (a) The Committee will develop an annual work plan.
- (b) The Committee will review the Charter and Terms of Reference annually.

### **5 Reporting**

- (a) The Audit & Risk Committee shall after every meeting forward the minutes of that meeting to the next practical ordinary meeting of the Council, including a report explaining any specific recommendations and key outcomes.
- (b) The Committee shall report annually to the Council summarising the activities of the Committee during the previous financial year.
- (c) The Chairperson may require any report prepared by the Audit & Risk Committee to be listed on the agenda for the next practical ordinary meeting of the Council.

# AUDIT & RISK COMMITTEE

## LIST OF DUTIES AND RESPONSIBILITIES

- (a) The following are the duties and responsibilities of the Audit & Risk Committee in pursuing its Charter:
- (1) To review the scope of the internal audit plan and programme and the effectiveness of the function. This review should consider whether, over a period of years the internal audit plan systematically addresses:
    - internal controls over significant areas of risk, including non-financial management control systems;
    - internal controls over revenue, expenditure, assets and liability processes;
    - the efficiency, effectiveness and economy of significant Council programmes; and
    - compliance with regulations, policies, best practice guidelines, instructions and contractual arrangements.
  - (2) Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or Chief Executive Officer.
  - (3) Review the level of resources allocated to internal audit and the scope of its authority.
  - (4) Review reports of internal audit and the extent to which Council and management react to matters raised by internal audit, by monitoring the implementation of recommendations made by internal audit.
  - (5) Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programmes.
  - (6) Critically analyse and follow up any internal or external audit report that raises significant issues relating to risk management, internal control, financial reporting and other accountability or governance issues, and any other matters relevant under the Committee's terms of reference. Review management's response to, and actions taken as a result of the issues raised.
  - (7) Monitor the risk exposure of Council by determining if management has appropriate risk management processes and adequate management information systems.
  - (8) Review the process for the identification, nature, extent and reasonableness of related party transactions .
  - (9) Review Council's draft annual financial report, focusing on:

- accounting policies and practices;
  - changes to accounting policies and practices;
  - the process used in making significant accounting estimates;
  - significant adjustments to the financial report (if any) arising from the audit process;
  - compliance with accounting standards and other reporting requirements;
  - significant variances from prior years.
- (10) Annually, make a recommendation to Council on the fairness of the annual financial statements. Review any significant changes that may arise subsequent to any such recommendation but before the financial statements are signed.
- (11) Discuss with the external auditor the scope of the audit and the planning of the audit.
- (12) Discuss with the external auditor issues arising from the audit, including any management letter issued by the auditor and the resolution of such matters.
- (13) Review the annual performance statement and make a relevant recommendation to Council.
- (14) Review issues relating to national competition policy, financial reporting by Council business units and comparative performance indicators.
- (15) Identify and refer specific projects or investigations deemed necessary through the Chief Executive Officer, the internal auditor and the Council if appropriate with reports on any such matters to be reviewed by the Audit & Risk Committee including any incidents of fraud or suspected fraud.
- (16) Monitor the progress of any major legal issues facing the Council.
- (17) Address issues brought to the attention of the Committee, including responding to requests from Council for advice that are within the parameters of the Committee's terms of reference.
- (18) Monitor compliance with other "non-accounting" legislated policies (e.g. EEO, OH&S etc).
- (19) The Audit & Risk Committee in conjunction with Council and the Chief Executive Officer should develop the Committee's performance indicators.
- (20) The Audit & Risk Committee will complete ~~an~~<sup>a</sup> ~~bi~~<sup>n</sup>-annual evaluation of the Committee's performance at the May ~~and November~~ meetings.
- (21) Should there be a conflict of interest for outsourced internal audit providers who perform other consultancy work for the Council, the issue will be brought before the Audit & Risk Committee for deliberation.
- (b) The Audit & Risk Committee, through the Chief Executive Officer and following authorisation from the Council, and within the scope of its responsibilities, may seek information or obtain expert advice on matters of concern.

## ITEM C2.3

## AUDIT & RISK COMMITTEE MINUTES

DIVISION: CORPORATE SERVICES  
ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES  
DATE: 5 FEBRUARY 2019

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

### OBJECTIVE

To receive and note the minutes of the Audit & Risk Committee meeting held on 28 November 2018.

### RECOMMENDATION

***That:***

- 1. Council receive and note the minutes in brief (Attachment 1) and the confidential attachment at Item F1.1 Audit & Risk Committee Minutes of 28 November 2018; and***
- 2. The information contained in the confidential attachment Item F1.1 Audit & Risk Committee Minutes of 28 November 2018 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 Corporate Services on 4 December 2018 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989: f) legal advice; and h) any other matter which the Council considers would prejudice the Council or any person; be designated confidential information under Section 77 Clause (2)(b) of the Local Government Act 1989.***

### BACKGROUND

Council maintains an Audit & Risk Committee in accordance with Section 139 of the *Local Government Act 1989*. The Audit & Risk Committee is an independent advisory Committee to Council and its primary objective is to assist Council in the effective conduct of its responsibilities for financial reporting, management of risk, maintaining a reliable system of internal controls and facilitating the organisation's ethical development. Minutes of the Audit & Risk Committee are reported direct to Council.

A copy of the minutes in brief from the Audit & Risk Committee meeting of 28 November 2018 can be found at Attachment 1 of this report and is provided for the information of Council and the public in general.

### OPTIONS

Council has the following options:

1. To receive and note the minutes from the Audit & Risk Committee Meeting of 28 November 2018; or

2. To seek further information and consider the minutes at a future meeting.

## **PROPOSAL**

To receive and note the minutes of the Audit & Risk Committee meeting held on 28 November 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 *Local Government Act 1989*, section 139(1) requires Council to establish an audit committee. Council's Audit & Risk Committee is an Advisory Committee to Council and operates within the Terms of Reference and Charter adopted by Council.

The Audit & Risk Committee Terms of Reference require the minutes of the Audit & Risk Committee to be forwarded to an ordinary meeting of the Council, including a report explaining any specific recommendations and key outcomes. The Audit & Risk Committee is also required to report annually to the Council summarising the activities of the Committee during the previous financial year.

This report complies with the legislative requirements and the Audit & Risk Committee Terms of Reference requirements.

## **COUNCIL PLAN IMPACT**

The Council Plan 2017–2021 Theme 6 Organisational states the following strategic objective and related strategy:

Strategic Objective

*"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.

## **RISK MANAGEMENT IMPACT**

The Audit & Risk Committee Charter identifies the management of risk as one of the primary objectives of the Audit & Risk Committee. The Audit & Risk Committee monitors the risk exposure of Council by determining if management has appropriate risk management processes and adequate management information systems in place.

## AUDIT & RISK COMMITTEE MEETING MINUTES IN BRIEF – 28 NOVEMBER 2018

**Present:** Mr Peter Craighead  
Ms Michelle Dowsett  
Mr Chris Badger  
Councillor Alan Hall  
Councillor Garry Stephens

**In attendance:** Mr David Morcom (Chief Executive Officer)  
Mr Arthur Skipitaris (General Manager Corporate Services)  
Mr Ian Carroll (Manager Corporate Finance)  
Mrs Sheryl Saynor (Executive Support Officer)

**1. Welcome**

The Chair welcomed newly appointed Independent Member Michelle Dowsett to the Committee and her first meeting.

**2. Apologies**

Nil

**3. Closure of Meeting to Public:-**

*Councillor Hall/Chris Badger*

*That the meeting be closed to the public under Section 89(2) of the Local Government Act 1989 to discuss legal advice and any other matter which the Council or special committee considers would prejudice the Council or any person.*

**CARRIED**

**4. Declaration of Conflict(s) of Interest:-**

**5. Adoption of Previous Minutes – 30 August 2018:-**

*Chris Badger/Councillor Hall*

*That the Committee adopt the minutes of the previous meeting held on 30 August 2018.*

**CARRIED**

**6. Audit & Risk Committee Membership**

*Councillor Hall/Chris Badger*

*That the Audit & Risk Committee recommend to Council that it receive the report. That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 21 November 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 Clause 77(2)(b) of the Local Government Act 1989.*

**CARRIED**

**7. Action Items from Previous Minutes**

*Chris Badger/Councillor Hall*

*That the Audit & Risk Committee recommend to Council that it receive the report.*

*That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 21 November 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 Clause 77(2)(b) of the Local Government Act 1989.*

**CARRIED**

**8. Strategic Internal Audit Plan**

*Michelle Dowsett/Councillor Hall*

*That the Audit & Risk Committee recommend to Council that it receive the report.*

*That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 21 November 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 Clause 77(2)(b) of the Local Government Act 1989.*

**CARRIED**

**9. Status of Audit Recommendations**

*Chris Badger/Councillor Hall*

*That the Audit & Risk Committee recommend to Council that it receive the report.*

*That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 21 November 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 Clause 77(2)(b) of the Local Government Act 1989.*

**CARRIED**

**10. Review of Risk Strategy**

*Chris Badger/Michelle Dowsett*

*That the Audit & Risk Committee recommend to Council that it receive the report.*

***That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 21 November 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 Clause 77(2)(b) of the Local Government Act 1989.***

**CARRIED**

**11. Introduction of new Council Policies**

***Chris Badger/Councillor Stephens***

***That the Audit & Risk Committee recommend to Council that it receive the report.***

***That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 21 November 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 Clause 77(2)(b) of the Local Government Act 1989.***

**CARRIED**

**12. VAGO Performance Audit: Fraud and Corruption Control – Part 2**

***Councillor Hall/Michelle Dowsett***

***That the Audit & Risk Committee recommend to Council that it receive the report.***

***That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 21 November 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 Clause 77(2)(b) of the Local Government Act 1989.***

**CARRIED**

**13. VAGO Report: Delivering Local Government Services**

***Councillor Hall/Chris Badger***

***That the Audit & Risk Committee recommend to Council that it receive the report.***

***That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 21 November 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 Clause 77(2)(b) of the Local Government Act 1989.***

**CARRIED**

**14. IBAC Report: Corruption and misconduct risks associated with employment practices in the Victorian public sector**

**Councillor Stephens/Councillor Hall**

***That the Audit & Risk Committee recommend to Council that it receive the report.***

***That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 21 November 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 Clause 77(2)(b) of the Local Government Act 1989.***

**CARRIED**

**15. Question on Notice: Chris Badger**

**Councillor Stephens/Michelle Dowsett**

***That the Audit & Risk Committee recommend to Council that it receive the report.***

***That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 21 November 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 Clause 77(2)(b) of the Local Government Act 1989.***

**CARRIED**

**16. Evaluation of Audit & Risk Committee Performance**

**Chris Badger/Councillor Stephens**

***That the Audit & Risk Committee recommend to Council that it receive the report.***

***That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 21 November 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 Clause 77(2)(b) of the Local Government Act 1989.***

**CARRIED**

**17. Review of Audit & Risk Committee Charter**

**Chris Badger/Councillor Stephens**

***That the Audit & Risk Committee recommend to Council that any proposed changes to the Charter be adopted.***

***That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 21 November 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 Clause 77(2)(b) of the Local Government Act 1989.***

**CARRIED**

**18. Information Services Update**

***Councillor Hall/Councillor Stephens***

***That the Audit & Risk Committee recommend to Council that it receive the report.***

***That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 21 November 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 Clause 77(2)(b) of the Local Government Act 1989.***

**CARRIED**

**19. Financials, Council Plan Highlights and Progress of Major Initiatives and Initiatives**

***Councillor Hall/Councillor Stephens***

***That the Audit & Risk Committee recommend to Council that it receive the Report.***

***That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 21 November 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 Clause 77(2)(b) of the Local Government Act 1989.***

**CARRIED**

**20. Fraud Report**

***Councillor Stephens/Michelle Dowsett***

***That the Audit & Risk Committee recommend to Council that it receive the report.***

***That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 21 November 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 Clause 77(2)(b) of the Local Government Act 1989.***

**CARRIED**

**21. Excessive Staff Leave**

**Chris Badger/Councillor Hall**

***That the Audit & Risk Committee recommend to Council that it receive the Report.***

***That the information, contained in the attached document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 21 November 2018 because it relates to the following grounds under Section 89(2) of the Act:***

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

***be designated confidential information under Clause 77 (2) (b) of the Local Government Act 1989.***

**CARRIED**

**22. Current Key Risk Matters**

**Councillor Stephens/Councillor Hall**

***That the Audit & Risk Committee recommend to Council that it receive the report.***

***That the information, contained in the attached document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 21 November 2018 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989:***

***f) legal advice;***

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

***be designated confidential information under Clause 77 (2) (b) of the Local Government Act 1989.***

**CARRIED**

**23. Insurance Report**

**Michelle Dowsett/Councillor Hall**

***That the Audit & Risk Committee recommend to Council that it receive the report.***

***That the information, contained in the attached document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 21 November 2018 because it relates to the following grounds under Section 89(2) of the Act:***

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

***be designated confidential information under Clause 77 (2) (b) of the Local Government Act 1989.***

**CARRIED**

**24. Register of Commissioned Reports**

**Michelle Dowsett/Chris Badger**

***That the Audit & Risk Committee recommend to Council that it receive the report.***

***That the information, contained in the attached document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 21 November 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 Clause 77(2)(b) of the Local Government Act 1989.*

**CARRIED**

**25. General Business**

**26. Rotating Assessment of and Feedback on Meeting**

**THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 3.37PM.**



## C3 - REPORT

# GENERAL MANAGER DEVELOPMENT



## **C4 - REPORT**

# **GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT**

**ITEM C4.1****BRUCE STREET SPECIAL CHARGE STREET CONSTRUCTION SCHEME – INTENTION TO DECLARE SCHEME**

DIVISION: BUILT AND NATURAL ENVIRONMENT  
 ACTION OFFICER: MANAGER ASSETS AND PROJECTS  
 DATE: 5 FEBRUARY 2019

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

**OBJECTIVE**

The objective of this report is to consider the proposed Bruce Street Special Charge Street Construction Scheme Number 1801 for declaration as a Special Charge Scheme for the construction of Bruce Street between CH100 and CH230 in Yarram.

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

*That:*

- 1. Council commence the statutory process under the Local Government Act 1989 (the Act) to declare a Special Charge Scheme for the purposes of constructing Bruce Street, Yarram between CH100 and CH230. The construction works being for the provision of pavement sealing and minor ancillary works;***
- 2. Council in accordance with sections 163(1A) and 163B(3) of the Act, directs that a public notice be given in the Gippsland Times and Yarram Standard newspapers of the intention of Council to declare the scheme at its ordinary meeting to be held on 16 April 2019 in accordance with the proposed declaration of Special Charge Scheme Number 1801 in the form of this resolution for the construction of Bruce Street, Yarram, between CH100 and CH230;***
- 3. Council direct that, in accordance with section 163(1C) of the Act, separate letters enclosing a copy of the public notice be sent to the owners of the properties referred to and set out in the schedule of properties forming a part of the Proposed Declaration of a Special Charge, advising of the intention of Council to declare the Special Charge at its ordinary meeting to be held on 16 April 2019, the basis of the calculation and distribution of the Special Charge and notifying such persons that submissions and/or objections in writing in relation to the Proposed Declaration of Special Charge will be considered and/or taken into account by Council in accordance with sections 163A, 163B and 223 of the Act;***
- 4. Council appoint three Councillors plus an alternative representative to form the 'Bruce Street Special Charge Scheme Submissions Committee' that is established by Council under section 223(1)(b)(i) of the Act, to consider written submissions/objections and to hear any persons who in their written submissions under Section 223 of the Act have requested that they are heard in support of their submissions;***

5. ***That Scheme Number 1801 for construction of the section of Bruce Street, Yarram, between CH100 to CH230, as presented to this meeting be adopted and a Special Charge for the scheme commence 16 April 2019 and remain in force for a period of four years;***
6. ***The Special Charge be declared for the purpose of defraying costs associated with street upgrades (pavement sealing and footpath) which Council considers will be of benefit to those property owners required to pay the special charge;***
7. ***The following be specified as the land in relation to which the special charges is so declared: All properties abutting Bruce Street from CH100 to CH230 within the township of Yarram, intended to be included in the scheme as defined on the plan attached to this report (Attachment 1);***
8. ***The following be specified as the criteria which forms the basis of the Special Charge so declared:-***
  - ***Properties will derive special benefit due to construction of the road and streets by:-***
    - ***Reduction in dust***
    - ***Enhance the amenity and character of the land and local area***
    - ***Creation of improved riding surfaces for the street***
    - ***Improved access and egress from properties***
    - ***Improved road drainage***
    - ***Improved road safety for motorists;***
9. ***That pursuant to Clause (2) of Section 163 of the Local Government Act 1989, Council resolve:-***
  - (a) ***The total amount of the Special Charge to be levied is \$18,000***
  - (b) ***The criteria used as a basis for declaring the Special Charge are:***
    - ***Improved amenity for properties in the area defined by the scheme boundary;***
    - ***Improved road safety for properties and the community in the area defined by the scheme boundary;***
    - ***That for the purposes of Clause (2A) of Section 163 of the Local Government Act 1989 the total amount of the Special Charge to be levied will not exceed the amount calculated in accordance with the formula  $S = R \times C$*** 

***Where S = The maximum total amount that may be levied from all persons who are liable to pay the special charges***  
***R = The Benefit Ratio pursuant to Clause (2B) of Section 163 of the Act***  
***and C = The cost of the scheme;***
    - ***That for the purposes of Clause (2B) of Section 163 of the Local Government Act 1989, the Benefit Ratio R shall have a value of 0.40;***
  - (c) ***The cost is to be apportioned to properties included in the scheme on the basis of each property having a frontage abuttal to the street to be upgraded under the scheme will be apportioned one (1) Access Benefit Unit (ABU). Properties with a side abuttal to the street to be upgraded under the scheme will be apportioned one half (0.5) Access Benefit Unit (ABU);***

**10. Having regard to the preceding parts of this resolution, it be recorded that:**

**a) The owners of the properties described in the scheme document entitled “Bruce Street, Yarram - Special Charge Street Upgrade Scheme Number 1801” are liable for the respective amounts set out in the scheme document. Council will be contributing 70% of the scheme costs;**

**b) Such owners may, subject to any further resolution by Council, pay the Special Charge per property/title in accordance with the following:**

- (i) the full amount within 45 days of invoice or**
- (ii) payment may be made over 16 quarterly instalments (4 years) including interest;**

**11. The Chief Executive Officer or the person for the time being acting in that position, be authorised to give public notice of this declaration in accordance with Sections 163 and 223 of the Local Government Act 1989;**

**12. The Chief Executive Officer, General Manager Built & Natural Environment and Manager Assets and Projects or the person for the time being acting in that position, be authorised to carry out any and all other administrative procedures necessary to enable Council to carry out its functions under section 163A and sections 163(1A), (1B) and (1C) and sections 163B and 223 of the Act.**

## **BACKGROUND**

Bruce Street in Yarram is located within the residential township area. The road is approximately 230m in length, with kerb and channel constructed on both sides. The road has sealed and unsealed sections. The unsealed section extends between CH100 to CH230. The full length is managed and maintained by Wellington Shire Council.

The current kerb and channel is in poor condition which has been exacerbated by the mature nature strip trees and it is proposed that it be replaced under the capital works program.

The replacement of the kerb and channel is intended to be replaced in conjunction with works and would be of benefit to the property owners. The construction works proposed; are the sealing of the road pavement, the removal of the naturestrip trees, planting of more appropriate species and the provision of driveway laybacks and the installation of footpath pram crossings.

The construction and sealing of the unsealed section of Bruce Street would reduce Council's need for maintenance intervention, while providing a higher level of service for these adjacent properties. Additionally, footpath pram crossing would also provide a future link onto other footpaths that lead into the Yarram shopping area.

It is considered that the properties which abut this section of Bruce Street will derive a special benefit by the proposed upgrade works, as a result of:

- Reduction in dust
- Enhance the amenity of the area
- Creation of improved riding surfaces
- Improved access and egress from properties
- Improved drainage.

A public meeting was held on 17 October 2018 to outline the proposal for the Special Charge Street Construction Scheme. A follow up letter with a survey form was sent to each property owner

following this public meeting, along with an estimated apportionment cost and concept plan, to assess support for, or objection to, the scheme and was mailed out 20 November 2018.

The result of the survey was that 80% of the property owners replied and 100% of these replies were in favour of the proposed scheme.

	SUPPORT SCHEME		OPPOSE SCHEME		DID NOT REPLY	
Property Owners (15)	12	80%	0	0%	3	20%
Properties (15)	12	80%	0	0%	3	20%

Based on the survey results, there is a high level of support for the proposed special charge to undertake these construction works in conjunction with the kerb and channel replacement works.

## OPTIONS

Council has the following options:

- To progress the proposed scheme by advertising the intention to declare the Special Charge scheme; or
- To not advertise the intention to declare the Special Charge Scheme.

## PROPOSAL

That Council advertise its intention to declare a Special Charge Scheme for the construction of Bruce Street between CH100 to CH230 in Yarram for the provision of pavement sealing and ancillary works as outlined.

## CONFLICT OF INTEREST

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

## FINANCIAL IMPACT

Total costs applicable to the Special Charge scheme are estimated to be \$18,000. The amount to be recovered under the scheme does not include GST.

Based on the funding framework within the Residential Road and Street Construction Plan, 30% of costs are to be apportioned to properties within the Special Charge scheme, with 70% funded by Council.

Amount apportioned to properties within scheme (30%):	\$ 5,400
Portion of cost to be recovered from Council as direct costs (70%):	\$12,600
Total estimated cost of scheme:	\$18,000

There are no multiple property owners and there is no Crown Land located within the scheme boundary.

The resultant financial impact is a cost to Council of \$12,600 to be funded through the Roads to Recovery Program.

The method of apportioning the costs for this scheme is uniform and based on access benefit only as all properties have a similar frontage.

Property owners liable to pay under the Special Charge scheme will be invoiced following completion of works. Options for payment include full payment within 45 days or 16 quarterly instalments (4 years), including an interest component aligned to Council's cost of finance.

## LEGISLATIVE IMPACT

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

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

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

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

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

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

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

The Benefit Ratio "R" is calculated by:

$$\frac{TSB(in)}{TSB(in)+TSB(out)+TCB} = R$$

- **TSB(in)** is the estimated total special benefit of those properties that the council has decided to include in the scheme.
- **TSB(out)** is the estimated total special benefit of those properties with an identified special benefit that the Council does not propose to include in the scheme.
- **TCB** is the estimated total community benefit.
- **R** is the benefit ratio.

For the purposes of this scheme:

$$TSB(in) = 15 \text{ (no. of properties in scheme)}$$

$$\text{TSB(out)} = 0$$

$$\text{TCB} = 35$$

$$\text{Therefore:- } R = \frac{15}{15+0+35} = 0.30$$

and

$$S = R \times C$$

$$S = 0.30 \times \$18,000$$

$$\text{Therefore:- } S = \$5,400$$

### **COUNCIL POLICY IMPACT**

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

### **RESOURCES AND STAFF IMPACT**

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

### **COMMUNITY IMPACT**

Implementation of this scheme will have a general community impact as it will result in Bruce Street, Yarram being fully sealed in line with current service standards. Community benefit is reflected in Council's contribution toward the works outcome.

### **ENVIRONMENTAL IMPACT**

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

### **ENGAGEMENT IMPACT**

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

- Information letter advising property owners of street works proposal 7 September 2018
- Public meeting held at Yarram, 17 October 2018
- Mail out survey of all property owners, 20 November 2018
- Follow up phone calls and emails requesting replies to the survey.

Further consultation will be through recommendation 2 & 3 of this report. The recommendation is for the notification by public notice of the opportunity to lodge submissions/objections to the proposed Special Charge street construction scheme.

## **RISK MANAGEMENT IMPACT**

Implementation of the scheme will produce a substantial reduction in risk to motorists, cyclists and other road users through improved visibility (reduction of dust), improved road surfacing, properly identified through lanes and markings.



**ITEM C4.2****INDUSTRIAL ROAD SPECIAL CHARGE STREET CONSTRUCTION SCHEME - FINAL COST CERTIFICATE**

DIVISION: BUILT AND NATURAL ENVIRONMENT

ACTION OFFICER: MANAGER ASSET AND PROJECTS

DATE: 5 FEBRUARY 2019

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

**OBJECTIVE**

The objective of this report is to present to Council for consideration the Final Cost Certificate for the Industrial Road Special Charge Street Construction Scheme – Scheme No. 1701.

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

- 1. Council adopt the Final Cost Certificate for the Industrial Road Special Charge Street Construction Scheme - Scheme No. 1701 attached to this report; and**
- 2. Council Officers prepare the final apportionment amounts due from property owners for the scheme based on the Final Cost Certificate for the Industrial Road Special Charge Construction Scheme.**

**BACKGROUND**

At its meeting of 5 December 2017, Council resolved to declare Special Charge Scheme No. 1701 for the construction of Industrial Road (Chainage 500 to 630) and to serve a notice on all affected property owners. Following this meeting and a tender process, a contract was awarded under delegation. The road construction works were undertaken and practical completion was achieved on 26 October 2018.

The contract amount entered into with East Gippsland Road Maintenance Pty Ltd was \$60,699.40, with additional cost for the initial pavement investigation, service proving and tendering costs being \$3,388.10. The final seal and tree works cost a further \$4,708.60 producing an overall final scheme cost of \$68,796.10 (all figures excluded GST).

With the total estimated cost of the scheme being \$120,000, the overall final cost of the scheme, at \$68,796.10 produced a saving of 42.7% over the estimated costs.

The final cost certificate has been prepared and is shown in **Attachment 1**.

## **OPTIONS**

Council have the following options available:

1. Accept the final cost certificate as presented; or
2. Not accept the final cost certificate as presented.

## **PROPOSAL**

That

1. Council adopt the Final Cost Certificate for the Industrial Road Special Charge Street Construction Scheme - Scheme No. 1701 attached to this report; and
2. Council Officers prepare the final apportionment amounts due from property owners for the scheme based on the Final Cost Certificate for the Industrial Road Special Charge Construction Scheme.

## **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 with the adoption of the recommendations of this report as the apportionments have been made based on actual costs.

## **LEGISLATIVE IMPACT**

This scheme was prepared and undertaken in accordance with the *Local Government Act 1989*.

## **COUNCIL POLICY IMPACT**

This scheme was undertaken in accordance with Council's Special Charge Schemes – Roads, Street & Drainage Development Policy 4.2.4 and 2014 Residential Road and Street Construction Plan.

## **RESOURCES AND STAFF IMPACT**

The scheme was undertaken using the resources of the Assets & Projects unit. Staff from the Finance unit will be responsible for serving of accounts on property owners.

## **ENGAGEMENT IMPACT**

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

- Numerous discussions between property owner and Council staff during 2017
- Consultation process has been undertaken with the single affected property owner by way of a meeting and correspondence outlining the proposal
- Public Notice of Intention to Declare advertised in a local newspaper on 10 October 2017
- Copy of Public Notice mailed to property owner liable to pay on 12 October 2017.
- Letter mailed to property owner on 12 October 2017 advising of Council's intention to declare the scheme at its Meeting on 7 December 2017.
- Letter mailed to property owner on 7 December 2017 advising the scheme has been declared including a Notice of Levy.
- Letter mailed to property owner on 6 March 2018 advising tenders are being sought.

# WELLINGTON SHIRE COUNCIL

## INDUSTRIAL ROAD SPECIAL CHARGE STREET CONSTRUCTION SCHEME

### SCHEME No. 1701 FINAL COST CERTIFICATE

Project : Industrial Road Special Charge Street Construction Scheme.  
Scheme No: 1701

Commencement date (scheme): 5/12/2017  
Completion date (works): 26/10/2018  
Estimated cost of scheme: \$120,000.00  
**Final cost of scheme: \$ 68,796.10**

Variation between estimated cost and final cost:	42.7% decrease
Council contribution to scheme as property owner:	\$ 27,518.44
Council contribution to scheme - public benefit:	\$ 27,518.44
Property owner contribution to scheme:	\$ 13,759.22
<b>Total</b>	<b>\$ 68,796.10</b>

Prepared by: Tilo Junge, Infrastructure Planner  
Approved by: Dean Morahan, Manager Assets & Projects

Date Adopted by Council .....

### ITEM C4.3

### ENVIRONMENTAL UPGRADE AGREEMENTS

DIVISION: BUILT AND NATURAL ENVIRONMENT  
ACTION OFFICER: MANAGER NATURAL ENVIRONMENT AND PARKS  
DATE: 5 FEBRUARY 2019

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

### OBJECTIVE

To seek Council support for adoption of Environmental Upgrade Agreements (EUAs) to be made available to Wellington Shire businesses.

### RECOMMENDATION

***That, in accordance with the provisions of Section 181 of the Local Government Act 1989, Council:***

- 1. Offer commercial businesses within the Wellington Shire an Environmental Upgrade Agreement program commencing March 2019;***
- 2. Appoint the Sustainable Melbourne Fund to administer and support the delivery of Environmental Upgrade Agreements;***
- 3. Delegate to the Chief Executive officer the power to enter into an Environmental Upgrade Agreement on behalf of Council, and***
- 4. Delegate to the Chief Executive Officer the power to declare and levy an environmental upgrade charge to participating properties.***

### BACKGROUND

An Environmental Upgrade Agreement (EUA) is an agreement between a property owner, a bank and local government that facilitates a building upgrade to improve energy, water or waste efficiency. The EUA program is implemented by the Sustainable Melbourne Fund (SMF), with repayments collected via Council's Rates system. EUA finance also offers 100% project finance, very competitive interest rates and long-term finance.

EUAs allow for the tenants and building owners of commercial and industrial property to collaborate on energy, water and waste projects that will reduce the impact to the environment and reduce operating costs. Unlike other alternative finance options, EUAs allow tenants to contribute financially to the project where it makes sense to do so and help shape the project to best suit their needs. The Sustainable Melbourne Fund can act as an intermediary to implement the program on behalf of Council. Over 20 Councils across Victoria have implemented UAE programs since 2015.

There are several potential benefits of this program for businesses within Wellington Shire including;

- Environmental and financial outcomes: Upgrading buildings can deliver savings on utility bills.
- Overcome structural and market barriers: EUA finance can overcome the barriers between owners and renters by enabling the costs and benefits to be shared with the building occupiers.
- Reduce Financial Risks: EUAs unlock private investment in local communities.
- Leveraging: EUAs can be utilised with grant funding to enhance the business case for a building retrofit. EUAs can be a means of attracting further funding into local communities.

EUAs provide an opportunity for Council to partner with businesses to reduce their operating costs, improve the asset value of commercial building stock and create more resource efficient enterprises.

## **OPTIONS**

Council has the following options:

1. To approve the implementation of an Environmental Upgrade Agreement Program for commercial businesses located in Wellington Shire; or
2. To not approve the implementation of an Environmental Upgrade Agreement Program for commercial businesses located in Wellington Shire

## **PROPOSAL**

That, in accordance with the provisions of Section 181 of the *Local Government Act 1989*, Council:

1. Offer commercial businesses within the Shire an Environmental Upgrade Agreement program commencing March 2019;
2. Appoint the Sustainable Melbourne Fund to administer and support the delivery of Environmental Upgrade Agreements;
3. Delegate to the Chief Executive Officer the power to enter into an Environmental Upgrade Agreement on behalf of Council, and
4. Delegate to the Chief Executive Officer the power to declare and levy an environmental upgrade charge to participating properties.

## **CONFLICT OF INTEREST**

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

## **FINANCIAL IMPACT**

The Sustainable Melbourne Fund do not charge Council any fee for services provided. Sustainable Melbourne Fund do charge EUA applicants application fees as part of the process.

## **COMMUNICATION IMPACT**

If the program is adopted an appropriate marketing campaign will be developed and implemented in partnership with Sustainable Melbourne Fund to inform local businesses of the opportunity.

## **LEGISLATIVE IMPACT**

The Victorian government amended the *Local Government Act (1989)* in 2015 to allow Victorian Councils to offer EUAs to their business community. EUA's will be implemented in accordance with Section 181 of the *Local Government Act 1989*.

## **COUNCIL PLAN IMPACT**

The Council Plan 2017–2021 Theme 3 Natural Environment and Theme 5 Economy states the following strategic objectives and related strategies:

Strategic Objective 3.2

*Demonstrate leadership in waste and water management, and energy efficiency*

Strategy 3.2.3

*Advocate for and provide leadership toward a low carbon economy*

Strategic Objective 5.1

*Support and develop our existing businesses*

Strategy 5.1.2

*Leverage from our existing business and assets to diversify the economy through value adding activities, identifying opportunities and building on our strengths*

Strategic Objective 5.2

*Use a targeted approach to attract new business investment to Wellington Shire, to support population growth*

Strategy 5.2.1

*Create a supportive investment environment that encourages new development and job growth*

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

## **RESOURCES AND STAFF IMPACT**

New EUAs will require some staff involvement. This additional work is expected to be minor and can be accommodated within existing resources.

## **COMMUNITY IMPACT**

The provision of Environmental Upgrade Finance provides an opportunity to:

- Create additional jobs
- Attract private sector funding into the municipality
- Improve business profitability
- Create an affordable opportunity for business to address rising energy costs.

## **ENVIRONMENTAL IMPACT**

The program can deliver positive environmental outcomes by reducing carbon emissions through commercial business activity.



## C5 - REPORT

# GENERAL MANAGER COMMUNITY AND CULTURE

**ITEM C5.1****GIPPSLAND ART GALLERY ADVISORY GROUP MINUTES**

DIVISION: COMMUNITY AND CULTURE  
 ACTION OFFICER: MANAGER ARTS AND CULTURE  
 DATE: 5 FEBRUARY 2019

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 3 December 2018.

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

*That Council receive the minutes of the Gippsland Art Gallery Advisory Group meeting held on 3 December 2018.*

**BACKGROUND**

The Gippsland Art Gallery Advisory Group is a Committee of Council that meets every three months. The membership of the advisory group includes a councillor and representation from professional artists, art educators, Friends of the Gallery members and community.

The committee's 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.

**OPTIONS**

Council has the following options:

1. Receive the minutes from the Gippsland Art Gallery Advisory Group meeting held on 3 December 2018; or
2. Request additional information and receive the minutes from the Gippsland Art Gallery Advisory Group meeting held on 3 December 2018 at a future meeting.

**PROPOSAL**

To receive the minutes from the Gippsland Art Gallery Advisory Group meeting held on 3 December 2018.

## **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:

### 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.

**GIPPSLAND ART GALLERY ADVISORY GROUP**

**Carang Carang Room**

Monday 3 December 2018, 5:30pm

**MINUTES**

<b>Present:</b> Deb Milligan (Chair), Brian Castles, Gillian Kline, Dr Rob Ziffer, Cr Scott Rossetti, Robbie Aitken, Bruce Arnup, Klara Jones					
<b>In Attendance:</b> Simon Gregg (Director), Stephen Dempsey (Manager Arts & Culture)					
<b>NO</b>	<b>ACTIVITY</b>	<b>DISCUSSION</b>	<b>DECISION</b>	<b>WHO</b>	<b>ACTION</b>
<b>1</b>	<b>ATTENDANCE</b>				
1.1	Apologies	George Thomas, Bianca Taylor			
1.2	Assembly of Councillors	Cr Scott Rossetti		Simon Gregg	Form submitted
<b>2</b>	<b>PREVIOUS MINUTES</b>				
2.1	Minutes	Monday 3 September 2018	Vote to accept the previous minutes. Moved and carried.	Robbie Aitken & Bruce Arnup	
<b>3</b>	<b>REPORTS</b>				
3.1	Chair's Report	No Chair's Report in future, but instead a recurring item at 5.1 – Discussion re wider cultural landscape		Deb Milligan	
3.2	Friends Report	Friends donated \$1,500 to purchase of Portia Geach painting Bruce Arnup has agreed to give a talk to the Friends Feedback on Film Night – was a great success and there are plans to hold it again in 2019 with new Gauguin film Members Database being cleaned up. Renewal letter has gone out to lapsed members, and renewal rates have since picked up. Three committee members have taken on RSA training to assist at Gallery events.		Klara Jones	

		Planning underway for functions for 2019, to include Director's talk about John Constable as fundraiser for Lesley Duxbury exhibition.			
3.3	Director's Report	Director gave report on recent and upcoming events, gallery attendances, the exhibition program, and recent acquisitions		Simon Gregg	
<b>4</b>	<b>BUSINESS ARISING</b>				
4.1	Planning and monitoring of programs, events and activities in the Art Gallery	2019 Exhibition program is confirmed, working on 2020 and 2021. Will continue to encourage 'local heroes' but also emerging Gippsland talent, working toward getting a balance. The 2018 program to date has been very well received.			
4.2	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	<p>Gallery is seeking more volunteer guides. Started the year with 10 and finished the year with 9, but demand on guides is greater than ever.</p> <p>Suggestion was made by Brian and Cr Rossetti that volunteers be used to increase 'human presence' in the gallery, as someone that visitors can talk to about the art.</p> <p>General discussion around where and how to recruit additional volunteers, suggestion made to look at U3A, retired teachers, and Friends Committee members.</p>	Simon to consider process and implications for recruiting volunteer invigilators.	Simon Gregg	Report back at next meeting
4.3.1	Proposed acquisition	Jeremy Blincoe: Known Unknown (sculpture) – Donation	All voted in favour of accepting work	Simon Gregg	Arrange collection of artwork
4.3.2	Proposed acquisition	Jeremy Blincoe: Malouk (photograph) – Donation	All voted against accepting work	Simon Gregg	Inform artist
4.3.2	Proposed acquisition	Jeremy Blincoe: Spirit Line (photograph) – Donation	All voted against accepting work	Simon Gregg	Inform artist
4.4	Maintenance, augmentation and development of the permanent collection of the Art Gallery	<p>General discussion around ways to encourage engagement with the gallery collection including:</p> <ul style="list-style-type: none"> <li>- Creating a touch screen app for visitors to explore the collection and create their own exhibitions.</li> <li>- Get the gallery collection online and searchable.</li> </ul>	Simon to look at costs and options for implementing ideas raised.	Simon Gregg	Report back at next meeting

		<ul style="list-style-type: none"> <li>- Create a Gallery YouTube channel including podcasts with staff, volunteers, and visitors discussing favourite artworks.</li> <li>- Have an exhibition with theme 'My favourite artwork', with visitors talking about a work that is special to them.</li> </ul>			
4.5	Cultural and artistic matters relating to the Art Gallery, including promoting cooperation between the Art Gallery and other services of Council	<p>Director working on an Indigenous Engagement Plan for Council, which will apply to Gallery. An opportunity to work across different levels and units of Council.</p> <p>Cr Rossetti said he likes having artworks installed in ground floor of library and other Council areas.</p>		Simon Gregg	Report back at next meeting
4.6	Utilise networks to obtain support for the Art Gallery, both financial and non-financial, and to assist with philanthropic support of these activities	<p>Foundation project – slow progress since last meeting but still on track for 2019. No deadline – more important to 'get it right'.</p> <p>Director has looked into idea from Cr Rossetti from last meeting for 'Google Docs' for local art listings but has found Gallery already offers ample material for visitors and would be duplicating work for staff.</p> <p>Director expressed concern about staff levels to be a 'co-ordinating hub' and for proper resourcing of 'wider environmental landscape'.</p> <p>Director will be talking to Mim Cook from ABC Gippsland about 'My Favourite Artwork' radio interview in new year.</p>		Simon Gregg	<p>Continue work on establishing a Foundation</p> <p>Schedule time in new year to talk to Mim at ABC</p>
<b>5</b>	<b>GENERAL BUSINESS</b>				
5.1	Discussion about wider cultural landscape.	<p>Deb visited Artlander Regional Arts Australia conference in Bendigo.</p> <p>Robbie attended Biennale at Tarrawarra Museum of Art – fairly edgy artworks.</p> <p>Gill spoke about art trip to Japan, followed by group discussion.</p> <p>Discussion led to suggestions about need for public outdoor sculpture at Port of Sale and Sale environs.</p>			
<b>6</b>	<b>NEXT MEETING:</b> Monday 4 March 2019, 5.30pm				

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

DIVISION: COMMUNITY AND CULTURE  
 ACTION OFFICER: MANAGER COMMUNITY WELLBEING  
 DATE: 5 FEBRUARY 2019

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

**OBJECTIVE**

For Council to receive the minutes from the Briagolong Recreation Reserve Committee of Management’s General Meeting held on 10 December 2018.

**PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY**

**RECOMMENDATION**

*That Council receive the minutes from the Briagolong Recreation Reserve Committee of Management’s General Meeting held on 10 December 2018.*

**BACKGROUND**

The Briagolong 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 Briagolong Recreation Reserve for the community in an efficient, effective and practical manner.
- To undertake activities designed to protect, promote, utilise and develop the Briagolong 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 Briagolong 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 Briagolong Recreation Reserve’s capital assets are adequately maintained.
- To provide advice to Council on matters relating to the Briagolong 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. Meetings held by the Briagolong Recreation Reserve Committee of Management are open to the public.

## **OPTIONS**

Council has the following options:

1. Receive the minutes from the Briagolong Recreation Reserve Committee of Management's General Meeting held on 10 December 2018; or
2. Seek further information to be considered at a future Council meeting.

## **PROPOSAL**

That Council receive the minutes from the Briagolong Recreation Reserve Committee of Management's General Meeting held on 10 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 2017-21 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.

## Briagolong Rec Reserve

**10 December 2018**  
**7.30pm**

### 1. Present / Apologies

<b>Name</b>	<b>Title</b>	<b>Representing</b>	<b>Present / Apology</b>
Carmel Ripper	Councillor	Wellington Shire	Apology
Denis Murphy	Chairperson	Cricket	Present
Vanessa Randle	Treasurer	Tennis	Present
Darren Randle		Community	Present
Josh Harry		Community	Present
Melissa Conway		Junior Football	Apology
Michael Pleydell		Community	Apology
Tracie Binger		Tennis	Apology
Sharnelle Anlezark		Junior Football	Present
Tracey Ryan		Pony Club	Present

### Quorum Achieved?

Yes

### 2. Declaration of Conflicts of Interest.

**Nil.**

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

**Moved:** Denis Murphy      **Seconded:** Tracie Binger      **CARRIED**

**Chairperson to sign and date previous minutes to be filed by Secretary**

### 4. Business Arising from Previous Minutes

Arborist has finished the clean up works

Awaiting planning permit to be approved before ordering shed

John has been doing some mowing. Darren met with him to discuss volunteering at the reserve. Committee to purchase a gift for him, \$100 voucher- Tennis \$50, Rec Reserve \$50

Pony club to sort out agistment with Kylie  
It was noted that the proposal to modify fees next year due to the pavilion upgrade was missed.  
Proposal being; \$750 for Cricket, \$500 Pony Club & Tennis, \$250 Football.

## 5. Correspondence In

Request for feedback on pavilion signage- committee agreed with "Briagolong Recreation Reserve"

Request from WSC to meet regarding master plan for reserve- tennis club

Ausnet letter- preparing for summer

Letter of thanks to committee for meeting with Councillors and staff on 23 November.

Thanks from Briony (Cricket Club) for support of the market.

## 6. Correspondence Out – date previous minutes sent to Council

Nil

## 7. Reports

### 7.1 Chairperson's Report

### 7.2 Treasurer's Report

As Tabled

\$10k to be moved to Bendigo Bank

Moved Vanessa,                      Seconded      Denis                      Carried

### 7.3 User Group Report

#### Pony Club

Pony rides at Christmas market

Christmas break-up near Lindenow

Pony club dates:

- Sunday 20 January
- Sunday 10 February - Rally
- Navigation Ride - date to be confirmed
- Proposing to use the bottom oval next winter, still finding dates.

#### Tennis

AGM held tonight, Tracie Binger- president, Bec Stork- Secretary, Julie Orchard – Treasurer

Still waiting on LVA grant

Met with Shire tonight regarding LVA grant, wanted club to make sure infrastructure items are considered as part of a bigger picture to be considered as part of a master planning process.

\$500 next year fine with Tennis club.

### **Football**

Proposal to charge \$250 accepted by football committee.

### **Cricket**

Christmas market successful. Hot day may have stopped a couple of stall holders attending. Season progressing well. Oval inspection passed. Bond to be returned.

### **Community**

### **Volunteers-**

## **8. OHS / Risk / Facility Fault Report**

## **9. New Rules of the Committee to be endorsed by Council- No update**

## **10. General Business**

Vegetation removal account still outstanding, will come with quote for CFA required work.

Need for Feed and MasterChef considering using the Rec Reserve for a challenge show. Possibly early next week. Working bee required once confirmed.

## **11. Next Meeting**

Monday 14 January 7:30pm 2018.

### **Meeting Closed Time:**

8:45pm

### **These minutes are:**

Confirmed as true and correct on .....

**Date**

Or

Corrections have been made and noted at the meeting on .....

**Date**

## Treasurers Report for meeting held December 10th 2018

Reconciled Statement for November 30 2018

Cash at Bank as at 31/10/2018 46,818.95

### Income:

#### November

WSC operating subsidy 2018/19	15556.06	
		15,556.06

### Payments:

#### November

Carmody's - Sept / Oct fuel	139.03	
Gippsland Water - (July - Oct)	185.50	
WSC - (GST for July)	23.60	
DMG Audit	352.00	
Abicor - toilet paper	46.00	
		746.13

Reconciled Bank Balance to date 61,628.88

#### *unpresented chq's & deposits*

D Murphy - wall planner	36.43	
-------------------------	-------	--

	36.43	
<b>closing balance of accounts to date</b>		<b>61,592.45</b>

Cheques to be authorised

	0.00	
Balance Remaining to date...		<u>61,592.45</u>

#### *correspondence:*

<u>BENDIGO ACCOUNT - Balance at 31/10/2018</u>	250.00
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<b>Balance as at 30/11/2018</b>	<b>\$250.00</b>
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**ITEM C5.3****MAFFRA RECREATION RESERVE COMMITTEE OF MANAGEMENT MINUTES**

DIVISION: COMMUNITY AND CULTURE  
 ACTION OFFICER: MANAGER COMMUNITY WELLBEING  
 DATE: 5 FEBRUARY 2019

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 November 2018.

**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 November 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:

- 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 Meeting, with no conflicts being declared. Meetings held by the Maffra Recreation Reserve Committee of Management are open to the public.

## **OPTIONS**

Council has the following options:

1. Receive the minutes from the Maffra Recreation Reserve Committee of Management's General Meeting held on 5 November 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 Meeting held on 5 November 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.

# MAFFRA RECREATION RESERVE Special Committee of Council MINUTES

05/11/2018, 7.30pm

Meeting room Maffra Recreation Reserve Function Centre

President Mat Coleman

Secretary Kath Coggan 0411 098 452

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1. **Present:** Mat Coleman, Kath Coggan, Irene Crockford, Jenny Toma, Grant Smith, Paul Bourke, Councillor Carmel Ripper
2. **Apologies:** Cheryl Dowling, Kevin Christensen, Lisa Ogilvie, Mark Hewlitt, Steve Bragg, Sonya Ford.
3. **Declaration of Conflicts of Interest**
4. **Confirmation of Minutes of Previous Meeting.** Confirmed as an accurate account Moved Paul Bourke, seconded Grant Smith.
5. **Business Arising from Previous Minutes.**

Emergency Plan with helicopter landing on oval and ambulance access to oval. Maffra Ambulance and Maffra Fire Brigade have keys. Suggestion to write to Wellington Shire Council and seek advice re this issue.

MFNC have secured \$25,000 from Saputo towards the drainage costs. Mark Benfield returns from holidays 11<sup>th</sup> Nov. MRRC have now received official confirmation of tender. Also received letter from Clint Kelly with contact details. We will receive an account from Wellington Shire before Xmas.

Rockhounds leak to be further researched by Grant Smith

Mark Hewlitt suggested we need an electrician to look at the gate light

## **Correspondence In**

Email from Bodye Darville requesting MRRC keys be left at Maffra Library for building audit

Email from MFNC requesting invoices for auditing purposes forwarded to L. Ogilvie

Email from Paul Shelton stating his intention to vacate his position on the MRRC

Email Morwell Scouts confirming camping Nov. 9th

Email from WSC with our last year's AGM minutes

## **Correspondence out**

Email to MRRC re quorum for Nov. Meeting

Email to MRRC with Oct minutes and Nov agenda

## **TREASURERS REPORT**

**Report tabled.** Paul Bourke to follow up on account with repairs to the Fryer.

That the treasurer's report be accepted moved Jenny Toma, seconded Irene Crockford

## **USER GROUP REPORTS**

**Maffra Agricultural Show.** Very successful show. Friday Twilight Rides not as popular. Saturday program and night carnival very well attended. The Harness program on Sunday The Farmers Drought Relief saw 170 family tickets and 75 individual tickets issued.

**Kennell Club.** Judges locked in for 2019/2020. Last weekend in August. MFNC will make sure no match scheduled on the Maffra oval

**Maffra Municipal Band.** Enjoyed playing at the Show. The display was well appreciated. Carols by Candlelight on Sunday 23<sup>rd</sup> Dec. at the Rec Reserve. Should be able to use the main area. If not, Netball Courts available. Played at the Sunday Market last month.

**Rockhounds. All going well.**

**EGPHC. Report from Cheryl Dowling attached.**

**Faults.** West side fluorescents need replacing  
Need to speak to Clint Kelly re our leaks.

**That the reports be accepted Moved Jenny Toma, seconded Grant Smith**

## **General Business**

**RUBBISH.** We would like to investigate all events on the Maffra Rec Reserve have recycling. Kath to check with Maffra Waste re the possibility of this. Alternatively write to Wellington Shire to see what can be done about setting up a recycling system

**Drainage project.** Paul will maintain contact with Clint Kelly. If any issues arise will liaise with Matt. Coleman and Executive of MRRC

**To date Showjumping have not requested the facilities for January.**

**MEETING.** It was decided that we probably did not need to meet again until February.

**Meeting closed 8.30pm. Next meeting Monday February 4th**

10:49 AM  
05/11/18  
Cash Basis

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

	Oct 18	Jul - Oct 18
<b>Income</b>		
Electricity contributions		
Maffra Football & Netball Club	2,663	3,988
<b>Total Electricity contributions</b>	2,663	3,988
Hire of Reserve	91	136
Interest Received (Bendigo)	4	17
<b>Rentals</b>		
Camping (Kennel Club)	0	1,486
CWA	0	164
East Vic Pleasure Harness Club	0	121
Kennel Club	0	617
Maffra Football & Netball Club	2,522	5,058
McKay Lease	0	273
<b>Total Rentals</b>	2,522	7,719
<b>Total Income</b>	5,280	11,860
<b>Expense</b>		
Cleaning of Reserve	0	90
Cleaning Supplies (Milestone)	150	150
Electricity & Gas (Cannon)	0	45
Electricity & Gas (Origin)	2,153	4,773
<b>Fuel and Oil</b>		
Tractor/ Ride-On (MG Trading)	235	235
<b>Total Fuel and Oil</b>	235	235
Postage & Stationary (Aus Post)	0	91
<b>Repairs and Maintenance</b>		
Buildings (Plumbing)	0	196
Grounds (Murray Goulburn)	10	36
<b>Total Repairs and Maintenance</b>	10	232
Waste Removal (Maffra Waste)	404	1,108
Water Rates (Gippsland Water)	0	453
Water Rates (SRW)	0	33
<b>Total Expense</b>	2,952	7,210
<b>Net Income</b>	2,328	4,650

10:53 AM  
05/11/18

**Maffra Recreation Reserve  
Reconciliation Summary  
Bendigo Bank - General Account, Period Ending 31/10/2018**

	<u>Oct 31, 18</u>
Beginning Balance	28,888.14
Cleared Transactions	
Cheques and Payments - 6 items	-3,226.03
Deposits and Credits - 1 item	<u>5,703.33</u>
Total Cleared Transactions	<u>2,477.30</u>
 Cleared Balance	 <u><u>31,365.44</u></u>
Uncleared Transactions	
Cheques and Payments - 1 item	-226.38
Deposits and Credits - 1 item	<u>100.00</u>
Total Uncleared Transactions	<u>-126.38</u>
 Register Balance as of 31/10/2018	 <u><u>31,239.06</u></u>
 Ending Balance	 31,239.06

10:55 AM  
05/11/18

**Maffra Recreation Reserve  
Reconciliation Summary**  
Bendigo Bank - Investment Acc., Period Ending 31/10/2018

	<u>Oct 31, 18</u>
Beginning Balance	33,069.52
Cleared Transactions	
Deposits and Credits - 1 item	<u>4.08</u>
Total Cleared Transactions	<u>4.08</u>
 Cleared Balance	 <u><u>33,073.60</u></u>
 Register Balance as of 31/10/2018	 33,073.60
Ending Balance	33,073.60

Maffra Recreation Reserve  
Accounts Payable at 05/11/2018

McCarthy Plumbing - Deep Fryer Repairs	\$832.04	? If this is a rec reserve bill
Gippsland Water - Water Rates	\$385.85	
Southern Rural Water - Water Share Fees & Delivery Share Fees	\$145.50	
Origin Energy - Electricity	\$628.17	
MG Trading - Joiners	\$29.50	

**\$2,021.06**

**ITEM C5.4****GORDON STREET RECREATION RESERVE COMMITTEE OF MANAGEMENT MINUTES**

DIVISION: COMMUNITY AND CULTURE  
 ACTION OFFICER: MANAGER COMMUNITY WELLBEING  
 DATE: 5 FEBRUARY 2019

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 12 November 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 12 November 2018.***

**BACKGROUND**

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

## **OPTIONS**

Council has the following options:

1. Receive the minutes from the Gordon Street Recreation Reserve Committee of Management's General Meeting held on 12 November 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 12 November 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.

**GORDON STREET RECREATION RESERVE  
Special Committee of Council**

**MINUTES**

**MEETING DATE, MEETING TIME  
MEETING VENUE**

**Meeting Opened Time: 7.02**

**12/11/2018**

**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)**

**Moved: Brian**

**Seconded: Pat**

**CARRIED**

**Chairperson to sign and date previous minutes to be filed by Secretary**

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

Charlie ask Councilor Hole about the new mower and it has been budgeted for next year.

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

09.09.18 - Lisa Lyndon – Wellington Shire – Reminder for Eol's by due date  
13.09.18 – Wendy Rhodes – C.O.M Heyfield War Memorial Hall – Re flag pole at GSR  
14.09.18 – Glenmaggie Tree lopping – Quote for tree removal  
17.09.18 – Bernard Miron – Cancelation of car rally  
19.09.18 – Benson Group Contractors PTY LTD- Quote for tree removal  
19.09.18 – Quality Tree Works – Quote for tree removal  
19.09.18 – Bodye Darvill – Wellington Shire – 60/40 filter on dam pump  
19.09.18 – Lisa Lyndon – Wellington Shire – Revaluation and maintenance inspections  
19.09.18 – Bodye Darvill – Wellington Shire – Access keys for APV Valuers  
19.09.18 – Sam Matthews – Wellington Shire – Tree removal go ahead  
19.09.18 – Sam Matthews – Wellington Shire – Memorandum of Understanding Heyfield Tennis Club  
21.09.18 – Frank Togatama – Wellington Shire – Annual Registration Renewal – Food Act  
21.09.18 – Sale Water Specialists – Quote for filter  
23.09.18 – Sam Matthews – Wellington Shire – Start & Finish dates for Netball courts and lighting  
01.11.18 – Michelle Gray – Department of Economic Development, Jobs, Transport & Resources – Property Identification Code Register Update

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

27.09.18 – Pat Rodaughan to Lisa Lyndon – Minutes GSR August meeting  
27.09.18 – Pat Rodaughan to Bodye Darvill – Quotes for tree removal  
27.09.18 – Pat Rodaughan to Bodye Darvill – Quotes for filter for dam pump  
20.07.18 – Pat Rodaughan to GSR Committee – Minutes for AGM  
01.10.18 – Pat Rodaughan to Bodye Darvill – Quote for pop up sprinklers  
03.10.18 – Pat Rodaughan to Joel Keane – Car rally information  
03.10.18 – Pat Rodaughan – Committee – GSR Minutes

#### **7. Reports**

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

Cranes have been awarded the contract for the Netball courts and Jones Electrical will be doing the main oval lights. The trees at the southern end of the Basketball stadium have been removed. The hand rails for the viewing area at the front of the social rooms are ready for installation. The filter for the pump on the dam will be installed and the sensors for the watering system replaced in the next week. A request has been made to WSC to have a couple of trees removed from beside the tennis courts. Still watering the ground manually and plenty of time spent mowing.

##### **7.2 Treasurers Report Attached**

Charlie informed members of the large accounts we will have to pay in the near future for GSR 40% of concreting the viewing area, hand rails, filter for dam pump and replace sensors on main oval. Charlie is of the opinion these works should have been carried out by WSC as we have lobbied them from day one since the completion of works and its well documented in emails, site meetings etc of our dissatisfaction with the viewing area. The pump on the dam should have had a filter on it when it was installed so WSC are liable for this.

**Moved: Charlie**

**Seconded: Pat**

**CARRIED**

### **7.3 User Groups Report**

#### **Basketball Club**

Everything is going well want to clean up the garden bed at the entrance to the stadium.

#### **Heyfield Football Netball Club**

Looking at a fence around the main oval which could be funded by club members and the public buying a panel and have their name on it. Still not sure what to do with the open fire, whether to close it in or put a heater in its place.

#### **Community**

Craig asked the Cricket club if they could remove the roller and covers from the ground when not in use. There is a mallee gate in the eastern boundary fence that needs replacing with steel gates to stop stock from entering the reserve.

#### **Community**

Pat reminded members if they could return their Eol's by the due date. Debbie Tews and Richard Fawaz will be resigning from the committee so we will need to fill these positions.

#### **Heyfield Tennis Club**

Our local MP Tim Bull will help to source funding for refurbishment of the club rooms if reelected.

#### **Heyfield Cricket Club**

Cricket nets have not yet been handed over but we are very happy with the new nets. Will be hosting a GCL match and a Marist match.

#### **Heyfield Junior Netball Club**

Had a very successful year with 9 junior sides and players coming from other towns to play here. AGM has been held with not all positions filled as yet. GSR rep position to be filled as well.

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

Are submitting a grant application to the LVA for ma multi-purpose shed with change rooms etc. Barb asked the committee to endorse their application and thanked the mowing team for keeping the reserve so tidy.

**8. Volunteer**

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

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

**11. General Business:**

A four wheel driving club from Melbourne will be visiting the area between Christmas and New Year and have asked if they could camp at the reserve.

Christmas get together will be held on the 4<sup>th</sup> December at the social rooms.

Tanya Burton is nominating as GSR rep for the Tennis club.

**12. Next Meeting: 25/02/2019 at 7.00 pm GSR**

**Meeting Closed Time: 8.10 pm**

**These minutes are:**

Confirmed as true and correct on 12/11/2018.....  
Date

Or

Corrections have been made and noted at the meeting on .....  
Date

Chairperson Signature .....

CORDON STREET RESERVE  
12.11.2018

GENERAL ACCOUNT

INCOME		EXPENDITURE	
GST JULY	\$ 57.43	GIPPSLAND TURF EQUIP	\$ 1,265.00
OPERATING SURPLUS	\$ 32,703.83	C.T.A	\$ 275.00
GST AUGUST 2018	\$ 488.82	JOHN PAWLEY	\$ 100.00
TREE CONTRIBUTION	\$ 6,300.00	ENERGY AUST	\$ 2,594.18
GRASS POWER	\$ 538.84	TIMBERLINE	\$ 59.06
PUMP CONTRIBUTION	\$ 10,491.29	STH RURAL WATER	\$ 103.94
FOOTBALL POWER	\$ 2,023.05	JOHN FERGUSON	\$ 894.80
		ROBERT ARTSC	\$ 208.25
		HEYFIFI D SIGNS	\$ 88.00
		VERN GRAHAM	\$ 159.76
		TIMBERLINE	\$ 122.03
		ALDERSEA HIGGINS	\$ 381.70
		POSTAGE	\$ 60.00
		ENERGY AUST	\$ 2,024.05
		ENERGY AUST	\$ 3,265.55
BALANCE AT 31.7.2018	\$ 12,092.83	LINDA RODAUGHAN	\$ 200.00
		WELLINGTON COUNCIL	\$ 275.00
		W BUTCHER	\$ 50.60
		LLOYD BARTLET	\$ 173.25
TOTAL	\$ 64,696.19	VERN GRAHAM	\$ 151.45
		PAUL O'BRIEN	\$ 45.00
		HARDWELD	\$ 165.00
		GIPPSLAND RAMS	\$ 121.00
		BALANCE 31.10.2018	\$ 51,809.79
		TOTAL	\$ 64,696.19

MOWING ACCOUNT

INTEREST AUGUST	\$ 1.31		
INTEREST SEPTEMBER	\$ 1.32		
INTEREST OCTOBER 2018	\$ 1.27		
BALANCE 31.7.2018	\$ 2,808.20	BALANCE 31.10.2018	\$ 2,812.10
TOTAL	\$ 2,812.10	TOTAL	\$ 2,812.10

*Ben F. Rose*

**ITEM C5.5****BRIAGOLONG RECREATION RESERVE COMMITTEE OF MANAGEMENT MEMBERSHIP**

DIVISION: COMMUNITY AND CULTURE  
 ACTION OFFICER: MANAGER COMMUNITY WELLBEING  
 DATE: 5 FEBRUARY 2019

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

**OBJECTIVE**

For Council to appoint the nominated member to the Briagolong Recreation Reserve Committee of Management for a three-year period.

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

- 1. Council appoint the nominated member as detailed in the attached confidential report, to the Briagolong Recreation Reserve Committee of Management pursuant to the provisions of Section 86 of the Local Government Act 1989;**
- 2. The information contained in the confidential attachment Item F1.2 Briagolong 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 24 January 2019 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 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 Briagolong Recreation Reserve for the community in an efficient, effective and practical manner.
2. To undertake activities designed to protect, promote, utilise and develop the Briagolong 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 Briagolong 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 Briagolong Recreation Reserve's capital assets are adequately maintained.
6. To provide advice to Council on matters relating to the Briagolong Recreation Reserve.

## **OPTIONS**

Council has the following options:

1. Appoint the nominated member as detailed in the attached confidential report, to the Briagolong Recreation Reserve Committee of Management pursuant to the provisions of Section 86 of the *Local Government Act 1989*; or
2. Not endorse the nominated member; or
3. Seek further information to be considered at a future Council meeting.

## **PROPOSAL**

That Council appoint the nominated member as detailed in the attached confidential report, to the Briagolong Recreation Reserve Committee of Management pursuant to the provisions of Section 86 of the *Local Government Act 1989*.

## **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**



WELLINGTON  
SHIRE COUNCIL  
*The Heart of Gippsland*

ORDINARY COUNCIL MEETING  
5 FEBRUARY 2019

On this 4<sup>th</sup> day of December 2018, in accordance with Section 77 Clause (2)(c) of the *Local Government Act 1989*; I, Arthur Skipitaris (Delegate) declare that the information contained in the attached document **AUDIT & RISK COMMITTEE MINUTES 28 NOVEMBER 2018** is confidential because it relates to the following grounds under Section 89(2) of the *Local Government Act 1989*:

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

.....  
General Manager Corporate Services (Delegate)



**WELLINGTON**  
SHIRE COUNCIL  
*The Heart of Gippsland*

**ORDINARY COUNCIL MEETING**  
**5 FEBRUARY 2019**

On this 29<sup>th</sup> day of November 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 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)**



**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**

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