



WELLINGTON

SHIRE COUNCIL

The Heart of Gippsland

Council Meeting Agenda

Meeting to be held via Skype

Tuesday 7 July 2020, commencing at 3pm

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

ORDINARY MEETING OF COUNCIL – 7 JULY 2020
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Council Meeting Information

As the COVID-19 social distancing requirements remain in place, the Minister for Local Government, has issued the “Minister’s Good Practice Guideline MGPG-1: Virtual Meetings”. Pursuant to section 87 of the Local Government Act 2020, these guidelines ensure that local Government decision making can continue in line with COVID-19 requirements and further details can be found on the Local Government Victoria website.

These guidelines take effect from 1st May 2020 and will remain in place through to 1st November 2020.

While members of the public can no longer attend meetings in person, we have provided options for you to interact with us virtually via our Council Meetings page on the Wellington Shire Council Website. You are able to interact with Council in two ways:

- Email through a specific question or comment relating to a particular Council Agenda item no later than 1:00pm on the day of the Council Meeting; or*
- For general communication with Council, via the webcasting chat room early in the meeting to ensure that your submissions can be dealt with at the end of the meeting.*

While we face a new way of gathering, we thank you for your continued support and look forward to a new way of keeping in touch with all of Wellington Shire.



A - PROCEDURAL



STATEMENT OF ACKNOWLEDGEMENT

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



PRAYER

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

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

Amen



A - PROCEDURAL

A4 CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING/S

ITEM A4

ADOPTION OF MINUTES OF PREVIOUS MEETING/S

ACTION OFFICER:

GENERAL MANAGER CORPORATE SERVICES

DATE:

7 JULY 2020

OBJECTIVE

To adopt the minutes of the Ordinary Council Meeting of 16 June 2020.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council adopt the minutes and resolutions of the Ordinary Council Meeting of 16 June 2020.

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 - SALE COLLEGE ONE CAMPUS PROPOSAL**

OFFICER:

COUNCILLOR DARREN McCUBBIN

DATE:

7 JULY 2020

I, Councillor Darren McCubbin, hereby give notice of my intention to move the following motion at the Ordinary Meeting of Council on 7 July 2020.

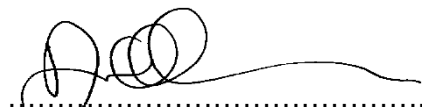
That Council resolve to;

- 1. Strongly support Sale College's proposal to create one campus for the reasons outlined in the attached letter from the President of the Sale College School Council. Secondly, to support and partner with the Committee for Wellington's advocacy for the one campus proposal; and***
- 2. Write to the Honourable James Merlino, Deputy Premier and the Minister for Education, requesting that the Minister support and progress the 'one campus' Sale College proposal as outlined in the attached letter by;***
 - a. commissioning and funding the required master plan/feasibility study and that in doing this that departmental staff work with the Committee for Wellington, Sale College and the Wellington Shire Council in examining potential sites such as the land directly to the north of the Gippsland Regional Sports Complex; and***
 - b. supporting any consequential funding for the design, construction etc to establish the one campus subject to being considered in the relevant State Government budget.***

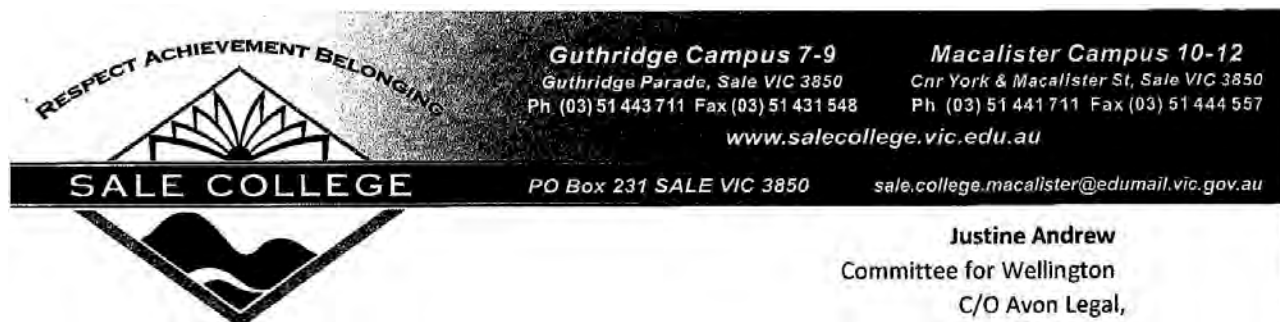
BACKGROUND

Attachment 1 is a letter from the President of the Sale College School Council outlining the compelling need for a single campus ('one campus' proposal) and all the issues associated with operating in two locations. I won't repeat that rationale. The Committee for Wellington is also advocating strongly for the one campus proposal and I understand they have a sub-committee set up dedicated to that task. One of our senior staff members, namely the General Manager Development, is part of that sub-committee and is supporting that effort.

We as a Council should do everything we can to support the one campus proposal. I understand the first step in progressing this matter is for the State Government to fund and carryout a masterplanning exercise. If such a masterplan positively recommends the proposal then capital funding would have to be approved through the State budget for the land purchase (if needed), design, construction and relocation of the College.

**COUNCILLOR DARREN McCUBBIN**

Dated: 25 June 2020



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Justine Andrew
Committee for Wellington
C/O Avon Legal,
73 Desailly Street
Sale, Vic 3850
26th August 2019

Dear Justine,

I am writing as School Council president on behalf of the Sale College School Council and wider school community to communicate our united stand to push for a new single campus 7-12 school to service the students of Sale.

Rationale

We strongly believe that our students are disadvantaged by having two campuses for the following reasons;

- Students on the Junior Campus are denied the benefits of daily interaction with the most senior students of the school. They have few opportunities for mentoring and role modelling from older students. This can impact on their aspirations and understanding of the whole secondary schooling journey they are on at a critical time in their development.
- Students' journey through school is disrupted by having two campuses which requires an extra transition process along the way. For a lot of students this creates further anxiety.
- The location of the Senior Campus in the middle of the Central Business District of Sale has several drawbacks. The major drawback being the daily access to a range of fast food outlets. It is also within a block of 5 licensed venues and bottle shops. There is also an increased safety and security risk with this location on the Princes Hwy and multiple points of exit and entry to the school.
- Teaching staff at Sale College are restricted in their daily allotments by being assigned to one campus. The complexity and cost of staffing across two campuses means very few teachers work over both campuses. Turn-over of staff is high which constantly disrupts the schools ability to maintain consistent approaches to teaching and learning and student management.
- Organising a timetable that maximises the ability for staff to work with each other is restricted.
- As much as Sale College is badged one school the reality is that it is two schools with two different cultures.
- Economically Sale College is more expensive to run through the necessary doubling up of administration, libraries, gymnasiums etc.
- Other local schools have decided that one campus is the best model and have had significant funding to upgrade their facilities on one site. If the community see this as the best option for their children then it could be a reason for choosing schools other than Sale College.
- The Sale College Community wish to make Sale College the number one choice of schools in Sale region.
- Sale College has seen an increase in population over the last few years. As these larger cohorts come through to our Senior Campus, it will struggle to cope with housing them.

Every student will learn, achieve and succeed.

- Other local private schools have received funding to improve their facilities in recent times, raising the inequity of funding to government and non-government schools which further exacerbates the divide. Catholic College Sale has used their significant funding to consolidate their two campuses to one, leaving Sale College as the only school in the Wellington Shire that is dual campus.
- Sale College has received less than 10% of the funding for facilities compared to the Catholic College Sale so consequently money is being spent maintaining an ageing facility on two sites to literally patch leaks and fix toilets instead of going towards a new school that the residents of Sale can see as a viable choice for their children.
- The difference in yard space as students move from the junior to the senior campus is significant. There is one small (half size) artificial turf soccer pitch on the senior campus and three basketball courts set amongst modest passive areas. This is a major drawback in facility for active students as they move in to Year 10.
- Having two campuses has also been a major obstacle in the provision of the Doctors in Schools Program which is in jeopardy of collapsing. Currently the facility is on the Junior Campus due to the space to house the Doctors rooms. In order for senior students to access the doctor, he now sets up in the sick bay one day per fortnight on the senior campus.

Request

That all students starting primary school in Sale this year have a new single campus secondary college to attend on completion of their primary schooling.

This facility will be equal in amenity to other educational options where all students can access a quality education in state of the art schools regardless of their personal choice or situation.

Funds to be released to allow for a planning and feasibility processes before the 2020 school year begins. These funds are essential to fully explore options and to develop a strategic plan for current and future growth.

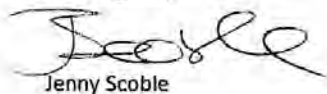
Where will the new school be located?

Ideally a greenfield site located near Gippsland Regional Sporting Complex where the latest sporting amenities can work in with the new school amenities to enhance the regions total offering to the young people of Sale.

Being able to share facilities would also put a new school on display to all the young people who come to the GRSC and greatly assist in the transition to secondary schooling.

With a school population currently in excess of 800 students, the curricular and economic advantages of a single campus are clear. We are committed and passionate about working together to deliver this outcome for the Sale community.

Kind regards,



Jenny Scoble

Sale College School Council President



A - PROCEDURAL

A8 RECEIVING OF PETITIONS OR JOINT LETTERS

ITEM A8(1)

OUTSTANDING PETITIONS

ACTION OFFICER

GOVERNANCE

DATE:

7 JULY 2020

ITEM	FROM MEETING	COMMENTS	ACTION BY
NIL			



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**COUNCIL'S RESPONSE TO COVID-19**

DIVISION: CHIEF EXECUTIVE OFFICER

ACTION OFFICER: CHIEF EXECUTIVE OFFICER

DATE: 7 JULY 2020

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

OBJECTIVE

To provide Council with an ongoing economic and community recovery update on Council's response to COVID-19.

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

That Council's response to COVID-19 be noted.

BACKGROUND

Under the Emergency Management Manual Victoria, municipal councils are responsible for coordinating relief and recovery at the local level. Recovery requires collaboration across five inter-related recovery environments:

1. Social environment – the emotional, social, spiritual, financial and physical wellbeing of affected individuals and communities
2. Built environment – the restoration of essential and community infrastructure
3. Economic environment – the revitalisation of the affected economy
4. Natural environment – the rehabilitation of the affected environment
5. Agricultural environment – the restoration of affected agricultural activities.

Incident recovery plans are generally developed following each major emergency incident and must address:

- arrangements for relief and recovery coordination;
- a description of the emergency situation;
- the expected or potential relief and recovery needs of affected communities;
- the capacity of councils/regions/state;
- relief and recovery services required.

Wellington Shire Council, along with partners involved in providing services during the COVID-19 pandemic, are in the process of developing a Wellington COVID-19 Municipal Recovery Plan.

The following outlines **community** impacts of COVID-19:

- Reduced attendance at regular medical and health appointments (except for urgent unavoidable ones), including avoiding appointments with a preventative focus.
- Social isolation including vulnerable community members.
- Local community service and relief organisations have been operating with reduced volunteer numbers and in some cases, this has resulted in reduced services.
- Additional support required to reactivate services / facilities run by volunteers; cleaning regimes, adhering to social distancing requirements, etc. Loss of income for volunteer led groups and organisations has also impacted on their ability to reactivate.
- Increased levels of anxiety across the population including amongst children, young people, adults and seniors in the transition from self-isolation to a new normal. Some services have indicated a significant increase in demand for social work and counselling services, whereas others have seen a decrease with people not as comfortable accessing services via phone or videoconferencing.
- There has been an increase (since coronavirus), in people accessing support for family violence (Quantum Support Services and Ramahyuck).

The following outlines **economic** impacts of COVID-19:

- Almost all businesses have been required to adapt their business processes or staffing.
- Impacts reflect a patchwork economy:
 - Severely impacted: hospitality, accommodation houses, non-essential retail, businesses with international supply chains, horticulture businesses supplying the food services sector, general practice.
 - Minimal impact: professional services, dairy farming, RAAF.
- Council's Business Support Package has generally been well received.

Council is undertaking an engagement process to gain community input into recovery priorities for COVID-19, use following link to participate;

<https://www.wellington.vic.gov.au/media-releases/covid-19-resilience-and-recovery-plan>.

It is important to note that although the recovery conversation and process is commencing, responding to and living with the pandemic will be a significant part of people's lives until a vaccine is found. There may be outbreaks and spikes in confirmed cases of COVID-19 resulting in relief and recovery occurring simultaneously.

There are other influences on recovering planning, which include:

- guidelines or direction through a State developed COVID-19 Recovery Plan;
- funding allocations;
- an understanding of risks to local service providers as a result of a declining economy. Which organisations may scale back services and consideration on how this will impact on the community?
- sustainability for community and social services sector organisations – Childcare, HACC, disability.

Recovery planning for COVID-19 will also consider the significant investment by all levels of government into initiatives in Wellington Shire for drought and bushfire recovery. It is important to avoid duplication of recovery initiatives.

The table following lists the projects that have been allocated relief and recovery funding, received by Wellington Shire Council over the last 18 months from state and federal governments.

Area	Projects
Drought	<ul style="list-style-type: none"> • Rate relief • Infrastructure projects; Briagolong Recreation Reserve, Stratford Community Hub, Yarram Regent Theatre, Maffra Lawn Tennis and Heyfield (Pump Track and Multipurpose shed – Heyfield Recreation Reserve). • Weed and pest related projects in partnership with Landcare.
Jan to March 2019 Bushfires	<ul style="list-style-type: none"> • Reimbursement of costs to Council for road repairs and emergency relief centres. • Three recovery projects; Dargo, Rosedale and Resilient Recovery.
Jan 2020 Black Summer Fires	<ul style="list-style-type: none"> • Community events. • Wellington Marketing Campaign. • Support for Wellington businesses impacted from loss of income due to bushfires. • Reimbursement of costs to council for emergency relief centres.
COVID-19	<ul style="list-style-type: none"> • Working for Victoria additional staffing roles (July to Dec 2020). • Community Connector Program (July to Dec 2020). • Information Technology grant for supports for remote governance and digital community engagement. • Small infrastructure projects to stimulate economy (approx 20 projects across the municipality valued between \$20,000 to \$300,000).

OPTIONS

Council has the following options available:

1. That Council's response to COVID-19 be noted;
2. That Council's response to COVID-19 is not noted and to seek further details.

PROPOSAL

That Council's response to COVID-19 be noted.

CONFLICT OF INTEREST

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

ITEM C1.2**ENDORSEMENT OF ONE GIPPSLAND TERMS OF REFERENCE**

DIVISION: CHIEF EXECUTIVE OFFICER

ACTION OFFICER: CHIEF EXECUTIVE OFFICER

DATE: 7 JULY 2020

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

OBJECTIVE

For Council to endorse the Terms of Reference of One Gippsland, as attached.

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

That Council note and endorse the Terms of Reference of One Gippsland, as attached.

BACKGROUND

Membership of One Gippsland comprises the Mayor/Chair (or equivalent) and Chief Executive Officer (or equivalent) of:

- Bass Coast Shire Council;
- Baw Baw Shire Council;
- Committee for Gippsland;
- East Gippsland Shire Council;
- Federation University;
- Food and Fibre Gippsland;
- Latrobe City Council;
- Regional Development Australia;
- South Gippsland Shire Council;
- TAFE Gippsland; and
- Wellington Shire Council,

who represent the collective interests of Gippsland and work cooperatively on issues and projects of mutual interest.

One Gippsland strives to commit to Gippsland by:

- Acting as a combined voice for Gippsland communities and address common areas of interest;

- Developing positive relationships and encourage open dialogue with both State and Federal Governments;
- Encouraging community cohesion and improving general wellbeing by ensuring an ongoing commitment from other levels of Government to provide and renew community infrastructure;
- Ensuring ongoing economic growth and prosperity for the Gippsland region by securing investment into transport and communication infrastructure;
- Continuing to support the wellbeing and living standards of all Victorians by providing reliable power, clean water and premium agricultural products; and
- Providing for future Gippsland communities by considering and adopting environmentally responsible and sustainable practices.

OPTIONS

Council has the following options available:

1. Note and endorse the Terms of Reference of One Gippsland; or
2. Not note and endorse the Terms of Reference of One Gippsland and seek further information.

PROPOSAL

That Council note and endorse the Terms of Reference of One Gippsland, as attached.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

The cost to Council for membership of One Gippsland was \$12,166.66 (excluding GST) for 2019/20. All Gippsland councils contribute an equal amount.

One Gippsland - Terms of Reference

Final as at 26 June 2020

Vision

One Gippsland seeks to create a thriving Gippsland that is a dynamic regional area harnessing the social, environmental and economic capabilities, assets and remarkable Gippsland diversity to offer residents opportunities for great lifestyles, prosperity and access to services at all stages of life.

Mission

One Gippsland members will collaborate on a range of initiatives and activities to realise the vision through strong and unified advocacy to State and Commonwealth governments and agencies.

Purpose

- **United voice:** be the combined voice for Gippsland communities to address regional issues;
- **Advocacy:** advocate for the State and Commonwealth Government policies and programs that support economic prosperity through innovation, facilitation and education;
- **Go to peak body:** develop positive relationships and encourage open dialogue with the State and Commonwealth Governments;
- **Investment:** Create the opportunities for the State and Commonwealth Governments and the private sector to invest in Gippsland to support economic prosperity, social capital and access to services; and
- **Environmental stewardship:** Take a leading role in advocating for environmental stewardship and sustainable use of natural resources.

One Gippsland Membership

Membership of One Gippsland will comprise the Mayor/Chair (or equivalent) and CEO (or equivalent) of:

- Bass Coast Shire Council;
- Baw Baw Shire Council;
- Committee for Gippsland;
- East Gippsland Shire Council;
- Federation University;
- Food and Fibre Gippsland;
- Latrobe City Council;
- Regional Development Australia;
- South Gippsland Shire Council;
- TAFE Gippsland; and
- Wellington Shire Council.

Other members may be included as members of One Gippsland as the sitting members see relevant.

One Gippsland - Terms of Reference

The member organisations will provide advice on strategy, issue and opportunity identification, and will be involved in all relevant advocacy and stakeholder engagement.

Roles and Responsibilities

Key Principles

- When participating as a member of One Gippsland each person will act in the best interests of Gippsland as a whole; and
- Members acknowledge the right of individual member organisations to advocate for local and sub-regional priorities as determined by local Councils or organisation Boards.

Chairperson

Note: During the first 12 months of operations, the Chairperson will be a Mayor of one of the six Gippsland Local Governments, and will be elected solely by the six Mayors of the Gippsland Local Governments (funding members). This decision will be evaluated at the annual review.

- Chair the One Gippsland meetings;
- Act as the primary contact and spokesperson of One Gippsland;
- Approve outgoing One Gippsland correspondence; and
- Call for, approve and suggest agenda items Lead delegations on behalf of One Gippsland
- The Chair organisation will coordinate the operational funding (budget) for the organisation and act as a contract manager for One Gippsland engagements.

Members

- Represent the strategic interests of their organisation as they align with those identified by One Gippsland;
- Champion the specific initiatives or activities of One Gippsland as required;
- Provide advice at One Gippsland meetings on the issues and opportunities being pursued by the organisation;
- Actively participate in matters raised through One Gippsland including joint participation in relevant parliamentary enquiries and government submissions; and
- Submit agenda items for consideration by the Chairperson;
- Attend One Gippsland meetings as scheduled (a Deputy Mayor, Deputy Chair, Director level delegate or relevant equivalents may attend meetings in the place of the member); and
- Attend delegations on behalf of One Gippsland.

Secretariat

- Provide secretariat support to operations of the One Gippsland meetings including the preparation of agenda's, collation of board papers, preparation of minutes and circulate these to members in a timely manner;
- Assist in the research, policy creation and strategy setting of One Gippsland; and

One Gippsland - Terms of Reference

- Coordinate the advocacy and engagement activities of One Gippsland.

Reporting and Communications

Note: Various media channels can and should be used to advocate on behalf of One Gippsland.

- The Chairperson is the key spokesperson for One Gippsland, but can delegate to other members as required;
- The Chair of One Gippsland can, on the behalf of members, write to or meet with State and Commonwealth politicians and key government agencies following approval at a meeting of members;
- A report will be prepared following any advocacy delegation on behalf of the group, outlining the particulars the meetings held, key discussion points and any agreed next steps;
- An annual report of activities will be developed and provided to members, the broader community and State and Commonwealth Governments; and
- An annual review of the functions of One Gippsland will be undertaken to ensure the efficient and effective operations of the group.

Strategic Planning

- Every four years, following Council elections or at another time through agreement, One Gippsland will contribute towards the development / revision of the Gippsland Regional Plan;
- A key philosophy will be to work with regional stakeholders to use existing strategies and evidence in the development of the regional plan and consider State and Commonwealth Government policy;
- One Gippsland will adopt an annual action plan based on the priorities agreed to in the Gippsland Regional Plan; and
- The annual action plan will guide the activities of One Gippsland.

Financial Contribution

Note: During the first 12 months of operations the six Local Governments in Gippsland will be the sole funding members of the organisation. This decision will be evaluated at the annual review.

- Each member will make an equal financial contribution (confirmed annually at the May meeting) to the running of One Gippsland;
- Funds will be held by a member on behalf of the One Gippsland membership and set of financials outlining income and expenditure will be tabled quarterly; and
- Additional funds may be requested from time to time to progress priority projects. Request for additional funds will require full support of the One Gippsland group and contribution is voluntary.

One Gippsland - Terms of Reference

Dispute Resolution

- Members will work to resolve any differences in good faith and in the interest of One Gippsland;
- A dispute may be referred to the Chairperson to assist in resolution;
- If a dispute cannot be resolved the Chairperson can refer the matter to an external mediator for resolution. The mediator's decision will be final; and
- Any costs associated with addressing a dispute will be borne by the parties involved in the dispute. No costs will be covered by One Gippsland.

Legal Status

- One Gippsland is an unincorporated association comprising members as outlined;
- All members participate voluntarily at their own risk and need to ensure appropriate due diligence in relation to any activities undertaken as part of One Gippsland; and
- This document aims to provide general guidance for the convening of One Gippsland meetings and activities and does not cover every eventuality.

Annual Review

One Gippsland will review its terms of reference (this document) on an annual basis with all views from members will being considered.

One Gippsland - Terms of Reference

Signatories

Bass Coast Shire Council

Baw Baw Shire Council

Committee for Gippsland

East Gippsland Shire Council

Federation University

Food and Fibre Gippsland

Latrobe City Council

Regional Development Australia

South Gippsland Shire Council

TAFE Gippsland

Wellington Shire Council

One Gippsland - Terms of Reference

Schedule 1 – Operational Matters

Meeting Arrangements and Frequency

An annual schedule of meetings will be developed by the Secretariat in consultation with One Gippsland members including:

- Ten (10) One Gippsland meetings will be held each year from February to November (inclusive) in a central location to all parties (Morwell);
- At least two (2) per annum will be held in Melbourne to meet with State politicians and senior bureaucrats; and
- A delegation will be undertaken to Canberra at least once per annum to meet with Federal politicians and senior bureaucrats.

Additional meetings to progress the activities and initiatives of One Gippsland can be called at the discretion of the Chairperson.

Date and Time

Meetings will be held on a Friday or day as required to meet with Ministers and senior bureaucrats. Meetings will run from 10am to 2pm (lunch will be provided).

Location

Meetings will be held at the Latrobe City Council Offices (Morwell) - a location central to all Members to minimise travel distances.

Presentations

- No more than two presentations will be allowed at any one meeting without the approval of the Chairperson; and
- All presentations should relate and progress to the One Gippsland priorities as identified in the Gippsland Regional Plan/ or Action Plan.

Agenda and Minutes

- An agenda will be circulated with relevant papers one week prior to the One Gippsland meeting; and
- Draft minutes will be circulated one week after the One Gippsland meeting Draft minutes will be approved at the following One Gippsland meeting.

Decision-Making

- One Gippsland will run on consensus; and
- Where a Member is unable to attend a meeting or be represented, it is their responsibility to advise the Chair of their position on matters in the agenda prior to the meeting.

One Gippsland - Terms of Reference

- Where a matter arises where there is not consensus, One Gippsland will not form a formal position, rather each individual member will advocate its position outside of the One Gippsland entity.



C2 - REPORT

GENERAL MANAGER CORPORATE SERVICES

ITEM C2.1**ASSEMBLY OF COUNCILLORS**

DIVISION: CORPORATE SERVICES

ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

DATE: 7 JULY 2020

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 11 June 2020 to 1 July 2020.

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

That Council note and receive the attached Assembly of Councillor records for the period 11 June 2020 to 1 July 2020.

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 11 June 2020 to 1 July 2020.

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 11 June 2020 to 1 July 2020.

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 – THURSDAY 11 JUNE 2020

MEETING	COUNCILLORS, OFFICERS AND OTHERS IN ATTENDANCE (NAME AND POSITION)					
Proposed Notice of Motion - McMillan Cairns	Councillor Name	Attendance	Conflict of Interest	Officer Name	Attendance	Item No.
	Cr Ian Bye	No		D Morcom, CEO	Yes	
	Cr Carolyn Crossley	Yes		A Skipitaris, GMCS	No	
	Cr Alan Hall	Yes		S Houlihan, GMC&C	Yes	
	Cr Malcolm Hole	No		C Hastie, GMB&NE	No	
	Cr Darren McCubbin	Yes		B McAlister, GMD	No	
	Cr Gayle Maher	Yes				
	Cr Carmel Ripper	Yes				
	Cr Scott Rossetti	No				
	Cr Garry Stephens	No				
OTHERS IN ATTENDANCE (NAME AND POSITION)			MATTERS/ITEMS CONSIDERED AT THE MEETING			
Nil			Cr Crossley advised CEO and Mayor she was considering raising a notice of motion re McMillan cairns at Council meeting of Tuesday 16 June.			
			Meeting requested by Cr Crossley on 11 June and held at 1pm same day via Skype and Cr Crossley invited Crs McCubbin, Maher and Ripper. CEO invited GMCC.			
			During meeting, GMCC provided information to Cr Crossley regarding cairns' location and status of GLaWAC/Council engagement regarding cairns as previously provided to Council on 16 July 2019 and CEO provided information regarding process regarding notice of motion.			

ASSEMBLY OF COUNCILLORS – 16 JUNE 2020

MEETING	COUNCILLORS AND OFFICERS IN ATTENDANCE (NAME AND POSITION)				CONFLICT/S OF INTEREST OR ACTION ITEMS
IT / Diary Meeting	Name	Attendance	Name	Attendance	
	Cr Bye	Yes	Cr Ripper	Yes	N/A
	Cr Crossley	No	Cr Rossetti	Yes	N/A
	Cr Hall	Yes	Cr Stephens	Yes	N/A
	Cr Hole	Yes	David Morcom, CEO	Yes	N/A
	Cr McCubbin	Yes	Viktorija Pope, EA CEO	Yes	N/A
	Cr Maher	Yes	Damian Norkus, ICT Operations Officer	Yes	N/A

MEETING	COUNCILLORS AND OFFICERS IN ATTENDANCE VIA SKYPE (ONLINE MEETING ONLY)				CONFLICT/S OF INTEREST OR ACTION ITEMS
Workshops	Name	Attendance	Name	Attendance	
	Cr Bye	Yes	Cr Rossetti	Yes	
	Cr Crossley <i>(Item 4-10)</i>	Yes	Cr Stephens	Yes	
	Cr Hall	Yes	David Morcom, CEO	Yes	
	Cr Hole	Yes	Arthur Skipitaris, GM Corporate Services	Yes	
	Cr McCubbin	Yes	Sharon Houlihan, GM Community & Culture	Yes	
	Cr Maher	Yes	Chris Hastie, GM Built & Natural Environment	Yes	
Cr Ripper	Yes	Brent McAlister, GM Development	Yes		

	MATTERS/ITEMS CONSIDERED AT THE MEETING	OTHERS IN ATTENDANCE VIA SKYPE (ONLINE MEETING ONLY)	SUMMARY & ACTION ITEMS
Workshops (cont.)	1. NATIVE TIMBER TASKFORCE	<ul style="list-style-type: none"> Brent McAlister, General Manager Development Mark Coleman, Economic Development Officer <i>Conflict of Interest: Nil</i>	Councillors noted updates. Action: N/A
	<ul style="list-style-type: none"> BRIEF UPDATES <ol style="list-style-type: none"> THE WEDGE PROGRAM BRIAGOLONG RECREATION RESERVE DARGO COMMUNITY CONFLICT DARGO DUMP POINT 	<ol style="list-style-type: none"> Sharon Houlihan, General Manager Community and Culture Bodye Darvill, Acting Manager Community Wellbeing Bodye Darvill, Acting Manager Community Wellbeing Paul Johnson, Manager Business Development <i>Conflict of Interest: Nil</i>	Councillors noted updates. Action: N/A
	2. COMMUNITY MANAGED FACILITIES STRATEGY - COMMUNITY ENGAGEMENT OUTCOMES	<ul style="list-style-type: none"> Bodye Darvill, Acting Manager Community Wellbeing <i>Conflict of Interest: Nil</i>	Councillors noted & agreed with updates. Action: N/A
	3. PROPOSED HEESCO MURAL AT YARRAM MECHANICS HALL, 2-4 CHURCH STREET, YARRAM	<ul style="list-style-type: none"> Joshua Clydesdale, Manager Land Use Planning Bodye Darvill, Acting Manager Community Wellbeing <i>Conflict of Interest: Cr Stephens declared a direct interest and left the meeting</i>	Councillors noted updates. Action: N/A
	4. LOCAL ROADS COMMUNITY INFRASTRUCTURE PROGRAM	<ul style="list-style-type: none"> Chris Hastie, General Manager Built and Natural Environment <i>Conflict of Interest: Nil</i>	Councillors noted updates. Action: N/A
	5. BUILT ENVIRONMENT UPDATE	<ul style="list-style-type: none"> John Tatterson, Manager Built Environment Zac Elliman, Coordinator Road Planning <i>Conflict of Interest: Nil</i>	Councillors noted updates. Action: N/A

	6. GB ENERGY UPDATE – GOLDEN BEACH GAS PRODUCTION AND STORAGE	<ul style="list-style-type: none"> • Joshua Clydesdale, Manager Land Use Planning • Sean Dunn, Regulatory and HSE Manager GB Energy • Jade Rowarth, General Counsel GB Energy • <i>Conflict of Interest: Nil</i> 	Councillors noted updates. Action: N/A
	7. LEAVE EARLY ACCESS ROAD NETWORK PROJECT	<ul style="list-style-type: none"> • Peter McHugh, Roadside Vegetation Management Project Officer • <i>Conflict of Interest: Nil</i> 	Councillors noted updates. Action: N/A
	8. CAMERON STADIUM REDEVELOPMENT UPDATE	<ul style="list-style-type: none"> • Sam Matthews, Senior Community Facilities Projects Officer • <i>Conflict of Interest: Nil</i> 	Councillors noted updates. Action: N/A
	9. VICTORIAN FORESTRY PLAN UPDATE	<ul style="list-style-type: none"> • Karen Cain, CEO Latrobe Valley Authority • <i>Conflict of Interest: Nil</i> 	Councillors noted updates. Action: N/A
	10. KALBAR RESOURCES	<ul style="list-style-type: none"> • Paul Johnson, Manager Business Development • Joshua Clydesdale, Manager Land Use Planning • Jozsef Patarica, CEO KALBAR Resources • Chris Cook, Regional Manager KALBAR Resources • <i>Conflict of Interest: Nil</i> 	Councillors noted updates. Action: N/A

ITEM C2.2

S5 INSTRUMENT OF DELEGATION TO CEO - LOCAL GOVERNMENT ACT 2020 UPDATE

DIVISION: CORPORATE SERVICES
ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES
DATE: 7 JULY 2020

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

OBJECTIVE

For Council to approve an updated S5 Instrument of Delegation to the Chief Executive Officer, as attached, which amends clauses to reflect transition to the *Local Government Act 2020*.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That:

- 1. Under section 11(1)(b) of the Local Government Act 2020, Council approve an updated S5 Instrument of Delegation to the Chief Executive Officer, as attached;**
- 2. The previous S5 Instrument of Delegation to the Chief Executive Officer be revoked;**
- 3. The Chief Executive Officer be authorised to affix Council's Common Seal to the attached S5 Instrument of Delegation to the Chief Executive Officer pursuant to Local Law 1 Part 8; and**
- 4. The instrument comes into force immediately after the Common Seal of Council is affixed to the instrument.**

BACKGROUND

Commencement of provisions of the *Local Government Act 2020* requires Council to make a new S5 Instrument of Delegation to the Chief Executive Officer, enabling the daily actions of the legislative framework by investing powers, duties and functions of Council in the Chief Executive Officer. The key amendments relate to changes to section references and also simplifying the language used, while the majority of provisions remain the same as the previous S5 Instrument of Delegation (*refer to yellow highlights within the attached document*).

This report has been prepared in accordance with the commencement of the *Local Government Act 2020* on 1 May 2020 with particular relation to Section 11 Power of Delegation. This section 11(1)(b) specifically allows the Council to delegate powers to the Chief Executive Officer except for certain powers as set out in section 11(2). The *Local Government Act 2020* no longer contains provision for Council to delegate powers directly to Council staff as was the case with s98 of the *Local Government Act 1989*. It must also be noted that s11(2)(m) still makes reference to s181H(1)(b) of the *Local Government Act 1989*, declaring general rates, municipal charges,

service rates and charges and specified rates and charges. The Chief Executive Officer, under section 47 of the *Local Government Act 2020*, will sub-delegate powers to Council staff. Existing delegations from Council to Council staff in relation to other Acts will continue in force until 1 September 2020 or until replaced by Chief Executive Officer sub-delegations.

These powers are provided with conditions and limitations which have been detailed under the *Local Government Act 2020* to preclude the Chief Executive Officer from making determinations on behalf of Council on the election of Mayor and Deputy Mayor, requests for Councillor leave, employment of the Chief Executive Officer, appointment of an acting Chief Executive Officer for a period greater than 28 days and the approval or amendment of the Governance Rules and Council policies. The limitations on the Chief Executive Officer, provided under the *Local Government Act 1989* and continued in the *Local Government Act 2020* include not being able to exceed a spending limit, declare rates, borrow money, make a Local Law, approve a Council Plan, adopt a Strategic Resource Plan or prepare or adopt a Budget, all of which continue to require Council resolution.

OPTIONS

Council has the following options:

1. To approve the S5 Instrument of Delegation to the Chief Executive Officer due to the transition to the *Local Government Act 2020*, as attached; or
2. Seek further information and consider at a future meeting of Council.

PROPOSAL

That:

1. Under section 11(1)(b) of the *Local Government Act 2020*, Council approve an updated S5 Instrument of Delegation to the Chief Executive Officer, as attached;
2. The previous S5 Instrument of Delegation to the Chief Executive Officer be revoked;
3. The Chief Executive Officer be authorised to affix Council's Common Seal to the attached S5 Instrument of Delegation to the Chief Executive Officer pursuant to Local Law 1 Part 8; and
4. The instrument comes into force immediately after the Common Seal of Council is affixed to the instrument.

CONFLICT OF INTEREST

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

LEGISLATIVE IMPACT

Council's Instrument of Delegation to the Chief Executive Officer has been reviewed in accordance with the requirement under section 11 of the *Local Government Act 2020*.

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.



Instrument of Delegation

In exercise of the power conferred by s 11(1) of the *Local Government Act 2020* (the Act) and all other powers enabling it, the Wellington Shire Council (Council) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

- 1. this Instrument of Delegation is authorised by a Resolution of Council passed on 7 July 2020;
- 2. the delegation
 - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 2.2 is subject to any conditions and limitations set out in the Schedule;
 - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.4 remains in force until Council resolves to vary or revoke it.

The Common Seal of WELLINGTON)
 SHIRE COUNCIL was hereunto affixed)
 this day of 2020)
 in accordance with Local Law No 1)
 in the presence of:)

.....
Chief Executive Officer

SCHEDULE

The power to

1. determine any issue;
2. take any action; or
3. do any act or thing

arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

Conditions and Limitations

The delegate must not determine the issue, take the action or do the act or thing

1. if the issue, action, act or thing is an issue, action, act or thing which involves
 - 1.1 awarding a contract or making an expenditure exceeding the value of [insert amount];
 - 1.2 appointing an Acting Chief Executive Officer for a period exceeding 28 days;
 - 1.3 election of a Mayor or Deputy Mayor;
 - 1.4 granting of a reasonable request for leave under section 35 of the Act;
 - 1.5 making any decision in relation to the employment, dismissal or removal of the Chief Executive Officer;
 - 1.6 approval or amendment of the Council Plan;
 - 1.7 adoption or amendment of any policy that Council is required to adopt under the Act;
 - 1.8 adoption or amendment of the Governance Rules;
 - 1.9 appointment of the chair or the members to a delegated committee;
 - 1.10 making, amending or revoking a local law;
 - 1.11 approval of the Budget or Revised Budget;
 - 1.12 borrowing money;
 - 1.13 subject to section 181H(1)(b) of the *Local Government Act 1989*, declaring general rates, municipal charges, service rates and charges and specified rates and charges; or
2. if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution;
3. if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;

4. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a

- 4.1 policy; or

- 4.2 strategy

adopted by Council; or

5. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of s 11(2)(a)-(n) (inclusive) of the Act or otherwise; or
6. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

ITEM C2.3**S11A INSTRUMENT OF DELEGATION TO CEO - LOCAL GOVERNMENT ACT 2020 UPDATE**

DIVISION: CORPORATE SERVICES
 ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES
 DATE: 7 JULY 2020

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

OBJECTIVE

For Council to approve the S11A Instrument of Appointment and Authorisation (*Planning and Environment Act 1987 only*) Certificates, as attached, due to a change in the section reference affected by the introduction of the *Local Government Act 2020*.

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

- 1. Revoke all previous S11A Instruments of Appointment and Authorisation (P&E Act) Certificates established under the Local Government Act 1989;**
- 2. Appoint and Authorise all Council officers named in the Attachment “S11A - Instrument of Appointment and Authorisation (P&E Act) - April 2020 - Compiled All Officers”, under s313 of the Local Government Act 2020; and**
- 3. Note that the S11A Instrument of Appointment and Authorisation Certificates, of the Local Government Act 2020, come into force once Council approves this Instrument and the common seal of Council is affixed and remains in force until Council determines to vary or revoke it.**

BACKGROUND

To enable Authorised Officers to continue to commence legal proceedings under the *Planning and Environment Act 1987*, it is necessary to update the S11A Instrument of Appointment and Authorisation (*Planning and Environment Act 1987 only*) as a matter of procedure, as attached. Section 224 of the *Local Government Act 1989* remains in force as the authorising provision for Appointments and Authorisations however, the power to commence proceedings was replaced by section 313 of the *Local Government Act 2020* on 1 May 2020 (*refer to yellow highlights within the attached document*). The appointment of Authorised Officers allows the authorised Council staff to act on behalf of Council in the administration and enforcement of various Acts, regulations or local laws in accordance with the powers granted to them.

The Authorisation Certificates for the Authorised Officers are provided in Attachment “S11A - Instrument of Appointment and Authorisation (P&E Act) - April 2020 - Compiled All Officers” for approval and signing by the CEO following this Council meeting.

OPTIONS

Council has the following options:

1. To appoint and authorise the officers as outlined in the attached S11A Instrument of Appointment and Authorisation (P&E Act) Certificates; or
2. To not approve the S11A Instrument of Appointment and Authorisation (P&E Act) Certificates and not authorise the officers and seek further clarification and/or information.

PROPOSAL

That Council:

1. Revoke all previous S11A Instruments of Appointment and Authorisation (P&E Act) Certificates established under the *Local Government Act 1989*;
2. Appoint and Authorise all Council officers named in the Attachment "S11A - Instrument of Appointment and Authorisation (P&E Act) - April 2020 - Compiled All Officers", under s313 of the *Local Government Act 2020*; and
3. Note that the S11A Instrument of Appointment and Authorisation Certificates, of the *Local Government Act 2020*, come into force once Council approves this Instrument and the common seal of Council is affixed and remains in force until Council determines to vary or revoke it.

CONFLICT OF INTEREST

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

LEGISLATIVE IMPACT

Section 188(2)(c) of the *Planning and Environment Act 1987* provides Council with the authority to approve the S11A Instrument of Appointment and Authorisation. This provision has not been amended with the introduction of the *Local Government Act 2020* and remains in force. The key change is the reference to s 232 of the *Local Government Act 1989* which is now s 313 of the *Local Government Act 2020* relating to an Authorised Officer's ability to commence legal proceedings for offences against the Act and regulations as set out in the instrument.

COUNCIL PLAN IMPACT

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

Strategic Objective 6.3

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

Strategy 6.3.3

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

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

RESOURCES AND STAFF IMPACT

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

Maddocks Delegations and Authorisations

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

Wellington Shire Council

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

S11A. Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)
[26542190_1]

April 2020 Update

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

In this instrument "officer" means -

Andrew Wolstenholme

By this instrument of appointment and authorisation Wellington Shire Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

This instrument is authorised by a resolution of the Wellington Shire Council on 7 July 2020.

The Common Seal of WELLINGTON)
SHIRE COUNCIL, was hereunto affixed)
The day of July 2020 In)
accordance with Local Law No.1)
In the presence of)

DAVID MORCOM
Chief Executive Officer
Wellington Shire Council

Date: / / 2020

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

In this instrument "officer" means -

Ben Proctor

By this instrument of appointment and authorisation Wellington Shire Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

This instrument is authorised by a resolution of the Wellington Shire Council on 7 July 2020.

The Common Seal of WELLINGTON)
SHIRE COUNCIL, was hereunto affixed)
The day of **July** 2020)
In accordance with Local Law No.1)
In the presence of)

DAVID MORCOM
Chief Executive Officer
Wellington Shire Council

Date: / / 2020

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

In this instrument "officer" means -
Bimal Narayan

By this instrument of appointment and authorisation Wellington Shire Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

This instrument is authorised by a resolution of the Wellington Shire Council on 7 July 2020.

The Common Seal of WELLINGTON)
SHIRE COUNCIL, was hereunto affixed)
The day of July 2020)
In accordance with Local Law No.1)
In the presence of)

DAVID MORCOM
Chief Executive Officer
Wellington Shire Council

Date: / / 2020

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

In this instrument "officer" means -
Caragh Button

By this instrument of appointment and authorisation Wellington Shire Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

This instrument is authorised by a resolution of the Wellington Shire Council on 7 July 2020.

The Common Seal of WELLINGTON)
SHIRE COUNCIL, was hereunto affixed)
The day of **July** 2020)
In accordance with Local Law No.1)
In the presence of)

DAVID MORCOM
Chief Executive Officer
Wellington Shire Council

Date: / / 2020

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

In this instrument "officer" means -
Francois Theron

By this instrument of appointment and authorisation Wellington Shire Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

This instrument is authorised by a resolution of the Wellington Shire Council on 7 July 2020.

The Common Seal of WELLINGTON)
SHIRE COUNCIL, was hereunto affixed)
The day of July 2020)
In accordance with Local Law No.1)
In the presence of)

DAVID MORCOM
Chief Executive Officer
Wellington Shire Council

Date: / / 2020

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

In this instrument "officer" means -

John Anthony Traa

By this instrument of appointment and authorisation Wellington Shire Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

This instrument is authorised by a resolution of the Wellington Shire Council on 7 July 2020.

The Common Seal of WELLINGTON)
SHIRE COUNCIL, was hereunto affixed)
The day of **July** 2020)
In accordance with Local Law No.1)
In the presence of)

DAVID MORCOM
Chief Executive Officer
Wellington Shire Council

Date: / / 2020

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

In this instrument "officer" means -

Joshua Clydesdale

By this instrument of appointment and authorisation Wellington Shire Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

This instrument is authorised by a resolution of the Wellington Shire Council on 7 July 2020.

The Common Seal of WELLINGTON)
SHIRE COUNCIL, was hereunto affixed)
The day of **July** 2020)
In accordance with Local Law No.1)
In the presence of)

DAVID MORCOM
Chief Executive Officer
Wellington Shire Council

Date: / / 2020

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

In this instrument "officer" means -

Mark Bayly

By this instrument of appointment and authorisation Wellington Shire Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

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

This instrument is authorised by a resolution of the Wellington Shire Council on 7 July 2020.

The Common Seal of WELLINGTON)
SHIRE COUNCIL, was hereunto affixed)
The day of **July** 2020)
In accordance with Local Law No.1)
In the presence of)

DAVID MORCOM
Chief Executive Officer
Wellington Shire Council

Date: / / 2020



**GENERAL MANAGER
DEVELOPMENT**

ITEM C3.1**SECOND QUARTERLY STRATEGIC LAND USE PLANNING UPDATE**

DIVISION: DEVELOPMENT
 ACTION OFFICER: MANAGER LAND USE PLANNING
 DATE: 7 JULY 2020

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

OBJECTIVE

To update Council on the strategic land use planning work program for the second quarter (April - June) of 2020.

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

That Council receive the 2020 second quarterly update on the strategic land use planning work program as attached.

BACKGROUND

The strategic land use planning work program is regularly reviewed by Council's Strategic Land Use Planning Projects Review Group (Review Group), which was appointed by Council at the Special Council meeting of 6 December 2016.

The Review Group considered it beneficial to provide Council and the community with a quarterly update of the strategic land use planning work program, which comprises various prioritised projects and planning scheme amendments as attached.

Council has the following options available:

1. Receive the 2020 second quarterly update on the strategic land use planning work program; or
2. Not receive the 2020 second quarterly update on the strategic land use planning work program and seek further information for consideration at a future Council meeting.

PROPOSAL

To receive the 2020 second quarterly update on the strategic land use planning work program.

CONFLICT OF INTEREST

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

LEGISLATIVE IMPACT

All strategic land use planning matters are considered in accordance with the *Planning and Environment Act 1987* and/or any relevant legislation.

COUNCIL PLAN IMPACT

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

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

Strategy 2.3.1: *"Continue to provide strategic planning to encourage long term growth and sustainability in Wellington Shire."*

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

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

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

Current Strategic Land Use Planning Projects and Amendments

Current Strategic Planning Projects

North Sale Development Plan and Developer Contributions Plan

Priority: High Anticipated completion: 20/21

Status

The 'North Sale Development Plan' (Development Plan) was formally adopted by Council at its meeting of 17 April 2018 and facilitates the coordinated and integrated growth of 294 hectares of land within the nominated growth area to the north of Sale over the next 15-20 years.

The adopted Development Plan is available to view electronically on Council's website and in hard copy at the Shire offices at 18 Desailly Street, Sale.

Detailed work (including further drainage investigations) continues in the preparation of the associated (and complex) Infrastructure Funding Arrangement, which will seek to equitably apportion the costs associated with the required infrastructure provision across the developable land within the growth area.

West Sale and Wurruk Industrial Land Supply Strategy – Technical Report Preparation

Priority: High Anticipated completion: 20/21

Status

The '*West Sale and Wurruk Industrial Land Supply Strategy (April 2018)*', (the Strategy) was formally adopted by Council at its meeting of 19 June 2018. A recommended action of the Strategy was the preparation of several detailed technical reports to address issues relating to cultural heritage, vegetation, drainage and traffic matters.

With funding from the Victorian Planning Authority via the '*Streamlining for Growth*' program, consultants Urban Enterprise have been preparing the technical reports to support the detailed master planning of the land.

A suite of draft technical reports has been completed and reviewed by Council Officers. The recommendations of the draft reports have identified a number of matters that require further detailed consideration.

Officers are currently working with the relevant authorities to address these issues, prior to finalising the reports.

Planning in the Economic Growth Zone (PEGZ)

Priority: High Anticipated completion: 20/21

Status

The '*Economic Growth Zone*' (EGZ) was established in November 2016 as part of a \$226 million package to help boost the local economy of the Latrobe Valley.

The EGZ includes Wellington Shire, Latrobe City and Baw Baw Shire. The '*Planning in the Economic Growth Zone*', (PEGZ) initiative comprises a series of planning projects that constitute the town planning response to the Minister for Planning's declaration of the EGZ.

All of the PEGZ projects aim to support economic development through a review of the Wellington Planning Scheme provisions to create a simpler, more consistent and less cumbersome planning system across the EGZ.

At the meeting of 2 June 2020, Council resolved to seek Authorisation from the Minister for Planning to proceed with Amendment C109, which will formally incorporate the findings of both

the Planning Policy Framework (PPF) and PEGZ programs into the Wellington Planning Scheme (WPS).

A request for Authorisation will be formally sought in due course - subject to the current COVID restrictions and consideration of the potential implications/impacts on the public exhibition component of the process.

Port of Sale East Bank Redevelopment Study
Priority: High Anticipated completion: 20/21

Status

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.

Following a period of community consultation, Ratio planning consultants prepared draft planning scheme provisions to facilitate appropriate uses and development on the site, the details of which are currently being reviewed for future Council consideration.

Maffra Structure Plan
Priority: High Anticipated completion: 20/21

Status

Background preparation work has commenced on the Maffra Structure Plan (the Structure Plan) with Mesh planning consultants having been appointed to undertake the project.

As a key strategic land use planning project, the Structure Plan will focus on the growth needs of Maffra and establish a direction as to how and where it should develop into the future. The Structure Plan will, amongst other things:

- provide an up-to-date and relevant strategic land use planning framework for Maffra;
- facilitate the coordinated and integrated growth of the township over the next 20 years;
- provide an informed direction for the future supply of land for residential, commercial and industrial uses, and
- review associated drainage and infrastructure issues holistically.

Given the constraints associated with the COVID-19 pandemic, Officers have been working closely with consultants Mesh Planning to develop ways to meaningfully progress the Structure Plan process within the parameters of current government social distancing restrictions.

Arrangements are currently being made to facilitate a 'live' workshop with key internal and external statutory stakeholders, with broader, more comprehensive community input to follow – once restrictions permit.

Review of Planning Controls - RAAF Base East Sale
Priority: High Anticipated completion: 20/21

Status

Following significant upgrades at RAAF Base East Sale to accommodate expanded officer training and facilitate the use of new aircraft, background work is now underway to review and assess updated noise contour mapping to support the on-going operation of the airfield.

Officers initiated dialogue with the Department of Defence (Defence) in October 2019 to discuss the best approach to the development of updated planning controls. Consultation with Defence will continue to allow for the finalisation of preferred planning controls, which will also need the support of the Department of Environment, Land, Water and Planning.

A future Planning Scheme Amendment will be undertaken to formally incorporate new controls into the Wellington Planning Scheme.

Port of Sale Precinct Masterplan - Review and Residential Land Supply - Stocktake

Priority: High Anticipated completion: 20/21

Status

Strong and consistent feedback received from key stakeholders during the General Manager's *'Listening Tour'*, highlighted the limited availability of lots to purchase for residential development within the key townships, as a priority issue. Relieving the residential lot shortage is a key to increasing population growth, improving economic prosperity and reducing the residential rental shortage.

The need to update, consult and to formally adopt the Port of Sale (POS) Masterplan as a key strategic precinct for Council and the community has also been identified as a key project. The key focus will be the east bank education site redevelopment, the west bank redevelopment (both the moorings project and the pedestrian upgrades) and developing a place making plan to activate the public spaces. Other (near-by) key strategic sites - including the former Sale Police Station, connectivity to the TAFE new building site and strategic vacant industrial land at York Street South near the Lake will also be investigated.

Both of these projects will be a priority for the 20/21 financial year and will be underpinned by a Charrette exercise (intensive workshop involving all key stakeholders), which is proposed to take place as and when current (pandemic) restrictions allow. A Charrette (also known as an Enquiry by Design), is an intensive workshop in which a broad range of multi-disciplinary stakeholders are brought together to collaborate on and resolve a design issue(s) or other land use matter. At the close of the Charrette, the result is a shared vision for the subject site/subject matter, which is shared by everyone linked to the development.

Wellington Growth Management Strategy

Priority: Medium Anticipated completion: 21/22

Status

Growth management Strategies (GMS), provide an overarching plan for future growth across the Wellington Shire, as well as plan for future service and infrastructure provision to facilitate growth.

Key elements of a GMS include:

- Planning for "natural" rates of growth.
- Planning for the delivery of new houses.
- Planning for a range of different housing types to meet the needs of our future communities.
- Planning for a range of new employment opportunities so that residents have greater opportunities for working locally and within the region.
- Acknowledging and seeking to protect the Shire's rural and resource land because of their special economic, environmental and cultural values.
- Encouraging sustainable growth, which supports existing key townships.
- Making the provision of services and infrastructure deliverable, efficient and viable.

The GMS does not rezone land but provides overarching policy to guide decisions as to where future growth should be best directed.

As a major Shire-wide strategic land use planning document, initial background research and analysis for the GMS will occur in due course.

Current Council Planning Scheme Amendments

C99: Updated Flood Mapping

Priority: High Anticipated Completion: To be confirmed

Status

Amendment C99 proposes revisions to the Wellington Planning Scheme to incorporate up-to-date, Shire-wide flood mapping and associated revised local planning policy to mitigate against potential flood hazards.

The Amendment will be further considered by Council once a State-wide policy and strategy response to coastal flooding and coastal climate change adaptation is finalised by the State Government.

C102: Technical Amendment

Priority: Low Anticipated completion: 20/21

Status

Detailed background work in compiling minor policy-neutral technical errors within the Wellington Planning Scheme (i.e. mapping and grammatical anomalies) is complete.

The detailed content of Amendment C102 has been discussed with the Department of Environment, Land, Water and Planning and the support of individually affected landowners secured.

At its meeting of 21 April 2020 Council resolved to forward Amendment C102 to the Minister for Planning for approval.

Amendment C102 is currently with the Minister for Planning for approval.

C109: Implementation of Smart Planning and Planning in the Economic Growth Zone Recommendations

Priority: High Anticipated completion: 20/21

Status

In conjunction with the state government, Council has completed several planning studies as part of the *'Planning in the Economic Growth Zone'* (PEGZ) initiative. The objectives of PEGZ is to streamline the provisions of the Wellington Planning Scheme (WPS) to make it more efficient and user-friendly through a reduction in the number of triggers for planning permits and stronger planning policy guidance.

The work of the PEGZ initiative has also been complemented by the completion of the state government's, *'Smart Planning Program'*, which facilitates the restructure of **all** Planning Schemes across Victoria to provide greater consistency and streamlining. This has been achieved through the deletion of redundant provisions, repetition and the closer realignment of state/regional/local planning policy.

Amendment C109 seeks to implement and formalise the recommendations of both initiatives into the WPS.

At the meeting of 2 June 2020, Council resolved to seek Authorisation from the Minister for Planning to proceed with Amendment C109.

A request for Authorisation will be formally sought in due course - subject to the current COVID restrictions and consideration of the potential implications/impacts on the public exhibition component of the process.

Current Private Planning Scheme Amendments

C94: Rezoning of the former Sale Police Station Site
Priority: High Anticipated completion: Completed

Status

At the request of the Department of Justice, the former Sale Police Station (located on the South Gippsland Highway) was rezoned from the Public Use Zone to the Residential Growth Zone to facilitate its sale as a surplus asset to the Department's needs.

A formal Notice of Approval of the rezoning appeared in the Government Gazette on 14 January 2016.

The State Government is continuing in its work to resolve the issue of the removal of Native Title on the site, which currently prevents the sale of the land for development purposes.

ITEM C3.2**APRIL 2020 PLANNING DECISIONS**

DIVISION:

DEVELOPMENT

ACTION OFFICER:

MANAGER LAND USE PLANNING

DATE:

7 JULY 2020

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

OBJECTIVE

To provide a report to Council on recent planning permit trends and planning decisions made under delegation by Statutory Planners during the month of April 2020.

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

That Council note the report on recent Planning Permit trends and Planning Application determinations between 1 April and 30 April 2020.

BACKGROUND

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

A copy of planning permit decisions made between 1 April and 30 April 2020 is included in Attachment 1.

Attachment 2 provides an overview of recent planning permit trends including decisions made, efficiency of decision making and the estimated value of approved development (derived from monthly planning permit activity reporting data).

OPTIONS

Council has the following options available:

1. Receive the April 2020 planning decisions report; or
2. Not receive the April 2020 planning decisions report and seek further information for consideration at a future Council meeting.

PROPOSAL

That Council note the report of recent planning permit trends and planning application determinations between 1 April and 30 April 2020.

CONFLICT OF INTEREST

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

COMMUNICATION IMPACT

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

LEGISLATIVE IMPACT

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

COUNCIL POLICY IMPACT

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

COUNCIL PLAN IMPACT

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

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

Strategy 2.3.1: *"Continue to provide strategic planning to encourage long term growth and sustainability in Wellington Shire."*

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

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

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

ENVIRONMENTAL IMPACT

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

PLANNING APPLICATION DETERMINATIONS
BETWEEN 1/04/2020 AND 30/04/2020

Application No/Year	Date Received	Property Title & Address	Proposal	Status
45-3/2017	7/04/2020	Assessment No. 191551 PC: 174095 133 MILL LANE ROSEDALE	Buildings & works associated with construction of industrial building.	Permit Issued by Delegate of Resp/Auth 22/04/2020
196-2/2017	11/02/2020	Assessment No. 106609 LOT: 1 PS: 524050N 1,171 SALE-HEYFIELD RD DENISON	Use and development of the land for a single dwelling.	Permit Issued by Delegate of Resp/Auth 9/04/2020
333-4/2017	20/04/2020	Assessment No. 45674 PC: 166390 29-41 PEARSON ST SALE	Buildings and works associated with alterations to a school building.	Permit Issued by Delegate of Resp/Auth 29/04/2020
48-2/2018	17/04/2020	Assessment No. 232421 LOT: 2195 LP: 70941 9 HORDER ST LOCH SPORT	Building and works/construction of a dwelling and outbuilding.	Permit Issued by Delegate of Resp/Auth 28/04/2020
175-2/2018	23/03/2020	Assessment No. 216952 LOT: 628 LP: 52648 19 MERIDAN RD GOLDEN BEACH	Amend setbacks to proposed dwelling.	Permit Issued by Delegate of Resp/Auth 22/04/2020
239-2/2019	17/03/2020	Assessment No. 286419 LOT: 2 TP: 250125 50 WIGGINS RD BINGINWARRI	Use & development of land for group accommodation (single cabin).	Permit Issued by Delegate of Resp/Auth 29/04/2020
243-2/2019	24/03/2020	Assessment No. 4499 LOT: 1 LP: 41077 18 FITZROY ST SALE	Development of two dwellings & two lot subdivision.	Permit Issued by Delegate of Resp/Auth 27/04/2020
318-1/2019	9/10/2019	Assessment No. 214049 PC: 365396W 82 SHORELINE DR GOLDEN BEACH	Buildings and works associated with construction of a dwelling.	Permit Issued by Delegate of Resp/Auth 24/04/2020
321-1/2019	9/10/2019	Assessment No. 323329 LOT: 33 PS: 6270 76 TYSON RD HEYFIELD	Staged subdivision of the land (27 lots).	Permit Issued by Delegate of Resp/Auth 22/04/2020
341-1/2019	29/10/2019	Assessment No. 81885 LOT: 5 PS: 9199 PUNT LANE CLYDEBANK	Buildings & works/construction of two wind turbine energy generators.	Permit Issued by Delegate of Resp/Auth 20/04/2020
377-1/2019	27/11/2019	Assessment No. 273607 LOT: 1 LP: 74436 5,543 HYLAND HWY YARRAM	Resubdivision of two existing lots to create two new lots.	Permit Issued by Delegate of Resp/Auth 22/04/2020

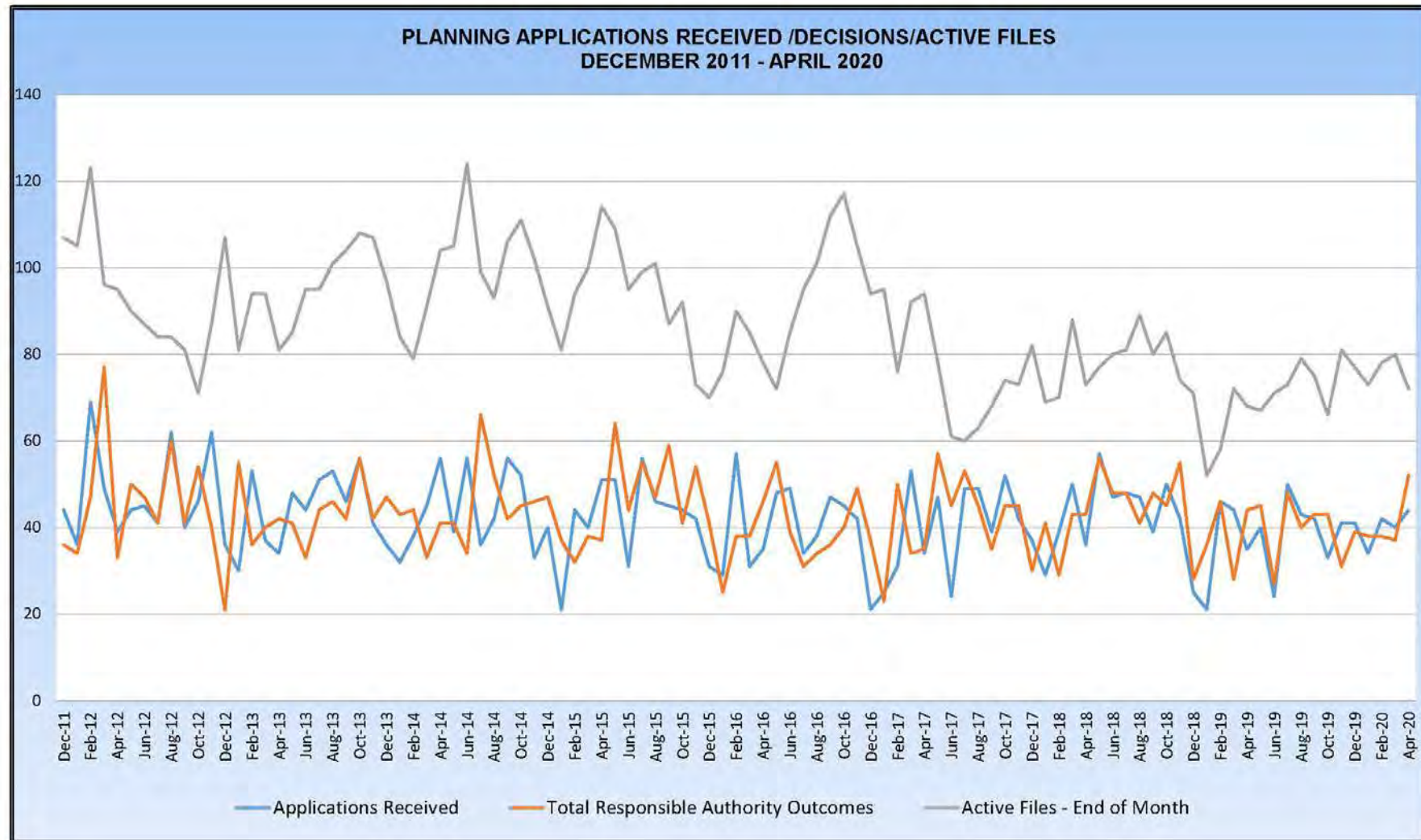
Application No/Year	Date Received	Property Title & Address	Proposal	Status
381-1/2019	4/12/2019	Assessment No. 385286 PC: 360024P 33 TARRAVILLE RD PORT ALBERT	Buildings and works associated with construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth 17/04/2020
385-1/2019	10/12/2019	Assessment No. 92528 CA: 17 SEC: C 556 FREESTONE CREEK RD BRIAGOLONG	Use of the land for a place of assembly (music festival).	Permit Issued by Delegate of Resp/Auth 3/04/2020
1-1/2020	2/01/2020	Assessment No. 266072 LOT: 1 PS: 832323K 73 GRAND RIDGE RD WILLUNG SOUTH	Removal of native vegetation.	Permit Issued by Delegate of Resp/Auth 16/04/2020
19-1/2020	20/01/2020	Assessment No. 282566 CA: 69 322 YARRAM-PORT ALBERT ALBERTON	Buildings and works associated with extension to an existing dwelling.	Permit Issued by Delegate of Resp/Auth 16/04/2020
30-1/2020	31/01/2020	Assessment No. 36665 LOT: 1 TP: 173955D 172 CUNNINGHAME ST SALE	Development of extensions to an existing dwelling.	Permit Issued by Delegate of Resp/Auth 3/04/2020
31-1/2020	31/01/2020	Assessment No. 98129 CA: 7 SEC: A STOCKDALE RD STOCKDALE	Buildings and works to increase the area of extraction for quarry.	Permit Issued by Delegate of Resp/Auth 14/04/2020
32-1/2020	3/02/2020	Assessment No. 444943 LOT: 2 PS: 738984M 1/50 PRINCESS ST MAFFRA	Buildings and works associated with extensions to existing dwelling.	Permit Issued by Delegate of Resp/Auth 3/04/2020
35-1/2020	4/02/2020	Assessment No. 110403 CA: 12 SEC: 20 55 LOWER CAIRNBROOK RD WINNINDOO	Two lot subdivision to excise a dwelling.	Permit Issued by Delegate of Resp/Auth 1/04/2020
37-1/2020	5/02/2020	Assessment No. 303800 CA: 3 SEC: 35 24 DUKE ST MAFFRA	Buildings and works associated with extensions to existing clubrooms.	Permit Issued by Delegate of Resp/Auth 6/04/2020
42-1/2020	7/02/2020	Assessment No. 112201 LOT: 1 PS: 422002T 1,123A ROSEDALE-HEYFIELD WINNINDOO	Two lot subdivision to create a small lot for a public authority.	Permit Issued by Delegate of Resp/Auth 8/04/2020
51-1/2020	17/02/2020	Assessment No. 81596 LOT: 1 TP: 365760A 177 STEWARTS LANE MAFFRA	Two lot subdivision to excise an existing dwelling.	Permit Issued by Delegate of Resp/Auth 23/04/2020
79-1/2020	5/03/2020	Assessment No. 370254 PC: 369125J 19-21 DAWSON ST NEWRY	Buildings and works associated with construction of a dwelling.	Permit Issued by Delegate of Resp/Auth 8/04/2020

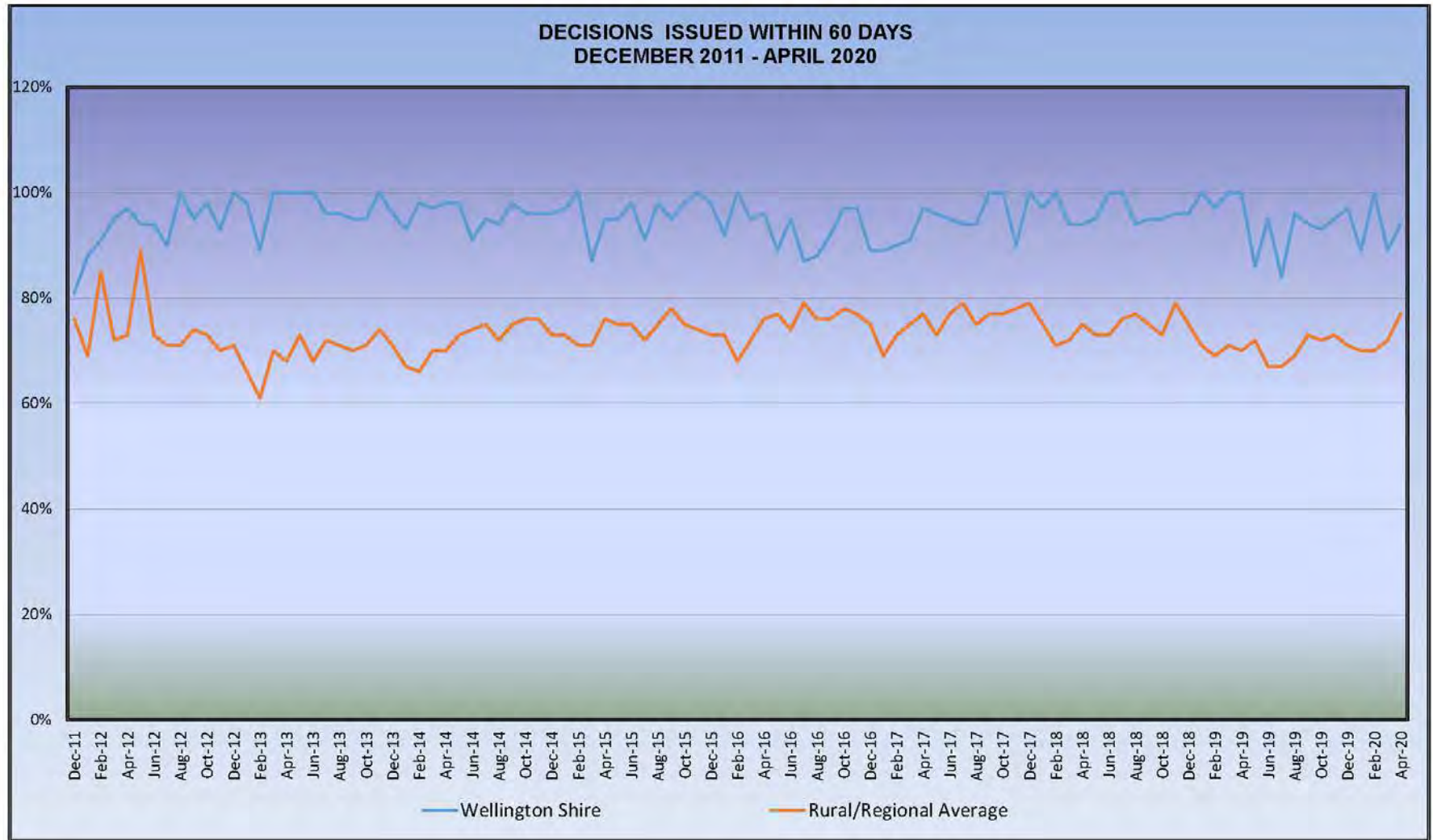
Application No/Year	Date Received	Property Title & Address	Proposal	Status
81-1/2020	6/03/2020	Assessment No. 444786 LOT: 1 TP: 139972W 20 DRIFTWOOD AVE GOLDEN BEACH	Buildings and works associated with construction of a dwelling.	Permit Issued by Delegate of Resp/Auth 2/04/2020
85-1/2020	16/03/2020	Assessment No. 363994 LOT: 2 LP: 144562 97 RAUTMANS RD NEWRY	Re-subdivision of two lots to create two new lots (house excision).	Permit Issued by Delegate of Resp/Auth 29/04/2020
89-1/2020	18/03/2020	Assessment No. 233726 LOT: 215 LP: 50201 48-52 LAKE ST LOCH SPORT	Subdivision of the land into three lots being first stage.	Permit Issued by Delegate of Resp/Auth 24/04/2020
94-1/2020	23/03/2020	Assessment No. 432302 LOT: 1 TP: 384838F 122-126 FOSTER ST SALE	Subdivision of existing building into six lots and common property.	Permit Issued by Delegate of Resp/Auth 6/04/2020
99-1/2020	25/03/2020	Assessment No. 80044 LOT: 3 PS: 219757K 35 INDUSTRIAL RD STRATFORD	Buildings and works associated with construction of storage units.	Permit Issued by Delegate of Resp/Auth 1/04/2020
102-1/2020	26/03/2020	Assessment No. 434456 LOT: 1 LP: 113431 1,457 SALE-TOONGABBIE WINNINDOO	Buildings and works associated with construction of a farm shed.	Permit Issued by Delegate of Resp/Auth 2/04/2020
103-1/2020	26/03/2020	Assessment No. 15768 LOT: 1 TP: 100479W PETITT DR SALE	Buildings and works associated with extension to existing building.	Permit Issued by Delegate of Resp/Auth 15/04/2020
105-1/2020	27/03/2020	Assessment No. 194316 CA: 4 SEC: 3 12 BUCKLEY ST SEASPRAY	Buildings and works associated with extension to existing dwelling.	Permit Issued by Delegate of Resp/Auth 8/04/2020
106-1/2020	30/03/2020	Assessment No. 433649 LOT: 2 PS: 705896U 56 FITZPATRICK RD MONTGOMERY	Buildings and works associated with construction of a dwelling.	Permit Issued by Delegate of Resp/Auth 2/04/2020
107-1/2020	30/03/2020	Assessment No. 107680 LOT: 1 PS: 221608 204 SOLDIERS RD KILMANY	Buildings and works associated with extension to existing dwelling.	No Permit Required 6/04/2020
109-1/2020	31/03/2020	Assessment No. 7906 PTL: A PS: 549876T 33 MCGHEE ST SALE	Two lot subdivision to excise an existing dwelling.	Permit Issued by Delegate of Resp/Auth 15/04/2020
111-1/2020	1/04/2020	Assessment No. 298190 PC: 357394W 18 STATION ST YARRAM	Buildings & works/extension to existing industrial shed.	Permit Issued by Delegate of Resp/Auth 7/04/2020

Application No/Year	Date Received	Property Title & Address	Proposal	Status
112-1/2020	1/04/2020	Assessment No. 290775 LOT: 2 LP: 32156 259 COMMERCIAL RD YARRAM	Buildings & works associated with alterations to existing building.	Permit Issued by Delegate of Resp/Auth 7/04/2020
114-1/2020	2/04/2020	Assessment No. 428714 PC: 357362L 72 GOLDEN BEACH DR GOLDEN BEACH	Buildings & works associated with extension to existing dwelling.	Permit Issued by Delegate of Resp/Auth 8/04/2020
118-1/2020	3/04/2020	Assessment No. 443804 LOT: 161 PS: 642250U 2 BURRAGINNIN CL SALE	Buildings and works associated with construction of a dwelling.	Permit Issued by Delegate of Resp/Auth 7/04/2020
119-1/2020	3/04/2020	Assessment No. 443804 LOT: 160 PS: 642250U 4 BURRAGINNIN CL SALE	Buildings and works associated with construction of a dwelling	Permit Issued by Delegate of Resp/Auth 7/04/2020
120-1/2020	6/04/2020	Assessment No. 362368 LOT: 1 PS: 123392 410 MAFFRA-SALE RD MAFFRA	Buildings and works associated with construction of a shed.	Permit Issued by Delegate of Resp/Auth 9/04/2020
121-1/2020	7/04/2020	Assessment No. 319376 LOT: 2 PS: 215221B MAFFRA RD HEYFIELD	Buildings & works associated with construction of storage shed.	Permit Issued by Delegate of Resp/Auth 20/04/2020
123-1/2020	7/04/2020	Assessment No. 96180 LOT: 1 LP: 203536 127 NEWTON DR STRATFORD	Buildings & works associated with construction of a shed.	Permit Issued by Delegate of Resp/Auth 17/04/2020
125-1/2020	8/04/2020	Assessment No. 438358 CA: 22A SEC: A TAPTAP RD BINGINWARRI	Buildings & works associated with extension of farm shed.	Permit Issued by Delegate of Resp/Auth 22/04/2020
127-1/2020	14/04/2020	Assessment No. 276741 LOT: 2 PS: 349928R 6 BAY ST PORT ALBERT	Buildings & works associated with construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth 16/04/2020
129-1/2020	15/04/2020	Assessment No. 435859 PTL: 2 PS: 729797M 1/4-6 DAWSON ST SALE	Buildings & works associated with construction of a shed.	Permit Issued by Delegate of Resp/Auth 17/04/2020
131-1/2020	16/04/2020	Assessment No. 376285 LOT: 2 PS: 525735X 239 NICHOLLS RD STRADBROKE	Buildings & works associated with construction of a dwelling.	No Permit Required 21/04/2020
133-1/2020	17/04/2020	Assessment No. 298026 LOT: 5 LP: 142739 54 RODGERS ST YARRAM	Buildings & works associated with construction of a research facility.	Permit Issued by Delegate of Resp/Auth 22/04/2020

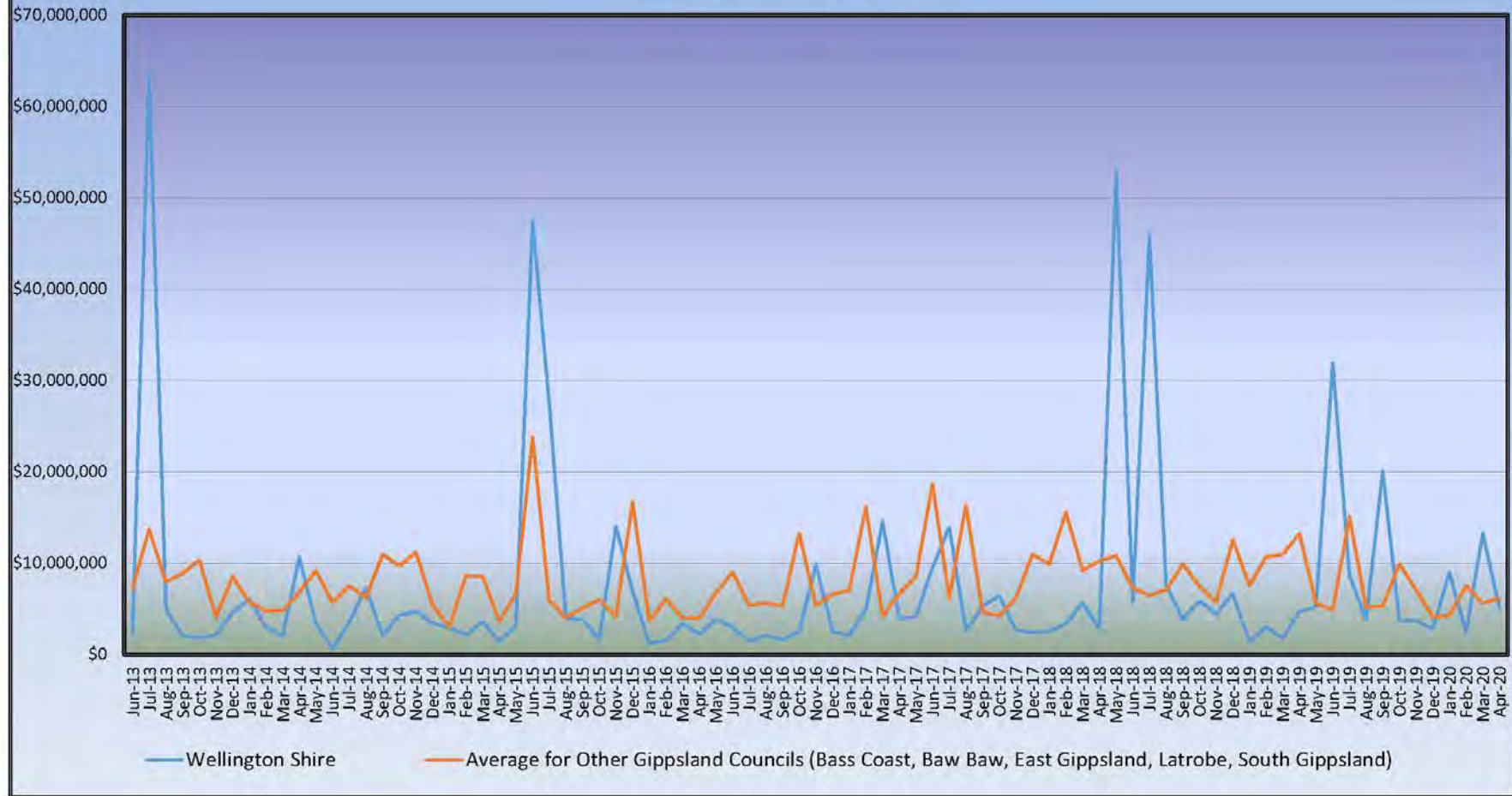
Application No/Year	Date Received	Property Title & Address	Proposal	Status
135-1/2020	17/04/2020	Assessment No. 29785 LOT: 19 PS: 147299 3 WADE CT SALE	Buildings & works/extension to existing industrial shed.	Permit Issued by Delegate of Resp/Auth 28/04/2020
136-1/2020	17/04/2020	Assessment No. 438333 LOT: 35 LP: 217699 5 MCLEOD CT ROSEDALE	Buildings and works associated with extension to existing dwelling.	No Permit Required 21/04/2020
138-1/2020	21/04/2020	Assessment No. 31633 LOT: 3 LP: 25586 204 STAWELL ST SALE	Subdivision of land into two lots each containing existing dwellings.	Permit Issued by Delegate of Resp/Auth 30/04/2020
140-1/2020	22/04/2020	Assessment No. 101626 LOT: 2 PS: 214650 1,096 DENISON RD DENISON	Buildings & works associated with construction of a farm shed.	Permit Issued by Delegate of Resp/Auth 24/04/2020
141-1/2020	23/04/2020	Assessment No. 268664 LOT: 1 TP: 128309 1,146 TARRA VALLEY RD TARRA VALLEY	Buildings and works associated with construction of a farm shed.	Permit Issued by Delegate of Resp/Auth 29/04/2020

Total No of Decisions Made: 52





**ESTIMATED VALUE OF WORKS
JUNE 2013 - APRIL 2020**





C4 - REPORT

GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT

ITEM C4.1**APPLICATION FOR UNUSED ROAD LICENCE IN PARISH OF TOONGABBIE SOUTH - GLENGARRY**

DIVISION: BUILT AND NATURAL ENVIRONMENT

ACTION OFFICER: MANAGER ASSETS AND PROJECTS

DATE: 7 JULY 2020

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

OBJECTIVE

The objective of this report is for Council to consider an application that the Government Road south of Lot 2 on PS717782 in the Parish of Toongabbie South at Glengarry is not required for public traffic and is therefore an unused road and supports the granting of an unused road grazing licence.

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

That pursuant to section 400 of the Land Act 1958, Council gives notice that Government Road south of Lot 2 on PS717782, Parish of Toongabbie South is not required for public traffic and is therefore an unused road.

BACKGROUND

The owner of the property Lot 2 on PS717782 abutting the government road in the Parish of Toongabbie South has made application to Council on behalf of the Department of Environment, Land, Water and Planning (DELWP) to obtain an unused road grazing licence for this section of unused Government Road (Williams Road) in Glengarry. See Attachment 1.

This Government road is currently unused and is fenced within the property and is known to have been fenced into the property for over 25 years. This Government road extends across the municipal boundary into Latrobe City. The property owner has advised that Latrobe City has issued its approval over their section of road abutting this property, being that the road is not required for public traffic. DELWP is seeking advice from Council if this section of Government road within Wellington Shire is required for public traffic. See Attachment 2.

DELWP requires an application for an unused road grazing licence to be publicly advertised. A public notice was placed by the property owner in the Latrobe Valley Express newspaper on Monday 2nd March 2020 and subsequently DELWP have advised that no submissions were received.

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

OPTIONS

Council has the following options available:

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

PROPOSAL

That pursuant to section 400 of the *Land Act 1958*, Council gives notice that the Government road south of Lot 2 on PS717782, Parish of Toongabbie South is not required for public traffic and is therefore an unused road.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

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

LEGISLATIVE IMPACT

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

COUNCIL POLICY IMPACT

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

COUNCIL PLAN IMPACT

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

Strategic Objective 2.2

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

Strategy 2.2.2

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

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

COMMUNITY IMPACT

The unused Government Road is currently fenced within the applicant's farming operation. Accordingly, there is no identifiable community impact.

ENGAGEMENT IMPACT

A public notice in the prescribed format was printed in the Latrobe Valley Express on 2 March 2020 as required and subsequently DELWP have advised that no submissions or objections were received.

Attachment

**PROPOSED UNUSED GOVERNMENT ROAD LICENCE
PARISH OF TOONGABBIE SOUTH
GLENGARRY**



PROPOSED UNUSED ROAD GRAZING LICENCE

DEPARTMENT OF ENVIRONMENT, LAND, WATER & PLANNING

SCHEDULE 4

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

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

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

WELLINGTON

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

SCHEDULE

PARISH	DESCRIPTION OF LOCATION OF ROAD
TOONGABBIE SOUTH PS717782	UNUSED ROAD SOUTH OF LOTS 2 ON

As indicated by shading on the plan copy attached

* Signed:

Dated:

witness

* The seal of the municipal council of

as affixed to this on

by

witness

* Delete whichever is not applicable

Our ref. 16L9-5991

ITEM C4.2**LOCAL ROAD AND COMMUNITY INFRASTRUCTURE PROGRAM**

DIVISION: BUILT AND NATURAL ENVIRONMENT

ACTION OFFICER: MANAGER ASSETS AND PROJECTS

DATE: 7 JULY 2020

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

OBJECTIVE

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

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

- 1. Note that funding has been allocated to Wellington Shire Council by the Federal Government under the Local Roads and Community Infrastructure Program for the 2020/21 financial year; and***
- 2. Authorise the Chief Executive Officer to perform the necessary budget adjustments to allocate this Local Roads and Community Infrastructure Program funding to the projects detailed in Attachment 1.***

BACKGROUND

The Federal Government has announced that Wellington Shire Council is eligible to receive an allocation of \$3.156M, under the Local Government and Community Infrastructure Program. The funding is available from 1 July 2020 and must be spent by 30 June 2021 and a work schedule will need to be submitted outlining the projects intended to be undertaken.

The program is designed to support local councils to deliver priority local road and community projects. Funding allocations for the program have been calculated in a similar way to how the Roads to Recovery Program and the road component of the Financial Assistance Grants works.

The infrastructure criteria for the funding states that projects selected must be additional to their pre-COVID-19 work program for 2020-2021 Capital Works Program. Projects are allowed to be brought forward from a future works program so projects on the future years of the Ten Year Capital Works program are eligible.

OPTIONS

Council has the following options available:

1. Note that funding has been allocated to Wellington Shire Council by the Federal Government under the Local Roads and Community Infrastructure Program and authorise the Chief Executive Officer to perform the necessary budget adjustments to allocate this Local Roads and Community Infrastructure Program funding to the projects detailed in Attachment 1; or
2. Not approve or modify the list of recommended projects as presented in this report.

PROPOSAL

That Council:

1. Note that funding has been allocated to Wellington Shire Council by the Federal Government under the Local Roads and Community Infrastructure Program for the 2020/21 financial year; and
2. Authorise the Chief Executive Officer to perform the necessary budget adjustments to allocate this Local Roads and Community Infrastructure Program funding to the projects detailed in Attachment 1.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

These works will be funded from the Local Roads and Community Infrastructure Program. Additional resource support is being considered to ensure delivery of these projects within the specified timeframes.

COMMUNICATION IMPACT

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

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."*

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

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

RESOURCES AND STAFF IMPACT

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

COMMUNITY IMPACT

The identified projects have been selected from future works programs to support a range of community outcomes. Council's defined community engagement processes will be used in relation to detailed project planning and delivery.

ENGAGEMENT IMPACT

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

Local Road and Community Infrastructure Program - Proposed Projects

Project Title	Proposed Budget
Heyfield Memorial Hall street / carparking upgrades	\$200,000
Briagolong Quarry Reserve Nature Based Playground	\$60,000
Longford Recreation Reserve - Car Park Access Road	\$250,000
Sale - Aqua Energy Water Heating Replacement and Upgrade	\$60,000
Outdoor Pools Solar Heating Upgrade Program	\$200,000
Rosedale and Maffra Pool - Pool Blanket Installation	\$90,000
Maffra - Youth Play Precinct	\$320,000
Sale - Flooding Creek Masterplan Implementation – Stage 1 of 2	\$200,000
Loch Sport – Dolomite Wetlands Reserve Upgrade	\$150,000
Stratford – Market Reserve Upgrade	\$150,000
Yarram - Youth Play Precinct	\$300,000
Sale – Ross Street Reserve Upgrade	\$150,000
Yarram - Regent Theatre - Solar Installation	\$20,000
Heyfield - Gordon Street Recreation Reserve - Entry Road Asphaltting	\$50,000
Sale Memorial Hall - Partial Roof Replacement	\$360,000
Yarram - Heesco / Arts Trail - App Based Trail Development	\$50,000
Yarram Pool - Warmer Pool Project	\$250,000
LEARN Vegetation Management Program	\$90,000
Boisdale Recreation Reserve Regeneration Project, Stage 2 (power supply upgrade and additional lighting fixtures)	\$80,000
Urban Paths Program	\$126,000
Total	\$3,156,000



C5 - REPORT

GENERAL MANAGER COMMUNITY AND CULTURE

ITEM C5.1**COMMUNITY MANAGED FACILITIES STRATEGY APPROVAL**

DIVISION: COMMUNITY AND CULTURE
 ACTION OFFICER: MANAGER COMMUNITY WELLBEING
 DATE: 7 JULY 2020

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

OBJECTIVE

For council to approve the Community Managed Facilities Strategy 2020-2025 (as attached), as the key driver of Council's five-year objectives, goals and actions in relation to community managed facilities.

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

That Council approve the Community Managed Facilities Strategy 2020-2025 (as attached) as the key driver of Council's five-year objectives, goals and actions in relation to community managed facilities.

BACKGROUND

Council endorsed a Community Facilities Framework in 2016. This framework captures the current 'state of play' for facilities managed by the community, which are located on Council or Crown land.

Officers recommended redeveloping this framework into a future-focussed strategy and action plan that, when fully implemented, effectively addresses historic inconsistencies and inequities in how we support community managed facilities.

The purpose of the Community Managed Facilities Strategy 2020-2025 is to guide Council in supporting volunteers, and the facilities they operate, to meet the needs of our community.

The strategy will allow Council to provide this support in a more transparent and equitable way across the whole of the shire.

Successful delivery of this strategy will lead to:

1. facilities which meet the needs of current and future populations;
2. facilities which help support positive health and wellbeing outcomes; and
3. enhanced ability for volunteer committees of management to manage, maintain and govern community facilities to agreed standards and feel supported by council in fulfilling this important role.

The Community Managed Facilities Strategy will inform Council and the community about current management and operation of community managed facilities and provide an action plan to support community managed facilities over the next five years.

Public exhibition of the draft strategy commenced after the Council resolution on 17 March 2020 to release it for a period of eight weeks for public comment, closing on 15 May 2020. Due to COVID-19 restrictions, in person drop-in sessions were not possible, therefore online sessions were held and ten committees of management attended these.

Volunteer committees of management and the broader community were also invited to provide feedback through email and/or online form. Sixty-five survey responses were received, with an additional three written submissions outside of the survey process. All submissions, as well as the discussion in the online sessions were considered in finalising the strategy. The community consultation period was advertised across local paper, social media and by direct invitation for comment to key partners.

The main changes to the strategy as a result of community feedback are:

- Reduce jargon, use plain English and add more examples;
- Emphasise committees having flexibility to run their own sites under these guidelines. Council must work alongside committees to develop these changes.
- Include how committees demonstrate the activity and value of their sites and connect in with council processes;
- Strengthen heritage considerations;
- Clarify and add more detail around key projects to alleviate concerns that a hubs approach or a change in master planning will disadvantage small communities.

OPTIONS

Council has the following options available:

1. Approve the Community Managed Facilities Strategy 2020-2025 (as attached), as the key driver of Council's five-year objectives, goals and actions in relation to community managed facilities; or
2. Not approve the Community Managed Facilities Strategy 2020-2025 and seek further information.

PROPOSAL

That Council approve the Community Managed Facilities Strategy 2020-2025 (as attached), as the key driver of Council's five-year objectives, goals and actions in relation to community managed facilities.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

The strategy outlines a list of projects and actions to be implemented over five years, many of which can be completed with existing staff resources.

There are two key ongoing financial impacts:

1. The redevelopment of the value and composition of operating subsidy funds which are allocated to many community managed facilities. This ongoing increase in subsidy funding will better resource volunteer committees to more appropriately manage ongoing safety, compliance and maintenance requirements of their sites.
2. The addition of 1.4 FTE officer roles to support volunteer committees and enable them to appropriately manage risk and maintenance on their sites.

The strategic planning and project prioritisation methods developed underneath this strategy will impact how Council delivers capital funding for improvements to community managed facilities over the next ten years. The strategy will make the delivery of facility improvements more transparent, evidence-based and equitable across Wellington Shire.

COMMUNICATION IMPACT

The Community Managed Facilities Strategy will be made publicly available via Council's web page. The final design of the strategy will be completed in-house by the Communications and Media team.

A yearly achievements report for the strategy will be developed in line with Council's annual reporting processes.

LEGISLATIVE IMPACT

In Victoria, the *Local Government Act (2020)* requires councils to act in the long-term interests of their local community. This needs to include addressing the viability and sustainability of key economic, social and environmental issues.

While there is no direct legislative requirement for the development of a Community Managed Facilities Strategy, the goals, objectives and actions contained within the strategy assist council, via well supported and resourced committees of management, to meet facility and asset management obligations, particularly those that relate to asset plans.

COUNCIL POLICY IMPACT

The adoption of the Community Managed Facilities Strategy will necessitate a review of the existing Committees Policy.

In addition, the strategy outlines the need for development of new policies, to outline decision-making for the reinvestment of the proceeds from land sales, and to set parameters for Council's direct investment into community-led facility improvement projects.

COUNCIL PLAN IMPACT

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

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

Strategy 2.2.2: *"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.

RESOURCES AND STAFF IMPACT

As outlined in the financial impact, budget requirements will be sought as per yearly budget processes. Council officers will seek to build co-investment opportunities through state and federal government and private grant processes where available.

COMMUNITY IMPACT

The strategy responds to feedback received from a range of communities around the processes that guide investment in, and management of, community facilities. This feedback is captured in the Community Committees 2019 Survey.

Successful delivery of this strategy will lead to:

1. facilities which meet the needs of current and future populations;
2. facilities which help support positive health and wellbeing outcomes; and
3. enhanced ability for volunteer committees of management to manage, maintain and govern community facilities to agreed standards and feel supported by council in fulfilling this important role.

ENVIRONMENTAL IMPACT

The strategy supports other key council strategies in the achievement of the longer-term vision of *“happy people, healthy environment and thriving communities”* in the heart of Gippsland. By supporting volunteer committees to better understand and adapt to the impacts of climate change, we can ensure our communities are more resilient to change, and that community managed facilities reduce their impact on the environment.

ENGAGEMENT IMPACT

This impact has been assessed and there is no effect to consider at this time. Considerable engagement has been completed for this strategy, the detail of which is contained within the document.

RISK MANAGEMENT IMPACT

Adoption of the Community Managed Facilities Strategy signals a formal commitment by Council to minimise risk from the operation of community managed facilities. Volunteer, public and council exposure to risk has been assessed and prioritised as part of the development of the strategy.



Community Managed Facilities Strategy 2020-2025



(FINAL DESIGN AND GRAPHICS TO BE COMPLETED)

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Message from the Mayor

To be developed.

Possibly include a reference to the impact of COVID, drought and bushfire on the community over coming years and the need for strong communities.



Breaking Trad at Heyfield War Memorial Hall

1. Executive Summary

The purpose of the Community Managed Facilities Strategy 2020-2025 is to guide Council in supporting volunteers, and the facilities they operate, to meet the needs of our community. The Strategy will allow Council to provide this support in a more transparent and equitable way across the whole of the Shire. Successful delivery of this Strategy will lead to:

1. Facilities that meet the needs of current and future populations.
2. Facilities that help support positive health and wellbeing outcomes.
3. The ability for volunteer committees of management to manage, maintain and govern community facilities to agreed standards and feel supported by Council in fulfilling this role.

The Community Managed Facilities Strategy will inform Council and the community about the current management and operation of community managed facilities and provide an action plan to support community managed facilities over the next five years.

The Strategy is broken into the four themes listed below, and each will lead to key changes in the way Council operates and interacts with facilities and the volunteers who run them. Each of the themes is expanded further in the following pages.



1.1 Key changes

There are 15 key changes, which will be implemented to delivery this Strategy. They are listed below and unpacked in more detail in the Action Plan which follows.

Social management: Key changes



1. Outcome focus

Council will work with Committees of Management to embed the *Healthy Wellington** priorities into the way they operate their facilities:

- improve mental health (e.g. activities that create a safe space for people to talk)
- improve gender equity (e.g. access to female friendly facilities)
- improve healthy living (e.g. healthy eating policies for canteens)
- climate change adaptation (e.g. increase shade, install solar panels, consider facility location suitability).

*These priority areas may change as *Healthy Wellington* is renewed

2. Unlink Council funding from land ownership

Council will fund building works and give support to committees where community members are committed and energised and *Healthy Wellington* priorities are delivered, rather than based on land management agreements.

This may mean Council explores investing in facilities not owned by Council or Department of Environment, Land, Water and Planning (DELWP).

It also means that smaller communities, which demonstrate strong participation and energy, can be prioritised for investment.

3. Single-use land ownership

Council will develop criteria to review the need to retain ownership of land where a single user group is seeking long term exclusive use.

E.g. A sporting facility that only one club uses, and where that club actively prefers to own the land.

Responsible management: Key changes



1. Shire-wide facility planning

Council will deliver a two-step facilities planning process.

Step 1: In consultation with the community, a Shire-wide assessment of all facilities that identifies what the community needs from them now and into the future. This assessment will help to focus investment and support where it is most needed and valuable.

Step 2: Based on the Shire-wide assessment, Council works with committees to develop facility management plans (masterplans) for the future of their sites.

2. Equal support for Crown land Committees

Council will provide financial support for reactive maintenance of facilities on Crown-owned land.

This will create equity between committees managing Council and Crown-owned land and/or facilities.

3. Volunteer support

Council will enhance the support for volunteers who manage facilities.

Volunteers should feel empowered and engaged and have access to optional training, peer networks, education, templates and useful tools and the contribution of Council staff resources.

Council's aim is to support volunteers to improve in areas like facility participation and best practice governance. This will be a two-way conversation and not an enforced direction.

4. Safety

Council will provide support for risk assessment, risk management, insurance coverage and compliance support for Committees of Management across all facilities.

Creation of a safe environment includes improvements around Child Safety, gender equity, family-friendly environments and drug and alcohol use.

Sustainable management: Key changes



1. Hubs model

Council will develop a model of planning and investment which looks to establish facility 'hubs' *where appropriate* i.e. multiple similar or complementary services are co-located in a single building.

2. Investing land sale funds

Council will institute a policy for proceeds from the sale of community managed facilities to be invested back into Council's community facilities budget.

3. Sustainable design

Council will focus on using sustainable design, materials, and processes when supporting or enhancing facilities.

4. Heritage

Council will provide support for facilities which are on the Victorian Heritage Register or which have a Heritage Overlay.

They will be recognised for their more complex needs and the often-greater expenses to maintain them into the future.

Economic management: Key changes



1. Capital project contributions

Council will create criteria and a framework for community financial contribution to capital projects.

Council will encourage committees to sustain, or commit to improving, culture change, gender equity, environmental sustainability, community connection etc. as part of a project contribution, or in place of financial contributions, where appropriate.

2. Facility management structure

Council will review appropriate facility management structures i.e. volunteer community committee, Council staff or a mix of the two.

3. User fee guidelines

Council will work with committees to develop best practice guidelines for setting user/hire fees by committees.

The aim of this process is to support financial viability and increase equity of access (affordability) across different facilities.

4. Community-led project funding

Council will develop a policy and process for allocating ratepayer funds to committees to lead infrastructure development projects within their facilities.

Key projects to deliver change across all areas

- Infrastructure prioritisation model
- Operating subsidy and facility hierarchy redevelopment
- Volunteer support for risk, maintenance, facility and governance improvements
- Sporting, Community and Early Years Infrastructure Plans
- Environmentally Sustainable Design (ESD) and Heritage guidelines
- User fees guidelines
- Community collaborations process
- Process and policy improvement

2 About community managed facilities

Community managed facilities are buildings or sporting reserves that are managed by community volunteers and are, for the most part, located on land owned by Council or by the State Government via the Department of Environment, Land, Water and Planning (DELWP).

Examples of community managed facilities are; halls, recreation reserves, sports clubs, early learning centres, neighbourhood houses, senior citizens centres and service clubs.

The programs and activities delivered through community managed facilities make a fundamental contribution to communities across Wellington Shire. These facilities are the base for a wide range of social connection opportunities and provide a space for people to interact and take part in sport and recreation. This promotes social cohesion, community connections, resilience, participation and ownership.



Giffard West Hall Centenary Celebrations

"People are more socially connected. People are remembering and talking about how they used the hall as young people, and are delighting in how the upgrades have improved the hall. More people are having their family celebrations in the hall. People are more involved, even if just to help make decisions, fill in surveys or bake for fundraising events. There is a buzz of excitement that things are happening in our town!" – 2019 Committees Survey

This Strategy is not just about what Council can do for community facilities; it is also about recognising the huge amount of community enterprise that these facilities bring to Wellington Shire. Community managed facilities attract visitors and tourists from all over our region and sometimes the State. They host music events, weddings, funerals, markets, exhibitions, theatre and sporting events that bring people to stay and spend in our communities while they are here.

Central to the Community Managed Facilities Strategy is the acknowledgement that effective facility management cannot be done by local government or community volunteers alone. It requires a collaborative approach.

Working in partnership with the community will ensure our work is aligned and that there are shared goals in improving these facilities and the activities delivered from them for people across Wellington Shire.

Strategy scope - who does the strategy apply to?

There are a huge range of health, education, community service and sporting organisations across Wellington Shire. Different communities have access to a different mix of services and infrastructure. Council's role or ability to influence the development of facilities differs in each instance.

170 Facilities on Council-owned or DELWP-owned land

Committee of Management made up of community volunteers runs the site

Does *not* include facilities where Council staff are present on site to administer (libraries, pools etc)



The community managed facilities listed in the diagram above are supported by over 1,200 volunteers annually. This figure does not include the volunteers who are running clubs, sports and social activities at these sites. The estimated economic impact of the governance of community facilities in Wellington Shire is \$3.2 million annually.

What is not included in this Strategy?

'Direct managed' facilities (facilities like libraries and pools) where Council staff manage the day to day operations of the service to the community have not been included in this strategy, though they may be incorporated into future versions.



Aqua Energy, Sale

For the most part, facilities that are on privately owned land or land owned by a community group have not been included, unless they currently receive support from Council. This is because Council has minimal ability to influence these sites. However, Council's future planning is expected to shift *away* from land ownership and *to* community outcomes. For example, if it can be demonstrated that there is significant community use and value from a site that is owned by the community or privately, the option for Council to invest and support this site, instead of other, less-valued sites in that area, may be considered.

2.1 Why is a new strategy needed?

Wellington Shire Council already provides strong support for community managed facilities via investment in facilities on both Council and Crown land (not owned by Council) and through our level of operating subsidy provision direct to committees. However, there are gaps, inconsistencies and inequities in our approach.

The word equity is used throughout this Strategy. It refers to offering varying levels of support depending on the need to achieve greater fairness in outcomes. For example, a large sporting complex with a pavilion, stadium, ovals, tennis courts and netball courts require far more upkeep than a single oval, single clubroom reserve. The equitable outcome this Strategy seeks is to provide each location with what it needs to be able to operate safely and to deliver the best outcomes for its community. That support might be needed in a mix of of subsidy funds, appropriate upgrade investment, support for the committee of management or other forms. An approach of equity means an attempt to fairly assign what is needed to all parties so they can succeed.

Over the last twenty years, Wellington Shire Council has worked to identify and deliver improvements to our support and investment in community managed facilities. There have been projects to map assets, establish land use agreements, create operating subsidies, set criteria for capital investment and many others.

This strategy is the most wide-ranging and comprehensive recommendation for reform and management of community managed facilities proposed for Wellington Shire.

In the context of a number of shocks to Wellington Shire over a multi-year period (successive bushfires, drought, the COVID-19 pandemic), there is an even stronger need to support volunteers and community spaces. These spaces for people to meet and connect are at the heart of most communities. They are what allows us to come back together and recover when our community is challenged.



Yarram Recreation Reserve

The Community Managed Facilities Strategy 2020-25 builds on the existing Community Facilities Framework 2016. While this document was a significant step forward in the understanding of community facilities and Council's support for them, it was based on a point in time, and an understanding of how things were, rather than how they should be or could be.

The development of other Council strategic documents (Wellington 2030, Healthy Wellington, Urban Paths Plan, Public Open Space Plan etc) has changed the need for a specific Community Managed Facilities Strategy. They have highlighted the need for an outcome-focussed asset and service management approach. What that means in practical terms will be unpacked in the following pages.

*This Strategy is not focussed on improving facilities,
it's focussed on improving community.*

3. Guiding principles

The following principles have been identified to guide Council decision making around community facilities management, investment, support and operations:

1. **Outcome focus** – support for better health, wellbeing and leadership for the community
2. **Volunteer recognition and support** – volunteer/ Council partnership to manage facilities
3. **Community engagement** – appropriate community involvement in planning, operation and management
4. **Local identity and connection** – value the role of facilities in local ownership, heritage, community development
5. **Access for all** – equitably delivered, affordable, welcoming and inclusive facilities for all
6. **Evidence-based development** – development is prioritised transparently based on identified need
7. **Consistency and transparency** – support will be equitable, easily understandable and flexible
8. **Safety** – safety of users, community, volunteer committees and Council is paramount
9. **Sustainability** – focus on environmentally sustainable design and adaption to climate change
10. **Multi-use** – facilities are used for a range of purposes by a range of users



(FINAL DIAGRAM TO INCORPORATE FULL WORDING OF PRINCIPLES)

*“Local Identity and connection is particularly relevant for rural and isolated communities who can experience a sense of disconnect with the larger towns and their perceived wealth of services. Remote communities need to be valued for their own sense of identity. Local facilities are vital to remote communities.” –
2020 Community Consultation*

4. Strategy structure

The Community Managed Facilities Strategy is presented in two parts:

1. **Strategy** (this document) – this is the big picture of what we are doing, why we need to do it, and how we will achieve it. It provides a set of principles for decision making into the future.

The Strategy is divided into 4 themes:

1. Social Management
2. Responsible Management
3. Sustainable Management
4. Economic Management

The Strategy contains a high-level summary and action plan for the major projects within each theme. Further detail on each of the themes is contained in the Research and Consultation document.

2. **Research and Consultation** – the Research and Consultation document is based on comprehensive research and detailed feedback from internal Council consultations, Committee of Management focus groups, a Wellington-wide committee survey and public consultation.

This document is designed to support the strategy. It gives more detail on the four key themes and shows how they contribute to better supported and more effective community managed facilities.

Each theme in the Research and Consultation document has several topics that are unpacked under the following headings:

- a. What is it?
- b. What does it look like now?
- c. What are we trying to achieve in the next five years?

Not all items identified in the Research and Consultation document will be delivered in the Strategy. Some may progress to a future document.



4.1 Timing for delivery

The Community Managed Facilities Strategy has two focus areas to deliver change: Buildings and People.

The projects and actions in the Strategy have been broken into two stages, to allow Council to plan and resource their delivery. This will mean we can ensure that priority areas are addressed in a timely manner.

Some of the stage 1 projects will be delivered in a rolling cycle over the life of the Strategy e.g. Facility management plans.

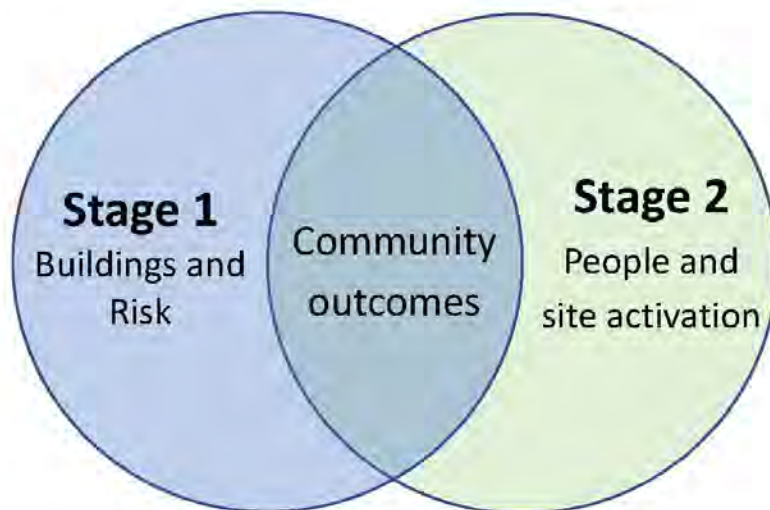
The proposed timeline for implementation is:

2020/21 onwards

STAGE 1: Buildings and risk

2021/22 onwards

STAGE 2: People and site activation



The aim behind all of the changes recommended by this Strategy is that they should be done in consultation with the affected communities, committees, users and other people connected to the facility.

All of the changes described in this Strategy will be delivered flexibly, so that Committees of Management are able to use the supports and resources in ways that best suit their individual circumstances. This Strategy is not an attempt at 'one size fits all'. Instead it seeks to offer different types of support and to take some of the burden from volunteers, so that they can put their energy into creating the best experience for the people who come to their facility.

ACTION PLAN

2020-25

THEME 1: Social management

Social management of facilities is about recognising that people are the most valuable part of community managed facilities. From the volunteers who manage and run the facilities from day to day to the people who use them or support them: people are the key, rather than the facility itself.

Council's support of committees and facilities and investment of ratepayer funds should be guided by what outcomes are delivered to the community through this investment. It is important that support is provided based on need and evidence and a clear understanding of what the benefit to the community will be.



What are we doing well?	What do we want to improve?	What does success look like and how will we measure it?
<ul style="list-style-type: none"> • The community has a strong sense of ownership and pride in the spaces they run and manage. • Council provides support for committees on Crown-owned land and has a positive relationship with DELWP. • Rolling upgrades for family friendly changerooms have been scheduled and delivered at many recreation reserves. • The 2019 Accessibility audit identified key priorities for accessibility works in community managed facilities. These are being delivered from 20/21 onwards. 	<ul style="list-style-type: none"> • Increase Council support to committees to make sure all community managed facilities are safe spaces, where any member of the community can spend time and feel welcomed. • Funding and support for community managed facilities is often reactive and can be based on political pressure or external funding availability. Funding and support should be based on improving health and wellbeing, strategic or community priorities. • Council will ensure committees and communities are appropriately consulted before decisions are made that affect them. 	<ul style="list-style-type: none"> • Average 10% increased participation across facilities (as measured against the 2019 Committees survey). • Shire-wide infrastructure planning is undertaken, and these plans are used to inform what level of support (annual financial contribution, building upgrade investment, Council staff resourcing) is needed. • Committees are supported to become accredited with programs that promote culture change like GippSport's 'Change our game' (25% of committees achieve this).

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"Many committees are already delivering on these outcomes. They are doing this because they have enlightened volunteers working with like-minded peak bodies and support organisations who want to make a positive and sustainable contribution to their community. There may not be any significant "change" as outlined for some committees." – 2020 Community Consultation

The below table indicates the most significant changes identified through the Community Managed Facilities Strategy research and consultation phase. It details the impacts for committees and community users of rolling out these changes, as well as what specific actions or projects are required to achieve them.

Key changes to current practice	Actions to deliver these changes	What does this mean for me: Committees	What does this mean for me: Users
<p>1. Outcome focus Council will work with Committees to embed the <i>Healthy Wellington</i>* priorities into the way they operate their facilities:</p> <p>a) improve mental health (e.g. activities that create a safe space for people to talk)</p> <p>b) improve gender equity (e.g. access to female friendly facilities)</p> <p>c) improve healthy living (e.g. healthy eating policies for canteens)</p> <p>d) climate change adaptation (e.g. increase shade, install solar panels, consider facility location suitability).</p> <p>*These priority areas may change as <i>Healthy Wellington</i> is renewed</p>	<p>a) Council provides staffing support, training, resources and templates to assist volunteers to run sites in a way that helps to lead to community improvements across the <i>Healthy Wellington</i> priority areas. (Stage 2)</p> <p>b) Council uses gender equity and climate change considerations to help inform what investment is needed for facility upgrades. (Stage 1)</p>	<ul style="list-style-type: none"> Committees will be supported (where needed) to develop short and long term planning for improvements in health, wellbeing and leadership for their community in practical ways e.g. advertise to attract sections of the community who don't currently use the facility. Committees will be supported to ensure facilities are welcoming and inclusive of all people within the community including people of differing ages, abilities, genders, income levels, cultural backgrounds and interests. E.g. considering appropriate costs for use or encouraging young people to take leadership roles. Council will consider the ability of committees (time, resources, other priorities they have) and will make sure not to over-burden committees with requirements. Council will invest in infrastructure upgrades to make spaces more inclusive, appropriate and usable. 	<ul style="list-style-type: none"> Everyone in the community should have equal access to activities, and barriers should be removed or reduced as much as possible. Facilities should be welcoming and inclusive of all people within the community including people of differing ages, abilities, genders, income levels, cultural backgrounds and interests. Community members should have confidence in the way volunteers are running the facilities they use.

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Key changes to current practice	Actions to deliver these changes	What does this mean for me: Committees	What does this mean for me: Users
<p>2. Unlink Council funding from land ownership Council will fund building works and give support to committees where community members are committed and energised and <i>Healthy Wellington</i> priorities are delivered, rather than based on land management agreements.</p> <p>This may mean Council explores investing in facilities not owned by Council or DELWP.</p> <p>It also means that smaller communities, which demonstrate strong participation and energy, can be prioritised for investment.</p>	<p>a) Council develops a prioritisation model for assessing and ranking all facility improvement projects;</p> <ul style="list-style-type: none"> • Community facilities will be developed or renewed based on identified community needs, demographic information, community strengths and in the context of a changing climate. <i>(Stage 1)</i> <p>b) Council develops a Community Collaborations model to support community members to develop and grow ideas and projects. <i>(Stage 2)</i></p> <p>c) Council develops guidelines for investment in land and facilities not owned by Council. These guidelines to provide clear information the community can follow for how to be considered for investment. <i>(Stage 1)</i></p>	<ul style="list-style-type: none"> • Council investment will support increasing or maintaining community participation numbers. This will be assessed by the % of the community that participates, rather than the number of people. This helps against having a bias towards larger towns. E.g. A hall in a small town might have 40 people attend on a monthly basis, but this might be 80% of that community. This would show that even though the participation numbers look low, that hall is a vital part of that community and has the support of most of the community. • Committees will be encouraged to provide information about their operations, participation and facility condition through surveys and building audits. This will also help demonstrate how their facility and the activities that occur there benefit the community or the people who attend. • One of the aims of facility investment will be to support positive local identity and social connection. The value of specific facilities in small towns will be recognised. • Council will recognise and protect the cultural and heritage values of the local community by using heritage and community value as ways to make decisions within the prioritisation model. <p>Facilities will be supported according to their significance to community needs, regardless of land ownership or management. This will mean that some facilities in the community, which have not</p>	<ul style="list-style-type: none"> • Council decisions around investing in building developments or support for projects within communities will be based on an equal and transparent set of criteria. • The community will understand how and why Council makes decisions around investment. • Facilities in a community that have not previously received Council support, may now be eligible.

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Key changes to current practice	Actions to deliver these changes	What does this mean for me: Committees	What does this mean for me: Users
		<p>previously received Council support, will now be eligible.</p> <ul style="list-style-type: none"> Committees will be given clear guidelines to understand where they rank in the prioritisation model, whether they can access Council investment and what they can change to make themselves more eligible. 	
<p>3. Single-use land ownership Council will develop criteria to review the need to retain ownership of land where a single user group is seeking long term exclusive use. E.g. A sporting facility that only one club uses, and where that club actively prefers to own the land.</p>	<p>a) Develop criteria for single use facilities to decide whether Council is the most suitable ongoing owner;</p> <ul style="list-style-type: none"> Review the small list of facilities this scenario is relevant for and decide on a case-by-case basis, in consultation with the management committee, whether any change of ownership is appropriate. Ensure the criteria for possible sale is a fair and transparent process Ensure consideration of future community need and growth before making any decisions. (Stage 2) 	<ul style="list-style-type: none"> The majority of committees would have no impact from this change (Halls, Recreation Reserves, Neighbourhood Houses, etc are all multi-use buildings). For those that the scenario applies to, Council would have detailed conversations regarding possible processes and impacts of any change before decisions were made. Sale of land would only be considered where Council is the landowner and there was a benefit to the community and to Council. Council will still be able to support and invest in facilities with a single user where there is strong participation and community benefit to justify this investment 	<ul style="list-style-type: none"> For the broader public, there would be no impact from this change. People who were members of the single user group or club that would be affected, would be consulted with at the time of the proposed change.

THEME 2: Responsible management

Community managed facilities are spaces that members of the public use to socialise, join in on activities, compete in sport and create community. All people have a right to be safe and protected while they do this. That means that a standard of risk management, compliance with laws and regulations and good operational management practices are essential.

The flip side of needing to create a safe environment is that the burden of compliance is often put on volunteer committee members, who may not have the time, capacity or knowledge.

Responsible management is about planning for the future and recognising what is needed to make sure facilities run smoothly and safely. It requires committees and Council to work together to see this happen. The key to this area of the strategy is reducing the burden on community volunteers by identifying who should be responsible for which actions; what a Committee is most suited to and what Council would be more appropriate to provide.



What are we doing well?	What do we want to improve?	What does success look like and how will we measure it?
<ul style="list-style-type: none"> • Council provides \$600,000 annually in Operating Subsidies (19/20), direct to committee (including DELWP-appointed committees) to enable them to run and maintain the facilities they manage. • Council insures all buildings managed by committees on Crown or Council-owned land. • Council has a strong process and funding for reactive maintenance support. • Information and resource sharing occur via forums like the Combined Halls network. • Council has positive, well-developed relationships with committees. 	<ul style="list-style-type: none"> • Council needs to communicate better with committees about expectations for outcomes/actions from operating subsidy funding and about what data collection is needed to be able to assess if the subsidy has been used appropriately. • Council's support is not always equal between different types of facilities. Significant investment has gone into Recreation Reserves, with less investment in other community managed facilities that are more socially focused. In the future Council aims to invest where community activity occurs. • Council does not currently play an active or consistent role in risk assessment across community managed facilities. This needs to be more rigorous and proactive. 	<ul style="list-style-type: none"> • Implementation of a scheduled maintenance and risk assessment process across all facilities that is completed regularly within a reasonable timeframe. • Delivery of and compliance with a new operating subsidy reporting process (100% compliance). This process must be achievable by volunteers. • Decrease in reactive maintenance or significant refurbishment due to incomplete maintenance (to be observed within 5 years).

FOR COUNCIL ADOPTION JULY 2020

"We need assurances that small dynamic communities will not be disadvantaged." – 2020 Community Consultation

The below table indicates the most significant changes identified through the Community Managed Facilities Strategy research and consultation phase. It details the impacts for committees and community users of rolling out these changes, as well as what specific actions or projects are required to achieve them.

Key changes to current practice	Actions to deliver these changes	What does this mean for me: Committees	What does this mean for me: Users
<p>1. Shire-wide facility planning Council will deliver a two-step facilities planning process.</p> <p>Step 1: In consultation with the community, a Shire-wide assessment of all facilities that identifies what the community needs from them now and into the future. This assessment will help to focus investment and support where it is most needed and valuable.</p> <p>Step 2: Based on the Shire-wide assessment, Council works with committees to develop facility management plans (masterplans) for the future of their sites.</p>	<p>a) In consultation with the community, Council will develop a:</p> <ul style="list-style-type: none"> - Sporting Infrastructure Plan - Community Infrastructure Plan - Early Years Infrastructure Plan <p>These plans will help to identify what facilities are used for currently and what the population and use trends might look like in future. This information will inform decisions about support and investment. <i>(Stage 1)</i></p> <p>b) Council will deliver site-specific Facility Management Planning (masterplanning) with specific committees. This will help them plan for facility improvements, as well as support day to day management. <i>(Stage 1)</i></p> <p>c) Council will review the existing facilities hierarchy to include information about what infrastructure should be present at each level and to ensure each facility is correctly placed in the hierarchy, based on participation</p>	<ul style="list-style-type: none"> • Facilities will be equitably supported across the Wellington Shire based on identified community needs. This will not be a 'one size fits all' approach, or a centralisation approach. Instead, an understanding of the local needs and priorities in the context of what is available across the whole Shire will drive decisions. • Smaller facilities in smaller towns, which may not have seen Council investment in the past, will be able to demonstrate their value to their community based on % of use, historical significance and the health and wellbeing outcomes they provide. This information will be used to prioritise them for support. • Council's decision to develop new facilities or redevelop existing facilities will be evidence-based. The method of prioritising projects will be objective and transparent, using specific criteria. These processes will be communicated to the community, along with an understanding in how they can take part. • Facilities which have significantly increased activity and participation may be reclassified in the facilities hierarchy, which will provide them with additional support e.g. Bundy Hall. This process allows small facilities in small 	<ul style="list-style-type: none"> • Council and the community have a clear understanding about how many facilities are needed and what standard they need to be delivered at. • Council and the community have a clear understanding of what the functions, sizes, locations and legislative requirements are of the facilities in each area. • Community members should have access to what they need for physical and social recreation within a reasonable distance from their home.

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Key changes to current practice	Actions to deliver these changes	What does this mean for me: Committees	What does this mean for me: Users
	<p>and its significance to its community. <i>(Stage 1)</i></p>	<p>towns to access higher levels of support and investment if the energy from the community is present.</p> <ul style="list-style-type: none"> • Facility management plans will be negotiated and agreed with Council. They will not be a top down process that is imposed on committees without discussion. 	
<p>2. Equal support for Crown land Committees Council will provide financial support for reactive maintenance of facilities on Crown-owned land.</p> <p>This will create equity between Committees managing Council and Crown-owned land and or facilities.</p>	<p>a) Council supports volunteers with facility and grounds maintenance.</p> <ul style="list-style-type: none"> - Redefine maintenance criteria to make it more rigorous and to support the addition of Crown properties. - Ensure there is a clear difference between items covered by annual operating subsidy payments for proactive maintenance and by one-off reactive maintenance funds <i>(Stage 1)</i> <p>b) Review land use agreements to simplify and strengthen them. Make it clear to committees and to Council who is responsible for each of the areas of facility management. <i>(Stage 1)</i></p> <p>c) Council will assess whether support can be provided to committees for the purchase and ongoing</p>	<ul style="list-style-type: none"> • Council will review land management agreements to revise them for simplicity and to ensure all obligations for all parties are clearly represented. • Council will modify the current Funding Agreements with Crown Committees of Management to enable them to access the annual reactive maintenance budget in addition to the annual operating subsidy provided by Council. <ul style="list-style-type: none"> ◦ This will allow volunteers more funds to bring local tradespeople in to work on their facility. This will improve health and safety compliance, decrease the burden on volunteers and support local businesses. • Council will contribute to the maintenance and upkeep of community managed facilities on Council or Crown land within the Shire to ensure facilities are maintained in a safe, accessible condition to meet demand for use requirements. 	<ul style="list-style-type: none"> • Facilities that have demonstrated use and benefit will see increased levels of support for maintenance and upkeep of public safety. <p>Use may be demonstrated via annual reporting on participation numbers, types of activities held or how much of the community uses the facility.</p>

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Key changes to current practice	Actions to deliver these changes	What does this mean for me: Committees	What does this mean for me: Users
	<p>maintenance of large pieces of equipment required to run their facilities e.g. mowers, floor cleaners. <i>(Stage 1)</i></p> <p>d) Council will investigate the viability of providing technical input, advice and assistance into playing surface management at Reserves across Wellington. <i>(Stage 1)</i></p>		
<p>3. Volunteer support Council will enhance the support for volunteers to manage facilities. Volunteers should feel empowered and engaged and have access to optional training, peer networks, education, templates and useful tools and the contribution of Council staff resources. Council's aim is to support volunteers to improve in areas like facility participation and best practice governance. This will be a two-way conversation and not an enforced direction.</p>	<p>a) Council reviews operating subsidy allocation, amounts, reporting and accountability to better meet the needs of volunteers and facilities. <i>(Stage 1)</i></p> <p>b) Review land use agreements to simplify and strengthen them. Agreements will make clear what expectations there are on committees as facility managers e.g. being open and accessible to the whole community. Expectations will not be unrealistic or unachievable. <i>(Stage 1)</i></p> <p>c) Council supports volunteers to improve in areas like; participation increases, promotion and marketing, training, inclusion, governance improvements etc. <i>(Stage 2)</i></p>	<ul style="list-style-type: none"> • Council supports and resources volunteers to appropriately manage facilities to agreed levels. Council support for Committees will focus on making sure management is easy, accessible, simple and reasonable. • Council will establish expected levels of service for community managed facilities in terms of facility provision, program offerings, grounds maintenance etc. If a volunteer Committee is unable to meet an agreed level of service, they may need assistance from Council staff to enable them to do so. • Council modifies annual reporting requirements to be based on risk profile or income generated e.g. higher risk committees or those generating a significant amount of income may be subject to more rigorous reporting. Reporting will also be linked to demonstrating Council operating subsidy funds have been spent on the identified priorities. 	<ul style="list-style-type: none"> • The volunteers managing facilities will have more access to support to increase community knowledge on what is available at their facility, as well as increase their ability to run the facility smoothly. • Ratepayer funds allocated to committees will be reported on transparently to ensure they are being spent appropriately. • Community members should have confidence in the way volunteers are running the facilities they use.

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Key changes to current practice	Actions to deliver these changes	What does this mean for me: Committees	What does this mean for me: Users
	<p>d) Council investigates the development of an online platform for communication, reporting, maintenance needs, training, bookings, project engagement, peer networking etc. (Stage 2)</p> <p>e) Council revises relevant policies relating to support for committees to capture and reflect the aims of this Strategy (Stage 2)</p>	<ul style="list-style-type: none"> All facilities have the same set of overarching guidelines and values however, each organisation/ facility will define how they use those within their structure and circumstances 	
<p>4. Safety Council will provide support for risk assessment, risk management, insurance coverage and compliance support for Committees of Management across all facilities.</p> <p>Creation of a safe environment includes implementing change around Child Safety, gender equity, family-friendly environments and drug and alcohol use.</p>	<p>a) Operating subsidy re-development:</p> <ul style="list-style-type: none"> Review items covered by the subsidy calculation to add funding for risk management Review the value of subsidy per site to ensure all risk and safety items are supported (Stage 1) <p>b) Support volunteers to manage public safety, compliance, emergency management, child safety, risk management etc. (Stage 1)</p> <ul style="list-style-type: none"> Provide facility-specific education and support to Committees so they can understand risk management, how to undertake it and what 	<ul style="list-style-type: none"> Many committees already deliver a strong program of risk and safety management at their facility. Council will work with committees to ensure facilities are managed and maintained to an agreed service level, which is required to sustain use of facilities and meet the demand for use. Council will deliver support to facilities and Committees that is equitable, transparent, understandable and flexible to individual need. Safety of the community, users and committees is paramount. Council will work proactively with committees to identify and address risks on a regular basis. This will be done through on the ground support for committees at each facility. Committees will be supported to ensure facilities are managed to a safe standard equal 	<ul style="list-style-type: none"> People using community managed facilities will be able to feel more comfortable that their use of the space is supported by a level of risk management, safety and compliance that may not have been present before.

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Key changes to current practice	Actions to deliver these changes	What does this mean for me: Committees	What does this mean for me: Users
	<p>the consequences of not doing so are.</p> <ul style="list-style-type: none"> • Ensure volunteer Committees do not feel overburdened with responsibilities. • Achieve a balance between public safety and red tape. <p>c) Assess whether support can be provided to committees for the purchase and ongoing maintenance of large pieces of equipment required to run their facilities e.g. mowers, floor cleaners. <i>(Stage 1)</i></p> <p>d) Undertake a review of insurance coverage across all facilities to understand the most appropriate model <i>(Stage 1)</i></p>	<p>to their level of service agreement and place in the Facilities Hierarchy.</p> <ul style="list-style-type: none"> • Land use agreements will be modified to clearly set out the inspection and maintenance obligations of the respective parties, including a reporting process to Council. 	

THEME 3: Sustainable Management

Assessing what communities need in the present and into the future requires an understanding of the environmental, economic, social and intergenerational impacts of how a place is used.

Planning will occur with an intergenerational equity lens, which means we need to meet the needs of the present generation without compromising the ability for future generations to meet their own needs.

The sustainable management theme of the Strategy is about making sure that the community is best placed with facilities, volunteers and resources, to be able to move forward into the future in a strong position and a vision for where they are going.

Managed Sustainable Management

- Volunteer sustainability
- Strategic facility development and investment
- Project prioritisation
- Climate change
- Environmentally Sustainable Design
- Heritage

What are we doing well?	What do we want to improve?	What does success look like and how will we measure it?
<ul style="list-style-type: none"> • Minimum requirements for Environmentally Sustainable Design (ESD) for facilities are being embedded as part of Council's new 2020 Sustainability Strategy. • A project prioritisation model is being developed. For the first time this allows Council to look across the range of facilities projects and understand community need and demand into the future. • Future needs for water management and open space management in a changing climate have been identified and work to support committees to manage these is underway. 	<ul style="list-style-type: none"> • There are many positive activities and projects happening across a range of facilities. Better communication (structures like the Combined Halls Network) will allow volunteers to share their successes and failures and to learn from each other, which will strengthen the way they run their own facility. • There are no clear guidelines or expectations about which spaces are single or mixed use and why. This leads to a lack of clarity for Council and the community around when and how investment will be provided. • Heritage facilities are not currently proactively supported and maintained. • Volunteers should feel that their committee succession planning is clear and that they have new people in the wings. • Preparation for climate change impacts and adaptation across all community managed facilities needs to be a focus. 	<ul style="list-style-type: none"> • Appropriate use of Environmentally Sustainable Design guidelines across all facilities projects. • Prioritisation of upgrades for energy and water efficiency across significant community managed facilities. • Development and delivery of a clear plan for management of facilities and structures with heritage value. • Use of a prioritisation model for decision making to ensure projects are ranked for delivery according to need and community benefit (current and future).

FOR COUNCIL ADOPTION JULY 2020

"Community Managed Facilities are not just bricks and mortar, but in most cases hold the history and culture of the communities that have created, supported and maintained them over many years. They are the living history of the area in many ways."

- 2020 Community Consultation

The below table indicates the most significant changes identified through the Community Managed Facilities Strategy research and consultation phase. It details the impacts for committees and community users of rolling out these changes, as well as what specific actions or projects are required to achieve them.

Key changes to current practice	Actions to deliver these changes	What does this mean for me: Committees	What does this mean for me: Users
<p>1. Hubs model Council will develop a model of planning and investment which looks to establish facility 'hubs' where appropriate i.e. multiple similar or complementary services are co-located in a single building.</p>	<p>a) In consultation with the community, Council will develop a:</p> <ul style="list-style-type: none"> - Sporting Infrastructure Plan - Community Infrastructure Plan - Early Years Infrastructure Plan <p>These plans will help to identify what facilities are used for currently and what the population and use trends might look like in future. This will inform decisions about whether a community would gain value from a hub-type approach. <i>(Stage 1)</i></p> <p>b) Council will deliver site-specific Facility Management Planning (masterplanning) with specific committees. This will help them plan for facility improvements, as well as support day to day management. It will also help to identify options and interest in hub-type models <i>(Stage 1)</i></p> <p>c) If a hub approach is recommended, strong community consultation is needed, and careful consideration will be given to the way that building is governed so that each service can operate to its full potential and the building is appropriately managed for the</p>	<ul style="list-style-type: none"> • A Hub model does not suit all purposes (each community and each facility has different needs, culture and ability to operate). But a hub can be considered in specific circumstances e.g. Rosedale had a doctor, senior citizens, neighbourhood house, library and kindergarten, each of which were in old buildings that didn't meet their needs anymore. Those buildings were removed and turned into open space parkland, and a hub was built instead to house all groups. They got the benefits of a new building and being co-located, which meant more visitors passing through the door to access each of their spaces than if they had been stand alone. • In a hub, facilities should be fit for a range of purposes and support use by multiple users for a range of activities. Consultation is essential with all possible users of a new hub development, as well as the broader community. • Council will signal to committees where they are placed within facilities planning priorities in a way that is transparent and 	<ul style="list-style-type: none"> • New community facilities are designed and maintained to be multifunctional, flexible and adaptable to change. Where appropriate, they support the co-location, integration, and/or clustering of complementary community activities. • Council will have conversations with the community in instances where there are several low use buildings that are slowly degrading in an area. Better outcomes may be provided by removing buildings and investigating multi-use options.

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Key changes to current practice	Actions to deliver these changes	What does this mean for me: Committees	What does this mean for me: Users
	<p>community to use. The Research and Consultation which informs Strategy shows that 74% of respondents agreed that maximising use of resources was a potential positive but 56% cited conflict among community groups as a potential barrier. <i>(Stage 1)</i></p> <p>d) A hubs approach should consider small businesses, co-working, events and conferences as possible additions to support broader community benefits. <i>(Stage 1)</i></p> <p>e) Council will develop a process for working with the community to understand if facilities are still valued and required. <i>(Stage 1)</i></p>	<p>understandable, as the beginning of a conversation.</p> <ul style="list-style-type: none"> Investment by Council will be need and evidence based and considered in a Wellington-wide context. The development of new, single-use facilities will generally not be supported by Council. 	
<p>2. Investing land sale funds Council will institute a policy for proceeds from the sale of community managed facilities to be invested back into Council's community facilities budget.</p>	<p>a) Develop a process for investing funds from land sales. This will mean that where a facility is sold due to low use, significant degradation, or community identifying it as being no longer needed, funds can be reinvested back into community managed facilities in Wellington Shire.</p> <ul style="list-style-type: none"> Consideration could be given to supporting water or energy efficiency programs for facilities, as well as facility upgrades <i>(Stage 2)</i> 	<ul style="list-style-type: none"> Council will work with committees and communities to identify the needs and priorities for facility provision in local areas. This may indicate a facility is no longer required and could be sold, or it may indicate a facility requires development and could benefit from funds accumulated from another sale in another area. Any sale of community managed facilities will be done after a strong community engagement and consultation processes. 	<ul style="list-style-type: none"> Council's work in this space may involve supporting communities to let go of buildings that aren't being used and haven't been used for a long time. These buildings sometimes haunt communities in the sense that there is a feeling of obligation to keep it open and keep it running, even though the needs for its use have changed due to a decrease in population in the community, new facility provision or people's interests in activities changing.

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Key changes to current practice	Actions to deliver these changes	What does this mean for me: Committees	What does this mean for me: Users
			<ul style="list-style-type: none"> Any sale of community managed facilities will be done after strong community engagement and consultation processes.
<p>3. Sustainable design Council will focus on using sustainable design, materials, and processes when supporting or enhancing facilities.</p>	<p>a) Council will develop environmentally sustainable design (ESD) guidelines for project delivery; <i>(Stage 1)</i></p> <ul style="list-style-type: none"> Council will ensure appropriate budgeting occurs so that ESD elements are not removed due to budget and scope changes. <p>b) Council will work with committees to build sustainability measures into ongoing facility management (e.g. solar, water use, shade). Council will support and guide Committees, rather than dictate requirements. <i>(Stage 1)</i></p> <ul style="list-style-type: none"> Council will look into using buying power to support bulk purchase of utilities, equipment or infrastructure to support community needs. 	<ul style="list-style-type: none"> The community is appropriately involved in the planning, design, operation and management of facilities. This could be done through Shire-wide consultation and infrastructure plans, or through site specific planning for individual projects. ESD will improve comfort, health and wellbeing outcomes for building users. Reduced building operational costs means committees can invest more funds into other elements of facility management. 	<ul style="list-style-type: none"> Facilities will be built or refurbished using appropriate environmentally sustainable design. Facilities will have less of an impact on the environment around them, will be better able to adapt to a changing climate and will be cheaper for the community to run.
<p>4. Heritage Council will provide support for facilities which are on the Victorian Heritage Register or which have a Heritage Overlay.</p>	<p>a) Council will develop facility management plans which recognise the heritage significance and requirements of specific buildings. <i>(Stage 1)</i></p> <ul style="list-style-type: none"> This planning will investigate if buildings with historical significance, but which are not on the register, require additional support. It will also 	<ul style="list-style-type: none"> Council will recognise that community value and attachment to facilities can look different across our Shire. Value can include the heritage of the district and how the facility connects to that, a feeling of culture which is held in the facility and a sense of place, and of belonging and ownership inside the facility. 	<ul style="list-style-type: none"> Council will work with committees to focus on places of historical and cultural significance in communities Places of significance may be supported through prioritised investment in refurbishment, repair or proactive treatments.

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Key changes to current practice	Actions to deliver these changes	What does this mean for me: Committees	What does this mean for me: Users
<p>They will be recognised for their more complex needs and the often-greater expenses to maintain them into the future.</p>	<p>identify heritage facilities not currently supported by volunteer groups, to see if partnerships can be formed for their care.</p> <p>b) Council will provide additional operating subsidy funding to facilities which have heritage considerations. <i>(Stage 1)</i></p> <p>c) Council's project prioritisation model will use heritage considerations to assist with decision making. <i>(Stage 1)</i></p>	<ul style="list-style-type: none"> • Committees of management will be supported and encouraged to keep their historic facilities 'alive' and active spaces for the community to use and enjoy as a part of the cultural life of their area. • Council commits to understanding facilities within their context, history and connection to community, and commits to making decisions about facilities in partnership with the communities who manage and use them. 	<ul style="list-style-type: none"> • Council will actively value the history of our places.

THEME 4: Economic management

Good economic management means ensuring Council is in a strong financial position, has sound financial practices and accountability and is able to operate inside a fixed budget.

Council's economic management should allow us to:

- Meet the community infrastructure needs of our community into the future.
- Provide a number and standard of facilities which is considered sustainable by Council and the community.
- Support accessible, integrated, well designed and connected facilities providing for a broad range of community services.

Delivery of infrastructure should be done in a structured and sustainable way, which recognises the community expectations for time, quality and value for money. Stewardship of infrastructure on behalf of the community is a core Council function.



What are we doing well?	What do we want to improve?	What does success look like and how will we measure it?
<ul style="list-style-type: none"> • A 10-year community facilities capital plan, which is based on ranking from the Prioritisation Model is currently being developed to support strategic and planned investment. • Community grants and external grant funding application support are available to committees for facility operations and delivery of programs. • Council supports committees financially via operating subsidies, insurance and 60/40 maintenance funding (although some elements require review and reform). 	<ul style="list-style-type: none"> • Council has not taken a strategic approach or had an overarching rationale for determining which Council-owned facilities are best managed by Committees or other bodies. • Council does not have strong asset lifecycle planning in place for many facilities, including Crown-managed facilities, as Council is not the facility owner. Committees often struggle to take this technical role on. • Facilities hierarchies, operating subsidies and fees and charges have not been reviewed in a number of years and inconsistencies have arisen. 	<ul style="list-style-type: none"> • Planning is in place for the future of all community managed facilities via the capital plan and asset planning. • A revised Facilities Hierarchy and a revised Operating Subsidy model are delivered and embedded into committee process as well as Council decision-making. • A schedule of recommended fees and charges is rolled out to all Committees.

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"Community groups have significant responsibilities and must be in step with accepted community expectations to receive financial contributions. However, this "change" sounds a little like Council are seeking to set these standards. Let's not assume Council know better than the community you serve." – 2020 Community Consultation

The below table indicates the most significant changes identified through the Community Managed Facilities Strategy research and consultation phase. It details the impacts for committees and community users of rolling out these changes, as well as what specific actions or projects are required to achieve them.

Key changes to current practice	Actions to deliver these changes	What does this mean for me: Committees	What does this mean for me: Users
<p>1. Capital project contributions Council will create criteria and a framework for community financial contribution to capital projects.</p> <p>Council will encourage committees to sustain, or commit to improving, culture change, gender equity, environmental sustainability, community connection etc. as part of a project contribution, or in place of financial contributions, where appropriate.</p>	<p>a) Develop a framework for community financial and culture change contributions to Council-led projects.</p> <ul style="list-style-type: none"> In the past there has been uncertainty and inconsistency around how much a committee or club should contribute financially to an upgrade project. This may have varied between sites or projects. The aim will be to create some consistent criteria for decision making, that are communicated to all committees. The criteria will need to be flexible and include scenarios like community groups accessing external funds to cover their contribution. <i>(Stage 2)</i> 	<ul style="list-style-type: none"> Committees have a clear understanding about what sort of funds that they and their users will need to raise before a project can progress. Council will provide guidelines and processes to committees to make sure they understand how they can engage with the capital investment process. In some instances, facility changes might only be made alongside a demonstrated willingness by the committee or users to have (or maintain) an open and inclusive culture, with the systems embedded to make this happen long term. Council supports networking meetings to allow Committees to work together, learn from each other and share facilities. Strong governance and leadership in the mentioned areas is valued when making decisions around facility investment. 	<ul style="list-style-type: none"> Everyone in the community should have equal access to activities, and barriers should be removed or reduced as much as possible. Facilities should be welcoming and inclusive of all people within the community including people of differing ages, abilities, genders, income levels, cultural backgrounds and interests.

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Key changes to current practice	Actions to deliver these changes	What does this mean for me: Committees	What does this mean for me: Users
<p>2. Facility management structure Council will review appropriate facility management structures i.e. volunteer community committee, Council staff or a mix of the two.</p>	<p>a) Re-define the Facilities Hierarchy and re-classify all facilities according to more rigorous criteria. Use this classification to set basic levels of management for different types of sites. E.g. a facility at a higher level is bigger, more complex and attracts a higher use – the expectations placed on the community volunteers would be higher and may require additional support <i>(Stage 1)</i></p> <p>b) Develop site-specific facility management plans to identify appropriate levels of site management and what support might be required to help volunteers achieve that. <i>(Stage 2)</i></p> <p>c) Encourage Committees to network and share staff e.g. bookkeeper, marketing person, grant writer. Or to bring on short term volunteers with expert experience for specific projects. Council supports committee networking. <i>(Stage 2)</i></p> <p>d) Review the Section 86 Special Committee of Council model to make sure committees are not at a disadvantage when managing the site. <i>(Stage 2)</i></p> <p>e) Review the management structure of all sites (direct managed, community managed, Council managed) to make sure it delivers the best outcomes for the community and for Council funds. <i>(Stage 2)</i></p>	<ul style="list-style-type: none"> • Council and community should have a clear understanding of their role and responsibilities for community facilities management and planning. These will be written into land use agreements. • Committees will be supported to understand the appropriate level of site management and if they are unable to meet it, Council will consider how they can best be assisted to do so. • If Council puts increased expectations on committees, which are not considered to be achievable, Council should provide support to volunteers to meet those expectations. • Committees will be supported to connect with each other to discuss sharing resources, ideas and approaches to how they manage facilities. • Council will recognise that each committee is different. Changes will be made in consultation with committees. Change will not be forced on to committees. 	<ul style="list-style-type: none"> • Volunteers managing facilities in your community will be better supported to manage the facilities to a standard equivalent to the use and significance of the facility within the community. This should lead to stronger management and an improved experience for the community.

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Key changes to current practice	Actions to deliver these changes	What does this mean for me: Committees	What does this mean for me: Users
<p>3. User fee guidelines Council will work with committees to develop best practice guidelines for setting user/hire fees by committees.</p> <p>The aim of this process is to support financial viability and increase equity of access (affordability) across different facilities.</p>	<p>a) Council develops user/hire fees benchmarking and guidelines in consultation with committees. Council will work with committees to encourage use of the best practice model; however fee changes will not be a mandatory process. The guidelines will be Plain English, flexible for different scenarios and easy to use. (Stage 1)</p> <p>b) To help reduce facility running costs, Council will work with committees to build sustainability measures into ongoing facility management (e.g. solar, water use, shade). Council will support and guide Committees, rather than dictate requirements. (Stage 1)</p> <ul style="list-style-type: none"> • Council will look into using buying power to support bulk purchase of utilities, equipment or infrastructure to support community needs. 	<ul style="list-style-type: none"> • Council will encourage and support committees to charge fees that lead to sustainable business practices and allow them to manage their facilities within available budgets. (Recognising that different communities have different levels of wealth and that a flexible approach needs to be taken to any fee approach). • Council will encourage committees to collect enough funds to contribute towards future development projects. This will also give committees more ability to respond to unforeseen circumstances. • Council will investigate supporting better marketing and online or shared systems that allow community members to easily understand what is available at a facility and how they can book it. • Council will encourage committees to be consistent and fair in how they apply fees across various user groups. 	<ul style="list-style-type: none"> • The aim of this change is for committees to adopt more consistent processes for hiring and user fees. This should allow community members to have a better understanding of what they are being charged and why. It should also allow more fairness between equivalent groups across Wellington Shire.
<p>4. Funding for community-led projects Council will develop a policy and process for allocating ratepayer funds to committees to lead infrastructure</p>	<p>a) Council develops a process that allows committees to identify small to medium scale redevelopment, expansion and renovation projects they want to achieve in their facilities. If Council supports the rollout of these projects and the committee has a demonstrated capacity to deliver, Council</p>	<ul style="list-style-type: none"> • Committees will have access to another possible funding source (where facilities projects are larger than the \$5,000 Community Assistance Grants, but smaller than the level at which external funders would be approached by Council for the project). 	<ul style="list-style-type: none"> • Facility development projects of a small to medium nature might be delivered sooner than they could under a completely Council-managed model. • Community or specific users may have greater

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Key changes to current practice	Actions to deliver these changes	What does this mean for me: Committees	What does this mean for me: Users
development projects within their facilities.	<p>may allocate funds directly to the committee under a funding agreement. <i>(Stage 2)</i></p> <ul style="list-style-type: none"> • A process to ensure the funding is appropriately spent and acquitted will also be developed. • The process of allocating ratepayer funds would need to be mindful of the shorter turnaround times of external grants committees may need to also access to deliver their project. • This process should not be cumbersome for committees or Council. 	<ul style="list-style-type: none"> • Committees will be able to leverage their community connections to ensure every dollar of a project achieves the best outcome. • Committees will have options to deliver outcomes which increase their sense of ownership and pride in their facilities. 	input into the delivery of a project if the committee are project managing.

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Possible future direction

Over the next five years, Council will assess the success of this Strategy and the outcomes within it. We will consider whether we move towards creating a community development plan for each "place" (each township or district). This planning would incorporate existing plans, such as Council's Open Space Strategy, Drainage planning, Emergency Management etc., and would be responsive to community needs and changing community demographics.

Planning for community development in this way would be a very significant shift in thinking across the organisation and would need to be planned carefully to ensure it could be sustained and rolled out successfully.

Timeline

The Community Managed Facilities Strategy will be refreshed after five years. Projects in the 'Actions to deliver these changes' columns will be prioritised into the coming five years in a logical fashion. The ability for all projects to be delivered depends on the level of internal and external resourcing dedicated to them.

Next steps

After adoption of the Community Managed Facilities Strategy, Council will engage with Committees of Management to provide them further assistance to interpret the changes within this Strategy and help them to figure out what is relevant to them and what their relationship with Council will be.

This engagement may include presentations to combined halls meetings, neighbourhood house network and recreation reserves, and individual communication/visits to committees.

3. Wellington 2030 and the Council Plan

The vision identified by the community for Wellington 2030 is:

“Happy people, healthy environment and thriving communities in the heart of Gippsland.”

Feedback during the Wellington 2030 consultation indicated that our community values the friendly people, close communities and peaceful small-town rural living that Wellington Shire offers. Residents want increased leisure, recreation, entertainment and retail options and improved infrastructure and services.



Golden Beach Community Centre 30th birthday celebrations

The Community Managed Facilities Strategy responds to the following 2030 themes and priorities.

Communities

- Infrastructure that enables and encourages healthy and active lifestyles.
- Improved quality of life by enabling residents to develop leadership and mentoring skills and participate in activities connecting neighbourhoods and communities.
- Strengthen community identity by promoting our heritage and history.

Services and infrastructure

- Further developed networks and community hubs.
- An array of sporting clubs, varied leisure and entertainment options and a range of cultural pursuits that make Wellington attractive for people of all ages to visit, work or live.
- Provide appropriate services, facilities and infrastructure in seasonal towns.

Lifelong learning

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

Wellington Shire Council Plan 2017 to 2020 guides Council’s operations and responds to expectations of the community as set out in Wellington 2030. The Community Managed Facilities Strategy links directly to the Council Plan’s theme of Services and Infrastructure and the strategic objective of:

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

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

4. Consultation

Aims of engagement

Council recognises that the principles, changes and projects discussed in this Strategy have a direct impact on the volunteer Committees of Management that support and run community facilities. Decisions in this document will also have a flow on effect to the user groups and community members who use this space.

For this reason, intensive consultation has happened with community representatives to gain a strong understanding of the 'real world' impacts of decision making.



The Sale Memorial Hall Committee after attracting significant funding from Latrobe Valley Authority

The following processes have been undertaken:

Internal Council officer workshopping

This consisted of four sessions over two months in 2019 to review all research to date and identify key themes and cross-business unit priorities. The results of this consultation informed the writing of the Research and Consultation paper in its current format.

Committee survey

A comprehensive survey was completed over six weeks in 2019 through several drop-in sessions, online and hardcopy surveys. 146 committees were sent the survey for completion. The survey asked a range of questions relevant to the four theme areas of the Community Managed Facilities Strategy. It also tested key projects listed within the Strategy to check their value. There was a very strong (73%) return rate from committees. A full summary of all survey results is listed at the back of the Research and Consultation paper.

Committee focus groups

Committee focus groups were completed over two weeks in 2019. A representative from 12 committees of management across Wellington Shire was invited to focus group sessions. The committees represented were a range of sizes, types, locations and performed a range of roles.

The Committees with a representative present were:

- Briagolong Mechanics Institute Hall
- Giffard West Hall
- Gordon Street Recreation Reserve
- Longford Cricket Club
- Maffra Recreation Reserve
- Nambrok Hall and Recreation Reserve
- Port Albert Maritime Museum
- Rosedale Recreation Reserve

- Sale Football Netball Club
- Sale Senior Citizens
- Yarram Regent Theatre

All key changes within this strategy were discussed at the focus groups to check what their delivery might look like 'on the ground'. The result of these focus groups was endorsement and support for all concepts.

Councillor workshoping

Over an 18-month period during late 2018 and throughout 2019, Councillors were taken through the development of the Community Managed Facilities Strategy in significant detail. All key changes were workshoped, as well as each of the actions required to deliver them. Impacts on committees and communities, and on Council process and practice were discussed in detail. Positives and negatives of taking each action as well as the financial and staffing resource implications were explored.

Public/ Committee consultation on document

Public consultation opened in March 2020 for an 8-week period. During that time the Executive Summary, Strategy and Research and Consultation documents were listed online, advertised to the community and sent directly to all Committees of Management that Council currently supports. Due to COVID-19 restrictions, it was not possible to run physical drop-in sessions, instead two online sessions were run.

The following participation occurred:

Online drop-in sessions: 10 Committees represented

Online survey: 65 responses received (range of committee, user group and other stakeholders)

Other written submissions: 3

During the consultation, respondents were asked questions about the principles and about each of the 15 key changes. They were asked whether they agree with the change, disagree, don't understand it or have no opinion. The summary of responses over the 16 areas were:

Positive: 746 – agree, 66 – no opinion (91% of responses)

Negative: 46 – disagree, 31 – don't understand (9% of responses)

Greatest support for:

1. Long overdue changes (e.g. community contribution for projects)
2. Consistency and filling gaps (e.g. operating subsidies)
3. Access to more supports and resources for committees (e.g. risk assessment support)
4. Strong and thorough principles

Main requests for improvement (which have been included in this post-consultation document for approval):

1. Reduce jargon. Use plain English. Add more examples so we can see what this means.
2. Emphasize committees having flexibility to run their own sites under these guidelines. Council must work alongside Committees to develop these changes.

3. How do Committees demonstrate the activity and value of their site, and connect in with Council processes?
4. Heritage considerations not strong enough.
5. Fears that a hubs approach or a change in master planning will disadvantage small communities. 'Centralisation', 'One size does not fit all', 'Rationalisation.'

The most significant changes made to the document in response to the consultation are:

1. **Add a new 'Key change' for heritage significance:**
"Council will provide support for facilities which are on the Victorian Heritage Register or which have a Heritage Overlay.
They will be recognised for their more complex needs and the often-greater expense to maintain them into the future."
2. **Delete the 'Key change' regarding DELWP ownership as it conflicts with the principle that land ownership doesn't determine Council support:**
"Council works with DELWP to develop a strategic approach to land ownership and management. Council considers ownership of Crown land in strategic locations."
3. **Change to wording of the 'Key change' around Shire-wide planning and add examples relating to small communities**

Changed from: Council moves away from site-focussed masterplans to Shire-wide service/ activity plans that identify which sites will deliver activities and to what level according to an updated facilities hierarchy.

The new hierarchy will be based on drivers such as population, demographics, risk management, proximity to like services etc.

Changed to: Council will deliver a two-step facilities planning process.

Step 1: A Shire-wide assessment of all facilities that identifies what the community needs from them now and into the future. This assessment will help to focus investment and support where it is most needed and valuable.

Step 2: Based on the Shire-wide assessment, Council works with specific committees to develop facility management plans (masterplans) for the growth and development of their sites into the future.

Council approval: July 2020

Council looks forward to working with volunteers and our community into the future to deliver strong and valuable support for community managed facilities that will have a positive impact for people throughout Wellington Shire.



For more information about any of the content in the Strategy, please phone Wellington Shire Council Customer Service on 1800 366 244 and ask to speak to the Community Committees team, or email enquiries@wellington.vic.gov.au with the subject line Community Managed Facilities Strategy 2020-25



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 if your query requires a written response, we will advise you that a response will be forthcoming and a copy of that response will be circulated to all Councillors.

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

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

CHAT ROOM –

GALLERY COMMENTS –

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**

G. IN CLOSED SESSION

COUNCILLOR

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

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

IN CLOSED SESSION

COUNCILLOR

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