



**WELLINGTON**  
SHIRE COUNCIL

*The Heart of Gippsland*

**COUNCIL MEETING AGENDA  
ORDINARY MEETING**

**Meeting to be held via Skype**

**Tuesday 17 November 2020, commencing at 6:00 pm**

**or join Wellington on the Web:  
[www.wellington.vic.gov.au](http://www.wellington.vic.gov.au)**

**ORDINARY MEETING OF COUNCIL  
TABLE OF CONTENTS**

<b>0.1. TABLE OF CONTENTS .....</b>	<b>2</b>
<b>1. APOLOGIES .....</b>	<b>5</b>
<b>2. DECLARATION OF CONFLICT/S OF INTEREST .....</b>	<b>5</b>
<b>3. CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING/S.....</b>	<b>5</b>
3.1. ADOPTION OF MINUTES OF PREVIOUS COUNCIL MEETING .....	5
<b>4. BUSINESS ARISING FROM PREVIOUS MEETINGS .....</b>	<b>6</b>
<b>5. ACCEPTANCE OF LATE AND URGENT ITEMS .....</b>	<b>6</b>
<b>6. NOTICE/S OF MOTION .....</b>	<b>6</b>
<b>7. RECEIVING OF PETITION OR JOINT LETTERS.....</b>	<b>6</b>
7.1. OUTSTANDING PETITIONS .....	6
7.2. RECEIPT OF PETITION: WASTE COLLECTION ON BUCKLEYS ISLAND ROAD AND PARROTS ROAD, YARRAM .....	7
7.3. RECEIPT OF PETITION: INSTALLATION OF FOOTPATH AND BUS SHELTER IN STRATFORD .....	11
<b>8. INVITED ADDRESSES, PRESENTATIONS OR ACKNOWLEDGEMENTS .....</b>	<b>24</b>
<b>9. QUESTION/S ON NOTICE .....</b>	<b>24</b>
9.1. OUTSTANDING QUESTION/S ON NOTICE.....	24
<b>10. DELEGATES REPORT.....</b>	<b>24</b>
<b>11. CHIEF EXECUTIVE OFFICER.....</b>	<b>25</b>
11.1. CHIEF EXECUTIVE OFFICERS REPORT .....	25
11.2. OCTOBER 2020 COUNCIL PLAN HIGHLIGHTS.....	27
<b>12. GENERAL MANAGER CORPORATE SERVICES .....</b>	<b>33</b>
12.1. REMUNERATION COMMITTEE MINUTES .....	33
12.2. AUDIT & RISK COMMITTEE MINUTES .....	38
<b>13. GENERAL MANAGER DEVELOPMENT .....</b>	<b>44</b>

13.1. AUGUST 2020 PLANNING DECISIONS .....	44
<b>14. GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT .....</b>	<b>54</b>
14.1. ABELS AND BOYLE ROAD SPECIAL CHARGE STREET CONSTRUCTION SCHEME - INTENTION TO DECLARE SCHEME .....	54
14.2. BOGGY CREEK ROAD RECONSTRUCTION .....	76
<b>15. GENERAL MANAGER COMMUNITY AND CULTURE .....</b>	<b>80</b>
15.1. QUICK RESPONSE GRANT JULY - OCTOBER 2020 .....	80
<b>16. FURTHER GALLERY AND ONLINE COMMENTS.....</b>	<b>88</b>
<b>17. IN CLOSED SESSION .....</b>	<b>89</b>

## COUNCIL MEETING INFORMATION

*As the COVID-19 physical distancing requirements continue to remain in place, the “Minister’s Good Practice Guideline MGPG-1: Virtual Meetings”, issued by the Minister for Local Government, continue to apply. 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 took effect from 1<sup>st</sup> May 2020 and will remain in place through to 26<sup>th</sup> April 2021.*

*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 online webform early in the meeting to ensure that your submissions can be dealt with at the end of the meeting.*

*While we maintain a different way of gathering, we thank you for your ongoing support and look forward to continuing this new way of keeping in touch with all of Wellington Shire.*

---

## ACKNOWLEDGEMENT OF COUNTRY

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

---

## PRAYER

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

*Amen*

## 1. APOLOGIES

NIL

## 2. DECLARATION OF CONFLICT/S OF INTEREST

NIL

## 3. CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING/S

### 3.1. ADOPTION OF MINUTES OF PREVIOUS COUNCIL MEETING

**ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES**

#### **PURPOSE**

To adopt the minutes of the Ordinary Council Meeting of 20 October 2020.

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

#### **RECOMMENDATION**

*That Council adopt the minutes and resolutions of the Ordinary Council Meeting of 20 October 2020.*

#### **CONFLICT OF INTEREST**

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

#### 4. BUSINESS ARISING FROM PREVIOUS MEETINGS

**ACTION OFFICER: CHIEF EXECUTIVE OFFICER**

ITEM	FROM MEETING	COMMENTS	ACTION BY
NIL			

#### 5. ACCEPTANCE OF LATE AND URGENT ITEMS

NIL

#### 6. NOTICE/S OF MOTION

NIL

#### 7. RECEIVING OF PETITION OR JOINT LETTERS

##### 7.1. OUTSTANDING PETITIONS

**ACTION OFFICER: CHIEF EXECUTIVE OFFICER**

ITEM	FROM MEETING	COMMENTS	ACTION BY
NIL			

## **7.2. RECEIPT OF PETITION: WASTE COLLECTION ON BUCKLEYS ISLAND ROAD AND PARROTS ROAD, YARRAM**

### **ACTION OFFICER: MANAGER NATURAL ENVIRONMENT AND PARKS**

#### **PURPOSE**

To present Council with a petition in relation to a request for an extension of the waste collection boundary to include Buckleys Island and Parrots Roads, Yarram.

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

#### **RECOMMENDATION**

*That Council receive the attached petition in relation to a request for an extension of the waste collection boundary to include Buckleys Island and Parrots Roads, Yarram.*

#### **BACKGROUND**

A petition has been received by Council in relation to a request for the extension of the waste collection boundary to include Buckleys Island and Parrots Roads, Yarram. The head petitioner has noted that *"we the undersigned petitioners request Council to extend the garbage pickup district to include Buckleys Island Road, Yarram. As there are over 20 residential properties on small lots along the road and there is an area at the end of the road for the garbage truck to turn around. There is ample room on the corner of Buckleys Island Road and Parrots Road intersection for Parrots Road residents to put their bins for collection. We note a commitment for Council to consider an extension of the garbage district as part of the new garbage collection contract due in 2022, however, we would prefer that the garbage district to please be extended and in place for Buckleys Island Road effective as at 1st July 2021"*.

The signed petition is attached.

#### **ATTACHMENTS**

1. Petition - Waste collection on Buckleys Island Road and Parrots Road, Yarram  
Redacted [7.2.1 - 2 pages]

#### **FINANCIAL IMPACT**

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

#### **COMMUNICATION IMPACT**

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

## **LEGISLATIVE IMPACT**

Rule 7.5(2) of Wellington Shire Council Governance Rules provides for petitions and joint letters:

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

## **COUNCIL POLICY IMPACT**

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

## **COUNCIL PLAN IMPACT**

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

## **RESOURCES AND STAFF IMPACT**

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

## **COMMUNITY IMPACT**

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

## **ENVIRONMENTAL IMPACT**

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

## **ENGAGEMENT IMPACT**

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


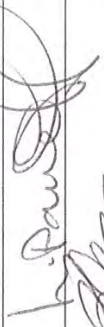



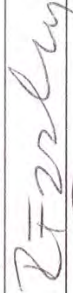





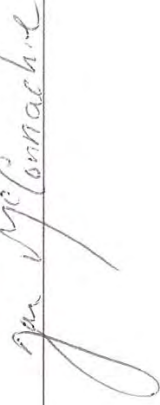
## **RISK MANAGEMENT IMPACT**







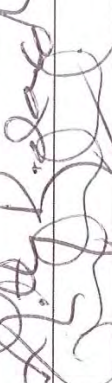




This impact has been assessed and there is no effect to consider at this time.

**Petition- Buckleys Island Road Yarram Garbage Collection:**

We the undersigned petitioners request Council to extend the garbage pick up district to include Buckleys Island Road, Yarram. As there are over 20 residential properties on small lots along the road and there is an area at the end of the road for the garbage truck to turn around. There is ample room on the corner of Buckleys Island Road and Parrots Road intersection for Parrots Road residents to put their bins for collection.

We note a commitment for Council to consider an extension of the garbage district as part of the new garbage collection contract due in 2022, however, we would prefer that the garbage district to please be extended and in place for Buckleys Island Road effective as at 1<sup>st</sup> July 2021.

Address:	Full Name/s:	Signature:
Buckleys Island Road	Simone Belcher	
Parrots Rd.	Linda Parrott	
PARROTS ROAD.	KAREN OLESEN	
Buckleys Island Rd	Pauline Kimber	
BUCKLEYS ISLAND Rd	WARRIN WILSON	
Buckleys Island Rd	Rebecca Farley	
Buckleys Island Rd	Craig Farley	
BUCKLEYS ISLAND RD	MATTHEW GILBERTO	
Buckleys Island Rd	To Doerre	
Buckleys Island RD	Rod Galz	
Buckleys Rd	Rosemary Clivh	
Buckleys 16 Rd	Jan McConnachie	

PARROTS RD	JUDY FINLAY	
PARROTS RD	ROBT POUNDING	
Buckleys Is rd	Steph Joseph	
Buckleys Is rd	Ash Vincze	
Buckleys Is Rd	DOUG ELAUVEN YOUNG	
Buckleys Is Rd	<del>Anthony and Jennifer</del>	<del></del>
Buckleys Is Rd	Tray McFarland	
Buckleys Is Rd	Chris Roy	
Buckleys Is Rd	Anne Watt	
Buckleys Is Rd	Brad Kimber	
Buckleys Island Rd	Zoe Janssen	

### **7.3. RECEIPT OF PETITION: INSTALLATION OF FOOTPATH AND BUS SHELTER IN STRATFORD**

#### **ACTION OFFICER: MANAGER BUILT ENVIRONMENT**

#### **PURPOSE**

To present Council with a petition in relation to a request for the installation of a footpath along Briagolong Road between Llowalong Road and Avonlea Estate and a bus shelter at the intersection of Avonlea Estate Road and Briagolong Road in Stratford.

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

#### **RECOMMENDATION**

***That Council receive the attached petition in relation to a request for the installation of a footpath along Briagolong Road between Llowalong Road and Avonlea Estate and a bus shelter at the intersection of Avonlea Estate Road and Briagolong Road in Stratford.***

#### **BACKGROUND**

A petition has been received from Stratford residents requesting “a bus shelter at the corner of Briagolong Rd and Avonlea Estate Road and safe path/walking track from Avonlea Estate Road to Llowalong Road along Briagolong Road”. The petitioners have asked that Council make the following considerations in relation to the installation of a footpath and bus shelter - “consider the number of children living in Avonlea Estate/Cardice Drive, it would be beneficial to have a safe path for the families to walk/ride to the Stratford primary schools and the town retail outlets. There are a number of families within the estate that also have secondary age children who catch a bus from the corner of Avonlea Estate Road and Stratford-Briagolong Rd into the Shire's secondary schools in Sale and with no current shelter or bike racks at the end of the road the children have nowhere to secure their bikes or shelter from the elements whilst waiting for the bus”.

An offer has also been made by a local Stratford business to provide the materials and associated engineering requirements to build the bus shelter and bike racks.

The full petition is attached.

#### **ATTACHMENTS**

1. Petition - Installation of footpath and bus shelter in Stratford Redacted [7.3.1 - 11 pages]

#### **FINANCIAL IMPACT**

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

## **COMMUNICATION IMPACT**

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

## **LEGISLATIVE IMPACT**

Rule 7.5(2) of Wellington Shire Council Governance Rules provides for petitions and joint letters:

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

## **COUNCIL POLICY IMPACT**

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

## **COUNCIL PLAN IMPACT**

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

## **RESOURCES AND STAFF IMPACT**

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

## **COMMUNITY IMPACT**

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

## **ENVIRONMENTAL IMPACT**

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

## **ENGAGEMENT IMPACT**

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

## **RISK MANAGEMENT IMPACT**

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



19 February 2020

Mr Steven Bartlett

STRATFORD VIC 3862

Dear Mr Bartlett

#### **INSTALLATION OF FOOTPATH AND BUS SHELTER – STRATFORD**

Thank you for your request dated 5 February 2020, regarding the installation of a footpath along the Briagolong Road between Llowalong Road and Avonlea Estate Road, as well as a bus shelter at the intersection of Avonlea Estate Road and Briagolong Road, Stratford.

Wellington Shire currently funds new path projects that have been identified within the Urban Paths Plan (the Plan). This document can be accessed on Council's website under the Council Strategies and Plans section. The Plan's highest priorities focus on new path projects within urban areas with an existing footpath network. The Plan aims to address missing links and provide strategic connections between key community destinations or activity centres. A path between Llowalong Road and Avonlea Estate Road is not currently identified within the Plan and as such, Wellington Shire is not considering this project for future capital works.

Wellington Shire Council may consider the installation of additional bus shelters on school bus routes on rural roads subject to a range of criteria. This criteria includes a requirement that at least 7 children utilise a single stop. If sufficient demand can be demonstrated for this location, or if a less utilised shelter on another part of the bus route can be identified for relocation, the project will be escalated in priority. Wellington Shire can then begin formal consultation with members of the community regarding the installation of an additional bus stop at this location.



Should you wish to discuss this matter further please contact me on telephone number 03 5142 3067 or email [mal@wellington.vic.gov.au](mailto:mal@wellington.vic.gov.au).

Yours Sincerely

**MAL DASSNAYAKE**  
Road Planning Engineer

Sale Service Centre  
18 Desailly Street (PO Box 506), Sale Victoria 3850  
Telephone 1300 366 244

Yarram Service Centre  
156 Grant Street, Yarram Victoria 3971  
Telephone 03 5182 5100

Contact Us Online  
Web [www.wellington.vic.gov.au](http://www.wellington.vic.gov.au)  
Email [enquiries@wellington.vic.gov.au](mailto:enquiries@wellington.vic.gov.au)   YouTube



**T & S WELDING  
& FABRICATION** Pty. Ltd.  
General Welding and Fabrication  
22 Hunt Place Wurruk Via Sale 3850

P O Box 827 Sale 3850  
Telephone (03) 5144 4956  
Facsimile (03) 5143 1510  
ABN 50 163 267 051

**DATE: 29/8/20**

**RE: The Need for a Bus Shelter and bicycle racks on the corner of Stratford-Briagolong Rd and Avonlea Estate Rd**

To Whom it may Concern,

I Luke Spencer of [redacted] Avonlea Estate Rd Stratford, Director of T & S Welding and Fabrication of Wurruk, am offering to donate materials and labour for the fabrication and installation of the steelwork required for the bus shelter structure and bicycle racks as mentioned above, including shop drawings and engineering certification where required.

If you have any questions please don't hesitate to contact me.

Thank you

Luke Spencer

Director  
T & S Welding and Fabrication  
51444956  
Lstands@bigpond.net.au





Steve Bartlett

Stratford, Victoria 3862

@hotmail.com

10/8/2020

PETITION

To the Wellington Shire Council of Victoria

The Petition of

Residents of Avonlea Estate and Cardice Drive, Stratford, Victoria

draws to the attention of the Wellington Shire Council

the need for a bus shelter at the corner of Stratford-Briagolong Rd and Avonlea Estate Rd and safe path / walking track from Avonlea Estate Rd to Llowalong Rd along the Stratford-Briagolong Rd

The petitioners therefore request that the Wellington Shire Council of Victoria

consider the number of children living in Avonlea Estate / Cardice Drive, it would be beneficial to have a safe path for the families to walk/ride to the Stratford primary schools and the town retail outlets. There are a number of families within the estate that also have secondary age children who catch a bus from the corner of Avonlea Estate Road and Stratford-Briagolong Rd into the Shire's secondary schools in Sale and with no current shelter or bike racks at the end of the road the children have nowhere to secure their bikes or shelter from the elements whilst waiting for the bus.

NAME	ADDRESS	SIGNATURE
Kylie Spencer	AVONLEA EST RD STRATFORD	[Signature]
KUKE SPENCER	AVONLEA EST RD STRATFORD	[Signature]
TAMARA POWER	AVONLEA EST	Tamara Power
DANIEL POWER	AVONLEA EST	Daniel Power
JOHN SPENCER	BRIAGOLONG RD STRATFORD	[Signature]
MARION SPENCER	Briag Rd Stratford	[Signature]
JACK SPENCER	AVONLEA EST	[Signature]
Harri Spencer	AVONLEA EST	[Signature]













**8. INVITED ADDRESSES, PRESENTATIONS OR ACKNOWLEDGEMENTS**

NIL

**9. QUESTION/S ON NOTICE**

**9.1. OUTSTANDING QUESTION/S ON NOTICE**

**ACTION OFFICER: CHIEF EXECUTIVE OFFICER**

ITEM	FROM MEETING	COMMENTS	ACTION BY
NIL			

**10. DELEGATES REPORT**

NIL

## 11. CHIEF EXECUTIVE OFFICER

### 11.1. CHIEF EXECUTIVE OFFICERS REPORT

#### ACTION OFFICER: CHIEF EXECUTIVE OFFICER

##### RECOMMENDATION

*That the Chief Executive Officer's report be received.*

#### DATE: 17 NOVEMBER 2020

- |            |   |
|------------|---|
| 9 October  | Attended the Rural Councils Victoria (RCV) Meeting via skype<br>Attended the Audit and Risk Committee meeting via skype<br>Hosted the 2020 Councillor Service Awards presentation                   |
| 12 October | Attended the Native Timber Taskforce meeting via Skype. In attendance was Mayor Alan Hall.  |
| 13 October | Teleconference with TAFE Gippsland representatives Mr Grant Radford and Mr Tim Weight to discuss training courses to be offered at both Fulham campus and the proposed Port of Sale campus.         |
| 14 October | Met with RAAF Base East Sale representatives, Commanding Officer James Allen and Squadron Leader, Daniel Olsen.<br>Met with RAAF Base East Sale Wing Commander Neil Foate.                          |
| 16 October | Attended Rural Councils Victoria Annual General Meeting via zoom.<br>Attended OneGippsland's October Board meeting via zoom.  |
| 20 October | Attended the Native Timber Taskforce Project Steering Group meeting via skype.  |
| 21 October | Teleconference with Department of Health & Human Services, Department of Jobs Precincts & Regions and Local Government Victoria representatives to discuss Rural and Regional Community Engagement. |
| 22 October | Attended the Outdoor Eating and Entertainment Activation Regional Working Group meeting hosted by Department of Jobs, Precincts & Regions teleconference.   |
| 27 October | Teleconference with The CarbonNet Project representative Amanda Harding to discuss the economic benefits of Carbon Capture, Utilisation and Storage to Gippsland.                                   |
| 28 October | Teleconference with Department of Health & Human Services, Department of Jobs Precincts & Regions and Local Government Victoria representatives to discuss Rural and Regional Community Engagement. |

- Teleconference with Saputo Dairy Australia.
- 29 October Met with Sale Tennis Club President, Mr Robin Lowe.
- Attended the LGPro CEO Forum via zoom.
- 4 November Teleconference with Department of Health & Human Services, Department of Jobs Precincts & Regions and Local Government Victoria representatives to discuss Rural and Regional Community Engagement.
- Teleconference with Ms Jane Oakley, Member for Committee for Gippsland.
- Attended the Native Timber Taskforce Project Steering Group meeting via skype.
- Attended the One Gippsland Priority Projects meeting, via zoom.
- 5 November Attended the Public Declaration of newly elected Councillors, The Wedge

## 11.2. OCTOBER 2020 COUNCIL PLAN HIGHLIGHTS

### **ACTION OFFICER: CHIEF EXECUTIVE OFFICER**

#### **PURPOSE**

For Council to receive and note the October 2020 Council Plan Highlights.

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

#### **RECOMMENDATION**

*That Council receive and note the October 2020 Council Plan Highlights as attached.*

#### **BACKGROUND**

The October 2020 Council Plan Highlights report comprises key highlights towards achievement of the 2017-21 Council Plan.

#### **ATTACHMENTS**

1. Council Plan Highlights - October 2020 [11.2.1 - 4 pages]

#### **OPTIONS**

Following consideration of the attached October 2020 Council Plan Highlights, Council can resolve to either:

1. Receive and note the October 2020 Council Plan Highlights; or
2. Not receive and note the October 2020 Council Plan Highlights and seek further information for consideration at a later Council meeting.

#### **PROPOSAL**

That Council receive and note the attached October 2020 Council Plan Highlights.

#### **CONFLICT OF INTEREST**

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

#### **FINANCIAL IMPACT**

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

## **COMMUNICATION IMPACT**

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

## **LEGISLATIVE IMPACT**

There is no legislative requirement for provision of a monthly Council Performance report however, Council has determined that in the interests of accountability and transparency, this report will be provided to the community.

## **COUNCIL POLICY IMPACT**

The October 2020 Council Plan Highlights has been prepared in the context of existing Council policies.

## **COUNCIL PLAN IMPACT**

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

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

Strategy 6.2.2: *"Actively engage with both internal and external stakeholders to appropriately inform about council business."*

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

## **RESOURCES AND STAFF IMPACT**

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

## **COMMUNITY IMPACT**

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

## **ENVIRONMENTAL IMPACT**

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

## **ENGAGEMENT IMPACT**

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

## **RISK MANAGEMENT IMPACT**

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

# OCTOBER PERFORMANCE REPORT

## OCTOBER 2020 COUNCIL PLAN HIGHLIGHTS

### ***Gallery exhibitions***

While the Gippsland Art Gallery itself remained closed to the public throughout October due to COVID-19 restrictions, a new exhibition of sculpture by Stratford artists Gavin Roberts and Paul Gennings was installed on the ground level of the Port of Sale library building and illustrations from Alison Lester's timeless children's book 'Magic Beach' in the Level 2 gathering space.

Gippsland Art Gallery's exhibition spaces are ready for when the gallery does re-open upon announcement by state government expected in November.

### ***Summer outdoor seasons to commence***

The easing of some COVID-19 restrictions has meant that summer outdoor seasons can commence for many sports. Committees of management made up of community volunteers who operate many Council facilities and reserves, have worked hard to ensure facilities are ready for the community. We have kept committees up to date throughout COVID-19 restrictions with what restrictions mean for their facilities.

### ***Risk & Maintenance Subsidy***

Committees of management are now receiving Council's new Risk & Maintenance Subsidy payments (previously called operating subsidies) with positive responses from committees about the reduction in burden on volunteers provided by the new, generally increased amounts.

### ***Sale Oval Precinct Works***

Tenders for redevelopment works are currently open, closing on 11 November 2020. The project has been broken into two packages aiming to ensure activity of the site can be maintained during construction. Package 1 includes redevelopment of the home and away and umpire changerooms under the grandstand. Practical completion for package 1 is expected in March 2021. Package 2 includes redevelopment of netball home and away and umpire changerooms under the social rooms, redevelopment of netball court facilities and past player hill works. Practical completion for package 2 is expected in February 2022.

### ***Stratford Hub***

Tenders for access improvement works have closed and evaluation is underway for Stratford Hub Accessibility works project.

### ***Permit to travel for fire prevention work***

After an unexpected state government announcement, we developed a new system to issue 'Letters of Support' (travel permits) for metropolitan-based property owners to travel to Wellington to prepare their properties for the bushfire season and potential flooding. The process was in place in just three days via collaboration between Emergency Management, Customer Service, Rates, Information Services, Communications and Media and Crisisworks (external software provider) teams. From 853 applications received, 700+ permits were issued in a week. With the removal of Melbourne's 'Ring of Steel' in November, this process will no longer be needed.

### ***Improve emergency communications***

We referred the remote townships of Licola and Dargo to an NBN Co. pilot program to establish satellite based internet connections during emergencies for isolated communities when other communications infrastructure has been lost. This is part of multiple efforts across business units to improve emergency communications in Wellington's more remote communities.

***Emergency Management Plan audited***

The Wellington Municipal Emergency Management Plan received its three-yearly audit, with audit processes managed fully in an online environment. This significant milestone means that we do not require any further auditing until almost three years into new audit processes under the *Emergency Management Legislation Amendment Act*.

***Limited activities resumed at GRSC***

We reactivated Council's leisure services with state government easing of COVID-19 restrictions for limited outdoor and indoor activities.

For the first time, *outdoor* social sports programs commenced at Gippsland Regional Sporting Complex with netball, hockey and soccer offered to those aged 18 years or under. With enrolments for the six-week programs at 170+, many of Wellington's young people are enjoying their first organised sports in months.

***Aqua Energy indoor pool restarted***

Next to be reactivated were indoor swimming pools at Aqua Energy leisure centre and the reintroduction of learn to swim classes, swimming club training and some casual swimming for those aged 18 years or under. As at end October, we have seen a return to classes of over 70% of those enrolled in the Term 4 program pre-COVID-19 and expect this to rise as further classes are added as restrictions allow.

***Fitness classes are back***

Gym and group fitness classes have resumed indoors at Aqua Energy with strict limits on numbers. Participants are able to book online for class or workout time. COVID-Safe procedures are in place to ensure safety of visitors and staff along with necessary participant tracking and recording and facility cleaning and sanitising.

***Outdoor pools getting summer ready***

Preparation for Wellington's summer outdoor pools season is well underway with several pools ready for painting and refilling. Annual recruitment of seasonal lifeguards and selection of seasonal pools' duty managers occurred throughout October. All is on track for scheduled commencement of the outdoor pools season on 20 November 2020, within COVID-19 limitations.

***Aqua Energy redevelopment project***

Haskell Architects is finalising schematic plans for the Aqua Energy pool replacement and redevelopment project in preparation for state government funding application. We have submitted a further substantial state government funding request and identified a suitable source of borrowings for the project. Concept plans are to be exhibited for member and community information in November.

***Libraries reopened***

To the relief of our community, Wellington Libraries' branches reopened from 20 October 2020 with easing of COVID-19 restrictions. Normal loan services now replace the Click and Deliver and Click and Collect programs which were in place during branch closures. Approximately 3,000 patrons visited our libraries in the first three days, a 40% increase in usual patronage, not easily managed with severely limited patron numbers permitted indoors. Systemwide holds service was returned soon after opening to handle extra volume of items. We established COVID-Safe procedures to manage new precautions in addition to physical distancing and cleaning procedures. As there is a limit of 10 people per library space, a time limit of 30 minutes was implemented to ensure reasonable access for patrons. A new service desk was placed at Sale Library, architect-designed to match other customer service areas at the Port of Sale building, and we implemented phone network improvements for staff and customer communications at all branches.

### ***Growing engagement with the Wedge***

The Wedge performing arts centre continued its COVID-19 restricted programming, receiving attention and requests for planning assistance from other councils regarding theatre programming in a severely restricted environment.

The Wedge's social media engagement continued to grow with an 11% increase in 'Likes' and an overall 3% increase in engagement. We now have 3,704 followers, an increase of 300.

### ***Stage Door Twilight Series***

The Wedge's Stage Door Twilight Series was held in October, entertaining many happy patrons when weather permitted and within the 50 patron maximum limit due to COVID-19 restrictions:

- FRANK Friday 2 October - SOLD OUT
- Harry Hookey Saturday 3 October - SOLD OUT
- Matthew Bentley Saturday 10 October - 28 tickets sold
- Erin McKinney Friday 16 October - 32 tickets sold
- John Gibson Trio Thursday 22 October - 47 tickets sold
- Oscar Grant's Halloween Cabaret Saturday 31 October – SOLD OUT

### ***Book Week at The Wedge***

The Wedge worked with Wellington Libraries to host book week shows, Curious Creatures and Wild Minds with four sold out performances.

### ***Youth Film Festival***

The 2020 Wellington Youth Film Festival was live-streamed on Friday 30 October and by Saturday had received 272 views - fantastic result for a great effort by Wellington's 'Freeza'\* crew. Freeza is a program of drug, alcohol and smoke free music events and one of a number of youth groups facilitated by Council.

### ***Wellington Youth Services Network***

Wellington Youth Services Network (WYSN) is building engagement in the online Community of Practice Forum but more encouragement to increase usage is needed - the network will continue to trial into the new year as an alternative way of engaging as we transition back to face to face services post-COVID-19. WYSN is a network of youth service providers, local government, government agencies, educational institutions, not for profits and individuals working in youth services.

### ***'Headspace' is open***

After significant and successful advocacy for 'headspace', a youth mental health service, in Sale, the service opened for booked appointments on 27 October. A past Wellington Youth Councillor who was key in advocating for headspace in Sale, has joined the service's Youth Advisory Group.

### ***New Records Management system***

A market readiness project has commenced to ensure all business and records management requirements are captured and included within any business tender proposal for a new records management system.

### ***Working from home***

The ICT service and business systems provision for staff working from home has achieved 99.9% availability without any issues reported for this period. This has enabled staff to work remotely without any interruptions.

***Online Tendering Portal***

Council's new Online Tendering Submissions portal is running very smoothly. Numerous tenders have been finalised through this process and it continues to provide a simple, secure and efficient means for advertising and receiving tender submissions.

***IT Equipment Refresh***

Wellington Shire Council is in the process of finalising tender documentation for a joint tender with East Gippsland Shire Council for the IT Equipment Refresh. This tender will be released during the month of November 2020 for submissions.

***Solar Panel Upcycling Business, Elecsome***

Wellington Shire Council discussions with significant solar panel upcycling business wishing to establish on Council land alongside Kilmany Landfill site.

***East Sale RAAF Base***

Discussions with East Sale RAAF Base regarding future developments and RAAF participation in West Sale Airport Airshow in April 2022.

***'The Middle of Everywhere' Marketing Campaign***

New marketing campaign will start to roll out across the municipality initially via social media and print media. Move to new signage early in the new year.

***Gippsland Regional Livestock Exchange (GRLE)***

Store Sale successfully completed under CovidSafe plan.

***Wurruk Growth Area***

Council Officers continue to work with the proponents of the Wurruk Growth Area to prepare a Development Plan to guide the future residential development of this growth front.

***Port of Sale Master Plan Update***

Consultants continue to advance the initial preparation of an updated master plan for the Port of Sale precinct.

***Maffra Structure Plan***

Consultants continue to advance the preparation of a Discussion Paper for the Maffra Structure Plan project.

***Food and Health Registration fees***

As part of Council's COVID-19 support package to local businesses, all Food and Health Registration fees, applications and renewals for the 2021 registration year have been waived.

***Waste site turned into urban forest***

Over 2500 indigenous trees, shrubs and grasses were planted at the former Sale Transfer Station site in Lacey Street, as part of Wellington Shire Council's ongoing efforts to enhance biodiversity. Funding for this work was supported by a \$10,000 grant from the Australian Government's Communities Environment Program. The planting session at the site was assisted by local youth, in recognition of Council's ongoing support for their cycling activities in the area.

***Heyfield Skate park expansion complete***

Heyfield Youth Play Precinct Project- Skate park expansion and surrounding landscape works are complete and open for use.

***Heyfield Town Tree Plan***

Tree Plan Consultation is complete, and trees are being ordered for planting in 2021.

## 12. GENERAL MANAGER CORPORATE SERVICES

### 12.1. REMUNERATION COMMITTEE MINUTES

#### **ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES**

#### **PURPOSE**

For Council to note and receive the minutes and endorse the actions of the Remuneration Committee meeting held on 20 October 2020.

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

#### **RECOMMENDATION**

***That:***

- 1. Council note and receive the minutes from the Remuneration Committee meeting held on 20 October 2020 as attached; and***
- 2. Council endorse the actions from the Remuneration Committee meeting held on 20 October 2020 as detailed in the attached minutes.***

#### **ATTACHMENTS**

1. Rem Comm mins 201020 [12.1.1 - 2 pages]

#### **OPTIONS**

Council has the following options available:

1. Note and receive the minutes from the Remuneration Committee meeting held on 20 October 2020 and endorse the actions from the meeting; or
2. Not note and receive the minutes from the Remuneration Committee meeting held on 20 October 2020 or endorse the actions from the meeting and seek further information for consideration at a future Council meeting.

#### **PROPOSAL**

It is proposed that Council:

1. Note and receive the minutes from the Remuneration Committee meeting held on 20 October 2020 as attached; and
2. Endorse the actions from the Remuneration Committee meeting held on 20 October 2020 as detailed in the attached minutes.

#### **CONFLICT OF INTEREST**

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

## **FINANCIAL IMPACT**

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

## **COMMUNICATION IMPACT**

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

## **LEGISLATIVE IMPACT**

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

## **COUNCIL POLICY IMPACT**

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

## **COUNCIL PLAN IMPACT**

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

**Strategic Objective 6.3:** *“Maintain a well governed, transparent, high performing, ethical and accountable organisation.”*

Strategy 6.3.3: *“Ensure sound governance processes that result in responsive, ethical, transparent and accountable decision making.”*

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

## **RESOURCES AND STAFF IMPACT**

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

## **COMMUNITY IMPACT**

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

## **ENVIRONMENTAL IMPACT**

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

## **ENGAGEMENT IMPACT**

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

## **RISK MANAGEMENT IMPACT**

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



## REMUNERATION COMMITTEE MINUTES

Tuesday 20 October 2020 – 3pm via Skype

### MINUTES

**PRESENT:** Councillor Malcolm Hole (Chair)  
Councillor Garry Stephens  
Councillor Carolyn Crossley  
David Morcom (Chief Executive Officer)  
Arthur Skipitaris (General Manager Corporate Services)

**APOLOGIES:** Nil

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

**2. Minutes of Previous Meeting:**

The minutes of the previous meeting on 4 August 2020 were accepted.

**3. Actions from previous minutes**

**Councillor Allowances** – A question was asked regarding the timing for existing Councillor allowances heading into the election. Arthur undertook to provide a response either prior to or at the next meeting.

***Response:*** The October 2020 allowances for the Mayor and Councillors were paid on 17 September 2020.

**Councillor Budget 2020/21** – it was agreed that the Councillor Budget for 2020/21 would be reviewed at the next meeting.

***Response:*** Refer to “20/21 Adopted Budget” column in Attachment 4b.

**4. Councillor Costs and Reimbursements**

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

- Councillor Expense Summary Report YTD – 30 September 2020 (Attachment 1)

**5. General Business**

Nil

**The meeting closed at 3.15pm**

## Attachment 1 - Councillor Expense Summary Report YTD – 30 September 2020

Councillor Expenses and Reimbursements - Period 01 July 2020 to 30 September 2020					
	YTD Actuals (incl oncosts)	Commitments	Left to spend/ receive after commitments	2020/21 Adopted Budget	2020/21 Adjusted Budget
<b>Councillor and Mayoral Allowances</b>	77,263.68	-	155,550.32	232,814.00	232,814.00
<b>Other Councillor expenses</b>	31,572.11	1,008.00	186,384.89	218,965.00	218,965.00
<b>Grand Total</b>	108,835.79	1,008.00	341,935.21	451,779.00	451,779.00

## 12.2. AUDIT & RISK COMMITTEE MINUTES

### ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

#### PURPOSE

To receive and note the minutes of the Audit & Risk Committee meeting held on 9 October 2020.

#### PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

#### RECOMMENDATION

***That:***

- 1. Council receive and note the minutes in brief (Attachment Audit & Risk Committee 9 October 2020 Minutes in Brief) and the confidential attachment Audit & Risk Committee Minutes of 9 October 2020;***
- 2. The information contained in the confidential attachment Audit & Risk Committee Minutes of 9 October 2020 of this Council meeting agenda and designated confidential under Section 3(1) Confidential Information of the Local Government Act 2020 by the General Manager Corporate Services on 12 October 2020 because it relates to the following grounds l) information that was confidential information for the purposes of section 77 of the Local Government Act 1989;  
be designated confidential information under Section 3(1) Confidential Information of the Local Government Act 2020.***

#### BACKGROUND

Council maintains an Audit & Risk Committee in accordance with section 53 of the *Local Government Act 2020*. The Audit & Risk Committee is an independent advisory Committee to Council and its primary objective is to assist Council in the effective conduct of its responsibilities for financial reporting, management of risk, maintaining a reliable system of internal controls and facilitating the organisation's ethical development. Minutes of the Audit & Risk Committee are reported direct to Council.

A copy of the minutes in brief from the Audit & Risk Committee meeting of 9 October 2020 can be found at Attachment Audit & Risk Committee 9 October 2020 Minutes in Brief of this report and is provided for the information of Council and the public in general.

#### ATTACHMENTS

1. Audit & Risk Committee – 9 October 2020 – Minutes In Brief [**12.2.1** - 2 pages]
2. Audit & Risk Committee Confidential Header [**12.2.2** - 1 page]
3. CONFIDENTIAL - Audit & Risk Committee Meeting 9 October 2020 [**12.2.3** - 113 pages]

## **OPTIONS**

Council has the following options available:

1. To receive and note the minutes from the Audit & Risk Committee meeting of 9 October 2020; or
2. To seek further information and consider the minutes at a future meeting.

## **PROPOSAL**

To receive and note the minutes of the Audit & Risk Committee meeting held on 9 October 2020.

## **CONFLICT OF INTEREST**

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

## **FINANCIAL IMPACT**

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

## **COMMUNICATION IMPACT**

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

## **LEGISLATIVE IMPACT**

The *Local Government Act 2020*, section 53(1) requires Council to establish an audit committee. Council's Audit & Risk Committee is an Advisory Committee to Council and operates within the Terms of Reference and Charter adopted by Council.

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

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

## **COUNCIL POLICY IMPACT**

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

## **COUNCIL PLAN IMPACT**

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

**Strategic Objective 6.3:** *“Maintain a well governed, transparent, high performing, ethical and accountable organisation.”*

Strategy 6.3.3: *“Ensure sound governance processes that result in responsive, ethical, transparent and accountable decision making.”*

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

## **RESOURCES AND STAFF IMPACT**

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

## **COMMUNITY IMPACT**

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

## **ENVIRONMENTAL IMPACT**

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

## **ENGAGEMENT IMPACT**

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

## **RISK MANAGEMENT IMPACT**

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

**AUDIT & RISK COMMITTEE – 9 OCTOBER 2020 –  
MINUTES IN BRIEF**

Present: Mr Chris Badger (Chair)  
Ms Kiah Cashman  
Mr Frank Evans (not in attendance for Items 1 – 5)  
Councillor Alan Hall  
Councillor Garry Stephens

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

1. **Welcome**

2. **Apologies –**

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

*Councillor Hall/Councillor Stephens  
That the meeting be closed to the public under Section 66(5) of the Local  
Government Act 2020 to discuss information that was confidential information  
for the purposes of section 77 of the Local Government Act 1989.*

**CARRIED**

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

5. **Adoption of Previous Minutes – 24 September 2020:-**

*Councillor Stephens/Kiah Cashman  
That the Committee adopt the minutes of the previous meeting held on 24  
September 2020.*

**CARRIED**

6a) **In Principle Agreement to the Draft Financial and Performance Statements  
2019/2020**

*Councillor Stephens/Councillor Hall  
That the Audit & Risk Committee, having considered the draft Financial and Performance  
Statements for the year ended 30 June 2020, recommend to Council that it give its in  
principle agreement to sign the draft Financial and Performance Statements subject to  
update of management responses in the Final Management Letter and any material items  
and changes from final review by the Auditor General or their Agents.*

***That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 6 October 2020 because it relates to the following grounds:***

***(I) information that was confidential information for the purposes of section 77 of the Local Government Act 1989.***

***be designated confidential information under Clause 3(1) of the Local Government Act 2020.***

**CARRIED**

**7. General Business**

The meeting moved In Camera and Management representatives left the meeting at 3.41pm.

**6b) Committee members to meet with Auditors in camera**

**THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 3.49PM.**



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

**ORDINARY COUNCIL MEETING  
17 NOVEMBER 2020**

On this 12 October 2020, in accordance with Section 3(1) Confidential Information of the *Local Government Act 2020*; I, Arthur Skipitaris (Delegate) declare that the information contained in the attached document **WELLINGTON SHIRE COUNCIL AUDIT & RISK COMMITTEE - MINUTES** is confidential because it relates to the following grounds:

- l) information that was confidential information for the purposes of section 77 of the *Local Government Act 1989*.

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

## 13. GENERAL MANAGER DEVELOPMENT

### 13.1. AUGUST 2020 PLANNING DECISIONS

#### ACTION OFFICER: MANAGER LAND USE PLANNING

#### PURPOSE

To provide a report to Council on recent planning permit trends and planning decisions made under delegation by Statutory Planners during the month of August 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 August and 31 August 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 August and 31 August 2020 is included in Attachment August 2020 Planning Decisions Report.

Attachment August 2020 Planning Trends Report 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).

#### ATTACHMENTS

1. August 2020 Planning Decisions Report [13.1.1 - 4 pages]
2. August 2020 Planning Trends Report [13.1.2 - 3 pages]

#### OPTIONS

Council has the following options available:

1. Receive the August 2020 planning decisions report; or
2. Not receive the August 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 August and 31 August 2020.

## **CONFLICT OF INTEREST**

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

## **FINANCIAL IMPACT**

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

## **COMMUNICATION IMPACT**

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 2.3.2: *"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.

## **RESOURCES AND STAFF IMPACT**

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

### **COMMUNITY IMPACT**

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

### **ENVIRONMENTAL IMPACT**

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

### **ENGAGEMENT IMPACT**

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

### **RISK MANAGEMENT IMPACT**

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

**PLANNING APPLICATION DETERMINATIONS  
BETWEEN 1/08/2020 AND 31/08/2020**

<b>Application No/Year</b>	<b>Date Received</b>	<b>Property Title &amp; Address</b>	<b>Proposal</b>	<b>Status</b>
567-2/2004	17/08/2020	Assessment No. 349720 CA: 34C VICTORIA ST BRIAGOLONG	Amend the approved building envelope plan.	No Permit Required  27/08/2020
179-3/2016	30/07/2020	Assessment No. 424341 LOT: 1 PS: 808553D 2B RUTHBERG DR SALE	Development of 2 dwellings & subdivision of the land 2 lots.	Permit Issued by Delegate of Resp/Auth  24/08/2020
61-1/2020	25/02/2020	Assessment No. 233619 LOT: 156 LP: 44537 22 LAKE ST LOCH SPORT	Buildings and works associated with construction of 2 dwellings.	Permit Issued by Delegate of Resp/Auth  4/08/2020
75-2/2020	15/07/2020	Assessment No. 314211 LOT: 26 LP: 63947 12 NERRIGUNDAH DR GLENMAGGIE	Buildings and works/construction of a dependent persons unit.	Permit Issued by Delegate of Resp/Auth  24/08/2020
93-1/2020	23/03/2020	Assessment No. 306027 PTP: 1 TP: 240210L 66 JOHNSON ST MAFFRA	Building and works extension to retail premises & access to road zone.	Permit Issued by Delegate of Resp/Auth  21/08/2020
113-1/2020	2/04/2020	Assessment No. 197590 LOT: 2 LP: 130600 21 ASHTON CT ROSEDALE	Two lot subdivision of the land.	Permit Issued by Delegate of Resp/Auth  6/08/2020
115-1/2020	2/04/2020	Assessment No. 229773 LOT: 2470 LP: 70939 5 ELIZABETH CT LOCH SPORT	Buildings & works associated with construction of a dwelling.	Withdrawn  19/08/2020
132-1/2020	17/04/2020	Assessment No. 29561 LOT: 8 LP: 70658 284 RAGLAN ST SALE	Development of two dwellings on a lot.	Permit Issued by Delegate of Resp/Auth  14/08/2020
145-1/2020	30/04/2020	Assessment No. 104448 LOT: 106 PS: 833210T 123 WILLIAMS DR FULHAM	Subdivision of the land into two lots.	Permit Issued by Delegate of Resp/Auth  6/08/2020
156-1/2020	11/05/2020	Assessment No. 317776 PCA: 26B SEC: B 17-25 GEORGE ST HEYFIELD	Extend hours on Liquor Licence	Permit Issued by Delegate of Resp/Auth  21/08/2020
163-1/2020	20/05/2020	Assessment No. 103705 LOT: 6 LP: 11368 43 WANDOCKA LANE DENISON	Subdivision of the land into two lots.	Permit Issued by Delegate of Resp/Auth  6/08/2020

**ATTACHMENT 13.1.1**

<b>Application No/Year</b>	<b>Date Received</b>	<b>Property Title &amp; Address</b>	<b>Proposal</b>	<b>Status</b>
170-1/2020	26/05/2020	Assessment No. 237024 LOT: 1780 LP: 58872 373 NATIONAL PARK RD LOCH SPORT	Buildings and works associated with construction of a shed.	Permit Issued by Delegate of Resp/Auth  10/08/2020
176-1/2020	29/05/2020	Assessment No. 240317 LOT: 1 TP: 98612D 106 SANCTUARY RD LOCH SPORT	Buildings and works associated with construction of a dwelling.	Permit Issued by Delegate of Resp/Auth  7/08/2020
180-1/2020	2/06/2020	Assessment No. 183624 LOT: 163 LP: 82059 8 FINISTERRE DR THE HONEYSUCKLES	Buildings and works associated with construction of a dwelling.	Permit Issued by Delegate of Resp/Auth  25/08/2020
181-1/2020	4/06/2020	Assessment No. 220558 LOT: 1015 LP: 52648 30 MOONRISE RD GOLDEN BEACH	Buildings and works associated with construction of a dwelling.	Permit Issued by Delegate of Resp/Auth  28/08/2020
190-1/2020	12/06/2020	Assessment No. 272286 CA: 64A 112 MCKENZIES RD MACKS CREEK	Buildings and works associated with extension to existing dwelling.	Permit Issued by Delegate of Resp/Auth  28/08/2020
203-1/2020	19/06/2020	Assessment No. 245308 LOT: 797 LP: 55692 84 VICTORIA ST LOCH SPORT	Buildings and works associated with construction of a dwelling.	Permit Issued by Delegate of Resp/Auth  21/08/2020
210-1/2020	24/06/2020	Assessment No. 351247 LOT: 127 LP: 54201 2 NARROBUK ST COONGULLA	Buildings & works assoc with construction of a dwelling & outbuildings.	Permit Issued by Delegate of Resp/Auth  21/08/2020
218-1/2020	29/06/2020	Assessment No. 321646 PC: 11804 FAWAZ ST HEYFIELD	Buildings and works associated with the construction of a car port.	Permit Issued by Delegate of Resp/Auth  13/08/2020
224-1/2020	2/07/2020	Assessment No. 25387 LOT: 12 LP: 88521 6 INVICTUS CT SALE	Use of the building as a joinery (wood).	Permit Issued by Delegate of Resp/Auth  19/08/2020
240-1/2020	14/07/2020	Assessment No. 386086 PCA: 188F 1-39 FAWAZ ST HEYFIELD	Buildings and works associated with construction of a shed.	Permit Issued by Delegate of Resp/Auth  28/08/2020
243-1/2020	16/07/2020	Assessment No. 86108 PTL: 3 PS: 709704L 162 SOMERTON PARK RD COBAINS	Removal of two trees to allow for pivot irrigation.	Permit Issued by Delegate of Resp/Auth  10/08/2020
249-1/2020	21/07/2020	Assessment No. 409110 LOT: 64 PS: 616486L 6 LISTON CT SALE	Buildings and works associated with construction of a dwelling.	Permit Issued by Delegate of Resp/Auth  28/08/2020

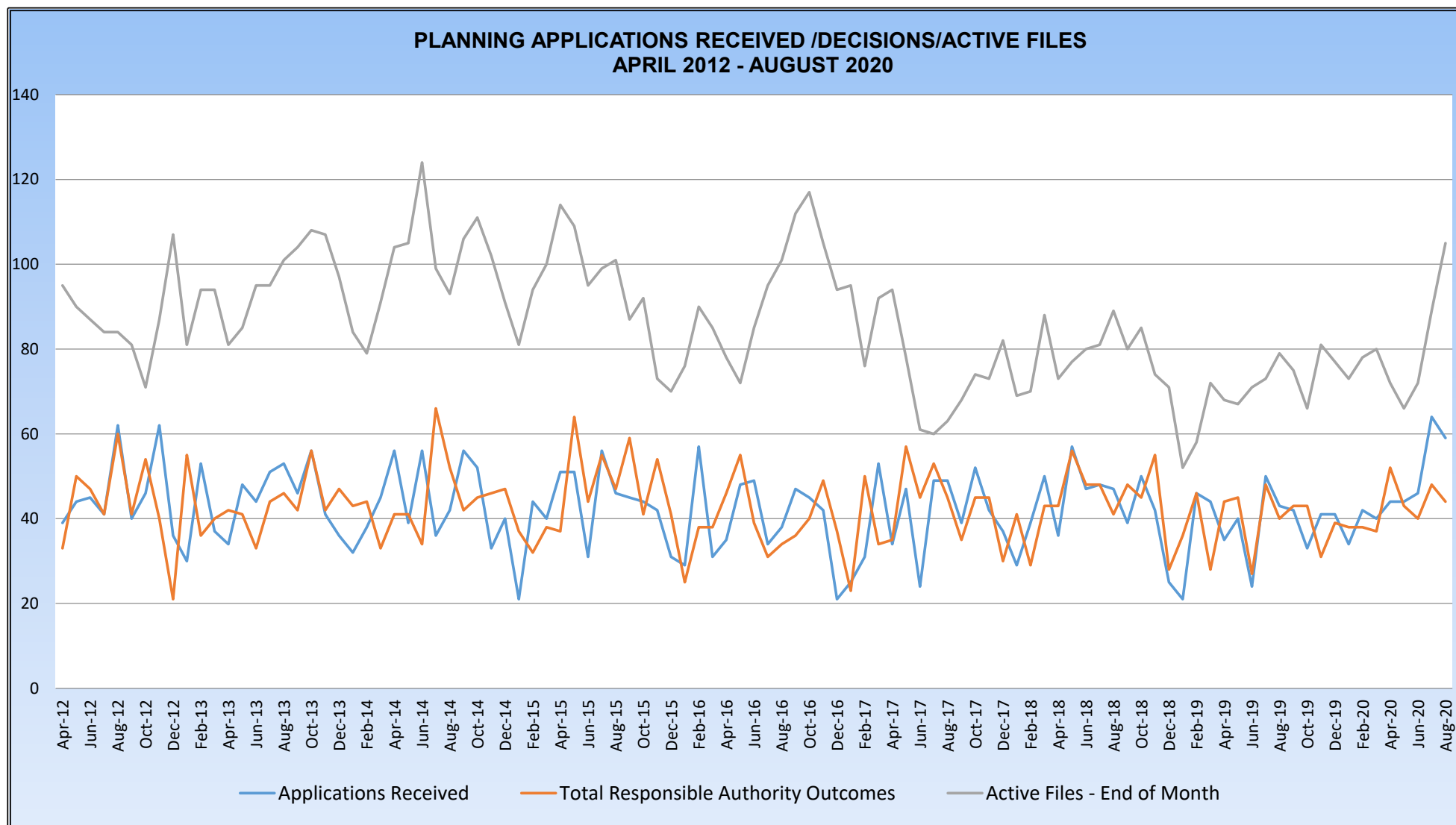
**ATTACHMENT 13.1.1**

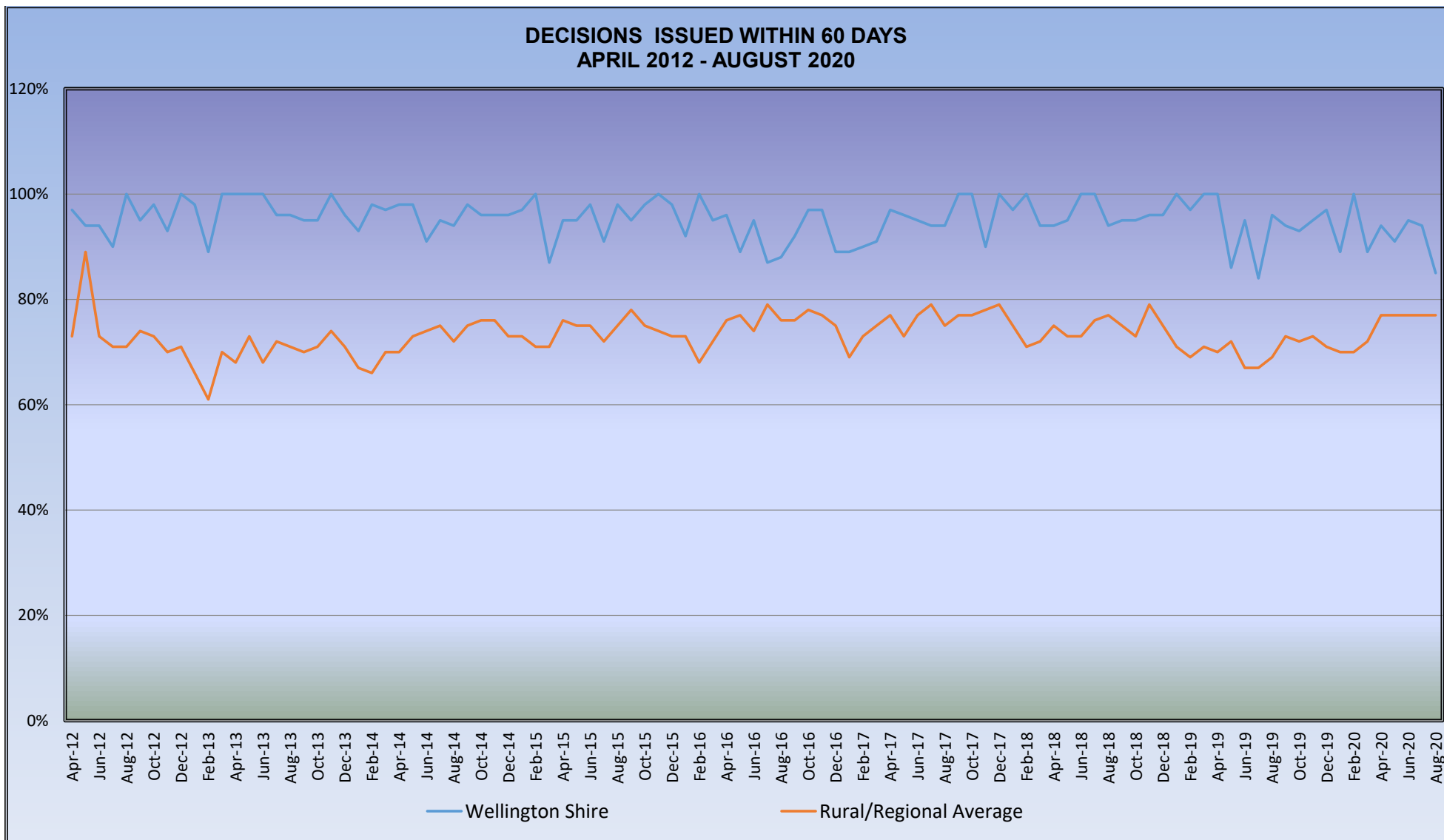
<b>Application No/Year</b>	<b>Date Received</b>	<b>Property Title &amp; Address</b>	<b>Proposal</b>	<b>Status</b>
251-1/2020	22/07/2020	Assessment No. 376178 LOT: 12 PS: 317421J 4 GOWRIE RISE WOODSIDE BEACH	Buildings and works associated with construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth  4/08/2020
253-1/2020	22/07/2020	Assessment No. 367110 LOT: 4 TP: 844528K 54 UPPER MAFFRA RD NEWRY	Buildings and works associated with construction of a farm shed.	Permit Issued by Delegate of Resp/Auth  27/08/2020
260-1/2020	27/07/2020	Assessment No. 283978 CA: 35E 375 GELLIONDALE RD ALBERTON WEST	Buildings and works associated with a replacement dwelling.	Permit Issued by Delegate of Resp/Auth  7/08/2020
264-1/2020	28/07/2020	Assessment No. 260463 LOT: 1 TP: 164805A 46 GOVERNMENT RD PARADISE BEACH	Buildings and works associated with construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth  14/08/2020
266-1/2020	29/07/2020	Assessment No. 194712 LOT: 1 PS: 819906J 8 CENTRE RD SEASPRAY	Buildings and works associated with construction of a dwelling.	Permit Issued by Delegate of Resp/Auth  26/08/2020
267-1/2020	29/07/2020	Assessment No. 185785 LOT: 1 TP: 119097 74C LONGFORD-LOCH SPORT LONGFORD	Buildings and works associated with construction of a farm shed.	Permit Issued by Delegate of Resp/Auth  4/08/2020
270-1/2020	30/07/2020	Assessment No. 300368 LOT: 1 TP: 1399 252 SOUTH GIPPSLAND YARRAM	Buildings and works associated with construction of a shed.	Permit Issued by Delegate of Resp/Auth  4/08/2020
271-1/2020	30/07/2020	Assessment No. 273946 CA: 20 788 SOUTH GIPPSLAND YARRAM	Buildings and works associated with construction of a shed.	Permit Issued by Delegate of Resp/Auth  12/08/2020
272-1/2020	30/07/2020	Assessment No. 203489 CA: 1 474 MAXFIELDS RD CALLIGNEE NORTH	Buildings and works associated with construction of a farm shed.	Permit Issued by Delegate of Resp/Auth  5/08/2020
279-1/2020	3/08/2020	Assessment No. 214353 LOT: 339 LP: 52647 9 RAINBOW RD GOLDEN BEACH	Buildings and works associated with construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth  17/08/2020
282-1/2020	5/08/2020	Assessment No. 345082 LOT: 1 LP: 74157 2A FORBES ST BRIAGOLONG	Buildings and works associated with construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth  17/08/2020
284-1/2020	5/08/2020	Assessment No. 364984 LOT: 21 PS: 316758B 158 SANDY CREEK RD MAFFRA	Buildings and works associated with construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth  7/08/2020

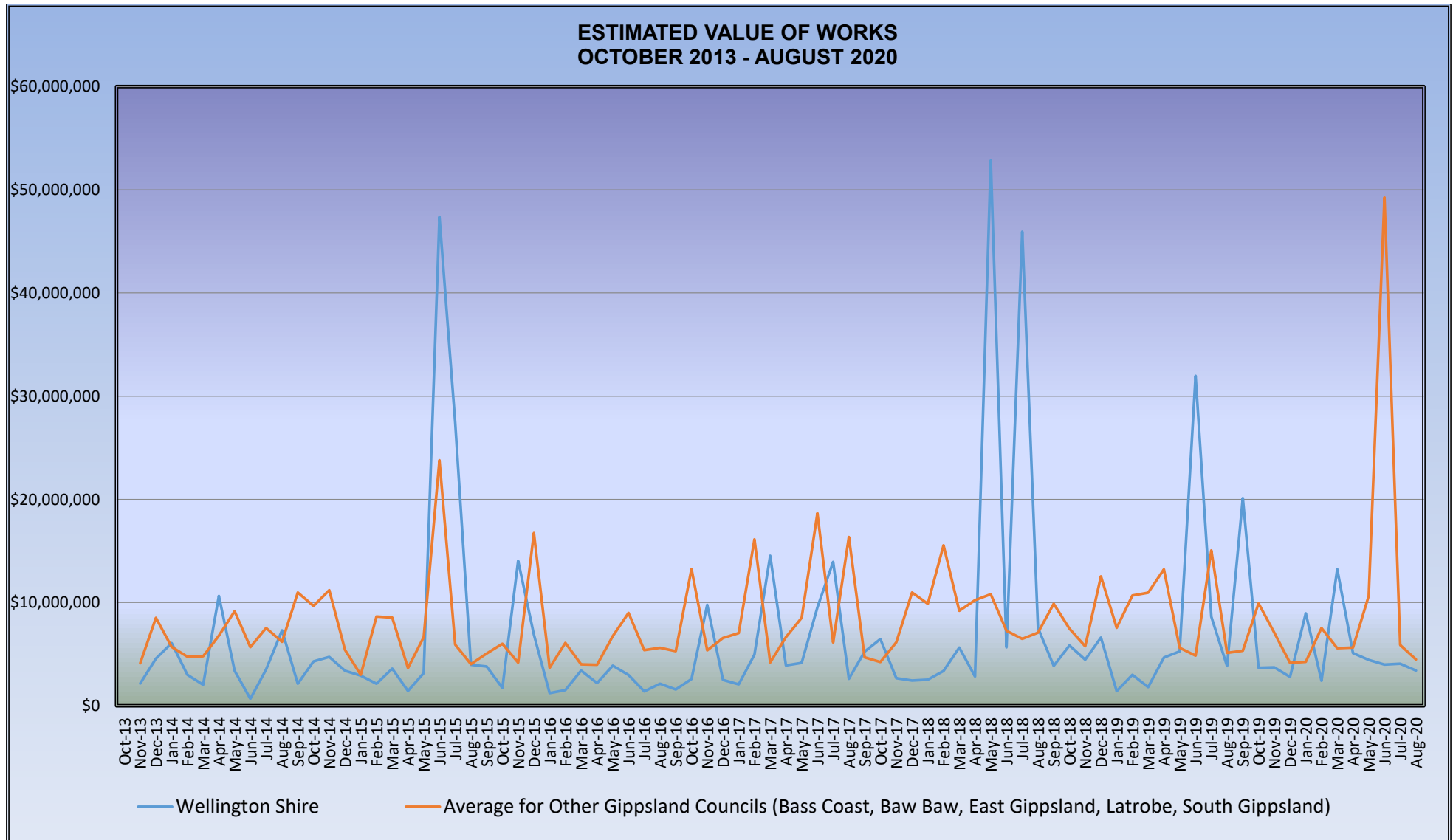
**ATTACHMENT 13.1.1**

<b>Application No/Year</b>	<b>Date Received</b>	<b>Property Title &amp; Address</b>	<b>Proposal</b>	<b>Status</b>
285-1/2020	6/08/2020	Assessment No. 300269 LOT: 2 TP: 821692 8 GREENMOUNT RD YARRAM	Buildings and works associated with extension of a farm shed.	Permit Issued by Delegate of Resp/Auth  18/08/2020
288-1/2020	7/08/2020	Assessment No. 318915 LOT: 1 TP: 340635T 14 MACFARLANE ST HEYFIELD	Buildings and works associated with construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth  19/08/2020
289-1/2020	10/08/2020	Assessment No. 306712 LOT: 5 PS: 70161 177 JOHNSON ST MAFFRA	Buildings and works associated with construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth  19/08/2020
292-1/2020	13/08/2020	Assessment No. 200345 PTP: 2 TP: 4140A 514 GARRETTS RD LONGFORD	Buildings and works for industrial buildings.	Permit Issued by Delegate of Resp/Auth  27/08/2020
297-1/2020	17/08/2020	Assessment No. 105080 LOT: 4 PS: 218605Q 30 ROSEDALE-HEYFIELD RD ROSEDALE	Buildings and works associated with construction of a farm shed.	Permit Issued by Delegate of Resp/Auth  26/08/2020
299-1/2020	17/08/2020	Assessment No. 232017 LOT: 115 LP: 44537 17 GOVERNMENT RD LOCH SPORT	Buildings and works associated with construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth  25/08/2020
300-1/2020	17/08/2020	Assessment No. 233924 LOT: 237 LP: 50201 84 LAKE ST LOCH SPORT	Buildings and works associated with construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth  28/08/2020
303-1/2020	19/08/2020	Assessment No. 276659 LOT: 8 PS: 30571 45 BAY ST PORT ALBERT	Buildings and works associated with construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth  31/08/2020
306-1/2020	21/08/2020	Assessment No. 347203 LOT: 1 PS: 93508 684 STRATFORD-MAFFRA MAFFRA	Buildings and works associated with construction of a storage shed.	Permit Issued by Delegate of Resp/Auth  26/08/2020

**Total No of Decisions Made: 44**







## 14. GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT

### 14.1. ABELS AND BOYLE ROAD SPECIAL CHARGE STREET CONSTRUCTION SCHEME - INTENTION TO DECLARE SCHEME

#### ACTION OFFICER: MANAGER ASSETS AND PROJECTS

#### PURPOSE

The purpose of this report is for Council to consider its Intention to Declare the proposed Abels Road and Boyle Road Special Charge Street Construction Scheme Number 2004 for the construction of those roads in Longford.

#### PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

#### RECOMMENDATION

***That:***

- 1. Council commence the statutory process under the Local Government Act 1989 (the Act) to declare a Special Charge Scheme for the purposes of constructing Abels Road and Boyle Road in Longford and providing all and any ancillary works, including vehicle crossings; and***
- 2. Council in accordance with sections 163(1A) and 163B(3) of the Act, direct that a public notice be given in the Gippsland Times newspaper and on Council's website of the intention of Council to declare the scheme at its ordinary meeting to be held on 2 March 2021 in accordance with the Proposed Declaration of Special Charge Scheme Number 2004 in the form of the attachment to this report for the construction of Abels Road and Boyle Road in Longford (Proposed Declaration of Special Charge); and***
- 3. Council direct that in accordance with section 163(1C) of the Act, separate letters enclosing a copy of the public notice be sent to the owners of the properties referred to and set out in the schedule of properties forming a part of the Proposed Declaration of Special Charge, advising of the intention of Council to declare the Special Charge at its ordinary meeting to be held on 2 March 2021, the basis of the calculation and distribution of the Special Charge and notifying such persons that submissions and/or objections in writing in relation to the Proposed Declaration of Special Charge will be considered and/or taken into account by Council in accordance with sections 163A, 163B and 223 of the Act; and***
- 4. Council appoint three Councillors as determined by Council plus an alternative representative to form the 'Abels Road and Boyle Road Special Charge Scheme Submissions Committee' that is established by Council under section 223(1)(b)(i) of the Act, to consider written submissions/objections and to hear any persons who in their written submissions under Section 223 of the Act have requested that they are heard in support of their submissions; and***
- 5. The Chief Executive Officer or the person for the time being acting in that position, be authorised to give public notice of the Proposed Declaration of Special Charge in accordance with Sections 163B and 223 of the Local Government Act 1989; and***

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

## **BACKGROUND**

Abels Road and Boyle Road in Longford are located within the rural-residential area of Longford between South Gippsland Highway and Boggy Creek Road. Currently these roads consist of a formed but unsealed gravel pavement of variable road width with an approximate combined length of 1450m, with irregular table drains. The roads are primarily a rural type road in appearance with the unsealed sections extend for their full lengths. Both roads are managed and maintained by Wellington Shire Council.

A formal investigation of a special charge scheme commenced following ongoing property owner concerns in relation to dust, rutting and the maintenance grading regime and has included preparation of concept design and a cost estimation. The proposed Abels Road and Boyle Road Construction Scheme would provide for the construction, forming and sealing of the road to a nominal 6.2m width and includes forming table drains, driveway culverts and sealing vehicular crossings.

The construction and sealing of Abels Road and Boyle Road would reduce Wellington Shire Council's need for maintenance intervention, while providing a higher level of service and safety for the adjacent properties.

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

- reduction in dust;
- enhance the amenity of the area;
- creation of improved riding surfaces;
- improved access and egress from properties;
- improved drainage.

Following further investigation of potential methods to facilitate construction works in Abels and Boyle Road, it was concluded that a Special Charge Scheme, generally in line with Council's Residential Road and Street Construction Plan, was the preferred approach, as this process requires public advertising and is a transparent process that informs the community of Council's contribution.

It was decided not to hold a public meeting to outline the street scheme proposal in this instance due to COVID restrictions, although council officers were available to discuss details with individual property owners if requested. A letter with a survey form was sent to each property owner, (along with an estimated apportionment cost applicable for the property), to assess support for, or objection to, the scheme. The letters were mailed on 16 July 2020.

The survey results are shown in the following table:

	SUPPORT SCHEME		OPPOSE SCHEME		DID NOT REPLY	
Property Owners (17)	15	88%	0	0%	2	12%
Properties (17)	15	88%	0	0%	2	12%

There is one exempt, non-rateable property within the scheme boundary.

## ATTACHMENTS

1. Proposed Declaration of Special Charge [14.1.1 - 7 pages]
2. Maximum Total Levy [14.1.2 - 8 pages]

## OPTIONS

Council has the following options available:

1. Progress the proposed special charge scheme through a full cost recovery apportionment method, by advertising the intention to declare the Special Charge Scheme; or
2. Having trialed and considered other methods of apportionment, progress the proposed scheme through the 'fixed fee method' as outlined in Council's Residential Road and Street Construction Plan, by advertising the intention to declare the Special Charge Scheme; or
3. Not progress the intention to declare the Special Charge Scheme.

## PROPOSAL

That Council progress the proposed scheme through the funding framework generally outlined in Council's Residential Road and Street Construction Plan and advertise its intention to declare a Special Charge Scheme for the construction of Abels and Boyles Road, Longford for the provision of road construction and ancillary works as outlined.

## CONFLICT OF INTEREST

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

## FINANCIAL IMPACT

Total costs applicable to the Special Charge Scheme are estimated to be \$430,000. The amount to be recovered under the scheme does not include GST.

Based on the funding framework within the Residential Road and Street Construction Plan and as otherwise considered by Council officers to be fair and reasonable based on total special benefits and community benefits to be provided by the works, \$61,200 of the costs are to be apportioned to properties within the Special Charge scheme, based on a fixed access charge of \$3,600 for each individual property, with the balance funded by Council from the Roads to Recovery program.

Amount apportioned to properties within scheme:	\$ 61,200
Portion of cost to be recovered from Council as direct costs:	\$368,800
Total estimated cost of scheme:	\$430,000

There are no multiple property owners. There is one non-rateable Crown Land parcel of land located within the scheme boundary.

To confirm the reasonableness, fairness and appropriateness of the funding framework outlined in Council's Residential Road and Street Construction Plan and otherwise (as being the fairest and most reasonable method of distributing the proposed Special Charge amongst all of the property owners in the Scheme), Council Officers first trialed and considered a number of different methods of apportionment of the Special Charge, refer attached **Proposed Declaration of Special Charge - Schedule 2 (Methods 1 and 2)**, and this has included the completion of a property apportionment based on access only and a combination of access and frontage to the Maximum Total Levy Amount as calculated using the Benefit Ratio calculated for this proposed special charge scheme, refer attached **Maximum Total Levy**.

On this basis, the cost per property under such apportionment methods would have been between either \$12,148.22 and \$33,958.74 or \$20,741.18, considerably more on an average per property owner basis than the method of distribution which is being proposed for Council's present consideration. Accordingly, and in light of this 'comparative' work undertaken by Council officers, it is recommended to Council that the method of distributing the Special Charge amongst the property owners, as set out in this report (**Method 3 in Schedule 2 of Proposed Declaration of Special Charge**), is considered to be fair and reasonable.

Property owners liable to pay under the Special Charge scheme will only be invoiced following satisfactory completion of works. Options for payment include full payment within 45 days or 20 quarterly instalments (over five years), including an interest component aligned to Council's cost of finance.

## COMMUNICATION IMPACT

A consultation process has been entered into with affected property owners including information letters and surveys. If the scheme progresses, then ongoing communication will continue in line with the recommendations of this report.

## LEGISLATIVE IMPACT

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

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

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

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

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

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

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

A determination for the purposes of complying with the requirements of sections 163(2)(a), (2A) and (2B) of the Act (which also satisfies the requirements of the Ministerial Guidelines) is included in this report as **Maximum Total Levy**.

### **COUNCIL POLICY IMPACT**

The scheme has been prepared in accordance with Council's Special Charge Schemes – Roads, Street and Drainage Development Policy 4.2.4 and the 2019 Residential Road and Street Construction Plan.

### **COUNCIL PLAN IMPACT**

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

**Strategic Objective 2.4:** *"Continued improvement to Wellington Shire's connectivity with further developed, accessible transport networks."*

Strategy 2.4.2: *"Continue to maintain and enhance Council's road assets infrastructure."*

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

### **RESOURCES AND STAFF IMPACT**

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

### **COMMUNITY IMPACT**

Implementation of this scheme will have a general positive community impact as it will result in Abels Road and Boyle Road, Longford being fully sealed in line with current service standards. Community benefit is reflected in Council contribution toward the works outcome.

### **ENVIRONMENTAL IMPACT**

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

## **ENGAGEMENT IMPACT**

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

- Mail out survey of all property owners, 16 July 2020
- Follow up phone calls and emails requesting replies to the survey.

Ongoing consultation will be carried out through recommendations 2 and 3 of this report.

## **RISK MANAGEMENT IMPACT**

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

**PROPOSED DECLARATION OF SPECIAL CHARGE****'Abels Road & Boyles Road, Longford - Special Charge Street Construction  
Scheme  
Number 2004'**

1. Wellington Shire Council (**Council**) proposes to declare a Special Charge (**Special Charge** or **Scheme**) under section 163(1) of the *Local Government Act 1989 (Act)* for the purpose of defraying any expenses or repaying (with interest) any advance made to or any debt incurred or loan to be raised by Council in relation to the construction of Abels Road & Boyles Road in Longford (**Street**) and for providing all and any necessary ancillary works associated with the construction of the Road, including drainage. The Scheme, if declared, is to be known as the 'Abels Road & Boyle Road - Special Charge Street Construction Scheme Number 2004'.
2. The criteria which will form the basis of the proposed declaration of the Special Charge are the ownership of rateable properties in the area of the Scheme (being properties within the 'rural - residential area' of Longford) and based on the application of access benefit units, including having regard to the driveway access of those properties in the Scheme to Abels Road & Boyle Road (as the properties are set out in paragraphs 7 and 8 of the proposed declaration), the overall benefits which it is considered the properties in the Scheme (based on the physical and other benefits) will receive from the works to be provided under the Scheme.
3. In proposing the declaration of the Special Charge, Council is performing functions and exercising powers in relation to the peace, order and good government of the municipal district of the Shire of Wellington, in particular the provision of proper, safe and suitable roads and property services within the area for which the proposed Special Charge is to be declared (**Works**).
4. The total cost of the performance of the function and the exercise of the power by Council (in relation to the Works) is \$430,000 and this amount is the total estimated cost of the Works to be undertaken by the Scheme.
5. The total amount to be levied under the Scheme as the Special Charge is \$61,200
6. The Special Charge will commence on the date on which it is levied by Council and will remain in force for a period of 5 years.
7. The area for which the proposed Special Charge is to be declared is all of the land shown on the plan set out in the Schedule forming a part of this proposed declaration (being **Schedule 1**).
8. The land in relation to which the proposed Special Charge is to be declared is all that rateable land described in the listing of rateable properties set in the Schedule forming a part of this proposed declaration of Special Charge (being **Schedule 2**).

- 9.** The proposed Special Charge will be assessed and levied in accordance with the amounts set out alongside each property in the Schedule forming a part of this proposed declaration (being **Schedule 2**), such amounts having been assessed and determined by Council as (and are based on) a fixed charge for each property having regard to access, including and in particular driveway access. Properties which have a shared driveway access to the street to be constructed via common property will have their access benefits calculated on the basis of 100% for the first property and 50% for each additional property (with access being apportioned to each of the properties so as to equal the sum of the percentages divided by the number of properties with common property access), and any other benefits.

(More particularly, the Special Charge is to be apportioned to properties included in the Scheme on the basis of each property having a driveway access to the street to be constructed under the Scheme being apportioned one (1) Access Benefit Unit (ABU) and properties within an Owners Corporation with a shared driveway access to the street via common property being apportioned an Access Benefit Unit calculated on the basis of 100% for the first property and 50% for each additional property. The Access Benefit Unit is otherwise to be apportioned to each of these properties equaling the sum of the percentages divided by the number of properties with common property access.)

- 10.** Subject to any further resolution of Council, the Special Charge will be levied by Council sending a notice in the prescribed form to the owners of the properties in the Scheme by which the Special Charge is to be paid –
- (a) In full amount within 45 days of the notice; or
  - (b) By way of quarterly instalments in the manner set out in paragraph 11.
- 11.** Because the performance of the function and the exercise of the power in respect of which the proposed Special Charge is to be declared and levied relates substantially to the provision of capital works, special ratepayers will be given an instalment plan under which –
- (a) Quarterly instalments are to be paid over a 5 year period, or other such period as negotiated; and
  - (b) Quarterly instalments will include a component for reasonable interest costs, the total of which will not exceed the estimated borrowing costs of Council in respect of the construction of the Road by more than 1 per cent.
- 12.** Council will consider cases of financial and other hardship, and may consider other payment options for the Special Charge.
- 13.** No incentives will be given for the payment of the Special Charge before the due date for payment.
- 14.** Council considers that there will be a special benefit to the persons required to pay the Special Charge because there will be a benefit to those persons over and above, or greater than, the benefit that is available to persons who are not subject to the

proposed Special Charge, and directly and indirectly as a result of the expenditure proposed by the Special Charge, the value and the use, occupation and enjoyment of the properties included in the Scheme will be maintained or enhanced through the provision of proper, safe and suitable roads and property services. Without limitation, Council considers that the Works will –

- (a) Reduce dust;
- (b) Enhance the amenity and character of the land, and local area;
- (c) Create improved riding surfaces for the roads;
- (d) Improve access and egress from properties;
- (e) Improve road drainage; and
- (f) Improve road safety for motorists, cyclists.

- 15.** For the purposes of having determined the total amount of the Special Charge to be levied under the Scheme, Council further considers and formally determines for the purposes of sections 163(2)(a), (2A) and (2B) of the Act that the estimated proportion of the total benefits of the Scheme to which the performance of the function and the exercise of the power relates (including all special and community benefits) that will accrue as special benefits to all persons who are liable to pay the Special Charge is in a ratio of 0.82 or 82%, noting however that, in the exercise of its discretions, Council has chosen to make a further contribution to the cost of the Works so as to arrive at a Revised Maximum Total Levy Amount of \$61,200.

#### **SCHEDULES TO DECLARATION**

Schedule 1 - Scheme plan area

Schedule 2 - Listing of all properties with amount of special charges payable and showing manner of calculation of special charge apportionment;

Method 1 - Maximum Levy at 50% Access Benefit & 50% Frontage

Method 2 - Maximum Levy at 100% Access Benefit

Method 3 - Fixed Fee



Schedule 2

Method 1 - Maximum Levy at 50% Access Benefit & 50% Frontage

WELLINGTON SHIRE COUNCIL  
 ABELS RD & BOYLE RD CONSTRUCTION SCHEME - APPORTIONMENT OF COST - MAX. LEVY AMOUNT - 50% ACCESS & 50% FRONTAGE

ASSES NO.	PARCEL NO.	TITLE DETAILS	STREET ADDRESS OF PROPERTY	ACCESS BENEFIT (AB)	FRONTAGE (F)	SIDEAGE & REARAGE (S&R)	TOTAL APPORTIONED LENGTH (AL=F+0.35S&R)	SCHEME AMOUNT DUE (=ABxR+ALxR)
1	197376	10636	Lot 1 TP761728	1	41.5		41.50	\$14,041.04
2	197368	10635	Lot 2 LP31154	1	50.5		50.50	\$14,837.04
3	207357	10634	Lot 3 LP31154	1	50.5		50.50	\$14,837.04
4	197343	10632	CA 17D	1	94.5		94.50	\$18,728.60
5	369074	46234	CA 17C	1	247.2		247.20	\$32,234.07
6	197335	10628	CA 17B	1	266.7		266.70	\$33,958.74
7	380667	47885	CA 17E	1	189.9		189.90	\$27,166.20
8	185116	9359	CA 10E	1		247.0	74.10	\$16,924.33
9	185124	9360	Lot 1 TP166621	1	72.4		72.40	\$16,773.97
10	185132	9361	CA 10A	1	159.5		159.50	\$24,477.49
11	185140	9362	CA 14E	1	202.7	181.8	257.24	\$33,122.06
12	411827	56034	Lot 4 PS623658	1	49.0		49.00	\$14,704.37
13	411066	56033	Lot 3 PS623658	1	49.0		49.00	\$14,704.37
14	185470	9395	CA 14C	1	177.0		177.00	\$26,025.27
15	185462	9394	CA 13	1	20.1		20.10	\$12,148.32
16	185447	9392	Lot 1 LP115283	1	98.4		98.40	\$19,073.53
17	185454	9393	Lot 2 LP115283	1	95.8		95.80	\$18,843.57
18	185157	48258	CA 14F		exempt property			
<b>TOTALS</b>				<b>17</b>	<b>1864.7</b>	<b>428.8</b>	<b>1993.34</b>	<b>\$352,600.00</b>
<b>TOTAL ESTIMATED COST OF SCHEME</b>				<b>\$</b>	<b>430,000</b>			
<b>COUNCIL CONTRIBUTION</b>				<b>\$</b>	<b>77,400</b>			
<b>APPORTIONED AMOUNT</b>				<b>\$</b>	<b>352,600</b>			
AMOUNT APPORTIONED TO ACCESS - 50%				\$	176,300			
AMOUNT APPORTIONED TO FRONTAGE 50%				\$	176,300			
Apportionment Rate - (Access Benefit Units)				\$	10,370.59	per ABU (R)		
Apportionment Rate - (Abuttal Length)				\$	88.44	per m (R)		

Method 2 - Maximum Levy at 100% Access Benefit

WELLINGTON SHIRE COUNCIL  
 ABELS RD & BOYLE RD CONSTRUCTION SCHEME - APPORTIONMENT OF COST - MAX. LEVY AMOUNT - ACCESS ONLY

ASSES NO.	PARCEL NO.	TITLE DETAILS	STREET ADDRESS OF PROPERTY	ACCESS BENEFIT	ACCESS BENEFIT FACTOR APPLIED FOR COMM. PROP.	APPORTIONED ACCESS BENEFIT (AAB)	FIXED RATE CONTRIBUTION (FRC)	SCHEME AMOUNT DUE (= AAB x FRC)
1	197376	10636	Lot 1 TP761728	1		1	\$20,741.18	\$20,741.18
2	197368	10635	Lot 2 LP31154	1		1	\$20,741.18	\$20,741.18
3	207357	10634	Lot 3 LP31154	1		1	\$20,741.18	\$20,741.18
4	197343	10632	CA 17D	1		1	\$20,741.18	\$20,741.18
5	369074	46234	CA 17C	1		1	\$20,741.18	\$20,741.18
6	197335	10628	CA 17B	1		1	\$20,741.18	\$20,741.18
7	380667	47885	CA 17E	1		1	\$20,741.18	\$20,741.18
8	185116	9359	CA 10E	1		1	\$20,741.18	\$20,741.18
9	185124	9360	Lot 1 TP166621	1		1	\$20,741.18	\$20,741.18
10	185132	9361	CA 10A	1		1	\$20,741.18	\$20,741.18
11	185140	9362	CA 14E	1		1	\$20,741.18	\$20,741.18
12	411827	56034	Lot 4 PS623658	1		1	\$20,741.18	\$20,741.18
13	411066	56033	Lot 3 PS623658	1		1	\$20,741.18	\$20,741.18
14	185470	9395	CA 14C	1		1	\$20,741.18	\$20,741.18
15	185462	9394	CA 13	1		1	\$20,741.18	\$20,741.18
16	185447	9392	Lot 1 LP115283	1		1	\$20,741.18	\$20,741.18
17	185454	9393	Lot 2 LP115283	1		1	\$20,741.18	\$20,741.18
18	185157	48258	CA 14F	1	exempt property	1	\$20,741.18	\$20,741.18
<b>TOTALS</b>				<b>17</b>		<b>17</b>		<b>\$352,600.00</b>

TOTAL ESTIMATED COST OF SCHEME \$ 430,000  
 COUNCIL CONTRIBUTION \$ 77,400  
 APPORTIONED AMOUNT \$ 352,600

ABU FACTOR CALCULATION FOR COMMON PROPERTY  
 Calculation - First property at 100% with 50% for each additional property divided by number of properties

Address Nil  
 Factor

Method 3 – Fixed Fee - Access Benefit (Revised Maximun Levy)

**WELLINGTON SHIRE COUNCIL**  
**ABELS RD & BOYLE RD CONSTRUCTION SCHEME - APPORTIONMENT OF COST - REVISED MAX. LEVY AMOUNT - ACCESS ONLY**

ASSESS NO.	PARCEL NO.	TITLE DETAILS	STREET ADDRESS OF PROPERTY	ACCESS BENEFIT	ACCESS FACTOR APPLIED FOR COMM. PROP.	APPORTIONED ACCESS BENEFIT (AAB)	FIXED RATE CONTRIBUTION (FRC)	SCHEME AMOUNT DUE (= AAB x FRC)
1	197376	Lot 1 TP761728	11 Abels RD, LONGFORD	1		1	\$3,600.00	\$3,600.00
2	197368	Lot 2 LP31154	15 Abels RD, LONGFORD	1		1	\$3,600.00	\$3,600.00
3	207357	Lot 3 LP31154	Abels RD, LONGFORD	1		1	\$3,600.00	\$3,600.00
4	197343	CA 17D	29 Abels RD, LONGFORD	1		1	\$3,600.00	\$3,600.00
5	369074	CA 17C	49 Abels RD, LONGFORD	1		1	\$3,600.00	\$3,600.00
6	197335	10628 CA 17B	73 Abels RD, LONGFORD	1		1	\$3,600.00	\$3,600.00
7	380667	47885 CA 17E	93 Abels RD, LONGFORD	1		1	\$3,600.00	\$3,600.00
8	185116	9359 CA 10E	18 Abels RD, LONGFORD	1		1	\$3,600.00	\$3,600.00
9	185124	9360 Lot 1 TP166621	30 Abels RD, LONGFORD	1		1	\$3,600.00	\$3,600.00
10	185132	9361 CA 10A	40A Abels RD, LONGFORD	1		1	\$3,600.00	\$3,600.00
11	185140	9362 CA 14E	48 Abels RD, LONGFORD	1		1	\$3,600.00	\$3,600.00
12	411827	56034 Lot 4 PS623658	98 Abels RD, LONGFORD	1		1	\$3,600.00	\$3,600.00
13	411066	56033 Lot 3 PS623658	100 Abels RD, LONGFORD	1		1	\$3,600.00	\$3,600.00
14	185470	9395 CA 14C	31 Boyle RD, LONGFORD	1		1	\$3,600.00	\$3,600.00
15	185462	9394 CA 13	39 Boyle RD, LONGFORD	1		1	\$3,600.00	\$3,600.00
16	185447	9392 Lot 1 LP115283	24 Boyle RD, LONGFORD	1		1	\$3,600.00	\$3,600.00
17	185454	9393 Lot 2 LP115283	32 Boyle RD, LONGFORD	1		1	\$3,600.00	\$3,600.00
18	185157	48258 CA 14F	Abels RD, LONGFORD	1	exempt property	1	\$3,600.00	\$3,600.00
<b>TOTALS</b>				<b>17</b>		<b>17</b>		<b>\$61,200.00</b>

**TOTAL ESTIMATED COST OF SCHEME** \$ 430,000  
**COUNCIL CONTRIBUTION** \$ 368,800  
**APPORTIONED AMOUNT** \$ 61,200

ABU FACTOR CALCULATION FOR COMMON PROPERTY  
 Calculation - First property at 100% with 50% for each additional property divided by number of properties

Address Nil  
 Factor

**ABELS ROAD & BOYLE ROAD, LONGFORD – SPECIAL CHARGE STREET  
CONSTRUCTION SCHEME NUMBER 2004**

**Determination under Sections 163(2)(a), (2A) and (2B) of the *Local Government Act 1989* – Calculation of Total Amount of Special Charges to be Levied ('Maximum Total Levy')**

**Introduction**

Wellington Shire Council (**Council**) has a legacy of being required to deal with a number of issues associated with sub-standard roads and streets throughout the Shire. A key objective of Council is to renew and improve roads and streets within residential environments with a view to providing proper community infrastructure and improved amenity and liveability, and overall resident satisfaction.

Council has (following a review of its 'Residential Road and Street Construction Plan 2014') adopted the 'Residential Road and Street Construction Plan 2019' (**Plan**). As a strategic policy document, the Plan seeks to provide a sustainable budgetary response to the renewal and improvement of sub-standard roads and streets within residential environments throughout the Shire.

The proposed special charge scheme for the construction and improvement of Abels Road and Boyle Road in Longford (to be known as the 'Abels Road & Boyle Road - Special Charge Street Construction Scheme Number 2004') (**Special Charge** or **Scheme**) is consistent with, and otherwise supports, the Plan.

This determination is made by Council under and for the purposes of sections 163(2)(a), (2A) and (2B) of the *Local Government Act 1989* (**Act**). It addresses the calculation of the 'benefit ratio' in order to determine the total amount of the special charges that may be levied on those property owners who it is considered will receive a benefit from the proposed works through the imposition of the Special Charge (**'Maximum Total Levy'**).

The calculation of the Maximum Total Levy requires Council to –

- Calculate the total cost of the works; and
- Calculate the 'benefit ratio' based on reasonable estimates being made of –
  - i. The 'total special benefits' to the properties included in the Scheme (TSB(in));
  - ii. The 'total special benefits' to the properties not included in the Scheme (if any) (TSB(out)); and
  - iii. The 'total community benefits' (if any) to be provided by the Scheme (TCB).

**A. Define Purpose**

The purpose of the Special Charge Scheme is to defray an expense or to repay (with interest) an advance made to or a debt or loan to be raised by Council in connection with the construction, improvement of Abels Road & Boyle Road in Longford

Abels & Boyle Roads are located within a rural - residential area and currently consists of a formed (but unsealed) gravel pavement of approximately 5 - 6m width and a combined 1450m in length with irregular surface drains. The roads are primarily a rural type road, with the unsealed sections extending for the full lengths of the roads. The roads are managed and maintained by Council.

A formal investigation of the proposed Special Charge Scheme was commenced following ongoing property owner concerns and complaints in relation to Council's maintenance grading regime, which applied to the roads. The initial work undertaken by Council in response to these concerns included the preparation of concept designs and an estimate of costs. Property owners were advised that, if implemented, the Scheme would provide for the construction and sealing of the road to a 6m width, with kerbing at intersections, and improved surface drainage and stormwater management.

The construction and sealing of Abels Road & Boyle Road will reduce Council's need for ongoing maintenance intervention, while providing a higher level of service for property owners and the general public. Under Council's Road Management Plan, Abels & Boyle Roads are designated as a 'Local Access A Road' and 'Local Access B Road' respectively and (as required by the Plan), 88% or more of property owners have expressed support for its construction.

Consistent with the Plan, it is considered that the 17 rateable properties which it is proposed will be included in the Scheme (and the general public) will benefit from the proposed works in the following ways –

- Improved amenity and liveability for residents and community through quality infrastructure and streetscape;
- Removal of dust and health related issues currently experienced in unsealed streets;
- Improved safety for motorists with modern road infrastructure, that is less exposed to rapid degradation;
- Decreased maintenance costs incurred by Council, through reduced demand associated with upkeep of poorly constructed roads, streets & drains;
- Increased community satisfaction via the provision of infrastructure that meets expectations;

Following further investigation of potential methods to facilitate the construction works in Abels Road & Boyle Roads, a further consideration of survey results and further discussions with property owners (who continue to show support for the Scheme), it has been concluded that a Special Charge Scheme, generally in accordance with and supported by the Plan, is the preferred approach to facilitate the project outcomes.

**B. Ensure Coherence**

The proposed road and surface drainage improvement works to be located within the Scheme area will provide a special benefit to the 17 rateable property owners located within the Scheme boundaries, and are otherwise physically connected to the purpose set out in A.

**C. Calculate Total Costs**

The implementation of the Special Charge is regulated by section 163 of Act. Ministerial Guidelines made pursuant to the Act require Councils to be transparent about how they calculate the 'Maximum Total Levy'.

For this project, the Maximum Total Levy has been calculated in accordance with the Act and the Guidelines. The Maximum Total Levy, and other relevant information, is summarised in the table below.

<b>Total Scheme Cost</b>	<b>\$430,000</b>
'Benefit Ratio' Determination	0.82 or 82%
<b>Maximum Total Levy Amount</b>	<b>\$352,600</b>
Further Council Contribution	\$291,400
<b>Revised Maximum Total Levy Amount</b>	<b>\$ 61,200</b>

**D. Identify Special Beneficiaries**

It is considered that all 17 rateable properties in the Scheme (as they are listed in the apportionment spreadsheet) will receive both road- and drainage-related special benefits from the proposed works.

The relevant special benefits which it is considered each property will receive are –

- Reduction in dust;
- Enhancement of the amenity and character of the land and local area;
- Creation of improved riding surfaces for the street;
- Improvement in access and egress from properties;
- Improved road drainage; and
- Improved road safety for motorists and cyclists.

The Scheme area (showing the 17 properties and the location of the roads to be constructed) is shown in on the plan below.



### E. Determine Properties to Include

For the purposes of calculating the Benefit Ratio, a notional benefit value – to be called a Benefit Unit (BU) – will be used. A BU is a deemed benefit equal to the *average* benefit for each and every property included in the Scheme. This average benefit is considered to comprise *both* access and amenity benefits.

It is considered that that all of the properties included within the Scheme will receive a benefit from the works to be provided under the Scheme (being 1 BU for each property), regardless (for the purposes of calculating the Benefit Ratio but not for the purposes of the final distribution of the Special Charge amongst the Special Charge contributors) and regardless of whether or not particular properties have subdivision or other development potential (or, in some cases, further subdivision or development potential). The BU so chosen has been broken up equally into both access benefit (viz., 0.5 BU for 'improved access' and 0.5 BU for 'improved amenity').

**F. Estimate Total Special Benefits**

Total Special Benefit Units are defined as follows –

Total Special Benefits = Total Special Benefits In + Total Special Benefits Out, that is –

$$(TSB = TSB_{(in)} + TSB_{(out)})$$

**TSB<sub>(in)</sub>** has been calculated as follows –

Total Special Benefit Units In (TSB <sub>(in)</sub> )	Access (50%)	Amenity (50%)
Total number of Rateable Properties in Scheme receiving Special Benefit and being required to pay the Special Charge (17)	0.5 x 17 = 8.5 BU	0.5 x 17 = 8.5 BU
<b>TSB<sub>(in)</sub> =</b>	<b>17 BU</b>	

**TSB<sub>(out)</sub>** has been calculated as follows –

Because –

- All of the properties in the Scheme (including common property) are rateable; and
- There is one properties in the Scheme receiving a special benefit which are not required to pay the Special Charge –

there is one **TSB<sub>(out)</sub>** properties. **TSB<sub>(out)</sub> = 1**

**G. Estimate Total Community Benefit**

In addition to establishing the Total Special Benefits for the Scheme, an assessment of any Community Benefit is also required to be undertaken in order to calculate the Maximum Total Levy.

In terms of assessing the level of any Community Benefit, it is generally considered that the works included in the Scheme will primarily benefit only those properties which are included within the Scheme boundary, and that accordingly the level of benefit to the broader community will be limited.

It is considered that the Community Benefit attributable to the proposed Scheme works will be generated from the broader community receiving some benefits and which benefits (in the interest of fairness and equity) Council should be pay for (and not the special charge contributors).

The community benefits are considered to be –

- A wider use of Abels Road and Boyle Road following its construction;
- Improved drainage and water quality; and
- Reduced ongoing maintenance costs for Council.

*Broader traffic use*

To calculate the level of Community Benefit which it is considered will be attributable to persons who are not accessing or servicing the properties within the Scheme boundary (but who will nevertheless use the road for wider access purposes), an assessment of vehicle movements has been undertaken. Based on a Traffic Count taken in September 2020, it was determined that there are 120 vehicle movements per day along Abels road (in its present form).

Based on these traffic movements, it is considered that the majority (if not all) of these vehicle movements relate to use by persons who are accessing or servicing the Special Benefit (in) properties the scheme (based on an average of 6 vehicle movements per day).

Therefore, the Total Special Benefits for 'road access' by the Special Benefit (in) properties is determined to be 8.5 BU (this is based on approximately 102 vehicle movements per day (17 x 6 (averaged out and give or take))).

Based on current traffic volumes (and any projected increases in traffic following construction of the road by persons not receiving special benefits), it is anticipated that the overall traffic along Abels Road would not significantly increase, meaning that it is anticipated that there will be little additional vehicle movements per day following construction of the roads. Despite this, an allowance is made for what may be some increase in traffic movements and, accordingly, any projected increase in external traffic will account for the Total Community Benefit, and this will result in the calculation of the following BU's for any such traffic by the broader community.

Total Community Benefit Units for any broader traffic use of the road is calculated as follows–

$$\begin{aligned} \text{TCB}_{\text{traffic}} &= 8.5 \times (1 - 102 / 120) \\ &= 8.5 \times 0.15 \end{aligned}$$

$$\text{TCB}_{\text{traffic}} = 1.3$$

*Improved drainage and water quality*

Sealing of the roads will result in improved drainage and better water quality: It is recommended therefore that **0.5 BU** be allowed for this benefit, which is however considered to be a marginal benefit.

$$\text{TCB}_{\text{drainage}} = 0.5$$

*Reduced ongoing maintenance costs*

There will be less ongoing maintenance costs for Council in having to care for and manage a sealed road, rather than an unsealed road: It is recommended therefore that **1 BU** be allowed for this benefit, which again is considered to be a marginal benefit.

$$\text{TCB}_{\text{maintenance}} = 1$$

Therefore,

$$\text{TCB}_{\text{total}} = \text{TCB}_{\text{traffic}} + \text{TCB}_{\text{drainage}} + \text{TCB}_{\text{maintenance}}$$

$$= 1.3 + 0.5 + 1$$

$$\text{TCB}_{\text{total}} = 2.8$$

**H. Calculating the 'Benefit Ratio'**

The Benefit Ratio is calculated as follows –

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

$$= 17 / (17 + 1 + 2.8)$$

$$= 17 / 20.8$$

$$\text{Benefit Ratio (R)} = 0.82$$

**I. Calculating the Maximum Total Levy**

The following formula, as set out in the Act, is used to determine the Maximum Total Levy–

$$R \times C = S$$

where –

**R** is the Benefit Ratio determined by Council;

**C** is the total Scheme cost; and

**S** is the Maximum Total Levy

<b>Maximum Total Levy Amount (R x C = S)</b>
0.82 x \$430,000 = \$352,600

Council may levy up to **82%** of total costs, or **\$352,600**

**J. Other relevant considerations**

Council notes that if it levies the Maximum Total Levy Amount of \$352,600 the special charge contributors would be required to pay by way of special charges amounts which exceed the amounts set out in Council's Residential Road and Street Construction Plan 2019<sup>1</sup>.

In the exercise of its discretions, and otherwise in accordance with the Plan (and the objectives which the Plan seeks to achieve), Council chooses to allocate a further amount of \$291,400 in and towards the cost of the Scheme works, meaning that the Maximum Levy Amount to be charged to the Scheme will be \$61,200 (***Revised Maximum Total Levy Amount***).

The Revised Maximum Total Levy Amount is to be apportioned amongst the property owners within the scheme area in accordance with the method of distribution of the Special Charge to be determined by Council in the declaration of the Special Charge.

---

<sup>1</sup> Refer to section 6.2 of the Plan by which a fixed rate contribution model of \$3,600 has been proposed and adopted by Council for Small & Coastal Towns where sealed roads are to be provided.

## 14.2. BOGGY CREEK ROAD RECONSTRUCTION

### ACTION OFFICER: MANAGER ASSETS AND PROJECTS

#### PURPOSE

The purpose of this report is for Council to consider entering into a contract for the reconstruction and sealing of Boggy Creek Road, Longford.

#### PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

#### RECOMMENDATION

***That:***

- 1. Council adopt the recommendations contained in the attached confidential Tender Evaluation Report of the Council Meeting Agenda for Contract 2021-012 Boggy Creek Road Reconstruction; and***
- 2. The information contained in the confidential attachment Contract 2021-012 Boggy Creek Road Reconstruction and designated confidential under Section 3(1) Confidential Information of the Local Government Act 2020 by the General Manager Built and Natural Environment 2 November 2020 because it relates to the following grounds: private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage; be designated confidential information under Section 3(1) Confidential Information of the Local Government Act 2020, except that once this recommendation has been adopted the name of the successful tenderer can be made public.***

#### BACKGROUND

Council formally declared a Special Charge Street Construction Scheme for Boggy Creek Road which is located within the rural residential area of Longford on 21 April 2020. Boggy Creek Road is currently an unsealed gravel road of approximately 800m in length with irregular table drains and is primarily a 'rural type road'.

Since the scheme was declared, construction plans have been finalised. A contract has been prepared and tendered for Boggy Creek Road reconstruction and sealing and is now ready for Council consideration. The proposed contract provides for the construction and sealing of the road to a 6.2m width in line with the Infrastructure Design Manual. Barrier kerb will be provided at the bend to provide delineation for motorists and to reduce maintenance requirements.

#### ATTACHMENTS

1. Boggy Creek Road Reconstruction Confidential Header [14.2.1 - 1 page]

2. CONFIDENTIAL- 2021-012 Tender Evaluation Report Boggy Creek Road Reconstruction [14.2.2 - 5 pages]

## **OPTIONS**

Council has the following options available:

1. Adopt the recommendations contained in the attached confidential Tender Evaluation Report for Contract 2021-012 Boggy Creek Road Reconstruction; or
2. Not enter into a contract and not proceed with these works at this time.

## **PROPOSAL**

That Council adopt the recommendations contained in the attached confidential Tender Evaluation Report for Contract 2021-012 Boggy Creek Road Reconstruction.

## **CONFLICT OF INTEREST**

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

## **FINANCIAL IMPACT**

This project is being part funded via a Special Charge Street Construction Scheme whereby abutting property owners are contributing via an access charge, and from the Federal Government's Roads to Recovery Program.

## **COMMUNICATION IMPACT**

Property owners along this section of Boggy Creek Road are aware of this project through the Special Charge Scheme communications process. There will be additional communication once on ground works commence on the project.

## **LEGISLATIVE IMPACT**

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

## **COUNCIL POLICY IMPACT**

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

## **COUNCIL PLAN IMPACT**

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

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

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

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

**Strategic Objective 2.4:** *“Continued improvement to Wellington Shire’s connectivity with further developed, accessible transport networks.”*

Strategy 2.4.2: *“Continue to maintain and enhance Council’s road assets infrastructure.”*

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

## **RESOURCES AND STAFF IMPACT**

This project will be undertaken within the resources of the Assets & Projects unit.

## **COMMUNITY IMPACT**

These works will produce a positive community impact with an improved road surface and a long service life.

## **ENVIRONMENTAL IMPACT**

As part of these works, some native vegetation removal is required. A planning permit has been obtained and vegetation offsets organised to allow for this vegetation to be removed.

## **ENGAGEMENT IMPACT**

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

## **RISK MANAGEMENT IMPACT**

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



WELLINGTON

SHIRE COUNCIL

*The Heart of Gippsland*

**ORDINARY COUNCIL MEETING  
17<sup>th</sup> NOVEMBER 2020**

On this day, 2 November 2020, in accordance with Section 3(1) Confidential Information of the *Local Government Act 2020*; I, Chris Hastie, General Manager Built and Natural Environment declare that the information contained in the attached document **2021-012 TENDER EVALUATION REPORT BOGGY CREEK ROAD RECONSTRUCTION** is confidential because it relates to the following grounds:

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

A handwritten signature in blue ink, appearing to read 'CHAS HASTIE', is positioned above a dotted line.

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

## 15. GENERAL MANAGER COMMUNITY AND CULTURE

### 15.1. QUICK RESPONSE GRANT JULY - OCTOBER 2020

#### **ACTION OFFICER: GENERAL MANAGER COMMUNITY AND CULTURE**

#### **PURPOSE**

For Council to receive information regarding successful and unsuccessful applications under the Quick Response Grant Scheme for the period July to October 2020 as at Attachment - Quick Response Grants July to October 2020.

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

#### **RECOMMENDATION**

*That Council receive information regarding successful and unsuccessful applications under the Quick Response Grant Scheme for the period July to October 2020 as at Attachment - Quick Response Grants July to October 2020.*

#### **BACKGROUND**

The Quick Response Grant Scheme aims to fulfil community need by providing a quick turnaround for funding and provides an opportunity for the community to access funding outside the usual community assistance grants timeline.

The Quick Response Grant Scheme supports the delivery of projects that demonstrate positive impacts on the wider Wellington community. Eligible projects submitted under this program are assessed within two weeks.

Individuals can apply for a quick response grant of up to \$500 under the Individual Sponsorship category. Not-for-profit community groups operating in Wellington Shire can apply for up to \$2,000 from the three minor community funding categories (Events, Projects and Facilities categories).

Applications included in this report were assessed between July to October 2020.

Applications are assessed by an internal assessment panel. Each application is assessed on its benefit to the community, ability to fulfil a community need, project planning and the capacity of the applicant to deliver the project. The panel allocates funding based on assessment criteria and approved funding guidelines.

#### **ATTACHMENTS**

1. Quick Response Grants July to October 2020 [**15.1.1** - 4 pages]

## OPTIONS

Council has the following options available:

1. Receive information regarding successful and unsuccessful applications under the Quick Response Grant Scheme for the period July to October 2020 as at Attachment - Quick Response Grants July to October 2020; or
2. Request further information and reconsider at a future council meeting.

## PROPOSAL

For Council to receive information regarding successful and unsuccessful applications under the Quick Response Grant Scheme for the period July to October 2020 as at Attachment - Quick Response Grants July to October 2020.

## CONFLICT OF INTEREST

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

## FINANCIAL IMPACT

Quick Response Grant Scheme applications are funded through the Community Grant Scheme within the Community Wellbeing budget. The total available budget for the Quick Response Grant Scheme in 2020/21 is \$138,500. A total of \$44,440.03 was allocated to successful Quick Response Grants Scheme applications for the period July to October 2020.

The table below is a summary of the funding allocation, detailed list at Attachment July to October 2020.

<b>Applications received and assessed</b>	
• Minor Community Events	2 applications totalling \$3,550.00
• Minor Community Projects	12 applications totalling \$19,700.03
• Minor Community Facilities	11 applications totalling \$21,190.00
• Individual Sponsorship	Nil applications received
<b>Successful Applications</b>	
• Minor Community Events	2 applications totalling \$3,550.00
• Minor Community Projects	12 applications totalling \$19,700.03
• Minor Community Facilities	11 applications totalling \$21,190.00
• Individual Sponsorship	Nil
<b>Unsuccessful Applications</b>	
• Minor Community Events	Nil
• Minor Community Projects	Nil
• Minor Community Facilities	Nil
• Individual Sponsorship	Nil

## **COMMUNICATION IMPACT**

The funding of these grants facilitates positive community relationships for Wellington Shire Council, highlighting Council's commitment to supporting not-for-profit community organisations in the delivery of their activities, projects and events that benefit the wider community.

## **LEGISLATIVE IMPACT**

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

## **COUNCIL POLICY IMPACT**

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

## **COUNCIL PLAN IMPACT**

The Council Plan 2017-21 Theme 1 Communities states the following strategic objective and related strategy:

**Strategic Objective 1.2:** *"Celebrate, recognise and acknowledge our diverse community and improve social connections among youth, aboriginal and aged communities."*

Strategy 1.2.1: *"Ensure that Council services, facilities and events promote inclusivity, social connectedness and accessibility."*

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

## **RESOURCES AND STAFF IMPACT**

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

## **COMMUNITY IMPACT**

The funding of these grants has a significant positive effect on the community, providing assistance to increase the range of events and activities that the wider Wellington community can access. Successful applicants have demonstrated a community need that will be filled through receiving the funding and show a community benefit through expected project outcomes.

## **ENVIRONMENTAL IMPACT**

All events and projects are encouraged to consider the waste that will be produced through delivering their grant outcomes and have appropriate measures in place to manage waste. Assistance from Council is offered to all events to minimise landfill waste through the use of recycle bins.

## **ENGAGEMENT IMPACT**

Council officers were involved in consultation with grant applicants to provide advice and assistance in the completion of event grant applications.

## **RISK MANAGEMENT IMPACT**

The events industry is strongly legislated, and all events are encouraged to comply with current OH&S and best practice safety standards. It is the responsibility of applicants to ensure that their project complies with all current rules and regulations.

## Quick Response Grant Scheme - Applications – July 2020 to October 2020

Organisation	Project Title	Amount	Description	
<b>Successful Minor Community Events</b>				
1	Uniting Gippsland	Uniting Children's Week 2020	\$2,000	Teddy Bears Picnic in the Park.
2	Dargo Landcare	Workshops for regeneration	\$1,550	Workshops for Regeneration.
<b>Total</b>			<b>\$3,550.00</b>	
<b>Successful Minor Community Projects</b>				
1	Gippsland Woodcraft Group	Domino jointing system	\$1,223.40	Purchase a jointing system for the group.
2	Sale United Football Club	Line Marking Machine	\$2,000.00	Purchase a line marking machine for soccer pitches.
3	Dargo Bush Nursing Centre Inc	Dargo Bush Nursing Centre Consumer Booklet & Folder	\$870.00	Develop and print a consumer information booklet and folder.
4	Avon Landcare Group Inc	Sandhill Road revegetation project	\$1,075.63	Revegetate a site at Sandhill Road, Stratford and create a nature reserve.
5	Gwenfa Hampton Kindergarten	Broadening Kindergarten Learning Experiences	\$987.00	Purchase a Smart Television for educators to improve the learning outcomes for children attending the centre.
6	The Port Albert Community Tattler auspiced by Port Albert Progress Assoc	Port Albert Community Tattler	\$2,000.00	Production of community newsletter for the Port Albert, Langsborough, Alberton and Yarram Communities.
7	Stratford Town Crier Incorporated	Stratford Town Crier	\$2,000.00	Support the Stratford Town Crier free community newspaper printed and digitally available for the locals of Stratford and surrounds.
8	Maffra Dramatic Society Inc	Theatre production	\$2,000.00	Produce the classic play "Blithe Spirit".
9	Yarram Secondary College & Yarram &	Yarram Secondary College 'ISO' Cookbook.	\$2,000.00	Record and provide a positive keepsake of the 2020 remote learning food experience.

Organisation		Project Title	Amount	Description
	District Health Service/CGHS			
10	Sale Theatre Company	Theatre production	\$2,000.00	Produce the comedy "The Farndale Avenue Housing Estate Townswomen's guild dramatic society murder mystery".
11	Marley Street Community Hub		\$1,544.00	
12	Stratford on Avon Shakespeare Association	Stratford Arts Trail - renewal of the Witches	\$2,000.00	Replace the Witches Sculpture with a safer, sturdier piece of work, plus clean up and re-vegetate the area.
<b>Total</b>			<b>\$19,700.03</b>	
<b>Successful Minor Community Facilities</b>				
1	Maffra Golf Club	Practice Nets	\$2,000.00	Upgrade the outdated golf practice net facility to give members and visitors an opportunity to warm up and perform safe golf hitting.
2	Heyfield & District Historical Society Inc.	Construction of Storage shed	\$2,000.00	Construct a storage and display shed in the back yard of the Museum.
3	Loch Sport Bowls Club Inc	Into the Future - Insulation	\$1,400.00	Install Insulation Batts to bring the bowls club into the Energy Efficient Future and help lower our heating and cooling costs.
4	Wurruk Community House	Refresh Project - painting	\$2,000.00	Repaint the interior of the community house.
5	Stratford Cricket Club	Replace Cricket Nets	\$2,000.00	Replace old cricket nets.
6	Loch Sport Golf Club Inc	Solar system install to new clubhouse	\$2,000.00	Transfer the existing solar panels and inverter from the old clubhouse to the new building.
7	Boisdale Briagolong Cricket Club	Roller maintenance	\$2,000.00	Make the pitch roller easier and safer to use for club members and community volunteers.
8	Golden Beach Surf Life Saving Club Inc	Flooring of new accessible toilet	\$1,790.00	Provide suitable and safe flooring to complete the new accessible amenities toilet space.
9	Heyfield Community Resource Centre	Safer Sandpit for all	\$2,000.00	Replace the worn, ripped sandpit cover with a new, waterproof cover on a roller system and paint borders suitable visually impaired children.
10	Sale Tennis Club Inc	Sale Tennis Club LED Upgrade	\$2,000.00	Upgrade clubhouse, security and practice court lighting from metal halide and incandescent lights to energy efficient LED lighting.
11	Port Albert Light Game & Sports Fishing Club Inc (PALG&SFC Inc)	Reverse Cycle Air Conditioner	\$2,000.00	Install a new heating and cooling system for the clubroom.

Organisation	Project Title	Amount	Description
<b>Total</b>		<b>\$21,190.00</b>	

\* Council's response to Events and Projects cancelled and/or postponed due to Covid19 Australian & Victorian Government Health Department rules and restrictions for public gatherings and social gatherings has been a consistent approach of support, understanding and flexibility for all grant recipients and applicants, who have a variety of needs.

<b>Successful Individual Sponsorship</b>			
Individual's Name	Supporting Organisation	Activity Title	Amount
Nil			
<b>Total</b>			<b>\$0.00</b>

**Quick Response Grant Scheme - Unsuccessful Applications – July 2020 to October 2020.**

Organisation	Project Title	Description	Comment
<b>Unsuccessful Minor Community Events</b>			
Nil			
<b>Unsuccessful Minor Community Projects</b>			
Nil			
<b>Unsuccessful Minor Community Facilities</b>			
Nil			
<b>Unsuccessful Individual Sponsorship</b>			
Nil			

## 16. FURTHER GALLERY AND ONLINE COMMENTS

*Gallery comments are an opportunity for members of the public to raise any particular matter they wish. This allows those in the gallery to speak directly to Councillors but is not a forum designed for open discussion or debate. We will listen respectfully to what you have to say and make the commitment that if your query requires a written response, we will advise you that a response will be forthcoming, and a copy of that response will be circulated to all Councillors.*

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

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

## 17. IN CLOSED SESSION

### COUNCILLOR

*That the meeting be closed to the public pursuant to Section 66(2) of the Local Government Act 2020 to consider matters under Section 66(5)(b) as defined by Section 3(1) being:*

- a) Council business information*
- b) Security information*
- c) Land use planning information*
- d) Law enforcement information*
- e) Legal privileged information*
- f) Personal information*
- g) Private commercial information*
- h) Confidential meeting information*
- i) Internal arbitration information*
- j) Councillor Conduct Panel confidential information*
- k) Information prescribed by the regulations to be confidential information*
- l) Information that was confidential information for the purposes of section 77 of the Local Government Act 1989*

---

IN CLOSED SESSION

---

### COUNCILLOR

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

Meeting declared closed at:

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