



WELLINGTON
SHIRE COUNCIL
The Heart of Gippsland

Council Meeting Agenda

Meeting to be held via Skype

Tuesday 20 October 2020, commencing at 6pm

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

ORDINARY MEETING OF COUNCIL – 20 OCTOBER 2020
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Council Meeting Information

As the COVID-19 physical distancing requirements remain in place, the “Minister’s Good Practice Guideline MGP-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 1st May 2020 and will remain in place through to 1st November 2020.

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

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

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



A - PROCEDURAL



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



A - PROCEDURAL

A4 CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING/S

ITEM A4

ADOPTION OF MINUTES OF PREVIOUS MEETING/S

ACTION OFFICER:

GENERAL MANAGER CORPORATE SERVICES

DATE:

20 OCTOBER 2020

The recommended decision is not a Major Policy Decision or a Significant Decision as defined by Council's Election Period Policy.

OBJECTIVE

To adopt the minutes of the Ordinary Council Meeting of 6 October 2020.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council adopt the minutes and resolutions of the Ordinary Council Meeting of 6 October 2020.

CONFLICT OF INTEREST

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



A - PROCEDURAL

A5 BUSINESS ARISING FROM PREVIOUS MEETING/S



A - PROCEDURAL

A6 ACCEPTANCE OF LATE AND URGENT ITEMS



A - PROCEDURAL

A7 NOTICE/S OF MOTION



A - PROCEDURAL

A8 RECEIVING OF PETITIONS OR JOINT LETTERS

ITEM A8(1)

OUTSTANDING PETITIONS

ACTION OFFICER

GOVERNANCE

DATE:

20 OCTOBER 2020

ITEM	FROM MEETING	COMMENTS	ACTION BY
NIL			



A - PROCEDURAL

A9 INVITED ADDRESSES, PRESENTATIONS OR ACKNOWLEDGEMENTS



A - PROCEDURAL

A10 QUESTIONS ON NOTICE



A - PROCEDURAL

A11 MAYOR AND COUNCILLORS REPORT

ITEM A11(1)**MAYOR AND COUNCILLORS REPORT**

ACTION OFFICER: MAYOR ALAN HALL

DATE: 20 OCTOBER 2020

The recommended decision is not a Major Policy Decision or a Significant Decision as defined by Council's Election Period Policy.

RECOMMENDATION

That the Mayor and Councillors Report be noted.

5 SEPTEMBER – 9 OCTOBER

7 September	Maffra Recreation Reserve Committee Meeting	Cr Ripper attended.
8 September	Teleconference with the Hon. Darren Chester MP to discuss Native Timber Transition and Review of the Environment Protection Biodiversity Act.	Mayor Hall attended. CEO also in attendance.
8 September	Community Energy Innovation Group meeting via Skype.	Cr McCubbin attended.
9 September	Local Government Mayoral Advisory Panel Meeting via Microsoft Teams.	Mayor Hall attended.
9 September	National Timber Taskforce Project Steering Committee meeting via Skype.	Mayor Hall attended. CEO also in attendance.
9 September	Youth Council Meeting via Zoom	Cr Ripper attended.
10 September	Port of Sale Masterplan Workshop via Zoom.	Mayor Hall and Cr McCubbin attended. CEO also in attendance.
10 September	Solis RE Zoom Meeting with King Arthur.	Mayor Hall attended. CEO also in attendance.
10 September	Bioenergy Projects Workshop Planning via Skype.	Cr McCubbin attended.
10 September	Ausnet Proposal discussions via Zoom.	Cr McCubbin attended.
11 September	2020 MAV Representative Forum via Zoom.	Mayor Hall and Cr Hole in attendance.
11 September	Gippsland Biomass Audit via Zoom Meeting	Cr McCubbin in attendance.
14 September	Native Timber Taskforce General Meeting via Skype, with representatives from Wellington Shire Council, Ash Timber, Councillor from Glenelg, Mayor East Gippsland, Radial Timbers, CFMEU, Timber Towns Victoria.	Mayor Hall attended. CEO also in attendance.
11 September	Gippsland Climate Change Network Meeting via Zoom.	Cr Crossley and Cr McCubbin in attendance.
16 September	Gippsland Bioenergy Framework & Opportunity Analysis – Practice	Cr McCubbin attended.

16 September	Longford Path Project Discussions via Skype.	Cr McCubbin attended.
16 September	Bioenergy Consultation Preparation meeting with Moragh Mackay, Economic Development Victoria.	Cr McCubbin attended.
16 September	Meeting via Skype with Caroline Trevorrow to discuss Heyfield Traders.	Cr Hole attended.
17 September	Community Power Hub meeting via Zoom	Cr Crossley and Cr McCubbin attended.
17 September	Bioenergy Consultation Session and Gippsland Bioenergy Framework & Opportunity Analysis via Zoom.	Cr McCubbin attended.
17 September	Local Law and Domestic Animal Management Plan meeting via Skype.	Cr McCubbin attended.
17 September	Zoom catch up with Alison Edgar of Department of Justice and Community Services.	Cr McCubbin attended.
17 September	National Timber Councils Association Executive Committee meeting via teleconference.	Cr Hole and Cr Ripper attended.
17 September	Cameron Committee Meeting and Stadium Project Redevelopment Update via Zoom.	Cr Hole attended.
18 September	One Gippsland September Board Meeting, via videoconference.	Mayor Hall attended. CEO also in attendance.
18 September	Community Power Hub Zoom Meeting	Cr McCubbin in attendance.
18 September	Meeting with Wayne Morris from No.1 Car Wash in York Street, Sale.	Cr McCubbin in attendance.
18 September	Local Government Waste Forum Special Briefing – Waste and recycling legislation and governance Options Paper – via Microsoft Teams.	Cr Maher in attendance.
18 September	WRRG Change and Transition Readiness Session via Microsoft Teams.	Cr Maher in attendance.
24 September	Audit and Risk Committee – In Camera Session (Members Only) via Skype.	Mayor Hall and Cr Stephens attended. CEO also in attendance.
24 September	Wellington Shire Council Audit & Risk Committee meeting via Skype.	Mayor Hall and Cr Stephens attended. CEO also in attendance.
24 September	Wellington Living Well During Covid-19 Committee meeting via Skype.	Mayor Hall and Cr Stephens in attendance.

1 October	Community Power Hub Zoom Meeting	Cr McCubbin and Cr Crossley in attendance.
2 October	MAV Board October 2020 Special Meeting via Zoom.	Cr Hole in attendance.
5 October	Maffra Recreation Reserve Committee Meeting	Cr Ripper attended.
6 October	GRSC User Fee Review and Financial Analysis meeting via Skype.	Cr Bye attending.
7 October	Distributed Energy Sites in Latrobe – meeting via Zoom.	Cr McCubbin attending.
7 October	New Energy Jobs Fund Project Teleconference with Daria Zhdanova.	Cr McCubbin attending.
7 October	New Energy Jobs Fund Project - Latrobe Valley Revolving Solar Project meeting via Microsoft Teams.	Cr McCubbin attending.
7 October	Distributed Energy Sites in Wellington and Revolving Fund meeting via Zoom.	Cr McCubbin attending.
8 October	Meeting with Heesco Town Committee in Yarram.	Cr Stephens attending.
8 October	Onsite meeting with Mark Daldy, owner Commercial Hotel in Yarram.	Cr Stephens attending.
9 October	WSC Audit & Risk Committee meeting to consider draft financial and performance statements, via Skype.	Mayor Hall and Cr Stephens attending. CEO also attending.
9 October	2020 MAV Councillor Service Awards Presentation via Zoom.	Mayor Hall, Cr McCubbin and Cr Hole attending. CEO also attending.



B –REPORT

DELEGATES



C1 - REPORT

CHIEF EXECUTIVE OFFICER

ITEM C1.1**CHIEF EXECUTIVE OFFICER'S REPORT**

DIVISION: CHIEF EXECUTIVE OFFICER
ACTION OFFICER: CHIEF EXECUTIVE OFFICER
DATE: 20 OCTOBER 2020

The recommended decision is not a Major Policy Decision or a Significant Decision as defined by Council's Election Period Policy.

RECOMMENDATION

That the Chief Executive Officer's Report be received.

SEPTEMBER TO OCTOBER 2020

- | | |
|--------------|--|
| 4 September | Attended Councillor Induction Training program via Skype. |
| 7 September | Skype meeting with Karen Cain, CEO Latrobe Valley Authority and WSC representatives, via Skype to discuss scoping of local Native Timber Transition Plan. |
| 8 September | Teleconference with the Hon. Darren Chester MP to discuss Native Timber Transition and Review of the Environment Protection Biodiversity Act. Mayor Hall also in attendance. |
| 9 September | Attended Regional/Rural COVID-19 Community Engagement Microsoft Teams Meeting with DHHS, MAV and LGV. |
| 9 September | Attended National Timber Taskforce Project Steering Committee meeting via Skype. Mayor Hall also in attendance. |
| 10 September | Attended Port of Sale Masterplan Review Workshop via Zoom. Mayor Hall also in attendance. |
| 10 September | Solis RE Zoom Meeting with King Arthur. Mayor Hall also in attendance. |
| 11 September | Attended Rural Councils Victoria Committee Meeting via Zoom. |
| 14 September | Met with representatives Roger Lurz and Steve Boyce of Lions Club Sale on site at Gwenn Web Centre to discuss Lions Club Shed plans. |
| 14 September | Native Timber Taskforce General Meeting via Skype, with representatives from Wellington Shire Council, Ash Timber, Councillor from Glenelg, Mayor East Gippsland, Radial Timbers, CFMEU, Timber Towns Victoria. Mayor Hall also in attendance. |
| 14 September | Attended DJPR COVID-19 Community Engagement – Hospitality Activation Meeting via Microsoft Teams. |
| 16 September | Attended Regional/Rural COVID-19 Community Engagement Microsoft Teams Meeting with DHHS, MAV and LGV. |

- 16 September LG2020 Elections check-in with Mairead Doyle of the VEC, via Microsoft Teams.
- 16 September Attended Outdoor Eating and Entertainment Activation Regional Working Group Meeting with Tim McAuliffe of DJPR, Gippsland CEO's and other Gippsland representatives via Microsoft Teams.
- 16 September Meeting with Nicholas Heath, Director Pace Advertising and other WSC representatives to discuss the proposed Air Show, via Skype.
- 17 September Rural Councils Victoria Meeting via Microsoft Teams to review Strategic Plan document.
- 18 September Attended One Gippsland CEO Catch Up via video conference.
- 18 September Attending One Gippsland September Board Meeting, via videoconference. Mayor Hall also in attendance.
- 23 September Attended Regions Rising Webinar Series: Road Trip Revival: can domestic tourism fill the gap? via Zoom.
- 23 September Attended Regional/Rural COVID- 19 Community Engagement Microsoft Teams Meeting with DHHS, MAV and LGV.
- 24 September Audit and Risk Committee – In Camera Session (Members Only) via Skype.
- 24 September Attended Wellington Shire Council Audit & Risk Committee meeting via Skype. Mayor Hall also in attendance.
- 25 September Attended Regional Partnership Meeting via Microsoft Teams Meeting with DJPR, Gippsland CEO's and other Gippsland representatives.
- 28 September Attended Timber and Forestry Transition Round Table Discussion via Zoom, with various Gippsland representatives, including Economic Development Victoria, CEO Ash Timber, CEO East Gippsland, CEO Latrobe Valley Authority, Australian Paper and Fennings.
- 29 September Skype meeting with Anthony Basford, CEO East Gippsland to discuss Shared Services.
- 29 September Meeting with Jane Leslie, Principal Consultant Aerium Pty Limited and WSC Council Plan Project Team via Skype.
- 29 September Phone conference with Frank Evans, CEO Central Gippsland Heath.
- 30 September Attended Regional/Rural COVID-19 Community Engagement Microsoft Teams Meeting with DHHS, MAV and LGV.
- 30 September Attended Rural Councils Victoria CEO Meeting via video conference to discuss caretaker provisions.
- 1 October Microsoft Teams Meeting with Leigh Kennedy of Federation Gippsland and Tim Weight from TAFE Gippsland to discuss tertiary education opportunities.
- 7 October Attended Regional/Rural COVID-19 Community Engagement Microsoft Teams Meeting with DHHS, MAV and LGV.

- 7 October Attended Mental Health First Aid Training – first of two sessions, via Zoom.
- 7 October Attended Skype meeting with other WSC representatives regarding opportunities to help local communities build a healthier future.
- 7 October Attended Ministerial Roundtable discussion with the Hon. Lily D’Ambrosio regarding Waste Authority Consultation with Local Government via Microsoft Teams Meeting.
- 8 October Skype meeting with Karen Cain CEO Latrobe Valley Authority and other WSC representatives regarding Heyfield and forestry.
- 8 October Attended Mental Health First Aid Training – second and final session, via Zoom.
- 8 October Attended Outdoor Eating and Entertainment Activation Regional Working Group Meeting with Tim McAuliffe of DJPR, Gippsland CEO’s and other Gippsland representatives via Microsoft Teams.
- 9 October Attended Rural Councils Victoria Committee Meeting via Zoom.
- 9 October Attended Destination Gippsland Board Meeting via Zoom.
- 9 October WSC Audit & Risk Committee meeting to consider draft financial and performance statements, via Skype. Mayor Hall also in attendance.
- 9 October 2020 Councillor Service Awards Presentation via Zoom. Mayor Hall also in attendance.

ITEM C1.2**SEPTEMBER 2020 COUNCIL PERFORMANCE REPORT**

DIVISION: CHIEF EXECUTIVE OFFICER

ACTION OFFICER: CHIEF EXECUTIVE OFFICER

DATE: 20 OCTOBER 2020

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

The recommended decision is not a Major Policy Decision or a Significant Decision as defined by Council's Election Period Policy.

OBJECTIVE

For Council to receive and note the September 2020 Council Performance Report.

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

That Council receive and note the September 2020 Council Performance Report as attached.

BACKGROUND

The September 2020 Council Performance Report comprises key highlights towards achievement of the 2017-21 Council Plan, progress in relation to Major Initiatives and Initiatives as identified in the 2020/21 Budget together with an overview of Council finances including an Income Statement, a Balance Sheet with commentary regarding any major variances, information on cash balances, the level of rates outstanding and a progress update on Council's Capital Works program.

Section 97 of the *Local Government Act 2020* requires that as soon as practicable after the end of each quarter of the financial year, the Chief Executive Officer must ensure that a quarterly budget report is presented to the Council at a Council meeting which is open to the public.

OPTIONS

Following consideration of the attached September 2020 Performance Report, Council can resolve to either:

1. Receive and note the September 2020 Council Performance Report; or
2. Not receive and note the September 2020 Council Performance Report and seek further information for consideration at a later Council meeting.

PROPOSAL

That Council receive and note the attached September 2020 Council Performance Report.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

Provision of a financial report to the community facilitates accountability and transparency and ensures that Council and management are able to make informed decisions in a timely manner.

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 September 2020 Council Performance Report has been prepared in the context of existing Council policies.

COUNCIL PLAN IMPACT

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

Strategic Objective 6.2: *"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."*

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.



SEPTEMBER 2020 QUARTERLY FINANCE SUMMARY

INCORPORATED IN PERFORMANCE REPORT

INCOME STATEMENT
For the period ending 30 September 2020

	YEAR TO DATE			FULL YEAR 2020-21		
	Actual	Adopted Budget	Variance	Forecast	Adopted Budget	Variance
	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's
Income						
Rates and charges	82,811	83,020	(109)	84,178	84,278	(98)
Statutory fees & fines	211	178	33	788	788	-
User fees	729	1,452	(723)	7,222	7,822	(700)
Grants - operating	2,403	2,858	(455)	13,982	11,204	2,778
Grants - capital	63	658	(595)	19,060	16,028	3,032
Contributions - operating (monetary)	82	31	31	208	208	-
Contributions - capital (monetary)	-	-	-	1,385	1,335	50
Contributions - non monetary	3	-	3	-	-	-
Other income	333	875	(42)	2,310	2,288	12
Total Income (inc capital income)	88,715	88,572	(1,857)	109,129	104,055	5,074
Expenditure						
Employee costs	6,342	7,139	797	30,865	29,821	(1,044)
Materials and services	7,587	8,038	452	40,018	38,236	(1,782)
Bad and doubtful debts	-	-	-	70	70	-
Depreciation and amortisation	5,509	5,408	(101)	24,916	24,916	-
Borrowing costs	24	23	(1)	93	93	-
Finance Cost leases	2	1	(1)	4	4	-
Other expenses	234	128	(106)	1,077	948	(129)
Net loss on disposal of property, infrastructure, plant & equipment	(87)	-	87	931	931	-
Total Expenditure	19,611	20,738	1,127	97,974	95,018	(2,956)
Surplus for the year	47,104	47,834	(730)	11,155	9,036	2,119

Note: The forecast figures reflect any known changes that have arisen since the adoption of the original budget. Including these changes enables Council to more accurately monitor financial performance during the year and predict the end of year position. However, Council must report publicly against the original adopted budget on a quarterly basis.

The current forecast reflects an increase to the surplus of \$2.1M mainly due to the impact of new grant funding for community infrastructure projects of \$2.2M and \$1.3M to provide six months temporary employment for unemployed/underemployed workers (offset by corresponding increase in employee costs). The forecast also includes the estimated year to date impact of COVID-19 on income and the offsetting reductions in employee and other ancillary costs.

Adopted Budget to YTD Actuals

The result for the first quarter of the year reflects a surplus of \$47.1 million against an adopted budget surplus of \$47.8 million resulting in an adverse variance of (\$0.7 million). The variance is a combination of operating result (operating income less operating expense) of (\$0.1M) and the impact of lower capital grant income of (\$0.6M).

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

Operating Income

- **(\$0.72 million)** The current COVID-19 pandemic has impacted on Council's user fees collected to date including income from Leisure facilities of (\$474k), "The Wedge" (\$91k) and the Gippsland Regional Live Stock Exchange (\$85k) which in part has been offset by lower staff and other ancillary expenditure incurred to date by these facilities. Follow up action on outstanding animal registrations and the pool registration inspections has been delayed due to COVID-19 resulting in lower than expected income to date of (\$73k).
- **(\$0.45 million)** Allocation of Stratford Recreation Reserve Netball Changerooms project grant funding occurs as works progress, with the year to date allocation lower than expected by \$230k. The combating pests and weeds from drought impact project has commenced but are slightly behind schedule resulting in lower funding allocation to date of \$71k. Operating grants expected for library support services and pests animal and plant program are pending for 2020/21.

Operating Expenditure

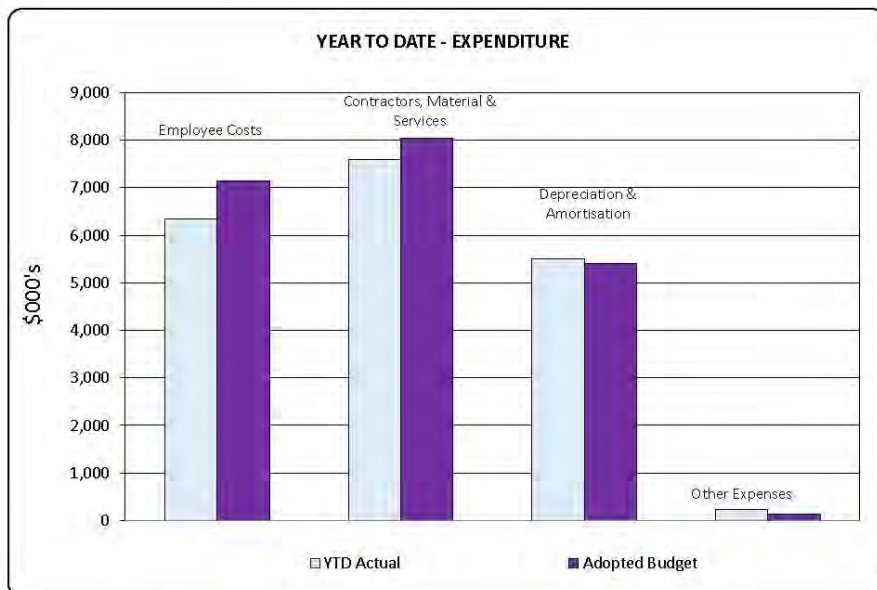
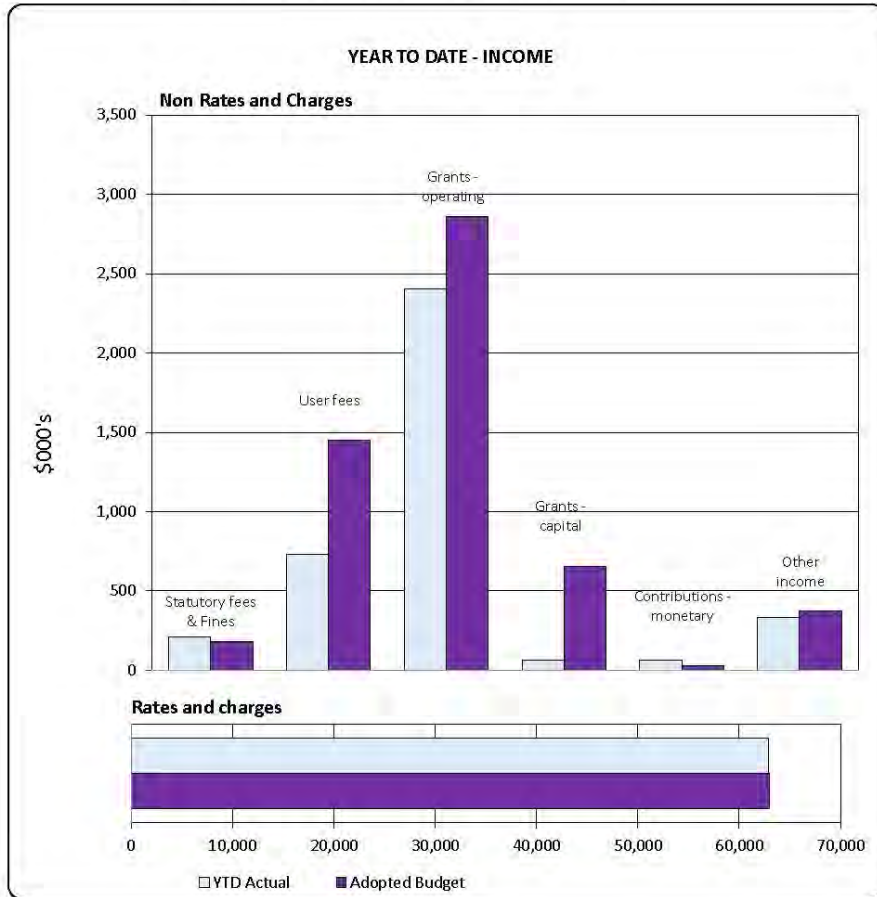
- **\$0.80 million** Savings have occurred due to the closure of facilities impacted by COVID-19 of \$427k, lower than expected 2020/21 workcover premium of \$298k and delays in appointments of vacant positions. Over the year these savings will be offset by additional employee costs to employ a number of temporary staff for six months through the Working for Victoria funding initiative.
- **\$0.45 million** Contractors, materials and services variance includes:
 - a. **\$256k** - There has been a minor delay in the commencement of Stratford Recreation Reserve Netball Changeroom Redevelopment project, with works progressing.
 - b. **\$167k** - Lower than expected premium increase for asset and public liability insurance.
 - c. **\$84k** - Various savings have occurred due to less utilities being used at facilities, new communication plans and lower postage costs.
- **(\$0.12 million)** Other expenses represents assets written off mainly footpaths and roads during the first quarter which are not budgeted.

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

Capital Income

- **(\$0.60 million)** Beverley road safety upgrades are complete with the final funding claim to be submitted in October 2020 (\$537k).

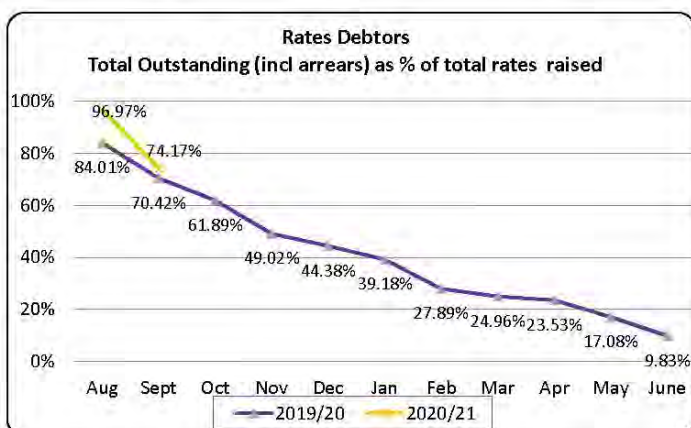
SEPTEMBER 2020 COMPONENTS AT A GLANCE



BALANCE SHEET

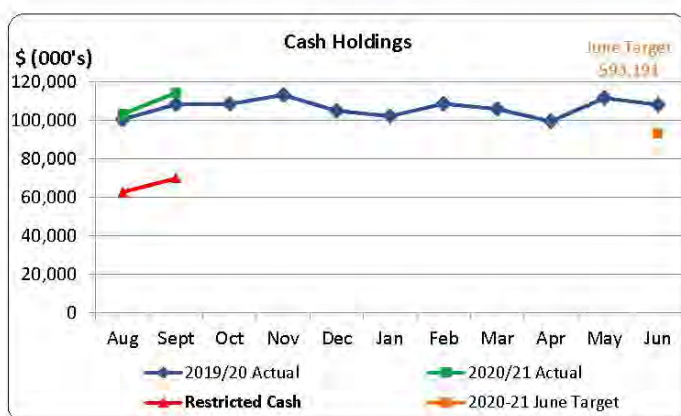
As at 30 September 2020

Actual		Actual	Forecast	Adopted Budget
September 19		September 20	June 21	June 21
\$000's		\$000's	\$000's	\$000's
Assets				
157,798	Total Current Assets	165,984	99,630	86,214
882,116	Total Non Current Assets	995,426	1,031,729	925,119
1,039,914	Total Assets	1,161,409	1,131,359	1,011,333
Liabilities				
26,154	Total Current Liabilities	26,310	25,589	19,253
19,015	Total Non Current Liabilities	16,031	22,652	22,652
45,169	Total Liabilities	42,341	48,240	41,905
994,745	Net Assets	1,119,068	1,083,118	969,428



The rate debtors outstanding at the end of September 2020 were \$53.1 million (74.5%) compared to September 2019 of \$48.6 million (70.4%).

The first rate instalment was due on 30 September 2020. Second instalment notices will be sent in October 2020. (Due 30 November 2020)



Council cash holdings at the end of September 2020 are \$114.2 million, higher than September 2019 of \$108.1 million due to advance funds and lower than expected expenditure.

The current cash holdings include \$69.7 million restricted funds; \$12.3 million to cover reserves, \$38.6 million to cover provisions and trusts, and approximately \$18.7 million associated with the operating and capital carried forwards.

The balance is generally working capital for ongoing operations over the next quarter.

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

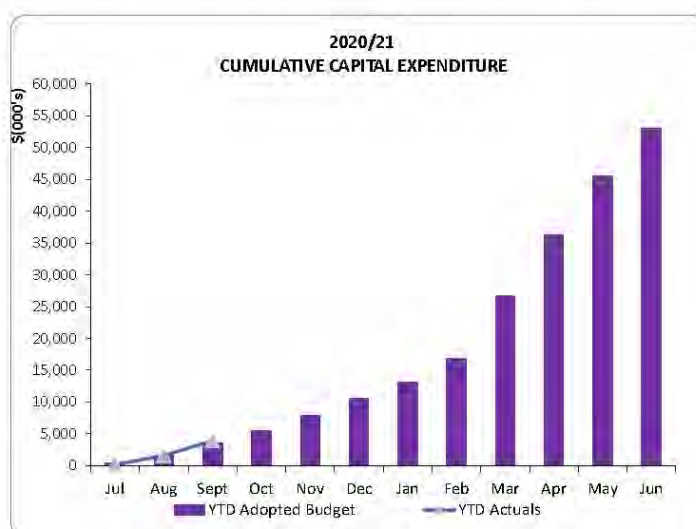
CAPITAL EXPENDITURE PROGRAM
For the period ending 30 September 2020

	YEAR TO DATE 2020-21			FULL YEAR 2020-21		
	Actual	Adopted Budget	Variance	Forecast	Adopted Budget	Variance to Adopted
	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's
Property	831	1,770	939	15,676	14,805	(871)
Infrastructure	2,048	1,792	(256)	38,739	34,342	(4,397)
Plant and Equipment	176	61	(115)	3,561	3,377	(184)
Intangibles	44	-	(44)	511	493	(18)
Grand Total	3,099	3,623	524	58,487	53,017	(5,470)

	YEAR TO DATE 2020-21			FULL YEAR 2020-21		
	Actual	Adopted Budget	Variance	Forecast	Adopted Budget	Variance to Adopted
	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's
Renewal	1,674	1,323	(351)	34,628	31,794	(2,834)
Upgrade	1,103	1,515	412	13,252	12,567	(685)
Expansion	321	785	464	8,457	7,288	(1,169)
New Assets	1	-	(1)	2,150	1,368	(782)
Grand Total	3,099	3,623	524	58,487	53,017	(5,470)

Capital Works Summary - for the period ending 30 September 2020

- Overall 13 projects are at practical completion, 30 more projects are underway and 3 project have had contracts awarded but not yet commenced. 97 projects are in PRE-PLANNING (development of the concept design, the detail design, community consultation and seeking quotes or tenders).
- Cameron Sporting Complex - Work is progressing to schedule with Stage 2 works underway.
- Heyfield Skate Park Expansion works commenced in September and are expected to be completed by December 2020.
- Contract was awarded for Loch Sport Town Entry Improvements with works expected to commence in February 2021.
- Sale Toongabbie Road Safety upgrades have been completed.
- Public Toilet replacement works at Sale Botanic Gardens are progressing to schedule and will be completed by December 2020.



SEPTEMBER PERFORMANCE REPORT

SEPTEMBER 2020 COUNCIL PLAN HIGHLIGHTS

Online Tendering

The new online system for tender submissions has been rolled out. All tender submissions will now be submitted via the new portal. The e-tendering website provides a web-based tool that enables Council to procure goods and services over the internet. It provides a simple, secure and efficient means for managing tendering activities, correspondence and quotations. Registration for our suppliers is required and is free.

Employee Engagement Survey

The new employee engagement survey, The Pulse, was launched on Monday 28 September and will be open for two weeks for staff to complete. We look forward to sharing the results with the organisation and working with leaders to create robust action plans based on results.

Wellness page - SharePoint

Human Resource team has launched a new Wellness page on SharePoint for staff to access valuable information relating to their health and wellbeing.

Sustainability - Wellington Staff Achievement Awards

A new category has been added to our staff achievement awards program. As well as the traditional categories of leadership, customer focus, relationships and innovation staff can now be nominated for going the extra mile with regards to sustainability.

Policy updates

A review of all Human Resources policies has commenced. A gap analysis of our existing policy library has also identified and new policies to be developed. Once finalised we will present these to the consultative committee to be ratified.

HR Events Calendar

As part of continuous improvement practices, the Human Resources team is reviewing the annual employee wellbeing events for the upcoming year and are looking at creative ways to engage with staff while the majority of the workforce is working from home.

Careers Page Refresh

As part of the alternative duties initiative, HR has employed a team member skilled in website design who will be helping to review all of the content on the current Careers page, scoping out what needs to be updated and created, and freshening up the page to ensure we are truly showcasing why it is great to work at Wellington Shire Council.

Microwave Tower at GRSC

The Municipal Association Victoria approved, Wave 1 Pty Ltd have been appointed to commence construction of the new GRSC Microwave Communications Tower in early October.

Port of Sale Masterplan Consultation Sessions

A series of online consultation sessions have been held with key community members, agencies and stakeholders to inform a review and update of the Port of Sale Masterplan. Consultation feedback is currently being considered and will be reported to the newly elected Council.

GRLE Updates

Marketing Plan for Gippsland Regional Livestock Exchange has been completed. Store Sale successfully completed with over 1,000 cattle sold and Meat and Livestock Australia reported that sales results were excellent.

COVID-19 Business Support

Staff are currently engaging with all of Council's commercial tenants to provide COVID-19 rental relief.

Airspace Workshop

An Airspace workshop with key stakeholders has been arranged to explore ways that West Sale Airport could be enhanced as an aviation precinct.

Free Contactless Thermometers

Wellington Shire Council has begun delivering contactless infrared thermometers free to businesses across the shire, to help in the fight against the COVID-19 pandemic.

In addition to social distancing and hand hygiene, contactless thermometers serve as a key measure that can be taken at businesses to stop the spread of the virus.

Capital Work Project Updates

- Cameron Stadium Redevelopment - works on Stage 1 of the redevelopment are complete with user groups eagerly awaiting COVID-19 restrictions to sufficiently lift to enable them to start utilising the facility. Stage 2 works are well underway and progressing according to schedule. Practical completion is scheduled for March 2021 with planning for the official opening event commenced.
- Stratford Recreation Reserve Female Friendly Changerooms - with the 2020 football and netball seasons unfortunately unable to proceed due to COVID-19 restrictions, works on the changeroom redevelopment were able to commence in July. Works are now well underway with the frame erected and the roof and blockwork starting to be installed. The project is due for completion in March 2021 ahead of the next football and netball seasons.
- Works have commenced on the expansion of the skate park in Heyfield and the tender for the Pump Track closes on 7 October.
- Maffra Streetscape works are progressing well with work now proceeding on the north side between Pearson and Foster Streets.
- Following the awarding of a contract by Council on 15 September, planning is underway to commence construction of Cell 3 at Kilmany.
- The new toilet at the Sale Botanic Gardens is taking shape and will be completed by December.
- Commissioning of the new outdoor pool plant room at Aqua Energy will occur around early to mid-November following the completion of the normal annual painting and maintenance of the main pool shell in September and October.
- Construction of the Tarra Trail is approximately 95% complete with some soft spots due to the wet weather to be resurfaced over the next month when the area is drier. There has also been a delay with the supply of some signs and bollards which will be installed within the next month.
- Construction of a roundabout in Macarthur Street at Market Street has commenced and is progressing well. Works are expected to be completed by December.
- The reconfiguration of the Beverleys Road/Stockdale Road and the Briagolong-Stockdale/Stockdale Road intersections are almost complete with the final asphalt wearing course to be completed in October.
- The Sale Toongabbie Road safety upgrades at the intersections of Denison Road and Nambrok Road have been completed.
- The gravel road resheeting program has commenced with works on the eastern contract.

Community consultations on projects

- Hayfield Youth Play Precinct and Hayfield Town Tree Plan have gone live for consultation. Consultation closes Friday 2 October, and we have received forty-four responses to date.
- Turnbull and Hoddle Street Tree Consultation has commenced and closes on Friday 2 October 2020.

Change in mowing practices

Natural Environment and Parks Team working to support hospitality sector through altering mowing practices, relocating street furniture, and assessing outdoor dining in public spaces due to COVID-19 restrictions.

Exhibitions over summer

Two major exhibitions, 'Celia Rosser: Banksia Lady', which will draw tourists into Gippsland, and 'Artist Proof: The Collective Spirit of Freestone Press', which celebrates local artists and the 10th anniversary of Freestone Press in Briagolong, are in place ready for reopening of the gallery. By negotiation, these have been extended through until 28 February 2021 to allow visitors to see them over summer, given neither exhibition would have been opened to the public due to COVID-19 restrictions based on original exhibition dates.

Art Gallery online program

Gippsland Art Gallery has received excellent feedback to our online programming, in particular, the virtual opening of the John Leslie Art Prize, our latest podcast series of interviews with finalists in the art prize and our children's workshops. The gallery's online programming during this period has exceeded industry benchmarking and has enabled audiences to remain engaged with and inspired by the visual arts.

Community Asset Committees

Section 86 Special Committees of Council have all transitioned to Community Asset Committees (as required under the Local Government Act 2020). As a part of this transition, we have reduced some of the compliance and reporting burden on volunteers who run these committees.

Risk & Maintenance Subsidy model

The Risk & Maintenance Subsidy model (increased operating subsidies in most cases) implementation continued, with positive feedback continuing to be received from committees. Subsidy payments are starting to be made and new reporting packages are being provided for committees' use.

Summer sporting season

Preparations for commencement of summer sporting season within COVID-19 restrictions are underway, including arranging seasonal hires, consent for use of facilities and COVID-19 restrictions interpretation and committees support.

Stratford Courthouse Theatre committee

Support for the newly established Stratford Courthouse Theatre committee of management continues as the committee progresses towards meeting their second milestone (business case, financially sustainable model, good operational practices) for continuation of Council 'seed' funding.

Smarty Grants

Quick Response Grants have gone digital with the launch of 'Smarty Grants', an online grants management platform. We have received positive feedback from community about the ease of new processes. Year to date 17 Quick Response Grants have been awarded to community groups, totaling \$27,106 in funding.

Community Assistance Grants

Community Assistance Grants were approved by Council at its meeting on 15 September 2020 with 21 community projects and events being funded. Funding in this round totaled \$89,967.

State funded Bushfire Management position

A Community Based Bushfire Management position commenced in September, the first time that this state government-funded position has been placed in a council. This role is shared between Latrobe City and Wellington Shire Councils and will work with community to support their own initiatives to increase their resilience to bushfires and other natural disasters.

Emergency response and recovery projects

State government 'Working for Victoria' positions have enabled a number of COVID-19 response and bushfire projects to commence / progress:

- Community Activation and Social Isolation (CASI) program to help our community remain connected during COVID-19.
- 7 day/week practical assistance program for isolated community members.
- Bushfire recovery projects grant applications to support Wellington Food Relief Network and creative recovery project

Preparations are underway for emergency management processes should there be natural disasters over the coming months when COVID-19 restrictions are in place, with this particularly affecting emergency relief centre operations.

Pools getting ready for summer

While Leisure Services facilities were closed for public use during September due to COVID-19 restrictions, pre-season maintenance and works and summer staff recruitment are underway at all outdoor pools ahead of the 2020-21 summer season.

As COVID-19 restrictions are indicated for outdoor pools across the state, a modified COVID Safe plan is being developed for the planned operation of all outdoor pools.

Aqua Energy 25-metre pool development project

Following Council's adoption of Haskell Architect's concept design for Aqua Energy 25-metre pool replacement project on 1 September, an expression of interest has been submitted to state government for significant funding and concept design images are being prepared for display on council websites for viewing by the public and members.

Outdoor activities at Aqua Energy and GRSC

Slight relaxation of COVID-19 restrictions has enabled Aqua Energy to re-introduce daily facilitated outdoor fitness classes for up to ten people at Gippsland Regional Sports Complex.

Planning is also underway, in partnership with netball, soccer and hockey associations, for GRSC to offer three outdoor social sports programs for juniors during Term 4.

Click & Collect

About 20% of library members have used the new Click & Collect service offered by Wellington Libraries during September. Both Click & Deliver and Click & Collect are now offered and have been warmly received by our community while library branches remain unable to open to the public during COVID-19 restrictions.

Outdoor concerts at the Wedge

With some easing of restrictions for regional Victoria announced in September, The Wedge wasted no time in introducing our Stage Door Twilight Series for which we have repurposed our loading dock area into an outdoor concert venue. Live music events are planned for Fridays and Saturday nights and school holiday children's and Book Week performances are also scheduled with 50 patrons allowed to attend each event. Significant media attention reflected community excitement with the first two shows sold out prior to the 2 October launch.

Community wellbeing projects

State government 'Working for Victoria' positions have enabled a number of community wellbeing projects to commence/progress:

- Community of Practice for Achievement Program
- Community Resilience after an Emergency
- Gender Equity and Prevention of Family Violence
- Youth mental health in marginalised group (LGBTIQ) and increase capacity in school settings to support LGBTIQ youth
- Video For Change - youth / community engagement and raising awareness of community resilience and social connection
- L2P business case which includes a review of current program and recommendation to improve service for Wellington youth.
- Traffic Accident Commission and Regional Roads Victoria Community Road Safety project aligned with Council Urban Paths Plan, specifically around improving community education on road safety and active travel including partnerships with our 31 primary schools in Wellington Shire.
- Be Kind Wellington neighbourhood social connection activities.



Major Initiatives and Initiatives Progress Report

Major Initiatives and Initiatives Progress Report | 2020



Council Plan Theme: Communities

Action Name	Status	Traffic Lights	Progress	Comments
Commence an independent audit of the Domestic Wastewater Management Plan (DWMP). Include recommendations in the Annual progress report.	Progressing		80%	Discussions to be held with Gippsland Water regarding approval of selected auditor.
Develop Municipal Public Health and Wellbeing Plan 2021-2024 that considers planning for Youth, Age Friendly and Early Years, ahead of legislated due date of October 2021.	Not Due To Start		N/A	To commence October 2020 or post Council election. Project planning finalised.
Develop a robust compliance and enforcement policy	Completed		100%	Development of Local Laws Framework Policy and Compliance and Enforcement Guidelines is complete.
Commence the Local Laws review to ensure that Local Laws are accessible and clear to the community, reduce the regulatory burden on business and assist Council in achieving better policy outcomes.	Progressing		50%	Draft local law and community impact statement are scheduled to be tabled at Council workshop on 17 November.
Develop and deliver, across all Wellington Shire's seasonal outdoor pools during season 2020-21, a planned program to promote increased physical activity, facilitate social connection and inclusion, catering for a range of demographics.	Progressing		25%	Development of programming in outdoor pools is on hold pending more certainty on extent of COVID-19 restrictions.

Major Initiatives and Initiatives Progress Report | 2020

Action Name	Status	Traffic Lights	Progress	Comments
In conjunction with Information Communications and Technology and Facilities Management teams, deliver an upgrade of the Aqua Energy creche facilities to extend use of the area for additional group fitness programs and for training programs and meetings.	Not Progressing		0%	Pending decision at mid-year budget review as to whether to proceed.
Implement a robust Swimming Pool/Spa inspection database and inspection regimes to align with the new legislation changes.	Not Due To Start	i	N/A	This is to yet to commence.
Undertake consultation, including with the Aboriginal community to determine Council and the communities' position on contestable historical legacies and provide recommendations on actions to be undertaken.	Progressing	▶	25%	<p>This item has had a change of scope. We will now be progressing:</p> <ol style="list-style-type: none"> 1. Gunaikurnai Cultural awareness training to be part of the induction sessions for the new Council. Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) will run this training in November and dates and content are being confirmed at present. 2. Finalisation and rollout of the staff protocols for working respectfully with Gunaikurnai culture. This document is drafted and needs to be reworked slightly to ensure it is simple and easy for staff to adopt. It can then be rolled out for use by all relevant staff. It will be finalised and in place by December. 3. The beginning of a movement towards a reconciliation action plan or similar document to advance truth telling and concrete community betterment actions. Regular meetings with GLaWAC are advancing the development of a relationship and discussions around projects and priorities for the Gunaikurnai community. This will form the basis of a future agreement between Council and GLaWAC.

Major Initiatives and Initiatives Progress Report | 2020

Action Name	Status	Traffic Lights	Progress	Comments
<p>Under the Municipal Emergency Resource Program (MERP) project plan, develop community emergency management (CEM) planning following asset-based community development (ABCD) principles.</p> <ul style="list-style-type: none"> - Develop a new CEM guide and template - engage with four high risk communities to undertake CEM 	Progressing		10%	Community emergency management process design will be informed by outcomes of an evaluation of the Local Incident Management Plan process used in East Gippsland. Evaluation underway.
<p>In conjunction with Business Development, Community Wellbeing and People & Capability business units manage a Municipal level response, relief and recovery for the COVID-19 Pandemic.</p>	Progressing		25%	<p>COVID-19 pandemic plan in place and being implemented via multi-agency health and medical emergency planning committee, exercises run for scenarios of local COVID outbreak and operation of alternative emergency relief centre during COVID pandemic.</p> <p>Relief: established Community Activation and Social Isolation Initiative to receive referrals from state coronavirus hotline and implement strategies to improve community connection and reduce social isolation during COVID pandemic.</p> <p>Recovery: Impact data collection complete and continuing including community and state and local agency surveying. Recovery committee established 'Living Well During COVID Pandemic'.</p>

Major Initiatives and Initiatives Progress Report | 2020



Action Name	Status	Traffic Lights	Progress	Comments
<p>Implement municipal strategic roadside vegetation management framework ('Leave Early Access Road Network or 'LEARN' roads).</p> <p>Outputs will include:</p> <ul style="list-style-type: none"> - Agreed procedure with Built Environment to review list of fire managed roads - Updated list of fire managed roads - Natural Environment & Parks reserves treatments listed in Conquest 	Progressing		20%	<p>Approach for roadside vegetation management developed and presented to Council. Fact sheet developed. Work has commenced on the ground according to new approach. Detailed works plan has been prepared. Contractors ready to go once Council panel approved. Many more hazardous trees identified than anticipated. A database will be established to record and monitor them.</p> <p>Delays experienced in obtaining a native vegetation exemption permit from Department Environment Land Water & Planning. Flora and fauna consultant engaged to assist with meeting additional requirements.</p> <p>All LEARN roads added in Council's geo-mapping system.</p> <p>Reporting to Safer Together funding body completed.</p> <p>Options paper prepared on managing woody debris (firewood)</p>

Major Initiatives and Initiatives Progress Report | 2020






Council Plan Theme: Services & Infrastructure

Action Name	Status	Traffic Lights	Progress	Comments
Progress the production, through collaboration with stakeholders, consultants and other Council staff, of a business case for redevelopment options of The Wedge Performing Arts Centre for Council consideration.	Not Due To Start		N/A	Project on hold pending mid-year budget process. However, we have applied for funding through Creative Victoria to see if we can bring the business case development forward
Complete Maffra Drainage Study	Completed		100%	The Maffra Drainage and Flood study has been completed.
Complete North Sale Drainage Study	Completed		100%	North Sale Drainage Study has been completed.
Commence planning for carpark renewal projects for IGA and Coles carpark, Sale.	Progressing		10%	Preliminary Designs for the carpark are complete with functional designs to come prior to broader stakeholder engagement.





Major Initiatives and Initiatives Progress Report | 2020

Action Name	Status	Traffic Lights	Progress	Comments
In preparation for submission of grant funding application to Sport and Recreation Victoria and responding to the previously developed business case for a major redevelopment of facilities at Aqua Energy, develop appropriately costed concept and schematic designs, via appropriate community and user consultation, in conjunction with Leisure Services team and appointed consultants.	Progressing		75%	<p>Following Council's adoption of Haskell Architects' concept plans and indicative costings for the redevelopment of Aqua Energy and the associated funding allocation models, Leisure Services have continued to work with Haskell Architects to refine the graphic information most suited to the planned community engagement phase of this project.</p> <p>Members of Leisure Services and the Media and Communications team are collaborating in the preparation of the information that will be made available for community viewing and feedback, via a range of social media platforms (Facebook, websites, Mailchimp etc). This is now expected to commence in October with information displayed and feedback open for approximately three weeks.</p> <p>Consideration of potential grant funding sources has also continued.</p> <p>An expression of interest has been developed and submitted to the Victorian state government for stimulus funding.</p> <p>Works on schematic design underway.</p>
Successfully attract funding for 'A Warmer Pool for Yarram Project in conjunction with Leisure Services and deliver the capital upgrade project to achieve enhanced swimmer amenity, including the installation of improved weather protection structures, consistently warmer pool water along with electricity energy offset to Council, in readiness for outdoor pool season 2021-22 in conjunction with the Assets and Projects team.	Progressing		25%	<p>Funding for this project has been confirmed through the state government's Local Sporting Infrastructure Fund. Project pre-planning work is being undertaken by Assets and Projects team in preparation to go to tender later this year.</p> <p>Agreed approach that photo voltaic (PV) solar cells will be installed on the roof of the Yarram Hub, with energy efficiency benefits providing an indirect off-set to the operation of the planned heat pump installation for the pools.</p> <p>Project is on track.</p>







Major Initiatives and Initiatives Progress Report | 2020

Action Name	Status	Traffic Lights	Progress	Comments
Project manage the improvement and upgrade of facilities in The Wedge meeting room to create a studio performance space.	Progressing		15%	New quotes being sought for alternative options identified for lighting bars. Quotes being sought for the rostra. Research into seating regulations for width. Measurements for follow spots have been taken and we are awaiting quotes.
Complete the Sale Tennis Club Facility Upgrade Project.	Not Progressing		0%	Stage 1 of the Sale Tennis Club has been completed and an independent report is being produced to determine future outcomes of the project.
In collaboration with Community Facilities Planning on behalf of stakeholders, complete upgrade works on the Cameron Sporting Complex Stadium Redevelopment project in accordance with external funding agreements.	Progressing		65%	Works are progressing well on Stage 2 of the project and despite the variations and additional work undertaken on this project, works are expected to be completed on schedule.
Participate in the Project Control Group related to the delivery of mooring access improvements the Port of Sale West Bank Project.	Progressing		20%	<ul style="list-style-type: none"> - Regular meetings held with the Sale Revitalisation Project Control Group (PCG) and the established Working Group. The Working Group has been focusing on a solution for the alternate to the slip. A Marine Engineer has been engaged to provide a report and confirm feasibility. - Charette workshops completed with representatives from the Port of Sale Boat Club.
Develop user/hire fees and financial management guidelines for communication to all applicable facilities as identified in the Community Managed Facilities Strategy.	Not Due To Start		N/A	Planned to begin January 2021.

Major Initiatives and Initiatives Progress Report | 2020

Action Name	Status	Traffic Lights	Progress	Comments
Update the Community Facilities Project Prioritisation Model with items identified out of the Sporting, Early Years and Community Infrastructure Plans. Include priority projects in the 10-Year Capital Program for community facilities.	Progressing		5%	<p>Prioritisation model developed and trialled as tool for prioritizing community facilities project for 20/21. Updated model will be trialled again for 2021/22.</p> <p>Early Years and Community Infrastructure Plans are currently being developed and projects can be added to the prioritisation model once they have been finalised.</p> <p>Sporting Infrastructure Plan hasn't identified specific projects at this stage - the Community Facilities Planning team will commence roll out of Facility Management Plans with the aim of identifying site specific development project opportunities. Data and recommendations within the Sporting Infrastructure plan will inform projects and the prioritisation model. These projects will then be added to the prioritisation model for ranking and selection as part of Council's short and long term capital works programming.</p>
Complete civil works for the Maffra Streetscape Upgrade Project	Progressing		70%	Works on the northern side of Johnson Street are progressing well and are expected to be completed prior to Christmas.
Commence stage 1 civil works for the York Street, Sale, Streetscape upgrade project.	Not Due To Start		N/A	Undergrounding of power and the provision of centre median lighting is progressing prior to the streetscape works being scheduled.
Implement new facilities hierarchy and operating subsidy model across all community managed facilities and ensure appropriate reporting by community committees of management via new methods as included in the Community Managed Facilities Strategy.	Progressing		70%	<p>All community facilities have been assessed and reclassified into an updated hierarchy that is appropriate for their level of use, location and the infrastructure present on site.</p> <p>The new Risk & Maintenance Subsidy model has been developed and is being implemented (replacing the former operating subsidies for committees of management of community facilities). Committee reporting for 20-21 will remain the same with new reporting model and templates provided with new payment amounts. Initial feedback from committees has been very positive.</p>

Major Initiatives and Initiatives Progress Report | 2020





Action Name	Status	Traffic Lights	Progress	Comments
Prepare a structure plan for Maffra to support the future urban growth of the township.	Progressing		15%	Council Officer, referral agency and key stakeholder feedback for the Maffra Structure Plan project has been obtained via a series of online workshops facilitated by Mesh Planning. The findings are being used to inform preparation of a Discussion Paper.
Implement appropriate planning controls surrounding RAAF Base East Sale to support the ongoing operation of this airfield.	Ongoing		N/A	Draft planning controls surrounding RAAF Base East Sale have been prepared for the formal consideration of the Department of Defence, with recent feedback received currently under consideration.
Implement the findings of the State Government's Planning in the Economic Growth Zone project to ensure that the Planning Scheme is up to date/relevant.	Not Due To Start		N/A	A Planning Scheme Amendment has been prepared to implement various State Government initiatives to help simplify the Wellington Planning Scheme. Public exhibition is currently in abeyance due to current COVID 19 restrictions and other strategic planning priorities.
Implement the North Sale Development Plan into the Planning Scheme to support well planned housing growth.	Ongoing		N/A	Council has previously adopted the North Sale Development Plan. The final stage of the project, being a Developer Contribution Plan, is well advanced, but awaiting finalisation of revised drainage options and costings for Council's further consideration.
Undertake a two Stage Residential Land Stocktake (based on the outcomes of a charette) to support the supply of residential land across the municipality (including consideration of financial and non financial incentives to help activate development)	Ongoing		N/A	Stage 1 work to activate the subdivision of existing residential zoned land in Maffra continues as a focus, given the shortage of lots currently available in Maffra. Stage 2 Shire wide work (including holding a charette/intensive workshop with the development sector and relevant stakeholders) has been delayed by the current COVID 19 pandemic, although preparatory background work continues.
Facilitate preparation of a development plan for the Wurruk Growth area (subject to a private request) to support well planned housing growth.	Ongoing		N/A	A draft development plan for the Wurruk Growth Area is under development, with regular meetings with the proponent's planning representative being held.

Major Initiatives and Initiatives Progress Report | 2020

Action Name	Status	Traffic Lights	Progress	Comments
Update the Port of Sale Masterplan (based on the outcomes of a charette) to support and encourage the integrated and high quality development of the Port of Sale precinct.	Progressing		30%	A series of online consultation sessions have been held with key community members, agencies and stakeholders to inform a review and update of the Port of Sale Masterplan. Consultation feedback is currently being considered and will be reported to the newly elected Council.

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Council Plan Theme: Natural Environment

Action Name	Status	Traffic Lights	Progress	Comments
Develop Urban Forest (Greening Wellington) Strategy including Design Standards, Technical Specifications, Green Infrastructure Guidelines and community consultation process to drive continuous improvement in the management of this key asset class.	Progressing		20%	Discussion Paper still being reviewed for the best way to set target for revegetation works
Investigate future management options for Kilmany Landfill and Resource Recovery Facility to ensure the facility is meeting best value principles.	Progressing		5%	Sustainability Project Officer undertook review of the state government's Waste Act and Waste Authority to make recommendations in response. This new Act and authority will impact on the management of landfills operation particularly in regard to increasing reporting obligations.
Determine the feasibility of a combined Maffra/Stratford Transfer Station with a view to improving asset management in line with industry standards.	Progressing		5%	On hold until new Council in place, more concept planning to be undertaken.
Develop a plan for the recovery of organic waste from landfill that takes into account the proposed Gippswide Kerbside Collaborative Procurement shared service opportunity, and the State Governments rollout of a state-wide "four bin" residential waste collection system.	Progressing		20%	Draft Transition Plan for Kerbside Waste Services completed and submitted.

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Action Name	Status	Traffic Lights	Progress	Comments
Work with Gippsland Water to implement the 'Be Smart, Choose Tap' initiative/campaign at all of Wellington Shire's seasonal outdoor pools, including the installation of supporting water dispensing infrastructure, improved signage, advertising and marketing - in readiness for outdoor pool season 2020-21.	Not Progressing		20%	Pending decision at mid-year budget review as to whether to proceed.





Major Initiatives and Initiatives Progress Report | 2020

Council Plan Theme: Lifelong Learning



Action Name	Status	Traffic Lights	Progress	Comments
Commence planning of a major exhibition initiative to take place at the Gippsland Art Gallery in October 2021. (Confidential - embargoed for a further year)	Progressing		15%	Planning for major event is on track and public announcement due to be made in November (date to be advised). Budget planning is underway along with research with previous Victorian host venues.
Prepare an update of Councils Arts and Culture Strategy to provide continuing direction on community arts development and the performing, visual and literary arts.	Progressing		10%	Project planning is complete and consultant quotations are being sought. Community and industry consultation plan is currently being developed.

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Council Plan Theme: Economy

Action Name	Status	Traffic Lights	Progress	Comments
Assess market demand to develop Eastern Recreation Aviation Precinct (ERAP) and progress the next stage of ERAP.	Progressing		20%	<ul style="list-style-type: none"> - Airspace workshop scheduled 7 October 2020 to investigate issues and assess any changes. - Investigation on demand from General Aviation sector still to be completed.
Secure support from Council for the 2020-22 Action Plan associated with Wellington Shire Economic Development Strategy and then lead its implementation.	Progressing		25%	Progress report to be compiled and presented in October.
Progress initiatives associated with the Port of Sale East Bank project in line with Council direction including acquisition.	Progressing		25%	<ul style="list-style-type: none"> - Project progressing in accordance with tasks identified within the project plan. - Valuer has been instructed with COVID lockdown delaying site visit. - A meeting was held with GLaWAC representatives on 29 September. Native title will require ongoing engagement with the local indigenous landowner group. Additional meetings to be established with GLaWAC to reach an understanding on terms of native title extinguishment and capture these within an MOU, Heads of Agreement or another suitable format.
Funding extension secured via LVA to actively market and promote the municipality's competitive agricultural strengths and to leverage the agribusiness sector, in particular the Macalister Irrigation District (MID) to grow investment, output, branding/position, innovation and future opportunities.	Progressing		65%	<ul style="list-style-type: none"> - 2020 Excellence in Agribusiness Awards: 34 finalists across 14 categories are currently going through the second round of judging (online). Feedback to date has been incredible with the calibre and quality of the finalists. The media coverage received to date has been great and further promotes and positions the leaders of our agribusiness sector. - Due to COVID-19, the Gala Presentation Dinner has unfortunately been cancelled this year. In light of this, a virtual announcement of the finalists/winners is scheduled for 20 November 2020, 6pm.

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Action Name	Status	Traffic Lights	Progress	Comments
				<ul style="list-style-type: none"> - The Food & Fibre Gippsland (FFG) Industry Conference is postponed to 2021. - FFG's Latrobe Valley Authority funding submission was successful receiving \$37k. Council Staff are working alongside FFG to drive the Gippsland Provenance Trademark project. - Macalister Irrigation District: Council Staff are seeking the possibility of a doing a story on ABC Landline on how the modernisation project has unlocked greater potential and improved productivity/efficiency within the region. - Climate Change Case Study is in progress and to be released following the bushfire season/COVID-19 situation.
Implement initiatives and projects associated with State and Federal Government bushfire and drought funding including a specific marketing and advocacy campaign.	Progressing		30%	<ul style="list-style-type: none"> - Filming of advocate videos has been completed with final editing now taking place. - Branding and sign design concepts are nearly complete with CEO and Councillors approving branding in principle. - App design and concepts continues to progress with site map now complete and add on agreed upon. - Continue to work with Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) on Indigenous acknowledgement for town entry signage. - Small town activation initiatives beginning to take place after easing of State Government regulations. - Lighting ideas for main streets beginning to take shape with solar festoon lighting currently being the preferred option.
MI- Review Council's external tourism marketing activities and present findings and recommendations and agreed plan to Council.	Progressing		30%	<p>Council workshop held on 15 September. A review was presented to Councillors outlining how best to allocate funds after March 2021 at conclusion of Memorandum of Understanding.</p> <p>A Council workshop is booked for November regarding review of</p>

Major Initiatives and Initiatives Progress Report | 2020






Action Name	Status	Traffic Lights	Progress	Comments
				<p>Central Gippsland Tourism.</p> <p>Business Development will prepare a Council report at the final Council meeting in December recommending that Council reallocate Central Gippsland Tourism funding to other business support initiatives after March 2021 and that a new Tourism Industry Advisory Group be established with skills based representation from each sector of the local tourism industry.</p>
INI- Secure funding for the extension of the Great Southern Rail Trail from Hedley to Alberton to increase visitation and business opportunities in adjacent areas.	Progressing		50%	<p>Looking to resubmit to Sports Recreation Victoria (SRV) with additional requested engineering requests.</p> <p>New Building Better Regions Fund (BBRF) was launched this week with a possibility for Great Southern Rail Trail Extension application.</p>
INI- Secure events to Wellington Shire to stimulate the local economy, raise the region's profile and increase visitation.	Progressing		30%	<p>Events continue to be planned, however, given current Victorian State Government restrictions, no events have taken place.</p> <p>As part of an overall, post COVID environment, events strategy, initial appreciation documents have been prepared for the following events with tentative dates:</p> <ul style="list-style-type: none"> - Wetlands off road bike challenge Autumn 2021 - Carp Festival March 6, 2021 - Air show in conjunction with RAAF April 2022 - Bird Watching Week - Innovative Energy Conference and Festival/Trade Show <p>We are beginning to work with local events to operate in a post COVID environment including Sale Music Festival, Maffra Team Triathlon and Maffra Mardi Gras.</p>

Major Initiatives and Initiatives Progress Report | 2020







Action Name	Status	Traffic Lights	Progress	Comments
				Currently also working with Sale Maffra Association on a Holden car show for 2022.

Major Initiatives and Initiatives Progress Report | 2020






Council Plan Theme: Organisational

Action Name	Status	Traffic Lights	Progress	Comments
INI- Source and deliver advanced staff training in the Library Management Software to produce greater efficiencies in customer service through reduced task times, improved patron satisfaction, and increased staff confidence in their system's features.	Progressing		25%	Discussions held with staff on timing, content and targeted training delivery to specific staff.
INI- Manage Magiq upgrade and transition to BIZBudgeting	Progressing		10%	Functional demonstration was completed and feedback is being prepared for sending back to the vendor.
INI- Manage the implementation and rollout for new Intranet System to meet Council business requirements.	Completed		100%	A new SharePoint based intranet system has been successfully developed inhouse and rolled out to all staff. This new intranet platform will support improved internal communications, resource sharing and 24/7 accessibility to information across the organisation. This project has been completed.
INI- Major upgrade of council's phone and video conferencing systems to ensure compliant, compatible and secure communications to support council business operations.	Progressing		25%	No change since previous month - work is in progress.
INI- Implement the Smarty Grants system for community assistance grants and quick response grants programs including the development of associated business processes. Prepare other business units within the organisation for the introduction of Smarty Grants from 2021/22.	Progressing		85%	Smarty Grants went live in September with five submissions received. Positive feedback from community groups on the change of process and the ease of using the system. Work has commenced with other Council business units who work with grants to establish Smarty Grants forms so they can transition into using the program.





Major Initiatives and Initiatives Progress Report | 2020

Action Name	Status	Traffic Lights	Progress	Comments
INI- Conduct a major review of the Municipal Relief and Recovery Sub Plan of the Municipal Emergency Management Plan in conjunction with the Municipal Recovery Manager incorporating learnings from reviews of the 2019-2020 East Gippsland bushfires relief and evacuation support.	Progressing		75%	All sections of the sub plan have been reviewed and updated, learnings relating to relief and recovery from recent emergency events have been identified for inclusion in sub-plan and changes to be made to subplan.
INI- Undertake an annual audit of planning permit determinations to support best practice decision making	Not Due To Start		N/A	To be progressed later in the financial year.
INI- Research and implement social media management software to streamline the process of posting/scheduling/reporting.	Progressing		80%	Software solution has been researched and sourced. Purchase and implementation of software will now be ok'd through ICT team and implemented 20-21 financial year.
INI- Implement an enhanced Performance Review process for all staff.	Progressing		10%	Currently scoping the project and will be commenced in quarter 4.
INI- Manage the ICT operations requirements for the Wellington Shire and East Gippsland Shire Councils as per the ICT Shared Services Memorandum of Understanding.	Progressing		40%	All ICT Service Level Agreements as required to facilitate the ICT MOU between the Wellington Shire and East Gippsland Shire Councils have been delivered without issue for this period.
INI- Working with participating GLGN Councils and Local Government Victoria, to plan the establishment of a shared services operating model	Ongoing		N/A	Both Wellington Shire Council and East Gippsland Shire Council will consider options to progress with a future shared services operating model.





Major Initiatives and Initiatives Progress Report | 2020

Action Name	Status	Traffic Lights	Progress	Comments
INI- Undertake an annual statutory planning customer survey to support continuous improvement initiatives	Ongoing		N/A	First half of 2020 (January to June 2020) planning applicant and objector surveys have recently been completed. Second half of 2020 surveys will be sent out early in the New Year and all results then compiled.
INI- Rollout the Complaint Handling Strategy (aligned with the Complaint Handling Framework)	Progressing		80%	Currently in the final stages of testing the Complaint handling function using Authority system. Also working on 'How to Guides' and an online training package for Managers and Customer Service team.
MI- Implement the Customer Service Strategy Mystery Shopping initiative across all areas of Council	Completed		100%	Mystery Shopping commenced in February and completed in July. Wellington Shire was ranked 18th out of 44 Councils with an overall score of 54%. Based on feedback few changes to be implemented within Customer Service in coming months.
INI- Replace marketing items used for events - new pull-up banners, flags and marquee to improve public perception of Council as a professional organisation	Completed		100%	New pull-up banners have been purchased and have replaced the old, out-dated ones. The WSC marquee has undergone some repairs, so does not need replacing at this time.
INI- Implement online tendering system across the organisation to ensure consistency and good governance	Completed		100%	The new online system for tender submissions has been rolled out. All tender submissions will now be submitted via the new portal. The e-tendering website provides a web-based tool that enables Council to procure goods and services over the internet. It provides a simple, secure and efficient means for managing tendering activities, correspondence and quotations. Registration of our suppliers to the portal is required and is free.

Major Initiatives and Initiatives Progress Report | 2020

Action Name	Status	Traffic Lights	Progress	Comments
INI- Hold a public launch, as part of broader marketing, of a philanthropic donor fund to increase the amount of donated funds received by the Gippsland Art Gallery.	Progressing		20%	Gippsland Art Gallery Foundation established and all materials ready for launch (brochure and booklet) however a date cannot yet be set until COVID-19 restrictions are lifted.
INI- Progress the sale of Council's Surplus Land in accordance with policy and standards of best practice.	Progressing		25%	<ul style="list-style-type: none"> - Weir Road Tender (round 2) is advertised from October 2020. - Sale completed for one of the four Golden Beach properties. Two under contract and one under offer. - Workshop is booked for Feb 2021 to discuss regarding Temple Street Heyfield with Councillors.
MI- Effectively manage and operate the Gippsland Regional Livestock Exchange to Council's satisfaction and provide updates to Council highlighting key performance indicators.	Progressing		25%	<ul style="list-style-type: none"> - GRLE marketing plan was adopted detailing monthly newsletters, promotion through socials and other activities aimed at raising profile of GRLE and attracting more business. - Store sales were successfully completed at GRLE with over 1,000 cattle sold. - Recruitment for Commercial Property Officer and GRLE Casuals completed. - Engaging with all commercial tenants to provide COVID rental relief including GRLE Canteen lessee. - GRLE Advisory Group meeting is scheduled for Wednesday 14 October 2020.
INI- Undertake a review of potentially contaminated land to ensure appropriate mitigation prior to development occurring	Not Due To Start		N/A	Background work will advance on this initiative following progression of other strategic planning priority projects.

Major Initiatives and Initiatives Progress Report | 2020

Action Name	Status	Traffic Lights	Progress	Comments
INI- Implement a Safety Leadership Program in line with new Victorian Occupational Health & Safety changes.	Completed		100%	All current staff in leadership positions have completed the training.
INI- Develop a Workforce Management Plan to address the human resourcing (succession) and recruitment requirements while meeting relevant Access and Inclusion plan outcomes to ensure that Council has the right employees, with the right skills, to deliver the Council Plan and services required by the community, both now and into the future.	Progressing		20%	Currently completing research and scoping out project requirements.
INI- Develop a Gender Equality action Plan as per the Gender Equality Act 2020.	Progressing		10%	After review not due until 21/10/2021. New Commissioner appointed with a panel to provide guidelines and new Gender equality regulations are now released.
MI- Develop and implement a Leadership Development program for all staff.	Progressing		20%	Currently drafting overall framework and looking at the key opportunities and skills gap related to WSC specifically. First draft will be provided by December 2020 and a list of potential providers to place in a tender.

Major Initiatives and Initiatives Progress Report | 2020

Action Name	Status	Traffic Lights	Progress	Comments
INI- Plan and develop media strategies to lobby relevant agencies in the best interests of Wellington residents, local business and the economy	Completed	✔	100%	<p>The Communications and Media team has worked closely with relevant Council teams on media strategies and campaigns during the past 12 months including:</p> <ul style="list-style-type: none"> - The Native Timber Task Force which is lobbying State Government about the cessation of native timber harvesting in Gippsland. - The Wellington Still Delivering campaign which seeks to assist local businesses adapt their practices and business activities around the Covid-19 pandemic. - The Be Kind Wellington concept which encourages community participation, along with kind, compassionate communication with members of the community during the Covid-10 pandemic. - Communications for emergency situations such as the Covid-19 pandemic, the Black Summer Bushfires and preparations for the 2020-21 fire/flood season.



C2 - REPORT

GENERAL MANAGER CORPORATE SERVICES

ITEM C2.1**ASSEMBLY OF COUNCILLORS**

DIVISION: CORPORATE SERVICES

ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

DATE: 20 OCTOBER 2020

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

The recommended decision is not a Major Policy Decision or a Significant Decision as defined by Council's Election Period Policy.

OBJECTIVE

To report on all assembly of Councillor records received for the period 28 September 2020 to 11 October 2020.

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

That Council note and receive the attached Assembly of Councillor records for the period 28 September 2020 to 11 October 2020.

BACKGROUND

Section 80A of the *Local Government Act 1989* required a written record be kept of all assemblies of Councillors, stating the names of all Councillors and Council staff attending, matters considered and any conflict of interest disclosures made by a Councillor. These records were required to be reported at an ordinary meeting of the Council and recorded in the minutes. Under the new *Local Government Act 2020*, this requirement is no longer provided for however, under Council's good governance framework, Council will continue to provide records of assemblies of Councillors to ensure that the community are kept informed of Councillors activity and participation.

Following is a summary of all Assembly of Councillor records received for the period 28 September 2020 to 11 October 2020.

OPTIONS

Council has the following options:

1. Note and receive the attached assembly of Councillors records; or
2. Not receive the attached assembly of Councillors records.

PROPOSAL

That Council note and receive the attached assembly of Councillors records during the period 28 September 2020 to 11 October 2020.

CONFLICT OF INTEREST

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

LEGISLATIVE IMPACT

The reporting of written records of assemblies of Councillors to the Council in the prescribed format complied with Section 80A of the *Local Government Act 1989* however, without prescription under the *Local Government Act 2020*, Council will continue to provide these records as part of Council's good governance framework.

COUNCIL PLAN IMPACT

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

Strategic Objective 6.3

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

Strategy 6.3.3

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

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

ASSEMBLY OF COUNCILLORS – 9 OCTOBER 2020

MEETING	COUNCILLORS, OFFICERS AND OTHERS IN ATTENDANCE (NAME AND POSITION)					
Cameron Stadium Redevelopment Project Reference Group	Councillor Name	Attendance	Conflict of Interest	Officer Name	Attendance	Item No.
	Cr Ian Bye	Yes		D Morcom, CEO	No	
	Cr Carolyn Crossley	No		A Skipitaris, GMCS	No	
	Cr Alan Hall	No		S Houlihan, GMC&C	Yes	
	Cr Malcolm Hole	Yes		C Hastie, GMB&NE	No	
	Cr Darren McCubbin	No		B McAlister, GMD	No	
	Cr Gayle Maher	No				
	Cr Carmel Ripper	No				
	Cr Scott Rossetti	No				
	Cr Garry Stephens	No				
OTHERS IN ATTENDANCE (NAME AND POSITION)			MATTERS/ITEMS CONSIDERED AT THE MEETING			
Community reps - Joh Gaw			Construction progress update			
Maffra Amateur - Basketball Ass Tracy Cameron and Yvonne Higgins			Opening Event update			
Maffra Gymnastic Club - Robyn Dowse			Media released, updates to the community update			
Maffra Volleyball - Jodie Underwood			Signage design update			
Latrobe Valley Authority - Laurie Paton			Funding agreement milestones update			
SRV - Mick Meyer			Project status update			
WSC Julie Baker (Minutes), Sam Matthews, Jess Lett (minute taking practice)			Policy Development – Access and Inclusion update			

ITEM C2.2**AUDIT & RISK COMMITTEE MINUTES**

DIVISION: CORPORATE SERVICES

ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

DATE: 20 OCTOBER 2020

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

The recommended decision is not a Major Policy Decision or a Significant Decision as defined by Council's Election Period Policy.

OBJECTIVE

To receive and note the minutes of the Audit & Risk Committee meeting held on 24 September 2020.

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

- 1. Council receive and note the minutes in brief at Attachment 1 and the confidential attachment Audit & Risk Committee Minutes of 24 September 2020;**
- 2. The information contained in the confidential attachment Audit & Risk Committee Minutes of 24 September 2020 of this Council meeting agenda and designated under Section 3(1) of the Local Government Act 2020 as confidential by the General Manager Corporate Services on 30 September 2020 because it relates to the following grounds: e) legal privileged information, being information to which legal professional privilege or client legal privilege applies and 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) 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 24 September 2020 can be found at Attachment Audit & Risk Committee 24 September 2020 Minutes in Brief of this report and is provided for the information of Council and the public in general.

OPTIONS

Council has the following options available:

1. To receive and note the minutes from the Audit & Risk Committee meeting of 24 September 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 24 September 2020.

CONFLICT OF INTEREST

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

LEGISLATIVE IMPACT

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

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

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

COUNCIL PLAN IMPACT

The Council Plan 2017-21 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.

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 MINUTES IN BRIEF – 24 SEPTEMBER 2020

Present: Mr Chris Badger (Chair)
Ms Kiah Cashman
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)
Mr Kundai Mtsambiwa (HLB Mann Judd)
Ms Zara Shan (HLB Mann Judd)
Mrs Sheryl Saynor (Executive Support Officer)

1. Welcome

2. Apologies – Frank Evans was a late apology, he indicated by email on 24/9/2020 that he had no comments or questions on the papers other than to ensure actions had realistic completion dates.

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 legal privileged information and 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 – 28 May 2020

Kiah Cashman/Councillor Stephens

That the Committee adopt the minutes of the previous meeting held on 28 May 2020.

CARRIED

6. In Camera session

The Committee confirmed that Items 23 and 27-34 be taken as read.

7. Action Items from Previous Minutes

Councillor Stephens/Councillor Hall

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

That the information contained in this document and designated under Section 3(1)

Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 September 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 Clause 3(1) of the Local Government Act 2020.

CARRIED

8. a) In Principle Agreement to the Draft Financial and Performance Statements 2019/2020

Councillor Hall/Councillor Stephens

That a meeting of the Audit & Risk Committee be scheduled to consider the draft Financial and Performance Statements for the year ended 30 June 2020 and allow for an in camera session with the Auditors prior to 13 October 2020.

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 17 September 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 Clause 3(1) of the Local Government Act 2020.

CARRIED

b) Council Representation Letter

No action required.

c) Committee members to meet with Auditors in camera

Not required at this time.

9. Interim Management Letter for year ending 30 June 2020

Councillor Hall/Councillor Stephens

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

That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 September 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 Clause 3(1) of the Local Government Act 2020.

CARRIED

10. Strategic Internal Audit Plan

Councillor Stephens/Kiah Cashman

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

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 17 September 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 Clause 3(1) of the Local Government Act 2020.

CARRIED

11. Internal Audit –Follow up Review

Councillor Stephens/Councillor Hall

That the Audit & Risk Committee recommend to Council that it receive the report. That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 September 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 Clause 3(1) of the Local Government Act 2020.

CARRIED

12. Status of Audit Recommendations

Councillor Stephens/Kiah Cashman

That the Audit & Risk Committee recommend to Council that it receive the report. 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 17 September 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 Clause 3(1) of the Local Government Act 2020.

CARRIED

13. Update on COVID-19

Kiah Cashman/Councillor Stephens

That the Audit & Risk Committee recommend to Council that it receive the report. That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 September 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 Clause 3(1) of the Local Government Act 2020.

CARRIED

14. Status of Identified Improvements from various Agencies

Kiah Cashman/Councillor Stephens

That the Audit & Risk Committee recommend to Council that it receive the report. That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 September 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 Clause 3(1) of the Local Government Act 2020.

CARRIED

15. **Strategic Risks & Risk Framework**

Councillor Hall/Kiah Cashman

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

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 17 September 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 Clause 3(1) of the Local Government Act 2020.

CARRIED

16. **Chairman's Report**

Councillor Hall/Kiah Cashman

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

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 17 September 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 Clause 3(1) of the Local Government Act 2020.

CARRIED

17. **'Revitalising Our Region' Package of Works**

Kiah Cashman/Councillor Hall

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

That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 September 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 Clause 3(1) of the Local Government Act 2020.

CARRIED

18. **Ombudsman's Investigation into Council responses to ratepayers in financial hardship**

Kiah Cashman/Councillor Stephens

***That the Audit & Risk Committee recommend to Council that it receive the report.
That the information contained in this document and designated under Section 3(1)
Confidential Information of the Local Government Act 2020 as confidential by the Chief
Executive Officer on 17 September 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 Clause 3(1) of the Local Government Act
2020.***

CARRIED

19. Gap Analysis of Recent Reports and Publications – Local Government

Councillor Stephens/Councillor Hall

***That the Audit & Risk Committee recommend to Council that it receive the report.
That the information contained in this document and designated under Section 3(1)
Confidential Information of the Local Government Act 2020 as confidential by the Chief
Executive Officer on 17 September 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 Clause 3(1) of the Local Government Act
2020.***

CARRIED

**20. IBAC Resources – Building Local Government Integrity during times of Crisis or
Emergency**

Councillor Hall/Councillor Stephens

***That the Audit & Risk Committee recommend to Council that it receive the report.
That the information contained in this document and designated under Section 3(1)
Confidential Information of the Local Government Act 2020 as confidential by the Chief
Executive Officer on 17 September 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 Clause 3(1) of the Local Government Act
2020.***

CARRIED

21. Membership of Committee

Councillor Stephens/Kiah Cashman

***That the Audit & Risk Committee recommend to Council that it receive the report.
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 17 September 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 Clause 3(1) of the Local Government Act
2020.***

CARRIED

22. LGA 2020 Update – Audit & Risk Committees

Councillor Stephens/Councillor Hall

That the Audit & Risk Committee recommend to Council that it receive the report. That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 September 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 Clause 3(1) of the Local Government Act 2020.

CARRIED

23. Related Party Transactions

Kiah Cashman/Councillor Hall

That the Audit & Risk Committee recommend to Council that it receive the report. That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 September 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 Clause 3(1) of the Local Government Act 2020.

CARRIED

24. Road Management Act Processes – Annual Update

Councillor Stephens/Councillor Hall

That the Audit & Risk Committee recommend to Council that it receive the report. That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 September 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 Clause 3(1) of the Local Government Act 2020.

CARRIED

25. CEO Credit Card Expenditure

Councillor Stephens/Kiah Cashman

That the Audit & Risk Committee recommend to Council that it receive the report. 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 17 September 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 Clause 3(1) of the Local Government Act 2020.

CARRIED

26. **Audit & Risk Committee Homepage**

Councillor Hall/Kiah Cashman

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

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 17 September 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 Clause 3(1) of the Local Government Act 2020.

CARRIED

27. **Information Services & Cyber Security Update**

Kiah Cashman/Councillor Hall

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

That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 September 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 Clause 3(1) of the Local Government Act 2020.

CARRIED

28. **Draft Annual Report**

Kiah Cashman/Councillor Hall

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

That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 September 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 Clause 3(1) of the Local Government Act 2020.

CARRIED

29. **Council Plan Highlights and Progress of Major Initiatives and Initiatives**

Kiah Cashman/Councillor Hall

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

That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 September 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 Clause 3(1) of the Local Government Act 2020.

CARRIED

30. Fraud Report

Kiah Cashman/Councillor Hall

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

That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 September 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 Clause 3(1) of the Local Government Act 2020.

CARRIED

31. Excessive Staff Leave

Kiah Cashman/Councillor Hall

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

That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 September 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 Clause 3(1) of the Local Government Act 2020.

CARRIED

32. Current Key Risk Matters

Kiah Cashman/Councillor Hall

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

That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 September 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 Clause 3(1) of the Local Government Act 2020.

CARRIED

33. Insurance Report

Kiah Cashman/Councillor Hall

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

That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 September 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 Clause 3(1) of the Local Government Act 2020.

CARRIED

34. **Register of Commissioned Reports**

Kiah Cashman/Councillor Hall

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

That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 September 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 Clause 3(1) of the Local Government Act 2020.

CARRIED

35. **General Business**

36. **Rotating Assessment of and Feedback on Meeting – Kiah Cashman**

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 3.13PM.