



WELLINGTON
SHIRE COUNCIL

The Heart of Gippsland

**COUNCIL MEETING AGENDA
ORDINARY MEETING**

Meeting to be held at

Wellington Centre – Wellington Room

Foster Street, Sale

Tuesday 16 March 2021, commencing at 6:00 PM

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

**ORDINARY MEETING OF COUNCIL
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COUNCIL MEETING INFORMATION

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

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

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

ACKNOWLEDGEMENT OF COUNTRY

"We acknowledge the traditional custodians of this land, the Gunaikurnai people, and pay respects to their Elders past and present"

PRAYER

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

Amen

1. APOLOGIES

2. DECLARATION OF CONFLICT/S OF INTEREST

3. CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING/S

3.1. ADOPTION OF MINUTES OF PREVIOUS COUNCIL MEETING

ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

PURPOSE

To adopt the minutes of the Ordinary Council Meeting of 2 March 2021.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council adopt the minutes and resolutions of the Ordinary Council Meeting of 2 March 2021.

CONFLICT OF INTEREST

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

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

ACTION OFFICER: CHIEF EXECUTIVE OFFICER

| ITEM | FROM MEETING | COMMENTS | ACTION BY |
|------|--------------|----------|-----------|
| NIL | | | |

5. ACCEPTANCE OF LATE AND URGENT ITEMS

6. NOTICE/S OF MOTION

7. RECEIVING OF PETITION OR JOINT LETTERS

7.1. OUTSTANDING PETITIONS

ACTION OFFICER: CHIEF EXECUTIVE OFFICER

| ITEM | FROM MEETING | COMMENTS | ACTION BY |
|------|--------------|----------|-----------|
| NIL | | | |

8. INVITED ADDRESSES, PRESENTATIONS OR ACKNOWLEDGEMENTS

9. QUESTION/S ON NOTICE

9.1. OUTSTANDING QUESTION/S ON NOTICE

ACTION OFFICER: CHIEF EXECUTIVE OFFICER

| ITEM | FROM MEETING | COMMENTS | ACTION BY |
|------|--------------|----------|-----------|
| NIL | | | |

10. MAYOR AND COUNCILLORS REPORT

ACTION OFFICER: COUNCILLOR GARRY STEPHENS

RECOMMENDATION

That the Mayor and Councillor Activity report be noted.

6 FEBRUARY 2021 TO 5 MARCH 2021

| | | |
|-------------|--|---|
| 6 February | Official Opening of Heyfield Park Precinct, Heyfield | Mayor Stephens, Cr Wood, Cr Crossley, Cr Tatterson and Cr Hole attended |
| | Farewell of Old Flynnns Hall Event, Flynn | Cr Hole attended |
| 8 February | Archibald Prize Manager Welcome Luncheon, Sale | Cr Crossley attended |
| 9 February | Yarram Community Energy meeting, online | Mayor Stephens attended |
| 10 February | Wellington Youth Services Network meeting, online | Cr Wood and Cr Crossley attended |
| | Maffra Recreation Reserve committee meeting, Maffra | Cr Tatterson attended |
| 11 February | Star of the South meeting, Traralgon | Cr McKenzie attended |
| | SEATS Quarterly meeting, online | Cr Tatterson attended |
| | Meeting with Minister for Agriculture, Ms Mary-Anne Thomas, Yarram | Mayor Stephens and David Morcom, Chief Executive Officer attended |
| 12 February | Loch Sport Bowls Club Official Opening of the New Greens, Loch Sport | Mayor Stephens, Cr Bye and Cr McKenzie attended |
| | SEATS Quarterly meeting, online | Cr Tatterson attended |

| | | |
|-------------|--|---|
| 15 February | Native Timber Taskforce meeting, online | Mayor Stephens and Cr Hole attended |
| 17 February | Youth Council meeting, Sale | Cr Wood and Cr Crossley attended |
| 18 February | Mentors Training Session, online | Cr Crossley attended |
| | National Timber Councils Association committee meeting, online | Cr Hole attended |
| 19 February | One Gippsland Mayor & CEO's meeting, online | Mayor Stephens and David Morcom, Chief Executive Officer attended |
| 20 February | Landbased Ladies Learn to Fish Day, Loch Sport | Cr Maher and Cr McKenzie attended |
| 22 February | Gordon Street Recreation Reserve committee meeting, Heyfield | Cr Hole attended |
| 23 February | Heyfield & Districts Traders and Tourism Association meeting, Heyfield | Cr Hole attended |
| 24 February | Yarram and District Health Services Annual General meeting, online | Mayor Stephens attended |
| 25 February | Wellington Municipal Emergency Management Planning Committee meeting, online | Cr Wood and Crossley attended |
| | My Town Microgrid – Official Launch from Microgrid funding, Heyfield | Cr Crossley and Cr Hole attended |
| 28 February | Maffra Triathlon Award Ceremony, Maffra | Cr Hole attended |
| 1 March | Gordon Street Recreation Reserve, Heyfield | Cr Hole attended |
| | Gippsland Lakes Coordinating Committee meeting, online | Cr Crossley attended |
| 3 March | Archibald Prize Project Steering Committee meeting, online | Cr Crossley attended |
| 4 March | Wellington Living Well During COVID-19 Committee meeting, Sale | Cr Crossley attended |

5 March

RAAF Flag Raising Ceremony, Sale

Mayor Stephens
and Cr Rossetti
attended

Middle of Everywhere Campaign song launch, by
Harry Hook, Sale

Cr Crossley
attended

**COUNCILLOR GARRY STEPHENS
MAYOR**

11. DELEGATES REPORT

12. CHIEF EXECUTIVE OFFICER

12.1. CHIEF EXECUTIVE OFFICER'S REPORT

ACTION OFFICER: CHIEF EXECUTIVE OFFICER

RECOMMENDATION

That the Chief Executive Officer's report be received.

6 FEBRUARY 2021 TO 5 MARCH 2021

| | |
|-------------|--|
| 8 February | Attended the Gippsland Regional Roundtable on Victoria's Draft 30 year infrastructure strategy, online |
| 9 February | Attended a joint State/Local Government CEO Forum, online |
| 10 February | Met with SOLIS & Octopus Investment Australia representatives, Sale. This was to discuss their solar energy project in Wellington. Met with Peter Ryan, ex-Deputy Premier and Member for Gippsland South. |
| 11 February | Met with Minister for Agriculture, Ms Mary-Anne Thomas alongside Mayor Stephens |
| 12 February | Attended Rural Council Victoria Committee meeting, online, as Gippsland region's CEO |
| 15 February | Attended a Native Timber Taskforce meeting, online. In attendance was Mayor Stephens and Cr Malcolm Hole |
| 18 February | Attended the Destination Gippsland Board meeting, online |
| 19 February | Attended One Gippsland Mayor and CEO's meeting, online. In attendance was Mayor Stephens |
| 23 February | Attended a joint State/Local Government CEO Forum, online |
| 1 March | Attended the Regional Partnerships Welcome Event, online |

12.2. JANUARY AND FEBRUARY 2021 COUNCIL PLAN HIGHLIGHTS

ACTION OFFICER: CHIEF EXECUTIVE OFFICER

PURPOSE

For Council to receive and note the January and February 2021 Council Plan Highlights.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council receive and note the January and February 2021 Council Plan Highlights as attached.

BACKGROUND

The January and February 2021 Council Plan Highlights comprise key highlights towards achievement of the 2017-21 Council Plan.

ATTACHMENTS

1. January 2021 Council Plan Highlights [12.2.1 - 4 pages]
2. February 2021 Council Plan Highlights [12.2.2 - 4 pages]

OPTIONS

Following consideration of the attached January and February 2021 Council Plan Highlights, Council can resolve to either:

1. Receive and note the January and February 2021 Council Plan Highlights; or
2. Not receive and note the January and February 2021 Council Plan Highlights and seek further information for consideration at a later Council meeting.

PROPOSAL

That Council receive and note the attached January and February 2021 Council Plan Highlights.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

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

COMMUNICATION IMPACT

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

LEGISLATIVE IMPACT

There is no legislative requirement for provision of a monthly Council Plan Highlights 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 January and February 2021 Council Plan Highlights has been prepared in the context of existing Council policies.

COUNCIL PLAN IMPACT

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

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

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

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

RESOURCES AND STAFF IMPACT

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

COMMUNITY IMPACT

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

ENVIRONMENTAL IMPACT

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

ENGAGEMENT IMPACT

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

RISK MANAGEMENT IMPACT

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

JANUARY PERFORMANCE REPORT

JANUARY 2021 COUNCIL PLAN HIGHLIGHTS

New Grant for Botanic Gardens

Sale's Botanic Gardens has been awarded a grant of \$130,200 to rejuvenate its Sensory Garden and to develop a new Bill Cane Living Collection, a themed garden that celebrates the life and work of an important local nurseryman and plant breeder.

The Sensory Garden, established in 2000, focuses on horticultural therapy, which stimulates the senses and helps people connect with plants. The grant will pay for the repair of paths and raised garden beds, and a redesign of the plant collection.

Maffra Pump Track

Council is seeking feedback to determine the layout of the pump track in Maffra. Funded through the Federal Government's Local Roads and Community Infrastructure Program, the project will improve the site by constructing an asphalt pump track to create a much more active and dynamic precinct.

Funding Applications

Submission for Princes Highway Improvement works was successful.

Two funding agreements were completed for projects - Pound Road East Widening (total of \$770k) and Sloping Bridge Widening (total of \$800k).

Reducing Bushfire Fuel load

Slashing bushfire fuel and conducting other vegetation-management works across Council-managed areas in Wellington were concluded as part of Council's annual fire hazard-reduction program.

Microwave Communications Tower

Construction of the new Microwave Communications Tower at the Gippsland Regional Sports Complex has commenced. The new tower will offer Council improved business continuity and connectivity across the shire and completion of this tower is scheduled for March 2021.

East Gippsland Shire website

The new East Gippsland Shire website was created and delivered by the ICT shared service under provisions of the ICT Memorandum of Understanding.

Cyber Security Audit

A Cyber Security Audit was completed to ensure continued strong security control processes across the Wellington Shire Council Network.

Capital Project Highlights

- **Sale Oval:** Works have commenced on Stage 1 (Football/Cricket Changerooms under grandstand).
- **Briagolong Recreation Reserve Traffic Management and Open Space Upgrades:** Works have commenced on site and development/update of user agreements with tenant clubs is underway.
- **Maffra Lawn Tennis Pavilion Redevelopment:** Tender for detailed design has been awarded to JJC Design in Traralgon.

Community Grants

Applications period was open on Friday 15 January for the first round of Community Assistance Grants for 2021 for any community group seeking up to \$5,000 in project funding for community events, projects, and facilities. Applications can be made via the Wellington

Shire Council website, using the SmartyGrants online system, which makes the grant-application process smooth and simple.

Art Gallery Updates

Visitors to the gallery have returned enthusiastically post COVID-19 reopening with 2,556 visits recorded in December compared with 2,437 visits for the previous December. Current exhibitions have all been very well received and public programs have been booking out, including the popular 'NGV Kids on Tour' program from 14 to 19 January. All four sessions of printmaking summer workshops with Gillian Kline have also booked out (68 participants total).

Rosedale Public Art Murals

Art murals thanking the fire-fighting agencies unveiled this month, this being a community recovery project from the January 2019 Rosedale South bushfires, funded by Emergency Management Victoria. The murals are located on the walls of the public toilets, Prince Street Reserve Rosedale.

Dargo Community Recovery Project

This project was completed which focused on emergency event readiness and saw equipment purchased for the public hall for use in community meetings and planning. This project also brought like-minded people and businesses together around community emergency readiness actions and has highlighted future community emergency needs for Dargo and surrounds which will form the basis of further planning.

An online system has been developed for capturing relief needs of people without the need for activating a physical emergency relief centre during COVID-19 restrictions. This will streamline the process of tracking people needing immediate relief through to any longer-term recovery needs they may have.

Awareness on Protecting Water Quality in Bushfires

Radio advertisement produced and broadcast through Gippsland radio to inform people about the need for disconnecting water tanks during bushfires to protect their water quality. Council owns the ad and therefore can distribute it to radio stations at any time for future events. Online material also produced and distributed to support this campaign.

Emergency Preparedness Survey

Community emergency preparedness survey undertaken with results indicating a desire by the community for specific fire preparation and training. The survey results have been used to engage with the CFA to provide programs and information specific to the needs of the community.

'Summer Kidz' Swim Program

Attendances at rural pools was enhanced by the participants of the VICSWIM 'Summer Kidz' Programs. These government-subsidised learn to swim programs were made available at all of Wellington Shire's rural pools - Heyfield, Maffra, Stratford, Yarram and, for the first time, Rosedale.

'In10sive' Learn to Swim Programs

Aqua Energy conducted three, one week 'In10sive' Learn to Swim programs with each averaging 80 enrolments (and resulting in around 1,200 participations across the three weeks). Concurrent with the In10sive programs, the swim school team continued preparation for the new year and at the end of January have booked 814 students, almost returning to pre-COVID enrolment numbers.

Aqua Aerobics

Outdoor pools aqua aerobics introduced for the first time this summer, offered at each of our outdoor pool sites one night per week. Participation is increasing as this program becomes

more well known. Our very popular inflatables fun equipment was available at all outdoor pools on Saturdays during January.

'Return to Sport' Fun Day

Gippsland Regional Sports Complex was host venue to a Sale Community 'Return to Sport' activity/fun day on 20 January. Activities included Spartan Kids, Melbourne Boomers, Melbourne Victory, PGA Golf and Ultimate Frisbee. The attendance on the day was estimated at 300.

New On-line Booking System for GRSC

Gippsland Regional Sports Complex launched a new on-line booking system to support our social sports programs, enabling individuals to book for their chosen social sport from their digital device and to make payment before attending. The system means teams no longer need to visit the facility to arrange payment, further enabling access to social programming, an important part of the sporting mix in Wellington.

Summer Reading Program

January holiday sessions were run at all branches supporting our Summer Reading program theme 'The Great Outdoors'. A combination of indoor craft sessions and outdoor programs held in local parks were enthusiastically taken up by 150 attendees. These programs were run in a COVID-Safe manner with pre-booking, audience limits and physical distancing observed.

Concert at Port of Sale

The Wedge hosted The Pierce Brothers concert to a sold-out audience of 400 (with a ticket waitlist of 60 people) at the Port of Sale, this being the first time this space has been used for a large paid concert and proving it as a potential for future events of this size.

Increased Membership for The Wedge

2021 annual paid memberships for The Wedge has increased by 25% and ticket sales are strong indicating a post-COVID confidence in our community.

Acquisition of former Sale High School and Specialist School Site

Discussions progressing and valuation obtained within budget. Native title matters being investigated and positive engagement with GLaWAC ongoing.

'The Middle of Everywhere' Marketing Campaign

Campaign continues to progress towards full rollout. Television advertising commenced on Channel 7 for the month of January in conjunction with the Big Bash cricket and will move to Channel 9 for the Australian Open tennis in February.

New Parking Rules

Wellington Shire Council shifted to the new Accessible Parking Permit (APP) scheme on Monday 11 January and our Council is one of eight Victorian councils participating in a pilot of the new VicRoads-led scheme.

The APP scheme offers significant improvements in the administration and enforcement of disability parking across Wellington, which means more parking bays for the people who really need them. The APP permit holders can park in a designated accessible parking space interstate too.

Environmental Health Services

Despite a disruptive year, the Environmental Health team worked together to undertake inspections, complaint investigations, delivery of an immunisation service, mosquito management, renewal of registrations and issuing of septic permits. In addition to the normal requirements, high level advice was also provided in relation to COVID-19 to reinforce the State Government messaging. A risk based approach was used in relation to

inspections under the various Acts, due to the pandemic forcing closure and/or limited trading, impacting on the normal inspection regime.

Maffra Structure Plan / Port of Sale Precinct

A draft discussion paper for the Maffra Structure Plan project has been finalised, along with a draft updated master plan for the Port of Sale Precinct. Following Council workshops, both pieces of work will be subject to community consultation.

FEBRUARY 2021 COUNCIL PLAN HIGHLIGHTS

New Youth Play Precinct

The new Youth Play Precinct in Heyfield was officially opened on 6 February. This \$250,000 project was built in two stages, which included the redevelopment and refurbishment of the existing skate park followed by the building of a new pump track. It is an example of the community working together with Council, along with strong relationships with the Federal Government to assist in the funding of the project.

Microwave Tower

The onsite installation of the new Microwave Tower at Gippsland Regional Sports Complex has commenced with completion due in April. This tower will ensure improved connectivity across some of our key sites.

Cyber Security Audit

A Cyber Security Audit has been completed to ensure continued strong security control processes across the Wellington Shire Council and East Gippsland Shire Council.

Business Development Opportunities

The Economic Development team continues to facilitate new investment enquiries including a dairy processing operation, solar panel recycling facility and Energy Park. All three continue to progress.

The Middle of Everywhere Marketing Campaign

The Middle of Everywhere marketing continues to progress towards full roll out. The new App is on track for a mid-March launch. The Investment prospectus is now complete and accessible on the website. A fifteen second YouTube commercial is also now live.

Maffra Structure Plan / Port of Sale Precinct

A Discussion Paper for the Maffra Structure Plan project has been finalised, along with an updated Master Plan for the Port of Sale Precinct. Both pieces of work will be subject to upcoming community consultation.

Art Gallery Updates

February has been a busy month at the Gippsland Art Gallery, in spite of the 5 day state-wide snap lockdown, with the return of the Schools Outreach Program, onsite Life Drawing classes, and the beginning of the 'Baby on Board' weekly tours which attracted 52 'mums and bubs' to the first two sessions.

Average visitation numbers continue to increase post-Covid, with an average of 88 visitors per day recorded in January.

Increase in Gallery Collection Value

A recent revaluation of the gallery's permanent collection has revealed 1,000 artworks have been accessioned since 2016 (95% as donations) to give a total of 2,420 artworks, with an overall increase in value of 280%.

Capital Project Highlights

- Stratford Recreation Reserve: Works are nearing completion, due early March.
- Sale Tennis Redevelopment Stage 1: courts resurfacing works have commenced and due for completion late March by the club's contractor.
- Maffra Lawn Tennis Pavilion Redevelopment: Design works have commenced with concept designs presented to club.

Community Grants

Round 2 of the Community Assistance Grants remained open through February, closing 1 March. A new COVID support for community groups stream was developed for March

implementation.

Planned Burns

Council collaborated with Country Fire Authority (CFA) to conduct a planned burn on the West Sale Aerodrome as part of an ongoing arrangement with CFA. This maintains native grassland at the aerodrome as well as providing experience for CFA crews and reducing the fuel hazard at the aerodrome.

Emergency Management Collaborative Work

Wellington has taken a lead in collaborative work across Gippsland council emergency management practitioners. Our Municipal Fire Prevention Officer is chairing the Gippsland Municipal Emergency Management Enhancement Group. Within this group Wellington is leading a working group to refine Emergency Relief Centre documentation consistent across Gippsland, and impact assessment protocols. Having consistency will improve cross council assistance provided during major emergencies such as the 2019-20 bushfires in East Gippsland.

Framework for Capturing Recovery Information

Through recovery funding, we have developed a framework for capturing information from previous emergencies and storing recovery resources for community and agency use, modelled on an online library.

Support for Isolating effects of COVID-19

Through the Community Access Social Isolation (CASI) program, community project proposals have been funded with further engagement leading to more proposals being received that will assist communities to recover from the isolating effects of COVID-19.

Community Based Bushfire Management Program

Through council's involvement in a state funded program called Community Based Bushfire Management (CBBM), we conducted a survey of the types of support people want in order to be better prepared for bushfires. Results from this have led to CFA tailoring its engagement to communities' needs.

Person Centred Emergency Planning Project

The Emergency Management team is also part of a steering committee for a Person Centred Emergency Planning (PCEP) project out of the University of Sydney and Gippsland Disability Advocacy Inc. This project will develop peer facilitators to assist vulnerable people prepare for natural disasters.

Newly Municipal Emergency Management Planning Committee

The first meeting of the newly formed Municipal Emergency Management Planning Committee (MEMPC), in accordance with the provisions of s68 of the *Emergency Management Legislation Amendment Act 2018*, was held on 25 February.

Schools Swimming Carnival Season

The schools swimming carnival season commenced with the return of schools for term 1, 2021. The program was impacted by the state-wide lockdown but all planned events were successfully rescheduled and will ensure that school cluster events and regional competitions can continue as planned.

Learn to Swim Program

The Learn to Swim program at Aqua Energy recommenced with 826 students enrolled. This is 91% of the total (909) enrolled at same time last year, a month before the first COVID closures. Lack of available qualified swim teachers is holding back program expansion and we are working to implement an alternative recruitment strategy to address this workforce shortage.

Aqua Energy Membership

Aqua Energy memberships are at 1,029, now at 85% of the February 2020 membership of 1,212, the highest month ever which was immediately before COVID closures. While this compares favourably with other leisure centres state-wide, planning for membership reactivation and promotion is underway, to understand community changes.

Social Sports program at GRSC

At Gippsland Regional Sports Complex (GRSC), the Social Sports program commenced with 212 individual participants enrolled using online booking and payment for the first time. Associations-based training is also back in full swing at GRSC, with Sale Netball Association returning for the first time since March 2020 when the COVID pandemic brought facility closures and restricted facility access.

Online Program Bookings

EventBrite is now being used for Wellington Libraries' online program bookings and is working well with our patrons and community.

Onsite Booksellers Back

Library headquarters had the first onsite visit by an interstate bookseller in 12 months, another indication that industry activity is returning to COVIDSafe normal. These visits enable physical books to be inspected before purchase and are an important relationship for libraries.

The Wedge Shows

- Sale Theatre Company presented its Murder Mystery play 'Farndale', with six shows scheduled, but due to the state-wide lockdown two shows had to be cancelled. A total of 256 people saw the play across four performances.
- On Saturday 20 February The Wedge hosted Cara Jane and the John Gibson Trio for an intimate concert of soul music in the foyer to a sold-out audience of 80.
- Jeff Duff in Spinning Wheel was scheduled for Saturday 27 February with approximately 90 tickets sold.

New Community Engagement Portal

'Your Wellington Your Say' community engagement website was launched on 8 February 2021. In the first two weeks:

- 718 people visited the website, with an average of 96 people per day.
- 57 people have registered on the website.

Of those 718 people:

- 519 people are aware of council projects and have interacted with at least one project page.
- 169 are engaged with council projects and have visited multiple project pages, clicked on documents, read documents, and contributed to some engagement tools (i.e., surveys).
- 25 people are classed as engaged and have done the above plus engaged in multiple engagement tools (i.e., survey, quick polls, ideas board, connected with staff).

Nature Play Project

Council partnered with Outdoor Victoria to deliver the Nature Play Project. The project was successfully rolled out across 12 of the shire's 20 kindergarten programs, with services committing to the delivery of the nature play framework. Nature play, teaching outdoors and taking cautious risks with play, has significant health, wellbeing, environmental and educational benefits to children.

The Nature Play Project aligns with recent impacts to our community of children experiencing a significant amount of time indoors due to bushfires, smoke and COVID-19,

and concerns we will see the impact of this lack of social connection and social development in later years.

Grant for Delivering Community-led Youth Mental Health Project

Council was successful in attracting a VicHealth Local Government Partnership Grant. This grant will enable engagement of a project officer for 3 years to work in partnership with local youth services providers and Wellington Shire schools to deliver a community-led youth mental health project. The project will focus on improving mental health, with community developing a common language to discuss mental health and driving the development and implementation of actions / activities to encourage people caring for their mental health.

Youth Council Camp

Youth Council Camp was a terrific opportunity for Youth Councillors to build strong relationships, evaluate events, plan for youth engagement in 2021 to assist with the development of 'Healthy Wellington', our municipal public health and well-being plan, and a Wellington Youth Action Plan.

Harry Hooke to support Propellor

Local musician, Harry Hooke, will support the 'Propellor' (FreeZA – alcohol, drug and smoke free – music-focussed group), for a partnership project with 'Live at the Bundy' (Bundalaguah-Myrtlebank Hall) to bring further opportunities to young people in Wellington to experience and grow their music industry skills.

13. GENERAL MANAGER CORPORATE SERVICES

13.1. ASSEMBLY OF COUNCILLORS

ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

OBJECTIVE

To report on all assembly of Councillor records received for the period 22 February 2021 to 7 March 2021.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council note and receive the attached Assembly of Councillor records for the period 22 February 2021 to 7 March 2021.

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 22 February 2021 to 7 March 2021.

ATTACHMENTS

1. ASSEMBLY OF COUNCILLORS - 23 February 2021 [**13.1.1** - 1 page]
2. ASSEMBLY OF COUNCILLORS - 25 February 2021 MEMPC [**13.1.2** - 2 pages]
3. ASSEMBLY OF COUNCILLORS - 2 March 2021 [**13.1.3** - 2 pages]
4. ASSEMBLY OF COUNCILLORS 3 March 2021 Archibald Prize 2021 Project Steeri [**13.1.4** - 1 page]
5. ASSEMBLY OF COUNCILLORS 4 March 2021 WLWDCC [**13.1.5** - 1 page]

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 22 February 2021 to 7 March 2021.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

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

COMMUNICATION IMPACT

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

LEGISLATIVE IMPACT

The 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 POLICY IMPACT

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

COUNCIL PLAN IMPACT

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

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

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

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

RESOURCES AND STAFF IMPACT

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

COMMUNITY IMPACT

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

ENVIRONMENTAL IMPACT

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

ENGAGEMENT IMPACT

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

RISK MANAGEMENT IMPACT

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

ASSEMBLY OF COUNCILLORS – 23 FEBRUARY 2021

| MEETING | COUNCILLORS, OFFICERS AND OTHERS IN ATTENDANCE (NAME AND POSITION) | | | | | |
|--|--|------------|---|--------------------|------------|----------|
| Discussion: Intersection at proposed trailer park exit/Bay Street and Queen Street, Port Albert | Councillor Name | Attendance | Conflict of Interest | Officer Name | Attendance | Item No. |
| | Cr Ian Bye | Yes | NO | D Morcom, CEO | Yes (part) | |
| | Cr Carolyn Crossley | Yes | NO | A Skipitaris, GMCS | No | |
| | Cr Malcolm Hole | No | | S Houlihan, GMC&C | No | |
| | Cr Marcus McKenzie | Yes | NO | C Hastie, GMB&NE | Yes | |
| | Cr Gayle Maher | Yes | NO | B McAlister, GMD | No | |
| | Cr Scott Rossetti | No | | | | |
| | Cr Garry Stephens | No | | | | |
| | Cr John Tatterson | Yes | NO | | | |
| | Cr Jill Wood | No | | | | |
| OTHERS IN ATTENDANCE (NAME AND POSITION) | | | MATTERS/ITEMS CONSIDERED AT THE MEETING | | | |
| S Pye, Manager Built Environment | | | Construction of exit from Port Albert Boat Ramp into Bay Street Engagement processes and status of project | | | |
| | | | | | | |
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ASSEMBLY OF COUNCILLORS – 25 February 2021

| MEETING | COUNCILLORS, OFFICERS AND OTHERS IN ATTENDANCE (NAME AND POSITION) | | | | | |
|---|--|------------|---|--------------------|------------|----------|
| MUNICIPAL EMERGENCY MANAGEMENT COMMITTEE MEETING (MEMPC) | Councillor Name | Attendance | Conflict of Interest | Officer Name | Attendance | Item No. |
| | Cr Ian Bye | No | | D Morcom, CEO | No | |
| | Cr Carolyn Crossley | Yes | | A Skipitaris, GMCS | No | |
| | Cr Malcolm Hole | No | | S Houlihan, GMC&C | Yes | |
| | Cr Marcus McKenzie | No | | C Hastie, GMB&NE | No | |
| | Cr Gayle Maher | No | | B McAlister, GMD | No | |
| | Cr Scott Rossetti | No | | | | |
| | Cr Garry Stephens | No | | | | |
| | Cr John Tatterson | No | | | | |
| Cr Jill Wood | No | | | | | |
| OTHERS IN ATTENDANCE (NAME AND POSITION) | | | MATTERS/ITEMS CONSIDERED AT THE MEETING | | | |
| See attached for attendees | | | MEMPlan | | | |
| | | | Agency Reports | | | |
| | | | Correspondence | | | |
| | | | Mitigation, Response, Relief/Recovery | | | |
| | | | Sub committee reports, plans and activities | | | |
| | | | Confirmed membership of new MEMPC and subcommittees | | | |
| | | | | | | |

WELLINGTON MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE

MEMPC

MS TEAMS MEETING

THURSDAY 25 FEBRUARY 2021 1.00pm – 2.30pm

MINUTES

| ATTENDEES | | | |
|-------------------------|--------------|-----------------|----------------------|
| NAME | ORGANISATION | NAME | ORGANISATION |
| Sharon Houlihan (Chair) | WSC | Karen Mc Lennan | WSC, MRM |
| Julie Baker (Minutes) | WSC | Mike McStephen | WSC |
| Nathan Russell | WSC | Leah Hepworth | WSC |
| Cr Carolyn Crossley | WSC | Matthew Cook | Southern Rural Water |
| Dave Weston | Defence | Michael Kearns | DoT (RRV) |
| Stuart Beales | DELWP (FFMV) | Stacey Clark | EPA |
| Michael Triantafyllou | Exxon Mobil | Andrea Page | CGH |
| George Kircos | V/line | Nick Madden | Gippsland Water |
| Emma Conway | CFA | Ken Bodinnar | SES |
| Andy Gillham | Parks Vic | Michael Roberts | Ag Vic |
| Ruth Scaife | YDHS | Mick Morris | VicPol |
| Joanne Oxbrow | YDHS | Paul Monk | AusNet Services |

ASSEMBLY OF COUNCILLORS – 2 MARCH 2021

| MEETING | COUNCILLORS AND OFFICERS IN ATTENDANCE (NAME AND POSITION) | | | | CONFLICT/S OF INTEREST OR ACTION ITEMS |
|--------------------|---|------------|--|------------|---|
| | Name | Attendance | Name | Attendance | |
| IT / Diary Meeting | Cr Bye | Yes | Cr Stephens | Yes | N/A |
| | Cr Crossley | Yes | Cr Tatterson | Yes | N/A |
| | Cr Hole | Yes | Cr Wood | Yes | N/A |
| | Cr McKenzie | Yes | David Morcom, CEO | Yes | N/A |
| | Cr Maher | Yes | Leah Carubia, EA CEO | Yes | N/A |
| | Cr Rossetti | Yes | Jarrold Lovas, ICT Support Services Contractor | Yes | N/A |

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

| | MATTERS/ITEMS CONSIDERED AT THE MEETING | OTHERS IN ATTENDANCE VIA SKYPE (ONLINE MEETING ONLY) |
|------------------------------|--|---|
| Workshops (cont.) | 1. DEVELOPMENT DIVISION UPDATE: PLANNING, BUILDING & BUSINESS DEVELOPMENT | <ul style="list-style-type: none"> • Paul Johnson, Manager Business Development • Joshua Clydesdale, Manager Land Use Planning • Vanessa Ebsworth, Manager Municipal Services <i>Conflict of Interest: Nil</i> |
| | 2. 2021/2022 CAPITAL PROGRAM PART 2 | <ul style="list-style-type: none"> • Dean Morahan, Manager Assets and Projects <i>Conflict of Interest: Nil</i> |
| | 3. HON DARREN CHESTER ADDRESS TO COUNCILLORS | <ul style="list-style-type: none"> • Hon Darren Chester MP <i>Conflict of Interest: Nil</i> |
| | 4. PORT OF SALE PRECINCT MASTER PLAN REVIEW | <ul style="list-style-type: none"> • Joshua Clydesdale, Manager Land Use Planning • Barry Hearsey, Coordinator Strategic Planning <i>Conflict of Interest: Nil</i> |
| | 5. COMMUNITY FACILITIES PROJECT PRIORITISATION CRITERIA | <ul style="list-style-type: none"> • Sam Matthews, Senior Community Facilities Projects Officer <i>Conflict of Interest: Nil</i> |
| | 6. COMMUNITY ASSISTANCE GRANTS - ALTERNATIVE FUNDING STREAM | <ul style="list-style-type: none"> • Sharon Macgowan, Community Facilities Planning and Grants Officer <i>Conflict of Interest: Nil</i> |
| | 7. GOLDEN BEACH TOWN CENTRE REVITALISATION PLAN | <ul style="list-style-type: none"> • Karen McLennan, Manager Communities, Facilities and Emergencies <i>Conflict of Interest: Nil</i> |

ASSEMBLY OF COUNCILLORS – 3 March 2021

ATTACHMENT 13.1.4

| MEETING | COUNCILLORS, OFFICERS AND OTHERS IN ATTENDANCE (NAME AND POSITION) | | | | | |
|--|--|------------|---|--------------------|------------|----------|
| Archibald Prize 2021 Project Steering Committee | Councillor Name | Attendance | Conflict of Interest | Officer Name | Attendance | Item No. |
| | Cr Ian Bye | No | | D Morcom, CEO | Yes | |
| | Cr Carolyn Crossley | Yes | | A Skipitaris, GMCS | No | |
| | Cr John Tatterson | No | | S Houlihan, GMC&C | Yes | |
| | Cr Malcolm Hole | No | | C Hastie, GMB&NE | No | |
| | Cr Marcus McKenzie | No | | B McAlister, GMD | Yes | |
| | Cr Gayle Maher | No | | | | |
| | Cr Jill Wood | No | | | | |
| | Cr Scott Rossetti | No | | | | |
| | Cr Garry Stephens | No | | | | |
| OTHERS IN ATTENDANCE (NAME AND POSITION) | | | MATTERS/ITEMS CONSIDERED AT THE MEETING | | | |
| Simon Gregg | | | Project Management Framework; Terms of Reference and Executive Project Plan discussed and changes suggested | | | |
| Andrew Thomson | | | Reports received from the Director GAG and Project Manager | | | |
| Melanie Caple | | | Working Groups summary reports noted | | | |
| Brian Castles (external stakeholder) | | | | | | |
| | | | | | | |

ASSEMBLY OF COUNCILLORS – 4 MARCH 2021 – WELLINGTON LIVING WELL DURING COVID-19 COMMITTEE

| MEETING | COUNCILLORS, OFFICERS AND OTHERS IN ATTENDANCE (NAME AND POSITION) | | | | | |
|---|--|------------|--|--------------------|------------|----------|
| WELLINGTON LIVING WELL DURING COVID-19 COMMITTEE | Councillor Name | Attendance | Conflict of Interest | Officer Name | Attendance | Item No. |
| | Cr Ian Bye | No | | D Morcom, CEO | No | |
| | Cr Carolyn Crossley | Yes | | A Skipitaris, GMCS | No | |
| | Cr John Tatterson | No | | S Houlihan, GMC&C | Yes | |
| | Cr Malcolm Hole | No | | C Hastie, GMB&NE | No | |
| | Cr McKenzie | No | | B McAlister, GMD | Yes | |
| | Cr Gayle Maher | No | | | | |
| | Cr Jill Wood | No | | | | |
| | Cr Scott Rossetti | No | | | | |
| | Cr Garry Stephens | No | | | | |
| OTHERS IN ATTENDANCE (NAME AND POSITION) | | | MATTERS/ITEMS CONSIDERED AT THE MEETING | | | |
| Karen McLennan, MEP | | | Received Subgroup reports | | | |
| Mayeda Rashid, WSC | | | Update on State response from DHHS | | | |
| Erin Lord, RDV | | | Update from RDV on economic recovery | | | |
| Lauren Bourke, DHHS | | | Reviewed Wellington Living Well During Covid-19 Action Plan and approved information turned into an infographic for community consultation | | | |
| | | | Terms of Reference update to remove reference to MEMPC | | | |
| Julie Baker, Administration | | | | | | |
| | | | | | | |

13.2. AUDIT & RISK COMMITTEE MINUTES

ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

PURPOSE

To receive and note the minutes of the Audit & Risk Committee meeting held on 22 February 2021.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That:

- 1. Council receive and note the minutes in brief of the Audit & Risk Committee 22 February 2021 (Attachment 13.2.1) and the confidential attachment Audit & Risk Committee Minutes of 22 February 2021 (Attachment 13.2.3);***
- 2. The information contained in the confidential document Audit & Risk Committee Minutes of 22 February 2021 of this Council meeting agenda and designated confidential under Section 3(1) Confidential Information of the Local Government Act 2020 by the Chief Executive Officer on 25 February 2021 because it relates to the following grounds: e) legal privileged information; 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) Confidential Information of the Local Government Act 2020.***

BACKGROUND

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

A copy of the minutes in brief from the Audit & Risk Committee meeting of 22 February 2021 can be found at Attachment 13.2.1 of this report and is provided for the information of Council and the public in general.

ATTACHMENTS

1. 220221MINSINBRF for council [13.2.1 - 7 pages]
2. Audit Risk Committee confidential header 160321 [13.2.2 - 1 page]
3. CONFIDENTIAL REDACTED - 220221 mins [13.2.3 - 233 pages]

OPTIONS

Council has the following options available:

1. To receive and note the minutes from the Audit & Risk Committee meeting of 22 February 2021; 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 22 February 2021.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

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

COMMUNICATION IMPACT

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

LEGISLATIVE IMPACT

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

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

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

COUNCIL POLICY IMPACT

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

COUNCIL PLAN IMPACT

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

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

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

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

RESOURCES AND STAFF IMPACT

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

COMMUNITY IMPACT

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

ENVIRONMENTAL IMPACT

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

ENGAGEMENT IMPACT

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

RISK MANAGEMENT IMPACT

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

**AUDIT & RISK COMMITTEE MINUTES IN BRIEF –
22 FEBRUARY 2021**

Present: Mr Chris Badger (Chair)
Mr Frank Evans
Ms Kiah Cashman
Councillor Marcus McKenzie
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 Phillip Phillipou (Manager Information Services)
Ms Sara Crees (Manager People & Capability)
Ms Zara Shan (HLB Mann Judd)
Mr Andy Viswanath (HLB Mann Judd)
Mrs Sheryl Saynor (Executive Support Officer)

Councillor Garry Stephens assumed the Chair as acting Chairperson until the election of the Chairperson at Item 7.

1. **Welcome**

2. **Apologies -**

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

Kiah Cashman/Chris Badger

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 – 25 November 2020:-**

Chris Badger/Frank Evans

That the Committee adopt the minutes of the previous meeting held on 25 November 2020.

CARRIED

6. **In Camera Session (conducted via separate session at 1.30pm.**

7. Election of Chairperson

Kiah Cashman/Frank Evans

That the Audit & Risk Committee recommend to Council that Chris Badger be appointed as Chairperson.

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 15 February 2021 because it relates to the following grounds:

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

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

CARRIED

Chris Badger assumed the Chair.

It was agreed to deal with Item 9 of the agenda at this point.

9. Internal Audit: Review of the Systems, Controls and Processes against Cyber Risk

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 15 February 2021 because it relates to the following grounds:

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

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

CARRIED

It was agreed that the Committee deal with Item 17 at this point.

17. Information Services & Cyber Security Update

Councillor McKenzie/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 15 February 2021 because it relates to the following grounds:

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

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

CARRIED

Phil Phillipou left the meeting at 2.46pm.

8. Action Items from Previous Minutes

Councillor Stephens/Frank Evans

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 15 February 2021 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. VAGO Report: Sexual Harassment in Local Government

Sara Crees left the meeting at 3.13pm.

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 15 February 2021 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. Status of Audit Recommendations

Cr McKenzie/Frank Evans

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 15 February 2021 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. Update on COVID-19

Councillor Stephens/Frank Evans

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 15 February 2021 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. Status of Identified Improvements from various Agencies

Councillor Stephens/Cr McKenzie

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 15 February 2021 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. Review of Council Policies

Kiah Cashman/Frank Evans

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 15 February 2021 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. CEO Credit Card Expenditure

David Morcom left the meeting at 3.33pm.

Councillor Stephens/Cr McKenzie

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 15 February 2021 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

David Morcom returned to the meeting at 3.39pm.

16. IBAC Research Report: Unauthorised Access and Disclosure of Information held by Local Government

Councillor Stephens/Frank Evans

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 15 February 2021 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. Information Services & Cyber Security Update

Dealt with prior to Item 8.

18. Financials, Council Plan Highlights and Progress of Major Initiatives and Initiatives

Kiah Cashman/Frank Evans

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 15 February 2021 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. Related Party Transactions and Personal Interest Forms

Councillor McKenzie/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 15 February 2021 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. Date for Audit & Risk Committee meeting to consider draft Financial and Performance Statements

Councillor McKenzie/Frank Evans

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 15 February 2021 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. Fraud Report

Kiah Cashman/Cr McKenzie

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 15 February 2021 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. Excessive Staff Leave

Cr McKenzie/Frank Evans

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 15 February 2021 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. Current Key Risk Matters

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 15 February 2021 because it relates to the following grounds:

- e) legal privileged information, being information to which legal professional privilege or client legal privilege applies;*
- (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. Insurance Report

Frank Evans/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 15 February 2021 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. Register of Commissioned Reports

Kiah Cashman/Frank Evans

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 15 February 2021 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. General Business
Nil

27. Rotating Assessment of and Feedback on Meeting

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 3.59PM.



WELLINGTON
SHIRE COUNCIL
The Heart of Gippsland

**ORDINARY COUNCIL MEETING
16 MARCH 2021**

On this 25 February 2021, in accordance with Section 3(1) Confidential Information of the *Local Government Act 2020*; I, Arthur Skipitaris (Delegate) declare that the information contained in the attached document **WELLINGTON SHIRE COUNCIL AUDIT & RISK COMMITTEE - MINUTES** is confidential because it relates to the following grounds:

- e) legal privileged information, being information to which legal professional privilege or client legal privilege applies;
- l) information that was confidential information for the purposes of section 77 of the *Local Government Act 1989*.

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

13.3. REMUNERATION COMMITTEE MINUTES

ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

PURPOSE

For Council to note and receive the minutes and endorse the actions of the Remuneration Committee meeting held on 2 March 2021.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council:

- 1. Note and receive the minutes from the Remuneration Committee meeting held on 2 March 2021 as attached; and***
- 2. Endorse the actions from the Remuneration Committee meeting held on 2 March 2021 as detailed in the attached minutes.***

ATTACHMENTS

1. Rem Comm mins 020321 [13.3.1 - 2 pages]

OPTIONS

Council has the following options available:

1. Note and receive the minutes from the Remuneration Committee meeting held on 2 March 2021 and endorse the actions from the meeting; or
2. Not note and receive the minutes from the Remuneration Committee meeting held on 2 March 2021 or endorse the actions from the meeting and seek further information for consideration at a future Council meeting.

PROPOSAL

It is proposed that Council:

1. Note and receive the minutes from the Remuneration Committee meeting held on 2 March 2021 as attached; and
2. Endorse the actions from the Remuneration Committee meeting held on 2 March 2021 as detailed in the attached minutes.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

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

COMMUNICATION IMPACT

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

LEGISLATIVE IMPACT

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

COUNCIL POLICY IMPACT

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

COUNCIL PLAN IMPACT

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

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

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

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

RESOURCES AND STAFF IMPACT

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

COMMUNITY IMPACT

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

ENVIRONMENTAL IMPACT

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

ENGAGEMENT IMPACT

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

RISK MANAGEMENT IMPACT

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



REMUNERATION COMMITTEE MINUTES

Tuesday 2 March 2021 – 9am

MINUTES

PRESENT: Councillor Malcolm Hole (Chair)
Councillor Marcus McKenzie
David Morcom (Chief Executive Officer)
Arthur Skipitaris (General Manager Corporate Services)

APOLOGIES: Councillor Carolyn Crossley

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

2. Minutes of Previous Meeting:

The minutes of the previous meeting on 20 October 2020 were accepted.

3. Actions from previous minutes

Nil

4. Councillor Costs and Reimbursements

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

- Councillor Expense Summary Report YTD – 31 January 2021 (Attachment 1)

5. General Business

Nil

The meeting closed at 9.15am

Attachment 1 - Councillor Expense Summary Report YTD – 31 January 2021

| Councillor Expenses and Reimbursements - Period 01 July 2020 to 31 January 2021 | | | | | |
|---|-------------------------------|-------------|--|------------------------------|-------------------------------|
| | YTD Actuals (incl oncosts) | Commitments | Left to spend/ receive after commitments | 2020/21 Adopted Budget | 2020/21 Adjusted Budget |
| Councillor and Mayoral Allowances | 123,226.08 | - | 109,587.92 | 232,814.00 | 232,814.00 |
| Other Councillor expenses | 60,956.36 | 1,934.00 | 151,074.64 | 213,965.00 | 213,965.00 |
| Grand Total | 184,182.44 | 1,934.00 | 260,662.56 | 446,779.00 | 446,779.00 |

13.4. S11A INSTRUMENT OF APPOINTMENT AND AUTHORISATION (PLANNING AND ENVIRONMENT ACT 1987 ONLY) - RUSSELL SEARLE

ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

PURPOSE

This report seeks Council's approval for the designated Council Officer responsible for administration and enforcement of the *Planning and Environment Act 1987* (the Act) to be appointed and authorised as an Authorised Officer under the Act.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council, in the exercise of the powers conferred by section 224 of the Local Government Act 1989 (the Act) and the other legislation referred to in the attached S11A Instrument of Appointment and Authorisation (the instrument), resolve that:

- 1. Council Officer Russell Searle be appointed and authorised as set out in the instrument as provided at Attachment 1; and***
- 2. The instrument be signed and sealed by the Chief Executive Officer.***

BACKGROUND

Council Officers, whose duties include administration and enforcement under the *Planning and Environment Act 1987*, must be authorised and appointed as an Authorised Officer by a resolution of Council.

Authorised Officers are appointed under s 147(4) to be an authorised officer for the purpose of the *Planning and Environment Act 1987* and authorised under s 313 of the *Local Government Act 2020*, either generally or in a particular case, to institute proceedings for offences against the Acts and regulations described in Attachment 1.

ATTACHMENTS

1. S 11 A - Instrument of Appointment and Authorisation (P& E Act)_ Russell Searle [13.4.1 - 2 pages]

OPTIONS

Council has the following options available:

1. To appoint and authorise Russell Searle as an Authorised Officer as outlined in the attached Instrument of Appointment and Authorisation, or;
2. To not appoint and authorise Russell Searle and seek further clarification and or information.

PROPOSAL

It is proposed that Council appoint and authorise Russell Searle as an Authorised Officer as outlined in the attached Instrument of Appointment and Authorisation.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

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

COMMUNICATION IMPACT

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

LEGISLATIVE IMPACT

Section 188(2)(c) of the *Planning and Environment Act 1987* provides Council with the authority to approve the S11A Instrument of Appointment and Authorisation.

COUNCIL POLICY IMPACT

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

COUNCIL PLAN IMPACT

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

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

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

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

RESOURCES AND STAFF IMPACT

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

COMMUNITY IMPACT

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

ENVIRONMENTAL IMPACT

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

ENGAGEMENT IMPACT

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

RISK MANAGEMENT IMPACT

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

Maddocks Delegations and Authorisations

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

Wellington Shire Council

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



Maddocks

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

In this instrument "officer" means -

Russell Searle

By this instrument of appointment and authorisation Wellington Shire Council -

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

It is declared that this instrument -

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

This instrument is authorised by a resolution of the Wellington Shire Council on 16 March 2021.

The Common Seal of WELLINGTON)
 SHIRE COUNCIL, was hereunto affixed)
 The day of March 2021)
 In accordance with Local Law No.1)
 In the presence of)

DAVID MORCOM
Chief Executive Officer
Wellington Shire Council

Date: / / 2021

14. GENERAL MANAGER DEVELOPMENT

14.1. JANUARY 2021 PLANNING DECISIONS REPORT

ACTION OFFICER: MANAGER LAND USE PLANNING

PURPOSE

To provide a report to Council on recent planning permit trends and planning decisions made under delegation by Statutory Planners during the month of January 2021.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council note the report on recent Planning Permit trends and Planning Application determinations between 1 January and 31 January 2021.

BACKGROUND

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

A copy of planning permit decisions made between 1 January and 31 January 2021 is included in Attachment January 2021 Planning Decisions Report.

Attachment January 2021 Planning Trends Report provides an overview of recent planning permit trends including decisions made, efficiency of decision making and the estimated value of approved development (derived from monthly planning permit activity reporting data).

ATTACHMENTS

1. January 2021 Planning Decisions Report [**14.1.1** - 4 pages]
2. January 2021 Planning Trends Report [**14.1.2** - 3 pages]

OPTIONS

Council has the following options available:

1. Receive the January 2021 planning decisions report; or
2. Not receive the January 2021 planning decisions report and seek further information for consideration at a future Council meeting.

PROPOSAL

That Council note the report of recent planning permit trends and planning application determinations between 1 January and 31 January 2021.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

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

COMMUNICATION IMPACT

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

LEGISLATIVE IMPACT

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

COUNCIL POLICY IMPACT

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

COUNCIL PLAN IMPACT

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

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

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

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

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

RESOURCES AND STAFF IMPACT

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

COMMUNITY IMPACT

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

ENVIRONMENTAL IMPACT

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

ENGAGEMENT IMPACT

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

RISK MANAGEMENT IMPACT

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

**PLANNING APPLICATION DETERMINATIONS
BETWEEN 1/01/2021 AND 31/01/2021**

| Application No/Year | Date Received | Property Title & Address | Proposal | Status |
|----------------------------|----------------------|--|---|--|
| 184-2/2017 | 11/12/2020 | Assessment No. 315044 CA: 60 SEC: D BESSANT ST HEYFIELD | Use and development of the land for camping and caravan park. | Withdrawn 22/01/2021 |
| 161-1/2019 | 27/05/2019 | Assessment No. 86785 LOT: 4 LP: 625184C KINGS RD DARGO | Use and development of the land for group accommodation (6 cabins). | Permit Issued by Delegate of Resp/Auth 28/01/2021 |
| 183-3/2019 | 5/11/2020 | Assessment No. 111138 CA: 25A HENDERSONS RD TOONGABBIE | Use & development of the land for a class A broiler farm. | Permit Issued by Delegate of Resp/Auth 8/01/2021 |
| 187-2/2019 | 13/01/2021 | Assessment No. 186833 PC: 379226V 32-36 DAVIS ST THE HONEYSUCKLES | Buildings & works associated with construction of a dwelling. | Permit Issued by Delegate of Resp/Auth 28/01/2021 |
| 204-3/2019 | 5/11/2020 | Assessment No. 111138 LOT: 3 PS: 835778Y HENDERSONS RD TOONGABBIE | Use and development of the land for a Class B Broiler Farm. | Permit Issued by Delegate of Resp/Auth 8/01/2021 |
| 45-1/2020 | 10/02/2020 | Assessment No. 396283 LOT: 1 PS: 530592P 80 THOMSON LANE SEATON | B & W associated with construction of a dwelling (Retrospective). | Permit Issued by Delegate of Resp/Auth 22/01/2021 |
| 188-1/2020 | 10/06/2020 | Assessment No. 90795 CA: 25 SEC: C 9 BOYCE LANE BRIAGOLONG | Subdivision of the land into two lots. | Permit Issued by Delegate of Resp/Auth 14/01/2021 |
| 233-2/2020 | 7/12/2020 | Assessment No. 278622 LOT: 1 PS: 521346G 38 TARRAVILLE RD PORT ALBERT | Buildings & works associated with extension to existing dwelling. | Permit Issued by Delegate of Resp/Auth 27/01/2021 |
| 247-2/2020 | 22/12/2020 | Assessment No. 392753 LOT: 2 PS: 526923R 896 SISTERS RD GORMANDALE | Two (2) lot subdivision of land to excise the existing dwelling. | Permit Issued by Delegate of Resp/Auth 28/01/2021 |
| 311-1/2020 | 24/08/2020 | Assessment No. 992 LOT: 228 LP: 53749 6 CAMPBELL CT SALE | Development of the land for a second dwelling. | Permit Issued by Delegate of Resp/Auth 15/01/2021 |
| 320-1/2020 | 27/08/2020 | Assessment No. 78279 CA: 9 SEC: 1 1 TYERS ST STRATFORD | Use and development of the land for a warehouse. | Permit Issued by Delegate of Resp/Auth 22/01/2021 |

ATTACHMENT 14.1.1

| Application No/Year | Date Received | Property Title & Address | Proposal | Status |
|----------------------------|----------------------|---|--|--|
| 355-1/2020 | 15/09/2020 | Assessment No. 246843 PC: 367727P 142-144 WALLABY ST LOCH SPORT | B & W associated with construction of a dwelling and an outbuilding. | Permit Issued by Delegate of Resp/Auth 6/01/2021 |
| 384-1/2020 | 2/10/2020 | Assessment No. 359497 LOT: 2 LP: 202312V 24 HARPERS RD NEWRY | Two lot subdivision of the land. | Permit Issued by Delegate of Resp/Auth 13/01/2021 |
| 400-2/2020 | 23/12/2020 | Assessment No. 357608 LOT: 1 PS: 626536R 20 TRARALGON-MAFFRA TINAMBA | Buildings and works associated with construction of a dwelling. | Permit Issued by Delegate of Resp/Auth 27/01/2021 |
| 402-1/2020 | 13/10/2020 | Assessment No. 374702 LOT: 15 BLK: 6 LP: 3222 46 TARRAVILLE RD PORT ALBERT | Buildings and works associated with construction of a dwelling. | Permit Issued by Delegate of Resp/Auth 4/01/2021 |
| 427-1/2020 | 26/10/2020 | Assessment No. 262113 LOT: 5 PS: 220275W 19 CALLADALE CT GORMANDEALE | Buildings and works associated with construction of a dwelling. | Permit Issued by Delegate of Resp/Auth 8/01/2021 |
| 438-1/2020 | 28/10/2020 | Assessment No. 227710 CA: 2002 CHARLIES ST LOCH SPORT | Buildings & works associated with construction of a bbq shelter. | Permit Issued by Delegate of Resp/Auth 13/01/2021 |
| 446-1/2020 | 5/11/2020 | Assessment No. 234146 LOT: RES LP: 50201 25 LAKE ST LOCH SPORT | Use of land for a retail premises (bike hire). | Permit Issued by Delegate of Resp/Auth 21/01/2021 |
| 471-1/2020 | 16/11/2020 | Assessment No. 198135 LOT: 1 PS: 420122T 269 BRADLEYS RD STRADBROKE | Subdivision of land into two lots to excise existing dwelling. | Permit Issued by Delegate of Resp/Auth 19/01/2021 |
| 474-1/2020 | 18/11/2020 | Assessment No. 429902 CA: 53C 490 SEATON-GLENMAGGIE SEATON | Buildings and works associated with construction of a farm shed. | Permit Issued by Delegate of Resp/Auth 7/01/2021 |
| 476-1/2020 | 18/11/2020 | Assessment No. 183426 LOT: 142 LP: 82059 23 FINISTERRE DR THE HONEYSUCKLES | Buildings & works associated with construction of an outbuilding. | Permit Issued by Delegate of Resp/Auth 8/01/2021 |
| 480-1/2020 | 23/11/2020 | Assessment No. 282996 LOT: 1 PS: 837794Q 52 OLD PORT FORESHORE PORT ALBERT | Buildings and works associated with construction of a dwelling. | Permit Issued by Delegate of Resp/Auth 14/01/2021 |
| 482-1/2020 | 25/11/2020 | Assessment No. 265777 LOT: 2 PS: 608280D RAYS LANE CARRAJUNG LOWER | Buildings & works associated with construction of a dwelling. | Permit Issued by Delegate of Resp/Auth 14/01/2021 |

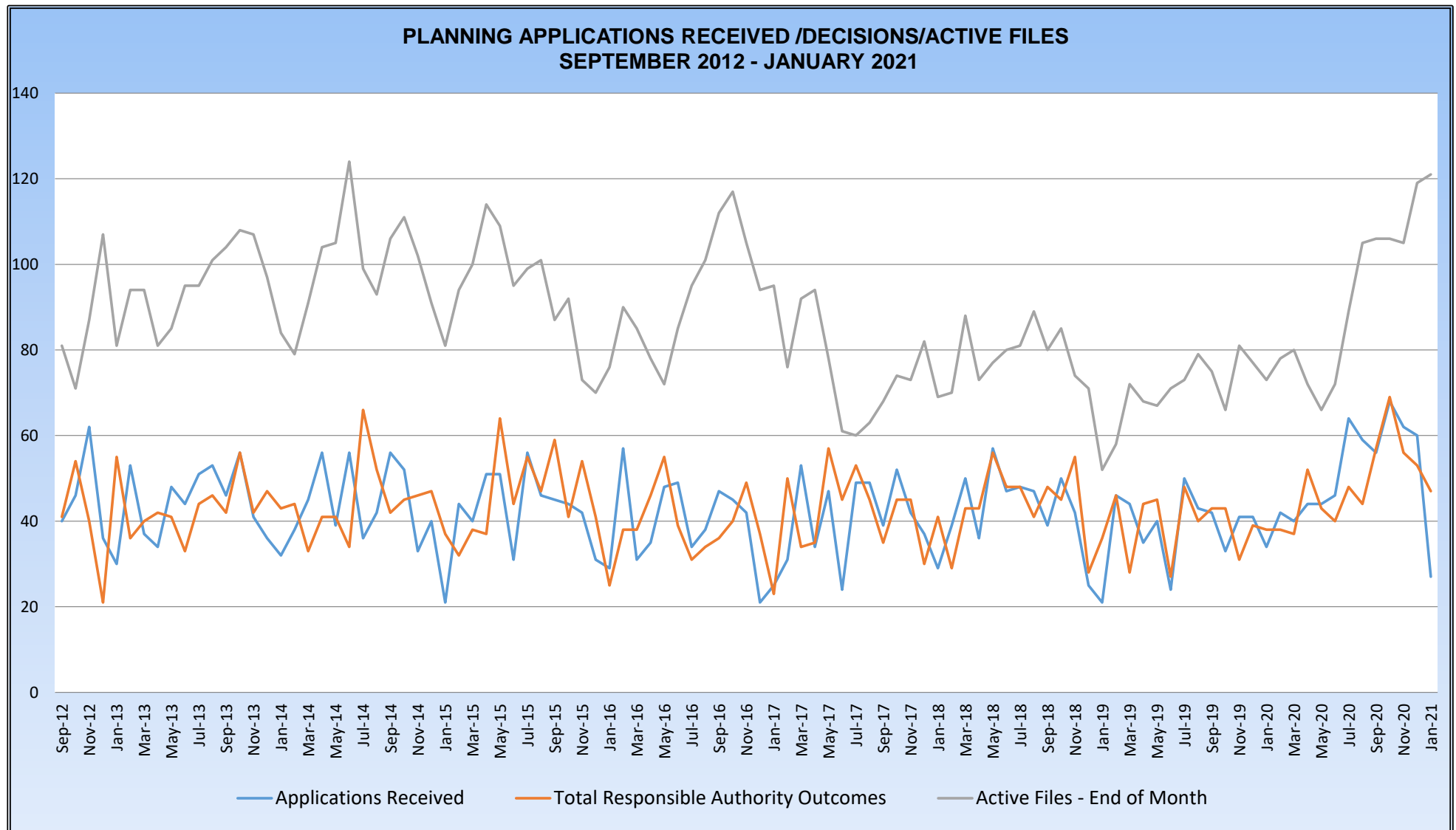
ATTACHMENT 14.1.1

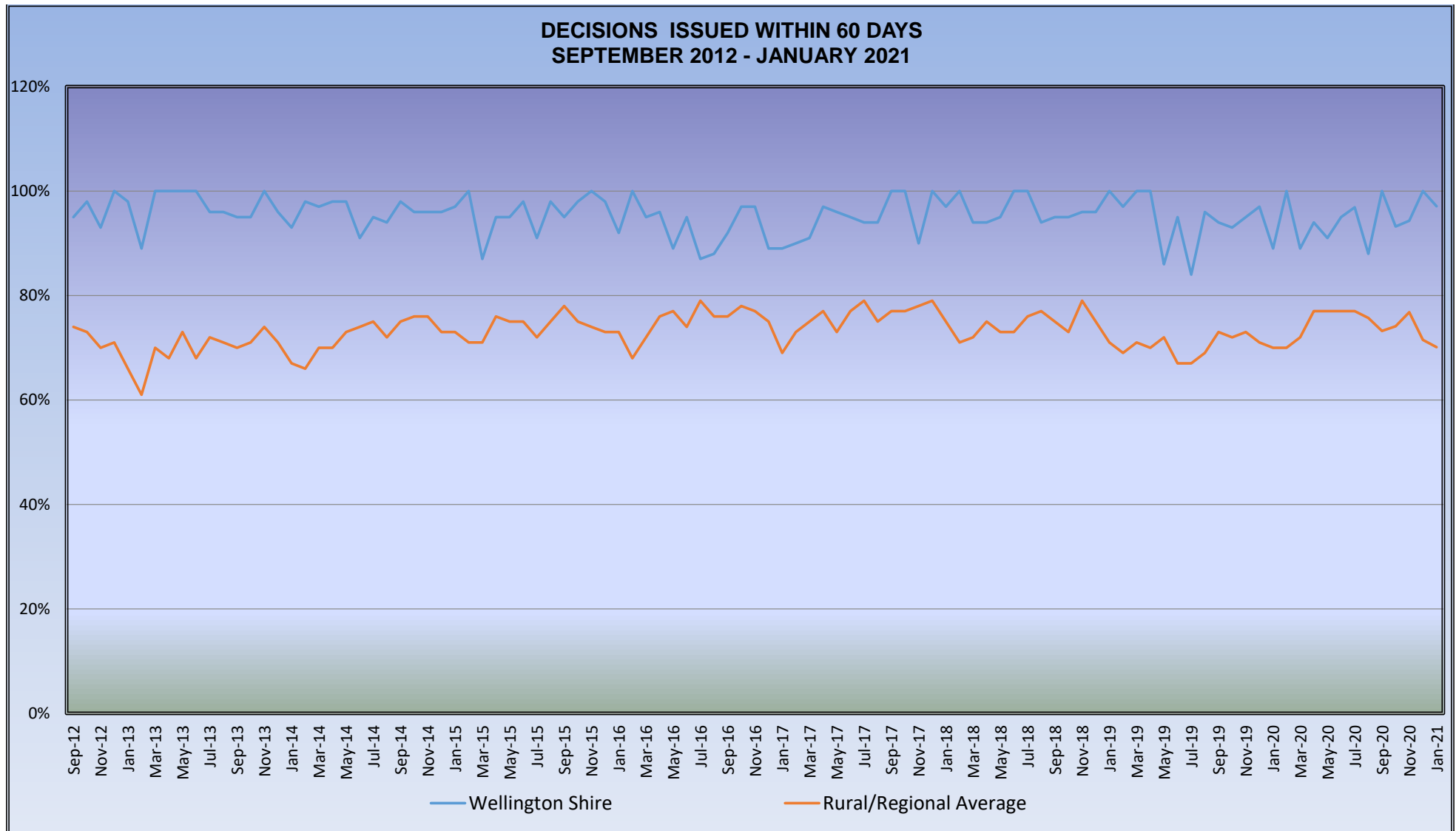
| Application No/Year | Date Received | Property Title & Address | Proposal | Status |
|----------------------------|----------------------|---|--|--|
| 484-1/2020 | 25/11/2020 | Assessment No. 272666 CA: 22A SEC: 1 436 STRINGY BARK LANE WOODSIDE | Buildings & works associated with construction of a dwelling. | Permit Issued by Delegate of Resp/Auth 22/01/2021 |
| 485-1/2020 | 25/11/2020 | Assessment No. 426049 LOT: 1 PS: 708932C 45-47 CAMPBELL ST YARRAM | Subdivision of the land into two lots. | Permit Issued by Delegate of Resp/Auth 8/01/2021 |
| 487-1/2020 | 27/11/2020 | Assessment No. 385393 PCA: 25A SEC: B1 1-51 GUTHRIDGE PDE SALE | Buildings and works for an extension to the existing clubrooms. | Permit Issued by Delegate of Resp/Auth 12/01/2021 |
| 489-1/2020 | 27/11/2020 | Assessment No. 27573 LOT: 5 LP: 2673 90-92 MARKET ST SALE | Buildings and works associated with extension to existing dwelling. | Permit Issued by Delegate of Resp/Auth 6/01/2021 |
| 499-1/2020 | 2/12/2020 | Assessment No. 385179 LOT: 5 PS: 346950Q 135 BUCKLEYS ISLAND RD YARRAM | Buildings & works associated with construction of an outbuilding. | Permit Issued by Delegate of Resp/Auth 28/01/2021 |
| 501-1/2020 | 2/12/2020 | Assessment No. 372540 CA: 18J SEC: 2 15 BEN RENDELL DR WOODSIDE BEACH | Buildings & works for a shade sail structure. | Permit Issued by Delegate of Resp/Auth 12/01/2021 |
| 511-1/2020 | 22/10/2020 | Assessment No. 394510 CA: 3 SEC: 6 8 SOBIESKI ST ALBERTON | Use and development of the land for a dwelling. | Permit Issued by Delegate of Resp/Auth 14/01/2021 |
| 516-1/2020 | 10/12/2020 | Assessment No. 255935 LOT: 806 LP: 40160 14 FIFTEENTH ST PARADISE BEACH | Buildings and works associated with construction of a dwelling. | Permit Issued by Delegate of Resp/Auth 11/01/2021 |
| 517-1/2020 | 11/12/2020 | Assessment No. 448233 LOT: 1 TP: 196561W 38 THE BOULEVARD PARADISE BEACH | Buildings and works associated with fencing. | Permit Issued by Delegate of Resp/Auth 22/01/2021 |
| 521-1/2020 | 15/12/2020 | Assessment No. 83253 LOT: 1 PS: 323460N 122 MAWLEY RD COBAINS | Buildings and works associated with construction of a farm shed. | Permit Issued by Delegate of Resp/Auth 19/01/2021 |
| 529-1/2020 | 18/12/2020 | Assessment No. 298208 LOT: 1 TP: 323680K 24 STATION ST YARRAM | Buildings and works for the development of an industrial building. | Permit Issued by Delegate of Resp/Auth 8/01/2021 |
| 532-1/2020 | 21/12/2020 | Assessment No. 321299 PTP: 1 TP: 231092 1A PORTAS MILL LANE HEYFIELD | Buildings/works associated with extension to existing industrial shed. | Permit Issued by Delegate of Resp/Auth 7/01/2021 |

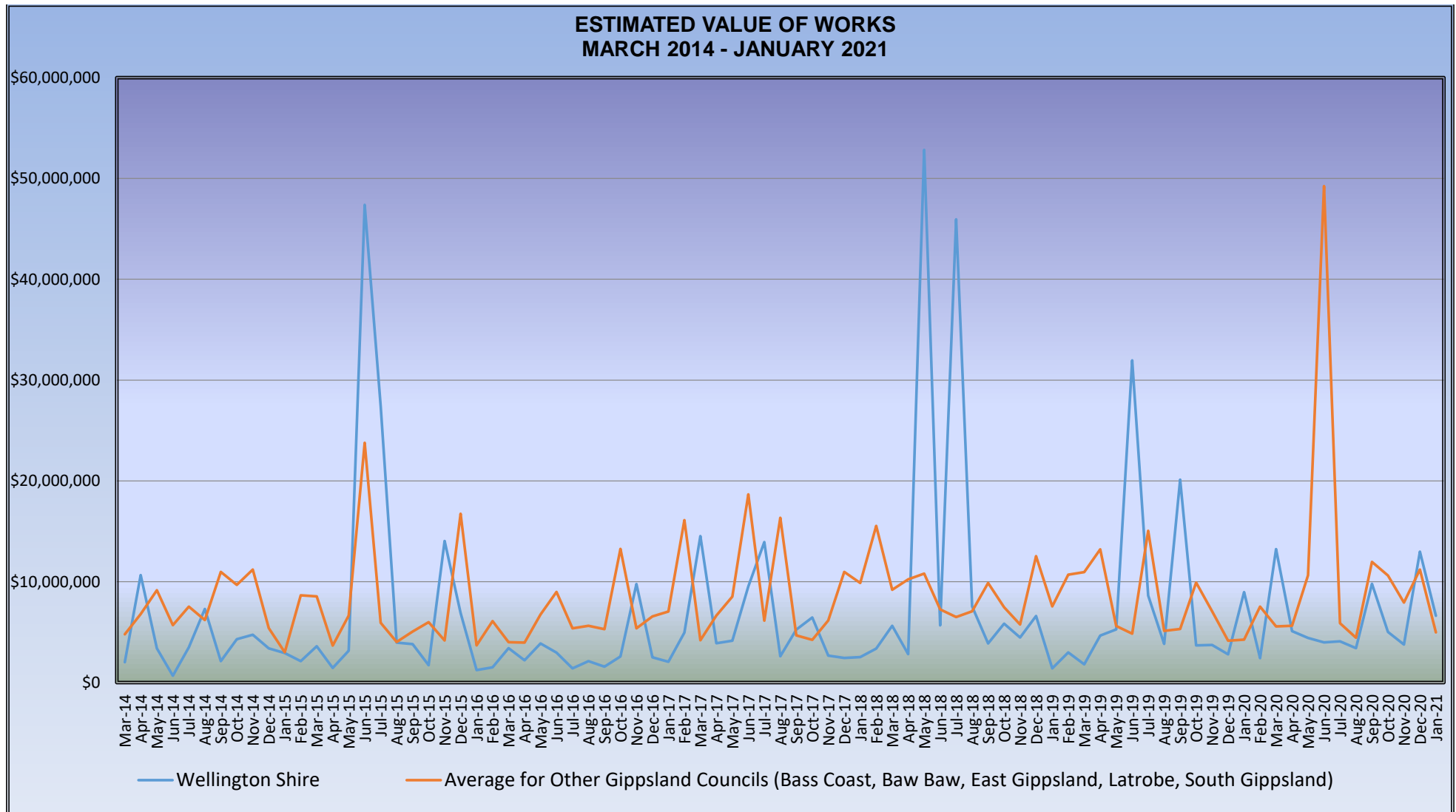
ATTACHMENT 14.1.1

| Application No/Year | Date Received | Property Title & Address | Proposal | Status |
|----------------------------|----------------------|--|---|--|
| 535-1/2020 | 21/12/2020 | Assessment No. 298000 LOT: 3 LP: 129155 50 RODGERS ST YARRAM | Buildings & works assoc with extension to existing industrial shed. | Permit Issued by Delegate of Resp/Auth 6/01/2021 |
| 536-1/2020 | 22/12/2020 | Assessment No. 201087 LOT: 1 PS: 111387 138 GORMANDALE | Buildings & works associated with construction of a farm shed. | Permit Issued by Delegate of Resp/Auth 6/01/2021 |
| 538-1/2020 | 22/12/2020 | Assessment No. 242198 LOT: 2247 LP: 70939 91 THE BOULEVARD LOCH SPORT | Buildings & works associated with construction of a dwelling. | Permit Issued by Delegate of Resp/Auth 28/01/2021 |
| 541-1/2020 | 23/12/2020 | Assessment No. 323592 LOT: 1 TP: 322929C 1 PORTAS MILL LANE HEYFIELD | Buildings & works for a warehouse (boiler shed). | Permit Issued by Delegate of Resp/Auth 8/01/2021 |
| 544-1/2020 | 23/12/2020 | Assessment No. 237362 LOT: 1703 LP: 58872 297 NATIONAL PARK RD LOCH SPORT | Buildings and works associated with construction of an outbuilding. | Permit Issued by Delegate of Resp/Auth 11/01/2021 |
| 545-1/2020 | 23/12/2020 | Assessment No. 233023 PC: 375354H 4-6 KOALA CT LOCH SPORT | Buildings and works associated with construction of an outbuilding. | Permit Issued by Delegate of Resp/Auth 7/01/2021 |
| 546-1/2020 | 23/12/2020 | Assessment No. 427922 PCA: 35 SEC: G 790 MAFFRA-ROSEDALE RD NAMBROK | Buildings & works associated with construction of a farm shed. | Permit Issued by Delegate of Resp/Auth 7/01/2021 |
| 2-1/2021 | 4/01/2021 | Assessment No. 96313 LOT: 25 PS: 148625 106 NEWTON DR STRATFORD | Buildings & works associated with extension to existing dwelling. | No Permit Required 6/01/2021 |
| 6-1/2021 | 6/01/2021 | Assessment No. 266726 LOT: 1 PS: 201145T 1 POGUES RD CARRAJUNG SOUTH | Buildings & works associated with construction of two farm sheds. | Permit Issued by Delegate of Resp/Auth 27/01/2021 |
| 7-1/2021 | 7/01/2021 | Assessment No. 128272 PC: 362619U 23-27 ROLLAWAY RISE GOLDEN BEACH | Buildings and works associated with a fence. | No Permit Required 21/01/2021 |
| 8-1/2021 | 8/01/2021 | Assessment No. 183194 LOT: 117 LP: 82059 34 MANDALAY DR THE HONEYSUCKLES | Buildings and works associated with construction of an outbuilding. | Permit Issued by Delegate of Resp/Auth 20/01/2021 |
| 11-1/2021 | 15/01/2021 | Assessment No. 306332 LOT: 1 PS: 316777W 160 JOHNSON ST MAFFRA | Buildings and works for the installation of solar panels. | Permit Issued by Delegate of Resp/Auth 25/01/2021 |

Total No of Decisions Made: 47







14.2. QUARTERLY BUILDING REPORT OCTOBER-DECEMBER 2020

ACTION OFFICER: GENERAL MANAGER DEVELOPMENT

PURPOSE

To provide a report to Council on building permits issued in the Wellington Shire, during the Quarter 1 October 2020 to 31 December 2020, for information.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council note the report of building permits issued from 1 October 2020 to 31 December 2020.

BACKGROUND

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

The attachment "Wellington Permits Issued" provides an overview by township of the number of permits issued, along with the estimated value of construction, for the three-month period ending 31 December 2020.

The attachment "Graph 1 - Number of Building Permits and Graph 2 - Value of Building Works" provides an historical representation of the number and value of permits issued in Wellington Shire and compares this data against the broader Gippsland region.

For the period 1 October 2020 to 31 December 2020 there were 345 permits issued with an estimated value of work at \$46,549,023. Major projects include:

- SALE - Upgrade to Sale Oval – Change rooms & toilets, School Addition - Gippsland Grammar School – Arts & Technology Centre, School Addition – Sale Primary School – New library
- New land estate areas in Maffra, Sale and Stratford are continuing to show high levels in residential development.

In the previous quarter, 1 July 2020 to 30 September 2020, there were 312 permits issued with an estimated value of work at \$28,697,735.

ATTACHMENTS

1. Wellington Permits Issued [**14.2.1** - 3 pages]
2. Graph 1 - Number of building permits [**14.2.2** - 1 page]
3. Graph 2 - Value of building works [**14.2.3** - 1 page]

OPTIONS

Council has the following options available:

1. Receive this Building Permits report; or
2. Not receive this Building Permits report and seek further information for consideration at a future Council meeting.

PROPOSAL

That Council note the report on building permits issued within Wellington Shire from 1 October 2020 to 31 December 2020.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

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

COMMUNICATION IMPACT

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

LEGISLATIVE IMPACT

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

COUNCIL POLICY IMPACT

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

COUNCIL PLAN IMPACT

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

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

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

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

RESOURCES AND STAFF IMPACT

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

COMMUNITY IMPACT

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

ENVIRONMENTAL IMPACT

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

ENGAGEMENT IMPACT

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

RISK MANAGEMENT IMPACT

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

WELLINGTON PERMITS ISSUED

Number of Applications and their Estimated Value Each Month

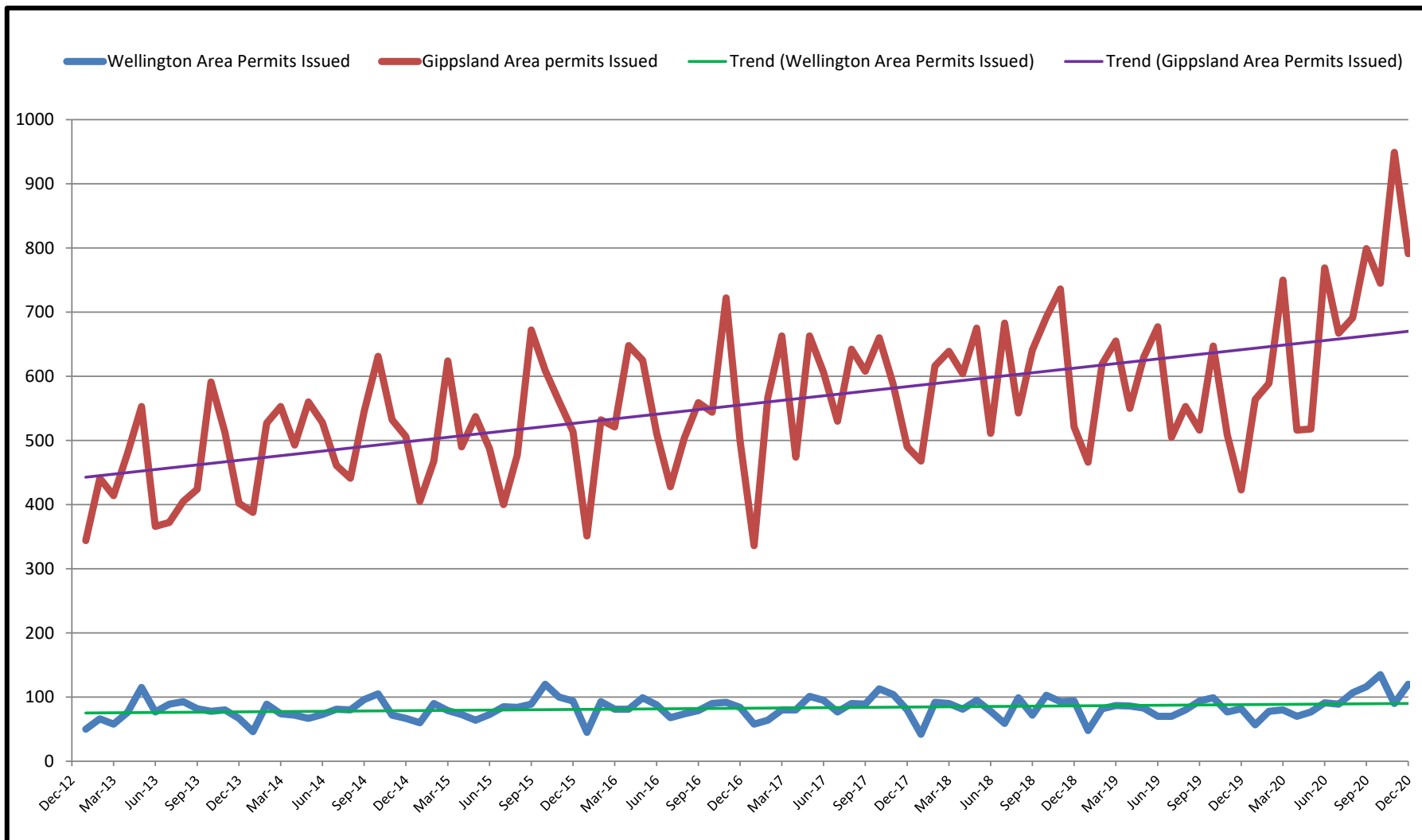
| | October | Novemeber | December | Total |
|-----------------|----------------|----------------|----------------|-------------------|
| AIRLY | 1 \$49,000 | 0 \$0 | 0 \$0 | 1.00 \$49,000 |
| ALBERTON | 3 \$762,995 | 0 \$0 | 0 \$0 | 3.00 \$762,995 |
| ALBERTON WEST | 1 \$464,158 | 0 \$0 | 0 \$0 | 1.00 \$464,158 |
| BOISDALE | 0 \$0 | 1 \$68,339 | 1 \$20,000 | 2.00 \$88,339 |
| BRIAGOLONG | 3 \$46,960 | 1 \$12,000 | 1 \$9,000 | 5.00 \$67,960 |
| BUNDALAGUAH | 0 \$0 | 1 \$52,184 | 1 \$45,413 | 2.00 \$97,597 |
| CALLIGNEE SOUTH | 0 \$0 | 0 \$0 | 1 \$115,084 | 1.00 \$115,084 |
| CARRAJUNG | 1 \$239,822 | 0 \$0 | 1 \$22,750 | 2.00 \$262,572 |
| COBAINS | 0 \$0 | 1 \$15,500 | 1 \$27,000 | 2.00 \$42,500 |
| COONGULLA | 4 \$160,684 | 0 \$0 | 0 \$0 | 4.00 \$160,684 |
| COWWARR | 2 \$44,583 | 0 \$0 | 1 \$40,339 | 3.00 \$84,922 |
| DENISON | 0 \$0 | 2 \$207,450 | 3 \$210,100 | 5.00 \$417,550 |
| DEVON NORTH | 0 \$0 | 0 \$0 | 2 \$60,100 | 2.00 \$60,100 |
| FLYNN | 0 \$0 | 0 \$0 | 2 \$441,800 | 2.00 \$441,800 |
| FULHAM | 1 \$405,900 | 0 \$0 | 0 \$0 | 1.00 \$405,900 |
| GLENGARRY | 2 \$61,875 | 0 \$0 | 2 \$43,800 | 4.00 \$105,675 |
| GLENMAGGIE | 3 \$144,943 | 1 \$92,300 | 0 \$0 | 4.00 \$237,243 |
| GOLDEN BEACH | 3 \$33,240 | 2 \$20,530 | 4 \$325,560 | 9.00 \$379,330 |

| | October | Novemeber | December | Total |
|----------------|-------------------|-------------------|-------------------|-----------------------|
| GORMANDALE | 1 \$36,025 | 0 \$0 | 0 \$0 | 1.00 \$36,025 |
| HEYFIELD | 7 \$552,760 | 5 \$727,413 | 5 \$501,578 | 17.00 \$1,781,751 |
| LOCH SPORT | 2 \$101,725 | 4 \$300,848 | 3 \$85,368 | 9.00 \$487,941 |
| LONGFORD | 5 \$827,308 | 4 \$599,537 | 8 \$1,357,010 | 17.00 \$2,783,855 |
| MACKS CREEK | 1 \$103,598 | 0 \$0 | 0 \$0 | 1.00 \$103,598 |
| MAFFRA | 17 \$1,965,621 | 5 \$703,000 | 9 \$379,890 | 31.00 \$3,048,511 |
| MONTGOMERY | 0 \$0 | 0 \$0 | 1 \$49,500 | 1.00 \$49,500 |
| NAMBROK | 0 \$0 | 0 \$0 | 1 \$198,000 | 1.00 \$198,000 |
| NEWRY | 1 \$40,430 | 0 \$0 | 2 \$478,988 | 3.00 \$519,418 |
| PARADISE BEACH | 1 \$100,000 | 1 \$3,400 | 1 \$4,000 | 3.00 \$107,400 |
| PEARSONDALE | 0 \$0 | 1 \$67,000 | 0 \$0 | 1.00 \$67,000 |
| PERRY BRIDGE | 1 \$28,325 | 0 \$0 | 0 \$0 | 1.00 \$28,325 |
| PORT ALBERT | 3 \$244,132 | 4 \$427,500 | 2 \$183,269 | 9.00 \$854,901 |
| RIVERSLEA | 0 \$0 | 0 \$0 | 1 \$35,000 | 1.00 \$35,000 |
| ROSEDALE | 6 \$787,954 | 7 \$1,354,616 | 4 \$381,988 | 17.00 \$2,524,558 |
| SALE | 37 \$6,416,460 | 20 \$4,630,034 | 36 \$9,792,178 | 93.00 \$20,838,672 |
| SEASPRAY | 3 \$585,000 | 2 \$55,000 | 4 \$344,722 | 9.00 \$984,722 |
| STRADBROKE | 1 \$348,300 | 0 \$0 | 0 \$0 | 1.00 \$348,300 |
| STRATFORD | 7 \$441,827 | 14 \$382,787 | 12 \$2,034,872 | 33.00 \$2,859,486 |
| TARRAVILLE | 1 \$11,390 | 0 \$0 | 0 \$0 | 1.00 \$11,390 |

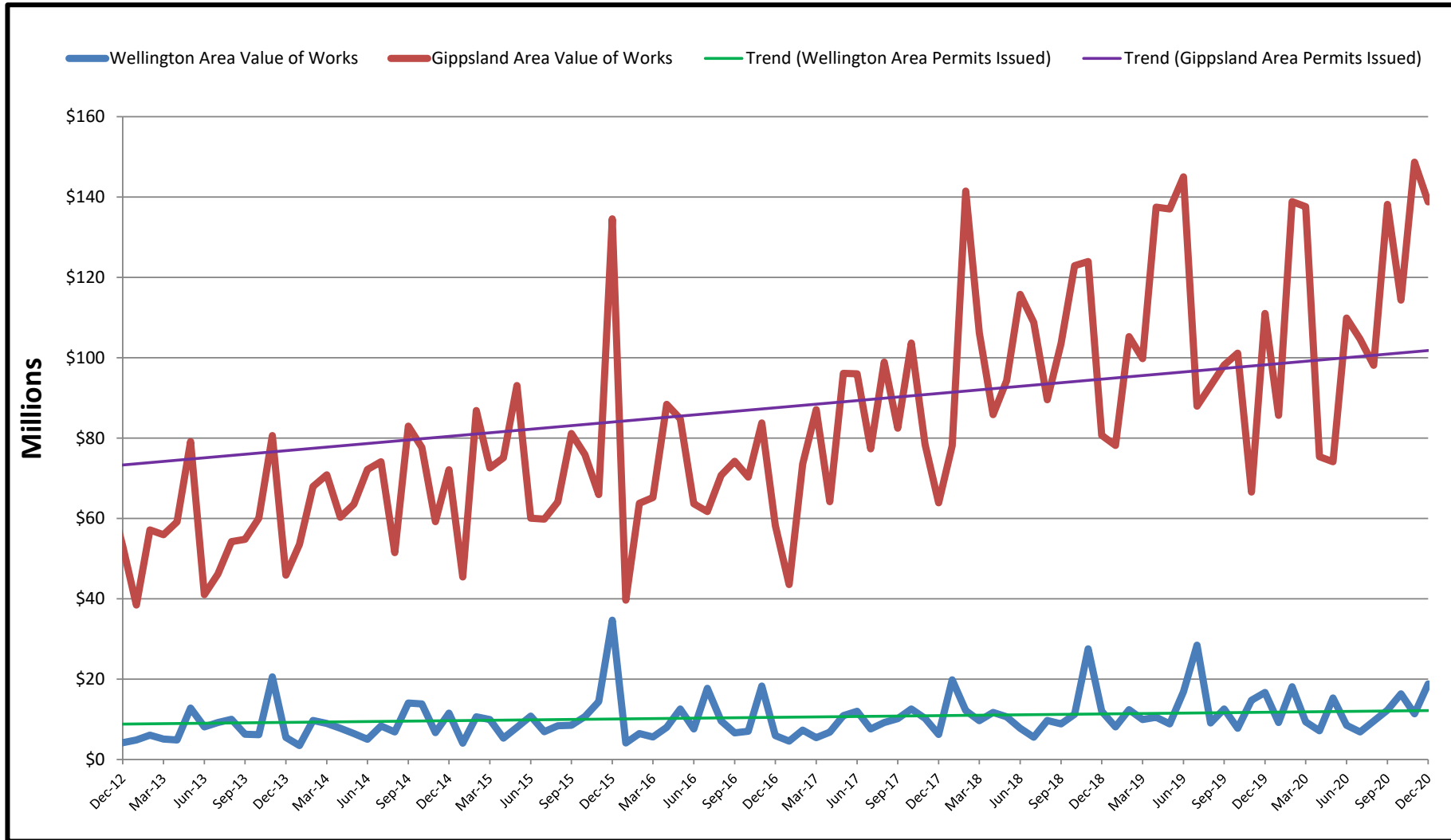
ATTACHMENT 14.2.1

| | October | Novemeber | December | Total |
|------------------|----------------------|---------------------|----------------------|----------------------|
| THE HONEYSUCKLES | 1 \$228,301 | 2 \$505,000 | 1 \$323,075 | 4.00 \$1,056,376 |
| WILLUNG | 1 \$27,500 | 3 \$73,657 | 0 \$0 | 4.00 \$101,157 |
| WILLUNG SOUTH | 0 \$0 | 1 \$26,000 | 0 \$0 | 1.00 \$26,000 |
| WON WRON | 1 \$14,410 | 1 \$27,764 | 0 \$0 | 2.00 \$42,174 |
| WONYIP | 1 \$14,000 | 0 \$0 | 0 \$0 | 1.00 \$14,000 |
| WOODSIDE | 2 \$110,189 | 2 \$394,334 | 1 \$13,550 | 5.00 \$518,073 |
| WOODSIDE BEACH | 1 \$14,800 | 1 \$10,347 | 2 \$21,810 | 4.00 \$46,957 |
| WURRUK | 6 \$834,215 | 2 \$460,869 | 0 \$0 | 8.00 \$1,295,084 |
| YARRAM | 4 \$99,513 | 2 \$181,316 | 7 \$1,256,611 | 13.00 \$1,537,440 |
| Total | 135.00 16,347,943 | 90.00 11,398,725 | 120.00 18,802,355 | 345.00 46,549,023 |

GRAPH: NUMBER OF BUILDING PERMITS



GRAPH: VALUE OF BUILDING WORKS



15. GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT

15.1. ROAD MANAGEMENT PLAN REVIEW

ACTION OFFICER: MANAGER BUILT ENVIRONMENT

PURPOSE

For Council to authorise the issue of a notice to amend the Road Management Plan, as attached, pursuant with Section 10 of the *Road Management (General) Regulations 2016*.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council;

- 1. Authorise the Chief Executive Officer to issue a notice to amend the Road Management Plan, as attached, pursuant with Section 10 of the Road Management (General) Regulations 2016.***
- 2. Release the Draft Road Management Plan 2021, as attached, for public comment for a minimum period of 28 days.***

BACKGROUND

The *Road Management Act 2004* (the Act) specifies that road authorities, such as Wellington Shire Council, have a duty to inspect, maintain and repair Public Roads. Road Authorities may develop and publish a Road Management Plan, to set the relevant standard in relation to the discharge of these duties and to establish a system for road management functions based on policy and operational objectives, taking into account available resources.

The Road Management Plan encourages a coordinated approach to the maintenance of road infrastructure, employing efficient asset management and maintenance processes. A Road Management Plan can also provide a policy defence from litigation under the Act and as such is a requirement of Council's public liability insurer.

The Act and associated Code of Practice for Road Management Plans sets the framework for the making of Road Management Plans. These documents specify that in relation to public roads (roads listed on the Register of Public Roads), a Road Management Plan may contain:

- Determination of standards in relation to the inspection, maintenance and repair of road infrastructure;
- The prioritisation process for the inspection, maintenance and repair of road related infrastructure;
- Description of types of infrastructure;
- Description of the inspections required for the different types of road infrastructure;
- The standard or target condition to be achieved in the maintenance and repair of different types of road infrastructure; and

- Details of the management system, which is established or is to be established and implemented by the road authority to discharge its duty to inspect, maintain and repair.

Wellington Shire Council's first Road Management Plan was prepared and adopted in 2004 following the introduction of the *Road Management Act 2004*. The Road Management Plan has been subsequently reviewed in 2009, 2012, 2013 and 2017. The Road Management Plan 2017 was adopted by Council on 20 June 2017 and remains current.

It is a requirement of the *Road Management Act (General) Regulations 2016* that municipal Councils who have made a Road Management Plan must conduct a review of that plan in the same period as they are required to conduct a review of the Council Plan. Specifically, six months after each general election or by the next 30 June, whichever is later. In accordance with this requirement, the Road Management Plan is currently under review.

The proposed Road Management Plan 2021 includes minor alterations to content from the current Road Management Plan, including:

- A summary of Council processes relating to the Road Management Plan as identified within an internal Road Management Plan Audit;
- Development of inspection timeframes and intervention levels for gravel footpaths located within road reserves;
 - To create a defined level of service for Council's gravel path network located within road reserves
- General review of defects, intervention levels and response times including;
 - Addition of slashing intervention levels for gravel roads to ensure guideposts remain visible on the roadside
 - Increase shared path vegetation height clearance zone to 2.5 metres to provide improved access for cyclists

ATTACHMENTS

1. 2021 RMP - draft [15.1.1 - 30 pages]

OPTIONS

Council has the following options available:

1. That Council authorise the Chief Executive Officer to issue a notice, for a minimum period of 28 days, to amend the Road Management Plan as attached, pursuant with Section 10 of the *Road Management (General) Regulations 2016*;
2. Council does not authorise the issue of a notice to amended the Road Management Plan at this time.

PROPOSAL

1. Authorise the Chief Executive Officer to issue a notice to amend the Road Management Plan, as attached, pursuant with Section 10 of the Road Management (General) Regulations 2016.
2. Release the Draft Road Management Plan 2021, as attached, for public comment for a minimum period of 28 days.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

The proposed amendment to adjust Council's roadside slashing intervention levels to consider the obstruction of guideposts on gravel roads, is expected to require an increase in operational budget of \$50,000. This amount is based on the expectation that 40% of Council's 1,566 kilometre gravel road network will require annual slashing to conform new intervention level considering guidepost visibility. This budgetary impact has been included for consideration as part of Council's upcoming budget approval process.

Other proposed amendments to the Road Management Plan do not have a financial impact and can be delivered within existing budgets.

COMMUNICATION IMPACT

As required by the *Road Management Act (General) Regulations 2016*, notice to amend the Road Management Plan will be published in the Victorian Government Gazette and the Gippsland Times, in addition to a report summarising the findings and conclusions of the Road Management Plan for review on Council's website. Further notification will be provided to communities via local newsletters, and through social media such as Facebook. A copy of the Draft Road Management Plan 2021 will be made available online via Council's website, and in hard copy at the Sale and Yarram Service Centres and Council's libraries.

LEGISLATIVE IMPACT

The Road Management Plan has been prepared in accordance with the *Road Management Act 2004*, the *Road Management Act (General) Regulations 2016* and relevant Code of Practice.

It is a requirement of the *Road Management Act (General) Regulations 2016* that municipal councils who have made a Road Management Plan must conduct a review of that plan in the same period as they are required to conduct a review of the Council Plan, six months after each general election or by the next 30 June, whichever is later.

A written report must be produced summarising the findings and conclusions of the Road Management Plan review.

The consultative process is defined in *section 10* of the *Road Management (General) Regulations 2016*, which states a notice is to be published in the Victorian Government Gazette and local newspapers, stating the following.

- a. the purpose and general purport of the review;
- b. the infrastructure and classes of infrastructure to which the road management plan applies; and
- c. where a copy of the proposed amendments may be obtained or inspected
- d. that any person may make a submission on the proposed review to the Council in writing within the period of at least 28 days after the date on which notice is given.

COUNCIL POLICY IMPACT

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

COUNCIL PLAN IMPACT

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

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

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

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

RESOURCES AND STAFF IMPACT

The Road Management Plan has been reviewed based on, and accounting for, the amount of existing resources available to undertake Council's duties to inspect, repair and maintain public roads established within the *Road Management Act 2004*.

COMMUNITY IMPACT

The Road Management Plan identifies Council’s level of service for its local road network. The document identifies inspection frequencies, defect levels and defect response times which dictate the requirements Council’s maintenance teams must adhere to. The Road Management Plan is considered to directly impact the community's satisfaction levels in terms of its Council’s road network.

ENVIRONMENTAL IMPACT

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

ENGAGEMENT IMPACT

Should the recommendation be adopted by Council, there will be a period of community consultation expected to commence from Friday 27 March 2021 to 30 April 2021.

Should community engagement commence on Friday 27 March 2021, notice will be published on Council’s website, in the Gippsland Times and in the Victorian Government Gazette on Friday 27 March 2021.

Throughout this period, submissions will be received and considered prior to the final Road Management Plan being presented to Council for adoption.

RISK MANAGEMENT IMPACT

A Road Management Plan can provide a policy defence from litigation under the *Road Management Act 2004*, and subsequently minimise Council's exposure to risk.

A compliant Road Management Plan is an audited requirement of Council's insurers.



WELLINGTON
SHIRE COUNCIL

The Heart of Gippsland

Draft

Road Management Plan

2021

Wellington Shire Council Draft Road Management Plan 2021

SCHEDULE OF CHANGES AND AMENDMENTS

| Version No. | Description | Date | Comment | Authorised |
|--------------------|---------------------------------|-------------------|--|-------------------|
| No. 1 | Road Management Plan 2004 | 5 October 2004 | Original | Council |
| No. 2 | Road Management Plan 2009 | 19 May 2009 | Whole Document Review | Council |
| No. 3 | Road Management Plan 2012 | 18 September 2012 | Whole Document Review | Council |
| No.4 | Road Management Plan 2013 | 2 July 2013 | Alterations to Intervention Levels, Hierarchy Description alterations, General formatting | Council |
| No.5 | Draft Road Management Plan 2017 | 20 June 2017 | Alterations to <i>Appendix A: Reasonably Required for General Public Use Criteria</i> , alteration to inspection frequencies, alteration to intervention levels for Vegetation Clearance Zone, additional defects listed in Appendix C, lowering of road defect response times, changes to footpath and shared path defects and lowering of response times, inclusion of audit and review time frames, general formatting and editing of document structure. | Council |

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1. Introduction

Wellington Shire Council manages the public roads for which it is the Coordinating Road Authority or Responsible Road Authority under the *Road Management Act 2004* in accordance with this Road Management Plan (RMP).

The primary objective of this RMP is to establish a management system for the road management functions of Wellington Shire Council, based on policy and operational objectives and to set the relevant standard in relation to these objectives.

Wellington Shire Council manages a public road network in excess of 3100km. The RMP is based on establishing objectives that allow the safe and efficient management of this road network.

Wellington Shire Council will make all reasonable endeavors to meet the requirements set out in this RMP. However, in events beyond Wellington Shire Council's control, such as natural disasters, including but not limited to fires, floods and droughts, or other factors including limited financial, human or other resources, Wellington Shire Council reserves the right to suspend compliance with its RMP.

If the Chief Executive Officer of Wellington Shire Council considers it appropriate to suspend this RMP they will write to the Council Officer with responsibility of enacting this RMP, advising that some or all of the timeframes and other commitments documented, are to be suspended. **See Appendix G – Request to suspend Road Management Plan.**

Once the events beyond the control of Wellington Shire Council have abated, or partially abated, Wellington Shire Councils Chief Executive Officer will write to the Council Officer with responsibility of enacting this RMP which parts of the RMP are reactivated and when.

2. Key Considerations

The road network in Wellington is significant and varies throughout the municipality in standard of construction, maintenance requirements, and topographic constraints. Wellington's road asset network comprises of 3,078 kilometres of formed roads (of which 1,512 kilometres are sealed), 173 bridges, 283 kilometres of footpaths, 387 kilometres of kerb and channel and 272 major culverts. In addition, there are numerous other existing road features which are maintained by Wellington Shire Council including minor culverts, drainage infrastructure, traffic signs and road pavement markings.

2.1 Stakeholders

Key stakeholder groups who use the road network and/or are affected by this RMP include:

- Residents & businesses who reside within the municipality of Wellington Shire Council.
- Users of vehicles such as trucks, buses, commercial vehicles, cars and motor cycles.
- Pedestrians, including those with disabilities and the elderly with restricted mobility.
- Users of a range of miscellaneous smaller, lightweight vehicles such as cyclists, mobility scooters, wheel chairs, prams, etc.
- Tourists and visitors to the municipality of Wellington Shire Council.
- Emergency service authorities (e.g. Victoria Police, CFA, Ambulance, SES).
- Utility agencies that use the road reserve for their infrastructure (e.g. water, sewerage, gas, electricity, telecommunications).
- State and Federal Government that periodically provide support funding to assist with management of the road network.

2.2 Relationships with other documents

Council Plan 2017 – 2021:

Council's relevant areas of focus and goals in its Council Plan are:

Communities - "We know and support each other and have a strong sense of community belonging. Diversity is respected and there are many social and community activities providing opportunities for all people to interact. We strive for good health, feel safe in our communities and are prepared for natural disasters."

Strategic Objective 1.4 - Enhance resilience in our towns and our communities.

Services & Infrastructure - "Wellington has a built environment that is sustainable, appropriate, accessible and responsive to the community. Transport connects people to communities and places. Events and services support our strong communities."

Strategic Objective 2.1 - Council services and infrastructure are responsive to identified current and future community needs within budgeted parameters.

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

Strategic Objective 2.3 - Continued improvement to Wellington Shire's connectivity with further developed, accessible transport networks.

Other key documents:

- Annual Budget

2.3 Policy and Budgetary Framework

The Road Management Plan is developed and reviewed in consideration of the financial resources available in line with Council's Policy and Budgetary Framework, which forms the basis for providing assets and resources to support service delivery.

Routine road maintenance activities and defect rectification works, with defects being defined in Appendix C and D of this Road Management Plan, are undertaken by Wellington Shire Council utilising its operational maintenance budgets. These form the basis of Council's level of service for road users.

Routine and proactive maintenance activities are planned on a case-by-case basis for each road asset and considers the number and frequency of customer requests, rate of asset deterioration and the level of public use. The Road Management Plan influences the operational budget required to ensure Wellington Shire Council's road network remains within the intervention levels set by this Road Management Plan.

Road renewal and rehabilitation works are generally funded through Council's annual capital program via either rates or external funding sources. Current sources of funding for road maintenance include:

- General rate revenue
- Funding from external bodies (e.g. Roads to Recovery, Black Spot funding)
- Bridges Renewal Program
- Heavy Vehicle Safety and Productivity Program
- Special charge schemes under Council's Residential Road and Street Construction Plan.

2.4 Analysis of traffic information

Wellington Shire Council considers traffic accidents and traffic data when determining road maintenance and capital works program, to promote a safe and efficient road network for all road users. Key locations are generally highlighted through routine inspections and road condition audits, as well as from members of the public through Council's customer enquiry system.

Traffic accident history and traffic counts assist to inform Council's future capital works program and identify projects for external funding opportunities.

2.5 Internal Reporting Requirements

Wellington Shire Council officers are required to undertake monthly, quarterly, and annual reports through Council's internal reporting system. This documents Council's level of compliance with its Road Management Plan through Key Performance Indicators. This information is compiled and provided to Council management for review, and assists to inform any required changes to maintenance practices or operational budgets to improve compliance.

3. Register of Public Roads

The *Road Management Act 2004* determines a road authority must keep a Register of Public Roads specifying the public roads for which it is the Coordinating Road Authority.

The Wellington Shire Council Register of Public Roads includes the roads that are managed in accordance with this RMP. Public roads in which Wellington Shire Council is the Coordinating Road Authority are determined in conjunction with Section 17 of the *Road Management Act 2004*.

The Wellington Shire Council Register of Public Roads is available to access via download from:

www.wellington.vic.gov.au

The Wellington Shire Council Register of Public Roads is available to access in hard copy from:

- Wellington Shire Council Sale Service Centre – 18 Desailly Street, Sale, Victoria.
- Wellington Shire Council Yarram Service Centre – 156 Grant Street, Yarram.

3.1 Other Road Authorities and Boundary Road Agreements

Wellington Shire Council is not the sole Coordinating Road Authority or Responsible Road Authority within the municipality. Other roads authorities include VicRoads, Department of Environment, Land, Water and Planning and private and corporate bodies.

VicRoads is the coordinating road authority for all declared arterial roads within the municipality.

The Road Management Act 2004 Code of Practice – Operational Responsibility for Public Roads, details the operational responsibilities between Road Authorities.

Wellington Shire Council shares road and bridge assets with four surrounding road authorities of East Gippsland Shire Council, South Gippsland Shire Council, Latrobe City Council, and the Department of Environment, Land, Water and Planning (DELWP). Boundary Road Agreements have been previously developed between Wellington Shire Council and the appropriate road authority to ensure the effective and efficient management of the road network. Boundary Road Agreements identify shared road assets between two road authorities, and outline the maintenance responsibilities of each road authority.

3.2 Roads Reasonably Required for General Public Use

Section 17(3) of the Road Management Act requires that the relevant Coordinating Road Authority must register on its Register of Public Roads a road in respect of which the road authority has made a decision that the road is *reasonably required for general public use*.

Upon receipt of a written request to include a road on Wellington Shire Council's Register of Public Roads, the Public Use Assessment Criteria (**see Appendix A**) is used to assist in the determination by a council officer, with appropriate delegation applicable to this decision, whether the road is *reasonably required for general public use*. Should the road be determined

reasonably required for general public use, it shall be applied to the Register of Public Roads and managed in conjunction with this RMP.

3.3 Public Highways

A road may be a Public Highway without necessarily being included on the Register of Public Roads. The non-inclusion of a Public Highway on the Register of Public Roads does not affect the rights of the public to use that road, however indicates that Wellington Shire Council has not determined the road *reasonably required for general public use* and it is not managed in conjunction with this RMP.

3.4 Infrastructure for which this Road Management Plan does not apply

- Any road, driveway or pedestrian pathway on private property and/or providing access from private property to a public road.
- Any named unconstructed road which Council does not maintain but which provides access from private property to a public road.
- Roads or tracks, regardless of whether the road or track is located within a road reserve, that are not constructed to Council's minimum standards and are not listed on Council's Register of Public Roads.
- Any access track or driveway location within a road reserve, that was not constructed by or on behalf of Council that only provides access to adjoining private property and are not already listed on Council's Register of Public Roads.
- Any Arterial Road, National Highway or Freeway.
- Roads or tracks maintained by the Department of Environment Land Water and Planning.
- Railway Structures and associated assets set out in a Rail Safety Interface Agreement as being the responsibility of others.
- Any utility infrastructure or assets located within the road reserve.
- Any non-road infrastructure as defined by the *Road Management Act 2004*.

4. Responsibilities of Road Users

Road users have obligations and duties when travelling on Wellington Shire Councils public roads, in accordance with the provisions documented in the *Road Safety Act 1986* and summarised below.

A person who drives a motor vehicle must drive in a safe manner having regard to all relevant factors including (but not limited to) the:

- Physical characteristics of the road
- Prevailing weather conditions
- Level of visibility
- Condition of the motor vehicle
- Prevailing traffic conditions
- Relevant road laws and advisory signs
- Physical and mental condition of the driver

A road user other than a person driving a motor vehicle must use a road in a safe manner having regard to all the relevant factors.

A road user must have regard to the rights of other road users and the community, taking reasonable care to avoid conduct that may:

- Endanger the safety and welfare of other road users
- Damage any infrastructure on the road reserve
- Harm the environment of the road reserve

5. Type of Infrastructure

The type of infrastructure covered in this plan includes road infrastructure (e.g. physical roadways, footpaths, road shoulders) and road related infrastructure (e.g. road drainage assets and formations, traffic control devices, warning and regulatory signage).

Infrastructure not covered under this plan includes any area of public road that has not been developed by a road authority for use by the public as a roadway or pathway and any other non-road related infrastructure (e.g. roadside bushland, utility assets, private driveways).

Wellington Shire Council may undertake works on Public Roads and non-Public Roads for other purposes, including fire mitigation and management and noxious weed control. These activities are not performed in line with this RMP and determined by other Council strategies, plans and procedures.

6. Asset Hierarchies

Road and footpath assets are classified into hierarchies. The role which each asset plays within the road or footpath network determines its hierarchy. The more central the asset is within the network, the higher its utilisation. This position is supported by average daily vehicle and pedestrian counts.

Asset hierarchies allow a risk based approach to resource allocation and prioritisation that sees those assets receiving the most utilisation receiving a higher priority for inspection, maintenance, and repair. This is driven by the presumption that defects on assets with greater utilisation have a higher likelihood of consequence.

6.1 Road Hierarchy Description

| Hierarchy Classification | Description | Indicative Daily Traffic |
|--------------------------|--|--------------------------|
| Link | Link between Arterial Roads, major community nodes or activity centres. | > 1500 |
| Collector | Collects traffic from the local road network and directs traffic to Link or declared arterial roads. Through or major destination roads. | > 1000 |
| Local Access A | A major access road for local residential or commercial traffic or public facility. Must be a through road or road to significant destination. | 150 – 1500 |
| Local Access B | A minor access road for local residential or commercial traffic. | 30 - 500 |
| Local Access C | Generally a no through road servicing limited stakeholders however may continue as an unmaintained road into bushland etc. Limited public use. | < 40 |

6.2 Footpath Hierarchy Description

| Classification | Description |
|----------------------|---|
| Shared Paths | Paths that provide for shared use between both pedestrians and cyclists. Can include recreational routes or links between key community destinations. Shared Paths are likely to have a diverse range of users. Shared paths have specific maintenance and management requirements. |
| High Activity | High Activity footpaths provide connections within CBD and Town Centres. These paths also link major public transportation hubs |

| | |
|----------------------------------|---|
| Footpaths | including bus stops and railway stations to town centres. High Activity paths are likely to have a diverse range of users and are most likely to have the highest traffic volumes. |
| Medium Activity Footpaths | Medium Activity paths provide connections to major destinations including schools, recreation facilities, hospitals, aged care facilities, libraries, community centres and residential nodes. These can also include major recreational paths. These paths are likely to have a diverse range of users. These routes are likely to have high traffic volumes at certain times. |
| Low Activity Footpaths | Low Activity paths provide connections to and within residential and industrial areas. These paths are likely to be used less frequently. |

7. Road & Path Management

7.1 Management Process

An illustrated management process for roads and path assets is included as **Appendix B**. The management process includes proactive and reactive inspections, repairs of defects found to exceed stated intervention levels a program of capital renewal and upgrade works.

7.2 Inspection

Wellington Shire Council has a statutory duty to inspect public roads for which it is the responsible authority. These roads are included within the Wellington Shire Council Register of Public Roads. These inspections relate to the types of infrastructure detailed in Section 5 of this RMP.

There are two primary types of inspections employed as part of this Road Management Plan:

- Defect Inspections
- Condition Inspections

Proactive Road and Footpath inspection frequencies are documented in **Appendix E**.

7.2.1 Defect Inspections

The primary purpose of a Defect Inspection is to inspect the asset for defects exceeding nominated intervention levels as documented in **Appendix C - roads** and **Appendix D - footpaths**. The inspection can be generated from:

- 1) A proactive inspection program
- 2) A Customer Request, as detailed in Section 8 of this RMP
- 3) Notification of an incident or accident on the road or footpath network

7.2.2 Condition Inspections

Condition inspections are undertaken to ascertain information relating to remaining useful life of an asset or asset component. This information is used for renewal programming and Asset Management purposes. Condition Inspections intended to provide a high-level assessment of the overall network, as opposed to identifying individual or specific defects.

7.3 Road Maintenance Standards and Process

A schedule of intervention levels for defects and corresponding response times for repair has been established for roads managed in conjunction with this RMP (**Appendix C**).

The Road Management Act 2004 does not require roads or paths to be upgraded to a higher standard to which they were originally constructed and it is not the intention of this plan to upgrade any road. The upgrade of assets is limited to Council's capital works program, special charge schemes or private development.

7.3.1 Proactive Maintenance

Proactive maintenance activities are cyclic and are performed in conjunction with predetermined proactive maintenance programs. These works are in addition to works specifically generated from proactive and reactive defect inspections (see Section 7.2).

Proactive maintenance activities may include but are not limited to:

- Gravel Road Grading
- Sealed Road Patrol
- Shoulder and Drainage Maintenance
- Roadside Grass Slashing
- Street Sweeping
- Line Marking

The allocation of resources directed to individual assets as part of proactive maintenance programs may consider:

- Asset Hierarchy
- Vehicles Per Day (estimated where unknown)
- School Bus Use
- Industry Use
- Topography
- Knowledge of other localised deterioration factors

Roads with a hierarchy classification of Local Access C will receive limited proactive maintenance

7.3.2 Reactive Repairs

Intervention levels are used in Defect Inspections (see Section 7.2). All defects identified exceeding the nominated intervention levels are to be repaired or treated with temporary measures within the corresponding response time. Temporary measures may include, but are not limited to:

- Erecting warning signage
- Performing a temporary repair
- Closing the road to traffic

7.4 Footpath Maintenance Standards and Process

A schedule of defect intervention levels and corresponding response times is listed in **Appendix E**.

These are recorded as a part of footpath programmed Defect Inspections (see Section 7.2) or as a result of a Customer Request.

8. Customer Requests & Notification

Customer requests and/or notification relating to a defect listed in **Appendix C** of this RMP will result in a reactive **defect inspection within 10 working days** (see section 7.2).

If, at first contact with a customer, there is notification of a defect listed in **Appendix F**, communication with the relevant depot supervisor or works coordinator, or if unavailable another Built Environment Operations team member, must be made by telephone in addition to recording the customer request.

9. Management System

Wellington Shire Council uses a centralised asset system for:

- All asset data
- Inspections, Defects and corresponding Actions
- Works completed

Customer requests and notifications are recorded in Wellington Shire Council's document management system, with a record of works available linked in the central asset system.

The systems that assist in delivering the objectives of this Road Management Plan are under continuous development and improvement.

10. Audit & Review

Aspects of the Road Management Plan will be reviewed on a regular basis, to monitor compliance with established standards and to create a history of relevant information to inform decision making.

| Road Management Plan Component | Audit / Review Frequency |
|--|--|
| Monitoring of compliance with inspection frequency, as specified in Appendix E. | Monthly |
| Monitoring of compliance with response times, as specified in Appendices C & D. | Monthly |
| Review of customer requests received, considering responsible Maintenance Team and Request Type. | Each Month and Annual Total (Financial Year and Calendar Year) |
| Review of defects collected, considering asset type, responsible maintenance team, defect type and response time compliance. | Annual Total (Financial Year and Calendar Year) |

11. Index of Appendices

- Appendix A - Reasonably Required for General Public Use Assessment Criteria
- Appendix B - Road Management Process
- Appendix C - Road Defect Intervention Levels and Response Times
- Appendix D - Footpath and Shared Path Defect Intervention Levels and Response Times
- Appendix E - Inspection Frequencies
- Appendix F - Priority Response Defects
- Appendix G - Request to Suspend the Road Management Plan Form

APPENDIX A

REASONABLY REQUIRED FOR GENERAL PUBLIC USE ASSESSMENT CRITERIA

1 Background

- 1.1 Wellington Shire Council (WSC) currently has Public Road network of approximately 3100km. These roads are inspected, maintained and repaired in conjunction with the Road Management Act 2004 (*the Act*) and WSC Road Management Plan.
- 1.2 All Public Roads are listed in the WSC Register of Public Roads.
- 1.3 All Public Roads are allocated an asset hierarchy in line with the WSC Road Management Plan.
- 1.4 WSC roads that have not been determined Public Roads since the Introduction of *the Act* have been allocated a road hierarchy of Non Council Maintained (NCM). These roads are not inspected, maintained or repaired by WSC.
- 1.5 Section 17(3) of *the Act* specifies that where a road authority has made a decision that a road is *reasonably required for general public use*, the road must be registered on its Register of Public Roads.
- 1.6 When assessing whether an existing NCM road is *reasonably required for general public use* (e.g. in response to a request from a member of the public), it is important to validate against standard criteria for an equitable and consistent outcome for the whole of community.

2 Reasonably Required for General Public Use Evaluation Criteria

- 2.1 The following criteria is used to determine if a road is reasonably required for general public use and therefore subsequently deemed a Public Road:
 - a) **The road is essential for at least two discrete land owners. Crown land is considered a discrete land owner in instances where the road is utilised on a daily basis for public access.**
 - b) **Of the two discrete land owners who require the road for access noted in point (a), a minimum of one of the land owners must require the road for:**
 - i. **Essential access to a principal place of residence, or;**
 - ii. **Essential access to a commercial operation, which is in operation for a minimum of 5 days per week.**
 - c) **There is no reasonable alternative access to the road.**

- d) **The road must have been previously developed for use as a road, free from any physical obstruction and capable of being maintained.**
- e) **The physical road must be located in a designated road reserve or other land where Council has appropriate authority to undertake its relevant duties.**
- f) **The road reserve must be fenced with clear boundaries between adjoining private land.**
- g) **The road will require a registered name.**

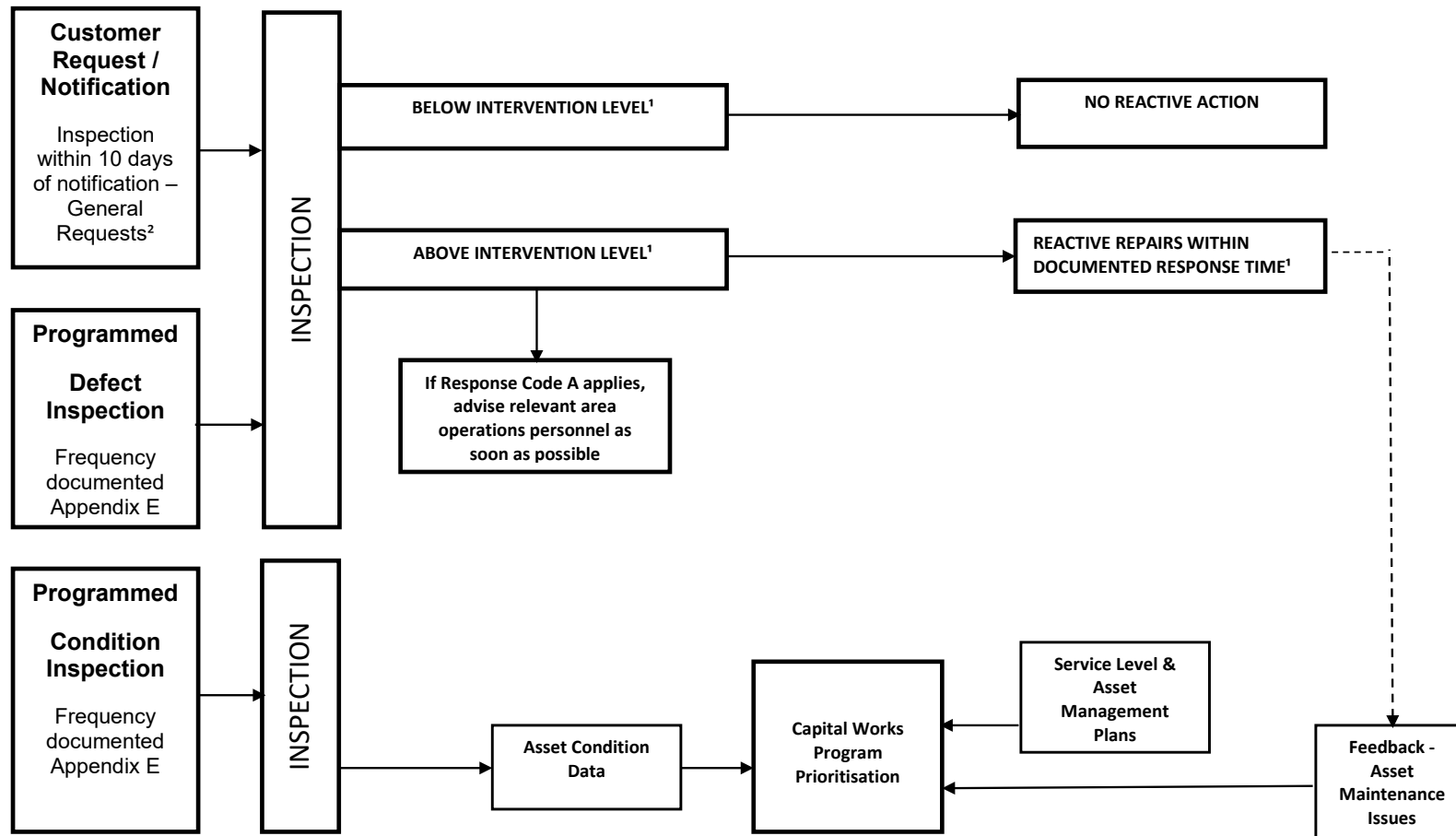
3 Determination & Review

- 3.1 A delegated Council officer with authority to alter the Register of Public Roads will make a determination taking into account the evaluation criteria listed in Section 2.
- 3.2 If a road is deemed to be reasonably required for general public use for part of its length only, the point where it ceases to meet the above criteria will generally be the point where it ceases to be designated as a Public Road. If there is a principal place of residence within 500m of this location, the area of Public Road may be extended to its access point.
- 3.3 A member of the public may request a further review by Council in instances where a road is not determined to meet the evaluation criteria listed in Section 2. In this instance Council officers will table a report at an ordinary meeting of Council for determination.

4 Road Management

- 4.1 If as a result of using the criteria, a determination is recommended that a road be designated as a Public Road, a road hierarchy shall be applied in conjunction with the road hierarchy descriptions within the Road Management Plan.
- 4.2 Maintenance and repair of assets is limited to the standard in which roads have been originally constructed. The upgrade of assets is limited to the WSC capital works program, special charge schemes and approved private upgrades works or private development projects (e.g. subdivisions).

APPENDIX B - ROAD MANAGEMENT PROCESS



1 See Appendix C – Defect Intervention Levels and Response Times

APPENDIX C – Road Defect Intervention Levels and Response Times

| Defect | Severity | Extent | Response Code |
|---|--|--|---------------|
| Obstructions or Immediate Hazards on Roadway | | | |
| Materials causing slippery and dangerous conditions | Area greater than 5m ² | Any location in traffic lane | A |
| Fallen Trees | Height of obstacle greater than 100mm | Across traffic lane, reducing clear width to less than 6m | A |
| Water | Depth greater than 100mm | Any location in traffic lane, reducing clear width to less than 6m | A |
| Obstacle on roadway or shoulder | Height of obstacle greater than 100mm | Any location in traffic lane | A |
| Damaged or Missing Pit Lid | Crevice greater than 50mm in width or likely to fail further | Any location | A |
| Damaged or Missing Bridge Deck section | Crevice greater than 50mm in width | Any location | A |
| Pavement deformation in sealed road | Depth greater than 150mm | In trafficked area, diameter greater than 400mm | A |
| Sealed Roads | | | |
| Pothole | Depth greater than 50mm | Diameter greater than 200mm | B |
| Edge drop off onto shoulder | Drop off greater than 75mm | Distance greater than 10m | C |
| Edge Break | Encroaching seal by distance greater than 100mm | Distance greater than 500mm | C |
| Gravel Shoulders | Potholes or scoring with a depth greater than 75mm | Diameter greater than 300mm for potholes or distance greater than 10m for scouring | D |
| Pavement Failure | Sealed surface has broken up and extensive shoving / displacement has occurred creating a defect greater than 75mm in height or drop | In trafficked area | B |
| Wheel Ruts and depressions | Deformation of depths greater than 75mm under a straight edge | In trafficked area | C |
| Shoulder Build-Up | Shoulder material height above seal preventing water run-off | Distance greater than 30m | D |
| Vegetation Growth on Seal | Encroaching sealed surface by distance greater than 100mm | Distance greater than 50m | D |
| Kerb & Channel Raised or Rolled | Channel raised greater than 50mm in comparison to road surface | Distance greater the 300mm | D |

| Defect | Severity | Extent | Response Code |
|---|--|--|---------------|
| Gravel Road Pavement | | | |
| Pothole | Depth greater than 100mm | Diameter greater than 300mm | B |
| Rutting | Ruts with depth greater than 100mm | In trafficked area | C |
| Corrugations | Depth greater than 50mm | Distance greater than 20m | C |
| Scouring | Depth greater than 100mm | In trafficked area | C |
| Rock or object protruding through pavement surface | Greater than 50mm above pavement surface | In trafficked area | B |
| Vegetation Growth on Pavement | Encroaching pavement by distance greater than 300mm | Length greater than 20m | D |
| Roadside Vegetation | | | |
| Vegetation cover intruding over a carriageway | Minimum height clearance of 4.5m | - Over traffic lanes - 2.5m each side of centre of road (5.0m total) – Local Access urban roads | D |
| Vegetation growth on verge of sealed road | Grass length greater than 300mm | 1.5m from edge of seal, where no physical obstruction exists | D |
| Trees, shrubs and grasses restricting design sight distance to intersections, signs or guideposts | Design sight distances not met | Any location | C |
| Traffic Control Devices | | | |
| Intersection Control | Missing or illegible Intersection Control Sign (e.g. Stop or Give Way) | Any location | B |
| Missing or Illegible Warning Sign | Missing or illegible Sign | Any location | C |
| Ineffective Delineation | Defective guide post or reflector | Culvert crossing or at site of roadside hazard | C |
| Ineffective Safety Barrier | Missing barrier or damaged to significantly reduce effectiveness | Culvert crossing or at site of roadside hazard | D |
| Illegible Pavement Marking | Illegible pavement markings | At Intersections, Rail Crossings and Pedestrian Crossings | C |
| Illegible Pavement Marking | Illegible pavement markings | At all locations apart from intersections, rail crossings or pedestrian crossings | D |
| Drainage | | | |
| Blocked Pipe or Culvert | Preventing adequate drainage | | C |
| Damaged Pipe or Culvert | Preventing adequate drainage | | C |
| Blocked Drainage Pit | Preventing adequate drainage | | B |
| Blocked Open Drain | Preventing adequate drainage | | C |

RESPONSE TIME MATRIX

| | | RESPONSE CODE | | | |
|----------------|----------------|---------------|---------|----------|----------|
| | | A | B | C | D |
| ROAD HIERARCHY | LINK | 24 hours | 7 days | 14 days | 30 days |
| | COLLECTOR | 24 hours | 14 days | 30 days | 60 days |
| | LOCAL ACCESS A | 24 hours | 30 days | 60 days | 90 days |
| | LOCAL ACCESS B | 48 hours | 60 days | 90 days | 120 days |
| | LOCAL ACCESS C | 48 hours | 90 days | 120 days | 180 days |

APPENDIX D - Footpath and Shared Path Defect Intervention Levels and Response Times

1. DEFECTS:

| Sealed and Concrete Shared Path Hazards | | | | | |
|--|--|-----------------|---|----------------------------------|--|
| | | Tripping | Cracking and Height Differences | Obstructed Clearance Zone | Defective Signage |
| Intervention Level | | | <ul style="list-style-type: none"> Cracks 10mm wide or greater, or; On paved or asphalt surfaces, undulation of 40mm or greater measured with a 1.2m straight edge, or; Vertical uplifts of 20mm or greater. | | |
| | | 20mm | | Clearance 2.5m above path | Missing or illegible shared path signage |

| Sealed and Concrete Footpath Hazards | | | | |
|---|--|-----------------|---|----------------------------------|
| | | Tripping | Cracking and Height Differences | Obstructed Clearance Zone |
| Intervention Level | | | <ul style="list-style-type: none"> Cracks 10mm wide or greater, or; On paved or asphalt surfaces, undulation of 40mm or greater measured with a 1.2m straight edge, or; Vertical uplifts of 20mm or greater. | |
| | | 20mm | | Clearance 2.0m above path |

| Gravel Path Hazards | | | | | |
|-----------------------|---|---|--------------------------------------|---|--|
| | Pothole | Undulation/ Uneven surface | Scouring/ Erosion | Obstructed Clearance Zone | Grass/Weed s/Vegetation Encroachin g on the Surface |
| Intervention Level | Diameter greater than 200mm Depth greater than 50mm | Depth of 50mm or greater measured with a 1.2m straight edge | Depth greater than 50mm for 2m | <ul style="list-style-type: none"> • Footpaths - Clearance 2.0m above path • Shared paths - Clearance 2.5m above path | Encroachment of 300mm for 5m, measured from edge of path |

2. DEFECT RESPONSE TIMES:

| Path Hierarchy | Response Time |
|-----------------|---------------|
| High Activity | 30 days |
| Shared Paths | 60 days |
| Medium Activity | 90 days |
| Low Activity | 120 days |

APPENDIX E – INSPECTION FREQUENCIES

1.1 Road Inspections Frequencies

Proactive Road Inspections, as a minimum, will be undertaken at frequencies in the timeframes as indicated in the following table:

| ROAD HIERARCHY | DEFECT INSPECTION FREQUENCY | CONDITION INSPECTION FREQUENCY |
|----------------|-----------------------------|--------------------------------|
| Link | Once in a 4-month period | 3 Years |
| Collector | Once in a 7-month period | 3 Years |
| Local Access A | Once in a 14-month period | 3 Years |
| Local Access B | Once in a 14-month period | 3 Years |
| Local Access C | Once in a 24-month period | 3 Years |

1.2 Footpath Inspections Frequencies

Proactive Footpath Inspections, as a minimum, will be undertaken at frequencies in the timeframes as indicated in the following table:

| FOOTPATH HIERARCHY | HAZARD INSPECTION FREQUENCY | CONDITION INSPECTION FREQUENCY |
|--------------------|-----------------------------|--------------------------------|
| HIGH ACTIVITY | Once in a 7-month period | 3 Years |
| SHARED PATHS | Once in a 7-month period | 3 Years |
| MEDIUM ACTIVITY | Once in a 14-month period | 3 Years |
| LOW ACTIVITY | Once in a 24-month period | 3 Years |

1.3 Bridge Inspections Frequencies

Bridge Inspections, as a minimum, will be undertaken at frequencies in the timeframes as indicated in the following table:

| INSPECTION DESCRIPTION | TIMBER BRIDGE FREQUENCY – ALL ROADS | CONCRETE BRIDGE, MAJOR CULVERTS AND FLOODWAY FREQUENCY – ALL ROADS |
|--|---|--|
| VicRoads Standard – Level One Inspection | Once in a 12-month period | Once in a 2-year period |
| Load test or structural assessment | As required by findings of level one inspection | As required by findings of level one inspection |

APPENDIX F – PRIORITY RESPONSE DEFECTS

The list below provides examples of defects that warrant a priority response. If there is notification of a defect listed below, communication with the relevant depot supervisor or works coordinator, or if unavailable another Built Environment Operations team member, must be made by telephone in addition to recording the customer request.

Roads

- Spill, creating slippery or other hazardous situation.
- Road work site unsafe (i.e. missing signing, hazardous plant or materials).
- Severe subsidence or surface damage.
- Obstacles on roadway or shoulder.
- Flooding.

Bridges

- Guard rail broken or missing.
- Deck plank missing or broken.
- Deck spike protruding hazard.
- Structural damage reducing capacity.

Drainage

- Pit lid missing or unserviceable.
- Blocked water causing flooding.

Footpaths and Shared Paths

- Surface collapse or significant obstacle.

Traffic control devices

- Missing or illegible regulatory signage.
- Malfunctioning Traffic Signals.

If the defect can be rectified with an immediate response these works must be undertaken. If the works required cannot be undertaken within resources currently available, the site must be made safe and repair works programmed and prioritised for either maintenance or capital works as is appropriate.

APPENDIX G – REQUEST TO SUSPEND ROAD MANAGEMENT PLAN FORM

TO: MANAGER BUILT ENVIRONMENT

I, the Chief Executive Officer of Wellington Shire Council, consider, due to the following reasons beyond the control of Wellington Shire Council:

- 1)
- 2)
- 3)

...limiting the resources available to Wellington Shire Council and its other conflicting priorities, meaning the following requirements of the Wellington Shire Council Road Management Plan cannot be met and will be suspended:

| WELLINGTON SHIRE COUNCIL ROAD MANAGEMENT PLAN REQUIREMENT | ITEM SUSPENDED (Yes or No) |
|--|----------------------------|
| Inspection Frequencies per Appendix E of Road Management Plan | |
| Road Defect Intervention Levels & Response Times per Appendix C Road Management Plan | |
| Footpath Defect Intervention Levels & Response Times per Appendix D Road Management Plan | |
| Reactive inspections within 7 days of Customer Request or Notification per Section 8 of Road Management Plan | |

Once the events beyond the control of Wellington Shire Council have abated, or partially abated, I will advise the Manager of Built Environment which parts of the Road Management Plan are to be reactivated and when.

SIGNED: _____

DATE: _____

16. GENERAL MANAGER COMMUNITY AND CULTURE

16.1. QUICK RESPONSE GRANTS

ACTION OFFICER: GENERAL MANAGER COMMUNITY AND CULTURE

PURPOSE

For Council to note information regarding successful and unsuccessful applications received under the Quick Response Grant Scheme (QRGS) for the period November 2020 to February 2021 as at Attachment Quick Response Grants November 2020 to February 2021.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council note information regarding successful and unsuccessful applications received under the Quick Response Grant Scheme (QRGS) for the period November 2020 to February 2021 as at Attachment Quick Response Grants November 2020 to February 2021.

BACKGROUND

The Quick Response Grant Scheme (QRGS) aims to fulfil community need by providing a quick turnaround for community grants funding and provides an opportunity for the community to access funding outside normal community assistance grants timeline. The QRGS supports the delivery of projects that demonstrate positive impacts on the wider Wellington community. Eligible projects submitted under this program are assessed within two weeks.

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

Applications included in this Council report were assessed between November 2020 to February 2021.

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

ATTACHMENTS

1. Quick Response Grants November 2020 to February 2021 [**16.1.1** - 3 pages]

OPTIONS

Council has the following options available:

1. Note information regarding successful and unsuccessful applications received under the Quick Response Grant Scheme (QRGS) for the period November 2020 to February 2021 as at Attachment Quick Response Grants November 2020 to February 2021; or
2. Request further information and reconsider at a future Council meeting.

PROPOSAL

For Council to note information regarding successful and unsuccessful applications under the Quick Response Grant Scheme (QRGS) for the period November 2020 to February 2021 as at Attachment Quick Response Grants November 2020 to February 2021.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

These applications have been funded through the Community Assistance Grants Scheme within the Communities, Facilities and Emergencies (formerly Community Wellbeing) budget. A total of \$17,512 was allocated to successful Quick Response Grant applications for the period November 2020 to February 2021. After this allocation, the year-to-date total of successful 2020/21 QRGS applications is \$67,737.00. Together with Community Assistance Grants that have been funded in the August round; \$147,704 has been expended from the Community Assistance Grants Scheme 2020/21 budget of \$353,500.

The table below is a summary of the funding allocation with a detailed list at Attachment Quick Response Grants November 2020 to February 2021.

| Applications received and assessed | |
|---|----------------------|
| • Minor Community Events | 6 totalling \$10,500 |
| • Minor Community Projects | 3 totalling \$3012 |
| • Minor Community Facilities | 4 totalling \$8,000 |
| • Individual Sponsorship | 1 totalling \$500 |
| Successful Applications | |
| • Minor Community Events | 6 totalling \$10,500 |
| • Minor Community Projects | 3 totalling \$3,012 |
| • Minor Community Facilities | 2 totalling \$4,000 |
| • Individual Sponsorship | Nil |
| Unsuccessful Applications | |
| • Minor Community Events | Nil |
| • Minor Community Projects | Nil |

| | |
|------------------------------|---------------------|
| • Minor Community Facilities | 2 totalling \$4,000 |
| • Individual Sponsorship | 1 totalling \$500 |

COMMUNICATION IMPACT

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

LEGISLATIVE IMPACT

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

COUNCIL POLICY IMPACT

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

COUNCIL PLAN IMPACT

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

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

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

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

RESOURCES AND STAFF IMPACT

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

COMMUNITY IMPACT

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

ENVIRONMENTAL IMPACT

All events and projects are encouraged to consider the waste that will be produced through delivering their grant outcomes and have appropriate measures in place to manage waste.

Assistance from Council is offered to all events to minimise landfill waste through the use of recycle bins.

ENGAGEMENT IMPACT

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

RISK MANAGEMENT IMPACT

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

ATTACHMENT A

Quick Response Grant Scheme - Applications – November 2020 to February 2021

| Organisation | Project Title | Amount | Description | |
|--|---|---|--------------------|---|
| Successful Minor Community Events | | | | |
| 1 | Lions Club of Loch Sport | Loch Sport Lions Children's Christmas Party | \$500 | Christmas party for local families including children's games and a Santa visit with presents. |
| 2 | Live at the Bundy | Mick Thomas - Bundy Hall - Restricted shows | \$2,000 | Assist the Bundy Hall to host two Covid restricted, limited capacity shows with one of Australia's finest singer songwriters. |
| 3 | Yarram & District Traders & Tourism Inc | Pitch Invasion | \$2,000 | Mick Thomas & The Sure Thing, with special guest, Nick Barker playing at the Devon North Recreation Reserve. |
| 4 | North Gippsland CWA | North Gippsland Creative Arts Exhibition. | \$2,000 | A public event to showcase craft, cooking and gardening. It is also an opportunity to learn about and join CWA. |
| 5 | Port Albert Progress Association | NYE Twilight Market and Fireworks display | \$2,000 | Assistance to provide COVID related signage, additional cleaning and sanitisers for the New Year's Eve event. |
| 6 | Rotary Club of Sale Inc | Rotary Race the Rubeena 2021 | \$2,000 | A fun run between the Swing Bridge and Port of Sale raising funds for Sale Hospital and Rotary community service projects. |
| Total | | | \$10,500.00 | |
| Successful Minor Community Projects | | | | |
| 1 | Loch Sport Community House | Loch Sport Wild Festive Season 2020 | \$2,000 | An interactive and creative project involving local community members decorating and displaying plywood kangaroos during the festive and school holiday period. |
| 2 | Boisdale Briagolong Football Netball Club | Leadership Development | \$2,000 | Workshops involving a review of the netball department, development of a strategic plan and the upskilling of netball managers and other key volunteers. |
| 3 | Sale Bridge Club | Return to Face to Face Bridge in Sale | \$1,012 | Return to play face to face Bridge based on the Federal and local restrictions. |
| Total | | | \$4,012.00 | |
| Successful Minor Community Facilities | | | | |

| Organisation | | Project Title | Amount | Description |
|--------------|------------------------------|--|-------------------|---|
| 1 | Yarram Football Netball Club | Timekeepers Box relocation | \$2,000 | New lighting tower impacted the timekeepers box sight lines and was required to be re-located. |
| 2 | Wellington Food Pantry Inc | Food Relief Program - Fridge and Freezer | \$2,000 | To provide increased storage capacity (refrigerated and freezer) to support the supply of food relief for people struggling with food insecurity and in financial hardship across Wellington Shire. |
| Total | | | \$4,000.00 | |

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

| Successful Individual Sponsorship | | | | |
|-----------------------------------|-----|-------------------------|----------------|---------------|
| Individual's Name | | Supporting Organisation | Activity Title | Amount |
| | Nil | | | |
| Total | | | | \$0.00 |

Quick Response Grant Scheme - Unsuccessful Applications – November 2020 to February 2021.

| Organisation | Project Title | Description | Comment |
|--|---------------|-------------|---------|
| Unsuccessful Minor Community Events | | | |
| | Nil | | |
| Unsuccessful Minor Community Projects | | | |
| | Nil | | |
| Unsuccessful Minor Community Facilities | | | |

| | | | | |
|--|--|---|---|---|
| 1 | Heyfield Tennis Club | Switchboard Safety upgrade | An upgrade from old fuses to RCD's (residual current devices) in order to keep the facility safe for all users and contractors. | <ul style="list-style-type: none"> Project moved to Community Committee's 60/40 maintenance program. |
| 2 | Port Albert Light Game and Sports Fishing Club Inc | Replacement of Floor Coverings | Remove existing carpet tiles, clean and seal the concrete pad and then install the new carpet tiles. | <ul style="list-style-type: none"> Identified to be moved to CAGs March 2021 round. |
| Unsuccessful Individual Sponsorship | | | | |
| 1 | Devon Valley Wildlife Shelter – Marnie Telling | Training and endorsement for Category C Tranquiliser Licence. | | <ul style="list-style-type: none"> Ineligible <i>Criteria no. 15: Applications deemed to be for commercial benefit will be considered ineligible. This will be determined on a case by case basis. This will include applications where the main beneficiary is a business/es.</i> |

17. FURTHER GALLERY AND ONLINE COMMENTS

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

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

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

ONLINE COMMENTS –

GALLERY COMMENTS –

Meeting declared closed at:

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

18. IN CLOSED SESSION

COUNCILLOR

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

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

IN CLOSED SESSION

COUNCILLOR

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