



WELLINGTON
SHIRE COUNCIL

The Heart of Gippsland

COUNCIL MEETING AGENDA ORDINARY MEETING

Meeting to be held at

Wellington Centre – Wellington Room

Foster Street, Sale and via MS Teams

Tuesday 19 December 2023, commencing at 5:00 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, Councillors and invited online attendees ensure that mobile phones and other electronic devices are turned off or in silent mode for the duration of the meeting.

MISSION STATEMENT

Working together to make a difference. We listen and lead to provide quality services that improve life for all.

ACKNOWLEDGEMENT OF COUNTRY

“Wellington Shire Council acknowledges our offices are located on the traditional lands of the Gunaikurnai nation. We pay our deep respects to their Elders past, present and future and acknowledge their ongoing cultural and spiritual connections to their land and waters.”

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: MANAGER ORGANISATIONAL PERFORMANCE AND GOVERNANCE

PURPOSE

To adopt the minutes of the Ordinary Council Meeting of 5 December 2023.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council adopt the minutes and resolutions of the Ordinary Council Meeting of 5 December 2023.

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
Cobains Feedlots	21 November 2023	Development Division is currently preparing a response, due by 19 December 2023.	General Manager Development

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

10.1. MAYOR AND COUNCILLORS REPORT - NOVEMBER 2023

ACTION OFFICER: COUNCILLOR IAN BYE

<p>RECOMMENDATION</p> <p><i>That the Mayor and Councillors report be noted.</i></p>
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DATE	EVENT	ATTENDED
1 November	Womens Health Forum, Heyfield	Cr Ripper
	Yarram Rotary meeting, Yarram	Mayor Bye
2 November	RAAF Colour Replacement Parade, East Sale	Mayor Bye
	Committee for Wellington General meeting	Cr Stephens
4 November	Seaspray Ratepayers Association monthly meeting, Seaspray	Cr McKenzie
	Port Albert Fire Brigade Open Day, Port Albert	Cr Stephens
9 November	SEATS meeting, NSW	Cr Tatterson
	Gippsland Art Gallery: Wunman Njinde: Revitalising the gunaikurnai language, Sale	Cr Crossley
	Gippsland New Energy Web Portal Working Group, Sale	Cr Crossley
10 November	Loch Sport Community meeting, Loch Sport	Cr McKenzie
	Gippsland Forest Dialogue, Yarram	Cr Crossley
11 November	Sale RSL Remembrance Day, Sale	Mayor Bye
	Yarram RSL Remembrance Day, Yarram	Cr Stephens
	Stratford RSL Remembrance Day, Stratford	Cr Ripper
	Woodside Primary School 150 th Celebration, Woodside	Cr Stephens
13 November	Joint meeting: Wellington Shire & RAAF, East Sale	Mayor Bye
	Nakunbalook Presentation: Frogs Alive, Sale	Cr Crossley
	Stratford Community Association meeting, Stratford	Cr Ripper

DATE	EVENT	ATTENDED
14 November	Rotary Sale meeting, Sale Port Albert Progress Association annual general meeting, Alberton SEATS Executive Meeting, online	Mayor Bye Cr Stephens Cr Tatterson
15 November	Heyfield Community Resource Centre AGM, Heyfield Community Advisory Group meeting, Yarram Joint Meeting: Wellington Shire & Marathon Group, Sale	Cr Ripper Cr McKenzie Mayor Bye
16 November	SEATS Quarterly Meeting, Traralgon MAV Rural & Regional Forum, Melbourne	Cr Tatterson Cr Rossetti
18 November	McDonalds McHappy Day, Sale	Mayor Bye
19 November	Stratford Courthouse Outdoor Stage Opening, Stratford	Cr Ripper
20 November	Working Holiday Makers Working Group meeting, Yarram	Cr Stephens
22 November	Golden Beach Ratepayers meeting, Golden Beach	Cr McKenzie
23 November	Empower Australia Forum 2023 with The Hon Brendan O'Connor MP, Minister for Skills, Lardner Park G-REZ Community Advisory Group meeting, Willung South Koala Project Working Group, Yarram	Cr Crossley Mayor Bye Cr Stephens
24 November	One Gippsland: Mayoral Induction, Traralgon Gippsland Womens Health 'Lets Chat' 16 Days of Activism Event, Sale VAGO Audit Committee Forum, online	Mayor Bye Cr Ripper & Cr Crossley Cr Maher
25 November	Yarram Neighbourhood House: 16 Days of Activism Against Gender-Based Violence Womens Breakfast Yarram Recreation Reserve meeting: Yarram Show, Yarram	Cr Maher Cr Stephens
26 November	Tinamba Hotel: Beer Fest, Tinamba Maffra Municipal Band End of Year Gala, Maffra	Cr Ripper Cr Ripper
27 November	Tarra Festival Committee meeting, Yarram One Gippsland - Plan Victoria Stakeholder Briefing	Cr Mc Kenzie Mayor Bye

DATE	EVENT	ATTENDED
28 November	Great Victorian Bike Ride Welcome to Wellington, Paynesville	Mayor Bye
29 November	Joint Meeting: Wellington Shire and TAFE Gippsland	Mayor Bye
30 November	Gippsland New Energy Web Portal Working Group, online	Cr Crossley

**COUNCILLOR IAN BYE
MAYOR**

11. DELEGATES REPORT

12. CHIEF EXECUTIVE OFFICER'S REPORT

12.1. CHIEF EXECUTIVE OFFICER'S REPORT - NOVEMBER 2023

ACTION OFFICER: CHIEF EXECUTIVE OFFICER

<p>RECOMMENDATION</p> <p><i>That the Chief Executive Officer's report be received.</i></p>

DATE	ATTENDED
1 November	Joint State/Local Government monthly CEO Forum
2 November	Committee for Wellington Monthly meeting, Sale Wellington Place Based Coordination Team meeting with Regional Development Victoria to discuss Timber Transition with Heyfield and Yarram communities Shared Servies meeting, CEO East Gippsland Shire Council
3 November	Met with Loch Sport Foodworks business owner, Mr Matt Edey, Loch Sport Met with U3A representative, Diedre Relph
4 November	Sale & District Agricultural Society Afternoon Tea, Sale
10 November	Met with Gippsland Climate Change Network representative, Mr Darren McCubbin, Sale
13 November	Joint meeting with RAAF East Sale. In attendance was Mayor Bye Met with Executive Team at Frankston City Council regarding the LGPro Mentoring Program Met with Sale Amateur Basketball Association representative, Mr Ben Lancaster, Sale. In attendance was Mayor Bye
14 November	Met with the CEO, Frankston City Council regarding the LGPro Mentoring Program
15 November	Met with Tim McAuliffe, Regional Development Victoria
16 November	Wellington Place Based Coordination team meeting MAV Rural and Regional Forum
17 November	One Gippsland Local Government CEO meeting Met with representatives of the Sale Music Festival
20 November	Gippsland New Energy Coordination Group meeting

DATE	ATTENDED
22 November	Attended LGPro Mentoring Program session Met with Regional Development Victoria representative, Nicala Oakley
23 November	Destination Gippsland Board meeting, Warragul
29 November	Joint meeting with TAFE Gippsland representatives. In attendance was Mayor Bye Joint meeting with Department of Transport
30 November	Gippsland Community Leadership Program 2023 Graduation Ceremony, Glengarry North

13. GENERAL MANAGER CORPORATE SERVICES

13.1. ASSEMBLY OF COUNCILLORS REPORT

ACTION OFFICER: MANAGER ORGANISATIONAL PERFORMANCE AND GOVERNANCE

PURPOSE

To report on all assembly of Councillor records received for the period 27 November 2023 to 10 December 2023.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council note and receive the attached Assembly of Councillor records for the period 27 November 2023 to 10 December 2023.

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 27 November 2023 to 10 December 2023.

ATTACHMENTS

1. Assembly of Councillors 5 December 2023 Council Day [**13.1.1** - 2 pages]

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 27 November 2023 to 10 December 2023.

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

This impact has been assessed and while it does not meet a specific Council Plan strategic outcome, it does align with Council's good governance framework.

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 – 5 DECEMBER 2023

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 McKenzie	YES	Cr Wood	YES	N/A
	Cr Maher	YES	David Morcom, CEO	YES	N/A
	Cr Ripper	YES	Leah Carubia, EA	YES	N/A
	Cr Rossetti	YES	Justin Kimber, Senior Service Desk & Cyber Compliance Officer	YES	N/A

MEETING	COUNCILLORS AND OFFICERS IN ATTENDANCE				CONFLICT/S OF INTEREST OR ACTION ITEMS
	Name	Attendance	Name	Attendance	
Workshops	Cr Bye	YES	Cr Tatterson	YES	N/A
	Cr Crossley	YES	Cr Wood	YES	N/A
	Cr McKenzie	YES	David Morcom, CEO	YES	N/A
	Cr Maher	YES	Chris Hastie, GM Built and Natural Environment	NO	N/A
	Cr Ripper	YES	Carly Bloomfield, Manager Organisational Performance & Governance	YES	N/A
	Cr Rossetti	YES	Clemence Gillings, GM Community & Culture	YES	N/A
	Cr Stephens	YES	Andrew Pomeroy, GM Development	YES	N/A

	MATTERS/ITEMS CONSIDERED AT THE MEETING	OTHERS IN ATTENDANCE
Workshops Cont.	1. AGRICULTURE OUTLOOK UPDATE	<ul style="list-style-type: none"> • Mark Coleman, Economic Development Officer • Jen Smith (External: Gippsland Agricultural Group) <p><i>Conflict of Interest: Nil</i></p>
	2. BUILT ENVIRONMENT UPDATE	<ul style="list-style-type: none"> • Sam Pye, Manager Built Environment <p><i>Conflict of Interest: Nil</i></p>
	3. COMMUNITY AND CULTURE DIVISION UPDATE - LEISURE SERVICES AND ARTS & CULTURE	<ul style="list-style-type: none"> • Clem Gillings, General Manager Community & Culture • Ross McWhirter, Manager Leisure Services <p><i>Conflict of Interest: Nil</i></p>
	4. WASTE, RECYCLING AND SUSTAINABILITY UPDATE	<ul style="list-style-type: none"> • David Harper, Manager Natural Environment & Parks • Samantha Nock, Coordinator Waste & Sustainability <p><i>Conflict of Interest: Nil</i></p>
	5. 'FAIR ACCESS POLICY' REVIEW OF COUNCIL POLICIES	<ul style="list-style-type: none"> • Sam McPherson, Manager Communities, Facilities and Emergencies • Mark Benfield, Coordinator Community Facilities Planning <p><i>Conflict of Interest: Nil</i></p>
	6. COMMUNITY VISION, COUNCIL PLAN & SUB PLANS 2025-29	<ul style="list-style-type: none"> • Carly Bloomfield, Manager Organisational Performance & Governance • Kim Salleh, Coordinator Communications & Media <p><i>Conflict of Interest: Nil</i></p>
	7. PROPOSED 2024 COUNCILLOR INDUCTION	<ul style="list-style-type: none"> • Carly Bloomfield, Manager Organisational Performance & Governance • Jessica Saunders, Coordinator Governance & Risk <p><i>Conflict of Interest: Nil</i></p>

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 30 November 2023 and approve suggested amendments to the Audit & Risk Committee Charter and Terms of Reference.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That:

- 1. Council receive and note the minutes in brief of the Audit & Risk Committee 30 November 2023 (as attached) and the confidential attachment Audit & Risk Committee Minutes of 30 November 2023; and***
- 2. Council approve the suggested amendments to the Audit & Risk Committee Charter and Terms of Reference; and***
- 3. The information contained in the confidential document Audit & Risk Committee Minutes of 30 November 2023 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 8 December 2023 because it relates to the following grounds:
e) legal privileged information; and
g) private commercial information, being information provided by a business, commercial or financial undertaking that -
(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage; and
l) information that was confidential information for the purposes of section 77 of the Local Government Act 2020;
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 30 November 2023 is attached and is provided for the information of Council and the public in general.

ATTACHMENTS

1. Minutes in Brief - Audit & Risk Committee 30 November 2023 [**13.2.1** - 14 pages]
2. Confidential header - Audit & Risk Committee Minutes 20 November 2023 [**13.2.2** - 1 page]
3. CONFIDENTIAL REDACTED - Audit & Risk Committee Minutes 30 November 2023 [**13.2.3** - 187 pages]

OPTIONS

Council has the following options available:

1. To receive and note the minutes from the Audit & Risk Committee meeting of 30 November 2023 and approve the suggested amendments to the Audit & Risk Committee Charter and Terms of Reference; 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 30 November 2023 and approve the suggested amendments to the Audit & Risk Committee Charter and Terms of Reference.

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.

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

This impact has been assessed and while it does not meet a specific Council Plan strategic outcome, it does align with Council's good governance framework.

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 – 30 NOVEMBER 2023

Present: Mr Chris Badger (Chair) (via Teams)
Ms Sarah Heath (via Teams)
Mr Tony Smith (via Teams)
Councillor Garry Stephens (via Teams)
Councillor Gayle Maher (Via Teams)

In attendance: Mr David Morcom (Chief Executive Officer) (via Teams)
Mr Arthur Skipitaris (General Manager Corporate Services) (via Teams)
Mr Ian Carroll (Manager Corporate Finance)
Ms Carly Bloomfield (Manager Organisational Performance & Governance)
Mr Kapil Kukreja (HLB Mann Judd) (via Teams)
Ms Vanessa D'Souza (HLB Mann Judd) (via Teams)
Mrs Sheryl Saynor (Executive Support Officer)

1 Welcome

2 Apologies

Nil

3 Closure of Meeting to Public

Councillor Maher/Sarah Heath

That the meeting be closed to the public under Section 66(5) of the Local Government Act 2020 to discuss legal privileged information, private commercial information, being information provided by a business, commercial or financial undertaking that - (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage 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 - 12 September 2023

Councillor Stephens/Tony Smith

That the Committee adopt the minutes of the previous meeting held on 12 September 2023.

CARRIED

6 In Camera Session (conducted at 1pm)

Items dealt with:

- 7.2 Internal Audit Report - Workforce Planning
- 7.5 Endorsement of Strategic Risk Report
- 7.9 Internal Audit Contract Update
- 7.10 Business Continuity Plan Exercise

7.1 Action Items from Previous Minutes

Sarah Heath/Tony Smith

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 22 November 2023 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

7.2 Internal Audit Report - Workforce Planning

Councillor Maher/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 22 November 2023 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

7.3 Status of Audit Recommendations

Tony Smith/Sarah Heath

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 22 November 2023 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

7.4 OH&S Matters

Councillor Maher/ 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 22 November 2023 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

7.5 Endorsement of Strategic Risk Report

Tony Smith/Sarah Heath

That the Audit & Risk Committee endorse the strategic risks attached.

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 22 November 2023 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

7.6 Review of Council Policies

Councillor Maher/Sarah Heath

That the Audit & Risk Committee endorse the policies reviewed subject to any further changes to the Disposal of Surplus Council Equipment Policy.

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 22 November 2023 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

7.7 Review of Audit & Risk Committee Charter

Sarah Heath/Councillor Maher

That the Audit & Risk Committee endorse the suggested changes to the Charter and Terms of Reference subject to the additional change discussed.

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 22 November 2023 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



AUDIT & RISK COMMITTEE

CHARTER

Reviewed November 2023³²

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

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

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

- the enhancement of the credibility and objectivity of internal and external financial and non-financial reporting and performance;
- effective management of financial and other risks and the protection of Council assets;
- compliance with laws and regulations as well as use of best practice guidelines;
- the efficiency and effectiveness of the internal audit function;
- the provision of an effective means of communication between the external auditor, internal audit, management and the Council;
- oversight and guidance on the effectiveness of the management and reporting of Council's fraud and corruption prevention practices;
- a review of the effectiveness of Council processes and the outcomes of the external audit.

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AUDIT & RISK COMMITTEE

TERMS OF REFERENCE

1 General

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

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

2 Membership

- (a) The Audit & Risk Committee will comprise of two Councillors, and three external independent persons with suitable knowledge, skills and experience, all appointed by Council for periods varying to a maximum term of 3 years. External members may be re-appointed for subsequent terms, to a maximum of 9 years, following a public advertising process in accordance with 2 (b). A quorum shall be 3 (with a minimum of 2 independent members). The Chairperson shall be an external independent person elected on an annual basis at the first meeting of the Committee in the calendar year. The Chairman's term will overlap the term of appointed Councillors to ensure continuity. The Chief Executive Officer should be required and entitled to attend all Audit & Risk Committee meetings.

External independent persons will have senior business and/or financial management/reporting knowledge, skills and experience and be conversant with the financial and other reporting requirements. The evaluation of potential members will be undertaken by the Mayor, Chief Executive Officer and Audit & Risk Committee Chair (or another independent member) taking account of the experience of candidates (as per the Committee's expertise matrix) and their likely ability to apply appropriate analytical and strategic management skills, and a recommendation for appointment put to Council.

- (b) Appointments of external persons shall be made by Council by way of a public advertisement and be for a maximum term of three years. The terms of the appointment should be arranged to ensure an orderly rotation and continuity of membership despite changes to Council's elected representatives.
- (c) If a Committee member is underperforming, a performance management process must be put in place, overseen by the Chair, unless it is the performance of the Chair in question then the Chief Executive Officer would oversee the process. Should the performance of the individual not improve then they would be asked to tender their resignation. If this is not forthcoming and the Council proposes to remove the member from the Committee, it must give written notice to the member of its intention to do so

and provide that member with the opportunity to be heard at a Council meeting which is open to the public, if that member so requests.

- (d) Remuneration will be paid to each independent member of the Committee (the basis may be an annual fee, with an additional amount paid to the Chairperson or a set fee per meeting, or another basis as appropriate). The remuneration amount will be determined by Council's Remuneration Committee annually allowing for an increase linked to the annual increase of Councillor allowances, benchmarking against other Councils or other considerations such as Council budget constraints.
- (e) The Chairperson shall ideally be appointed by external members of the Audit & Risk Committee subject to Council's approval.
At the November meeting of the Committee, Council representatives will request that any external members who want to nominate as Chair submit an Expression of Interest outlining their expertise and availability. Expressions of Interest are to be emailed to the Council representatives on the Committee.
At the first meeting of the following calendar year, during the In Camera session, the Committee, led by the Council representatives, will elect the Chair, via a vote, and the elected member will assume the Chair immediately.
Should external members not be able to elect a chairperson then Council representatives will cast the deciding votes.
Council's approval of the appointment will be ratified when Council receives the Committee meeting minutes.
In the absence of the appointed Chairperson from a meeting, an acting Chairperson will be appointed from the external members present.
- (f) Other members of Council or Council staff and the internal auditor (whether a member of staff or contractor) may be invited to attend at the discretion of the Committee to advise and provide information when required.
- (g) Representatives of the external auditor should be invited to attend at the discretion of the Committee but **must** attend meetings considering the review of the external audit plan, the draft annual financial report and results of the external audit.
- (h) Council shall provide secretarial and administrative support to the Committee.

3 Meetings

- (a) Process
The Committee shall meet at least quarterly. Additional meetings may be convened at the discretion of the Chairperson, or at the written request of an independent member, or any of the member Councillors.
- (b) Declaration of Conflicts of Interest
Declaration of Conflicts of Interest will be in accordance with the requirements of the *Local Government Act 2020*.
- (c) Closure of Meetings to the Public
In accordance with Section 66(2) of the *Local Government Act 2020*.

4 Planning

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

5 Reporting

- (a) The Audit & Risk Committee shall after every meeting forward the draft minutes of that meeting to the next practical ordinary meeting of the Council, including a report explaining any specific recommendations and key outcomes.
- (b) The Committee shall report to the Council on a half yearly basis, or as required by Council, via a Council Workshop/Meeting, describing the activities of the Committee and including its findings, recommendations and annual performance evaluation (as per Section 54(5) of the *Local Government Act 2020*). The report shall be prepared by Management and the Committee Chair, endorsed by the Committee and presented to Council by the Chair. A copy of this report is to also be tabled at a Council meeting.
- (c) The Chairperson may require any report prepared by the Audit & Risk Committee to be listed on the agenda for the next practical ordinary meeting of the Council.

AUDIT & RISK COMMITTEE

LIST OF DUTIES AND RESPONSIBILITIES

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

- compliance with accounting standards and other reporting requirements;
 - significant variances from prior years;
 - ensuring Council is financially sustainable.
- (10) Annually, make a recommendation to Council on the fairness of the annual financial ~~statements~~report. Review any significant changes that may arise subsequent to any such recommendation but before the financial ~~statements~~report isare signed.
- (11) Discuss with the external auditor the scope of the audit and the planning of the audit.
- (12) Discuss with the external auditor issues arising from the audit, including any management letter issues raised by the auditor and the resolution of such matters.
- (13) Review the annual performance statement and make a relevant recommendation to Council.
- (14) Review issues relating to competitive neutrality national competition policy, financial reporting by Council business units and comparative performance indicators.
- (15) Identify and refer specific projects or investigations deemed necessary through the Chief Executive Officer, the internal auditor and the Council if appropriate with reports on any such matters to be reviewed by the Audit & Risk Committee including any incidents of fraud/corrupt conduct or suspected fraud/corrupt conduct.
- (16) Monitor the effectiveness of fraud and corruption prevention practices.
- (17) Monitor the progress of any major legal issues facing the Council.
- (18) Address issues brought to the attention of the Committee, including responding to requests from Council for advice that are within the parameters of the Committee's terms of reference.
- (19) Monitor compliance with other "non-financial" legislated policies (e.g. EEO, OH&S etc).
- (20) Annually, ~~R~~receive a report detailing all reimbursements made to Councillors and members of a delegated committee, as per section 40 of the *Local Government Act 2020*.
- (21) The Audit & Risk Committee Chair in conjunction with Council and the Chief Executive Officer should develop performance indicators (as discussed with the Committee) and monitor the performance of the Committee against these via completion of an annual performance evaluation survey. ~~These should consider the effectiveness and efficiency of the Committee.~~
- (22) The Committee will agree to an Annual Plan of business to be considered at each meeting.
- ~~(22) The Audit & Risk Committee will complete an annual evaluation of the Committee's performance at the May meeting.~~

- (23) The Committee will nominate one member to assess various aspects of the meeting including preparation, presentation, participation and process.
 - (24) Should there be a conflict of interest for outsourced internal audit providers who perform other consultancy work for the Council, the issue will be brought before the Audit & Risk Committee for deliberation.
 - (25) Endorse key documents and reports that must be approved by Council, including annual financial reports, annual performance statements, annual budget, new or revised policies, risk framework and other documents that assist in maintaining a strong internal control environment.
- (b) The Audit & Risk Committee, through the Chief Executive Officer and following authorisation from the Council, and within the scope of its responsibilities, may seek information or obtain expert advice on matters of concern.

7.8 Biannual Report to Council on Audit & Risk Committee Activities

Councillor Stephens/Councillor Maher

**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 22 November 2023 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**

7.9 Internal Audit Contract Update

Sarah Heath/Councillor Maher

**That the Audit & Risk Committee endorse management to engage the contractor for 3 years
with possible options of two and one year beyond this term.**

**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 22 November 2023 because it relates to the following grounds:**

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

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

7.10 Business Continuity Plan Exercise

Tony Smith/Councillor Maher

**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 22 November 2023 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**

7.11 ICT and Cyber Security Update

Councillor Maher/Sarah Heath

**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 22 November 2023 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**

7.12 Update on ChatGPT Trial

Councillor Maher/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 22 November 2023 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**

7.13 Financial Report

Sarah Heath/Councillor Maher

**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 22 November 2023 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**

7.14 Current Key Risk Matters

Councillor Maher/Tony Smith

**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 22 November 2023 because it relates to the following grounds:**

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

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

7.15 Insurance Report

Councillor Stephens/Councillor Maher

**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 23 November 2023 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**

7.16 Summary of Gifts Register

Sarah Heath/Tony Smith

**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 22 November 2023 because it relates to the following grounds:**

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

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

7.17 Fraud Report

Councillor Stephens/Sarah Heath

**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 22 November 2023 because it relates to the following grounds:**

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

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

7.18 Register of Commissioned Reports

Councillor Maher/Tony Smith

**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 22 November 2023 because it relates to the following grounds:**

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

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

7.19 Arrangements for Election of Chair

Councillor Stephens/Sarah Heath

**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 22 November 2023 because it relates to the following grounds:**

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

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

7.20 General Business

Nil.

8.1 Rotating Assessment of and Feedback on Meeting

Committee member, **Sarah Heath**, provided the following feedback on the conduct of the meeting.

Preparation

- Were the Agenda items appropriate? **A great pack, as usual. Reviewing policies offline makes it easier.**
- Were all the papers circulated on a timely basis? **Yes**
- Were the papers concise, factual and well written? **Yes**

Presentation

- Were the presentations supplementary to and not repetitive of the Board papers? **Well written and easy to follow.**
- Were the presentations focussed on highlighting the key issues and information for discussion or decision? **Yes**
- Were the presentations concise and effectively delivered? **Yes**

Participation

- Did all members participate? **Yes, at the meeting and prior to the meeting. Committee members need to respond in a timely manner prior to the meeting for questions. Appreciated the responses from Management.**
- Was our questioning relevant, probing and affirmative?
- Did management respond appropriately to our questioning?
- Was our discussion on-topic, focussed and collegiate? **Yes, we focussed our time where it needed to be.**
- Did we encourage and respect each other's thoughts, ideas and opinions?
- Did the Chairman practice active listening, paraphrasing, and recognising non-verbal signals?
- Impact of interaction of Committee members with each other and with the leadership Team / are improvements being made in reducing assumptions and being more enquiring?
- Was respectful listening and thoughtful questioning used?

Process

- Did we start and end on time? **Yes**
- Did we resolve all items on the Agenda?
- Did we capture and summarise all decisions and action items?
- Were commitments asked for, made and documented?

THERE BEING NO FUTHER BUSINESS THE MEETING CLOSED AT 3.48PM.



WELLINGTON
SHIRE COUNCIL

The Heart of Gippsland

ORDINARY COUNCIL MEETING
19 DECEMBER 2023

On this day, 8 December 2023, in accordance with section 3(1) 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 under section 3(1) of the *Local Government Act 2020*:

- e) legal privileged information, being information to which legal professional privilege or client legal privilege applies;
- g) private commercial information, being information provided by a business, commercial or financial undertaking that -
 - (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage; and
- 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. ADOPTION OF REVIEWED COUNCIL POLICIES

ACTION OFFICER: MANAGER ORGANISATIONAL PERFORMANCE AND GOVERNANCE

PURPOSE

To adopt the updated Council policies as attached.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council revoke the existing Council policies with a review date of December 2023 and adopt the updated Council policies as attached.

BACKGROUND

Policy holds a key role in Council's good governance framework and supports the functions of Council as described in the *Local Government Act 2020*. Council Policies are publicly available on the Wellington Shire Council website.

Council policies are reviewed and modified due to legislative, strategic, planning and procedural amendments. In addition, policies are revised in accordance with the 'Next Review Date' as documented at the commencement of each policy.

As the policies hold various revision dates, policies are reviewed at different times of the year. The policies with a review date of December 2023 have been assessed and updated to reflect applicable changes since the last revision.

Approval of policies

Council policies are approved by either the Council or the Chief Executive Officer (CEO). During the past 12 months, a focus of the review has been to confirm that the appropriate approver has been nominated and updated if required.

Wellington Shire Council currently has a suite of 73 Council policies. A total of 52 policies are being presented to a Council Meeting for adoption as Council is the nominated approver. These include several mandatory policies that are a requirement of the *Local Government Act 2020*. In addition, there are Council adopted policies in place to fulfill strategic and good governance requirements.

As part of the review of policies it has been identified that the 'Assessment of Development in Relation to Potential Sea Level Rise Policy' is to be revoked. The 'Authorisations and Appointments Policy' is a new policy and was created to separate existing information regarding Authorisations away from the 'Delegations Policy'.

There are 11 policies where the Chief Executive Officer (CEO) has been nominated as the appropriate approver, given the significant operational content of the documents. The updated versions of the following policies will be available on the Wellington Shire Council website once signed by the CEO:

- Equal Opportunity and Anti-Discrimination Policy
- Occupational Health and Safety Policy
- Privacy and Data Protection Policy
- Freedom of Information Policy
- Records Management Policy
- Records Disposal Policy
- Declarable Associations Policy
- Infringement Review Policy
- Customer Service Policy
- Disposal of Surplus Council Equipment Policy
- CCTV Policy.

The following nine Council policies are not included as part of this revision as the 'Next Review Date' has not been reached. These policies will be reviewed and presented for adoption at a later stage, in line with the review date documented on each policy:

- Council Expense and Administration Policy
- Child Safe Policy
- Procurement Policy
- Risk Management Policy
- Election Period Policy
- Funding and Procurement of Public Infrastructure Works Policy
- CEO Employment and Remuneration Policy
- Electronic Gaming Machine Policy
- Community Engagement Policy.

Attachment 13.3.1 - Summary of Amendments Table outlines the changes that have been made to policies requiring Council adoption. The updated individual policies are also included as attachments.

ATTACHMENTS

1. Summary of Amendments Table [**13.3.1** - 17 pages]
2. 1.2 Provision of Motor Vehicles for Councillors Policy [**13.3.2** - 2 pages]
3. 1.3 Media and Communications Policy [**13.3.3** - 2 pages]
4. 1.4 Social Media Policy [**13.3.4** - 4 pages]
5. 2.1.3 Human Rights Policy [**13.3.5** - 2 pages]
6. 2.2.1 Bank Guarantees Policy [**13.3.6** - 3 pages]
7. 2.2.2 Investment Policy [**13.3.7** - 2 pages]
8. 2.2.3 Debt Collection and Interest Charging Rates Charges and Fire Services [**13.3.8** - 5 pages]
9. 2.2.5 Corporate Credit Card Policy [**13.3.9** - 4 pages]
10. 2.2.6 Best Value and Competitive Neutrality Policy [**13.3.10** - 3 pages]
11. 2.4.2 Fraud Control Policy [**13.3.11** - 12 pages]
12. 2.4.3 Public Interest Disclosures Policy [**13.3.12** - 7 pages]
13. 2.4.5 Mandatory Notification Policy [**13.3.13** - 3 pages]
14. 2.4.6 Conflict of Interest Policy [**13.3.14** - 8 pages]
15. 2.4.7 Delegations Policy [**13.3.15** - 3 pages]
16. 2.4.8 Acceptance and Declaration of Gifts Benefits and Hospitality Policy [**13.3.16** - 7 pages]
17. 2.4.9 Public Transparency Policy [**13.3.17** - 6 pages]

18. 2.4.11 Authorisations and Appointments Policy [**13.3.18** - 3 pages]
19. 3.1.1 Heritage Policy [**13.3.19** - 2 pages]
20. 3.2.1 Car Parking Off Street Car Parks Policy [**13.3.20** - 2 pages]
21. 3.2.2 Street Raffles Policy [**13.3.21** - 2 pages]
22. 3.2.3 Building Policy [**13.3.22** - 3 pages]
23. 3.2.5 Swimming Pool and Spa Safety Barrier Policy [**13.3.23** - 2 pages]
24. 3.2.7 Complaints Handling Policy [**13.3.24** - 5 pages]
25. 3.3.1 Major Events Policy [**13.3.25** - 2 pages]
26. 3.3.2 Roadside Tourism Directional Signs Policy [**13.3.26** - 2 pages]
27. 3.3.3 Wood Encouragement Policy [**13.3.27** - 2 pages]
28. 3.3.4 Rental and Leasing of Council Owned Properties Policy [**13.3.28** - 5 pages]
29. 3.3.5 Sale Exchange and Acquisition of Land Policy [**13.3.29** - 4 pages]
30. 4.1.1 Waste Collection Policy [**13.3.30** - 2 pages]
31. 4.1.2 Nature Strip Maintenance Policy [**13.3.31** - 2 pages]
32. 4.1.3 Open Space Policy [**13.3.32** - 3 pages]
33. 4.1.4 Litter Bins Policy [**13.3.33** - 2 pages]
34. 4.1.5 Playgrounds Policy [**13.3.34** - 2 pages]
35. 4.1.6 Public Open Space Contribution Subdivisions Policy [**13.3.35** - 2 pages]
36. 4.1.7 Public Toilets Policy [**13.3.36** - 2 pages]
37. 4.1.8 Significant Tree Protection Policy [**13.3.37** - 2 pages]
38. 4.1.9 Urban Forest Policy [**13.3.38** - 2 pages]
39. 4.1.10 Climate Change and Sustainability Policy [**13.3.39** - 3 pages]
40. 4.1.11 Rates Rebate on Land for Conservation Purposes Policy [**13.3.40** - 2 pages]
41. 4.1.12 Public Memorials in Open Spaces [**13.3.41** - 3 pages]
42. 4.2.1 Asset Management Policy [**13.3.42** - 3 pages]
43. 4.2.2 Place and Feature Naming Policy [**13.3.43** - 8 pages]
44. 4.2.3 Subdivision Infrastructure Development Policy [**13.3.44** - 2 pages]
45. 4.2.4 Special Charges Schemes Roads Street and Drainage Development Policy [**13.3.45** - 2 pages]
46. 4.2.6 Cattle Underpasses Policy [**13.3.46** - 2 pages]
47. 4.3.1 Fencing Policy [**13.3.47** - 2 pages]
48. 4.3.2 Roadside Memorials Policy [**13.3.48** - 2 pages]
49. 5.1.3 Council Provision of Recreation Community Facilities Policy [**13.3.49** - 4 pages]
50. 5.1.4 Committees Policy [**13.3.50** - 6 pages]
51. 5.1.5 Community Assistance Grants Program Policy [**13.3.51** - 3 pages]
52. 5.2.1 Art Gallery Collection Policy [**13.3.52** - 5 pages]
53. 5.2.2 Art in Public Places Policy [**13.3.53** - 3 pages]

OPTIONS

Council has the following options available:

1. Adopt the revised 2023 Council policies as attached; or
2. Not adopt the revised 2023 Council policies and request a further review of the policies for consideration at a future meeting of Council.

PROPOSAL

For Council to revoke the existing Council policies with a review date of December 2023 and adopt the updated Council policies as attached.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

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 review and consideration of Council's various policies meets all legislative requirements. The *Local Government Act 2020* specifies the Council must adopt and maintain several policies including:

- Councillor gift policy
- Council expenses policy
- Community engagement policy
- Complaints policy
- Procurement policy
- Public transparency policy.

The Human Rights Charter Checklist has been completed as a result of updating the policies. Reference to human rights considerations has been incorporated into each policy as follows:

Wellington Shire Council is committed to upholding the Human Rights Principles as outlined in the Charter of Human Rights and Responsibilities Act 2006 (Vic) and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and the proposed policy is in accordance with Council's policy commitment to uphold Human Rights Principles.

COUNCIL POLICY IMPACT

The inclusion of the 'Next Review Date' on each Council policy ensures scheduled reviews are undertaken, however individual policies can be reviewed at any time of the year and as many times as required so as to meet organisational, strategic and/or legislative changes. The updated policies will be uploaded to the Wellington Shire Council website once adopted.

COUNCIL PLAN IMPACT

This impact has been assessed and while it does not meet a specific Council Plan strategic outcome, it does align with Council's good governance framework.

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

Each policy is assigned to a Responsible Officer. This staff member has an appropriate level of seniority to undertake the policy review and engage with relevant staff through the process.

RISK MANAGEMENT IMPACT

Through the provision of clear guidance, policy and process for Councillors, delegated committee members and staff, Council manages the risk of instances of non-adherence to the requirements of the *Local Government Act 2020*.

COUNCIL POLICIES, SUMMARY OF AMENDMENTS

POLICY	POLICY NAME	AMENDMENT
1.2	Provision of Motor Vehicles for Councillors Policy	<ul style="list-style-type: none"> • Date of Next Review updated to: <i>December 2024</i>. • Minor formatting changes. • Added header of Mayor and Councillor for clarity.
1.3	Media and Communications Policy	<ul style="list-style-type: none"> • Date of Next Review updated to: <i>December 2024</i>. • Minor formatting changes. • Added: <i>This can be via the Coordinator Communications and Media</i> in 'The Policy' introduction: No interviews, photographs, discussion or liaison with the press (including social media), radio or television should be undertaken by any other officer without prior approval of the Chief Executive Officer or delegate, <i>this can be via the Coordinator Communications and Media</i>.
1.4	Social Media Policy	<ul style="list-style-type: none"> • Date of Next Review updated to: <i>December 2024</i>. • Minor formatting changes. • Added new Social Media Platform: <i>X</i> in 'The Policy' introduction. • Added third-party event builder: <i>TryBooking</i> in 'The Policy' introduction. • Added '<i>or remove comments</i>' to sentence: Consider if comments on a post may be harmful to the reputation of Council and if warranted, moderate <i>or remove comments</i> as necessary in line with the rules of Council's social media channels.
2.1.3	Human Rights Policy	<ul style="list-style-type: none"> • Date of Next Review updated to: <i>December 2024</i>. • Minor formatting changes.
2.2.1	Bank Guarantees Policy	<ul style="list-style-type: none"> • Date of Next Review updated to: <i>December 2024</i>. • Approved by: Nominated approver updated from CEO to Council recognising that in accordance with item h) under The Policy a Council resolution is required. • Minor formatting changes. • Item d) under Extraordinary Circumstances changed from '<i>Council, at its absolute discretion, may resolve to exceed the maximum stated in clause 2d, subject to the limits of clause 2b</i>' to '<i>Council, at its absolute discretion, may resolve to exceed the maximum stated under The Policy in clause (d), subject to the limits of clause (b), being Council's total acceptable risk exposure</i>'.
2.2.2	Investment Policy	<ul style="list-style-type: none"> • Date of Next Review updated to: <i>December 2024</i>. • Minor formatting changes.
2.2.3	Debt Collection and Interest Charging –	<ul style="list-style-type: none"> • Date of Next Review updated to: August 2024. • Approved by: Nominator approver updated from CEO to Council recognising that under 5.3, matters are

COUNCIL POLICIES, SUMMARY OF AMENDMENTS

ATTACHMENT 13.3.1

POLICY	POLICY NAME	AMENDMENT
	Rates, Charges and Fire Services Property Levy Policy	<p>referred to Council.</p> <ul style="list-style-type: none"> • Minor formatting changes. • Removed from Overview: <i>It also sets out the circumstances under which a property may be determined to be non rateable, which are very restrictive. Hence Council has no discretion as to whether to rate a property or not but must rate all properties that do not meet the criteria for non-rateable status.</i> • Removed section 5.1 Final Notice: <i>A Final Notice, including advice of the actions which may be taken, will be sent out, and Council will exhaust other options such as negotiating payment arrangements with the ratepayer, prior to instigating formal debt collection procedures.</i> • Note: This policy will be further updated once the Ministerial Guidelines Relating to Payment of Rates and Charges have been finalised.
2.2.5	Corporate Credit Card Policy	<ul style="list-style-type: none"> • Date of Next Review updated to: <i>December 2024.</i> • Approved by: Nominator approver updated from CEO to Council recognising that the policy includes the process for approving the CEO's credit card. • Minor formatting changes.
2.2.6	Best Value and Competitive Neutrality Policy	<ul style="list-style-type: none"> • Date of Next Review updated to: <i>December 2024.</i> • Minor formatting changes.
2.4.2	Fraud Control Policy	<ul style="list-style-type: none"> • Date of Next Review updated to: <i>December 2024.</i> • Approved by: Nominator approver updated from CEO to Council which is consistent with approver for Risk Management Policy. • Formatting changes. • Minor grammar updates for clarity. • Reordering of information to improve clarity. • New headings added to divide information. • References to staff changed to Councillors and employees. • Amended OVERVIEW section for clarity including rewording first paragraph: <i>Council promotes a culture of awareness by providing a comprehensive policy and procedure and assigning responsibility for the development of controls and conduct of investigations. Council has a zero-tolerance approach to fraud and corruption and will refer any fraudulent or corrupt activity to the appropriate law enforcement or regulatory body for independent investigation.</i>

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		<p><i>Council has a zero tolerance approach to fraud and corruption and as required will refer any fraudulent or corrupt activity to the appropriate law enforcement or regulatory body for independent investigation: Council's Fraud Control Policy is established to facilitate the development of controls which will aid in the prevention, and detection and response of to fraud and corruption against Wellington Shire Council. It is the intent of Council to promote consistent organizational behaviour culture of awareness by providing guidelines a comprehensive policy and procedure, and assigning responsibility for the development of controls and conduct investigations:</i></p> <p>This Policy identifies the minimum requirements and responsibilities for the governance, prevention, detection, <i>reporting</i> and the response to suspected fraud and corruption within Council and...</p> <p>Example updated to be specific to local government context:<i>A Councillor voting in favour of a development in which they have an undisclosed financial interest is an example of corruption.</i></p> <ul style="list-style-type: none"> • Contact details for IBAC and Local Government Inspectorate also included in Reporting section for clarity. • Adjustments to Reporting Suspected Fraud section: reference to outside authorities <i>the Local Government Inspectorate or Independent Broad-based Anti-Corruption Commission (IBAC)</i> added. • Insertion of process for instances where the General Manager Corporate Services is suspected to be involved: If the <i>staff member reporting individual</i> suspects that the General Manager <i>Corporate Services</i> may be responsible, then they should contact the Chief Executive Officer. <i>Where reasonable grounds exist to suspect that the Chief Executive Officer or Councillor is involved in fraudulent or corrupt conduct, the matter should be reported directly to the Local Government Inspectorate or Independent Broad-based Anti-Corruption Commission (IBAC).</i> • Appendix A – Fraud and Corruption Roles and Responsibilities : Added responsibility for Audit and Risk Committee: <i>Review project or investigation reports on any incidents of fraud/corrupt conduct or suspected fraud/corrupt conduct.</i>
2.4.3	Public Interest Disclosures Policy	<ul style="list-style-type: none"> • Date of Next Review updated to: <i>December 2024.</i> • Approved by: Nominated approver updated from CEO to Council in line with requirements of the section 58 of the PID Act that requires the establishment of a procedure. • Formatting changes. • Minor grammatical updates for clarity. • Substantial reordering of information to improve clarity. • Added: <i>IBAC Guidelines for handling public interest disclosures</i> to 'Related Documents'. • Added new paragraph to OVERVIEW: <i>The Public Interest Disclosures Act 2012 (the PID Act) aims to:</i> <ul style="list-style-type: none"> • <i>encourage and assist people to report improper conduct and detrimental action taken in reprisal for a</i>

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		<p><i>public interest disclosure</i></p> <ul style="list-style-type: none"> <i>provide certain protections for people who make a disclosure or those who may suffer detrimental action in reprisal for a disclosure</i> <i>ensure that certain information about a disclosure is kept confidential – the identity of the person making the disclosure and the content of that disclosure.</i> <p><i>As the Wellington Shire Council can receive public interest disclosures, it is a requirement under section 58 of the PID Act to establish a procedure which is readily available to members of the public as well as internally to all Councillors and employees of the Council.</i></p> <ul style="list-style-type: none"> Removed paragraph from OVERVIEW as has been reworded above: <i>This policy has been developed by Wellington Shire Council pursuant to section 58 of the Public Interest Disclosure Act 2012 (previously the Protected Disclosures Act 2012). The purpose of the amendments made to the Act is to make it easier to make disclosures of improper conduct by public officers, and public bodies Wellington Shire Council, its staff, employees and Councillors to make it easier to make disclosures of improper conduct by public officers, and public bodies, including Wellington Shire Council, its staff, employees and Councillors. The changes allow a broader range of disclosures to be made, provide for more independent expert bodies to investigate disclosures and introduce a flexible ‘no wrong door’ approach to ensure disclosures aren’t excluded because of non-compliance with complex procedures.</i> Added paragraph to THE POLICY: <i>This policy is a resource for disclosers and potential disclosers,; whether an internal Council member, staff, or an external member of the public. This policy provides the procedure for ; essentially, any individual who wants to find out how to make a disclosure, receive the protections available under the PID Act, and sets out how the discloser and their disclosure may be managed and handled by the Council.</i> Removed paragraph from THE POLICY as re-worded within other sections. <i>Public Interest Disclosure Act 2012 (the Act)</i> <i>Under the Act, the Independent Broad-based Anti-Corruption Commission (IBAC) has a key role in receiving, assessing and investigating disclosures about improper conduct and detrimental action taken in reprisal for a disclosure by public bodies or public officers.</i> <i>The Act provides certain protections for people who make disclosures and creates certain obligations of confidentiality preventing the disclosure of the identity of the person who had made a disclosure and the content of the disclosure, unless it is done under certain specified circumstances. Disclosure of either the identity of a discloser, or the content of their disclosure that is not covered by any of those specified exceptions is a criminal offence.</i> <i>From Public Interest Disclosure (PID) to Public Interest Complaint (PIC)</i> <i>A PID is a disclosure by a natural person of information that shows / tends to show or information that the person reasonably believes shows / tends to show improper conduct or detrimental action (previously a</i>

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		<p>protected disclosure).</p> <p>A PIC is the result of an investigation into reported PIDs where the determination by IBAC, the Victorian Inspectorate or the Integrity and Oversight Committee (IOC) has established that the criteria for a PIC has been met (previously a protected disclosure complaint). Where a matter is determined to be a PIC, additional rules apply as to how it must be handled. These include:</p> <ul style="list-style-type: none"> • a restricted list of bodies which can be referred the matter for investigation, • what notifications must be given to the discloser, and a restriction on withdrawing the complaint <ul style="list-style-type: none"> • Added section: What is a Public Interest Disclosure? • Added section: Who can make a disclosure? <p>People making a disclosure must believe, on reasonable grounds, that the Councillor or Council employee has engaged in, or proposes to engage in, improper conduct or detrimental action.</p> <ul style="list-style-type: none"> • Inserted definitions of improper and corrupt conduct. • Removed the following as added into a table: <p>The definition of improper conduct has been revised to specify the following categories:</p> <p>Public Interest Disclosure (Councillor) Disclosures about a Wellington Shire Councillor should be made directly to IBAC or the Victorian Ombudsman.</p> <p>Public Interest Disclosure (Council Staff) Disclosures regarding Wellington Shire Council staff should be made to Council's Public Interest Disclosure Coordinator (General Manager Corporate Services) who has oversight and responsibility for the operation of the Public Interest Disclosure policy and compliance with the provisions of the Act.</p> <ul style="list-style-type: none"> • Insertion: How to make a Public Interest Disclosure? <p>You may make a disclosure about a Councillor or Council employee to a relevant entity in the table below, either orally or in writing. Disclosures may be anonymous.</p> <ul style="list-style-type: none"> • Added section: <p>Responsibilities of Council's Public Interest Disclosure Coordinator (General Manager, Corporate Services)</p> <ul style="list-style-type: none"> • Insertion: Reference to complaint handling policy: If not referred to IBAC, or IBAC determines that it is not a public interest disclosure, the Public Interest Disclosure Coordinator will consider the matter in accordance with relevant Council policies, including the Complaints Handling Policy and Employee Code of Conduct.
2.4.5	Mandatory Notification Policy	<ul style="list-style-type: none"> • Date of Next Review updated to: <i>December 2024</i>. • Formatting and terminology updates . • Approved by: Nominated approver updated from CEO to Council as policy outlines the process the CEO follows.

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POLICY	POLICY NAME	AMENDMENT
		<ul style="list-style-type: none"> • Added to related documents: <i>IBAC Directions for making mandatory notifications of suspected corruption – Directions for relevant principal officers</i> and removed <i>NIL</i> • OVERVIEW clarified: <i>To provide a framework for the reporting of corrupt activity at Wellington Shire Council in accordance with the Independent Broad-based Anti-corruption Commission Act 2011.</i> <i>Council aims to establish an environment in which corrupt conduct is not tolerated and one in which Councillors and all Council employees do not act dishonestly. This environment will promote a culture where all fraudulent activities and corrupt conduct, once notified or legitimately suspected, are reported, investigated and resolved in a timely and fair manner. Council will not tolerate any incident of corrupt conduct. Councillors and Council employees will act in accordance with applicable Codes of Conduct and in the spirit of ethical standards.</i> • Adjustments to paragraph in THE POLICY: <i>This policy forms an integral part of supports Council's Risk Management strategy Framework and will contribute to promotes a culture of awareness which encourages staff responsibility and workplace protection against suspected or actual corrupt behavior. Council has a zero-tolerance approach to corruption and will refer any corrupt activity to the appropriate law enforcement or regulatory body for independent investigation.</i> • Inclusion of section: What happens with a report has been made? <i>The report will be managed in accordance with the IBAC Directions for making mandatory notifications of suspected corruption – Directions for relevant principal officers.</i>
2.4.6	Conflict of Interest Policy	<ul style="list-style-type: none"> • Date of Next Review updated to: <i>December 2024.</i> • Approved by: Nominated approver updated from CEO to Council due to relationship with <i>Local Government Act 2020</i> and requirements for Councillors. • Reordering of information to improve clarity. • Minor formatting and ordering changes • Changes to section in OVERVIEW - addition of paragraph: <i>Conflict of interest and duty is about transparency and accountability. Councillors, employees and committee members hold positions of public trust and should always work to serve the interests of the community, not themselves or someone else's interests. Councillors, employees and committee members must act with integrity and not inappropriately benefit or be influenced by improperly using their position.</i> <p>Adjustment of paragraph: <i>While conflicts are not wrong in themselves, and indeed cannot always be avoided, the potential for a conflict exists in all aspects of Council operations. The most effective means to address conflicts of interest and duty is to establish a system under which Councillors, employees and committee members are required to disclose and obtain evaluation of any conflict they may have.</i></p> <p>Removal of:</p>

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		<p><i>It is important that Councillors, staff employees and committee members act and are seen to act with integrity and are not inappropriately benefited or influenced by improperly using their position.</i></p> <p><i>The most effective means to address conflicts of interest and duty is to establish a system under which Councillors, staff employees and committee members are required to disclose and obtain evaluation of any conflict they may have.</i></p> <ul style="list-style-type: none"> • THE POLICY: <u>Conflict of Interest</u> <p>It is the responsibility of Councillors, <i>staff employees</i> and committee members to identify a conflict of interest or duty and disclose this when necessary. Failure to disclose any conflicts is a breach of the Local Government Act 2020 (the Act) <i>in and which</i> penalties <i>can may</i> apply.</p> <p><i>In accordance with the Act, there are two categories of conflict of interest – general conflict of interest and material conflict of interest. Refer to Appendix A – Conflict of Interest Legislative Guide for the definitions of these categories.</i></p> <ul style="list-style-type: none"> • Definition of private interests in policy body removed as contained in Appendix A • Conflict of Duty grouped with one of the four types of conflicts that may arise.
2.4.7	Delegations Policy	<ul style="list-style-type: none"> • Date of Next Review updated to: <i>December 2024</i>. • Approved by: Nominated approver updated from CEO to Council due to <i>Local Government Act 2020</i> requirement that Council review delegations after a General Election. • Mild formatting changes. • Removed section: <i>Appointments and Authorisations</i>, as it has been split into a separate policy titled <i>Authorisations and Appointments Policy</i>.
2.4.8	Acceptance and Declaration of Gifts, Benefits and Hospitality Policy	<ul style="list-style-type: none"> • Date of Next Review updated to: <i>December 2024</i>. • Minor formatting changes. • Various minor grammatical updates throughout. • COUNCILLORS AND COUNCIL EMPLOYEES <i>All gifts, benefits or hospitality offered to Councillors or Council employees must be declared and appropriately managed</i> - added to commencement of policy for clarity. <i>Exempt Hospitality is the only item with an exemption. Refer to 'Hospitality' section.</i> • Token Offers <i>Insertion that Token offers other than Exempt Hospitality require a declaration: This aligns with definition of Exempt hospitality later in policy.</i>

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		<ul style="list-style-type: none"> • Adjustments to paragraph: Repeat Offers Receiving multiple offers (token or non-token) from the same individual or organisation can generate a stronger perception that the individual or organisation could influence <i>you the performance of Council functions and decision making. Councillors and employees</i> should refuse repeat offers from the same source if they create a conflict of interest or may lead to reputational damage. <i>Any repeat offers must be noted with the individual's Manager offer whether rejected or accepted must be declared.</i> • Adjustments to paragraph in section COUNCILLORS SPECIFIC REQUIREMENTS Disclosable Gift to Councillors Where a Councillor has declared a material conflict of interest from the acceptance of a disclosable gift, details of the interest will be <i>declared at the meeting and</i> documented in the relevant <i>Council meeting or Delegated Committee</i> meeting minutes <i>which</i> that are <i>publicly</i> available. <i>for public inspection.</i> • Deletion of Municipal Association of Victoria - New Councillor Resource Guide 2016 as related document. Document is out of date as does not reflect the <i>Local Government Act 2020.</i>
2.4.9	Public Transparency Policy	<ul style="list-style-type: none"> • Date of Next Review updated to: <i>December 2024.</i> • Minor formatting changes . • Adjustments to section PUBLICLY AVAILABLE INFORMATION: <ul style="list-style-type: none"> 3.1 <i>Under the Act (and, in some cases, the Local Government Act 1989), there are specific provisions for certain information to be made publicly available, including</i> <ul style="list-style-type: none"> 3.1.1 <i>Council and Meeting Agendas and Minutes</i> 3.1.2 <i>Delegated Committee Meeting Agendas and Minutes</i> 3.1.3 <i>Local Laws and any documents incorporated</i> 3.1.4 <i>Council Plan</i> 3.1.5 <i>Strategic Resource PlanCommunity Vision</i> 3.1.6 <i>Financial Plan</i> 3.1.7 <i>Asset Plan</i> 3.1.8 <i>Budget</i> 3.1.9 <i>Annual Report</i> 3.1.10 <i>Councillor Code of Conduct</i> <i>Procurement Policy</i> <i>Register of Interests</i>

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POLICY	POLICY NAME	AMENDMENT
		<p style="text-align: center;"> 3.1.11 Council Policies including Procurement Policy, Public Transparency Policy, Acceptance and Declaration of Gifts, Community Engagement Policy, Benefits and Hospitality Policy, Election Period Policy & Council Expense and Administration Policy 3.1.12 Summary of Election Campaign Donation Returns 3.1.13 Audit and Risk Charter 3.1.14 Summary of Personal Interest Returns 3.1.15 Governance Rules 3.1.16 Workforce Plan </p> <ul style="list-style-type: none"> • Under various other Acts administered by Council, the following information will be made publicly available: Insertion of: <ul style="list-style-type: none"> 3.3.7 Child Safe Policy
2.4.11	Authorisations and Appointments Policy <i>(new policy)</i>	<ul style="list-style-type: none"> • Date of Next Review updated to: December 2024. • The '<i>Authorisations and Appointments Policy</i>' is a new policy and was created to separate information regarding Authorisations away from the '<i>Delegations Policy</i>'.
3.1.1	Heritage Policy	<ul style="list-style-type: none"> • Date of Next Review updated to: December 2024. • Minor formatting changes.
3.2.1	Car Parking – Off Street Car Parks	<ul style="list-style-type: none"> • Date of Next Review updated to: December 2024. • Minor editorial changes. Full reference to Wellington Shire Council Community Local Law. • Minor formatting changes.
3.2.2	Street Raffles Policy	<ul style="list-style-type: none"> • Date of Next Review updated to: December 2024. • Insertion of Fundraising before efforts for clarity. • Insertion of reference to Wellington Shire Council Community Local Law. • Minor formatting changes.
3.2.3	Building Policy	<ul style="list-style-type: none"> • Date of Next Review updated to: December 2024. • Removal of text line sheds on vacant land; in OVERVIEW. • Minor formatting changes.
3.2.5	Swimming Pool and Safety Barrier Policy	<ul style="list-style-type: none"> • Date of Next Review updated to: December 2024. • Section: Council will ensure <ul style="list-style-type: none"> ○ Clarified responsibilities regarding inspections, and maintaining a log of a Pool/Spa Register

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		<ul style="list-style-type: none"> ○ Clarified Landowner responsibilities, ensuring compliance is met ● Minor formatting changes.
3.2.7	Complaints Handling Policy	<ul style="list-style-type: none"> ● Date of Next Review updated to: <i>December 2024</i>. ● Minor formatting changes.
3.3.1	Major Events Policy	<ul style="list-style-type: none"> ● Date of Next Review updated to: <i>December 2024</i>. ● Minor formatting changes. ● Adjustment under section: Best Practice - insertion of: <i>The Council requires events to engage best practice in areas including but not limited to: access and inclusion, environment management and sustainability, environmental health, risk and safety management, event planning, traffic management, insurance and child safe standards. The Wellington Shire Council Event Planning Guide is available for event organisers.</i> Removal of: <i>The Council encourages events to have regard for and implement where required or possible Event Management best practice in the areas of: Access and Inclusion, Environment Management, and Sustainability, Environmental Health, Risk and Safety Management, Event Planning, Traffic Management.</i> ● Added related documents: <i>Wellington Shire Council Event Planning Guide & Wellington Shire Council Event Funding Guidelines</i>. ● Added word to sentence for clarification, 'Health' to sentence: Loan of events equipment (subject to availability and <i>health</i> restrictions).
3.3.2	Roadside Tourism Directional Signs Policy	<ul style="list-style-type: none"> ● Date of Next Review updated to: <i>December 2024</i>. ● Minor formatting changes.
3.3.3	Wood Encouragement Policy	<ul style="list-style-type: none"> ● Date of Next Review updated to: <i>December 2024</i>. ● Minor formatting changes.
3.3.4	Rental Leasing of Council Owned Properties Policy	<ul style="list-style-type: none"> ● Date of Next Review updated to: <i>December 2024</i>. ● Minor formatting changes. ● Added Applicable Unit(s): <i>Natural Environment and Parks</i>. ● Added Responsible Officer: <i>Manager Natural Environment and Parks</i>. ● Added Related Policies: <i>EV charging infrastructure</i>. ● Added 'including road related areas' to sentence in OVERVIEW: <i>Rental and leasing of Council owned and /or controlled property including road related areas</i>. ● Added sentence under 'The Policy':

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		<p><i>Council is bound by legislation including the Local Government Act 2020 which specifies Council's power to lease land being subject to s115 (except where s116 applies).</i></p> <ul style="list-style-type: none"> • Added <i>(non-Commercial)</i> to section heading Community (non-Commercial) Agreements • Added the following paragraphs to section: <p>Community (non-Commercial) Agreements:</p> <p><i>Agreements may also be established which align with Council priorities where non-Commercial financial terms are applied and are intended to facilitate outcomes including any priorities identified through the Council Plan such as those aligned with sustainability objectives.</i></p> <p><i>In response to Electric Vehicle charging stations, Council will assess whether agreements should adopt commercial or non-commercial financial terms. Evaluation of the approach will be completed on an individual basis and reference this policy noting any alignment with the Council Plan or related sustainability outcomes and objectives.</i></p> <p>Removed:</p> <p><i>Community agreements will be managed through Council's Community Committee team.</i></p> <p>Replaced with :</p> <p><i>Non-Commercial agreements will be managed by the business unit initiating the agreement.</i></p> • Added the following paragraphs to Commercial Agreements: <p><i>Ensuring strategies or plans are developed and implemented for Council land used for significant commercial outcomes and purposes or those which require ongoing capital investment.</i></p> <p><i>Commercial Agreements will be managed within the Economic Development/Commercial Property unit with external advice and expertise procured as required to ensure delivery of this policies objectives.</i></p> • Added the following paragraphs to section: Other Considerations <p><i>To assist in progressing toward a new agreement, a non-binding agreement in the form of a Heads of Agreement (HoA) setting out key terms and any special conditions may be established between Council and the other party. Once completed and having received endorsement noting applicable delegations and after satisfying Council and legislative approvals, instruction can be provided to a solicitor to commence the drafting process based on the HoA.</i></p> <p><i>Subject to satisfying statutory requirements such as providing any notice of intention in accordance with Council's Community Engagement Policy, entering into an Agreement for Lease may be appropriate where a lease will be subject to a number of conditions precedent e.g. obtaining required planning and other approvals.</i></p> • Added: Request for Renewal and Direct Negotiations <ul style="list-style-type: none"> • <i>In accordance with this policy.</i> • <i>Following legislative requirements.</i>

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		<ul style="list-style-type: none"> • <i>Where it can be determined that direct negotiation with a prospective tenant would maximise benefits (financial and non-financial) to Council.</i> • <i>Acknowledging any Lease Management Framework.</i> • <i>When a competitive process has not produced, or is unlikely to result, in a satisfactory outcome.</i> • <i>When it is reasonably clear that there is only one prospective tenant with the required capability or where the only practical access is available from adjoining land owned by the prospective tenant.</i> • <i>Where Council receives the highest and best use considering environmental, social and economic costs and benefits associated with the proposal.</i> • Added paragraph: <i>Where possible standardised terms which have been approved by a solicitor engaged by Council will be included in documentation and consider any environmental, performance reporting (employment/economic output/local investment) or other special conditions noting the property attributes or its location such as on an aerodrome.</i>
3.3.5	Sale, Exchange and Acquisition of Land Policy	<ul style="list-style-type: none"> • Date of Next Review updated to: <i>December 2024.</i> • Minor formatting changes.
4.1.1	Waste Collection Policy	<ul style="list-style-type: none"> • Date of Next Review updated to: <i>December 2024.</i> • Minor formatting changes. • Added: '<i>consideration and assessment of</i>' to sentence; Residents can apply for <i>consideration and assessment of</i> additional sets of bins (120ltr Garbage and 240ltr Recycling) - standard Council garbage charges apply. additional sets of bins (120ltr Garbage and 240ltr Recycling) - standard Council garbage charges apply.
4.1.2	Nature Strip Maintenance Policy	<ul style="list-style-type: none"> • Date of Next Review updated to: <i>December 2024.</i> • Minor formatting changes. • Insertion of second paragraph under THE POLICY: <i>Council may assist with rear nature strip amenity maintenance on Link or Collector roads in urban areas where rear access to property owners is restricted, and where it is determined this service will provide a greater community benefit. This does not apply to front or side nature strips.</i> • Insertion of second heading and new paragraph: ENVIRONMENTAL SUSTAINABILITY AND CLIMATE CHANGE <i>Wellington Shire Council is committed to upholding environmental and climate change principles as outlined in the Local Government Act 2020, Climate Change Act 2017 and referred to in the Council's Environmental Sustainability Policy. The Environmental Sustainability Checklist has been completed and this policy accords</i>

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		<i>with Council's policy commitment to uphold sustainability principles.</i>
4.1.3	Open Space Policy	<ul style="list-style-type: none"> • Date of Next Review updated to: <i>December 2025.</i> • Minor formatting changes. • Related Policies table updated: Addition of <i>Fair Access Policy.</i> • Updated Related documents and added link to: <i>Wellington Shire Council Gender Equality Action Plan 2021-2025</i> • Adjusted sentence to Management and maintenance: <i>Ensure adequate provision of lighting/ cleaning of Council managed public facilities to ensure that open space areas and supporting infrastructure are welcoming, safe and inclusive.</i> • Adjusted paragraph in Guiding Principles, Diversity, quality and design: Site plans (Concept or Masterplans) should be prepared before undertaking major development works <i>involving broad community consultation with the community including women or more targeted here, Council Project Steering Groups should include diverse representation including women.</i> • Addition to Access and equity: <i>Gender Impact Assessment</i> included at end of paragraph.
4.1.4	Litter Bins Policy	<ul style="list-style-type: none"> • Date of Next Review updated to: <i>December 2024.</i> • Minor formatting changes.
4.1.5	Playgrounds Policy	<ul style="list-style-type: none"> • Date of Next Review updated to: <i>December 2024.</i> • Minor formatting changes. • Removal of: <i>Council's policy on the management of playgrounds is supported by guidelines that may be accessed by staff via the internet.</i> In the last paragraph of AIM.
4.1.6	Public Open Space Contribution – Subdivisions Policy	<ul style="list-style-type: none"> • Date of Next Review updated to: <i>December 2024.</i> • Minor formatting changes.
4.1.7	Public Toilets Policy	<ul style="list-style-type: none"> • Date of Next Review updated to: <i>December 2024.</i> • Minor formatting changes. • Updated references from Toilet Management Plan to <i>Public Toilet Management Plan.</i>
4.1.8	Significant Tree Protection Policy	<ul style="list-style-type: none"> • Date of Next Review updated to: <i>December 2024.</i> • Minor formatting changes.
4.1.9	Urban Forest Policy	<ul style="list-style-type: none"> • Date of Next Review updated to: <i>December 2024.</i>

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POLICY	POLICY NAME	AMENDMENT
		<ul style="list-style-type: none"> Minor formatting changes.
4.1.10	Climate Changes and Sustainability Policy	<ul style="list-style-type: none"> Date of Next Review updated to: <i>December 2024</i>. Minor formatting changes.
4.1.11	Rates Rebate on land for Conservation Purposes Policy	<ul style="list-style-type: none"> Date of Next Review updated to: <i>December 2024</i>. Minor formatting changes.
4.1.12	Public Memorials in Open Spaces	<ul style="list-style-type: none"> Date of Next Review updated to: <i>December 2024</i>. Minor formatting changes. Updates to differentiation between temporary and permanent memorials Added point under 'Note' in The Policy: <i>Permanent Memorials (greater than 12 months in duration), or memorials that exceed \$2,500 in costs, are to be referred to Council's Place Names Committee to determine the appropriateness of the memorial, location, and duration.</i>
4.2.1	Asset Management Policy	<ul style="list-style-type: none"> Date of Next Review updated to: <i>December 2024</i>. Minor formatting changes.
4.2.2	Place and Feature Naming Policy	<ul style="list-style-type: none"> Date of Next Review updated to: <i>December 2024</i>. Minor formatting changes. Included related Policy: <i>Public Memorials in Open Spaces Policy</i>. Minor updates of 2nd paragraph under Plaques and Memorials for clarification: <i>Persons and community groups seeking to install a plaque or memorial on a roadside or in a public open space should refer to either the Roadside Memorials Policy or the Public Memorials in Public Open Space Policy as appropriate for guidance on the applicable criteria prior to submitting an application in writing.</i> Minor updates to Approval Procedure for clarification: <i>Requests for new plaques and memorials in Public Spaces must be in writing, addressed to the Place Names Committee. Applications should include all relevant details including proposed text or images as well as the preferred location for the plaque or memorial and demonstrate compliance with the relevant policy.</i> Insertion of section on <i>Private Roads</i>
4.2.3	Subdivision Infrastructure Development Policy	<ul style="list-style-type: none"> Date of Next Review updated to: <i>December 2024</i>. Minor formatting changes. Adjusted <i>Applicable Unit's</i> order: Moved <i>Assets and Projects</i> underneath <i>Built Environment</i>, and before <i>Natural</i>

COUNCIL POLICIES, SUMMARY OF AMENDMENTS

ATTACHMENT 13.3.1

POLICY	POLICY NAME	AMENDMENT
		<i>Environment and Parks.</i>
4.2.4	Special Charge Schemes – Roads, Street and Drainage Development Policy	<ul style="list-style-type: none"> • Date of Next Review updated to: <i>December 2024.</i> • Minor formatting changes. • Updated Applicable Unit(s) from: Assets and Projects to <i>Built Environment and Assets and Projects and Finance</i> • Nominated position title in final paragraph change from Manager Assets and Projects to <i>Manager Built Environment</i>
4.2.6	Cattle Underpasses Policy	<ul style="list-style-type: none"> • Date of Next Review updated to: <i>December 2024.</i> • Minor formatting changes. • Removed: <i>Assets and Projects</i> from Applicable Unit(s) . • Inserted: <i>Built Environment</i> to Applicable Unit(S). • Insertion of <i>Built Environment</i> throughout Policy with removal of <i>Assets & Projects</i> references. • Insertion of sentence to paragraph five: • The property owner(s) prior to gaining approval for the underpass will be required to enter into an agreement pursuant to section 173 of the <i>Planning and Environment Act 1987</i> setting out these responsibilities. <i>Property owner(s) will be required to pay a fee in accordance with Development Planning Fees as advertised on the Wellington Shire website for the relevant financial year, Fees collected cover the cost of preparation and review of the agreement.</i>
4.3.1	Fencing Policy	<ul style="list-style-type: none"> • Date of Next Review updated to: <i>December 2024.</i> • Minor formatting changes.
4.3.2	Roadside Memorials Policy	<ul style="list-style-type: none"> • Date of Next Review updated to: <i>December 2024.</i> • Minor formatting changes. • Added: <i>Place and Feature Naming Policy</i> for related Policies and removed <i>Nil</i> • Adjusted applicable units and added: <i>Assets and Projects</i> and removed <i>Natural Environment</i> • Minor formatting of sentence for clarification: <i>Applications for temporary memorials less than 12 months should be submitted in writing to the Manager Built Environment for consideration.</i> • Minor formatting of sentence for clarification: <i>Applications for longer-term memorials more than 12 months should be submitted in writing to the Place Names Committee.</i>

COUNCIL POLICIES, SUMMARY OF AMENDMENTS

ATTACHMENT 13.3.1

POLICY	POLICY NAME	AMENDMENT
5.1.3	Council Provision of Recreation/Community Facilities Policy	<ul style="list-style-type: none"> • Date of Next Review updated to: <i>December 2025</i>. • Minor formatting changes. • Updated Related Policies: added <i>Fair Access Policy</i>. • Updated Related Documents: added link to <i>Wellington Shire Council Gender Equality Action Plan 2021-2025</i> • Adjusted section in Overview, first sentence: to add <i>fair access</i> • Adjusted section: GOVERNANCE Council will provide training and support to committees of management, clubs, and organisations managing such facilities to assist with the maintenance, management and programming of these facilities to ensure use is maximised for the community <i>ensure fair access and that use is maximised for the whole community.</i> <i>Council also encourages diverse community representation on the committees of management and will be collecting data annually on the make up of committees.</i> • Adjusted section: Risk & Maintenance subsidy to add <i>including cleaning to an acceptable standard of users</i> • Adjusted section: Direct management as follows: <ul style="list-style-type: none"> • Council promotes equitable use amongst groups/community through effective ongoing engagement of the key users. <i>Council promotes equity and fair access use amongst groups/community through effective ongoing engagement of the key users and future collection of annual usage data.</i> • Council managed facilities can include leisure facilities, public space, galleries and libraries. • Discounted hire fees apply for community groups <i>who prioritise new programs that are designed to include diverse participation and provide new opportunities to get active.</i>
5.1.4	Committees Policy	<ul style="list-style-type: none"> • Date of Next Review updated to: <i>December 2025</i>. • Minor formatting changes. • Updated Related Policies: added <i>Fair Access Policy</i>. • Updated Related Documents: added link to <i>Wellington Shire Council Gender Equality Action Plan 2021-2025</i>. • Adjusted section Guiding Principles, inserted: <i>Diverse representation, to ensure that the whole community is represented on committees including women which aligns to the Fair Access Policy.</i> • Adjusted section Representative or Advisory Committees: Sentence inserted into last paragraph: <u>c) External Working Advisory Groups</u> - <i>It is a priority to ensure diverse representation on these Working Advisory Groups.</i>

COUNCIL POLICIES, SUMMARY OF AMENDMENTS

ATTACHMENT 13.3.1

POLICY	POLICY NAME	AMENDMENT
5.1.5	Community Assistance Grants Program Policy	<ul style="list-style-type: none"> • Date of Next Review updated to: <i>December 2025</i>. • Minor formatting changes. • Updated Related Policies: added <i>Fair Access Policy</i>. • Updated Related Documents: added link to <i>Wellington Shire Council Gender Equality Action Plan 2021-2025</i>.
5.2.1	Art Gallery Collection Policy	<ul style="list-style-type: none"> • Date of Next Review updated to: <i>December 2024</i>. • Minor formatting changes. • Updated Statutory Reference: added Australian legislation referred to in 'NATIONAL AND INTERNATIONAL AGREEMENTS AND LEGAL CONSIDERATIONS' section.
5.2.2	Art in Public Places Policy	<ul style="list-style-type: none"> • Date of Next Review updated to: <i>December 2024</i>. • Minor formatting changes, including removal of numbering.

POLICY TO BE REVOKED		
3.1.2	<p style="text-align: center;">Assessment of Development in Relation to Potential Sea Level Rise Policy</p>	<ul style="list-style-type: none"> • It is recommended that the '<i>Assessment of Development in Relation to Potential Sea Level Rise Policy</i>' be revoked due to <i>inconsistency and conflict with state government policy</i>.

PROVISION OF MOTOR VEHICLES FOR COUNCILLORS POLICY

Policy Number:	1.2
Approved by:	Council
Approved Date:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Councillors
Responsible Officer:	General Manager Corporate Services
Related Policies:	Council Expenses and Administration Policy
Related Documents:	Councillor Expense Claim Form Fleet Guidelines
Statutory Reference:	<i>Local Government Act 2020</i>

OVERVIEW

To establish policy for the provision of motor vehicles for Councillors.

THE POLICY

This document details Wellington Shire Council's policy for the provision of motor vehicles for Councillors during their term of office as a Councillor. Usage of any provided Council motor vehicle will be in accordance with Council's Fleet Guidelines.

Mayor: The Council will provide a dedicated motor vehicle to the Mayor for use during the conduct of Council business and for private use within Victoria.

Councillors: Where the annual cost for the provision of a motor vehicle is determined to be less than the expense for reimbursement of approved individual motor vehicle usage for a Councillor when undertaking Council business, then Council will provide a motor vehicle to that Councillor for their term of office if requested by the Councillor.

The vehicle provided will be determined by the General Manager Corporate Services in consultation with the individual Councillor. The vehicle will meet Council's fleet environmental requirements, as set out in the Fleet Guidelines. Safety and new technologies will be considered when determining the type of vehicles that best suit the needs of the individual Councillor. Consideration will also be given to achieving a reduction in fuel consumption and emissions.

The type of vehicle provided will be approved by the Chief Executive Officer and will generally be a 4-cylinder sedan or SUV at a modest cost base. Preference will be given to Australian manufactured vehicles where possible.

If a Councillor's personal circumstances change during the term of office such that the original assessment of Council business related travel may change, then a review of the expected travel costs will be undertaken to determine the appropriateness of the provision of a motor vehicle in accordance with this policy.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the

Charter of Human Rights and Responsibilities Act 2006 (Vic) and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Minor update	No changes applicable at this review
1.1	December 2023	Minor update	Date of Next Review updated to: December 2024 Minor formatting changes.

MEDIA AND COMMUNICATIONS POLICY

Policy Number:	1.3
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Whole Organisation
Responsible Officer:	Coordinator Communications and Media
Related Policies:	Social Media Policy
Related Documents:	Council Plan 2021 – 2025 Wellington 2031 Community Vision
Statutory Reference:	Nil

OVERVIEW

To manage the flow of information within the organisation and to the wider Wellington community.

THE POLICY

The Council will maintain a regular two-way flow of information between itself and staff and the community through effective use of the media, adopting an open policy for Council meetings and implementing other effective internal and external communication activities.

Wellington Shire Council will promote and communicate the strengths and positive features of Wellington Shire Council's services, facilities and lifestyle. In all communications Wellington Shire Council will reaffirm its commitment to the community vision and their aspirations as detailed in Wellington 2031 through its Council Plan.

In their personal and professional conduct, all members of staff have an opportunity to play an important role in Council's communication and community presentation. Staff members are not permitted to make official comments on behalf of Council with representatives from the media or online.

The Council's spokesperson on policy matters is the Mayor and on executive matters, the Chief Executive Officer by delegation. No interviews, photographs, discussion or liaison with the press (including social media), radio or television should be undertaken by any other officer without prior approval of the Chief Executive Officer or delegate, this can be via the Coordinator Communications and Media.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Minor update	Social media as type of key media under Policy
1.1	December 2023	Minor Update	Minor formatting and terminology updates Date of Next Review updated to: December 2024

SOCIAL MEDIA POLICY

Policy Number:	1.4
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Whole Organisation
Responsible Officer:	Coordinator Communications and Media
Related Policies:	Media and Communications Policy
Related Documents:	Customer Service Charter Wellington Shire Council Social Media Guide – Staff Induction Wellington Shire Council Written Style Guide and Web Style Guide Wellington Shire Council Corporate Style Guide
Statutory Reference:	Nil

OVERVIEW

The objective of this policy is to provide understanding and guidance for the appropriate use of social media platforms and tools by Councillors, Council staff, Council volunteers and contractors for the purpose of conducting Council business.

THE POLICY

This policy applies to all Council employees, contractors, agents and volunteers of Wellington Shire Council who use social media on behalf of Wellington Shire Council. This policy also applies to agencies and individuals who provide services to Wellington Shire Council.

The policy outlines requirements for compliance with confidentiality, governance, legal, privacy and regulatory parameters when using social media to conduct Council business. It aims to:

- Inform appropriate use of social media tools for Wellington Shire Council
- Promote effective and productive community engagement through social media
- Minimise miscommunication or mischievous or damaging communications
- Ensure that only accurate information is shared on social media platforms

The policy applies to those digital spaces where people may comment, contribute, create, forward, post, upload and share content, including blogs; bulletin boards; citizen journalism and news sites; forums and discussion boards; instant messaging facilities; microblogging sites (e.g. X, Tumblr); online encyclopedias and wikis (e.g. Wikipedia); podcasts and video podcasts; social media (e.g. Facebook, LinkedIn, Twitter, Instagram, TikTok, Messenger, WhatsApp, Snapchat, YouTube, Vimeo); video and photo sharing sites (e.g. Flickr, Pinterest, Periscope); e-marketing software (Mailchimp or other), third-party event builders (Eventbrite, TryBooking or other) and any other websites that allow individuals to use simple publishing tools or new technologies emerging from the digital environment. The absence of a reference to a particular site or type of social media activity does not limit the application of this policy. Access to current social media channels can be discussed with the Communications and Media team.

This policy is not intended to cover personal use of social media where:

- The author publishes information in their personal capacity and not on behalf of Wellington Shire Council; and
- No reference is made to Wellington Shire Council, its Councillors, staff, policies and services, suppliers or other stakeholders or council related issues.

Where a staff member makes reference to Council activities, issues, policy or Council decisions in their personal use of social media, Wellington Shire Council will consider whether the staff member in doing so has breached Wellington Shire Council's Staff Code of Conduct. This policy should be read in conjunction with other relevant policies and procedures of Wellington Shire Council.

When using social media in relation to Council business, Councillors, staff, volunteers and contractors are expected to:

- Seek prior authorisation from the Communications and Media Unit.
- Adhere to Wellington Shire Council codes of conduct, policies and procedures
- Behave with caution, courtesy, honesty and respect
- Comply with relevant laws and regulations
- Reinforce the integrity, reputation and values of Wellington Shire Council.
- Forward any important social media activity to the Communications and Media unit for follow up.
- Direct stakeholders to official communication channels to make a request or complaint.
- Consider if comments on a post may be harmful to the reputation of Council and if warranted, moderate or remove comments as necessary in line with the rules of Council's social media channels.
- Act responsibly when communicating as Council or a Council representative in community Facebook groups.

The following content is not permitted under any circumstances:

- Abusive, profane or sexual language
- Content not relating to the subject matter of that channel or website
- Content which is false or misleading
- Confidential information about Council or third parties
- Copyright or Trade Mark protected materials
- Content that uses Council brands, logos or identifiers without permission from the Communications and Media unit.
- Discriminatory material in relation to a person or group based on age, colour, creed, disability, family status, gender, nationality, marital status, parental status, political opinion/affiliation, pregnancy or potential pregnancy, race or social origin, religious beliefs/activity, responsibilities, gender or sexual orientation
- Illegal material or materials designed to encourage illegal activity
- Materials that could compromise Council, employee or system safety
- Materials which would breach applicable laws (defamation, privacy, trade practices, financial rules and regulations, fair use, trademarks)
- Material that would offend contemporary standards of taste and decency
- Material which would bring the Wellington Shire Council into disrepute

- Personal details or references to Councillors, Council staff or third parties, which may breach privacy laws
- Spam, meaning the distribution of unsolicited bulk electronic messages
- Statements which may be considered to be bullying or harassment.
- Council staff using their personal online profiles to comment or provide negative or trolling feedback on social media content about Council's community consultation, projects, works or Council issues.
- Fake Council or employee profiles used to distribute or comment on Council content, or content related to a Council decision.
- Personal social media accounts linked to staff email addresses or similar.
- Posts to social media groups on behalf of Council. If an employee wishes to post to a local community group, they should seek approval from the Communications and Media unit.

In addition:

- Social media channels are monitored and updated by the Communications and Media Unit, or other staff as deemed necessary during normal business hours or as reasonably required.
- Council staff can make a request for online or social media promotion directly to the Communications and Media team.
- Content posted to social media must have permissions and legible, high quality imagery suitable for online purposes. Logos or other authorized imagery requires permission from the Communications and Media Unit before being posted on social media.
- Where a staff member or Councillor would like to update or create a new social media page, request must be received from the Communications and Media team for consideration.
- Council staff must not comment or provide feedback on social media content concerning community consultation of projects or works. Issues should be passed on to the Communications and Media Unit to be addressed.
- Council staff using their own personal online profiles are permitted to share social media items on their preferred platforms

When using social media in their private time via private accounts, employees, contractors and Councillors should not:

- Publish any information on behalf of Wellington Shire Council
- Make any reference to Wellington Shire Council, its Councillors, employees, policies and services, suppliers, other stakeholders or Council related issues.
- Upload photographs of themselves or their colleagues where they are easily identifiable as a Council employee (for example wearing a Council uniform, driving a Council vehicle), acting in an unprofessional or illegal manner.
- Use social media to bully, intimidate or harass current employees, contractors or stakeholders of Council.
- Rely on privacy settings, thinking your comments and/or photos are private.

If you have any doubt about applying the provisions of this policy, check with the Communications and Media Unit before using social media to communicate. Depending upon the nature of the issue and potential risk, it may also be appropriate to consider seeking legal advice.

ENFORCEMENT

All content published or communicated on behalf of Wellington Shire Council using social media must be recorded (including the author’s name, date, time and media site location) and kept on record.

Wellington Shire Council actively monitors social media for relevant contributions that impact on the municipality, its operations and reputation. Wellington Shire Council will be able to find – and act upon – contributions made by Councillors and staff if deemed necessary.

This policy will be published and promoted to Councillors, staff, volunteers and contractors of Wellington Shire Council. Breaching this policy may result in disciplinary action, performance management and review. Serious breaches may result in suspension or termination of employment or association.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council’s Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council’s policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Minor update	Update of terminology, details referencing social media
1.1	December 2023	Minor updates	Minor formatting and terminology updates Date of Next Review updated to: December 2024

HUMAN RIGHTS POLICY

Policy Number:	2.1.3
Approved by	Council
Date Approved/Effective	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Organisation
Responsible Officer:	Manager People and Capability
Related Policies	Equal Opportunity, Anti-Discrimination and Harassment Policy Privacy and Data Protection Policy Public Interest Disclosures Policy
Related Documents:	Nil
Statutory Reference:	<i>Charter of Human Rights and Responsibilities Act 2006</i>

OVERVIEW

Victorian legislation requires Council to adhere to the fundamental human rights of all people, including employees, Councillors, contractors, customers and volunteers when making decisions, creating local laws, setting policies and providing services.

THE POLICY

Wellington Shire Council recognises that human rights are accompanied by responsibilities and are committed to upholding the human rights principles as outline in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* by:

- recognising and protecting the **freedom** of all persons;
- promoting and encouraging **respect** for all persons;
- promoting **equality** amongst all persons; and
- recognising and protecting the **dignity** of all persons.

The Charter requires that all public authorities, including Councils, comply with the 20 specific rights protected under it. These broadly relate to four basic principles;

Freedom

- Right to freedom from forced work (*section 11*)
- Right to freedom to movement (*section 12*)
- Right to freedom of thought, conscience, religion and belief (*section 14*)
- Right to freedom of expression (*section 15*)
- Right to peaceful assembly and freedom of association (*section 16*)
- Property rights (*section 20*)
- Right to liberty and security of person (*section 21*)
- Right to a fair hearing (*section 24*)
- Rights in criminal proceedings (*section 25*)
- Right not to be tried or punished more than once (*section 26*)
- Protection from retrospective criminal laws (*section 27*)

Respect

- Right to life (*section 9*)
- Right to protection of families and children (*section 17*)
- Cultural rights, including recognition that human rights have a special importance for Indigenous peoples (*section 19*)

Equality

- Right to recognition and equality before the law (*section 8*)
- Right to taking part in public life (*section 18*)

Dignity

- Right to protection from torture and cruel, inhuman or degrading treatment (*section 10*)
- Right to privacy and reputation (*section 13*)
- Right to humane treatment when deprived of liberty (*section 22*)
- Rights of children in the criminal process (*section 23*)

Breaches of Human Rights Policy

Where an issue or concern arises regarding a breach of human rights, all allegations are treated confidentially, seriously and empathetically. Each case will be dealt with individually and all complaints should be referred in the first instance to the Manager People and Capability.

All steps will be undertaken to ensure the complainant, including staff members specifically, will not be penalised or disadvantaged because of raising genuine concerns or complaints relating to a breach of the human rights charter.

External complaints can be referred to the Australian Human Rights Commission or the Victorian Equal Opportunity and Human Rights Commission. These bodies can investigate and help resolve complaints of discrimination, sexual harassment and racial vilification. The Victorian Equal Opportunity and Human Rights Commission can also help people resolve complaints about religious vilification.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Minor update	Updated Responsible Officer title
1.1	December 2023	Minor Update	Date of Next Review updated to: December 2024 Minor formatting changes

BANK GUARANTEES POLICY

Policy Number:	2.2.1
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Finance
Responsible Officer:	Manager Corporate Finance
Related Policies:	Nil
Related Documents:	Nil
Statutory Reference:	Nil

OVERVIEW

To establish policy on the management of bank guarantees for loans for community organisations, whilst limiting Council's exposure to potential loss. Council's ability to borrow for its own purposes such as to fund the capital works program may be limited by any outstanding Bank Guarantees.

THE POLICY

- a) Council will only support incorporated community organisations associated with Council's facilities or operations via Bank Guarantees for loans.
- b) Council's total exposure to contingent liability via Bank Guarantees will be limited to a maximum of 0.5% of the total annual rate revenue budget of the municipality.
- c) Council will not act as guarantor on loans under \$10,000.
- d) Any Bank Guarantee should not exceed \$50,000 for any one organisation.
- e) The term of any loan must not be in excess of ten years.
- f) Council may require conditions to be met by the applicant.
- g) Any previous or existing support provided by Council to the organisation will be taken into consideration.
- h) A Council resolution will be required in each particular case but, in any case, any such decision to provide a bank guarantee will be entirely at Council's discretion.
- i) Council may require the community organisation to reimburse to Council the annual cost of maintaining the Bank Guarantee, should Council's banking service provider levy such a fee.

Asset Construction

- a) Any Bank Guarantee will be for a maximum of 75% of the value of the asset proposed to be created by the funds being generated; and
- b) Council reserves the right to consider each application on its merits taking into account such issues as (but not limited to):
 - i) Any contributions made by the organization.
 - ii) Past record in terms of payment of debts, rental fees and performance under any agreements with Council.
 - iii) Any other factors considered relevant by Council such as business plans, membership numbers and structure, growth projections and management.
 - iv) Priorities in strategic recreation and asset planning.
- c) Council may arrange, if necessary, an independent assessment of the organisation's financial position and such costs will be at the expense of the organisation.

Extraordinary Circumstances:

- a) Where a Bank Guarantee is sought for purposes other than asset construction or creation, Council will only consider such where extraordinary circumstances exist.
- b) Council reserves the right to consider each application on its merits taking into account such issues as (but not limited to):
 - i) Purpose of loan.
 - ii) Circumstances resulting in the request for a Bank Guarantee.
 - iii) Council's Public Policy objectives.
 - iv) Potential impact on community, Council and its ratepayers.
 - v) Past record in terms of payment of debts, rental fees and performance under any agreements with Council.
 - vi) Any other factors considered relevant by Council such as business plans, membership numbers and structure, growth projections and management.
- c) Council may arrange, if necessary, an independent assessment of the organisation's financial position and such costs may be at the expense of the organisation.
- d) Council, at its absolute discretion, may resolve to exceed the maximum stated under 'THE POLICY' clause d), subject to the limits of clause b), being Council's total acceptable risk exposure.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Minor	Date of Next Review updated to: December 2024 Minor formatting changes
1.1	December 2023	Minor	Date of Next Review updated to: December 2024 Minor formatting changes

INVESTMENT POLICY

Policy Number:	2.2.2
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Finance
Responsible Officer:	Manager Corporate Finance
Related Policies:	Nil
Related Documents:	Investment Guidelines
Statutory Reference:	<i>Local Government Act 2020</i>

OVERVIEW

To continue a policy for the investment of Council's surplus funds.

THE POLICY

Due to the public nature of the Council's activities, prudent management of its monetary assets is essential to mitigate against unnecessary risks. For this reason, Council needs to state conservative and risk averse guidelines for its investments.

1. The interest earned on investments should be maximised while minimising Council's exposure to financial risk.
2. All investments are to be made exercising care, diligence and skill that a prudent person of business would exercise.
3. When acting under the provisions of this policy Council staff should always maintain a professional balance of risk and return and act as a steward of Council funds.
4. Investments are to be denominated in Australian Dollars.
5. Investment of surplus funds shall only be through investment types as permitted by section 103 of the *Local Government Act 2020* and will comply with all relevant regulations and Ministerial guidelines.

Council may invest any money according to -

- Section 103:
- a) In Government Securities of the Commonwealth;
 - b) in securities guaranteed by the Government of Victoria;
 - c) with an ADI;
 - d) with any financial institution guaranteed by the Government of Victoria;
 - e) on deposit with a money market dealer within the meaning of the *Corporations Act 2001*; and
 - f) any other manner approved by the Minister, either general or specific.
6. Council has taken a conservative approach over time to limiting investment to "Term Deposit", any variation to this strategy will be in consultation with the Chief Executive.
 7. Short Term Investments (less than or equal to 12 months) will only be made with financial

institutions with a minimum Short-Term Standard & Poor's rating of A-2.

8. Long Term Investments (more than 12 months) will only be made with financial institutions with a minimum Long-Term Standard & Poor's rating of A or stronger. Council will seek the highest rated investment organisation in balancing exposure and risk.
9. This policy will be reviewed by Council's Audit & Risk Committee prior to being presented to Council for consideration annually.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Minor	No changes applicable at this review
1.1	August 2023	Minor	Minor word changes and inclusion of the legislation, S103 for clarity Date of next review changed to: December 2023
1.2	December 2023	Minor	Date of Next Review updated to: December 2024 Minor formatting changes

DEBT COLLECTION AND INTEREST CHARGING – RATES, CHARGES AND FIRE SERVICES PROPERTY LEVY POLICY

Policy Number:	2.2.3
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	August 2024
Applicable to Unit(s):	Finance Rates
Responsible Officer:	Manager Corporate Finance
Related Policies:	Nil
Related Documents:	Revenue and Rating Plan 2021-2024 Wellington Coast Strategy Wellington Coast Subdivision Strategy Voluntary Assistance Scheme Wellington Planning Scheme Ninety Mile Beach Policy
Statutory Reference:	<i>Local Government Act 1989</i> <i>Local Government Act 2020</i> <i>Penalty Interest Rates Act 1983</i> <i>Fire Services Property Levy Act 2012</i>

OVERVIEW

The *Local Government Act 1989* and *2020* provides a legislative framework for the raising and collection of annual rates and charges, for the sections detailed herein.

Annual rates and charges are determined during the budget process each year and must be formally adopted by Council before they can be officially levied (raised) against ratepayer accounts.

THE POLICY

1. Rates Notices

Council will distribute annual and quarterly rates notices at least 14 days prior to each payment due date, allowing ratepayers sufficient time to effect payment (s158 (4)(d) of the *Local Government Act 1989*).

2. Payments

2.1 Due Dates

Rates are due four times annually by the dates as published in the Government Gazette. Council **does not** offer the option to pay annually in February.

2.2 Postal Payments

Payments postmarked prior to the due date but received after the due date will be accepted without interest penalty. Payments posted on the due date with no chance of same day delivery will attract an interest penalty.

2.3 Other Payment methods

Payments made using electronic methods (i.e. BPay, Council's website) will be deemed to have been made by the due date where the date of transaction is on or before the due date.

Payments made at Australia Post outlets or at Council's service centres must be made on or before the due date.

When a property is sold the rates are due and payable at settlement where arrears exist section 175 of the *Local Government Act 1989* states that a person becoming the owner of rateable land must pay any rate or charge which is current and any arrears of rates and charges including any interest. Where there are no overdue rates or charges, a new owner may elect to pay by instalments.

3. Interest Charges

Section 172(1) of the *Local Government Act 1989* states that a Council may require a person to pay interest on any amounts of rates and charges which have not been paid by the due date, and which that person is liable to pay.

3.1 Application Date

Interest charges on unpaid rates will commence on the day immediately following the due date of each instalment.

3.2 Interest Rate

The rate charged will be the rate fixed under section 2 of the *Penalty Interest Rates Act 1983* that applied on the 1st of July immediately before the due date for payment (section 172(2) of the *Local Government Act 1989*).

3.3 Weekends/Public Holidays

If the due date of an instalment falls on a public holiday or weekend, interest will begin accruing from the day after the next working day i.e. due date is Sunday, interest will commence from the following Tuesday.

3.4 Payment Arrangements

Further legal action will be deferred if a payment arrangement acceptable to Council is entered into with the ratepayer; however, interest will continue to accrue on unpaid amounts until the debt is cleared, unless otherwise agreed.

4. Hardship

Where ratepayers can demonstrate financial hardship, Council may, on application, vary payment arrangements and waive penalty interest charges (s171A of the *Local Government Act 1989*).

5. Unpaid Rates

Council has extensive powers for the recovery of unpaid rates, as set down in the *Local Government Act 1989*.

Section 180 of the *Local Government Act 1989* gives Council the power to take legal action to recover any rate or charge that remains unpaid after it is due and payable including any instalment or any part of a rate and charge.

Section 181 of the *Local Government Act 1989* gives Council the power to sell land for unpaid rates and charges.

5.1 Legal Action

Actions which may be taken include, but are not limited to the following:

- Field call
- Default Summons/Complaint
- Judgement in Magistrates Court
- Entry in ratepayer credit rating
- Summons for oral examination
- Earnings order
- Seizure of property by Sheriff.

Any legal cost incurred by Council as a result of legal action may be recovered from the ratepayer.

5.2 Referral to Council

If a debt is considered unrecoverable under normal circumstances, then the matter will be referred to Council for one of the following actions:

- hold as debt against property;
- allow to accrue with/without interest; or
- sell property after three years of unpaid rates (as per section 181 of the *Local Government Act 1989*).

6. Inappropriate Subdivisions – Ninety Mile Beach

Council adopted the Wellington Coast Subdivision Strategy in September 2005, which outlined the way forward to resolving the issues of the inappropriate subdivisions, including a rating review.

This was conducted, and recommendations implemented included the removal of the Municipal Charge, and a review of the policy on charging penalty interest on unpaid rates, commencing with the 2006/07 rating year.

Council adopted the Wellington Coast Subdivisions Implementation Package in April 2009, followed by the adoption and commencement of the Ninety Mile Beach Plan Voluntary Assistance Scheme in June 2011 for the 'between settlements' rural conservation areas.

Council ceased levying rates and the Waste Infrastructure Charge on undeveloped Ninety Mile Beach subdivided lots from 1 July 2019 in response to consideration of recommendations from the Ombudsman.

The following table provides a framework for the various precincts and Council's policy with regard to debt collection procedures.

The precincts are consistent with the terms used in the Wellington Planning Scheme zones and overlays and the Ninety Mile Beach Policy at Clause 22.08.

Description of land/precinct	Charge rates	Charge interest	Debt collection action
1. Urban Nodes - within the settlement boundaries of Golden Beach, Paradise Beach and The Honeysuckles	Yes	Yes	Yes
2. Rural Conservation (Between settlements) - vacant land in the between settlements area in Restructure Plan Stages R7-R18 between Firefly Road, Golden Beach and Acrux Way, Glomar Beach	Yes	No	No
3. Subject to Inundation (Vacant Land only)	Yes	No	No
4. Rural Conservation (Glomar Beach) - vacant completed restructure lots in Restructure Plan Stages R19-R22 between Acrux Way and Vegas Way - vacant single lots in Restructure Plan Stages R19-R22 between Acrux Way and Vegas Way	Yes Yes	Yes No	Yes No
All other restructure areas i.e. Rural Conservation, Coastal Dunes (former Beach Dune Buy Back)	Yes	No	No
All lots with existing dwellings	Yes	Yes	Yes

7. Seacombe and Hollands Landing

In addition, Council has the following policy on properties in Hollands Landing and Seacombe:

Description of land/precinct	Charge rates	Charge interest	Debt collection action
Seacombe/Hollands Landing – Vacant Land	Yes	No	No
All lots with existing dwellings	Yes	Yes	Yes

8. Fire Services Property Levy (FSPL) Charges and Interest

This policy applies equally to all Fire Services Property Levy charges and associated interest raised according to the provisions of the *Fire Services Property Levy Act 2012*.

HUMAN RIGHTS

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REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Minor update	Inclusion of <i>Local Government Act 2020</i>
1.1	December 2023	Minor	<p>Date of Next Review updated to: August 2024</p> <p>Next review will incorporate any necessary changes required due to the issuing of the Ministerial Guidelines Relating to Payment of Rates and Charges.</p> <p>Minor formatting changes.</p> <p>Approved by: updated from CEO to Council</p>

CORPORATE CREDIT CARD POLICY

Policy Number:	2.2.5
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Organisation
Responsible Officer:	Manager Corporate Finance
Related Policies:	Accommodation and Meal Allowance Policy (internal) Seminars and Conferences Policy (internal) Service Recognition and Employee Departure Policy (internal) Procurement Policy
Related Documents:	Fleet Management Guidelines Councillor Code of Conduct
Statutory Reference:	Nil

OVERVIEW

This policy will provide understanding and guidance for staff who use a corporate credit card.

THE POLICY

The purpose of corporate credit cards is to allow the Chief Executive Officer, General Managers, Managers and staff with delegation to pay for goods and services necessarily incurred in the performance of their duties. Use of these cards must adhere to Council policies on employee spending; Accommodation and Meal Allowance Policy, Seminars and Conferences Policy, Procurement Policy, Service Recognition and Employee Departure Policy; and Fleet Management Guidelines.

USE OF CORPORATE CREDIT CARD

A corporate credit card is only to be used within the individual's financial delegation provided in writing by the S7 Instrument of Sub-delegation CEO to Council Staff. It is strictly for **BUSINESS USE** only and for the specific purpose of purchasing goods and services necessary for undertaking the employee's normal duties as a part of their role. Users are expected to refund transactions or portions of transactions that are identified as inappropriate.

Use of the card for personal expenses, in any situation, is prohibited. Any personal reward card or membership should not be used in conjunction with the corporate credit card. If there is an accidental personal purchase on the corporate credit card, the person responsible must inform the Corporate Card Administrator immediately in writing, and refund the amount spent at Customer Service. The receipt from Customer Service must then be attached to the transaction before approval.

Fuel should not be purchased on corporate cards unless a fuel card was provided and failed to work. Fuel purchases for non-Council vehicles are prohibited.

Alcohol is not permitted to be purchased via credit card, and any alcohol purchases made must be refunded to Council as a personal expense. Exceptions can only be organised **in advance and in writing** by the CEO or General Manager Corporate Services. A copy of the written permission must be attached as proof of prior approval.

Delegation Authority

It is important to note that prior to an employee obtaining a corporate credit card, their position description and level of financial delegation must be approved and included in the S7 Instrument of Sub-delegation CEO to Council Staff. A copy of this instrument is available for review on the Council intranet and by members of the community via request.

Purchasing and Record Keeping

Cardholders must ensure adequate reporting for all transactions:

- **Legible, complete, and correct tax invoices or GST receipts** must be scanned or photographed and attached to all transactions. An EFTPOS docket is not a tax invoice and will not be treated as such. If a tax invoice is not provided, the cardholder must contact the Merchant to request a new copy.
- **Unavailable receipts:** Where a tax invoice is unable to be provided, a statutory declaration including an itemised list of what was purchased must be completed and signed for purchases over **\$50.00** incl GST. GST cannot be claimed and will be charged to the relevant business unit ledger.
- **Expenditure description:** The purpose of all expenditure must be described in adequate detail, and **all** beneficiaries are to be identified by name and categorised as internal employees or external guests.
- **GST:** All cardholders are responsible for correctly reporting GST. When completing their reporting, users should ensure the GST shown in Promaster matches the receipt by changing the GST code or splitting the transaction between multiple codes.

Restrictions/Limits

All corporate credit cards are blocked for cash advances.

Temporary and Permanent Limit increase

If an employee requires an increase for a short period of time, a temporary increase can be arranged. A form (Request for Corporate Credit Card Increase) on the intranet can be completed by the cardholder, signed by a Manager and sent to the Corporate Card Administrator for processing.

If a permanent increase is required, in the first instance, the cardholder must have a conversation with their Manager. If an increase is agreed upon, the form on the intranet (Request for Corporate Credit Card Increase) can be completed and returned to the Corporate Card Administrator for processing.

Purchase Approval

Approvers are expected to review all transactions on a regular basis to ensure:

- the expenditure is acceptable business use per the relevant policies, and if not, must request that the cardholder refunds the transaction at Customer Service;
- a legible, complete, and correct tax invoice or receipt is attached, and if not, the transaction must be reversed to the cardholder to retrieve the required documentation;
- that the description provided by the user contains the required details as described above, and if not, the transaction must be reversed to the cardholder to amend.

Reporting Authorisation

Prior to submission for payment, all corporate credit card accounts must be authorised either by the Chief Executive Officer, General Manager or Manager as appropriate.

The Manager Corporate Finance will authorise the Chief Executive Officer's corporate card account which will be forwarded to the Mayor to review and note upon request, in line with the Councillor Code of Conduct.

Security

The card must be kept secure at all times. All details relating to the card including, the Personal Identification Number (PIN), and key words are not to be divulged to any other party or be written or stored electronically on or with the card.

Corporate credit cards are only to be used by the employee whose name appears on the card. It is prohibited to provide a card for use by anyone other than the named employee under any circumstance.

If a corporate cardholder were to undertake an extended period of leave, the card must be returned to the Corporate Card Administrator for safe keeping. The card must not be used while an employee is on any kind of leave as card usage will be checked against their documented attendance.

If a person ceases employment, the card must be returned immediately to the Corporate Card Administrator for destruction.

In the event the card is lost or misplaced, the card holder must report it to the Corporate Card Administrator and the Commonwealth Bank must be informed immediately.

All cardholders are expected to check their transaction report regularly. In the event an unauthorised or fraudulent transaction is identified, the Corporate Card Administrator and Commonwealth Bank must be informed immediately.

PERIODIC REVIEWS AND INTERNAL AUDIT OF CREDIT CARD USAGE

The Finance department will undertake monthly assurance reviews of credit card usage and credit card transactions to identify any non-compliance with this policy or fraudulent activity.

Individual credit card transactional reporting will also be available to all authorising managers to ensure that credit cards are being used in line with this policy.

A quarterly report summarising all expenditure will be reviewed by the Corporate Management Team.

The CEO's credit card expenditure will also be authorised by the Manager Corporate Finance and regularly reviewed by the Mayor, and the Audit & Risk Committee.

Failure of an individual to use their corporate credit card in line with Council's Corporate Credit Card Policy or the Commonwealth Bank's requirements will result in immediate cancellation of the facility, disciplinary action and/or termination of employment.

HUMAN RIGHTS

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REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Minor update	Clarification about when reports are presented to the Mayor Clarification about the content of the quarterly report of expenditure for CMT
1.1	December 2023	Minor Update	Date of Next Review updated to: December 2024 Minor formatting changes Updated the spending limit for section <i>Purchasing and Record Keeping</i> regarding unavailable receipts. Limit change of \$20.00 to \$50.00 Approved by: updated from CEO to Council

BEST VALUE AND COMPETITIVE NEUTRALITY POLICY

Policy Number:	2.2.6
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Whole Organisation
Responsible Officer:	Manager Corporate Finance
Related Policies:	Nil
Related Documents:	Wellington Shire Council Enterprise Bargaining Agreement
Statutory Reference:	<i>Local Government Act 2020</i> <i>Australian Consumer Law and Fair-Trading Act 2012</i> <i>Charter of Human Rights and Responsibilities Act 2006 (Vic)</i>

OVERVIEW

The purpose of this policy is to outline the Wellington Shire Council's commitment to best value and competitive neutrality.

THE POLICY

Best Value

Implementation of Best Value Principles requires the Council to ensure that:

- all Council services meet quality and cost standards in accordance with section 106 of the *Local Government Act 2020*;
- all services provided by Council must be responsive to the needs of the community;
- all Council services are accessible to those members of the community for whom the services are intended;
- all Council services achieve continuous improvement in the provision of services for its community;
- the Council consults regularly with the community in relation to the services it provides; and
- the Council regularly reports to the community in relation to its compliance with Best Value Principles.

When applying Best Value Principles, the Council may take into account:

- the requirement to review services against the best on offer in both the private and public sectors; and
- an assessment of value for money in service delivery; and
- community expectations and values; and
- the balance of affordability and accessibility of services to the community; and
- opportunities for local employment growth or retention; and
- the value of potential partnerships with other councils, the State Government and the Commonwealth Government; and
- potential environmental advantages for the Council's municipal district.

Council commits to incorporating Best Value Principles into its daily operations by integrating best value into its continuous improvement program. It also commits to reviewing all of its services as part of its annual planning cycle as well as during the development of strategies that support the achievement of community and organisation goals.

Council commits to involve management, staff and the community (where appropriate) in the conduct of any best value service reviews.

Outcomes arising from Best Value service reviews will be implemented in accordance with the relevant conditions of Council's current Enterprise Bargaining Agreement, specifically per clauses relating to introduction of change and best value processes.

Competitive Neutrality

Wellington Shire Council is committed to implementing a Best Value and Competitive Neutrality Policy and will apply a **competitive neutrality** measure to a "Significant Council Business":

- to the extent that the benefits to be realized from the application of the Competitive Neutrality Measure outweigh the costs; and
- where the application of the competitive neutrality measure is in the public interest.

Where Council applies a competitive neutrality measure, it will select the **competitive neutrality** measure that is most appropriate to the particular significant Council business in question.

Wellington Shire Council is also committed to documenting the application of **competitive neutrality** measures to significant Council businesses or businesses that may be deemed "significant". In doing so, Council will:

- consult with and inform the community about the process of implementing a competitive neutrality measure to a relevant Council business;
- inform the community about the outcome of any application of a competitive neutrality measure; and
- investigate, document and respond to complaints alleging non-compliance by the Council to the implementation of a Best Value and Competitive Neutrality Policy or improper business practices.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Minor	Date of Next Review updated to: December 2024
1.1	December 2023	Minor	Date of Next Review updated to: December 2024

FRAUD CONTROL POLICY

Policy Number:	2.4.2
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Whole Organisation and Councillors
Responsible Officer:	Manager Organisational Performance and Governance
Related Policies:	Procurement Policy Risk Management Policy Corporate Credit Card Policy Mandatory Notification Policy Public Interest Disclosures Policy
Related Documents:	Fraud Incident Analysis Procedure Public Interest Disclosure Procedure Human Rights Charter Employee Code of Conduct Councillor Code of Conduct
Statutory Reference:	<i>Public Interest Disclosures Act 2012</i> <i>Local Government Act 2020</i> <i>Crimes Act 1958</i> <i>AS 8001-2008 Fraud and Corruption Control</i> <i>Independent Broad-based Anti-Corruption Commission Act 2011</i>

PURPOSE

To provide a framework for the prevention, detection and reporting of fraudulent activity at Wellington Shire Council.

OVERVIEW

Council promotes a culture of awareness by providing a comprehensive policy and procedure and assigning responsibility for the development of controls and conduct of investigations. Council has a zero-tolerance approach to fraud and corruption and will refer any fraudulent or corrupt activity to the appropriate law enforcement or regulatory body for independent investigation.

Council is committed to ensuring robust governance and the ethical conduct of all Councillors and employees by preventing, detecting and investigating all forms of fraud and corruption that may occur. It is also the responsibility of all Councillors, employees and contractors to report all suspected cases of fraud or corruption.

This Policy identifies the minimum requirements and responsibilities for the governance, prevention, detection, reporting and the response to suspected fraud and corruption within Council and:

- ensures that our workforce and Councillors act legally, ethically and in the public interest
- enables Councillors and employees to understand their obligations and implement practices to stop fraud and corruption occurring.

The potential impact of fraud and corruption on Council and the community can be significant. It can disrupt business continuity, reduce the quality and effectiveness of critical services, result in costly litigation, and threaten the financial stability of Council. It can also damage Council's organisational culture, public image and reputation.

THE POLICY

This policy supports Council's Risk Management Framework and seeks to foster an environment where everyone within Wellington Shire Council has a responsibility to protect the workplace from fraud and corruption. This policy applies to all Councillors, Council employees and agents of Council.

Agents of Council extend to include contractors working in-house, staff on exchange, members of Delegated Committees, members of Advisory Committees, volunteers, work experience students or graduate placements who perform work for Council as well as external suppliers and other contractors and subcontractors.

Definition of Fraud

Fraud is defined as dishonestly obtaining a benefit by deception or other means and is criminal activity as outlined in the *Crimes Act 1958*.

The risk of fraud may be:

- **internal** (performed by an employee or contractor of an organisation), or
- **external** (performed by a customer or an external service provider or third party).

Fraud can relate to theft, false representations, concealment, destruction and unauthorised use of information. In complex fraudulent activity, there may be collaboration between employees, contractors and/or external service providers.

Internal fraud examples include but are not limited to:

- using work resources for commercial purposes;
- using departmental information to gain a personal advantage;
- using personal relationships to gain an advantage in recruitment / procurement processes;
- claiming benefits where the individual or entity is not entitled (this includes misuse of leave and / or work time and unentitled accruing, and use, of flexi-time);
- falsely recording work time to gain additional flexi-time or over-payment of wages;
- misuse of organisation credit cards and fuel cards;
- disclosing confidential and proprietary information to outside parties;
- disclosing proposed confidential activities which require the approval of Council;
- misuse of powers granted under an Instrument of Delegation;
- accepting or seeking anything of material value from contractors, vendors or persons providing goods and services to the Council;
- destruction, removal or inappropriate use of records, computers, furniture, fixtures or equipment of Council;
- unauthorised use of Council's vehicles, plant, computers, telephones and other property or services;
- theft of plant, equipment, stock, cash, intellectual property, or other confidential information;
- forgery or alteration of any document, cheque, bank order or any other financial document;
- misappropriation of funds, securities, supplies or other assets;
- impropriety in the handling or reporting of money or financial transactions; or
- profiteering as a result of insider knowledge of Council activities.

External fraud examples include but are not limited to:

- customers deliberately claiming benefits from government programs that they are knowingly not eligible for;
- customers obtaining false identities or licenses;
- individuals making false declarations or fraudulently completing forms (i.e. court forms, statutory declarations);
- a service provider knowingly providing a false invoice for payment;
- individuals creating a false vendor in order to request payment from Council for goods and / or services that were not provided;
- misuse of grant or community funding; or
- false application for grant or community funding.
- cyber fraud, phishing and vishing

Corruption is dishonest activity by an official, employee or contactor which is contrary to the interest of the organisation or its clients. An incident of corruption may include an element of fraud or deception. Accepting benefits which may be perceived to conflict with public duties, or using information obtained from work for personal benefit is corruption. A Councillor voting in favour of a development in which they have an undisclosed financial interest is an example of corruption.

Fraud Awareness and Responsibility (refer also to Appendix A)

The responsibility for managing the risk of fraud in the Wellington Shire Council rests with both the Council and Management. Wellington Shire Council does not tolerate or condone fraudulent conduct. Management is responsible for demonstrating a genuine and strong commitment of fraud control to Council staff employees and clients.

Information and training on fraud control and reporting is provided through Council's induction process, along with annual refresher training. Training includes information on the current trends, such as for organised crime groups seeking to cultivate public sector employees. Employees, Councillors and contractors have a duty to report any concerns they have about the conduct of Council affairs and/or the use of Council assets and resources.

It is the responsibility of all Management to ensure there are mechanisms in place within their area of control to assess the risk of fraud and promote employee awareness of ethics and Council's Employee and Councillor Codes of Conduct. To do this, Management must create an environment in which employees believe that dishonest acts will be detected and investigated should they occur. Management must:

- participate in training programs covering the range of dishonest and fraudulent activities that can occur, and what indicators might exist;
- ensure that employees understand that the internal controls are designed and intended to prevent and detect fraud;
- encourage employees to report suspected fraud directly to those responsible for investigation without fear of disclosure or retribution; and
- abide by Council policies and procedures and avoid any conflicts of interest.

Framework and Processes

To minimise the occurrence and impact of fraud, Council has a standardised approach to prevent, detect and respond to fraud. The framework is designed to ensure fraud control is an integral part of decision making and consists of the following key elements:

ELEMENT	METHOD FOR ADDRESSING ELEMENT
<p>Communicating intent</p>	<p style="text-align: center;">Fraud Control Policy and Codes of Conduct</p> <p>The Fraud Control Policy documents Council's intended action in implementing and monitoring Council's fraud prevention, detection and response initiatives.</p> <p>The Codes of Conduct promote high standards of ethical behaviour expected of Councillors and employees.</p>
<p>Identifying risks</p>	<p style="text-align: center;">Fraud Risk Assessment</p> <p>Council's Risk Register contains Council's fraud risk assessment at strategic and operational levels and includes mitigation plans and actions.</p> <p>The Risk Register forms part of Council's overall risk management framework.</p>
<p>Limiting opportunities</p>	<p style="text-align: center;">Internal Controls</p> <p>Council has implemented internal controls – systems, processes and procedures – to minimise risks identified as part of the fraud risk assessment i.e. role delegations for approvals and sign offs and spot audits.</p> <p>Monthly reporting of high-risk procurement tools such as credit card and fuel card expenditure with a quarterly review by the Manager Corporate Finance and a half yearly presentation to the Corporate Management Team. All anomalies will be presented to the General Manager Corporate Services for further audit and investigation.</p>
<p>Raising awareness</p>	<p style="text-align: center;">Fraud training</p> <p>Fraud awareness training is an effective method of ensuring all employees are aware of their responsibilities in fraud control and sets the expectation for ethical behaviour in the workplace.</p> <p>This training is conducted online for all employees and is undertaken annually and may also be supplemented with face to face training.</p>
<p>Monitoring</p>	<p style="text-align: center;">Audit & Risk Committee and Internal Audit</p> <p>Audit & Risk Committee and Internal Audit regularly review Council's internal controls, risk management processes and fraud control strategies.</p>

Reporting	<p>Fraud, Corruption Reporting</p> <p>Council is committed to encouraging employees, customers or community to report suspicious activity at the first available opportunity, to an appropriate reporting point within the Council or where necessary to an outside authority.</p> <p>Reports may alternatively be made directly to the Local Government Inspectorate or Independent Broad-based Anti-Corruption Commission (IBAC).</p> <p>Refer to the following websites for further information:</p> <ul style="list-style-type: none"> • IBAC www.ibac.vic.gov.au • Local Government Inspectorate www.lgi.vic.gov.au
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Pre-employment Screening

As a part of the pre-employment process, applicants are required to disclose known declarable associations, or associations they reasonably suspect to be declarable. A declarable association means any current association with a group or individual that is incompatible with the role of Council or the ability to uphold the function of Council. This may give rise to a perception in the mind of an impartial, fair-minded person that if successful in the recruitment process, the applicant is not upholding or may not uphold their obligation as a Council employee, and may reflect adversely on the reputation of both applicant and Council within the eyes of the community. Refer to Policy 2.4.4 Declarable Associations for further details.

Codes of Conduct

Council's Codes of Conduct clearly outline expected behaviours of employees and Councillors and the need for employees and Councillors to be fully aware of their responsibility to foster and develop the highest standards of integrity and promote an ethical workplace culture.

Fraud Prevention

The Chief Executive Officer has ultimate responsibility for the prevention and detection of fraud and is responsible for ensuring that appropriate and effective internal control systems are in place.

The Audit & Risk Committee supports the Council in ensuring appropriate and effective internal control systems are operating.

Management should be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indication of irregularity. Business unit risk registers must include details of fraud risks and controls.

To minimise exposure to fraud, management must ensure internal controls are in place to prevent and reduce the opportunity for fraud, including but not limited to:

- adherence to all organisational procedures, especially those concerning documentation and authorisation of transactions;
- segregation of duties (to the extent possible) such that no one employee is responsible for a transaction from start to finish;
- proactive application of internal checks and audits especially in identified high risk areas, which may include independent review and monitoring of tasks;
- security (both physical and electronic) such as locking doors and restricting access to certain areas;
- approvals within delegated authority;

- budget controls;
- quality assurance;
- declarations of Conflict of Interest as appropriate;
- ensuring that employees take regular annual leave;
- appropriate Councillor and employee induction and training; and
- thorough pre-employment checks.

ALL employees and Councillors are responsible for the safeguarding of Council assets against theft or improper use.

Fraud Detection

Managers should ensure that through their own participation in employee training programs and other awareness processes, they are aware of common indicators of fraud and that they respond to those indicators as appropriate.

Awareness of warning signs (red flags) for possible fraud or corruption is a useful method of detection. Often fraud indicators are inter-related and, in some situations, evidence of one indicator may imply a potential risk but may not constitute fraud or corruption. The more inter-related indicators identified, the higher the risk of potential fraud or corruption.

Examples of common fraud indicators, include but are not limited to:

Internal fraud indicators:

- unexplained and/or sudden sources of wealth;
- excessive secrecy in relation to work;
- employees who are aggressive or defensive when challenged, and/or controlling of certain colleagues;
- poorly reconciled cash expenses or customer accounts;
- employees known to be under external financial pressure;
- employees who delay providing information or who provide different answers to different people;
- employees under apparent stress without identifiable pressure;
- employees making procedural or computer enquiries inconsistent or not related to their normal duties;
- employees who avoid using councils financial management system with excessive purchasing using corporate credit card and petty cash.
- employees who appear to make a large number of mistakes, especially those leading to financial loss;
- employees with competing or undeclared external business interests;
- employees (especially managers) with too much hands-on control;
- employees refusing to take leave;
- an unusual number of customer complaints; or
- customers or suppliers insisting on dealing with just one individual.

External fraud indicators:

- client applications for government assistance with inconsistent signatures, mismatched

fonts or handwriting on different pages of the same document;

- invoices which look different to previous invoices issued by the same provider;
- lack of supporting evidence, or falsified supporting evidence, that eligibility criteria for grant or community funding has been met;
- expenditure has exceeded approved budgets for grant funding but there is not adequate information to explain the variance;
- a high volume of transactions from one service provider, such as a registered training organisation, used to support a license, community or grant funding application, may indicate collusion between applicants and the provider; or
- attempts to obtain sensitive information such as usernames, passwords and credit card details (i.e. phishing emails, whaling attacks).

Reporting Suspected Fraud

Council is committed to encouraging employees, customers or community to report suspicious activity at the first available opportunity, to an appropriate reporting point within the Council or where necessary to an outside authority, such as the Local Government Inspectorate or Independent Broad-based Anti-Corruption Commission (IBAC). Allegations made by employees, contractors, and members of the public can often lead to the uncovering of fraud. Council encourages employees, contractors, service providers and, where relevant, members of the public to report their suspicions of fraud.

The General Manager Corporate Services is the point of contact for reports of fraud and corruption. They will coordinate all investigations, whether by Council's employees, the Internal Auditors or other independent experts.

The General Manager Corporate Services will treat all information received confidentially. Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct. Employees who knowingly make false allegations will be subject to discipline up to and including dismissal.

An employee who discovers or suspects fraudulent activity has the following options for reporting:

- Report the matter to their immediate supervisor or Business Unit Manager who will contact the General Manager Corporate Services immediately;
- If the supervisor or Business Unit Manager is suspected to be involved, contact the General Manager responsible for the business unit or the Chief Executive Officer.

Members of the public who discover or suspect fraudulent activity is being undertaken by Wellington Shire Council employees may report this to the General Manager Corporate Services.

If the reporting individual suspects that the General Manager Corporate Services may be responsible, then they should contact the Chief Executive Officer. Where reasonable grounds exist to suspect that the Chief Executive Officer or Councillor is involved in fraudulent or corrupt conduct, the matter should be reported directly to the Local Government Inspectorate or Independent Broad-based Anti-Corruption Commission (IBAC).

Refer to the following websites for further information:

- IBAC www.ibac.vic.gov.au
- Local Government Inspectorate www.lgi.vic.gov.au

Great care must be taken in the investigation of suspected improprieties or irregularities to avoid mistaken accusations or alerting suspected individuals that an investigation is underway.

The reporting individual must remain anonymous unless they have provided written consent for their identification to be disclosed, or their identity is disclosable in accordance with the applicable legislation. All inquiries concerning the activity under investigation from the suspected individual or legal representative should be directed to the General Manager Corporate Services. No information concerning the status of an investigation should be given out.

The protections set out in the *Public Interest Disclosure Act 2012* will apply. Refer to Policy 2.4.3 Public Interest Disclosures for further details.

The reporting individual should be informed of the following:

- do not contact the suspected individual in an effort to determine facts or demand restitution; and
- do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the General Manager Corporate Services or Coordinator Human Resources.

Public Interest Disclosures

The General Manager Corporate Services is the designated Public Interest Disclosures Coordinator at Wellington Shire Council.

No employer or person acting on behalf of the Council shall:

- victimise an employee;
- dismiss or threaten to dismiss an employee;
- discipline or suspend or threaten to discipline or suspend an employee;
- impose any penalty upon an employee; and
- intimidate or coerce an employee;

because the employee has acted in accordance with the requirements of the policy.

The violation of this section will result in discipline up to and including dismissal.

Handling Fraud – Investigation Practices and Protocols

The Corporate Services Division has the primary responsibility for the investigation of all suspected fraudulent acts as defined in the policy.

The appointed investigators will have:

- free and unrestricted access to all Council records and premises; and
- the authority to examine, copy and remove all or any portion of the content of files, desks, cabinets, mobile phones, computers and other storage facilities on the premises without prior knowledge or consent of any individual who may use or have custody of any such items or facilities when it is within the scope of their investigation.

If the investigation substantiates that fraudulent activities have occurred, the General Manager Corporate Services, will issue reports to the Chief Executive Officer, the Audit & Risk Committee and through it, to Council.

Employees found to be involved in fraudulent activities will be dismissed from Council's service.

Any investigative activity required will be conducted impartially with due deference to the *Public Interest Disclosure Act 2012*, procedures for Wellington Shire Council and the Information Privacy Policy and Guidelines. It will also be conducted with awareness of the Councillor and Employee Codes of Conduct and Council's employee grievance procedures.

Council has established a Fraud Incident Register to ensure that all incidents are recorded (*refer to Appendix B*). The Fraud Incident Register will be maintained by the General Manager Corporate Services and will include the following information in relation to every reportable fraud incident:

- date and time of report;
- date and time that incident was detected;
- how the incident came to the attention of management (i.e. anonymous report, normal report, supplier report);
- the nature of the incident;
- value of loss to Council, if any;
- the action taken following discovery of the incident.

External Reporting

The Chief Executive Officer has a mandatory reporting obligation under s 57 of the *Independent Broad based Anti-Corruption Commission Act 2011* and must notify IBAC as soon as practicable, of any matter they suspect on reasonable grounds that involves corrupt conduct occurring or having occurred. Refer to Policy 2.4.5 Mandatory Notification for further details.

In accordance with the *Public Interest Disclosures Act 2012*, the designated Public Interest Disclosures Coordinator at Council must notify public interest disclosures to IBAC, the Victorian Inspectorate or the Integrity and Oversight Committee for further assessment.

Post Incident Analysis

Following any investigation, a Fraud Incident Analysis will be conducted to establish any system or process failures and identify future corrective actions. This is detailed using the Post Incident Analysis Report.

Appendix A – Fraud and Corruption Roles and Responsibilities

<p>Councillors</p>	<ul style="list-style-type: none"> • Ensuring an appropriate Fraud and Corruption Control Policy is adopted. • Maintaining compliance with the Conflict of Interest obligations pursuant to the <i>Local Government Act 2020</i>. • Facilitating accountability at all levels within the Council for fraud and corruption control by ensuring appropriate resources are provided to ensure suitable fraud and corruption information and reporting systems are maintained. • Maintaining awareness of this policy and its applicability to elected Councillors.
<p>CEO and General Managers</p>	<ul style="list-style-type: none"> • Overall responsibility for prevention and detection of fraud and corruption within Council. • Legislated responsibility to exercise authority, on behalf of Council. • Manage public resources of the department efficiently, responsibly and in an accountable manner. • Implement policies and priorities responsibly. • Ensure impartiality and integrity in the performance of the department's functions. • Ensure accountability and transparency in the department's operational performance. • Promote continual evaluation and improvement of department's management practices.
<p>Management - All managers, supervisors, coordinators and team leaders</p>	<ul style="list-style-type: none"> • Display ethical leadership and high personal standards of behaviour consistent with the Employee and Councillor Codes of Conduct. • Visibly promote Council's ethical framework and adherence by all employees. • Effectively manage risk in accordance with the department's fraud risk management framework. • Proactively manage employee conduct by taking prompt and appropriate action. • Develop strong internal controls to assist with fraud and corruption prevention. • Ensure all employees and contractors complete compulsory Learning and Development System training and awareness modules in addition to job-specific training. • Ensure employee compliance with relevant policies and procedures including identifying and reporting on potential fraudulent and corrupt activities. • Advise the appropriate Manager or General Manager, or, where applicable, the Public Interest Disclosure Coordinator, regarding all reports of suspected fraud or corruption.
<p>All employees (including contractors,</p>	<ul style="list-style-type: none"> • Act in an ethical manner in the workplace, understand and comply with all policies and procedures including:

<p>volunteers, temporary and casual employees)</p>	<ul style="list-style-type: none"> ○ Safeguarding assets, information and other resources under their control. ○ Identify and report any potential issues. ○ Ensuring all administration is accurate with no deliberate omissions (i.e. allowance claims, recording accurate hours of work on timesheets). ○ Report all suspicions of fraud and corruption. ● Register all gifts, benefits and hospitality offered, and declare all perceived, potential and actual conflicts of interest including those of family members which may influence their public duties. ● Undertake required education and training to responsibly and effectively undertake their duties.
<p>Audit & Risk Management Committee</p>	<ul style="list-style-type: none"> ● Monitor the implementation of risk management (including fraud and corruption matters) and independently recommend actions to improve management frameworks. ● Review project or investigation reports on any incidents of fraud/corrupt conduct or suspected fraud/corrupt conduct. ● Monitor the internal audit function to ensure audits include key fraud and corruption risks and that audits are risk-based.
<p>Internal Audit Contractor</p>	<ul style="list-style-type: none"> ● Undertake scheduled audits, which include examining established controls to decide if they are robust enough to reduce the risks of fraud and corruption, including the identification of work practices that may lead to fraudulent and corrupt activities. ● Report in writing any suspected activities of fraudulent or corrupt practices identified during an internal audit function to the CEO or General Manager Corporate Services.
<p>Corporate Governance</p>	<ul style="list-style-type: none"> ● Undertake and advise on business and policy improvements. ● Manage compliance, performance and risk in accordance with appropriate governance framework. ● Report regularly on performance and compliance including complaints and fraud issues. ● Manager the Gifts and Benefits register.
<p>Information Technology Services</p>	<ul style="list-style-type: none"> ● Manage all information technology risks and ensure all IT users are acting ethically when using department software and assets. ● Advise managers, employees and contractors of human resources and industrial relations matters. ● Process recruitment activities in line with a recruitment and selection framework. ● Manage the security of Council's information through the use of technology.
<p>Human Resources</p>	<ul style="list-style-type: none"> ● Ensure Pre-employment screening activities are being undertaken in conjunction with the hiring manager.

Appendix B – Fraud Reporting Register Template

Wellington Shire Council Fraud Register						
Date and time of report	Business unit / Division	Date and time of suspected fraud	How the incident came to the attention of management (i.e. anonymous report, normal report, supplier report)	Fraud Incident description (who, what, when, where, how)	Value of loss to Council, if any	Action taken following discovery of the incident

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Minor update	Minor formatting and grammar updates made
1.1	December 2023	Minor update	Formatting and grammar updates Removal of duplicated sentences Updated examples for clarity Date of Next Review updated to: December 2024 Approved by: updated from CEO to Council

PUBLIC INTEREST DISCLOSURES POLICY

Policy Number:	2.4.3
Approved by	Council
Date Approved/Effective:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Whole Organisation
Responsible Officer:	General Manager Corporate Services
Related Policies:	Fraud Control Policy Procurement Policy Risk Management Policy
Related Documents:	Councillor Code of Conduct Employee Code of Conduct Risk Management Framework Complaint Handling Policy IBAC Guidelines for handling public interest disclosures
Statutory Reference:	<i>Freedom of Information Act 1982</i> <i>Privacy and Data Protection Act 2014 (Vic)</i> <i>Public Interest Disclosures Act 2012</i>

OVERVIEW

The *Public Interest Disclosures Act 2012* (the PID Act) aims to:

- encourage and assist people to report improper conduct and detrimental action taken in reprisal for a public interest disclosure
- provide certain protections for people who make a disclosure or those who may suffer detrimental action in reprisal for a disclosure
- ensure that certain information about a disclosure is kept confidential – the identity of the person making the disclosure and the content of that disclosure.

As the Wellington Shire Council can receive public interest disclosures, it is a requirement under section 58 of the PID Act to establish a procedure which is readily available to members of the public as well as internally to all Councillors and employees of the Council.

THE POLICY

Wellington Shire Council is committed to the aims and objectives of the PID Act which recognises the value of transparency and accountability in its administrative and management practices and supports the making of disclosures that reveal improper conduct. Council does not tolerate improper conduct by the organisation, its employees, or Councillors, nor reprisals against those who come forward to disclose such conduct.

This policy is a resource for disclosers and potential disclosers; whether an internal Council member, staff, or an external member of the public. This policy provides the procedure for any individual to make a disclosure, receive the protections available under the PID Act, and sets out how the discloser and their disclosure may be managed and handled by the Council.

What is a Public Interest Disclosure?

Public interest disclosures are reports about:

- improper conduct of public bodies or public officers (such as corrupt conduct)
- detrimental action that a public officer or public body has taken against a person in reprisal for them (or another person) having made a public interest disclosure or cooperated with the investigation of a public interest disclosure.

A disclosure can relate to conduct or action that:

- may have already taken place may be occurring now
- may happen in the future.

Who a public interest disclosure can be about:

Disclosures can be made about:

- public bodies
- public officers
- conduct of a person who is not a public officer or is not employed by a public body, where their conduct is adversely affecting the honest performance of a public body or public officer, or is intended to adversely affect their effective performance.

As Wellington Shire Council is a public body, disclosures can be made in relation to a Councillor or employee.

Who can make a disclosure?

People making a disclosure must believe, on reasonable grounds, that the Councillor or Council employee has engaged in, or proposes to engage in, improper conduct or detrimental action.

What is improper conduct?

Improper conduct includes corrupt conduct, criminal offences and other conduct specified in the PID Act. If the conduct is trivial, it will not meet the threshold of improper conduct.

Corrupt conduct includes conduct of a Councillor or Council employee that constitutes:

- a criminal offence
- serious professional misconduct
- dishonest performance of public functions
- an intentional or reckless breach of public trust
- an intentional or reckless misuse of information or material acquired in the course of the performance of the functions of the public officer or public body
- a substantial mismanagement of public resources
- a substantial risk to health or safety of one or more persons
- a substantial risk to the environment

Conduct of any person that:

- adversely affects the honest performance by a public officer or public body of their public functions
- is intended to adversely affect the effective performance or exercise by a public officer or public body of the functions or powers of the public officer or public body and results in the person, or an associate of the person, obtaining:
 - a licence, permit, approval, authority or other entitlement under any Act or subordinate instrument
 - an appointment to a statutory office or as a member of the board of any public body under any Act or subordinate instrument
 - a financial benefit or real or personal property
 - any other direct or indirect monetary or proprietary gain, that the person or associate

would not have otherwise obtained.

Conduct of any person that could constitute a conspiracy or attempt to engage in any of the conduct referred to above.

What is detrimental action?

It is an offence for a person to take, threaten to take or allow another person to take detrimental action against another person in reprisal for making a public interest disclosure.

Detrimental action includes:

- action causing injury, loss or damage
- intimidation or harassment
- discrimination, disadvantage or adverse treatment in relation to a person's employment, career, profession, trade or business, including the taking of disciplinary action. A person doesn't need to have actually taken the detrimental action, but can have threatened to do so, or incited or permitted someone else to do so.

Misdirected Disclosures

The PID Act allows for a PID made to the wrong receiving entity to be redirected to another receiving entity, without the discloser losing the protections of the PID scheme, where:

- the receiving entity must be an entity to which a PID ordinarily may be made; and
- the person making the disclosure must honestly believe that the receiving entity was the appropriate entity to receive the disclosure.

A misdirected disclosure to Wellington Shire Council is one where the person making the disclosure believed that the Wellington Shire Council was the appropriate body to make it to, but it should have been made to another entity.

External Disclosures

External disclosures are defined as a PID made to a person or body who is not an entity to whom a PID can be made under Division 2, Part 2 of the PID Act (the part which prescribes how and to whom PIDs must be made).

A discloser may disclose the details of a PIC to an external person or body (who is not able to receive disclosures) if the assessing entity does not notify the discloser about any action taken in response to the original disclosure within six months and has not responded to a request for advice within 30 days. An external disclosure may also be made if the investigation of the original disclosure is not completed within 12 months, and the investigating entity has not responded to a request for advice within 30 days.

Finally, an external disclosure may be made where the investigation of the original disclosure was not completed within 12 months, the discloser has received an update within 30 days of requesting it, but the discloser has then not received any further update advising that the investigation has been completed within a further six months of that response.

How to make a Public Interest Disclosure?

You may make a disclosure about a Councilor or Council employee to a relevant entity in the table below, either orally or in writing. Disclosures may be anonymous.

Entity	Contact for disclosures relating to:	Contact Details
<p>Wellington Shire Council - Public Interest Disclosure Coordinator</p>	<p>Wellington Shire Council employees</p> <p>The General Manager Corporate Services is appointed as the Public Interest Disclosure Coordinator. They have oversight and responsibility for the operation of the Public Interest Disclosure policy and compliance with the provisions of the PID Act.</p> <p>Disclosures in relation to Councillors can only be made to IBAC or the Victorian Ombudsman</p>	<p>Telephone the Public Interest Disclosure Coordinator on 5142 3181.</p> <p>Email: pid@wellington.vic.gov.au</p> <p>Postal address: “Confidential” Public Interest Disclosure Attention: General Manager Corporate Services PO Box 506 Sale VIC 3850</p>
<p>Independent Broad-based Anti-Corruption Commission (IBAC)</p>	<p>Wellington Shire Councillors or Council employees</p>	<p>Telephone IBAC on 1300 735 135 to request a form to be sent to you.</p> <p>Complete the IBAC secure online form available at: https://www.ibac.vic.gov.au/reporting-corruption/report/complaints-form or download a complaint form at www.ibac.vic.gov.au and return by email, fax or post.</p> <p>Email: info@ibac.vic.gov.au</p> <p>Fax: (03) 8635 6444</p> <p>Mail: GPO Box 24234, Melbourne Vic 3001</p>
<p>Victorian Ombudsman</p>	<p>Wellington Shire Councillors or Council employees</p>	<p>Telephone Victorian Ombudsman on 9613 6222</p> <p>Email: ombudvic@ombudsman.vic.gov.au</p> <p>Postal address: Level 2, 570 Bourke Street Melbourne VIC 3000</p> <p>Complete the Victorian Ombudsman secure online form available at: https://www.ombudsman.vic.gov.au/complaints/; or</p>

Entity	Contact for disclosures relating to:	Contact Details
		Download a complaint form at www.ombudsman.vic.gov.au and return by email, fax or post.

Responsibilities of Council's Public Interest Disclosure Coordinator (General Manager, Corporate Services)

- receiving all disclosures, including phone calls, emails and letters from members of the public or staff
- assessing disclosures in accordance with the PID Act and IBAC Guidelines for handling public interest disclosures
- notifying all assessable disclosures to Independent Broad-based Anti-Corruption Commission (IBAC) within 28 days
- establishing and managing a secure filing system and processes to ensure confidentiality
- managing the welfare of a discloser and advising them of protections available under the PID Act
- tracking the actions taken in relation to disclosures
- collating and reporting statistics on disclosures.

If not referred to IBAC, or IBAC determines that it is not a public interest disclosure, the Public Interest Disclosure Coordinator will consider the matter in accordance with relevant Council policies, including the Complaints Handling Policy and Employee Code of Conduct.

Role of the Independent Broad-based Anti-Corruption Commission (IBAC)

Under the PID Act, the IBAC has a key role in receiving, assessing and investigating disclosures about improper conduct and detrimental action taken in reprisal for a disclosure by public bodies or public officers.

Determining if a disclosure is a public interest complaint

Once IBAC receives a notification, it must determine whether the disclosure is a public interest complaint. In making its assessment, IBAC may seek additional information from the notifying entity or from the discloser. If IBAC determines that a disclosure is a public interest complaint, it will investigate or refer a disclosure, or it may take no further action.

Notifying entities and the discloser of the determination

Once IBAC has determined whether a disclosure is a public interest disclosure, it:

- advises the relevant notifying entity of its determination
- advises the discloser of the determination and the action it intends to take (this applies to disclosers who have made their disclosures directly to IBAC and those who have had their disclosures notified to IBAC).

Welfare Manager (Coordinator Human Resources)

Wellington Shire Council is committed to the protection of genuine disclosers against detrimental action taken in reprisal for the making of Public Interest disclosures. A Welfare Manager's role is to monitor the specific needs of the discloser, or someone who has cooperated with the investigation of a public interest disclosure, and provide them with practical advice and support.

In most circumstances, a Welfare Manager will only be required when a PID has been evaluated

as a genuine public interest complaint and proceeds to investigation. However, each case needs to be assessed on its own merits.

A Welfare Manager must not divulge any details relating to the disclosed matter to any person other than the Public Interest Disclosure Coordinator, or the principal officer of the public body. All meetings between the Welfare Manager and person must be conducted discreetly to protect the person from being identified as being involved in the disclosure.

Council's Welfare Manager (Coordinator Human Resources) can be reached on 03 5142 3040.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Minor update	Amended incorrect reference from PIO to PID; amended old references to Protected Disclosure Postal address for IBAC Hyperlink to online form for Victorian Ombudsman
1.1	December 2023	Minor update	Date of Next Review updated to: December 2024 Formatting and terminology updates Reference to the IBAC Guidelines for handling Public Interest Disclosures added Expansion of the responsibilities of Council's Public Interest Disclosure Coordinator Expanded definition of what a public disclosure can be about including adding the definition of corrupt conduct and detrimental conduct. Added reference to the Complaint Handling Policy Approved by: updated from CEO to Council

MANDATORY NOTIFICATION POLICY

Policy Number:	2.4.5
Approved by:	Council
Date Effective:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Whole Organisation
Responsible Officer:	Chief Executive Officer
Related Policies:	Fraud Control Policy Public Interest Disclosures Policy
Related Documents:	IBAC Directions for making mandatory notifications of suspected corruption – Directions for relevant principal officers.
Statutory Reference:	<i>Independent Broad-based Anti-corruption Commission Act 2011</i> <i>Public Interest Disclosures Act 2012</i> <i>Local Government Act 2020</i> <i>AS 8001-2008 Fraud and Corruption Control</i> <i>Crimes Act 1958</i>

OVERVIEW

To provide a framework for the reporting of corrupt activity at Wellington Shire Council in accordance with the *Independent Broad-based Anti-corruption Commission Act 2011*.

THE POLICY

This policy supports Council's Risk Management Framework and promotes a culture of awareness which encourages staff responsibility and workplace protection against suspected or actual corrupt behavior. Council has a zero-tolerance approach to corruption and will refer any corrupt activity to the appropriate law enforcement or regulatory body for independent investigation.

The Australian Standard AS 8001- 2008 defines corruption as:

“Dishonest activity in which a director, executive, manager, employee or contractor of an entity acts contrary to the interest of the entity and abuses his / her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity.”

In accordance with the *Independent Broad-based Anti-corruption Commission Act 2011*, the obligation to report suspected corrupt conduct rests with the relevant Principal Officer (Chief Executive Officer) and cannot be delegated. Where another person is acting as the relevant Principal Officer, the obligation applies to that person.

The relevant Principal Officer must notify the Independent Broad-based Anti-corruption Commission (IBAC) of all instances of suspected corrupt conduct occurring in their own organisation, and suspected corrupt conduct occurring in other organisations where it is connected with the relevant principal officer's duties, functions and exercise of powers. There is no legislative obligation for the relevant principal officers to search out corrupt conduct, only to report it when suspected.

Corrupt conduct

Corrupt conduct may occur in plain sight or may be detected during a regular review process (e.g. an internal audit, service review or routine quality assurance review).

Section 4 of the *Independent Broad-based Anti-corruption Commission Act 2011* describes and defines corrupt conduct, summarised here as conduct, or an attempt or conspiracy to engage in conduct that:

- a) adversely affects the honest performance of the functions of a public officer or public body;
- b) constitutes or involves the dishonest performance of the functions of a public officer or public body;
- c) constitutes or involves knowingly or recklessly breaching public trust;
- d) involves the misuse of information or material acquired in the course of the performance of the functions of a public officer or public body;
- e) is intended to adversely affect the effective performance of the functions or powers of a public office or public body and results in the person or their associate obtaining a specified benefit.

In order for conduct to be corrupt conduct, it must also be the case that the conduct would constitute a relevant offence which means an indictable offence against any Act, or the common law offences of attempt to pervert the course of justice, bribery or a public official, perverting the course of justice and misconduct in public office.

Examples of misconduct in public office include:

- deliberately falsifying accounts to conceal or obtain a benefit;
- entering into a secret commission or profit-sharing arrangement with another person;
- colluding to share profits with tender recipients and concealing the overvaluation of tenders;
- using public office to deceive a member of the public to gain a financial advantage;
- misusing power to harm, oppress or disadvantage a person.

What happens when a report is made?

The report will be managed in accordance with the IBAC Directions for making mandatory notifications of suspected corruption – Directions for relevant principal officers.

When must a report be made?

Notifications of suspected corrupt conduct must be made as soon as practicable after the Chief Executive Officer has formed a reasonable suspicion that corrupt conduct may have occurred or may be occurring.

CONFIDENTIALITY

Notifications to IBAC must be made without advising the person(s) to whom the notification relates, and without publicity. All notifications of suspected corrupt conduct to IBAC will be treated in the strictest confidence.

Failure to handle notifications to IBAC confidentially may prejudice any subsequent investigation, whether by IBAC or the public-sector body concerned, and may cause unnecessary reputational or other damage to individuals.

Making a mandatory notification

Complete the IBAC Mandatory Notification form available at:

<https://www.ibac.vic.gov.au/reporting-corruption/notifications>

The mandatory notification form can be submitted by:

Email info@ibac.vic.gov.au

Post Attention: Manager Assessments and Review
 IBAC Commissioner
 GPO Box 24234
 Melbourne VIC 3001

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Minor update	Updated link and instructions for completion of mandatory notification form
1.0	December 2023	Minor update	Date of Next Review updated to: December 2024 Formatting and terminology updates Inclusion of what happens when a report is made IBAC Directions for making mandatory notifications of suspected corruption – Directions for relevant principal officers inserted as a Related Document. Approved by: updated from CEO to Council

CONFLICT OF INTEREST POLICY

Policy Number:	2.4.6
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Organisation and Councillors
Responsible Officer:	Manager Organisational Performance and Governance
Related Policies:	Acceptance and Declaration of Gifts, Benefits and Hospitality Policy Fraud Control Policy Procurement Policy Delegations Policy Risk Management Policy
Related Documents:	Councillor Code of Conduct Employee Code of Conduct Governance Rules Personal Interests Returns Councillor Conflict of Interest Declaration Form (hardcopy and e-form) Employee Conflict of Interest Declaration and Management Plan
Statutory Reference:	<i>Local Government Act 2020</i> <i>Local Government (Governance and Integrity) Regulations 2020</i>

OVERVIEW

This policy has been developed to provide information and guidance to Councillors, employees and committee members in the identification, disclosure and management of conflict of interest (i.e. actual, perceived or potential) when carrying out their Council duties.

Conflict of interest and duty is about transparency and accountability. Councillors, employees and committee members hold positions of public trust and should always work to serve the interests of the community, not themselves or someone else's interests. Councillors, employees and committee members must act with integrity and not inappropriately benefit or be influenced by improperly using their position.

The potential for a conflict exists in all aspects of Council operations. The most effective means to address conflicts of interest and duty is to establish a system under which Councillors, employees and committee members are required to disclose and obtain evaluation of any conflict they may have.

The purpose of this policy is to assist Councillors, employees and committee members in the identification and management of conflicts of interest and duty – and to assist in addressing and understanding how to manage any conflict issues. Council recognises that a well-established system for identifying, disclosing, managing and reporting conflicts increases its public accountability and reduces the risk of corruption, misconduct and bias in its operations and decision-making processes.

Council also recognises that conflicts of interest and duty are not unusual in the exercise of public responsibility and cannot always be avoided. Where a conflict occurs, the interests of the Council will be balanced against the interests of the individual. Unless exceptional circumstances exist, the balance of interests will be resolved in the Council's favour and Managers, when notified of a

conflict of interest or duty, will deal promptly with the conflict and put in place arrangements that protect the integrity of the Council processes.

THE POLICY

Conflict of Interest

It is the responsibility of Councillors, employees and committee members to identify a conflict of interest or duty and disclose this when necessary. Failure to disclose any conflicts is a breach of the *Local Government Act 2020* (the Act) and penalties may apply.

In accordance with the Act, there are two categories of conflict of interest – **general conflict** of interest and **material conflict** of interest. Refer to *Appendix A – Conflict of Interest Legislative Guide* for the definitions of these categories.

Areas of activity where conflicts may arise:

Conflicts may arise because of the council's involvement in any of the following matters:

- appointing and managing employees;
- providing sponsorships;
- use of resources or assets that could be used for private gain;
- entering into contracts to procure goods or services from the private sector or engaging in projects with the private sector;
- collecting, retaining, accessing or using confidential information;
- providing financial assistance and concessions;
- performing a regulatory role in relation to the monitoring of standards;
- disciplinary role; and
- providing advice.

There are four types of conflicts that may arise within general and material conflicts. Conflicts may be actual, potential or perceived, or represent a conflict of duty:

1. An **actual conflict** occurs when there is a real, current conflict between a public officer's duties and their private interests;
2. A **potential conflict** arises when a public officer's duties could conflict with their private interests. A public officer can anticipate potential conflicts by thinking about how the particular private interests and associations they have might influence the types of functions they carry out and decisions they make in their Council role;
3. A **perceived conflict of interest** is where one or more third parties develop a reasonable view that a public officer's private interests have or could improperly influence their decisions or actions, or the actions or decisions of their organisation, in a particular matter. The perception is that a public officer may not be objective in their dealings as a result of the conflict.
4. A **conflict of duty** arises when an individual is required to fulfil two or more roles that may be in conflict with each other – often known as 'wearing two hats'. For example, a Councillor may hold a position as a member of the board of another public entity or body that Council has a direct and/or ongoing involvement with. The conflict of duty will arise in situations where Council is required to consider and/or make decisions where this public entity or body is involved. Conflict of duty scenarios are especially common in regional and rural settings due to the smaller size of communities and the existence of specialist industries. As it is not always possible to avoid a situation where a conflict of duty exists, it

is vital that these situations are declared and managed appropriately to ensure the public interest is protected.

Disclosure and declaration

All Councillors, employees and committee members must consider the public interest when carrying out their duties and place this above their own private or personal interests. This is achieved by:

- carrying out all duties in accordance with Council and legislative ethical principles as documented in Council's Codes of Conduct
- assessing their own private and personal interest to identify any conflicts of interest or duty
- identifying and declaring all conflicts
- disclosing all conflicts of interest that arise when compiling Council reports and workshop notes
- managing all conflicts of interest in accordance with agreed management strategies
- completion of Council's conflict declaration forms.

The Councillor Conflict of Interest Declaration Form can be found on the Councillor Homepage and the Employee Conflict of Interest Declaration and Management Plan can be found on the Governance page of Council's Intranet.

All levels of management must:

- encourage a culture of disclosure within Council,
- regularly remind employees of their obligation to identify and declare conflicts,
- actively liaise with employees to resolve and manage conflicts, and
- maintain confidentiality with regards to conflict declarations.

Responsibilities of Managers

Managers are responsible for:

- complying with this policy with respect to their own conflicts and potential conflicts;
- ensuring annual completion of training requirements;
- facilitating the compliance of those they manage by:
 - ensuring that the employees they manage complete the annual training module;
 - being aware of the risks of conflicts inherent in the work of the employees they manage;
 - making Councillors, employees and committee members aware of relevant policies and procedures;
 - advising Councillors, employees and committee members about appropriate ways to manage conflicts;
 - recording the receipt of disclosures of conflicts reported to them by employees;
 - assisting employees who disclose conflicts in preparing management strategies; and
 - monitoring the work of employees and the risks to which they are exposed.

Responsibilities of Employees

Employees are responsible for:

- ensuring annual completion of training requirements;
- being aware of their obligation to avoid, where possible, conflicts of interest and duty and manage any conflicts that cannot be avoided;
- assessing their private and personal interests and whether they conflict, or have the potential to conflict, with their official duties;
- disclosing any conflicts they may have in accordance with this policy and specified procedures to their Manager;
- complying with the requirements of this policy or related guidelines and procedures; and
- reporting suspected breaches of this policy by other employees to their Manager and the General Manager Corporate Services.

Responsibilities of Councillors/Committee Members

All Councillors must comply with section 130 of the Act, Governance Rules and the Councillor Code of Conduct when declaring conflicts of interest by undertaking the following:

- disclose any conflicts at the beginning of a Council meeting and immediately prior to consideration of the matter and remove themselves from the meeting for the duration of the discussion/vote;
- if details are private in nature, then the conflict can be declared to the Chair in writing prior to the meeting and the disclosure will simply be the type of interest with a brief and general summary of the details;
- classify the conflict as General (section 127) or specify the type of Material conflict (section 128);
- describe the nature of the conflict;
- where a Councillor or member of a delegated committee has two or more conflicts on matters being considered consecutively, they must disclose the conflicts prior to the first matter being heard;
- while the matter is being considered or any vote is taken in relation to the matter, the Councillor or member of a delegated committee must:
 - leave the room and notify the Mayor or the Chair of the delegated committee that he or she is doing so;
 - remain outside the room; and
 - return to the meeting only when invited to do so.

In meetings other than a Council meeting (i.e. Council workshop or Committee meeting), a similar format for the declaration of a conflict of interest must be undertaken whereby the conflict may be disclosed at the beginning of the meeting and/or immediately prior to consideration of the matter as set out above. Depending on the declaration itself, management of the conflict may also require that the individual remove themselves from the meeting for the duration of the discussion/vote until asked to return. The actual process followed will depend on the type of meeting.

All declarations and mitigation strategies (i.e. leaving the room for the duration of the discussion) must be recorded in the meeting minutes. All reported conflicts of interest and/or duty, including mitigation strategies, must also be recorded in the Conflict of Interest Declaration register maintained by the Governance Officer.

Councillors have full access to various guidance material, including the Councillor Conflict of Interest Guide, which is available on the Councillor Homepage.

Sections 127, 128 and 129 of the Act defines general and material conflicts of interest and provides exemptions for remoteness and interests in common with a substantial proportion of ratepayers along with other specific circumstances as set out in the table at *Appendix A – Conflict of Interest Legislative Guide*.

Failure to disclose a conflict of interest

Councillors, employees and committee members have an obligation to disclose and manage conflicts of interest and duty.

Failure to comply with this policy, including refusal to take any reasonable action as directed, to resolve a conflict may constitute misconduct or serious misconduct which may result in disciplinary action or termination of employment.

Managing conflicts of interest

The four recommended responses for managing conflicts are:

1. Avoid the conflict of interest

Avoiding a conflict of interest which poses an unacceptable risk to, or impacts upon, Council's interests. This is the preferred strategy.

To avoid a conflict of interest, the employees member concerned may be removed from the decision-making process in relation to the matter concerned or requested to relinquish the interest which is creating the conflict.

2. Accept and reduce the conflict of interest

A conflict of interest may be reduced by ensuring that the employee concerned has restrictions placed on their involvement in the relevant matter, or that another employee or organisational area takes responsibility for the matter.

3. Share the conflict of interest

A conflict of interest may be shared by involving a third party to oversee part or all of the decision-making process that deals with the relevant matter.

4. Retain the conflict of interest

A conflict of interest may be retained, and the employees member continues to be involved in the matter concerned, subject to a regular review of the situation.

This response is only suitable for low risk conflicts of interest.

The management of conflicts of interest for employees will be determined by the General Manager Corporate Services or by the relevant General Manager for the Division.

Monitoring conflicts of interest

All disclosed conflicts of interest must be reviewed by the General Manager Corporate Services, Coordinator Governance and Risk, the employee and their Manager on at least an annual basis to ensure that the information remains correct and that the management responses continue to be appropriate and effective. Any change in the arrangements or circumstance must be notified immediately to the relevant Manager.

Breaches of this Policy

Failure to comply with this policy will constitute a breach of the relevant Codes of Conduct and may result in disciplinary action or other serious sanctions as per the *Local Government Act 2020*.

APPENDIX A – CONFLICT OF INTEREST LEGISLATIVE GUIDE

Conflict Type	Definitions
<p style="text-align: center;">GENERAL CONFLICT OF INTEREST (Section 127)</p> <p>(1) Subject to section 129 (Exemptions), a relevant person has a general conflict of interest in a matter if an impartial, fair-minded person would consider that the person's private interests could result in that person acting in a manner that is contrary to their public duty.</p>	<p>Private Interests (section 127(2))</p> <p>Any direct or indirect interest of a relevant person that does not derive from their public duty and does not include an interest that is only a matter of personal opinion or belief.</p> <hr/> <p>Public Duty (section 127(2))</p> <p>The responsibilities and obligations that a relevant person has to members of the public in their role as a relevant person</p>
<p style="text-align: center;">MATERIAL CONFLICT OF INTEREST (Section 128)</p> <p>(1) Subject to section 129 (Exemptions), a relevant person has a material conflict of interest in respect of a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter.</p> <p>(2) The benefit may arise or the loss incurred -</p> <p>(a) directly or indirectly; or</p> <p>(b) in a pecuniary or non-pecuniary form.</p>	<p>Affected Person (section 128(3))</p> <p>For the purposes of section 128(3), any of the following is an affected person—</p> <p>(a) the relevant person;</p> <p>(b) a family member of the relevant person;</p> <p>(c) a body corporate of which the relevant person or their spouse or domestic partner is a Director or a member of the governing body;</p> <p>(d) an employer of the relevant person, unless the employer is a public body;</p> <p>(e) a business partner of the relevant person;</p> <p>(f) a person for whom the relevant person is a consultant, contractor or agent;</p> <p>(g) a beneficiary under a trust or an object of a discretionary trust of which the relevant person is a trustee;</p> <p>(h) a person from whom the relevant person has received a Disclosable Gift (section 128(4)):</p> <p>means one or more gifts with a total value of, or more than, \$500 or if an amount is prescribed for the purposes of section 128(4), the prescribed amount, received from a person in the 5 years preceding the decision on the matter -</p> <p>(a) if the relevant person held the office of Councillor, was a member of Council employees or was a member of a delegated committee at the time the gift was received; or</p> <p>(b) if the gift was, or gifts were, or will be, required to be disclosed as an election campaign donation -</p>

	but does not include the value of any reasonable hospitality received by the relevant person at an event or function that the relevant person attended in an official capacity as a Councillor, member of Council employees or member of a delegated committee.
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Exemptions (section 129)

A conflict of interest does not arise if any of the following applies—

- (a) the conflict of interest is so remote or insignificant that it could not be reasonably regarded as capable of influencing the actions or decisions of the relevant person in relation to the matter;
- (b) the interest that would give rise to a conflict of interest is held in common with a substantial proportion of the residents, ratepayers or electors of the municipal district and does not exceed the interest held by the other residents, ratepayers or electors;
- (c) the relevant person does not know the circumstances that give rise to the conflict of interest, and could not be reasonably expected to know those circumstances;
- (d) the interest only arises because the relevant person is the representative of the Council on a not-for-profit organisation that has an interest in the matter and the relevant person receives no personal advantage from the not-for-profit organisation;
- (e) the interest only arises because a family member of the relevant person is a member but not an office-holder of a not-for-profit organisation;
- (f) the interest only arises because the relevant person is a member of a not-for-profit organisation that has expressed an opinion or advocated for an outcome in regard to the matter;
- (g) the interest arises in relation to a decision by a Councillor on a matter or in a circumstance that is prescribed to be exempt by the regulations.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Minor update	Updated Responsible Officer title Conflict of Duty has been added to the legislated requirements relating to Conflict of Interest for greater clarity at the recommendation of Council's Audit & Risk Committee; as such the definition of conflict of interest and conflict of duty has been split and various reference to conflict of interest

			have been updated to include conflict of duty where applicable
1.1	August 2023	Minor update	<p>Addition of policies to the Related Policies list</p> <p>Addition of Personal Interests Returns to the Related Documents list</p> <p>Various minor grammatical updates throughout</p> <p>New paragraph added under 'Responsibilities of Councillors/Committee Members' to provide clarity for declarations made outside of a Council meeting</p> <p>Relocation of the conflict of interest legislative guidance table to Appendix A at the end of the policy</p>
1.1	December 2023	Minor Update	<p>Date of Next Review updated to: December 2024</p> <p>Minor formatting and ordering changes.</p> <p>Description of Private interests in main document removed as included in the appendix.</p> <p>Approved by: updated from CEO to Council</p>

DELEGATIONS POLICY

Policy Number:	2.4.7
Approved by	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to:	Organisation
Responsible Officer:	Manager Organisational Performance and Governance
Related Policies:	Conflict of Interest Policy Fraud Control Policy Procurement Policy
Related Documents:	Various Instruments of Delegation Employee Conflict of Interest Declaration & Management Plan
Statutory Reference:	<i>Local Government Act 1989</i> <i>Local Government 2020</i>

OVERVIEW

Delegations are the mechanisms by which Council enables its officers to act on its behalf. Delegations are a key element for effective governance and management of the Council and provide formal authority to delegated staff members.

What is a Delegation?

Delegation means the assignment of a duty, power or function to another, together with the authority to carry out that duty or complete the action assigned with responsibility for the outcome.

It is important to understand the following characteristics of delegation:

- a delegation may be revoked by formal decision of Council or the Chief Executive Officer;
- a delegation is allocated to a position and not to a person;
- a delegation can apply to those persons temporarily acting in the position, unless specially advised otherwise;
- delegations are only to be provided to those who have the skills, experience and/or the appropriate or approved qualification to undertake the task;
- where a function is delegated to more than one position, each position may exercise the delegated function independently unless otherwise indicated;
- Council is able to impose conditions or limitations on a delegation; and
- delegations are derived from sections 11 and 47 of the *Local Government Act 2020*.

A Delegation is **not**:

- the performance of an administrative task;
- an action of an authorised officer under section 224 of the *Local Government Act 1989*; or
- decision making under a statutory appointment.

Council currently have the following delegations:**Instrument of Delegation from Council to the CEO (S5)**

This delegates all of Council's powers, duties and functions which are capable of delegation, subject to some exceptions and limitations, to the CEO.

Instrument of Delegation from Council to members of Council Staff (S6)

This delegates certain powers directly from Council to Council staff due to the legislation referred to containing specific powers of delegation.

Instrument of Sub Delegation from CEO to members of Council Staff (S7)

This sub-delegates Council powers, duties or functions contained in Acts or Regulations which do not include a specific power of delegation.

Instrument of Delegation S7 also contains a miscellaneous section which covers powers, duties and functions of Council that are not specifically provided for in legislation, but which are part of the general powers of Councils that are delegated to the Chief Executive Officer, and which, if it is appropriate, the Chief Executive Officer will sub delegate. These include finance (noting the specific procurement/expenditure delegations are incorporated in the Procurement Policy) and miscellaneous matters.

Instrument of Delegation from CEO to members of Council Staff (S13)

This allows the CEO to delegate their powers, duties and functions existing under all Victorian legislation. This differs to the S7 Instrument in that it does not relate to *Council* powers, duties and functions, but those vested in the CEO personally.

Instrument of Delegation from CEO to members of Council Staff (S14) (VicSmart Applications)

This delegates certain powers directly from Council to Council staff due to the legislation referred to containing specific powers of delegation under the *Planning and Environment Act 1987* in relation to VicSmart planning applications.

Instrument of Delegation by Chief Executive Officer for Bushfire Reconstruction (S16)

This is used by a council's CEO to delegate the powers under the *Planning and Environment Act 1987* in respect of bushfire reconstruction applications.

Instrument of Sub-Delegation under the Environment Protection Act 2017 (S18)

This instrument gives Council the power to exercise the Environment Protection Agency's powers and functions under the *Environment Protection Act 2017* only for the purpose of regulating onsite wastewater management systems with a design or actual flow rate of sewage not exceeding 5000 litres on any day and noise from the construction, demolition or removal of residential premises.

S19A Instrument of Delegation of the Municipal Fire Prevention Office under the Country Fire Authority Act 1958 (S19A)

This instrument is used by Council under s 96A(2) of the *Country Fire Authority Act 1958*. The municipal fire prevention officer has power to delegate to an assistant fire prevention officer any power or duty of the fire prevention officer under this Act or the regulations (except the power of delegation).

POLICY COMPLIANCE

- All persons acting under delegated authority are expected to read this Policy carefully to ensure that they understand and are familiar with the requirements with which they are to comply;
- All persons temporarily acting in a delegated position are expected to understand all delegations associated with the position whilst performing those duties;
- Delegations and sub delegations must be made available for public inspection upon request;
- Pursuant to section 11(7) of the *Local Government Act 2020*, this Policy and its incorporated Instruments of Delegation to Officers will be reviewed within 12 months of a general election;
- A breach of this policy or a delegation may be regarded as misconduct and can be dealt with by Council's Employee Code of Conduct;
- A delegation must be exercised within its conditions and limitations and in accordance with all Council policies and procedures and any relevant legislation;
- All Officers to whom authority has been delegated shall exercise the delegation in accordance with any budget allocated; and
- A delegation cannot be exercised by a person who has a conflict of interest. If any conflict of interest occurs, it must be declared immediately and dealt with in accordance with Council's Employee Code of Conduct and Conflict of Interest Policy.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2023	Minor update	Updated Responsible Officer title and legislative references
1.1	December 2024	Minor update	Date of Next Review updated to: December 2024 Section titled 'Appointments and Authorisations (s11)' removed and incorporated into new policy Approved by: updated from CEO to Council

ACCEPTANCE AND DECLARATION OF GIFTS, BENEFITS AND HOSPITALITY POLICY

Policy Number:	2.4.8
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Organisation and Councillors
Responsible Officer:	Manager Organisational Performance and Governance
Related Policies:	Conflict of Interest Policy Council Expense and Administration Policy Public Transparency Policy
Related Documents:	Gifts, Benefits and Hospitality Declaration Form Gifts, Benefits and Hospitality Declaration Register Councillor Code of Conduct Employee Code of Conduct
Statutory Reference:	<i>Charter of Human Rights and Responsibilities Act 2006</i> <i>Local Government Act 2020</i>

OVERVIEW

To provide Councillors and Council employees with requirements and guidance relating to the acceptance of gifts, benefits and hospitality.

THE POLICY

Wellington Shire Council is committed to following sound and transparent business practices in accordance with the *Local Government Act 2020*, Councillor and Employee Codes of Conduct. It recognises the importance of operating in a manner that models transparency, integrity and the highest ethical standards.

This policy is intended to support Councillors and employees in avoiding conflicts of interest, maintaining high levels of integrity and public trust and ensure that any gifts accepted are properly managed and disclosed.

COUNCILLORS AND COUNCIL EMPLOYEES

All gifts, benefits or hospitality offered to Councillors or Council employees must be declared and appropriately managed.

A gift, benefit or hospitality must not be accepted by Councillors or employees if:

- It is given as a bribe for favourable service or outcomes, or
- It could be perceived as intended to, or likely to, influence the individual in the fair, impartial and efficient discharge of their duties as a Councillor or Council employee.

The performance of Council functions and decision making including — but not limited to — tenders, planning decisions, recruitment processes and regulatory activity will not be influenced by the offer or inducement of a gift, benefit or hospitality.

Receipt of a gift from a person or organisation can result in a general or material conflict of interest in a matter.

Councillors and employees must not solicit, demand or request gifts or any personal benefit for themselves or another person by virtue of their position.

All gifts, benefits and hospitality of **any** value, whether declined or accepted, must be declared using the appropriate Gifts, Benefits and Hospitality Declaration form and details will be included on Council's Gifts, Benefits and Hospitality Declaration Register.

Under **NO** circumstances is cash to be accepted as an applicable gift.

Exempt Hospitality is the only item with an exemption. Refer to 'Hospitality' section.

Token Offers

A token offer is an offer of a gift or hospitality, valued at no more than \$50, and is of inconsequential or trivial value to both the person making the offer and the individual. It may include promotional items such as pens and note pads, and modest hospitality which would be considered a basic courtesy, such as morning tea or a coffee offered during a meeting.

Individuals may generally accept token offers as long as the offer does not create a conflict of interest or bring the individual or the organisation into disrepute.

Token offers other than Exempt Hospitality require a declaration.

Non-token Offers

Individuals may accept non-token offers if they have a legitimate business reason. All accepted non-token offers must be declared and approved in writing by the General Manager / CEO / Mayor, recorded in the Gifts, Benefits and Hospitality Declaration Register and be consistent with the following requirements:

- it does not raise an actual, potential or perceived conflict of interest or have the potential to bring the individual or Council into disrepute; and
- there is a legitimate business reason for acceptance i.e. it is offered in the course of the individual's official duties, relates to the individual's responsibilities, recognises work undertaken or benefits achieved for the Council.

Individuals may be offered a gift, benefit or hospitality where there is no opportunity to seek written approval prior to accepting. For example, they may be offered a wrapped gift that they later identify as being a non-token gift. In these cases, the individual must seek approval within five business days.

Where the gift would likely bring the individual or the organisation into disrepute, the gift should be returned. If it represents a conflict of interest for the individual or Council, the gift should be returned.

Repeat Offers

Receiving multiple offers (token or non-token) from the same individual or organisation can generate a stronger perception that the individual or organisation could influence the performance of Council functions and decision making. Councillors and employees should refuse repeat offers from the same source if they create a conflict of interest or may lead to reputational damage. Any offer whether rejected or accepted must be declared.

The Gift Test

When deciding whether to accept an offer, the Councillor or employee should first consider if the offer could be perceived as influencing them in the performance of their duties or lead to reputational damage. The more valuable the offer, the more likely that a conflict of interest or reputational risk could arise.

The GIFT test (developed by the Victorian Public Sector Commission) provides guidance in what to consider when deciding whether to accept or decline a gift, benefit or hospitality.

G	Giver	<p>Who is providing the gift, benefit or hospitality and what is their relationship to me?</p> <p>Does my role require me to select contractors, award grants, regulate industries or determine government policies? Could the person or organisation benefit from a decision I make?</p>
I	Influence	<p>Are they seeking to gain an advantage or influence my decisions or actions?</p> <p>Has the gift, benefit or hospitality been offered to me publicly or privately? Is it a courtesy, a token of appreciation or highly valuable? Does its timing coincide with a decision I am about to make?</p>
F	Favour	<p>Are they seeking a favour in return for the gift, benefit or hospitality?</p> <p>Has the gift, benefit or hospitality been offered honestly? Has the person or organisation made several offers over the last 12 months? Would accepting it create an obligation to return a favour?</p>
T	Trust	<p>Would accepting the gift, benefit or hospitality diminish public trust?</p> <p>How would I feel if the gift, benefit or hospitality became public knowledge? What would my colleagues, family friends or associates think?</p>

GIFTS

In general, **gifts** are acceptable when:

- the gift is a token offer and estimated to be less than \$50;
- it is customary of the culture of the person providing the gift to bestow or exchange gifts as thanks for hospitality; or
- gifts are presented by a visiting official and duly authorised by their governing body.

Gifts are sometimes given as a sign of gratitude to recognise outcomes collectively achieved by the Council and/or group of employees. Therefore, as far as reasonable and practical, such gifts are “pooled” then shared among the Council and/or the working group.

All gifts of **any** value must be declared using the appropriate Gifts, Benefits and Hospitality Declaration form, even if the gift has been declined.

Under **NO** circumstances is cash to be accepted as an applicable gift.

Disclosable Gift

A **disclosable gift** is a gift that puts the recipient into a material conflict of interest because the donor of the gift has an interest in a matter.

Section 128(4) of the *Local Government Act 2020* defines a disclosable gift as:

- (1) One or more gifts with a total value of, or more than, \$500 or if an amount is prescribed for the purposes of this subsection, the prescribed amount, received from a person in the 5 years preceding the decision on the matter—
 - (a) if the relevant person held the office of Councillor, was a member of Council staff or was a member of a delegated committee at the time the gift was received; or
 - (b) if the gift was, or gifts were, or will be, required to be disclosed as an election campaign donation—

but does not include the value of any reasonable hospitality received by the relevant person at an event or function that the relevant person attended in an official capacity as a Councillor, member of Council staff or member of a delegated committee.

Significant Occasion Gift

A **significant occasion gift** is a gift which is presented to the Mayor or a Councillor from Wellington Shire as a gesture of goodwill for official or ceremonial purposes.

- A significant occasion gift to the Mayor must not exceed \$200;
- A significant occasion gift to a Councillor must not exceed \$150.

All significant occasion gifts **must be declared** using the Gifts, Benefits and Hospitality Declaration form and details included on Council's Gifts, Benefits and Hospitality Declaration Register. Individuals must transfer to Council any official gifts or gifts of cultural significance or significant value.

Ownership of Gifts Offered to Individuals

Non-token gifts with a legitimate business reason that have been accepted by an individual for their work or contribution may be retained by the individual where the gift is not likely to bring the individual or Council into disrepute, and where the General Manager or CEO has provided written approval.

BENEFITS

In general, **benefits** are only acceptable when a Councillor or employee can demonstrate that there is a legitimate business reason. Benefits may arise in the carrying out of Council duties such as attendance as a Council representative at promotional or other events.

Examples of benefits may present in the form of preferential treatment, privileged access, favours or other advantage. This can also include invitations to sporting, cultural or social events, or access to discounts or loyalty programs. It is the responsibility of the individual to decline the benefit, in the absence of a legitimate business reason.

The value of benefits may be difficult to define in dollars, but as they are valued by the individual, they may be used to influence the individual's behaviour and decision making. As this is the case, **any** benefit of **any** value, whether declined or accepted, must be declared using the appropriate Acceptance and Declaration of Gifts, Benefits and Hospitality Declaration form.

HOSPITALITY

In general, **hospitality** is acceptable when it is not considered excessive and does not create a conflict of interest or bring the individual or the organisation into disrepute.

A Councillor or employee may accept hospitality such as attendance as a Council representative at promotional or other events.

All hospitality of **any** value, other than exempt hospitality, must be declared using the appropriate Gifts, Benefits and Hospitality Declaration form.

Exempt Hospitality is hospitality that is reasonably received in the carrying out of Council duties and can be considered a basic courtesy, including the acceptance of light refreshments during a meeting or lunch during the course of a daylong event. Exempt hospitality does not require the completion of a declaration form.

If the estimated value of the hospitality is over \$50 (non-token offer), a declaration form must be completed, regardless of whether the hospitality is accepted or declined. An example of this is an offer of a three course lunch at the conclusion of a meeting. If the hospitality represents a conflict of interest for the individual or Council, the hospitality should not be accepted to mitigate the risk.

COUNCILLOR SPECIFIC REQUIREMENTS

Disclosable Gift to Councillors

Where a Councillor has declared a material conflict of interest from the acceptance of a **disclosable gift**, details of the interest will be declared at the meeting and documented in the relevant meeting minutes that are publicly available.

Anonymous Gifts Not To Be Accepted

A Councillor must not accept, directly or indirectly, a gift for the benefit of the Councillor for the amount or value of which is equal to or exceeds the gift disclosure threshold unless:

- a) the name and address of the person making the gift are known to the Councillor; or
- b) at the time when the gift is made —
 - i) the Councillor is given the name and address of the person making the gift; and
 - ii) the Councillor reasonably believes that the name and address so given are the true name and address of the person making the gift.

Election Campaign Donation Return Gift

A **donation period** gift is a gift given to an electoral candidate to be used in connection with an election campaign. In accordance with section 306 of the *Local Government Act 2020*, each candidate, whether successfully elected to Council or not, must give an Election Campaign Donation Return to the Chief Executive Officer within 40 days of election day.

In accordance with section 308 (2) and (3) of the *Local Government Act 2020*, copies of all election campaign donation returns received are available for inspection at the Desailly Street Service Centre and a summary of all Election Campaign Donation Returns is available on Council's website and will remain available to view until the close of roll for the next general election.

DECLARATIONS AND RECORDS MANAGEMENT

Declarations

Declarations are required to be completed for all gifts, benefits or hospitality received, whether accepted or declined.

Declarations from employees: The Business Unit Manager must review and sign all declarations before providing a copy to Governance for registration.

Where multiple gifts, benefits and hospitality are offered by one person on the same day, only one declaration form should be completed for all the items from that one person. The items must not be

split across multiple declarations.

Records Management

Council maintains a register of all gifts, benefits and hospitality received by Council Officers and Councillors. This register details:

- Date of receipt
- Recipient
- Donor
- Estimated Value
- Allocation (declined, donated, pooled, retained, returned, shared)
- Description Of/Reason for Gift.

The register is available for public inspection on request, in line with Council's Public Transparency Policy.

All declarations, whether accepted or declined, will be recorded in Council's Gifts, Benefits and Hospitality Declaration Register.

A summary of the Gifts, Benefits and Hospitality Declaration Register will also be provided to the Audit & Risk Committee twice yearly for review.

BREACHES OF THIS POLICY

Failure to comply with this policy will constitute a breach of the relevant Codes of Conduct and may result in disciplinary action or other serious sanctions as per the *Local Government Act 2020*.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Minor update	Update of Responsible Officer title No changes applicable at this review
1.1	August 2023	Minor update	Various minor grammatical updates throughout Revision of content under 'Repeat Offers', 'Benefits' and 'Hospitality' to provide further clarity and ease of reference

1.2	December 2023	Minor update	<p>Various minor grammatical updates throughout</p> <p>Minor revisions to COUNCILLORS AND COUNCIL EMPLOYEES', 'Token Offers' and 'Non-token Offers'</p> <p>Deletion of Municipal Association of Victoria - New Councillor Resource Guide 2016 as related document.</p>
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PUBLIC TRANSPARENCY POLICY

Policy Number:	2.4.9
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Organisation
Responsible Officer:	Manager Organisational Performance and Governance
Related Policies:	Privacy and Data Protection Policy Freedom of Information Policy Records Management Policy Community Engagement Policy
Related Documents:	Governance Rules Part II Statement – <i>Freedom of Information Act 1982</i>
Statutory Reference:	<i>Freedom of Information Act 1982</i> <i>Local Government Act 1989</i> <i>Local Government Act 2020</i> <i>Privacy and Data Protection Act 2014</i>

OVERVIEW

The Public Transparency Policy is a requirement of section 57 of the *Local Government Act 2020* ('the Act') and has been developed to ensure Wellington Shire Council applies the public transparency principles in the Act. This policy specifies what Council information is publicly and freely available to the community.

THE POLICY

1. POLICY STATEMENT

- 1.1. Council is committed to the principles of public transparency and commits to making all Council information publicly available, except where the information is:
 - 'Confidential Information' as defined under section 3(1) of the Act, unless Council has determined by resolution that the information should be made publicly available;
 - Confidential by virtue of any other Act; or
 - Such that making it publicly available, would be contrary to the public interest.
- 1.2. A definition of 'Confidential Information' under the Act and examples of where the public availability of information would be contrary to the public interest are provided in part 6 - Definitions.

2. POLICY INITIATIVES

- 2.1. Council will list all Council information that is publicly available on its website and ensure all such information is regularly reviewed, updated, understandable and accessible.
- 2.2. Council will use digital media to publish or stream appropriate Council content, such as Council Meetings, and other online tools to publish Council information and encourage community engagement and consultation on project and community related matters.

- 2.3. Council will ensure all information and statements as required under section 7 of the *Freedom of Information Act 1982* are included in its Part II Statement and published on its website.
- 2.4. Council will facilitate the awareness of access to Council information through its website and through community engagement opportunities.
- 2.5. Council will apply a presumption of openness to information and adopt a proactive publication position within the parameters outlined in this policy.
- 2.6. Council will strive, where possible, to provide the community with access to Council's publicly available information free of charge.
- 2.7. Council will assist the community in accessing its publicly available information and will inform the community of their right to make an application under the *Freedom of Information Act 1982* for information which is not considered publicly available information.

3. PUBLICLY AVAILABLE INFORMATION

- 3.1. Under the Act (and, in some cases, the *Local Government Act 1989*), there are specific provisions for certain information to be made publicly available, including:
 - 3.1.1. Council Meeting Agendas and Minutes
 - 3.1.2. Delegated Committee Meeting Agendas and Minutes
 - 3.1.3. Local Laws and any documents incorporated
 - 3.1.4. Council Plan
 - 3.1.5. Community Vision
 - 3.1.6. Financial Plan
 - 3.1.7. Asset Plan
 - 3.1.8. Budget
 - 3.1.9. Annual Report
 - 3.1.10. Councillor Code of Conduct
 - 3.1.11. Council Policies including Procurement Policy, Public Transparency Policy, Acceptance and Declaration of Gifts, Community Engagement Policy, Benefits and Hospitality Policy, Election Period Policy & Council Expense and Administration Policy
 - 3.1.12. Summary of Election Campaign Donation Returns
 - 3.1.13. Audit and Risk Charter
 - 3.1.14. Summary of Personal Interest Returns
 - 3.1.15. Governance Rules
 - 3.1.16. Workforce Plan
- 3.2. Council will also make the following Council information available on request to ensure the community are informed and can benefit from access to information regarding Council's functions and operations:
 - 3.2.1. Authorised Officers
 - 3.2.2. Delegations
 - 3.2.3. Election Campaign Donation Returns Register
 - 3.2.4. List of all Leases
 - 3.2.5. List of Donations and Grants

- 3.2.6. Record of Assembly of Councillors
- 3.2.7. Travel Register
- 3.2.8. Details of Chief Executive Officer reappointment and total remuneration.
- 3.3. Under various other Acts administered by Council, the following information will be made publicly available:
 - 3.3.1. Subject to the specified requirements of the *Planning and Environment Act 1987*, the following may be inspected (note that charges may apply):
 - Approved Planning Scheme Amendments
 - Panel Reports
 - Planning Permits/Applications
 - Submissions/objections
 - Planning Register
 - Planning Scheme
 - 3.3.2. Register of Building Permits and Occupancy Permits
 - 3.3.3. Copies of Building Permits, plans and documentation (by application from the property owner or persons authorised by the property owner only, charges will apply)
 - 3.3.4. Register of Animal Registrations
 - 3.3.5. Register of Public Roads
 - 3.3.6. FOI Part II Statement
 - 3.3.7. Child Safe Policy

4. PROCEDURAL GUIDELINES

- 4.1. Community requests for Council information not available on Council’s website are to be directed to the relevant business unit or Council’s Freedom of Information Officer.
- 4.2. The Freedom of Information Officer will process all applications for documents as per the requirements of the *Freedom of Information Act 1982* and will provide all documents which are publicly available or available for a fee, outside of the Act.
- 4.3. Community requests for information that include exempt information under the *Freedom of Information Act 1982* will be processed by application under that Act.

5. REVIEW

- 5.1. The policy will be reviewed annually unless Council determines that an earlier review is required or where legislative changes occur.
- 5.2. The policy will be reviewed in accordance with Council’s Community Engagement Policy.

6. DEFINITIONS

Confidential Information	Confidential information is defined in the Act as meaning the following: <ul style="list-style-type: none"> (a) Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released;
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	<ul style="list-style-type: none"> (b) security information, being information that if released is likely to endanger the security of Council property or the safety of any person; (c) land use planning information, being information that if prematurely released is likely to encourage speculation in land values; (d) law enforcement information, being information which if released would be reasonably likely to prejudice the investigation into an alleged breach of the law or the fair trial or hearing of any person; (e) legal privileged information, being information to which legal professional privilege or client legal privilege applies; (f) personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs; (g) private commercial information, being information provided by a business, commercial or financial undertaking that— <ul style="list-style-type: none"> (i) relates to trade secrets; or (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage; (h) confidential meeting information, being the records of meetings closed to the public under section 66(2)(a) of the Act; (i) internal arbitration information, being information specified in section 145 of the Act; (j) Councillor Conduct Panel confidential information, being information specified in section 169 of the Act; (k) information prescribed by the regulations to be confidential information for the purposes of this definition; (l) information that was confidential information for the purposes of section 77 of the <i>Local Government Act 1989</i>.
<p>Contrary to the Public Interest</p>	<p>There is no definition in the Act as to when the public availability of information would be contrary to the public interest. Council will determine this on a case by case basis. Some examples of where the public availability of information would be contrary to the public interest are as follows:</p> <ul style="list-style-type: none"> (a) where disclosure of the information would divulge any information or matter communicated in confidence by or on behalf of a person or a government and be reasonably likely to impair the ability of Council to obtain similar information in the future; or (b) where its disclosure would be reasonably likely to have a substantial adverse effect on the economy of the municipal district, including but not limited to, revealing consideration of a contemplated movement in rates, fees, charges, interest charges or other levies, the sale or acquisition of

	<p>land or property by the council, urban re-zoning, the formulation of land use and planning controls and the formation of imposts; or</p> <ul style="list-style-type: none">(c) where it would disclose instructions issued to, or provided for the use of guidance of, Council officers on the procedures to be followed or the criteria to be applied in negotiation, including financial, commercial and labour negotiation, in the execution of contracts, in the defence, prosecution and settlement of cases, and in similar activities relating to the financial property or personnel management and assessment interests of Council; or(d) where the information is subject to a secrecy provision in another Act; or(e) where its disclosure would impede the administration of justice generally, including procedural fairness; or(f) where its disclosure would prejudice intergovernmental relations or otherwise affect relations with other governments or agencies; or(g) where its disclosure would prejudice or otherwise affect the conduct of investigations, audits or reviews by Council or integrity bodies; or(h) where its disclosure would prejudice the deliberative process of government; or(i) where its disclosure would prejudice the effectiveness of testing or auditing procedures. <p>These are examples only and not exhaustive of the circumstances in which the public availability of information would be contrary to the public interest.</p>
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HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Minor update	Updated Responsible Officer title Removal of a number of items under 'information available on request' as these are available to the public on Council's website
1.1	December 2023	Minor update	Date of Next Review updated to: December 2024 Strategic Resource plan and register of interests removed from items required in accordance with the Act. Council Vision, Financial Plan, Asset Plan and Summary of Personal Interest Returns, Public Transparency Policy, Acceptance and Declaration of Gifts, Benefits and Hospitality Policy, Election Period Policy & Council Expense and Administration Policy, Audit and Risk Charter, and Governance Rules, Workforce Plan added as items required to be available in accordance with the Act. Minor formatting changes.

AUTHORISATION AND APPOINTMENTS POLICY

Policy Number:	2.4.11
Approved by	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to:	Organisation
Responsible Officer:	Manager Organisational Performance and Governance
Related Policies:	Conflict of Interest Policy Employee Code of Conduct
Related Documents:	Various Instruments of Authorisation Employee Conflict of Interest Declaration & Management Plan
Statutory Reference:	<i>Local Government Act 1989</i> <i>Local Government 2020</i>

OVERVIEW

Authorised Officers are employees appointed by Council or the CEO for purposes of administration and enforcement of any Act, regulation or local law which relates to the functions and powers of Council in accordance with section 224 of the *Local Government Act 1989* or other legislation.

Instruments of Authorisation

Individual Instruments of Appointment and Authorisation are made by the Chief Executive Officer, with the exception of the *S11A Instrument of Appointment and Authorisation (Planning and Environment Act 1987)* as this particular instrument is made by Council resolution.

An Instrument of Appointment and Authorisation confers powers to an individual officer within Council and applies only for as long as the individual is in a position that requires those specific authorisations and remains employed with the organisation.

Once an individual leaves Council or leaves the position for which those specific authorisations have been conferred on the individual, the Instrument of Appointment and Authorisation becomes void. In the event circumstances change with the individual's responsibilities, the relevant Manager will need to notify Governance for the Instrument of Appointment and Authorisation to be revoked, to ensure the person does not continue to administer or enforce the laws under the legislation under which they have been appointed.

Council must maintain a register that shows the names of all officers appointed as Authorised Officers.

Identity card

Individual identity cards are to be issued to each authorised officer and must contain:

- a photograph of the authorised officer; and
- the signature of the authorised officer.

An authorised officer must produce their identity card upon being requested to do so. Authorised Officer identity cards will be provided upon commencement of duties and are to be returned to the Coordinator Governance and Risk on leaving Council, or if their authorisation is otherwise revoked.

Appointment of an Authorised Officer

The procedure for appointment of an Authorised Officer is as follows:

1. People and Capability confirms the employment of an individual to a position, including the commencement date and notifies the Governance team;
2. The Governance team determine if the individual requires authorisation;
3. The proposed authorisations (if any) are provided to the Manager for approval;
4. If required, Instruments of Appointment and Authorisation are prepared by the Governance team and sent to the CEO for approval. For appointments made under the *Planning and Environment Act 1987*, these are submitted to Council for approval;
5. Once the Instrument of Appointment has been approved, details are recorded in the Register of Instruments of Authorisation and on the staff intranet;
6. A copy of the "signed" Instrument of Appointment and Authorisation is sent to the authorised person which must be accessible by them at all times when discharging their authorised duties.

POLICY COMPLIANCE

- Council officers acting under an instrument of authorisation are expected to read this Policy carefully to ensure that they understand and are familiar with the requirements with which they are to comply;
- Managers must ensure that officers understand their authorised duties and that authorisations are only made to staff that have the skills, experience and/or the appropriate or approved qualification to undertake the authorised tasks;
- Instruments of Authorisation must be made available for public inspection upon request;
- A breach of this policy or a delegation may be regarded as misconduct and can be dealt with by Council's Employee Code of Conduct; and
- Authorised Officers must act within their authorisation and in accordance with all Council policies and procedures and any relevant legislation.

A review of all Instruments of Authorisation will be conducted annually to ensure that the information is still current.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES

1.0	December 2023	Not applicable	Policy created Date of next review: 2024
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HERITAGE POLICY

Policy Number:	3.1.1
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Land Use Planning
Responsible Officer:	Manager Land Use Planning
Related Policies:	Nil
Related Documents:	Nil
Statutory Reference:	Wellington Planning Scheme

OVERVIEW

To establish policy to manage heritage identification and protection.

This Heritage Policy seeks to establish processes to identify and protect the best examples of Wellington's heritage and increase community appreciation of that heritage.

Through this policy the Council seeks to give recognition to the heritage assets of the Wellington Shire for the benefit of both present and future residents and visitors.

THE POLICY

- To encourage a community climate of respect for, and appreciation of Wellington Shire's heritage of buildings, gardens, trees and other features of importance.
- To identify and protect the most important aspects of the Wellington Shire's heritage.
- To develop local knowledge and skills in all aspects of researching and conserving Wellington Shire's heritage places.
- To provide persons involved in the conservation of heritage places with expert advice in respect to the most appropriate manner to undertake associated works.

The Wellington Shire Council shall engage a Heritage Advisor to undertake the following as required:

- (a) Under the direction and guidance of Council's Manager Land Use Planning, provide advice to:
 - Council on Town Planning matters;
 - Council and Committees of Management on proposed works in respect of Council owned buildings/places;
 - Private building owners and occupiers on a range of issues, such as paint colour schemes, building alterations and additions, researching techniques and funding availability, at no cost to the property owners/occupier.
- (b) Compile nominations on behalf of the Council for registration on the Victorian Heritage Register and/or Register of the National Estate as required.
- (c) Develop specific guidelines and/or action plans for identified areas of high heritage value, to promote restoration/reinstatement works and ensure building alterations and infill development is compatible with the area's existing scale and character.
- (d) Advise Council on the availability of funding and heritage works/studies and prepare any

resultant submissions.

- (e) Prepare a register of council-owned buildings/properties of high heritage value, which identifies the level of significance of those places and gives a brief action plan of any works which should be undertaken.
- (f) Conduct a heritage seminar/workshop for local tradespersons and building owners to help improve heritage skills, knowledge, and awareness in the community.

Council will support the development of heritage brochures which increase community awareness of the heritage of the Wellington Shire.

Where a Planning Permit is required for buildings and works, due only to applicable heritage overlay controls, Council will waive the applicable application fee which may otherwise discourage the undertaking of restoration/reinstatement works, and/or place additional costs on property owners due to the community benefit of imposing heritage controls.

Council will continue to support the operation of museums and Historical Societies within Wellington Shire.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Minor	Date of Next Review updated to: December 2024
1.1	December 2023	Minor	Date of Next Review updated to: December 2024

CAR PARKING - OFF STREET CAR PARKS

Policy Number:	3.2.1
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Municipal Services
Responsible Officer:	Manager Regulatory Services
Related Policies:	Nil
Related Documents:	<i>Wellington Shire Council Community Local Law 2021</i>
Statutory Reference:	<i>Infringement Act 2006</i> <i>Local Government Act 2020</i> <i>Road Safety Act 1986, Section 90D</i> <i>Road Safety Road Rules 2017</i>

OVERVIEW

To establish policy for the management of vehicle parking in off-street car parks and the enforcement of parking restrictions in privately owned car parks.

THE POLICY

Council may agree to enter into a written agreement with the proprietor of privately owned car parks that are available for public parking of vehicles.

Council may agree to enforce parking regulations as resources allow or by provision of fee for service.

Property owners are required to meet all maintenance costs of car parks including line marking signage and surface condition and ensure compliance with specified requirements in relation to:

- (i) restricting access to the land by motor vehicles;
- (ii) signs to be placed, or markings to be made, on the land; and
- (iii) the siting, installation and maintenance of signs and markings.

Agreements with owners must place no obligation on Council to meet targeted patrols.

Council is to advise property owners of any instances of non-compliant parking restriction signage and will cease enforcement activities until the signage complies with the specified requirements.

Parking offences must be in accordance with the *Road Safety Road Rules 2017*, *Wellington Shire Council Community Local Law 2021* or the *Local Government Act 2020*.

The property owner remains responsible for the payment of rates and all outgoings.

Property owners agree to rights of access to the land by persons authorised by the municipal council in connection with the provision of parking services and the duties and obligations to be complied with by those persons while exercising those rights.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Minor update	Updated Responsible Officer title and references to the revised Community Local Law and <i>Local Government Act 2020</i>
1.1	December 2023	Minor update	Minor editorial changes. Full reference to WSC Community Local Law Date of Next Review updated to: December 2024

STREET RAFFLES POLICY

Policy Number:	3.2.2
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Municipal Services
Responsible Officer:	Manager Regulatory Services
Related Policies:	Nil
Related Documents:	<i>Wellington Shire Council Community Local Law 2021</i> Wellington Shire Council Roadside Trading Guidelines 2018
Statutory Reference:	Nil

OVERVIEW

To establish policy for the management of street raffles.

Many organisations — local, statewide and national — rely on fundraising efforts, including raffles to assist in the provision of their services to their club, organisation or public. To achieve this end, they request permission from Council to conduct raffles from Council controlled footpaths.

Council has designated areas in different townships throughout the Shire where groups are permitted to conduct such raffles.

THE POLICY

Raffles

Council may consent to community and charitable organisations selling raffle tickets in the commercial area of approved townships in line with the Street Raffle Policy, Wellington Shire Council Roadside Trading Guidelines 2018 and *Wellington Shire Council Community Local Law 2021*.

More information can be found on Council's website under the 'Local Laws Permits' page.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Minor update	Updated Responsible Officer title and inclusion of Related Documents and updated link to local laws permits
1.1	December 2023	Minor update	Date of Next Review updated to: December 2024 Minor updates for clarity Minor formatting changes

BUILDING POLICY

Policy Number:	3.2.3
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Municipal Services, Built Environment
Responsible Officer:	Municipal Building Surveyor
Related Policies:	Nil
Related Documents:	Building Control Intervention Filter Criteria Guideline
Statutory Reference:	<i>Building Act 1993</i> <i>Building Regulations 2020</i>

OVERVIEW

To establish building policy to manage:

- building over easements;
- the construction of fences on street alignments; and
- the procedure for building complaints where a private building surveyor has been appointed.

THE POLICY

1. Building over easements

Overview

The building of over easements policy is designed to ensure the protection of Council's existing and future assets situated within easements. In special circumstances, Wellington Shire Council may conditionally approve an application to build over such easements under the *Building Regulations 2018*, regulation 130, however the application requires the following:

- (1) *The consent and report of a council, drainage authority, electricity supply authority, sewerage authority or gas supply authority must be obtained to an application for a building permit to construct a building over an easement vested in the council or authority.*
- (2) *This regulation does not apply to implied easements under the Subdivision Act 1988.*

The Policy

The Municipal Building Surveyor is authorised to approve applications for building work over an easement, in accordance with regulation 130 of the *Building Interim Regulations 2018*, where:

- Consent to the proposed development has been received from Council's Built Environment Business Unit; and
- The owner indemnifies Council by agreeing to standard conditions:

A section 173 agreement may be requested by the Municipal Building Surveyor for the construction of a building over the easement.

2. Fences on street alignments Overview

The Fences on Street Alignments policy is to ensure the appropriate construction of fences on corner allotments and to ensure appropriate vehicular and pedestrian safety is maintained.

Building Regulations 2018, regulation 92 requires that:

- (1) *The consent and report of the relevant council must be obtained to an application for a building permit to construct a fence within 9m of a point of intersection of street alignments and exceeding a height of 1m above the footpath.*

The Policy

The Municipal Building Surveyor be authorised to approve applications to construct fences within 9m of the point of intersection of street alignments and exceeding a height of 1m above the footpath where:

- The proposed fence height and location has been approved by, or has complied with, any requirement of Council's Built Environment Unit with respect to ensuring the fence does not interfere with or have a detrimental effect on vehicular traffic or pedestrian movement; and
- The fence will be more appropriate taking into account the prevailing heights, setbacks and design of existing front fences on nearby allotments; and
- The fence height will not result in a disruption of the streetscape; and
- The fence design respects the existing character of the street.

3. The procedure for building complaints where a private building surveyor has been appointed

Overview

The procedure for building complaints where a private building surveyor has been appointed to establish a policy to administer and implement Council's responsibilities under the *Building Act 1993* in circumstances where a private building surveyor has been appointed by the owner of a property to issue a building permit or carry out other functions in respect of building work being carried out or proposed to be carried out at the property.

The Policy

That the *Building Control Intervention Filter Criteria* ('the Filter Criteria') which is a risk assessment matrix, is used to identify standardised responses to complaints from the public where a private building surveyor has been appointed. The Filter Criteria recognises that Council has obligations to the public with regard to dangerous situations which it can remedy or cause to be remedied.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Major update	<i>“Non habitable buildings on Vacant Land”</i> section has been removed due to legislative update
1.1	December 2023	Minor update	Removal of text line <ul style="list-style-type: none">• <i>sheds on vacant land;</i> Date of Next Review updated to: December 2024 Minor formatting changes

SWIMMING POOL AND/OR SPA SAFETY BARRIER POLICY

Policy Number:	3.2.5
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Municipal Services
Responsible Officer:	Manager Regulatory Services
Related Policies:	Nil
Related Documents:	Nil
Statutory Reference:	<i>Building Act 1993</i> <i>Building Regulations 2018</i>

OVERVIEW

To provide clarity and consistency around the provision of safety barriers around swimming pools and/or spas.

THE POLICY

To establish policy for the management and consistent approach the provision and maintenance of safety barriers around swimming pool and/or spas. Council recognises and accepts that a swimming pool and/or spa that does not have suitable safety barriers represents a danger to young children. Council also recognises and accepts that action is required pursuant to the *Building Act 1993* to remove the danger.

Council has safety information and self-assessment sheets relating to the requirements of the provision and maintenance of safety barriers around swimming pools and/or spas. A series of articles on safety barriers around swimming pools and/or spas must be routinely prepared for release to the media.

Amendments to the Building Regulations 2018 requires swimming pools and/or spas that were installed or approved to be installed, must be registered with council and the owners are responsible to have their pools/spa inspected every four years and provide council with a certificate of compliance by the due date. Installed safety barriers must be maintained and effectively operational at all times.

Council will ensure:

1. When Council are made aware of a swimming pool and/or spa, the property will be identified, and details recorded.
2. The landowner will be advised in writing of their obligations under the Building Act and Building Regulations. Forthcoming inspection regime of the swimming pool and/or spa safety barriers.
3. Council will maintain a Pool/Spa Register and send landowners notices in writing as required. Following the inspection, the landowner will be notified in writing and follow up actions may be required.
4. Council will monitor the register to ensure compliance is met by the landowners.
5. Enforcement
 - a. Should a Certificate of Barrier Non-Compliance (CBNC) be received and/or compliance

not met, an inspection and/or a minor work order may be issued and an infringement notice may be issued.

- b. Should further audits fail to comply then legal proceedings may commence.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Minor update	Updated Responsible Officer title
1.1	December 2023	Major update	Updated policy to reflect the responsibility of landowners and Council inspection and log of a Pool/Spa Register Minor formatting changes Date of next review changed to: December 2024

COMPLAINTS HANDLING POLICY

Policy Number:	3.2.7
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Organisation and Councillors
Responsible Officer:	Manager Regulatory Services
Related Policies:	Complaints Handling Framework.
Related Documents:	Building Control Intervention Filter Criteria Customer Service Commitment
Statutory Reference:	<i>Local Government Act 2020</i> <i>Public Disclosures Act 2012</i>

OVERVIEW

The *Local Government Act 2020* (the Act) advises that all Council staff, in the course of their employment, are required to provide a responsive service when responding to complaints. The '*Victorian Ombudsman Councils and Complaints – A good practice guide*' together with the Australian Standard 'AS/NZS 100-2:2014 Guidelines for complaints management have been used to develop this policy and the associated procedure.

PURPOSE

The complaints handling policy is designed to ensure that any concerns are treated seriously and are addressed promptly, fairly and equitably. This policy is implemented using the Complaint Handling Framework.

THE POLICY

Any person has a right to complain to Council, as a result of a decision, action or inaction that has impacted them. The provisions of this policy apply to the decision, actions and inaction of all Councillors, Council employees, volunteers and contactors of Council.

Complaints must relate to matters, products or services for which Council has authority or responsibility.

This policy does not apply to the following matters or complaints, which are managed through other statutory processes.

- complaints alleging fraud or corrupt conduct;
- complaints about alleged privacy breaches;
- complaints about Councillors;
- complaints about matters for which there is process, review, appeal or objection prescribed by legislation; and
- complaints that are claims against Council for personal injury or property damage or other loss or damage.

Definitions:

A complaint is an expression of dissatisfaction with:

- the quality of an action, decision or service provided by council staff or a Council contractor;
- a delay by Council staff or a Council Contractor in taking an action, making a decision or delivering a service; or
- a policy of decision made by the Council, Council staff or a Council contractor.

A complaint is not:

- a request for service;
- reports concerning neighbors or neighboring property, e.g. noise or unauthorised building works;
- anything that relates to the appointment or dismissal of any staff member or an industrial issue or an internal staff disciplinary issue’;
- the lodging of an appeal or a submission in accordance with council procedure or policy;
- reports of hazards, e.g. fallen tree branch or road pot hole’;
- reports of damaged or faulty infrastructure;
- matters where statutory submission, hearing, review or appeal processes exist; or
- a matter that is, has been or is scheduled to be before a court, panel, corner or tribunal.

The guiding principles of complaint handling will be based on the following principles:

Commitment

Wellington Shire Council is committed to resolving complaints. We respect people’s right to complain and consider complaints handling to be an important part of improving service delivery.

Accessibility

We will seek to have a greater focus on human rights and accessibility for people with different communication needs, particularly in the context of dealing with challenging behavior when people complain.

Transparency

In conjunction with the State Government’s performance reporting framework for local councils, we will continue to report publicly on our performance via the Know your Council website.

Independent review

The staff member completing the investigation, or the review of the complaint must not be the person who took the action, made the decision, or provided the service that is being complained about.

Objectivity and Fairness

Wellington Shire Council will continue to act impartially and neutrality in all aspects of complaint handling to ensure the best outcomes for our customers.

Confidentiality

All information will be used in compliance with all relevant privacy laws and ethical obligations when managing a complaint.

Accountability

We will strive to inform customers of the reasons we have made decisions and ensure that our decisions are subject to appropriate review processes.

Continuous improvement

We will regularly analyse complaint data to find ways to improve how we operate and how we continue to deliver high level services.

Complaints Handling Approach

Council will take a four-level approach to complaints handling which are defined as follows:

1. Frontline Complaint resolution – The Customer Service team can resolve the complaint without it being referred to a staff member.
2. Investigation if required – The Customer Service team cannot resolve the issue and the complaint is forwarded onto the relevant division for further investigation.
3. Internal Review (peer review) – if the complainant is still not satisfied a peer review can occur where a manager from another area can complete a review of the matter.
4. Access to an external review – Complaint cannot be resolved at a Council level, and it needs to be referred onto an external agency e.g. VCAT.

Complaint level as defined above	The information that will be required for these complaints.
Levels 1, 2 and Level 3	Complaints must be recorded and classified as a ‘Complaint’ in Council’s Record Management System and must include the following: <ul style="list-style-type: none"> • Complainant details • How the complaint was received • A description of the complaint • The complainant’s desired outcome (if stipulated) • The Council Staff member responsible for handling the complaint • Any action taken, including contact with the complainant, response times and the outcome • Any recommendations for improvement, and who is responsible for implementing them • Internal Records Management System ID set for any documentation correspondence relating to this complaint.
Level 4	Complaints classified at Level 4 are those that cannot be resolved at Council level and/or received via other avenues such as the Victorian Ombudsman.

Unreasonable conduct

We are committed to being accessible and responsive to people who lodge a complaint. On occasion, the timeliness of our response depends on our ability to perform our functions in the most effective and efficient way possible to allocate our resources fairly across all the requests for service and complaints we receive.

We will act to manage any conduct that negatively and unreasonably affects us, in a fair, ethical and reasonable way, and will support our staff to do the same. We have no tolerance towards any harm, abuse of threat directed towards our staff, Councillors or other customers.

Unreasonable conduct will generally be managed by limiting or adapting the ways that we interact with and/or deliver services to an individual by restricting who they have contact with, what they raise with Council, when they can have contact, where they can make contact or how they can make contact. In extreme cases, and as a last resort when all other strategies have been considered and/or attempted, we may decide that it is necessary for our organisation to completely terminate all contact with an individual.

In applying restrictions to customers, we recognise that discretion will need to be used to adapt them to suit a person's personal circumstances and also recognise that more than one strategy may need to be used.

Complaints that will not be investigated

An internal review may determine that a complaint will not be investigated where the complaint:

- Relates to a decision of Council
- Relates to a matter awaiting determination by the Council
- Relates to matters under investigation by the Minister for Local Government, the Victorian Ombudsman Officer, a Minister of the Crown or government department or the Victorian Police
- Involves a matter where a remedy or right of appeal already exists, whether or not the complainant used the remedy or right of appeal
- Involves a matter before a court, coroner or tribunal
- Relates to a decision, recommendation, act or omission which is more than one year old.

Resolution

Council will endeavor to resolve all complaints within 28 days of receipt.

Procedure on how to make a complaint

A person can make a complaint in several ways:

- Mail:** Wellington Shire Council
PO Box 506
SALE VIC 3850
- Telephone:** 1300 366 244
- Email:** enquiries@wellington.vic.gov.au
- Website:** www.wellington.vic.gov.au
- In person:** Wellington Shire Council
Sale Service Centre – Council Headquarters

18 Desailly Street, Sale VIC 3850
 Operating Hours: Monday to Friday 8.30am – 5.00pm

Yarram Service Centre
 156 Grant Street, Yarram VIC 3971
 Operating Hours: Monday, Tuesday, Thursday, Friday 10.00am to 2.00pm

After Hours: In an emergency call: 1300 366 244

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council’s Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council’s policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Minor update	Updated Responsible Officer title Updated reference to ‘Customer Service Charter’ to ‘Customer Service Commitment’
1.1	December 2023	Minor update	Next review date updated

MAJOR EVENTS POLICY

Policy Number:	3.3.1
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Whole Organisation
Responsible Officer:	Manager Economic Development
Related Policies:	Nil
Related Documents:	Community Assistance Grants Scheme Community Assistance Grants Guidelines and Assessment Criteria Wellington Shire Council Event Planning Guide Wellington Shire Council Event Funding Guidelines
Statutory Reference:	Nil

OVERVIEW

The Wellington Shire Council actively supports and encourages the hosting of major events within the municipality. The Council recognises events can contribute positively to the economy of Wellington Shire.

THE POLICY

Event Objectives

The Wellington Shire Council has identified the following objectives in relation to events:

1. Support the development of major events that contribute to the economy of communities within Wellington Shire.
2. Ensure events are conducted with high safety standards and in accordance with relevant legislation and best practice.
3. Position Wellington Shire as an attractive destination for new and existing events that will result in economic, marketing and community benefits.

Event Support

Major events are defined as those that attract participants/spectators and visitors from outside the municipality, usually over a number of days, thereby providing an economic benefit. Such events are supported by Council with a 'Project Team' approach and require a significant lead time to enable funding to support the event to be sought through Council's budget process.

Council sponsorship of major events is subject to the estimated economic benefit and must align with Council's Event Funding Guidelines. These events are normally separate to those approved under Council Community Grant funding process.

The Wellington Shire Council will provide a range of support measures to major events. This support may include:

- Advice, guidance and information to event organisers on venues, risk management, health and building legislation and requirements.
- Provision of information on Council requirements and the issuing of permits and

permissions.

- Loan of events equipment (subject to availability and health restrictions).
- Assistance with networking and engagement of local businesses to maximize economic benefit.
- Exposure via Council's The Middle of Everywhere brand, free event listing on app and website and social exposure where possible.
- Council sponsorship of the event subject to application assessment and Council budgetary approval.
- Advice and support in seeking State Government funding (subject to eligibility).

Best Practice

The Council requires events to engage best practice in areas including but not limited to: access and inclusion, environment management and sustainability, environmental health, risk and safety management, event planning, traffic management, insurance and child safe standards. The Wellington Shire Council Event Planning Guide is available for event organisers.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Minor	Date of next review changed to: December 2023
1.1	December 2023	Minor	Date of next review changed to: December 2024 Minor formatting changes Insertion of related documents, and clarifications to references of best practice

ROADSIDE TOURISM DIRECTIONAL SIGNS POLICY

Policy Number:	3.3.2
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Economic Development
Responsible Officer:	Manager Economic Development
Related Policies:	Nil
Related Documents:	Vic Roads Tourist Signage Guideline Application for Tourism Signage Form
Statutory Reference:	<i>Road Management Act 2004</i>

OVERVIEW

To establish policy for the management of tourism directional signage.

THE POLICY

To assist travellers and visitors to the Wellington Shire by enabling the strategic placement of tourism and visitor related signage at locations providing appropriate direction to these services.

This assistance to travellers and visitors to the municipality will be achieved through the provision of a consistent and uniform approach to the placement and type of permanent advertising and directional signage within the municipality.

Application of the Policy

- This policy shall only apply to permanent signage on Council owned and controlled lands situated within the Wellington Shire. This shall include road reserves, public recreational reserves and similar lands.
- This policy will not apply to road traffic, safety and street name signs and portable advertising signs defined under Council local laws.
- Council must give proper consideration to the Vic Roads Tourist Signage Guidelines.

Fees and Charges

Financial responsibility for all tourism attractions and services signing rests with the applicant.

Ownership of the Signs

The applicant who has paid for the provision of a tourist sign remains responsible for the maintenance and up keep of the sign. It is the applicant's responsibility to immediately notify Wellington Shire Council to arrange the removal of all road signing to the property in the event of the business closing or if it is no longer an eligible tourism business. Cost for undertaking work will be charged to the business owner.

HUMAN RIGHTS

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REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Not applicable	No changes applicable at this review
1.1	December 2023	Minor	Date of Next Review updated to: December 2024 Minor formatting changes

WOOD ENCOURAGEMENT POLICY

Policy Number:	3.3.3
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Organisation
Responsible Officer:	Manager Economic Development
Related Policies:	Nil
Related Documents:	Nil
Statutory Reference:	Nil

OVERVIEW

Wellington Shire Council recognises the importance of the forest and wood products industry to both Wellington and the broader Gippsland region. Central to Council's commitment to job retention and creation is supporting significant local industry in order to secure jobs and leverage further investment.

THE POLICY

Policy Goals:

- To stimulate sustainable economic development within the Gippsland timber and wood products industry and encourage value adding products within the timber industry.
- To encourage the use of wood in the construction and fit out of Council buildings and infrastructure.
- To recognise all of the benefits that make wood a smart choice for Council buildings and infrastructure.
- To share information and encourage education regarding the benefits of using wood in construction and fit out of buildings and infrastructure.
- To demonstrate local and national leadership by enacting the Wood Encouragement Policy on Council buildings and infrastructure.
- To align with opportunities for state and federal funding.
- To reinforce Council's preference for quality wood buildings in the development of briefs for projects.
- To promote the industry as a renewable resource, capturing the environmental benefits of the resource.

Council will encourage the increased utilisation of wood in Council assets by:

1. Ensuring that all briefs for new Council projects incorporate the requirement to use wood as the preferred material for both construction and fit out purposes, where wood is deemed a suitable material for the proposed application;
2. Seeking those who can find practical, efficient, versatile and cost-effective building and design solutions using wood when sourcing design and architectural expertise;
3. Ensuring that all comparison to the cost of building with other materials will take into account all long-term and life cycle benefits of using wood;

4. Where possible, sourcing locally produced wood products for construction and fit out purposes;
5. Being a champion of the forest and wood products industry, by establishing this policy and demonstrating commitment to the further development of the local forest and wood products industry;
6. Actively working to attract new, innovative wood products manufacturers to Wellington Shire.

In using wood as a preferred construction material for Council infrastructure, Council will have regard to:

1. The utilisation of regional wood products that meet the Australian Forest Standard, Program for the Endorsement of Forest Certification and/or Forest Stewardship Council certifications.
2. Maintenance required throughout the life of the project;
3. Pest and fungus protection; and
4. Using wood only when it is the right material for the selected application.

HUMAN RIGHTS

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REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Not applicable	No changes applicable at this review
1.1	December 2023	Minor	Date of Next Review updated to: December 2024 Minor formatting changes

RENTAL AND LEASING OF COUNCIL OWNED PROPERTIES POLICY

Policy Number:	3.3.4
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Economic Development Communities, Facilities and Emergencies Natural Environment and Parks
Responsible Officer:	Manager Economic Development Manager Communities, Facilities and Emergencies Manager Natural Environment and Parks
Related Policies:	EV charging Infrastructure
Related Documents:	Current West Sale Airport Lease Management Framework Register of Property Agreements New Agreement Development Procedure Agreement Renewal Procedure Licence Fees Procedure
Statutory Reference:	<i>Crown Land (Reserves) Act 1978</i> <i>Land Act 1958</i> <i>Local Government Act 2020</i> <i>Retail Leases Act 2003</i>

OVERVIEW

To establish policy for the:

- Rental and leasing of Council owned and /or controlled property including road related areas.
- to establish policy for the management of property agreements, leases, licences and user agreements for Council owned and/or controlled property.

THE POLICY

It is desirable that Council has a consistent approach to how it manages its property agreement responsibilities. Processes will be developed or reviewed so that this can be achieved.

This policy will:

- Apply principles of transparency, equity and impartiality;
- Ensure that all agreements comply with legislative provisions and other obligations;
- Facilitate appropriate utilisation and development consistent with Council policies, strategies and plans;
- Outline the elements for operational guidelines, procedures and any property agreement management framework; and
- Provide further details regarding recent initiatives or significant changes as adopted in operational guidelines or procedures.

The duration and form of tenancy (lease/licence agreement) will be determined with due consideration to the following:

- intended and future use of the site as identified within any strategic documents;
- other interested parties;
- capital investment;
- economic and employment benefits; and
- a supporting business case.

This policy does not affect the necessity to obtain planning, development, environmental or any other consents as required by relevant legislation.

Council is not considered to be obliged to establish an agreement with any party. Any final agreement would be on such terms and conditions as Council considers appropriate.

Council is bound by legislation including the *Local Government Act 2020* which specifies Council's power to lease land being subject to s115 (except where s116 applies).

The following definitions will be used to distinguish between properties leased to local organisations for community/non-commercial purposes and those of a commercial nature.

Community (non-Commercial) Agreements

The Community Managed Facilities Strategy 2020-2025 recognises that community facilities make a fundamental contribution to our communities, enabling a wide range of social connection opportunities. They provide suitable spaces to deliver services, programs and activities to meet the social needs of the community and build community capacity.

For this reason, Council will provide support to community facilities whereby:

- Council owns or controls the land;
- Council owns or controls other assets on the land;
- Council has specific legal agreements;
- Facilities are under control of a Committee of Management appointed pursuant to the provisions of the *Crown Land Reserves Act 1978*.

Where Council leases vacant land or land and improvements to non-profit organisations for predominantly community, educational or sporting purposes, rental shall be based on cost recovery only and terms shall be generally of a length to justify investment in facilities required for the purpose. Nominal rental may also be set at rates other than to recover costs, in line with past practice for non-commercial activities.

It is acknowledged that agreements may permit some commercial activities where use will:

- be limited and not identified as the primary activity on the site;
- not conflict or diminish any community service undertaken on the site;
- enhance and contribute to the economically sustainable community use of the site through reinvestment of all income;
- manage the site in an ecologically sustainable manner.

Agreements may also be established which align with Council priorities where non-Commercial financial terms are applied and are intended to facilitate outcomes including any priorities identified through the Council Plan such as those aligned with sustainability objectives.

In response to Electric Vehicle charging stations, Council will assess whether agreements should adopt commercial or non-commercial financial terms. Evaluation of the approach will be completed on an individual basis and reference this policy noting any alignment with the Council Plan or

related sustainability outcomes and objectives.

Incorporated Committee – A Committee must be incorporated prior to any tenancy or management arrangement being implemented (e.g. lease, licence, service or funding agreement). Where there is an existing community committee, which is not incorporated, managing a Council owned or controlled community facility, Council will provide administrative assistance where required, in the preparation and lodgment of necessary documentation (e.g. Constitution, Statement of Purpose, etc) to ensure incorporation is attained under the *Associations Incorporation Reform Act 2012*.

Membership to an incorporated Committee is detailed within Committee's individual Rules, as approved by Consumer Affairs Victoria.

Non-Commercial agreements will be managed by the business unit initiating the agreement.

Commercial Agreements

The objectives of this policy specific to commercial property agreements include:

- Delivering market referenced returns;
- Effectively administering property agreements in line with industry standards and commercial practices;
- Reviewing procedures and the management frameworks to ensure they fulfil identified Council objectives.
- Ensuring strategies or plans are developed and implemented for Council land used for significant commercial outcomes and purposes or those which require ongoing capital investment.

Where Council leases land or land and improvements for commercial purposes, it shall be at a fair market price and may be determined by Council or based on the opinion of an independent valuer. Terms should include regular rental reviews and may vary for periods of length of up to 50 years in accordance with the *Local Government Act 2020*. Leases should be in the best interests of the community and provide the best result (both financial and non-financial) for Council and the community.

Commercial Agreements will be managed within the Economic Development/Commercial Property unit with external advice and expertise procured as required to ensure delivery of this policies objectives.

Other Considerations

To assist in progressing toward a new agreement, a non-binding agreement in the form of a Heads of Agreement (HoA) setting out key terms and any special conditions may be established between Council and the other party. Once completed and having received endorsement noting applicable delegations and after satisfying Council and legislative approvals, instruction can be provided to a solicitor to commence the drafting process based on the HoA.

Subject to satisfying statutory requirements such as providing any notice of intention in accordance with Council's Community Engagement Policy, entering into an Agreement for Lease may be appropriate where a lease will be subject to a number of conditions precedent e.g. obtaining required planning and other approvals.

Request for Renewal and Direct Negotiations

Property agreements due to expire shall be identified by reference to the Property Agreement Register and be actioned by the relevant Council Officer. Incumbents who have a consistent history of compliance with their agreement, licence or lease obligations can request a renewal. Establishing a new agreement by direct negotiation may also be acceptable.

Assessment of a Request for Renewal or proceeding by Direct Negotiation will be made:

- In accordance with this policy.
- Following legislative requirements.
- Where it can be determined that direct negotiation with a prospective tenant would maximise benefits (financial and non-financial) to Council.
- Acknowledging any Lease Management Framework.
- When a competitive process has not produced, or is unlikely to result, in a satisfactory outcome.
- When it is reasonably clear that there is only one prospective tenant with the required capability or where the only practical access is available from adjoining land owned by the prospective tenant.
- Where Council receives the highest and best use considering environmental, social and economic costs and benefits associated with the proposal.

New agreements or agreements not renewed will generally be subject to a public advertisement, expression of interest or tender process.

Where possible standardised terms which have been approved by a solicitor engaged by Council will be included in documentation and consider any environmental, performance reporting (employment/economic output/local investment) or other special conditions noting the property attributes or its location such as on an aerodrome.

Council direction in relation to leases at West Sale Airport (WSA) has been incorporated into this policy and detailed within the WSA Lease Management Framework (LMF) which allows:

- lease terms of five years for lots fronting the eastern apron.
- lease terms of up to 50 years can be established within the Eastern (Recreational Aviation) Precinct (ERAP); and
- new or renewed leases within the Western (Commercial/Industrial) Aviation Precinct will be assessed on an individual basis and be presented to Council for their consideration as required.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the Charter of Human Rights and Responsibilities Act 2006 (Vic) and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Not applicable	No changes applicable at this review
1.1	December 2023	Major	Date of Next Review updated to: December 2024 Minor formatting changes Updated policy to align with the <i>Local Government Act 2020</i> Added further detail to body of the policy for clarification purposes

SALE, EXCHANGE AND ACQUISITION OF LAND POLICY

Policy Number:	3.3.5
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Whole Organisation
Responsible Officer:	Manager Economic Development
Related Policies:	Nil
Related Documents:	Land Transactions Current West Sale Airport Land Sales Framework Built Environment Strategy
Statutory Reference:	<i>Land Act 1958</i> <i>Land Acquisition and Compensation Act 1986</i> <i>Local Government Act 2020</i> <i>Planning and Environment Act 1987</i> <i>Property Law Act 1958</i> <i>Road Management Act 2004</i> <i>Sale of Land Act 1962</i> <i>Subdivision Act 1988</i> <i>Transfer of Land Act 1958</i> <i>Valuation of Land Act 1960</i>

OVERVIEW

To establish policy in relation to how Council deals with land transactions.

THE POLICY

This policy will outline principles to:

- Ensure compliance with legislative provisions and other obligations;
- Facilitate appropriate utilisation and development consistent with other Council policies, strategies and plans;
- Outline the elements to be included in operational guidelines and procedures;
- Reduce risk/liability for Council.

DEFINITIONS

Types of land transaction dealings concerned with this policy include:

- Sale;
- Exchange;
- Transfer;
- Purchase (by tender or private treaty);
- Compulsory acquisition.

RISK MANAGEMENT

This policy will facilitate the development of appropriate guidelines and procedures and therefore reduce Council's exposure to risk, including in the areas of:

- Public liability;
- Legal liability;
- Planning;
- Reputation.

Risk will also be reduced by identifying legislative requirements and adopting best practice methods related to land transactions.

LOCAL GOVERNMENT BEST PRACTICE GUIDELINES

The general principles provided for in the *Local Government Best Practice Guideline for the Sale, Exchange & Transfer of Land*, Department of Planning and Community Development, June 2009 should be adopted.

A summary of these guidelines is as follows:

- All transactions must comply with the provisions of the *Local Government Act 2020*. Sales must be conducted through a public process, unless circumstances exist that justify an alternate method of sale.
- Transactions should be in the best interests of the community and provide the best result (financial and non-financial) for Council and the community.
- All sales/transfers/exchanges should be at not less than market as, assessed by a valuer. In the circumstances that the transaction is at less than market value, an explanation of the circumstances, reasons or factors which led to the decision should be clearly documented.
- Land should be appropriately zoned (highest and best use / price).

EVALUATIONS OF LAND ASSET REQUIREMENTS

A regular land evaluation exercise should occur to identify unutilised Council land that is no longer required, or land that may be required in the future. The evaluation exercise should consider items such as:

- Current use, status and condition;
- Planning schemes, strategic plans, or other material that identifies land asset requirements;
- Whether land is required for community use (current or future);
- Environmental, cultural, social or other attributes;
- The level of public consultation to be undertaken (outside that required to comply with legislative provisions) appropriate when considering dealing with the land.

Remediation action plans should be progressively developed to deal with Council owned or controlled land that has been identified as contaminated. Various options are available to Council and these would need to be assessed having consideration of a variety of issues. Work to rehabilitate identified sites should be completed having regard to risk and the sites future potential for disposal. This would be done acknowledging other priorities which require Council to prioritise resources.

LAND BASED ECONOMIC DEVELOPMENT INITIATIVES

Provides for the prospect for Council to either acquire or sell land extends to reasons such as stimulating economic activity, attracting new development and generating new employment.

A business case would be developed which assessed the overall benefit in this approach.

The freehold land developments at West Sale Airport or the sale of existing land fits within this policy.

REPORTING TO COUNCIL

Land evaluation reports as referred to above should be completed with the recommended actions presented to Council on an annual basis or as required.

Land transactions will require a number of briefings or workshops and formal resolutions of Council. All guidelines and procedures related to land transactions will specify the frequency and timing of Council briefings/workshops and Council Reports. Transactions will only be progressed following an authorisation of Council in the form of a Council resolution.

LEGISLATIVE REQUIREMENTS

Acquisition and compensation

Section 112 of the *Local Government Act 2020* - Council may purchase or compulsorily acquire any land. Any purchase or compulsory acquisition of land by a Council under this section must be undertaken in accordance with the Council's community engagement policy.

Restriction on power to sell or exchange land

Section 114 of the *Local Government Act 2020* - Council must comply with s114 *except* where s116 applies. Provides for public notice period at least four weeks prior to selling or exchanging the land and undertake a community engagement process in accordance with its community engagement policy. A valuation must be obtained in accordance with section 13DA(2) of the *Valuation of Land Act 1960*.

Section 20 *Subdivision Act 1988* – prescribes how Council must treat the proceeds from the sale of Public Open Space.

Other legislative provisions may apply, and these should be identified by including specific instruction to Council's solicitor to this effect.

PROCEEDS FROM THE SALE OF LAND

Where land is sold, and it is not defined as Public Open Space, funds will be placed into an asset improvement reserve for use on any other initiative of Council. Funds from Public Open Space would be dealt with in accordance with the s20 of the *Subdivision Act 1988* which in summary requires:

- Land to be purchased for a similar purpose;
- Existing Public Open Space to be improved.

PURCHASE AND ACQUISITION OF LAND

In order for Council to meet its various objectives and responsibilities, land may need to be acquired. Examples may include:

- Recreational activity;
- Community services;
- Operational purposes;
- Infrastructure requirements (drainage, roads, etc)

The legislative requirements for the purchase of land are prescribed in s116 of the *Local Government Act 2020* and the *Land Acquisition and Compensation Act 1986*. Section 116 of the *Local Government Act 2020* prescribes Council's powers to transfer, exchange or lease any land include the power to do so with or without consideration.

Funds needed to facilitate the acquisition should be identified and allocated through the annual budget process. As part of the land evaluation process a current valuation should be obtained to ensure that budgets for the land acquisition are reliable and include provision for any cost escalation.

Acquisitions should generally occur at not more than market value, unless there is an explanation providing the reasons or factors to support offering such a purchase price.

The method of acquisition should also be considered in the early stages of a project requiring land to be acquired. As a general principle, Council should enter into discussions to explore the possibility of acquiring by negotiation. Any compulsory acquisition process should be initiated following a determination that circumstances justify acquisition by this method.

HUMAN RIGHTS

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REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Not applicable	No changes applicable at this review
1.1	December 2023	Minor	Date of Next Review updated to: December 2024 Minor formatting changes.

WASTE COLLECTION POLICY

Policy Number:	4.1.1
Approved by	Council
Date Approved/Effective	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Natural Environment and Parks
Responsible Officer:	Manager Natural Environment and Parks Coordinator Waste and Sustainability
Related Policies:	Nil
Related Documents:	Waste Collection Maps
Statutory Reference:	<i>Local Government Act 2020</i> <i>Public Health and Wellbeing Act 2008</i>

OVERVIEW

Under the provisions of the *Local Government Act 2020* and the *Public Health and Wellbeing Act 2008*, Council has the authority/obligation to implement a municipal garbage collection service.

The purpose of this policy is to describe the properties to which a garbage service is provided as per the Council declared areas defined in the Waste Collection Maps.

THE POLICY

The kerbside waste collection service is applicable to all properties within the declared areas as follows:

- Residential properties.
- Commercial properties: except where prima facie evidence exists that the commercial property in question has a garbage collection from a commercial waste collection operator.
- Temporary dwellings: are exempt from the service but can request a regular collection. Standard Council garbage charges apply.
- Vacant lots: as per Temporary Dwellings above.
- Non rateable properties are exempt from the service but can elect to receive a regular garbage collection. Standard Council garbage charges apply.
- Not for Profit organisations, administered by community based voluntary boards, whose primary purpose is to provide accommodation for elderly citizens are exempt from the service but can elect to receive a regular garbage collection (partial or full). Standard Council garbage charges apply.
- Charitable organisations: no exemptions apply.

Additional Services

Residents can apply for consideration and assessment of additional sets of bins (120ltr Garbage and 240ltr Recycling) - standard Council garbage charges apply.

Special medical circumstances

Subject to meeting the definition (as described below) residents can apply for an additional rubbish

and/or recycling bin - no additional fees apply.

Definitions

Garbage collection: weekly kerbside garbage collection, fortnightly kerbside recycling collection and annual hard waste collection.

Non rateable land: as per the definition contained in section 154 of the *Local Government Act 1989*.

Not for Profit: as per the definition of the Australian Tax Office.

Special medical circumstances: households with special medical requirements confirmed in writing by a specialist medical professional (each case will be individually assessed as to how it meets the criteria).

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Not applicable	No changes applicable at this review
1.1	December 2023	Minor	Date of Next Review updated to: December 2024 Minor formatting changes

NATURE STRIP MAINTENANCE POLICY

Policy Number:	4.1.2
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Whole Organisation
Responsible Officer:	Manager Natural Environment and Parks
Related Policies:	Nil
Related Documents:	Open Space Plan 2014 – 2024 Naturestrip Landscape Guidelines
Statutory Reference:	<i>Local Government Act 1989</i>

OVERVIEW

To establish policy for the amenity maintenance of urban nature strips.

THE POLICY

In urban areas, abutting property owners are responsible for the amenity maintenance of the nature strips outside their property. Generally, this refers to the regular mowing of the nature strips but may extend to the management of other vegetation types (excluding trees) as needed.

Council may assist with rear nature strip amenity maintenance on Link or Collector roads in urban areas where rear access to property owners is restricted, and where it is determined this service will provide a greater community benefit. This does not apply to front or side nature strips.

Council recognises the value nature strips can add to the biodiversity and amenity of the urban landscape. Residents, through this policy, are supported to develop landscapes in accordance with Council's Nature Strip Landscaping Guidelines.

Council, or other Service Authorities, are under no obligation to reinstate landscaped nature strip areas following works.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE CHANGE

Wellington Shire Council is committed to upholding environmental and climate change principles as outlined in the *Local Government Act 2020*, *Climate Change Act 2017* and referred to in the Council's *Environmental Sustainability Policy*. The Environmental Sustainability Checklist has been completed and this policy accords with Council's policy commitment to uphold sustainability principles.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR	SUMMARY OF CHANGES
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		UPDATE	
1.0	December 2022	Not applicable	No changes applicable at this review
1.1	December 2023	Minor updates	Date of Next Review updated to: December 2024 Minor formatting changes Clarification of service levels near link / collector roads in urban areas

OPEN SPACE POLICY

Policy Number:	4.1.3
Approved by	Council
Date Approved:	December 2023
Date of Next Review:	December 2025
Applicable to Unit(s):	Whole Organisation
Responsible Officer:	Manager Natural Environment and Parks Open Space Planning Officer Coordinator Parks Services
Related Policies:	Heritage Policy Playgrounds Policy Public Toilets Policy Fair Access Policy
Related Documents:	Open Space Plan 2014-2024 Sustainability Strategy 2020-2024 Wellington Shire Council Gender Equality Action Plan 2021-2025 Gender Equality Action Plan 2021-25
Statutory Reference:	Nil

OVERVIEW

To establish policy for the management of open space under Council jurisdiction.

THE POLICY

Council will develop and maintain Public Open Space under Council jurisdiction according to the following Guiding Principles.

Guiding Principles Diversity, quality and design

- Open space should be designed to build on local character and provide a diverse range of attractive settings and opportunities for recreation and leisure.
- Site plans (Concept or Masterplans) should be prepared before undertaking major development works involving broad community consultation with the community including women or more targeted here, Council Project Steering Groups should include diverse representation including women.
- Design, layout, and facilities should be of high quality and provide for safe and enjoyable use.
- Design standards should be in line with those stated in the Wellington Open Space Plan 2014-2024 and in accordance with objectives stated in the Sustainability Strategy 2020-2024.
- Urban Forest management including tree planting for shade, amenity and biodiversity enhancement should have a high priority in all council and private sector developments.

Access and equity

- All developed open space should provide good access to facilities, settings and activities for the whole community including people with limited mobility and other disabilities, and parking where compatible with established site values and uses as per the Open Space Plan assessment and Gender Impact Assessment.
- The location and opportunities available at major sites and the benefits of open space use

should be widely promoted.

- Informal, social and emerging physical activity opportunities should be encouraged and supported to occur in suitable Open Space Areas.

Management and maintenance

- Maintenance should meet community and conservation objectives, within budget constraints and in accordance with agreed priorities.
- The community should be involved in the planning, development and care of open space.
- Ensure adequate provision of lighting/ cleaning of Council managed public facilities to ensure that open space areas and supporting infrastructure are welcoming, safe and inclusive.

Sustainability/Conservation

- Significant natural and cultural sites should be identified and actively managed including protection from damage by inappropriate management or recreation activities.
- Local indigenous species should be prioritised in planting projects, except where exotic tree and plant species are an important element in urban or cultural landscapes.
- As part of a broader approach to climate adaptation the enhancement of urban biodiversity through the addition of green infrastructure is considered a high value activity.
- New landscapes should be designed with sustainability principles at the core of decision making.
- Enhancement of biodiversity values (especially in urban areas) is critical to achieving stated objectives of the Council Plan.
- Integrated Water Management (IWM) principles should be incorporated into all new developments if at all possible.

Council has developed guidelines (e.g. Open Space Plan 2014-2024) to give effect to its policy position on open space. These guidelines are available to staff via the Intranet. The responsibility to ensure that the implementation and maintenance of the guidelines accords with Council's policy position is vested in the Manager Natural Environment and Parks. Any matter specifically requiring a Council determination shall be reported by the General Manager Built & Natural Environment.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Not applicable	No changes applicable at this review
1.1	December 2023	Minor	<p>Date of Next Review updated to: December 2025</p> <p>Minor formatting changes</p> <p>Related Policies table updated: Addition of Fair Access Policy</p> <p>Updated related documents and added link to: Wellington Shire Council Gender Equality Action Plan 2021-2025</p> <p>Adjusted paragraphs for clarity in sections in Guiding Principles</p>

LITTER BINS POLICY

Policy Number:	4.1.4
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Whole Organisation
Responsible Officer:	Manager Natural Environment and Parks
Related Policies:	Playgrounds Policy
Related Documents:	Open Space Plan 2014 - 2024
Statutory Reference:	Nil

OVERVIEW

To establish policy for the management of litter bins.

THE POLICY

Litter bins shall be allocated where the Council provides a range of attractors, some in combination, that by their nature generate a large degree of litter.

The combination of attractors used to determine bin allocation will be:

1. Shopping areas within CBDs or Town Centres (not commercial/industrial sites).
2. Individual shops such as milk bars, takeaways and general stores.
3. The presence of barbeques, toilets and playgrounds (in combination) in open space areas. The lack of any one of these individual attractors will remove the requirement for bin allocation.
4. Boat ramps of Regional or District significance.

Variations on this rationale shall be considered where a cost benefit analysis determines that the cost of provision of a litter bin at a particular location outweighs the overall community benefit i.e. the cost is too great.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Not applicable	No changes applicable at this review
1.1	December 2023	Minor	Date of Next Review updated to: December 2024 Minor formatting changes

PLAYGROUNDS POLICY

Policy Number:	4.1.5
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Organisation
Responsible Officer:	Manager Natural Environment and Parks Coordinator Parks Services
Related Policies:	Heritage Policy Litter Bins Policy Public Toilets Policy
Related Documents:	Open Space Plan 2014-2024 Playground Guidelines Youth Play Plan 2019-2029
Statutory Reference:	Nil

OVERVIEW

To establish policy for the management of playgrounds.

THE POLICY

Council maintains a number of playgrounds, which generally fall within the hierarchical structure embraced in this Policy and identified as Regional, District, Neighbourhood and youth-oriented play. This structure is further developed through the Open Space Plan 2014-2024 and Youth Play Plan 2019-2029.

Playgrounds are continually developed and improved in line with current trends, community needs and safety standards. A rolling capital program exists for this purpose.

Council will provide, manage and maintain playgrounds within its jurisdiction according to the following Guiding Principles.

Aim

- To provide a system of diverse play settings equitably distributed throughout the Shire and within reasonable access of every child's home. (as described in the Open Space Plan)
- To complement the play opportunities that are available to local residents in private open space and in the neighbourhood generally, so as to maximise the range of play experiences available.
- To provide specific play settings and conditions within designated areas which help encourage personal growth, enjoyment and make social benefits available to the community, through play.
- To ensure that the physical environment, activities, equipment and social conditions within each play area are designed specifically to meet the needs and wants of children of specified age groups, and that opportunities catering specifically to those age groups are equitably distributed across the Shire.
- To ensure that playground provision caters to children and adults with disabilities, and that a wide range of play activities within each playground are accessible.

- To maintain all play equipment and designated play areas in a good condition in accordance with current Australian Standards for play equipment and adjacent areas.
- To regularly monitor the use of play areas, the condition and maintenance of play equipment and the provision and quality of play opportunities in the Shire generally.
- To consider the value of natural play in all playground re-fits and new designs through the use of planting and natural materials.

The responsibility to ensure that the maintenance and implementation of the guidelines accords with Council's policy position is vested in the Manager Natural Environment and Parks. Any matter specifically requiring a Council determination shall be reported by the General Manager Built and Natural Environment.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Not applicable	No changes applicable at this review
1.1	December 2023	Minor	Date of Next Review updated to: December 2024 Minor formatting changes

PUBLIC OPEN SPACE CONTRIBUTION – SUBDIVISIONS POLICY

Policy Number:	4.1.6
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Whole Organisation
Responsible Officer:	Manager Natural Environment and Parks
Related Policies:	Heritage Policy Open Space Policy Playgrounds Policy
Related Documents:	Open Space Plan 2014-2024 Open Space Selection Criteria - Developer Contributions Wellington Planning Scheme
Statutory Reference:	<i>Subdivision Act 1988</i>

OVERVIEW

To establish policy for the management of public open space developer contributions.

THE POLICY

The provision of quality open space across the Shire is important for continued community health and well-being as well as making a significant contribution to town livability.

Developers are required under the *Wellington Planning Scheme* to provide a 5% contribution towards the provision of open space from planned sub-divisions. This contribution, at Council's discretion is in the form of land or money.

Aim of the Policy

This policy details guidelines for the receipt of any land or cash contributions as part of any proposed land development.

Any request for land or cash in lieu contributions from subdivisions will be consistent with the requirements of the *Wellington Planning Scheme* and shall be based on the directions and priorities of the Wellington Open Space Plan 2014-2024 and/or relevant Development Plans.

Priority consideration will be given to the following:

- Addressing gaps in current open space provision
- Contributing to the upgrade of, and improved access to, nearby existing open space
- Ensuring that open space is of a high quality and useable from a leisure and/or conservation perspective
- Establishing linear parks and linkages between areas of open space
- Retaining/enhancing significant conservation areas (including stands of remnant trees).

This policy is supported by the Open Space Selection Criteria – Developer Contributions guidelines. The responsibility to ensure that the maintenance and implementation of the guidelines accords with Council's policy position is vested in the Manager Natural Environment and Parks.

Any matter specifically requiring a Council determination shall be reported by the General Manager Built and Natural Environment.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	Not applicable	No changes applicable at this review
1.1	Minor	Date of Next Review updated to: December 2024 Minor formatting changes

PUBLIC TOILETS POLICY

Policy Number:	4.1.7
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Whole Organisation
Responsible Officer:	Manager Natural Environment and Parks
Related Policies:	Heritage Policy
Related Documents:	Public Toilet Management Plan
Statutory Reference:	Nil

OVERVIEW

To establish policy to guide the management of public toilets.

Access to toilet facilities is an important consideration in terms of the attractiveness and functionality of public areas generally and urban public areas particularly. Not all such areas are subject to Council jurisdiction, however Council is often perceived by the general public to be the agency universally responsible for the provision, operation and maintenance of public toilet facilities. In this regard, Council at times receives requests to either provide new (additional) public toilet facilities or to upgrade existing facilities to meet contemporary standards.

Council is currently involved, either directly or indirectly in the maintenance and operation a number of public toilets throughout the Shire, which are intended to serve public areas catering for relatively large numbers of people on a regular basis. Council currently directly manages 36 public toilet facilities throughout the Shire.

THE POLICY

Council will ensure that adequate and appropriate public toilet facilities are available to residents and visitors throughout the Shire within its jurisdiction according to the following guiding principles.

- To ensure the provision of public toilet facilities is equitably distributed throughout the Shire and appropriate to need.
- To make appropriate provision for accessibility and functionality for people with disabilities and special needs.
- To ensure that the environment, both natural and built, is not adversely impacted by the construction and operation of public toilet facilities.
- To maintain toilet facilities and associated services and equipment in accordance with relevant Australian Standards and community expectation.
- To regularly monitor the use of public toilet facilities and the condition and maintenance of same, throughout the Shire.
- To encourage provision of toilet facilities on a collaborative basis with committees of management, public agencies and the private sector.

Application

This policy will apply to and establish the mechanisms for, the establishment, management and operation of public toilets, including but not limited to proposed new facilities, upgrades of existing

facilities, retirements of existing facilities and establish a standard for such facilities having regard for, but not limited to:

- location;
- siting including proximity to other facilities;
- accessibility and amenity;
- architectural values, including heritage values;
- environmental design considerations;
- capital and operating (life cycle) costs;
- community consultation.

Provision Objectives

Council will ensure that adequate and appropriate public toilet facilities are available to residents and visitors throughout the Shire.

Council has a Public Toilet Management Plan which may be accessed by staff via request. The responsibility to ensure that the maintenance and implementation of the guidelines accords with Council's policy position is vested in the Manager Natural Environment and Parks. Any matter specifically requiring a Council determination shall be reported by the General Manager Built and Natural Environment.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Minor	Number of public toilets managed increased
1.1	December 2023	Minor	Date of Next Review updated to: December 2024 Minor formatting changes Minor administrative updates

SIGNIFICANT TREE PROTECTION POLICY

Policy Number:	4.1.8
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Whole Organisation
Responsible Officer:	Manager Natural Environment and Parks Open Space Planning Officer Coordinator Parks Services
Related Policies:	Urban Forest Policy Open Space Policy
Related Documents:	Open Space Plan 2014-2024 Wellington Planning Scheme
Statutory Reference:	Nil

OVERVIEW

To protect significant trees and remnant vegetation located in urban areas from the negative impacts of land development (sub-divisions).

THE POLICY

This policy aims to provide guidance to applicants in the design of development proposals to ensure that significant trees/remnant vegetation is assessed and incorporated into development design.

The policy refers to lots of less than 0.4 hectare. Lots larger than 0.4 ha will generally be protected by the native vegetation controls afforded by the Wellington Planning Scheme Clause 52.17.

Definitions

A significant tree is:

- Any tree of outstanding aesthetic quality.
- Any tree outstanding for its large height, trunk diameter or canopy spread.
- Any tree that is particularly old or venerable.
- Any tree which occurs in a unique location or provides a significant contribution to the landscape, streetscape or townscape, including remnant vegetation and important landmark trees.
- Any tree associated with a well-known public figure or ethnic group.
- Any tree commemorating or having association with an important historic event.
- Any tree that is rare to an area (e.g. beyond its normal range of distribution or common cultivation) or is of a rare species or variety generally, including endangered species.
- Any tree which exhibits a curious growth form or physical feature including unusually pruned forms.
- Any tree which is of horticultural or genetic value and could be an important source of

propagating stock.

- Any tree which forms part of a recognised historic garden, park or town.

Remnant vegetation is:

- Any patch of indigenous vegetation, around which most or all of the land has been cleared. The patches of vegetation can provide a repository for seed banks, habitat and corridors for animals, aesthetic and scientific values, soil stability, and a reduction in salinity.

The responsibility to ensure that the maintenance and implementation of the guidelines accords with Council's policy position is vested in the Manager Natural Environment and Parks. Any matter specifically requiring a Council determination shall be reported by the General Manager Built and Natural Environment.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Minor update	Change of placement of 'Wellington Planning Scheme' from Statutory Reference to Related Documents
1.1	December 2023	Minor	Date of Next Review updated to: December 2024 Minor formatting changes

URBAN FOREST POLICY

Policy Number:	4.1.9
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Whole Organisation
Responsible Officer:	Manager Natural Environment and Parks Open Space Planning Officer Coordinator Parks Services
Related Policies:	Significant Tree Protection Policy
Related Documents:	Open Space Plan 2014-2024
Statutory Reference:	Nil

OVERVIEW

To establish policy for the management of the urban forest.

THE POLICY

This policy provides a framework of reference in relation to the management of trees in urban areas throughout the Shire generally, with particular reference to the following matters:

- planting of new trees;
- maintenance of existing trees;
- removal of existing trees;
- conflict with other infrastructure;
- heritage trees;
- risk management;
- remnant native trees.

Principles

1. An acceptable level of risk to persons or damage to infrastructure, including buildings, streets, kerbs, footpaths, road users/vehicles and aerial and underground utilities.
2. To guard against the damage or unnecessary removal of trees in public areas.
3. Increasing biodiversity within the urban forest is imperative for the long-term health of the forest.
4. Targeting a 30% canopy cover in urban areas.

Where a public tree has been approved for removal by council, the value for the purpose of development, construction, or other works, associated with the tree in accordance with Council's Tree Valuation Formula is to be paid by the property owner or representative prior to its removal and works commencing. This is applicable to all developers, builders, service providers, residents, civil contractors, event organisers, State Government Departments or Federal Government Departments undertaking activities in proximity to public trees.

Council has a strategic plan in place to support its policy position on urban trees (e.g. Open Space Plan 2014-2024). This plan is available to staff via the Intranet. The responsibility to ensure that the maintenance and implementation of the guidelines accords with Council's policy position is vested

in the Manager Natural Environment and Parks. Any matter specifically requiring a Council determination shall be reported by the General Manager Built and Natural Environment.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Minor update	Strengthened the tree removal and amenity valuation
1.1	December 2023	Minor	Date of Next Review updated to: December 2024 Minor formatting changes

CLIMATE CHANGE AND SUSTAINABILITY POLICY

Policy Number:	4.1.10
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Organisation
Responsible Officer:	Manager Natural Environment and Parks
Related Policies:	<ul style="list-style-type: none"> Asset Management Policy Community Assistance Grants Program Policy Council Provision of Recreation/Community Facilities Policy Open Space Policy Rates rebate on Land for Conservation Purposes Policy Risk Management Policy Significant Tree Protection Policy Investment Policy Procurement Policy Waste Collection Policy
Related Documents:	<ul style="list-style-type: none"> Environmental Sustainability Strategy Fleet Guidelines Greening Wellington Municipal Health & Wellbeing Plan Public Open Space Provisions Significant Tree Register Environmental Sustainability Checklist Urban Biodiversity Plan Wellington Planning Scheme
Statutory Reference:	<ul style="list-style-type: none"> <i>Catchment and Land Protection Act 1994</i> <i>Climate Change Act 2017</i> <i>Environment Protection Amendment Act 2018</i> <i>Environment Protection and Biodiversity Act 1999</i> <i>Flora and Fauna Guarantee Act 1988</i> <i>Local Government Act 2020</i> <i>Planning and Environment Act 1987</i> <i>State Environment Protection Policy</i> <i>Water Act 1989</i>

OVERVIEW

Sustainability is defined as meeting our own needs without compromising the ability of future generations to meet their own needs. Sustainability requires balancing environmental, economic and community needs and must consider climate change mitigation and adaptation as a key feature, due to its broad implications across council business and service delivery.

Australia is committed to the 2030 Agenda including the 17 United Nations Sustainable Development Goals as a universal, global undertaking to protect human wellbeing. Local government plays a key role in delivering outcomes for the goals, and in particular SDG 11 – Sustainable Cities and Communities and SDG 13 – Climate Action.

The *Local Government Act 2020* mandates a requirement for Council decisions to consider sound financial management, promote the social, economic and environmental viability and sustainability

of its region, and improve the overall quality of life of people in the local community. Accordingly, the scope of this policy pertains to all persons conducting or undertaking business on behalf of Council and effectively must be considered by other policy owners across Council.

The *Climate Change Act 2017* also outlines local government responsibility in having regard for climate change for specific decisions and actions and in the preparation of a Municipal Public Health & Wellbeing Plan. These legislative instruments are a key driver of climate change related duty of care and risk management obligations of decision makers within council.

THE POLICY

The objective of this Policy is to provide the framework for expressing and delivering Council's commitment to the integration of sustainability and climate change principles and practices in its service delivery, operations and community support and advocacy, in line with legislative directions, Wellington 2020 and the Council Plan.

Guiding Principles

The policy sets the guiding principles which will inform any sustainability strategy or governance framework. The principles are:

- promote integration;
- be inclusive, get involved and participate:
- be Innovative and show leadership;
- adopt Precautionary behaviour;
- embed intergenerational equity;
- informed decision-making;
- limit our impact on natural systems.

Application of the policy

Council will:

- prepare a consecutive four-yearly environmental sustainability strategy and action plan that incorporates internal operational and community objectives in line with the key guiding principles and the relevant United Nations Sustainable Development Goals, and must include:
 - short and long-term greenhouse gas emission reduction targets in line with science-based evidence or legislation; and
 - a climate-change mitigation and adaptation response or plan.
- provide publicly available annual sustainability reports including bi-annual carbon account data; and
- ensure all Council policies, strategies and decision-making processes meet the intent of this policy on environmental sustainability and climate change.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE CHANGE

Wellington Shire Council is committed to upholding environmental and climate change principles as outlined in the *Local Government Act 2020*, *Climate Change Act 2017* and referred to in the Council's *Environmental Sustainability Policy*. The Environmental Sustainability Checklist has been

completed and this policy accords with Council's policy commitment to uphold sustainability principles.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Not applicable	No changes applicable at this review
1.1	December 2023	Minor	Date of Next Review updated to: December 2024 Minor formatting changes

RATES REBATE ON LAND FOR CONSERVATION PURPOSES POLICY

Policy Number:	4.1.11
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Natural Environment and Parks Finance
Responsible Officer:	Manager Natural Environment and Parks
Related Policies:	Climate Change and Sustainability Policy
Related Documents:	Nil
Statutory Reference:	<i>Victorian Conservation Trust Act 1972</i>

OVERVIEW

This policy aims to incentivise and support responsible land holders who manage a portion or the whole of their land in a manner that preserves, restores, or protects the natural environment through the entering into of a formal conservation agreement.

THE POLICY

Council has committed to providing assistance for the conservation of environmentally significant land in private landholdings.

Requirements for eligibility for the concession are as follows:

- a) That the rebate applies only to the land that is affected by a covenant as described in the covenant document.
- b) The rebate will apply once notification from Trust for Nature is received by Council and will be pro-rata from the date the deed was signed from the commencement of the current rating year.
- c) All rebates will be given in the form of a credit against the general rates. If the rates have been paid in full, the credit balance will be carried forward to the next rating year.
- d) Concession will continue until the provisions of the covenant are extinguished, breached or expired.

Rate concession will apply as follows:

The rebate of \$15 per hectare, with a minimum rebate of \$100 and a maximum equal to the annual general rate on the property.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE CHANGE

Wellington Shire Council is committed to upholding environmental and climate change principles as outlined in the *Local Government Act 2020*, *Climate Change Act 2017* and referred to in the Council's *Environmental Sustainability Policy*. The Environmental Sustainability Checklist has been completed and this policy accords with Council's policy commitment to uphold sustainability principles.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

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1.0	December 2022	Not applicable	No changes applicable at this review
1.1	December 2023	Minor	Date of Next Review updated to: December 2024 Minor formatting changes.

PUBLIC MEMORIALS IN OPEN SPACES

Policy Number:	4.1.12
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Whole Organisation
Responsible Officer:	Manager Natural Environment and Parks Coordinator Parks Services
Related Policies:	Nil
Related Documents:	Nil
Statutory Reference:	<i>Marine and Coastal Act 2018</i>

OVERVIEW

Council recognises that some members of the community, or community groups, may wish to use public open spaces to commemorate a person or group of people who have lived in and/or contributed to the local community through the installation of a memorial.

THE POLICY

This policy provides guidance for the community in the appropriate design, approval, placement, maintenance and removal of memorial items on Council owned or managed public open space.

This policy applies to seats, picnic tables, shelters, trees, garden beds, plaques on rocks, paths, and other associated infrastructure.

Council aims to be consistent in its approach when responding to requests and will use the following as guidelines in deciding whether a memorial item is appropriate.

Council will consider accepting temporary (12 months or less) memorials when:

- The applicant can demonstrate a substantial and far-reaching connection of person/s, group or event to be commemorated to the nominated place; and
- Council agrees that the requested memorial item is appropriate for the space

If a temporary (12 months or less) memorial item is approved:

- Council will determine the appropriate item and style for the location and arrange for the supply and install of any memorial items.
- Applicants agree to cover all costs associated with the design, fabrication and installation of the Council approved memorial item.
- Council has no obligation to cover any costs relating to the supply and installation of the memorial item.
- Council will provide an invoice for payment prior to any works proceeding and works will not commence until payment is received.

- The location and memorial item must be to the satisfaction of the Manager Natural Environment and Parks with due regard to any management, maintenance and renewal of spaces including (but not limited to):
 - site specific plans such as masterplans, heritage and conservation plans,
 - values of the park and existing user groups,
 - capital works and renewal programs,
 - maintenance schedules,
 - alignment with current levels of service.
- For trees and garden beds:
 - the species must be to the satisfaction of the Manager Natural Environment and Parks,
 - detailed landscape plans are to be provided to the Manager Natural Environment and Parks for approval prior to any approvals,
 - location of any tree or garden bed is determined by the Manager Natural Environment and Parks.
- Any application for a memorial must include (where required)
 - Planning Permits as required by Wellington Shire Council,
 - Appropriate level of cultural heritage assessment,
 - Approval under the *Marine and Coastal Act 2018*.

Note:

- Permanent Memorials (greater than 12 months in duration), or memorials that exceed \$2,500 in costs, are to be referred to Council's Place Names Committee to determine the appropriateness of the memorial, location, and duration.
- Council is under no obligation to contact descendants of a person/s, or representatives of a group once the memorial item has reached the end of its useful life or has been damaged beyond repair and requires removal.
- Council is under no obligation to replace memorial items that have been damaged beyond repair or have reached the end of the useful life.
- Any memorial items installed by members of the public or unauthorised persons without the permission of Council will be removed and not replaced.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR	SUMMARY OF CHANGES
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		UPDATE	
1.0	December 2022	Major update	New policy
1.1	December 2023	Minor update	<p>Date of Next Review updated to: December 2024</p> <p>Minor formatting changes</p> <p>Updates to differentiate between temporary and permanent memorials.</p> <p>Change for longer term memorials to be referred to the Place Names Committee</p>

ASSET MANAGEMENT POLICY

Policy Number:	4.2.1
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Organisation
Responsible Officer:	Manager Assets and Projects
Related Policies:	Climate Change and Sustainability Policy Procurement Policy
Related Documents:	Nil
Statutory Reference:	<i>Local Government Act 2020</i>

OVERVIEW

This policy is provided to give direction for the effective management of Wellington Shire Council infrastructure assets. The policy shall ensure that delivery of infrastructure services is in a structured and sustainable manner that recognises community expectations of time, quality, and value of money. Stewardship of infrastructure is a core Council function.

VISION

The asset management vision of Wellington Shire Council is to optimise the whole of life costs of its assets, whilst meeting the present and future service delivery needs of the community and minimising exposure to risk.

This will be achieved through the full implementation of the asset management principles as articulated in the Wellington Shire Council Asset Plan.

POLICY STATEMENT

Scope

This policy covers the processes, systems and asset information required to manage all of Wellington Shire Council's existing and future physical assets efficiently and effectively. The policy is applicable across the organisation, including areas that do not have specific responsibilities for managing the assets but make use of council-owned assets in the delivery of services.

Goals

Wellington Shire Council has the following goals for asset management:

- Establish and maintain a framework to enable the development and application of sound asset management practice throughout the organisation;
- Understand and take into account community expectations in all significant decisions affecting infrastructure;
- Take a forward-looking, long-term view to the provision and management of infrastructure assets;
- Endeavour to provide council facilities, landscapes and infrastructure that are low carbon, water sensitive and resource efficient both in construction and operation and are resilient to a changing climate;
- Have confidence in asset management outputs through the application of quality processes

and procedures; and

- Have ready access to all relevant information on individual assets, including physical parameters and data on valuation, condition, maintenance history, performance and risk.

Roles and responsibilities

As asset management requires input from and interaction between all facets of the organisation, the importance of well-defined roles and responsibilities for staff and councillors is crucial.

Training and tools

To achieve and maintain the required level of capability, skills and expertise to deliver best practice in asset management decision making, Wellington Shire Council shall adopt the following principles:

- Invest in appropriate asset management training and development programs for relevant staff and councillors;
- Establish and maintain networks with asset management personnel to assist with sharing of knowledge.

THE POLICY

Understanding Community Expectations: Wellington Shire Council will understand the expectations of the community.

Asset Planning and Budgeting: Wellington Shire Council will plan for and review the provision of assets to the community.

Asset Operations and Maintenance: Wellington Shire Council will manage and maintain its assets in a fit for purpose state and within budgetary constraints.

Environmental Sustainable Design: (ESD) Wellington Shire Council will incorporate and document ESD initiatives in the construction and operation of Council facilities and infrastructure.

Risk Management: Wellington Shire Council will apply appropriate risk management principles in managing its assets.

Asset Accounting and Costing: Wellington Shire Council will provide asset management and costing systems to inform our decision making processes. In doing so, we will comply with all relevant standards.

Asset Management Plans: Wellington Shire Council will develop and maintain asset management plans to guide asset development and management practices.

Partnerships with the Community: Wellington Shire Council will foster community input and support for the ongoing development and management of community assets where appropriate.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Minor	Minor grammatical corrections
1.1	December 2023	Minor	Date of Next Review updated to: December 2024 Minor formatting changes

PLACE AND FEATURE NAMING POLICY

Policy Number:	4.2.2
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Assets and Projects Built Environment
Responsible Officer:	Manager Assets and Projects
Related Policies:	Roadside Memorials Policy; Public Memorials in Open Spaces Policy
Related Documents:	<i>Naming Rules for Places in Victoria</i> <i>Statutory requirements for naming roads, features and localities - 2022</i> AS/NZS 4819:2011 Rural and urban addressing
Statutory Reference:	<i>Local Government Act 1989</i> <i>Geographic Place Names Act 1998</i>

OVERVIEW

Wellington Shire Council is the naming authority for roads and features that it controls and/or maintains within its municipality. It does this in accordance with the *Geographic Place Names Act* which is administered by Geographic Names Victoria who oversee the formal process of naming/renaming roads and features.

This policy sets out the approach taken when dealing with requests to name roads, localities and other features and managing requests for memorials.

PURPOSE

The purpose of this policy is to:

- (a) Provide Council with a consistent and standardised approach for the naming of localities, roads and other features that are controlled or managed by Wellington Shire Council, or where Wellington Shire Council has been asked to become involved in naming a feature.
- (b) Ensure that naming is consistent with community expectations, Council strategies and policies, relevant legislation and the *Naming rules for places in Victoria*, where applicable.
- (c) Provide a framework for managing requests for plaques, roadside memorials and memorials that are to be located within Wellington Shire public open spaces whilst protecting the safety of road users and those who place and visit the roadside memorials and to protect the intended purpose, environmental values and aesthetic appearance of Council's public open spaces.

DEFINITIONS

(a) Road

A road is considered to be any public or private land-based thoroughfare or course navigable by vehicle or foot. It can be used for assigning addresses or allowing access between points or to a feature. Examples of roads include streets, lanes, fire tracks, bike paths and walking tracks.

(b) Locality

A geographical area that has identifiable community and/or landscape characteristics.

(c) Feature

A unique geographical place or attribute that is easily distinguished within the landscape. May be natural or man-made. For example, a feature can be a mountain, watercourse, building, prominent structure or park.

(i) Reserves and Parks

Open space, entire reserves or parks (including recreation reserves) dedicated primarily for the use of active or passive recreation

(ii) Buildings

Entire buildings dedicated primarily as community and/or multi-use facilities or for sporting and recreational activities e.g. neighbourhood houses, community centres, scout and guide halls, senior citizens centres, stadiums, sports pavilions, etc.

(iii) Parts of Buildings

Parts of buildings e.g. a social room in a sports pavilion, a meeting room in a community centre

(iv) Sporting Complexes/Venues, Sportsgrounds and Active Playing Surfaces

Entire sporting complexes/venues, outdoor sportsgrounds and ovals dedicated for sport and active recreation e.g. ovals and pitches, athletics venue, velodrome, tennis complex, bowling greens etc.

(v) Sporting Infrastructure

Sporting infrastructure relates to the structures and infrastructure required to support the delivery of organised sport in active spaces such as scoreboards, spectator shelters, cricket practice wickets, coaches' boxes, player dug outs, goal posts, sports fencing etc.

(d) Public Open Space

All Council owned or managed land that is open or accessible to people. This includes:

- Council owned public open space including reserves and sports fields
- Land managed by Council but owned by another body
- Activity centre locations, including footpaths, median strips, public squares, malls and laneways
- Road reservations
- Council infrastructure within Public Space, such as:
 - the exterior or interior of Council buildings;
 - reserve furniture (such as reserve benches, picnic tables etc.);
 - any other infrastructure (such as picnic shelters, barbeques, playgrounds etc.).

(e) Memorial

An object or a landscaped feature (such as a tree or garden) in a Public Open Space designed to preserve the memory of a person, group or event.

(f) Plaque

Flat tablet of metal, stone or other material which may include text and/or images that commemorate a person, event or historical information relevant to a particular location. The tablet may be fixed to an object or building located within Public Space.

SCOPE OF POLICY

The policy **applies to**:

- (a) Localities (entirely or partially) located within the Wellington Shire local government area.
- (b) Public Spaces, including roads and other features, that are owned or maintained by Wellington Shire Council.
- (c) Private roads and features for which Wellington Shire Council has been asked to become involved.
- (d) Roadside memorials and memorials in public open spaces.

The policy **does not apply to**:

- (a) Roads managed by State Government authorities such as Regional Roads Victoria (VicRoads), Parks Victoria and Department of Environment Land Water and Planning which are excluded from this policy.
- (b) Features that are not located in Public Spaces owned or managed by Wellington Shire Council, including places of regional, state or national significance (unless Wellington Shire Council is consulted for input).

LEGISLATION

The *Local Government Act 1989* Schedule 10, Clause 5 states:

1. A Council may:
 - a) approve, assign or change the name of a road; and
 - b) erect signs on a road; and
 - c) approve, assign and change the number of a road and any premises next to a road; and
 - d) require people to number their premises and to renew those numbers.

The Council, in exercising a power under paragraph (a) of sub-clause (1) must act in accordance with the guidelines under the *Geographic Place Names Act 1998* and must advise the Registrar under that Act of the action it has taken.

Council is required to abide by the *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2022* which is the statutory guideline provided for under section 5 of the *Geographic Place Names Act 1998*.

POLICY IMPLEMENTATION

All requests for new names or name changes must be made in writing to the Wellington Shire Council Place Names Committee. Names should be linked to the place, either based on unofficial names used by the local community, if named after a person, then someone held in strong regard by the community or relating to Aboriginal culture or occupation of the land, local flora or fauna, Australian war contributions or European exploration and settlement, local geography and geology etc.

All recommendations made by the Place Names Committee will be presented to Council for approval.

Formal naming requests

Formal naming requests will be assessed against the naming principles under the *Naming rules for places in Victoria* and submitted to Geographic Names Victoria for approval and gazettal. Formal names are registered for inclusion on the Register of Geographic Names (VICNAMES), the State's authoritative place names register.

Only places of significant prominence and permanence will be formally named:

- (a) Roads
- (b) Localities
- (c) Natural features
- (d) Entire Reserves or Parks, including Recreation Reserves
- (e) Entire Buildings
- (f) Sporting Complexes or Venues
- (g) Sporting Complexes/Venues, Sportsgrounds and Active Playing Surfaces.

Minor features within a park or reserve will not be formally named and registered e.g. playgrounds, sporting infrastructure within a park or reserve are usually identifiable by the name of the park/reserve.

The names of existing places will only be changed in exceptional circumstances, for example, where public safety is an issue, where duplicate names cause confusion in locating a place, illogical or non-standard street addressing etc.

Formal naming proposals approved by Council will be subject to the public consultation process outlined in the *Naming rules for places in Victoria*. Community views are encouraged, particularly those of the local historical societies, Traditional Owners, RSLs and other community groups.

Council Approved Names Register

Council has adopted a *Council Approved Names Register* which is available on Council's website. The *Council Approved Names Register* lists names that have been approved by Council for future use either within a particular locality or anywhere in the Shire, subject to duplicate name criteria set out in the *Naming rules for places in Victoria*.

Roads in new subdivisions

Developers are welcome to submit road names to the Wellington Shire Council Place Names Committee for consideration. Developers are encouraged to name roads within a subdivision according to a theme.

A developer may also select road names from the *Council Approved Names Register* for their subdivision for the purposes of certification, without having to seek approval from the Place Names Committee and Council, provided that the selected road name is to be used within the locality specified in the Register. When a road name is selected the developer must notify the Place Names Committee prior to certification to enable the name to be reserved.

Locality-centric names should be given priority over names applicable to the broader Wellington Shire. When a road name selected from the Register is either applicable to the whole of Wellington Shire or intended to be used outside of the locality specified, the selected name is to be referred to the Place Names Committee and then presented to Council for consideration.

A commercial subdivision or development does not in itself entitle the developer to naming rights unless land is donated for community benefit and not just a requirement of the subdivision. Other criteria under the *Naming rules for places in Victoria* must also be met.

Private Roads

Private roads must be named within complex sites comprising of multiple internal roads e.g. airports, caravan parks and retirement villages etc.

In all other circumstances, naming of private roads (including common property) will only be considered if there is a public safety issue and/or to facilitate delivery of goods and services.

Informal naming requests

Informal naming recognises individuals or groups who have shown a significant commitment to the Wellington Shire community in any field of endeavour e.g. education, arts, culture, recreation, community development, community service, community leadership.

Informal naming proposals will be endorsed by Council and not submitted to Geographic Names Victoria for approval and gazettal. Informal names are not registered for inclusion on the Register of Geographic Names (VICNAMES).

Minor features and structures on Council owned or managed land may be informally named:

- (a) Features within a park or reserve e.g. playground within a park
- (b) Parts of Buildings e.g. internal rooms, social room in a sports pavilion, meeting room in an office
- (c) Individual playing surfaces e.g. single basketball court, single tennis court, a bowling green
- (d) Sporting Infrastructure e.g. scoreboards, spectator shelters, cricket practice wickets, coaches' boxes, player dug outs, goal posts, sports fencing etc.

Informal naming of minor features and structures will be considered on a case-by-case basis by the Place Names Committee in consultation with the asset owner. Informal naming proposals endorsed by the Place Names Committee and asset owner will be presented to Council for approval. Costs associated with signage will be the responsibility of the applicant.

Informal naming proposals will not be subject to wider public consultation.

An informal naming request will be assessed against the following criteria:

- (a) The nominee is/was of good repute and not likely to be the subject of controversy;
- (b) The nominee has/had made an outstanding contribution to the field of endeavour relevant to the place being named; *or* the nominee has/had been a volunteer at a Wellington Shire club, organisation or community group contributing over 25 years;
- (c) The nominee has/had been resident of Wellington Shire or surrounding district and is/was widely known and respected within the local community; *or* had a recognised historical link with the locality and is generally acknowledged as having made a significant contribution to the community;
- (d) The nominee has/had made a significant contribution, over and above other potentially suitable candidates;
- (e) The nominee has/had been nominated unanimously by the committee of the relevant sporting/cultural/community group which is the major user (historically and currently) of the facility;
- (f) The naming request has the support of all other tenant clubs and regular user groups of the feature to be named;

- (g) If the nominee is deceased, the naming request application should include the written consent of their immediate family and is not to be made within two years of the person passing;
- (h) The name is not considered offensive or likely to give offence.

Naming requests for members of Council staff, Councillors, appointees to Committees of the Council, a person still holding public office or those formally associated with the Council, will not be considered as long as that formal relationship continues to exist.

Names of political parties or entities will not be considered.

Plaques and Memorials

Council recognises that plaques and memorials provide recognition and are important in celebrating significant historical events and persons or organisations closely associated with the leadership, cultural and social development of the Shire.

Persons and community groups seeking to install a plaque or memorial on a roadside or in a public open space should refer to either the Roadside Memorials Policy or the Public Memorials in Public Open Space Policy as appropriate for guidance on the applicable criteria prior to submitting an application in writing.

General principles

Permanent plaques and memorials will not generally be approved until an individual has been deceased for at least two years to allow for appropriate development of historical perspective and in the case of a roadside memorial must not impact the safety of road users or those who may visit the site. The plaque or memorial to be sited in a public open space or reserve must also be consistent with Council's strategic and urban design vision for the proposed site and the land's public purpose and must not negatively impact the aesthetic or environmental value of the site or the use of the space by the community and require little ongoing maintenance and be resistant to vandalism. Plaques attached to an asset like a seat, building, etc. must be durable and must have a life equivalent to the asset to which they are attached.

All costs associated with the plaque or memorials are to be paid by the requestor and if approved will become the property of Wellington Shire Council. Generally, a plaque or memorial will be retained in place for as long as practicable but may be removed if the area where the item is sited is redeveloped or ongoing maintenance costs are prohibitive or if the asset to which the item is attached has reached the end of its useful life.

Approval procedure

1. Requests for new plaques and memorials in Public Spaces must be in writing, addressed to the Place Names Committee. Applications should include all relevant details including proposed text or images as well as the preferred location for the plaque or memorial and demonstrate compliance with the relevant policy.
2. The request will be referred to the relevant Asset Manager for review of the design and layout, wording and location of any proposed plaque or memorial.
3. A Council resolution will be required to approve the installation of a plaque or memorial in a Public Space.
4. If approved, the design, manufacture and installation will be coordinated by Wellington Shire Council and all costs will be borne by the applicant.

GENDER EQUALITY

Wellington Shire Council has a duty to promote gender equality under the Gender Equality Act 2020. When developing a naming proposal consideration should be given to gender equality.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Minor update	Updated references to Naming Rules latest version (2022) Added sentence on road naming themes in subdivisions Added Gender Equality statement
1.1	December 2023	Minor Update	Date of Next Review updated to: December 2024 Minor formatting changes Included related Policy: Public Memorials in Open Spaces Policy Clarification of Roadside and Public Open Space Memorials to be referred to the Place Names Committee Clarification of naming of Private Roads

SUBDIVISION INFRASTRUCTURE DEVELOPMENT POLICY

Policy Number:	4.2.3
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Built Environment Assets and Projects Natural Environment and Parks
Responsible Officer:	Manager Built Environment
Related Policies:	Significant Tree Protection Policy Urban Forest Policy
Related Documents:	Infrastructure Design Manual
Statutory Reference:	<i>Local Government Act 1989</i>

OVERVIEW

This policy is provided to give direction for property owners, developers and contractors in the development of land for residential, commercial, industrial and other purposes. It provides an authoritative base on which to plan and develop the necessary infrastructure to service newly created properties.

THE POLICY

Developers of new subdivision infrastructure must accord with Wellington Shire Council's Subdivision Infrastructure Requirements, design standards and parameters set by other statutory authorities as well as national bodies associated with land and infrastructure development.

Council has adopted the Infrastructure Design Manual (IDM) to give effect to its policy position on subdivision infrastructure development. The IDM is a Regional Victoria approach to the standardisation of infrastructure development across Victoria. The responsibility to ensure the implementation, checking and supervision of the requirements of the IDM is vested in the Manager Assets and Projects.

When special circumstances are encountered or are proposed, it is a requirement that developers arrange to meet with Wellington Shire Council Assets and Projects Infrastructure Planning staff to discuss these proposals. Any proposed changes or deviation from the standards set out in the IDM are to be signed off by the General Manager Built and Natural Environment prior to implementation.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Minor update	Updated Responsible Officer title
1.1	December 2023	Minor	Date of Next Review updated to: December 2024 Minor formatting changes.

SPECIAL CHARGE SCHEMES – ROADS, STREET AND DRAINAGE DEVELOPMENT POLICY

Policy Number:	4.2.4
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Built Environment Assets and Projects Finance
Responsible Officer:	Manager Built Environment
Related Policies:	Nil
Related Documents:	Special Charge Schemes Procedures Infrastructure Design Manual
Statutory Reference:	<i>Local Government Act 1989</i>

OVERVIEW

To facilitate the development of road, street and drainage infrastructure, policy has been established for the management of special charge schemes as follows.

THE POLICY

To implement its vision and mission, Wellington Shire Council will optimise its capacity to raise funds for the undertaking of works and services pursuant to section 163 (Special Rate and Special Charge) of the *Local Government Act 1989*.

We shall identify those circumstances where persons will receive special benefit and should, as a consequence, be required to pay a Special Charge for the development of roads, streets and drainage infrastructure.

We shall provide a uniform administrative procedure for the carrying out of Special Charge Schemes to be undertaken by Wellington Shire Council.

We shall provide an accepted basis of fairness and equity in the apportionment of costs associated with such works.

We shall provide appropriate construction standards for roads, streets, and drains intended to be constructed and/or provided throughout the municipality under Special Charges Schemes in accordance with the Infrastructure Design Manual.

This policy will enable the construction of roads, streets and drains that would not ordinarily be capable of being provided through other funding sources and in doing so, these schemes will recognise the special benefit that accrues to property owners joined to them.

Council has procedures in place to give effect to its position on special charge schemes for roads, streets and drainage development which are available to staff via the Intranet. The responsibility to ensure that the maintenance and implementation of the procedures accords with Council's policy position is vested in the Manager Built Environment. Any matter specifically requiring a Council determination shall be reported by the Manager Built Environment.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Minor update	Updated Responsible Officer title
1.1	December 2023	Minor	Date of Next Review updated to: December 2024 Minor formatting changes Update to applicable units Nominated position title in final paragraph updated to Manager Built Environment

CATTLE UNDERPASSES POLICY

Policy Number:	4.2.6
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Built Environment
Responsible Officer:	Manager Built Environment
Related Policies:	Nil
Related Documents:	Initial Enquiry Letter Information Sheet Standard copy of Agreement pursuant to section 173 <i>Planning and Environment Act 1987</i>
Statutory Reference:	<i>Planning and Environment Act 1987</i>

OVERVIEW

This policy is provided to ensure a uniform and acceptable standard of construction of cattle underpasses that allow for the daily movement of cattle beneath Wellington Shire Council (local) roads, and it establishes responsibility for the on-going maintenance of the facility. This policy applies only to those roads listed in Wellington Shire Council's Register of Public Roads.

THE POLICY

Wellington Shire Council supports the construction of cattle underpasses as a means of improving road safety and minimising damage to local roads and verges resulting from the regular movement of cattle across roadways.

Guidelines are available to the public and staff to give effect to this policy. The responsibility to ensure that the implementation and maintenance of the guidelines accords with this policy is vested in the Manager Built Environment.

The property owner(s) seeking to construct the underpass will be responsible for all costs associated with the approval process and construction of the structure including reinstatement of the road pavement, asphalt surfacing (seal), guard rail, signage and line marking. The property owner(s) will be responsible for the on-going maintenance and repair of the underpass including pumps and other infrastructure excluding for the road pavement and seal, guard rail, signage and any line marking.

The property owner(s) prior to gaining approval for the underpass will be required to enter into an agreement pursuant to section 173 of the *Planning and Environment Act 1987* setting out these responsibilities. Property owner(s) will be required to pay a fee in accordance with Development Planning Fees as advertised on the Wellington Shire website for the relevant financial year, Fees collected cover the cost of preparation and review of the agreement.

The location and design must comply with relevant VicRoads standards and structure widths for the particular road being crossed and approval from Wellington Shire must be obtained prior to commencement of work.

All cattle underpasses must be designed by a Registered Professional Engineer and have a concrete floor and provision for drainage. No responsibility for inconvenience, damage and/or stock loss owing to flooding, except in the case where such damage or loss is a direct result of

negligence on behalf of Council, its employees or contractors will be considered.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Minor update	Updated Responsible Officer title
1.1	December 2023	Minor	Date of Next Review updated to: December 2024 Minor formatting changes Applicable business unit changed to Built Environment Minor adjustments throughout policy for clarity

FENCING POLICY

Policy Number:	4.3.1
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Built Environment
Responsible Officer:	Manager Built Environment
Related Policies:	Nil
Related Documents:	Nil
Statutory Reference:	<i>Community Local Law 2021</i> <i>Fences Act 1968</i> <i>Local Government Act 1989</i>

OVERVIEW

To establish policy for the management of fencing costs on boundaries adjoining Council controlled land.

THE POLICY

This policy sets out Council's responsibilities in relation to contribution for construction and maintenance costs of fencing on boundaries adjoining Council owned and/or occupied land. The policy is subject to provisions in Council's planning scheme, local laws, current building regulations and the Victorian *Fences Act 1968*.

Responsibility

Council will contribute to the shared costs of fencing where requested by adjoining landowners, on boundaries where Council is the landowner or has vested control.

Council will not contribute to the cost of:

- fencing of roadways or right of ways;
- rural fencing;
- gates onto Council land;
- waterways or drainage reserves;
- fencing resulting from new subdivisions; or
- pedestrian access ways.

Council will fund 50% of the cost, with the landowner, of the cheapest quotation for a standard 1.8 metre hardwood timber paling fence, with concrete posts and plinths. This standard fence has been specified as it is the most resilient to damage, and most cost effective to maintain.

If a landowner requests to build a non-standard fence, Council may agree to contribute on the condition that the landowner accept full responsibility for the future maintenance of the fence.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Not applicable	No changes applicable at this review
1.1	December 2023	Minor	Date of Next Review updated to: December 2024 Minor formatting changes

ROADSIDE MEMORIALS POLICY

Policy Number:	4.3.2
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Built Environment / Assets and Projects
Responsible Officer:	Manager Built Environment
Related Policies:	Place and Feature Naming Policy
Related Documents:	Nil
Statutory Reference:	Nil

OVERVIEW

The purpose of this policy is to establish a framework for the installation, construction and placement of roadside fatality memorials on roads for which Wellington Shire Council is the Coordinating Authority. It follows from the VicRoads Roadside Memorial Policy 2015, which covers Roadside Memorials on roads for which VicRoads / Regional Roads Victoria is the Coordinating Authority.

THE POLICY

Council will use the following framework in relation to the installation, construction and placement of roadside fatality memorials on roads for which Wellington Shire Council is the Coordinating Authority.

A roadside memorial is any object constructed, erected or placed on the road or within the road reserve to commemorate/indicate a road fatality. Memorials can include items such as wooden crosses, coloured posts, flowers or any type of construction with or without plaques or inscriptions.

Applications for temporary memorials less than 12 months should be submitted in writing to the Manager Built Environment for consideration.

Applications for longer-term memorials more than 12 months should be submitted in writing to the Place Names Committee.

Permanent roadside memorials are not encouraged, and a transitional approach will be considered to meet the needs of individuals and the broader community. The transition may include relocating a memorial to an appropriate longer-term location with significance to the family, outside of the road reserve. All requests for longer-term memorials require Council approval.

When considering requests, the following criteria will be considered.

Location

The safety of road users in addition to those who place and visit roadside memorials are both considerations for an appropriate location of a roadside memorial. The following factors are relevant the location of memorials:

- A memorial should be located in a position where it will not distract drivers' attention or interfere with the role of any traffic control item.
- A memorial should be located such that visitors can safely access the memorial and continue to be safe in the time spent there.

- The locations of the memorial should be such that appropriate maintenance within the road reserve can be undertaken, without causing interference, risk or damage to the memorial

Design and Construction Standard

A memorial must be constructed of material or installed in a way that will not cause injury if struck by a vehicle. Where a memorial incorporates a plaque, it should ideally be placed horizontally as close to the surface level as possible. Flowers or other mementos must be secured at the memorial site to prevent potential road safety hazards.

Where requested, applications must be supported by a site-specific design and risk assessment completed by an appropriately qualified and experienced engineering professional in line with current industry standards and guidelines.

Other

- Objection received from nearby residents or the broader community regarding a roadside memorial, including the activity of visitors to the memorial, should be carefully considered. Any actions as a result will be made in consultation with the roadside memorial applicant.
- Applicants should be advised that the Wellington Shire is not able to accept responsibility for the maintenance of memorials, or any loss, damage, removal or relocation of roadside memorials that may occur due to road maintenance or construction activities.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Not applicable	No changes applicable at this review
1.1	December 2022	Minor Update	Date of Next Review updated to: December 2024 Minor formatting changes Change for longer term memorials to be referred to the Place Names Committee

COUNCIL PROVISION OF RECREATION/COMMUNITY FACILITIES POLICY

Policy Number:	5.1.3
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2025
Applicable to Unit(s):	Communities, Facilities and Emergencies Built Environment Leisure Services
Responsible Officer:	Manager Leisure Services Manager Communities, Facilities and Emergencies
Related Policies:	Committees Policy Fair Access Policy
Related Documents:	Risk and Maintenance Subsidy Payment Procedure Committees of Management Facilities Maintenance Procedure Seasonal and Casual Hire Agreements Procedure Alcohol and Council Owned Properties Know Your Obligations Land Use Agreements Procedure Community Managed Facilities Strategy 2020-25 Gender Equality Action Plan 2021-25
Statutory Reference:	<i>Crown Land (Reserves) Act 1978</i> <i>Disability Discrimination Act 1992</i>

OVERVIEW

Wellington Shire Council recognises that facilities enable social inclusion, leisure, fair access and recreation opportunities and that the delivery of these services impacts on the quality of life enjoyed by residents and visitors to the region.

For this reason, Council may support recreation/cultural/community facilities where:

- Council owns or controls the land;
- Council owns or controls other assets on the land;
- In cases where it has specific legal agreements;
- Facilities are under control of Committee of Management appointed pursuant to the provisions of the *Crown Land (Reserves) Act 1978*; or
- It can be demonstrated that there is significant community use and value from a site that is owned by the community or privately.

THE POLICY

For the purposes of this policy, recreation and community facilities will include, but not be limited to, the following:

- public halls;
- galleries;
- recreation reserves;

- childcare centres;
- kindergartens;
- senior citizens centres;
- libraries;
- museums;
- neighbourhood/community houses;
- playgrounds;
- stadiums;
- boating facilities;
- aquatic centres; and
- other sporting and cultural facilities.

These facilities may be operated in the following ways:

- Council staffed (Council staff are fully responsible for management, operations and maintenance of the site and are located on site).
- Direct managed (Council staff are responsible for grounds and facility maintenance and taking booking but are not located on site).
- Committee managed (a volunteer committee of management operates the site and is responsible for management and maintenance). This committee may be appointed via the *Crown Land (Reserves) Act 1978* or they may be an independent association.

In all instances, facilities are expected to be offered to the community in a fair, accessible and safe manner.

Council provision for the support to recreation and cultural facilities is based on a four-tiered (or similar) hierarchy:

- Level 1 - regional, state significance facilities;
- Level 2 - district significance facilities;
- Level 3 - local significance facilities;
- Level 4 – local facilities;
- Level 5 – local passive facilities.

This policy is guided by the Wellington Shire Council Community Managed Facilities Strategy 2020-2025.

Facility usage

In determining uses for the facility, Council strongly encourages the Committee of Management and users/hirers of a facility to refer to the Healthy Wellington Plan 2021-2025, available on the 'Strategies and Plans' page of Council's website.

Responsible Serving of Alcohol (liquor licensing requirements)

It is the responsibility of all users/hirers of a facility that they obtain the most appropriate liquor license from the Victorian Commission for Gambling and Liquor Regulation for the purpose for which alcohol is to be consumed and / or sold, whether that be directly, or indirectly.

The liquor license is to be provided by the hirer to the Committee of Management or relevant Council officer prior to any acceptance of booking.

The responsible service of alcohol is an important part of providing a safe and welcoming environment for the whole community.

Governance

Council will provide training and support to committees of management, clubs, and organisations managing such facilities to assist with the maintenance, management and programming of these facilities to ensure fair access and that use is maximised for the whole community.

Council also encourages diverse community representation on the committees of management and will be collecting data annually on the make up of committees.

Risk & Maintenance subsidy

Council may provide an annual financial risk and maintenance subsidy to the management committee, club or organisation which must be used to go towards the costs of maintaining the facility including cleaning to an acceptable standard of users and ensuring that risks are appropriately managed. Subsidies may be provided to recreation reserves, public halls, and indoor sports centres located on Council owned or managed land or crown land.

Direct management

In some instances, Council directly manages a recreational or cultural facility. In these cases:

- Council is either the land owner or the appointed land manager.
- Council is directly responsible for the maintenance and upkeep of community facilities to support the delivery of core services.
- Council promotes equity and fair access use amongst groups/community through effective ongoing engagement of the key users and future collection of annual usage data.
- Council managed facilities can include leisure facilities, public space, galleries and libraries.
- Discounted hire fees apply for community groups who prioritise new programs that are designed to include diverse participation and provide new opportunities to get active.

Accessibility

Council aims to ensure that everybody in the community has the same opportunities to access and use facilities. Where Council directly manages facilities, it will include improving accessibility and inclusion in these facilities as a priority in planning and long term budgeting and will monitor progress through its audit program. Council will also support committee managed facilities to plan for improvements to accessibility of their facilities and will promote best practice for accessible buildings and facilities.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the

Charter of Human Rights and Responsibilities Act 2006 (Vic) and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Not applicable	No changes applicable at this review
1.1	December 2023	Major	Date of Next Review updated to: December 2024 Minor formatting changes Updated Policy to include Fair Access recommendations Added link to <i>Gender Equality Action Plan 2021-2025 (GEAP)</i> in Related Documents

COMMITTEES POLICY

Policy Number:	5.1.4
Approved by	Council
Date Approved:	December 2023
Date of Next Review:	December 2025
Applicable to Unit(s):	Whole Organisation
Responsible Officer:	Manager Communities, Facilities and Emergencies
Related Policies:	Council Provision of Recreation/Community Facilities Fair Access Policy
Related Documents:	Community Managed Facilities Strategy 2020-25 New Agreement Development Procedure Agreement Renewal Procedure Community Asset Committee Procedure Gender Equality Action Plan 2021-25
Statutory Reference:	<i>Associations Incorporation Reform Act 2012</i> <i>Crown Land (Reserves) Act 1978</i> <i>Local Government Act 2020</i> Local Laws

OVERVIEW

This policy establishes a framework for the guidance of Council in relation to:

- The appointment, roles and responsibilities of committees.
- The circumstances and purposes associated with the establishment and operation of committees.
- The enabling mechanism/s (legal basis), which are necessary and appropriate for the establishment and operation of committees in various circumstances.

THE POLICY

This policy recognises the important role that committees play in providing advice and/or services to Council; and establishes:

- The various forms of committee/s supported by Council.
- The guiding principles for the appointment of Committees.
- The relationship between Council and the different forms of Committees.

Definitions

Committee – can be:

- (a) An internal, informally established task force or general working group, made up of Council officers;
- (b) An external, unincorporated task force or general working group, containing representation from Council;
- (c) A “Friends of” volunteer group or tenant group; providing advice or a service to council;
- (d) A formal advisory committee or Community Asset Committee established by Council under

the provisions of Section 65 of the *Local Government Act 2020*;

- (e) An independent body incorporated under the *Associations Incorporation Reform Act 2012*;
or
- (f) A committee appointed by the Crown under the *Crown Land (Reserves) Act 1978*.

Committee of Management – a volunteer committee that has been established with the primary role of managing a community facility for use by the public, representing equally the interests of the public and all regular user groups of the facility.

Community Facility – a physical property accommodating community infrastructure, such as public halls; Neighbourhood Houses, kindergartens, Senior Citizen Centres or recreation facilities, which have broad or multi-purpose community use and are used for cultural, community or recreational purposes.

Council-owned property – real property to which the Council has title whether;

- (a) In fee simple estate;
- (b) By possession;
- (c) A restrictive Crown grant;
- (d) A restrictive, in fee simple Crown grant; or
- (e) An in fee simple Crown grant.

Council-controlled property – real property in which the Council has a major and controlling interest whether through:

- (a) A lease or licence;
- (b) As committee of management under the *Crown Land (Reserves) Act 1978*;
- (c) Some other grant, demise, gift, benefit or bequest; or
- (d) Specific legislation or law enacted by the Parliament.

Level 1, 2, 3, 4 or 5 Recreation and Cultural Facilities – A five-tiered hierarchy defined and established by Council to categorise the significance of individual community facilities and the appropriate levels of Council support.

Management – the maintenance, hire, control, operation, occupancy, use, conservation, promotion and/or development of property.

Guiding Principles

Council recognises the value volunteer committees offer to both the Shire and the community. The appointment of community-based committees allows and encourages:

- Networking and resource sharing between people working towards a common goal;
- A strengthened sense of community within the Shire;
- Channels of communication;
- Delegation of function, duties and powers to the community, providing direct community involvement, accountability and ownership for projects and properties.
- Diverse representation, to ensure that the whole community is represented on committees including women which aligns to the Fair Access Policy.

The Wellington Shire Council Community Managed Facilities Strategy 2020-25 expands on these principles.

Establishment of a Committee

Committees are established or supported by Council on the following basis:

- *“Friends of” Group*: to operate as an informal/ unincorporated volunteer community group, providing a valuable link between Council and the community for Council-controlled properties.
- *Tenants/ Advisory Group*: to operate as an unincorporated representative tenants/ advisory group, providing a valuable link between Council and tenants/ hirers who occupy Council-controlled properties.
- *External Working/ Advisory Group*: to provide a combination of Council and community input into matters which affect the community of the Wellington Shire.
- *Internal Working/ Advisory Group*: to provide a network between Council officers and ensure input from differing departments is received into matters effecting Council and/or council officers.
- *Section 65 Community Asset Committee*: to effectively operate as a branch of the Council as defined within the Instrument of Delegation.

To appoint a Community Asset Committee, the Council is bound by the provisions of section 65 of the *Local Government Act 2020*. A Community Asset Committee, in effect operates as the Council so far as its delegated authority is concerned. The appointment of Community Asset Committees under section 65 of the *Local Government Act 2020* will be limited to the following circumstances.

- a) Action Role – for specific projects (e.g. development of a facility, establishment of a regional festival/event).
- b) Management Role – for the management of:
 - i) Council-controlled Crown-owned Level 2, 3 and 4 recreation, cultural and community facilities, which are used for multipurpose cultural, community or recreational purposes catering to active pursuits and organised cultural and sporting activities.
 - ii) Level 1 Council-owned community facilities where Council resolves exceptional circumstances so require.
- *Incorporated Committee*: to manage a facility and operate as its own independent body, within the provisions of a documented form of facility management agreement with Council. A Committee must be incorporated prior to any tenancy or management arrangement being implemented (i.e. lease, licence, service or funding agreement). Where there is an existing community committee, which is not incorporated, managing a Council owned or controlled community facility, Council may provide administrative assistance where required, in the preparation and lodgment of necessary documentation (e.g. Constitution, Statement of Purpose etc.) to ensure incorporation is attained under the *Associations Incorporation Reform Act 2012*.

Membership to an incorporated Committee is detailed within Committee’s individual Rules, as approved by Consumer Affairs Victoria.

Council aims to collect and analyse data annually to ensure diverse representation on Committee’s as part of this policy.

Committees of Management – Managing Community Facilities and Property

The Wellington Shire Community Managed Facilities Strategy 2020-25 aims to ensure that community facilities within the municipality continue to meet the expectations and needs of all current and future residents, both in terms of infrastructure requirements, access and service provision.

Council acknowledges the significant role that volunteer committees of management play in the provision of a range of services and facilities to the community and supports their continuation as largely autonomous, self-reliant bodies.

Council recognises three primary forms of community Committees of Management, based on property ownership, whose primary role is to manage, maintain and operate public facilities for use by the community.

- Committees of Management responsible for Council owned or controlled community facilities;
- Committees of Management responsible for Crown owned community facilities (Crown committees);
- Committees of Management or Trusts responsible for community facilities located on other property not owned by the Crown or Council.

a) Committees of Management (Council Owned or Controlled Community Facilities)

- i) The Council acknowledges and accepts it has, in equity, responsibility for Council owned and controlled property.
- ii) The Council's goal for its property is to deliver responsible resource management, supported by effective financial business strategies.
- iii) For management of any Council owned or controlled property, the Council may:
 - retain and have direct control and administration; or
 - under S65 of the *Local Government Act 2020* appoint community asset committees and delegate management responsibility; or
 - enter into a lease or licence agreement under the *Local Government Act 2020* or the provisions of the *Crown Land (Reserves) Act 1978* with any incorporated body.
- iv) The Council will determine at its absolute discretion whether it appoints a committee, enters into a lease, licence or a licence and service agreement or retains its own control for the management of property.

All committees, clubs or organisations which occupy or manage a Council owned facility, must have a current documented agreement in place with Council which formalises the arrangement and specifies the tenure and obligations of all parties. All agreements are to be based on Council's generic agreements, to ensure where possible, uniformity and equitability for all concerned, but which may vary slightly to contain conditions, specific to an individual property.

b) Committees of Management (NON-Council Owned or Controlled Community Facilities)

Council does not have the authorisation to implement a lease or licence over properties not controlled by Council. Council is not responsible for the management, operation or maintenance of any community facilities that are not Council owned or controlled (e.g. Crown, Trust or Committee owned hall). Council does however recognise the role these community facilities play within our society and is able to offer support to these Committees through the implementation of a generic Service or Funding Agreement.

Representative or Advisory Committees

Council recognises the vital community link that representative or advisory Committees offer to Council. As these forms of Committees do not have any associated facility management or operational responsibilities, these Committees do not receive recurrent financial support from Council. Representative or Advisory Committees are established as required, and can take the form of:

a) "Friends of" Groups.

The establishment of "Friends of" Groups are encouraged by Council. They have no management or tenancy rights over the property of interest, however the Group is encouraged to have an input into Council plans, works or projects relating to the property. It is essential that all work or projects undertaken by "Friends of" Groups are fully coordinated by the Council.

Council will provide Volunteer Insurance cover for all registered members of 'Friends of' Groups, whilst engaged in approved projects or activities. Council does not, however, provide any direct financial or administrative support to "Friends of" Groups.,

b) Tenant Groups

The establishment of Tenant Groups promotes a consolidated voice and representation for official lease or licence holders or hirers of multi-use community or commercial facilities that are direct managed by Council.

Tenants Groups are generally established as an unincorporated advisory body, who will operate within the provisions of a documented Terms of Reference, as approved by Council. As a committee, Tenant Groups do not have a management right for their property, however they are able and encouraged to provide a representative view on matters of interest or concern, to Council.

Council does not provide any direct financial or administrative support to Tenant Groups.

c) External Working Advisory Groups

External Working Advisory Groups provide a combination of Council, organisation and community input into matters, which affect the community of the Wellington Shire.

Council can delegate Councilors or Officers to represent Council at any external Working Advisory Group that is considered appropriate. It is a priority to ensure diverse representation on these Working Advisory Groups.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Minor update	Correction of spelling mistake Replacement of word childcare with kindergarten to better reflect the use of community facilities owned by Council
1.1	December 2023	Minor update	Date of Next Review updated to: December 2025 Minor formatting changes Updated Related Policies: added Fair Access Policy Updated Related Documents: added link to Wellington Shire Council Gender Equality Action Plan 2021-2025

COMMUNITY ASSISTANCE GRANTS PROGRAM POLICY

Policy Number:	5.1.5
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2025
Applicable to Unit(s):	Communities, Facilities & Emergencies
Responsible Officer:	Manager Communities, Facilities & Emergencies
Related Policies:	Fair Access Policy
Related Documents:	Community Assistance Grants Scheme Funding Guidelines and Assessment Criteria Quick Response Grants Scheme Funding Guidelines and Assessment Criteria Gender Equality Action Plan 2021-25
Statutory Reference:	Nil

OVERVIEW

To establish policy for the management of the Community Assistance Grants Scheme inclusive of the Quick Response Grant Scheme and Australia Day Grant.

THE POLICY

The aim of Council's Assistance Grants Scheme and Quick Response Grant Scheme is to encourage the development of community initiatives in line with our Council's Wellington 2031 Vision, Council Plan 2021-25 and Healthy Wellington 2021-25.

It aims to build community capacity by encouraging participation, promoting inclusion, growing partnerships, providing learning opportunities and supporting social connectedness by utilising and activating our open spaces, community, and cultural facilities.

Key concepts within the Wellington 2031 Vision that underpin the Community Assistance Grants Scheme are available in the Council Plan 2021-25 under Strategic Direction 3 Livability and Wellbeing.

The following strategic objectives and related strategies are noted in theme 1:

Council Plan Outcome: 3.1 *"An inclusive, diverse, and resilient community."*

Council Plan Initiative: 3.1.2 *"Facilitate activities and events that celebrate and promote inclusion and engagement of our culturally and socially diverse communities."*

Council Plan Outcome 3.3 *"Opportunities for everyone to work, learn, create, play, and share."*

Council Plan Initiative: 3.3.1 *"To assist in recovery from COVID-19, facilitate support for and capacity building of community volunteers in Committees of Management and other community groups that deliver community outcomes."*

Council Plan Initiative: 3.3.7 *"Establish partnerships that improve and grow access to cultural experiences and provide learning opportunities and social connectedness by utilising and activating our open space, community, and cultural facilities."*

An annual budgeted amount of funding as determined by Council is available to be applied for by not-for-profit groups for projects, events and facilities. Applications are received twice yearly under the Community Assistance Grants Scheme and all throughout the year under the Quick Response Grants Scheme and annually under the Australia Day Grants.

Assessment panels review funding applications based on:

The applicant's planning and capacity

Has the applicant:

- Provided clear details about the event/project?
- Is the project achievable?
- Demonstrated the ability to deliver the project?
- Provided promotion and marketing information and schedule?
- Provided evaluation details; schedule and information?
- Considered Access and Inclusion issues and considered the needs of all the community and user groups?
- Attached relevant support material?

Community need and benefit outcomes

Has the applicant:

- Provided information relating to the community need for the event/project?
- Provided information relating to the community benefit for the event/project?
- Attached relevant support material?

There are times when Council may choose to vary the types of grants offered to support the response to a significant incident or event impacting on the community.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

Any program guidelines and assessment criteria developed for the purpose of implementing this policy shall incorporate reference to and consideration of Council's Human Rights Policy and Human Rights Charter Checklist.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Minor update	Move Policy to a two year review cycle
1.1	December 2023	Minor update	Date of Next Review updated to: December 2025 Minor formatting changes Updated Policy to include Fair Access recommendations Added link to <i>Gender Equality Action Plan 2021-2025</i> (GEAP) in Related Documents

ART GALLERY COLLECTION POLICY

Policy Number:	5.2.1
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Arts & Culture
Responsible Officer:	Gippsland Art Gallery Director
Related Policies:	Nil
Related Documents:	Art Gallery Collection Procedures Arts & Culture Strategy
Statutory Reference:	<i>Protection of Movable Cultural Heritage Act 1986</i> <i>Environment Protection and Biodiversity Conservation Act 1999</i> <i>Aboriginal and Torres Strait Islander Heritage Protection Act 1984</i> <i>Protection of Cultural Objects on Loan Act 2013</i>

OVERVIEW

To establish a policy for the management and growth of the Gippsland Art Gallery permanent collection.

THE POLICY

The Art Gallery Collection Policy has been developed to provide guidelines for the acquisition and management of artworks for the Gippsland Art Gallery permanent collection.

The overarching objective in establishing, maintaining and building a collection of artworks is to enrich the community by promoting pride in its artistic and cultural heritage, past and present, and this objective should broadly inform all acquisitions.

When selecting artworks for its permanent collection the Gallery should seek to acquire:

- Artworks that demonstrate artistic excellence in concept and/or execution.
- Artworks that enrich the broader understanding and appreciation of art, and the culture and history of Gippsland.
- Artworks that engage the themes of landscape and the natural environment.
- Artworks that promote a greater appreciation and understanding of First Nations art and culture, specifically of the Gunaikurnai Peoples of Gippsland, the Traditional Owners of the land on which the Gallery now stands.
- Destination artworks that contribute to the Gallery's effectiveness and vitality as a cultural tourist attraction.
- Artworks that perform an educative function by promoting visitor curiosity from a young age to encourage lifelong learning through engagement with the visual arts.
- Artworks by artists who live in or are associated with Gippsland (and specifically with Wellington Shire), or that were created in or are about Gippsland.
- Artworks that increase the depth, breadth, and cohesion of the existing collection and provide greater context and meaning to existing artworks.

The acquisition of artworks should be carried out ethically and in accord with the core values of

Wellington Shire Council and the Gippsland Art Gallery, and at all times should uphold the universal charters of human rights and child safety. The permanent collection should seek to unify rather than divide the community of Wellington Shire, and demonstrate artistic, social or historical value as a means to promoting the virtues of inspired learning and cultural tolerance.

Items held or displayed outside of Gallery facilities will be subject to risk assessment (to the item and persons), preventative conservation assessment and a cycle of monitoring and reporting.

All public artworks in the collection, located both on public and private land, will be subject to an annual inspection and approval by the Gallery Director as to the on-going siting of each artwork.

The Art Gallery Collection Policy should follow the Australian Best Practice Guide to Collecting Cultural Material from the Australian Government Ministry for the Arts. The Guide states that in acquiring or borrowing cultural material, Australian public collecting institutions should:

1. Be committed to the principle that acquisitions whether by purchase, gift, bequest or exchange, and loans be made according to the highest standards of due diligence, including ethical and professional practice, and in accordance with applicable law.
2. Not seek to acquire or knowingly borrow Aboriginal or Torres Strait Islander secret/sacred or culturally restricted material but acknowledge legal and ethical responsibility to accept or hold such material on occasion.
3. Not acquire or knowingly borrow cultural material unless satisfied that it has not been acquired in, or exported from, the country of origin (and intermediate countries) in violation of that country's laws.
4. Not acquire or knowingly borrow cultural material where there are suspicions it was obtained through unauthorised or unscientific excavation of archaeological sites, the destruction or defacing of ancient monuments, historic places or buildings, or the theft from individuals, museums or other repositories.
5. Not acquire or knowingly borrow biological or geological material that has been collected, sold or otherwise transferred in contravention of applicable national or international laws, regulations or treaties.
6. Be committed to review new information about an object in the institution's collection and undertake further investigations, including reviewing previous decisions about the object.
7. Be committed to transparency and accountability in relevant policies and procedures and in making information on acquisitions available to the public.

The above guidelines refer to all works of art in any medium that exists now or may appear in the future until such time as this policy is revised or rewritten.

The term 'artworks', for the purpose of this Policy, also includes any item of decorative art, craft or design made using traditional processes or any art which is produced using the processes of contemporary technology. Photography and cinematography, digital video recording or the results of computer usage are valid acquisition categories.

Council has adopted detailed guidelines to give effect to its policy directions and these are contained within the Administrative Procedures Manual. The responsibility to ensure that the guidelines remain current and relevant is vested in the General Manager Community & Culture acting on advice from the Manager Arts & Culture. Any amendment to the guidelines will require approval from the Chief Executive Officer.

DEACCESSION OF ARTWORKS

Artworks in the permanent collection may be deaccessioned in accord with the following guidelines. The broad aim of deaccessioning is to enable the Gallery to maintain a collection of the highest possible quality and the greatest relevance to the Collection Policy through the sensitive removal of artworks that are identified as being:

- irrelevant to the Gallery's Collection Policy;
- outside of the Gallery's capacity to provide safe and appropriate storage;
- an OHS risk to staff or the public (i.e. dangerous to handle, chemically unstable), while either in storage or on display;
- a danger to other artworks in the collection (i.e. carrier of insect larvae, chemical off gassing), while either in storage or on display; or
- in disrepair and unsuitable for exhibition or to be of any further aesthetic or educative value in its current state.

The deaccessioning of artworks from the gallery collection should be taken with great care and respect to the artworks in question and, in the cases where the artworks were originally donated, to the original donor. It must be clearly demonstrated that any artwork identified for deaccession fits one of the criteria above, and deaccessioning must never take place on aesthetic grounds alone. In the case of an artwork being in disrepair, the opinion of the artist or the estate of the artist should firstly be sought to ascertain whether the artwork can be restored to exhibitable condition.

Once an artwork has been identified for deaccessioning due to it corresponding with one or more of the criteria listed above, the steps to deaccessioning are as follows:

1. A 'Recommendation to Deaccession' report is presented by the Gallery Director to the Art Gallery Advisory Group, including the recommended means of deaccession and outcomes to be achieved
2. If the majority of Advisory Group members vote in favour of the deaccession, a notice must be published in the local newspaper (Gippsland Times) to advise the public of the Gallery's intention to deaccession the artwork, explaining the reasons for deaccession and to provide an opportunity for members of the public to respond and object
3. The artist and/or the estate of the artist will be notified as a courtesy
4. The deaccession will be subject to a three-year cooling off period
5. After three years has elapsed, the report will again be presented to the Advisory Group, and if the majority of members are again in agreement to accept the deaccession, a second notice will be published in the local newspaper, repeating the intention to deaccession and providing members of the public with an opportunity to respond and object
6. 30 days after the publication of the 'Notice to Deaccession' the Gallery may dispose of the artwork by either (in this order):
 - offering the artwork back to the original donor*
 - if the artwork was purchased, offering the artwork back to the artist (or the artist's estate)
 - offering the artwork as a donation to another PGAV member public gallery
 - selling the artwork by public sale
 - disposing of the artwork
7. Any income received through the subsequent sale of a deaccessioned artwork will be returned to the Art Acquisitions ledger to contribute toward the future purchase of artworks
8. Where the artwork to be deaccessioned was originally received as a donation, and the artwork is not returned to the original donor and is sold by public sale, any income derived from that sale that is used to purchase a replacement artwork will be done so in the spirit of

the original donation (i.e. a work by the same artist), and the replacement artwork will continue to bear the acknowledgement of the original donor

9. At the conclusion of the deaccession process, all details will be recorded in the Gallery's collection records for posterity, including minutes from the relevant Advisory Group meetings. These records will be available for public view on request.

*No artwork being considered for deaccessioning should be offered to the original donor if that donor received a tax deduction under the Australian Government Cultural Gifts Program, however, the donor may have the opportunity to re-purchase the work.

Gallery staff members, Members of the Gallery Art Gallery Advisory Group, Councillors or officers of the Wellington Shire Council or members of their families will not be permitted to acquire deaccessioned artworks, nor will they benefit financially from deaccessioning in any way.

NATIONAL AND INTERNATIONAL AGREEMENTS AND LEGAL CONSIDERATIONS

- *Protection of Movable Cultural Heritage Act 1986*
- UNESCO Convention on the Means of Prohibiting and Preventing Illicit Import, Export and Transfer of Ownership of Cultural Property 1970
- *Environment Protection and Biodiversity Conservation Act 1999*
- Convention on International Trade in Endangered Species of Wild Fauna and Flora 1975 (CITES Convention)
- *Historic Shipwrecks Act 1976*
- *Aboriginal and Torres Strait Islander Heritage Protection Act 1984*
- *Protection of Cultural Objects on Loan Act 2013*
- UNIDROIT Convention on Stolen and Illegally Exported Cultural Objects 1995
- UNESCO Convention on the Protection of the Underwater Cultural Heritage 2001
- UNESCO Convention for the Safeguarding of the Intangible Cultural Heritage
- UNESCO Convention for the Protection of Cultural Property in the Event of Armed Conflict with Regulations for the Execution of the Convention 1954 – (The Hague Convention, First Protocol, 1954 and Second Protocol 1999)
- UNESCO Convention concerning the Protection of the World Cultural and Natural Heritage 1972
- UNESCO Convention on the Protection and Promotion of the Diversity of Cultural Expression 2005
- UN Declaration on the Rights of Indigenous Peoples 2007

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Major update	Inclusion of deaccession of artworks procedures (workshop with Councillors conducted)
1.1	December 2023	Minor Update	Date of Next Review updated to: December 2024 Minor formatting changes

ART IN PUBLIC PLACES POLICY

Policy Number:	5.2.2
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Arts and Culture Natural Environment and Parks
Responsible Officer:	Manager Arts and Culture
Related Policies:	Nil
Related Documents:	Art in Public Places Guidelines
Statutory Reference:	Nil

OVERVIEW

The Wellington Shire Council Art in Public Places Policy has been developed to assist in the achievement of the objectives of Wellington 2030 and the Arts and Culture Strategy.

GOAL

To enhance public places in Wellington Shire through the promotion and encouragement of engaging and appropriate public art.

AIMS

- To enrich the lives of residents and visitors to Wellington Shire through the presence of high quality works of art and craft in the Shire's public spaces.
- To integrate arts into the structure, fabric and daily life of the community.
- To foster a sense of place, of community belonging and a sense of identity in residents of Wellington Shire.
- To celebrate the cultural diversity of the Shire and wider community by the public display of arts including those that showcase our Indigenous First Nations heritage.
- To enliven and enrich the public spaces of the Shire to achieve a rich and lively environment which goes beyond that which good urban planning and design can achieve on its own.
- To realise the economic, health and wellbeing potential of the arts and crafts industry in Wellington Shire and to promote cultural tourism.
- To encourage innovative linkages between the arts, education, business and tourist sectors.
- To enhance the lifespan of the community's cultural heritage through a planned maintenance program and protection from vandalism.

UNDERLYING PRINCIPLES

- Community engagement
- Partnerships
- Identity and sense of place
- Cultural diversity
- A creative and vibrant environment

DEFINITIONS

Public Place

In Wellington Shire this includes but is not necessarily limited to streets and laneways, footpaths and walkways, gardens, building exteriors, and open space.

Artists

All professional practitioners in the visual, literary and performing arts, including visual artists, designers, craftspeople, writers, poets, performers, composers, musicians, etc.

Arts

In the context of this policy, this refers to all visual and performing arts (permanent or ephemeral). This includes but is not necessarily limited to visual art, craft, sculpture, design, new media, sound, ephemeral art, performance, projections and collaborative art/urban design projects. The public art can be functional, decorative, iconic, integrated, site specific, interpretive, commemorative or temporary.

COUNCIL'S ROLE IN ART IN PUBLIC SPACES

Council's role in public art is that of:

- A planner for and provider of public art.
- A facilitator of arts development.
- A custodian and a partner in the management of the Shire's arts resources and assets.
- A designer of an environment that sustains a diverse artistic community.
- An advocate for public art.

PUBLIC ART PROGRAM

Public art projects can be initiated by Council, by artists, by organisations, or by the wider community and can be realised through the following processes.

- Acquisitions and long-term loans of public art.
- Commissions of contemporary art, both permanent and temporary.
- Acceptance of selected donations of art.
- Temporary placement of art in public places; exhibitions, art performances and site-based installations.
- Engagement of professional artists in specific projects - as consultants for specialist advice, concept development, planning, or as part of collaborative community-based projects.
- Engagement of arts practitioners from the region where appropriate.
- Artist-in-residence projects.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Minor	Date of Next Review updated to: December 2023
1.1	December 2023	Minor	Date of Next Review updated to: December 2024 Minor formatting changes, including removal of numbering

13.4. PROGRESS OF 2021-25 COUNCIL PLAN AND HEALTHY WELLINGTON: QUARTER 1, 2023/24

ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

PURPOSE

To provide Council and the community with the Quarter 1, 2023/24 progress update towards achievement of our Council Plan 2021 – 2025.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council receive the attached update on progress of the 2021-25 Council Plan for Quarter 1, 2023/24.

BACKGROUND

Our Council Plan 2021-25 was adopted by Council in 2021 in accordance with section 90(3) of the *Local Government Act 2020*. The Council Plan 2021-25 sets Council's priorities and direction over the four-year period. Contained within the plan are 104 actions including Major Initiatives, Initiatives and Key Projects addressing the four Strategic Directions, along with 31 Indicators of Success that align with the United Nations Sustainable Development Goals (SDGs). Progress is provided to the community through regular Council Reports in addition to the Annual Report.

The attached document provides the following overview of the 2021-25 Council Plan:

- Progress of Major Initiatives, Initiatives and Key Projects linked to each Council Plan strategic direction and outcome;
- Progress of Healthy Wellington considerations for those Major Initiatives, Initiatives and Key Projects which contain linkages to the Wellington Shire Council's Municipal Public Health and Wellbeing Plan, Healthy Wellington 2021-2025; and
- 2022/23 Indicators of Success. Indicators of success are updated annually at the conclusion of the financial year.

Major Initiatives are significant projects that will directly contribute to the achievement of the Council Plan during the financial year and have a major focus in the budget.

Initiatives are actions that are one-off in nature and/or lead to improvements in service.

ATTACHMENTS

1. 2023-24 Q 1 Council Plan Progress Report [13.4.1 - 46 pages]

OPTIONS

Council has the following options available:

1. To receive the attached update on progress of the 2021-25 Council Plan for Quarter 1, 2023/24 or
2. Not receive the attached update on progress of the 2021-25 Council Plan for Quarter 1, 2023/24 and seek further information for consideration at a later Council meeting.

PROPOSAL

That Council receive the attached update on progress of the 2021-25 Council Plan for Quarter 1, 2023/24.

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

The provision of a Council Plan report (report reviewing the performance of the Council against the Council Plan, including the results in relation to the strategic indicators, for the first six months of the financial year) is a requirement of Local Government Performance Reporting Framework - Governance and Management checklist which is enacted by the *Local Government Act 2020*.

COUNCIL POLICY IMPACT

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

COUNCIL PLAN IMPACT

Although this impact has been assessed and does not meet a specific Council Plan strategic outcome, it does align with Council's good governance framework and the Council Plan 2021-25 commits to the following:

Council will provide regular updates to the community on how we are progressing through a variety of reporting mechanisms.

RESOURCES AND STAFF IMPACT

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

COMMUNITY IMPACT

Council continues to work in partnership with the community of Wellington Shire to deliver the Council Plan 2021-25.

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 SHIRE **COUNCIL PLAN** 2021-25

PROGRESS UPDATE REPORT QUARTER 1, SEPTEMBER 2023



STRATEGIC DIRECTIONS

 <h2>1 ENVIRONMENT AND CLIMATE CHANGE</h2> <p><i>We are a climate resilient community with sustainable practices and places.</i></p> <p>OUTCOMES</p> <ul style="list-style-type: none"> 1.1. A climate and disaster resilient community. 1.2. Assist community to transition to a low carbon economy via adoption of sustainable practices and renewable energy. 1.3. The natural environment is valued, protected and accessible. 1.4. Council is an environmental steward with a reducing carbon footprint. 	 <h2>2 ECONOMY AND SUSTAINABLE GROWTH</h2> <p><i>We are a growing, sustainable and prosperous community.</i></p> <p>OUTCOMES</p> <ul style="list-style-type: none"> 2.1. A diverse economy that creates jobs and opportunities. 2.2. A community that has the capacity and skills to meet our economic needs. 2.3. An increase in variety of housing choice to support equitable access to housing. 2.4. Infrastructure investment is targeted to maximise jobs and housing growth. 	 <h2>3 LIVEABILITY AND WELLBEING</h2> <p><i>We are a liveable, engaged, and supported community.</i></p> <p>OUTCOMES</p> <ul style="list-style-type: none"> 3.1. An inclusive, diverse, and resilient community. 3.2. An actively engaged community. 3.3. Opportunities for everyone to work, learn, create, play, and share. 3.4. Improved access to and participation in support services focussing on those who are vulnerable including: young children, youth, people living with a disability and seniors. 	 <h2>4 SERVICES AND INFRASTRUCTURE</h2> <p><i>We are a connected community with access to the services and infrastructure we require.</i></p> <p>OUTCOMES</p> <ul style="list-style-type: none"> 4.1. A financially sustainable, high performing organisation. 4.2. Services deliver operating efficiencies and best value. 4.3. Well planned and sustainable towns, facilities, and infrastructure that service community need. 4.4. Safe and well-used transport connections across all modes of travel.
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DIRECTION

1

Environment and Climate Change



'We are a climate resilient community with sustainable practices and places.'

Key projects*




- Resource Recovery Hub at Kilmany Landfill site (1.4.3)
- Longford Landfill Rehabilitation (1.4)
- Lake Guyatt Environmental Education Centre (1.1.3, 3.1.1) ❤️
- Food Organics and Green Organics (FOGO) kerbside collection service (1.4)
- Maffra Resource Recovery Facility (1.4.3)
- Electric vehicle charging stations (1.2.2)
- Amendment C99 review of flood planning provisions within the Wellington Planning Scheme to reduce risks of flooding and coastal /river inundation as sea levels rise (1.1.1) ❤️
- Great Southern Rail Trail Extension - Alberton to Welshpool (1.3.2)
- Solar or alternate energy rollout across community facilities (1.2.4)
- Preparing Remote Emergency Response Centres (1.1.4, 1.1.5)

*subject to successful business case and funding

SALE BOTANIC GARDENS



Council Plan Strategic Direction 1: Environment and Climate Change


 - linked to Healthy Wellington Plan

Initiative Code	Key initiatives and priorities to achieve these outcomes	Council's role	Progress update comments	Status	Progress	Healthy Wellington Framework Considerations:
1.1.1 	Major Initiative - In line with revised State Government policy documents, establish and implement a policy position around the impacts of sea level rise, flooding and bushfire on land use planning.	Regulator	Continuing to advocate to State Government to finalise their sea level rise policy and planning benchmarks to enable Council to move forward in relation to sea level rise. Bushfire Management Overlay from State Government now implemented into Planning Scheme.	Progressing	65%	Helps support climate change objectives of Healthy Wellington Plan
1.1.1.1 	Key Project - Amendment C99 review of flood planning provisions within the Wellington Planning Scheme to reduce risks of flooding and coastal/river inundation as sea levels rise.	Advocate, Facilitator, Funder, Provider	Continuing to advocate to State Government to finalise their sea level rise policy and planning benchmarks for sea level rise. Without this guidance Council is unable to further develop a planning scheme amendment to assist in identifying areas impacted.	Progressing	40%	Helps support climate change objectives of Healthy Wellington Plan
1.1.2 	Major Initiative - Deliver organisation-wide integrated implementation of the climate change aspects of the Council's Sustainability Strategy 2020-24, Healthy Wellington 2021-25 and Planning Policy Framework including our zero net carbon emissions target by 2040.	Facilitator, Funder, Provider, Advocate	Sustainability education programs for schools continue to be delivered out of Nakunbalook Environmental and Cultural Education Centre. 2022/23 Urban Forest planting program completed across Rosedale township and Sale development areas. Stratford tree planting program has commenced for 2023/24. A range of agreed priority projects for the Gippsland Alliance for Climate Action group to deliver over the next 18 months include;	Progressing	70%	Community support and information is provided via information sessions and social media including the quarterly Eco News newsletter which helps support climate change objectives of Healthy Wellington Plan.

Initiative Code	Key initiatives and priorities to achieve these outcomes	Council's role	Progress update comments	Status	Progress	Healthy Wellington Framework Considerations:
			<ul style="list-style-type: none"> • Climate risk mapping; • EV fleet transition plan; • ESD policy for council buildings; • Decarbonisation and gas removal in council buildings; • Emissions monitoring system (software now implemented for emissions monitoring and evaluation); and • Communications and training. <p>Emergency Management Team is continuing with the implementation of Local Incident Management Plans for 6 vulnerable communities across Wellington Shire.</p>			
1.1.3 	Major Initiative - Educate the community to increase understanding of the risks and impacts of climate change and the need for adaptation and sustainable living.	Facilitator	<p>Community support and information is provided via information sessions and social media including the quarterly Eco News newsletter.</p> <p>The most recent online edition of Eco News included the following key articles.</p> <ul style="list-style-type: none"> • Charging ahead in the electric vehicle space; • Putting down roots in Rosedale; • Nesting boxes give biodiversity a helping hand; • Looking to a greener future with battery-powered tools; • Subscribe for environmental flow notifications; 	Progressing	65%	<p>Community support and information is provided via information sessions and social media including the quarterly Eco News newsletter.</p> <p>The most recent online edition of Eco News included the following key articles.</p> <ul style="list-style-type: none"> • Charging ahead in the electric vehicle space; • Putting down roots in Rosedale; • Nesting boxes give biodiversity a helping hand; • Looking to a greener future with battery-powered tools; • Subscribe for environmental flow notifications;


Council Plan Progress Report Quarter 1 | 2023/24

Initiative Code	Key initiatives and priorities to achieve these outcomes	Council's role	Progress update comments	Status	Progress	Healthy Wellington Framework Considerations:
			<ul style="list-style-type: none"> Measuring our sustainability success; Grant opportunities; #dontbetrashy♻️ and @GetItSorted articles. <p>Our Sustainability Education Officer has held or partnered in 10 Community events with 260 community members engaged, 6 secondary school events held with 73+ students engaged, 9 primary school events held with 472 students engaged & 13 preschool events held with 305 participants.</p>			<ul style="list-style-type: none"> Measuring our sustainability success; Grant opportunities; #dontbetrashy♻️ and @GetItSorted articles.
1.1.3.1 	Key Project - Lake Guyatt Environmental Education Centre.	Facilitator, Provider	Nakunbalook Environmental and Cultural Education Centre was completed in late 2022.	Completed	100%	Provides the opportunity to undertake education programs, to assist the community with the transition to a low carbon economy.
1.1.4 	Major Initiative - Build disaster resilience and improve adaptation and recovery in high-risk and vulnerable communities by facilitating community-led emergency management planning and preparedness.	Provider, Facilitator	Council is working with various high-risk communities and agencies across the Wellington Local Government Area to develop community emergency plans and increase emergency preparedness & resilience.	Progressing	40%	Health and Climate Change is considered through this work as it aims to build the community's resilience and preparedness for future natural disasters.
1.1.4.1	Key Project - Preparing Remote Emergency Response Centre's.	Provider, Facilitator	Backup generator installed at Carrajung Community Hall. Working with various other remote community facility managers to scope up works.	Progressing	30%	Not applicable
1.1.5	Initiative - Ensure municipal emergency management plans are developed collaboratively with lead agencies to achieve better coordination of emergency	Facilitator	Council is working with the Municipal Emergency Management Planning Committee, including emergency service agencies across the Wellington Local	Progressing	85%	Not applicable

Initiative Code	Key initiatives and priorities to achieve these outcomes	Council's role	Progress update comments	Status	Progress	Healthy Wellington Framework Considerations:
	mitigation to coordinate resources, protect lives, property, and the environment.		Government Area to review and update the Wellington Municipal Emergency Management Plan by 27 October 2023. The plan will be assured/approved by the Regional Emergency Management Planning Committee in November 2023.			
1.1.6 	Initiative - Increase the extent of our urban forests and trees (also considering urban agriculture) to help our townships cope better with future temperatures increases.	Provider	Wrapping up this year's Urban Forest Renewal Program with over 1,500 trees being planted, including 800 in Rosedale as part of Greening Rosedale. Planning for the 2024 Urban Forest Renewal Program is well underway. Consultation is coming to an end in various streets selected for tree planting next year as well as Stratford where just over 13% of ratepayers eligible for a tree have responded. Currently collating the information in readiness to order the trees in November. 10,000 street and park trees have now been collected using 'Forest Tree' the software management tool.	Progressing	70%	The urban forest renewal program contributes to improved health and well-being outcomes, by increasing participation in passive recreational activities such as walking and cycling. Also contributing to increasing community's resilience to withstand, recover and thrive from climate-driven natural disasters (i.e., flood, fires, and drought).
1.2.1	Major Initiative - Advocate for, educate, and facilitate the adoption of regenerative agriculture and investment to improve water security and assist farmers to increase resilience and profitability in a warmer, drier climate.	Facilitator, Advocate	Council is continuing to engage with (and support) the Gippsland Agricultural Group and Food and Fibre Gippsland to identify opportunities to create a more resilient agricultural community. Council is also engaging with Southern Rural Water as they develop the next stage of expanding the footprint of the Macalister Irrigation District.	Progressing	80%	Not applicable
1.2.2	Initiative - Advocate for uptake of electric and hybrid vehicles across our broader	Advocate, Provider	Heyfield Charger complete & commissioned, available for public use.	Progressing	60%	Not applicable

Initiative Code	Key initiatives and priorities to achieve these outcomes	Council's role	Progress update comments	Status	Progress	Healthy Wellington Framework Considerations:
	community and support this through delivery of charging stations.					
1.2.2.1	Key Project - Electric Vehicle charging stations.	Advocate, Provider	<p>Heyfield Charger is complete & accessible for public use. Officers have been investigating options to deliver EV charging to Stratford township.</p> <p>An Expression of Interest (EOI) has been released for provision of the Stratford EV charger at Memorial Park.</p> <p>Anticipate submissions and evaluation to be completed by April 2024 and installation by August 2024.</p>	Progressing	75%	Not applicable
1.2.3	Major Initiative - Advocate alongside our renewable energy industry and community to secure priority transmission upgrade funding and aim for the area for our off-shore wind projects to be declared the first renewable energy zone.	Advocate, Facilitator, Regulator	In December 2022, the Minister for Climate Change and Energy declared an area in the Bass Strait off the coast of Gippsland as being suitable for offshore renewable energy.	Completed	100%	Not applicable
1.2.4	Initiative - Help build a diverse and resilient energy economy by supporting the uptake of community-owned renewable energy capture and storage through education, capacity building and targeted investment.	Facilitator, Regulator, Advocate	<p>Council has been proactive in supporting a diverse and resilient energy economy in several ways.</p> <p>This includes the development of the Wellington Renewable Energy Impact and Readiness Study which is now available on Council's website.</p> <p>Council also supports the community via Environmental Upgrade Finance (EUF) which is a loan for building upgrade works, repaid via quarterly Council Rates. EUF involves a three-way agreement between the business owner, Council, and lender.</p>	Progressing	60%	Not applicable

Initiative Code	Key initiatives and priorities to achieve these outcomes	Council's role	Progress update comments	Status	Progress	Healthy Wellington Framework Considerations:
			<p>A EUF can be applied to a range of upgrades such as;</p> <ul style="list-style-type: none"> • energy efficiency upgrades and retrofits; • lighting upgrades e.g. Light-emitting Diode (LED); • lighting controls and daylight sensors; • heating, ventilation and air-conditioning (HVAC) systems; • efficient control equipment e.g., power control of motors, pumps, boilers and air heating/cooling systems; and • water harvestings, filtration, recycling and treatment for re-use. <p>In addition to the installation of Electric Vehicle (EV) chargers in Sale, Yarram and Heyfield, officers have participated in early discussions relating to the installation of privately funded EV chargers in Wellington Shire.</p> <p>A pre-feasibility study has also been undertaken for council's Port of Sale and Aqua Energy precincts that considers precinct-scale renewable energy outcomes across Council owned and non Council owned facilities.</p> <p>Community support and information is provided via information sessions and social media including the quarterly Eco News newsletter.</p>			

Initiative Code	Key initiatives and priorities to achieve these outcomes	Council's role	Progress update comments	Status	Progress	Healthy Wellington Framework Considerations:
1.2.4.1	Key Project - Solar or alternate energy rollout across community facilities.	Advocate, Facilitator, Regulator	2023/24 financial year project Gippsland Regional Sports Complex (GRSC) Hockey Pavillion - engagement with Leisure services and tended documents to be prepared by 31 December 2023.	Progressing	60%	Not applicable
1.3.1 	Initiative - Maintain a high-quality network of local parks, open space and urban forests which help to lessen the impacts of extreme heat and are managed for community and environmental benefit.	Provider	<p>The Parks Services team continue to service local parks and open spaces in line with service standards to ensure maximum social and environmental benefits for the community.</p> <p>A small increase in staff resource to Council's horticultural team recognises the expanding responsibility of green assets management.</p> <p>Park audits continue to demonstrate high standards of maintenance are occurring and practices being improved as a result of the data.</p> <p>Public parks and open spaces continue to be embraced and well utilised by the Wellington community.</p> <p>The urban forest tree planting program is preparing major street tree planting program for the western half of Stratford township.</p> <p>This will see street trees planted in all available and suitable nature strips in 2024.</p> <p>Community consultation with Stratford community has been completed in Sept/Oct 2023 where the community has been able to select suitable tree species from a selections list.</p>	Ongoing	100%	<p>Public parks and open spaces continue to be embraced and well utilised by the Wellington community due to their high standards or maintenance and overall attractiveness which make residents wish to engage in physical, outdoor and community related activities.</p> <p>Urban forest program community engagement enables residents to liaise with experienced Council officers in understanding the value of trees in adaptable and sustainable communities to impending climate change.</p>

Initiative Code	Key initiatives and priorities to achieve these outcomes	Council's role	Progress update comments	Status	Progress	Healthy Wellington Framework Considerations:
			<p>The program will deliver greening, shade and cooling for Stratford community in future years.</p> <p>The 'Forest Tree' management software tool is now being populated with resourced support.</p> <p>This will ensure the proactive data collection and maintenance of Councils tree assets for the long term.</p>			
1.3.2 	Initiative - With key stakeholders, encourage access, appreciation and use of our natural areas through well-planned and sustainable nature-based and cultural tourism.	Advocate, Facilitator, Funder, Regulator	<p>Working with East Gippsland on an Indigenous trail through Wellington and East Gippsland highlighting areas such as Blue Pool and Den of Nargun.</p> <p>We continue to work with Destination Gippsland on The Dark Skies project which highlights star gazing in both Loch Sport and Dargo with the support of local Indigenous groups, Department of Energy, Environment Climate Action, Councils and Gunaikurnai Land and Waters Aboriginal Corporation.</p> <p>This is a trail that runs through all of Gippsland.</p> <p>Greater focus on Bird watching and education at Sale Common with new write up and links on The Middle Of Everywhere Website.</p> <p>Added suitability guidelines to Wellington Events Guide.</p> <p>Working with Rosedale Community to develop and deliver an event/festival highlighting sustainable living, home produce, recycling and upcycling and</p>	Progressing	80%	Renewed focus on sustainability at events and website information.

Initiative Code	Key initiatives and priorities to achieve these outcomes	Council's role	Progress update comments	Status	Progress	Healthy Wellington Framework Considerations:
			<p>living off the land scheduled for February 2024.</p> <p>Working with community members to deliver the Strzelecki Koala Festival in the Sale Botanical Gardens with a strong focus on sustainability and conservation.</p> <p>Continue to highlight through The Middle of Everywhere social media the sustainable nature-based and cultural tourism aspects of our region.</p>			
1.3.2.1	Key Project - Great Southern Rail Trail Extension - Alberton to Welshpool.	Advocate, Facilitator, Funder, Regulator	<p>Work is progressing on the twelve bridges for this project with several nearing completion and others waiting on steel deliveries or footing construction.</p> <p>The track construction contractor is due back to site later in September to complete works including the bridge approaches.</p>	Progressing	70%	Not applicable
1.3.3	Major Initiative - Better utilise existing water resources, improve waterway health, increase biodiversity values and investigate bio link opportunities through implementing the Domestic Wastewater Management Plan.	Advocate, Facilitator, Funder, Regulator	<p>The Onsite Domestic Wastewater Management Plan (OWMP) and associated codes and ministerial guidelines continue to guide decision making for development works involving wastewater management in sensitive areas to improve the health of waterways.</p> <p>Suitable consultant options are being investigated to facilitate the newly developed risk assessment training for Environmental Health Officers.</p> <p>Our Environmental Health team continue to play an active role in the Blue Green Algae portfolio to reduce the potential</p>	Progressing	70%	Not applicable

Initiative Code	Key initiatives and priorities to achieve these outcomes	Council's role	Progress update comments	Status	Progress	Healthy Wellington Framework Considerations:
			health impacts on residents, visitors and parks staff.			
1.4.1	Major Initiative - Progress towards our 2040 net zero emissions target by reviewing our roadmap, strengthening our governance and exploring carbon offset opportunities.	Provider	<p>Software platform 'Trelis' has been installed. This will enable effective capture of greenhouse gas data to focus efforts on improved reduction opportunities, projects targeting for greater renewable use, and investment for future benefit.</p> <p>This information will be vital to reviewing and refining the emission reduction roadmap for Council. December 2023 Waste and Sustainability Workshop with Council will include overview of new system.</p> <p>A new public Electric Vehicle (EV) charger in Stratford is in the Expressions of Interest stage, with projected installation by August 2024.</p> <p>Wellington Shire partners with adjoining Councils to form the Gippsland Alliance for Climate Action (GACA). This Alliance helps to create effective climate action and build capacity for the region.</p> <p>A range of projects have been identified as the priority for GACA to deliver over the next 18 months including;</p> <ul style="list-style-type: none"> • Climate risk mapping; • EV fleet transition plan; • ESD policy for council buildings; • Decarbonisation and gas removal in council buildings; 	Progressing	70%	Planned project progress towards achieving 2040 net zero emissions target, is Council's contribution to carbon reduction and climate change mitigation which is ultimately driven by the wellbeing of the community and the protection of the environment.

Initiative Code	Key initiatives and priorities to achieve these outcomes	Council's role	Progress update comments	Status	Progress	Healthy Wellington Framework Considerations:
			<ul style="list-style-type: none"> Emissions monitoring (software now active); and Communications and training on the impacts of climate change. 			
1.4.2	Initiative - Commence the green fleet transition to corporate electric and hybrid vehicles.	Provider	<p>A combination of Hybrid and Electric vehicles are purposefully being introduced to our Corporate Pool vehicles based on the following determinants:</p> <ul style="list-style-type: none"> understanding of short and long term vehicles costs, regional and geographical practicalities vehicles being fit for purpose vehicles reaching a kilometres travelled target, which in most cases has been pushed out due to COVID and currently due to virtual meetings. <p>At this stage 30% of our 10 shared pool vehicles now include 2 Hybrid and 1 Electric Vehicle.</p>	Progressing	30%	Not applicable
1.4.3	Initiative - Advocate for alternate waste technologies to increase diversion of valuable resources and contaminated waste from landfill. Encourage and facilitate investment into resource recovery by private industries or partnerships.	Facilitator, Regulator, Advocate	<p>Elecsome are currently collecting solar panels for processing, reducing waste to landfill by more than 95%.</p> <p>Finalising negotiations with processor for implementation of Food & Garden Organics kerbside collection.</p> <p>Council officers are also currently evaluating options for alternative residual waste treatment.</p>	Progressing	60%	Not applicable

Council Plan Progress Report Quarter 1 | 2023/24

Initiative Code	Key initiatives and priorities to achieve these outcomes	Council's role	Progress update comments	Status	Progress	Healthy Wellington Framework Considerations:
1.4.3.1	Key Project - Resource Recovery Hub at Kilmory Landfill site.	Facilitator, Regulator, Advocate	Elecsome Solar Panel Recycling processing plant under construction. Officers are in tender negotiations with other company for options for residual land.	Progressing	80%	Not applicable
1.4.3.2	Key Project - Longford Landfill Rehabilitation.	Facilitator, Regulator, Advocate	Capping design and audit report has been completed. Tender preparation to commence October 2023.	Progressing	25%	Not applicable
1.4.3.3	Key Project - Food Organics and Green Organics (FOGO) kerbside collection service.	Facilitator, Regulator, Advocate	Finalising contract negotiations with preferred tenderer as part of the Gippswide Kerbside joint procurement process.	Progressing	60%	Not applicable
1.4.3.4	Key Project - Maffra Resource Recovery facility.	Facilitator, Regulator, Advocate	Preparation of Development Plan underway and expected to be completed March 2024. Site Design concept under review, revised design completion by June 2024. Planning Permit application submission planned for August 2024. Tender is anticipated to be awarded by Nov/Dec 2024. Construction to be undertaken between February 2025 - August 2025.	Progressing	30%	Not applicable
1.4.4	Initiative - Investigate glass collection and diversion options to separate glass streams to facilitate the circular economy.	Provider	Audit of kerbside bins planned 2024/25 financial year. The audit results will determine the need for community education campaigns relating to a separated glass implementation.	Progressing	60%	Not applicable

Initiative Code	Key initiatives and priorities to achieve these outcomes	Council's role	Progress update comments	Status	Progress	Healthy Wellington Framework Considerations:
			While also providing data for ascertaining service frequency & size of bin.			
1.4.5	Initiative - Accelerate Council's delivery of renewable energy and energy saving projects through delivering Environmentally Sustainable Design (ESD) and investigating tools like an internal capital fund and process to rank and prioritise return on investment for projects.	Funder, Facilitator	Gippsland Alliance for Climate Action working on Environmentally Sustainable Design (ESD) policy for Council buildings for 2023/24 financial year.	Progressing	60%	Not applicable

Council Plan Progress Report Quarter 1 | 2023/24

Indicators of Success:	Baseline	2021-22 Result	2022-23 Result	2025 Target
Outcome 1.1 A climate and disaster resilient community				
Community Satisfaction with Council Performance in Environmental sustainability	(2020) Wellington Shire 59/100 (Large Rural 49/100)	Wellington Shire 62/100 (Large Rural 59/100)	Wellington Shire 61/100 (Large Rural 58/100)	Higher than large rural Councils
Percentage of Tree Canopy cover within Town Boundaries	(2020) 20% Tree Canopy coverage	Not due until 2025	Not due until 2025	1.5% improvement
Outcome 1.2 Assist community to transition to a low carbon economy via adoption of sustainable practices and renewable energy				
Solar penetration rate – the percentage of electricity generation from solar facilities (SDG 7.2.1)	(2018) 21%	27.7% (6941 dwellings with PV)	31.6% (7387 dwellings with PV)	50%
Wellington Shire community greenhouse gas emissions intensity (emissions per person) (SDG 13.2.2)	(2019/20) 43.57* tonnes per person <i>*corrected from 31.3 tonnes per person (source: Snapshot Climate)</i>	(2020/21)# 41.57* tonnes per person <i>*corrected from 30.66 tonnes per person #12 month lag in reporting</i>	(2021/22)# 42.75 tonnes per person	Equal to or better than Gippsland average
Outcome 1.3 The natural environment is valued, protected and accessible				
Percentage of households located within 400m of quality open space (SDG 11.7.2)	(2014) 73%	Due 2023. Will be measured as part of updated Public Open Space Plan to be completed 2023.	Measurements will occur as part of the Public Open Space Plan which is scheduled for 2023/24.	85%
Domestic travel visitor numbers to Wellington Shire (SDG 8.9)	(2020) 750,000 travel visitors	686,000 travel visitors	858,000 travel visitors (14.4% increase on baseline)	2% increase
Outcome 1.4 Council is an environmental steward with a reducing carbon footprint				
Corporate Greenhouse Gas emissions (aiming for zero net emissions by 2040) (SDG 13.2.2)	(2017/18) 5244 tonnes of carbon equivalent emissions	4120.5* tonnes of carbon equivalent emissions (21.4% decrease from 2018) <i>*corrected from 4221 tonnes and 19% decrease from 2018</i>	4294.4 tonnes of carbon equivalent emissions (18.10% decrease from 2018)	23% reduction
Percentage waste diversion rate from kerbside collection (SDG 12.5)	(2019-20) 35% waste diversion	33.5% waste diversion	32.17% waste diversion	65% waste diversion

DIRECTION

2

Economy and Sustainable Growth

Key projects*

- York Street Streetscape enhancement (2.4.2)
- Commence Port of Sale Masterplan priorities (2.4.2)
- Tertiary Study Hub (2.2.2)
- Maffra and Sale Growth Area Drainage Strategies (2.4.2)
- Shire-wide Growth Management and Economic Development Strategy (2.4.1)
- Renewable Energy Readiness Project (1.2.3, 2.1.1)
- Yarram and Heyfield Timber Transition Local Development Strategies (2.1.1, 2.1.4)
- Residential stocktake and incentive project - addressing the acute shortage of housing (2.3.1, 2.3.2)
- Maffra stormwater retention basin and outfall improvement works (2.4.2, 1.3.3)

*subject to successful business case and funding

'We are a growing, sustainable and prosperous community.'


BUSHY PARK


Council Plan Strategic Direction 2: Economy and Sustainable Growth



 - linked to Healthy Wellington Plan



Initiative Code	Key initiatives and priorities to achieve these outcomes	Council's role	Progress update comments	Status	Progress	Healthy Wellington Framework Considerations:
2.1.1	Major Initiative - Encourage and facilitate investment in the local mainstay industries with the potential to generate significant economic growth: Defence, Health, Agriculture, Tourism, Education, Timber, Renewables and the Oil and Gas transition. This includes encouraging modernisation and identifying supporting industries, encouraging their establishment in Wellington Shire.	Facilitator, Advocate	Wellington Shire again hosted the 2023 Gippsland New Energy Conference attracting over 400 participants which included major windfarm proponents and other stakeholders. Council has also successfully recruited for the Business Facilitation and Leveraging Officer role which will focus on assisting local businesses to enter the supply chain for defence and renewable energy.	Progressing	75%	Not applicable
2.1.1.1	Key Project - Renewable Energy Readiness Project.	Facilitator, Advocate	Wellington Renewable Energy Impact and Readiness Study adopted by Council on 21 March 2023.	Completed	100%	Not applicable
2.1.2	Initiative - Attract diversified and large-scale agriculture and food manufacturing and processing, including poultry, to meet Food and Fibre Gippsland objectives: Gippsland the Food Bowl of Victoria. Leverage off the significance of the Macalister Irrigation District while ensuring development does not contradict the principles of the WSC Sustainability Strategy.	Facilitator, Advocate	Council is continuing to support the Gippsland Agricultural Group and Food and Fibre Gippsland to research and deliver sustainable agricultural initiatives. Two studies have been completed relating to the growing broiler industry including the feasibility of a multi-purpose feedmill and a broiler processing facility. These studies will assist private investors in their preparation of any potential business cases.	Progressing	85%	Not applicable
2.1.3	Initiative - Attract and facilitate development and growth in creative industry (arts) organisations to assist with COVID-19 recovery of the sector and grow local arts businesses, and Wellington's	Facilitator, Advocate	Wellington new Arts and Culture Strategy will identify existing creative industry clusters within the municipality. This includes the planned redevelopment of The Wedge Performing Arts Centre in	Progressing	50%	Wellington is committed to supporting creative industries across the municipality which help shape the Shire's identity, support its


Initiative Code	Key initiatives and priorities to achieve these outcomes	Council's role	Progress update comments	Status	Progress	Healthy Wellington Framework Considerations:
	reputation as a cultural centre for Gippsland.		<p>Sale, and the economic benefit this will provide within the Port of Sale precinct and the broader township.</p> <p>It will also identify potential vacant spaces and assets that could be used by local arts organisations to support them with COVID-19 recovery.</p>			economy and foster community wellbeing.
2.1.4	Major Initiative - Continue to advocate for the sustainability of the timber industry in Wellington Shire.	Advocate	<p>The State Government's deadline to end native timber harvesting by 2030 was bought forward and will now end by December 2024.</p> <p>Council continues to work with impacted communities particularly through the delivery of the Local Development Strategies in both Heyfield and Yarram.</p>	Progressing	80%	Not applicable
2.1.4.1	Key Project - Yarram and Heyfield Timber Transition Local Development Strategies.	Advocate	<p>The Local Development Strategies (LDS) at both Yarram and Heyfield continue to progress.</p> <p>Engagement with the community and other stakeholders through structured workshops will help shape and ultimately assist with the implementation of initiatives identified in the respective locations Context Analysis documents.</p>	Progressing	85%	Not applicable
2.1.5	Initiative - Continue to investigate options for developing aviation related activity at the West Sale Airport and facilitate industrial growth on adjacent land.	Facilitator, Funder, Advocate	<p>Application for funding from RDV submitted to complete Cost Benefit Analysis for defence related opportunities. Application was quickly developed and highlighted previous success in attracting major defence activities and leveraging West Sale Airport's strengths.</p> <p>RDV advised application was not successful.</p>	Progressing	80%	Not applicable

Initiative Code	Key initiatives and priorities to achieve these outcomes	Council's role	Progress update comments	Status	Progress	Healthy Wellington Framework Considerations:
			<p>Aviation Safety Impact Assessment completed for West Sale Industrial Land precinct.</p> <p>Assessment identified no unacceptable risks for development and clears the pathway for future investment and growth in West Sale.</p> <p>A series of meetings completed regarding investor interest in West Sale for range of employment opportunities.</p>			
2.1.6 	Major Initiative - Use 'The Middle of Everywhere' campaign to promote the Shire as an events destination and as a place to explore, learn, live, invest, play and to do business.	Funder, Provider, Advocate	<p>Events completed or in planning mode include:</p> <ul style="list-style-type: none"> • August 29- 30 August 2023 - Mountain Cattleman's Association Vic Get together • September 28 2023 - Centenary Relay Sale main streets • October 6-7 2023 - Gippslandia Steam Train • November 4 2023 - The Middle of Everywhere Car Show Sale • November 24-26 - 4x4 expo Sale Racecourse • November 25 2023 - The Middle of Everywhere Sale Community Christmas Parade • November 25 2023 - Gippsland Beer Festival Tinamba • November/December 2023 - Great Vic Bike Ride 	Progressing	90%	Varied array of events set to appeal to a wide range of people.

Initiative Code	Key initiatives and priorities to achieve these outcomes	Council's role	Progress update comments	Status	Progress	Healthy Wellington Framework Considerations:
			<ul style="list-style-type: none"> December 4 2023 - The Middle of Everywhere Yarram Pro Am December 10 2023 - Strzelecki Koala Festival Sale Botanic Gardens February 2024 - Grow Festival Rosedale April 27-28 2024 - ANZAC Weekend Airshow 2024 - True Grit Licola 2024 - Major Gippsland Art Gallery exhibition planned to feature Annemieke Mein 			
2.2.1	Initiative - Support our training facilities to develop a range of vocational, tertiary and higher education courses suited to our changing economy and industry needs.	Facilitator, Advocate	Council has facilitated a number of initiatives designed to create stronger linkages between industry, secondary schools and tertiary providers including forums and career expos.	Progressing	85%	Not applicable
2.2.2	Initiative - Ensure that secondary and tertiary students have a well-established and promoted study facility in our local area.	Facilitator, Advocate	Study hub fully established in Sale in collaboration with Wellington Shire Council (WSC), Beyond Bank, Gippsland TAFE and the Gippsland East Local Learning and Employment Network (GELLEN).	Completed	100%	Not applicable
2.2.2.1	Key Project - Tertiary Study Hub.		Study hub located in Sale was launched in July 2022.	Completed	100%	Not applicable
2.2.3	 Initiative - Respond to significant economic shocks (including COVID-19) by delivering on State and Federal Government initiatives to provide economic resilience programs that assist community and businesses.	Facilitator	Wellington Shire Council (WSC) provided businesses with direct support through business concierge program through Covid lockdown periods. Also directly assisted hospitality businesses with support as part of the State Government Outdoor Dining Grant	Completed	100%	The Economic Development team assisted hospitality businesses with support as part of the Outdoor Dining Grant Program providing the community with increased opportunities to reconnect in a social setting.

Initiative Code	Key initiatives and priorities to achieve these outcomes	Council's role	Progress update comments	Status	Progress	Healthy Wellington Framework Considerations:
			<p>Program to enable more outdoor dining options during the Covid outbreak.</p> <p>WSC will continue to support local business however all government funding programs to support Covid recovery have now been acquitted.</p> <p>Council has no further action in delivery of Covid recovery programs for business.</p>			
2.2.4 	Initiative - Continue advocacy for the creation of Sale College One Campus to establish a modern and efficient secondary school precinct to attract families, industry and students, while catering for a growing population.	Provider, Facilitator	State Government funding has been committed to the Sale College One Campus project.	Completed	100%	Equality - Reduces the barriers for people trying to access education.
2.3.1 	Major Initiative - Satisfy housing demand by facilitating the development of a range of living settings and lifestyle choices including response to an ageing demographic and facilitating affordable and social housing models.	Regulator, Facilitator	<p>Three Planning Scheme Amendments (C114/115/116) have been adopted by Council to support future urban growth and have now been approved by the Minister for Planning.</p> <p>Other land supply initiatives include implementation of the Maffra Structure Plan and processing subdivision and dwelling applications across the municipality.</p>	Progressing	90%	Helps support housing diversity objectives of the Healthy Wellington Plan.
2.3.1.1	Key Project - Residential stock take and incentive project - addressing the acute shortage of housing.	Regulator, Facilitator	<p>Residential Stocktake Project and the forward funding of infrastructure policy have previously been adopted by Council to help activate residential land release across the municipality.</p> <p>Funding options and project options are currently being further considered to implement the forward funding of infrastructure policy.</p>	Completed	100%	Not applicable

Initiative Code	Key initiatives and priorities to achieve these outcomes	Council's role	Progress update comments	Status	Progress	Healthy Wellington Framework Considerations:
2.3.2 	Major Initiative - Promote and facilitate appropriate land release/ incentives and subsequent housing development in growth areas, being guided by sustainable development principles.	Facilitator, Regulator, Advocate	Various planning permit approvals and Planning Scheme Amendments have been completed to support urban growth across the municipality.	Progressing	90%	Helps support housing diversity objectives of the Healthy Wellington Plan.
2.4.1 	Major Initiative - Prepare a Shire-wide Growth Management and Economic Development Strategy to establish a hierarchy of growth areas and identify priority projects.	Provider, Advocate	SGS Economics and Planning Pty Ltd are currently undertaking background demographic and housing analysis as the first stage of the project, with a Councillor briefing to be held on 3 October 2023.	Progressing	25%	Helps support housing diversity objectives of the Healthy Wellington Plan.
2.4.2	Major Initiative - Prioritise investment projects in the main growth areas, including exploring all options for upgrades to trunk stormwater drainage, sewer, water reticulation, internet, and gas that will stimulate growth and housing.	Funder, Provider, Advocate	Ongoing with various planning projects/approvals and Planning Scheme Amendments completed to support urban growth across the municipality. Ongoing consideration being given to potential forward funding of development infrastructure once development costs are more clearly established by subdivisional proponents.	Progressing	90%	Not applicable
2.4.2.1	Key Project - York Street Streetscape enhancement.	Funder, Provider, Advocate	The CapEx component of this project is complete with the only outstanding works being the OpEx completion of the centre median lighting and final asphaltting of the roadway which will be finished in July.	Completed	100%	Not applicable
2.4.2.2	Key Project - Commence Port of Sale Masterplan priorities.	Funder, Provider, Advocate	Steering group formed, a list of priorities has been developed for implementation. Contractor engaged in development of moorings for commercial leases and project has commenced. Further updates will be provided to Council as this project continues.	Completed	100%	Not applicable

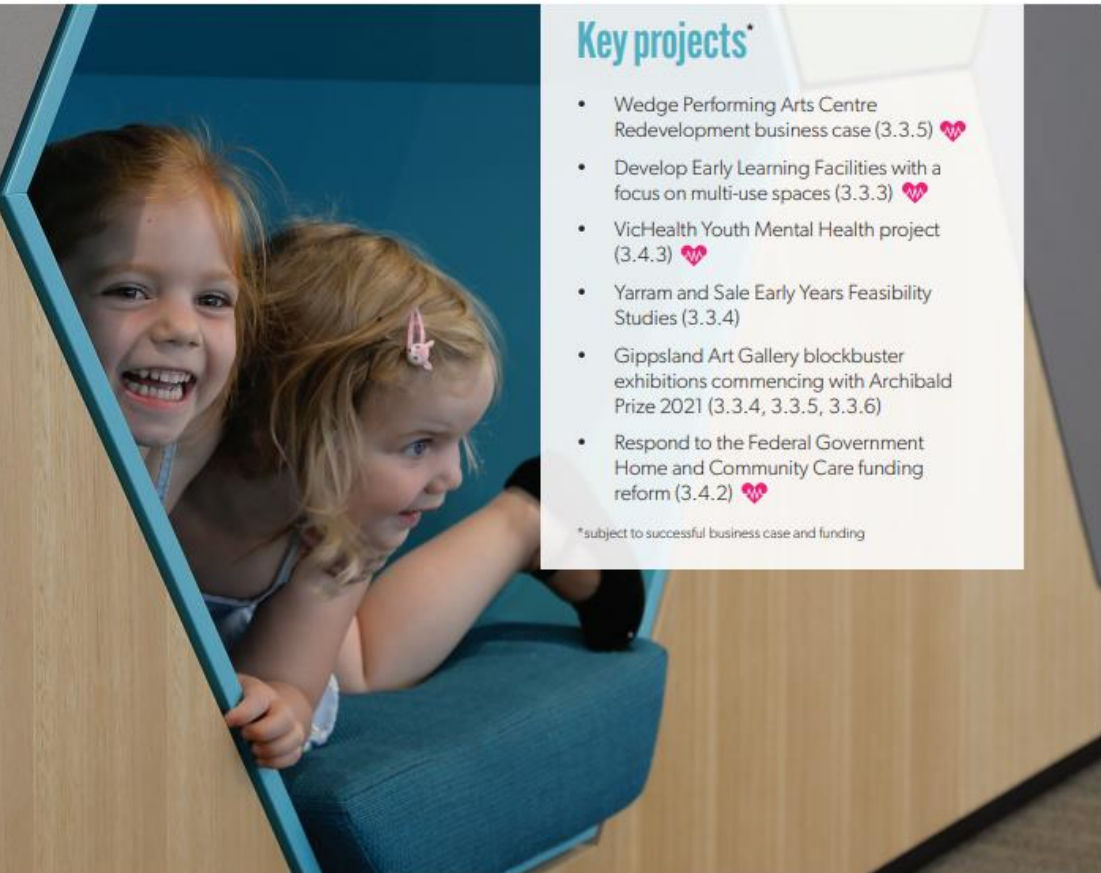
Initiative Code	Key initiatives and priorities to achieve these outcomes	Council's role	Progress update comments	Status	Progress	Healthy Wellington Framework Considerations:
			As the clear deliverable within this action was to commence these projects, this action is now complete.			
2.4.2.3	Key Project - Maffra and Sale Growth Area Drainage Strategies.	Funder, Provider, Advocate	North Sale Development Plan and Infrastructure Funding Arrangement Reports have been adopted by Council. Maffra Structure Plan has also been adopted by Council, with implementation now progressing. Plans were informed by drainage assessments.	Completed	100%	Not applicable
2.4.2.4	Key Project - Maffra stormwater retention basin and outfall improvement works.	Funder, Provider, Advocate	Strategic land purchase process well underway. Finalisation of purchase of land expected to take place in 2023/24 financial year.	Progressing	50%	Not applicable
2.4.3	Initiative - Adopt a 'buy local' approach for Council procurement processes aligned with best value (the most advantageous combination of cost, quality and sustainability to meet requirements).	Provider, Funder	Economic development team planning complete. Planned engagement with procurement team in first half of 2023/24.	Progressing	30%	Not applicable
2.4.4 	Initiative - Increase access to and usage of internet and digital technologies throughout Gippsland, continuing the shift to online delivery of services and advocating for reduction of identified 'black spots'. Use access to networks to shape population attraction strategies and target industry development.	Advocate	Continuing to monitor requests for assistance in relation to poor connectivity for businesses. Very little activity in problems being presented to Council over the last quarter but expecting that to increase when the next round of Black spot funding is released.	Progressing	85%	Equality - Reduces barriers for people who are trying to feel included in community life and access to digital services.

Indicators of Success:	Baseline	2021-22 Result	2022-23 Result	2025 Target
2.1 A diverse economy that creates jobs and opportunities				
Annual growth rate of real Gross Regional Product (GRP) (SDG 8.2.1)	(2020) Wellington - \$3.652B Gippsland - \$18.277B (as per REMPLAN)	Wellington - \$3.898B (6.73% growth) Gippsland - \$19.327B (5.74% growth)	Wellington - \$3.864B (.87% decrease) Gippsland - \$20.039B (3.68% growth)	Equal to or better than Gippsland average
Unemployment rate by sex, age and education level (SDG 8.5.2)	Wellington - 5.5% (June 2021 quarter) Gippsland - 5.4% (April 2021 quarter)	Wellington - 4.9% (March 2022 quarter) Gippsland - 3.9% (April 2022 quarter)	3.6% Wellington (June 2023 quarter) Gippsland - 3.7% (April 2023 quarter)	Equal to or better than Gippsland average
2.2 A community that has the capacity and skills to meet our economic needs				
Destinations of Wellington Year 12 or equivalent completers six months after leaving school (SDG 8.6.1)	7.8% unemployed 46.9% further study 10.2% apprenticeships/ trainees	9.3% unemployed 44% further study 10.7% apprenticeships/ trainees	9.3% unemployed 44% further study 10.7% apprenticeships/ trainees	5% unemployed, 56% further study
2.3 An increase in variety of housing choice to support equitable access to housing				
Number of dwellings across the Shire (SDG 11.3)	(2021) 23,383 dwellings (source ID profile next census date 2026)	23,554 dwellings	23,554 dwellings	24,790 dwellings (2026 projection)
Number of new housing units built in the municipality (SDG 11.1.1)	(2021) 655* houses/units *corrected from 520 as per DFFH website	669* houses/units * updated data available from DFFH website	679* houses/units (source: DFFH website)	+26 beds
2.4 Infrastructure investment is targeted to maximise jobs and housing growth				
Wellington Shire total % population increase (SDG 11.3)	(2020 estimate) 44,770 (source: ID profile population and dwelling estimate)	45,092 0.72% increase	45,754 1.46% increase	Approximately 1% increase per annum

DIRECTION

3

Liveability and Wellbeing



'We are a liveable,
engaged, and supported
community.'

PORT OF SALE LIBRARY



Key projects*



- Wedge Performing Arts Centre Redevelopment business case (3.3.5) ❤️
- Develop Early Learning Facilities with a focus on multi-use spaces (3.3.3) ❤️
- VicHealth Youth Mental Health project (3.4.3) ❤️
- Yarram and Sale Early Years Feasibility Studies (3.3.4)
- Gippsland Art Gallery blockbuster exhibitions commencing with Archibald Prize 2021 (3.3.4, 3.3.5, 3.3.6)
- Respond to the Federal Government Home and Community Care funding reform (3.4.2) ❤️



*subject to successful business case and funding



Council Plan Strategic Direction 3: Liveability and Wellbeing


 - linked to Healthy Wellington Plan





Initiative Code	Key initiatives and priorities to achieve these outcomes	Council's role	Progress update comments	Status	Progress	Healthy Wellington Framework Considerations:
3.1.1 	Major Initiative - Implement a Reconciliation Action Plan (RAP) to build relationships, improve cultural awareness and reconciliation with Gunaikurnai people and deliver on cultural, environmental, and economic projects in the spirit of the Gunaikurnai Whole of Country Plan.	Facilitator	<p>Council continues to partner with GLaWAC on several fronts, however GLaWAC have advised its partners that Reconciliation Action Plans (RAP) are no longer their preferred approach with strategic partners.</p> <p>Rather, they are developing briefer MoU-type documents with more measurable and pragmatic outcomes.</p> <p>GLaWAC have advised they will discuss this approach with Council in the new year (2024) so at this stage, Council is unable to progress this agreement.</p>	Progressing	80%	<p>Council continues to build relationships, programs and initiatives that focus on key priority groups within the Aboriginal and Torres Strait Islander community, these include Early Years, Youth, Women and Families.</p> <p>There has been considerable collaboration between Council and Ramahyuck for children aged 0-12 through strong partnerships with the Early Years team.</p>
3.1.2 	Initiative - Facilitate activities and events that celebrate and promote inclusion and engagement of our culturally and socially diverse communities. Deliver via defining and resourcing Council and the community's role in place activation and event delivery.	Funder, Provider, Facilitator	<p>Wellington connects community through significant cultural events including the annual 'Day @ The Port' event and 'The Art Bar'.</p> <p>Council Officers are currently assessing feedback from the Arts and Culture Strategy community consultation with a view to expanding its annual calendar of events and activations in townships outside of Sale.</p> <p>Decisions around the type and location of events, and level of support will be considered when the consultation findings are presented to CMT in early 2024.</p>	Progressing	60%	<p>Wellington is committed to supporting increased social connectedness and inclusion of Wellington Shire's diverse communities through its annual calendar of events and activations.</p>





Initiative Code	Key initiatives and priorities to achieve these outcomes	Council's role	Progress update comments	Status	Progress	Healthy Wellington Framework Considerations:
3.1.3 	Initiative - Sensitively consider and support people to participate, contribute and be represented in our community without barriers due to disability, gender, age, sexuality or culture via the development and implementation of a Diversity and Inclusion Action Plan.	Facilitator, Provider, Advocate	The expired Access and Inclusion Plan has been through the review process in consultation with the Wellington Disability Advisory Committee. The review findings are informing the development of the yet to be titled "Disability Action Plan".	Progressing	60%	Inclusion is a critical element of working successfully with all people in the community. Understanding the barriers that people need to overcome in relation to their gender, race, ethnicity and sexuality is central to Healthy Wellington advocacy work.
3.1.4 	Initiative - Implement a Gender Equality Action Plan to improve gender equity and fairness within the workplace and amongst our community.	Provider, Facilitator	The Gender Equality Action Plan has been established and is being implemented as an ongoing business-as-usual body of work. There is a Gender Equality Committee meeting regularly and overseeing the broader Gender Equality obligations under the Act.	Completed	100%	Gender Equality Action Plan is underway, as is a Gender Equality Committee to oversee work in this space. The Social Connection and Inclusion team are also working on community aspects of gender equality and diversity initiatives to support this work.
3.2.1	Initiative - Highlight community voices in Council's decision making and the community's active engagement at the core of our operation. Listen and provide leadership, especially in complex matters.	Provider, Facilitator	Community voices are captured and highlighted through consultation and engagement to inform Ageing Well in Wellington Strategy development, the Library Services Review, Aqua Energy Redevelopment design process and the Arts & Culture Strategy development.	Completed	100%	Not applicable
3.2.2	Initiative - Advocate for local and regional priorities and issues that matter to our community in partnership with key stakeholders.	Advocate	Council is partnering with members of One Gippsland (6 Councils, TAFE Gippsland, Federation University, Food and Fibre Gippsland) with Gippsland Women's Health as auspice and has secured grant funding for Worksafe's Workwell Program. This program is aimed at improving workplace mental health by ensuring	Progressing	80%	Not applicable




Initiative Code	Key initiatives and priorities to achieve these outcomes	Council's role	Progress update comments	Status	Progress	Healthy Wellington Framework Considerations:
			workplace cultures are psychologically safe and that the risks associated with psychosocial hazards are eliminated or reduced so far as is reasonably practicable.			
3.2.3	Initiative - Use a range of online and in person methods to provide clear communication about decisions and plans that affect communities, making sure to close the loop and feedback on consultation outcomes.	Provider	Detailed community engagement plans developed for major initiatives such as Library Services review, Ageing Well in Wellington, and the Cat Curfew initiative, all involve fully informing community of the initiatives, actively seeking input, and providing information regarding final outcomes via online and direct face to face focus group opportunities.	Completed	100%	Not applicable
3.3.1 	Initiative - To assist in recovery from COVID-19, facilitate support for and capacity building of community volunteers in Committees of Management and other groups that deliver community outcomes.	Funder, Provider, Facilitator	<p>The Reactivating Community Facility Volunteers project, funded by Black Summer Bushfire Recovery and Latrobe Valley Authority (LVA) has resulted in the creation of a Committee Volunteer Support Officer role.</p> <p>This position is funded until March 2024 and directly supports volunteer facility managers by increasing volunteer capacity and direct delivery of events and programs.</p> <p>A 12-month calendar of volunteer capacity building training is being delivered and future calendar currently being planned.</p>	Progressing	60%	The Reactivating Community Facility Volunteers project outcomes align to Healthy Wellington objectives.
3.3.2 	Initiative - Support formal and informal education providers to offer transitions to different learning environments based on people's life circumstances. Aim to improve educational attainment and aspiration	Facilitator, Advocate	Facilitated the Gippy Youth Jobs Summit at the Sale Memorial Hall in August, linking industry and secondary school students with the potential job opportunities being offered including	Progressing	85%	Equality - Reduces the barriers for people trying to access education.

Initiative Code	Key initiatives and priorities to achieve these outcomes	Council's role	Progress update comments	Status	Progress	Healthy Wellington Framework Considerations:
	within Wellington Shire recognising that the delivery of secondary school VCE will commence a transition process in the coming years to ensure it remains appropriate and relevant.		renewable energy and other major employment sectors.			
3.3.3 	Major Initiative - Respond to future Early Years' service gaps, particularly in childcare and kindergarten in major towns.	Facilitator, Funder, Provider, Advocate	<p>Funding acquired to expand the early years provision in Yarram via the Victorian Government's Building Blocks - Modular program.</p> <p>Design works underway with on-site construction anticipated to commence in August 2023 and completed in time to operate from Term 1 2024.</p> <p>Funding acquired to progress the concept and schematic design for the Sale Integrated Centre for Children and Families through the Victorian Government's Building Blocks - Planning program.</p> <p>Design tender is anticipated to be awarded in August 2023.</p>	Completed	100%	Equality objective is considered through this major initiative as the projects being delivered aim to reduce barriers for people to access key educational services.
3.3.3.1 	Key Project - Develop Early Learning Facilities with a focus on multi-use spaces.	Facilitator, Funder, Provider, Advocate	<p>Funding acquired to expand the early years provision in Yarram via the Victorian Government's Building Blocks - Modular program.</p> <p>Design works underway with on-site construction anticipated to commence in August 2023 and completed in time to operate from Term 1 2024.</p> <p>Funding acquired to progress the concept and schematic design for the Sale Integrated Centre for Children and Families through the Victorian</p>	Completed	100%	Equality objective is considered through this major initiative as the projects being delivered aim to reduce barriers for people to access key educational services.

Initiative Code	Key initiatives and priorities to achieve these outcomes	Council's role	Progress update comments	Status	Progress	Healthy Wellington Framework Considerations:
			Government's Building Blocks - Planning program. Design tender is anticipated to be awarded in August 2023.			
3.3.3.2	Key Project - Yarram and Sale Early Years Feasibility Studies.	Facilitator, Funder, Provider, Advocate	Reports completed late 2022.	Completed	100%	Not applicable
3.3.4 	Initiative - Work with the community to understand which arts and cultural services and opportunities are important to them and facilitate development in these areas.	Provider, Funder	Wellington is committed to delivering a new Arts and Culture Strategy for 2024-2029. Extensive community and staff consultation has been undertaken by the consultant, Bruce Smith from Polis Planning. The consultation phase has resulted in the development of a paper highlighting key findings and emerging themes in the development of the strategy by Council staff. This paper will be presented to CMT and Council for comment in early 2024.	Progressing	50%	The Arts and Culture Strategy highlights actions that will promote health, education and creative engagement across Wellington Shire. There are opportunities to develop and engage new audiences and to further address the social and cultural needs of Wellington Shire communities.
3.3.4.1	Key Project - Gippsland Art Gallery blockbuster exhibitions commencing with Archibald Prize 2021.	Provider, Funder	Planning for the first 'blockbuster' exhibition since the Archibald Prize is well under way, with 'Annemieke Mein: A Life's Work' to be presented from 2 March to 26 May 2024. This will be followed by 'The Americans: Master Works from the NGA' in December 2024, and 'Turner & Australia' in June 2025.	Completed	100%	Not Applicable
3.3.5	Initiative - Investigate opportunities for alternative cost-effective models for delivery of quality cultural, leisure and	Funder, Provider, Facilitator	Final report received, findings to be presented to CMT & Council in December 2023.	Progressing	90%	Not applicable

Initiative Code	Key initiatives and priorities to achieve these outcomes	Council's role	Progress update comments	Status	Progress	Healthy Wellington Framework Considerations:
	recreation facilities and programs that encourage access and participation across our community.					
3.3.5.1 	Key Project - Wedge Performing Arts Centre Redevelopment business case.	Funder, Provider, Facilitator	Business case completed. Concept design and funding sourcing currently underway.	Completed	100%	Not applicable
3.3.6 	Initiative - Improve access to arts and cultural experiences by pursuing partnerships and creating programs that activate our open spaces and facilities to increase community connection.	Funder, Provider, Facilitator	The Gallery partnered with the other Arts and Culture business units to help deliver the 'Day @ the Port' Festival on 4 February 2023.	Completed	100%	'Day @ The Port' attracted people from a diverse range of backgrounds to come together and celebrate the Port of Sale precinct. 'Day @ the Port' is an important annual accessible event for community-building, with activities for young people outside to more contemplative spaces inside the Gallery.
3.4.1 	Major Initiative - Investigate gaps in service provision for vulnerable community members, review options and determine Council's future role.	Facilitator	Council is continuing to benchmark and review options to assist vulnerable groups in the community. Council works with various health services and agencies to identify gaps in service provisions for seniors, this also includes transport and accessibility.	Progressing	50%	The Ageing Well in Wellington strategy is a developing document to help guide Council to improve access and participation in support services, focusing on those who are vulnerable including: young children, youth, people living with a disability and seniors.
3.4.2 	Major Initiative - In response to the Federal Government reforms for Home and Community Care determine the most appropriate supports to be facilitated by Council for people to age positively in community.	Facilitator, Funder, Advocate	Amendments are being made on the 'Ageing Well in Wellington' strategy which was based on the recommended outcomes from the 'Ageing Well' community consultation. A proposed action plan will be taken to Council in the new year for endorsement. Council continues to advocate for improved outcomes and accessibility for	Progressing	85%	The recruitment of the Social Connection and Inclusion Officer - Positive ageing and Disability Partnerships has seen an increase in access and participation. Council has been facilitating no cost, low-cost activities for seniors in main and regional towns through Council services and community services.

Initiative Code	Key initiatives and priorities to achieve these outcomes	Council's role	Progress update comments	Status	Progress	Healthy Wellington Framework Considerations:
			the ageing population so they can age positively in Wellington.			Programs and activities are based around ageing well and support good health, both physical and mental.
3.4.2.1 	Key Project - Respond to the Federal Government Home and Community Care funding reform.	Facilitator, Funder, Advocate	The proposed 'Ageing Well in Wellington' strategy is in the final stages. Recommendations were made by Councillors when the strategy was initially presented and finalised strategy to be presented to Councillors in in the new year.	Progressing	90%	Council continues to be actively advocating for all demographics, with focus on priority groups including, seniors and people living with a disability.
3.4.3 	Initiative - Advocate for increased access to appropriate health services to meet the modern health challenges of the community including increased mental health and wellbeing services and education to reduce the stigma of accessing services in a post-COVID environment.	Facilitator, Advocate	Council continues to strengthen the role of advocate for increased health services in the Wellington Shire. Partnering with the two major health services in the Wellington Shire to deliver important services such as Maternal Child Health. Connecting health services with local education institutions has also been a priority for Council to raise awareness, this was evidenced by Wellington Shire becoming a Live4Life community.	Progressing	65%	Wellington is officially a Live4Life community which is a whole community approach to youth mental health first aid. Live4Life also captures other priority groups through Mental Health first aid delivery and awareness of mental health services in Wellington.
3.4.3.1 	Key Project - VicHealth Youth Mental Health project.	Advocate, Facilitator	The Youth Mental Health Project - Wellington Ways to Wellbeing, has been successfully implemented. Wellington Shire Council continues to work with some of our schools to implement/support the leadership framework as this ensures the projects continuation and sustainability.	Completed	100%	Wellington Ways to Wellbeing has been successfully implemented across several secondary schools within Wellington. This program aims to provide a framework to support good mental and physical health for young people.
3.4.4 	Major Initiative - Support employers with the attraction, recruitment and long-term retention of health specialists and allied	Facilitator, Advocate	Council continues to provide assistance where appropriate.	Progressing	80%	Mental Wellbeing - Improve access and participation to programs and

Initiative Code	Key initiatives and priorities to achieve these outcomes	Council's role	Progress update comments	Status	Progress	Healthy Wellington Framework Considerations:
	health workers into hospitals and schools and to service NDIS and My Aged Care packages.		The most recent census data now shows Healthcare and Social Services as the Shires largest employment sector.			services that support good mental health.
3.4.5 	Major Initiative - Create a Wellington Shire Health and Wellbeing Partnership with health and community agencies which focuses on preventing, supporting and responding to health and wellbeing issues as outlined in the Healthy Wellington 2021-25 Strategy.	Facilitator	Council continues to partner with many health and community agencies to improve the health and wellbeing of people living in Wellington. The establishment of a formal health and wellbeing partnership that is facilitated by Council is progressing with preliminary engagement with key stakeholders.	Progressing	60%	Council is involved in many health and community partnerships. Campaigns such as 'Breathe Easy' Gippsland is an example of the collaborative and collective work and expertise that Council provides to local health agencies and vice versa.
3.4.6 	Major Initiative - Use Healthy Wellington 2021-25 to focus on the health and wellbeing needs of the senior population. Prevent and address barriers to accessing community, social, health and lifelong learning services.	Facilitator, Funder, Advocate	Council continues to foster all positive ageing partnerships and uses these relationships to advocate to address the barriers for people over the age of 55. Council works with local health services and community agencies to facilitate programming specifically designed for seniors in Wellington.	Progressing	60%	Council continues to develop accessible positive ageing programs that align with the health objectives from Healthy Wellington.
3.4.7 	Initiative - Achieve Rainbow Tick accreditation of Council services to reduce stigma and discrimination against LGBTIQ+ people.	Provider, Facilitator	Council have undertaken an internal audit of programs, policies and initiatives that align with the Rainbow Ready Roadmap, an assessment tool for Local Government. Council is in the process of benchmarking, and collaborating with, other councils who have completed or have almost completed the Rainbow Ready Roadmap.	Progressing	40%	The findings of the internal audit have highlighted some inclusive initiatives that Council have already implemented, such as pronouns on email signatures, name badges and business cards. Council have also adopted IDAHOBIT as an annual day of celebration.

Indicators of Success:	Baseline	2021-22 Result	2022-23 Result	2025 Target
3.1 An inclusive, diverse, and resilient community				
Community satisfaction with perception of diversity and accessibility in the community (SDG 10.2)	Not currently measured	Indicator being reviewed	Indicator review completed. Additional question included in the 2024 Community Satisfaction Survey	Identify baseline. Continual improvement on WSC score.
3.2 An actively engaged community				
Community satisfaction with Council decisions (SDG 16.7.2)	(2020) Wellington Shire 58/100 (Large Rural was 52/100)	Wellington Shire 59/100 (Large Rural 51/100)	Wellington Shire 54/100 (Large Rural 48/100)	Continual improvement on WSC score
Community satisfaction with Council engagement (SDG 16.7.2)	(2020) Wellington Shire 57/100 (Large Rural was 54/100)	Wellington Shire 55/100 (Large Rural 51/100)	Wellington Shire 53/100 (Large Rural 49/100)	Continual improvement on WSC score
Community satisfaction with level of Council lobbying (SDG 16.7.2)	(2020) Wellington Shire 57/100 (Large Rural was 53/100)	Wellington Shire 59/100 (Large Rural 51/100)	Wellington Shire 55/100 (Large Rural 49/100)	Continual improvement on WSC score
3.3 Opportunities for everyone to work, learn, create, play and share				
Participation rates in kindergarten for 4 year olds (SDG 4.2.2)	(2020) Participation rate 91.89%	Participation rate 89.9% Enrolment rate is 98.7%	Participation rate 93% Enrolment rate is 99.1%	Better than Gippsland average
Active library members in municipality (SDG 4.6)	(2019-20) 13% active library members	10.68% active library members	10% active library members	15%
Participation at Council-run performing arts events (SDG 4.7)	(2018-19) 21,300 visits	17,296 visits	20,652 visits	Increase by 2%
Participation in Gippsland Art Gallery programs and events (SDG 4.7)	(2018-19) 39,600 visits	48,475 visits (includes 26,000 visits to the Archibald Prize)	39,611 visits	Increase by 2%
3.4 Improved access to and participation in support services focussing on those who are vulnerable including: young children, youth, people living with a disability and seniors				
Availability of NDIS services within Wellington Shire to meet service demand (SDG 10.2)	(2020) 49% of NDIS funding used by participants	LGA data not available, overall Victorian result 72% of NDIS funding used by participants	70% of NDIS funding used by participants as at Q4 2022/23	80% of NDIS funding used by participants
Proportion of children attending Maternal and Child Health 3.5 years ages and stages visit (SDG 3.8)	(2017) 71.3%	Yarram & District Health Service 52% Central Gippsland Health Service 45%	Results not available until November 2023	90%

DIRECTION

4

Services and Infrastructure



'We are a connected community with access to the services and infrastructure we require.'

AQUA ENERGY, SALE

Key projects*



- Accelerate Urban Paths Plan delivery (4.4.3) ❤️
- Aqua Energy redevelopment (3.3.5 , 4.3.5) ❤️
- Investigate delivery of Gippsland Regional Sports Complex Stage 2B (4.3.5)
- Briarolong Tennis Court refurbishment (4.3.5)
- LED lighting upgrades at Stratford Recreation Reserve and Rosedale Recreation Reserve (4.3.5)
- Streetscape improvements: Cowwarr and Port Albert (4.3.1)
- 'A Warmer Pool for Yarram' project (4.3)
- Stephenson Park, Sale, changerooms redevelopment (4.3.5)
- Stratford outdoor pool solar upgrade and pool blanket (4.3)
- Seacombe boat ramp upgrade (4.3.4)
- Town entry improvement program: Maffra and Heyfield (4.3)
- Port Albert Mechanics Institute facade and rising damp treatment (4.3.5)
- Wurruk pump track (4.3)
- Seaspray levy rehabilitation (4.3)



*subject to successful business case and funding


Council Plan Strategic Direction 4: Services and Infrastructure

 - linked to Healthy Wellington Plan

Initiative Code	Key initiatives and priorities to achieve these outcomes	Council's role	Progress update comments	Status	Progress	Healthy Wellington Framework Considerations:
4.1.1	Initiative - Investigate a shared services operating model to expand innovative activities, enable operational efficiencies, contain costs, and take advantage of other revenue generating opportunities to benefit the organisation and community.	Provider, Facilitator	Both the Wellington Shire Council (WSC) and East Gippsland Shire Council (EGSC) have investigated the myriad of available options for establishing a Shared Services operating model. Both Councils are currently working towards improving and standardising ICT systems and processes across both organisations and once this program of work is completed the shared service operating model options will be reviewed and discussed again.	Completed	100%	Not applicable
4.1.2	Initiative - Continue to improve our long-term finance and asset planning to ensure that the Council remains financially sustainable.	Provider	Our current Long-term Financial Plan (LTFP) denotes strong financial sustainability and align with our asset plans. Council's 2021/25 Asset Plan was adopted by Council in June 2021 alongside the LTFP. Planning has commenced on the next iteration of Councils Asset Plan. The purpose of the Asset Plan is to demonstrate responsible management of Wellington Shire Council infrastructure assets, comply with the Victorian Local Government Act 2020 and model the funding required to maintain assets in their current condition.	Completed	100%	Not applicable




Initiative Code	Key initiatives and priorities to achieve these outcomes	Council's role	Progress update comments	Status	Progress	Healthy Wellington Framework Considerations:
			It includes dashboard summaries of the following asset classes- Roads, Paths, Bridges & Major Culverts, Drainage, Property and Open Space.			
4.2.1 	Initiative - Provide services that are easy to use, valued by the community and give best overall worth back to Council and the community.	Provider	Council's operational reviews of the Library Services Network and Aqua Energy and the Gippsland Livestock Exchange Facility are almost complete. The outcomes of these reviews will identify and inform future enhancements to service delivery and opportunities for more efficient operations.	Progressing	65%	Conducting thorough service reviews will ensure services are resourced and structured to meet understood community needs, and optimise community engagement and social connections, thus enhancing community resilience and wellbeing
4.3.1 	Initiative - Work to ensure that our town centres are activated, safe, clean, have appropriate facilities and are well-maintained.	Provider, Regulator	High community satisfaction with urban streetscapes and amenity. Teams are adhering to service level requirements in and around Central Business District's (CBD's), as well as connected public open spaces (parks & reserves). Streetscapes, facilities and supporting infrastructure are renewed and upgraded in line with relevant plans. Community activities to increase social connectedness and create opportunities for inclusion in community life are supported in collaboration with Council's Economic Development team and Communities & Culture team, during Parks Week and other programs. E.g. Festivals, Parades and other street events.	Ongoing	100%	The provision of quality town centres encourages community participation, reducing barriers and increasing social connectedness.
4.3.1.1	Key Project - Streetscape improvements: Cowwarr.	Provider, Regulator	Project completed during 2022/23 financial year.	Completed	100%	Not applicable

Initiative Code	Key initiatives and priorities to achieve these outcomes	Council's role	Progress update comments	Status	Progress	Healthy Wellington Framework Considerations:
4.3.1.2	Key Project - Streetscape improvements: Port Albert.	Provider, Regulator	All work on the Tarraville Road footpath and the Wharf Street streetscape upgrade has been completed.	Completed	100%	Not applicable
4.3.1.3	Key Project - Town entry improvement program: Maffra.	Provider, Regulator	Shoulder sealing works undertaken by Department of Transport and Regional Roads Victoria. No further works required at this time.	Completed	100%	Not applicable
4.3.1.4	Key Project - Town Entry improvement program: Heyfield.	Provider, Regulator	Project completed during the 2022/23 financial year.	Completed	100%	Not applicable
4.3.1.5	Key Project - Seaspray levee rehabilitation.	Provider, Regulator	The construction of the levee is essentially complete apart from one small section where an easement is required to allow access over private property. Certification of the works is currently underway.	Progressing	95%	Not applicable
4.3.2	 Initiative - Plan for the key growth communities across the shire from a 'place-based' approach holistically considering the built environment, community, and economic directions concurrently.	Provider, Facilitator	The Growth Management and Economic Development Strategy is being developed and includes engagement with key stakeholders to ensure a well informed strategy. Further State Government funding is also being sought to assist Council with stage two of Wellington Renewable Energy Impact and Readiness Study.	Progressing	85%	Active Living - Improves active travel to and from work, providing access to infrastructure. Equality - Reduces barriers to people who are trying to feel included in community life.
4.3.3	 Initiative - Ensure green infrastructure (trees and vegetation) provision is a key component of the built environment and design of the public realm facilitates sustainability, liveability, and social connectivity.	Provider, Advocate	Planning is well underway for the Urban Forest Renewal Program 2024 with consultation wrapping up on selected streets and in Stratford. Following two sessions delivered by Tree Dimensions of working around trees and the need to protect trees, staff are taking the messages delivered and continuing to	Progressing	70%	Increase participation in passive recreational activities such as walking and cycling. Increase community's resilience to withstand, recover and thrive from climate-driven natural disasters (i.e., flood, fires, and drought).

Initiative Code	Key initiatives and priorities to achieve these outcomes	Council's role	Progress update comments	Status	Progress	Healthy Wellington Framework Considerations:
			engage relevant NEP staff in planning for the protection of green infrastructure.			
4.3.4	Initiative - Assess our key tourism areas and benchmark against like towns to ensure the right mix of Council services and facilities is provided to meet peak tourist demand and ongoing community requirements.	Funder, Provider, Facilitator	Local Area Action Plan through Destination Gippsland currently progressing via consultant Tourism Ninja: The plan will cover Yarram, Tarra Bulga and surrounds. There will be a focus on industry and experience development in the final document. There will be 2 rounds of community and industry consultation. The first will gather insights into priorities and achievable wins for the destination. The second will take place 4-6 weeks later to present the draft Local Area Action Plan and finalise the action plan. Survey has been conducted and is now complete. Control group met to review first draft of the plan.	Progressing	80%	Not applicable
4.3.4.1	Key Project - Seacombe boat ramp upgrade.	Funder, Provider, Facilitator	Completed in late 2022, providing improved boating access to Seacombe and The Straits.	Completed	100%	Not applicable
4.3.5 	Initiative - Support volunteer facility managers whose work contributes to improved community mental and physical health by activating, upgrading, and repurposing existing multi-use sporting, cultural and social facilities in preference to establishing new.	Facilitator, Funder, Provider, Advocate	The Reactivating Community Facility Volunteers project, funded by Black Summer Bushfire Recovery and Latrobe Valley Authority (LVA) has resulted in the creation of a Committee Volunteer Support Officer role. This position is funded until March 2024 and directly supports volunteer facility managers by increasing volunteer	Progressing	65%	The Reactivating Community Facilities Volunteers project delivers programs and projects resulting in volunteer capacity building which in turn results in increased participation at facilities, increased awareness of needs and efficient use of facilities.

Initiative Code	Key initiatives and priorities to achieve these outcomes	Council's role	Progress update comments	Status	Progress	Healthy Wellington Framework Considerations:
			<p>capacity and supporting delivery of events, programs and volunteer support initiatives.</p> <p>To improve the condition and access of facilities Committees of Management have been supported with Risk & Maintenance Subsidies totaling \$942,392 and direct maintenance support of over \$250,000.</p> <p>No new facilities acquired or built.</p>			
4.3.5.1	Key Project - Investigate delivery of Gippsland Regional Sports Complex Stage 2B.	Facilitator, Funder, Provider, Advocate	<p>Previous business case being reviewed and Request for Quote brief current in development.</p> <p>Anticipate advertising contract in November - December to commence work in January / February.</p>	Progressing	5%	Not applicable
4.3.5.2	Key Project - Briagolong Tennis Court refurbishment.	Facilitator, Funder, Provider, Advocate	Final works completed in November 2023 providing the community with 4 compliant tennis courts, one which also serves as a multipurpose court enabling competition/training netball and social basketball and soccer.	Completed	100%	Not applicable
4.3.5.3	Key Project - LED lighting upgrades at Stratford Recreation Reserve and Rosedale Recreation Reserve.	Facilitator, Funder, Provider, Advocate	<p>LED lighting infrastructure installed on the main oval at Rosedale Recreation Reserve with funding through the Federal Government's Local Roads and Community Infrastructure Fund.</p> <p>LED lighting infrastructure installed on the main oval at Stratford Recreation Reserve with funding through the Victorian Government's Local Sports Infrastructure Fund - LED Lighting program.</p>	Completed	100%	Not Applicable.

Initiative Code	Key initiatives and priorities to achieve these outcomes	Council's role	Progress update comments	Status	Progress	Healthy Wellington Framework Considerations:
4.3.5.4	Key Project - 'A Warmer Pool for Yarram'.	Facilitator, Funder, Provider, Advocate	<p>Project delivered in time for 2022/23 season.</p> <p>Community consultation completed with Yarram Community to understand programming desires and expectations.</p> <ul style="list-style-type: none"> • New facility infrastructure has enabled additional programming, such as: • Learn to Swim (over 120 participants); • Warm water exercise sessions (3 sessions per week); • Increased school usage; • Increased lap swimming; • Increased recreational swimming.; <p>Increased programming has resulted in attendances being up 48% from a 5-year average, which is the highest ever recorded season.</p>	Completed	100%	Not applicable
4.3.5.5	Key Project - Stephenson Park, Sale, changerooms redevelopment.	Facilitator, Funder, Provider, Advocate	Works completed in time for the 2022 Football / Netball Season.	Completed	100%	Not applicable
4.3.5.6	Key Project - Stratford outdoor pool solar upgrade and pool blanket.	Facilitator, Funder, Provider, Advocate	<p>Project delivered on time and within budget.</p> <p>Increased water temperature has enabled additional patronage from previous seasons.</p>	Completed	100%	Not applicable
4.3.5.7	Key Project - Port Albert Mechanics Institute facade and rising damp treatment.	Facilitator, Funder,	Rising Damp treatment project being managed by the Assets & Projects team.	Progressing	60%	Not applicable

Initiative Code	Key initiatives and priorities to achieve these outcomes	Council's role	Progress update comments	Status	Progress	Healthy Wellington Framework Considerations:
		Provider, Advocate				
4.3.5.8	Key Project - Wurruk pump track.	Facilitator, Funder, Provider, Advocate	Project planned for 2024/25 Financial Year pending Council Capital Works approval and budget process.	Not Due To Start	0%	Not Applicable
4.4.1	 Major Initiative - Advocate strongly to State Government and local stakeholders for improvements to the passenger train service to key regional centres.	Advocate	Council continues to support the Rail Advocacy Sub-committee of the Committee for Wellington by advocating to the Minister for Transport for an increase in train services for Sale. Funding for new train stabling at Bairnsdale was provided in the 2022-23 State Budget.	Progressing	80%	Advocating for the continual improvement and upgrading of rail services will promote healthier, safer, cleaner and more cohesive community. In addition to the economic benefit, any improvement will also provide the community easier access to other regional services.
4.4.2	 Major Initiative - Advocate strongly to State Government and local stakeholders for improvements to the inter-town transport network connecting major towns to key regional centres in Gippsland.	Advocate	Council continues to advocate strongly for more inter-town transport as well as connecting regional towns with key services in Gippsland, i.e health services.	Progressing	55%	Increased inter-town transport remains a significant barrier for people across all groups of any age. Wellington Shire Council continue to advocate for increased travel connectivity and during the interim, deliver programs and activities as a place centred approach where applicable.
4.4.3	 Initiative - Address community road safety and connection issues via active travel projects (education) and road and footpath improvements which will build a physically active, safe, and connected community.	Provider, Funder	Council continues to deliver road safety and active travel programs that enable schools and communities to lobby and advocate for road safety changes. Schools across Wellington have participated in the Bike Education program, conjunction with more Council staff being trained to deliver Bike Education to schools.	Progressing	80%	The delivery of Bike Education and Active Travel programs continues to see children, and families, choose to travel to and from school using bikes, scooter or walking. Not only does the program raise awareness, it encourages people to incorporate active travel into their

Initiative Code	Key initiatives and priorities to achieve these outcomes	Council's role	Progress update comments	Status	Progress	Healthy Wellington Framework Considerations:
						daily routine, which increases physical participation.
4.4.3.1 	Key Project - Accelerate Urban Paths Plan delivery.	Provider, Funder	Urban paths program for 2022/23 is primarily complete. Urban Paths Program has been set at \$1M annually in the 10-year capital works program.	Completed	100%	Path construction allows improved pedestrian access for the Wellington community.

Indicators of Success:	Baseline	2021-22 Result	2022-23 Result	2025 Target
4.1 A financially sustainable, high performing organisation				
Working capital (Current assets as a percentage of current liabilities) (SDG 16.6)	(Similar Councils 2019-20) 299.58%	324.89%* *corrected from 326.58	470.80%* *corrected from 409.98%	Better than similar councils
Loans and borrowings as a percentage of rates (SDG 16.6)	(Similar councils 2019-20) 18.73%	1.13%	0.67%	Better than similar councils
4.2 Services deliver operating efficiencies and best value				
Community satisfaction rate with Council's overall performance (SDG 16.6.2)	(2020) Wellington Shire 62/100 (Large Rural was 55/100)	Wellington Shire 62/100 (Large Rural 55/100)	Wellington Shire 58/100 (Large Rural Council 52/100)	Continual improvement on WSC score
4.3 Well planned and sustainable towns, facilities and infrastructure				
Reduction in the Wellington Shire retail vacancy rate (SDG 11.a)	(2021) 6.7%* * Baseline corrected from 11.40%	6.0%	7.98%	10%
% of Community Managed Facilities accessibility audit recommendations delivered (SDG 9.1)	(2020) 5% of items	10% audit recommendations delivered	12% audit recommendations delivered	10% each year
4.4 Safe and well-used transport connections across all modes of travel				
Community satisfaction with condition of sealed local roads (SDG 9.1)	(2020) Wellington Shire 59/100 (Large Rural 47/100)	Wellington Shire 54/100 (Large Rural 45/100)	Wellington Shire 50/100 (Large Rural 40/100)	>52/100
Increase in kilometres of active travel routes in Wellington Shire as identified under the urban paths plan (SDG 11.2)	(2021) 259km* * Baseline corrected from 237km	264km	269.5km	Increase by 2km of paths annually

14. GENERAL MANAGER DEVELOPMENT

14.1. QUARTERLY BUILDING REPORT - JULY TO SEPTEMBER 2023

ACTION OFFICER: MANAGER REGULATORY SERVICES

PURPOSE

To provide a report to Council on building permits issued in the Wellington Shire during the quarter 1 July 2023 to 30 September 2023, for information.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council note the report of building permits issued from 1 July 2023 to 30 September 2023.

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.

Attachment "Wellington Permits Issued" to this report provides an overview by township, of the number of permits issued along with the estimated value of construction, for the three-month period ending 30 September 2023.

Attachments "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 July 2023 to 30 September 2023 there were 239 permits issued with an estimated value of work at \$49,706,008.

The major projects include:

SALE

- School refurbishment - Catholic College – Stadium alterations & extensions & John 23rd Locker Building
- Wellington Park Way – Double storey office building
- CGHS – Hospital upgrade/extension
- New Childcare Centre – Princes Hwy (eastern end of town)

HEYFIELD

- ASH Timber – further development of industrial warehouse buildings

YARRAM

- Yarram Hub – New kinder building

OTHER

- 3 rural localities with new dwellings each having cost of works ranging between 900K and 1.1 million dollars (Giffard, Kilmany & Seaspray)

In the previous quarter, 1 April 2023 to 30 June 2023, there were 309 permits issued with an estimated value of work at \$59,268,419.

ATTACHMENTS

1. Wellington Permits Issued - Number of Applications and their Estimated Value Each Month [**14.1.1** - 3 pages]
2. Graph 1 - Number of Building Permits [**14.1.2** - 1 page]
3. Graph 2 - Value of Building Works [**14.1.3** - 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 July 2023 to 30 September 2023.

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 2021-25 Theme 4 “Services and Infrastructure” states the following strategic outcome:

Strategic Outcome 4.3: *“Well planned and sustainable towns, facilities, and infrastructure that service community need.”*

This report supports the above Council Plan strategic outcome.

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

	July	August	September	Total
AIRLY	0 \$0	1 \$34,550	0 \$0	1 \$34,550
BINGINWARRI	0 \$0	1 \$110,276	0 \$0	1 \$110,276
BOISDALE	1 \$553,684	1 \$5,000	0 \$0	2 \$558,684
BRIAGOLONG	0 \$0	5 \$385,580	0 \$0	5 \$385,580
BUNDALAGUAH	0 \$0	0 \$0	2 \$98,840	2 \$98,840
CALROSSIE	0 \$0	1 \$73,205	0 \$0	1 \$73,205
CLYDEBANK	0 \$0	0 \$0	1 \$61,073	1 \$61,073
COBAINS	1 \$49,500	0 \$0	0 \$0	1 \$49,500
COONGULLA	2 \$30,000	0 \$0	2 \$44,872	4 \$74,872
COWWARR	1 \$123,200	2 \$715,781	1 \$23,208	4 \$862,189
DARGO	0 \$0	1 \$365,000	0 \$0	1 \$365,000
DAWSON	0 \$0	0 \$0	1 \$71,500	1 \$71,500
DENISON	1 \$1,464,990	0 \$0	0 \$0	1 \$1,464,990
DEVON NORTH	1 \$48,500	0 \$0	1 \$120,000	2 \$168,500
FULHAM	1 \$531,000	1 \$1,306,421	0 \$0	2 \$1,837,421
GIFFARD	0 \$0	0 \$0	1 \$1,076,771	1 \$1,076,771
GLENGARRY	0 \$0	0 \$0	1 \$32,900	1 \$32,900
GLENMAGGIE	1 \$44,500	1 \$87,740	2 \$214,758	4 \$346,998

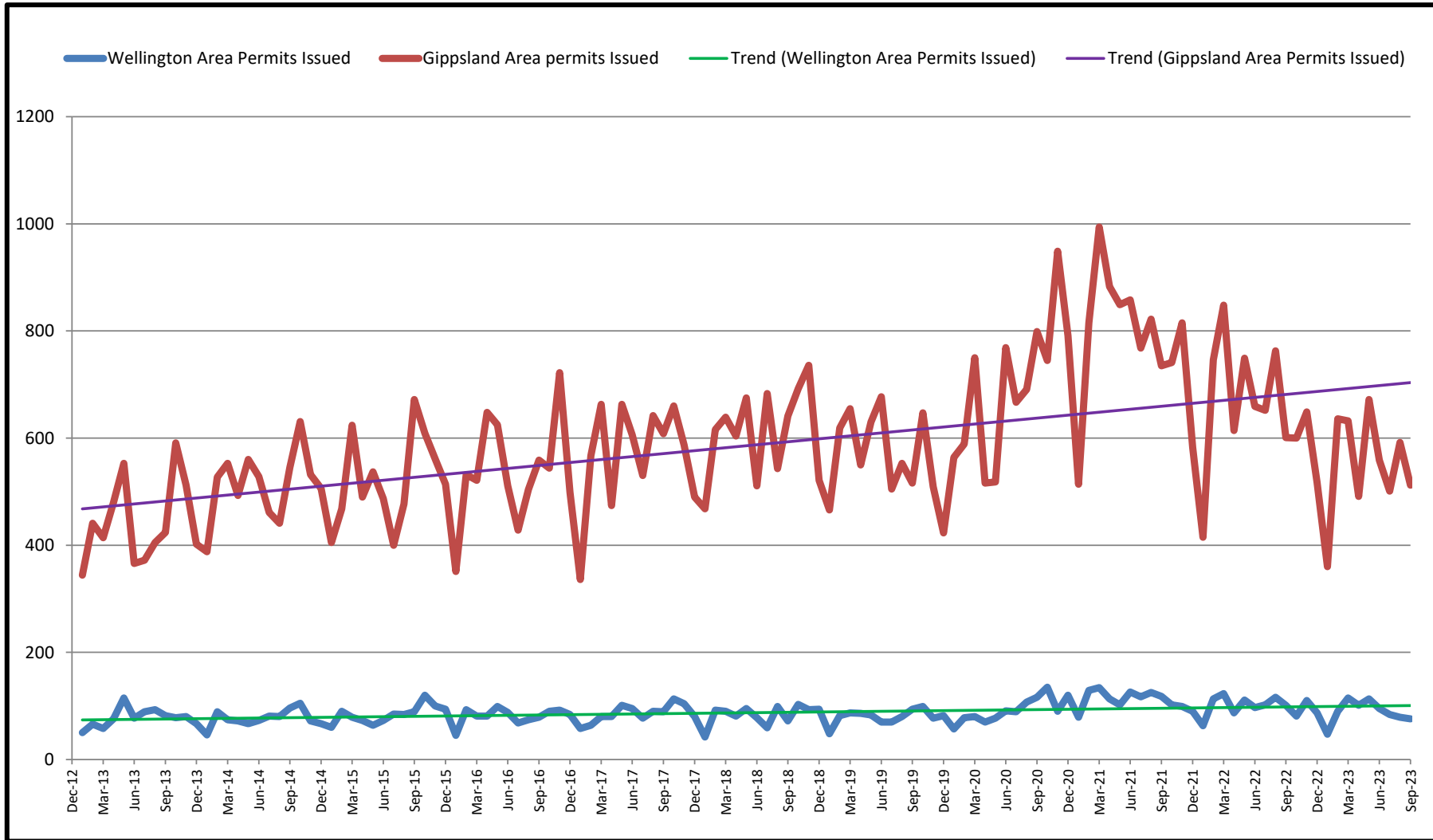
ATTACHMENT 14.1.1

	July	August	September	Total
GOLDEN BEACH	7 \$714,856	2 \$281,760	0 \$0	9 \$996,616
HEYFIELD	3 \$832,873	4 \$497,840	5 \$428,256	12 \$1,758,969
JACK RIVER	1 \$88,000	0 \$0	0 \$0	1 \$88,000
KILMANY	0 \$0	0 \$0	1 \$951,098	1 \$951,098
LANGSBOROUGH	2 \$60,000	0 \$0	1 \$15,709	3 \$75,709
LLOWALONG	1 \$80,300	0 \$0	0 \$0	1 \$80,300
LOCH SPORT	4 \$291,600	6 \$1,489,266	3 \$85,398	13 \$1,866,264
LONGFORD	5 \$392,720	4 \$642,889	2 \$91,847	11 \$1,127,456
MAFFRA	8 \$632,716	3 \$101,250	6 \$613,425	17 \$1,347,391
MONTGOMERY	1 \$71,500	1 \$465,115	0 \$0	2 \$536,615
MUNRO	0 \$0	0 \$0	1 \$189,000	1 \$189,000
MYRTLEBANK	0 \$0	0 \$0	1 \$100,000	1 \$100,000
NEWRY	2 \$69,860	1 \$20,000	0 \$0	3 \$89,860
PARADISE BEACH	3 \$531,539	0 \$0	1 \$11,000	4 \$542,539
PEARSONDALE	1 \$5,000	0 \$0	0 \$0	1 \$5,000
PORT ALBERT	0 \$0	1 \$50,600	0 \$0	1 \$50,600
RIVERSLEA	0 \$0	0 \$0	1 \$58,640	1 \$58,640
ROSEDALE	1 \$420,000	3 \$1,225,557	3 \$187,568	7 \$1,833,125
SALE	16 \$4,533,399	14 \$1,911,378	17 \$9,482,121	47 \$15,926,898
SEASPRAY	1 \$35,000	2 \$28,400	4 \$1,254,600	7 \$1,318,000

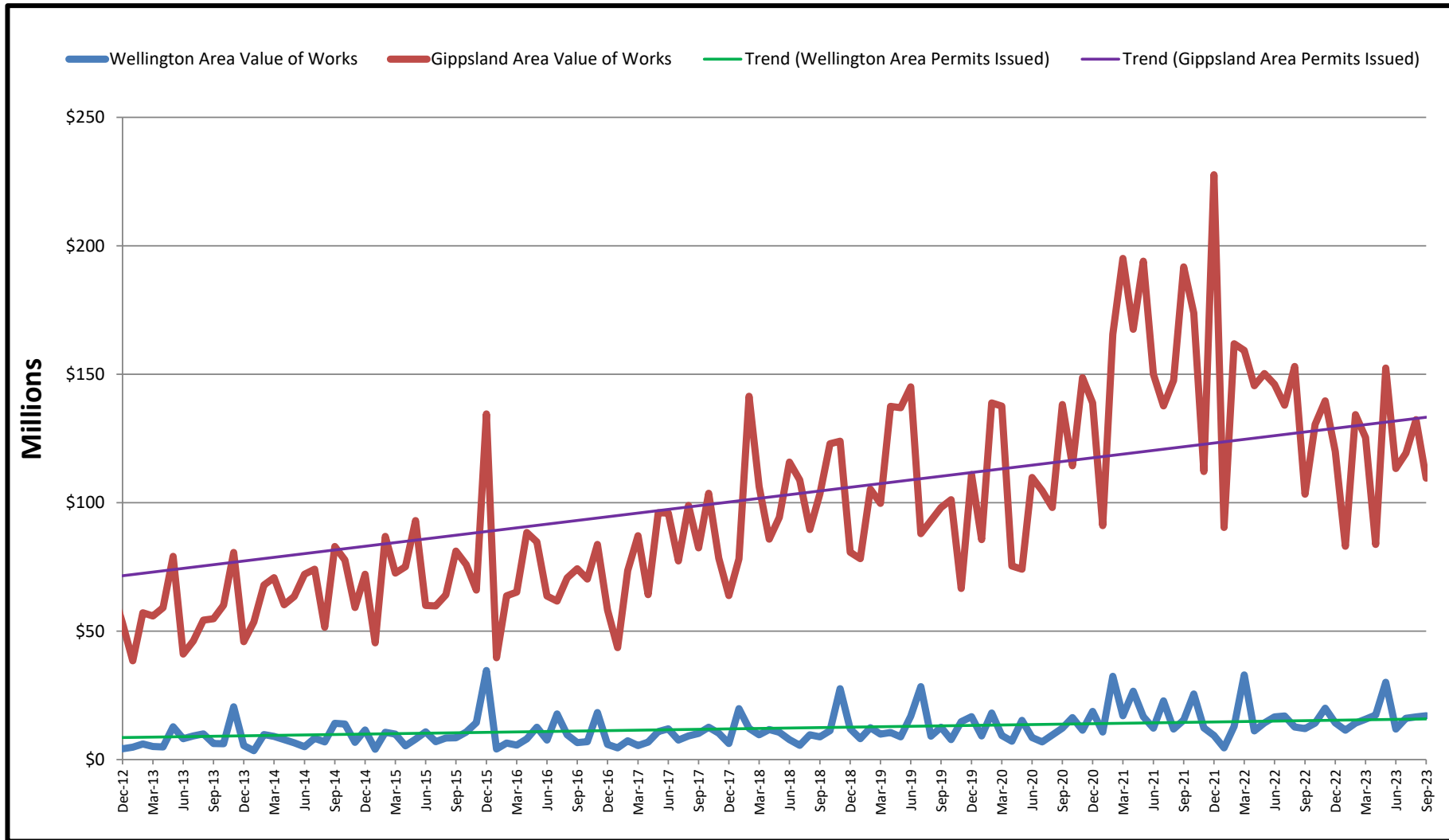
ATTACHMENT 14.1.1

	July	August	September	Total
SEATON	0 \$0	1 \$128,018	0 \$0	1 \$128,018
STRATFORD	9 \$2,696,364	9 \$2,273,737	6 \$709,677	24 \$5,679,778
TARRAVILLE	0 \$0	1 \$235,693	0 \$0	1 \$235,693
THE HONEYSUCKLES	0 \$0	2 \$353,408	1 \$12,000	3 \$365,408
TINAMBA	0 \$0	0 \$0	1 \$48,400	1 \$48,400
WILLUNG	1 \$91,000	0 \$0	0 \$0	1 \$91,000
WINNINDOO	0 \$0	0 \$0	1 \$15,000	1 \$15,000
WONYIP	0 \$0	0 \$0	1 \$15,915	1 \$15,915
WOODSIDE	1 \$87,485	0 \$0	0 \$0	1 \$87,485
WOODSIDE BEACH	1 \$57,861	1 \$14,792	0 \$0	2 \$72,653
WURRUK	4 \$496,989	4 \$1,374,557	3 \$422,593	11 \$2,294,139
YARRAM	3 \$1,015,940	6 \$2,427,730	5 \$613,920	14 \$4,057,590
Total	84.00 16,050,376	79.00 16,605,543	76.00 17,050,089	239.00 49,706,008

GRAPH 1: NUMBER OF BUILDING PERMITS



GRAPH 2: VALUE OF BUILDING WORKS



14.2. MONTHLY PLANNING DECISIONS - OCTOBER 2023

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 October 2023.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council note the report on recent Planning Permit trends and Planning Application determinations between 1 October and 31 October 2023.

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 October and 31 October 2023 is included in Attachment, '*Planning Decisions Report – October 2023*'.

Attachment, '*Planning Trends Report – October 2023*', 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. Planning Decisions Report - October 2023 [14.2.1 - 4 pages]
2. Planning Trends Report - October 2023 [14.2.2 - 3 pages]

OPTIONS

Council has the following options available:

1. Receive 1 October to 31 October 2023 planning decisions report; or
2. Not receive 1 October to 31 October 2023 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 October and 31 October 2023.

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 2021-25 Theme 2 "Economy and Sustainable Growth" states the following strategic outcome:

Strategic Outcome 2.1: *"A diverse economy that creates jobs and opportunities."*

Strategic Outcome 2.3: *"An increase in variety of housing choice to support equitable access to housing."*

This report supports the above Council Plan strategic outcome.

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 1/10/2023 AND 31/10/2023**

Application No/Year	Date Received	Property Title & Address	Proposal	Status
56-3.00/2015	28/06/2023	Assessment No. 82909 PC: 173099 529 COBAINS RD COBAINS	Construction of new kennels & increase in number of dogs.	Permit Issued by Delegate of Resp/Auth 23/10/2023
214-4.00/2021	13/10/2023	Assessment No. 355859 LOT: 4 PS: 317024U 141 POWERSCOURT ST MAFFRA	Multi lot staged residential subdivision.	Permit Issued by Delegate of Resp/Auth 20/10/2023
141-3.00/2022	31/08/2023	Assessment No. 62687 CA: 29 SEC: B2 SOUTH GIPPSLAND HWY SALE	Buildings and works associated with the construction of a boardwalk.	Permit Issued by Delegate of Resp/Auth 12/10/2023
244-1.00/2022	27/05/2022	Assessment No. 287409 CA: 3 SUNDAY ID PORT ALBERT	Buildings & works associated with accommodation (parapark cooperative)	Withdrawn 24/10/2023
562-2.00/2022	21/09/2023	Assessment No. 280149 LOT: 11 PS: 44853 27 CAMERON ST MCLOUGHLINS BEACH	Buildings and works associated with construction of a dwelling.	Permit Issued by Delegate of Resp/Auth 23/10/2023
16-1.00/2023	24/01/2023	Assessment No. 198523 LOT: 2 LP: 202744 1,615 CALLIGNEE SOUTH RD CALLIGNEE SOUTH	Use & development of land for Place of Assembly & liquor license.	Withdrawn 20/10/2023
81-2.00/2023	15/09/2023	Assessment No. 435271 LOT: 1 PS: 734395E 10 BOND ST SALE	B & W associated with the construction of an extension.	Permit Issued by Delegate of Resp/Auth 20/10/2023
144-1.00/2023	5/05/2023	Assessment No. 93450 LOT: 22 LP: 128365 62 HEATH RD STRATFORD	Variation to restrictive covenant.	Withdrawn 23/10/2023
162-1.00/2023	23/05/2023	Assessment No. 217513 LOT: 687 LP: 52648 70 ASTRO AVE GOLDEN BEACH	Buildings and works associated with construction of a dwelling.	Permit Issued by Delegate of Resp/Auth 23/10/2023
163-1.00/2023	23/05/2023	Assessment No. 187872 LOT: 1 PS: 97723 81 ALBERT ST ROSEDALE	2 Lot Resubdivision	Permit Issued by Delegate of Resp/Auth 6/10/2023
227-1.00/2023	11/07/2023	Assessment No. 54171 LOT: 3 LP: 54399 41 TOPPING ST SALE	Buildings and works associated with the construction of three units.	Permit Issued by Delegate of Resp/Auth 9/10/2023

ATTACHMENT 14.2.1

Application No/Year	Date Received	Property Title & Address	Proposal	Status
233-3.00/2023	26/09/2023	Assessment No. 84681 CA: 92A SEC: 2 332 MARLAY POINT RD CLYDEBANK	Use and development of the land for a dwelling.	Permit Issued by Delegate of Resp/Auth 6/10/2023
234-1.00/2023	13/07/2023	Assessment No. 429035 LOT: 2 PS: 637838M 2 CLYNES RD TINAMBA WEST	Use and Development of the land for a dwelling.	Permit Issued by Delegate of Resp/Auth 30/10/2023
247-1.00/2023	27/07/2023	Assessment No. 237669 LOT: 1 PS: 905276M 237 NATIONAL PARK RD LOCH SPORT	2 Lot Subdivision of the Land.	Permit Issued by Delegate of Resp/Auth 23/10/2023
250-1.00/2023	27/07/2023	Assessment No. 400903 PC: 381901U 10 VICTORIA ST WOODSIDE	Two lot subdivision of the land.	Permit Issued by Delegate of Resp/Auth 27/10/2023
251-1.00/2023	27/07/2023	Assessment No. 237669 LOT: 2 PS: 905276M 2 GRAHAM ST LOCH SPORT	Two lot subdivision of the land.	Permit Issued by Delegate of Resp/Auth 23/10/2023
254-1.00/2023	28/07/2023	Assessment No. 441790 LOT: 2 PS: 804076J 45-47 WELLSFORD ST STRAITFORD	B/w assoc with the construction of a retail building & sign.	Permit Issued by Delegate of Resp/Auth 4/10/2023
259-1.00/2023	2/08/2023	Assessment No. 300525 CA: 6 107 POUND RD YARRAM	2 Lot Re-Subdivision of the Land.	Permit Issued by Delegate of Resp/Auth 23/10/2023
269-1.00/2023	8/08/2023	Assessment No. 97493 CA: 1A SEC: 3 199 ROSENEATH RD MEERLIEU	Three lot subdivision of the land.	Permit Issued by Delegate of Resp/Auth 9/10/2023
282-1.00/2023	24/08/2023	Assessment No. 46201 PPC: 351880U 58 WURRUK WAY WURRUK	Subdivision of the land into 3 lots & creation of easement (sewer).	Permit Issued by Delegate of Resp/Auth 31/10/2023
283-1.00/2023	25/08/2023	Assessment No. 86744 CA: 6C 13 CEMETERY RD DARGO	B & W associated with earthworks (grave sites).	Permit Issued by Delegate of Resp/Auth 5/10/2023
284-1.00/2023	25/08/2023	Assessment No. 453936 PC: 375548T 6-8 CALLADALE CT GORMAN DALE	B & W associated with the construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth 9/10/2023
285-1.00/2023	25/08/2023	Assessment No. 188573 LOT: 1 PS: 635531B 101-113 CANSICK ST ROSEDALE	B & W associated with the construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth 10/10/2023

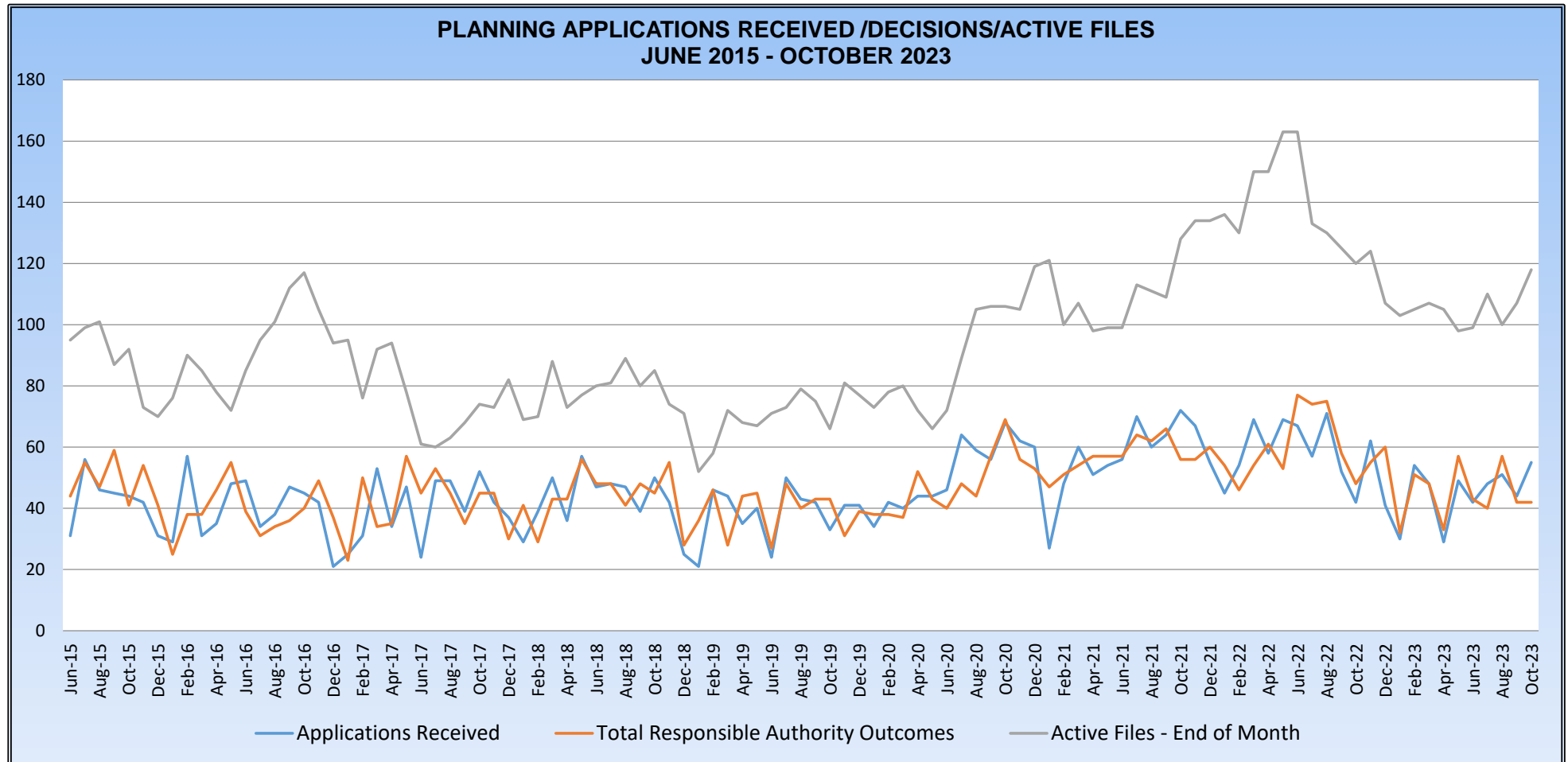
ATTACHMENT 14.2.1

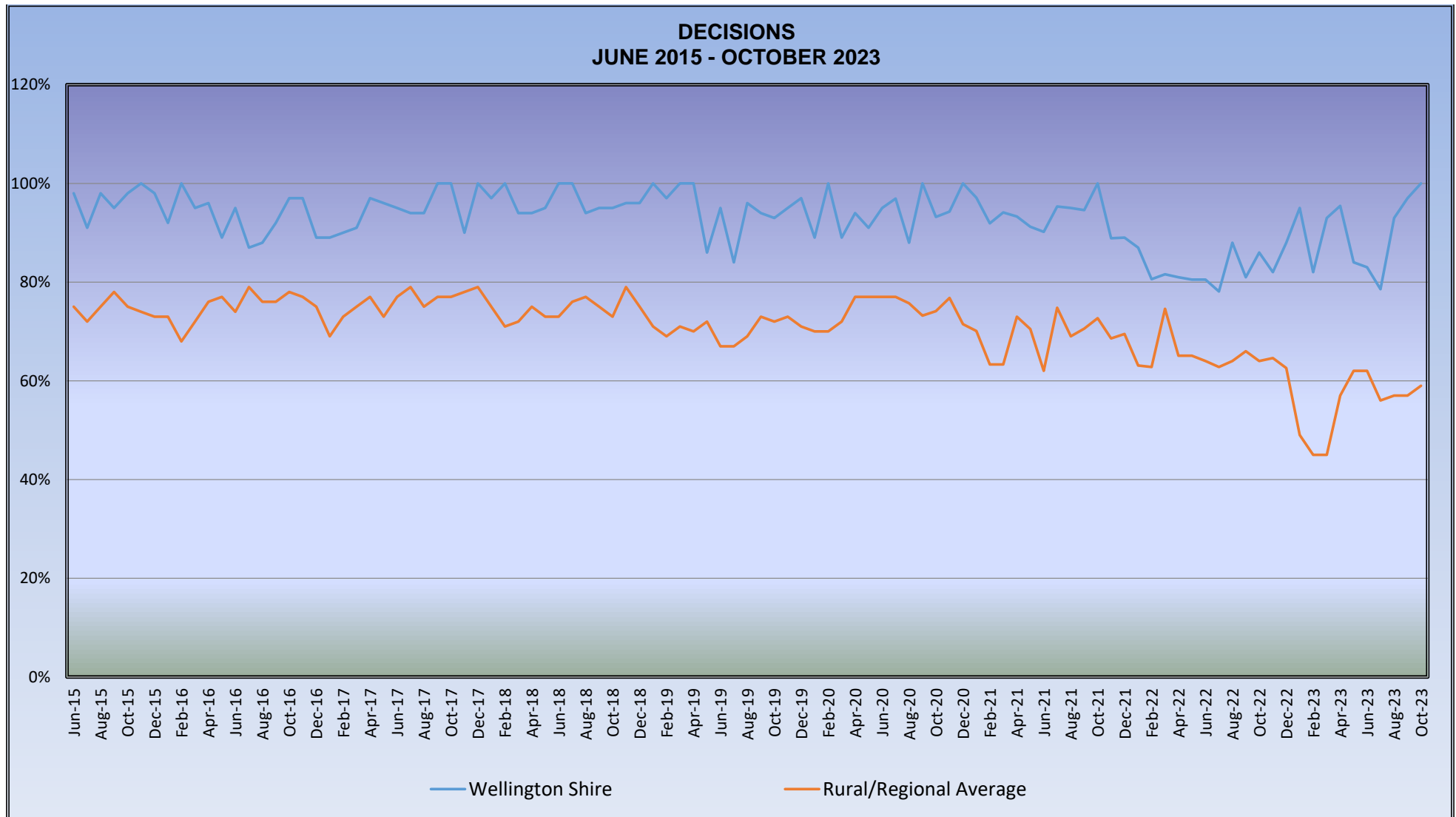
Application No/Year	Date Received	Property Title & Address	Proposal	Status
300-1.00/2023	5/09/2023	Assessment No. 36723 LOT: 7 LP: 18518 184 CUNNINGHAME ST SALE	B & W associated with the construction of an extension.	Permit Issued by Delegate of Resp/Auth 13/10/2023
303-1.00/2023	6/09/2023	Assessment No. 246645 LOT: 2523 LP: 70942 94 WALLABY ST LOCH SPORT	Buildings and works associated with the construction of a dwelling.	Permit Issued by Delegate of Resp/Auth 19/10/2023
306-1.00/2023	7/09/2023	Assessment No. 190983 LOT: 1 PS: 62384 12 LYONS ST ROSEDALE	Buildings & works associated with construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth 9/10/2023
307-1.00/2023	7/09/2023	Assessment No. 460717 LOT: 1 PS: 845501P 27 LYONS ST ROSEDALE	B & W assoc with the construction of an access to a TRZ2.	Permit Issued by Delegate of Resp/Auth 9/10/2023
310-1.00/2023	7/09/2023	Assessment No. 17459 PC: 351882 273-285 YORK ST SALE	B & W associated with the construction of an existing building.	Permit Issued by Delegate of Resp/Auth 27/10/2023
312-1.00/2023	12/09/2023	Assessment No. 196600 LOT: 6 LP: 44581 43 MAIN RD SEASPRAY	B & W associated with the construction of an access to TRZ2.	Permit Issued by Delegate of Resp/Auth 19/10/2023
318-1.00/2023	15/09/2023	Assessment No. 437160 PC: 373908A 7-11 BUSWELL AVE HOLLANDS LANDING	B & W associated with construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth 3/10/2023
320-1.00/2023	18/09/2023	Assessment No. 224261 LOT: 2343 LP: 70941 33 BERNADETTE AVE LOCH SPORT	B & W associated with the construction of a dwelling.	Permit Issued by Delegate of Resp/Auth 20/10/2023
322-1.00/2023	20/09/2023	Assessment No. 94698 LOT: 1 PS: 635551U 177 LLOWALONG ESTATE LLOWALONG	B & W associated with the construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth 9/10/2023
327-1.00/2023	26/09/2023	Assessment No. 392522 LOT: 2 PS: 506796J 52 GEORGE ST MAFFRA	B & W associated with the construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth 11/10/2023
329-1.00/2023	27/09/2023	Assessment No. 219634 LOT: 898 LP: 52648 85 ASTRO AVE GOLDEN BEACH	B & W associated with the construction on of an outbuilding.	Permit Issued by Delegate of Resp/Auth 3/10/2023
331-1.00/2023	3/10/2023	Assessment No. 344259 LOT: 2 PS: 545543U 148 BREWERS HILL RD MAFFRA	B & W associated with the construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth 12/10/2023

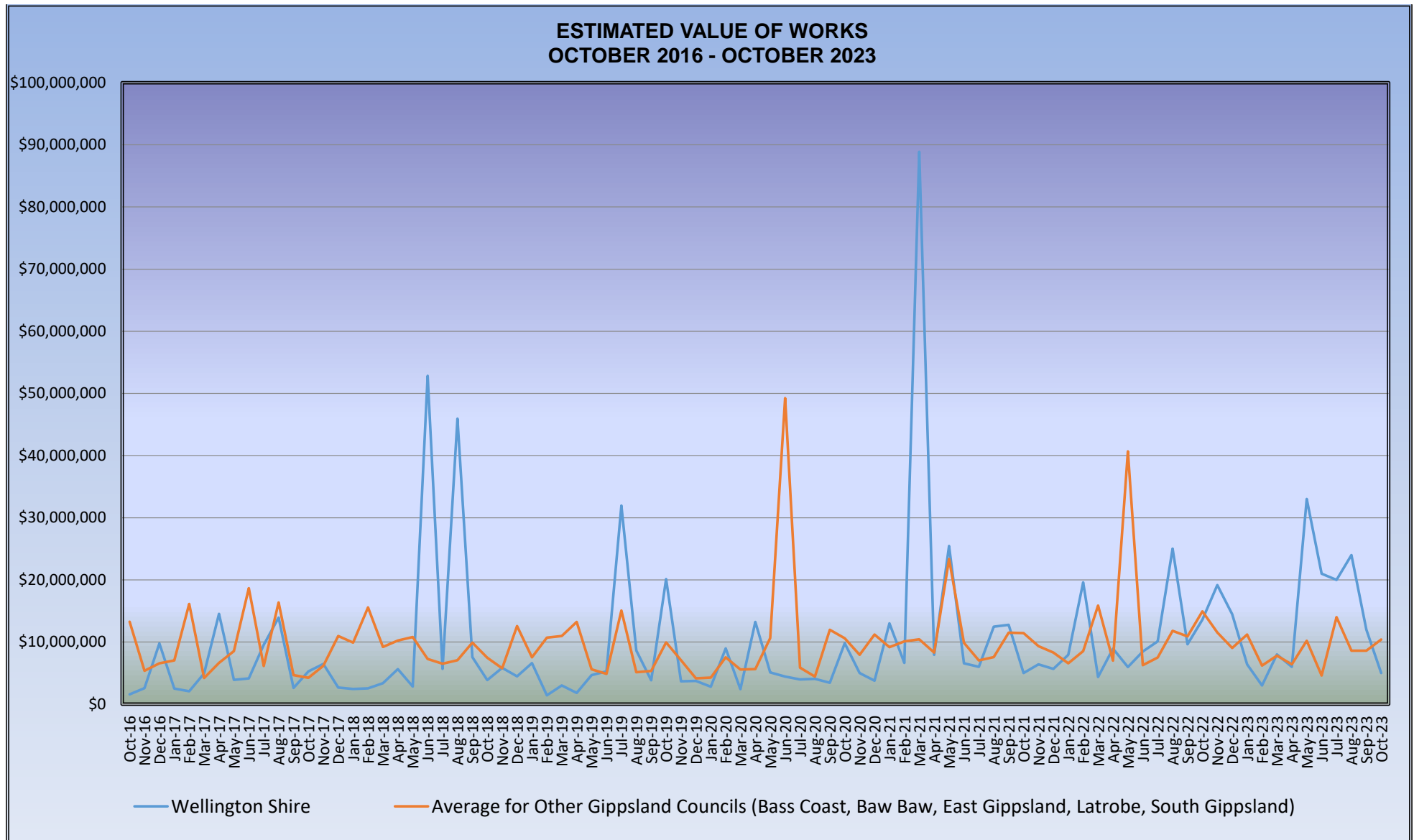
ATTACHMENT 14.2.1

Application No/Year	Date Received	Property Title & Address	Proposal	Status
332-1.00/2023	3/10/2023	Assessment No. 290650 LOT: 1 TP: 618504N 237 COMMERCIAL RD YARRAM	B/W assoc with construction of an extension to an existing building.	Permit Issued by Delegate of Resp/Auth 13/10/2023
333-1.00/2023	4/10/2023	Assessment No. 306787 LOT: 1 TP: 393385 163 JOHNSON ST MAFFRA	Replacement of business signage.	Permit Issued by Delegate of Resp/Auth 24/10/2023
338-1.00/2023	6/10/2023	Assessment No. 306282 LOT: 18 PS: 316750T 140 JOHNSON ST MAFFRA	Buildings & works associated with a verandah.	Permit Issued by Delegate of Resp/Auth 13/10/2023
339-1.00/2023	6/10/2023	Assessment No. 36723 LOT: 7 LP: 18518 184 CUNNINGHAME ST SALE	B & W associated with construction of an extension.	Permit Issued by Delegate of Resp/Auth 12/10/2023
341-1.00/2023	6/10/2023	Assessment No. 283671 LOT: 1 TP: 128952Q 7,890 SOUTH GIPPSLAND ALBERTON	Buildings & works associated with the construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth 16/10/2023
343-1.00/2023	9/10/2023	Assessment No. 94870 LOT: 4 PS: 209175 257 LLOWALONG RD STRAITFORD	Buildings & works associated with the construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth 19/10/2023
348-1.00/2023	11/10/2023	Assessment No. 240523 LOT: 308 LP: 50201 67 SANCTUARY RD LOCH SPORT	B & W associated with construction of a verandah & deck.	Permit Issued by Delegate of Resp/Auth 20/10/2023
358-1.00/2023	13/10/2023	Assessment No. 321299 PTP: 2 TP: 231092Q 1A PORTAS MILL LANE HEYFIELD	B & W associated with an extension to an existing shed.	Permit Issued by Delegate of Resp/Auth 26/10/2023

Total No of Decisions Made: 43







14.3. QUARTERLY STRATEGIC LAND USE PLANNING UPDATE REPORT FOURTH QUARTER 2023

ACTION OFFICER: MANAGER LAND USE PLANNING

PURPOSE

To update Council on the strategic land use planning work program for the fourth quarter October – December 2023.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council receive the fourth quarterly update on the strategic land use planning work program (included in attachment 14.3.1 - Current Strategic Planning Work).

BACKGROUND

The strategic land use planning work program is regularly reviewed by Council's Strategic Land Use Planning Projects Review Group ('Review Group'), the Councillor representation for which was appointed by Council at the Ordinary Council meeting of 5 December 2023 at agenda item 11.2 - *Appointment of Committees & Delegates 2023/24*.

The Review Group considered it beneficial to provide Council and the community with a quarterly update of the strategic land use planning work program, which comprises various prioritised projects and planning scheme amendments as outlined in attachment 14.3.1 - *Current Strategic Planning Work*.

ATTACHMENTS

1. Current Strategic Planning Work [14.3.1 - 5 pages]

OPTIONS

Council has the following options available:

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

PROPOSAL

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

CONFLICT OF INTEREST

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

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

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

COUNCIL POLICY IMPACT

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

COUNCIL PLAN IMPACT

The Council Plan 2021-25 Theme 2 "Economy and Sustainable Growth" states the following strategic outcome:

Strategic Outcome 2.1: *"A diverse economy that creates jobs and opportunities."*

Strategic Outcome 2.3: *"An increase in variety of housing choice to support equitable access to housing."*

This report supports the above Council Plan strategic outcome.

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 SHIRE COUNCIL

Attachment 1

Current Strategic Planning Work

1. Strategic Planning Projects

<p><u>West Sale Industrial Land Use Strategy – Technical Report Preparation</u> Priority: High Anticipated Completion: 2023/2024</p>
<p>Purpose / Background</p> <p>A recommended action of the ‘<i>West Sale and Wurruk Industrial Land Supply Strategy (April 2018)</i>’ (the Strategy) is the preparation of several detailed technical reports to address issues relating to cultural heritage, vegetation, drainage, and traffic matters. These matters are required to be addressed prior to the development of 55Ha of industrial land (to the east of the West Sale Airport).</p>
<p>Current Status</p> <p>Heritage investigations have been completed, and as a result, the consultant has been commissioned to finalise remaining technical studies (drainage, traffic etc), which are nearing completion. The next step in the process will be the preparation of a Development Plan for the industrial zoned land which will commence in the first quarter of 2024.</p>
<p><u>Maffra Structure Plan Implementation / Development Contributions</u> Priority: High Anticipated Completion: 2024/2025</p>
<p>Purpose / Background</p> <p>The <i>Maffra Structure Plan (2022)</i> (the Structure Plan), was formally adopted by Council at the Ordinary meeting of 17 May 2022, and includes a list of ‘Actions’ required to implement the recommendations and further associated work to be undertaken over the life of the Plan.</p>
<p>Current Status</p> <p>Background work is near completion to prepare a Planning Scheme Amendment to formally translate the Maffra Structure Plan into the Wellington Planning Scheme.</p> <p>Further discussions with the Department of Transport and Planning (DTP) will occur in order to finalise the content of an Amendment.</p> <p>Work continues on the preparation of a funding mechanism to equitably apportion costs associated with the provision of key infrastructure items such as intersections and drainage, to support the future growth areas identified within the Structure Plan.</p>

<p><u>Sale Western Growth Area – Wurruk Development Plan – Infrastructure Contributions</u> Priority: High Anticipated Completion: 2023/2024</p>
<p>Purpose / Background</p> <p>The final Wurruk Development Plan was presented to Council for approval at the Ordinary meeting of 21 June 2022.</p> <p>In accordance with Clause 43.04-4 of the Wellington Planning Scheme, an associated Developer Contribution Mechanism, which addresses the anticipated timing and details of all key items of infrastructure required to facilitate a full development scenario of the Sale Western Growth Area, still requires approval.</p>
<p>Current Status</p> <p>A draft Developer Contribution Plan is currently being finalised to equitably apportion the costs associated with the provision of key infrastructure items required to support future development.</p>
<p><u>Funding and Procurement of Public Infrastructure Works Policy</u> Priority: High Anticipated Completion: 2023 / 2024</p>
<p>Purpose / Background</p> <p>At the Council Meeting of 1 February 2022, Council resolved to adopt the <i>‘Residential Stocktake and Facilitation Strategy Report’</i> (<i>‘Report’</i>).</p> <p>A key recommendation of the Report was the preparation of a formal Wellington-specific Policy to provide a transparent and logical basis for future Council decisions relating to the possible ‘forward funding’ of key development infrastructure (with shared public benefit) to better expedite residential growth across the Shire.</p> <p>Following a Councillor Workshop on 5 April 2022, Council adopted the <i>‘Funding and Procurement of Public Infrastructure Works Policy’</i>, at the Ordinary Meeting of 3 May 2022.</p>
<p>Current Status</p> <p>Given that the previously submitted <i>‘National Housing Infrastructure Fund’</i> application is no longer being progressed (due to the changed nature of this program to support delivery of ‘bricks and mortar’ social/affordable housing across the country), Council Officers are now considering alternative funding options and potential projects (one in Yarram and one in Wurruk) that could be considered for funding. Discussions with potential project proponents are continuing.</p>
<p><u>Renewable Energy Impact and Readiness Study</u> Priority: High Completed</p>
<p>Purpose / Background</p> <p>The primary focus of this Study was to determine the ‘readiness’ of key towns in the southern area of the Shire to service and support new renewable energy project proposals. This includes residential and industrial land demand and supply conditions and existing infrastructure challenges.</p>

<p>A secondary focus of the Study is to investigate economic issues and opportunities associated with planned investment, such as skills needs, business opportunities and supply chain requirements across the municipality and broader region.</p>
<p>Current Status</p> <p>The Study has now been completed and was adopted by Council at its ordinary meeting of 21 March 2023. Further work has been prepared to advocate for State/Commonwealth Government resourcing/financial support, with a focus on advancing strategic planning (and infrastructure planning) to provide additional residential and industrial land in Yarram. A current State Government funding bid has been lodged to undertake a drainage assessment of potential growth areas in Yarram as the first stage of investigation, which will be advanced in the first quarter of 2024 subject to confirmation of State Government funding support.</p>
<p><u>Wellington Growth Management Strategy</u> Priority: Medium Anticipated Completion: 2023 / 2024</p>
<p>Purpose / Background</p> <p>The purpose of the Strategy is to develop a Shire wide land use planning framework to direct and manage future urban growth, with a focus on the role and growth potential of the six (6) main urban centres in the Wellington Shire.</p> <p>A key secondary purpose of the Strategy is to identify priority economic development opportunities and actions to support job creation and investment across the municipality (via a dedicated economic development ‘chapter’ in the Strategy).</p> <p>The Strategy ‘as a whole’ should provide Council, relevant agencies/stakeholders, investors and the community with clear strategic direction and realistic actions to support the urban and economic growth of the municipality over the next 20 years.</p> <p>It is noted that the Strategy will not rezone land but provides overarching policy to guide decisions as to where future growth should be best directed.</p>
<p>Current Status</p> <p>SGS Economics and Planning Pty Ltd has been appointed to undertake the Strategy for Council. Background analysis on future housing need is underway to inform preparation of the Strategy. A draft Strategy is due for completion in the first quarter of 2024. Following the draft Strategy being presented to Council for consideration, it will be released for community and stakeholder feedback.</p>

2. Current Council Initiated Planning Scheme Amendments

There are currently no Council initiated Planning Scheme Amendments formally in progress.

3. Privately Initiated Planning Scheme Amendments

There are currently no privately initiated Planning Scheme Amendments formally in progress.

4. Development Plans

DPO1 - Weir Road, Heyfield - Development Plan
Purpose / Background
<p>As a long-established area identified for general residential development in the ‘<i>Heyfield Structure Plan (December 2011) including update on Firebrace Road (2013)</i>’, the land subject to the Development Plan Overlay 1 (DPO1) was rezoned with the approval of the Minister for Planning via Planning Scheme Amendment C72 in December 2014 to allow general residential development to occur. The fundamental principle of general residential living on the land has therefore been formally established in legislation.</p> <p>As a requirement of the Wellington Planning Scheme, the Development Plan has been prepared to demonstrate, in detail, how the land can be developed for general residential living purposes, in accordance with the relevant planning provisions contained in DPO1.</p> <p>The Draft Development Plan proposes 36 lots in the General Residential Zone at 19 Weir Road, Heyfield.</p>
Current Status
The Development Plan was approved by Council on 12 October 2023.
DPO8 - Rural Living Area Bound By Williams Road, Willung Road, Hoopers Road And Friends Road, Rosedale - Development Plan
Purpose / Background
<p>As a long-established area identified for future rural living growth within the ‘<i>Rosedale Structure Plan (2012)</i>’, the land subject to the draft Development Plan was rezoned to allow rural living development to occur with the approval of the Minister for Planning via Planning Scheme Amendment C86, in October 2015. The fundamental principle of rural living development on the land has therefore been formally established in legislation.</p> <p>As a requirement of the Wellington Planning Scheme, the draft Development Plan has now been prepared to demonstrate, in detail, how the land can be developed for rural living purposes, in accordance with the relevant planning provisions contained in DPO8.</p> <p>The Draft Development Plan proposes 85 lots (average lot size 8,279sqm) in the Rural Living Zone 1 (RLZ1).</p>
Current Status
Awaiting the submission of updated information post public notification period, for review.
DPO11 - Draper Road, Heyfield - Development Plan
Purpose / Background
<p>As a long-established area identified for future low density residential development in the ‘<i>Heyfield Low Density Residential Land Supply Study (March 2017)</i>’, the land subject to the Development Plan Overlay 11 (DPO11) was rezoned with the approval of the Minister for Planning via Planning Scheme Amendment C96, in December 2017 to allow low density</p>

residential development to occur. The fundamental principle of low-density residential living on the land has therefore been formally established in legislation.

As a requirement of the Wellington Planning Scheme, the Development Plan has been prepared to demonstrate, in detail, how the land can be developed for low density residential living purposes, in accordance with the relevant planning provisions contained in DPO11.

The Draft Development Plan proposes 24 lots in the Low Density Residential Zone (4,000sqm minimum) at 3, 21, 29, 31 and 39 Draper Road, Heyfield.

After extensive review of the submissions and all documentation associated with the application, as well as relevant changes being made, the Development Plan was approved on 25 September 2023.

Current Status

The Development Plan was approved by Council on 25 September 2023.

DPO14 – Summerhill Precinct Plan, Longford - Development Plan

Purpose / Background

As a long-established area identified for general residential development in the ‘Sale, Wurruk & Longford Structure Plan (2010)’ and the ‘Longford Development Plan (2015)’ the land subject to the Development Plan Overlay 14 (DPO14) was rezoned with the approval of the Minister for Planning via Planning Scheme Amendment C116 in June 2023 to allow rural residential development to occur. The fundamental principle of rural residential living on the land has therefore been formally established in legislation.

As a requirement of the Wellington Planning Scheme, the Development Plan has been prepared to demonstrate, in detail, how the land can be developed for rural residential living purposes, in accordance with the relevant planning provisions contained in DPO14, and consistent with the endorsed Longford Development Plan (2015).

The Draft Development Plan proposes 188 lots in the Rural Living Zone - Schedule 5 (6,000sqm minimum) at 216 & part of 286 Longford-Loch Sport Road, Longford.

Current Status

Public notification period commenced Monday 27 November and will conclude on Monday 18 December 2023.



15. GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT

15.1. PLACE NAMES COMMITTEE MINUTES

ACTION OFFICER: MANAGER ASSETS AND PROJECTS

PURPOSE

The purpose of this report is for Council to receive the minutes of the Place Names Committee meeting held on 14 November 2023 and to consider the recommendations from that meeting.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That:

- 1. Council receive and note the minutes of the Place Names Committee meeting held on 14 November 2023.***
- 2. The name 'Snow Gum Road' be extended from the proposed subdivision at 54 Tyson Road, Heyfield to the adjacent proposed subdivision at 76 Tyson Road.***
- 3. The name 'Mullungdung Road' be approved for the subdivision at 38 Mill Lane, Rosedale.***
- 4. A commemorative plaque to acknowledge 'Forgotten Australians' placed in institutional and out-of-home care, namely Kilmany Park Home for Boys, be installed at a suitable location within the reserve at Counahan Drive, Wurruk subject to agreement between Uniting and the Manager Natural Environment and Parks.***

BACKGROUND

The Place Names Committee is an advisory committee of Council that meets quarterly to make recommendations to Council on geographical place name issues.

ATTACHMENTS

1. Place Names Committee Meeting Minutes - 14 November 2023 [**15.1.1** - 18 pages]

OPTIONS

Council has the following options available:

1. To receive the minutes of the Place Names Committee and consider the recommendations; or
2. Not to receive the minutes of the Place Names Committee and consider the recommendations and seek further information for consideration at a future meeting.

PROPOSAL

That:

1. Council receive and note the minutes of the Place Names Committee meeting held on 14 November 2023.
2. The name 'Snow Gum Road' be extended from the proposed subdivision at 54 Tyson Road, Heyfield to the adjacent proposed subdivision at 76 Tyson Road.
3. The name 'Mullungdung Road' be approved for the subdivision at 38 Mill Lane, Rosedale.
4. A commemorative plaque to acknowledge 'Forgotten Australians' placed in institutional and out-of-home care, namely Kilmany Park Home for Boys, be installed at a suitable location within the reserve at Counahan Drive, Wurruk subject to agreement between Uniting and the Manager Natural Environment and Parks.

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* provides Council the power to approve, assign or change the name of a road, but in doing so Council must act in accordance with the guidelines provided under the *Geographical Place Names Act 1998*.

COUNCIL POLICY IMPACT

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

COUNCIL PLAN IMPACT

The Council Plan 2021-25 Theme 3 "Liveability and Wellbeing" states the following strategic outcome:

Strategic Outcome 3.2: "An actively engaged community."

This report supports the above Council Plan strategic outcome.

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.



**PLACE NAMES COMMITTEE MEETING
14 NOVEMBER 2023 AT 2:00 PM
MACALISTER RIVER ROOM / TEAMS
MINUTES**

ATTENDEES:

Councillor Scott Rossetti (Chair)
Councillor Gayle Maher
Councillor Carolyn Crossley
Dean Morahan (Manager Assets & Projects)
Sandra Rech (Coordinator Asset Management)
James Blythe (GIS Officer)

APOLOGIES: Nil

MEETING OPENED: 2:00 PM

CONFLICT OF INTEREST: Nil

1.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

It was moved:
Cr Crossley / Cr Maher

That the minutes of the previous Place Names Committee meeting on 8 August 2023
be accepted.

CARRIED

2.0 CURRENT ISSUES

2.1 Recognition of indigenous females

The names of three indigenous women were nominated by a local historian. The names
have been forwarded to Gunaikurnai Land and Waters Aboriginal Corporation for
endorsement.

Parley – one of two wives of Thomas Bungelene. Imprisoned with the rest of his family in Dandenong Police Paddocks. In June 1848 she and her two young sons were separated from the family, to the Merri Creek Orphanage.

Mumbalk (died 5 August 1848) – one of two wives of Thomas Bungelene. Died in captivity during imprisonment of Bungelene and his family in the search for the White Woman.

Bessie **Cameron** nee **Flower** (1851-1895) Aboriginal educator at Ramahyuck.

Refer to Attachment 2.1.

A response has not been received however a naming committee comprised of Elders is being established by GLAWAC and this matter is expected to be considered by them.

2.2 Proposed road names for subdivision PS904015 off Mill Lane, Rosedale

The following road names are proposed by the developer for a subdivision off Mill Lane, Rosedale:

- Angus Place;
- Edith Street;
- Rhys Crescent;

The developer has been asked to provide background information on the names to ensure that they meet 'Principle H - Using Commemorative Names' of the Naming Rules for places in Victoria.

Furthermore, confirmation is sought as to whether the roads designated as Street and Crescent will eventually be open-ended roads in future stages of subdivision.

It should be noted that the use of first names in road naming is now permitted under the revised naming rules although last name is still preferred.

Refer to Attachment 2.2 for the plan of subdivision.

No response has been received from the developer to date.

2.3 Proposal to commemorate Gwen Webb OAM and Edith Widdis in road naming

A proposal has been put forward to Council to name roads in commemoration of Gwen Webb OAM and Edith Widdis.

(Following extract from *Gippsland Times*, published 30 November 2020)

Gwen Webb OAM was the Sale Regional Arts Centre inaugural director from 1976-1990. In her 15 years as director, Gwen formulated a collection focus on Gippsland and the natural environment, which remains in place today. Gwen achieved much during her time in the role, including promoting visual arts across the region, providing a platform for craft (especially textiles and woodwork), and bringing art to a wide audience. She fought tirelessly for the recognition of regional artists in the broader arts community, but it was Sale and more broadly Gippsland that benefitted most from Gwen's lifetime's work. In 1993 she was awarded an Order of Australia for her services to the community.

Edith Widdis was born in 1894 in Rosedale. She married William Coupar Leslie in 1916, in Sale. They were the parents of at least 2 sons. She died in 1964 in Sale, at the age of 70.

Edith was grandmother of the late Sale arts patron and philanthropist John Leslie.

In 1915, Edith Widdis became the first woman to own a Melbourne Cup winner when her horse, Patrobas, won. Patrobas was the first and only Gippsland horse to win a Melbourne Cup and the first horse to win the Melbourne Cup, Caulfield Guineas and Derby in the same year.

It was moved at the 8 August 2023 Place Names Committee meeting that:

- Webb (Sale) – in recognition of Gwen Webb OAM, who was the inaugural director of Sale Regional Art Centre, for her services to the arts community;
- Widdis (Nambrok, Rosedale) – in recognition of Edith Widdis, who became the first woman and Gippslander to own a Melbourne Cup winner, Patrobas.

The above recommendation was approved at the Council meeting on 5 September 2023.

The names have been added to the Council Approved Names Register and the proponent notified.

**It was moved:
Cr Maher / Cr Crossley**

That this item be closed.

CARRIED

2.4 Proposed road names for subdivision PS905311 at 76 Tyson Road, Heyfield

The following road names were selected by the developer from the Council Approved Names Register for a subdivision off 76 Tyson Road, Heyfield.

- Anson Court (similar names Anderson, Avon, Denison, Masons within 15km)
- Beaufighter Court (meets duplicate name rule)
- Cullen Way (meets duplicate name rule)

Should Anson Court not be approved as a result of not meeting the duplication rule, then Heyne Court (from the Council Approved Names Register, meets duplication rule) was selected as a backup name.

It was moved at the 8 August 2023 Place Names Committee meeting that the names Anson Court, Beaufighter Court and Cullen Way be approved for the subdivision at 76 Tyson Road, Heyfield.

The above recommendation was approved at the Council meeting on 5 September 2023 and the developer notified.

The developer then noted that there is a road name conflict between 'Cullen Way' from this development and 'Snow Gum Road' which is part of the neighbouring development PS913888 at 54 Tyson Road. Snow Gum Road was approved in December 2022 and precedes the approval for Cullen Way.

**It was moved:
Cr Crossley / Cr Maher**

That the name Snow Gum Road be extended to the proposed subdivision at 76 Tyson Road, Heyfield, and this item be closed.

CARRIED

2.5 Recognition of family name Breheny for Sale area

A request has been received to name a street in Sale after the family name Breheny.

Michael Breheny Jr. was one of six brewing brothers and managed Breheny Bros. Gippsland Brewery on York Street, Sale for 35 years (1901-1936).

Michael Jr. was president of the Sale Football Club Magpies for 3 seasons (1906,1911,1912). He was also a Sale Councillor from 1912 to 1927.

It was moved at the 8 August 2023 Place Names Committee meeting that the name Breheny, in recognition of Michael Breheny Jr. who served as Sale Councillor from 1912 to 1927 and managed a brewery in Sale for 35 years, be added to the Council Approved Names Register.

The above recommendation was approved at the Council meeting on 5 September 2023 and the proponent notified.

**It was moved:
Cr Maher / Cr Crossley**

That this item be closed.

CARRIED

2.6 Indigenous names

A list of Gunai place names was presented to the Place Names Committee for use in future naming. The names were approved by a Gunaikurnai language expert.

Refer to Attachment 2.6.

It was moved at the 8 August 2023 Place Names Committee meeting that the Place Names Committee write to GLaWAC seeking comment and approval to use the list of Gunai place names (verified by a Gunaikurnai language expert) relevant to Wellington Shire in future naming proposals and to enquire if there are any other names that they would like included on the Council Approved Names Register.

This item remains open awaiting the outcome of the next meeting between GLaWAC and Council.

3.0 GENERAL BUSINESS**3.1 Proposed road name for subdivision PS849098U at 38 Mill Lane, Rosedale**

The road name 'Mullungdung Road' is proposed for the subdivision at 38 Mill Lane, Rosedale.

Background information on the name from the developer:

Mullungdung State Forest is situated south of Rosedale on the Gippsland Plain. Mullungdung is 13800ha. The two forests are bisected by the Bruthen Creek with Won Wron

to the west and Mullungdung to the east. The first inhabitants of the area were the Brataualoong people. For thousands of years, they gathered fish and shellfish from the nearby coastal waters and used the timber and game from these forests as a source of food and building materials for shelters, canoes and various tools. The twin forests provide for a variety of activities including picnicking, camping, walking, sightseeing, horse-riding, and car touring.

A check in Vicnames resulted in no duplicate road names.

Refer to attachment 3.1.

**It was moved:
Cr Maher / Cr Crossley**

That the name Mullungdung Road be approved for the subdivision at 38 Mill Lane, Rosedale and this item be closed.

CARRIED

3.2 Our Equal State: Victoria's Gender Equality Strategy and Action Plan 2023-2027

On 24 August 2023, the Minister for Women formally launched [Victoria's Gender Equality Strategy and Action Plan 2023-2027](#). The strategy and action plan includes a new initiative aimed at increasing the commemoration of women through the naming of roads, features and localities.

Naming authorities will be required to implement this new initiative as part of ongoing naming activities. Refer below to Cultural Change - action item 1.

"Geographic Names Victoria will work with naming authorities, including local government, to increase the commemoration of women in place naming, by setting a level of 70% of new requests for commemorative naming of new roads, placenames and landmarks to be achieved within the lifetime of the Strategy."

Refer to attachment 3.2.

The Place Names Committee acknowledged the strategy and action plan.

3.3 Kilmany Park Home commemorative plaque

Uniting, on behalf of former residents of Kilmany Park Home for Boys, has requested permission from Council to install a commemorative plaque to acknowledge Forgotten Australians placed in institutional and out-of-home care.

Various sites for installation have been explored (including Kilmany Park and Victoria Park, Sale) but not endorsed. An alternative site for consideration is the reserve at Counahan Drive, Wurruk. (Under the current Place and Feature Naming Policy, all plaque & memorial requests are referred to the relevant Asset Manager of the proposed site of the installation).

Refer to attachment 3.3.

**It was moved:
Cr Crossley / Cr Maher**

That a site at the reserve at Counahan Drive, Wurruk, be approved if agreement is reached with Uniting and the Manager Natural Environment on a suitable location within the reserve.

CARRIED

3.4 Update to Place and Feature Naming Policy

It is intended that the Place and Feature Naming Policy be amended so that future requests for long term plaques and memorials for roadsides and Council Reserves are referred to the Place Names Committee.

An updated policy will be presented to a future meeting of the Place Names Committee for consideration which will also include clarification on naming of Private Roads. Private roads should be named within complex sites comprising of multiple internal roads e.g. airports, caravan parks, retirement villages and universities, but in all other circumstances, naming of private roads (including common property) should only be considered if there is a public safety issue and/or to facilitate delivery of goods and services.

This item to remain open until the policies are updated and approved.

4.0 NEXT MEETING

February 2024 (TBC).

5.0 CLOSE

Meeting closed 2:20 PM.

Attachment for item 2.1

From: [REDACTED]
Sent: Wednesday, 19 August 2020 12:31 PM
To: [REDACTED]
Subject: Putting her Name on it - Wellington - Indigenous

Hello [REDACTED],

Here is a formal nomination of three names for Indigenous Women. However I believe the first two at least should be subject to consultation with someone with speciality in 1840s Indigenous History. Possibly [REDACTED] may be the one to consult as to where that would be best sourced. I know [REDACTED] sourced their names from original documents, but I think it will still need some sort of corroboration / support.

So I am sending this in earlier than others, so that can commence.

[REDACTED]

Names of Indigenous Women for consideration for recognition

Parley – one of two wives of Bungelene. Imprisoned with the rest of his family in Dandenong Police Paddocks. June 1848 she and her two young sons were separated from the family, to the Merri Creek Orphanage.

Mumbalk (died 5 August 1848) – one of two wives of Thomas Bungelene – died in captivity during imprisonment of Bungelene and his family in the search for the White Woman.

Both the above should be referred to an appropriate Indigenous authority for a formal response as to their history and support for naming.

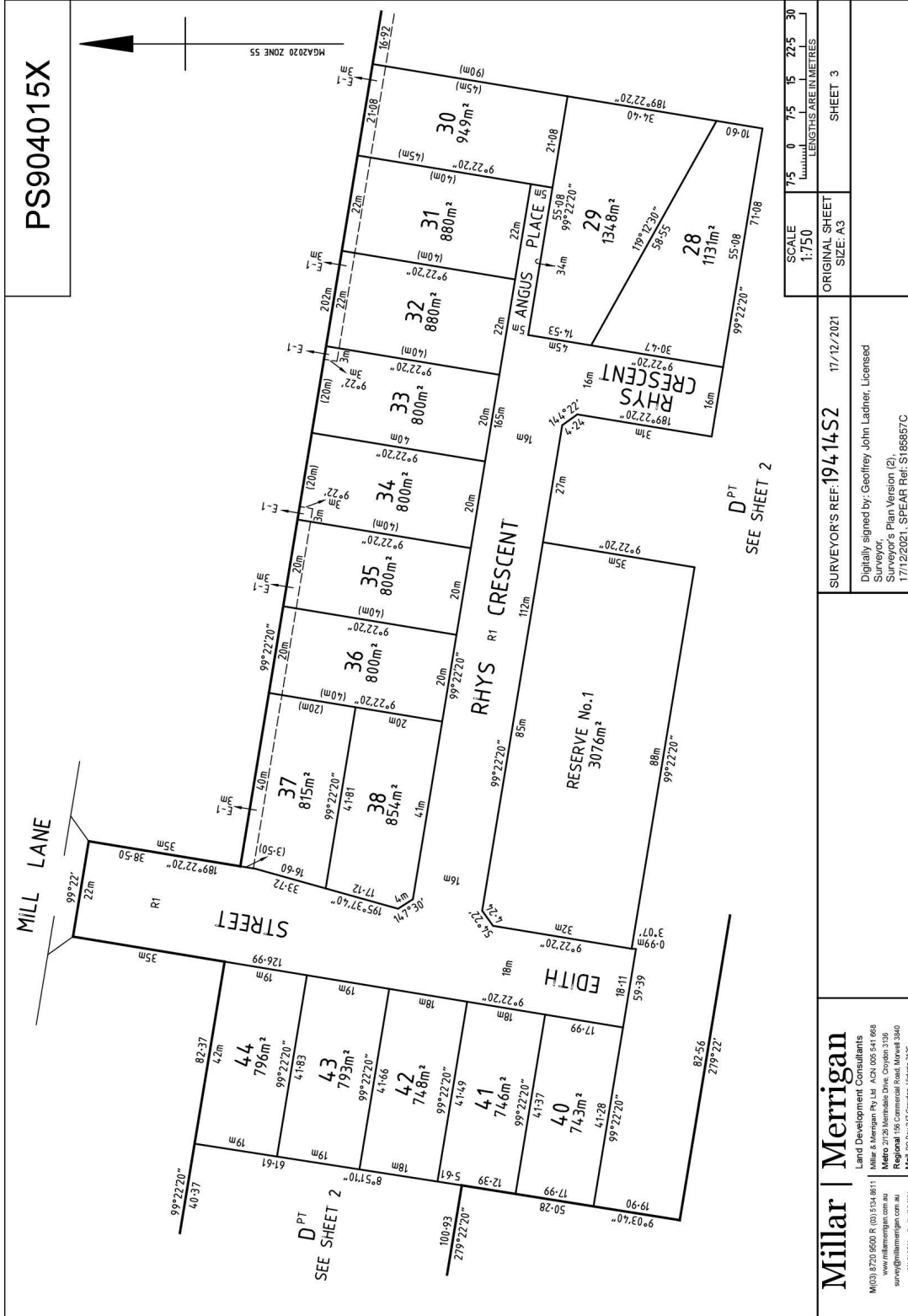
My source: Peter Gardner "Gippsland Biographies: Bungelene (died 1848)" in *Gippsland Heritage Journal* #10, June 1991, page 58. Primary sources are given there.

Bessie **Cameron** nee **Flower** (1851-1895) Aboriginal educator at Ramahyuck. The Cameron name may be in use, but Flower may not. I am in contact with family who are providing a biography.

In the meantime, see Australian Dictionary of Biography online:
<http://adb.anu.edu.au/biography/cameron-elizabeth-bessy-12834>

I am sure local consultation would lead to more names being suggested.

Attachment for item 2.2



Attachment for item 2.6

APPENDIX P: GUNAI PLACE NAMES

Aberfeldy River	Nambruc (black possum)
Albert River	Lurt-bit
Anderson's Inlet	Toluncan (stringybark)
Bairnsdale	Wy-yung
Bairnsdale backwater	cow-wung
Black Mountain	Woorarra
Boggy Creek	Narka kowera or Ngurke-yow-wilt
Brodribb	Wrak Thum Balluk
Bruthen	Brewdthan Mungie
Buchan	Bukkan Mungie
Buchan River	
- 20 miles north of Buchan	Gellingail
Buchan Station	Tirtalack
Bulgurback Creek	Crung gruk
Bushy Park	Kutbuntaura (fire carrier)
Cabbage Tree Creek	Can-tohin
Cann River	Kam (Robinson 1844)
Cann River near mouth	Tambun (Robinson 1844)
Cape Conran	Kerlip or Murrow-gunnie
Cape Howe	Werregauno (Robinson 1844)
Castle Hills	Browit-dar-darnda
Castleburn Creek	War-dur
Clifton Morass	Nen-duck
coast between Latrobe and	Wea wuk
Yarra Rivers	.
Cobbannab Creek	Boollot
Cowwarr	Cowwarr (mountain)?
Cowwarr Creek	Bandow'ara
Creek at Dargo Inn	Lown gurrut (mountain ash)
Crooked River	Naylong or Dow wirra
Dargo	to have patience, to wait
Dargo River	Dairgo
Dargo town	Boulung-deera
Darry's Noo	Dam-gwennet (bell miner)
Dead Horse Creek	gurrun-gurran-yarn
deep creek at Bruthen	Nyelling
Deighton	Yowundeet (waterhole)
Donnelly's Creek	Darliban
east bank of Snowy mouth	Murloo (white pipeclay)
Eagle Point	Nur-rung
Ewen's Morass	Boom'boy
Ewing's Morass	Ya yung
Flooding Creek (Sale)	Way-put
Franklin River (at mouth)	Lung Lung Praren or Lang Lang

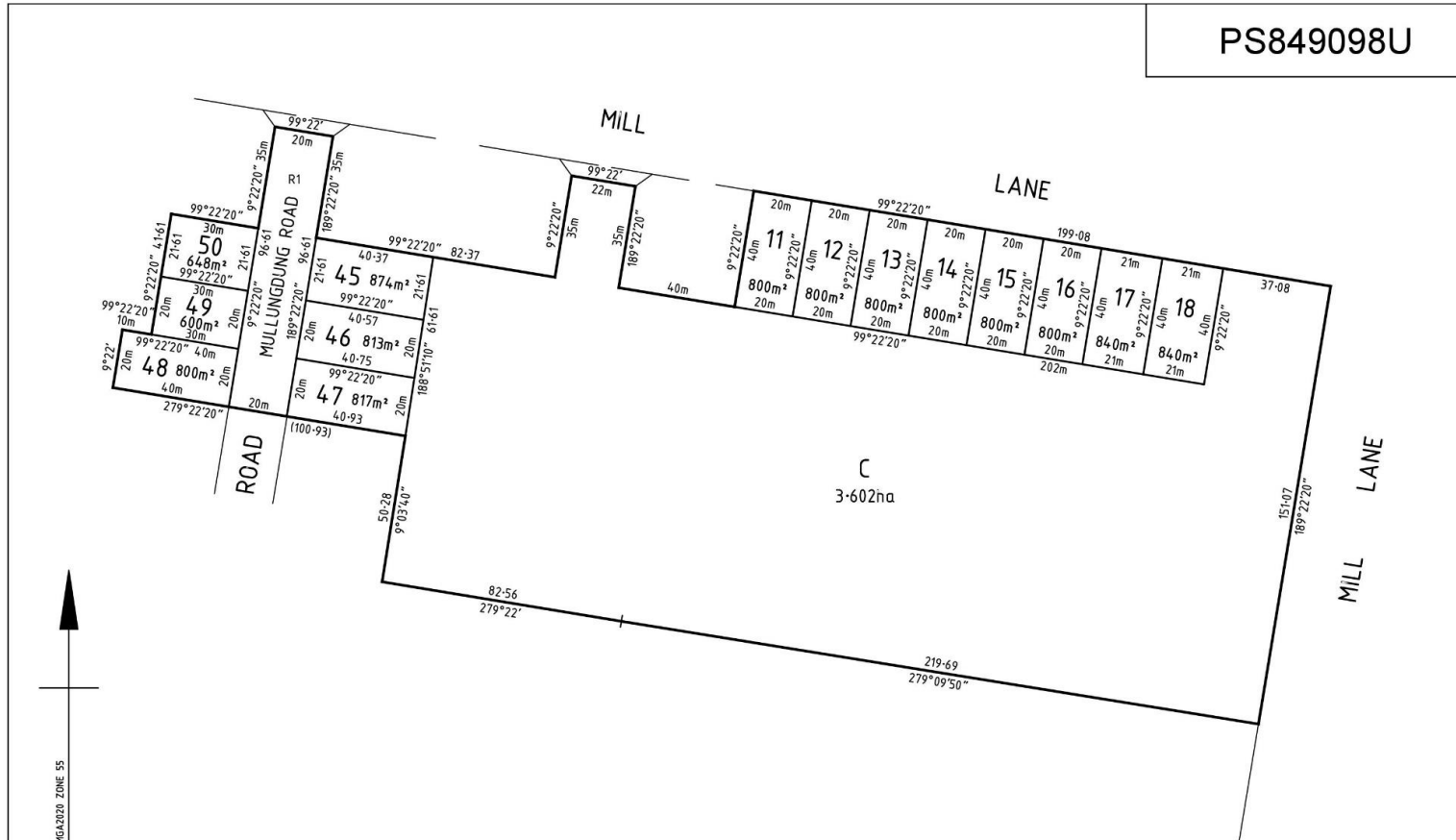
Freestone Creek	Berin
Genoa River (Mallacoota)	Wurrundyan'garla
Goat Island	Tinnor
Good-luck Creek	Me-mel
Grant	Groggin (quartz crystal)
Healesville	Poork-poork-gill-yarn (head waters)
Iguana Creek	Corranderrk (Woiworung)
inlet from Tambo River to	Callad-euro
Kilmore Morass	Toole-ne-yarn (water come in)
Jimmy's Point	Br: britta
Jindivick	burst asunder, consume
Jones' Bay	Dahduck or Nepoa daduck
Junerow	40 miles east? of Omeo
Lake Bunga	Wundoang or Lane beuk or
- Lake King	La-en-Buke
Lake Reeve	Narran or Ngarran (moon)
Lake Tyers	Waimunyeera or Walmunyeera
-creek running into west side	Wannang-gatty or Warrngatta
-below station	Talia-bowee
-at Tarloo arm	Wirtgwirri
-at Nowa Nowa	Tarloo (penguin)
-deep hole in the lake	Nowre Nowre
-point on shore	Ngrung (den of monster)
Lake Victoria north shore	Danjanda
Lake Wellington	Munji
Lakes Entrance	Muria
Latrobe River	Nrungit (between present entrance
-at Lake Wellington	and Lake Bunga)
Latrobe River hilltop	Tangil (Woiworung word)
Lindenow Flat	Durtyowan
MacAlister River	Woollum-woollum
Mallacoota	Wuk-wuk
Marlo	Wirriwirndook yeerung woorindook
Merriman's Creek	(song of the emu-wren)
Mitchell River (at Lucknow)	Mallekotar (Robinson 1846)
Mitchell River (at Wy Yung)	Murraroo
Mitchell River silt jetties	Dur'lin or Boung-warl
Mitta Mitta River (lower)	Nibbor
Mitta Mitta River (upper)	Wahyang
Morwell	Wangan (at mouth)
Mossiface	Noorengong
	Nida-moolunga
	More Willie
	Marlung-dun (mussell shell)

Mount Alfred (Boggy Creek)	Nuggor-yowatie
Mount Ararat	Nar-ri-uk (hairy, scrubby)
Mount Baldhead	Tarl-darn (a little snow)
Mount Bindi Range	Nonniyong
Mount Birregun	Gner-ing (gang-gang cockatoo)
Mount Cann	Berrn
Mount Cobberas	Cobbera
Mount Dawson	Barrat puck (bald head)
Mount Eillery	Bur-umpa
Mount Goongerah	Gungura
Mount Howitt	Toot-buck-nulluck (like a rope)
Mount Kent	Migga-the-rook (a yellow snake)
Mount Raymond	Dubbie
Mount Steve	Koor-nung-gatty (kangaroo apple)
Mount Tambo	Tambo
Mounts Taylor and Lookout	Builung-warl (two spears)
Mount Victoria	Chalebrogen
Mount Wellington	Nap Nap Marra
Mount Willie	Nowr Nowr
Murrandale	Tooruk (bullrush)
Murrandale Hill	Koorag angy (deep stony gully)
Mystic Park	Wallert (possums)
Neerim	tail; elevated, long, spear (Bunerong)
Newlands Backwater	Bram-ar-rung
Nicholson River	Dart-yung
Nicholson River backwater	Yowen-burrum
Nicholson River mouth	Ngarka-wallung (east bank)
Noojee	cease, exactly, content (Bunerong)
Notch Hill	Der-nung (skin or hide)
Numbla Mungie,	Omeo tribe name
Omeo	Jaitmathang (also tribe name)
Orbost	Dura
Orr's Creek	Dal-gowut (reeds)
Oven's River	Burwang
Pearl Point seagull)	Tarlo wyack or Py-yoot (small
Perry Point/River	Goomballa or Goombeela (climbing)
Point Ricardo	Marout ganny (rocky point)
Port Albert	Tarrawarrackel
Pretty Boy's Pinch	Tulloo bowie (Lory-tailed wallaby)
Quack Mungia Creek	Bannur-ghur (white gum)
Quack Mungie hills	kou-ark-munjee (kookaburra)
Ramahyuck	Nyeeboon
Ramrod Creek	Boung warl (camp spear)
Raymond Island	Grag-in

Red Bluff	Ninnie
Rourke's River	Inja gut barapa
Sale	Wayput
Sandy Creek	warribatt (water holes)
Sarsfield	Tut toong
Seacombe or Straits?	Boollum boollum
Snake Island	Ngima
Snowy Bluff	Gelling-brook-wollung
Snowy River	
-above falls	Doorack
-the falls or rapids	Coongulla
-long water hole below falls	Gwurruc Gwurruc
-lower section	Karang gil (lots of water weed)
-east bank at mouth	Murloo
-small creek entering west side near mouth	Thuroong (snakes)
-west side of mouth	
-bluff	Mardgee-long
-two islands in mouth	Gellung-brook-wollung
-sand bar at mouth	Bulla bowl bowl
-jutting land near mouth	Margelong
-bay at the mouth	Cut wort (pigface)
-morass nearby	Giddi (swans)
-hill in swamp	Thalugada (tea tree swamp)
-lagoon on sea coast	Wort wort
Stony Creek (at Bruthen)	Bunjil Tambun
Stony Creek (at Lake Tyers)	Crocken (quartz crystal)
Stony Creek (Lake Wellington)	Lane glan (edible root)
Stratford	Darlimuria (little bit of clay)
Swan Reach	Nuntin
Tallangatta Creek	Wook-gook (mopoke)
Tambo River	Ginning matong
-mouth	
-near Tongio	Gwammung-bourn (pelican)
-upper	Tongio memial
- 25 miles downstream from high point	Tambo (perch)
-near Bindi	
-at Ensay	Jillun
-lower	Bindi memial (the stomach)
-inlet to Kilmorie Morass	Numbla munjee (black fish)
-bluff	Ber'rawan
Tarli Karng	Tool-ne-yarn (water come in)
-creek flowing into it	Kookoondalook (wasps in the trees)
Tarra River	
	-Nigothoruk
	Blindit'yin (platypus)

Tarra River mouth	Tarkira (place of shells)
Tarwin River	Toto-warra-warra or Jota-wara-wara-thun
Tarwin River mouth	Toluncan (stringy bark trees)
Thompson River	Carrang-carrang (brackish water), Carran Carran
Thurra River	Turrer (Robinson 1844)
Tolunyarry	point on coast near Ram Head
Tom's Cap region	Dambo-byo (hills south of
Merriman's Creek)	
Tom's Creek	Warrigallac
Tongio East	Carrara wira
Tongio Gap	Mungobabba
Tongio Mungie	Omeo clan name
Traralgon	Traralgon (plain's wanderer-a bird)
Tynong	Tynong (plenty of fish)
Upper Boggy Creek	Tallo-lumbruck (tadpole)
Wallagarough River	Tooronoo (at Mallacoota)
Warrigal Creek	Yau-ung
Waterford	Dalu-miarng (yam)
Wentworth River	Dabera'bara (rocky bank)
White Rock (SE of Yiruk)	Bunjil Borun (mister pelican)
Wilson's Promontory	Yiruk (Gunai), Wamoom (Bunerong)
Wongungarra River	Gwannam-o-rook (eagle-hawk)
Wonnangatta River	Wontwun
Woodside	Bellum bellum
Wuk Wuk	ground or earth
Wy Yung	duck
Yallourn	flat tray of plaited grass for collecting manna
Yarra River	Bira-amung
Yarragon	Yarragongatha (hair of head)
Yarram	river

Attachment for item 3.1



PS849098U



SCALE	1:1250	12.5	0	12.5	25	37.5	50
LENGTHS ARE IN METRES							

Millar | Merrigan
 Land Development Consultants
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SURVEYOR'S REF: 19414S1B 23/08/2023
 LICENSED SURVEYOR
 Byron John Page VERSION NO 3
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ORIGINAL SHEET SIZE: A3
 SHEET 2

Attachment for item 3.2**From:** [REDACTED]**Sent:** Friday, August 25, 2023 4:49 PM**Subject:** OFFICIAL: Our Equal State – new commemorative naming requirements for naming authorities

Dear Mayors and Chief Executive Officers

As Registrar of Geographic Names, I would like to draw your attention to an announcement by the Victorian Government.

On Thursday 24 August 2023, the Minister for Women Natalie Hutchins formally launched [Victoria's Gender Equality Strategy and Action Plan 2023-2027](#). The strategy and action plan includes a new initiative aimed at increasing the commemoration of women through the naming of roads, features and localities.

As a naming authority, you will be required to implement this new initiative as part of your ongoing naming activities. I have set out the wording of the action item below (cultural change – item 1) together with a link to the strategy and action plan.

“Geographic Names Victoria will work with naming authorities, including local government, to increase the commemoration of women in place naming, by setting a level of 70% of new requests for commemorative naming of new roads, placenames and landmarks to be achieved within the lifetime of the Strategy.”

<https://www.vic.gov.au/our-equal-state-victorias-gender-equality-strategy-and-action-plan-2023-2027/our-actions>

Diversity and inclusion in place naming is essential to all Victorians being able to live in a safe and equal society. Encouraging gender equality in the naming of roads, features and localities means that our place naming can better reflect our diversity. Communities can see that no matter your gender, you have the opportunity to be commemorated for your actions.

Geographic Names Victoria will support naming authorities, with this ambitious but significant goal. Further information will be provided in the coming weeks.

If you have immediate questions, please contact the Geographic Names Victoria team at geo.names@delwp.vic.gov.au.

Yours sincerely

Craig Sandy LS
Registrar of Geographic Names

OFFICIAL

Attachment for item 3.3

Background to Kilmany Park Commemorative Plaque

Uniting is the successor to Kilmany Park Farm Home for Boys that was opened in 1925 in Settlement Road, Sale, by the Presbyterian Church. The last name on the register was in 1977 and over the time of the Home's operation almost 1000 boys lived there. The young people who lived there ranged in age from 8 to 16 years. Some were wards of the state believed to be in need of care and protection, some were placed privately by their families, some were there because their families could not look after them, and some were seen to be in danger of living a life of crime.

Some boys experienced significant abuse while living at Kilmany Park. Others enjoyed their time there. There is great diversity in their experiences and the wording of the plaque has been chosen carefully and thoughtfully by the past residents to allow every person to feel recognised, regardless of their individual experience.

Over the time of its operation, many local families in Sale and surrounding towns hosted the boys during the weekends and employed the boys after they left the Home. Many past residents have made a life in Sale and continue to live there.

The request for a commemorative plaque has come from these men who lived there as children and the project has been managed by Uniting on behalf of them. Uniting (the Community Services Organisation of the Uniting Church in Victoria and Tasmania) now holds the records of the boys who lived at Kilmany Park and the Uniting Heritage Service (UHS) works with and supports people (and their families) who spent time at such homes run by the former Presbyterian and Methodist churches.

Rationale for and Benefits of the Commemorative Plaque

This plaque is in response to the wishes and concerns of past residents and their families.

The Commonwealth Senate Inquiry in 2004 into institutional and out of home care shone a light on the experiences of people in care pre 1989 and this group of people were named "Forgotten Australians". Thousands of people who had experienced out of home care described feeling ignored and forgotten by the community and their families.

The then Prime Minister, Kevin Rudd, delivered an apology on behalf of the Government and the Australian Community.

One of the recommendations from the Inquiry relates specifically to memorials.

Recommendation 34

11.46 That the Commonwealth and State Governments, in conjunction with the Churches and agencies, provide funding for the erection of suitable.

memorials commemorating care leavers. Where possible, memorials could take the form of:

- memorial gardens constructed in conjunction with local councils;*
- the placement of plaques at the site of former institutions; and/or*
- the construction of heritage centres on the site of former institutions.*

The Committee further recommends that the appropriate form and location of

memorials should be determined after local consultation with care leavers and their support and advocacy groups.

This plaque will help to create a positive gesture for reconciliation and redress.

It will play a role in preserving the history of Sale, and in particular the Kilmany Park Farm Home for Boys.

It will publicly acknowledge this group or people (over 100,000 in Victoria alone) known as Forgotten Australians and increase understanding among the general public. A QR code on the plaque will help people who visit the memorial access the support of the Heritage Service.

It will provide a space for remembrance and healing, and for reflection and learning.

Establishment of this commemorative plaque holds immense value to the past residents as this will be a place where people can visit something tangible to remember all those who lived there and their families. In the words of a past resident, "Families who have lost loved ones will have a place to go and reflect on their lives at their memorial plaque. It means a lot that Kilmany Park is not forgotten in this commercial world, as it was home for over 1,000 boys over several decades."

The siting of the Commemorative Plaque

From January 2022 until January 2023, the Uniting Heritage Service has been in contact with the current owners of the former boys home and has tried to negotiate with them to establish the plaque close to the property. However, they have been unable to commit to the project. After learning of this impasse, one of the past residents, who is local to the area, suggested siting the plaque in Victoria Park. Council staff along with past residents and Uniting staff met on 29/03/2023 to visit Victoria Park and really liked the idea of placing the commemorative plaque in the garden bed behind the 'Cherished mother and child' memorial. We now understand that this is problematic, and a site somewhere else in Victoria Park would be preferable. We understand these concerns and are very willing to consider another place within the park.

The placing of the memorial on a Uniting Church site had also been considered and decided against. This would cause distress to many of the past residents who have been unable to set foot in a Church since their childhood. For some, the Church represents past trauma and abuse and siting the memorial close to a Church or on Church property could be damaging and divisive.

Uniting, as the Community Services Organisation of the Uniting Church and the Heritage Service, is grateful that the past residents trust us to work with them on this memorial. Uniting acknowledges past wrongs (as does the Church) and the Heritage Service is one way for people to receive the support and care they need and deserve.

The date for unveiling has been set for the 28th of October. The Moderator of the Uniting Church and the CEO of Uniting have been asked to be present by the men and their families.


Both these people have heavily booked calendars, and this was the only date we could find. We would greatly appreciate progress to enable us to keep to this date. Many of the men are aged in their 70's and 80's, and one sadly has already died since the project started. His brother (also a past resident) is unwell and very keen for this to go ahead.

We have also attached an image of the plaque including the words that the men agreed on and a sample design for the stone for your consideration.

**Almost 1,000 boys lived at
Kilmany Park Home,
formerly known as Pearsondale,
from 1925 to 1977.**

**This reminds us of each of them
and we acknowledge and
remember them, particularly
those who died before their time.**

May they not be forgotten.



15.2. SALE-TOONGABBIE ROAD RECONSTRUCTION, WINNINDOO AND NAMBROK - TENDER AWARD

ACTION OFFICER: MANAGER ASSETS AND PROJECTS

PURPOSE

The purpose of this report is for Council to consider entering into a contract for the reconstruction of sections of Sale-Toongabbie Road, Winnindoo and Nambrok.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That:

- 1. Council adopt the recommendations contained in the attached confidential Tender Evaluation Report of the Council Meeting Agenda for Contract 2024-051 Sale-Toongabbie Road Reconstruction Winnindoo and Nambrok; and***
- 2. The information contained in the confidential attachment Contract 2024-051 Sale-Toongabbie Road Reconstruction Winnindoo and Nambrok and designated confidential under section 3(1) of the Local Government Act 2020 by the General Manager Built and Natural Environment on 6 December 2023 because it relates to the following grounds: (g)(ii) private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage; be designated confidential information under section 3(1) Confidential Information of the Local Government Act 2020, except that once this recommendation has been adopted the name of the successful tenderer can be made public.***

BACKGROUND

Section of the Sale-Toongabbie Road are beginning to fail in multiple locations and in these locations, the failures are beyond maintenance intervention. Several sections of this road have been reconstructed over the past two years and the works under this contract involve the reconstruction and widening of 3.2km of road between Rosedale Heyfield Road and Denison Road 3.2 kms and 3 kms of road between Nambrok Road and Maffra Rosedale Road.

Works are planned over the next several years on the Sale-Toongabbie Road to address the road condition with funding coming from various sources. This year's program of works involved more extensive rehabilitation of the pavement than was expected and the extent of works was extended to make use of surplus funds from the Federal Government's Road to Recovery Program that are required to be expended this financial year. This funding became available as a result of delays in progressing other Roads to Recovery Funded projects.

Accordingly, designs have been completed and a tender was advertised for these works which has been evaluated and a contract has now been prepared for Council's consideration.

ATTACHMENTS

1. Confidential Header - Contract 2024-051 Sale Toongabbie Road Stage 2 Winnindoo and Nambrok [15.2.1 - 1 page]
2. CONFIDENTIAL REDACTED - 2024-051 Tender Evaluation Report [15.2.2 - 6 pages]

OPTIONS

Council has the following options available:

1. Adopt the recommendations contained in the attached confidential Tender Evaluation Report for Contract 024-051 Sale-Toongabbie Road Reconstruction Winnindoo and Nambrok;
2. Not enter into a contract and not proceed with these works at this time.

PROPOSAL

That Council adopt the recommendations contained in the attached confidential Tender Evaluation Report for Contract 024-051 Sale-Toongabbie Road Reconstruction Winnindoo and Nambrok.

CONFLICT OF INTEREST

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

COLLABORATION

Pursuant to section 109(2) of the *Local Government Act 2020*, no collaborative opportunities have been identified for this one-off project.

FINANCIAL IMPACT

These works have been budgeted for under the 2023-2024 capital works program although additional, available Roads to Recovery funds will be required to complete the whole scope of this project.

COMMUNICATION IMPACT

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

LEGISLATIVE IMPACT

Wellington Shire Council is committed to ensuring the Contract tendering process complies with the *Local Government Act 1989*, *Local Government Act 2020* and the Victorian Local Government Code of Tendering.

COUNCIL POLICY IMPACT

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

COUNCIL PLAN IMPACT

The Council Plan 2021-25 Theme 4 "Services and Infrastructure" states the following strategic outcome:

Strategic Outcome 4.4: *"Safe and well-used transport connections across all modes of travel."*

This report supports the above Council Plan strategic outcome.

RESOURCES AND STAFF IMPACT

This project will be undertaken with the resources of the Assets and Projects unit.

COMMUNITY IMPACT

These works will have a positive community impact by ensuring roads that are the responsibility of Wellington Shire Council are maintained and kept in a good condition.

ENVIRONMENTAL IMPACT

This impact will have minimal environmental impact, with the contractors providing an Environmental Management Plan which will be strictly monitored.

ENGAGEMENT IMPACT

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

RISK MANAGEMENT IMPACT

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



WELLINGTON
SHIRE COUNCIL
The Heart of Gippsland

**ORDINARY COUNCIL MEETING
19 December 2023**

On this day, 6 December 2023, in accordance with section 3(1) of the *Local Government Act 2020*; I, Chris Hastie, General Manager Built and Natural Environment declare that the information contained in the attached **CONTRACT 2024 - 051 SALE TOONGABBIE ROAD STAGE 2 WINNINDOO AND NAMBROK** is confidential because it relates to the following grounds under section 3(1) of the *Local Government Act 2020*:

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

A handwritten signature in blue ink, appearing to be 'CHAS', is written over a light blue circular stamp.

.....
CHRIS HASTIE
General Manager Built and Natural Environment

15.3. SALE-COWWARR ROAD RECONSTRUCTION, DENISON - TENDER AWARD

ACTION OFFICER: MANAGER ASSETS AND PROJECTS

PURPOSE

The purpose of this report is for Council to consider entering into a contract for the reconstruction of a 2.4 km section of Sale-Cowwarr Road.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That:

- 1. Council adopt the recommendations contained in the attached confidential Tender Evaluation Report of the Council Meeting Agenda for Contract 2024-012 Sale-Cowwarr Road Reconstruction; and***
- 2. The information contained in the confidential attachment Contract 2024-012 Sale-Cowwarr Road Reconstruction and designated confidential under section 3(1) of the Local Government Act 2020 by the General Manager Built and Natural Environment on 28 November 2023 because it relates to the following grounds: (g)(ii) private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage;***

be designated confidential information under section 3(1) Confidential Information of the Local Government Act 2020, except that once this recommendation has been adopted the name of the successful tenderer can be made public.

BACKGROUND

The Sale-Cowwarr Road is beginning to fail in several locations and in these locations is beyond maintenance intervention. The works under this contract involve the reconstruction and widening of the road between approximately 500 metres east of Morris Road to Andersons Road, Denison and Winnindoo. The works involve reconstructing and sealing the pavement to a width of 6.2 metres.

Works are planned over the next several years on the Sale-Cowwarr Road to address the road condition and this year's program of works involved more extensive rehabilitation of the pavement than was expected. This additional work will make use of surplus funds from the Federal Government's Road to Recovery Program that are required to be expended this financial year. This funding became available when other projects were deferred for various reasons.

Accordingly, designs have been completed and a tender advertised for these works, which allowed for options with the pavement design. The submitted tenders have now been evaluated and a contract has been prepared for Council's consideration.

ATTACHMENTS

1. Confidential Header, 2024-012 Sale Cowwarr Road Reconstruction Works - Stage 1 - Tender Evaluation Report [**15.3.1** - 1 page]
2. CONFIDENTIAL REDACTED - 2024-012 Tender Evaluation Report [**15.3.2** - 5 pages]

OPTIONS

Council has the following options available:

1. Adopt the recommendations contained in the attached confidential Tender Evaluation Report for Contract 2024-012 Sale-Cowwarr Road Reconstruction; or
2. Not enter into a contract and not proceed with these works at this time.

PROPOSAL

That Council adopt the recommendations contained in the attached confidential Tender Evaluation Report for Contract 2024-012 Sale-Cowwarr Road Reconstruction.

CONFLICT OF INTEREST

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

COLLABORATION

Pursuant to section 109(2) of the *Local Government Act 2020*, no collaborative opportunities have been identified for this one-off project.

FINANCIAL IMPACT

These works have been budgeted for under the 2023-2024 capital works program although additional, available Roads to Recovery funds will be required to complete the whole scope of this project.

COMMUNICATION IMPACT

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

LEGISLATIVE IMPACT

Wellington Shire Council is committed to ensuring the Contract tendering process complies with the *Local Government Act 1989*, *Local Government Act 2020* and the Victorian Local Government Code of Tendering.

COUNCIL POLICY IMPACT

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

COUNCIL PLAN IMPACT

The Council Plan 2021-25 Theme 4 "Services and Infrastructure" states the following strategic outcome:

Strategic Outcome 4.4: *"Safe and well-used transport connections across all modes of travel."*

This report supports the above Council Plan strategic outcome.

RESOURCES AND STAFF IMPACT

This project will be undertaken with the resources of the Assets and Projects unit.

COMMUNITY IMPACT

These works will have a positive community impact by ensuring roads that are the responsibility of Wellington Shire Council are maintained and kept in a good condition.

ENVIRONMENTAL IMPACT

This impact will have minimal environmental impact, with the contractors providing an Environmental Management Plan which will be strictly monitored.

ENGAGEMENT IMPACT

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

RISK MANAGEMENT IMPACT

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



WELLINGTON
SHIRE COUNCIL
The Heart of Gippsland

**ORDINARY COUNCIL MEETING
19 December 2023**

On this day 28 November 2023, in accordance with section 3(1) of the *Local Government Act 2020*; I, Chris Hastie, General Manager Built and Natural Environment declare that the information contained in the attached **CONTRACT 2024 - 012 SALE COWWARR ROAD RECONSTRUCTION TENDER AWARD** is confidential because it relates to the following grounds under section 3(1) of the *Local Government Act 2020*:

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

A handwritten signature in blue ink, appearing to be 'CHAS', is written over a faint circular stamp.

.....
CHRIS HASTIE
General Manager Built and Natural Environment

15.4. DESAILLY AND MACARTHUR STREET ROUNDABOUT CONSTRUCTION - TENDER AWARD

ACTION OFFICER: MANAGER ASSETS AND PROJECTS

PURPOSE

The purpose of this report is for Council to consider entering into a contract for the construction of a roundabout at Desailly Street and Macarthur Street, Sale.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That:

- 1. Council adopt the recommendations contained in the attached confidential Tender Evaluation Report of the Council Meeting Agenda for Contract 2024-053 Desailly Street and Macarthur Street Roundabout; and***
- 2. The information contained in the confidential attachment Contract 2024-053 Desailly Street and Macarthur Street Roundabout and designated confidential under section 3(1) of the Local Government Act 2020 by the General Manager Built and Natural Environment on 28 November 2023 because it relates to the following grounds: (g)(ii) private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage;
be designated confidential information under section 3(1) confidential Information of the Local Government Act 2020, except that once this recommendation has been adopted the name of the successful tenderer can be made public.***

BACKGROUND

The intersection of Desailly Street and Macarthur Street in Sale becomes congested at times with cars banking up to leave one of Sale's main central carparks. There is also anecdotal evidence of minor vehicle collisions at this site due predominately to this traffic congestion.

Investigations and traffic studies suggested that a roundabout would be appropriate in this location and the process of undertaking a design commenced. The site has constraints due to the limited size and the need for trucks to access the shopping centre and the underground services that are already in place. These constraints along with the need to modify the drainage and escalating construction costs have led to additional surplus funds from another projects to be used to be used to complete these intersection works.

Following the adoption of the design a tender was advertised for these works and the submissions have now been evaluated and a contract has been prepared for Council's consideration.

ATTACHMENTS

1. Confidential Header - 2024-053 Desailly and Macarthur Street Roundabout Construction - Tender Award [15.4.1 - 1 page]
2. CONFIDENTIAL REDACTED - 2024-053 Desailly Street and Macarthur Street Roundabout - Tender Evaluation Report [15.4.2 - 5 pages]

OPTIONS

Council has the following options available:

1. Adopt the recommendations contained in the attached confidential Tender Evaluation Report for Contract 2024-053 Desailly Street and Macarthur Street;
2. Not enter into a contract and not proceed with these works at this time.

PROPOSAL

That Council adopt the recommendations contained in the attached confidential Tender Evaluation Report for Contract 2024-053 Desailly Street and Macarthur Street.

CONFLICT OF INTEREST

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

COLLABORATION

Pursuant to section 109(2) of the *Local Government Act 2020*, no collaborative opportunities have been identified for this one-off project.

FINANCIAL IMPACT

These works were budgeted for under the 2023-2024 capital works program, however additional funds will need to be allocated to this project as detailed in the Tender Evaluation Report to award this contract.

COMMUNICATION IMPACT

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

LEGISLATIVE IMPACT

Wellington Shire Council is committed to ensuring the Contract tendering process complies with the *Local Government Act 1989*, *Local Government Act 2020* and the Victorian Local Government Code of Tendering.

COUNCIL POLICY IMPACT

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

COUNCIL PLAN IMPACT

The Council Plan 2021-25 Theme 4 "Services and Infrastructure" states the following strategic outcome:

Strategic Outcome 4.4: *"Safe and well-used transport connections across all modes of travel."*

This report supports the above Council Plan strategic outcome.

RESOURCES AND STAFF IMPACT

This project will be undertaken with the resources of the Assets and Projects unit.

COMMUNITY IMPACT

These works will have a positive community impact due to the improved traffic flow at this currently congested intersection.

ENVIRONMENTAL IMPACT

This impact will have minimal environmental impact, with the contractors providing an Environmental Management Plan which will be strictly monitored.

ENGAGEMENT IMPACT

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

RISK MANAGEMENT IMPACT

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



WELLINGTON
SHIRE COUNCIL
The Heart of Gippsland

ORDINARY COUNCIL MEETING
19 December 2023

On this day 28 November 2023, in accordance with section 3(1) of the *Local Government Act 2020*; I, Chris Hastie, General Manager Built and Natural Environment declare that the information contained in the attached **CONTRACT 2024 - 053 DESAILLY/MACARTHUR STREET ROUNDABOUT TENDER AWARD** is confidential because it relates to the following grounds under section 3(1) of the *Local Government Act 2020*:

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

.....
CHRIS HASTIE
General Manager Built and Natural Environment

15.5. WILLUNG ROAD RECONSTRUCTION, WILLUNG - TENDER AWARD

ACTION OFFICER: MANAGER ASSETS AND PROJECTS

PURPOSE

The purpose of this report is for Council to consider entering into a contract for the reconstruction of a section of Willung Road, Willung.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That:

- 1. Council adopt the recommendations contained in the attached confidential Tender Evaluation Report of the Council Meeting Agenda for Contract 2024-052 Willung Road Reconstruction; and***
- 2. The information contained in the confidential attachment Contract 2024-052 Willung Road Reconstruction and designated confidential under section 3(1) of the Local Government Act 2020 by the General Manager Built and Natural Environment on 28 November 2023 because it relates to the following grounds: (g)(ii) private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage; be designated confidential information under section 3(1) Confidential Information of the Local Government Act 2020, except that once this recommendation has been adopted the name of the successful tenderer can be made public.***

BACKGROUND

Willung Road, Willung in the vicinity of Feelys Road and Taylors Road is beginning to fail in multiple locations and in these locations the road is beyond maintenance intervention. The works under this contract involve the reconstruction of road 500 metres to the north of the Feelys and Taylors Roads intersection with Willung Road and 550 metres to the south of this intersection.

Accordingly, a tender was advertised for these works which has been evaluated and a contract has now been prepared for Council's consideration.

ATTACHMENTS

1. Confidential Header - 2024-052 Willung Road Reconstruction - Tender Evaluation Report [**15.5.1** - 1 page]
2. CONFIDENTIAL REDACTED - 2024-052 Tender Evaluation Report [**15.5.2** - 5 pages]

OPTIONS

Council has the following options available:

1. Adopt the recommendations contained in the attached confidential Tender Evaluation Report for Contract 2024-052 Willung Road Reconstruction Willung;
2. Not enter into a contract and not proceed with these works at this time.

PROPOSAL

That Council adopt the recommendations contained in the attached confidential Tender Evaluation Report for Contract 2024-052 Willung Road Willung.

CONFLICT OF INTEREST

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

COLLABORATION

Pursuant to section 109(2) of the *Local Government Act 2020*, no collaborative opportunities have been identified for this one-off project.

FINANCIAL IMPACT

These works have been budgeted for under the 2023-2024 capital works program and are being funded by the Federal Government's Local Road and Community Infrastructure Program.

COMMUNICATION IMPACT

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

LEGISLATIVE IMPACT

Wellington Shire Council is committed to ensuring the Contract tendering process complies with the *Local Government Act 1989*, *Local Government Act 2020* and the Victorian Local Government Code of Tendering.

COUNCIL POLICY IMPACT

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

COUNCIL PLAN IMPACT

The Council Plan 2021-25 Theme 4 "Services and Infrastructure" states the following strategic outcome:

Strategic Outcome 4.4: *"Safe and well-used transport connections across all modes of travel."*

This report supports the above Council Plan strategic outcome.

RESOURCES AND STAFF IMPACT

This project will be undertaken with the resources of the Assets and Projects unit.

COMMUNITY IMPACT

These works will have a positive community impact by ensuring roads that are the responsibility of Wellington Shire Council are maintained and kept in a good condition.

ENVIRONMENTAL IMPACT

This impact will have minimal environmental impact, with the contractors providing an Environmental Management Plan which will be strictly monitored.

ENGAGEMENT IMPACT

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

RISK MANAGEMENT IMPACT

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



WELLINGTON
SHIRE COUNCIL
The Heart of Gippsland

**ORDINARY COUNCIL MEETING
19 December 2023**

On this day 28 November 2023, in accordance with section 3(1) of the *Local Government Act 2020*; I, Chris Hastie, General Manager Built and Natural Environment declare that the information contained in the attached **CONTRACT 2024 - 052 WILLUNG ROAD RECONSTRUCTION** is confidential because it relates to the following grounds under section 3(1) of the *Local Government Act 2020*:

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

.....
CHRIS HASTIE
General Manager Built and Natural Environment

16. GENERAL MANAGER COMMUNITY AND CULTURE

16.1. FAIR ACCESS POLICY

ACTION OFFICER: GENERAL MANAGER COMMUNITY AND CULTURE

PURPOSE

For Council to adopt the attached 'Fair Access Policy'.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council adopt the attached 'Fair Access Policy'.

BACKGROUND

The Fair Access Policy Roadmap is an Australian-first policy that aims to give women and girls better and fairer access to community sports infrastructure. Developed by the Office for Women in Sport and Recreation in partnership with VicHealth and Sport and Recreation Victoria, the policy requires all Victorian local government authorities (LGAs) to have in place a gender equitable access and use policy (or equivalent) by 1 July 2024 to remain eligible for state government community sports infrastructure funding.

Fair Access focuses on the development of gender equitable access and use policies. The Act requires LGAs to complete a Gender Impact Assessment (GIA) on all policies, programs and services that have a direct and significant impact on the community. While Fair Access does not require Council to report on GIAs, they are a crucial tool to understand the community and inform gender equitable access and use policy.

Equality is not negotiable. Sport and active recreation provide fundamental opportunities for enriching our communities, and these opportunities must be available on an equal basis to all members of our community. Currently, that is not always the case and that needs to change. Equitable access and use policies and processes will be a key driver for procedural and cultural change to ensure the full benefits of sport and recreation are available to all. Removing key barriers to participation in sport and active recreation is arguably the single biggest growth opportunity for this sector. In addition, with sport and active recreation being one of our most visible sectors, advancing equality here is a key lever to driving equality more broadly in society.

GIAs seek to address known barriers experienced by people in accessing and using community and sports infrastructure. With the aim to progressively build capacity and capabilities, Wellington Shire Council aims to identify and eliminate the systemic causes of inequality in policy, programs, communications, and delivery of services in relation to community and sports infrastructure.

GippSport were engaged to assist Council to undertake GIA's on our policies and to engage with key stakeholders and community members that have informed the recommended introduction of a 'Fair Access Policy'.

ATTACHMENTS

1. 5.1.7 Fair Access Policy [**16.1.1** - 4 pages]

OPTIONS

Council has the following options available:

1. Adopt the attached 'Fair Access Policy'.
2. Not adopt and seek further information to be presented at a future meeting.

PROPOSAL

That Council adopt the attached 'Fair Access Policy'.

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

This impact has been assessed and it is recommended that Council introduces a 'Fair Access Policy'.

COUNCIL PLAN IMPACT

The Council Plan 2021-25 Theme 3 "Liveability and Wellbeing" states the following strategic outcome:

Strategic Outcome 3.1: *"An inclusive, diverse, and resilient community."*

This report supports the above Council Plan strategic outcome.

RESOURCES AND STAFF IMPACT

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

COMMUNITY IMPACT

This 'Fair Access Policy' will address known barriers experienced by women and girls, progressively build capacity and capability in the identification and elimination of causes of gender inequality and capture data to inform future focus areas.

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.

FAIR ACCESS POLICY

Policy Number:	5.1.7
Approved by:	Council
Date Approved:	December 2023
Date of Next Review:	December 2025
Applicable to Unit(s):	Whole Organisation
Responsible Officer:	Manager Leisure Services Manager Communities, Facilities and Emergencies
Related Policies:	Committees Policy Community Assistance Grants Policy Council Provision of Recreation / Community Facilities Policy
Related Documents:	Wellington Shire Council Gender Equality Action Plan 2021-2025 Fair Access Action Plan
Statutory Reference:	<i>Gender Equality Act 2020</i>

OVERVIEW

To establish policy for the Fair Access to Community Sporting & Recreation Facilities across Wellington Shire.

The Fair Access Policy (the Policy) seeks to address known barriers experienced by women and girls in accessing and using community and sporting infrastructure. The Policy aims to progressively build capacity and capabilities of Wellington Shire Council in the identification, and elimination of systemic causes of gender inequality in policy, programs, communications, and delivery of services in relation to community sports infrastructure.

THE POLICY

The Policy is designed to comply with the *Gender Equality Act 2020*, and the wider Victorian Government gender equality strategy and the Wellington Shire Council Gender Equality Action Plan (GEAP).

DEFINITIONS

Committees of Management

For the purposes of this document, refers to committees appointed by the Department of Land, Water, Environment and Planning under the *Crown Land (Reserves) Act 1978* to manage recreation reserves where community sport training and games are held.

Community Sports Infrastructure

Publicly owned local, rural, regional, or state level sport and recreation infrastructure operated and maintained primarily for the purpose of facilitating community sport activities, including sporting grounds, surfaces, facilities, and pavilions.

Gender

How you understand who you are and how you interact with other people. Many people understand their gender as being a man or woman. Some people understand their gender as a mix of these or neither. A person's gender and their expression of their gender can be shown in different ways, such as through behavior or physical appearance.

Gender diverse - An umbrella term for a range of genders expressed in different ways. Gender diverse people use many terms to describe themselves. Language in this area is dynamic, particularly among young people, who are more likely to describe themselves as non-binary.

Gender equality

The equal rights, responsibilities and opportunities of women, men and trans and gender-diverse people. Equality does not mean that women, men and trans and gender diverse people will become the same but that their rights, responsibilities, and opportunities will not depend on their gender.

Gender equity

The provision of fairness and justice in the distribution of benefits and responsibilities based on gender. The concept recognises that people may have different needs and power related to their gender and these differences should be identified and addressed in a manner that rectifies gender related imbalances.

Gender Impact Assessment, or GIA

A requirement under the *Gender Equality Act 2020* to be carried out on policies, programs and services which have a direct and significant impact on the public. The assessment must evaluate the effects that a policy, program or service may have on people of different genders.

Public land management groups

For the purposes of this document, are the Committees of Management appointed under the *Crown Land (Reserves) Act 1978* and responsible for the management of recreation reserves where community sport training and games are held.

Transgender, or trans

Someone whose gender does not only align with the one assigned at birth. Not all trans people will use this term to describe themselves.

Guiding Principles

The Fair Access Principles have been developed by the Office for Women in Sport and Recreation, Sport and Recreation Victoria and VicHealth, in consultation with representatives from local government and the state sport and recreation sector. This Policy and any resultant action plan are based on six principles of inclusivity, full participation, equal representation, encouraging and supporting user groups, and prioritising user groups committed to equality.

Wellington Shire Council acknowledges:

- the disadvantaged position some individuals have had in the sport and recreation sector because of their gender.
- and that achieving gender equality will require diverse approaches for women, men, trans and gender diverse people to achieve similar outcomes for people of all genders.

Wellington Shire Council will:

- engage fairly and equitably with all staff, governance working groups, state sporting organisations, GippSport and members of our sport and recreation community, regardless of their gender, in a positive, respectful, and constructive manner; and
- engage in the process of gender impact assessments to assess the implications for women, men, trans and gender diverse people of any planned action, including policies and communications. This is a strategy for making all voices, concerns and experiences, an integral dimension of the design, implementation, monitoring of policies and programs.

Council will undertake take the necessary and proportionate steps towards implementation of the Fair Access Policy. Specific steps include:

- Council Project Reference Groups should include diverse representation including women and should be chaired by Council to ensure that their voices are heard at the project meetings.
- Informal, social and emerging physical activity opportunities should be encouraged and supported with Community Assistance Grants and discounted fees where the Council is responsible for setting fees.
- Ensure adequate provision of lighting and cleaning of Council managed public facilities to ensure that open space areas and supporting infrastructure are welcoming, safe and inclusive.
- The responsible service of alcohol is an important part of providing a safe and welcoming environment for the whole community and required through license and hire agreements.
- Council aims to collect and analyse data annually to ensure diverse representation on Committee's as part of this policy.
- Council will monitor annual sport participation data where it is available to track progress over time.
- Provide industry training to committees of management and sporting clubs in partnership with key stakeholder including Change Our Game, GippSport and Gippsland Women's Health to inform them of Council's Fair Access Policy.
- Prioritise smaller infrastructure funding to address immediate/ significant barriers to access while waiting for larger projects to be funded. Examples could include baby change facilities, changeroom cubicles, improved signage.
- All projects that are seeking future Sport & Recreation Victoria grant support or benefiting from an application will require a SRV Participation Plan that should also include a Gender Equity audit and development into an action plan. This should be embedded into facility management plan once facilities are constructed.
- Council will inspect all future facilities that are constructed with support from Sport & Recreation Victoria grant funding on an annual basis to ensure fair access is provided as identified from the facility designs and funding outcomes.
- Continue to financially support women/ teams to celebrate sport pathway representation through the Community Assistance Grants.
- Advocate for sporting events that hire or apply for event permits that access Council directly managed facilities to have inclusive practices/ prizemoney and trophies.

Compliance and Monitoring

a. Actions

Wellington Shire Council acknowledges that the requirement to have a gender equitable access and use policy and action plan in place. The ability to demonstrate progress against that policy and action plan will form part of the eligibility criteria for Victorian Government funding programs relating to community sports infrastructure from 1 July 2024.

This policy will be reviewed in two years.

b. Responsibility

Manager Communities, Facilities & Emergencies and Manager Leisure Services is responsible for implementing the Fair Access Policy. This will be formally reviewed on a biennial basis.

Management personnel, staff, volunteers, and stakeholders Wellington Shire Council at have a

shared responsibility to support the policy.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2023	New Policy	

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:

FUTHER 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.