



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 6 February 2024, 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 19 December 2023.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council adopt the minutes and resolutions of the Ordinary Council Meeting of 19 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	A response was sent to the head petitioner on 11 December 2023. A further update will be provided in 2024 once Council has received further information from various State Government departments.	General Manager Development

7.2. RECEIPT OF PETITION: SEVENTH AVE, PARADISE BEACH

ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

PURPOSE

To present Council with a petition regarding Seventh Ave, Paradise Beach.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council receive the attached petition regarding Seventh Ave, Paradise Beach and the petition be referred to the General Manager Built & Natural Environment for a report to a future Council Meeting.

BACKGROUND

Council has received the attached a petition containing 48 signatures requesting a permanent road surface solution for Seventh Ave, Paradise Beach.

The petition requests a permanent road surface solution - such as a bitumen seal - to Seventh Avenue, Paradise Beach. The petition further states that the current maintenance regime of continually grading the gravel road is now ineffective and short term due to the large increase in traffic using the road to access the north east area of Paradise Beach.

Rule 7.6(6) of the Wellington Shire Council Governance Rules provides that the only motions that may be considered by Council on any petition are:

- (a) that the petition be received; and
- (b) that the petition be referred to the Chief Executive Officer or relevant General Manager for consideration and response; or
- (c) that the petition be referred to the Chief Executive Officer or relevant General Manager for a report to a future Council Meeting.

The relevant General Manager regarding this petition is the General Manager Built & Natural Environment.

ATTACHMENTS

1. Petition - Seventh Ave, Paradise Beach - redacted [7.2.1 - 3 pages]

OPTIONS

Council has the following options:

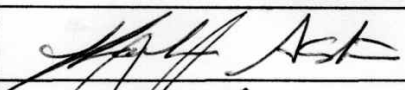



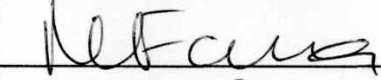
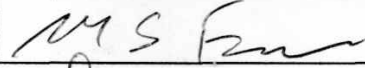
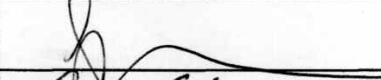
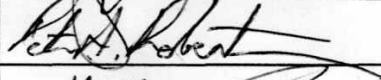

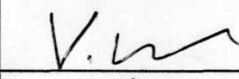


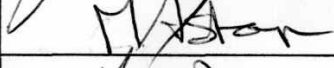
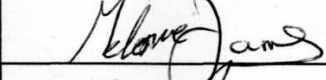

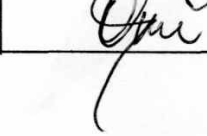
1. Receive the attached petition regarding Seventh Ave, Paradise Beach and refer it to the General Manager Built & Natural Environment for a report to a future Council Meeting; or
2. Receive the attached petition regarding Seventh Ave, Paradise Beach and refer it to the General Manager Built & Natural Environment for consideration and response.

PROPOSAL

That Council receive the attached petition regarding Seventh Ave, Paradise Beach and the petition be referred to the General Manager Built & Natural Environment for a report to a future Council Meeting.

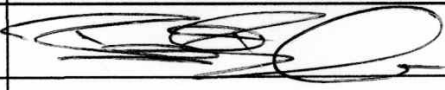


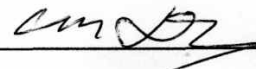
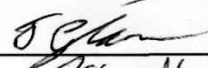


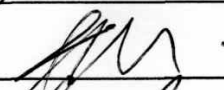


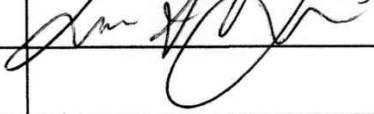
Petition to Wellington Shire Council

We the undersigned being ratepayers of Wellington Shire Council are requesting a permanent road surface solution such as bitumen seal to Seventh Ave Paradise Beach. The current maintenance regime of continually grading the gravel road is now ineffective and short term due to the large increase in traffic using this road to access the north east area of Paradise Beach.

DATE	NAME	SIGNATURE
12-1-24	Karlina Ashton	
12-1-24	ALEX RAE	
13/1/24	RTS DAVID	
12/1/24	Graig Bloomfield	
13/1/24	Maxine Farrar	
13/1/24	MIKE Farrar	
13/1/24	GARY WILLIAMSON	
13/1/2024	PETER ROBERTSON	
13/1/24	MARK MAMBOUR	
15/1/24	VLAD MELNIKOV	
15/1/24	Merrilyne Hayes	
18/1/24	RICK HANNING	
18-1-24	Mary Ashton	
18-1-24	Melanie James	
18-1-24	Russell Singleton	
21/1/24	Castaro Miller	

Petition to Wellington Shire Council

We the undersigned being ratepayers of Wellington Shire Council are requesting a permanent road surface solution such as bitumen seal to Seventh Ave Paradise Beach. The current maintenance regime of continually grading the gravel road is now ineffective and short term due to the large increase in traffic using this road to access the north east area of Paradise Beach.

DATE	NAME	SIGNATURE
12-1-24	BRENAN BACON	
12-1-2024	E. McDonald	
12/1/24	WILLEN DAY	
12/1/24	Michelle Day	M. Day
12/1/24	Norma Day	N. Cook
12/01/24	CAROLYN DAY	
	Edm Gleeson	
	L Weatheren	
12/01/24	Ion McInnes	
12/01/24	Jenifer Moon	
12/1/24	Malcolm Johnson	
12/1/24	Leanne Johnson	Leanne John
12/1/24	Trevor Dean	Trevor Dean
12-24	Coral Dean	
12/1/24	Linus Devenish	

WENDY HOWSON

VERONICA PETELIN [REDACTED]

Catherine Jordan [REDACTED]

Butler RACV MAN

ANDY DUPLEY

Gavin McCaughy

KAREN MANSEK

Sandra CLUNEY

Colin CLUNEY

WAYNE CLUNEY

DOROTHY STANLEY.

Phil Bruhn.

Tracie Bruhn.

Rosalind Charlesworth.

Melissa Blake [REDACTED]

[Signature] Adele Roe [REDACTED]

Chris Agias [Signature] [REDACTED]

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. DELEGATES REPORT

11. CHIEF EXECUTIVE OFFICER

11.1. DECEMBER 2023 COUNCIL PERFORMANCE REPORT

ACTION OFFICER: CHIEF EXECUTIVE OFFICER

PURPOSE

For Council to receive and note the December 2023 Council Performance Report and endorse the CEO's advice that a revised 2023/24 budget is not required.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council:

- 1. Receive and note the December 2023 Council Performance Report as attached; and***
- 2. Endorse the CEO's advice that a revised 2023/24 budget is not required.***

BACKGROUND

The December 2023 Council Performance Report comprises an overview of Council finances. This includes an Income Statement, a Balance Sheet with commentary regarding any major variances, information on cash balances, the level of rates outstanding and a progress update on Council's Capital Works program.

Sections 97(1) and (2) of the *Local Government Act 2020* (the Act) requires that at least every three months, the Chief Executive Officer must ensure that a statement comparing budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date is presented to Council at a Council meeting which is open to the public.

Section 97(3) of the Act requires that the second quarterly report of a financial year must include a statement by the Chief Executive Officer as to whether a revised budget is, or may be, required. The Chief Executive Officer advises that a revised 2023/24 budget is not required.

ATTACHMENTS

1. Quarterly Finance Report – December 2023 [11.1.1 – 6 pages]

OPTIONS

Following consideration of the attached December 2023 Performance Report, Council can resolve to either:

1. Receive and note the December 2023 Council Performance Report and endorse the CEO's advice that a revised 2023/24 budget is not required; or

2. Not receive and note the December 2023 Council Performance Report, not endorse the CEO's advice that a revised 2023/24 budget is not required and seek further information for consideration at a later Council meeting.

PROPOSAL

That Council receive and note the attached December 2023 Council Performance Report and endorse the CEO's advice that a revised 2023/24 budget is not required.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

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

COMMUNICATION IMPACT

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

LEGISLATIVE IMPACT

Section 97(1) and (2) of the *Local Government Act 2020* requires that at least every three months, the Chief Executive Officer must ensure that a statement comparing budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date is presented to Council at a Council meeting which is open to the public.

Section 97(3) of the Act requires that the second quarterly report of a financial year must include a statement by the Chief Executive Officer as to whether a revised budget is, or may be, required. The Chief Executive Officer advises that a revised 2023/24 budget is not required.

COUNCIL POLICY IMPACT

The December 2023 Council Performance Report has been prepared in the context of existing Council policies.

COUNCIL PLAN IMPACT

The Council Plan 2021-25 Theme 4 "Services and Infrastructure" states the following strategic outcome:

Strategic Outcome 4.1: *"A financially sustainable, high performing organisation."*

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.



DECEMBER 2023 QUARTERLY FINANCE SUMMARY

INCORPORATED IN PERFORMANCE REPORT

OPERATING RESULT STATEMENT
For the period ending 31 December 2023

	YEAR TO DATE			FULL YEAR 2023-24		
	Actual	Adopted Budget	Variance	Forecast	Adopted Budget	Variance
	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's
Income						
Rates and charges	69,741	69,058	683	70,508	69,638	870
Statutory fees & fines	448	468	(20)	982	982	-
User fees	4,025	4,015	10	9,617	9,617	-
Grants - operating	2,956	2,872	84	24,895	21,545	3,350
Grants - capital	2,860	3,974	(1,114)	14,097	11,098	2,999
Contributions - operating (monetary)	333	163	170	380	380	-
Contributions - capital (monetary)	5	30	(25)	-	-	-
Contributions - non monetary	1,142	-	1,142	1,150	-	1,150
Other income	3,383	2,423	960	4,849	4,839	10
Total Income (Inc capital income)	84,893	83,003	1,890	126,478	118,099	8,379
Expenditure						
Employee costs	17,291	18,218	927	34,797	35,197	400
Materials and services	22,270	20,089	(2,181)	46,626	41,690	(4,936)
Bad and doubtful debts	20	-	(20)	15	15	-
Depreciation and amortisation	16,977	15,785	(1,192)	33,925	31,572	(2,353)
Borrowing costs	16	18	2	42	42	-
Finance cost leases	5	9	4	18	18	-
Other expenses	1,008	362	(646)	1,318	740	(578)
Net gain on disposal of property, infrastructure, plant & equipment	38	506	468	573	997	424
Total Expenditure	57,625	54,987	(2,638)	117,314	110,271	(7,043)
Surplus for the year	27,268	28,016	(748)	9,164	7,828	1,336

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

Adopted Budget to YTD Actuals

The result for the quarter ending December 2023 reflects a surplus of \$27.3 million against an adopted budget surplus of \$28.0 million, resulting in a deficit of (\$0.7 million). The variance is a combination of operating result (operating income less operating expense) of (\$1.1M) and the impact of slightly higher capital grants and contributions (non-monetary) of \$0.3M.

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

Operating Income

- **\$0.68 million** **Rates & charges** - This primarily represents additional supplementary rates raised of \$0.5M since the 2023/24 budget adoption, due to increased building activity for new residential subdivisions and developments.
- **\$0.17 million** **Contributions (monetary)** - This is mainly represented by external contributions received for public open space future developments, as well as for major events initiated within the Shire such as new energy conference and wild fighter boxing competition.
- **\$0.96 million** **Other income** - The bulk of other income represents interest on investments earned being greater than budget due to higher interest rates \$1.2M. This is slightly offset by lower rental earned from Caravan Parks and Saleyards (\$0.2M).

Operating Expenditure

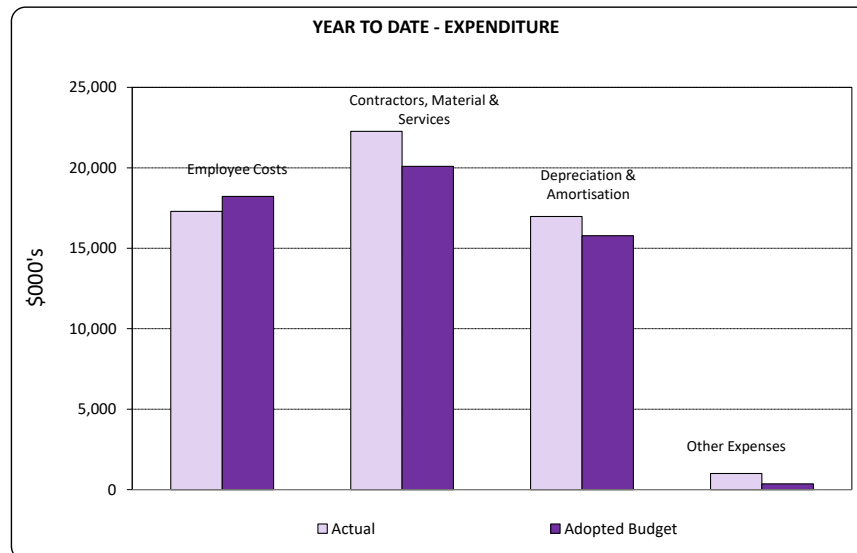
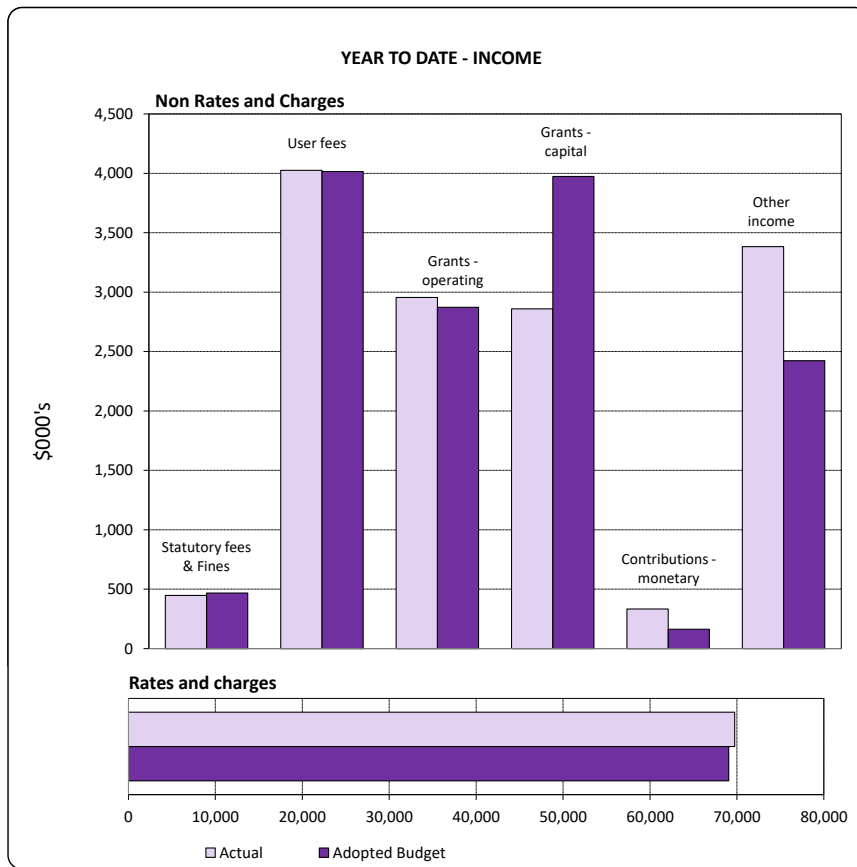
- **\$0.93 million** **Employee costs** - The underspend in employee costs mainly due to staff vacancies throughout the organisation and varied leave arrangements which impact the timing of expenses \$1.2M. This is partly offset by higher casual staff costs incurred to maintain important customer service functions for the community such as libraries and leisure facilities (\$0.3M). It is forecasted to generate a savings of \$0.4M by 30 June 2024.
- **(\$2.18 million)** **Contractors, materials and services variance includes:**
 - a. **(\$1.4M)** - Contractor payments yet to be incurred for community infrastructure projects such as Stratford Recreation Reserve Social Rooms upgrade and Great Southern Rail Trail Extension works that are nearing completion.
 - b. **(\$0.6M)** - Expenses associated with EPA compliance works and waste management kerbside collections were higher than projected. The Kilmany landfill Leachate collection and disposal is expected to be \$1.2M over the budget by the year end due to wet weather.
 - c. **(\$0.3M)** - Insurance premiums incurred for the year been higher than expected due to inflationary factors.
 - d. **\$0.2M** - Underspend in consultant payments incurred on planning projects, community facilities and emergencies, aerodromes, and parks initiatives.
- **(\$1.19 million)** **Depreciation & amortisation** - Overall higher than expected depreciation (non cash) mainly in buildings (\$1.4M) offset by lower than expected depreciation for open space streetscapes \$0.3M. Annual depreciation charges are impacted by the timing of project completions plus the projects moving from work in progress to completion.
- **(\$0.65 million)** **Other expenses** - This primarily represents assets written off during the year mainly for parks open space (York Street Central).
- **\$0.47 million** **Net gain on disposal of property, infrastructure, plant & equipment** - The variance is a combination of proceeds from plant and vehicle sales being higher than expected and written down value for roads and recreation on disposal of property been lower than budget.

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

Capital Income

- **(\$1.11 million)** **Grants (capital)** - Major capital grants yet to be received/claimed include:
 - Rodgers Street Yarram - Reconstruction (\$0.4M) and Bennison Drive Wurruk Rehabilitation (\$0.2M) works to commence in January 2024.
 - Target Creek Road Culvert Improvement project has been completed (\$0.3M).
 - Sale-Toongabbie Road Reconstruction program works for this year completed and waiting on final invoices (\$0.3M).
- **\$1.14 million** **Contributions - capital (non monetary)** - Gifted assets recognised during the year, largely for drainage, roads and footpaths.

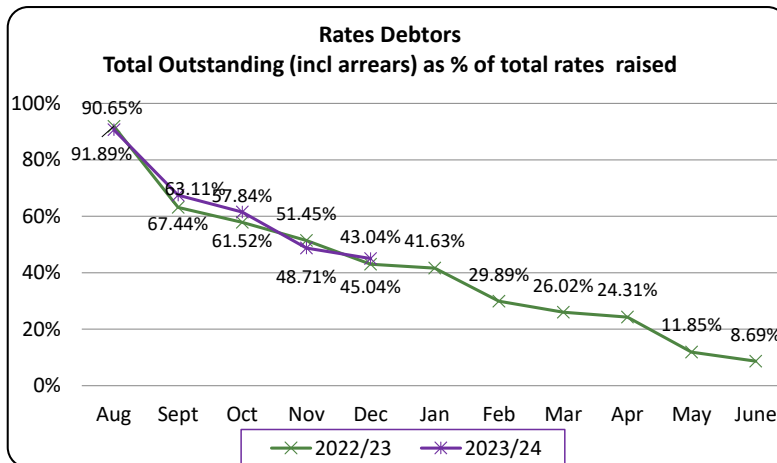
DECEMBER 2023 COMPONENTS AT A GLANCE



BALANCE SHEET

As at 31 December 2023

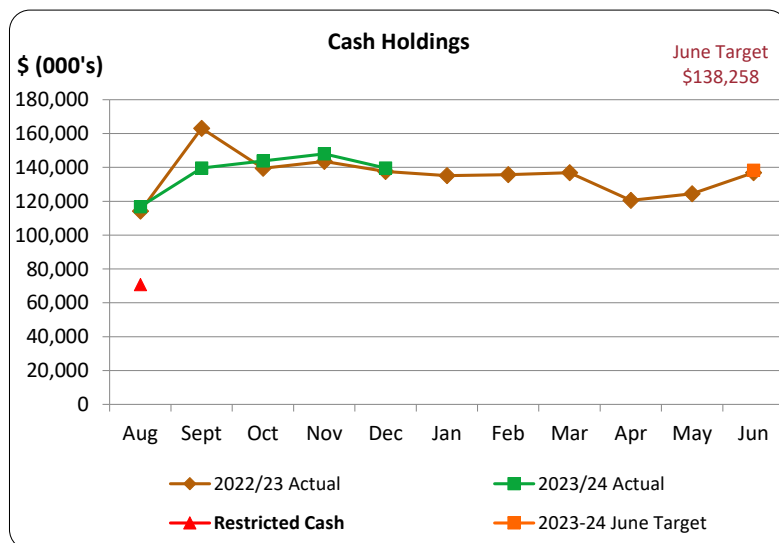
Actual		Actual	Forecast	Adopted Budget
December 22		December 23	June 24	June 24
\$000's		\$000's	\$000's	\$000's
Assets				
158,489	Total Current Assets	163,520	155,344	147,167
1,143,086	Total Non Current Assets	1,357,234	1,340,552	1,322,705
1,301,575	Total Assets	1,520,754	1,495,896	1,469,872
Liabilities				
39,488	Total Current Liabilities	34,684	37,084	41,444
17,362	Total Non Current Liabilities	14,628	20,043	18,784
56,850	Total Liabilities	49,312	57,127	60,228
1,244,726	Net Assets	1,471,442	1,438,769	1,409,644



The rate debtors outstanding at the end of December 2023 were \$34.3 million (45.0%) compared to December 2022 of \$31.2 million (43.0%).

The remaining two rate instalments for the year are due on 28 February 2024 and 31 May 2024.

Council is continuing its efforts on collection of outstanding rates through various measures including regular payment plans.



Council cash holdings at the end of December 2023 are \$139.7M, higher than December 2022 of \$134.2M, due to receipt of new/additional grant funding and delayed expenditure mainly towards capital projects.

Current cash holdings include \$70.8M in restricted funds: \$13.4M to cover reserves, \$42.8M to cover provisions and trusts, \$6.1M associated with carried forwards, and \$8.5M linked to the VGC advance for 2023/24.

The balance is generally working capital for ongoing operations.

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

CAPITAL EXPENDITURE PROGRAM

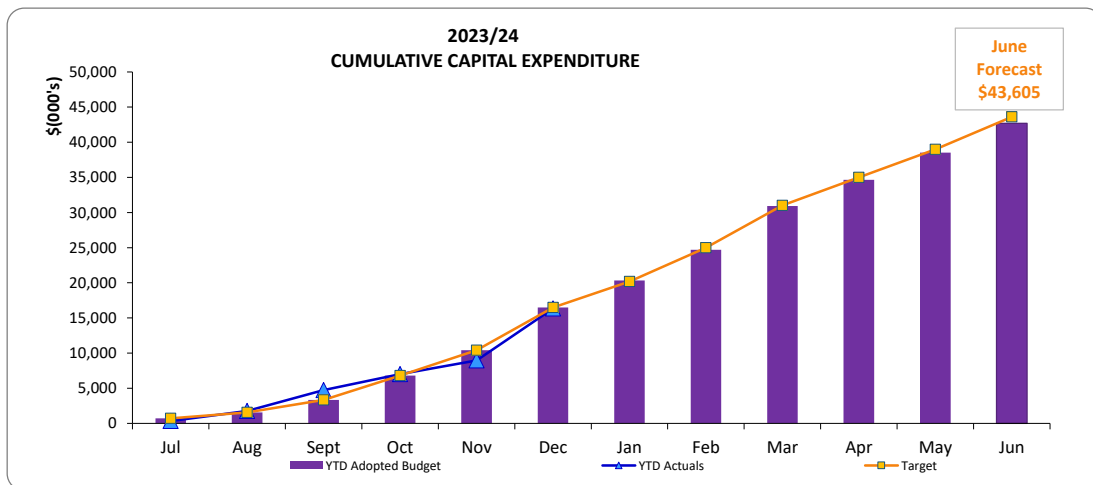
As at 31 December 2023

	YEAR TO DATE 2023-24			FULL YEAR 2023-24		
	Actual	Adopted Budget	Variance	Year End Forecast	Adopted Budget	Actual Variance to Adopted
	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's
Property	1,937	1,680	257	6,790	6,760	(4,823)
Infrastructure	12,089	12,840	(751)	31,585	31,245	(19,156)
Plant and Equipment	2,129	1,883	246	4,674	4,264	(2,135)
Intangibles	194	275	(81)	556	425	(231)
Grand Total	16,349	16,678	(329)	43,605	42,694	(26,345)

	YEAR TO DATE 2023-24			FULL YEAR 2023-24		
	Actual	Adopted Budget	Variance	Year End Forecast	Adopted Budget	Variance to Adopted
	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's
Renewal	10,834	10,948	(114)	30,468	25,650	(14,816)
Upgrade	1,727	2,277	(550)	5,799	8,063	(6,336)
Expansion	3,772	3,438	334	7,124	8,616	(4,844)
New Assets	16	15	1	214	365	(349)
Grand Total	16,349	16,678	(329)	43,605	42,694	(26,345)

Capital Works Summary - Financial Year Ending 31 December 2023

- Overall 36 projects are at practical completion, 42 more projects are underway and 25 projects have had contracts awarded but not yet commenced. 20 projects are in pre-planning (development of the concept design, the detail design, community consultation and seeking quotes or tenders).
- Aqua Energy Sale - Redevelopment works has continued with the gym entrance under construction and demolition has commenced.
- The Great Southern Rail Trail extension works have been impacted by two recent flooding events and work including track repairs is now expected to be completed in mid February 2023. The official opening date has not yet been determined.
- Stratford Memorial Park and Port Albert Boat Ramp Toilets works were completed in December 2023.
- Sale - Toongabbie road reconstruction works Stage 1 have been completed, with Stage 2 works to commence in the new year.
- Works will commence in January 2024 on the Rehabilitation of Bennison Drive Wurruk.
- Emergency works on the High Plains road were completed in December 2023.



12. GENERAL MANAGER CORPORATE SERVICES

12.1. ASSEMBLY OF COUNCILLORS REPORT

ACTION OFFICER: MANAGER ORGANISATIONAL PERFORMANCE AND GOVERNANCE

OBJECTIVE

To report on all assembly of Councillor records received for the period 11 December 2023 to 28 January 2024.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council note and receive the attached Assembly of Councillor records for the period 11 December 2023 to 28 January 2024.

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 Councillor activity and participation.

Following is a summary of all Assembly of Councillor records received for the period 11 December 2023 to 28 January 2024.

ATTACHMENTS

1. Assembly of Councillors 11 December 2023 - Strategic Land Use Planning Project Meeting [**12.1.1** - 1 page]
2. Assembly of Councillors 14 December 2023 - MEMPC Meeting [**12.1.2** - 2 pages]
3. Assembly of Councillors 19 December 2023 - Council Day [**12.1.3** - 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 for the period 11 December 2023 to 28 January 2024.

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 – 11 DECEMBER 2023

Strategic Land Use Planning Project Meeting

MEETING	COUNCILLORS, OFFICERS AND OTHERS IN ATTENDANCE (NAME AND POSITION)						
	Councillor Name	Attendance	Conflict of Interest	Officer Name	Attendance	Item No.	Conflict of Interest
STRATEGIC LAND USE PLANNING PROJECT REVIEW GROUP	Cr Ian Bye	Yes	N/A	D Morcom, CEO	No		
	Cr Carolyn Crossley	No		A Skipitaris, GMCS	No		
	Cr Marcus McKenzie	No		C Gillings, GMC&C	No		
	Cr Gayle Maher	No		C Hastie, GMB&NE	No		
	Cr Carmel Ripper	No		A Pomeroy, GMD	Yes	ALL	N/A
	Cr Scott Rossetti	No					
	Cr Garry Stephens	No					
	Cr John Tatterson	Yes	N/A				
	Cr Jill Wood	No					
	OTHERS IN ATTENDANCE (NAME AND POSITION)			CONFLICT OF INTEREST	MATTERS/ITEMS CONSIDERED AT THE MEETING		
Lucy Spooner (Coordinator Infrastructure Development)			No	Meeting Agenda: 1. Meeting Minutes 2. Action Table 3. Strategic Planning Work 4. Incoming Correspondence 5. Planning Scheme Amendment Requests 6. Other Business 7. Next Meeting			
Josh Clydesdale (Major Projects and Principal Strategic Planner)			No				
Caragh Button (Strategic Planner)			No				
Miriam Turner (Strategic Planner)			No				

ASSEMBLY OF COUNCILLORS – 14 December 2023
Municipal Emergency Management Planning Committee Meeting

MEETING	COUNCILLORS, OFFICERS AND OTHERS IN ATTENDANCE (NAME AND POSITION)					
MUNICIPAL EMERGENCY MANAGEMENT COMMITTEE MEETING (MEMPC)	Councillor Name	Attendance	Conflict of Interest	Officer Name	Attendance	Item No.
	Cr Ian Bye	No		D Morcom, CEO	No	
	Cr Carolyn Crossley	YES		A Skipitaris, GMCS	No	
	Cr Marcus McKenzie	No		C Gillings, GMC&C	YES	
	Cr John Tatterson	No		C Hastie, GMB&NE	No	
	Cr Jill Wood	No		A Pomeroy, GMD	No	
	Cr Gayle Maher	No				
	Cr Carmel Ripper	No				
	Cr Scott Rossetti	No				
	Cr Garry Stephens	No				
OTHERS IN ATTENDANCE (NAME AND POSITION)			MATTERS/ITEMS CONSIDERED AT THE MEETING			
See attached for attendees			WSC Emergency Recovery Centre exercise evaluation			
			MEMPlan – REMPC outcome			
			Verbal update from agencies			
			Update on activities of subcommittees			
			Training exercises discussed			
			Loch Sport Safe Harbour			
			Bores & pumps			
			MFMAG – Municipal Fire Management Plan 2023-2026 – administrative updates			
			SEMP update			

WELLINGTON MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE

MEMPC

FRIDAY 14 DECEMBER 2023 1.00pm – 2.30pm

ACTION LOG

ATTENDEES			
NAME	ORGANISATION	NAME	ORGANISATION
Sam McPherson (Chair)	WSC	Sam Matthews	WSC
Clem Gillings	WSC - online	Tracey Hughes	WSC
Shanyn Burgess	WSC	Lisa Mayer (Minutes)	WSC
Tony Smith	Defence - online	Jim Sutton	Defence
Georgia Everett	Fulham Correctional Centre	Josh Kenny	DFFH - online
Ben Proctor	WGCMA - online	Emma Filtness	ERV - online
Rachael Nicolson	SES - online	Paula Linford	VicPol
Aaron Worcester	CFA	Sarah Collins	DoT- online
Shane Danvers	DH – online	Nicole Hanks	DoT – online
Cr. Carolyn Crossley	Community rep	Jenny Harrington	RAAF - online
Shane Danvers	DoH - online	David Ashworth	Gippsland Ports
Sheryl Hastings	Red Cross	Rob Stanford	Ambulance Vic
Anthea Clarke	DEECA	Louise Coutts	Defence
Sandra Gram	Defence		

ASSEMBLY OF COUNCILLORS – 19 DECEMBER 2023
Council Day

MEETING	COUNCILLORS AND OFFICERS IN ATTENDANCE (NAME AND POSITION)				CONFLICT/S OF INTEREST
	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
	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, General Manager Built and Natural Environment	YES	N/A
	Cr Ripper	YES	Carly Bloomfield, Acting GM Corporate Services	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. COUNCILLOR COMMUNITY CONVERSATIONS 2024	<ul style="list-style-type: none"> • <i>Sam McPherson, Manager Communities, Facilities and Emergencies</i> <p><i>Conflict of Interest: Nil</i></p>
	2. PROGRESS OF 2021-25 COUNCIL PLAN AND HEALTHY WELLINGTON: QUARTER 1, 2023/24	<ul style="list-style-type: none"> • <i>Billie-Jo Thorburn, Performance & Reporting Coordinator</i> <p><i>Conflict of Interest: Nil</i></p>
	3. DRAFT LIBRARY STRATEGY & ACTION PLAN – RESPONSE TO COUNCILLOR FEEDBACK	<ul style="list-style-type: none"> • <i>Suzanne Snooks, Manager Arts & Culture</i> • <i>Emily Hunt, Program Director – Wellington Shire Library Network</i> <p><i>Conflict of Interest: Nil</i></p>
	4. DEVELOPMENT DIVISION UPDATE: PLANNING, MUNICIPAL SERVICES & ECONOMIC DEVELOPMENT	<ul style="list-style-type: none"> • <i>Andrew Pomeroy, General Manager Development</i> • <i>Vanessa Ebsworth, Manager Regulatory Services</i> • <i>Barry Nicol, Municipal Building Surveyor</i> • <i>Joshua Clydesdale, Major Projects and Principal Strategic Planner</i> • <i>Andrew Wolstenholme, Coordinator Statutory Planning</i> • <i>Ashley Smirl, Coordinator Marketing, Events & Tourism</i> • <i>Kirsten Power, Business Facilitation & Leveraging Officer</i> <p><i>Conflict of Interest: Nil</i></p>
	5. LEISURE SERVICES MANAGEMENT MODEL REVIEW	<ul style="list-style-type: none"> • <i>Ross McWhirter, Manager Leisure Services</i> • <i>Bruce McKay, Associate Director – Otium Planning Group</i> • <i>Miranda Markovic, Senior Consultant – Otium Planning Group</i> <p><i>Conflict of Interest: Nil</i></p>
	6. SHIRLEY’S AT THE WEDGE SERVICE AGREEMENT UPDATE	<ul style="list-style-type: none"> • <i>Suzanne Snooks, Manager Arts & Culture</i> • <i>Andrew Thomson, Creative Director of Performing Arts</i> • <i>Brent Setches, Commercial Property Officer</i> <p><i>Conflict of Interest: Nil</i></p>
	7. OH&S TRANSFORMATION PLAN UPDATE	<ul style="list-style-type: none"> • <i>Chris Rankin, Occupational Health & Safety Advisor</i> <p><i>Conflict of Interest: Nil</i></p>
	8. RISK MANAGEMENT UPDATE	<ul style="list-style-type: none"> • <i>Carly Bloomfield, Acting GM Corporate Services</i> • <i>Jessica Saunders, Coordinator Governance and Risk</i> <p><i>Conflict of Interest: Nil</i></p>

13. GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT

13.1. CREST WIDENING PROGRAM – NORDENS LANE MAFFRA

ACTION OFFICER: MANAGER ASSETS AND PROJECTS

PURPOSE

The purpose of this report is for Council to consider entering into a contract for the widening and sealing of approximately 1.5 km of Nordens Lane, Maffra as part of the annual Crest Widening Program.

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 2024-056 Nordens Lane Reconstruction Works; and***
- 2. The information contained in the confidential attachment Contract 2024-056 Nordens Lane Reconstruction Works 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) 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

These works entail widening and sealing of approximately 1.5 km of Nordens Lane, Maffra as part of the annual Crest Widening Program. This program was introduced to increase the safety of the rural road network by widening the crest sections of narrow sealed roads so that drivers do not have to drive on unsealed shoulders. The section of Nordens Lane that is being widened is also on a curved section of the road.

A design has been completed and a tender was advertised for these works which has now been evaluated and a contract has now been prepared for Council's consideration.

ATTACHMENTS

1. Confidential Header - Crest Widening Program [13.1.1 - 1 page]
2. CONFIDENTIAL REDACTED - 2024-056 Tender Evaluation Report - Nordens Lane Reconstruction Works [13.1.2 - 5 pages]

OPTIONS

Council has the following options available:

1. Adopt the recommendations contained in the attached confidential Tender Evaluation Report for Contract 2024-056 Nordens Lane Reconstruction Works; 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 2024-056 Nordens Lane Reconstruction Works.

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.

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 road being widened to increase the safety and amenity for drivers who use this road.

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
6 February 2024

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 2024-056 CREST WIDENING PROGRAM TENDER WARD** 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

14. GENERAL MANAGER COMMUNITY AND CULTURE

14.1. ADOPTION OF DRAFT WELLINGTON SHIRE COUNCIL LIBRARY STRATEGY 2024-28

ACTION OFFICER: MANAGER ARTS AND CULTURE

PURPOSE

To recommend that Council adopts the Wellington Shire Council Library Strategy 2024 – 2028, noting the Year 1 Action Plan that has been developed for the 2024/25 financial year.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council adopt the Wellington Shire Council Library Strategy 2024 - 2028.

BACKGROUND

During the initial stages of the Arts and Culture Strategy project, it was identified that there was also a need to lead a complementary Library Services Strategy project. As a result, specialist library consultants, I & J Management Services, were engaged to undertake a comprehensive review of Wellington Shire's Library service, engage the community, and develop a Library Services Strategy to guide service development and the quality management of the service into the future.

As part of the process, an inter-departmental Library Service Review Project Working Group was established, with meetings held fortnightly. Six public consultation sessions were held in May, one at each library branch, along with two library staff consultations and a public survey which received up to 600 responses. Comparisons with several similar sized regional councils were undertaken to provide additional benchmarking information.

Following the review and consultation process, the Draft Library Strategy 2024 – 2028 was developed and presented to Council for review and to provide feedback. Officers have updated the document and are confident this feedback has been appropriately addressed in the final Strategy.

The final Strategy is now ready for Council adoption to provide strategic direction to Wellington Shire's Library service. The Strategy details several service improvement proposals that will ensure the Wellington community receives a contemporary library service, reflecting best industry practice, into the future.

ATTACHMENTS

1. Wellington Shire Library Strategy 2024 - 2028 [14.1.1 - 11 pages]

OPTIONS

Council has the following options available:

1. Adopt the Wellington Shire Council Library Strategy 2024 – 2028 as attached; or
2. Adopt the Wellington Shire Council Library Strategy 2024 – 2028 with additional amendments; or
3. Do not adopt the Wellington Shire Council Library Strategy 2024 – 2028 and request further revision of the Library Strategy to be considered at a future Council meeting.

PROPOSAL

That Council adopt the Wellington Shire Council Library Strategy 2024 – 2028.

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 implementation of this strategy will require consideration of action plan implementation commitments on an annual basis.

The cost of the Strategy development is estimated to have been \$30,000.

COMMUNICATION IMPACT

Project management principles were utilised for this project with a Communications and Media Action Plan being developed and provided to Council's Communications and Media team for delivery.

A thorough project engagement plan was developed to assist in the delivery of the project's public consultations.

LEGISLATIVE IMPACT

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

COUNCIL POLICY IMPACT

The Wellington Shire Council Community Engagement policy has been applicable to this project.

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."*

Strategic Outcome 3.2: *"An actively engaged community."*

Strategic Outcome 3.3: *"Opportunities for everyone to work, learn, create, play, and share."*

Strategic Outcome 3.4: *"Improved access to and participation in support services focusing on those who are vulnerable including: young children, youth, people living with a disability and seniors."*

This report supports the above Council Plan strategic outcomes.

RESOURCES AND STAFF IMPACT

To date, the project has required significant staff resourcing, including the following:

- Program Director, Wellington Shire Library Network
- WSC Communications and Media Business Unit
- WSC Library Strategy Project Working Group
- Manager, Arts and Culture
- General Manager, Community and Culture

COMMUNITY IMPACT

The Strategy highlights the strategic direction of transforming Wellington Shire Library Services into a contemporary, best practice service, while making a commitment to deliver collections, programs, services and spaces that enhance literacy skills for all ages; inspire active participation in the life of our community and promote social inclusion and wellbeing.

The Library Strategy is informed by and builds on the aspirations and outcomes articulated in Wellington Shire's 2031 Community Vision, Council Plan 2021-2025 and Municipal Public Healthy and Wellbeing Plan – Healthy Wellington 2021 – 2025.

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.

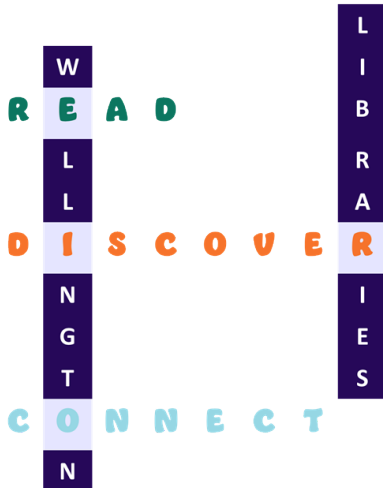
RISK MANAGEMENT IMPACT

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



WELLINGTON SHIRE COUNCIL LIBRARY STRATEGY 2024-2028

EXECUTIVE SUMMARY & FOREWORD



Our Purpose

Wellington Libraries are committed to working with our unique community to deliver collections, programs, services and spaces that:

- provide access to information and cultural resources
- enhance literacy skills and digital participation for all ages
- inspire active participation in the life of our community, and
- promote social inclusion, creativity and wellbeing.

With welcoming smiles, helpful hands and a genuine passion for our community we will grow and transform the way we deliver services so that every Wellington resident has access to the library they want, need and deserve.

Our Goals

Wellington Shire has a great library service! Over the next four years Wellington Libraries will continue to deliver the library services our customers love and value. In addition, we will focus on three key goals.

- Goal 1** **Grow library use:** Reach out to, engage with and attract new library users through targeted community engagement and innovative service models.
- Goal 2** **Make a difference:** Strengthen our community by supporting residents' health and wellbeing, literacy and lifelong learning pathways, community connections and resilience.
- Goal 3** **Be our best:** Build our people, partnerships and processes so that we can efficiently and sustainably deliver contemporary library services to the Wellington community.

"The library is the heart of the community – a vital third space that people desperately need. It is an emotional, physical, mental and social lifeline – all at no cost to the patron. Libraries are life!"

Note: Definitions of highlighted terms have been provided on the last page.

Acknowledgement of Country

Wellington Shire Council acknowledges the Traditional Owners of the land, the Gunaikurnai people, and pay our respects to their Elders past, present and emerging. We acknowledge, respect, and uphold their unique ability to care for Country and deep spiritual connection to this land and water on which we rely.

INTRODUCTION

Our Library Strategy recognizes and addresses the ever-evolving world in which we live and its impact on public libraries. It is framed within the context and aspirations of the Shire's Council Plan 2021-2025 and Healthy Wellington 2021-2025. We are building on the feedback from our library users and striving to improve our services for all Wellington residents.

Our Vision

Libraries are a vital space for stories, people and communities to share, unite and thrive. Wellington Libraries are where we come to ...

Read ... Discover ... Connect

Our Purpose

Wellington Libraries are dedicated to empowering our community through access to collections, programs, services and spaces that:

- provide access to information and cultural resources
- enhance literacy skills and digital participation for all ages
- inspire active participation in the life of our community, and
- promote social inclusion, creativity and wellbeing.

Our mission is to grow and transform the way we deliver services so that every Wellington resident has access to the library they want, need, and deserve.

Our Goals

Our libraries are essential in empowering and enriching people's lives. With our extensive collections, literacy and lifelong learning programs, welcoming spaces, and access to information, technology, leisure opportunities and cultural activities, we strive to make a positive impact on our communities.

Over the next four years Wellington Libraries will continue to deliver the library services our customers love and value. In addition, we will focus on three key goals.

- Goal 1** **Grow library use:** Reach out to, engage with and attract new library users through targeted community engagement and innovative service models.
- Goal 2** **Make a difference:** Strengthen our community by supporting residents' health and wellbeing, literacy and lifelong learning pathways, community connections and resilience.
- Goal 3** **Be our best:** Build our people, partnerships and processes so that we can efficiently and sustainably deliver contemporary library services to the Wellington community.

Against each of these Goals we have identified several key priorities which will be progressively implemented and embedded in everyday operations over the life of the Library Strategy.

"Wellington Libraries bring people together in a space and place that promotes deep connections to learning and communication that raise up ALL in community in a way that is, as much as possible, free of bias or discrimination. The libraries negate barriers to socio-economic challenges as they do not stigmatise or block users based on social structures or mobilities."

OUR COMMUNITY

Wellington Shire is the third-largest municipality in Victoria by land area (10,817 sq kms) and has a population of 45,452 (2021 ABS census). From the mountains to the sea the Shire is well placed in The Middle of Everywhere. The Shire was formed from the amalgamation of the former City of Sale, Shire of Maffra, Shire of Avon, Shire of Alberton and part of the Shire of Rosedale.

The main population centres of Sale, Stratford, Maffra, Heyfield, Rosedale and Longford lie in the fertile floodplain of the Latrobe and Avon rivers which flow into Lake Wellington – one of the major Gippsland Lakes. Yarram to the south acts as a service centre for the South Gippsland region, which includes the Strzelecki Ranges and coastal settlements popular with summer holidaymakers along the Ninety Mile Beach. Agriculture, logging, tourism and fishing are important industries, with health care and defence (via the East Sale RAAF Base) major employers. Future population growth (approx. 12,000 people by 2041) will be concentrated in Sale, Maffra and Stratford.

On average, Wellington Shire has an older and ageing community, with 31% of the population aged 60 years or more and persons aged 70 years or more the fastest growing population segment. Education and income levels are below average and some areas have a relatively high level of socio-economic disadvantage. Historically, Wellington has had limited ethnic diversity, although this is changing through inward migration.

Wellington Shire Community ^{1 2 3}			
20.6% children aged under 18 years	31.0% persons aged 60 years or more	2.0% Aboriginal or Torres Strait Islander	3.9% speak language other than English at home
Vic 21% Reg 21%	Vic 22% Reg 29%	Vic 1.0% Reg 2.0%	Vic 28% Reg 7%
20.0% children starting school with language problems	28.2% single person households	7.1% need assistance in daily lives due to disability	35.6% households in lowest income quartile
Vic 17%	Vic 25% Reg 27%	Vic 6% Reg 7%	Vic 25% Reg 32%
13.8% have Bachelors or higher degree (aged 15+)	24.5% have vocational qualification (aged 15+)	4.7% unemployment rate	973 SEIFA index of relative disadvantage
Vic 29% Reg 18%	Vic 17% Reg 22%	Vic 5% Reg 4%	Vic 1,010 Reg 985
Note: Comparisons are with the 2021 Victorian (Vic) and Regional Victorian (Reg) averages			

However, there are also significant demographic differences between the townships across the Shire. For example, Heyfield (40%) and Yarram (30%) have high proportions of children starting school 'at risk' or 'vulnerable' in terms of language and cognitive skills. Loch Sport (891) and Yarram (935) have SEIFA (Socio-Economic Indexes for Areas) scores that place them around the top 10% of most disadvantaged communities in Victoria.

The Wellington Shire Health and Wellbeing Plan 2021-2025 also highlights significant challenges for the community with regard to future health and wellbeing outcomes. It notes that Wellington Shire has: 10% of the population providing unpaid assistance to a person with a disability, long term illness or old age; nearly 2,000 residents on a disability support pension; and 33% of residents are overweight.

¹ 2021 Estimated Resident Population, profile id, <https://profile.id.com.au/wellington-vic>.

² Australian Early Development Census, 2021, <https://www.aedc.gov.au/data-explorer/>.

³ Healthy Wellington 2021-2025, <https://your.wellington.vic.gov.au/healthywellington>.

WELLINGTON LIBRARIES

Wellington Libraries' six branches are open to the community and visitors on weekdays and weekends in the Shire's larger population centres – Sale, Maffra, Heyfield, Stratford, Yarram and Rosedale. The Sale Library is located within the contemporary Port of Sale Cultural precinct, opened in 2018.

Every week our outreach vehicle takes collections to people who live in Briagolong, Gormandale, Golden Beach and Loch Sport. Online resources, and especially ebooks, are accessible via the library website.

Wellington Libraries delivers a full range of library services to the community, including:

- physical and digital collections for people of all ages and interests, including general, specialist, local studies and heritage collections
- information and reference services
- community programs, including our popular and well-loved early years' literacy programs – Story Time and Rock, Rhythm and Rhyme
- free access to computers, the internet and wifi services, as well as access to printers and copiers and customer support in accessing and using devices and apps
- places and spaces where people can come to read, relax, study, work, meet, learn, connect and create.



Serving a population of nearly 50,000 residents Wellington Libraries is one of the most well-used library services in Victoria. In 2022-23 we had:

- 12,600 members, representing 27% of the Shire's population
- 220,000 visitors to library branches and outreach sites
- 110,000 physical and digital collection items, including 10,000 ebooks
- 254,000 loans and downloads, with ebooks making up 17% of all borrowing
- 17,000 program attendances
- 55,000 hours of technology use.

Most of our 30 staff (approx. 15 FTE) work in frontline positions in our library branches where they know our regular customers by name. The libraries are open to the public for 185 hours per week. A small back-of-house team based in Sale oversees the collection and program development. 80% of our annual funding (total approx. \$1.9M) comes from Wellington Shire with most of the remainder provided by the Victorian Government.

"A safe, free, calm, comfortable, attractive, easily accessible place for people of all ages and backgrounds."

"An all-access pass to the rest of the world. You don't have to be wealthy to explore."

LIBRARIES IN A CHANGING WORLD

Over the years, the library experience has undergone a substantial transformation in response to changes in social, economic, environmental, and technological factors. Libraries, like other community and council services, have had to adapt to changing community expectations.

- **An evolving population** – Libraries are sought as a ‘third place’ where people visit with the intention of making new friends or experiencing social interaction with staff. With advances in healthcare Australians are living longer, increasing demand for access to aged care, health support services and personal assistance. The number of single person households is increasing, with older single people especially at risk of social isolation. Wellington’s population will grow by 26% by 2041 and become more culturally and linguistically diverse.
- **Economic pressures** – The combination of rising interest rates, high inflation, and stagnant wages is putting immense financial pressure on those seeking to enter the housing market, homeowners, and renters alike. As a result, many are flocking to less expensive housing options in rural areas, leading to a shift in the social and economic landscape. With the COVID-19 pandemic normalizing remote work and online education, the demand for quiet workspaces near or at home is also on the rise. Libraries are frequently used to offset these pressures, enabling community members to make use of amenities such as heating and cooling, wi-fi and computers, recreational & educational activities and opportunities for social connection, all free of charge.
- **Digital divide** – Exponential growth in the power and reach of technology is automating everyday tasks and improving service access and efficiency. In addition, it is contributing to a broader digital gap for those with limited digital access and skill sets, while also intensifying cybersecurity risks. Technology use in libraries has grown rapidly and digital literacy development is now equally as crucial as traditional literacy.
- **Artificial Intelligence** – AI applications are beginning to permeate everyday life and will challenge our understanding of knowledge creation, cultural and intellectual property, and human identity. As local use and awareness grows, people are increasingly seeking out dependable sources for guidance and knowledge.
- **Vulnerability** – Social, emotional and physical vulnerability is becoming more widespread due to increasing rates of loneliness and isolation, mental health issues, family violence, homelessness and drug and alcohol dependence. As a free and inclusive space, Libraries are often sought as a welcoming refuge for many seeking shelter, including the homeless, socially isolated, those seeking parental access visitations, job seekers, culturally and linguistically diverse communities, at-risk or socially disengaged children & adolescents and those participating in NDIS activities.
- **Climate change** – Australia is experiencing more frequent and more severe weather events, with both rural and urban populations at increased risk from bushfires, heat waves, floods, drought, dry spells and torrential downpours. With both coastal and mountainous environments, Wellington is particularly vulnerable. During occasions of emergency events, libraries are well placed to serve as a haven to access power supplies, technology, recreation or to simply relax and unwind.
- **Reconciliation** – Commonwealth, state and territory and local governments are under pressure to accelerate the process of reconciliation and overcome entrenched inequality experienced by First Nations peoples. At the State level, libraries are actively working towards increasing cultural competency and safety.
- **Rate capping** – State government capping of rate increases puts pressure on local Councils to target limited resources to competing civic priorities. Libraries are consistently valued highly amongst communities, however, conversely, their significance is not always rated as important.
- **Fake news** – Public libraries have historically been recognised as sources of objective, credible and authoritative information. Where there is mistrust or dismissal of ‘factual’ information the role of a librarian becomes more important in civic debate.

This ever-changing community context will have both direct and indirect impacts on demand for library services and the way in which those services are planned and delivered in Wellington Shire.

NEXT GENERATION LIBRARIES

Every day hundreds of Wellington residents choose to use their library service because it is a resource-rich, friendly, safe, familiar and equitable environment in the heart of the community. With a varied service offering onsite, online and in the community, the library has universal appeal across all community demographics – people of all ages, genders, cultural and language backgrounds; people of every socio-economic status and life circumstance; the employed, unemployed and retired; and people of all abilities.

- Parents bring babies, toddlers and pre-schoolers to participate in early years literacy programs and borrow board and picture books for reading in the home.
- Primary school age children borrow early readers and attend after school and holiday programs.
- Teenagers study after school, use the wifi and borrow YA fiction.
- Tertiary students and people working from the library find a quiet table upstairs at Sale and settle in for 3-4 hours.
- Families visit the library together after school or on weekends.
- Readers attend book clubs, author talks and literary events.
- People of all ages use the computers and wifi to access emails and cruise the internet, ask library staff for tech help, or just take a load off in a comfy chair.
- Older readers fill their bag with another few weeks of reading material, have a chat with a librarian or participate in a social or learning program.

“You can always keep learning if you have a library.”

While some things stay the same, in other ways the 21st century library is more agile and innovative than it has ever been. The global transformation in library service models that began in the last decade has been turbo-charged by COVID. With restrictions on user access to facilities libraries were forced to adopt new ways of working, especially in the delivery of collections and making services accessible to the community in more timely and convenient ways. Click and Collect, Home Delivery, a significant shift in use of ebooks, online programming, outreach vans, vending machines and compact or offsite storage of collections are just some of the innovations that will become mainstream in the next ten years.

Wellington Libraries will continue to evolve in response to changes in its operating environment and the needs of its community. In the next five years the library service will take into consideration:

- changing demand for physical and digital collections and increased user-led content creation
- libraries solidifying their position as a repository for stories and a place for storytelling – including celebration of both local history and indigenous stories.
- increased use of library ‘as place’ – a casual, inclusive place where people of all ages can spend time without spending money, and just be without obligation
- the shift from transactional to transformational library services that support lifelong learning, social and digital inclusion, community resilience and mental health and wellbeing
- increasing demand for access to library spaces for study, work and collaboration – driven by the off-siting of tertiary study, people working from the library and growth in microbusinesses
- learning and lifestyle programming opportunities offered through industry and community partnerships – especially for retirees and the elderly, young people and families
- reduced demand for fixed library PCs and increased demand for seating and charging points where people can access wifi from their own device
- open libraries enabling secure user access to library facilities outside staffed working hours
- libraries as a ‘safe’ referral point for non-judgmental access to social and human services
- service efficiencies offered through changes to the Local Government Act, industry and community partnerships and collaboration.

CONSULTING OUR COMMUNITY

"Mummy Mummy, it was too much fun!"

On a wintry Sunday young children giggle and squeal as they go on a Treasure Hunt in Sale Library. On a Maffra Monday at 9.30am Mums, prams and bubs are greeted by welcoming smiles as they arrive for Rock, Rhythm and Rhyme, half an hour before the library officially opens. While two people search job websites at Stratford Library, a recently arrived Yarram resident talks about the importance of the library as a place to connect with community when you land in a new and unfamiliar town.

Stories and feedback from around 600 people who participated in surveys and consultation sessions at the Wellington libraries in 2023 highlighted the special place of their local library in everyday life.

"The library is my happy place, it nourishes my soul."

"A friendly space full of inspiration"

The survey found that the library collection is still at the heart of a modern library, but there are many other reasons why people visit their library every day, week or month. Among all survey respondents:

- 81% borrow books or magazines
- 60% ask staff for help (what to read, how to print, where can I find)
- 42% caught up with someone or just passed time at the library
- 36% bring children to the library (for books and/or activities)
- 35% read a book, magazine or newspaper at the library.

One of Council's most well-loved services, the library boasts an impressive overall customer satisfaction rating of 8.9 out of 10. In particular, staff professionalism and attention to needs received a high rating of 4.7 out of 5. Library users assign great importance on their libraries as a communal space within their communities where they can connect.

- 96% agreed that libraries welcome people from all walks of life.
- 95% agreed that libraries have a reputation for being a safe place.
- 91% agreed that libraries are a hub for community activities and connections.
- 78% agreed that libraries are a good place to find out what is going on in their community.
- 60% agreed that libraries are a good place to find out about Council/other government services.

Community members also had many suggestions for improving the scope, quality and reach of what was already seen as a good library service. Wellington residents noted a desire for:

- longer opening hours, especially on weekends (for busy families and people who live alone) and on days when the libraries are currently closed
- more books, magazines and especially ebooks that match their reading interests
- wider access to library collections through stock rotation or Libraries Victoria
- a more user-friendly and easy to navigate library website
- real time access to information on what's on at the library through up-to-date social media.

For people who are not currently or are infrequent library users, three findings stood out.

- Having read what was on offer at the library – especially products like BorrowBox and ancestry.com – many respondents said that they were now more likely to use the library
- Some non-users said they would attend the library if there were programs that interested them
- People who were concerned about overdue fines were unaware that fines were no longer issued.

AN INTEGRATED PLANNING APPROACH

“The library is the only free space in town where you are allowed to just exist. You don’t have to be doing anything, it’s just a lovely space to exist and feel safe.”

The Library Strategy is informed by and builds on the aspirations and outcomes articulated in Wellington Shire’s 2031 Community Vision, Council Plan 2021-2025 and Municipal Public Health and Wellbeing Plan – Healthy Wellington 2021-2025.

With an explicit focus on building individual capability and actively strengthening community connections and resilience the Library Strategy will contribute to all four Strategic Directions in the Council Plan, primarily Direction 3: Liveability and Wellbeing.

Similarly, Goal 2 in the Library Strategy directly references the four community outcomes described in Healthy Wellington.

By building on an already well-used and well-loved service, growing library use (Goal 1) will enable more Wellington residents to benefit from the resources, activities and connections at the library. This in turn will contribute to achievement of the 2031 Community Vision of ‘Happy People, Healthy Environments and Thriving Communities.’

DIRECTION 3. LIVEABILITY AND WELLBEING	
Objectives	We are a liveable, engaged and supported community. We place people and their wellbeing at the forefront of decision making. We strive to ensure all people can participate and work, learn, create, play, and share in the ways they desire.
Outcomes	<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 focusing on those who are vulnerable including: young children, youth, people living with a disability and seniors.

“My libraries are like lolly shops – so much to choose. They are the BEST use of my rates.”

“As a small business owner it is SO helpful. Makes me feel like I have an ‘office’ to go to when my big girl is at kinder. Love my library office days!! 😊”

ACTION PLAN SUMMARY

GOAL 1 GROW LIBRARY USE

We will reach out to, engage with and attract new library users through targeted community engagement and new service models.

- Explore opportunities to make library services more accessible to people across the Shire at times, in places and in modes that suit their needs.
- Inform service planning through regular community engagement and feedback mechanisms that deepen our understanding of our communities, their library needs and the difference libraries make in their lives.
- Use a variety of communication, media channels and partner relationships to reach out to different audiences to promote library services and attract and retain new library users

GOAL 2 MAKE A DIFFERENCE

Strengthen our community by supporting residents' health and wellbeing, literacy and lifelong learning pathways, community connections and resilience.

- Support improved literacy and reading outcomes through:
 - children's and adult collections that offer a wide range of reading material for learning and leisure
 - targeted programs that actively encourage and facilitate reading to children in the home
 - collections, programs and readers advisory approaches that foster a love of reading.
- Host library-led and partner-delivered programs at the library that encourage active participation in lifelong learning and community initiatives and cultural activities that inform and inspire.
- Provide welcoming environments and enjoyable experiences at the library so that everyone feels welcome, comfortable, safe and connected at their library.

GOAL 3 BE OUR BEST

Build our people, partnerships and processes so that we can efficiently and sustainably deliver contemporary library services to the Wellington community.

- Provide our team with access to professional learning and growth opportunities that ensure service standards deliver high levels of customer satisfaction.
- Manage all personnel, facilities, collections, financial resources and relationships with Council, community and industry partners to maximise service capability.
- Establish staffing models and funding streams that underpin the continued provision of well-used and impactful library services to the Wellington community.

TIMELINE FOR ACTION PLAN IMPLEMENTATION

Year One Actions	Ongoing Actions for Consideration*
• Establish an effective team structure	• Increase promotion of borrowing and reading in the home
• Improve Library Website	• Explore innovative service models such as 'Open libraries'
• Establish Social Media Presence	• Broaden relationships with external partners
• Proactively manage collection size and relevancy	• Build on relationships with allied Council business units
• Review opening hours	• Strengthen involvement in Council-wide service planning
• Begin planning for RFID implementation	• Increase professional capability of library team
	• Provide professional development for staff

*Annual proposed action plan will be presented to Council in November each year to inform the next Budget cycle

Implementation, Evaluation and Monitoring

Wellington Libraries are committed to achieving the Goals described in this Strategy. Annual action plans and work programs will be drafted to detail responsibilities, timelines, and resources to aid us in this endeavour.

Regular monitoring and evaluation will track progress toward achievement of our stated Goals. This will include information on the different services we provide, the use of libraries across the Shire, and (where possible) the impact of those services on outcomes for our library users and communities.

Key performance indicators

- Library membership (as % of the Wellington Shire population)
- Library visits per capita
- Loans per capita
- Collection turnover
- Program participation per capita
- Customer satisfaction score
- % of library users who report impactful outcomes (in terms of literacy development, lifelong learning, personal development and wellbeing, social inclusion and community connection, digital inclusion, education and employment pathways)
- Number of productive partnerships with businesses, education and community organisations
- External and internal partner feedback and anecdotal evidence of impact on community outcomes.

ACRONYMS

- | | |
|---|---------------------------------------|
| ABS – Australian Bureau of Statistics | PLV – Public Libraries Victoria |
| ALIA – Australian Library and Information Association | RAAF – Royal Australian Air Force |
| CMT – Corporate Management Team | RFID – Radio Frequency Identification |
| ICT – Information and Communications Technology | |

DEFINITIONS

Lifelong learning ⁴ ‘The process of gaining knowledge and skills throughout your life.’	Radio Frequency Identification (RFID) ⁵ An electronic data tag that identifies an item. RFID can read multiple tags that are imbedded inside an item, such as a book, without the need for a tag to be visible.
Microbusiness ⁶ “A very small company, especially a family-owned company employing only a few people.”	Socio-economic ⁷ ‘People’s access to material and social resources, and their ability to participate in society.’
Open libraries A library branch that is accessible to approved users outside of staffed hours.	Third Place ⁸ ‘Places where people spend time between home (“first place”) and work (“second place”) for recreational or social purposes.’

⁴ 2023, Lifelong learning, Cambridge Dictionary, <https://dictionary.cambridge.org/dictionary/english/lifelong-learning>

⁵ 2023, RFID, PCmag, <https://www.pcmag.com/encyclopedia/term/rfid>

⁶ 2023, Microbusiness, Cambridge Dictionary, <https://dictionary.cambridge.org/dictionary/english/microbusiness>

⁷ 2023, Socio-economic advantage and disadvantage, ABS, <https://www.abs.gov.au/ausstats/abs@.nsf/Lookup/by%20Subject/2071.0~2016~Main%20Features~Socio-Economic%20Advantage%20and%20Disadvantage~123>

⁸ 2016, “Third places” as community builders, The Brookings Institution, [“Third places” as community builders | Brookings](https://www.brookings.edu/articles/third-places-as-community-builders/)

Some quotes from the library survey have been placed in the draft Strategy. Here are a few other quotes that could be interspersed throughout the document.

"We absolutely love taking our children to the library, and when we visit we feel part of a great community. It is actually the best thing about Sale."

"I'm new to Aussie and having free books to borrow is so lovely."

"It's a safe haven for the lonely and homeless."

"A safe place for single women to be. Warm and friendly atmosphere."

"My libraries are a constant reminder of why I shouldn't complain about paying my rates."

"Children love the library as evidenced by their body language and focus. This helps inspire lifelong learners who will, as adults, instill in following generations the vital community agency of libraries to enfold learning and recreation for a broad, diverse, and complex population and its needs."

"Being a parent can be challenging, and being able to visit the library where kids can play, run around, and have activities is immeasurable. It provides a child-friendly place for lots of mothers to meet up."

"The library saved me through COVID. Living alone, getting out of the house – it uplifts you."

"I love books and the chance that I might find a fabulous new author to enjoy, or a non-fiction book which totally blows my mind."

"Wellington Libraries are information, communication and media hubs that enable both individual and group networking."

15. GENERAL MANAGER DEVELOPMENT

15.1. PORT ALBERT FLOOR LEVEL CONTROLS

ACTION OFFICER: MANAGER REGULATORY SERVICES

PURPOSE

To seek Council endorsement for the regulation and management of finished floor levels within flood prone urban zoned areas of Port Albert under the provisions of the *Building Regulations 2018* and to continue to waive the Report and Consent fee for flooding within the designated flood prone urban zoned areas.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council:

- 1. Designate the identified urban zoned areas of Port Albert (identified in red in Attachment 15.1.2) as being subject to flooding under the Building Regulations 2018 (with a finished floor level requirement of not less than 2.9m AHD); and***
- 2. Continue to waive the Report and Consent fee for flooding in the designated flood prone urban zoned areas of Port Albert.***

BACKGROUND

On 18 March 2014 Council considered a report (Attachment 15.1.1) that designated the urban zoned areas of Port Albert as being liable to flooding under the *Building Regulations 2006*, with a requirement for finished floor levels to be a minimum of 2.25m AHD to mitigate against potential flood impacts. These levels were based on flood modelling data (mapping) provided by the West Gippsland Catchment Management Authority (WGCMA), against a planning scenario to 2040, which predicted a 0.2 metre sea level rise.

In October 2021, the then Minister for Planning approved state-wide Planning Scheme Amendment VC171, which modified Clause 13.01-2S 'Coastal inundation and erosion', by removing the strategy of planning for a sea level rise scenario of 0.2 metres by 2040.

The Victorian Planning Provisions now require land use and development to plan for sea level rise of not less than 0.8 metres by 2100 and allow for the combined effects of tides, storm surges, coastal processes, and local conditions such as topography and geology when assessing risks and coastal impacts associated with climate change.

A consequence of Amendment VC171 has also been the need to revoke Council Policy, 'Assessment of development in relation to potential sea level rise', which related to planning for 0.2 metre sea level rise in the urban zoned areas of Port Albert. On the basis that this is no longer a state planning policy option, Council's Policy became 'contrary' to state policy and as such was revoked at the ordinary council meeting of 19 December 2023.

In view of the above and based on updated mapping provided by the West Gippsland Catchment Management Authority (WGCMA) it is now recommended that Council designate the identified urban zoned areas of Port Albert (Attachment 15.1.2), as being subject to flooding under the *Building Regulations 2018*. As a result, the finished floor level requirement of not less than 2.9m AHD will be controlled through the Building Permit process.

ATTACHMENTS

1. Port Albert Floor Level Controls Report - 18 March 2014 [**15.1.1** - 12 pages]
2. Port Albert 'Special Designated Area' Land Map [**15.1.2** - 1 page]

OPTIONS

Council has the following options available:

1. Designate the identified urban zoned areas of Port Albert as subject to flooding under the *Building Regulations 2018* (with a finished floor level requirement of not less than 2.9m AHD) in accordance with Attachment 15.1.2; and
2. Continue to waive the Report and Consent fee for flooding in the identified urban zoned areas of Port Albert; or
3. Not designate the identified urban zoned areas of Port Albert as subject to flooding under the *Building Regulations 2018*; or waive the Report and Consent fee for flooding in the identified urban zoned areas of Port Albert in accordance with Attachment 15.1.2; or
4. Seek further information prior to considering a response for finished floor levels within the designated urban zoned areas of Port Albert.

PROPOSAL

That:

1. Council continue to designate the identified urban zoned areas of Port Albert as subject to flooding under the *Building Regulations 2018* (with a finished floor level requirement of not less than 2.9m AHD) in accordance with Attachment 15.1.2; and
2. Council continue to waive the Report and Consent fee for flooding in the identified urban zoned areas of Port Albert.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

Should Council elect to designate the identified urban zoned areas of Port Albert as liable to flooding under the *Building Regulations 2018*, a Council application fee of \$311.80 for a Report & Consent is payable. To alleviate this additional regulatory cost burden for landowners, it is proposed that this fee continue to be waived.

As an indicator, in 2023, three applications were submitted for the Report & Consent of Council under Regulation 154(1) for the construction of a building on 'designated land'.

COMMUNICATION IMPACT

The requirement to plan for a 0.8 metre sea level rise scenario is contained in Clause 13.01-2S of the Wellington Planning Scheme.

LEGISLATIVE IMPACT

Providing a regulatory response to potential flooding within the identified urban zoned areas of Port Albert is in accordance with the requirements of the *Building Regulations 2018*.

COUNCIL POLICY IMPACT

A consequence of the removal of planning for a 0.2 metre sea level rise by Amendment VC171 has been the need to revoke Council Policy, '*Assessment of development in relation to potential sea level rise*', on the basis that it became contrary to state planning policy.

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 notable effect to consider at this time.

COMMUNITY IMPACT

Managing sea level rise will enhance resilience within the Shire's towns and communities and assist in the protection of life, property, and community infrastructure from flood hazard by applying appropriate planning controls to areas identified as being at risk of flooding.

ENVIRONMENTAL IMPACT

Regulating finished floor levels in Port Albert will assist in minimising the risk of future developments being flooded and assist in the protection of the natural flood carrying capacity and storage function of floodplains and waterways, as well as floodplain areas of environmental significance and importance to river health.

ENGAGEMENT IMPACT

With the removal of options for Council to plan for various sea level rise scenarios by the state government, Council is now required to plan for a 0.8m sea level rise scenario.

RISK MANAGEMENT IMPACT

It is considered appropriate for Council to continue to manage and regulate potential flooding within the identified urban zoned areas of Port Albert in the most effective way available.

The recommended approach will ensure that building floor levels are controlled and managed through the Building Permit process (requiring finished floor levels to be not less than 2.9m AHD, (which includes the 1 in 100-year flood level of 2.6m AHD plus 0.3m freeboard). As such, future development will be located above the 1 in 100-year flood level.

ITEM C3.2**PORT ALBERT FLOOR LEVEL CONTROLS**

DIVISION:

DEVELOPMENT

ACTION OFFICER:

MANAGER MUNICIPAL SERVICES

DATE:

18 MARCH 2014

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

OBJECTIVE

To:

1. designate the identified urban zoned areas of Port Albert as subject to flooding under the *Building Regulations 2006* (with a finished floor level requirement of 2.25m AHD); and
2. amend the 'assessment of development in relation to potential sea level rise policy'; and
3. waive the 'report and consent' fee for flooding in the identified urban zoned areas of Port Albert.

BACKGROUND

On 4 March 2014, Council considered a report on Amendment C33 (updated flood overlay controls) specifically relating to the urban zoned areas of Port Albert which were excluded from flood overlay controls by the Minister for Planning. A copy of the 4 March 2014 Council report is included in Attachment 1. It was resolved that:

'Council request officers to prepare a report for Council's consideration on 18 March 2014 which:

- a) designates the urban zoned areas of Port Albert as liable to flooding under the Building Regulations 2006 with a finished floor level requirement of 2.25m AHD; and***
- b) make changes to the adopted 17 December 2013 'assessment of development in relation to potential sea level rise policy' to reflect this approach for future development in Port Albert; which will result in no planning permit applications being referred to the WGCMA for advice.'***

This Council report responds to the 4 March 2014 resolution above. Based on maps recently provided by the West Gippsland Catchment Management Authority (WGCMA) (refer to Attachment 2), it is now recommended that Council designate the identified urban zoned areas of Port Albert as being subject to flooding under the *Building Regulations 2006*. As a result, the finished floor level requirement of 2.25m AHD will be controlled through the building permit process.

Given that finished floor levels in the identified urban zoned areas of Port Albert will no longer be controlled through the planning permit process, it is also appropriate for Council to adopt amendments to the adopted 17 December 2013 'assessment of development in relation to potential sea level rise policy.' The modified policy proposed for Council adoption is included in Attachment 3.

OPTIONS

Council has the following options:

1. a) designate the identified urban zoned areas of Port Albert as subject to flooding under the *Building Regulations 2006* (with a finished floor level requirement of 2.25m AHD) in accordance with Attachment 1; and
 - b) amend the 'assessment of development in relation to potential sea level rise policy' included in Attachment 2; and
 - c) waive the 'report and consent' fee for flooding in the identified urban zoned areas of Port Albert; or
2. Not designate the identified urban zoned areas of Port Albert as subject to flooding under the *Building Regulations 2006* and does not amend the 'assessment of development in relation to potential sea level rise policy'; or
3. Seek further information prior to considering a response for the identified urban zoned areas of Port Albert.

PROPOSAL

That:

1. Council designate the identified urban zoned areas of Port Albert as subject to flooding under the *Building Regulations 2006* (with a finished floor level requirement of 2.25m AHD) in accordance with Attachment 1; and
2. Council amend the 'assessment of development in relation to potential sea level rise policy' included in Attachment 2; and
3. Council waive the 'report and consent' fee for flooding in the identified urban zoned areas of Port Albert.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

Should Council elect to designate the identified urban zoned areas of Port Albert as liable to flooding under the *Building Regulations 2006*, a Council application fee of \$238.75 for a 'report & consent' is payable. To alleviate this additional regulatory cost burden for landowners, it is proposed that the 'report and consent' fee for flooding be waived when a planning permit fee has already been paid for the proposed development.

LEGISLATIVE IMPACT

Providing a regulatory response to flooding in the identified urban zoned areas of Port Albert is being advanced in accordance with the requirements of the *Building Regulations 2006*.

COUNCIL PLAN IMPACT

The Municipal Services Strategy 2011–15 states the following strategic objective and related strategy:

Strategic Objective: The Strategic Objective of Municipal Services is to deliver fair, transparent and consistent processes and services which actively promote a safe, liveable environment for the residents and visitors to Wellington.

Strategy 4.1

"Introduce processes that take into account the long term impact of today's actions".

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

RISK MANAGEMENT

As outlined in the 4 March 2014 Council report, it is considered appropriate for Council to regulate potential flooding in the identified urban zoned areas of Port Albert, despite the Minister for Planning's recent decision in relation to Amendment C33.

The recommended approach will ensure that building floor levels are controlled through the building permit process (required floor levels would be 2.25m AHD which includes the 1 in 100 year flood level of 1.75m AHD plus 0.3m freeboard plus 0.2m potential sea level rise). As such, future development will be located above the 1 in 100 year flood level.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATIONS

That:

- 1. Council designate the identified urban zoned areas of Port Albert as subject to flooding under the Building Regulations 2006 (with a finished floor level requirement of 2.25m AHD) in accordance with Attachment 1; and***
- 2. Council amend the 'assessment of development in relation to potential sea level rise policy' included in Attachment 2; and***
- 3. Council waive the 'report and consent' fee for flooding in the identified urban zoned areas of Port Albert.***

COUNCILLOR WENGER/COUNCILLOR McIVOR

That:

- 1. Council designate the identified urban zoned areas of Port Albert as subject to flooding under the Building Regulations 2006 (with a finished floor level requirement of 2.25m AHD) in accordance with Attachment 1; and***
- 2. Council amend the 'assessment of development in relation to potential sea level rise policy' included in Attachment 2; and***
- 3. Council waive the 'report and consent' fee for flooding in the identified urban zoned areas of Port Albert.***

CARRIED

ATTACHMENT 1 – MARCH 4 2014 COUNCIL REPORT

ITEM C3.3 AMENDMENT C33 (UPDATED FLOOD OVERLAY CONTROLS) – IMPLICATIONS FOR PORT ALBERT

DIVISION: DEVELOPMENT
 ACTION OFFICER: MANAGER LAND USE PLANNING
 DATE: 4 MARCH 2014

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

OBJECTIVE

To update Council on the approval of Amendment C33 (updated flood overlay controls) and determine an appropriate response for the urban zoned areas of Port Albert which have been excluded from Amendment C33 by the Minister for Planning.

BACKGROUND

Amendment C33 (updated flood overlay controls) was prepared to ensure that the best available flood information is included in the Wellington Planning Scheme (WPS). Amendment C33 was adopted by Council on 19 April 2011 following an extensive community consultation and Independent Planning Panel process (refer to Attachment 1 for the Council resolution and Attachment 2 for the Independent Planning Panel report).

Following Council's adoption, Amendment C33 was submitted to the Minister for Planning for approval. In July 2011, the then Department of Planning and Community Development (DPCD) requested that the 2006 CSIRO report (used as the basis to establish the 1 in 100 year flood level of 1.75m AHD in Port Albert) be peer reviewed. The West Gippsland Catchment Management Authority (WGCMA) subsequently commissioned AECOM Pty Ltd to undertake the peer review. The peer review report concluded that the flood level at Port Albert, as determined by the 2006 CSIRO report, can be considered reasonable to determine flood overlay boundaries.

Given the technical nature of the CSIRO report and the peer review report, Council officers are not in a position to dispute the science and concur with the WGCMA and the Independent Planning Panel that considered Amendment C33 that the 2006 CSIRO report is the 'best available' flood information.

On 16 January 2014, Amendment C33 came into operation in the WPS, except in relation to the urban zoned areas of Port Albert which were excluded from flood overlay controls by the Minister for Planning (refer to the approved flood overlay extents in Attachment 3). According to the Minister for Planning's correspondence:

'I have changed the amendment to remove flood controls from the urban zoned areas of Port Albert. This is in response to community concerns expressed during the amendment process and the need to reconsider the range of planning controls applying to this township.'

It is important to note that in deciding to exclude the urban zoned areas of Port Albert from proposed flood overlays, Council is not aware that the Minister for Planning has challenged the science originally used to justify flood controls in the township.

Where flood overlays have been approved by the Minister for Planning elsewhere in the municipality, Council will continue to refer planning permit applications to the WGCMA for advice. In areas affected by potential sea level rise, Council and the WGCMA will continue to rely on the adopted 17 December 2013 'assessment of development in relation to potential sea level rise policy' (refer to Attachment 4). However, given the Minister for Planning's decision to exclude Port Albert from proposed flood overlay controls, Council needs to consider whether it wishes to regulate the issue of CSIRO identified flooding under the planning or building system, or to not regulate flooding at all.

In broad terms, the key options for Council in relation to Port Albert include:

1. Continue to refer planning permit applications in Port Albert ('triggered' predominantly by the Design and Development Overlay and Heritage Overlay) to the WGCMA for advice.
2. Control floor levels only in Port Albert under the *Building Regulations 2006* (and not refer planning permit applications to the WGCMA for advice).
3. Not regulate flooding in Port Albert under the planning or building system.

A summary of the implications of each of these options is outlined below.

1. Continue to refer planning permit applications in Port Albert to the WGCMA for advice.
 - Reduced floor level of 2.25m AHD (based on the adopted 17 December 2013 'assessment of development in relation to potential sea level rise policy') will continue to be specified as conditions on approved planning permits.
 - Applications which intensify the flood hazard (e.g. subdivision) are unlikely to be supported by the WGCMA.
 - Responds to the 'best available' flood information to minimise risk.
 - Potential for approach to be tested at the Victorian Civil and Administrative Tribunal (VCAT) (e.g. refusal of a subdivision).
 - Decision likely to be poorly received by the State Government and the local community.
2. Control floor levels only in Port Albert under the *Building Regulations 2006* (and not refer planning permit applications to the WGCMA for advice).
 - Designate urban zoned areas of Port Albert as being liable to flooding under the *Building Regulations 2006* through a future report to Council. In this case, floor levels (2.25m AHD) would then be controlled through the building permit process.
 - Issues of flooding and intensification would not be considered through the planning permit process (unless an appeal was lodged at VCAT).
 - Provides Council with a 'middle ground' approach by responsibly controlling floor level heights in a manner which is generally consistent with the approach of the former Shire of Alberton where a floor level height of 2.4m AHD was utilised to respond to the flood hazard.
3. Not regulate flooding in Port Albert under the planning or building system.
 - Floor levels not specified under planning or building permits (and hence building floor levels could potentially be constructed below the 1 in 100 year flood level of 1.75m AHD).
 - Issues of flooding and intensification would not be considered through the planning permit process (unless an appeal was lodged at VCAT).
 - Greater liability implications than Option 1 and 2 above.

OPTIONS

Council has the following options:

1. Continues to provide a planning response to flooding in the urban zoned areas of Port Albert by continuing to refer planning permit applications to the WGCMA for advice (in accordance with the adopted 17 December 2013 'assessment of development in relation to potential sea level rise policy'); or
2. Request officers to prepare a report for Council's consideration on 18 March 2014 which a) designates the urban zoned areas of Port Albert as liable to flooding under the *Building Regulations 2006* with a finished floor level requirement of 2.25m AHD; and b) make changes to the adopted 17 December 2013 'assessment of development in relation to potential sea level rise policy' to reflect this approach for future development in Port Albert; which will result in no planning permit applications being referred to the WGCMA for advice; or
3. a) does not provide a planning (or building regulation) response to flooding in the urban zoned areas of Port Albert and immediately ceases to refer planning permit applications to the WGCMA for advice; and
b) Council adopts the 'assessment of development in relation to potential sea level rise policy' with changes shown in yellow highlight included in Attachment 5; or
4. Seek further information prior to determining a position in relation to the urban zoned areas of Port Albert.

PROPOSAL

To update Council on the approval of Amendment C33 (updated flood overlay controls) and determine an appropriate response for the urban zoned areas of Port Albert which have been excluded from Amendment C33 by the Minister for Planning.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

Should Council elect to designate the urban zoned areas of Port Albert as liable to flooding under the *Building Regulations 2006* through a future Council report, it is noted that the usual fee for Council's 'report and consent' in areas deemed liable to flooding is \$238.75. To alleviate this additional regulatory cost burden, it will be proposed that the 'report and consent' fee be waived when a planning permit is also required for the proposed development. This issue will be further reported to Council on 18 March 2014 should Council resolve to proceed with Option 2 above.

LEGISLATIVE IMPACT

The options presented in this report range from no regulatory control through to regulating flooding under the *Building Regulations 2006* or the *Planning and Environment Act 1987*. From a risk management perspective (refer below), it is considered prudent for Council to establish an appropriate regulatory regime to respond to potential flooding in Port Albert, despite the Minister for Planning's recent decision to not apply flood overlay controls to the urban zoned areas of Port Albert.

COUNCIL PLAN IMPACT

The Council Plan 2013–17 Theme Land Use Planning states the following strategic objective and related strategy:

Strategic Objective

Appropriate and forward looking land use planning that incorporates sustainable growth and development

Strategy 5.1

Ensure Land Use Policies and Plans utilise an integrated approach to guide appropriate land use and development.

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

PLANNING POLICY IMPACT

Current planning policy is to refer planning permit applications in Port Albert to the WGCMA for advice in line with the adopted 17 December 2013 ‘assessment of development in relation to potential sea level rise policy.’ Should Council elect to proceed with Option 2 or 3 above, a new policy position for Port Albert will be established which will necessitate changes to the ‘assessment of development in relation to potential sea level rise policy’. Further, Option 2 and 3 above will effectively mean that flooding will not be considered through the planning permit process (unless an appeal is lodged at VCAT).

RISK MANAGEMENT

A number of risk management issues were discussed at the 4 February 2014 Council workshop, including legal advice. In applying the precautionary principle and potentially reducing future legal exposure, it is considered appropriate for Council to regulate potential flooding in the urban zoned areas of Port Albert, despite the Minister for Planning’s recent decision.

Option 1 above provides the most risk averse approach by considering both floor levels and the intensity of future development based on WGCMA advice as the relevant flood authority. Option 2 above would ensure that only building floor levels are controlled through the building permit process (required floor levels would be 2.25m AHD which includes the 1 in 100 year flood level of 1.75m AHD plus 0.3m freeboard plus 0.2m potential sea level rise). Option 3 would result in the potential for building floor levels to be established below the 1 in 100 year flood level of 1.75m AHD.

RECOMMENDATION

Officers recommend that Council select one of the following four options

- 1. Council continues to provide a planning response to flooding in the urban zoned areas of Port Albert by continuing to refer planning permit applications to the WGCMA for advice (in accordance with the adopted 17 December 2013 ‘assessment of development in relation to potential sea level rise policy’); or**
- 2. Council request officers to prepare a report for Council’s consideration on 18 March 2014 which a) designates the urban zoned areas of Port Albert as liable to flooding under the Building Regulations 2006 with a finished floor level requirement of 2.25m AHD; and b) make changes to the adopted 17 December 2013 ‘assessment of**

development in relation to potential sea level rise policy' to reflect this approach for future development in Port Albert; which will result in no planning permit applications being referred to the WGCMA for advice; or

3. Council

- a) *does not provide a planning (or building regulation) response to flooding in the urban zoned areas of Port Albert and immediately ceases to refer planning permit applications to the WGCMA for advice; and*
- b) *Council adopts the 'assessment of development in relation to potential sea level rise policy' with changes shown in yellow highlight included in Attachment 5; or*

4. Council seek further information prior to determining a position in relation to the urban zoned areas of Port Albert.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

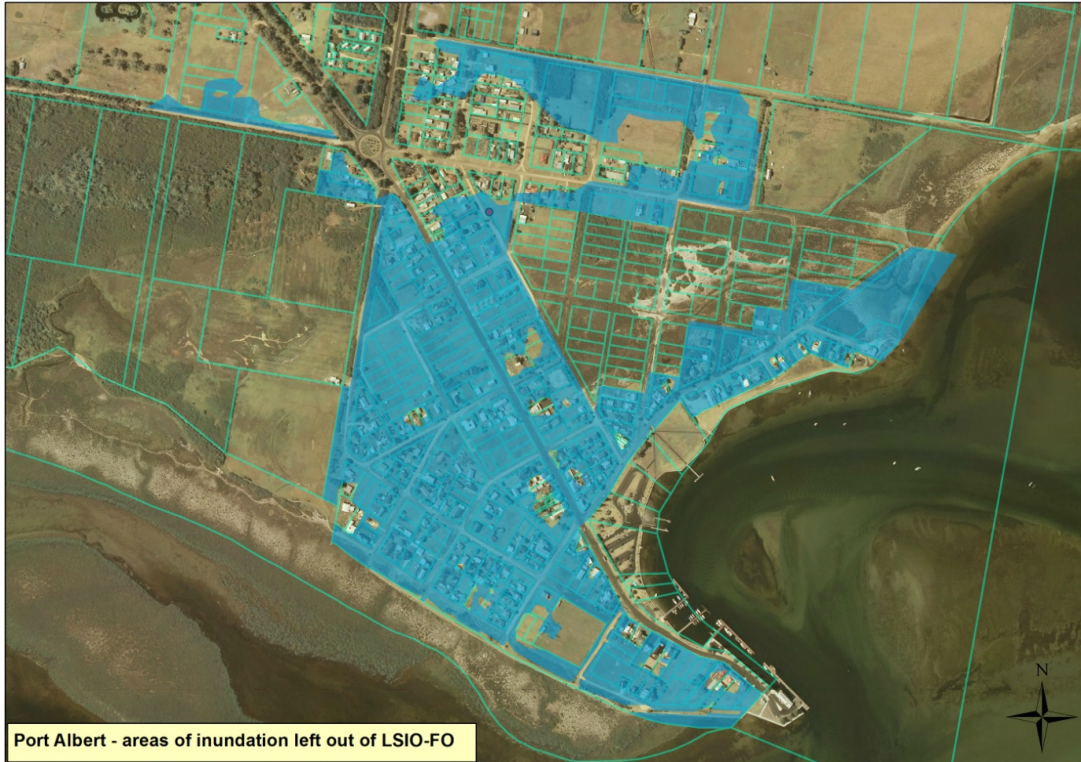
1. Warren Curry, Port Albert resident, representing Saul Stainer, President, Port Albert Progress Association
Spoke regarding the options, do not support option 1, option 3 lovely, but not realistic. Option 2 is the preferred option, commend this to Council on behalf of the Port Albert Progress Association.
2. Spencer Sandilands, Port Albert resident
Summarised issues relating to Amendment C33, also favoured Option 2.

COUNCILLOR WENGER/COUNCILLOR CLEARY

That Council request officers to prepare a report for Council's consideration on 18 March 2014 which a) designates the urban zoned areas of Port Albert as liable to flooding under the Building Regulations 2006 with a finished floor level requirement of 2.25m AHD; and b) make changes to the adopted 17 December 2013 'assessment of development in relation to potential sea level rise policy' to reflect this approach for future development in Port Albert; which will result in no planning permit applications being referred to the WGCMA for advice.

CARRIED

ATTACHMENT 2 – URBAN ZONED AREA OF PORT ALBERT



Port Albert - areas of inundation left out of LSIO-FO

ATTACHMENT 3: ASSESSMENT OF DEVELOPMENT IN RELATION TO POTENTIAL SEA LEVEL RISE POLICY

Policy Number:	3.1.2
Approved by:	Council
Date Approved:	17 December 2013 (last amended 18 March 2014)
Date Effective:	Immediately
Date of Next Review:	Yearly
Related Policies:	Nil
Applicable to Unit(s):	Land Use Planning
Responsible Officer:	Manager Land Use Planning
Statutory Reference:	<i>Planning and Environment Act 1987</i> and Wellington Planning Scheme

OVERVIEW

The purpose of this policy is to establish appropriate sea level rise allowances to be applied in future planning permit decision making.

This policy responds to the State Planning Policy Framework in the Wellington Planning Scheme, which identifies 'the need to plan for and manage potential coastal impacts of climate change'. More specifically, strategies in Clause 13.01-1 of the State Planning Policy Framework include:

- *In planning for possible sea level rise, an increase of 0.2 metres over current 1 in 100 year flood levels by 2040 may be used for new development in close proximity to existing development (urban infill).*
- *For new greenfield development outside of town boundaries, plan for not less than 0.8 metre sea level rise by 2100.*

Based on this policy, the West Gippsland Catchment Management Authority (as the relevant statutory flood authority) can provide consistent technical advice to Council on appropriate flood levels in areas affected by potential sea level rise.

THE POLICY

Application of policy

This policy applies to land affected by potential sea level rise* when a planning permit is 'triggered' by:

- the Land Subject to Inundation Overlay or Rural Floodway Overlay; or
- another planning scheme provision and Council has resolved to include the land in the Land Subject to Inundation Overlay or Rural Floodway Overlay.

* Based on the Victorian Coastal Inundation Dataset (refer to <http://www.climatechange.vic.gov.au/adapting-to-climate-change/future-coasts>)

This policy applies to 'urban infill areas' and 'greenfield development', which for the purpose of this policy are defined as:

Urban infill areas

'land within defined settlement boundaries identified in Clause 21.04 of the Wellington Planning Scheme or where no defined settlement boundary exists, to all established township areas zoned for urban purposes'.

Greenfield development

'All land other than urban infill areas'.

This policy does not apply to urban infill areas in Port Albert which have been excluded from flood overlay controls through the Minister for Planning's approval of Amendment C33 to the Wellington Planning Scheme. Consistent with Council's 18 March 2014 resolution, identified urban infill areas of Port Albert have instead been designated as subject to flooding under the Building Regulations where required finished floor levels will be 2.25m AHD (comprising 1.75m AHD 1 in 100 year flood level plus 0.3m freeboard plus 0.2m potential sea level rise).

Information and advice

Council will seek technical advice from the West Gippsland Catchment Management Authority in applying this policy.

The West Gippsland Catchment Management Authority will assess development in relation to sea level rise in accordance with Guidelines for Coastal Management Authorities, June 2012 (or any subsequent version) and this Council policy.

While the West Gippsland Catchment Management Authority is a 'recommending' referral authority, Council will continue to rely on the best available technical knowledge and information provided by the West Gippsland Catchment Management Authority at the time of making any planning decision.

Benchmark flood levels

- *In all urban infill areas, the current 1 in 100 year benchmark flood level will be applied, with an extra potential sea level rise allowance of 0.2 metres being applied to finished floor levels.*

This does not apply:

- to development accommodating emergency and community facilities (as identified in Clause 13.02 of the State Planning Policy Framework) where an allowance of 0.8 metre sea level rise will be used if the West Gippsland Catchment Management Authority support the proposal**.
- to minor development proposals such as non-habitable outbuildings, decking and the like where a reduced floor level is supported by the West Gippsland Catchment Management Authority.
- when a development proponent elects to establish a higher floor level.

*** It is noted that the Guidelines for Coastal Management Authorities, June 2012 state a clear policy preference for emergency and community facilities to be located outside flood prone areas.*

- *In all greenfield areas, the 2100 benchmark flood level (incorporating at least 0.8 metre potential sea level rise) will be applied.*

This does not apply:

- to single dwellings where the urban infill benchmark flood level above will be utilised***.
- to minor development proposals such as non-habitable outbuildings, decking and the like where a reduced floor level is supported by the West Gippsland Catchment Management Authority.

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.

Modification History

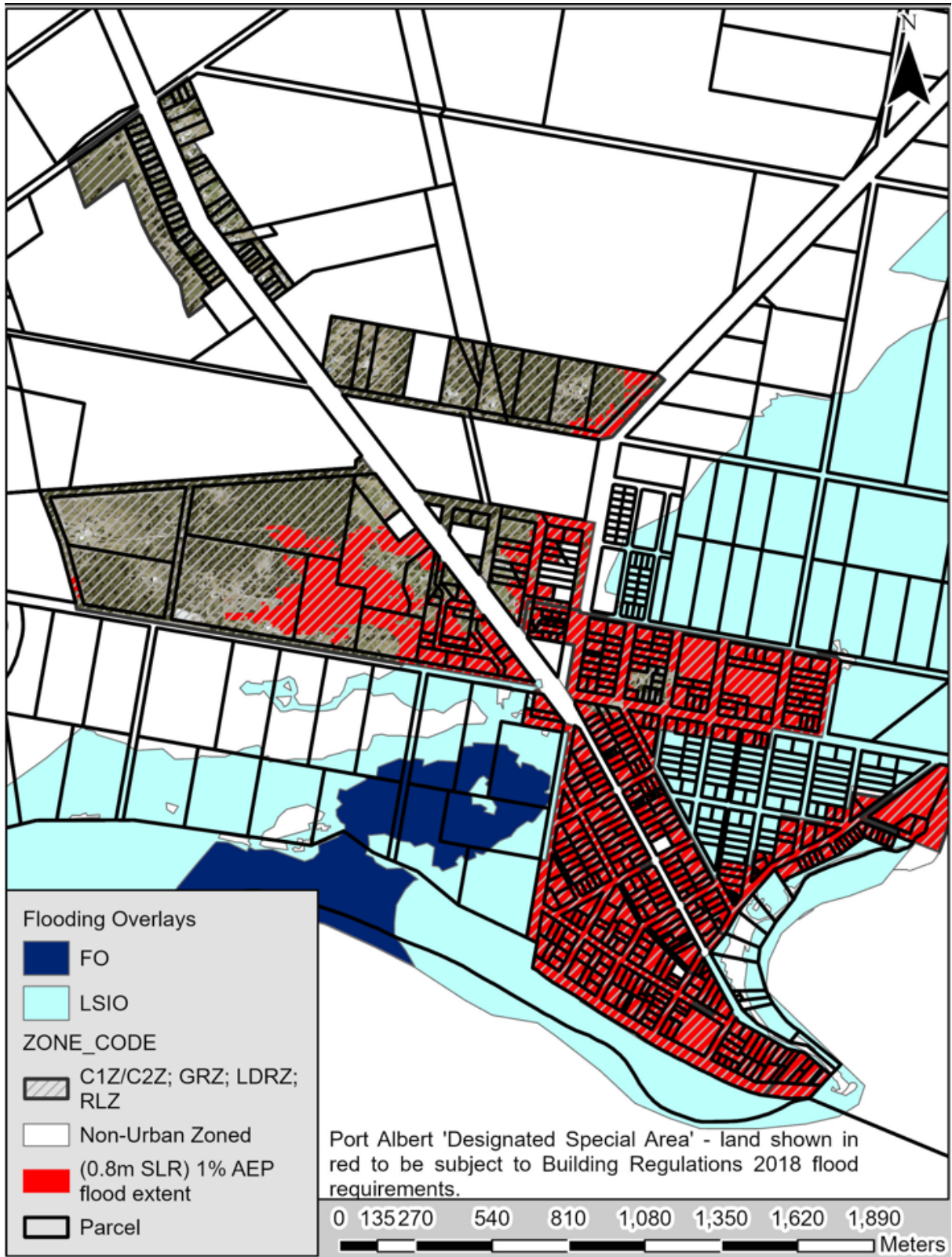
Date: 18 March 2014 - policy amended to exclude urban infill areas in Port Albert from the requirements of this policy. Flooding in identified urban infill areas of Port Albert is instead controlled under the Building Regulations consistent with Council's 18 March 2014 resolution.

Procedure: -

Strategy: -

Related policies: Clause 13.01, 13.02 and 21.04 of the Wellington Planning Scheme, Guidelines for Coastal Management Authorities, Department of Sustainability and Environment, June 2012 (or any subsequent version), Assessing Development in Relation to Sea Level Rise Council report, 17 December 2013, 4 March 2014 Council report on Amendment C33 (updated flood overlay controls) – implications for Port Albert and 18 March 2014 Council report designating identified urban infill areas of Port Albert as being subject to flooding under the Building Regulations.

Attachment 2 – Port Albert ‘Special Designated Area’, Building Regulations 2018 (s.148)



Source: West Gippsland Catchment Management Authority, January 2024

16. FURTHER GALLERY AND ONLINE COMMENTS

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

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

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

ONLINE COMMENTS –

FURTHER GALLERY COMMENTS –

Meeting declared closed at:

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

17. IN CLOSED SESSION

COUNCILLOR

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

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

IN CLOSED SESSION

COUNCILLOR

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