



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 21 May 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 7 May 2024.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council adopt the minutes and resolutions of the Ordinary Council Meeting of 7 May 2024.

CONFLICT OF INTEREST

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

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

ACTION OFFICER: CHIEF EXECUTIVE OFFICER

ITEM	FROM MEETING	COMMENTS	ACTION BY
NIL			

5. ACCEPTANCE OF LATE AND URGENT ITEMS

6. NOTICE/S OF MOTION

7. RECEIVING OF PETITION OR JOINT LETTERS

7.1. OUTSTANDING PETITIONS

ACTION OFFICER: CHIEF EXECUTIVE OFFICER

ITEM	FROM MEETING	COMMENTS	ACTION BY
NIL			

8. INVITED ADDRESSES, PRESENTATIONS OR ACKNOWLEDGEMENTS

9. QUESTION/S ON NOTICE

9.1. OUTSTANDING QUESTION/S ON NOTICE

ACTION OFFICER: CHIEF EXECUTIVE OFFICER

ITEM	FROM MEETING	COMMENTS	ACTION BY
NIL			

10. MAYOR AND COUNCILLORS REPORT

10.1. MAYOR AND COUNCILLORS REPORT - APRIL 2024

ACTION OFFICER: COUNCILLOR IAN BYE

<p>RECOMMENDATION</p> <p><i>That the Mayor and Councillors report be noted.</i></p>
--

1 APRIL TO 30 APRIL

DATE	EVENT	ATTENDEES
3 April	Introduction to the Circular Economy in Gippsland meeting, Online	Cr Crossley
	Meeting with Loch Sport residents, Loch Sport	Cr McKenzie
7 April	Solving in Sale Awards Presentation, Sale	Mayor Bye
8 April	Maffra Recreation Reserve Community meeting, Maffra	Cr Ripper
10 April	Meeting with U3A representatives, Sale	Mayor Bye
	G-REZ Community Advisory Group meeting, Traralgon	Mayor Bye
11 April	Loch Sport Business & Tourism Association meeting, Loch Sport	Cr McKenzie
14 April	Tinamba Food & Wine Festival, Tinamba	Cr Ripper
15 April	Quarterly Joint meeting with RAAF Base, Sale	Mayor Bye
17 April	Fulham Correctional Centre Community Advisory Committee meeting, Fulham	Cr Wood
	Youth Council Formal meeting, Sale	Cr Crossley and Cr Wood
	Star of the South Community Advisory Group meeting, Sale	Cr McKenzie
18 April	Stratford Shakespeare Festival Official Opening	Mayor Bye Cr McKenzie Cr Ripper and Cr Crossley
	Seaspray Ratepayers Association meeting, Seaspray	Cr McKenzie

18 April	Meeting with Siemens Global, Sale	Mayor Bye
19 April	OneGippsland Board meeting, Morwell MAV Gippsland Regional meeting, Morwell	Mayor Bye Mayor Bye and Cr Tatterson
22 April	Citizenship Ceremony, Sale	Mayor Bye and Cr Maher
23 April	Meeting with State & Federal Ministers alongside Siemens Global, Melbourne VicGrid Drop in Session, Giffard West ElectriFAIRcation meeting, Morwell Rosedale Primary School Tour of Council Chambers, Sale	Mayor Bye Cr Stephens Cr Crossley Mayor Bye
24 April	Gumnuts ELC ANZAC Function, Sale Forestry Transition Implementation Reference Group, Online Ministerial Event with the Hon. Lily D'Ambrosio - Yarram Rec Reserve Latrobe Valley Energy and Growth Program ElectriFAIRcation meeting, Morwell Meeting with Sale Small Bore Rifle Club, Sale	Mayor Bye Mayor Bye Mayor Bye and Cr Stephens Cr Crossley Mayor Bye
25 April	ANZAC Dawn Service, Sale ANZAC Dawn Service, Meerlieu West ANZAC Dawn Service, Maffra ANZAC Dawn Service, Stratford ANZAC Dawn Service, Port Albert ANZAC Commemorative Service, Stratford ANZAC War Graves Memorial, Sale ANZAC Commemorative Service, Sale ANZAC Commemorative Service, Heyfield	Mayor Bye Cr Rossetti Cr Crossley Cr Ripper Cr Maher and Cr Stephens Cr Tatterson Mayor Bye Mayor Bye Cr Tatterson

25 April	ANZAC Commemorative Service, Golden Beach	Cr McKenzie
	ANZAC Commemorative Service, Seaspray	Cr McKenzie
	ANZAC Commemorative Service, Gormandale	Cr Crossley
	ANZAC Commemorative Service, Rosedale	Cr Crossley
	ANZAC Commemorative Service, Yarram	Cr Maher and Cr Stephens
26 April	ANZAC Airshow Reception, Sale	Mayor Bye Cr McKenzie Cr Maher Cr Wood Cr Stephens and Cr Ripper
	ALGWA Victorian State Conference, Warragul	Cr Crossley
27-28 April	ANZAC Airshow, West Sale	Mayor Bye Cr McKenzie Cr Maher Cr Stephens and Cr Ripper
28 April	St Mary's Maffra Church Building Centenary, Maffra	Cr Ripper
	Good Times Car Club AGM, Yarram	Cr Stephens

**COUNCILLOR IAN BYE
MAYOR**

11. DELEGATES REPORT

12. CHIEF EXECUTIVE OFFICER

12.1. CHIEF EXECUTIVE OFFICER REPORT - APRIL 2024

ACTION OFFICER: CHIEF EXECUTIVE OFFICER

RECOMMENDATION

That the Chief Executive Officer's report be received.

1 APRIL TO 30 APRIL

2 – 19 April	Annual Leave
22 April	Met with Ramahyuck representatives, Mr Andrew Dimarco & Nancy Binotto, Sale Attended a Joint Gippsland Regional Partnership and VicGrid VTIF Roundtable discussion Officiated at a Citizenship Ceremony, Sale
24 April	Met with Mr David Jettner, OPAL (Australian Paper), Sale
26 April	Met with John Leslie Foundation representative Ms Helene Booth, Sale
27 April	Attended the ANZAC Airshow Event, Sale
29 April	Attended a Joint MAV & Local Government CEO Roundtable discussion

13. GENERAL MANAGER CORPORATE SERVICES

13.1. ASSEMBLY OF COUNCILLORS REPORT

ACTION OFFICER: MANAGER ORGANISATIONAL PERFORMANCE AND GOVERNANCE

OBJECTIVE

To report on all assembly of Councillor records received for the period 29 April 2024 to 12 May 2024.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council note and receive the attached Assembly of Councillor records for the period 29 April 2024 to 12 May 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 Councillors activity and participation.

Following is a summary of all Assembly of Councillor records received for the period 29 April 2024 to 12 May 2024.

ATTACHMENTS

1. Assembly of Councillors Council Day 7 May 2024 [13.1.1 - 2 pages]

OPTIONS

Council has the following options:

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

PROPOSAL

That Council note and receive the attached assembly of Councillors records during the period 29 April 2024 to 12 May 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 AND OFFICERS IN ATTENDANCE - COUNCIL DAY

COUNCIL WORKSHOPS – 7 MAY 2024			
COUNCILLOR	ATTENDANCE	OFFICERS IN ATTENDANCE	
Cr Ian Bye	YES	David Morcom	Chief Executive Officer
Cr John Tatterson	YES	Chris Hastie	General Manager Built & Natural Environment
Cr Carolyn Crossley	NO (<i>Leave</i>)	Arthur Skipitaris	General Manager Corporate Services
Cr Carmel Ripper	YES	Clem Gillings	General Manager Community and Culture
Cr Gayle Maher	YES	Andrew Pomeroy	General Manager Development
Cr Garry Stevens	YES		
Cr Jill Wood	YES		
Cr Marcus McKenzie	YES		
Cr Scott Rossetti	YES		
CONFLICTS OF INTEREST NOTED*			
NIL			

* In accordance with Rule 18.5 of the Wellington Shire Council Governance Rules a Councillor who has a conflict of interest must not participate in discussion of matters that will come before Council for a decision, or if a decision will be made by a member of staff acting under delegation.

WORKSHOP DETAILS – 7 MAY 2024		
ITEM NO.	WORKSHOP TITLE	PRESENTERS
1.1	BETTER TRANSMISSION GIPPSLAND	<ul style="list-style-type: none"> <i>Kirra Bott, Better Transmission Gippsland</i> <i>Ian Hill, Better Transmission Gippsland</i> <i>Conflicts of Interest: NIL</i>
1.2	PROPOSED PLANNING SCHEME AMENDMENT C120WELL	<ul style="list-style-type: none"> <i>Barry Hearsey, Manager Land Use Planning</i> <i>Caragh Button, Strategic Planner Land Use Planning</i> <i>Miriam Turner, Strategic Planner Land Use Planning</i> <i>Conflicts of Interest: NIL</i>

ASSEMBLY OF COUNCILLORS AND OFFICERS IN ATTENDANCE - COUNCIL DAY

WORKSHOP DETAILS – 7 MAY 2024		
ITEM NO.	WORKSHOP TITLE	PRESENTERS
1.3	WELLINGTON GROWTH MANAGEMENT STRATEGY	<ul style="list-style-type: none"> Patrick Fensham, Principal and Partner, SGS Economics and Planning Pty Ltd Emily Hobbs, Associate and Partner, SGS Economics and Planning Pty Ltd Thomas Milverton, Senior Consultant, SGS Economics and Planning Pty Ltd <p>Conflicts of Interest: NIL</p>
1.4	COMMUNITY ASSISTANCE GRANTS MARCH 2024	<ul style="list-style-type: none"> Ayla Ramsay, Community Facilities Planning and Grants Officer <p>Conflicts of Interest: NIL</p>
1.5	RECENT EMERGENCY EVENTS – LESSONS LEARNT	<ul style="list-style-type: none"> Sam Matthews, Coordinator Emergency Management Sam McPherson, Manager Communities, Facilities and Emergencies <p>Conflicts of Interest: NIL</p>
1.6	DESTINATION GIPPSLAND	<ul style="list-style-type: none"> David Morcom, Chief Executive Officer Terry Robinson, Chief Executive Officer, Destination Gippsland <p>Conflicts of Interest: NIL</p>
1.7	FUTURE WELLINGTON ENGAGEMENT	<ul style="list-style-type: none"> Caz McLean, Caz McLean Consulting <p>Conflicts of Interest: NIL</p>

13.2. REMUNERATION COMMITTEE MINUTES

ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

PURPOSE

For Council to note and receive the minutes and endorse the actions of the Remuneration Committee meeting held on 7 May 2024.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council:

- 1. Note and receive the minutes from the Remuneration Committee meeting held on 7 May 2024 as attached; and*
- 2. Endorse the actions from the Remuneration Committee meeting held on 7 May 2024 as detailed in the attached minutes.*

ATTACHMENTS

1. Remuneration Committee Minutes 7 May 2024 [13.2.1 - 2 pages]

OPTIONS

Council has the following options available:

1. Note and receive the minutes from the Remuneration Committee meeting held on 7 May 2024 and endorse the actions from the meeting; or
2. Not note and receive the minutes from the Remuneration Committee meeting held on 7 May 2024 or endorse the actions from the meeting and seek further information for consideration at a future Council meeting.

PROPOSAL

It is proposed that Council:

1. Note and receive the minutes from the Remuneration Committee meeting held on 7 May 2024 as attached; and
2. Endorse the actions from the Remuneration Committee meeting held on 7 May 2024 as detailed in the attached minutes.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

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

COMMUNICATION IMPACT

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

LEGISLATIVE IMPACT

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

COUNCIL POLICY IMPACT

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

COUNCIL PLAN IMPACT

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.

**REMUNERATION COMMITTEE****Tuesday 7 May 2024 – 8.45am****MINUTES**

PRESENT: Councillor Ian Bye
Councillor Marcus McKenzie
Councillor John Tatterson
David Morcom (Chief Executive Officer)
Arthur Skipitaris (General Manager Corporate Services)

APOLOGIES: Nil

- 1. Declaration of Conflicts of Interest:**
No Conflicts of Interest were declared.
- 2. Minutes of Previous Meeting:**
The minutes of the previous meeting on 5 March 2024 were accepted.
- 3. Actions from previous minutes**
Nil.
- 4. Councillor Costs and Reimbursements**
Councillor Costs and Reimbursements spreadsheets were reviewed, discussed and accepted.
 - Councillor Expense Summary Report YTD – 31 March 2024 (Attachment 1)
- 5. Superannuation Overpayment Update**
Verbal update noted. It was agreed that Councillors are to be provided with a monthly summary which details the running monthly balance, i.e. the monthly allowance, less any super payment and what is remaining.
- 6. General Business**
Councillor Training expenses
It was noted that the training costs for new Councillors following the election may increase due to new compulsory training to be implemented by the MAV and state government.

The meeting closed at 9.00am

Attachment 1 – Councillor Expense Summary Report YTD – 31 March 2024

Councillor Expenses and Reimbursements - Period 01 July 2023 to 31 March 2024					
	YTD Actuals (incl oncosts)	Commitments	Left to spend/ receive after commitments	2023/24 Adopted Budget	2023/24 Adjusted Budget
Councillor and Mayoral Allowances	319,193.17	-	98,576.83	417,770.00	417,770.00
Other Councillor expenses	67,700.59	336.00	30,133.41	98,170.00	98,170.00
Grand Total	386,893.76	336.00	128,710.24	515,940.00	515,940.00

14. GENERAL MANAGER DEVELOPMENT

14.1. QUARTERLY BUILDING REPORT - JANUARY TO MARCH 2024

ACTION OFFICER: MANAGER REGULATORY SERVICES

PURPOSE

To provide a report to Council with information on building permits issued in the Wellington Shire during the quarter 1 January to 31 March 2024.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council note the report of building permits issued from 1 January 2024 to 31 March 2024.

BACKGROUND

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

The first attachment to this report *Wellington Permits Issued* provides an overview by township of the number of permits issued, along with the estimated value of construction, for the three-month period ending 31 March 2024.

The second and third attachments to this report *Number of Building Permits and Value of Building Works* provides an historical representation of the number and value of permits issued in Wellington Shire and compares this data against the broader Gippsland region.

For the period 1 January to 31 March 2024, there were 183 permits issued with an estimated value of work at \$25,305,911.

The major projects include:

LONGFORD

- Gas Plant – Prefabricated office building

SALE

- New Childcare Centre (Stage 2) – Dawson Street

In the previous quarter, 1 October 2023 to 31 December 2023, there were 226 permits issued with an estimated value of work at \$82,790,987.

ATTACHMENTS

1. Wellington Permits Issued [**14.1.1** - 3 pages]
2. Graph 1 - Number of Building Permits [**14.1.2** - 1 page]
3. Graph 2 - Value of Building Works [**14.1.3** - 1 page]

OPTIONS

Council has the following options available:

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

PROPOSAL

That Council note the report on building permits issued within Wellington Shire from 1 January 2024 to 31 March 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

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

LEGISLATIVE IMPACT

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

COUNCIL POLICY IMPACT

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

COUNCIL PLAN IMPACT

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

Strategic Outcome 4.3: *"Well planned and sustainable towns, facilities, and infrastructure that service community need."*

This report supports the above Council Plan strategic outcome.

RESOURCES AND STAFF IMPACT

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

COMMUNITY IMPACT

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

ENVIRONMENTAL IMPACT

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

ENGAGEMENT IMPACT

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

RISK MANAGEMENT IMPACT

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

WELLINGTON PERMITS ISSUED
Number of Applications and their Estimated Value Each Month

	January	February	March	Total
AIRLY	2 \$64,000	0 \$0	0 \$0	2 \$64,000
ALBERTON	0 \$0	2 \$133,968	0 \$0	2 \$133,968
BALOOK	0 \$0	1 \$39,450	0 \$0	1 \$39,450
BOISDALE	1 \$14,600	0 \$0	0 \$0	1 \$14,600
BRIAGOLONG	1 \$3,200	3 \$1,408,369	1 \$49,630	5 \$1,461,199
COBAINS	0 \$0	0 \$0	1 \$100,150	1 \$100,150
COONGULLA	1 \$177,760	1 \$24,200	1 \$694,224	3 \$896,184
COWWARR	1 \$18,500	2 \$84,500	0 \$0	3 \$103,000
DARGO	0 \$0	0 \$0	1 \$59,400	1 \$59,400
DENISON	0 \$0	1 \$100,000	1 \$76,450	2 \$176,450
DEVON NORTH	1 \$465,778	0 \$0	0 \$0	1 \$465,778
FULHAM	0 \$0	0 \$0	1 \$356,000	1 \$356,000
GLENGARRY	1 \$37,908	0 \$0	1 \$612,517	2 \$650,425
GOLDEN BEACH	0 \$0	1 \$290,000	4 \$729,000	5 \$1,019,000
GORMANDALE	0 \$0	0 \$0	1 \$84,415	1 \$84,415
HEYFIELD	1 \$64,697	4 \$510,803	4 \$395,984	9 \$971,484
HUNTERSTON	0 \$0	1 \$76,200	0 \$0	1 \$76,200
JACK RIVER	0 \$0	1 \$72,600	0 \$0	1 \$72,600

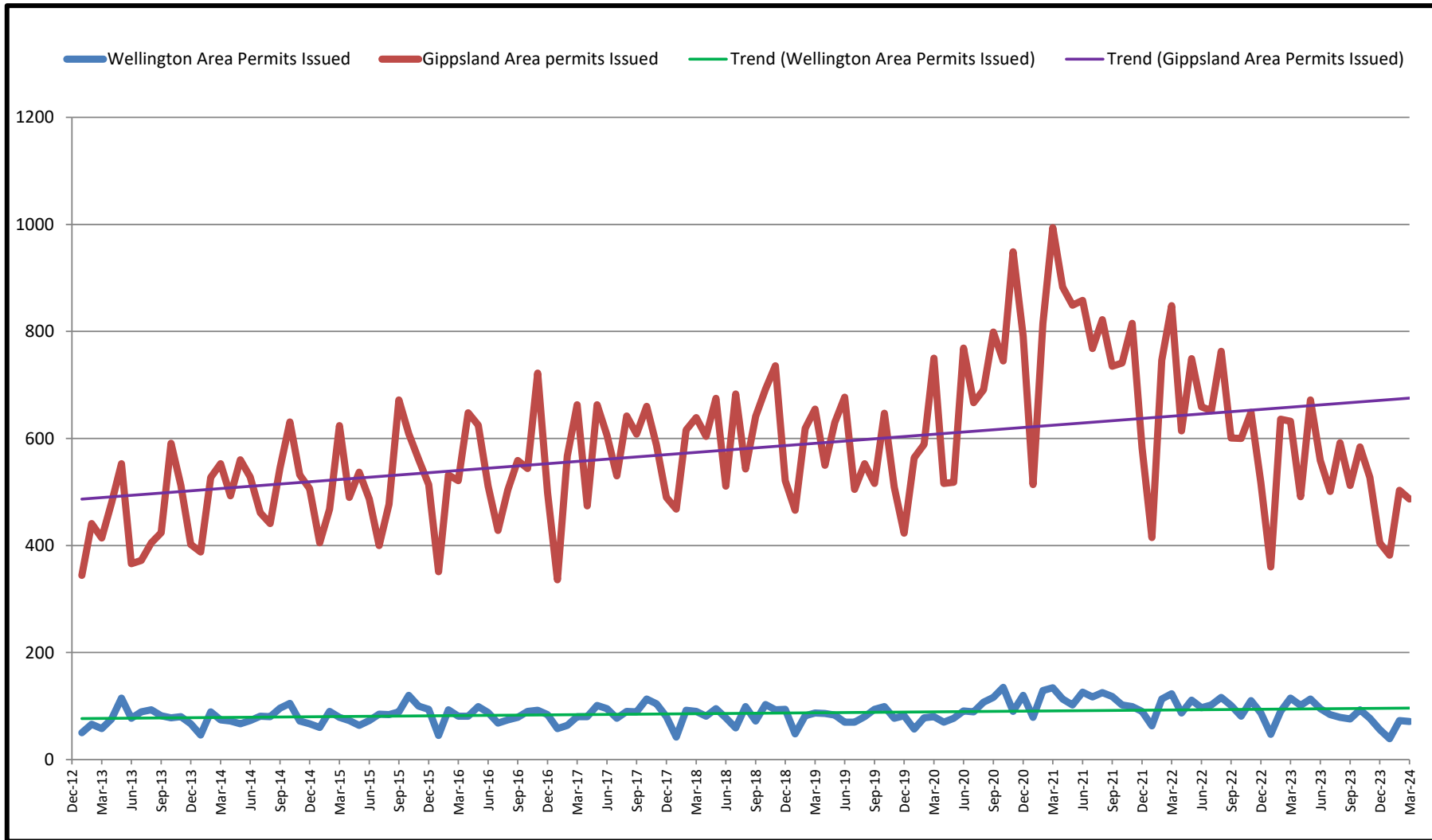
ATTACHMENT 14.1.1

	January	February	March	Total
LOCH SPORT	1 \$15,000	3 \$179,090	4 \$283,100	8 \$477,190
LONGFORD	0 \$0	5 \$923,270	4 \$576,170	9 \$1,499,440
MAFFRA	3 \$601,474	8 \$1,745,536	8 \$1,421,900	19 \$3,768,910
MCLOUGHLINS BEACH	2 \$275,510	1 \$23,119	0 \$0	3 \$298,629
MUNRO	1 \$24,300	0 \$0	0 \$0	1 \$24,300
NAMBROK	0 \$0	1 \$24,600	0 \$0	1 \$24,600
NEWRY	0 \$0	1 \$672,400	0 \$0	1 \$672,400
PARADISE BEACH	2 \$324,255	2 \$427,261	0 \$0	4 \$751,516
PEARSONDALE	1 \$104,776	0 \$0	0 \$0	1 \$104,776
PERRY BRIDGE	0 \$0	0 \$0	1 \$27,000	1 \$27,000
PORT ALBERT	1 \$14,000	0 \$0	1 \$55,000	2 \$69,000
ROBERTSONS BEACH	0 \$0	0 \$0	1 \$4,650	1 \$4,650
ROSEDALE	2 \$431,420	4 \$739,967	4 \$598,733	10 \$1,770,120
SALE	8 \$320,963	13 \$2,922,626	11 \$288,255	32 \$3,531,844
SEASPRAY	1 \$300,000	2 \$22,410	2 \$418,500	5 \$740,910
SEATON	0 \$0	0 \$0	1 \$300,000	1 \$300,000
STRATFORD	4 \$624,000	7 \$488,025	10 \$1,328,546	21 \$2,440,571
TARRA VALLEY	0 \$0	1 \$30,000	0 \$0	1 \$30,000
THE HONEYSUCKLES	1 \$150,000	0 \$0	0 \$0	1 \$150,000
TINAMBA	1 \$19,308	2 \$11,000	0 \$0	3 \$30,308

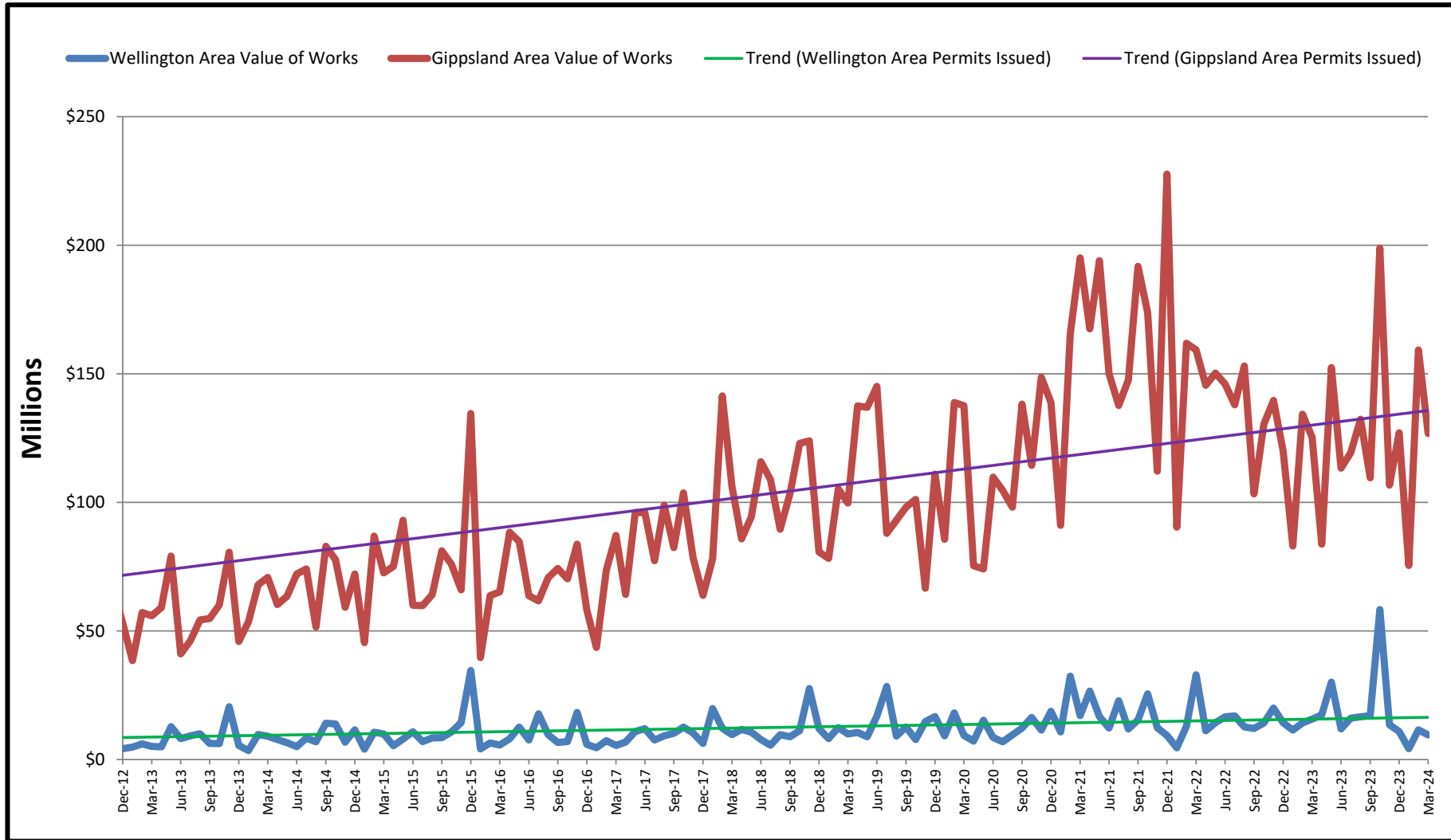
ATTACHMENT 14.1.1

	January	February	March	Total
VALENCIA CREEK	0 \$0	0 \$0	1 \$30,000	1 \$30,000
WILLUNG SOUTH	0 \$0	1 \$4,400	1 \$544,785	2 \$549,185
WON WRON	0 \$0	0 \$0	1 \$420,000	1 \$420,000
WOODSIDE BEACH	0 \$0	2 \$428,722	2 \$19,791	4 \$448,513
WURRUK	1 \$26,150	2 \$86,400	1 \$12,000	4 \$124,550
YARRAM	1 \$162,624	1 \$23,600	2 \$86,972	4 \$273,196
Total	39.00 4,240,223	73.00 11,492,516	71.00 9,573,172	183.00 25,305,911

GRAPH 1: NUMBER OF BUILDING PERMITS



GRAPH 2: VALUE OF BUILDING WORKS



14.2. MONTHLY PLANNING DECISIONS - MARCH 2024

ACTION OFFICER: MANAGER LAND USE PLANNING

PURPOSE

To provide a report to Council on recent planning permit trends and planning decisions made under delegation by Statutory Planners during the month of March 2024.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council note the report on recent Planning Permit trends and Planning Application determinations between 1 March and 31 March 2024.

BACKGROUND

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

A copy of planning permit decisions made between 1 March and 31 March 2024 is included in the first attachment '*Planning Decisions Report – March 2024*'.

The second attachment '*Planning Trends Report – March 2024*', provides an overview of recent planning permit trends including decisions made, efficiency of decision making and the estimated value of approved development (derived from monthly planning permit activity reporting data).

ATTACHMENTS

1. Planning Decisions Report - March 2024 [**14.2.1** - 3 pages]
2. Planning Trends Report - March 2024 [**14.2.2** - 3 pages]

OPTIONS

Council has the following options available:

1. Receive 1 March - 31 March 2024 Planning Decisions Report; or
2. Not receive the 1 March - 31 March 2024 Planning Decisions Report and seek further information for consideration at a future Council meeting.

PROPOSAL

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

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

LEGISLATIVE IMPACT

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

COUNCIL POLICY IMPACT

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

COUNCIL PLAN IMPACT

The Council Plan 2021-25 Theme 2 "Economy and Sustainable Growth" states the following strategic outcomes:

Strategic Outcome 2.1: *"A diverse economy that creates jobs and opportunities."*

Strategic Outcome 2.3: *"An increase in variety of housing choice to support equitable access to housing."*

This report supports the above Council Plan strategic outcomes.

RESOURCES AND STAFF IMPACT

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

COMMUNITY IMPACT

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

ENVIRONMENTAL IMPACT

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

ENGAGEMENT IMPACT

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

RISK MANAGEMENT IMPACT

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

**PLANNING APPLICATION DETERMINATIONS
BETWEEN 1/03/2024 AND 31/03/2024**

Application No/Year	Date Received	Property Title & Address	Proposal	Status
402-4.00/2009	21/12/2023	Assessment No. 399964 CA: 19 112 WILLUNG RD ROSEDALE	Alteration to building envelope plan.	Withdrawn 21/03/2024
115-4.00/2011	14/02/2024	Assessment No. 46334 LOT: 2 LP: 111806 19-23 RAILWAY CRES WURRUK	Eleven lot staged subdivision with common property.	Permit Issued by Delegate of Resp/Auth 22/03/2024
137-2.00/2023	14/02/2024	Assessment No. 228825 LOT: 1 TP: 165220A 20 DAVIES ST LOCH SPORT	B & W associated with the extension of an existing dwelling.	Permit Issued by Delegate of Resp/Auth 20/03/2024
185-2.00/2023	13/03/2024	Assessment No. 182667 PC: 355206M 59 MANDALAY DR THE HONEYSUCKLES	B & W associated with the construction of a dwelling.	No Permit Required 18/03/2024
228-2.00/2023	16/11/2023	Assessment No. 269159 LOT: 1 TP: 874171G 2,005B TARRA VALLEY RD TARRA VALLEY	B & W associated with the installation of telecom facility.	Permit Issued by Delegate of Resp/Auth 7/03/2024
266-2.00/2023	31/01/2024	Assessment No. 342485 LOT: 2 PS: 220211 160 POWERSCOURT ST MAFFRA	Five lot subdivision of the land.	Permit Issued by Delegate of Resp/Auth 27/03/2024
367-1.00/2023	20/10/2023	Assessment No. 111930 LOT: 3 LP: 94572 95 NEILSONS RD TOONGABBIE	Two lot re-subdivision (boundary realignment).	NOD issued by Delegate of Respon/Auth 7/03/2024
405-1.00/2023	23/11/2023	Assessment No. 381657 LOT: RES LP: 58872 NATIONAL PARK RD LOCH SPORT	Subdivision (removal of reserve).	Permit Issued by Delegate of Resp/Auth 28/03/2024
415-1.00/2023	30/11/2023	Assessment No. 262964 LOT: 1 TP: 408855D 30 VICTORIA ST WOODSIDE	2 Lot Subdivision of the Land.	Permit Issued by Delegate of Resp/Auth 15/03/2024
419-2.00/2023	21/03/2024	Assessment No. 78352 PC: 155865 39-41 TYERS ST STRATFORD	Use of the land to sell & consume liquor.	Permit Issued by Delegate of Resp/Auth 27/03/2024
420-1.00/2023	7/12/2023	Assessment No. 119057 PC: 168568 51 GOLDEN BEACH DR GOLDEN BEACH	B & W associated with the construction of a dwelling & outbuilding.	Permit Issued by Delegate of Resp/Auth 26/03/2024

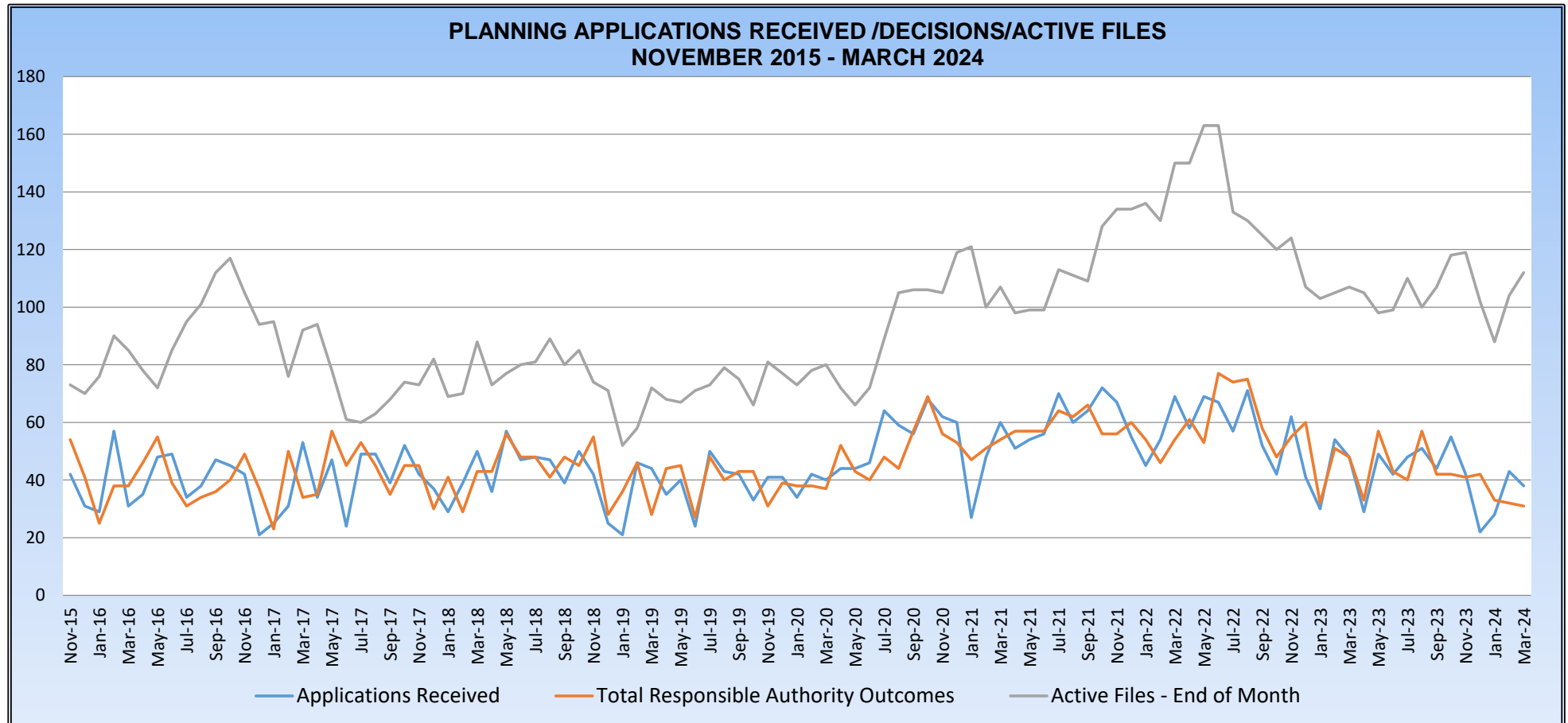
ATTACHMENT 14.2.1

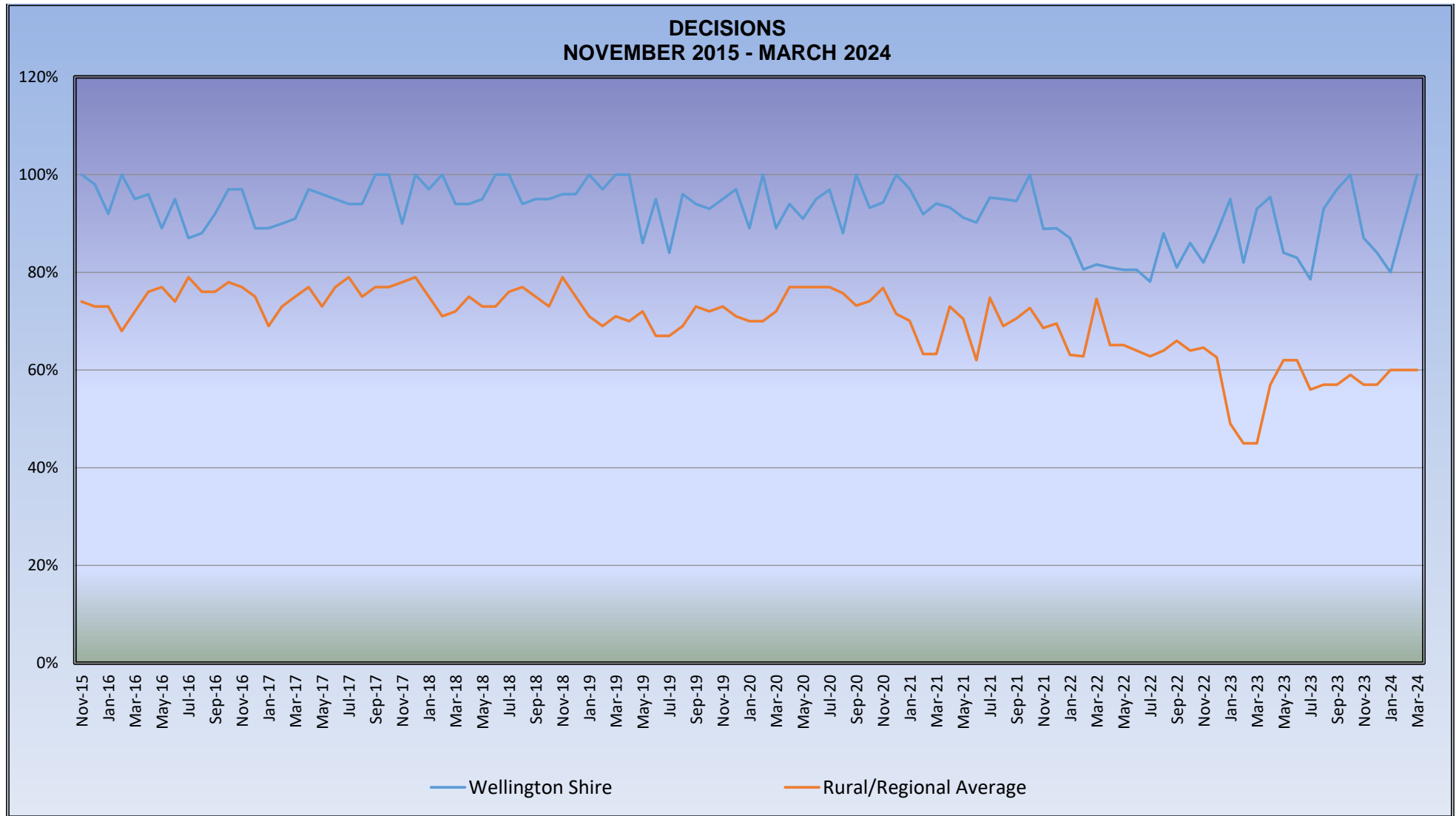
Application No/Year	Date Received	Property Title & Address	Proposal	Status
426-1.00/2023	13/12/2023	Assessment No. 278325 LOT: 3 BLK: 8 LP: 3222 19 TARRAVILLE RD PORT ALBERT	Buildings & works/extension to an existing dwelling.	Permit Issued by Delegate of Resp/Auth 8/03/2024
430-1.00/2023	21/12/2023	Assessment No. 307785 LOT: 1 TP: 296968G 34 KING ST MAFFRA	Buildings & works associated with the construction of two dwellings.	Permit Issued by Delegate of Resp/Auth 19/03/2024
431-1.00/2023	22/12/2023	Assessment No. 388132 LOT: 26 PS: 506503D 8 PANORAMA DR WOODSIDE BEACH	B & W associated with the construction of a dwelling and outbuilding.	NOD issued by Delegate of Respon/Auth 8/03/2024
432-1.00/2023	22/12/2023	Assessment No. 10264 LOT: 1 TP: 808341G 166-168 PEARSON ST SALE	B & W associated with the construction of dwelling & subdivision.	Permit Issued by Delegate of Resp/Auth 22/03/2024
10-1.00/2024	17/01/2024	Assessment No. 2121 PC: 362242S 37-79 CUNNINGHAME ST SALE	Use of the land for a restricted rec facility.	Permit Issued by Delegate of Resp/Auth 15/03/2024
12-1.00/2024	16/01/2024	Assessment No. 231332 LOT: 2614 LP: 70942 75 GOODLETT AVE LOCH SPORT	B & W associated with the extension of an existing dwelling.	Permit Issued by Delegate of Resp/Auth 5/03/2024
20-1.00/2024	29/01/2024	Assessment No. 460204 LOT: 2 PS: 906088H 249 ROSEDALE	Buildings & works associated with the construction of a dwelling.	Permit Issued by Delegate of Resp/Auth 21/03/2024
21-1.00/2024	31/01/2024	Assessment No. 86256 LOT: 1 PS: 306646 98 SOMERTON PARK RD SALE	Buildings & works associated with the construction of a dwelling.	Permit Issued by Delegate of Resp/Auth 18/03/2024
22-1.00/2024	31/01/2024	Assessment No. 79756 LOT: 6 PS: 128581 48 WYNDHAM ST STRATFORD	Three lot subdivision of the land.	Permit Issued by Delegate of Resp/Auth 13/03/2024
31-1.00/2024	9/02/2024	Assessment No. 450577 LOT: 2 PS: 815614U 214 BRIAGOLONG	Variation of a restrictive covenant.	Permit Issued by Delegate of Resp/Auth 15/03/2024
36-1.00/2024	13/02/2024	Assessment No. 455659 LOT: 112 PS: 727606J 46 DYER AVE SALE	Use of the land for a display home and reduction of car parking	Permit Issued by Delegate of Resp/Auth 12/03/2024
37-1.00/2024	13/02/2024	Assessment No. 455659 LOT: 112 PS: 727606J 46 DYER AVE SALE	Installation of Business Signage.	Permit Issued by Delegate of Resp/Auth 12/03/2024

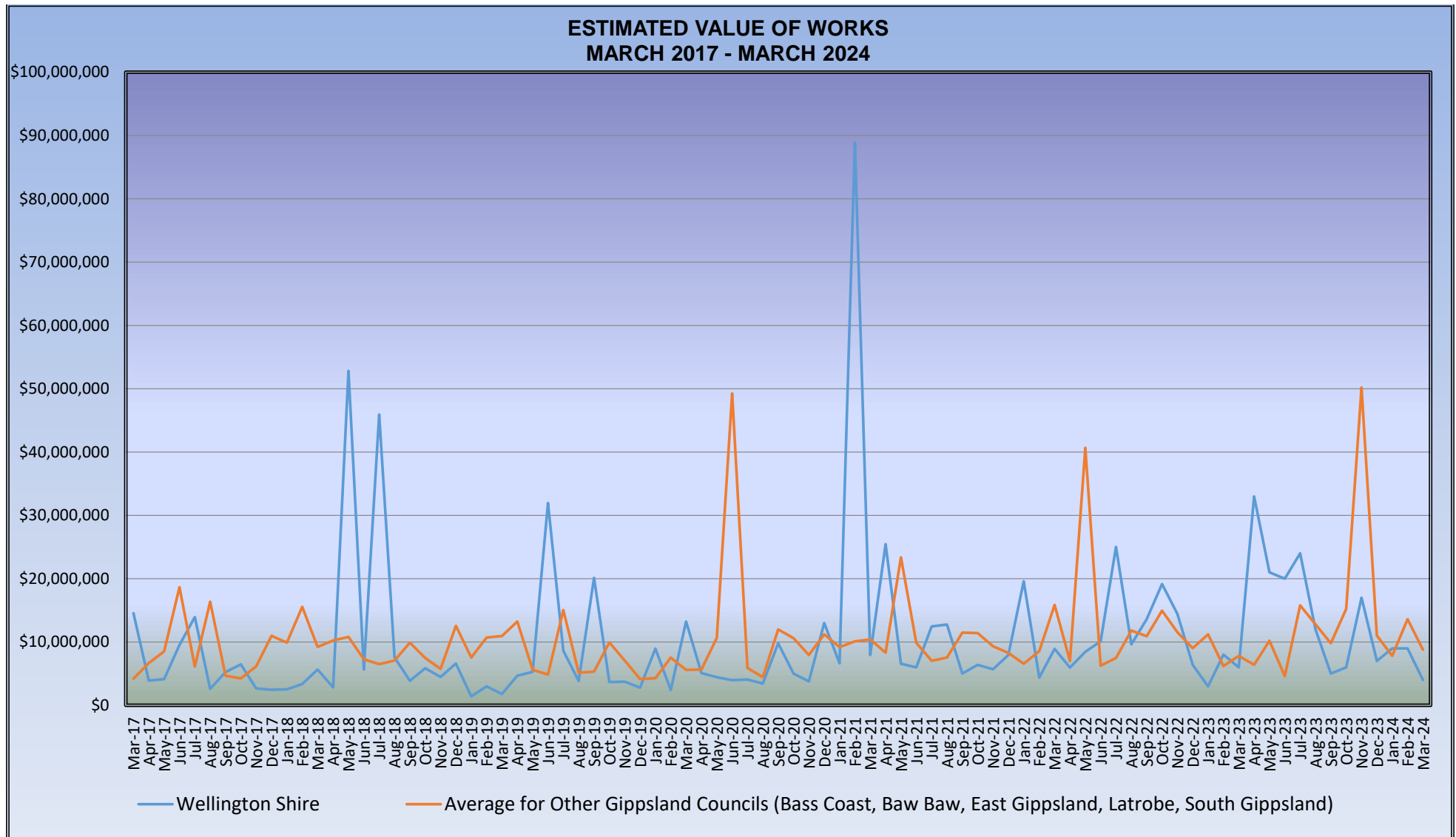
ATTACHMENT 14.2.1

Application No/Year	Date Received	Property Title & Address	Proposal	Status
48-1.00/2024	19/02/2024	Assessment No. 407171 LOT: 1 PS: 743738Y 582 LOWER HEART RD THE HEART	B & W associated with the construction of an agricultural building.	Permit Issued by Delegate of Resp/Auth 6/03/2024
56-1.00/2024	27/02/2024	Assessment No. 244046 LOT: 2428 LP: 70939 123 TOORAK AVE LOCH SPORT	B & W associated with the construction of a dwelling.	Permit Issued by Delegate of Resp/Auth 27/03/2024
58-1.00/2024	27/02/2024	Assessment No. 42531 LOT: 1 LP: 47669 154 MACALISTER ST SALE	B & W associated with the construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth 5/03/2024
61-1.00/2024	1/03/2024	Assessment No. 396465 CA: 2 SEC: 9 23-29 TOWNSEND ST TARRAVILLE	B & W associated with the construction of a roofed deck.	Permit Issued by Delegate of Resp/Auth 15/03/2024
69-1.00/2024	14/03/2024	Assessment No. 410043 LOT: 3 PS: 536494G 55-57 MERRY ST MAFFRA	B & W associated with the construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth 25/03/2024
72-1.00/2024	18/03/2024	Assessment No. 218123 LOT: 1 TP: 142045V 13 PACIFIC CT GOLDEN BEACH	B & W associated with the construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth 28/03/2024
73-1.00/2024	18/03/2024	Assessment No. 272567 CA: 7A SEC: 1 677 WOODSIDE BEACH RD WOODSIDE	B & W associated with the construction of an agricultural building.	No Permit Required 26/03/2024
78-1.00/2024	21/03/2024	Assessment No. 362137 PTL: 2 PS: 825685N 334 MAFFRA-SALE RD MAFFRA	B & W associated with the construction of an agricultural building.	Permit Issued by Delegate of Resp/Auth 27/03/2024

Total No of Decisions Made: 31







15. GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT

15.1. PARK AVENUE, COWWARR SPECIAL CHARGE SCHEME - FINAL CERTIFICATE

ACTION OFFICER: MANAGER BUILT ENVIRONMENT

PURPOSE

To present to Council for consideration the final cost certificate for the Park Avenue, Cowwarr Special Charge Street Construction Scheme – Scheme No 2202.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council:

- 1. Adopt the Final Cost Certificate for the Park Avenue, Cowwarr Special Charge Street Construction Scheme – Scheme No 2202; and***
- 2. Authorise the Chief Executive Officer to prepare the final apportionment amounts due from property owners for the Park Avenue, Cowwarr Special Charge Street Construction Scheme – Scheme No 2202 based on the total levy amount of \$25,200.***

BACKGROUND

At its meeting on 5 April 2022, Council resolved to give notice of intention to declare the Special Charge Street Construction Scheme for the construction of Park Avenue in Cowwarr. There were no submissions received on the proposed scheme, with Council resolving to declare the Special Charge Scheme at its 6 September 2022 meeting and to serve a levy notice on all affected property owners.

The initial estimated cost of the street reconstruction works was \$180,000. The project was subsequently tendered. A contract was awarded by the Chief Executive Office under delegation on 17 November 2023 and the works were undertaken. Practical completion was achieved on 1 March 2024.

The contract amount entered into was \$152,700 ex GST. Accounting for contract variations \$2,200 and deletion of contract schedule items not required (\$23,700), the final contract cost was \$131,200.

Ancillary costs for the street scheme were \$10,952.35, being for project signage (\$160), geotechnical investigations (\$6,713.57) and service proving (\$4,078.78). This produced an overall Final Scheme Cost of \$142,152.35 (all figures are ex GST). Associated staff overhead costs and design costs have not been included within the scheme calculations.

Under the provisions of section 166 of the Local Government Act 1989, Council may vary the special charge amount to be paid. Although if the increase is an amount equal to or greater than 10% of the estimated declared cost then a further declaration would need to be made.

The estimated cost of this scheme was \$180,000 and the overall final cost of the scheme was \$142,152.35, a decrease of \$37,847.65 or 21% under the estimated cost.

Under the provisions of sections 163(2)(a), (2A) and (2B) the calculation of the benefit ratio as a percentage amount of the special charge to be levied was determined at 64% of the estimated scheme cost. Therefore, the maximum total levy amount to be levied on properties at 64% of the estimated cost being \$115,200 (0.64 x \$180,000) - refer Declaration Report attached to the Council Report of 5 April 2022.

Likewise, a lower final cost than the estimated cost could see a reduction in the maximum total levy amount, as the final costs of the scheme would be less than the estimated cost. Based on the final cost of \$142,152.35, the maximum total levy amount that could be levied under the scheme is therefore \$90,977.50 (e.g. 0.64 x \$142,152.35).

In accordance with the funding framework outlined within the Residential Road and Street Construction Plan 2019, as adopted by Council, the apportioned amount to be levied against properties within a scheme is set at a maximum of \$3,600 per property, for those properties located within small and coastal townships.

Under the criteria of this Plan the total levy apportionable to the properties within this scheme equates to a total of \$25,200 (Total Levy Amount).

As the total levy amount of \$25,200 to be apportioned under the scheme remains less than the adjusted maximum total levy amount \$90,977.50, no adjustment to the levy apportionment schedule for this scheme is required. Cost savings from the scheme will be used to fund Council's other budgetary provisions.

A final cost certificate has been prepared for the scheme. Refer attachment for Final Cost Certificate.

ATTACHMENTS

1. Final Cost Certificate [**15.1.1** - 1 page]

OPTIONS

Council has the following options available:

1. Accept the final cost certificate as presented and apportion the costs based on the original total levy amount; or;
2. Accept the final cost certificate as presented and apportion the costs based on the maximum total levy amount; or
3. Not accept the final cost certificate as presented.

PROPOSAL

That Council:

1. Adopt the Final Cost Certificate for the Park Avenue, Cowwarr Special Charge Street Construction Scheme – Scheme No 2202; and
2. Authorise the Chief Executive Officer to prepare the final apportionment amounts due from property owners for the Park Avenue, Cowwarr Special Charge Street Construction Scheme – Scheme No 2202 based on the total levy amount of \$25,200.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

Council may, under the provisions of section 166 of the *Local Government Act 1989*, vary the liability of any property owner to pay the special charge. Where the special charge levy increase is equal to or greater than 10%, Council must also comply with subsections (1A), (1B) and (1C) of section 163 of the Act and redeclare the scheme which is not required in this instance.

The financial impact of adopting the Final Cost Certificate as detailed, is that Council's contribution to the scheme will be lower than the estimated costs initially provided. The Council contribution for this project is being funded through the Federal Government's Roads to Recovery program and this proposal will reduce the Council contribution amount.

COMMUNICATION IMPACT

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

LEGISLATIVE IMPACT

This scheme was prepared in accordance with sections 163, 163A, 163B of the *Local Government Act 1989*. Notification will be in accordance with sections 163 and 223 of the *Local Government Act 1989*.

COUNCIL POLICY IMPACT

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

COUNCIL PLAN IMPACT

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

Strategic Outcome 4.3: *"Well planned and sustainable towns, facilities, and infrastructure that service community need."*

This report supports the above Council Plan strategic outcome.

RESOURCES AND STAFF IMPACT

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

COMMUNITY IMPACT

The adoption of the recommendation is likely to have no impact as the apportioned cost will equal the previously proposed estimated cost.

ENVIRONMENTAL IMPACT

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

ENGAGEMENT IMPACT

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

- Information letter advising property owners proposed street scheme
- Mail out survey to all property owners, 23 April 2020
- Letters with corrections – 4 May 2020
- Mail out survey to all property owners, 20 Sept 2021
- Follow up phone calls and emails requesting replies to the survey
- Mail out advising of survey results – 18 February 2022
- Formal public notice under sections 163B and 223 of the Local Government Act 1989
- Letter with a copy of Public Notice mailed to property owners on 26 April 2022
- Letter with Levy Notice mailed out to property owners on 7 September 2022

RISK MANAGEMENT IMPACT

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

WELLINGTON SHIRE COUNCIL

**PARK AVENUE, COWWARR SPECIAL CHARGE STREET
CONSTRUCTION SCHEME**

SCHEME No. 2202

FINAL COST CERTIFICATE

Project : Park Avenue Special Charge Street Construction Scheme.

Scheme No: 2202

Commencement date (scheme):	06/09/2022
Completion date (works):	01/03/2024
Estimated cost of scheme:	\$ 180,000.00
Final cost of scheme:	\$ 142,152.35

Variation between estimated cost and final cost:	21% decrease
Council contribution to scheme as property owner:	\$ 0.00
Council contribution to scheme - public benefit:	\$ 116,952.35
Property owner contribution to scheme:	\$ 25,200.00
Total	\$ 142,152.35

Prepared by: Tilo Junge, Infrastructure Planner

Approved by: Sam Pye, Manager Built Environment

Adopted by Council: ___ / ___ / 20___

15.2. HODGES ROAD, COONGULLA SPECIAL CHARGE SCHEME - FINAL CERTIFICATE

ACTION OFFICER: MANAGER BUILT ENVIRONMENT

PURPOSE

To present to Council for consideration the final cost certificate for the Hodges Road (CH00 – CH200), Coongulla Special Charge Street Construction Scheme – Scheme No 2101.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council:

- 1. Adopt the Final Cost Certificate for the Hodges Road, Coongulla Special Charge Street Construction Scheme – Scheme No 2101; and***
- 2. Authorise the Chief Executive Officer to prepare the final apportionment amounts due from property owners for the Hodges Road, Coongulla Special Charge Street Construction Scheme – Scheme No 2101 based on the total levy amount of \$21,600.***

BACKGROUND

At its meeting on 1 June 2021, Council resolved to give notice of its intention to declare the Special Charge Street Construction Scheme for the construction of Hodges Road (CH00-CH200) in Coongulla. There were no submissions received on the proposed scheme, with Council resolving to declare the Special Charge Scheme at its 17 August 2021 meeting and to serve a levy notice on all affected property owners.

The initial estimated cost of the street reconstruction works was \$96,000. The project was subsequently tendered. A contract was awarded by the Chief Executive Office under delegation on 17 November 2023 and the works were undertaken. Practical completion was achieved on 1 March 2024.

The contract amount entered into was \$133,650 ex GST. There were no contract variations or deletions from the contract scheduled items. The final contract cost was \$133,650.

Ancillary costs for the street scheme were \$2,995 being for vegetation offset costs. This produced an overall Final Scheme Cost of \$136,645.00 (all figures are ex GST). Associated staff overhead costs and design costs have not been included within the scheme calculations.

Under the provisions of section 166 of the Local Government Act 1989, Council may vary the special charge amount to be paid. Although if the increase is an amount equal to or greater than 10% of the estimated declared cost then a further declaration would need to be made.

The estimated cost of this scheme was \$96,000 and the overall final cost of the scheme was \$136,645.00, an increase of \$40,645 or 42% over the estimated cost.

Under the provisions of sections 163(2)(a), (2A) and (2B) the calculation of the benefit ratio as a percentage amount of the special charge to be levied was determined at 41% of the estimated scheme cost. Therefore, the maximum total levy amount to be levied on properties at 41% of the estimated cost being \$39,360 (0.41 x \$96,000) - refer Declaration Report attached to the Council Report of 17 August 2021.

A higher final cost than the estimated cost could see an increase in the maximum total levy amount applicable, as the final costs of the scheme exceed the estimated cost. Based on the final cost of \$136,645 the maximum total levy amount that could be levied under the scheme is therefore \$56,024.45 (e.g. 0.41 x \$136,645).

In accordance with the funding framework outlined within the Residential Road and Street Construction Plan 2019, as adopted by Council, the apportioned amount to be levied against properties within a scheme is set at a maximum of \$3,600 per property for those properties located within small and coastal townships.

Under the criteria of this Plan the total levy apportionable to the properties within this scheme equates to a total of \$21,600 (Total Levy Amount).

As the total levy amount of \$21,600 to be apportioned under the scheme remains less than the adjusted maximum total levy amount \$56,024.45, no adjustment to the levy apportionment schedule as prepared for this scheme is required. Any additional costs in completing the scheme will be funded from within Councils Roads to Recovery budgetary provisions.

A final cost certificate has been prepared for the scheme. Refer to the attachment for Final Cost Certificate.

ATTACHMENTS

1. Final Cost Certificate [**15.2.1** - 1 page]

OPTIONS

Council has the following options available:

1. Accept the final cost certificate as presented and apportion the costs based on the original total levy amount; or
2. Accept the final cost certificate as presented and apportion the costs based on the maximum total levy amount; or
3. Not accept the final cost certificate as presented.

PROPOSAL

That Council:

1. Adopt the Final Cost Certificate for the Hodges Road, Coongulla Special Charge Street Construction Scheme – Scheme No 2101; and
2. Authorise the Chief Executive Officer to prepare the final apportionment amounts due from property owners for the Hodges Road, Coongulla Special Charge Street Construction Scheme – Scheme No 2101 based on the total levy amount of \$21,600.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

Council may, under the provisions of section 166 of the *Local Government Act 1989*, vary the liability of any property owner to pay the special charge. Where the special charge levy increase is equal to or greater than 10%, Council must also comply with subsections (1A), (1B) and (1C) of section 163 of the Act and redeclare the scheme which is not required in this instance.

The financial impact of adopting the Final Cost Certificate as detailed, is that property owners will not be liable for an amount above the costs initially provided under Residential Road and Street Construction Plan 2019. The Council contribution for this project is being funded through the Federal Government's Roads to Recovery program and this proposal will increase the Council contribution amount.

COMMUNICATION IMPACT

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

LEGISLATIVE IMPACT

This scheme was prepared in accordance with sections 163, 163A, 163B of the Local Government Act 1989. Notification will be in accordance with sections 163 and 223 of the *Local Government Act 1989*.

COUNCIL POLICY IMPACT

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

COUNCIL PLAN IMPACT

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

Strategic Outcome 4.3: *"Well planned and sustainable towns, facilities, and infrastructure that service community need."*

This report supports the above Council Plan strategic outcome.

RESOURCES AND STAFF IMPACT

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

COMMUNITY IMPACT

The adoption of the recommendation is likely to have no impact as the apportioned cost will equal the previously proposed estimated cost.

ENVIRONMENTAL IMPACT

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

ENGAGEMENT IMPACT

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

- Information letter advising property owners of street works proposal on 14 October 2020
- Public meeting held at Coongulla Public Hall - 11 November 2019
- Mail out survey of all property owners (Whole of Town) - 3 February 2020
- Mail out survey of all property owners (Hodges Rd) - 18 March 2021
- Follow up phone calls and emails requesting replies to the survey.
- Formal public notice under sections 163B and 223 of the Local Government Act 1989
- Letter with a copy of Public Notice mailed to property owners on 8 June 2021
- Letter with Levy Notice mailed out to property owners on 20 August 2021

RISK MANAGEMENT IMPACT

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

WELLINGTON SHIRE COUNCIL

**HODGES ROAD, COONGULLA SPECIAL CHARGE STREET
CONSTRUCTION SCHEME**

SCHEME No. 2101

FINAL COST CERTIFICATE

Project : Hodges Road (CH00 – CH200) Special Charge Street Construction Scheme.

Scheme No: 2101

Commencement date (scheme):	17/08/2021
Completion date (works):	01/03/2024
Estimated cost of scheme:	\$ 96,000.00
Final cost of scheme:	\$ 136,645.00

Variation between estimated cost and final cost:	42% increase
Council contribution to scheme as property owner:	\$ 0.00
Council contribution to scheme - public benefit:	\$ 115,045.00
Property owner contribution to scheme:	\$ 21,600.00
Total	\$ 136,645.00

Prepared by: Tilo Junge, Infrastructure Planner

Approved by: Sam Pye, Manager Built Environment

Adopted by Council: ___ / ___ / 20__

16. GENERAL MANAGER COMMUNITY AND CULTURE

16.1. COMMUNITY ASSISTANCE GRANTS MARCH 2024

ACTION OFFICER: MANAGER COMMUNITIES, FACILITIES AND EMERGENCIES

PURPOSE

For Council to approve the allocation round of Community Assistance Grants March 2024, as detailed in the confidential attachment 16.1.3 *Community Assistance Grants March 2024 Recommendations* with applicants being notified of the outcome of their applications.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council:

- 1. Receive and note this report;***
- 2. Approve the allocation of Community Assistance Grants March 2024, as detailed in the confidential attachment 16.1.3 Community Assistance Grants March 2024 Recommendations, with applicants being notified of the outcome of their applications; and***
- 3. Note that the information contained in the confidential document Community Assistance Grants March 2024 Recommendations of this Council meeting agenda and designated confidential under section 3(1) of the Local Government Act 2020 by the General Manager Community & Culture on 13 May 2024 because it relates to the following ground:***
(f) personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.

BACKGROUND

Our Community Assistance Grants Scheme encourages community outcomes in line with the Council's Wellington 2031 vision, the Council Plan 2021-25 and Healthy Wellington 2021-25.

It aims to build community capacity by encouraging participation, promoting inclusion, growing partnerships, providing learning opportunities, and supporting social connectedness by utilising and activating our open spaces, community, and cultural facilities.

Not for profit community groups operating in the Wellington Shire can apply for a Community Assistance Grant of \$2,501 to \$6,000. There are annually two Community Assistance Grant rounds in March and August.

Applications which successfully meet the criteria are eligible to be prioritised for funding.

For the March 2024 round, 27 applications totalling \$146,677.00 were received, 21 applications are recommended for funding of \$102,927.00. Refer Attachment 16.1.3 for full application and recommendation details.

Applications are assessed by a panel made up of staff from Council's leadership team. The applications are initially assessed against guidelines and then prioritised using assessment criteria, as outlined in attachment 16.1.1.

Each application is assessed on its benefit to the community, ability to fulfill a community need, project planning and capacity of the applicant to deliver the project. The panel provides advice and recommendations to Council based on assessment criteria and funding guidelines.

ATTACHMENTS

1. Community Assistance Grants March 2024 Guidelines and Assessment Criteria [16.1.1 - 5 pages]
2. Confidential Header - Community Assistance Grants March 2024 [16.1.2 - 1 page]
3. CONFIDENTIAL REDACTED - Community Assistance Grants March 2024 Recommendations [16.1.3 - 4 pages]

OPTIONS

Council has the following options available:

1. Approve the recommendations to allocate Community Assistance Grants March 2024 funds as detailed in the confidential attachment 16.1.3 *Community Assistance Grants March 2024 Recommendations* with applicants being notified of the outcome of their applications; or
2. Seek further information for consideration at a future meeting of Council.

PROPOSAL

That Council approve the allocation of Community Assistance Grants March 2024 round, as detailed in the confidential attachment 16.1.3 *Community Assistance Grants March 2024 Recommendations* with applicants being notified of the outcome of their applications.

CONFLICT OF INTEREST

No conflict of interest was noted.

FINANCIAL IMPACT

Funding will be through the Community Assistance Grant Scheme within the Community, Facilities and Emergencies budget. The total available budget for the 2023/24 Community Assistance Grant and the Quick Response Grant Scheme is \$373,900. Total Quick Response Grant funding that has been distributed is \$131,670.21. The August 2023 round allocated \$144,160 in funding.

There are 21 applications recommended for the Community Assistance Grants March 2024 for funding of a total \$102,927.00 in this round.

COMMUNICATION IMPACT

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

LEGISLATIVE IMPACT

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

COUNCIL POLICY IMPACT

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

COUNCIL PLAN IMPACT

The Council Plan 2021-25 Theme 3 "Liveability and Wellbeing" states the following strategic outcomes:

Strategic Outcome 3.1: *"An inclusive, diverse, and resilient community."*

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

This report supports the above Council Plan strategic outcomes.

RESOURCES AND STAFF IMPACT

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

COMMUNITY IMPACT

The funding of these activities will have a significant positive impact on the community and provide assistance to increase the range of activities that the wider Wellington community can access and be a part of. Successful applicants have demonstrated a community need that will be filled through receiving the funding and show a community benefit through activity outcomes.

ENVIRONMENTAL IMPACT

All Community Assistance Grant applicants are encouraged to consider the environmental impacts that will be produced through delivering their grant outcomes and have appropriate measures in place to manage them.

ENGAGEMENT IMPACT

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

RISK MANAGEMENT IMPACT

The events industry is strongly legislated and all events are encouraged to comply with current occupational health and safety legislative and best practice safety standards. It is the responsibility of applicants to ensure that their projects comply with all current rules and regulations.

Community Assistance Grants March 2024

Guidelines and Assessment Criteria



Introduction

Our Community Assistance Grants Scheme encourages community outcomes in line with Council's Wellington 2031 vision, the Council Plan 2021-25, and Healthy Wellington 2021-25.

It aims to build community capacity by encouraging:

- Participation and inclusion
- Growing community partnerships
- Providing learning opportunities
- Supporting social connectedness, and
- Activating our community spaces such as parks, halls and other facilities.

Overview

- Not for profit community groups operating in the Wellington Shire can apply for a Community Assistance Grant of \$2,501 to \$6,000.

Applications Open: **9.00am Thursday 11 January 2024**

Applications Close: **4.00pm Tuesday 5 March 2024**

Important things to note

- What will not be funded:
 - Scholarships, awards, trophies or prizes for participating and/or attending.
 - Activities that deliver a direct and focused religious or political party message.
 - Activities associated with or hosted at areas/facilities with or designed for gaming machines, gambling and betting.
 - Requests for ongoing operational costs such as but not limited to, insurance, salaries, electricity, water and other utilities.
 - Appliances that do not meet minimum 4-star energy rating; consideration can be made for specialised appliances/equipment - see Climate Change and Sustainability Guidance Sheet.
- Wages will not be funded but can be used as evidence of contribution towards the project.
- The not-for-profit community group applying for the grant will be referred to as the 'organisation' throughout the application.
- The applicant is the organisation, not the individual representative or person completing the application form.
- The event or project will be referred to as 'activity' in the Assessment Criteria and Guidelines, Application Form, Funding Agreement and Acquittal Report

Criteria – General

After reading the funding guidelines, please contact the **Grants Officer 1300 366 244** to seek feedback on your proposal. This will ensure you are eligible to apply, and your application meets the guidelines.

1. Grants are available to not for profit community groups operating in the Wellington Shire.
2. Schools are not eligible to be an applicant, however, can be a community partner in project proposal. .
 - a. Grants are available to Volunteer groups associated with Schools are eligible to apply, applicants will be required to demonstrate the benefits and outcomes to the broad community outside the school community.
3. Applicants must be incorporated bodies or have an established legal entity. If your organisation is not incorporated or doesn't have an ABN, you will be required to provide the details of an auspice organisation. The auspice organisation will receive the grant funding on your behalf and will ultimately be responsible for the Acquittal Report.
4. If your organisation is incorporated but does not have an ABN, a 'Statement by a Supplier – Reason for Not Quoting an ABN' form must be included with your funding agreement. This form is available from the Australian Tax Office website.
5. Activities must be administered in the Wellington Shire, please note activities at licensed venues, applicants will be asked to demonstrate that there is no appropriate alternative venue and that they have considered the potential impact to participants.
6. **Applicants who have previously been successful in receiving funding MUST have completed all Acquittal Reports and complied with Council requirements prior to being considered for the current funding round.**
7. All applicants must provide a copy of a current Public Liability Insurance certificate of currency with activity/event details, where applicable. (For an event the P/L certificate of currency must include the event name, date and location).
8. All activities **MUST** align with Key Council Plans and Strategies:
 - a. Wellington Shire Council's Plan 2021-25
 - b. Healthy Wellington 2021-2025
 - c. Sustainability Strategy 2020-25
9. All activities must ensure inclusivity, social connectedness and accessibility has been considered.
10. All activities are encouraged to consider the waste that will be produced through delivering their grant outcomes and have appropriate measures in place to manage waste.
11. All activities are encouraged to consider the waste that will be produced through delivering their grant outcomes and have appropriate measures in place to manage waste.
12. Multiple applications for the same activity will not be accepted.
13. A limit of two Community Assistance Grant applications per round (2 rounds per financial year) for different activities will be accepted, although applicants must prioritise applications before submission.
14. Priority will be given to groups who haven't received Council funding during the current financial year.

15. Applications must be completed in full and have sufficient evidence to make a reasonable assessment of the application. Council reserves the right to further investigate aspects of the application. Applications and Acquittal Reports must be on the correct form.
16. Where possible, the goods and services used in the funded activity (suppliers and contractors) be sourced from within the Wellington Shire.
17. Activities that are primarily for the purpose of fundraising will be required to demonstrate the Community benefits in addition to the fundraising outcome.
18. No set amount of contribution will be required. A contribution (monetary, donated or volunteer labour) will assist with assessment. Applicants will be required to identify their contribution capacity.
19. For all expenditure items of \$1,000 or more you must include a quote or evidence of the item cost.
20. Applications deemed to be for commercial benefit will not be considered. This will be determined on a case-by-case basis. This will include applications where the main beneficiary is a business.
21. Funding must not be regarded as a recurrent commitment from Council. There is no guarantee a recurring activity will be funded in the future. Funding is limited.
22. The applicant is responsible for all ongoing maintenance and running costs of any equipment purchases resulting from a successful application.
23. Council may reduce the amount allocated to you if the funding applied for is considered unsubstantiated and/or excessive.
24. Council may reduce the amount allocated to you if the funding round is oversubscribed; additionally, if Council is aware of an alternative option available to you, it will recommend it as an alternative to funding.
25. Successful applicants will be required to complete a Funding Agreement, which includes the conditions of grant funding. You may also be asked to comply with additional conditions.
26. You are required to acknowledge Wellington Shire Council's support of your activity as specified in the Funding Agreement
27. Funding must be returned if the activity is not completed in line with the Funding Agreement. Any excess funding must be returned.
28. 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 has referred to Council's Human Rights Policy to develop the WSC CAG program Guidelines and Assessment Criteria.
29. Applications must be completed and returned by 4.00pm on Tuesday 5 March 2024. The closing date will apply for all applications. No late applications will be accepted.
30. You will be notified via SmartyGrants of the outcome of your grant by 20 May 2024. You are welcome to contact the Grants Officer for further feedback. Please note once a completed Funding Agreement is received it can take up to six weeks for the funding to arrive in your bank.
31. Activities must commence after 1 June 2024 and take place by 30 June 2025. Acquittal Report forms must be submitted to Council within 8 weeks of the activity completion.

Assessment Process

Applications undergo an initial eligibility check to determine whether they meet the funding guidelines and will then be scored against the criteria.

Criteria	Maximum Points 100%
Planning and Capacity	45%
Benefits to the Community	45%
Contribution	10%

Based on the score received against the assessment criteria, applications are prioritised by a panel from the Wellington Shire Council. This panel provides advice and recommendations to Council. During a Council meeting, Councillors make the final decision on which applications will be funded under the scheme.

Applicants can have special funding conditions placed on their application. These conditions will be included on the Funding Agreement form. These can be conditions that must be met prior to receiving funding and included in the Acquittal Report phase of the activity to ensure compliance.

Assessment Criteria and Assessment scoring details

Planning, Capacity and Benefit to the Community 90% of the application assessment	
Organisation and/or Committee details	
Poor details and information provided about the organisation.	1
Limited details and information provided about the organisation.	2
Standard details and information provided about the organisation.	3
Above standard details and information provided about the organisation	4
Very high standard of details and information provided about the organisation. Detailed evidence provided, additional information provided eg strategic plan, alignment with strategic plan, participation plan, governance overview, succession plan, copies of articles, etc.	5
Activity details	
Poor demonstration of activity details and how the activity will benefit the community.	1
Limited demonstration of activity details and how the activity will benefit the community.	2
Standard demonstration of activity details and how the activity will benefit the community.	3
Above standard demonstration of activity details and how the activity will benefit the community.	4
Very high standard demonstrated of activity details and how the activity will benefit the community. Detailed evidence provided; additional information provided eg project or event plan, activity risk management plan, volunteer, ABS data, letter/s of support from beneficiaries, etc.	5
Marketing	
Poor details of promotion and marketing initiatives.	1
Limited details of promotion and marketing initiatives.	2
Adequate details of promotion and marketing initiatives.	3
Above standard details of promotion and marketing initiatives.	4
Very high standard of detail provided of promotion and marketing initiatives. Detailed evidence provided, additional information provided eg draft media articles, copies of previous marketing, marketing or promotion strategy, etc.	5
Evaluation	
Poor details of evaluation planning have been presented and considered.	1
Limited details of evaluation planning have been presented and considered.	2
Standard details of evaluation planning have been presented and considered.	3
Above standard details of evaluation planning have been presented and considered.	4

Very high standard of detail of evaluation planning have been presented and considered. Detailed evidence provided; additional information provided eg. Survey examples, previous survey results, committee review meeting notes, etc	5
Accessibility and Inclusivity	
Poor demonstration of Access and Inclusion considerations.	1
Limited demonstration of Access and Inclusion considerations.	2
Standard demonstration of Access and Inclusion considerations.	3
Above standard demonstration of Access and Inclusion considerations.	4
Very high demonstration of Access and Inclusion considerations. Detailed and evidence provided, additional information provided eg accessible action plan, images, signage, etc	5

Contribution	
10% of the application assessment	
Has the applicant:	
<ul style="list-style-type: none"> • Demonstrated other contributions towards the activity? (Contributions can be monetary, volunteer hours, in-kind support, and/or sponsorship. • Demonstrated sufficiently the restricted access to funds towards the activity. • Sourced goods and services for the delivery of the activity (suppliers and contractors) from within the Wellington Shire, where possible. • Demonstrated why local suppliers were not used? (Quotes supplied, evidence the service or expertise is not supported in Wellington Shire and/or limited availability). 	
Contribution Assessment questions	
Poor details provided about contribution capacity.	1
Limited details provided about contribution capacity.	2
Standard details provided about contribution capacity.	3
Above standard details provided about contribution capacity.	4
Very high details provided about contribution capacity. Detailed evidence provided, additional information provided eg financial report, documentation provided, etc	5

Contact

For general grant enquiries or if you require assistance in completing the application form please contact:

Community Facilities Planning and Grants Officer
 Phone: 1300 366 244
 Email: grants@wellington.vic.gov.au



WELLINGTON
SHIRE COUNCIL

The Heart of Gippsland

**ORDINARY COUNCIL MEETING
21 MAY 2024**

I declare that the information contained in the attached document **COMMUNITY ASSISTANCE GRANTS MARCH 2024 RECOMMENDATIONS** relating to **COMMUNITY ASSISTANCE GRANTS MARCH 2024** is confidential because it contains confidential information as defined in section 3(1) of the *Local Government Act 2020*;

(f) personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs

A handwritten signature in black ink, appearing to read 'Clem Gillings', is written over a dotted line.

.....
CLEM GILLINGS
General Manager Community & Culture
13/05/2024

17. FURTHER GALLERY AND ONLINE COMMENTS

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

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

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

ONLINE COMMENTS –

FURTHER GALLERY COMMENTS –

Meeting declared closed at:

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

18. IN CLOSED SESSION

COUNCILLOR

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

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

IN CLOSED SESSION

COUNCILLOR

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