



WELLINGTON
SHIRE COUNCIL

Agenda Ordinary Council Meeting

Tuesday 16 December 2025, commencing at 5:00 PM

Meeting to be held at

Wellington Centre – Wellington Room, Foster Street, Sale

via Microsoft Teams

or stream online at <https://www.youtube.com/@wellingtonshire>

ORDINARY MEETING OF COUNCIL
TABLE OF CONTENTS

0.1. TABLE OF CONTENTS2

1. APOLOGIES5

2. DECLARATION OF CONFLICT/S OF INTEREST5

3. CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING/S.....5

 3.1. ADOPTION OF MINUTES OF PREVIOUS COUNCIL MEETING5

4. BUSINESS ARISING FROM PREVIOUS MEETINGS6

5. ACCEPTANCE OF LATE AND URGENT ITEMS6

6. NOTICE/S OF MOTION6

7. RECEIVING OF PETITION OR JOINT LETTERS.....6

 7.1. OUTSTANDING PETITIONS6

8. INVITED ADDRESSES, PRESENTATIONS OR ACKNOWLEDGEMENTS6

9. QUESTION/S ON NOTICE6

 9.1. OUTSTANDING QUESTION/S ON NOTICE6

10. MAYOR AND COUNCILLORS REPORT7

11. DELEGATES REPORT.....10

12. CHIEF EXECUTIVE OFFICER.....11

 12.1. CHIEF EXECUTIVE OFFICER11

13. GENERAL MANAGER CORPORATE SERVICES13

 13.1. ASSEMBLY OF COUNCILLORS REPORT13

 13.2. APPOINTMENT TO COMMITTEES & DELEGATES 202618

 13.3. PROGRESS OF COUNCIL PLAN 2025-29, QUARTER 129

 13.4. ADOPTION OF 2025-26 COUNCIL POLICIES49

14. GENERAL MANAGER DEVELOPMENT233

 14.1. MONTHLY PLANNING DECISIONS - OCTOBER 2025233

 14.2. QUARTERLY BUILDING REPORT – JULY TO SEPTEMBER 2025244

14.3. QUARTERLY STRATEGIC LAND USE PLANNING UPDATE REPORT – QUARTER 4, OCTOBER TO DECEMBER 2025	252
14.4. C120WELL (MAFFRA) - CONSIDERATION OF SUBMISSIONS & PROCEED TO PANEL	261
14.5. PROPOSED AMENDMENT C126WELL (GRASSDALE).....	526
14.6. PROPOSED SALE OF LAND - AUSNET RESERVE (PRINCES HIGHWAY, SALE) ...	596
15. GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT	602
15.1. ELLEN AVENUE RECONSTRUCTION - SEASPRAY	602
15.2. GEORGE STREET DRAINAGE UPGRADE MAFFRA.....	606
15.3. EVELYN STREET AND DONALD STREET RECONSTRUCTION – YARRAM.....	610
15.4. SEATON - GLENMAGGIE ROAD RECONSTRUCTION.....	614
15.5. MCLEAN STREET RECONSTRUCTION – YARRAM.....	618
15.6. DELEGATED AUTHORITY.....	622
15.7. DIRECT MANAGED FACILITIES CLEANING SERVICE PANEL TENDER.....	625
15.8. KILMANY LANDFILL STORAGE SHED & STREET SWEEPER SHED CONSTRUCTION	629
15.9. CAPITAL BUDGET QUARTERLY UPDATE.....	633
16. FURTHER GALLERY AND ONLINE COMMENTS.....	637
17. IN CLOSED SESSION	638
17.1. MOVE INTO CLOSED SESSION	638
17.2. WEST SALE AIRPORT LAND TENURE REQUESTS	639
17.3. MOVE OUT OF CLOSED SESSION	640

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 published and archived on Council's Website for viewing by the public. Recordings may be used for publicity or information purposes.

Members of the public in attendance at the Council meeting who wish to communicate with the Council regarding an agenda item or any other matter should advise the Mayor, ideally prior to the meeting starting, to ensure that their submission is called at the appropriate time during the meeting.

Would gallery visitors, Councillors and invited online attendees please 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 GOVERNANCE

OBJECTIVE

To adopt the minutes of the Ordinary Council Meeting of 2 December 2025.

RECOMMENDATION

That Council adopt the minutes and resolutions of the Ordinary Council Meeting of 2 December 2025.

CONFLICT OF INTEREST

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

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

ACTION OFFICER: CHIEF EXECUTIVE OFFICER

ITEM	FROM MEETING	COMMENTS	ACTION BY
NIL			

5. ACCEPTANCE OF LATE AND URGENT ITEMS

6. NOTICE/S OF MOTION

7. RECEIVING OF PETITION OR JOINT LETTERS

7.1. OUTSTANDING PETITIONS

ACTION OFFICER: CHIEF EXECUTIVE OFFICER

ITEM	FROM MEETING	COMMENTS	ACTION BY
NIL			

8. INVITED ADDRESSES, PRESENTATIONS OR ACKNOWLEDGEMENTS

9. QUESTION/S ON NOTICE

9.1. OUTSTANDING QUESTION/S ON NOTICE

ACTION OFFICER: CHIEF EXECUTIVE OFFICER

ITEM	FROM MEETING	COMMENTS	ACTION BY
NIL			

10. MAYOR AND COUNCILLORS REPORT

ACTION OFFICER: COUNCILLOR CINDY MADELEY

RECOMMENDATION

That the Mayor and Councillors report be noted for November 2025.

NOVEMBER 2025

DATE	EVENT	ATTENDEES
2 November	Seed Lakeside Community Picnic. Sale & District Agricultural Society - Official Afternoon Tea.	Deputy Mayor Madeley Cr Liz Foat
3 November	Yarram Historical Society.	Cr Stephens
5 November	Remuneration Committee Meeting. CEO also in attendance.	Mayor Rossetti, Cr Ripper and Cr Bannerman.
6 November	Business Boost Meeting. Official Opening: Superficial Radiotherapy Service, Sale Hospital.	Cr Foat Mayor Rossetti
7 November	Community Bus Project, Yarram.	Cr Stephens
9 November	Sale Golf Club Pro-Am.	Cr Wells, Cr Tatterson and Cr Lowe.
10-13 November	2025 National Local Roads & Transport Congress Itinerary.	Cr Tatterson
11 November	Remembrance Day Service, Stratford. Place Names Committee Meeting. Rosedale RSL Remembrance Day Service. Yarram RSL Remembrance Day Service. Remembrance Day Commemorative Service at the Sale Cenotaph. Wellington Disability Advisory Committee Meeting #2.	Cr Ripper Cr Ripper, Cr Foat and Deputy Mayor Madeley. Cr Bannerman Cr Stephens Mayor Rossetti Deputy Mayor Madeley

DATE	EVENT	ATTENDEES
12 November	Yarram District Health Service Community Advisory Committee. Youth Council Meeting.	Cr Stephens Deputy Mayor Madeley
13 November	Star of the South Meeting. Live4Life Crew Celebration. Esso 2025 Gippsland Community Dinner. CEO also in attendance. Airshow Media Launch, West Sale.	Cr Bannerman Cr Wells Mayor Rossetti and Deputy Mayor Madeley. Deputy Mayor Madeley.
14 November	Residential Road and Street Construction Plan online meeting.	Cr Tatterson
15 November	Yarram Courthouse Gallery Monthly Exhibition.	Cr Stephens
17 November	Chair Stratford Sister City AGM.	Cr Ripper
19 November	Radio/Phone interview with Triple M/Hit Regional News. Radio/Phone interview ABC Gippsland. Catch up with Andrew Pomeroy, GM Development. WIN News TV interview.	Mayor Madeley Mayor Madeley Deputy Mayor Foat Mayor Madeley
20 November	Future of Yarram meeting with Sara Rhodes-Ward. SEATS Quarterly Meeting for Victorian Members. Meeting with AKD, Yarram. Photo Shoot at Grow Master.	Cr Stephens Cr Tatterson Mayor Madeley Mayor Madeley
21 November	Rural Councils Victoria Planning Reform meeting. Community Meeting regarding AKD, Yarram.	Cr Stephens and Mayor Madeley. Cr Stephens and Mayor Madeley.
22 November	Yarram Men's Breakfast. Yarram Show. Fundraiser for the Aussie Hay Runners - Victorian 4x4 Show 'n Shine event.	Cr Stephens Cr Stephens Cr Bannerman

DATE	EVENT	ATTENDEES
24 November	Yarram Eisteddfod AGM. Interview with ABC Radio. Essential Services Commission webinar (Fair Go Rates system).	Cr Stephens Mayor Madeley Mayor Madeley
25 November	Dargo Councillor Community Conversation. CEO also in attendance. Walk Against Family Violence, Yarram. Yarram Community BBQ for 16 Days of Activism against Gender Based Violence Campaign. Filming interview with CEO for CEO Roadshow message.	Mayor Madeley, Deputy Mayor Foat, Cr Ripper, Cr Bannerman, Cr Wells and Cr Tatterson. Cr Stephens Mayor Madeley and Cr Stephens. Mayor Madeley
26 November	Youth Council End of Year Celebration. Women in Business Networking Dinner. WSC Audit & Risk Committee meeting. Meeting with Alberton Treated Timber, Yarram. Mayor and Deputy Mayor Catch Up. Filming the Year that Was Video.	Mayor Madeley and Cr Ripper. Mayor Madeley Cr Bannerman and Cr Wells. Cr Stephens Mayor Madeley and Deputy Mayor Foat. Mayor Madeley
28 November	Rural Councils Victoria Committee Meeting.	Cr Bannerman
30 November	Wellington Walks for Women, Sale.	Mayor Madeley and Cr Ripper.

11. DELEGATES REPORT

12. CHIEF EXECUTIVE OFFICER

12.1. CHIEF EXECUTIVE OFFICER

ACTION OFFICER: CHIEF EXECUTIVE OFFICER

RECOMMENDATION

That the Chief Executive Officer's report be received for November 2025.

NOVEMBER 2025

DATE	EVENT AND ATTENDEES
5 November	Remuneration Committee Meeting. Mayor Rossetti also in attendance.
5 – 7 November	Attended Local Government Chief Officers Group Meeting.
10 November	Attended Gippsland Regional Plan Leadership Group Meeting, Morwell. Gippsland Regional Plan Steering Committee Meeting, Morwell. Planning Amendment Bill: MAV Information session.
11 November	Regular catch up with Cr Wells.
13 November	Esso Australia 2025 Gippsland Community Dinner. Mayor Rossetti and Deputy Mayor Madeley also in attendance.
14 November	Gippsland Regional Plan – Next steps meeting.
17 November	Gippsland Regional Plan Steering Committee meeting.
19 November	Attended Leadership/Coaching Development Day.
20 November	Webinar: Local government briefing on Victoria's infrastructure strategy 2025–2055. Meeting with Regional Development of Victoria to discuss AKD mill closure in Yarram.
24 November	Gippsland Regional Plan – RP consultation session. Gippsland Regional Plan Steering Committee Meeting.
25 November	Filming interview with Mayor Madeley. Dargo Councillor Community Conversation. Mayor Madeley and Deputy Mayor Foat in attendance.

DATE	EVENT AND ATTENDEES
27 November	<p>Attended Destination Gippsland Members AGM and Board Meeting, Drouin.</p> <p>Meeting with Chris Holland, Loch Sport Business & Traders Association, Loch Sport.</p>
28 November	<p>Meeting with Beth Liley, Department of Transport.</p> <p>Strategic meeting with VicGrid CEO, Alistair Parker.</p> <p>Attended One Gippsland CEO meeting.</p> <p>Meeting with VicPol Inspector, Melanie Hamshire.</p>

13. GENERAL MANAGER CORPORATE SERVICES

13.1. ASSEMBLY OF COUNCILLORS REPORT

ACTION OFFICER: MANAGER GOVERNANCE

PURPOSE

To report on all assembly of Councillor records received for the period 24 November to 7 December 2025.

RECOMMENDATION

That Council note and receive the attached Assembly of Councillor records for the period 24 November to 7 December 2025.

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, in accordance with good governance, 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 24 November to 7 December 2025.

ATTACHMENTS

1. Assembly of Councillors - 1 Dec 2025 Gippsland Art Gallery Advisory Group Meeting [13.1.1 - 1 page]
2. Assembly of Councillors - 2 Dec 2025 Council Workshop [13.1.2 - 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 24 November to 7 December 2025.

CONFLICT OF INTEREST

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

COUNCIL PLAN 2025-29

While this report does not meet a specific Council Plan strategic objective, it aligns with good governance.

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 in accordance with good governance.

COUNCIL POLICY IMPACT

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

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 - MEETING ORGANISED, HOSTED OR SUPPORTED BY COUNCIL

NAME OF MEETING	GIPPSLAND ART GALLERY ADVISORY GROUP
DATE OF MEETING	MONDAY 1 DECEMBER 2025

ASSEMBLY OF COUNCILLORS AND OFFICERS IN ATTENDANCE			
COUNCILLOR	ATTENDANCE	OFFICERS IN ATTENDANCE	
Cr Cindy Madeley	YES	Simon Gregg	Director Gippsland Art Gallery
MATTERS CONSIDERED IN THE MEETING			
<ul style="list-style-type: none"> Proposed art acquisitions Reports from Gallery Director, and Friends of the Gallery representatives 			
CONFLICTS OF INTEREST NOTED*			
No conflicts			

* In accordance with Rule 18.5(1) 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.

ASSEMBLY OF COUNCILLORS AND OFFICERS IN ATTENDANCE - COUNCIL DAY

COUNCIL WORKSHOPS – 2 DECEMBER 2025			
COUNCILLOR	ATTENDANCE	OFFICERS IN ATTENDANCE	
<i>Cr Cindy Madeley (Mayor)</i>	YES	David Morcom	Chief Executive Officer
<i>Cr Liz Foat (Deputy Mayor)</i>	YES	Arthur Skipitaris	General Manager Corporate Services
<i>Cr Scott Rossetti</i>	YES	Andrew Pomeroy	General Manager Development
<i>Cr Catherine Bannerman</i>	YES	Chris Hastie	General Manager Built and Natural Environment
<i>Cr Edward Lowe</i>	YES		
<i>Cr Garry Stephens (Online)</i>	YES		
<i>Cr Carmel Ripper</i>	YES		
<i>Cr John Tattersson</i>	YES		
<i>Cr Geoff Wells</i>	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 – 2 DECEMBER 2025		
ITEM NO.	WORKSHOP TITLE	PRESENTERS
1.1	APPOINTMENT TO COMMITTEES AND DELEGATES FOR 2026	<ul style="list-style-type: none"> • <i>Arthur Skipitaris, General Manager Corporate Services</i> • <i>Carly Bloomfield, Manager Governance</i> <i>Conflict of Interest: NIL</i>
1.2	REVIEW OF COUNCIL POLICIES	<ul style="list-style-type: none"> • <i>Carly Bloomfield, Manager Governance</i> • <i>Catie Thomson, Governance Officer</i> <i>Conflict of Interest: NIL</i>

ASSEMBLY OF COUNCILLORS AND OFFICERS IN ATTENDANCE - COUNCIL DAY

WORKSHOP DETAILS – 2 DECEMBER 2025		
ITEM NO.	WORKSHOP TITLE	PRESENTERS
1.3	UPDATE FROM VICTORIA POLICE	<ul style="list-style-type: none"> The Victoria Police Wellington PSA Local Area Commander Conflict of Interest: NIL
1.4	PROPOSED PLANNING SCHEME AMENDMENT C124WELL (GIBSONS ROAD, NORTH SALE)	<ul style="list-style-type: none"> Miriam Turner, Strategic Planner Conflict of Interest: NIL
1.5	PROGRESS OF COUNCIL PLAN 2025-29, QUARTER 1	<ul style="list-style-type: none"> Billie-Jo Thorburn, Acting Manager Customer and Communications Carly Bloomfield, Manager Governance Elena Anoshko, Acting Performance & Reporting Coordinator Conflict of Interest: NIL
1.6	CAPITAL PROGRAM – INTRODUCTION	<ul style="list-style-type: none"> Ray Weber, Manager Assets & Projects Conflict of Interest: NIL
1.7	PLANNING REFORMS PRESENTATION – PLANNING AND ENVIRONMENT ACT 1987	<ul style="list-style-type: none"> Joshua Clydesdale, Major Projects and Principal Strategic Planner Conflict of Interest: NIL

13.2. APPOINTMENT TO COMMITTEES & DELEGATES 2026

ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

PURPOSE

To formally appoint representation of Councillors to Council Advisory Committees, Community Asset Committees and Committees of Other Organisations (Delegates) for 2026 in accordance with the attached register.

RECOMMENDATION

That Councillors be formally appointed to Council Committees and as delegates to external bodies in accordance with the Register of Council Committees and Advisory Groups 2026.

BACKGROUND

Council operates a range of committees that require annual Councillor nominations. Each year, Council reviews the appointments to these committees as well as the nominations of Councillors as delegates to other bodies.

The last review was conducted in early December 2024 for the Council Committees and Advisory Groups for 2025. The updated Register of Council Committees and Advisory Groups for 2026 is now provided for Councillor endorsement.

ATTACHMENTS

1. Register of Council Committees and Advisory Groups 2026 [13.2.1 - 9 pages]

OPTIONS

Council has the following options available:

1. To formally appoint Councillors to Council Committees in accordance with the Register of Council Committees and Advisory Groups 2026; or
2. To not formally appoint Councillors to Council Committees in accordance with the Register of Council Committees and Advisory Groups 2026 and seek further information.

PROPOSAL

That Councillors be formally appointed to Council Committees in accordance with the Register of Council Committees and Advisory Groups 2026.

CONFLICT OF INTEREST

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

COUNCIL PLAN 2025-29

While this report does not meet a specific Council Plan strategic objective, it aligns with good governance.

FINANCIAL IMPACT

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

COMMUNICATION IMPACT

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

LEGISLATIVE IMPACT

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

COUNCIL POLICY IMPACT

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

RESOURCES AND STAFF IMPACT

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

COMMUNITY IMPACT

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

ENVIRONMENTAL IMPACT

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

ENGAGEMENT IMPACT

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

RISK MANAGEMENT IMPACT

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



WELLINGTON
SHIRE COUNCIL

Register Of Council Advisory Committees, Community Asset Committees and Committees of Other Organisations (Delegates)

2026

Updated 2025

TABLE OF CONTENTS

SECTION 1: COUNCIL MEETINGS.....	3
SECTION 2: COUNCIL ADVISORY COMMITTEES	4
Audit & Risk Committee.....	4
CEO Employment and Remuneration Committee.....	4
Remuneration Committee.....	4
Port of Sale Masterplan Implementation Steering Committee.....	4
Place Names Committee.....	4
Strategic Land Use Planning Project Review Group.....	5
Gippsland Art Gallery Advisory Group.....	5
Gippsland Regional Sports Complex User Group Committee.....	5
Wellington Disability Advisory Committee.....	5
Wellington Youth Service Network (WYSN).....	5
Wellington Shire Youth Council.....	5
SECTION 3: COMMUNITY ASSET COMMITTEES (VOLUNTARY APPOINTMENT).....	6
Briagolong Recreation Reserve Committee.....	6
Cameron Sporting Complex Committee.....	6
Gordon Street Reserve Committee.....	6
Maffra Recreation Reserve Committee	6
Newry Recreation Reserve Committee.....	6
SECTION 4: OTHER GROUPS AND COMMITTEES.....	7
Wellington Shire Municipal Emergency Management Planning Committee (MEMPC).....	7
Business Boost Reference Group (Business Recovery Sub-committee).....	7
Sale Performance Space Fundraising Committee.....	7
SECTION 5: COMMITTEES OF OTHER ORGANISATIONS (DELEGATES).....	8
Gippsland Climate Change Network Incorporated.....	8
Municipal Association of Victoria (MAV).....	8
Rural Councils Victoria (RCV) Committee.....	8
South East Australian Transport Strategy (SEATS).....	8
Star of the South Community Advisory Group.....	8
Gippsland Critical Minerals Community Advisory Group.....	8
National Timber Council Association Inc.....	9
Timber Towns Victoria.....	9

SECTION 1: COUNCIL MEETINGS

Purpose:

Primary decision making forum of the Council at which general business of the Council may be transacted (Ordinary meetings). In the event of a requirement for an Unscheduled Meeting, only the business specified in the notice calling the meeting may be transacted.

Members:

Mayor and all Councillors

Schedule:

Ordinary Meetings: As per Council approved Council Meeting schedule

Unscheduled Meetings: As required

SECTION 2: COUNCIL ADVISORY COMMITTEES

COUNCIL ADVISORY COMMITTEES/MEETINGS <i>Council has established Advisory Committees made up of community members, Council officers, and Councillors to provide advice on strategic issues such as planning, policy, community access, and amenity. These Committees have no decision-making authority and exist solely to inform Council's decisions. The Mayor may attend any meeting.</i>			
NAME	DESIGNATED REPORTING OFFICER	SCHEDULE	CURRENT COUNCILLOR/S
Audit & Risk Committee Purpose: To assist Council in the effective conduct of its responsibilities for financial and non-financial reporting and performance, management of risk, information services governance, maintaining a reliable system of internal controls and facilitating the organisation's ethical development. <i>* Remuneration applies to independent members (non-Council)</i>	General Manager Corporate Services	Meets at least quarterly, with extra meetings scheduled if required.	<i>Councillor Bannerman Councillor Wells Alternate: Councillor Stephens</i>
CEO Employment and Remuneration Committee Purpose: To oversee the review of the CEO's performance as per the terms and conditions of the contract of employment. <i>* The CEO Employment and Remuneration Committee must include the Mayor, Deputy Mayor and a previous Mayor (or a nominated Councillor if no previous Mayor).</i>	General Manager Corporate Services	As required.	<i>Councillor Madeley (Mayor) Councillor Foat (Deputy Mayor) Councillor Rossetti</i>
Remuneration Committee Purpose: To monitor and review Councillor expenses, Councillor allowances in line with the Victorian Independent Remuneration Tribunal determinations for adjustments, Enterprise Bargaining Agreements and any other related matters that may arise. <i>*Chaired by the Mayor and must include two other Councillors on the committee.</i>	General Manager Corporate Services	Quarterly, or more frequently if required.	<i>Councillor Madeley (Mayor) Councillor Bannerman Councillor Ripper</i>
Port of Sale Masterplan Implementation Steering Committee Purpose: To facilitate the coordinated implementation of the key elements of the Port of Sale Masterplan (September 2021).	General Manager Development	As required.	<i>Councillor Foat (Deputy Mayor) Councillor Ripper Councillor Wells</i>
Place Names Committee Purpose: Make recommendations to Council on naming issues. <i>*A quorum for each meeting requires a minimum of two Councillors to be present.</i>	Manager Assets and Projects	3 rd Tuesday every three (3) months	<i>Councillor Foat (Deputy Mayor) Councillor Ripper Councillor Stephens</i>

COUNCIL ADVISORY COMMITTEES/MEETINGS <i>Council has established Advisory Committees made up of community members, Council officers, and Councillors to provide advice on strategic issues such as planning, policy, community access, and amenity. These Committees have no decision-making authority and exist solely to inform Council's decisions. The Mayor may attend any meeting.</i>			
NAME	DESIGNATED REPORTING OFFICER	SCHEDULE	CURRENT COUNCILLOR/S
Strategic Land Use Planning Project Review Group Purpose: To provide local Councillor review of, and feedback on the work program of the Strategic Land Use Planning Team.	Manager Planning & Building	Quarterly or additional meetings scheduled if required.	<i>Councillor Foat (Deputy Mayor)</i> <i>Councillor Wells</i> <i>Councillor Tatterson</i>
Gippsland Art Gallery Advisory Group Purpose: To provide input to the Council on the operation, policy development and future planning of Gippsland Art Gallery.	Manager Culture & Leisure	1 st Monday at 5:00pm; March, June, September and December.	<i>Councillor Ripper</i> <i>Alternate: Councillor Madeley (Mayor)</i>
Gippsland Regional Sports Complex User Group Committee Purpose: To provide advice, information, and feedback in relation to operational, maintenance and use of Gippsland Regional Sports Complex. Also, to share information with other users of the Gippsland Regional Sports Complex.	GRSC Operations Leader	Meetings held twice yearly in Term 1 and Term 3 of the Victorian School Calendar, or as required. Special meetings may be convened as needed.	<i>Councillor Lowe</i> <i>Alternate: Councillor Foat (Deputy Mayor)</i>
Wellington Disability Advisory Committee Purpose: To provide advice to Wellington Shire Council on matters relating to access and inclusion for people living with a disability.	Diversity and Inclusion Officer	Four formal meetings a year.	<i>Councillor Bannerman</i> <i>Alternate: Councillor Stephens</i>
Wellington Youth Service Network (WYSN) Purpose: To strengthen the local youth sector, foster collaboration amongst service providers, advocate for all young people need to reach their full potential and promote best practice youth work.	Youth Partnerships Officer	Bi-monthly hybrid option for all meetings, on teams or at Nakunbalook.	<i>Councillor Madeley (Mayor)</i> <i>Alternate: Councillor Wells</i>
Wellington Shire Youth Council Purpose: To develop and deliver projects and campaigns, and advocate for young people in Wellington.	Youth Partnerships Officer	Youth Council meet fortnightly; however, the Council Representative is only expected to attend the formal meeting at Council Chambers once a month.	<i>Councillor Madeley (Mayor)</i> <i>Alternate: Councillor Bannerman</i>

SECTION 3: COMMUNITY ASSET COMMITTEES (VOLUNTARY APPOINTMENT)

COMMUNITY ASSET COMMITTEES <i>Under section 65 of the Local Government Act 2020 the Council may establish one or more Community Asset Committees, made up of any combination of Councillors, Council Officers and community members or organisations as determined by Council.</i>			
NAME	DESIGNATED REPORTING OFFICER	SCHEDULE	CURRENT COUNCILLOR/S
Briagolong Recreation Reserve Committee Purpose: To protect, promote and develop the Briagolong Recreation Reserve.	Coordinator Community Committees	2 nd Monday monthly Briagolong Recreation Reserve	<i>Nil</i>
Cameron Sporting Complex Committee Purpose: To protect, promote and develop the Cameron Sporting Complex, Maffra	Coordinator Community Committees	3 rd Thursday bi-monthly Cameron Sporting Complex	<i>Councillor Tatterson</i>
Gordon Street Reserve Committee Purpose: To protect, promote and develop the Gordon Street Reserve.	Coordinator Community Committees	1 st Monday of every third month Gordon Street Recreation Reserve	<i>Nil</i>
Maffra Recreation Reserve Committee Purpose: To protect, promote and develop the Maffra Recreation Reserve.	Coordinator Community Committees	1 st Monday monthly Maffra Recreation Reserve Meeting Room	<i>Councillor Wells</i>
Newry Recreation Reserve Committee Purpose: To protect, promote and develop the Newry Recreation Reserve.	Coordinator Community Committees	3 rd Monday of September, December, March, May & June	<i>Nil</i>

SECTION 4: OTHER GROUPS AND COMMITTEES

OTHER GROUPS AND COMMITTEES <i>These groups are subject to formal Council approval processes.</i>		
NAME	SCHEDULE	CURRENT COUNCILLOR/S
Wellington Shire Municipal Emergency Management Planning Committee (MEMPC) Purpose: A multi-agency collaboration group whose members bring organisational, industry or personal expertise to the task of emergency management planning for Wellington Shire. Councillors fulfill the role of Community Representatives on the Committee.	Quarterly	<i>Councillor Stephens</i> <i>Alternate: Councillor Lowe</i>
Business Boost Reference Group (Business Recovery Sub-committee) Purpose: To provide a forum for representatives of business associations and Council to share information and feedback relating to economic development activity across Wellington Shire.	Online meetings held approximately every 6 to 8 weeks. Meetings are usually held from 7:30 to 8:30am	<i>Councillor Foat (Deputy Mayor)</i> <i>Councillor Tatterson</i>
Sale Performance Space Fundraising Committee Purpose: To maintain a public fund into which the public may contribute towards the construction, maintenance, upgrade and expansion of Council owned cultural spaces, facilities and equipment.	As required.	<i>Councillor Madeley (Mayor)</i>

SECTION 5: COMMITTEES OF OTHER ORGANISATIONS (DELEGATES)

COMMITTEES OF OTHER ORGANISATIONS (DELEGATES) <i>Councillors are often requested or required to represent Council via participation on Committees formed by other organisations.</i>		
NAME	SCHEDULE	CURRENT COUNCILLOR/S
Gippsland Climate Change Network Incorporated Purpose: To provide Gippsland, at an individual and organizational level; information, consultation, and facilitation to enable action on climate change, whilst also providing a voice for Gippsland on climate change issues.	Every 2 months, on the second Friday of the month	<i>Councillor Madeley (Mayor)</i> <i>Alternate: Councillor Foat (Deputy Mayor)</i>
Municipal Association of Victoria (MAV) Purpose: The legislated peak body for local government in Victoria.	Monthly meetings, and as required.	<i>Councillor Rossetti</i> <i>Alternate: Councillor Tatterson</i>
Rural Councils Victoria (RCV) Committee Purpose: RCV is a representative body and has both CEOs and Councillors on its Committee. RCV has six regions and a CEO and Councillor from each region is elected onto the Committee for a four-year term. The Committee meets 6-8 times per year. Each member council can nominate a Councillor for a position on the Committee.	Committee meets 6-8 times per year. Annual forum.	<i>Councillor Bannerman</i> <i>*Appointed 2025 for a four-year term.</i>
South East Australian Transport Strategy (SEATS) Purpose: SEATS (South East Australian Transport Strategy Inc) is a membership-based organisation, originally formed in the mid-1990s by Local Government Authorities in Victoria and NSW to advocate for improved freight transport networks in South East Australia. Delegates can be elected officials or technical staff with expertise in transport, freight logistics or major capital works.	August – two-day meeting held in VIC November – 1 day workshop/meeting in NSW and 1 day in VIC February – two-day meeting in NSW May – 1 day workshop/meeting in VIC and 1 day in NSW	<i>Councillor Tatterson</i>
Star of the South Community Advisory Group Purpose: The Star of the South Community Advisory Group (the Group) is one avenue for community involvement in the Star of the South project (the Project) and will be an important point of connection between the Project and the Gippsland community.	Quarterly	<i>Councillor Bannerman</i> <i>Alternate: Councillor Wells</i>

COMMITTEES OF OTHER ORGANISATIONS (DELEGATES) <i>Councillors are often requested or required to represent Council via participation on Committees formed by other organisations.</i>		
NAME	SCHEDULE	CURRENT COUNCILLOR/S
Gippsland Critical Minerals Community Advisory Group Purpose: To provide a vital link between the project team for the Fingerboards Mine Project (the Project) and the local community and to foster transparent, inclusive, meaningful and constructive engagement, ensuring the community's views, concerns and aspirations help shape key project milestones.	Quarterly	<i>Councillor Wells</i>
National Timber Council Association Inc Purpose: To pursue a variety of issues relevant to local governments that have forest industries/timber issues with the Federal Government.	Quarterly teleconferences Twice yearly in person at the ALGA Conference in November	<i>Councillor Bannerman</i>
Timber Towns Victoria Purpose: To pursue a variety of issues relevant to local governments which have forest industries in Victoria and keep abreast of the issues and trends in forestry development that may have an impact upon rural communities.	2 nd Friday each month (Executive) 2 nd Friday bi-monthly (Ordinary Members)	<i>Councillor Bannerman</i>

13.3. PROGRESS OF COUNCIL PLAN 2025-29, QUARTER 1

ACTION OFFICER: MANAGER GOVERNANCE

PURPOSE

To provide the progress update on the achievement of the Council Plan 2025-29, Quarter 1, 2025/26, 1 June 2025 to 30 September 2025.

RECOMMENDATION

That Council receive the attached progress update on the achievement of the Council Plan 2025-29 for Quarter 1, 2025/26, 1 June to 30 September 2025.

BACKGROUND

The Council Plan 2025-29, adopted in 2025 under section 90(3) of the *Local Government Act 2020*, was developed with community input to guide Council's work over the next four years. It supports the Community Vision 2041, addresses local challenges and opportunities, and fulfils council responsibilities. The plan sets the Strategic Direction of Council through the following four Strategic Objectives:

- **Strategic Objective 1: Healthy Connected Communities** - Vibrant, healthy, connected and inclusive communities. Quality services are accessible to everyone.
- **Strategic Objective 2: Dynamic and Diverse Economy** - An economy that enables sustainable growth, enhancing the social environment, lifestyle and unique characteristics of our communities.
- **Strategic Objective 3: Infrastructure, Spaces and Places** - Strategically planned, designed and well-maintained infrastructure, spaces and places.
- **Strategic Objective 4: Natural Environment** - A healthy natural environment, protected and nurtured for generations to come.

There are 41 **Major Initiatives and Actions**, which are the initiatives, projects or activities that Council will deliver over the next four years. Progress is shared with the community through quarterly Council Reports, the [Future Wellington](#) website and the Annual Report.

The Council Plan 2025-29 also includes 23 Strategic Indicators used to measure success towards achieving the Strategic Objectives.

The attached document outlines the following in relation to the Council Plan 2025-29:

- Quarterly progress of Major Initiatives and Actions
- Strategic Indicators, which are measured and reported annually.

ATTACHMENTS

1. Progress of Council Plan 2025-29, Quarter 1 [**13.3.1** - 17 pages]

OPTIONS

Council has the following options available:

1. To receive the attached update on progress of the Council Plan 2025-29 for Quarter 1, 2025/26, 1 June to 30 September 2025; or
2. Not receive the attached update on progress of the Council Plan 2025-29 for Quarter 1, 2025/26, 1 June to 30 September 2025 and seek further information for consideration at a later Council meeting.

PROPOSAL

That Council receive the attached update on progress of the Council Plan 2025-29 for Quarter 1, 2025/26, 1 June to 30 September 2025.

CONFLICT OF INTEREST

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

COUNCIL PLAN IMPACT

Monitoring and reporting on the implementation of the Council Plan 2025-29 is a key responsibility of Council. Sharing regular progress updates supports Council's oversight responsibilities, ensuring initiatives are delivered on schedule and within budget.

FINANCIAL IMPACT

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

COMMUNICATION IMPACT

The Council Plan 2025-29 communicates Council's Strategic Direction to the community. The Council Plan 2025-29 can also be used by Council to communicate its vision and direction to other tiers of government, organisations, government agencies and funding bodies.

LEGISLATIVE IMPACT

The provision of a Council Plan Progress report (report reviewing the performance of the Council against the Council Plan, including the results in relation to the strategic indicators, for the first six months of the financial year) is a requirement of Local Government Performance Reporting Framework - Governance and Management checklist which is enacted by the *Local Government Act 2020*.

COUNCIL POLICY IMPACT

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

RESOURCES AND STAFF IMPACT

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

COMMUNITY IMPACT

Council continues to work in partnership with the community of Wellington Shire to deliver the Council Plan 2025-29.

ENVIRONMENTAL IMPACT

The Council Plan 2025-29 highlights the environment as a priority by identifying the Natural Environment as one of its four Strategic Objectives. It outlines a range of initiatives designed to deliver positive environmental outcomes.

ENGAGEMENT IMPACT

Council is committed to genuine and effective community engagement in planning and decision making. In accordance with the Community Engagement strategy, the International Association for Public Participation (IAP2) principles were applied during the development of the Council Plan 2025-29.

RISK MANAGEMENT IMPACT

Council utilises a Risk Management Framework to ensure effective and responsible risk management, making it a fundamental aspect of all decision-making processes. Alongside this, Council recognises strategic risks, which could impact long-term objectives. Reporting on the advancement of initiatives and key projects aligned with each Strategic Objective outlined in the Council Plan serves as a crucial control mechanism, reinforcing our dedication to risk management and the early identification of potential challenges.

COUNCIL PLAN 2025-29

PROGRESS UPDATE REPORT
QUARTER 1, 2025/26
1 June 2025 to 30 September 2025



WELLINGTON
SHIRE COUNCIL

STRATEGIC DIRECTION



Strategic Objective One:



Healthy Connected Communities

**Vibrant, healthy, connected and inclusive communities.
Quality services are accessible to everyone.**

Enabling utilisation, access and movement across places and spaces.

Celebrating, respecting and embracing the Gunaikurnai people, and Aboriginal and Torres Strait Islander heritage.

Enriching community experiences through creativity, culture and history for all ages and abilities.

Aligning services through a community-centred organisation.

Strategic Objective Two:



Dynamic and Diverse Economy

An economy that enables sustainable growth, enhancing the social environment, lifestyle and unique characteristics of our communities.

Supporting job growth and diversification of our economy.

Leveraging our natural environment and community assets to promote tourism, events and activation.

Planning to support future growth and changing needs of our community.

Guiding responsible, sustainable development that protects, values and celebrates our unique heritage.

Strategic Objective Three:



Infrastructure, Spaces and Places

Strategically planned, designed and well-maintained infrastructure, spaces and places.

Providing high quality places and spaces to enhance our townships and community.

Developing and promoting safe and suitable transport infrastructure.

Coordinating facilities and infrastructure to meet growth and evolving needs.

Fostering inclusive and accessible spaces for community connection, creativity and activities.

Strategic Objective Four:



Natural Environment

A healthy natural environment, protected and nurtured for generations to come.

Contributing to the protection and revitalisation of natural landscapes, biodiversity, and waterways.

Encouraging and supporting sustainable practices.

Strengthening natural disaster resilience and emergency response preparedness.

Empowering the community and businesses to drive positive environmental outcomes.

Strategic Objective One



Healthy Connected Communities

Vibrant, healthy, connected and inclusive communities.
Quality services are accessible to everyone.



**Strategic
Objective
One:**
Healthy Connected Communities

Vibrant, healthy, connected and inclusive communities.
Quality services are accessible to everyone.



Initiative Code	Key initiatives and priorities to achieve these outcomes	Progress update comments	Status	Progress
1.1	Support initiatives that improve access, encourage movement, and increase community use of local places and spaces through education, infrastructure activation, and promotion of active and safe travel.	The Urban Paths Plan (UPP) is a key driver in achieving this Council Plan Action. Implementation is on track, with planning and construction activities progressing as anticipated. A scheduled review will assess outcomes and provide an updated status report to inform future priorities.	Progressing	5%
1.2	Partner with the Gunaikurnai community to strengthen relationships and deliver positive outcomes.	Initial engagement has commenced with the Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) to build stronger relationships and explore opportunities for collaboration. This partnership aims to deliver culturally informed outcomes that reflect shared values and respect for Country.	Progressing	15%
1.3	Deliver transparent and consistent community engagement, providing opportunities for input and how community feedback is considered.	<p>Council has launched the Future Wellington website, completing the final stage of the Future Wellington project. This platform replaces lengthy printed reports with an interactive dashboard, enabling real-time tracking of progress against 41 major initiatives and 11 objectives of the Live Well in Wellington Plan.</p> <p>Key benefits include:</p> <ul style="list-style-type: none"> Improved transparency and community engagement Enhanced functionality for Councillors and staff to monitor and report progress Clear, easy-to-navigate updates on priorities, projects, and performance <p>Wellington is the first Victorian council to deliver a platform of this kind, positioning it as a leader in open and accessible local government reporting. Full Council Plan documents remain available for download, with Future Wellington providing the preferred digital experience. Council has delivered a new Community Engagement portal, marking a significant upgrade to Your Wellington Your Say. Powered by Social Pinpoint technology, the new tool offers a more accessible and user-friendly interface.</p> <p>Accessibility improvements include:</p> <ul style="list-style-type: none"> Screen reading technology Adjustable contrast, larger text, link highlighting, and text spacing Dyslexia-friendly design Options to hide images, use tool tips, and access an integrated dictionary <p>These enhancements ensure broader community participation and make engagement easier and more inclusive.</p>	Progressing	10%

Initiative Code	Key initiatives and priorities to achieve these outcomes	Progress update comments	Status	Progress
1.4	Advance inclusion and engagement of Wellington's socially and culturally diverse communities through a range of arts and culture programs.	The Wedge Performing Arts Centre has continued to offer a mix of programs this quarter, catering to a wide range of interests and age groups. This has included live theatre and music performances, as well as comedy nights and community-led productions. The venue has remained a lively and inclusive space for cultural expression. These events not only entertained local audiences but also supported regional artists and contributed to the Shire's growing reputation as a destination for quality performing arts.	Progressing	10%
1.5	Implement key initiatives of the Information and Communication Technology Strategic Plan, including regional shared services initiatives, that support community facing services and emergency management responsiveness.	Council has initiated key ICT Strategic Plan actions during this reporting period, including: <ol style="list-style-type: none"> 1. Launching activities to support the review and alignment with best-practice ICT standards. 2. Implementing Cybersecurity Improvement Initiatives, such as conducting an Enterprise Technology Risk Assessment, Network Penetration Testing, and a Privacy Audit to ensure ongoing compliance with the Privacy and Data Protection Act 2014 and the Victorian Protective Data Security Standards Framework. 3. Establishing a joint Geographic Information Systems (GIS) working group with East Gippsland Shire Council to review GIS business systems and processes, driving efficiencies and improved outcomes for both councils. 	Progressing	25%
1.6	Provide ongoing internal training in inclusive practices, cultural safety, and accessibility.	E-learning modules on Cultural Awareness, Gender Equality, Prevention of Workplace Bullying and Harassment, and Child Safety continue to be delivered on a recurring cycle. Development of a new module on Gender Impact Assessments (GIAs), incorporating the concept of intersectionality, is underway. To further support staff engagement and application of GIA principles, monthly drop-in sessions are being facilitated across the organisation.	Progressing	10%
1.7	Lead a collaborative procurement initiative to acquire upgraded leisure management software that provides a user-friendly customer experience.	Tender documentation and scope of works have been completed and will be advertised shortly. Following the advertisement, the tender process will progress to evaluation and contractor appointment to enable commencement of works.	Progressing	30%
1.8	Provide resources, training, and recognition opportunities that strengthen volunteering and community groups.	Development of governance resources and templates to support volunteer committees is underway. In recognition of the valuable contribution of volunteers and community groups, a thank-you event was held in Stratford, attended by several Councillors.	Progressing	5%

Initiative Code	Key initiatives and priorities to achieve these outcomes	Progress update comments	Status	Progress
1.9	Strengthen public transparency through enhancing accessibility to reporting and decision-making information.	<p>The new reporting platform, Future Wellington was launched on Monday, 22 September 2025, demonstrating a commitment to transparency, accessibility, and community engagement.</p> <p>This platform serves as a central hub for Council's long-term strategic plans, including the:</p> <ul style="list-style-type: none"> • Community Vision 2041 • Council Plan 2025-2029 • Financial Plan • Asset Plan • Municipal Public Health and Wellbeing Plan - Live Well in Wellington <p>The new website is designed to address previous challenges around engagement and accessibility. It replaces the static PDF-based approach with a dynamic, user-friendly interface that allows:</p> <ul style="list-style-type: none"> • Real-time tracking of progress against strategic priorities via a performance dashboard • Clear updates on Council initiatives and actions • Interactive access to strategic documents and sub-plans • New channels for community feedback and engagement 	Progressing	50%
1.10	Continue to grow Wellington Shire's reputation as a cultural centre for Gippsland through major arts, culture events and festivals.	<p>Over the past few months, our Performing and Visual Arts Teams have continued to build its reputation as a cultural hub for Gippsland.</p> <p>One of the standout events was the highly successful Turner & Australia exhibition, which showcased world-class art to our community and attracted visitors from across the region.</p> <p>We also delivered a diverse program of live performances at The Wedge, offering something for everyone, from theatre and music to locally produced shows.</p> <p>Beyond our own events, we collaborated with other councils and arts organisations across Gippsland to plan and support regional festivals and cultural initiatives. These partnerships are fostering a stronger, more connected arts community throughout the region.</p>	Progressing	10%

Strategic Indicators: How we will measure success	Baseline 30 June 2025	2025-26 Result	2026-27 Result	2027-28 Result	2028-29 Result	Target 30 June 2029
Community satisfaction with Council's customer service.	Wellington Shire Council result 68/100 Large Rural Council result 65/100					Equal to or greater than Large Rural Council result
Community satisfaction with Council's community and culture activities.	Wellington Shire Council result 66/100 Large Rural Council result 63/100					Equal to or greater than Large Rural Council result
Community satisfaction with Council's local street and footpath network.	Wellington Shire Council result 56/100 Large Rural Council result 48/100					Equal to or greater than Large Rural Council result
Satisfaction with Council's community consultation and engagement.	Wellington Shire Council result 52/100 Large Rural Council result 48/100					Equal to or greater than Large Rural Council result
Participation at Council-run performing arts events.	18,615 visits					Maintain
Participation in Gippsland Art Gallery programs and events.	35,508 visits					Maintain

Strategic Objective Two

Dynamic and Diverse Economy

An economy that enables sustainable growth, enhancing the social environment, lifestyle and unique characteristics of our communities.



**Strategic
Objective
Two:**
Dynamic and Diverse Economy

An economy that enables sustainable growth, enhancing the social environment, lifestyle and unique characteristics of our communities.



Initiative Code	Key initiatives and priorities to achieve these outcomes	Progress update comments	Status	Progress
2.1	Provide support to existing, new and emerging businesses and industries to contribute to their sustainability and growth.	<p>Council continues to deliver targeted support for existing, new, and emerging businesses through a range of initiatives. Key actions include:</p> <ul style="list-style-type: none"> Hybrid business workshops enabling participation from multiple locations Prompt payment practices and streamlined permit approvals to reduce barriers Regular engagement with local Business and Progress Associations to address concerns and improve service delivery <p>The business support programme featured mentoring through the Small Business Mentoring Service Business Clinic and masterclass workshops such as Running Your Small Business, Building Long-Term Value, and the Sale BTA AI Breakfast, alongside tourism working group sessions.</p> <p>Council recently hosted the Business Boost event, focusing on building business capability and featuring a presentation from Regional Migration Australia.</p> <p>In addition, Council monitors local vacancy rates every six months to identify trends and challenges within the business environment.</p>	Progressing	10%
2.2	Deliver integrated, place-based planning for community infrastructure and services with a focus on housing diversity, equitable access, and long-term social and physical infrastructure requirements.	<p>Council continues to advance integrated place-based planning and promote housing diversity through the ongoing assessment of planning permit applications and the implementation of Planning Scheme Amendments.</p> <p>These actions ensure alignment with strategic objectives and support sustainable growth across the municipality.</p>	Progressing	15%
2.3	Collaborate with industry and government partners in attracting new investment to advance renewable energy solutions.	<p>Council is participating in renewable energy opportunities through strategic partnerships and advocacy. Leveraging relationships with the Gippsland Climate Change Network and Regional Development Victoria, Council has supported proposed projects and positioned Wellington as a key player adjacent to Australia's first declared offshore wind zone, an estimated \$40 billion investment opportunity.</p> <p>In collaboration with South Gippsland Shire Council and Gunaikurnai Land and Water Aboriginal Corporation (GLaWAC), planning investigations are underway to enable industry growth, supported by a successful \$4.7 million grant from the Regional Partnerships and Precincts Program for essential technical reports.</p> <p>Council has also partnered with Fulham Solar Farm to host community engagement events in Sale and Rosedale, highlighting business and employment prospects.</p> <p>Additionally, Wellington contributed to the Net Zero Economy Authority Board Roundtable, outlining transition opportunities across sectors including agriculture and defence.</p>	Progressing	10%

Initiative Code	Key initiatives and priorities to achieve these outcomes	Progress update comments	Status	Progress
2.4	Maximise Councils current and future investment in The Middle of Everywhere branding and supporting materials.	Council has strengthened the impact of The Middle of Everywhere brand by embedding it across tourism, business development, investment attraction, and liveability programs. The brand has been consistently applied through digital platforms, social media campaigns, promotional videos, and integration into events, signage, merchandise, and corporate materials. This unified approach has enhanced regional identity, supported economic development, and increased recognition of Wellington Shire as a vibrant place to live, work, invest, and visit. Next steps include refreshing and expanding brand content to promote key growth sectors such as renewable energy, aviation, and agriculture. The brand will continue to align with upcoming events, investment prospectus releases, and regional marketing initiatives. Impact will be measured through engagement data and business enquiries, while partnerships with local businesses and regional agencies will be strengthened to maximise long-term value.	Progressing	10%
2.5	Facilitate the delivery of zoned land for residential, industrial and commercial growth and land supply.	Several Planning Scheme Amendments are currently in progress at different stages of preparation to enable the delivery of zoned land for residential, industrial, and commercial growth.	Progressing	10%
2.6	Progress the West Sale industrial precinct to facilitate economic development.	Outstanding drainage issues and adjoining landowner consultation are being finalised, before the completed Development Plan is submitted for Council's consideration.	Progressing	75%
2.7	Progress initiatives and projects to maximise returns to Council by leveraging its assets.	To maximise returns to Council through strategic asset utilisation, the following initiatives and projects are being progressed: Property Development Investigations Business cases are underway to assess development opportunities for unused land/buildings in Sale, Stratford and Yarram West Sale Airport Activation Commencement of a Masterplan process to guide future development Expression of Interest (EOI) process initiated to attract commercial interest Investigation of potential DSARS (Dedicated Search and Rescue Services) operations Engagement with local operator regarding pilot training opportunities Commercial Rent Optimisation Review of market rental rates at Council-managed airports, with implementation of new per square metre rates to enhance revenue Broader rental review across the property portfolio to identify opportunities for improved commercial returns Engagement of a local real estate agent to support leasing efforts and reduce vacancy rates	Progressing	10%
2.8	Review the Wellington Planning Scheme.	Council has been advised by the regional office of the Department of Transport and Planning that grant funding is available to support the Planning Scheme Review. An application for funding is currently underway.	Pending	0%

Initiative Code	Key initiatives and priorities to achieve these outcomes	Progress update comments	Status	Progress
2.9	Partner with and advocate for our local agricultural industry, to support and add value to horticulture, dairy, timber, animal husbandry and other key agri-business sectors.	<p>Council continues to support and advocate for the local agricultural industry through strategic initiatives and partnerships.</p> <ul style="list-style-type: none"> A three-year Memorandum of Understanding has been signed with the Gippsland Agricultural Group (GAgG) to advance research into sustainable farming practices that improve drought resilience, water security, and profitability in a changing climate. Feasibility studies for a multi-purpose feed mill in Gippsland have been facilitated, attracting multinational investment and enabling vertical integration for broiler farms, grain drying, and circular economy innovations using chicken litter and digestate. A comprehensive livestock handling protocol has been implemented to ensure safe and compliant operations, aligned with national legislation and animal welfare standards. Staff participation in the 2025 Saleyards Australia Conference reinforced Council's commitment to best practice, with discussions on livestock assurance, feedback systems, and biosecurity. In collaboration with Agriculture Victoria's District Veterinary Officer, Council addressed livestock identification and compliance matters, including conflict of interest concerns and obligations under the Livestock Disease Control Act. Council continues to work with The Future of Yarram and The Future of Heyfield on timber transition planning and recently hosted the Timber Towns AGM and Tour, strengthening regional collaboration and advocacy for the forestry sector. 	Progressing	10%

Strategic Indicators: How we will measure success	Baseline 30 June 2025	2025-26 Result	2026-27 Result	2027-28 Result	2028-29 Result	Target 30 June 2029
Community satisfaction with the support given by Council to business, community development and tourism.	Wellington Shire Council result 61/100 Large Rural Council result 55/100					Equal to or greater than Large Rural Council result
Community satisfaction with Council's planning and building permits.	Wellington Shire Council result 53/100 Large Rural Council result 41/100					Equal to or greater than Large Rural Council result
Annual growth rate of real Gross Regional Product (GRP).	Wellington Shire Council \$5.134B - 20.78% growth Gippsland \$24.933B - 15.40% growth					Equal to or greater than the growth rate of Gippsland
Unemployment rate.	Wellington Shire 4.8% Gippsland 4.9%					Equal to or lower than the Gippsland rate
Domestic travel visitors to Wellington Shire.	1,168,000 visitors					Increase
Population growth of Wellington Shire.	46,533 people					Increase

Strategic Objective Three

Infrastructure, Spaces and Places

Strategically planned, designed and well-maintained infrastructure, spaces and places.



Strategic
Objective
Three:**Infrastructure, Spaces and Places**

Strategically planned, designed and well-maintained infrastructure, spaces and places.



Initiative Code	Key initiatives and priorities to achieve these outcomes	Progress update comments	Status	Progress
3.1	Maintain a network of local parks, open spaces and urban forest to support community activity, wellbeing and connection to the natural environment.	Parks are regularly maintained on a set schedule, and upgrades to park infrastructure are planned as assets reach the end of their life. The new 10-year Public Open Space Strategy completed its first phase of community engagement in August 2025. The Urban Forest program is ongoing, with a target of planting 1,000 new, replacement, or infill trees each year. We also actively support events and licensed activities that encourage community use of our parks.	Progressing	5%
3.2	Explore alternative, cost-effective models for delivering cultural, leisure, and recreation facilities and programs.	This activity is scheduled to begin in Year 3 of the Council Plan. It follows a regular cycle and was last completed in 2024.	Pending	0%
3.3	Advocate and plan for early years infrastructure provision and developments that support inclusive access to appropriate facilities.	Maintenance and upgrade works were completed at several Council-owned kindergarten buildings during the September school holidays. Council is also in ongoing discussions with key service providers regarding their plans to upgrade their sites. In addition, Council has engaged with the State Government to explore potential locations for new kindergartens on school sites within Wellington.	Progressing	10%
3.4	Improve physical accessibility, enhance safety and ease of use for all ages and abilities, and embed inclusive design features.	Council is continuing regular maintenance of parks along with upgrades to trails, paths, playgrounds, and accessible facilities. Plans also include improving access to open spaces within a short walk of homes and adding lighting to make parks safer and more usable for longer hours.	Progressing	5%
3.5	Deliver a targeted activation plan for the newly redeveloped Aqua Energy leisure facility.	As part of our targeted reactivation plan at Aqua Energy, Council has introduced a range of improvements aimed at boosting community engagement and participation. These include new membership options to better suit individual needs, enhanced access to swimming lessons, and a refreshed mix of programs catering to all ages and abilities. We've also launched new wellness services and strengthened our digital platforms to make it easier for members to connect and stay informed. These efforts have led to a strong recovery, with membership numbers now exceeding pre-closure levels, over 1,000 enrolments in our swim school, and record participation across our programs.	Progressing	90%
3.6	Develop and deliver a renewed Aquatic and Leisure Strategy.	This activity is scheduled to commence in Year 2 of the Council Plan.	Pending	0%
3.7	Undertake review of libraries to ensure improved effectiveness of service delivery without compromising community satisfaction.	The Wellington Proposal project has commenced and established the required project governance framework, including the Project Control Group, Project Sponsor, and Project Lead. Key project documentation such as the project plan and supporting materials are currently being developed and refined. Approval has been received from the Corporate Management Team (CMT) regarding the proposed approach, enabling the project to proceed as planned.	Progressing	15%

Initiative Code	Key initiatives and priorities to achieve these outcomes	Progress update comments	Status	Progress
3.8	Work to ensure that our town centres are activated, safe, well presented, have appropriate facilities and are well-maintained.	Garden beds, street trees, rubbish services, lighting, seating, and other amenities are regularly maintained. Standards are audited, and customer requests are promptly addressed to keep these spaces well-presented, active, and welcoming.	Progressing	5%
3.9	Undertake a review of the Community Managed Facilities Strategy to ensure continued community access to well-managed, well-maintained spaces that prioritise high-use and multi-purpose venues.	An independent review of the current Community Managed Facilities Strategy has been completed, and a recommendations report is currently being finalised to inform the next steps.	Progressing	5%
3.10	Ensure the proactive maintenance, renewal, and management of Council infrastructure assets.	Council adopted the 10-Year Asset Plan on 19 August 2025, and a new GIS system was procured in September.	Progressing	10%
3.11	Deliver The Wedge Performing Arts Centre refresh project and operating model.	Detailed design tender documentation is in the final stages of preparation.	Progressing	30%
3.12	Revise the Residential Road and Street Construction and Urban Paths Plans.	An initial review of the plans is underway and is scheduled for presentation at an upcoming Council workshop.	Progressing	10%
3.13	Revise the Recreational Boating Facilities Plan.	Review and update of the Recreational Boating Facilities Plan to occur during 2026.	Pending	0%

Strategic Indicators: How we will measure success	Baseline 30 June 2025	2025-26 Result	2026-27 Result	2027-28 Result	2028-29 Result	Target 30 June 2029
Community satisfaction with the appearance of Council's public areas.	Wellington Shire Council result 71/100 Large Rural Council result 66/100					Equal to or greater than Large Rural Council result
Community satisfaction with Council's recreational facilities.	Wellington Shire Council result 70/100 Large Rural Council result 65/100					Equal to or greater than Large Rural Council result
Community satisfaction with Council's Art centres and libraries.	Wellington Shire Council result 77/100 Large Rural Council result 71/100					Equal to or greater than Large Rural Council result
Community satisfaction with Council's overall performance.	Wellington Shire Council result 58/100 Large Rural Council result 50/100					Equal to or greater than Large Rural Council result
Utilisation of aquatic facilities.	160,943 visits or 3.46 visits per head of population					Maintain
Library visits per head of population.	226,587 visits or 4.87 visits per head of population					Maintain

Strategic Objective Four

Natural Environment

A healthy natural environment, protected and nurtured for generations to come.



**Strategic
Objective
Four:**
Natural Environment

A healthy natural environment, protected and nurtured for generations to come.



Initiative Code	Key initiatives and priorities to achieve these outcomes	Progress update comments	Status	Progress
4.1	In partnership with community and business, encourage sustainability initiatives and take actions to reduce Council's impact on climate.	Council continues to deliver sustainability education programs with schools and the broader community as scheduled. Media opportunities are used to showcase Council initiatives and encourage businesses and residents to take part in actions that reduce environmental impact. These actions include transitioning to renewable energy, planting trees for shade and climate mitigation, electrifying Council's operational equipment, and improving waste and resource recovery practices.	Progressing	5%
4.2	Enhance the extent and quality of the urban forest across our townships.	Council continues to deliver the multi-year Urban Forest program, which focuses on planting street trees to improve shade and streetscape amenity in Wellington townships where trees are limited or missing. In September 2025, residents were invited to take part in selecting suitable tree species for planting in Autumn 2026. This engagement encourages community involvement in street design and helps foster long-term stewardship of street trees.	Progressing	5%
4.3	Continue involvement in regional Integrated Water Management forum and consider funding opportunities where aligned with Integrated Water Management Plan.	Council staff continue to actively participate in regional meetings, ensuring Wellington Shire remains engaged in collaborative planning efforts. At the most recent meeting, initiatives to improve integrated water management across the region were considered, with discussions focused on practical strategies to enhance sustainability and resilience. Council will continue to contribute to these forums to support coordinated outcomes.	Progressing	5%
4.4	Encourage the reuse of items through the provision of a quality library service.	A series of book sales have been conducted across the Shire, utilising surplus and outdated stock from library collections. This initiative supports the reuse of items and promotes sustainable practices while maintaining the quality of library services.	Progressing	20%
4.5	Ensure emergency management plans are developed collaboratively with lead agencies and communities to improve community preparedness.	The development and publication of Local Emergency Directories (LEDs) for high-risk communities is ongoing. Initial planning for the renewal of the Municipal Emergency Management Plan (MEMP), scheduled for completion in late 2026. Further progress on this renewal will occur throughout the 2026 calendar year.	Progressing	5%
4.6	Progress updates to the flooding provisions within the Wellington Planning Scheme.	A suite of draft documents for Planning Scheme Amendment C125well (Revised Flood Controls) are currently being finalised in collaboration with the West Gippsland Catchment Management Authority in preparation for a Council Briefing scheduled for November 2025. Work is also progressing with the Communications Team on a comprehensive strategy to support the formal public notice period, anticipated to occur in the third quarter.	Progressing	10%
4.7	Manage waste production and resource recovery, supporting both waste reduction and diversion from landfill.	The diversion rate for the first quarter (1 July - 30 September 2025) was reported at 25.42%. Ongoing education initiatives, including general waste awareness and school-based programs, continue to promote waste reduction, reuse, and recycling.	Progressing	5%

Initiative Code	Key initiatives and priorities to achieve these outcomes	Progress update comments	Status	Progress
4.8	Enhance the reuse and recycling of resources, minimise waste and support the development of circular economy initiatives.	Ongoing waste education campaigns are assisting residents to understand the importance of reducing, re-using and recycling resources. These efforts are building momentum toward the introduction of Food Organics Garden Organics (FOGO) in 2026. This year's Annual Hard Waste Collection encourages residents to consider what they discard, the first ever E-Waste collection campaign aims to maximise E-Waste recovery.	Progressing	5%
4.9	Educate the community on the importance of environmental stewardship, sustainable living, and climate resilience.	Sustainability Education campaigns with schools and broader community have been delivered as scheduled. Planting programs have been implemented in designated Natural Environment areas. Waste Education campaigns are ongoing, with an emerging focus on the introduction of the new Food Organics Garden Organics (FOGO) service in 2026. Public engagement opportunities have included invitations to talks hosted at Nakunbalook Environmental Education Centre. Media channels have been actively utilised to encourage community participation in environmental stewardship, sustainable living, and building climate resilience.	Progressing	5%

Strategic Indicators: How we will measure success	Baseline 30 June 2025	2025-26 Result	2026-27 Result	2027-28 Result	2028-29 Result	Target 30 June 2029
Community satisfaction with emergency and disaster management by Council.	Wellington Shire Council result 67/100 Large Rural Council result 65/100					Equal to or greater than Large Rural Council result
Community satisfaction with the management of waste by Council.	Wellington Shire Council result 63/100 Large Rural Council result 62/100					Equal to or greater than Large Rural Council result
Community satisfaction with Council's approach to environmental sustainability.	Wellington Shire Council result 59/100 Large Rural Council result 58/100					Equal to or greater than Large Rural Council result
Kerbside collection waste diverted from landfill.	26.35% waste diversion					Maintain
Achieve an annual net gain of street and park trees through the Urban Forest Renewal Program.	Approximately 100,000 trees					Increase

13.4. ADOPTION OF 2025-26 COUNCIL POLICIES

ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

PURPOSE

For Council to review and adopt the attached updated Council policies.

RECOMMENDATION

That Council adopt the 40 updated Council policies, as attached, thereby revoking the same existing policies.

BACKGROUND

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

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

As the policies hold various revision dates, policies are reviewed at different times of the year. The policies with a review date of December 2025 have been assessed and updated to reflect applicable changes since the last revision.

Approval of Policies

Wellington Shire Council currently has a suite of 76 Council policies. A total of 40 policies are being presented to this Council Meeting for adoption as Council is the nominated approver. These include several mandatory policies that are a requirement of the *Local Government Act 2020*. In addition, there are Council adopted policies in place to fulfill strategic and good governance requirements.

Summary of Policy Updates

Council Approval

Attachment 13.4.1 - Summary of Amendments Table outlines the changes that have been made to policies which are being presented for adoption by Council. The updated individual policies are also included as attachments.

During this review, it was determined that the Swimming Pool and Spa Safety Barrier Policy is no longer required due the matter being covered by legislation. Consequently, this policy will be removed from the suite of policies.

CEO Approval

There are 12 policies due for review, where the Chief Executive Officer (CEO) has been nominated as the appropriate approver, given the significant operational content of the

documents. The updated versions of the following policies will be available on the Wellington Shire Council website once approved and signed by the CEO:

Summary of Policy Updates – CEO Approval
Councillor and Staff Interaction Policy
Occupational Health and Safety Policy
Enforcement Policy (formerly an Enforcement Guideline, now formalised as a Policy)
Privacy and Data Protection Policy
Prevention of Sexual Harassment
Freedom of Information Policy
Information Management Policy
Information Disposal Policy
Declarable Associations Policy
Infringement Review Policy
Customer Service Policy
CCTV Policy

Policies Not Yet Due For Review

The following 21 Council policies are not included as part of this revision as the 'Next Review Date' has not been reached. These policies will be reviewed and presented for adoption at a later stage, in line with the review date documented on each policy:

Policies for Future Review – Council Approval	Review Date
CEO Employment and Remuneration Policy	May 2026
Community Engagement Policy	June 2026
Risk Management Policy	July 2026
Authorisation and Appointments Policy	December 2026
Fraud and Corruption Control Policy	December 2026
Public Interest Disclosure Policy	December 2026
Council Expense and Administration Policy	December 2026
Mandatory Notification Policy	December 2026
Acceptance and Declaration of Gifts	December 2026
Provision of Motor Vehicles for Councillors	December 2026
Open Space Policy	December 2026
Major Events Policy	December 2026
Roadside Tourism Directional Signs Policy	December 2026
Wood Encouragement Policy	December 2026
Sale, Exchange and Acquisition of Land	December 2026
Investment Policy	December 2026
Corporate Credit Card Policy	December 2026
Electronic Gaming Machine Policy	December 2026
Roadside Memorials Policy	December 2026
Funding and Procurement of Public Infrastructure Works Policy	May 2027
Election Period Policy	June 2027

There are 3 Council policies for CEO approval where the 'Next Review Date' has not yet been reached. These policies will be reviewed and presented to the CEO for approval at a later stage in line with the review date documented for each policy:

Policies for Future Review – CEO Approval	Review Date
Disposal of Surplus Council Equipment Policy	December 2027
Respect in the Workplace (Bullying, Harassment and Discrimination) Policy	May 2026
Equal Opportunity and Anti Discrimination	December 2026

ATTACHMENTS

1. 0.0 Summary of Council Policy Amendments Table 2025 [**13.4.1** - 14 pages]
2. 1.3 Media and Communications Policy [**13.4.2** - 2 pages]
3. 1.4 Social Media Policy [**13.4.3** - 5 pages]
4. 2.1.3 Human Rights Policy [**13.4.4** - 4 pages]
5. 2.1.4 Child Safe Policy [**13.4.5** - 11 pages]
6. 2.2.1 Bank Guarantees Policy [**13.4.6** - 2 pages]
7. 2.2.3 Rates Hardship and Debt Recovery Policy [**13.4.7** - 8 pages]
8. 2.2.4 Procurement Policy [**13.4.8** - 25 pages]
9. 2.2.6 Best Value and Competitive Neutrality Policy [**13.4.9** - 3 pages]
10. 2.4.6 Conflict of Interest Policy [**13.4.10** - 9 pages]
11. 2.4.7 Delegations Policy [**13.4.11** - 5 pages]
12. 2.4.9 Public Transparency Policy [**13.4.12** - 6 pages]
13. 3.1.1 Heritage Policy [**13.4.13** - 2 pages]
14. 3.2.1 Car Parking - Off Street Car Parks Policy [**13.4.14** - 2 pages]
15. 3.2.2 Street Raffles Policy [**13.4.15** - 2 pages]
16. 3.2.3 Building Policy [**13.4.16** - 3 pages]
17. 3.2.7 Complaints Handling Policy [**13.4.17** - 5 pages]
18. 3.3.4 Rental and Leasing of Council Owned Properties Policy [**13.4.18** - 5 pages]
19. 4.1.1 Waste Collection Policy [**13.4.19** - 2 pages]
20. 4.1.2 Nature Strip Maintenance Policy [**13.4.20** - 2 pages]
21. 4.1.4 Litter Bins Policy [**13.4.21** - 1 page]
22. 4.1.5 Playgrounds Policy [**13.4.22** - 2 pages]
23. 4.1.6 Public Open Space Contribution - Subdivisions Policy [**13.4.23** - 2 pages]
24. 4.1.7 Public Toilets Policy [**13.4.24** - 2 pages]
25. 4.1.8 Significant Tree Protection Policy [**13.4.25** - 2 pages]
26. 4.1.9 Urban Forest Policy [**13.4.26** - 2 pages]
27. 4.1.10 Climate Change and Sustainability Policy [**13.4.27** - 3 pages]
28. 4.1.11 Rates Rebate on Land for Conservation Purposes Policy [**13.4.28** - 2 pages]
29. 4.1.12 Public Memorials in Open Spaces [**13.4.29** - 3 pages]
30. 4.2.1 Asset Management Policy [**13.4.30** - 3 pages]
31. 4.2.2 Place and Feature Naming Policy [**13.4.31** - 7 pages]
32. 4.2.3 Subdivision Infrastructure Development Policy [**13.4.32** - 2 pages]
33. 4.2.4 Special Charge Schemes Roads Street and Drainage Development Policy [**13.4.33** - 2 pages]
34. 4.2.6 Cattle Underpasses Policy [**13.4.34** - 2 pages]
35. 4.3.1 Fencing Policy [**13.4.35** - 2 pages]
36. 5.1.3 Council Provision of Recreation- Community Facilities Policy [**13.4.36** - 4 pages]
37. 5.1.4 Committees Policy [**13.4.37** - 6 pages]
38. 5.1.5 Community Assistance Grants Program Policy [**13.4.38** - 3 pages]
39. 5.1.7 Fair Access Policy [**13.4.39** - 4 pages]
40. 5.2.1 Art Gallery Collection Policy [**13.4.40** - 5 pages]
41. 5.2.2 Art in Public Places Policy [**13.4.41** - 3 pages]

OPTIONS

Council has the following options available:

1. To adopt the 40 updated Council policies, as attached, thereby revoking the same existing policies; or
2. Not adopt the revised 2025 Council policies and request a further review of the policies for consideration at a future meeting of Council.

PROPOSAL

That Council adopt the 40 updated Council policies, as attached, thereby revoking the same existing policies.

CONFLICT OF INTEREST

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

COUNCIL PLAN 2025-29

While this report does not meet a specific Council Plan strategic objective, it aligns with good governance.

FINANCIAL IMPACT

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

COMMUNICATION IMPACT

Following adoption, the updated policies will be available on the Wellington Shire Council website: www.wellington.vic.gov.au on the Council Policies page.

LEGISLATIVE IMPACT

The review and consideration of Council's various policies meets all legislative requirements.

The *Local Government Act 2020* specifies the Council must adopt and maintain several policies including:

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

COUNCIL POLICY IMPACT

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

RESOURCES AND STAFF IMPACT

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

COMMUNITY IMPACT

A thorough review process for Council policies ensures consistency, clarity, and alignment across all policy areas. This structured approach supports strong governance within the municipality, providing a transparent framework for decision-making and service delivery.

ENVIRONMENTAL IMPACT

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

ENGAGEMENT IMPACT

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

RISK MANAGEMENT IMPACT

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

COUNCIL POLICIES – SUMMARY OF AMENDMENTS 2025

POLICY	POLICY NAME	AMENDMENTS
1.3	Media and Communications	<ul style="list-style-type: none"> Date of next review updated to December 2026 Responsible Officer: updated to Manager Customer and Communications. Related Policies: added Code of Conduct Related Documents: updated to current versions: Council Plan 2025 – 2029 and Community Vision 2041 Added word to 3rd paragraph, 1st sentence for the important role that Councillors and Employees play in 'Council's communication, engagement, community presentation and reputation'. Updated title on page 1, 2nd last paragraph for those who can approve interviews, photographs, discussion or liaison with the press to 'Manager Customer and Communications' and added 'Communications Advisors by delegation'. Included page 1, very bottom of page, a sentence to encourage the reading of this policy in conjunction with the Code of Conduct.
1.4	Social media	<ul style="list-style-type: none"> Date of next review updated to December 2026 Responsible Officer: updated to Manager Customer and Communications and updated all other references to the Manager Customer and Communications throughout the policy Minor word and formatting updates Under THE POLICY: <ul style="list-style-type: none"> added to opening sentence 'and work experience students' for whom the policy applies to altered Paragraph 3 to bullet points so as to clearly emphasise and itemise all digital spaces where people may comment, contribute, create, forward, post, upload etc
2.1.3	Human Rights	<ul style="list-style-type: none"> Date of next review updated to December 2028 (every 3 years) For Statutory Reference: added Disability Act 2006, Equal Opportunity Act 2010, Fair Work Act 2009, Freedom of Information Act 1982, Gender Equality Act 2020, Information Privacy Act 2000, Racial and Religious Tolerance Act 2001, Sex Work Act 1994 Under Respect: For Bullet point 3 changed from word 'Indigenous' to word 'Aboriginal' peoples
2.1.4	Child Safe	<ul style="list-style-type: none"> Date of next review updated to December 2027 (every two years) Responsible Officer: updated to 'Manager People and Capability'.
2.2.1	Bank Guarantees	<ul style="list-style-type: none"> Date of next review updated to December 2026
2.2.3	Rates Hardship and Debt Recovery	<ul style="list-style-type: none"> Date of next review updated to December 2027 (every 2 years) Related Documents: updated to Revenue and Rating Plan 2025-2029 Statutory Reference: added Emergency Services and Volunteers Rund Act 2012; deleted the Fire Services Property Levy Act 2012

Summary of Council Policy Amendments Table 2025
Page 1

		<ul style="list-style-type: none"> Under 2. Payments then 2.1 Due Dates: <ul style="list-style-type: none"> Content added to explain payment and pre-payment options and payment plans via utilisation of the 'Payble' system and the sequencing that will apply to a gradual balance reduction as follows:- 2. Payments <ul style="list-style-type: none"> 2.1 Due Dates <p>You may pre-pay the full amount of your rates, all four instalments, by 30 September 2025. Payments can be made in any other combination where the instalment amounts are paid before their due date.</p> <p>The instalment dates apply to all rates, charges and levies listed on your annual rate notice. You cannot separately pay one charge before another.</p> <p>There is no provision to pay in full at a later date. You may apply for a payment plan or set up a direct debit deduction via Payble – https://pay.wellington.vic.gov.au/</p> <p>All Payments will reduce your balance in the following order</p> <ul style="list-style-type: none"> legal costs interest arrears overdue amounts current rates Also under 2. Payments then 2.1 Due Dates: deletion of content relating to payments as follows: <p>Rates payments may be made at any time. The Rates are spread out in four instalment dates as published in the Government Gazette.</p> <ul style="list-style-type: none"> Council does not offer the option to pay annually in February. The first payment is due by the 30 September each year. Under Other Payment Methods <ul style="list-style-type: none"> Bullet Point 1: minor word changes including 'self' for self managed payment schedule Paragraph under bullet points: update to words in sentence to include "When a property is sold the rates are due and payable at settlement where any arrears or overdue amount exists" For Application Date: sentence updated for clarity to read "Interest charges on unpaid rates will be calculated from the day after each instalment due date" For Payment Arrangements: included a link to the website for Payble – https://pay.wellington.vic.gov.au. Heading for Hardship updated to "Hardship and Financial Hardship" plus word update to include application of hardship.
--	--	---

	<ul style="list-style-type: none">For 4.1, heading changed to “What is hardship?” with updated explanations on what constitutes the specific category of ‘hardship’For 4.2, heading changed to “What is Financial Hardship?” with updated explanations on what constitutes the specific category of ‘financial hardship’For 4.3 Applying for Hardship Relief: update to wording<ul style="list-style-type: none">Paragraph 2 “working together can significantly reduce stress and stop additional costs being incurred” andFinal paragraph: sentence deleted as timeframes for applications are not determined by the Committee or subject to ongoing compliance reviews” “Applications are valid for the timeframe determined by the Committee and will be subject to a review to ensure ongoing compliance each financial year.”For 4.4 Reporting: Minor update to wording. “A report will be presented annually, near the end of the financial year, to Council outlining the nature of the rates debts and the properties affected. “For 4.5 Waiver of Rates and Charges: update to wording to last couple of sentences of paragraph. “A more equitable solution for the community is to defer payment of rates and charges or provide payment arrangements that span many years. Council may waive interest or legal fees where either hardship or financial hardship has been approved.”For 5. Unpaid Rates: Minor update to wording in second paragraph. “Where ratepayers do not pay their rates, do not enter into a payment plan, or default on a payment plan, Council has extensive powers for the recovery of unpaid rates under the <i>Local Government Act 1989</i>.”For 5.1 Debt Recovery Action: Minor update to bullet point 5 Adjusted sentence as follows: Entry in ratepayer Arrears may affect your credit ratingFor 5.2 Referral to Council: Removed words to make sentence more concise. “sell or acquire the property as per section 181 of the <i>Local Government Act 1989</i>.”For 8. The Following has been added: Heading “Wongungarra” In addition, Council has the following policy regarding assessment in the mining town of Grant, located within the Wongungarra locality. <table><tr><th>Description of land/precinct</th><th>Charge rates</th><th>Charge interest</th><th>Debt collection action</th></tr><tr><td>Wongungarra – former township of Grant</td><td>Yes</td><td>No</td><td>No</td></tr></table> <ul style="list-style-type: none">For 9. Removed heading “Fire Services Property Levy (FSPL)” and Replaced with Emergency Services and Volunteers Fund Act (ESVF) Charges and Interest Updates to sentence with minor wording changes as follows:	Description of land/precinct	Charge rates	Charge interest	Debt collection action	Wongungarra – former township of Grant	Yes	No	No
Description of land/precinct	Charge rates	Charge interest	Debt collection action						
Wongungarra – former township of Grant	Yes	No	No						

		<p>This policy applies equally to all Fire Services Property Levy Emergency Services and Volunteers Fund charges and associated any interest raised according to the provisions of the Fire Services Property Levy Act 2012 Emergency Services and Volunteers Fund Act 2012.</p>
2.2.4	Procurement	<ul style="list-style-type: none"> • Date of next review updated to December 2029 • Related Policies: updated to policy name Fraud and Corruption Control Policy • Related Policies: added policy for Acceptance and Declaration of Gifts, Benefits and Hospitality and Funding and Procurement of Public Infrastructure Works Policy • Minor sentence updates for clarity eg. <p>1.1 Policy Objective,</p> <ul style="list-style-type: none"> • Bullet point 2: amended words to 'provide guidance to the Council' (not 'provide policy and guidance to the Council') • Bullet point 6: added words 'best value' for obtaining the right outcome/best value when purchasing goods and services <p>1.2 Associated Policies, Guidelines and Procedures</p> <ul style="list-style-type: none"> • Removed bullet point sentences for the following: Wellington Shire Council (WSC) Tenders, Expressions of Interest and Contracts System (TECS) Social Procurement: A Guide for Victorian Local Government Trade Practices Act 1974 Security of Payments Act 1999 Local Government Act 1989 Wellington Shire Council Risk Management Policy • Bullet point 2: updated to Victorian Local Government Best Practice Procurement Guidelines 2024 (Department of Planning and Community Development) • Bullet point 5: removed acronym for OH&S and updated sentence to Occupational Health and Safety Act 2004 Management System, section 4) • Bullet points 10, 11 and 12 added for Gender Equality Act 2020, Freedom of Information Act 1982 and Public Records Act 1973 • Bullet point 15: updated wording to Wellington Shire Council Fraud and Corruption Control Policy • Bullet point 17: updated wording to Wellington Shire Council Environmental Climate Change and Sustainability Policy • Bullet point 18: updated wording to Wellington Shire Council Staff Code of Conduct <p>1.3 Background:</p>

		<ul style="list-style-type: none"> Paragraph 1: minor word updates and inclusion of words 'These objectives include sustainable and socially responsible procurement, 'bottom line cost savings ...'. Paragraph 3, bullet Point 1: added words health and safety <p>• 2.1.6 Probity, Accountability and Transparency</p> <ul style="list-style-type: none"> Added and deleted content as follows: <p>Council is committed to upholding the highest standards of probity, accountability and transparency in all procurement activities, in line with the Act, and the Victorian Best Practice Procurement Guidelines (2024).</p> <p>All Councillors, Council officers and authorised agents involved in procurement activities must act ethically, impartially and in public interest. They are individually accountable for their decisions and the outcomes of procurement processes undertaken on behalf of Council.</p> <p>All procurement activities must be conducted in a manner that:</p> <ul style="list-style-type: none"> Complies with the Act, this Procurement Policy, associated procurement manual or guidelines, relevant legislation and applicable standards. Demonstrates integrity, fairness, and transparency. Is defensible under internal and external scrutiny. Manages conflicts of interest and maintains public trust. Prevents and mitigates risks such as fraud, corruption or collusion. <p>Where procurement activities are carried out by authorised agents on Council's behalf (e.g. external parties, consultants, contractors), they must comply with the same legal, ethical and procedural obligations as Council officers.</p> <p>To support probity and accountability, Council will:</p> <ul style="list-style-type: none"> Apply consistent and transparent processes that ensure fair and equitable treatment of all suppliers. Ensure procurement criteria and conditions are not changed after public release unless formally approved in line with policy or procedure. Require all participants involved in procurement activities to act in good faith, declare and manage conflicts of interest, and adhere to relevant codes of conduct and ethical standards.
--	--	--

		<ul style="list-style-type: none"> ○ Prohibit the acceptance of any gifts, benefits or hospitality from current or prospective suppliers in accordance with Council's Acceptance and Declaration of Gifts, Benefits and Hospitality Policy <p>Accountability in procurement means being able to explain and provide evidence on the process followed. The test of accountability is that an independent third party must be able to see clearly that a process has been followed and that the process is fair and reasonable.</p> <p>Therefore, the processes by which all procurement activities are conducted will be in accordance with the Council's Procurement policies and procedures as set out in this policy and related Council policies and procedures.</p> <p>Additionally:</p> <ul style="list-style-type: none"> • all Council Staff must be able to account for all Procurement decisions made over the lifecycle of all goods, services and works purchased by the Council and provide feedback on them; and • all procurement activities are to leave an audit trail for monitoring and reporting purposes. <ul style="list-style-type: none"> • 2.1.9 Disclosure of Information <ul style="list-style-type: none"> • Added and deleted content as follows: <p>Councillors and Council staff must take all reasonable measures to maintain confidentiality of:</p> <ul style="list-style-type: none"> • Information submitted by suppliers in tenders, quotations or during Tender negotiations; and • Information that is marked confidential, or reasonably understood to be confidential due to its nature; and • Any details related to current or proposed contracts, particularly where disclosure could compromise Council's position or breach probity. <p>Councillors and Council staff are to protect confidentiality, by refusing to release or discuss the following:</p> <ul style="list-style-type: none"> • Information disclosed by organisations in Tenders, Quotations or during Tender negotiations; • All information that is Commercial in Confidence; and • Pre contract information including but not limited to information provided in quotes
--	--	--

		<p>and tenders or subsequently provided in pre tender negotiations.</p> <ul style="list-style-type: none"> Paragraph 5: added words to sentence to provide more specific meaning “At no stage should any discussion be entered into which could improperly influence the procurement process or negotiation of a contract” have potential contractual implications prior to the contract approval process being finalised ... <p>New section Added with new content as follows:</p> <ul style="list-style-type: none"> 2.1.10 Procurement during the Caretaker Period In accordance with section 69 of the Act, Council must not make major procurement decisions during the caretaker period that could influence the outcome of an election or bind an incoming Council. All procurement activities during the caretaker period must: <ul style="list-style-type: none"> Be assessed for political or commercial risk; Be clearly and appropriately documented; and Comply with all relevant probity principles and legislative requirements. Further guidance will be provided by Council through caretaker period. 2.2.3 Fraud Prevention: added bullet point to cover the use of audits for fraud prevention <ul style="list-style-type: none"> Use of internal/external audits 2.3.2 Approved Methods: <ul style="list-style-type: none"> Removed 2 bullet points as follows: <ul style="list-style-type: none"> unless arrangements otherwise authorised by the Council or the CEO on a needs basis are required by abnormal circumstances such as emergencies; or Miscellaneous petty cash purchases are being phased out. Paragraph 4: added new bullet point: <ul style="list-style-type: none"> the availability of tenderers to ensure competition and competitive outcome 2.3.6 Exemptions from tendering <ul style="list-style-type: none"> For Statutory, added and deleted wording “(Covered under s5 Delegation) up to approved Financial Delegation and Approval by Council when above the CEO Financial Delegation 2.3.9 Value for Money
--	--	--

		<ul style="list-style-type: none"> Added content Council is committed to achieving Value for Money (VFM) in all procurement decisions. This means selecting the option that offers the best overall outcome – not just the lowest price, but based on a balanced assessment of cost, quality, risk, sustainability and social impact over the entire lifecycle of the goods, services or works. Deleted content Value for Money is the guiding principle of Council procurement decisions and is in accordance with the Act, Section 108(3)(b). Value For Money (VFM) seeks to make sound judgement procurement decisions based on much more than least cost. Bullet Point 2 added for “Availability and timeliness” Bullet Point 14 added for “Community Benefits” Bullet Point 15 added for “Collaboration and Aggregation arrangements” <ul style="list-style-type: none"> 2.4.2 Delegations Reserved for the Council <ul style="list-style-type: none"> Updated date “Council must approve the award of all contracts Chief Executive Officer (\$400,000 as at 7 July 2021) July 2024. 2.9 Contract Management <ul style="list-style-type: none"> Paragraph 1: added to sentence ‘in a timely manner and provided to the required standards of quality ...’ Bullet Point 3: added word “Environmental” to list of adhering to relevant compliance procedures <p>New section Added and new content as follows:</p> <ul style="list-style-type: none"> 4.2 Strategic Procurement Council adopts a strategic approach to procurement to maximise value and efficiency. Each procurement activity will be planned with consideration of: <ul style="list-style-type: none"> Opportunities for aggregated purchasing across Council or with other entities through approved purchasing schemes; Collaborative or joint procurement arrangements; Utilisation of existing internal and external supplier panels or contracts; and Alternative contracting models that best support the delivery of outcomes. APPENDIX A: <ul style="list-style-type: none"> For EXEMPTION LIST where no Purchase Orders are required: Added and deleted words for Bullet point X: Utilities – via tender for electricity, phone, water, gas, street lighting etc and water as sole supplier Deleted certain bullet point sentences as follows:
--	--	---

		<ul style="list-style-type: none"> • Accommodation (via credit card) • Agency Staff (including labour hire contractors and umpires) • Audit & Risk Committee • Community Hall Hire • Contractual Agreements (i.e. software maintenance/licences, debt collection, leases, secure pay) • E tags • Legal Fees • Milk • Photocopier volume charges • Reactionary maintenance – fire hydrants • Training courses • Vet accounts (i.e. euthanasia of animals)
2.2.6	Best Value and Competitive Neutrality	<ul style="list-style-type: none"> • Date of next review updated to December 2026 • Under Best Value: Removal of Bullet point 6 that Council must regularly report on best value principles
2.4.6	Conflict of Interest	<ul style="list-style-type: none"> • Date of next review updated to December 2026 • Responsible Officer: updated to Manager Governance • Under Disclosure and declaration: 1st sentence updated to include additional responsible persons as “All Councillors, employees, temporary staff, volunteers, contractors engaged by Council and committee members must consider the public interest when carrying out their duties and place this above their own private or personal interests”. • Minor word and grammatical updates, such as removal of word ‘module’ replaced by ‘requirements’ under Responsibilities of Managers • Under Monitoring conflicts of interest: Paragraph 1 updated to: “The review of the disclosed employee conflicts of interest must be reviewed is coordinated by the General Manager Corporate Services, Coordinator Governance team and Risk, the employee and their Manager on at least an annually basis to This ensures ...relevant Manager”. • For APPENDIX A – CONFLICT OF INTEREST LEGISLATIVE GUIDE, added a reference above the table to the Source legislation: “Source: Local Government Act 2020”.
2.4.7	Delegations	<ul style="list-style-type: none"> • Date of next review updated to December 2026 • Responsible Officer: updated to Manager Governance • Prior to POLICY COMPLIANCE, a new section inserted for Nominated Officers as follows: <u>Nominated Officers</u> A nominated officer is defined under Section 132 of the <i>Local Government Act 2020</i> as a member of Council staff who: <ul style="list-style-type: none"> • Has a statutory or delegated power, duty or function; and

		<ul style="list-style-type: none"> Is nominated by the Chief Executive Officer (CEO) because of the nature of that power, duty or function. <p>The list of Nominated Officers is maintained by the Governance team and includes:</p> <ul style="list-style-type: none"> named individuals in management positions, specified positions from the Planning & Building business unit individuals acting in management positions for 6 weeks or more. <ul style="list-style-type: none"> Under POLICY COMPLIANCE: <ul style="list-style-type: none"> Deletion of unclear sentence for Bullet Point 4 "Pursuant to section 11(7) of the Local Government Act 2020, this Policy and its incorporated Instruments of Delegation of Officers will be reviewed within 12 months of a general election;" and Added in final bullet point for clarification and more accurate information as follows: "Section 11(7) of the <i>Local Government Act 2020</i> requires that all delegations made under Section 11 be reviewed within 12 months after a general election. In addition, Council subscribes to a Delegations Service which is updated twice per year".
2.4.9	Public Transparency	<ul style="list-style-type: none"> Date of next review updated to December 2026 Responsible Officer: updated to Manager Governance Minor grammatical updates
3.1.1	Heritage	<ul style="list-style-type: none"> Date of next review updated to December 2026
3.2.1	Car Parking – Off Street Car Parks	<ul style="list-style-type: none"> Date of next review updated to December 2027 Applicable to: updated to Governance Business Unit Responsible Officer: updated to Manager Governance
3.2.2	Street Raffles	<ul style="list-style-type: none"> Date of next review updated to December 2026 Applicable to: updated to Governance Business Unit Responsible Officer: updated to Manager Governance Under THE POLICY, 1st heading Raffles: <ul style="list-style-type: none"> Paragraph 2 and 3 added: "Organisations wishing to conduct raffles on Council-controlled footpaths are required to submit a request to Wellington Shire Council via enquiries@wellington.vic.gov.au." <p>Council consent to sell raffle tickets is separate from public fundraising requirements. All fundraising activities must be conducted in accordance with the relevant legislation. Further details are available from Consumer Affairs Victoria."</p>

		<ul style="list-style-type: none"> Sentence deleted that: More information can be found on Council's website under the 'Local Laws Permits' page.
3.2.3	Building	<ul style="list-style-type: none"> Date of next review updated to December 2026
3.2.5	Swimming Pool and Spa Safety Barrier	<ul style="list-style-type: none"> Policy no longer required. Requirements are now embedded in formal legislation. Advice for removal provided by Municipal Building Surveyor and approved by Manager Planning and Building and Manager Governance.
3.2.7	Complaints Handling	<ul style="list-style-type: none"> Date of next review updated to December 2026 Responsible Officer: updated to Manager Customer and Communications Definitions: updated to include 4th bullet point for individual behaviour Under Complaints Handling Approach: updated point 1 to Frontline Complaint resolution - The Customer Service team can report resolve the complaint without it being referred to a staff member to the relevant supervisor for escalation and follow up
3.3.4	Rental and Leasing of Council Owned Properties Policy	<ul style="list-style-type: none"> Date of next review updated to December 2026 Responsible Officer: updated for one of the officers to Manager Facilities and Emergencies <ul style="list-style-type: none"> Under Commercial Agreements, paragraph 4: <ul style="list-style-type: none"> Addition of new paragraph to outline insurance requirements: All new commercial agreements must maintain a Public Liability Insurance Policy at a minimum of \$20 million. Council retains the discretion to request increased coverage, or policies covering specific risks, where the nature or risk profile of the leased activity warrants it. These insurance requirements are informed by advice from relevant specialists, which may include legal professionals, internal teams with specialist knowledge, Council's insurer or their representatives. The applicable insurance conditions will be provided to the interested party for consideration during the lease negotiations, noting that any new agreement remains subject to the acceptance of the proposed terms.
4.1.1	Waste Collection	<ul style="list-style-type: none"> Date of next review updated to December 2026 <p>Note: New Waste policy is being drafted for resolution in 2026. Waste services are altering in 2026 and will be articulated in the Updated Policy along with a suite of other changes that affect services and costs which will require detailed consideration.</p>
4.1.2	Nature Strip Maintenance	<ul style="list-style-type: none"> Date of next review updated to December 2027 (every 2 years)
4.1.4	Litter Bins	<ul style="list-style-type: none"> Date of next review updated to December 2027 (every 2 years)
4.1.5	Playgrounds	<ul style="list-style-type: none"> Date of next review updated to December 2026 <p>Note: a new Open Space Strategy 2026-2036 will generate review of this policy in 2026</p>

4.1.6	Public Open Space Contribution – Subdivisions	<ul style="list-style-type: none"> Date of next review updated to December 2026 <p>Note: a new Open Space Strategy 2026-2036 will generate review of this policy in 2026</p>
4.1.7	Public Toilets	<ul style="list-style-type: none"> Date of next review updated to December 2026 Provision Objectives: Clause 4.1(6) no longer in place – removal of paragraph that Council will not apply clause 4.1(6) of the Community Local Law 2021.
4.1.8	Significant Tree Protection	<ul style="list-style-type: none"> Date of next review updated to December 2026
4.1.9	Urban Forest	<ul style="list-style-type: none"> Date of next review updated to December 2026 <p>Note: a new Public Open Space Strategy 2026-2036 and a new Tree Management Plan 2026 will generate a review of this policy in 2026</p>
4.1.10	Climate Change and Sustainability	<ul style="list-style-type: none"> Date of next review updated to December 2026 Related Documents: amended from 'Environmental' Sustainability Strategy to Sustainability Strategy Statutory Reference: added word to Environment Protection and Biodiversity Conservation Act 1999 Under OVERVIEW, Paragraph 1: changed word from community to social needs Under THE POLICY, Paragraph 1: amended document titles to reflect correct current title names: "in line with legislative directions, Community Vision 2041 Wellington 2020 and the Council Plan 2025-2029." Under ENVIRONMENTAL SUSTAINABILITY AND CLIMATE CHANGE, Paragraph 1: amended to reflect correct current title names "Wellington Shire Council is committed to upholding environmental and climate change principles as outlined in the <i>Local Government Act 2020</i>, <i>Climate Change Act 2017</i> and referred to in the Council's Environmental Sustainability Strategy 2020-2024 Policy."
4.1.11	Rates Rebate on Land for Conservation Purposes	<ul style="list-style-type: none"> Date of next review updated to December 2027 (every 2 years)
4.1.12	Public Memorials in Open Spaces	<ul style="list-style-type: none"> Date of next review updated to December 2027 (every 2 years)
4.2.1	Asset Management	<ul style="list-style-type: none"> Date of review updated to December 2026
4.2.2	Place and Feature Naming	<ul style="list-style-type: none"> Date of review updated to December 2026
4.2.3	Subdivision Infrastructure Development	<ul style="list-style-type: none"> Date of review updated to December 2026
4.2.4	Special Charge Schemes – Roads, Street and Drainage Development	<ul style="list-style-type: none"> Date of review updated to December 2026

4.2.6	Cattle Underpasses	<ul style="list-style-type: none"> Date of review updated to December 2026
4.3.1	Fencing	<ul style="list-style-type: none"> Date of review updated to December 2027 (every 2 years) Applicable To: updated to Facilities and Emergencies Business Unit Responsible Officer: updated to Manager Facilities and Emergencies Responsibility: added word 'lanes' for Bullet point 1: "Council will not contribute to the cost of: <ul style="list-style-type: none"> fencing of roadways, lanes or right of ways; rural fencing etc "
5.1.3	Council Provision of Recreation/Community Facilities	<ul style="list-style-type: none"> Applicable To: updated to Facilities and Emergencies Business Unit and Culture and Leisure Business Unit; deleted Built Environment Business Unit. Responsible Officer: updated to Manager Facilities and Emergencies and Manager Culture and Leisure Related Documents: removed timeframe for Gender Equity Action Plan to ensure currency when new plan implemented For Bullet Point 3 under facilities operation: correction to word Community Committee managed. For Accessibility same wording corrections made: Council will also support community Committee managed facilities to plan for improvements to accessibility of their facilities Page 2, number of tiers referenced for "Council provision for the support to recreation and cultural facilities is based on a five our tiered (or similar) hierarchy: Under Facility Usage: updated plan reference Healthy Wellington Plan 2021-2025 Municipal Health and Wellbeing Plan For Risk and Maintenance subsidy: sentence updated to more succinctly and precisely reflect process on how Council subsidy can be used: "Council may provide an annual financial risk and maintenance subsidy to the management committee, club, or organisation which must be used to go towards the costs of undertaking preventative maintenance and appropriately managing risks (no longer about maintaining the facility including cleaning to an acceptable standard of users or ensuring that risks are appropriately managed or that subsidies be provided to recreation reserves, public halls and indoor sports centres located on Council owned or managed land or crown land). For Direct Management: Bullet point 4 updated to more succinctly reflect how hire fees are set: "Hire fees are set through the annual Fees and Charges approval process and aim to provide an equitable fee based on the cost of services delivered by Council in comparison to like facilities that are managed by a Committee of Management For Accessibility: deleted wording that references audit "Where Council directly manages facilities, it will include improving accessibility and inclusion in these facilities as a priority in planning and long term budgeting and will monitor progress through its audit program".
5.1.4	Committees	<ul style="list-style-type: none"> Date of review updated to December 2027 (every 2 years)

5.1.5	Community Assistance Grants Program	<ul style="list-style-type: none"> • Date of next review updated to December 2027 (every 2 years) • Responsible Officer: updated to Manager Facilities and Emergencies • Related Documents: removed time period for Wellington Shire Council Gender Equality Action Plan for currency when new plan implemented • Under THE POLICY heading, updated references to plan names to align with current Plans: <ul style="list-style-type: none"> • Paragraph 1 - Council's Wellington 2031 Vision Community Vision 2041, Council Plan 2021-25 2025-29 and Healthy Wellington 2021-25 Municipal Health and Wellbeing Plan. • Paragraph 3 and 4 – Old Council Plan Strategic Outcomes deleted and updated to reflect Key Concepts for the Community Vision 2041 and Strategic Plan Objectives 1 and 3 in current Council Plan 2025-29
5.1.7	Fair Access	<ul style="list-style-type: none"> • Date of next review updated to December 2027 (every 2 years) • Responsible Officer: updated to Manager Culture and Leisure and Manager Facilities and Emergencies • Related Documents: removed time period for Wellington Shire Council Gender Equality Action Plan to ensure currency when new plan implemented • Under DEFINITIONS. <i>Committees of Management</i>, added Wellington Shire Council
5.2.1	Art Gallery Collection	<ul style="list-style-type: none"> • Date of next review updated to December 2028 (every 3 years)
5.2.2	Art in Public Places	<ul style="list-style-type: none"> • Date of next review updated to December 2026

MEDIA AND COMMUNICATIONS POLICY

Policy Number:	1.3
Approved by:	Council
Date Approved:	December 2025
Date of Next Review:	December 2026
Applicable to:	Councillors, Council employees and temporary staff, volunteers, contractors and consultants engaged by Council
Responsible Officer:	Manager Customer and Communications
Related Policies:	Social Media Policy Code of Conduct
Related Documents:	Council Plan 2025 – 2029 Community Vision 2041 Communications and Media Service Agreement
Statutory Reference:	Nil

OVERVIEW

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

THE POLICY

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

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

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

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

This Policy should always be read in conjunction with Council's Code of Conduct.

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	Social media as type of key media under Policy
1.1	December 2023	Minor formatting and terminology updates Date of Next Review updated to: December 2024
1.2	December 2024	Date of Next Review updated to: December 2025 Coordinator role updated to Manager Communications and Media Update to align media process with current workflow Minor language update
1.3	December 2025	Date of Next Review updated to: December 2026 Update to Council Plan and Community Vision Manager Communications and Media changed to Manager Customer and Communications Stronger alignment to Code of Conduct

SOCIAL MEDIA POLICY

Policy Number:	1.4
Approved by:	Council
Date Approved:	December 2025
Date of Next Review:	December 2026
Applicable to:	Councillors, Council employees and temporary staff, volunteers, contractors and consultants engaged by Council
Responsible Officer:	Manager Customer and Communications
Related Policies:	Media and Communications Policy
Related Documents:	Employee Code of Conduct Model Councillor Code of Conduct Customer Service Charter Wellington Shire Council Social Media Guide – Staff Induction Wellington Shire Council Written Style Guide and Web Style Guide Wellington Shire Council Corporate Style Guide
Statutory Reference:	Nil

OVERVIEW

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

THE POLICY

This policy applies to Councillors, Council employees and temporary staff, volunteers, contractors consultants and work experience students engaged by Wellington Shire Council. This policy also applies to agencies and individuals who provide services to Wellington Shire Council.

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

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

The policy applies to those digital spaces where people may comment, contribute, create, forward, post, upload and share content, including:

- blogs; bulletin boards; citizen journalism and news sites
- forums and discussion boards; instant messaging facilities
- microblogging sites (e.g. X, Tumblr)
- online encyclopedias and wikis (e.g. Wikipedia)
- podcasts and video podcasts
- social media (e.g. Facebook, LinkedIn, X, Instagram, TikTok, Messenger, WhatsApp, Snapchat, YouTube, Vimeo)

- video and photo sharing sites (e.g. Flickr, Pinterest, Periscope)
- e-marketing software (Mailchimp or other)
- third-party event builders (Eventbrite, TryBooking or other) and;
- any other websites that allow individuals to use simple publishing tools or new technologies emerging from the digital environment.

The absence of a reference to a particular site or type of social media activity does not limit the application of this policy. Access to current social media channels can be discussed with the Communications and Media team.

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

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

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

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

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

The following content is not permitted under any circumstances:

- Abusive, profane or sexual language.
- Content not relating to the subject matter of that channel or website.
- Content which is false or misleading.
- Confidential information about Council or third parties.
- Copyright or Trademark protected materials.
- Content that uses Council brands, logos or identifiers without approval from the Communications and Media unit.
- Discriminatory material in relation to a person or group based on age, colour, creed,

disability, family status, gender, nationality, marital status, parental status, political opinion/affiliation, pregnancy or potential pregnancy, race or social origin, religious beliefs/activity, responsibilities, gender or sexual orientation.

- Illegal material or materials designed to encourage illegal activity.
- Materials that could compromise Council, employee or system safety.
- Materials which would breach applicable laws (defamation, privacy, trade practices, financial rules and regulations, fair use, trademarks).
- Material that would offend contemporary standards of taste and decency.
- Material which would bring the Wellington Shire Council into disrepute.
- Personal details or references to Councillors, Council employees or third parties, which may breach privacy laws.
- Spam, meaning the distribution of unsolicited bulk electronic messages.
- Statements that could be considered bullying or harassment.
- Council employees using their personal online profiles to comment or provide negative or trolling feedback on social media content about Council's community consultation, projects, works or Council issues.
- Council employees using their personal online profiles to comment or provide negative or trolling comments on content posted by elected Councillors to Councillor social media pages.
- Fake Council or employee profiles used to distribute or comment on Council content, content related to a Council decision, or content posted by a Councillor.
- Personal social media accounts linked to employee email addresses or similar.
- Posts to social media groups on behalf of Council. If an employee or Councillor wishes to post to a local community group on behalf of Council, they should seek approval from the Communications and Media unit.

In addition:

- Social media channels are monitored and updated by the Communications and Media Unit, or other employees as deemed necessary during normal business hours or as reasonably required.
- All employees with administrative access to social media profiles are expected to maintain the right to disconnect. This includes the ability to turn off comments to aid moderation and restrict publication of posts to between normal business hours (8am-5.30pm weekdays). Posting outside of these times may require moderation beyond normal working hours and is at the discretion of the responsible business unit, with support from the Communications and Media team.
- Council employees can make a request for online or social media promotion directly to the Communications and Media team. Councillors can do this by contacting the Manager Customer and Communications.
- Content posted to social media must have permissions and legible, high-quality imagery suitable for online purposes. Logos or other authorised imagery requires permission from the Communications and Media team before being posted on social media.
- Where a team or staff member would like to make significant updates to, or create a new social media page, request must be received from the business unit Manager, with a further request made to the Communications and Media team for consideration.
- Councillors may hold a public social media profile. Ownership remains that of the Councillor

who created it and Councillors must maintain responsibility for updating any content and moderating commentary. Councillors are required to advise the Manager Customer and Communications of the profile.

- Council employees must not comment or provide feedback on social media content concerning community consultation of projects or works. Issues should be passed on to the Communications and Media Unit to be addressed.
- Council employees using their own personal online profiles are permitted to share social media items on their preferred platforms and should do so in line with this policy.

When using social media in their private time via **personal accounts**, Councillors, Council employees and temporary staff, volunteers, contractors and consultants engaged by Council should not:

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

Councillors may maintain a **public** social media profile. When using social media as a Councillor, the following guidelines should be followed in addition to the recommendations set out in this policy:

- Be cautious about distinguishing between fact and opinion when discussing Council matters.
- Encourage community members to follow Council's corporate social media channels and follow the Customer Service Policy for any inquiries.
- Refrain from speaking on behalf of Council on social media, particularly in community groups. Councillors are encouraged to share content from Council's main social media accounts.
- Do not commit Council to a decision on social media, Councillors cannot independently make a decision for Council on social media.
- Ensure any photos or videos uploaded satisfy Council's photography permission process or seek permission for use from the Communications and Media team.
- Do not discuss or share confidential information regarding Council matters on social media.

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

ENFORCEMENT

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

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

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

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	Update of terminology, details referencing social media
1.1	December 2023	Minor formatting and terminology updates Date of Next Review updated to: December 2024
1.2	December 2024	Date of Next Review updated to: December 2025 Coordinator role updated to Manager Communications and Media Further articulation of requirements for employees and Councillors Minor update to language
1.3	December 2025	Date of Next Review updated to December 2026 Responsible Officer: updated to Manager Customer and Communications Added Work Experience students for whom policy applies to

HUMAN RIGHTS POLICY

Policy Number:	2.1.3
Approved by	Council
Date Approved/Effective	December 2025
Date of Next Review:	December 2028
Applicable to:	Councillors, Council employees and temporary staff, volunteers, contractors and consultants engaged by Council
Responsible Officer:	Manager People and Capability
Related Policies	Community Engagement Policy Equal Opportunity and Anti-Discrimination Policy Respect in the Workplace (Bullying, Harassment & Discrimination) Policy
Related Documents:	The Charter of Human Rights and Responsibilities: A guide for Victorian public sector workers, Victorian Equal Opportunity & Human Rights Commission Employee Code of Conduct Model Councillor Code of Conduct
Statutory Reference:	<i>Charter of Human Rights and Responsibilities Act 2006</i> <i>Local Government Act 2020</i> <i>Disability Act 2006</i> <i>Equal Opportunity Act 2010</i> <i>Fair Work Act 2009</i> <i>Freedom of Information Act 1982</i> <i>Gender Equality Act 2020</i> <i>Information Privacy Act 2000</i> <i>Racial and Religious Tolerance Act 2001</i> <i>Sex Work Act 1994</i>

OVERVIEW

This Policy confirms Council's commitment to considering and respecting human rights when making decisions and creating and setting policy directions.

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

THE POLICY

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

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

The Charter requires that all public authorities, including Councils, comply with the 20 specific rights protected under it:

Freedom

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

Respect

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

Equality

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

Dignity

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

The Charter recognises that human rights are not absolute but may be limited in certain circumstances. Under the Charter rights may be limited, but only when justified in a free and democratic society, taking into account relevant factors as outlined in the Charter.

To this end Council considers that a reasonable limitation involves balancing the rights of the individual with the rights of the community and other relevant considerations. Examples include but are not limited to the following:

- The fact that a decision or action impacts on a human right does not mean the decision or action will be incompatible with the Charter.
- The right to freedom of expression may be restricted in order to respect the rights and reputations of other people or for the protection of public order, security, health or morality.
- Limitations on rights are to be reasonable, justified, proportionate, rational and balanced.

Applying the Charter of Human Rights

It is unlawful for Councillors, employees and those engaged by Council to act in a way that is:

- incompatible with a human right that is in the Charter, or
- in making a decision, fail to give proper consideration to a person's human rights.

Proper consideration of relevant human rights forms part of our decision making process. It requires:

- a genuine and real assessment
- understanding in general terms the possible impact of our decisions and actions on a person's human rights
- the balancing of any competing interests or obligations.

Complaints

The Charter outlines the human rights protected by law in which Council must consider these when making decisions, creating laws, setting priorities and providing services within Council. In order to comply with its obligations under the *Local Government Act 2020* and maintain the trust and confidence of the community, it is critical that Council and Councillors maintain the highest possible standards of good governance, integrity, ethical behaviour and conduct.

Where an issue or concern arises regarding human rights, these can be reported using the following procedure and the matter will be addressed in accordance with Council's Complaints Handling Policy.

Procedure on how to make a complaint

A person can make a complaint in several ways:

Mail:	Wellington Shire Council PO Box 506 SALE VIC 3850
Telephone:	1300 366 244
Email:	enquiries@wellington.vic.gov.au
Website:	www.wellington.vic.gov.au
In person:	Wellington Shire Council Sale Service Centre – Council Headquarters 18 Desailly Street, Sale VIC 3850 Operating Hours: Monday to Friday 8.30am – 5.00pm Yarram Service Centre 156 Grant Street, Yarram VIC 3971 Operating Hours: Monday, Tuesday, Thursday, Friday 10.00am to 2.00pm

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

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	Updated Responsible Officer title
1.1	December 2023	Date of Next Review updated to: December 2024 Minor formatting changes
1.2	December 2024	Date of Next Review updated to: December 2025 Updated related policies New section: Applying the Charter of Human Rights New related document: The Charter of Human Rights and Responsibilities: A guide for Victorian public sector workers, Victorian Equal Opportunity & Human Rights Commission Further information added on raising concerns in relation to human rights
1.3	December 2025	Date of Next Review updated to December 2028 (every three years) Additions to Statutory Reference

CHILD SAFE POLICY

Policy Number:	2.1.4
Approved by:	Council
Date Approved:	December 2025
Date of Next Review:	December 2027
Applicable to:	Councillors, Council employees and temporary staff, volunteers, contractors and consultants engaged by Council
Responsible Officer:	Manager People and Capability
Related Policies:	Volunteer Policy; Recruitment and Selection Policy; Employee Code of Conduct; Child Safe Code of Conduct; Privacy and Data Collection Policy; Risk Management Policy; Human Rights Policy; Complaints Handling Policy; Records Management Policy and Community Engagement Policy
Related Documents:	Child Safe Reporting Procedures
Statutory Reference:	<p><i>Children, Youth and Families Act 2005</i></p> <p><i>Child Wellbeing and Safety Act 2005 (Vic)</i></p> <p><i>Children Youth and Families Act 2005</i></p> <p><i>Child Wellbeing and Safety Regulations 2017</i></p> <p><i>Crimes Amendment (Protection of Children) Act 2014</i></p> <p><i>Child Wellbeing and Safety (Child Safe Standards Compliance and Enforcement) Amendment Act 2021</i></p> <p><i>Charter of Human Rights and Responsibilities Act 2006 (Vic)</i></p> <p><i>United Nations Convention on the Rights of the Child 1989</i></p> <p><i>Privacy and Data Protection Act 2014 (Vic)</i></p> <p><i>Worker Screening Act 2020</i></p> <p><i>The Victorian Child Safe Standards</i></p> <p><i>The Victorian Reportable Conduct Scheme</i></p> <p><i>Family Violence Multi-Agency Risk Assessment and Management Framework Child Information Sharing Scheme</i></p> <p><i>Family Violence Protection Act 2008</i></p>

OVERVIEW

Victorian organisations that provide services or facilities to children, such as Wellington Shire Council, are required by law to implement the Victorian Child Safe Standards (The Standards) and abide by the Reportable Conduct Scheme, to protect children from harm and ensure that allegations of child abuse are reported. The Standards were established by the *Child Wellbeing and Safety Act 2005*.

This policy is based on the principles of The Standards, which provide a framework for child safe organisations to develop policies, procedures and strategies that embed a child safe culture into every day thinking and practice, in order to reduce the risk of harm and abuse to children and young people.

THE POLICY

Wellington Shire Council is committed to protecting children and young people from the risk of harm or abuse when they interact with us in person, online, visit our facilities, reside in our community, use our services and/or attend our events.

This policy affirms Council's commitment to child safety by explaining how Council will always prioritise the safety and wellbeing of children and young people. This policy outlines the child safe considerations and practices that will be implemented, to ensure that we embed and promote a culture of child safety and ensure that all allegations of child abuse or harm are taken seriously and acted upon immediately.

BACKGROUND

The Child Safe Standards (the Standards) were introduced in 2016 as part of the response to the 2013 Victorian Parliamentary Inquiry into the Handling of Child Abuse by Religious and Other Non-Government Organisations (the Betrayal of Trust Inquiry).

Council is committed to creating an organisation which is safe, inclusive and supports the participation of all children and young people. Council has worked towards compliance with the Standards, which were updated in July 2022, and the Reportable Conduct Scheme, which was expanded in July 2024.

SCOPE

This Policy applies to Council employees (including full time, part time, casual employees, agency staff, secondees and students) and Councillors. This Policy is also applied in the management of contractors, volunteer groups, and consultants of Wellington Shire Council, all of the time (both during work hours and outside of work hours).

OUR COMMITMENT TO CHILD SAFETY

Wellington Shire Council is committed to being a child safe organisation and has zero tolerance for child abuse. We recognise our legal and moral responsibilities in keeping children and young people safe from harm and promoting their best interests.

We have a commitment to all children, including the cultural safety of Aboriginal and Torres Strait Islander children, culturally and linguistically diverse children, and to the safety of gender diverse children and children with a disability. We aim to create enriching experiences for children and young people, ensuring they feel safe, happy, and empowered.

We have specific policies, procedures, and training in place to support employees, volunteers, and contractors to achieve these commitments. We create environments where all children have a voice and are listened to, their views are respected and they contribute to how we plan for, design, and develop our services and activities.

All allegations and safety concerns will be treated very seriously and acted on immediately, consistently in line with Council's Child Safe Reporting Procedures.

DEFINITIONS

Terms and definitions used in this policy include:

Term	Definition
Child Abuse	Child abuse is defined in the Child Safety and Wellbeing Act 2005 as including: <ul style="list-style-type: none"> • Physical abuse • Sexual abuse • Emotional or psychological abuse • Serious neglect • Family violence • Grooming
Child Protection	Department of Families, Fairness and Housing's (DFFH) Child Protection services protect children and young people from significant harm resulting from abuse or neglect ensuring that they receive services that deal with the impact of abuse and neglect on their wellbeing and development.
Child Safe Organisation	A child safe organisation (in the context of the Child Safe Standards) is required to take deliberate steps to protect children and young people from abuse. This commitment must be embedded in the organisation's policies and practices that prioritise the safety of children.
Child / Young person	In Victoria, under the <i>Child Safety and Wellbeing Act 2005</i> a child or young person is a person under eighteen years of age.
Child Safety Officer	A nominated officer within an organisation who can guide you if you have any child safe concerns.
Cultural Safety	Cultural Safety is used by organisations to demonstrate their commitment to work and provide services which are welcoming and respectful of another person's culture. It is about our practice and how we promote safe services that value our children, young people and families and their cultural identity, lived experiences and wellbeing. It is about how we facilitate culturally safe approaches that empower children and families within decision-making processes.
Aboriginal and/or Torres Strait Islander Child	A child or young person up to the age of 18 years who is of Aboriginal or Torres Strait Islander descent, identifies as Aboriginal or Torres Strait Islander, and is accepted as Aboriginal or Torres Strait Islander by an Aboriginal or Torres Strait Islander community.
LGBTIQA+	LGBTQIA+ stands for lesbian, gay, bisexual, transgender, queer (or sometimes questioning), intersex, asexual, and others. The "plus" represents other sexual identities, including pansexual and Two-Spirit.
Commission for Children and Young People (The Commission)	Commission for Children and Young People are an independent statutory body that promotes improvement in policies and practices affecting the safety and wellbeing of Victorian children and young people and is responsible for administering the Victorian Child Safe Standards and the Reportable Conduct Scheme.

Term	Definition
Misconduct that may involve Reportable Conduct	A behaviour that breached a professional code of conduct or workplace expectation (such as a departure from accepted standards that was deliberate or seriously negligent and where the individual was indifferent to the welfare of those affected) and involves one or more of the five types of reportable conduct.
Reasonable Belief	A reasonable belief that a child or young person needs protection, or their safety and wellbeing is at risk, is formed: If a reasonable person in the same position would have formed the belief on the same grounds. It does not require proof. A 'reasonable belief' may be formed through disclosures, observations, or other information of which you have become aware.
Reportable Allegation	A reportable allegation is made where a person makes an allegation, based on a reasonable belief, that an employee or volunteer has committed reportable conduct or misconduct that may involve reportable conduct. This includes where a reportable allegation is made against the head of the organisation.
Employees	Includes permanent and temporary full-time and part-time council employees (including temporary employees), Councillors, volunteers, secondees, students, contractors, and consultants while engaged by Council.

THE CHILD SAFE STANDARDS

The Child Safe Standards (The Standards) are a set of 11 standards that aim to create and maintain child safe environments. Council is required to implement and comply with these Standards.

The Standards aim to:

- Promote the safety of children;
- Prevent child abuse; and
- Ensure organisations and businesses have effective processes in place to respond to and report all allegations of child abuse.

The Standards work by:

- Driving changes in organisational culture – embedding child safety in everyday thinking and practice;
- Providing a minimum standard of child safety across all organisations; and
- Highlighting that we all have a role to keep children safe from abuse.

Although all children are vulnerable, some children face additional vulnerabilities. The standards provide overarching principles that organisations must consider:

- The cultural safety of Aboriginal and Torres Strait Islander children;
- The cultural safety of children from culturally and/or linguistically diverse backgrounds;
- The safety of children who are LGBTIQ+; and
- The safety of children with a disability.

The organisation overseeing the implementation and compliance with the Child Safe Standards is the Commission for Children and Young People (The Commission).

The Standards are as follows:

Standard 1	Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.
Standard 2	Child safety and wellbeing is embedded in organisational leadership, governance, and culture.
Standard 3	Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.
Standard 4	Families and communities are informed and involved in promoting child safety and wellbeing.
Standard 5	Equity is upheld and diverse needs respected in policy and practice.
Standard 6	People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
Standard 7	The process for complaints and concerns are child focused.
Standard 8	Staff and volunteers are equipped with the knowledge, skills, and awareness to keep children and young people safe through ongoing education and training.
Standard 9	Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
Standard 10	Implementation of the Child Safe Standards is regularly reviewed and improved.
Standard 11	Policies and procedures document how the organisation is safe for children and young people.

HUMAN RESOURCES PRACTICES

Council will ensure that recruitment and selection processes are robust and follow best practice in relation to child safety legislation and best practice, ensuring that all reasonable steps are followed to minimise the risk of inappropriate individuals infiltrating our organisation. Council will ensure position descriptions and advertisements promote Council's commitment to child safety, and that child safe questions are included in interviews and reference checks. Appropriate probity checks (National Criminal History Checks, International Criminal History Checks and Working With Children Checks) will always be conducted as required to ensure that Council engages appropriate people, to ensure that children and young people are not placed at risk. Council will conduct quarterly status checks on all Working With Children Checks to ensure ongoing compliance.

Council will ensure that our employees' and representatives' behaviour towards children and young people is safe, appropriate, and aligned with Council's Child Safe Code of Conduct.

Council understands that training and supervision are vital to ensuring that everyone across the organisation understands that the safety of children and young people is everyone's legal and moral responsibility. Council is committed to ensuring that **all employees and representatives** are equipped with the knowledge and ability to recognise, respond, and report incidents, allegations,

and disclosures of child abuse and/or neglect. Council will ensure that all new employees and volunteers are required to complete mandatory child safety training on commencement, and complete refresher training on a **two-year** basis.

CRIMINAL OFFENCES

Obligations under this Policy are additional to legal requirements associated with criminal law.

If any person in a position of authority within our organisation becomes aware of a substantial risk that a child may become the victim of a sexual offence committed by an adult associated with the organisation (for example, an employee, contractor or volunteer), and they have the power or responsibility to reduce or remove the risk, then they must take all reasonable steps to do so. A person in authority who negligently fails to take action to address the risk may be charged with the criminal offence of 'failing to protect' and may face a term of imprisonment.

- If an adult reasonably believes a sexual offence has been committed by an adult against a child under the age of 16, they must report it to Victoria Police by calling 000 or going to their local police station. Failure to disclose the information may be a criminal offence.

REPORTABLE CONDUCT SCHEME

The Reportable Conduct Scheme (established by the *Child Wellbeing and Safety Act 2005*) aims to improve organisations' responses to allegations of certain types of misconduct involving children, committed by their workers and volunteers. It imposes legal obligations on heads of organisations to have systems in place to prevent child abuse, and if child abuse is alleged, to ensure allegations are brought to the attention of appropriate persons for investigation and response.

Reportable conduct against a child includes:

- Sexual offences
- Sexual misconduct
- Physical violence
- Significant emotional or psychological harm
- Significant neglect

The Reportable Conduct Scheme has been designed to ensure that the Commission for Children and Young People will be aware of every allegation of certain types of employee/volunteer misconduct involving children. The Commission must be informed of all allegations of child abuse involving a worker or volunteer, and independently monitors all investigations undertaken by organisations.

Any complaints about a Council employee, Councillor, volunteer, student, secondee, or contractor's behaviour or conduct towards a child or young person will be treated seriously and in accordance with the Reportable Conduct Scheme, if applicable.

The Reportable Conduct Scheme does not replace the need to report allegations of child abuse to Victoria Police and other relevant authorities.

Under the *Child Wellbeing and Safety Act 2005* and the *Child Wellbeing and Safety Regulations 2017* the Reportable Conduct Scheme does not currently apply to Wellington Shire Council.

MANDATORY REPORTING

Mandatory reporting refers to the legal requirement of certain groups of people to report a reasonable belief of child physical or sexual abuse to authorities. There is a legal obligation under the Children Youth and Families Act 2005 of certain professionals required to make a report when a child requires protection.

CHILD ABUSE DEFINITIONS

A Child is defined as any person under the age of 18. Child abuse and neglect commonly involve the misuse of power or authority or a breach of trust resulting in physical, psychological or sexual abuse or neglect.

TYPE OF ABUSE	DEFINITION
Physical child abuse	Physical violence can occur when a person intentionally or recklessly uses physical force against, with or in the presence of a child without their consent, which causes or could cause the child harm. Physical violence can be inflicted in many ways, including hitting, punching or throwing something that strikes a child and using threats to use physical harm.
Child sexual abuse	Sexual offences occur when a person involves a child in sexual activity or deliberately puts the child in the presence of sexual behaviours that are exploitative or inappropriate to their age and development. Child sexual abuse is any act that exposes a child or young person to, or involve a child or young person in, sexual activities that: <ul style="list-style-type: none"> • they do not understand • they do not or cannot consent to • are not accepted by the community • are unlawful.
Grooming	Grooming can include communicating or attempting to befriend or purposely establish a relationship or other emotional connection with a child or their family with the intent of committing child sexual abuse, either in person or on-line.
Emotional or psychological child abuse	Emotional and psychological child abuse may involve persistent verbal abuse, coercive or manipulative behaviour, hostility towards a child, humiliation, belittling or scapegoating, resulting in a child feeling worthless or rejected. Severe emotional or psychological harm often decreases a child's sense of identity, dignity or self-worth, creating a severe risk of being impaired. Psychological harm has a long-term cognitive impact that may affect the child's mind. Psychological harm may not be noticeable immediately however, it may present issues later in life and maybe a diagnosable psychological disorder.
Neglect	Severe neglect is the failure to provide a child with the basic necessities of life, such as food, clothing, shelter, hygiene, medical attention or adequate supervision, to the extent that the child's health, safety and/or development is, or likely to be jeopardised.

TYPE OF ABUSE	DEFINITION
Family Violence	<p>Family Violence is any behaviour that occurs within a family, domestic or intimate relationship that is physically, psychologically, economically abusive, threatening, coercive, or any way controlling that causes a person to live in fear for their safety or wellbeing.</p> <p>A child or young person's exposure to family violence constitutes child abuse.</p>

ALLEGATIONS, CONCERNS, OR COMPLAINTS

If an employee, contractor, volunteer or representative of Council has a reasonable belief that an incident involving a child has occurred, then they must report the incident following Council's **Child Safe Reporting Procedures**. All allegations of child abuse and safety concerns will be actioned immediately as per the required reporting processes.

KEY ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITIES
All employees and representatives	<ul style="list-style-type: none"> Where a child is in immediate danger, call 000. Complete mandatory child safe training; Conduct work according to the requirements of the Child Safe Policy, the Child Safe Reporting Procedures and Child Safe Code of Conduct; Report and respond to all concerns regarding child safety or harm to People & Capability in accordance with Council's Child Safe Reporting Procedures; Maintain required Working With Children Checks and inform People & Capability of any changes relating to circumstances.
Managers and Coordinators	<ul style="list-style-type: none"> Receive reports of child safety concerns or allegations of harm or abuse and immediately report them to People & Capability; Offer support to the child, parents and the person who reports, as well as the accused employee or representative and In conjunction with People & Capability, initiate an internal review of the service area where the alleged abuse occurred, identifying gaps and weaknesses in system failures.
Hiring Managers recruiting for child-related roles (including contractors)	<ul style="list-style-type: none"> Ensure employees, contractors and volunteers have access to and are aware of the Child Safe Policy and Child Safe Reporting Procedures; Ensure that new employees, contractors, representatives, or volunteers complete the compulsory induction process and mandatory training requirements on commencement with Council; and

ROLE	RESPONSIBILITIES
	<ul style="list-style-type: none"> • Conduct recruitment practices in line with Council's Recruitment and Selection Policy requirements for child-related work.
People & Capability	<ul style="list-style-type: none"> • Provide information to all Hiring Managers and Interview Panellists regarding the Child Safe requirements for child-related work (Recruitment and Selection Policy); • Conduct National / International Criminal History checks on all employees and volunteers before commencement. • Ensure all new employees and volunteers requiring a WWCC have a valid WWCC card before the commencement of any child-related work Conduct quarterly checks on the status of all current employees and volunteers WWCC's; • Receive complaints, concerns, disclosures from Council employees and representatives, and community members regarding child safety; and • Investigate (or coordinate external parties to do so) complaints and concerns, whilst providing support (e.g. EAP) to those affected.
CEO	<p>If the Reportable Conduct Scheme is applicable, as the head of Council, the CEO is required to:</p> <ul style="list-style-type: none"> • Respond to a reportable allegation made against a worker or volunteer of Council, by ensuring that allegations are appropriately investigated. • Report allegations which may involve criminal conduct to the police. • Notify the Commission for Children and Young People (The Commission) of allegations within three business days after becoming aware of the allegation. • Provide The Commission with certain detailed information about the allegation within 30 days after becoming aware of the allegation. • After the investigation has concluded, provide The Commission with certain information including a copy of the findings of the investigation; and • Ensure that Council has systems in place to: <ul style="list-style-type: none"> ○ Prevent reportable conduct from being committed by a worker or volunteer within the course of their employment; ○ Enable any person to notify the head of a reportable allegation; ○ Enable any person to notify The Commission of a reportable allegation involving the head; and

ROLE	RESPONSIBILITIES
	<ul style="list-style-type: none"> Investigate and respond to a reportable allegation against a worker or volunteer from Council.
Councillors	Councillors are responsible for promoting and modelling organisational and community child safe practices in their role, for considering the safety and inclusion of children and young people when making relevant decisions, and for reporting and responding to child safety issues, including reporting any child safety issues to the Chief Executive Officer (CEO).

PROMOTING EQUITY AND DIVERSITY

Council employees, volunteers, contractors and representatives must ensure their interactions with children and young people are sensitive, respectful and inclusive of all backgrounds and abilities. Wellington Shire Council is committed to promoting the safety, participation and empowerment to children and young people who are Aboriginal or Torres Strait Islander, from culturally and/or linguistically diverse backgrounds, have a disability, LGBTQIA+ and who are unable to live at home to actively engage and/or participate in child-related programs and events and feel free to express and enjoy their cultural rights.

Council has a zero tolerance of racism and any form of discrimination and will take immediate action when an instance of discrimination or exclusion is identified.

EMPOWERING CHILDREN AND YOUNG PEOPLE

Wellington Shire Council is committed to empowering children and young people to actively participate in programs, activities and services and to know and understand their rights, such as those outlined in the *United Nations Convention on the Rights of the Child*, including:

- The right to participate and be heard;
- The right to be safe and not harmed by anyone;
- The right to live and grow up healthy;
- The right to express their views and have a say about decisions that affect them, including raising their own complaints; and
- The right to information, such as information about policies and procedures that affect them.

INVOLVING FAMILIES AND COMMUNITIES

Council recognises the important role of families and seeks to involve them in decisions that may affect their children. Families are encouraged to provide feedback or raise concerns with Council as the need arises.

Council provides information to families and the community regarding child safe policies and practices by:

- Publishing this policy, the Child Safe Reporting Procedures and the Child Safe Code of Conduct on Council's website
- Providing information about our approach to child safety to parents of children accessing Council's programs and services
- Providing families with information and guidance around how to report a concern, or allegation relating to child abuse / harm.

CREATING CULTURALLY SAFE ENVIRONMENTS FOR ABORIGINAL CHILDREN AND FAMILIES

Council is committed to creating environments where Aboriginal culture is celebrated and Aboriginal children, families and community members are welcomed and included.

Council will ensure that the implementation of policies, procedures and systems will always support the creation of Aboriginal culturally safe and inclusive environments.

RISK MANAGEMENT

Council recognises the importance of identifying and managing risks of harm and abuse in both the physical and online environments attached to Council through the services and programs it delivers. Council's Risk framework will include child safety considerations, to ensure that risk controls are in place to keep children safe from harm and abuse.

PRIVACY AND RECORD KEEPING

Council is committed to protecting an individuals' right to privacy. Unless there is a legislative requirement (for example, if there is a risk of self-harm or a risk to someone's safety), all personal information considered during the process of a report or investigation will be dealt with in accordance with Council's Privacy and Data Collection Policy. The nature of the records kept will include complaints made, including concerns raised about the safety of children and disclosures about alleged abuse or harm of children, and the actions taken.

Council understands that it may have to share relevant information to promote the safety and wellbeing of children, where it is appropriate and in their best interest. Confidential information may be required to be shared with external authorities, to comply with legislative requirements and best child safety practices.

REGULAR POLICY REVIEW

This policy will be reviewed annually and following significant incidents if they occur. Council will ensure that this Policy is easily accessible to both employees, volunteers and representatives of Council, along with being publicly available to members of the public.

BREACH OF POLICY

Any breach of this policy, including failure to report concerns about child abuse or harm of a child or young person, by an employee, contractor or volunteer will be considered serious misconduct, and action will be taken in accordance with Council's disciplinary and termination procedures. Council will refer all relevant matters to Victoria Police, and where applicable, the Commission for Children and Young People.

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2024	New policy developed
1.1	December 2025	Date of Next Review updated to December 2027 (two year review period).

BANK GUARANTEES POLICY

Policy Number:	2.2.1
Approved by:	Council
Date Approved:	December 2025
Date of Next Review:	December 2026
Applicable to:	Finance Business Unit
Responsible Officer:	Manager Corporate Finance
Related Policies:	Nil
Related Documents:	Nil
Statutory Reference:	Nil

OVERVIEW

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

THE POLICY

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

Asset Construction

- a) Any Bank Guarantee will be for a maximum of 75% of the value of the asset proposed to be created by the funds being generated; and
- b) Council reserves the right to consider each application on its merits taking into account such issues as (but not limited to):

- i) Any contributions made by the organisation.
- ii) Past record in terms of payment of debts, rental fees and performance under any agreements with Council.
- iii) Any other factors considered relevant by Council such as business plans, membership numbers and structure, growth projections and management.
- iv) Priorities in strategic recreation and asset planning.
- c) Council may arrange, if necessary, an independent assessment of the organisation's financial position and such costs will be at the expense of the organisation.

Extraordinary Circumstances:

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

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	Date of Next Review updated to: December 2024 Minor formatting changes
1.1	December 2023	Date of Next Review updated to December 2024 Minor formatting changes
1.2	December 2024	Date of Next Review updated to December 2025
1.3	December 2025	Date of Next Review updated to December 2026

RATES HARDSHIP AND DEBT RECOVERY POLICY

Policy Number:	2.2.3
Approved by:	Council
Date Approved:	December 2025
Date of Next Review:	December 2027
Applicable to:	Corporate Finance Business Unit
Responsible Officer:	Manager Corporate Finance
Related Policies:	Nil
Related Documents:	Revenue and <u>Rating</u> Plan 2025-2029 Wellington Coast Strategy Wellington Coast Subdivision Strategy Voluntary Assistance Scheme Wellington Planning Scheme
Statutory Reference:	<i>Local Government Act 1989</i> <i>Local Government Act 2020</i> <i>Penalty Interest Rates Act 1983</i> <i>Emergency Services and Volunteers Fund Act 2012</i>

OVERVIEW

Municipal rates, fees and charges are the primary source of revenue for Council to ensure the ongoing delivery of a range of important services to the local community. Council recognises that there are many reasons why members of the community may experience hardship. Managing financial hardship is a shared responsibility and Council has a part to play while also ensuring that it has the funds to deliver services. Council will pursue unpaid rates to maintain financial stability and ensure all ratepayers contribute to services we deliver.

THE POLICY

1. Rates

Council will distribute annual and instalment rates notices at least 14 days prior to each payment due date, allowing ratepayers sufficient time to effect payment, pursuant to section 158(4)(d) of the *Local Government Act 1989*.

2. Payments

2.1 Due Dates

You may pre-pay the full amount of your rates, all four instalments, by 30 September 2025. Payments can be made in any other combination where the instalment amounts are paid before their due date.

The instalment dates apply to all rates, charges and levies listed on your annual rate notice. You cannot separately pay one charge before another.

There is no provision to pay in full at a later date. You may apply for a payment plan or set up a direct debit deduction via Payble – <https://pay.wellington.vic.gov.au/>

All Payments will reduce your balance in the following order

- legal costs
- interest
- arrears
- overdue amounts
- current rates

2.2 Postal Payments

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

2.3 Other Payment methods

Payments can be made by the following methods:

- Payble – customer self-managed payment schedule where the ratepayer can determine their frequency of payments to finalise the rates balance by the 31 May of that financial year.
- BPAY – one off payments or scheduled payments with a banking institution.
- In Person – at one of our service centres in Sale and Yarram.
- Cheque – this method will be phased out in the coming years.
- AusPost – at any Australia Post branch or outlet.

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

3. Interest Charges

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

3.1 Application Date

Interest charges on unpaid rates will be calculated from the day after each instalment due date.

3.2 Weekends/Public Holidays

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

3.3 Payment Arrangements

Ratepayers can enter into a payment plan by making scheduled payments through *Payble* - <https://pay.wellington.vic.gov.au/> or by contacting Council directly.

Payment plans must be paid on a consistent basis adhering to the agreed amount and frequency. No interest will be applied where a ratepayer is on a payment plan. This allows rates payments to be spread across the majority of the financial year.

Payment plans can be cancelled by Council where the agreed payment plan is not paid in a consistent manner. These ratepayers will need to manage their own payments.

4. Hardship and Financial Hardship

Council is committed to determining the type of assistance that is best suited to each ratepayer's individual circumstance and value the need to observe compassion, respect, and transparency in the application of hardship.

4.1 What is hardship?

Hardship is a broad term used to indicate that a person has a reduced or limited capacity to pay their rates and charges.

Unlike 'financial hardship' (detailed below) 'hardship' may be present when a ratepayer is still able to afford the necessities of life.

Mere inconvenience or difficulty in making a payment is not financial hardship. An inconvenience or difficulty may require the reorganising of finances, prioritising of other payments, or reducing expenditure on social activities and discretionary goods and services, in order to make a timely payment.

4.2 What is Financial Hardship?

Financial hardship is a category within the broader concept of hardship described above. Many situations can contribute to financial hardship, including (but not limited to):

- bereavement
- financial misfortune such as fraud or electronic scamming
- illness; or
- the impacts of natural disaster.

Financial hardship denotes more serious circumstances and requires that a person:

- Cannot afford the necessities of life for themselves and/or dependants; or
- are in such a circumstance that paying rates and charges means that they would be unable to afford necessities of life for themselves and/or dependants.

Necessities of life that would be impacted if making a payment of all or part of any rates, charges and any interest would:

- Prevent the ratepayer (or a dependant) from seeking essential medical treatments or supplies.
- Prevent the ratepayer from payment of essential utility services (including water and energy)

- Prevent the ratepayer (or a dependent) from access to basic living needs, such as:
 - Food
 - Accommodation
 - Clothing
 - Education for dependent children; or
- Place the ratepayer (or dependant) in any form of harm or danger, including (but not limited to):
 - Family violence; or
 - Economic abuse.

In contrast, financial hardship is not present where a ratepayer is able to afford goods and services such as (but not limited to):

- Restaurant and takeaway meals;
- Services such as hairstyling, beauty treatments, sport and recreational activities, and holidays;
- Entertainment such as streaming services, movies, concerts, and theatre;
- Alcohol and tobacco; and
- Private schooling fees (including for dependents) or fee paying education services.

4.3 Applying for Hardship Relief

Council strongly recommends that ratepayers seek financial advice. Many free services are available. Council will work with a financial advisor directly with the ratepayer's authorisation.

Ratepayers should contact council if they are having any difficulty paying the rates and charges. Starting a payment plan and working together can significantly reduce stress and stop additional costs being incurred.

Applications can be made in writing to Council and will be treated with the utmost confidentiality and discretion.

Ratepayers will generally not meet the definition of financial hardship for the payment of the rates or special charge scheme costs on properties that are not their primary place of residence, unless the property provides the principal source of income or the application is due to a natural disaster/emergency event.

Ratepayers who own secondary properties, residential investment, commercial or industrial properties where the income generated from the property is not the ratepayer's principal source of income will generally not meet the definition of hardship.

If required, ratepayers may re-apply for continued financial hardship relief after the timeframe has ended by completing a new application. Ratepayers will be notified of the application outcome.

4.4 Reporting

A report will be presented annually, near the end of the financial year, to Council outlining the nature of the rates debts and the properties affected.

4.5 Waiver of Rates and Charges

Council will not waive rates, municipal charges or service charges as the value of each property provides the owner with a potential source of funds if liquidated.

It is considered inequitable for the majority of ratepayers to subsidise the property assets of hardship applicants.

A more equitable solution for the community is to defer payment of rates and charges or provide payment arrangements that span many years.

Council may waive interest or legal fees where either hardship or financial hardship has been approved.

5. Unpaid Rates

Council will try to contact ratepayers by their postal address provided to council. Council may use SMS or direct calls to ensure ratepayers are aware of their rates and charges. Where ratepayers do not pay their rates, do not enter into a payment plan, or default on a payment plan, Council has extensive powers for the recovery of unpaid rates under the *Local Government Act 1989*.

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

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

5.1 Debt Recovery Action

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

- Letters, SMS's and/or telephone calls
- Field call
- Default Summons/Complaint
- Judgement in Magistrates Court
- Arrears may affect your credit rating
- Summons for oral examination
- Earnings order
- Seizure of property by Sheriff.

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

5.2 Referral to Council

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

- hold as debt against property
- allow to accrue with/without interest; or
- sell or acquire the property as per section 181 of the *Local Government Act 1989*.

6. Inappropriate Subdivisions – Ninety Mile Beach

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

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

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

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

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

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

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

7. Seacombe and Hollands Landing

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

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

8. Wongungarra

In addition, Council has the following policy regarding assessment in the mining town of Grant, located within the Wongungarra locality.

Description of land/precinct	Charge rates	Charge interest	Debt collection action
Wongungarra – former township of Grant	Yes	No	No

9. Emergency Services and Volunteers Fund Act (ESVF) Charges and Interest

This policy applies equally to all Emergency Services and Volunteers Fund charges and any interest raised according to the provisions of the *Emergency Services and Volunteers Fund Act 2012*.

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	Inclusion of <i>Local Government Act 2020</i>
1.1	December 2023	Date of Next Review updated to: August 2024 Next review will incorporate any necessary changes required due to the issuing of the Ministerial Guidelines Relating to Payment of Rates and Charges. Minor formatting changes. Approved by: updated from CEO to Council
1.2	December 2024	Date of Next Review update to September 2025 Title updated from 'Debt Collection and Interest Charging – Rates Charges and Fire Services Property Levy Policy' to 'Rates Hardship and Debt Recovery Policy' General updates to reflect Ministerial guidelines relating to rates and charges, including added detail on payment methods and financial hardship
1.3	December 2025	Date of Next Review updated to September 2026 The policy updates the Fire Services Property Levy to the Emergency Services and Volunteer Fund Act. Additional clarity is provided for hardship definitions. Wongungarra is added to the properties excluded from interest and debt recovery action as the blocks are undevelopable.

PROCUREMENT POLICY

Policy Number:	2.2.4
Approved by	Council
Date Approved/Effective:	December 2025
Date of Next Review:	December 2029
Applicable to:	Whole Organisation
Responsible Officer:	Manager Corporate Finance
Related Policies:	Risk Management Policy Fraud and Corruption Control Policy Best Value and Competitive Neutrality Policy Climate Change and Sustainability Policy Conflict of Interest Policy Acceptance and Declaration of Gifts, Benefits and Hospitality Policy Fleet Guidelines Funding and Procurement of Public Infrastructure Works Policy
Related Documents:	Nil
Statutory Reference:	<i>Local Government Act 1989</i> <i>Local Government Act 2020</i>

OVERVIEW

To provide guidance to the Council to allow consistency and control over procurement activities.

THE POLICY

1. Principles

1.1 Policy Objective

The objective of this Policy is to:

- facilitate compliance with relevant legislative requirements;
- provide guidance to the Council to allow consistency and control over Procurement activities;
- demonstrate accountability to ratepayers;
- provide guidance on ethical behaviour in local government purchasing;
- demonstrate the application of elements of best practice in purchasing; and
- increase the probability of obtaining the right outcome/best value when purchasing goods and services.

1.2 Associated Policies, Guidelines and Procedures

This Policy forms part of Council's overall procurement policies and guidelines and should be read in conjunction with the following:

- Best Practice Guide for Tendering and Contract Management (Victorian Civil Construction Industry)
- Local Government Best Practice Procurement Guidelines 2024
- *Local Government Act 2020*
- *Local Government (Planning and Reporting) Regulations 2020*
- Occupational Health and Safety Act 2004
- *Charter of Human Rights and Responsibilities Act 2006 (Vic)*
- *Environment Protection Act 2017*
- *Modern Slavery Act 2018*
- *Australian Consumer Law and Fair Trading Act 2012*
- *Gender Equality Act 2020*
- *Freedom of Information Act 1982*
- *Public Records Act 1973*
- Wellington Shire Council Risk Management Policy
- Wellington Shire Council Best Value and Competitive Neutrality Policy
- Wellington Shire Council Fraud and Corruption Control Policy
- Wellington Shire Council S7 Instrument of Sub-Delegation by CEO to staff
- Wellington Shire Council Climate Change and Sustainability Policy
- Wellington Shire Council Staff Code of Conduct
- Wellington Shire Council Councillor Code of Conduct
- Wellington Shire Council Conflict of Interest Policy
- Wellington Shire Council Cashiers Manual
- Wellington Shire Council Corporate Credit Card Guidelines
- Wellington Shire Council Fleet Guidelines

1.3 Background

Wellington Shire Council recognises that developing a procurement policy and adopting appropriate best practice contracting and procurement principles, policies, processes and procedures for all goods, services and works by Council, will enhance achievement of council objectives. These objectives include sustainable and socially responsible procurement; bottom-line cost savings, supporting local economies; achieving innovation; and better services for communities.

The elements of best practice applicable to local government Procurement incorporate:

- broad principles covering ethics, value for money, open and fair competition, risk management, probity and transparency, responsibilities and accountabilities;
- guidelines giving effect to those principles;

- a system of delegations (i.e. the authorisation of officers to approve and undertake a range of functions in the Procurement process);
- procurement processes, with appropriate procedures covering simple Procurement to high value complex Procurement.

Council's contracting, purchasing and contract management activities endeavour to:

- support the Council's corporate strategies, aims and objectives including, but not limited to those related to sustainability, health and safety, protection of the environment, and corporate social responsibility;
- span the whole life cycle of an acquisition from initial concept to the end of the useful life of an asset, including its disposal, or the end of a service contract;
- achieve value for money and quality in the acquisition of goods, services and works by the Council;
- demonstrate that public money has been well spent;
- provide a robust and transparent audit trail which ensures that procurement objectives are delivered on time, within cost constraints and that the needs of end users are fully met;
- are conducted, and are seen to be conducted, in an impartial, fair and ethical manner;
- seek continual improvement including the embrace of innovative and technological initiatives such as electronic tendering processes to reduce activity cost; and
- generate and support business in the local community.

1.4 Scope

This Procurement Policy is made under Section 108 of the *Local Government Act 2020* (the Act). The Act requires each council to:

- Prepare and adopt a procurement policy which specifies the principles, processes and procedures applying in respect of the purchase of goods and services and carrying out of works by the Council: and
- Review it's procurement policy at least once during each 4 year term of the Council.

This Policy applies to all contracting and procurement activities at Council and is binding upon Councillors, Council Officers and temporary employees, contractors and consultants while engaged by the Council.

The Act and this Procurement Policy are the primary reference points for how all procurement will be undertaken.

1.5 Purchase Order Exemptions

Purchases not requiring a purchase order are listed in Appendix A. This is owing to the nature of the purchases.

1.6 Treatment of GST

All monetary values stated in this policy include GST except where specifically stated otherwise.

1.7 Definitions and Abbreviations

Term	Definition
The Act	<i>Local Government Act 2020</i>
Category Management	A 'Category' is an area of spend determined by known market boundaries separating different products, services or industries. Category management recognises that suppliers within a certain market are likely to have similarities which enable a tailored approach to procurement.
Collaborative Procurement Arrangement	A contract established by the Council, government or a nominated agent, such as Procurement Australia, Municipal Association of Victoria (MAV), Group of Councils or a local government entity, for the benefit of numerous state, federal and/or local government entities that achieves best value by leveraging combined economies of scale.
Contract Management	The process that ensures both parties to a contract fully meet their respective obligations as efficiently and effectively as possible, in order to deliver the business and operational objectives required from the contract and in particular, to provide value for money.
Council Staff	Includes full time and part-time council officers, and temporary employees, contractors and consultants while engaged by the Council.
Local suppliers	Located within Wellington Shire, then preference for Gippsland, Victoria or Australia (as opposed to inter-state or international suppliers).
Probity	The dictionary definition of probity refers to uprightness, honesty, proper and ethical conduct and propriety in dealings. Within Local Government, the word "probity" is often used in a general sense to mean "good process." A Procurement process that conforms to the expected standards of probity is one in which clear procedures that are consistent with the Council's policies and legislation are established, understood and followed throughout the procurement process. These procedures need to consider the legitimate interests of suppliers and ensure that all potential suppliers are treated equitably.
Procurement	Procurement is the whole process of acquisition of external goods, services and works. This process spans the whole life cycle from initial concept through to the end of the useful life of an asset (including disposal) or the end of a service contract.
e-Procurement	e-Procurement is integral to the overall development of procurement processes and involves the use of an electronic system to acquire and pay for supplies, services and works.
Quotation	An offer to sell goods at a stated price and under specified conditions.
Tender Process	The process of inviting parties to submit a quotation or

Term	Definition
	tender by public advertisement, followed by evaluation of submissions and selection of a successful bidder or tenderer.
Expression of Interest (EOI)	An invitation to submit an EOI for the provision of the Goods and/or Services generally set out in the overview of requirements contained in the document. This invitation is not an offer or a contract.

2. Effective Legislative and Policy Compliance and Control

2.1 Ethics and Probity

2.1.1 Requirement

The Council's procurement activities shall be performed with unquestionable integrity and in a manner able to withstand the closest possible scrutiny.

All tender processes shall be conducted in accordance with the requirements of this Procurement Policy and any associated procedures, relevant legislation, relevant Australian Standards, Commercial Law and *the Act*.

2.1.2 Conduct of Councillors and Council Staff

2.1.2.1 General

Councillors and Council Staff shall at all times conduct themselves in ways that are, and are seen to be, ethical and of the highest integrity and *will*:

- comply with Council's policies, guidelines, procedures and applicable legislation;
- comply with Council's Codes of Conduct (Staff and Councillors), in particular relating to Conflict of Interest provisions;
- not participate in any aspect of the procurement process unless acting in the capacity of Council at a formally constituted Council meeting to consider the awarding of a contract;
- treat potential and existing suppliers with equality and fairness;
- not seek or receive personal gain;
- maintain confidentiality of matters deemed to be Commercial in Confidence; such as contract prices and other sensitive information;
- present the highest standards of professionalism and probity;
- deal with suppliers in an honest and impartial manner that does not allow conflicts of interest;
- provide all suppliers and tenderers with the same information and equal opportunity;
- be able to account for all decisions and provide feedback on them;
- maintain fair, equitable and non-discriminatory procedures for addressing complaints and concerns raised by suppliers or members of the community regarding Council's procurement activities, and
- report matters if they are concerned that improper conduct is being undertaken, this includes:
 - Corrupt conduct
 - A substantial mismanagement of public resources

- A substantial risk to public health or safety; and
- A substantial risk to the environment.

Council Staff responsible for managing or supervising contracts are prohibited from performing any works under the contract they are supervising.

2.1.3 Conflict of Interest

Councillors and Council staff shall at all times avoid situations in which private interests conflict, or might reasonably be thought to conflict, or have the potential to conflict, with their Council duties.

Councillors and Council staff involved in the procurement process, in particular preparing tender documentation, including writing tender specifications and tender evaluation panels, must:

- **Avoid** conflicts, whether actual, potential or perceived, arising between their official duties and their private interests. Private interests include the financial and other interests of Councillors and Council Staff, plus their relatives and close associates.
- **Declare** that there is no conflict of interest. Where future conflicts, or relevant private interests arise Council Staff must complete an Employee Declaration and Management of Conflict of Interest Form, make their manager, or the chairperson of the relevant tender assessment panel or board aware and allow them to decide whether the officer should continue to be involved in the specific Procurement exercise.
- **Observe** prevailing Council and Local Government Victoria guidelines (in particular the Staff Code of Conduct and the Conflict of Interest Policy) on how to prevent or deal with conflict of interest situations; and not take advantage of any tender related information whether or not for personal gain.

Refer to *1.2 Associated Policies, Guidelines and Procedures* for more information.

2.1.4 Fair and Honest Dealing

All prospective contractors and suppliers must be treated impartially and afforded an equal opportunity to participate in a procurement activity.

Any suspected improper conduct, including suspected fraud, corruption, substantial mismanagement of public resources, risk to public health and safety, risk to the environment, or detrimental action should be managed in accordance with Council's internal policies and processes.

2.1.5 Modern Slavery

Council is committed to operating lawfully and ethically. We expect our suppliers to operate in accordance with all applicable modern slavery laws including those prohibiting human slavery and slavery like practices, human trafficking, and child labor. We value and observe all laws regarding corporate social responsibility, environmental and workplace safety protection and staff inclusion and diversity.

2.1.6 Probity, Accountability and Transparency

Council is committed to upholding the highest standards of probity, accountability and transparency in all procurement activities, in line with the Act, and the Victorian Best Practice Procurement Guidelines (2024).

All Councillors, Council officers and authorised agents involved in procurement activities must act ethically, impartially and in public interest. They are individually accountable for their decisions and the outcomes of procurement processes undertaken on behalf of Council.

All procurement activities must be conducted in a manner that:

- Complies with the Act, this Procurement Policy, associated procurement manual or guidelines, relevant legislation and applicable standards.
- Demonstrates integrity, fairness, and transparency.
- Is defensible under internal and external scrutiny.
- Manages conflicts of interest and maintains public trust.
- Prevents and mitigates risks such as fraud, corruption or collusion.

Where procurement activities are carried out by authorised agents on Council's behalf (e.g. external parties, consultants, contractors), they must comply with the same legal, ethical and procedural obligations as Council officers.

To support probity and accountability, Council will:

- Apply consistent and transparent processes that ensure fair and equitable treatment of all suppliers.
- Ensure procurement criteria and conditions are not changed after public release unless formally approved in line with policy or procedure.
- Require all participants involved in procurement activities to act in good faith, declare and manage conflicts of interest, and adhere to relevant codes of conduct and ethical standards.
- Prohibit the acceptance of any gifts, benefits or hospitality from current or prospective suppliers in accordance with Council's Acceptance and Declaration of Gifts, Benefits and Hospitality Policy

2.1.7 Gifts, Benefits and Hospitality

Staff are obliged to notify their Manager of any gift, reward or benefit that they have received or have been offered. All gifts and acts of hospitality, regardless of their value, must be declared using the Gifts, Benefits and Hospitality Declaration Form and included in Council's Gifts, Benefits and Hospitality Declaration Register.

Staff should not accept any gift where there is, or where there may be, the perception of a conflict of interest with past, present or future duties, or where the object of the gift is to maintain or return a favour.

Offers of bribes, commissions or other irregular approaches from organisations or individuals must be promptly brought to the attention of their Manager.

Councillors and Council Staff, particularly contract supervisors:

- Must not knowingly visit a current supplier's premises without invitation when acting in their official capacity; and
- Must not knowingly engage a Council supplier for private benefit, unless that engagement is on proper commercial terms.

2.1.8 Reward and Loyalty Program Participation

Councillors and Council Staff cannot accumulate reward or loyalty program credits on purchases made on behalf of Council or accept any discounts through the use of Council corporate credit or fuel cards.

Participation in a reward or loyalty program must not influence procurement decisions.

2.1.9 Disclosure of Information

Commercial in Confidence information received by Council must not be disclosed and is to be stored in a secure location. Councillors and Council staff must take all reasonable measures to maintain confidentiality of:

- Information submitted by suppliers in tenders, quotations or during Tender negotiations; and
- Information that is marked confidential, or reasonably understood to be confidential due to its nature; and
- Any details related to current or proposed contracts, particularly where disclosure could compromise Council's position or breach probity.

Councillors and Council Staff are to avoid references to current or proposed contracts/procurement in discussion with acquaintances or outside interests.

Discussion with potential suppliers during tender evaluations should not go beyond the extent necessary to resolve doubt on what is being offered by that supplier.

At no stage should any discussion be entered into which could improperly influence the procurement process or negotiation of a contract prior to the Contract approval process being finalised other than through authorised pre-contract negotiations.

2.1.10 Procurement during the Caretaker Period

In accordance with section 69 of the Act, Council must not make major procurement decisions during the caretaker period that could influence the outcome of an election or bind an incoming Council.

All procurement activities during the caretaker period must:

- Be assessed for political or commercial risk;
- Be clearly and appropriately documented; and
- Comply with all relevant probity principles and legislative requirements.

Further guidance will be provided by Council through caretaker period.

2.2 Governance

2.2.1 Structure

The Council shall:

- establish a procurement management responsibility structure and delegations ensuring accountability, traceability and auditability of all Procurement decisions made over the lifecycle of all goods, services and works purchased by the Council;
- ensure that the Council's Procurement structure:
- obtains value for money
- is flexible enough to purchase in a timely manner the diverse range of material, goods, works and services required by Council;
- ensures that prospective contractors are afforded an equal opportunity to register as an approved preferred contractor;
- encourages competition.

2.2.2 Responsible Financial Management

The principle of responsible financial management shall be applied to all procurement activities. Accordingly, to give effect to this principle, the availability of existing funds within an approved budget, or source of funds, shall be established prior to the commencement of any Procurement action for the supply of goods, services or works.

Council Staff must not authorise the expenditure of funds in excess of their financial delegations. (Refer to 2.4.1 and 3.4.1)

Council staff must not disclose allocated procurement activity budgets to suppliers.

Council funds must be used efficiently and effectively to procure goods, services and works and every attempt must be made to contain the costs of the procurement process without compromising any of the procurement principles set out in this Policy.

2.2.3 Fraud Prevention

Council is committed to fraud prevention and as part of the requirements under this Policy Council will support a fraud-resistance culture by;

- Reporting breaches of the Procurement Process to the General Manager Corporate Services and the Chief Executive Officer;
- Reporting material breaches of the Procurement process to the Audit & Risk Committee;
- Investigate potential breaches of the Procurement Policy;
- Run regular reports to identify potential fraudulent transactions;
- Use of internal/external audits;
- Require all Tender Evaluation panel members to sign conflict of interest and confidentiality declarations prior to evaluating any tenders and for the life of the contract.

2.2.4 Reporting Fraud and Complaints

Council regards all allegations of improper conduct and complaints about the procurement process as serious and is committed to handling such disclosures in a sensitive and confidential manner.

Feedback or general complaints about procurement processes and procedures should be directed to the Procurement Coordinator and/or Manager Corporate Finance.

Members of the public, suppliers and Council staff are encouraged to report allegations of improper or corrupt conduct by a public officer involved in any Council procurement process. A disclosure relating to alleged improper or corrupt conduct of a public officer of Council can be made in person, via phone, in writing (letter or email) or anonymously. Disclosures can be made to:

- General Manager Corporate Services; or
- The Independent Broad-Based Anti-Corruption Commission (IBAC), GPO Box 24234, Melbourne Victoria 3000, Internet www.ibac.vic.gov.au.

2.3 Procurement Thresholds and Competition

The Purchase of goods, services and works to the value of \$250,000 or more, including GST, for the whole term of the contract will be undertaken by an open public tender process, unless one of the nominated and/or legislated exemptions apply including the declaration of an “emergency event” by the Chief Executive Officer.

When an emergency event is declared it will be managed in accordance with the Chief Executive Officer’s delegation for contracts specifically relating to repair and remediation requirements directly attributable to that emergency event.

Tenders will be advertised on Council’s website as well as advertised in selected local newspapers.

2.3.1 Requirement

The Council will from time to time decide and publish in this policy clear guidelines for minimum spend competition thresholds. These will be decided by the Council based on the size and complexity of the proposed procurement activities.

Where a Purchase Order is used, it must be raised prior to the purchase being made following the required quotation process (according to the level of expenditure as reflected in Table 1).

Suppliers will be informed that they must receive a Council purchase order prior to the supply of goods and services and quote the purchase order reference number on their invoice that must be emailed to Accounts Payable after the supply of their goods and services.

2.3.2 Approved Methods

The Council’s standard methods for purchasing goods, services and works shall be by:

- corporate credit card;
- purchase order which must be raised prior to the purchase being made, following a quotation process;
- under contract following a tender process; or quotation processes; or
- Group Purchasing Schemes - where the Council is satisfied that Value for Money requirements have been satisfied, under purchasing schemes including collaborative purchasing arrangements with other Councils and commercial schemes such as provided by MAV Procurement or Procurement Australia; or
- Using Collaborative Procurement Arrangements.

The Council may, at its discretion and based on the complexity and cost of the project, conduct one stage or multi-stage tenders.

Typically, a multi-stage tender process will commence with an expression of interest stage followed by a tender process involving the organisations selected as a consequence of the registration of interest stage.

Expressions of Interest (EOI) may be appropriate where:

- the requirement is complex, difficult to define, unknown or unclear;
- the requirement is capable of several technical solutions;
- the availability of tenderers to ensure competition and competitive outcome;
- the Council wishes to consider ahead of formal tender processes such issues as whether those tendering possess the necessary technical, managerial and financial resources;
- tendering costs are likely to be high and Council seeks to ensure that companies incapable of supplying the requirement don't incur unnecessary expense;
- it is necessary to pre-qualify suppliers and goods to meet defined standards; and
- the requirement is generally known but there is still considerable analysis, evaluation and clarification required (both of the objective and the solution).

2.3.3 In the Event of Emergency

Circumstances under which procurement may be undertaken under this clause are as follows:

- An emergency exists as defined by the *Emergency Management Act 2013*; and
- The Chief Executive Officer has declared in writing that an emergency exists; and is satisfied that procurement needs to be undertaken immediately.
- This exemption from adhering to the full procurement process shall not exceed 3 days from the commencement of the emergency event. Once the 3 day period has completed, all procurement activities must comply with the standard procurement procedures.

Situations where this might occur include:

- During the period where a natural disaster has been declared such as flooding, bushfire or epidemic that may require the immediate procurement of goods, services or works to provide relief;
- the occurrence of an event such as flooding or fire at a Council property which may require the immediate procurement of goods, services or works to ensure business continuity;
- The unforeseen cessation of trading of a core service provider to Council resulting in a need to appoint a replacement service provider on the grounds of public safety;
- An unforeseen event which impacts heavily and unsustainably on Council's level of service to the community and represents an immediate risk to health or safety; or
- Any other situation which may constitute a risk to health, life or property.

Procurement made under the Emergency provisions must be in accordance with Council's Financial Delegations and be limited in scope to what is necessary to deal with the immediate emergency.

The Emergency provision must not be used for new or extended works and services after the need for an emergency response has passed. Immediately after the Chief Executive Officer declares that an Emergency no longer exists, the use of this power ceases.

2.3.4 Appointment of an Agent for Procurement

In consideration of the appropriate Procurement process to follow, Council may join with other Councils as a defined group, based on similar requirements for products, goods or services. In doing so, Council may nominate to appoint another council to act as Council's Agent or for Council to act as Agent for other Councils.

Council is able to access contracts from State Government, Municipal Association of Victoria Procurement (MAVP) and Procurement Australia (PA). This means that Council can utilise the rates and suppliers established under any existing State Government, MAVP or PA contract without the requirement to complete the formal agency appointment process. This does not negate the requirement for financial approval dependent on delegation limits.

Where Council requires an agent to act on Council's behalf for the tendering process, governance arrangements will be required including;

- Formal appointment of the agent;
- Review of the Specification to meet Council's requirements; and
- Advice to the agent of Council's Procurement Policy requirements including evaluation criteria, Tender panel and weightings to the criteria.

2.3.5 Minimum Spend Competition Thresholds

Purchase of all goods, services and works for which the estimated expenditure exceeds \$250,000 (inclusive of GST), must be undertaken by public tender.

However, this does not preclude the tendering for contract works of lesser amounts should this be in the best interests of a value for money outcome.

In addition, where there is a possibility that the service being provided may exceed the threshold, then it should also be tendered.

The level of expenditure in accordance with Table 1 determines the appropriate procurement methodologies. Staff should consider the total value of the procurement for an ongoing commitment. Tenders should be called for all high-risk procurement (eg. reputational, multiple suppliers within Shire) no matter what the expenditure level.

2.3.6 Exemptions from tendering

The Chief Executive Officer (CEO) or Council, depending on Financial Delegation limits, can approve an exemption from publicly advertising a tender.

The following circumstances, when approved, can be exempt from the general publicly advertised tender, quotations and expression of interest requirements – refer overpage:

Exemption Name	Explanation, limitations, responsibilities and approvals	Approval by
A contract made because of genuine emergency or hardship	Where the Council, CEO or Appropriate Delegate needs to enter into arrangements in response of an emergency (e.g. to provide immediate response to a natural disaster, declared emergency)	Approved by the CEO up to approved Financial Delegation Approval by Council when above the CEO Financial Delegation
A contract made with, or a purchase from a contract made by, another government owned entity or other approved third party	This general exemption allows engagements: <ul style="list-style-type: none"> ○ With another government entity or government owned entity. ○ In reliance on contracts and arrangements established by another government group purchasing scheme, Municipal Association of Victoria (MAV) or National Procurement network members, Procurement Australia (PA) 	Approved by the CEO up to approved Financial Delegation Approval by Council when above the CEO Financial Delegation
Extension of contracts while Council is at market	<ul style="list-style-type: none"> ○ Allows Council to extend an existing contract where the procurement process to replace the contract has commenced, and where the tender process or negotiations will take or are taking longer than expected. ○ This exemption may be used when the establishment of an interim short-term arrangement with an alternative supplier is considered not to be in the public interest, as it may be cost prohibitive and/or present a risk in the delivery of critical public services to the municipality. 	Approved by the CEO up to approved Financial Delegation Approval by Council when above the CEO Financial Delegation
Professional services unsuitable for tendering	<ul style="list-style-type: none"> ○ For the procurement of Legal Services ○ Where Council must take out specific insurance requirements specified by law or another instrument. 	Approved by the CEO up to approved Financial Delegation Approval by Council when above the CEO Financial Delegation
Novation of Contracts	Where the initial contract was entered into in compliance with <i>the Act</i> and due diligence has been undertaken in respect to the new party.	Approved by the CEO up to approved Financial Delegation

Exemption Name	Explanation, limitations, responsibilities and approvals	Approval by
		Approval by Council when above the CEO Financial Delegation
Information technology resellers and software developers	Allows Council to renew software licenses and maintenance and support, or upgrade existing systems, where there is only one supplier of the software who holds the intellectual property rights to the software.	Approved by the CEO up to approved Financial Delegation Approval by Council when above the CEO Financial Delegation
Statutory Compulsory Monopoly Insurance Schemes	<ul style="list-style-type: none"> Motor vehicle compulsory third party WorkCover 	Approved by the CEO (Covered under s5 Delegation)
Operating Leases	Where a lessor leases an asset (generally a vehicle or plant and equipment) to the Council and assumes the residual value risk of the vehicle.	Approved by the CEO up to approved Financial Delegation Approval by Council when above the CEO Financial Delegation
Other specific Council Exemptions	<ul style="list-style-type: none"> The CEO may approve ad-hoc exemptions in exceptional circumstances within the financial Delegation where it can be demonstrated that it is in the best interests of the community to do so. If exceeding the financial delegation exemption must be referred to Council for approval. The public tender threshold and related exemptions also apply to collaborative procurements. 	Approved by the CEO up to approved Financial Delegation Approval by Council when above the CEO Financial Delegation

2.3.7 Sole source procurement exemptions

Council may at times make purchases at values above the single quoted threshold, normally requiring a competitive process (multiple quotes or formal tender) but may find there is no competitive market for that particular product or service. One example is software licences which are only available from the vendor/manufacture of that software and therefore a requirement to seek multiple quotes or tender responses is unenforceable.

Only the Chief Executive Officer, within financial delegations, can provide an exemption when seeking a sole source procurement exemption from public tendering and this must be obtained prior to the supplier quoting. If exemption is given, this is to be included in the recommendation report to the relevant approver as part of the purchase justification.

2.3.8 Collaboration

In accordance with the Act, section 108(3)(c), Council will seek to collaborate with other Councils and Public Bodies through the various networks. Other networks in which Council staff are engaged may also provide collaboration opportunities depending on the procurement opportunity being considered.

Collaboration will be sought where it can be demonstrated that the Value For Money proposition will be improved by the scaling up of the opportunity with the inclusion of other Councils and Public Bodies. Value for Money, in regard to collaboration, will consider the relative cost reductions achieved by the scaling up of the opportunity in comparison to any additional costs incurred such as delays to accommodate timing differences between Councils, the multi-party contract management regime imposed, and the contractual complexities incurred such as handling of securities and early contract withdrawal by one or more parties. Collaboration will be sought by email request to the Procurement representative of each Gippsland RPEN member inviting their interest in collaborative participation. Relevant opportunities will also be communicated with other networks and government bodies on a per opportunity basis.

In accordance with the Act, section 109(2), each report to Council recommending entering into a procurement agreement, will include information relating to the opportunities for collaboration.

2.3.9 Value for Money

Council is committed to achieving Value for Money (VFM) in all procurement decisions. This means selecting the option that offers the best overall outcome – not just the lowest price, but based on a balanced assessment of cost, quality, risk, sustainability and social impact over the entire lifecycle of the goods, services or works.

For each goods, services or works opportunity, VFM considers aspects relevant to financial and non-financial elements such as (but not limited to):

- Quality
- Availability and timeliness
- Longevity
- Fitness for purpose
- Operational costs
- Experience and performance history
- Flexibility, innovation and adaptation
- Whole of life costs including acquisition, decommissioning and disposal costs
- Environmental impact including recyclability or reuse considerations

- Backup and Support systems
- Licensing, registering and training costs
- Legal costs
- Risk, security and safety considerations
- Community benefits
- Collaboration and Aggregation arrangements.

The relevant aspects of each procurement are to be considered by each officer in making each procurement decision.

In a multi-quote and tendered opportunity, the relevant VFM elements form the assessment criteria and are weighted and scored as a quantitative means to determine the offer representing best value for money to Council. These criteria and their weighting are to be established and fixed prior to quotes and tenders being sought, are to be included in the quote/tender documentation, and then responses evaluated once all responses have been provided. The response evaluation is to be included with the recommendation to the final tender/contract approver.

2.3.10 Further guidance

Should a matter arise that is not covered by this Policy or the relevant Legislation, Standards, Guidelines, other Council Policies, the matter must be referred to the Coordinator Procurement/Manager Corporate Finance to determine the appropriate action.

TABLE 1

		EXPENDITURE LEVEL (INC. GST)				
		<\$100	\$100 to \$5,000	\$5,000 to \$25,000	\$25,000 to \$250,000 Goods/Services and Works	> \$250,000 Goods/Services and Works
Verbal Quote		1	1	2		
Supply contract purchasing scheme			Yes	Yes	Yes	Yes
Written Quote			Optional	Written	3	
Public Tender				Optional	Tender optional. If not, contractors must be registered as preferred contractors	Yes Mandatory
APPROVED METHODOLOGY	Petty Cash	✓				
	Corporate Credit Card	✓	✓			
	Purchase Order		✓	✓	✓	✓
	Contract			✓	✓	✓

For the purposes of the table above the expenditure levels (inclusive of GST) are calculated as follows:

- for single one-off purchases shall be the value of, or estimated value of the purchase;
- for multiple purchases shall be the gross value of, or estimated gross value of all items to be purchased, i.e. buying 30 computers at \$2,000 each is not to be considered 30 separate one-off purchases, but is to be viewed as a spend of \$60,000, therefore requiring 3 written quotes, a public tender, or use of a group purchasing scheme;
- for ongoing purchases over a period of time shall be the annual gross value of, or estimated annual gross value of purchases, i.e. hire of water carts over a 6-month period for different work sites around the Shire should be considered as one purchase of the same nature;
- for contracts spanning a number of years, the value of the expenditure is the total estimated spend for all years specified for the service, including any optional extension periods.

It is unacceptable to divide a particular procurement or procurement phase into separable parts or use a particular method for calculating the estimated total value of procurement for the purpose of circumventing an approach to the open market.

Verbal quotations

Quotations must be sought as per Table 1, and details recorded in Council's corporate system, Authority, when raising the purchase order. Where only one quote is required, the receipt of purchase is sufficient for recording purposes.

Written quotations

When written quotations are sought, details must be stored in Council's corporate record system, Authority, when raising the purchase order.

Council will endeavor to obtain at least one quote from a local supplier wherever possible. (refer to 4.1)

Insufficient quotations

The situation may arise where insufficient quotations are received to satisfy the above requirements. This may occasionally occur where there are few local suppliers for the goods, services or works being sought or the work is highly specialised. In this case, the details of the contacted suppliers must be recorded in the corporate system and an appropriate comment recorded when raising the purchase order.

Random audits will be conducted on purchase orders of this nature.

Cumulative Spend

Council will monitor cumulative spend with suppliers at least annually. If expenditure with a supplier or a number of suppliers providing similar goods, services and works is ongoing in nature and the cumulative spend is likely to exceed the legislated threshold over a two year period, then Council will review the opportunity to pursue a contract for such goods, services and works through a competitive process.

Approved Contractors

Council shall maintain a register of approved contractors, who have met Council's requirements in terms of OH&S systems and processes and, where applicable, quality and environmental factors. All works must be undertaken by approved contractors.

2.4 Delegation of Authority

2.4.1 Requirement

Delegations define the limitations within which Council staff are permitted to work. Delegation of procurement authority allows specified Council staff to approve certain purchases, quotations, tenders and contractual processes without prior referral to the Council. This enables the Council to conduct procurement activities in an efficient and timely manner whilst maintaining transparency and integrity.

Procurement delegations ensure accountability and provide confidence to Council and the public that purchasing activities are dealt with at the appropriate level.

The S7 Instrument of Sub-Delegation by CEO identifies Council Staff authorised to make procurement commitments in respect of goods, services and works on behalf of the Council.

2.4.2 Delegations Reserved for the Council

Council must approve the award of all contracts exceeding a limit as determined by the S5 Instrument of Delegation – Council to the Chief Executive Officer (\$400,000 as at 7 July 2021).

2.5 Internal Controls

The Council will install and maintain a framework of internal controls over procurement processes that will ensure:

- more than one person is involved in and responsible for a transaction end to end (from purchase to payment);
- transparency in the procurement process;
- a clearly documented audit trail exists for procurement activities;
- appropriate authorisations are obtained and documented; and
- systems are in place for appropriate monitoring and performance measurement.

2.6 Commercial Information

Procurement activities will be carried out in a way that supports Council staff in meeting their obligations - to ensure information of a commercially sensitive or confidential nature is obtained, stored, processed, published (where applicable) in an appropriate manner in accordance with the relevant Council guidelines.

2.7 Risk Management

2.7.1 General

Risk Management is to be appropriately applied at all stages of Procurement activities which will be properly planned and carried out in a manner that will protect and enhance the Council's capability to prevent, withstand and recover from interruption to the supply of goods, services and works.

2.7.2 Supply by Contract

The provision of goods, services and works by contract potentially exposes the Council to risk.

The Council will minimise its risk exposure by measures such as:

- standardising contracts to include current, relevant clauses;
- where appropriate requiring security deposits, performance bonds and retention bonds;
- referring specifications to relevant experts;
- requiring contractual agreement before allowing the commencement of work;
- use of or reference to relevant Australian Standards (or equivalent); and
- effectively managing the contract including monitoring and enforcing performance.

2.8 Contract Terms

All contractual relationships must be documented in writing based on standard terms and conditions, including dispute resolution and contract management requirements. Where this is not possible, approval must be sought from the Manager Corporate Finance. Upon approval, relevant procurement and legal advice should be sought where necessary.

To protect the best interests of the Council, terms and conditions must be settled in advance of any commitment being made with a supplier. Any exceptions to doing this exposes the Council to risk and thus must be authorised by the Manager Corporate Finance.

2.9 Contract Management

The purpose of contract management is to ensure that the Council, and where applicable, its clients, receive the goods, services or works in a timely manner and provided to the required standards of quality, costs and quantity as intended by the contract by: establishing a system of monitoring and achieving the responsibilities and obligations of both parties under the contract;

- providing a means for the early recognition of issues and performance problems and the identification of solutions;
- adhering to Council's Risk Management Framework and adhering to relevant Environmental, Occupational Health and Safety Contractor compliance procedures; and
- ensuring goods, services and works have been completed to Council satisfaction prior to payment occurring.

Furthermore, contracts are to be proactively managed by the member of Council staff responsible for the delivery of the contracted goods, services or works to ensure the Council receives Value for Money.

2.10 Tender evaluation and evaluation criteria

A Tender Evaluation Panel will be established to evaluate each Tender submission against the specified evaluation criteria. Tender Evaluation Panels can include both internal and external personnel in order to ensure the best outcome for a procurement activity and must comprise of at least 3 persons which includes the chairperson.

External personnel can also be included in the procurement process in an advisory role and not sit on the Tender Evaluation Panel or may sit on the Tender Evaluation Panel where technical or professional experience is required for the appropriate evaluation of submissions. Engagement of external advisors must be approved by the relevant General Manager.

A detailed Tender Procurement and Evaluation Plan shall be developed, approved and strictly adhered to by the Tender Evaluation Panel. This involves the establishment of detailed evaluation criteria and the application of a pre-approved and robust weighted scoring system.

The Tender Procurement and Evaluation Plan is to be completed and signed off prior to the Tender being issued to market.

All tender evaluation panel members must complete necessary declarations of no conflict of interest prior to receiving or evaluating any tenders.

2.11 Evaluation Criteria

Council may include the following evaluation criteria categories to determine whether a proposed contract provides Value for Money and complies with Council's key principles and objectives (in addition to other relevant criteria for the particular procurement):

- tendered price;
- mandatory compliance criteria (e.g. ABN registration, OH&S, Fair Work Act);
- capacity of the tenderer to provide the Goods, Services or Works;
- capability of the tenderer to provide the Goods, Services or Works;
- demonstration of sustainability;
- social procurement;
- environment;
- local content; and
- other specialised criteria may also be used, depending on the goods, service or works being sought.

3. Demonstrate Sustained Value

3.1 Integration with Council Strategy

The Council procurement policy shall support its corporate strategy, aims and objectives, including but not limited to those related to sustainability, protection of the environment, corporate social responsibility and meeting the needs of the local community such as:

- feeling safe;
- living in a clean and pleasant environment; and
- receiving good quality, well managed Council services that are Value for Money.

3.2 Achieving Value for Money

3.2.1 Requirement

The Council's procurement activities will be carried out on the basis of obtaining Value for Money. This means minimising the total cost of ownership over the lifetime of the requirement consistent with acceptable quality, reliability and delivery considerations. Lowest price is not the sole determinant of best value.

3.2.2 Approach

This will be facilitated by:

- developing, implementing and managing procurement strategies that support the co-ordination and streamlining of activities throughout the organisation;
- effective use of competition;
- using aggregated contracts and standing offer arrangements (SOA) where appropriate;
- identifying and rectifying inefficiencies in procurement processes;
- developing a more cost efficient tender process including appropriate use of e-solutions;
- Council staff responsible for providing procurement services or assistance within the Council providing competent advice in terms of available products and agreements; and
- working with suppliers to create relationships that are professional and productive and are appropriate to the value and importance of the goods, services and works being acquired.

3.2.3 Role of Specifications

Specifications used in quotations, tenders and contracts are to support and contribute to the Council's Value for Money objectives by being written in a manner that:

- clearly defines the Council's requirements;
- ensures impartiality and objectivity;
- encourages the use of standard products;
- encourages sustainability;
- eliminates unnecessarily stringent requirements; and
- determines the quality of the outcome.

3.3 Sustainability

Sustainable procurement is the acquisition of necessary goods and services that have the least impact on the environment and human health, within the purchaser's capacity to do so. The Council is committed to achieving sustainable Procurement within the context of purchasing on a Value for Money basis, by ensuring that it monitors and reports on Council activities that have an impact on or contribute to the environment, including:

- waste management
- recycling
- energy management
- emission management
- water conservation
- climate change considerations
- gender equity considerations
- green building design; and
- procurement.

Value for Money purchasing decisions made by the Council are made on the basis of cost and non-cost factors including contribution to the Council's sustainability objectives.

Wellington Shire Council recognises it has an implicit role in furthering sustainable development, through its procurement of goods and services and works and where applicable will integrate sustainability, environmental and social issues into the procurement process. The Council aims to achieve this by:

- Considering the environmental performance of all suppliers and contractors and encouraging them to conduct their operations in an environmentally sensitive manner;
- Considering the basic life cycle analysis of products to minimise the adverse effects on the environment resulting directly or indirectly from products;
- Working more effectively with local suppliers to ensure they are encouraged to bid for the Council's business in line with the Procurement Policy.

3.4 Performance Measures

Council will establish and put in place appropriate performance measures. Reporting systems will be used to monitor performance against metrics and compliance with procurement policies, procedures and controls.

Council will use the performance measurements developed to:

- Highlight trend and exceptions where necessary to enhance performance;
- Improve the internal efficiency of the procurement process and where relevant the performance of suppliers; and
- Facilitate relevant programs to drive improvement in procurement to eliminate waste and inefficiencies across key spend categories.

3.4.1 Breaches of the Policy

Any possible breaches of the requirements of the Policy will be investigated and the contract will be listed in Council's Annual Report as required by the *Local Government (Planning and Reporting) Regulations 2020*.

Breaches of the spend thresholds for purchases below the requirements will be dealt with in the context of performance management discussions with the relevant staff.

4. Build and Maintain Supply Relationships

Council recognises that in order to achieve sustainable value, appropriate relationships must be developed and maintained with suppliers and that it seeks to operate with 'informed choice' on what supply strategy it adopts – whether to 'do it yourself', participate in regional or sector aggregated projects or to access State Government panel agreements. Council will consider supply arrangements that deliver best value outcomes for council in terms of time, cost and value.

4.1 Support of Local Business

Council is committed to:

- Ensuring that procurement practices are strategically aligned with Council's wider objectives;
- Purchasing ethical and fair trade goods to support equitable, local, national and international trade;
- Enhancing partnerships with community stakeholders, suppliers and other Councils; and

- Providing opportunities to businesses who support aboriginal people, people with disabilities and disadvantaged people.

In the first instance quotes must be obtained from a Local Supplier, and only where the local business cannot supply it, are deemed not capable, or cannot provide value for money, can suppliers outside of the local area be invited to quote.

4.2 Strategic Procurement

Council adopts a strategic approach to procurement to maximise value and efficiency.

Each procurement activity will be planned with consideration of:

- Opportunities for aggregated purchasing across Council or with other entities through approved purchasing schemes;
- Collaborative or joint procurement arrangements;
- Utilisation of existing internal and external supplier panels or contracts; and
- Alternative contracting models that best support the delivery of outcomes.

4.3 Social Procurement

Social procurement involves using procurement processes and purchasing power to generate positive social outcomes in addition to the delivery of efficient goods, services and works.

For Local Government social procurement builds on initiatives already undertaken by the sector in enhancing sustainable and strategic procurement practice, enabling procurement to effectively contribute to building stronger communities.

Social procurement is a key mechanism by which to generate wider social benefits by providing a mechanism for linking and integrating social and economic agendas.

4.4 Developing and Managing Suppliers

Council recognises the importance of effective and open working relationships with its suppliers, and is committed to the following:

- Managing existing suppliers, via the appropriate development programs and performance measurements to ensure the benefits are delivered;
- Developing approved supplier lists; and
- Developing new suppliers and improving the capability of existing suppliers where appropriate.

4.5 Relationship Management

The Council is committed to developing constructive long-term relationships with suppliers. It is important that the Council identifies its key suppliers so that its efforts are focused to best effect. Such areas may include:

- Size of spend across the Council;
- Criticality of goods / services, to the delivery of the Council's services;
- Availability of substitutes; and
- Market share and strategic share of suppliers.

4.6 Communication

External

External communication is very important in ensuring a healthy interest from potential suppliers and partners to the Council. The external website provides:

- Information about Council and how to become an approved contractor;
- A list of existing contract opportunities;
- Guidelines for doing business with Council; and
- Links to other relevant sites.

Internal

Council is committed to providing ongoing training to all staff with procurement responsibilities, which will include:

- Initial training prior to undertaking any procurement activities (new staff); and
- Ongoing annual refresher training for all staff engaged in procurement.

4.7 Continuous Improvement

The Council is committed to continuous improvement and will review the procurement policy on an annual basis, to ensure that it continues to meet its wider strategic objectives.

In particular, Council will continue to explore the potential cost implications for 'greening' the supply chain, and minimising waste through use of eco-friendly, recycled or recyclable products.

APPENDIX A**EXEMPTION LIST – No Purchase Orders Required (Corporate Credit Cards are alternative to purchase orders)**

- Advertising placement fees
- Conferences
- Contributions (i.e. grants, sponsorships, Committee of Management (COM) operating subsidy)
- Councillor Allowances & reimbursements
- Daily food purchases for Aqua Energy café/kiosk (i.e. fruit, vegetables, bread)
- Emergency after- hours repairs/maintenance, up to 3 days after emergency first occurred
- Fuel Accounts
- Government/statutory charges (i.e. EPA levy, licenses, police checks)
- Insurances (including work cover)
- Medical Expenses
- Memberships/subscriptions
- Postage
- Rental (property)
- Reimbursements/refunds (employees and others)
- Royalties – (The Wedge shows etc)
- Security Services i.e. call out fees (not contract charges)
- Utilities – via tender for electricity, phone, gas, street lighting and water as sole supplier
- Vehicle Registration

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	Not applicable	Policy remains current
1.1	December 2025	Date of Next Review updated to December 2029 Related Policies: Added additional related policies Changes to reflect current practice, guidelines and procedures Changes arising from Audit & Risk Committee feedback

BEST VALUE AND COMPETITIVE NEUTRALITY POLICY

Policy Number:	2.2.6
Approved by:	Council
Date Approved:	December 2025
Date of Next Review:	December 2026
Applicable to:	Councillors, Council employees and temporary staff, volunteers, contractors and consultants engaged by Council
Responsible Officer:	Manager Corporate Finance
Related Policies:	Nil
Related Documents:	Wellington Shire Council Enterprise Bargaining Agreement
Statutory Reference:	<i>Local Government Act 2020</i> <i>Australian Consumer Law and Fair-Trading Act 2012</i> <i>Charter of Human Rights and Responsibilities Act 2006 (Vic)</i>

OVERVIEW

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

THE POLICY

Best Value

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

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

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

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

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

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

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

Competitive Neutrality

Competitive neutrality refers to the principle that government-owned and privately owned businesses should compete on a level playing field, without any unfair advantages or disadvantages due to government ownership.

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

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

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

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

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

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	Date of Next Review updated to: December 2024
1.1	December 2023	Date of Next Review updated to December 2024
1.2	December 2024	Date of Next Review updated to December 2025 Minor grammar update Competitive Neutrality: Inclusion of a definition of the principle
1.3	December 2025	Removal of requirement to report regularly on best value principles Date of Next Review updated to December 2026

CONFLICT OF INTEREST POLICY

Policy Number:	2.4.6
Approved by:	Council
Date Approved:	December 2025
Date of Next Review:	December 2026
Applicable to:	Councillors, Council employees and temporary staff, volunteers, contractors, consultants engaged by Council and members of delegated committees
Responsible Officer:	Manager Governance
Related Policies:	Acceptance and Declaration of Gifts, Benefits and Hospitality Policy Fraud and Corruption Control Policy Procurement Policy Delegations Policy Risk Management Policy
Related Documents:	Model Councillor Code of Conduct Employee Code of Conduct Governance Rules Personal Interests Returns Councillor Conflict of Interest Declaration Form Employee Conflict of Interest Declaration and Management Plan
Statutory Reference:	<i>Local Government Act 2020</i> <i>Local Government (Governance and Integrity) Regulations 2020</i>

OVERVIEW

This policy has been developed to provide information and guidance in the identification, disclosure and management of conflict of interest (i.e. actual, perceived or potential) across Council. Conflict of interest and duty is about transparency and accountability.

The *Local Government 2020 Act* uses the term “relevant person” to identify those persons who are required to determine and disclose conflicts of interest in local government, including Councillors, members of Council staff and external members of delegated committees. It is the personal responsibility of each relevant person to determine if they have an interest. At Wellington Shire Council, the requirement to determine and disclose conflicts of interest further extends to volunteers, contractors and consultants engaged by Council.

These roles:

- hold positions of public trust and should always work to serve the interests of the community, not themselves or someone else’s interests.
- must act with integrity and not inappropriately benefit or be influenced by improperly using their position.

The potential for a conflict exists in all aspects of Council operations. Council recognises that a well-established system for identifying, disclosing, managing and reporting conflicts increases its public accountability and reduces the risk of corruption, misconduct and bias in its operations and decision-making processes. The most effective means to address conflicts of interest is to establish a system under which Councillors, committee members, employees and those engaged by Council are required to disclose and manage any conflicts of interest.

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

THE POLICY

Conflict of Interest

Whilst it is not an offence to have a conflict of interest, it is the responsibility of the individual to identify and disclose a conflict of interest and manage it properly to ensure that Council's decision-making processes are not compromised. Failure to disclose conflicts of interest is a breach of the *Local Government Act 2020* (the Act) and penalties may apply.

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

Areas of activity where conflicts may arise:

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

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

Conflicts of interests may be actual, potential or perceived, or represent a conflict of duty. This is why disclosing all conflicts of interest is important.

1. An **actual conflict** occurs when there is a real, current conflict between a public officer's duties and their private interests;
2. A **potential conflict** arises when a public officer's duties could conflict with their private interests. A public officer can anticipate potential conflicts by thinking about how the particular private interests and associations they have might influence the types of functions they carry out and decisions they make in their Council role;
3. A **perceived conflict of interest** is where one or more third parties develop a reasonable view that a public officer's private interests have or could improperly influence their decisions or actions, or the actions or decisions of their organisation, in a particular matter. The perception is that a public officer may not be objective in their dealings as a result of the conflict.
4. A **conflict of duty** arises when an individual is required to fulfil two or more roles that may be in conflict with each other – often known as 'wearing two hats'. For example, a Councillor may hold a position as a member of the board of another public entity or body

that Council has a direct and/or ongoing involvement with. The conflict of duty will arise in situations where Council is required to consider and/or make decisions where this public entity or body is involved. Conflict of duty scenarios are especially common in regional and rural settings due to the smaller size of communities and the existence of specialist industries. As it is not always possible to avoid a situation where a conflict of duty exists, it is vital that these situations are declared and managed appropriately to ensure the public interest is protected.

Disclosure and declaration

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

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

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

All levels of management must:

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

Responsibilities of Managers

Managers are responsible for:

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

Responsibilities of Employees

Employees are responsible for:

- ensuring completion of training requirements;
- being aware of their obligation to identify, declare and manage conflicts of interest;
- assessing their private and personal interests and whether they conflict, or have the potential to conflict, with their official duties;
- disclosing any conflicts of interests in accordance with this policy and procedures to their Manager;
- complying with the requirements of this policy or related guidelines and procedures; and
- reporting suspected breaches of this policy by other employees to their Manager and the General Manager Corporate Services.

Responsibilities of Councillors/Committee Members

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

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

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

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

Councillors have access to various guidance material, including the Councillor Conflict of Interest Declaration Form and Governance Rules which are available on the Councillor Homepage.

Sections 127 and 128 of the Act define general and material conflicts of interest. Section 129 provides exemptions for conflict of interest, including the conflict of interest being so remote or insignificant that it could not be reasonably regarded as capable of influencing actions, and the interest being held in common with a substantial proportion of ratepayers. Conflict of interest and potential exemptions, along with other specific circumstances, are set out in the table at *Appendix A – Conflict of Interest Legislative Guide*.

Failure to disclose a conflict of interest

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

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

This policy is intended to provide guidance for identifying and managing conflicts of interest. This policy does not provide an exhaustive set of circumstances in which conflicts of interest might arise. It is the responsibility of the individual to identify a conflict of interest and disclose the matter.

Managing conflicts of interest for employees

The four recommended responses for managing conflicts are:

1. Avoid the conflict of interest

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

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

2. Accept and reduce the conflict of interest

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

3. Share the conflict of interest

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

4. Retain the conflict of interest

A conflict of interest may be retained, and the employee continues to be involved in the matter concerned, subject to a regular review of the situation. This response is only suitable for low-risk conflicts of interest.

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

Monitoring conflicts of interest

The review of the disclosed employee conflicts of interest is coordinated by the, Governance team annually. This ensures that the information remains correct and that the management responses continue to be appropriate and effective. Any change in the arrangements or circumstance must be notified immediately to the relevant Manager.

Breaches of this Policy

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

APPENDIX A – CONFLICT OF INTEREST LEGISLATIVE GUIDE

Source: Local Government Act 2020

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

Exemptions (section 129)

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

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

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	Updated Responsible Officer title Conflict of Duty has been added to the legislated requirements relating to Conflict of Interest for greater clarity at the recommendation of Council's Audit & Risk Committee; as such the definition of conflict of interest and conflict of duty has been split and various reference to conflict of interest have been updated to include conflict of duty where applicable
1.1	August 2023	Addition of policies to the Related Policies list Addition of Personal Interests Returns to the Related Documents list Various minor grammatical updates throughout New paragraph added under 'Responsibilities of Councillors/Committee Members' to provide clarity for declarations made outside of a Council meeting Relocation of the conflict of interest legislative guidance table to Appendix A at the end of the policy
1.2	December 2023	Date of Next Review updated to: December 2024 Minor formatting and ordering changes. Description of Private interests in main document removed as included in the appendix. Approved by: updated from CEO to Council
1.3	December 2024	Date of Next Review updated to: December 2025 Minor formatting and ordering changes. Addition of definition of 'relevant persons' from <i>Local Government Act 2020</i> .

1.4	December 2025	Date of Next Review updated to December 2027 Minor grammatical updates Added LGA2020 as the source legislation in Appendix A
-----	---------------	--

DELEGATIONS POLICY

Policy Number:	2.4.7
Approved by	Council
Date Approved:	December 2025
Date of Next Review:	December 2026
Applicable to:	Council employees, temporary staff and applicable Community Asset Committees
Responsible Officer:	Manager Governance
Related Policies:	Conflict of Interest Policy Fraud Control Policy Procurement Policy
Related Documents:	Various Instruments of Delegation Employee Conflict of Interest Declaration & Management Plan
Statutory Reference:	<i>Local Government Act 1989</i> <i>Local Government 2020</i>

OVERVIEW

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

What is a Delegation?

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

It is important to understand the following characteristics of delegation:

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

A Delegation is **not**:

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

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

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

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

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

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

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

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

Instrument of Delegation and Authorisation by the Municipal Building Surveyor (S12)

This delegation may be made by the Municipal Building Surveyor under the *Building Act 1993* when required to delegate their powers, duties and functions and authorising persons to exercise some of their powers under the *Building Act 1993* and associated regulations.

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

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

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

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

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

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

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

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

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

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

Instruments of Delegation by Council to Community Asset Committees (C6)

These instruments are approved by Council, to establish a Community Asset Committee. Once established, a council's CEO must delegate powers to the Community Asset Committee. Accordingly, this resolution should be accompanied by an instrument of sub-delegation in the form of the C7 Instrument of Sub-Delegation.

Instruments of Delegation by CEO to Community Asset Committees (C7)

These instruments delegate the CEO's powers and functions which are capable of delegation to persons appointed to specific Community Asset Committees, subject to the delegation's schedule.

Nominated Officers

A nominated officer is defined under Section 132 of the *Local Government Act 2020* as a member of Council staff who:

- Has a statutory or delegated power, duty or function; and
- Is nominated by the Chief Executive Officer (CEO) because of the nature of that power, duty or function.

The list of Nominated Officers is maintained by the Governance team and includes:

- named individuals in management positions,
- specified positions from the Planning & Building business unit
- individuals acting in management positions for 6 weeks or more.

POLICY COMPLIANCE

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

- Section 11(7) of the *Local Government Act 2020* requires that all delegations made under Section 11 be reviewed within 12 months after a general election. In addition, Council subscribes to a Delegations Service which is updated twice per year.

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	Updated Responsible Officer title and legislative references
1.1	December 2023	Date of Next Review updated to: December 2024 Section titled 'Appointments and Authorisations (s11)' removed and incorporated into new policy Approved by: updated from CEO to Council
1.2	December 2024	Date of Next Review updated to: December 2025 Insertion of Instrument of Delegation and Authorisation by the Municipal Building Surveyor (S12) and Community Asset Committees (C6 & C7) delegations
1.3	December 2025	Date of Next Review updated to: December 2026 Insertion of section on Nominated Officers Minor formatting changes

PUBLIC TRANSPARENCY POLICY

Policy Number:	2.4.9
Approved by:	Council
Date Approved:	December 2025
Date of Next Review:	December 2026
Applicable to:	Councillors, Council employees and temporary staff, volunteers, contractors and consultants engaged by Council.
Responsible Officer:	Manager Governance
Related Policies:	Privacy and Data Protection Policy Freedom of Information Policy Records Management Policy Community Engagement Policy
Related Documents:	Governance Rules Part II Statement – <i>Freedom of Information Act 1982</i>
Statutory Reference:	<i>Freedom of Information Act 1982</i> <i>Local Government Act 1989</i> <i>Local Government Act 2020</i> <i>Privacy and Data Protection Act 2014</i>

OVERVIEW

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

THE POLICY

1. POLICY STATEMENT

1.1. Council is committed to the principles of public transparency and commits to making all Council information publicly available, except where the information is:

- 'Confidential Information' as defined under section 3(1) of the Act, unless Council has determined by resolution that the information should be made publicly available;
- Confidential by virtue of any other Act; or
- Such that making it publicly available, would be contrary to the public interest.

1.2. A definition of 'Confidential Information' under the Act and examples of where the public availability of information would be contrary to the public interest are provided in part 6 - Definitions.

2. POLICY INITIATIVES

- 2.1. Council will list all Council information that is publicly available on its website and ensure all such information is regularly reviewed, updated, understandable and accessible.
- 2.2. Council will use digital media to publish or stream appropriate Council content, such as Council Meetings, and other online tools to publish Council information and encourage community engagement and consultation on project and community related matters.
- 2.3. Council will ensure all information and statements as required under section 7 of the *Freedom of Information Act 1982* are included in its Part II Statement and published on its website.
- 2.4. Council will facilitate the awareness of access to Council information through its website and through community engagement opportunities.
- 2.5. Council will apply a presumption of openness to information and adopt a proactive publication position within the parameters outlined in this policy.
- 2.6. Council will strive, where possible, to provide the community with access to Council's publicly available information free of charge.
- 2.7. Council will assist the community in accessing its publicly available information and will inform the community of their right to make an application under the *Freedom of Information Act 1982* for information which is not considered publicly available information.

3. PUBLICLY AVAILABLE INFORMATION

- 3.1. Under the Act (and, in some cases, the *Local Government Act 1989*), there are specific provisions for certain information to be made publicly available, including:
 - 3.1.1. Council Meeting Agendas and Minutes
 - 3.1.2. Delegated Committee Meeting Agendas and Minutes
 - 3.1.3. Local Laws and any documents incorporated
 - 3.1.4. Council Plan
 - 3.1.5. Community Vision
 - 3.1.6. Financial Plan
 - 3.1.7. Asset Plan
 - 3.1.8. Budget
 - 3.1.9. Annual Report
 - 3.1.10. Councillor Code of Conduct
 - 3.1.11. Council Policies including Procurement Policy, Public Transparency Policy, Community Engagement Policy, Acceptance and Declaration of Gifts, Benefits and Hospitality Policy, Election Period Policy & Councillor Expense and Administration Policy
 - 3.1.12. Summary of Election Campaign Donation Returns
 - 3.1.13. Audit and Risk Charter
 - 3.1.14. Summary of Personal Interest Returns
 - 3.1.15. Governance Rules
 - 3.1.16. Workforce Plan

3.2. Council will also make the following Council information available on request to ensure the community are informed and can benefit from access to information regarding Council's functions and operations:

- 3.2.1.** Authorised Officers
- 3.2.2.** Delegations
- 3.2.3.** Election Campaign Donation Returns Register
- 3.2.4.** List of all Leases
- 3.2.5.** List of Donations and Grants
- 3.2.6.** Record of Assembly of Councillors
- 3.2.7.** Travel Register
- 3.2.8.** Details of Chief Executive Officer reappointment and total remuneration.

3.3. Under various other Acts administered by Council, the following information will be made publicly available:

- 3.3.1.** Subject to the specified requirements of the *Planning and Environment Act 1987*, the following may be inspected (note that charges may apply):
 - Approved Planning Scheme Amendments
 - Panel Reports
 - Planning Permits/Applications
 - Submissions/objections
 - Planning Register
 - Planning Scheme
- 3.3.2.** Register of Building Permits and Occupancy Permits
- 3.3.3.** Copies of Building Permits, plans and documentation (by application from the property owner or persons authorised by the property owner only, charges will apply)
- 3.3.4.** Register of Animal Registrations
- 3.3.5.** Register of Public Roads
- 3.3.6.** FOI Part II Statement
- 3.3.7.** Child Safe Policy

4. PROCEDURAL GUIDELINES

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

5. REVIEW

- 5.1.** The policy will be reviewed annually unless Council determines that an earlier review is required or where legislative changes occur.

- 5.2. The policy will be reviewed in accordance with Council's Community Engagement Policy.

6. DEFINITIONS

Confidential Information	<p>Confidential information is defined in the Act as meaning the following:</p> <ul style="list-style-type: none"> (a) Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released; (b) security information, being information that if released is likely to endanger the security of Council property or the safety of any person; (c) land use planning information, being information that if prematurely released is likely to encourage speculation in land values; (d) law enforcement information, being information which if released would be reasonably likely to prejudice the investigation into an alleged breach of the law or the fair trial or hearing of any person; (e) legal privileged information, being information to which legal professional privilege or client legal privilege applies; (f) personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs; (g) private commercial information, being information provided by a business, commercial or financial undertaking that— <ul style="list-style-type: none"> (i) relates to trade secrets; or (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage; (h) confidential meeting information, being the records of meetings closed to the public under section 66(2)(a) of the Act; (i) internal arbitration information, being information specified in section 145 of the Act; (j) Councillor Conduct Panel confidential information, being information specified in section 169 of the Act; (k) information prescribed by the regulations to be confidential information for the purposes of this definition; (l) information that was confidential information for the purposes of section 77 of the <i>Local Government Act 1989</i>.
---------------------------------	--

Contrary to the Public Interest

There is no definition in the Act as to when the public availability of information would be contrary to the public interest. Council will determine this on a case by case basis. Some examples of where the public availability of information would be contrary to the public interest are as follows:

- (a) where disclosure of the information would divulge any information or matter communicated in confidence by or on behalf of a person or a government and be reasonably likely to impair the ability of Council to obtain similar information in the future; or
- (b) where its disclosure would be reasonably likely to have a substantial adverse effect on the economy of the municipal district, including but not limited to, revealing consideration of a contemplated movement in rates, fees, charges, interest charges or other levies, the sale or acquisition of land or property by the council, urban re-zoning, the formulation of land use and planning controls and the formation of imposts; or
- (c) where it would disclose instructions issued to, or provided for the use of guidance of, Council officers on the procedures to be followed or the criteria to be applied in negotiation, including financial, commercial and labour negotiation, in the execution of contracts, in the defence, prosecution and settlement of cases, and in similar activities relating to the financial property or personnel management and assessment interests of Council; or
- (d) where the information is subject to a secrecy provision in another Act; or
- (e) where its disclosure would impede the administration of justice generally, including procedural fairness; or
- (f) where its disclosure would prejudice intergovernmental relations or otherwise affect relations with other governments or agencies; or
- (g) where its disclosure would prejudice or otherwise affect the conduct of investigations, audits or reviews by Council or integrity bodies; or
- (h) where its disclosure would prejudice the deliberative process of government; or
- (i) where its disclosure would prejudice the effectiveness of testing or auditing procedures.

These are examples only and not exhaustive of the circumstances in which the public availability of information would be contrary to the public interest.

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	Updated Responsible Officer title Removal of a number of items under 'information available on request' as these are available to the public on Council's website
1.1	December 2023	Date of Next Review updated to December 2024 Strategic Resource plan and register of interests removed from items required in accordance with the Act. Council Vision, Financial Plan, Asset Plan and Summary of Personal Interest Returns, Public Transparency Policy, Acceptance and Declaration of Gifts, Benefits and Hospitality Policy, Election Period Policy & Council Expense and Administration Policy, Audit and Risk Charter, and Governance Rules, Workforce Plan added as items required to be available in accordance with the Act. Minor formatting changes.
1.2	December 2024	Date of Next Review updated to December 2025
1.3	December 2025	Date of Next Review updated to December 2026 Minor grammar and formatting changes.

HERITAGE POLICY

Policy Number:	3.1.1
Approved by:	Council
Date Approved:	December 2025
Date of Next Review:	December 2026
Applicable to:	Planning and Building Business Unit
Responsible Officer:	Manager Planning and Building
Related Policies:	Nil
Related Documents:	Nil
Statutory Reference:	Wellington Planning Scheme

OVERVIEW

To establish policy to manage heritage identification and protection.

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

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

THE POLICY

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

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

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

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

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

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

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

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	Date of Next Review updated to: December 2024
1.1	December 2023	Date of Next Review updated to December 2024
1.2	December 2024	Date of Next Review updated to December 2025
1.3	December 2025	Date of Next Review updated to December 2026

CAR PARKING - OFF STREET CAR PARKS

Policy Number:	3.2.1
Approved by:	Council
Date Approved:	December 2025
Date of Next Review:	December 2027
Applicable to:	Governance Business Unit
Responsible Officer:	Manager Governance
Related Policies:	Nil
Related Documents:	<i>Wellington Shire Council Community Local Law 2021</i>
Statutory Reference:	<i>Infringement Act 2006</i> <i>Local Government Act 2020</i> <i>Road Safety Act 1986, Section 90D</i> <i>Road Safety Road Rules 2017</i>

OVERVIEW

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

THE POLICY

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

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

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

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

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

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

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

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

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

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	Updated Responsible Officer title and references to the revised Community Local Law and <i>Local Government Act 2020</i>
1.1	December 2023	Minor editorial changes. Full reference to WSC Community Local Law Date of Next Review updated to: December 2024
1.2	December 2024	Date of next review updated to December 2025
1.3	December 2025	Date of next review updated to December 2027 Business Unit and Responsible Officer updated to reflect Governance

STREET RAFFLES POLICY

Policy Number:	3.2.2
Approved by:	Council
Date Approved:	December 2025
Date of Next Review:	December 2026
Applicable to:	Governance Business Unit
Responsible Officer:	Manager Governance
Related Policies:	Nil
Related Documents:	<i>Wellington Shire Council Community Local Law 2021</i> Wellington Shire Council Roadside Trading Guidelines 2018
Statutory Reference:	Nil

OVERVIEW

To establish policy for the management of street raffles.

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

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

THE POLICY

Raffles

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

Organisations wishing to conduct raffles on Council-controlled footpaths are required to submit a request to Wellington Shire Council via enquiries@wellington.vic.gov.au.

Council consent to sell raffle tickets is separate from public fundraising requirements. All fundraising activities must be conducted in accordance with the **relevant legislation**. Further details are available from Consumer Affairs Victoria.

REVISION HISTORY

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

1.2	October 2024	Date of next review updated to December 2025
1.3	December 2025	Date of next review updated to December 2026 Added reference to public fundraising requirements and Consumer Affairs Victoria.

BUILDING POLICY

Policy Number:	3.2.3
Approved by:	Council
Date Approved:	December 2025
Date of Next Review:	December 2026
Applicable to:	Planning and Building Business Unit
Responsible Officer:	Municipal Building Surveyor
Related Policies:	Nil
Related Documents:	Building Control Intervention Filter Criteria Guideline
Statutory Reference:	<i>Building Act 1993</i> <i>Building Regulations 2020</i>

OVERVIEW

To establish building policy to manage:

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

THE POLICY

1. Building over easements

Overview

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

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

The Policy

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

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

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

2. Fences on street alignments Overview

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

Building Regulations 2018, regulation 92 requires that:

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

The Policy

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

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

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

Overview

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

The Policy

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

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	<i>“Non habitable buildings on Vacant Land”</i> section has been removed due to legislative update
1.1	December 2023	Removal of text line ‘ <i>sheds on vacant land;</i> ’ Date of Next Review updated to: December 2024 Minor formatting changes
1.2	December 2024	Date of next review updated to December 2025
1.3	December 2025	Date of next review updated to December 2026

COMPLAINTS HANDLING POLICY

Policy Number:	3.2.7
Approved by:	Council
Date Approved:	December 2025
Date of Next Review:	December 2026
Applicable to:	Council employees and temporary staff, volunteers, contractors and consultants engaged by Council
Responsible Officer:	Manager Customer and Communications
Related Policies:	Complaints Handling Framework.
Related Documents:	Building Control Intervention Filter Criteria Customer Service Commitment
Statutory Reference:	<i>Local Government Act 2020</i> <i>Public Disclosures Act 2012</i>

OVERVIEW

The *Local Government Act 2020* (the Act) advises that all Council staff, in the course of their employment, are required to provide a responsive service when responding to complaints. The '*Victorian Ombudsman Councils and Complaints – A good practice guide*' together with the Australian Standard 'AS/NZS 10002:2014 Guidelines for complaints management have been used to develop this policy and the associated procedure.

PURPOSE

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

THE POLICY

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

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

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

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

Definitions:

A complaint is an expression of dissatisfaction with:

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

A complaint is not:

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

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

Commitment

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

Accessibility

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

Transparency

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

Independent review

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

Objectivity and Fairness

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

Confidentiality

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

Accountability

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

Continuous improvement

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

Complaints Handling Approach

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

1. Complaint resolution – The Customer Service team can report the complaint to the relevant supervisor for escalation and follow up.
2. Investigation if required – The Customer Service team cannot resolve the issue and the complaint is forwarded onto the relevant division for further investigation.
3. Internal Review (peer review) – if the complainant is still not satisfied a peer review can occur where a manager from another area can complete a review of the matter.
4. Access to an external review – Complaint cannot be resolved at a Council level, and it needs to be referred onto an external agency e.g. VCAT.

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

Unreasonable conduct

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

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

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

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

Complaints that will not be investigated

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

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

Resolution

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

Procedure on how to make a complaint

A person can make a complaint in several ways:

Mail: Wellington Shire Council
PO Box 506
SALE VIC 3850

Telephone: 1300 366 244

Email: enquiries@wellington.vic.gov.au

Website: www.wellington.vic.gov.au

In person: Wellington Shire Council

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

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

After Hours: In an emergency call: 1300 366 244

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	Updated Responsible Officer title Updated reference to 'Customer Service Charter' to 'Customer Service Commitment'
1.1	December 2023	Next review date updated
1.2	December 2024	Date of next review updated to December 2025
1.3	December 2025	Updated Responsible Officer title Next Review date update Update to Definitions and escalation process

RENTAL AND LEASING OF COUNCIL OWNED PROPERTIES POLICY

Policy Number:	3.3.4
Approved by:	Council
Date Approved:	September 2025
Date of Next Review:	December 2026
Applicable to:	Economic Development Business Unit Communities, Facilities and Emergencies Business Unit Natural Environment and Parks Business Unit
Responsible Officer:	Manager Economic Development Manager Facilities and Emergencies Manager Natural Environment and Parks
Related Policies:	EV charging Infrastructure
Related Documents:	Current West Sale Airport Lease Management Framework Register of Property Agreements New Agreement Development Procedure Agreement Renewal Procedure Licence Fees Procedure
Statutory Reference:	<i>Crown Land (Reserves) Act 1978</i> <i>Land Act 1958</i> <i>Local Government Act 2020</i> <i>Retail Leases Act 2003</i> <i>Residential Tenancies Act 1997</i>

OVERVIEW

To establish policy for the:

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

THE POLICY

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

This policy will:

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

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

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

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

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

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

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

Community (non-Commercial) Agreements

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

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

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

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

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

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

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

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

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

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

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

Commercial Agreements

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

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

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

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

All new commercial agreements must maintain a Public Liability Insurance Policy at a minimum of \$20 million. Council retains the discretion to request increased coverage, or policies covering specific risks, where the nature or risk profile of the leased activity warrants it. These insurance requirements are informed by advice from relevant specialists, which may include legal professionals, internal teams with specialist knowledge, Council's insurer or their representatives. The applicable insurance conditions will be provided to the interested party for consideration during the lease negotiations, noting that any new agreement remains subject to the acceptance of the proposed terms.

Other Considerations

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

Subject to satisfying statutory requirements such as providing any notice of intention in accordance with Council's Community Engagement Policy, entering into an Agreement for Lease may be

appropriate where a lease will be subject to a number of conditions precedent e.g. obtaining required planning and other approvals.

Subject to below, all property agreements will be maintained as current i.e. not expiring/moving into overholding. Exceptions to this may be where both parties agree in writing and there are suitable reasons including:

- If Council has identified alternate uses for the site.
- The tenant only intends to continue for a period of less than twelve months.
- Delays on executing a new agreement.

In accordance with the agreement, Council may determine to give notice to end the agreement at its discretion.

Request for Renewal and Direct Negotiations

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

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

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

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

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

Council direction in relation to leases at West Sale Airport (WSA) is subject to review with the WSA Lease Management Framework (LMF) to be updated following input from an expressions of interest process. All new or renewed leases of terms longer than 5 years will be assessed on an individual basis and be presented to Council for their consideration.

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	No changes applicable at this review
1.1	December 2023	Date of Next Review updated to: December 2024 Minor formatting changes Updated policy to align with the <i>Local Government Act 2020</i> Added further detail to body of the policy for clarification purposes
1.2	December 2024	Date of Next Review updated to: December 2026 Added further detail to body of the policy for clarification purposes
1.3	September 2025	Date of Next Review updated to: December 2026 Added insurance requirements for new commercial agreements.

WASTE COLLECTION POLICY

Policy Number:	4.1.1
Approved by	Council
Date Approved/Effective	December 2025
Date of Next Review:	December 2026
Applicable to:	Natural Environment and Parks Business Unit
Responsible Officer:	Manager Natural Environment and Parks Coordinator Waste and Sustainability
Related Policies:	Nil
Related Documents:	Waste Collection Maps
Statutory Reference:	<i>Local Government Act 2020</i> <i>Public Health and Wellbeing Act 2008</i>

OVERVIEW

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

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

THE POLICY

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

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

Additional Services

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

Special medical circumstances

Subject to meeting the definition (as described below) residents can apply for an additional rubbish and/or recycling bin - no additional fees apply.

Definitions

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

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

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

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

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	No changes applicable at this review
1.1	December 2023	Date of Next Review updated to December 2024 Minor formatting changes
1.2	December 2024	Date of Next Review updated to December 2025
1.3	December 2025	Date of Next Review updated to December 2026

NATURE STRIP MAINTENANCE POLICY

Policy Number:	4.1.2
Approved by:	Council
Date Approved:	December 2025
Date of Next Review:	December 2027
Applicable to:	Whole organisation
Responsible Officer:	Manager Natural Environment and Parks
Related Policies:	Nil
Related Documents:	Open Space Plan 2014 – 2024 Naturestrip Landscape Guidelines
Statutory Reference:	<i>Local Government Act 2020</i> <i>Climate Change Act 2017</i>

OVERVIEW

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

THE POLICY

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

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

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

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

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE CHANGE

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

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	No changes applicable at this review
1.1	December 2023	Date of Next Review updated to: December 2024 Minor formatting changes Clarification of service levels near link / collector roads in urban areas
1.2	December 2024	Date of Next Review updated to: December 2025
1.3	December 2025	Date of Next Review updated to December 2027

LITTER BINS POLICY

Policy Number:	4.1.4
Approved by:	Council
Date Approved:	December 2025
Date of Next Review:	December 2027
Applicable to:	Whole organisation
Responsible Officer:	Manager Natural Environment and Parks
Related Policies:	Playgrounds Policy
Related Documents:	Open Space Plan 2014 - 2024
Statutory Reference:	Nil

OVERVIEW

To establish policy for the management of litter bins.

THE POLICY

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

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

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

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

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	No changes applicable at this review
1.1	December 2023	Date of Next Review updated to December 2024 Minor formatting changes
1.2	December 2024	Date of Next Review updated to December 2025
1.3	December 2027	Date of Next Review updated to December 2027

PLAYGROUNDS POLICY

Policy Number:	4.1.5
Approved by:	Council
Date Approved:	December 2025
Date of Next Review:	December 2026
Applicable to:	Whole organisation
Responsible Officer:	Manager Natural Environment and Parks Coordinator Parks Services
Related Policies:	Heritage Policy Litter Bins Policy Public Toilets Policy
Related Documents:	Open Space Plan 2014-2024 Playground Guidelines Youth Play Plan 2019-2029
Statutory Reference:	Nil

OVERVIEW

To establish policy for the management of playgrounds.

THE POLICY

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

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

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

Aim

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

- To ensure that playground provision caters to children and adults with disabilities, and that a wide range of play activities within each playground are accessible.
- To maintain all play equipment and designated play areas in a good condition in accordance with current Australian Standards for play equipment and adjacent areas.
- To regularly monitor the use of play areas, the condition and maintenance of play equipment and the provision and quality of play opportunities in the Shire generally.
- To consider the value of natural play in all playground re-fits and new designs through the use of planting and natural materials.

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

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	No changes applicable at this review
1.1	December 2023	Date of Next Review updated to December 2024 Minor formatting changes
1.2	December 2024	Date of Next Review updated to December 2025
1.3	December 2026	Date of Next Review updated to December 2026

PUBLIC OPEN SPACE CONTRIBUTION – SUBDIVISIONS POLICY

Policy Number:	4.1.6
Approved by:	Council
Date Approved:	December 2025
Date of Next Review:	December 2026
Applicable to:	Whole organisation
Responsible Officer:	Manager Natural Environment and Parks
Related Policies:	Heritage Policy Open Space Policy Playgrounds Policy
Related Documents:	Open Space Plan 2014-2024 Open Space Selection Criteria - Developer Contributions Wellington Planning Scheme
Statutory Reference:	<i>Subdivision Act 1988</i>

OVERVIEW

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

THE POLICY

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

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

Aim of the Policy

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

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

Priority consideration will be given to the following:

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

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

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	No changes applicable at this review
1.1	December 2023	Date of Next Review updated to December 2024 Minor formatting changes
1.2	December 2024	Date of Next Review updated to December 2025
1.3	December	Date of Next Review updated to December 2026

PUBLIC TOILETS POLICY

Policy Number:	4.1.7
Approved by:	Council
Date Approved:	December 2025
Date of Next Review:	December 2026
Applicable to:	Whole organisation
Responsible Officer:	Manager Natural Environment and Parks
Related Policies:	Heritage Policy
Related Documents:	Public Toilet Management Plan
Statutory Reference:	Nil

OVERVIEW

To establish policy to guide the management of public toilets.

Access to toilet facilities is an important consideration in terms of the attractiveness and functionality of public areas generally and urban public areas particularly. Not all such areas are subject to Council jurisdiction, however Council is often perceived by the general public to be the agency universally responsible for the provision, operation and maintenance of public toilet facilities. In this regard, Council at times receives requests to either provide new (additional) public toilet facilities or to upgrade existing facilities to meet contemporary standards.

Council is currently involved, either directly or indirectly in the maintenance and operation of a number of public toilets throughout the Shire, which are intended to serve public areas catering for relatively large numbers of people on a regular basis. Council currently directly manages 36 public toilet facilities throughout the Shire.

THE POLICY

Council will ensure that adequate and appropriate public toilet facilities are available to residents and visitors throughout the Shire within its jurisdiction according to the following guiding principles.

- To ensure the provision of public toilet facilities is equitably distributed throughout the Shire and appropriate to need.
- To make appropriate provision for accessibility and functionality for people with disabilities and special needs.
- To ensure that the environment, both natural and built, is not adversely impacted by the construction and operation of public toilet facilities.
- To maintain toilet facilities and associated services and equipment in accordance with relevant Australian Standards and community expectation.
- To regularly monitor the use of public toilet facilities and the condition and maintenance of same, throughout the Shire.
- To encourage provision of toilet facilities on a collaborative basis with committees of management, public agencies and the private sector.

This policy will apply to and establish the mechanisms for, the establishment, management and operation of public toilets, including but not limited to proposed new facilities, upgrades of existing facilities, retirements of existing facilities and establish a standard for such facilities having regard

for, but not limited to:

- location;
- siting including proximity to other facilities;
- accessibility and amenity;
- architectural values, including heritage values;
- environmental design considerations;
- capital and operating (life cycle) costs;
- community consultation.

Provision Objectives

Council will ensure that adequate and appropriate public toilet facilities are available to residents and visitors throughout the Shire.

Council has a Public Toilet Management Plan which may be accessed by staff via request. The responsibility to ensure that the maintenance and implementation of the guidelines accords with Council's policy position is vested in the Manager Natural Environment and Parks. Any matter specifically requiring a Council determination shall be reported by the General Manager Built and Natural Environment.

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	Number of public toilets managed increased
1.1	December 2023	Date of Next Review updated to: December 2024 Minor formatting changes Minor administrative updates
1.2	December 2024	Date of Next Review updated to: December 2025
1.3	June 2025	Additional paragraph outlining Council will not apply clause 4.1(6) of the Community Local Law 2021 in ways that could discriminate against transgender or non-binary individuals.
1.4	December 2025	Date of Next Review updated to December 2026 Clause 4.1(6) is no longer in place – removal of paragraph that Council will not apply clause 4.1(6) of the Community Local Law 2021.

SIGNIFICANT TREE PROTECTION POLICY

Policy Number:	4.1.8
Approved by:	Council
Date Approved:	December 2025
Date of Next Review:	December 2026
Applicable to:	Whole organisation
Responsible Officer:	Manager Natural Environment and Parks Open Space Planning Officer Coordinator Parks Services
Related Policies:	Urban Forest Policy Open Space Policy
Related Documents:	Open Space Plan 2014-2024 Wellington Planning Scheme
Statutory Reference:	Nil

OVERVIEW

To protect significant trees and remnant vegetation located in urban areas from the negative impacts of land development (sub-divisions).

THE POLICY

This policy aims to provide guidance to applicants in the design of development proposals to ensure that significant trees/remnant vegetation is assessed and incorporated into development design.

The policy refers to lots of less than 0.4 hectare. Lots larger than 0.4 ha will generally be protected by the native vegetation controls afforded by the Wellington Planning Scheme Clause 52.17.

Definitions

A significant tree is:

- Any tree of outstanding aesthetic quality.
- Any tree outstanding for its large height, trunk diameter or canopy spread.
- Any tree that is particularly old or venerable.
- Any tree which occurs in a unique location or provides a significant contribution to the landscape, streetscape or townscape, including remnant vegetation and important landmark trees.
- Any tree associated with a well-known public figure or ethnic group.
- Any tree commemorating or having association with an important historic event.
- Any tree that is rare to an area (e.g. beyond its normal range of distribution or common cultivation) or is of a rare species or variety generally, including endangered species.
- Any tree which exhibits a curious growth form or physical feature including unusually pruned forms.

- Any tree which is of horticultural or genetic value and could be an important source of propagating stock.
- Any tree which forms part of a recognised historic garden, park or town.

Remnant vegetation is:

- Any patch of indigenous vegetation, around which most or all of the land has been cleared. The patches of vegetation can provide a repository for seed banks, habitat and corridors for animals, aesthetic and scientific values, soil stability, and a reduction in salinity.

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

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	Change of placement of 'Wellington Planning Scheme' from Statutory Reference to Related Documents
1.1	December 2023	Date of Next Review updated to December 2024 Minor formatting changes
1.2	December 2024	Date of Next Review updated to December 2025
1.3	December 2026	Date of Next Review updated to December 2026 with input from Tree Management Plan 2026

URBAN FOREST POLICY

Policy Number:	4.1.9
Approved by:	Council
Date Approved:	December 2025
Date of Next Review:	December 2026
Applicable to:	Whole organisation
Responsible Officer:	Manager Natural Environment and Parks Open Space Planning Officer Coordinator Parks Services
Related Policies:	Significant Tree Protection Policy
Related Documents:	Open Space Plan 2014-2024
Statutory Reference:	Nil

OVERVIEW

To establish policy for the management of the urban forest.

THE POLICY

This policy provides a framework of reference in relation to the management of trees in urban areas throughout the Shire generally, with particular reference to the following matters:

- planting of new trees;
- maintenance of existing trees;
- removal of existing trees;
- conflict with other infrastructure;
- heritage trees;
- risk management;
- remnant native trees.

Principles

1. An acceptable level of risk to persons or damage to infrastructure, including buildings, streets, kerbs, footpaths, road users/vehicles and aerial and underground utilities.
2. To guard against the damage or unnecessary removal of trees in public areas.
3. Increasing biodiversity within the urban forest is imperative for the long-term health of the forest.
4. Targeting a 30% canopy cover in urban areas.

Where a public tree has been approved for removal by council, the value for the purpose of development, construction, or other works, associated with the tree in accordance with Council's Tree Valuation Formula is to be paid by the property owner or representative prior to its removal and works commencing. This is applicable to all developers, builders, service providers, residents, civil contractors, event organisers, State Government Departments or Federal Government Departments undertaking activities in proximity to public trees.

Council has a strategic plan in place to support its policy position on urban trees (e.g. Open Space Plan 2014-2024). This plan is available to staff via the Intranet. The responsibility to ensure that the maintenance and implementation of the guidelines accords with Council's policy position is vested in the Manager Natural Environment and Parks. Any matter specifically requiring a Council determination shall be reported by the General Manager Built and Natural Environment.

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	Strengthened the tree removal and amenity valuation
1.1	December 2023	Date of Next Review updated to December 2024 Minor formatting changes
1.2	December 2024	Date of Next Review updated to December 2025
1.3	December 2025	Date of Next Review updated to December 2026.

CLIMATE CHANGE AND SUSTAINABILITY POLICY

Policy Number:	4.1.10
Approved by:	Council
Date Approved:	December 2025
Date of Next Review:	December 2026
Applicable to:	Councillors, council employees and temporary staff, volunteers, contractors and consultants engaged by Council
Responsible Officer:	Manager Natural Environment and Parks
Related Policies:	Asset Management Policy Community Assistance Grants Program Policy Council Provision of Recreation/Community Facilities Policy Open Space Policy Rates rebate on Land for Conservation Purposes Policy Risk Management Policy Significant Tree Protection Policy Investment Policy Procurement Policy Waste Collection Policy
Related Documents:	Sustainability Strategy Fleet Guidelines Greening Wellington Municipal Health & Wellbeing Plan Public Open Space Provisions Significant Tree Register Environmental Sustainability Checklist Urban Biodiversity Plan Wellington Planning Scheme
Statutory Reference:	<i>Catchment and Land Protection Act 1994</i> <i>Climate Change Act 2017</i> <i>Environment Protection Amendment Act 2018</i> <i>Environment Protection and Biodiversity Conservation Act 1999</i> <i>Flora and Fauna Guarantee Act 1988</i> <i>Local Government Act 2020</i> <i>Planning and Environment Act 1987</i> <i>State Environment Protection Policy</i> <i>Water Act 1989</i>

OVERVIEW

Sustainability is defined as meeting our own needs without compromising the ability of future generations to meet their own needs. Sustainability requires balancing environmental, economic and social needs and must consider climate change mitigation and adaptation as a key feature, due to its broad implications across council business and service delivery.

Australia is committed to the 2030 Agenda including the 17 United Nations Sustainable Development Goals as a universal, global undertaking to protect human wellbeing. Local government plays a key role in delivering outcomes for the goals, and in particular SDG 11 – Sustainable Cities and Communities and SDG 13 – Climate Action.

The *Local Government Act 2020* mandates a requirement for Council decisions to consider sound financial management, promote the social, economic and environmental viability and sustainability of its region, and improve the overall quality of life of people in the local community. Accordingly, the scope of this policy pertains to all persons conducting or undertaking business on behalf of Council and effectively must be considered by other policy owners across Council.

The *Climate Change Act 2017* also outlines local government responsibility in having regard for climate change for specific decisions and actions and in the preparation of a Municipal Public Health & Wellbeing Plan. These legislative instruments are a key driver of climate change related duty of care and risk management obligations of decision makers within council.

THE POLICY

The objective of this Policy is to provide the framework for expressing and delivering Council's commitment to the integration of sustainability and climate change principles and practices in its service delivery, operations and community support and advocacy, in line with legislative directions, Community Vision 2041 and the Council Plan 2025-2029.

Guiding Principles

The policy sets the guiding principles which will inform any sustainability strategy or governance framework. The principles are:

- promote integration;
- be inclusive, get involved and participate;
- be Innovative and show leadership;
- adopt Precautionary behaviour;
- embed intergenerational equity;
- informed decision-making;
- limit our impact on natural systems.

Application of the policy

Council will:

- prepare a consecutive four-yearly environmental sustainability strategy and action plan that incorporates internal operational and community objectives in line with the guiding principles and the relevant United Nations Sustainable Development Goals, and must include:
 - short and long-term greenhouse gas emission reduction targets in line with science-based evidence or legislation; and
 - a climate-change mitigation and adaptation response or plan.
- provide publicly available annual sustainability reports including bi-annual carbon account data; and
- ensure all Council policies, strategies and decision-making processes meet the intent of this policy on environmental sustainability and climate change.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE CHANGE

Wellington Shire Council is committed to upholding environmental and climate change principles as outlined in the *Local Government Act 2020*, *Climate Change Act 2017* and referred to in the Council's Sustainability Strategy 2020-2024. The Environmental Sustainability Checklist has been completed and this policy accords with Council's policy commitment to uphold sustainability principles.

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	No changes applicable at this review
1.1	December 2023	Date of Next Review updated to December 2024 Minor formatting changes
1.2	December 2024	Date of Next Review updated to December 2025
1.3	December 2025	Date of Next Review updated to December 2026 Updates made to reflect current statutory reference, strategy and plan titles eg. Community Vision 2041, Council Plan 2025-29, Council's Sustainability Strategy 2020-2024 Minor word changes

RATES REBATE ON LAND FOR CONSERVATION PURPOSES POLICY

Policy Number:	4.1.11
Approved by:	Council
Date Approved:	December 2025
Date of Next Review:	December 2027
Applicable to:	Natural Environment and Parks Business Unit Finance Business Unit
Responsible Officer:	Manager Natural Environment and Parks
Related Policies:	Climate Change and Sustainability Policy
Related Documents:	Nil
Statutory Reference:	<i>Victorian Conservation Trust Act 1972</i>

OVERVIEW

This policy aims to incentivise and support responsible land holders who manage a portion or the whole of their land in a manner that preserves, restores, or protects the natural environment through the entering into of a formal conservation agreement.

THE POLICY

Council has committed to providing assistance for the conservation of environmentally significant land in private landholdings.

Requirements for eligibility for the concession are as follows:

- a) That the rebate applies only to the land that is affected by a covenant as described in the covenant document.
- b) The rebate will apply once notification from Trust for Nature is received by Council and will be pro-rata from the date the deed was signed from the commencement of the current rating year.
- c) All rebates will be given in the form of a credit against the general rates. If the rates have been paid in full, the credit balance will be carried forward to the next rating year.
- d) Concession will continue until the provisions of the covenant are extinguished, breached or expired.

Rate concession will apply as follows:

The rebate of \$15 per hectare, with a minimum rebate of \$100 and a maximum equal to the annual general rate on the property.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE CHANGE

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

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	No changes applicable at this review
1.1	December 2023	Date of Next Review updated to: December 2024 Minor formatting changes.
1.2	December 2024	Date of Next Review updated to: December 2025
1.3	December 2025	Date of Next Review updated to: December 2027

PUBLIC MEMORIALS IN OPEN SPACES

Policy Number:	4.1.12
Approved by:	Council
Date Approved:	December 2025
Date of Next Review:	December 2027
Applicable to:	Whole organisation
Responsible Officer:	Manager Natural Environment and Parks Coordinator Parks Services
Related Policies:	Nil
Related Documents:	Nil
Statutory Reference:	<i>Marine and Coastal Act 2018</i>

OVERVIEW

Council recognises that some members of the community, or community groups, may wish to use public open spaces to commemorate a person or group of people who have lived in and/or contributed to the local community through the installation of a memorial.

THE POLICY

This policy provides guidance for the community in the appropriate design, approval, placement, maintenance and removal of memorial items on Council owned or managed public open space.

This policy applies to seats, picnic tables, shelters, trees, garden beds, plaques on rocks, paths, and other associated infrastructure.

Council aims to be consistent in its approach when responding to requests and will use the following as guidelines in deciding whether a memorial item is appropriate.

Council will consider accepting temporary (12 months or less) memorials when:

- The applicant can demonstrate a substantial and far-reaching connection of person/s, group or event to be commemorated to the nominated place; and
- Council agrees that the requested memorial item is appropriate for the space

If a temporary (12 months or less) memorial item is approved:

- Council will determine the appropriate item and style for the location and arrange for the supply and install of any memorial items.
- Applicants agree to cover all costs associated with the design, fabrication and installation of the Council approved memorial item.
- Council has no obligation to cover any costs relating to the supply and installation of the memorial item.
- Council will provide an invoice for payment prior to any works proceeding and works will not commence until payment is received.

- The location and memorial item must be to the satisfaction of the Manager Natural Environment and Parks with due regard to any management, maintenance and renewal of spaces including (but not limited to):
 - site specific plans such as masterplans, heritage and conservation plans,
 - values of the park and existing user groups,
 - capital works and renewal programs,
 - maintenance schedules,
 - alignment with current levels of service.
- For trees and garden beds:
 - the species must be to the satisfaction of the Manager Natural Environment and Parks,
 - detailed landscape plans are to be provided to the Manager Natural Environment and Parks for approval prior to any approvals,
 - location of any tree or garden bed is determined by the Manager Natural Environment and Parks.
- Any application for a memorial must include (where required)
 - Planning Permits as required by Wellington Shire Council,
 - Appropriate level of cultural heritage assessment,
 - Approval under the *Marine and Coastal Act 2018*.

Note:

- Permanent Memorials (greater than 12 months in duration), or memorials that exceed \$2,500 in costs, are to be referred to Council's Place Names Committee to determine the appropriateness of the memorial, location, and duration.
- Council is under no obligation to contact descendants of a person/s, or representatives of a group once the memorial item has reached the end of its useful life or has been damaged beyond repair and requires removal.
- Council is under no obligation to replace memorial items that have been damaged beyond repair or have reached the end of the useful life.
- Any memorial items installed by members of the public or unauthorised persons without the permission of Council will be removed and not replaced.

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	New policy
1.1	December 2023	Date of Next Review updated to: December 2024 Minor formatting changes Updates to differentiate between temporary and permanent memorials. Change for longer term memorials to be referred to the Place Names Committee
1.2	December 2024	Date of Next Review updated to: December 2025
1.3	December 2025	Date of Next Review updated to: December 2027

ASSET MANAGEMENT POLICY

Policy Number:	4.2.1
Approved by:	Council
Date Approved:	December 2025
Date of Next Review:	December 2026
Applicable to:	Councillors, council employees and temporary staff, volunteers, contractors and consultants engaged by Council
Responsible Officer:	Manager Assets and Projects
Related Policies:	Climate Change and Sustainability Policy Procurement Policy
Related Documents:	Nil
Statutory Reference:	<i>Local Government Act 2020</i>

OVERVIEW

This policy is provided to give direction for the effective management of Wellington Shire Council infrastructure assets. The policy shall ensure that delivery of infrastructure services is in a structured and sustainable manner that recognises community expectations of time, quality, and value of money. Stewardship of infrastructure is a core Council function.

VISION

The asset management vision of Wellington Shire Council is to optimise the whole of life costs of its assets, whilst meeting the present and future service delivery needs of the community and minimising exposure to risk.

This will be achieved through the full implementation of the asset management principles as articulated in the Wellington Shire Council Asset Plan.

POLICY STATEMENT

Scope

This policy covers the processes, systems and asset information required to manage all of Wellington Shire Council's existing and future physical assets efficiently and effectively. The policy is applicable across the organisation, including areas that do not have specific responsibilities for managing the assets but make use of council-owned assets in the delivery of services.

Goals

Wellington Shire Council has the following goals for asset management:

- Establish and maintain a framework to enable the development and application of sound asset management practice throughout the organisation;
- Understand and take into account community expectations in all significant decisions affecting infrastructure;
- Take a forward-looking, long-term view to the provision and management of infrastructure assets;
- Endeavour to provide council facilities, landscapes and infrastructure that are low carbon, water sensitive and resource efficient both in construction and operation and are resilient to a changing climate;

- Have confidence in asset management outputs through the application of quality processes and procedures; and
- Have ready access to all relevant information on individual assets, including physical parameters and data on valuation, condition, maintenance history, performance and risk.

Roles and responsibilities

As asset management requires input from and interaction between all facets of the organisation, the importance of well-defined roles and responsibilities for staff and councillors is crucial.

Training and tools

To achieve and maintain the required level of capability, skills and expertise to deliver best practice in asset management decision making, Wellington Shire Council shall adopt the following principles:

- Invest in appropriate asset management training and development programs for relevant staff and councillors;
- Establish and maintain networks with asset management personnel to assist with sharing of knowledge.

THE POLICY

Understanding Community Expectations: Wellington Shire Council will understand the expectations of the community.

Asset Planning and Budgeting: Wellington Shire Council will plan for and review the provision of assets to the community.

Asset Operations and Maintenance: Wellington Shire Council will manage and maintain its assets in a fit for purpose state and within budgetary constraints.

Environmental Sustainable Design: (ESD) Wellington Shire Council will incorporate and document ESD initiatives in the construction and operation of Council facilities and infrastructure.

Risk Management: Wellington Shire Council will apply appropriate risk management principles in managing its assets.

Asset Accounting and Costing: Wellington Shire Council will provide asset management and costing systems to inform our decision making processes. In doing so, we will comply with all relevant standards.

Asset Management Plans: Wellington Shire Council will develop and maintain asset management plans to guide asset development and management practices.

Partnerships with the Community: Wellington Shire Council will foster community input and support for the ongoing development and management of community assets where appropriate.

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	Minor grammatical corrections
1.1	December 2023	Date of Next Review updated to December 2024 Minor formatting changes
1.2	December 2024	Date of Next Review updated to December 2025
1.3	December 2025	Date of Next Review updated to December 2026

PLACE AND FEATURE NAMING POLICY

Policy Number:	4.2.2
Approved by:	Council
Date Approved:	December 2025
Date of Next Review:	December 2026
Applicable to:	Assets and Projects Business Unit Built Environment Business Unit
Responsible Officer:	Manager Assets and Projects
Related Policies:	Roadside Memorials Policy Public Memorials in Open Spaces Policy
Related Documents:	<i>Naming Rules for Places in Victoria</i> <i>Statutory requirements for naming roads, features and localities - 2022</i> AS/NZS 4819:2011 Rural and urban addressing
Statutory Reference:	<i>Local Government Act 1989</i> <i>Geographic Place Names Act 1998</i>

OVERVIEW

Wellington Shire Council is the naming authority for roads and features that it controls and/or maintains within its municipality. It does this in accordance with the *Geographic Place Names Act* which is administered by Geographic Names Victoria who oversee the formal process of naming/renaming roads and features.

This policy sets out the approach taken when dealing with requests to name roads, localities and other features and managing requests for memorials.

PURPOSE

The purpose of this policy is to:

- (a) Provide Council with a consistent and standardised approach for the naming of localities, roads and other features that are controlled or managed by Wellington Shire Council, or where Wellington Shire Council has been asked to become involved in naming a feature.
- (b) Ensure that naming is consistent with community expectations, Council strategies and policies, relevant legislation and the *Naming rules for places in Victoria*, where applicable.
- (c) Provide a framework for managing requests for plaques, roadside memorials and memorials that are to be located within Wellington Shire public open spaces whilst protecting the safety of road users and those who place and visit the roadside memorials and to protect the intended purpose, environmental values and aesthetic appearance of Council's public open spaces.

DEFINITIONS

(a) Road

A road is considered to be any public or private land-based thoroughfare or course navigable by vehicle or foot. It can be used for assigning addresses or allowing access between points or to a feature. Examples of roads include streets, lanes, fire tracks, bike paths and walking tracks.

(b) Locality

A geographical area that has identifiable community and/or landscape characteristics.

(c) Feature

A unique geographical place or attribute that is easily distinguished within the landscape. May be natural or man-made. For example, a feature can be a mountain, watercourse, building, prominent structure or park.

(i) *Reserves and Parks*

Open space, entire reserves or parks (including recreation reserves) dedicated primarily for the use of active or passive recreation

(ii) *Buildings*

Entire buildings dedicated primarily as community and/or multi-use facilities or for sporting and recreational activities e.g. neighbourhood houses, community centres, scout and guide halls, senior citizens centres, stadiums, sports pavilions, etc.

(iii) *Parts of Buildings*

Parts of buildings e.g. a social room in a sports pavilion, a meeting room in a community centre

(iv) *Sporting Complexes/Venues, Sportsgrounds and Active Playing Surfaces*

Entire sporting complexes/venues, outdoor sportsgrounds and ovals dedicated for sport and active recreation e.g. ovals and pitches, athletics venue, velodrome, tennis complex, bowling greens etc.

(v) *Sporting Infrastructure*

Sporting infrastructure relates to the structures and infrastructure required to support the delivery of organised sport in active spaces such as scoreboards, spectator shelters, cricket practice wickets, coaches' boxes, player dug outs, goal posts, sports fencing etc.

(d) Public Open Space

All Council owned or managed land that is open or accessible to people. This includes:

- Council owned public open space including reserves and sports fields
- Land managed by Council but owned by another body
- Activity centre locations, including footpaths, median strips, public squares, malls and laneways
- Road reservations
- Council infrastructure within Public Space, such as:
 - the exterior or interior of Council buildings;
 - reserve furniture (such as reserve benches, picnic tables etc.);
 - any other infrastructure (such as picnic shelters, barbeques, playgrounds etc.).

(e) Memorial

An object or a landscaped feature (such as a tree or garden) in a Public Open Space designed to preserve the memory of a person, group or event.

(f) Plaque

Flat tablet of metal, stone or other material which may include text and/or images that commemorate a person, event or historical information relevant to a particular location. The tablet may be fixed to an object or building located within Public Space.

SCOPE OF POLICY

The policy **applies to**:

- (a) Localities (entirely or partially) located within the Wellington Shire local government area.
- (b) Public Spaces, including roads and other features, that are owned or maintained by Wellington Shire Council.
- (c) Private roads and features for which Wellington Shire Council has been asked to become involved.
- (d) Roadside memorials and memorials in public open spaces.

The policy **does not apply to**:

- (a) Roads managed by State Government authorities such as Regional Roads Victoria (VicRoads), Parks Victoria and Department of Environment Land Water and Planning which are excluded from this policy.
- (b) Features that are not located in Public Spaces owned or managed by Wellington Shire Council, including places of regional, state or national significance (unless Wellington Shire Council is consulted for input).

LEGISLATION

The *Local Government Act 1989* Schedule 10, Clause 5 states:

1. A Council may:

- a) approve, assign or change the name of a road; and
- b) erect signs on a road; and
- c) approve, assign and change the number of a road and any premises next to a road; and
- d) require people to number their premises and to renew those numbers.

The Council, in exercising a power under paragraph (a) of sub-clause (1) must act in accordance with the guidelines under the *Geographic Place Names Act 1998* and must advise the Registrar under that Act of the action it has taken.

Council is required to abide by the *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2022* which is the statutory guideline provided for under section 5 of the *Geographic Place Names Act 1998*.

POLICY IMPLEMENTATION

All requests for new names or name changes must be made in writing to the Wellington Shire Council Place Names Committee. Names should be linked to the place, either based on unofficial names used by the local community, if named after a person, then someone held in strong regard by the community or relating to Aboriginal culture or occupation of the land, local flora or fauna, Australian war contributions or European exploration and settlement, local geography and geology etc.

All recommendations made by the Place Names Committee will be presented to Council for approval.

Formal naming requests

Formal naming requests will be assessed against the naming principles under the *Naming rules for places in Victoria* and submitted to Geographic Names Victoria for approval and gazettal. Formal names are registered for inclusion on the Register of Geographic Names (VICNAMES), the State's authoritative place names register.

Only places of significant prominence and permanence will be formally named:

- (a) Roads
- (b) Localities
- (c) Natural features
- (d) Entire Reserves or Parks, including Recreation Reserves
- (e) Entire Buildings
- (f) Sporting Complexes or Venues
- (g) Sporting Complexes/Venues, Sportsgrounds and Active Playing Surfaces.

Minor features within a park or reserve will not be formally named and registered e.g. playgrounds, sporting infrastructure within a park or reserve are usually identifiable by the name of the park/reserve.

The names of existing places will only be changed in exceptional circumstances, for example, where public safety is an issue, where duplicate names cause confusion in locating a place, illogical or non-standard street addressing etc.

Formal naming proposals approved by Council will be subject to the public consultation process outlined in the *Naming rules for places in Victoria*. Community views are encouraged, particularly those of the local historical societies, Traditional Owners, RSLs and other community groups.

Council Approved Names Register

Council has adopted a *Council Approved Names Register* which is available on Council's website. The *Council Approved Names Register* lists names that have been approved by Council for future use either within a particular locality or anywhere in the Shire, subject to duplicate name criteria set out in the *Naming rules for places in Victoria*.

Roads in new subdivisions

Developers are welcome to submit road names to the Wellington Shire Council Place Names Committee for consideration. Developers are encouraged to name roads within a subdivision according to a theme.

A developer may also select road names from the *Council Approved Names Register* for their subdivision for the purposes of certification, without having to seek approval from the Place Names Committee and Council, provided that the selected road name is to be used within the locality specified in the Register. When a road name is selected the developer must notify the Place Names Committee prior to certification to enable the name to be reserved.

Locality-centric names should be given priority over names applicable to the broader Wellington Shire. When a road name selected from the Register is either applicable to the whole of Wellington Shire or intended to be used outside of the locality specified, the selected name is to be referred to the Place Names Committee and then presented to Council for consideration.

A commercial subdivision or development does not in itself entitle the developer to naming rights unless land is donated for community benefit and not just a requirement of the subdivision. Other criteria under the *Naming rules for places in Victoria* must also be met.

Private Roads

Private roads must be named within complex sites comprising of multiple internal roads e.g. airports, caravan parks and retirement villages etc.

In all other circumstances, naming of private roads (including common property) will only be considered if there is a public safety issue and/or to facilitate delivery of goods and services.

Informal naming requests

Informal naming recognises individuals or groups who have shown a significant commitment to the Wellington Shire community in any field of endeavour e.g. education, arts, culture, recreation, community development, community service, community leadership.

Informal naming proposals will be endorsed by Council and not submitted to Geographic Names Victoria for approval and gazettal. Informal names are not registered for inclusion on the Register of Geographic Names (VICNAMES).

Minor features and structures on Council owned or managed land may be informally named:

- (a) Features within a park or reserve e.g. playground within a park
- (b) Parts of Buildings e.g. internal rooms, social room in a sports pavilion, meeting room in an office
- (c) Individual playing surfaces e.g. single basketball court, single tennis court, a bowling green
- (d) Sporting Infrastructure e.g. scoreboards, spectator shelters, cricket practice wickets, coaches' boxes, player dug outs, goal posts, sports fencing etc.

Informal naming of minor features and structures will be considered on a case-by-case basis by the Place Names Committee in consultation with the asset owner. Informal naming proposals endorsed by the Place Names Committee and asset owner will be presented to Council for approval. Costs associated with signage will be the responsibility of the applicant.

Informal naming proposals will not be subject to wider public consultation.

An informal naming request will be assessed against the following criteria:

- (a) The nominee is/was of good repute and not likely to be the subject of controversy;
- (b) The nominee has/had made an outstanding contribution to the field of endeavour relevant to the place being named; or the nominee has/had been a volunteer at a Wellington Shire club, organisation or community group contributing over 25 years;

- (c) The nominee has/had been resident of Wellington Shire or surrounding district and is/was widely known and respected within the local community; *or* had a recognised historical link with the locality and is generally acknowledged as having made a significant contribution to the community;
- (d) The nominee has/had made a significant contribution, over and above other potentially suitable candidates;
- (e) The nominee has/had been nominated unanimously by the committee of the relevant sporting/cultural/community group which is the major user (historically and currently) of the facility;
- (f) The naming request has the support of all other tenant clubs and regular user groups of the feature to be named;
- (g) If the nominee is deceased, the naming request application should include the written consent of their immediate family and is not to be made within two years of the person passing;
- (h) The name is not considered offensive or likely to give offence.

Naming requests for members of Council staff, Councillors, appointees to Committees of the Council, a person still holding public office or those formally associated with the Council, will not be considered as long as that formal relationship continues to exist.

Names of political parties or entities will not be considered.

Plaques and Memorials

Council recognises that plaques and memorials provide recognition and are important in celebrating significant historical events and persons or organisations closely associated with the leadership, cultural and social development of the Shire.

Persons and community groups seeking to install a plaque or memorial on a roadside or in a public open space should refer to either the Roadside Memorials Policy or the Public Memorials in Public Open Space Policy as appropriate for guidance on the applicable criteria prior to submitting an application in writing.

General principles

Permanent plaques and memorials will not generally be approved until an individual has been deceased for at least two years to allow for appropriate development of historical perspective and in the case of a roadside memorial must not impact the safety of road users or those who may visit the site. The plaque or memorial to be sited in a public open space or reserve must also be consistent with Council's strategic and urban design vision for the proposed site and the land's public purpose and must not negatively impact the aesthetic or environmental value of the site or the use of the space by the community and require little ongoing maintenance and be resistant to vandalism. Plaques attached to an asset like a seat, building, etc. must be durable and must have a life equivalent to the asset to which they are attached.

All costs associated with the plaque or memorials are to be paid by the requestor and if approved will become the property of Wellington Shire Council. Generally, a plaque or memorial will be retained in place for as long as practicable but may be removed if the area where the item is sited is redeveloped or ongoing maintenance costs are prohibitive or if the asset to which the item is attached has reached the end of its useful life.

Approval procedure

1. Requests for new plaques and memorials in Public Spaces must be in writing, addressed to the Place Names Committee. Applications should include all relevant details including proposed text or images as well as the preferred location for the plaque or memorial and demonstrate compliance with the relevant policy.
2. The request will be referred to the relevant Asset Manager for review of the design and layout, wording and location of any proposed plaque or memorial.
3. A Council resolution will be required to approve the installation of a plaque or memorial in a Public Space.
4. If approved, the design, manufacture and installation will be coordinated by Wellington Shire Council and all costs will be borne by the applicant.

GENDER EQUALITY

Wellington Shire Council has a duty to promote gender equality under the *Gender Equality Act 2020*. When developing a naming proposal consideration should be given to gender equality.

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	Updated references to Naming Rules latest version (2022) Added sentence on road naming themes in subdivisions Added Gender Equality statement
1.1	December 2023	Date of Next Review updated to December 2024 Minor formatting changes Included related Policy: Public Memorials in Open Spaces Policy Clarification of Roadside and Public Open Space Memorials to be referred to the Place Names Committee Clarification of naming of Private Roads
1.2	December 2024	Date of Next Review updated to December 2025
1.3	December 2025	Date of Next Review updated to December 2026

SUBDIVISION INFRASTRUCTURE DEVELOPMENT POLICY

Policy Number:	4.2.3
Approved by:	Council
Date Approved:	December 2025
Date of Next Review:	December 2026
Applicable to:	Built Environment Business Unit Assets and Projects Business Unit Natural Environment and Parks Business Unit
Responsible Officer:	Manager Built Environment
Related Policies:	Significant Tree Protection Policy Urban Forest Policy
Related Documents:	Infrastructure Design Manual
Statutory Reference:	<i>Local Government Act 1989</i>

OVERVIEW

This policy is provided to give direction for property owners, developers and contractors in the development of land for residential, commercial, industrial and other purposes. It provides an authoritative base on which to plan and develop the necessary infrastructure to service newly created properties.

THE POLICY

Developers of new subdivision infrastructure must accord with Wellington Shire Council's Subdivision Infrastructure Requirements, design standards and parameters set by other statutory authorities as well as national bodies associated with land and infrastructure development.

Council has adopted the Infrastructure Design Manual (IDM) to give effect to its policy position on subdivision infrastructure development. The IDM is a Regional Victoria approach to the standardisation of infrastructure development across Victoria. The responsibility to ensure the implementation, checking and supervision of the requirements of the IDM is vested in the Manager Built Environment.

When special circumstances are encountered or are proposed, it is a requirement that developers arrange to meet with Wellington Shire Council Built Environment's Infrastructure Planning staff to discuss these proposals. Any proposed changes or deviation from the standards set out in the IDM are to be signed off by the General Manager Built and Natural Environment prior to implementation.

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	Updated Responsible Officer title
1.1	December 2023	Date of Next Review updated to: December 2024 Minor formatting changes.
1.2	December 2024	Date of Next Review updated to: December 2025 References to 'Assets and Projects' in POLICY replaced with 'Built Environment'
1.3	December 2025	Date of Next Review updated to: December 2026

SPECIAL CHARGE SCHEMES – ROADS, STREET AND DRAINAGE DEVELOPMENT POLICY

Policy Number:	4.2.4
Approved by:	Council
Date Approved:	December 2025
Date of Next Review:	December 2026
Applicable to:	Built Environment Business Unit Assets and Projects Business Unit Finance Business Unit
Responsible Officer:	Manager Built Environment
Related Policies:	Nil
Related Documents:	Special Charge Schemes Procedures Infrastructure Design Manual
Statutory Reference:	<i>Local Government Act 1989</i>

OVERVIEW

To facilitate the development of road, street and drainage infrastructure, this policy has been established for the management of special charge schemes as follows.

THE POLICY

To implement its vision and mission, Wellington Shire Council will optimise its capacity to raise funds for the undertaking of works and services pursuant to section 163 (Special Rate and Special Charge) of the *Local Government Act 1989*.

We shall identify those circumstances where persons will receive special benefit and should, as a consequence, be required to pay a Special Charge for the development of roads, streets and drainage infrastructure.

We shall provide a uniform administrative procedure for the carrying out of Special Charge Schemes to be undertaken by Wellington Shire Council.

We shall provide an accepted basis of fairness and equity in the apportionment of costs associated with such works.

We shall provide appropriate construction standards for roads, streets, and drains intended to be constructed and/or provided throughout the municipality under Special Charges Schemes in accordance with the Infrastructure Design Manual.

This policy will enable the construction of roads, streets and drains that would not ordinarily be capable of being provided through other funding sources and in doing so, these schemes will recognise the special benefit that accrues to property owners joined to them.

Council has procedures in place to give effect to its position on special charge schemes for roads, streets and drainage development which are available to staff via the Intranet. The responsibility to ensure that the maintenance and implementation of the procedures accords with Council's policy position is vested in the Manager Built Environment. Any matter specifically requiring a Council determination shall be reported by the Manager Built Environment.

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	Updated Responsible Officer title
1.1	December 2023	Date of Next Review updated to December 2024 Minor formatting changes Update to applicable units Nominated position title in final paragraph updated to Manager Built Environment
1.2	December 2024	Date of Next Review updated to December 2025 Minor grammatical update in Overview
1.3	December 2025	Date of Next Review updated to December 2026

CATTLE UNDERPASSES POLICY

Policy Number:	4.2.6
Approved by:	Council
Date Approved:	December 2025
Date of Next Review:	December 2026
Applicable to:	Built Environment Business Unit
Responsible Officer:	Manager Built Environment
Related Policies:	Nil
Related Documents:	Initial Enquiry Letter Information Sheet Standard copy of Agreement pursuant to section 173 <i>Planning and Environment Act 1987</i>
Statutory Reference:	<i>Planning and Environment Act 1987</i>

OVERVIEW

This policy is provided to ensure a uniform and acceptable standard of construction of cattle underpasses that allow for the daily movement of cattle beneath Wellington Shire Council (local) roads, and it establishes responsibility for the on-going maintenance of the facility. This policy applies only to those roads listed in Wellington Shire Council's Register of Public Roads.

THE POLICY

Wellington Shire Council supports the construction of cattle underpasses as a means of improving road safety and minimising damage to local roads and verges resulting from the regular movement of cattle across roadways.

Guidelines are available to the public and staff to give effect to this policy. The responsibility to ensure that the implementation and maintenance of the guidelines accords with this policy is vested in the Manager Built Environment.

The property owner(s) seeking to construct the underpass will be responsible for all costs associated with the approval process and construction of the structure including reinstatement of the road pavement, asphalt surfacing (seal), guard rail, signage and line marking. The property owner(s) will be responsible for the on-going maintenance and repair of the underpass including pumps and other infrastructure excluding for the road pavement and seal, guard rail, signage and any line marking.

The property owner(s) prior to gaining approval for the underpass will be required to enter into an agreement pursuant to section 173 of the *Planning and Environment Act 1987* setting out these responsibilities. Property owner(s) will be required to pay a fee in accordance with Development Planning Fees as advertised on the Wellington Shire website for the relevant financial year, Fees collected cover the cost of preparation and review of the agreement.

The location and design must comply with relevant VicRoads standards and structure widths for the particular road being crossed and approval from Wellington Shire must be obtained prior to commencement of work.

All cattle underpasses must be designed by a Registered Professional Engineer and have a concrete floor and provision for drainage. No responsibility for inconvenience, damage and/or stock loss owing to flooding, except in the case where such damage or loss is a direct result of negligence on behalf of Council, its employees or contractors will be considered.

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	Updated Responsible Officer title
1.1	December 2023	Date of Next Review updated to December 2024 Minor formatting changes Applicable business unit changed to Built Environment Minor adjustments throughout policy for clarity
1.2	December 2024	Date of Next Review updated to December 2025
1.3	December 2025	Date of Next Review updated to December 2026

FENCING POLICY

Policy Number:	4.3.1
Approved by:	Council
Date Approved:	December 2025
Date of Next Review:	December 2027
Applicable to:	Facilities and Emergencies Business Unit
Responsible Officer:	Manager Facilities and Emergencies
Related Policies:	Nil
Related Documents:	Nil
Statutory Reference:	<i>Community Local Law 2021</i> <i>Fences Act 1968</i> <i>Local Government Act 1989</i>

OVERVIEW

To establish policy for the management of fencing costs on boundaries adjoining Council controlled land.

THE POLICY

This policy sets out Council's responsibilities in relation to contribution for construction and maintenance costs of fencing on boundaries adjoining Council owned and/or occupied land. The policy is subject to provisions in Council's planning scheme, local laws, current building regulations and the Victorian *Fences Act 1968*.

Responsibility

Council will contribute to the shared costs of fencing where requested by adjoining landowners, on boundaries where Council is the landowner or has vested control.

Council will not contribute to the cost of:

- fencing of roadways, lanes or right of ways;
- rural fencing;
- gates onto Council land;
- waterways or drainage reserves;
- fencing resulting from new subdivisions; or
- pedestrian access ways.

Council will fund 50% of the cost, with the landowner, of the cheapest quotation for a standard 1.8 metre hardwood timber paling fence, with concrete posts and plinths, or Colourbond steel fence installed to manufacturers requirements. These standards of fence have been specified as they are the most resilient to damage, and most cost effective to maintain.

If a landowner requests to build a non-standard fence, Council may agree to contribute on the condition that the landowner accept full responsibility for the future maintenance of the fence.

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	No changes applicable at this review
1.1	December 2023	Date of Next Review updated to December 2024 Minor formatting changes
1.2	December 2024	Inclusion of Colorbond steel as allowable material for fencing where 50% Council funding applies Date of Next Review updated to December 2025
1.3	December 2025	Date of Next Review updated to December 2027 Business Unit and Responsible Officer updated to reflect Facilities and Emergencies For Responsibility, 'lanes' added to the areas where Council will not contribute costs

COUNCIL PROVISION OF RECREATION/COMMUNITY FACILITIES POLICY

Policy Number:	5.1.3
Approved by:	Council
Date Approved:	December 2025
Date of Next Review:	December 2027
Applicable to:	Facilities and Emergencies Business Unit Culture and Leisure Business Unit
Responsible Officer:	Manager Facilities and Emergencies Manager Culture and Leisure
Related Policies:	Committees Policy Fair Access Policy
Related Documents:	Risk and Maintenance Subsidy Payment Procedure Committees of Management Facilities Maintenance Procedure Seasonal and Casual Hire Agreements Procedure Alcohol and Council Owned Properties Know Your Obligations Land Use Agreements Procedure Community Managed Facilities Strategy 2020-25 Gender Equality Action Plan
Statutory Reference:	<i>Crown Land (Reserves) Act 1978</i> <i>Disability Discrimination Act 1992</i>

OVERVIEW

Wellington Shire Council recognises that facilities enable social inclusion, leisure, fair access and recreation opportunities and that the delivery of these services impacts on the quality of life enjoyed by residents and visitors to the region.

For this reason, Council may support recreation/cultural/community facilities where:

- Council owns or controls the land;
- Council owns or controls other assets on the land;
- In cases where it has specific legal agreements;
- Facilities are under control of Committee of Management appointed pursuant to the provisions of the *Crown Land (Reserves) Act 1978*; or
- It can be demonstrated that there is significant community use and value from a site that is owned by the community or privately.

THE POLICY

For the purposes of this policy, recreation and community facilities will include, but not be limited to, the following:

- public halls;
- galleries;
- recreation reserves;
- childcare centres;

- kindergartens;
- senior citizens centres;
- libraries;
- museums;
- neighbourhood/community houses;
- playgrounds;
- stadiums;
- boating facilities;
- aquatic centres; and
- other sporting and cultural facilities.

These facilities may be operated in the following ways:

- Council staffed (Council staff are fully responsible for management, operations and maintenance of the site and are located on site).
- Direct managed (Council staff are responsible for grounds and facility maintenance and taking bookings but are not located on site).
- Community managed (a volunteer committee of management operates the site and is responsible for management and maintenance). This committee may be appointed via the *Crown Land (Reserves) Act 1978* or they may be an independent association.

In all instances, facilities are expected to be offered to the community in a fair, accessible and safe manner.

Council provision for the support to recreation and cultural facilities is based on a five-tiered (or similar) hierarchy:

- Level 1 - regional, state significance facilities;
- Level 2 - district significance facilities;
- Level 3 - local significance facilities;
- Level 4 – local facilities;
- Level 5 – local passive facilities.

This policy is guided by the Wellington Shire Council Community Managed Facilities Strategy 2020-2025.

Facility usage

In determining uses for the facility, Council strongly encourages the Committee of Management and users/hirers of a facility to refer to the Municipal Health and Wellbeing Plan, available on the 'Strategies and Plans' page of Council's website.

Responsible Serving of Alcohol (liquor licencing requirements)

It is the responsibility of all users/hirers of a facility that they obtain the most appropriate liquor licence from the Victorian Commission for Gambling and Liquor Regulation for the purpose for which alcohol is to be consumed and / or sold, whether that be directly, or indirectly.

The liquor licence is to be provided by the hirer to the Committee of Management or relevant Council officer prior to any acceptance of booking.

The responsible service of alcohol is an important part of providing a safe and welcoming environment for the whole community.

Governance

Council will provide training and support to committees of management, clubs, and organisations managing such facilities to assist with the maintenance, management and programming of these facilities to ensure fair access and that use is maximised for the whole community.

Council also encourages diverse community representation on the committees of management and will be collecting data annually on the make-up of committees.

Risk & Maintenance subsidy

Council may provide an annual financial risk and maintenance subsidy to the management committee, club or organisation which must be used to go towards the costs of undertaking preventative maintenance and appropriately managing risks.

Direct management

In some instances, Council directly manages a recreational or cultural facility. In these cases:

- Council is either the landowner or the appointed land manager.
- Council is directly responsible for the maintenance and upkeep of community facilities to support the delivery of core services.
- Council promotes equity and fair access use amongst groups/community through effective ongoing engagement of the key users and future collection of annual usage data.
- Council managed facilities can include leisure facilities, public space, galleries and libraries.
- Hire fees are set through the annual Fees and Charges approval process and aim to provide an equitable fee based on the cost of services delivered by Council.
- Discounted hire fees apply for community groups who prioritise new programs that are designed to include diverse participation and provide new opportunities to get active.

Accessibility

Council aims to ensure that everybody in the community has the same opportunities to access and use facilities. Where Council directly manages facilities, it will include improving accessibility and inclusion in these facilities as a priority in planning and long term budgeting. Council will also support community managed facilities to plan for improvements to accessibility of their facilities and will promote best practice for accessible buildings and facilities.

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	No changes applicable at this review
1.1	December 2023	Date of Next Review updated to: December 2024 Minor formatting changes Updated Policy to include Fair Access recommendations Added link to <i>Gender Equality Action Plan 2021-2025</i> (GEAP) in Related Documents
1.2	December 2025	Date of Next Review updated to December 2027 Removed years for GEAP to keep current when new plan implemented Updated reference to Community Vision, Council Plan and Municipal Health & Wellbeing Plan Word changes to reflect current processes.

COMMITTEES POLICY

Policy Number:	5.1.4
Approved by	Council
Date Approved:	December 2025
Date of Next Review:	December 2027
Applicable to:	Whole Organisation
Responsible Officer:	Manager Facilities and Emergencies
Related Policies:	Council Provision of Recreation/Community Facilities Fair Access Policy
Related Documents:	Community Managed Facilities Strategy 2020-25 New Agreement Development Procedure Agreement Renewal Procedure Community Asset Committee Procedure Gender Equality Action Plan 2021-25
Statutory Reference:	<i>Associations Incorporation Reform Act 2012</i> <i>Crown Land (Reserves) Act 1978</i> <i>Local Government Act 2020</i> Local Laws

OVERVIEW

This policy establishes a framework for the guidance of Council in relation to:

- The appointment, roles and responsibilities of committees.
- The circumstances and purposes associated with the establishment and operation of committees.
- The enabling mechanism/s (legal basis), which are necessary and appropriate for the establishment and operation of committees in various circumstances.

THE POLICY

This policy recognises the important role that committees play in providing advice and/or services to Council; and establishes:

- The various forms of committee/s supported by Council.
- The guiding principles for the appointment of Committees.
- The relationship between Council and the different forms of Committees.

Definitions

Committee – can be:

- (a) An internal, informally established task force or general working group, made up of Council officers;
- (b) An external, unincorporated task force or general working group, containing representation from Council;
- (c) A “Friends of” volunteer group or tenant group; providing advice or a service to council;

- (d) A formal advisory committee or Community Asset Committee established by Council under the provisions of Section 65 of the *Local Government Act 2020*;
- (e) An independent body incorporated under the *Associations Incorporation Reform Act 2012*; or
- (f) A committee appointed by the Crown under the *Crown Land (Reserves) Act 1978*.

Committee of Management – a volunteer committee that has been established with the primary role of managing a community facility for use by the public, representing equally the interests of the public and all regular user groups of the facility.

Community Facility – a physical property accommodating community infrastructure, such as public halls; Neighbourhood Houses, kindergartens, Senior Citizen Centres or recreation facilities, which have broad or multi-purpose community use and are used for cultural, community or recreational purposes.

Council-owned property – real property to which the Council has title whether;

- (a) In fee simple estate;
- (b) By possession;
- (c) A restrictive Crown grant;
- (d) A restrictive, in fee simple Crown grant; or
- (e) An in fee simple Crown grant.

Council-controlled property – real property in which the Council has a major and controlling interest whether through:

- (a) A lease or licence;
- (b) As committee of management under the *Crown Land (Reserves) Act 1978*;
- (c) Some other grant, demise, gift, benefit or bequest; or
- (d) Specific legislation or law enacted by the Parliament.

Level 1, 2, 3, 4 or 5 Recreation and Cultural Facilities – A five-tiered hierarchy defined and established by Council to categorise the significance of individual community facilities and the appropriate levels of Council support.

Management – the maintenance, hire, control, operation, occupancy, use, conservation, promotion and/or development of property.

Guiding Principles

Council recognises the value volunteer committees offer to both the Shire and the community. The appointment of community-based committees allows and encourages:

- Networking and resource sharing between people working towards a common goal;
- A strengthened sense of community within the Shire;
- Channels of communication;
- Delegation of function, duties and powers to the community, providing direct community involvement, accountability and ownership for projects and properties.
- Diverse representation, to ensure that the whole community is represented on committees including women which aligns to the Fair Access Policy.

The Wellington Shire Council Community Managed Facilities Strategy 2020-25 expands on these principles.

Establishment of a Committee

Committees are established or supported by Council on the following basis:

- *“Friends of” Group*: to operate as an informal/ unincorporated volunteer community group, providing a valuable link between Council and the community for Council-controlled properties.
- *Tenants/ Advisory Group*: to operate as an unincorporated representative tenants/ advisory group, providing a valuable link between Council and tenants/ hirers who occupy Council-controlled properties.
- *External Working/ Advisory Group*: to provide a combination of Council and community input into matters which affect the community of the Wellington Shire.
- *Internal Working/ Advisory Group*: to provide a network between Council officers and ensure input from differing departments is received into matters effecting Council and/or council officers.
- *Section 65 Community Asset Committee*: to effectively operate as a branch of the Council as defined within the Instrument of Delegation.

To appoint a Community Asset Committee, the Council is bound by the provisions of section 65 of the *Local Government Act 2020*. A Community Asset Committee, in effect operates as the Council so far as its delegated authority is concerned. The appointment of Community Asset Committees under section 65 of the *Local Government Act 2020* will be limited to the following circumstances.

- a) Action Role – for specific projects (e.g. development of a facility, establishment of a regional festival/event).
- b) Management Role – for the management of:
 - i) Council-controlled Crown-owned Level 2, 3 and 4 recreation, cultural and community facilities, which are used for multipurpose cultural, community or recreational purposes catering to active pursuits and organised cultural and sporting activities.
 - ii) Level 1 Council-owned community facilities where Council resolves exceptional circumstances so require.
- *Incorporated Committee*: to manage a facility and operate as its own independent body, within the provisions of a documented form of facility management agreement with Council. A Committee must be incorporated prior to any tenancy or management arrangement being implemented (i.e. lease, licence, service or funding agreement). Where there is an existing community committee, which is not incorporated, managing a Council owned or controlled community facility, Council may provide administrative assistance where required, in the preparation and lodgment of necessary documentation (e.g. Constitution, Statement of Purpose etc.) to ensure incorporation is attained under the *Associations Incorporation Reform Act 2012*.

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

Council aims to collect and analyse data annually to ensure diverse representation on Committee’s as part of this policy.

Committees of Management – Managing Community Facilities and Property

The Wellington Shire Community Managed Facilities Strategy 2020-25 aims to ensure that community facilities within the municipality continue to meet the expectations and needs of all current and future residents, both in terms of infrastructure requirements, access and service provision.

Council acknowledges the significant role that volunteer committees of management play in the provision of a range of services and facilities to the community and supports their continuation as largely autonomous, self-reliant bodies.

Council recognises three primary forms of community Committees of Management, based on property ownership, whose primary role is to manage, maintain and operate public facilities for use by the community.

- Committees of Management responsible for Council owned or controlled community facilities;
- Committees of Management responsible for Crown owned community facilities (Crown committees);
- Committees of Management or Trusts responsible for community facilities located on other property not owned by the Crown or Council.

a) Committees of Management (Council Owned or Controlled Community Facilities)

- i) The Council acknowledges and accepts it has, in equity, responsibility for Council owned and controlled property.
- ii) The Council's goal for its property is to deliver responsible resource management, supported by effective financial business strategies.
- iii) For management of any Council owned or controlled property, the Council may:
 - retain and have direct control and administration; or
 - under S65 of the *Local Government Act 2020* appoint community asset committees and delegate management responsibility; or
 - enter into a lease or licence agreement under the *Local Government Act 2020* or the provisions of the *Crown Land (Reserves) Act 1978* with any incorporated body.
- iv) The Council will determine at its absolute discretion whether it appoints a committee, enters into a lease, licence or a licence and service agreement or retains its own control for the management of property.

All committees, clubs or organisations which occupy or manage a Council owned facility, must have a current documented agreement in place with Council which formalises the arrangement and specifies the tenure and obligations of all parties. All agreements are to be based on Council's generic agreements, to ensure where possible, uniformity and equitability for all concerned, but which may vary slightly to contain conditions, specific to an individual property.

b) Committees of Management (NON-Council Owned or Controlled Community Facilities)

Council does not have the authorisation to implement a lease or licence over properties not controlled by Council. Council is not responsible for the management, operation or maintenance of any community facilities that are not Council owned or controlled (e.g. Crown, Trust or Committee owned hall). Council does however recognise the role these community facilities play within our society and is able to offer support to these Committees through the implementation of a generic Service or Funding Agreement.

Representative or Advisory Committees

Council recognises the vital community link that representative or advisory Committees offer to Council. As these forms of Committees do not have any associated facility management or operational responsibilities, these Committees do not receive recurrent financial support from Council. Representative or Advisory Committees are established as required, and can take the form of:

a) "Friends of" Groups.

The establishment of "Friends of" Groups are encouraged by Council. They have no management or tenancy rights over the property of interest, however the Group is encouraged to have an input into Council plans, works or projects relating to the property. It is essential that all work or projects undertaken by "Friends of" Groups are fully coordinated by the Council.

Council will provide Volunteer Insurance cover for all registered members of 'Friends of' Groups, whilst engaged in approved projects or activities. Council does not, however, provide any direct financial or administrative support to "Friends of" Groups.,

b) Tenant Groups

The establishment of Tenant Groups promotes a consolidated voice and representation for official lease or licence holders or hirers of multi-use community or commercial facilities that are direct managed by Council.

Tenants Groups are generally established as an unincorporated advisory body, who will operate within the provisions of a documented Terms of Reference, as approved by Council. As a committee, Tenant Groups do not have a management right for their property, however they are able and encouraged to provide a representative view on matters of interest or concern, to Council.

Council does not provide any direct financial or administrative support to Tenant Groups.

c) External Working Advisory Groups

External Working Advisory Groups provide a combination of Council, organisation and community input into matters, which affect the community of the Wellington Shire.

Council can delegate Councilors or Officers to represent Council at any external Working Advisory Group that is considered appropriate. It is a priority to ensure diverse representation on these Working Advisory Groups.

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	Correction of spelling mistake Replacement of word childcare with kindergarten to better reflect the use of community facilities owned by Council
1.1	December 2023	Date of Next Review updated to December 2025 Minor formatting changes Updated Related Policies: added Fair Access Policy Updated Related Documents: added link to Wellington Shire Council Gender Equality Action Plan 2021-2025
1.2	December 2025	Date of Next Review updated to December 2027

COMMUNITY ASSISTANCE GRANTS PROGRAM POLICY

Policy Number:	5.1.5
Approved by:	Council
Date Approved:	December 2025
Date of Next Review:	December 2027
Applicable to:	Communities, Facilities & Emergencies Business Unit
Responsible Officer:	Manager Facilities & Emergencies
Related Policies:	Fair Access Policy
Related Documents:	Community Assistance Grants Scheme Funding Guidelines and Assessment Criteria Quick Response Grants Scheme Funding Guidelines and Assessment Criteria Gender Equality Action Plan
Statutory Reference:	Nil

OVERVIEW

To establish policy for the management of the Community Assistance Grants Scheme inclusive of the Quick Response Grant Scheme and Australia Day Grant.

THE POLICY

The aim of Council's Community Assistance Grants and Quick Response Grant is to encourage the development of community initiatives in line with our Council's Community Vision 2041, Council Plan 2025-29 and Municipal Health and Wellbeing Plan.

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

Key concepts within the Community Vision 2041 that underpin the Community Assistance Grants Scheme are available in the Council Plan 2025-29 under Strategic Objective 1 Healthy Connected Communities, and Strategic Objective 3 Infrastructure, Spaces and Places.

The following strategic objectives and related strategies are noted in plan:

Strategic Objective 1: *"Vibrant, healthy, connected and inclusive communities. Quality services are accessible to everyone".*

Council Plan Initiative: 1.1 *"Support initiatives that improve access, encourage movement, and increase community use of local places and spaces through education, infrastructure activation, and promotion of active and safe travel".*

Strategic Objective 3: *"Strategically planned, designed and well-maintained infrastructure, spaces and places".*

Council Plan Initiative: 3.4 *"Improve physical accessibility, enhance safety and ease of use for all ages and abilities, and embed inclusive design features".*

Support initiatives that improve access, encourage movement, and increase community use of local places and spaces through education, infrastructure activation, and promotion of active and safe travel. .”

An annual budgeted amount of funding as determined by Council is available to be applied for by not-for-profit groups for projects, events and facilities. Applications are received twice yearly under the Community Assistance Grants Scheme and all throughout the year under the Quick Response Grants Scheme and annually under the Australia Day Grants.

Assessment panels review funding applications based on:

The applicant's planning and capacity

Has the applicant:

- Provided clear details about the event/project?
- Is the project achievable?
- Demonstrated the ability to deliver the project?
- Provided promotion and marketing information and schedule?
- Provided evaluation details; schedule and information?
- Considered Fair Access, inclusion issues and considered the needs of all the community and user groups?
- Attached relevant support material?

Community need and benefit outcomes

Has the applicant:

- Provided information relating to the community need for the event/project?
- Provided information relating to the community benefit for the event/project?
- Attached relevant support material?

There are times when Council may choose to vary the types of grants offered to support the response to a significant incident or event impacting on the community.

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	Move Policy to a two year review cycle
1.1	December 2023	Date of Next Review updated to December 2025 Minor formatting changes Updated Policy to include Fair Access recommendations Added link to <i>Gender Equality Action Plan 2021-2025 (GEAP)</i> in Related Documents
1.2	December 2025	Date of Next Review updated to December 2027 Removed years for GEAP to keep current when new plan implemented Updated reference to Community Vision, Council Plan and Municipal Health & Wellbeing Plan

FAIR ACCESS POLICY

Policy Number:	5.1.7
Approved by:	Council
Date Approved:	December 2025
Date of Next Review:	December 2027
Applicable to:	Whole Organisation
Responsible Officer:	Manager Culture and Leisure Manager Facilities and Emergencies
Related Policies:	Committees Policy Community Assistance Grants Policy Council Provision of Recreation / Community Facilities Policy
Related Documents:	Wellington Shire Council Gender Equality Action Plan Fair Access Action Plan
Statutory Reference:	<i>Gender Equality Act 2020</i>

OVERVIEW

To establish policy for the Fair Access to Community Sporting & Recreation Facilities across Wellington Shire.

The Fair Access Policy (the Policy) seeks to address known barriers experienced by women and girls in accessing and using community and sporting infrastructure. The Policy aims to progressively build capacity and capabilities of Wellington Shire Council in the identification, and elimination of systemic causes of gender inequality in policy, programs, communications, and delivery of services in relation to community sports infrastructure.

THE POLICY

The Policy is designed to comply with the *Gender Equality Act 2020*, and the wider Victorian Government gender equality strategy and the Wellington Shire Council Gender Equality Action Plan (GEAP).

DEFINITIONS

Committees of Management

For the purposes of this document, refers to committees appointed by the Wellington Shire Council or Department of Land, Water, Environment and Planning under the *Crown Land (Reserves) Act 1978* to manage recreation reserves where community sport training and games are held.

Community Sports Infrastructure

Publicly owned local, rural, regional, or state level sport and recreation infrastructure operated and maintained primarily for the purpose of facilitating community sport activities, including sporting grounds, surfaces, facilities, and pavilions.

Gender

How you understand who you are and how you interact with other people. Many people understand their gender as being a man or woman. Some people understand their gender as a mix of these or neither. A person's gender and their expression of their gender can be shown in different ways, such as through behavior or physical appearance.

Gender diverse - An umbrella term for a range of genders expressed in different ways. Gender diverse people use many terms to describe themselves. Language in this area is dynamic, particularly among young people, who are more likely to describe themselves as non-binary.

Gender equality

The equal rights, responsibilities and opportunities of women, men and trans and gender-diverse people. Equality does not mean that women, men and trans and gender diverse people will become the same but that their rights, responsibilities, and opportunities will not depend on their gender.

Gender equity

The provision of fairness and justice in the distribution of benefits and responsibilities based on gender. The concept recognises that people may have different needs and power related to their gender and these differences should be identified and addressed in a manner that rectifies gender related imbalances.

Gender Impact Assessment, or GIA

A requirement under the *Gender Equality Act 2020* to be carried out on policies, programs and services which have a direct and significant impact on the public. The assessment must evaluate the effects that a policy, program or service may have on people of different genders.

Public land management groups

For the purposes of this document, are the Committees of Management appointed under the *Crown Land (Reserves) Act 1978* and responsible for the management of recreation reserves where community sport training and games are held.

Transgender, or trans

Someone whose gender does not only align with the one assigned at birth. Not all trans people will use this term to describe themselves.

Guiding Principles

The Fair Access Principles have been developed by the Office for Women in Sport and Recreation, Sport and Recreation Victoria and VicHealth, in consultation with representatives from local government and the state sport and recreation sector. This Policy and any resultant action plan are based on six principles of inclusivity, full participation, equal representation, encouraging and supporting user groups, and prioritising user groups committed to equality.

Wellington Shire Council acknowledges:

- the disadvantaged position some individuals have had in the sport and recreation sector because of their gender.
- and that achieving gender equality will require diverse approaches for women, men, trans and gender diverse people to achieve similar outcomes for people of all genders.

Wellington Shire Council will:

- engage fairly and equitably with all staff, governance working groups, state sporting organisations, GippSport and members of our sport and recreation community, regardless of their gender, in a positive, respectful, and constructive manner; and
- engage in the process of gender impact assessments to assess the implications for women, men, trans and gender diverse people of any planned action, including policies and communications. This is a strategy for making all voices, concerns and experiences, an integral dimension of the design, implementation, monitoring of policies and programs.

Council will undertake take the necessary and proportionate steps towards implementation of the Fair Access Policy.

Specific steps include:

- Council Project Reference Groups should include diverse representation including women and should be chaired by Council to ensure that their voices are heard at the project meetings.
- Informal, social and emerging physical activity opportunities should be encouraged and supported with Community Assistance Grants and discounted fees where the Council is responsible for setting fees.
- Ensure adequate provision of lighting and cleaning of Council managed public facilities to ensure that open space areas and supporting infrastructure are welcoming, safe and inclusive.
- The responsible service of alcohol is an important part of providing a safe and welcoming environment for the whole community and required through license and hire agreements.
- Council aims to collect and analyse data annually to ensure diverse representation on Committee's as part of this policy.
- Council will monitor annual sport participation data where it is available to track progress over time.
- Provide industry training to committees of management and sporting clubs in partnership with key stakeholder including Change Our Game, GippSport and Gippsland Women's Health to inform them of Council's Fair Access Policy.
- Prioritise smaller infrastructure funding to address immediate/ significant barriers to access while waiting for larger projects to be funded. Examples could include baby change facilities, changeroom cubicles, improved signage.
- All projects that are seeking future Sport & Recreation Victoria grant support or benefiting from an application will require a SRV Participation Plan that should also include a Gender Equity Audit and development into an action plan. This should be embedded into facility management plan once facilities are constructed.
- Council will inspect all future facilities that are constructed with support from Sport & Recreation Victoria grant funding on an annual basis to ensure fair access is provided as identified from the facility designs and funding outcomes.
- Continue to financially support women/ teams to celebrate sport pathway representation through the Community Assistance Grants.
- Advocate for sporting events that hire or apply for event permits that access Council directly managed facilities to have inclusive practices/ prizemoney and trophies.

Compliance and Monitoring

a. Actions

Wellington Shire Council acknowledges that the requirement to have a gender equitable access and use policy and action plan in place. The ability to demonstrate progress against that policy and action plan will form part of the eligibility criteria for Victorian Government funding programs relating to community sports infrastructure from 1 July 2024.

This policy will be reviewed in two years.

b. Responsibility

Manager Communities, Facilities & Emergencies and Manager Leisure Services is responsible for implementing the Fair Access Policy. This will be formally reviewed on a biennial basis.

Management personnel, staff, volunteers, and stakeholders Wellington Shire Council at have a shared responsibility to support the policy.

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2023	New Policy
1.1	December 2025	<p>Date of Next Review updated to December 2027</p> <p>Removed years for GEAP to keep current when new plan implemented</p> <p>Added Wellington Shire Council to the Committee of Management Definition</p>

ART GALLERY COLLECTION POLICY

Policy Number:	5.2.1
Approved by:	Council
Date Approved:	December 2025
Date of Next Review:	December 2028
Applicable to:	Arts & Culture Business Unit
Responsible Officer:	Gippsland Art Gallery Director
Related Policies:	Nil
Related Documents:	Art Gallery Collection Procedures Arts & Culture Strategy
Statutory Reference:	<i>Protection of Movable Cultural Heritage Act 1986</i> <i>Environment Protection and Biodiversity Conservation Act 1999</i> <i>Aboriginal and Torres Strait Islander Heritage Protection Act 1984</i> <i>Protection of Cultural Objects on Loan Act 2013</i>

OVERVIEW

To establish a policy for the management and growth of the Gippsland Art Gallery permanent collection.

THE POLICY

The Art Gallery Collection Policy has been developed to provide guidelines for the acquisition and management of artworks for the Gippsland Art Gallery permanent collection.

The overarching objective in establishing, maintaining and building a collection of artworks is to enrich the community by promoting pride in its artistic and cultural heritage, past and present, and this objective should broadly inform all acquisitions.

When selecting artworks for its permanent collection the Gallery should seek to acquire:

- Artworks that demonstrate artistic excellence in concept and/or execution.
- Artworks that enrich the broader understanding and appreciation of art, and the culture and history of Gippsland.
- Artworks that engage the themes of landscape and the natural environment.
- Artworks that promote a greater appreciation and understanding of First Nations art and culture, specifically of the Gunaikurnai Peoples of Gippsland, the Traditional Owners of the land on which the Gallery now stands.
- Destination artworks that contribute to the Gallery's effectiveness and vitality as a cultural tourist attraction.
- Artworks that perform an educative function by promoting visitor curiosity from a young age to encourage lifelong learning through engagement with the visual arts.
- Artworks by artists who live in or are associated with Gippsland (and specifically with Wellington Shire), or that were created in or are about Gippsland.
- Artworks that increase the depth, breadth, and cohesion of the existing collection and provide greater context and meaning to existing artworks.

The acquisition of artworks should be carried out ethically and in accord with the core values of Wellington Shire Council and the Gippsland Art Gallery, and at all times should uphold the universal charters of human rights and child safety. The permanent collection should seek to unify rather than divide the community of Wellington Shire, and demonstrate artistic, social or historical value as a means to promoting the virtues of inspired learning and cultural tolerance.

Items held or displayed outside of Gallery facilities will be subject to risk assessment (to the item and persons), preventative conservation assessment and a cycle of monitoring and reporting.

All public artworks in the collection, located both on public and private land, will be subject to an annual inspection and approval by the Gallery Director as to the on-going siting of each artwork.

The Art Gallery Collection Policy should follow the Australian Best Practice Guide to Collecting Cultural Material from the Australian Government Ministry for the Arts. The Guide states that in acquiring or borrowing cultural material, Australian public collecting institutions should:

1. Be committed to the principle that acquisitions whether by purchase, gift, bequest or exchange, and loans be made according to the highest standards of due diligence, including ethical and professional practice, and in accordance with applicable law.
2. Not seek to acquire or knowingly borrow Aboriginal or Torres Strait Islander secret/sacred or culturally restricted material but acknowledge legal and ethical responsibility to accept or hold such material on occasion.
3. Not acquire or knowingly borrow cultural material unless satisfied that it has not been acquired in, or exported from, the country of origin (and intermediate countries) in violation of that country's laws.
4. Not acquire or knowingly borrow cultural material where there are suspicions it was obtained through unauthorised or unscientific excavation of archaeological sites, the destruction or defacing of ancient monuments, historic places or buildings, or the theft from individuals, museums or other repositories.
5. Not acquire or knowingly borrow biological or geological material that has been collected, sold or otherwise transferred in contravention of applicable national or international laws, regulations or treaties.
6. Be committed to review new information about an object in the institution's collection and undertake further investigations, including reviewing previous decisions about the object.
7. Be committed to transparency and accountability in relevant policies and procedures and in making information on acquisitions available to the public.

The above guidelines refer to all works of art in any medium that exists now or may appear in the future until such time as this policy is revised or rewritten.

The term 'artworks', for the purpose of this Policy, also includes any item of decorative art, craft or design made using traditional processes or any art which is produced using the processes of contemporary technology. Photography and cinematography, digital video recording or the results of computer usage are valid acquisition categories.

Council has adopted detailed guidelines to give effect to its policy directions and these are contained within the Administrative Procedures Manual. The responsibility to ensure that the guidelines remain current and relevant is vested in the General Manager Community & Culture acting on advice from the Manager Arts & Culture. Any amendment to the guidelines will require approval from the Chief Executive Officer.

DEACCESSION OF ARTWORKS

Artworks in the permanent collection may be deaccessioned in accord with the following guidelines. The broad aim of deaccessioning is to enable the Gallery to maintain a collection of the highest possible quality and the greatest relevance to the Collection Policy through the sensitive removal of artworks that are identified as being:

- irrelevant to the Gallery's Collection Policy;
- outside of the Gallery's capacity to provide safe and appropriate storage;
- an OHS risk to staff or the public (i.e. dangerous to handle, chemically unstable), while either in storage or on display;
- a danger to other artworks in the collection (i.e. carrier of insect larvae, chemical off gassing), while either in storage or on display; or
- in disrepair and unsuitable for exhibition or to be of any further aesthetic or educative value in its current state.

The deaccessioning of artworks from the gallery collection should be taken with great care and respect to the artworks in question and, in the cases where the artworks were originally donated, to the original donor. It must be clearly demonstrated that any artwork identified for deaccession fits one of the criteria above, and deaccessioning must never take place on aesthetic grounds alone. In the case of an artwork being in disrepair, the opinion of the artist or the estate of the artist should firstly be sought to ascertain whether the artwork can be restored to exhibitable condition.

Once an artwork has been identified for deaccessioning due to it corresponding with one or more of the criteria listed above, the steps to deaccessioning are as follows:

1. A 'Recommendation to Deaccession' report is presented by the Gallery Director to the Art Gallery Advisory Group, including the recommended means of deaccession and outcomes to be achieved
2. If the majority of Advisory Group members vote in favour of the deaccession, a notice must be published in the local newspaper (Gippsland Times) to advise the public of the Gallery's intention to deaccession the artwork, explaining the reasons for deaccession and to provide an opportunity for members of the public to respond and object
3. The artist and/or the estate of the artist will be notified as a courtesy
4. The deaccession will be subject to a three-year cooling off period
5. After three years has elapsed, the report will again be presented to the Advisory Group, and if the majority of members are again in agreement to accept the deaccession, a second notice will be published in the local newspaper, repeating the intention to deaccession and providing members of the public with an opportunity to respond and object
6. 30 days after the publication of the 'Notice to Deaccession' the Gallery may dispose of the artwork by either (in this order):
 - a. offering the artwork back to the original donor*
 - b. if the artwork was purchased, offering the artwork back to the artist (or the artist's estate)
 - c. offering the artwork as a donation to another PGAV member public gallery
 - d. selling the artwork by public sale
 - e. disposing of the artwork
7. Any income received through the subsequent sale of a deaccessioned artwork will be returned to the Art Acquisitions ledger to contribute toward the future purchase of artworks
8. Where the artwork to be deaccessioned was originally received as a donation, and the artwork is not returned to the original donor and is sold by public sale, any income derived

from that sale that is used to purchase a replacement artwork will be done so in the spirit of the original donation (i.e. a work by the same artist), and the replacement artwork will continue to bear the acknowledgement of the original donor

9. At the conclusion of the deaccession process, all details will be recorded in the Gallery's collection records for posterity, including minutes from the relevant Advisory Group meetings. These records will be available for public view on request.

*No artwork being considered for deaccessioning should be offered to the original donor if that donor received a tax deduction under the Australian Government Cultural Gifts Program, however, the donor may have the opportunity to re-purchase the work.

Gallery staff members, Members of the Gallery Art Gallery Advisory Group, Councillors or officers of the Wellington Shire Council or members of their families will not be permitted to acquire deaccessioned artworks, nor will they benefit financially from deaccessioning in any way.

NATIONAL AND INTERNATIONAL AGREEMENTS AND LEGAL CONSIDERATIONS

- *Protection of Movable Cultural Heritage Act 1986*
- UNESCO Convention on the Means of Prohibiting and Preventing Illicit Import, Export and Transfer of Ownership of Cultural Property 1970
- *Environment Protection and Biodiversity Conservation Act 1999*
- Convention on International Trade in Endangered Species of Wild Fauna and Flora 1975 (CITES Convention)
- *Historic Shipwrecks Act 1976*
- *Aboriginal and Torres Strait Islander Heritage Protection Act 1984*
- *Protection of Cultural Objects on Loan Act 2013*
- UNIDROIT Convention on Stolen and Illegally Exported Cultural Objects 1995
- UNESCO Convention on the Protection of the Underwater Cultural Heritage 2001
- UNESCO Convention for the Safeguarding of the Intangible Cultural Heritage
- UNESCO Convention for the Protection of Cultural Property in the Event of Armed Conflict with Regulations for the Execution of the Convention 1954 – (The Hague Convention, First Protocol, 1954 and Second Protocol 1999)
- UNESCO Convention concerning the Protection of the World Cultural and Natural Heritage 1972
- UNESCO Convention on the Protection and Promotion of the Diversity of Cultural Expression 2005
- UN Declaration on the Rights of Indigenous Peoples 2007

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	Inclusion of deaccession of artworks procedures (workshop with Councillors conducted)
1.1	December 2023	Date of Next Review updated to December 2024 Minor formatting changes
1.2	December 2024	Date of Next Review updated to December 2025
1.3	December 2025	Changed to 3-year review cycle.

ART IN PUBLIC PLACES POLICY

Policy Number:	5.2.2
Approved by:	Council
Date Approved:	December 2025
Date of Next Review:	December 2026
Applicable to:	Arts and Culture Business Unit Natural Environment and Parks Business Unit
Responsible Officer:	Manager Arts and Culture
Related Policies:	Nil
Related Documents:	Art in Public Places Guidelines
Statutory Reference:	Nil

OVERVIEW

The Wellington Shire Council Art in Public Places Policy has been developed to assist in the achievement of the objectives of Wellington 2030 and the Arts and Culture Strategy.

GOAL

To enhance public places in Wellington Shire through the promotion and encouragement of engaging and appropriate public art.

AIMS

- To enrich the lives of residents and visitors to Wellington Shire through the presence of high quality works of art and craft in the Shire's public spaces.
- To integrate arts into the structure, fabric and daily life of the community.
- To foster a sense of place, of community belonging and a sense of identity in residents of Wellington Shire.
- To celebrate the cultural diversity of the Shire and wider community by the public display of arts including those that showcase our Indigenous First Nations heritage.
- To enliven and enrich the public spaces of the Shire to achieve a rich and lively environment which goes beyond that which good urban planning and design can achieve on its own.
- To realise the economic, health and wellbeing potential of the arts and crafts industry in Wellington Shire and to promote cultural tourism.
- To encourage innovative linkages between the arts, education, business and tourist sectors.
- To enhance the lifespan of the community's cultural heritage through a planned maintenance program and protection from vandalism.

UNDERLYING PRINCIPLES

- Community engagement
- Partnerships
- Identity and sense of place
- Cultural diversity
- A creative and vibrant environment

DEFINITIONS

Public Place

In Wellington Shire this includes but is not necessarily limited to streets and laneways, footpaths and walkways, gardens, building exteriors, and open space.

Artists

All professional practitioners in the visual, literary and performing arts, including visual artists, designers, craftspeople, writers, poets, performers, composers, musicians, etc.

Arts

In the context of this policy, this refers to all visual and performing arts (permanent or ephemeral). This includes but is not necessarily limited to visual art, craft, sculpture, design, new media, sound, ephemeral art, performance, projections and collaborative art/urban design projects. The public art can be functional, decorative, iconic, integrated, site specific, interpretive, commemorative or temporary.

COUNCIL'S ROLE IN ART IN PUBLIC SPACES

Council's role in public art is that of:

- A planner for and provider of public art.
- A facilitator of arts development.
- A custodian and a partner in the management of the Shire's arts resources and assets.
- A designer of an environment that sustains a diverse artistic community.
- An advocate for public art.

PUBLIC ART PROGRAM

Public art projects can be initiated by Council, by artists, by organisations, or by the wider community and can be realised through the following processes.

- Acquisitions and long-term loans of public art.
- Commissions of contemporary art, both permanent and temporary.
- Acceptance of selected donations of art.
- Temporary placement of art in public places; exhibitions, art performances and site-based installations.
- Engagement of professional artists in specific projects - as consultants for specialist advice, concept development, planning, or as part of collaborative community-based projects.
- Engagement of arts practitioners from the region where appropriate.
- Artist-in-residence projects.

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	Date of Next Review updated to: December 2023
1.1	December 2023	Date of Next Review updated to December 2024 Minor formatting changes, including removal of numbering
1.2	December 2024	Date of Next Review updated to December 2025
1.3	December 2025	Date of Next Review updated to December 2026

14. GENERAL MANAGER DEVELOPMENT

14.1. MONTHLY PLANNING DECISIONS - OCTOBER 2025

ACTION OFFICER: MANAGER PLANNING AND BUILDING

PURPOSE

To provide a report to Council on recent planning permit trends and planning decisions made under delegation by Statutory Planners during the month of October 2025.

RECOMMENDATION

That Council note the report on recent Planning Permit trends and Planning Application determinations between 1 October and 31 October 2025.

BACKGROUND

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

A copy of planning permit decisions made between 1 October and 31 October 2025 is included in Attachment 14.1.1 - Planning Decisions Report - October 2025.

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) is included in Attachment 14.1.2 - Planning Trends Report - October 2025.

ATTACHMENTS

1. Planning Decisions Report - October 2025 [**14.1.1** - 5 pages]
2. Planning Trends Report - October 2025 [**14.1.2** - 3 pages]

OPTIONS

Council has the following options available:

1. Receive the 1 October to 31 October 2025 planning decisions report; or
2. Not receive the 1 October to 31 October 2025 planning decisions report and seek further information for consideration at a future Council meeting.

PROPOSAL

That Council note the report of recent planning permit trends and planning application determinations between 1 October and 31 October 2025.

CONFLICT OF INTEREST

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

COUNCIL PLAN 2025-29

This report supports the achievement of the following Council Plan 2025-29 Strategic Objective/s:

Strategic Objective Two: Dynamic and Diverse Economy – *An economy that enables sustainable growth, and enhances the social environment, lifestyle and unique characteristics of our communities* – states the following strategy:

- *Supporting job growth and diversification of our economy.*
- *Planning to support future growth and changing needs of our community.*
- *Guiding responsible, sustainable development that protects, values and celebrates our unique heritage.*

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.

RESOURCES AND STAFF IMPACT

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

COMMUNITY IMPACT

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

ENVIRONMENTAL IMPACT

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

ENGAGEMENT IMPACT

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

RISK MANAGEMENT IMPACT

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

**PLANNING APPLICATION DETERMINATIONS
BETWEEN 1/10/2025 AND 31/10/2025**

Application No/Year	Date Received	Property Title & Address	Proposal	Status
497-2.00/2020	29/08/2025	Assessment No. 105122 LOT: 1 TP: 95337Q ROSEDALE-HEYFIELD RD ROSEDALE	Use and development of the land for a class B broiler farm.	Permit Issued by Delegate of Resp/Auth 10/10/2025
103-3.00/2021	28/08/2025	Assessment No. 205567 LOT: 1 LP: 66556 2,631 ROSEDALE-LONGFORD LONGFORD	Re-subdivision of the land and creation of a carriageway easement.	Permit Issued by Delegate of Resp/Auth 10/10/2025
252-1.00/2023	28/07/2023	Assessment No. 183228 LOT: 120 LP: 82059 40 MANDALAY DR THE HONEYSUCKLES	B/W assoc with construction of an extension to an existing dwelling.	Lapsed 23/10/2025
270-2.00/2023	5/06/2025	Assessment No. 9456 LOT: 97 LP: 58848 16 MATHIESON ST SALE	2 lot subdivision / removal of easement/ construct 2nd dwelling.	Permit Issued by Delegate of Resp/Auth 29/10/2025
29-2.00/2024	18/09/2025	Assessment No. 353920 LOT: 5 LP: 25103 100 BOISDALE ST MAFFRA	2 lot subdivision/construct 2nd dwelling/in line with endorsed plans.	Permit Issued by Delegate of Resp/Auth 16/10/2025
35-2.00/2024	18/08/2025	Assessment No. 386649 LOT: 1 PS: 220482R KALLADY RD JACK RIVER	2 lot subdivision of the land & construction of a dwelling.	Permit Issued by Delegate of Resp/Auth 8/10/2025
162-1.00/2024	22/05/2024	Assessment No. 432310 LOT: 1 TP: 424812 69 YORK ST SALE	B/W assoc with the construction of an early learning centre.	Permit Issued by Delegate of Resp/Auth 7/10/2025
336-1.00/2024	16/10/2024	Assessment No. 223735 LOT: 1 PS: 406459L 1-3 BASIN BVD LOCH SPORT	Installation of an internally illuminated promotion sign.	Permit Issued by Delegate of Resp/Auth 23/10/2025
338-2.00/2024	22/09/2025	Assessment No. 255604 LOT: 768 LP: 40160 2 FIFTEENTH ST PARADISE BEACH	Buildings and works associated with the construction of a dwelling.	Permit Issued by Delegate of Resp/Auth 23/10/2025
396-1.00/2024	11/12/2024	Assessment No. 272328 LOT: 2 PS: 918364S 33 BULGA PARK RD CALROSSIE	Buildings and works associated with the construction of a dwelling.	Withdrawn 14/10/2025
2-2.00/2025	7/10/2025	Assessment No. 378356 LOT: 1 TP: 563301F 120-130 COMMERCIAL RD YARRAM	Use & development/Emergency services facility (CFA)/access to TZ2.	Permit Issued by Delegate of Resp/Auth 28/10/2025

ATTACHMENT 14.1.1

Application No/Year	Date Received	Property Title & Address	Proposal	Status
119-1.00/2025	10/04/2025	Assessment No. 191114 LOT: 1 TP: 249130K 41-43 LYONS ST ROSEDALE	2 lot subdivision/use & develop land for service station & access TRZ2	Permit Issued by Delegate of Resp/Auth 10/10/2025
146-1.00/2025	20/05/2025	Assessment No. 446823 LOT: 2 TP: 1527Q 2/95-99 PRINCE ST ROSEDALE	Installation of a Major Promotion Sign.	NOD issued by Delegate of Respon/Auth 21/10/2025
167-1.00/2025	5/06/2025	Assessment No. 240895 LOT: 2785 LP: 70944 8 SANDRA CT LOCH SPORT	Buildings and works associated with the construction of a dwelling.	NOD issued by Delegate of Respon/Auth 13/10/2025
177-1.00/2025	11/06/2025	Assessment No. 462275 LOT: 1 PS: 917126Q 2 TAMBORITHA TCE COONGULLA	Buildings and works associated with the construction of a dwelling.	Permit Issued by Delegate of Resp/Auth 24/10/2025
181-1.00/2025	13/06/2025	Assessment No. 359190 LOT: 1 TP: 844528K 47 FACTORY LANE NEWRY	Two lot re-subdivision of the land.	Permit Issued by Delegate of Resp/Auth 21/10/2025
182-1.00/2025	13/06/2025	Assessment No. 367110 LOT: 2 TP: 844528K 54 UPPER MAFFRA RD NEWRY	Two lot re-subdivision of the land.	Permit Issued by Delegate of Resp/Auth 22/10/2025
204-1.00/2025	4/07/2025	Assessment No. 327056 CA: 4 SEC: B 51 GELLS RD GLENMAGGIE	Buildings and works associated with a camping and caravan park.	Permit Issued by Delegate of Resp/Auth 20/10/2025
207-1.00/2025	7/07/2025	Assessment No. 463992 CA: 5 SEC: 6 15 MCCOLE ST NEWRY	Buildings and works associated with the construction of a dwelling.	Withdrawn 3/10/2025
208-1.00/2025	7/07/2025	Assessment No. 239558 LOT: 381 LP: 50201 1 REEVES ST LOCH SPORT	Buildings and works associated with the construction of a dwelling.	Permit Issued by Delegate of Resp/Auth 6/10/2025
210-1.00/2025	8/07/2025	Assessment No. 281105 LOT: 38 PS: 44853 23 NEWHAVEN CRES MCLOUGHLINS BEACH	Buildings and works associated with the construction of a dwelling.	Permit Issued by Delegate of Resp/Auth 24/10/2025
211-1.00/2025	8/07/2025	Assessment No. 27599 LOT: 1 LP: 2673 98 MARKET ST SALE	Two lot subdivision.	NOD issued by Delegate of Respon/Auth 30/10/2025
213-1.00/2025	10/07/2025	Assessment No. 360214 LOT: 1 PS: 82297 150 KINGSCOTTS LANE TINAMBA	2 Lot Re-subdivision of the land.	Permit Issued by Delegate of Resp/Auth 7/10/2025

ATTACHMENT 14.1.1

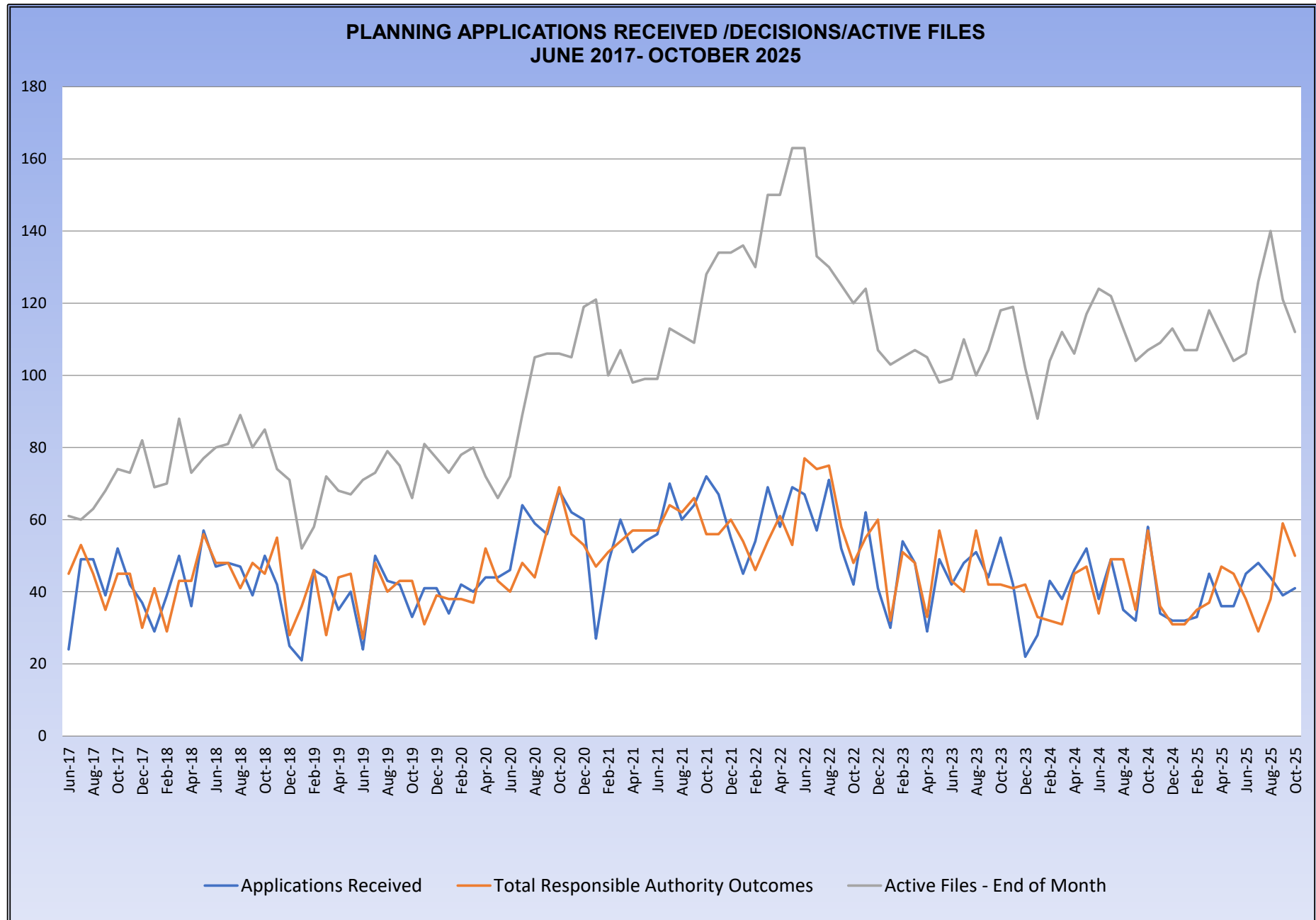
Application No/Year	Date Received	Property Title & Address	Proposal	Status
223-1.00/2025	18/07/2025	Assessment No. 357806 LOT: 1 TP: 89996 125 BOGGY CREEK RD TINAMBA	Buildings & works / extension to an existing building.	Withdrawn 3/10/2025
237-1.00/2025	30/07/2025	Assessment No. 357129 LOT: 1 TP: 530313 63 MAIN ST NEWRY	Use and development of the land for Motor Repairs.	Permit Issued by Delegate of Resp/Auth 8/10/2025
238-1.00/2025	31/07/2025	Assessment No. 10959 LOT: 1 PS: 323478S 25-41 PRINCES HWY SALE	B&Ws associated with the placement of three shipping containers.	Permit Issued by Delegate of Resp/Auth 15/10/2025
247-1.00/2025	11/08/2025	Assessment No. 449611 PPC: 362242S 51/37-79 CUNNINGHAME ST SALE	Use land for indoor recreation/amusement parlour/waive carparking.	Permit Issued by Delegate of Resp/Auth 13/10/2025
247-2.00/2025	17/10/2025	Assessment No. 449611 PPC: 362242S 51/37-79 CUNNINGHAME ST SALE	Use land for indoor recreation/amusement parlour/waive carparking.	Permit Issued by Delegate of Resp/Auth 28/10/2025
248-1.00/2025	11/08/2025	Assessment No. 323576 PTL: 1 LP: 28081 1 TYSON RD HEYFIELD	Buildings & works associated with alterations to an existing building.	Permit Issued by Delegate of Resp/Auth 17/10/2025
255-1.00/2025	14/08/2025	Assessment No. 372656 CA: 203 451 WILLUNG RD ROSEDALE	Use of the land for a public event.	Permit Issued by Delegate of Resp/Auth 3/10/2025
257-1.00/2025	14/08/2025	Assessment No. 301358 LOT: 1 TP: 248145 60 ALFRED ST MAFFRA	2 lot subdivision / buildings & works construct 2 dwellings.	Permit Issued by Delegate of Resp/Auth 31/10/2025
261-1.00/2025	18/08/2025	Assessment No. 221382 LOT: 1113 LP: 52648 112 MERIDAN RD GOLDEN BEACH	Buildings and works associated with the construction of a dwelling.	Permit Issued by Delegate of Resp/Auth 17/10/2025
264-1.00/2025	26/08/2025	Assessment No. 13557 LOT: 1 TP: 419953R 63 REEVE ST SALE	Part demolition of building/develop medical centre/reduce car parking.	Permit Issued by Delegate of Resp/Auth 16/10/2025
266-1.00/2025	26/08/2025	Assessment No. 201244 LOT: 1 TP: 851569E WILLUNG	Installation of business identification signage.	Permit Issued by Delegate of Resp/Auth 9/10/2025
267-1.00/2025	27/08/2025	Assessment No. 462465 LOT: 260 LP: 82059 71 MCLACHLAN ST THE HONEYSUCKLES	Buildings and works associated with the construction of a dwelling.	Permit Issued by Delegate of Resp/Auth 9/10/2025

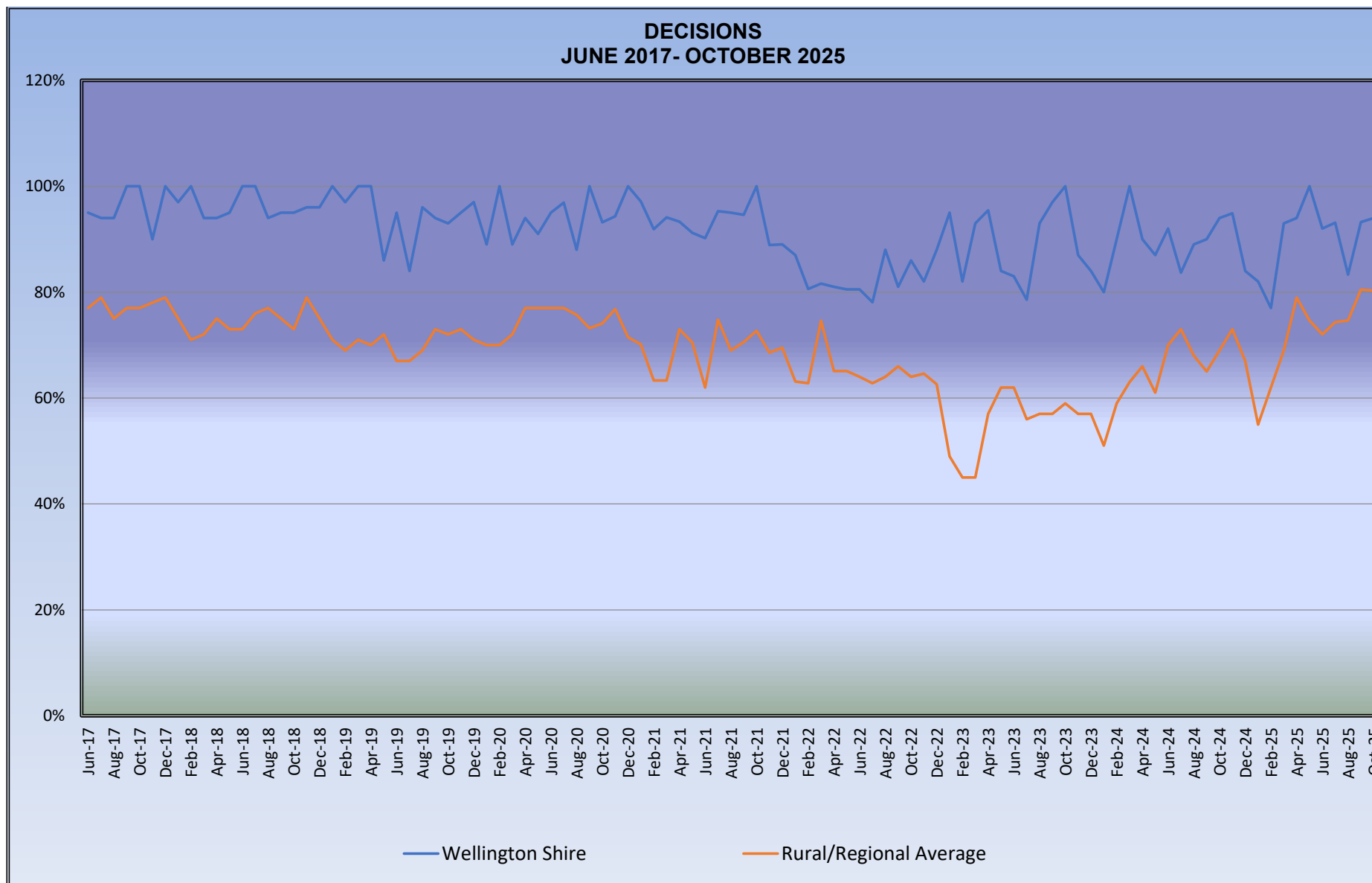
Application No/Year	Date Received	Property Title & Address	Proposal	Status
268-1.00/2025	28/08/2025	Assessment No. 299339 LOT: 1 PS: 617392Q 47 INGLES RD DEVON NORTH	Buildings & works associated with the construction of an outbuilding.	Withdrawn 8/10/2025
269-1.00/2025	28/08/2025	Assessment No. 224295 LOT: 1 TP: 86478 27 BERNADETTE AVE LOCH SPORT	Buildings and works associated with the construction of a dwelling.	Permit Issued by Delegate of Resp/Auth 30/10/2025
271-1.00/2025	28/08/2025	Assessment No. 9472 LOT: 99 LP: 58848 20 MATHIESON ST SALE	Buildings and works associated with the construction of two dwellings.	Permit Issued by Delegate of Resp/Auth 7/10/2025
272-1.00/2025	28/08/2025	Assessment No. 9530 LOT: 36 LP: 58848 29 MATHIESON ST SALE	Buildings and works associated with the construction of two dwellings.	Permit Issued by Delegate of Resp/Auth 2/10/2025
273-1.00/2025	28/08/2025	Assessment No. 9647 LOT: 47 LP: 58848 7 MATHIESON ST SALE	Buildings and works associated with the construction of two dwellings.	Permit Issued by Delegate of Resp/Auth 17/10/2025
282-1.00/2025	3/09/2025	Assessment No. 279067 LOT: 1 TP: 963393R 41 WHARF ST PORT ALBERT	Buildings & works / construct 5 dwellings / restore 2 dwellings.	Withdrawn 29/10/2025
294-1.00/2025	12/09/2025	Assessment No. 30148 LOT: 1 TP: 538047 205-207 RAGLAN ST SALE	Buildings & works / construct 2 accesses to road in Transport Zone 2.	Permit Issued by Delegate of Resp/Auth 10/10/2025
302-1.00/2025	18/09/2025	Assessment No. 402172 PCA: 9 SEC: 1 133 FOUR MILE CREEK RD GIFFARD WEST	B&Ws associated with the construction of an accommodation building.	Permit Issued by Delegate of Resp/Auth 31/10/2025
304-1.00/2025	18/09/2025	Assessment No. 370569 PTL: 1 PS: 323477U 1/177-197 YORK ST SALE	Use of the land for leisure & recreation facility (taekwon-do studio).	Permit Issued by Delegate of Resp/Auth 20/10/2025
306-1.00/2025	23/09/2025	Assessment No. 433649 LOT: 2 PS: 705896U 56 FITZPATRICK RD MONTGOMERY	Buildings and works / construct an agricultural building.	Permit Issued by Delegate of Resp/Auth 17/10/2025
308-1.00/2025	29/09/2025	Assessment No. 301481 LOT: 1 TP: 222668 59 ALFRED ST MAFFRA	B&Ws associated with construction of fence and remove tree.	Permit Issued by Delegate of Resp/Auth 13/10/2025
316-1.00/2025	7/10/2025	Assessment No. 212662 LOT: 153 LP: 52647 31 SUNGLOW CRES GOLDEN BEACH	Buildings and works associated with the construction of a dwelling.	Permit Issued by Delegate of Resp/Auth 30/10/2025

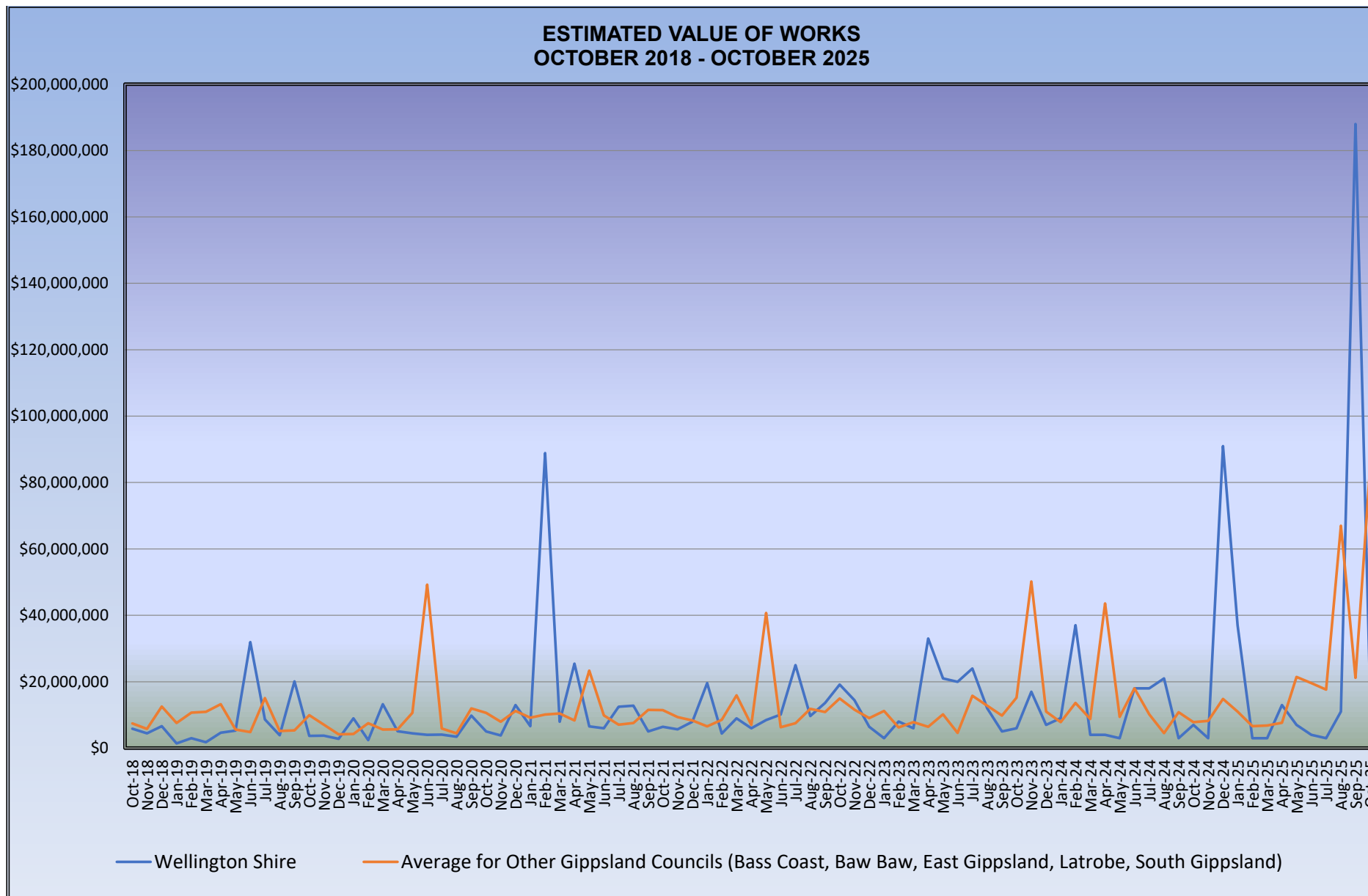
ATTACHMENT 14.1.1

Application No/Year	Date Received	Property Title & Address	Proposal	Status
317-1.00/2025	8/10/2025	Assessment No. 299651 LOT: 2 PS: 313143H 393 TARRA VALLEY RD DEVON NORTH	Buildings & works / construction of an extension to a dwelling.	Permit Issued by Delegate of Resp/Auth 16/10/2025
320-1.00/2025	9/10/2025	Assessment No. 400663 LOT: 2 PS: 915339H YUILL RD BUNDALAGUAH	Buildings & works/ construction of an agricultural building.	Permit Issued by Delegate of Resp/Auth 17/10/2025
326-1.00/2025	15/10/2025	Assessment No. 116517 PC: 359660R 346 SHORELINE DR GOLDEN BEACH	Buildings and works associated with the construction of an outbuilding	Permit Issued by Delegate of Resp/Auth 28/10/2025

Total No of Decisions Made: 50







14.2. QUARTERLY BUILDING REPORT – JULY TO SEPTEMBER 2025

ACTION OFFICER: MANAGER PLANNING AND BUILDING

PURPOSE

To provide a report to Council on building permits issued in the Wellington Shire during Quarter 3 of 2025 - July to September.

RECOMMENDATION

That Council note the report of building permits issued from 1 July to 30 September 2025.

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.

In this report, an overview is provided by township and the number of permits issued along with the estimated value of construction, for the three-month period ending 30 September 2025 – refer Attachment 14.2.1 - Wellington Permits Issued.

An historical representation has been provided of the number and value of permits issued in Wellington Shire which compares data against the broader Gippsland region – refer Attachment 14.2.2 – Graph 1: Number of Building Permits and Attachment 14.2.3 - Graph 2: Value of Building Works.

For the period from 1 July 2025 to 30 September 2025 there were 251 permits issued with an estimated value of work at \$85,254,822.

The major projects include:

DUTSON

- Office Extensions & BBQ Area – Gippsland Water Dutson Downs Facility

MAFFRA

- Maffra Hospital – Extension to Aged Care Facility
- School Alterations/Additions - St Marys Primary School

ROSEDALE

- Broiler Farm – Rosedale-Heyfield Road – 8 Broiler Sheds

SALE

- School Alterations/Additions - Our Lady of Sion Redevelopment, relocation of St Thomas Primary School
- Bunnings Warehouse – Cobains Road Sale – Stage 3 of 5
- School Alterations/Additions - Catholic College – Alterations to training kitchen

In the previous quarter, for the period between 1 April and 30 June 2025 there were 197 permits issued with an estimated value of work at \$31,137,628.

ATTACHMENTS

1. Wellington Permits Issued [**14.2.1** - 3 pages]
2. Graph 1: Number of Building Permits [**14.2.2** - 1 page]
3. Graph 2: Value of Building Works [**14.2.3** - 1 page]

OPTIONS

Council has the following options available:

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

PROPOSAL

That Council note the report on building permits issued within Wellington Shire from 1 July to 30 September 2025.

CONFLICT OF INTEREST

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

COUNCIL PLAN 2025-29

This report supports the achievement of the following Council Plan 2025-29 Strategic Objective/s:

Strategic Objective Two: Dynamic and Diverse Economy – *An economy that enables sustainable growth, and enhances the social environment, lifestyle and unique characteristics of our communities* – states the following strategy:

Planning to support future growth and changing needs of our community.

Strategic Objective Three: Infrastructure, Spaces and Places – *Strategically planned, designed and well-maintained infrastructure, spaces and places* – states the following strategy:

Coordinating facilities and infrastructure to meet growth and evolving needs.

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.

RESOURCES AND STAFF IMPACT

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

COMMUNITY IMPACT

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

ENVIRONMENTAL IMPACT

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

ENGAGEMENT IMPACT

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

RISK MANAGEMENT IMPACT

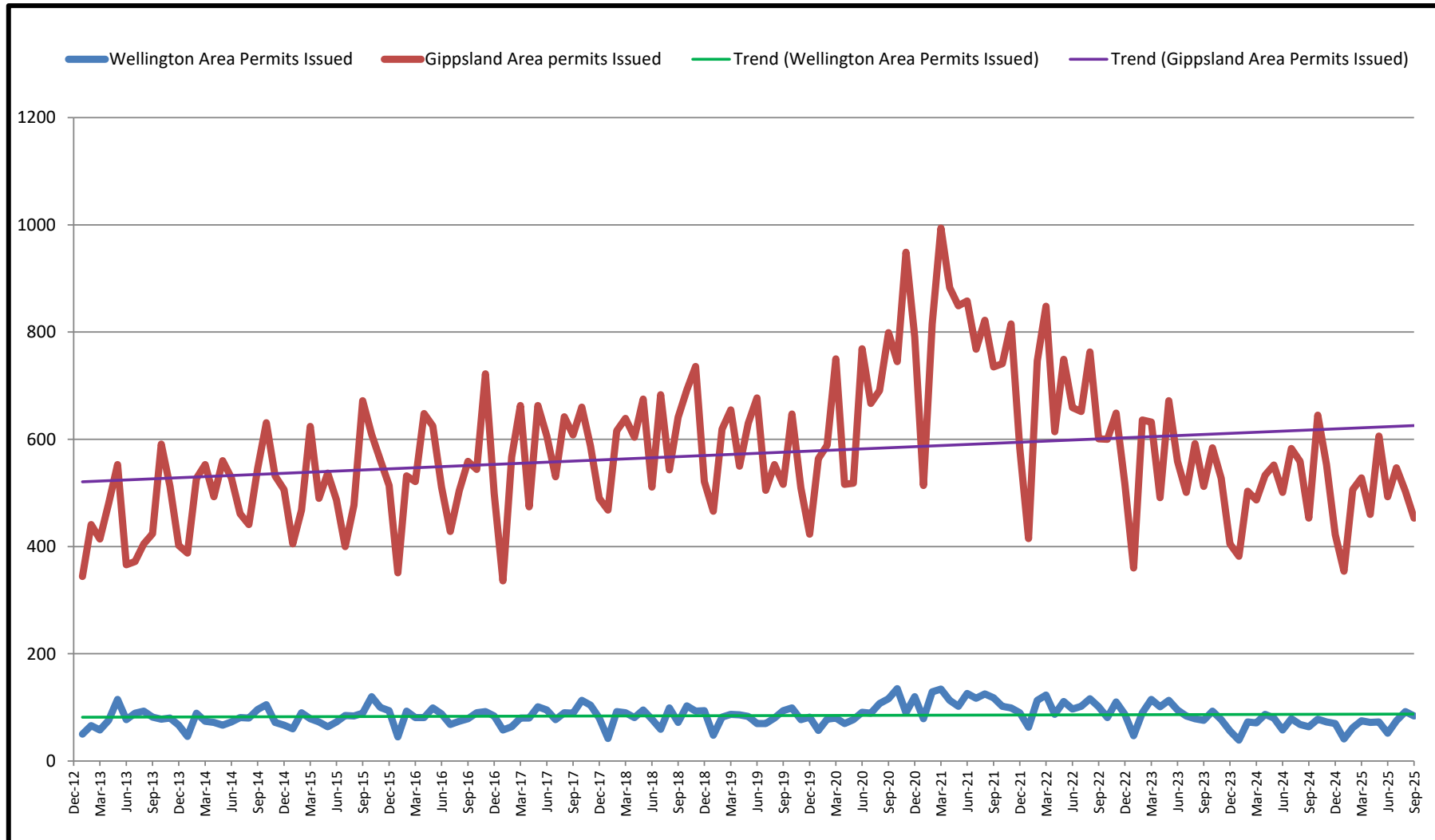
This impact has been assessed and there is no effect to consider at this time.

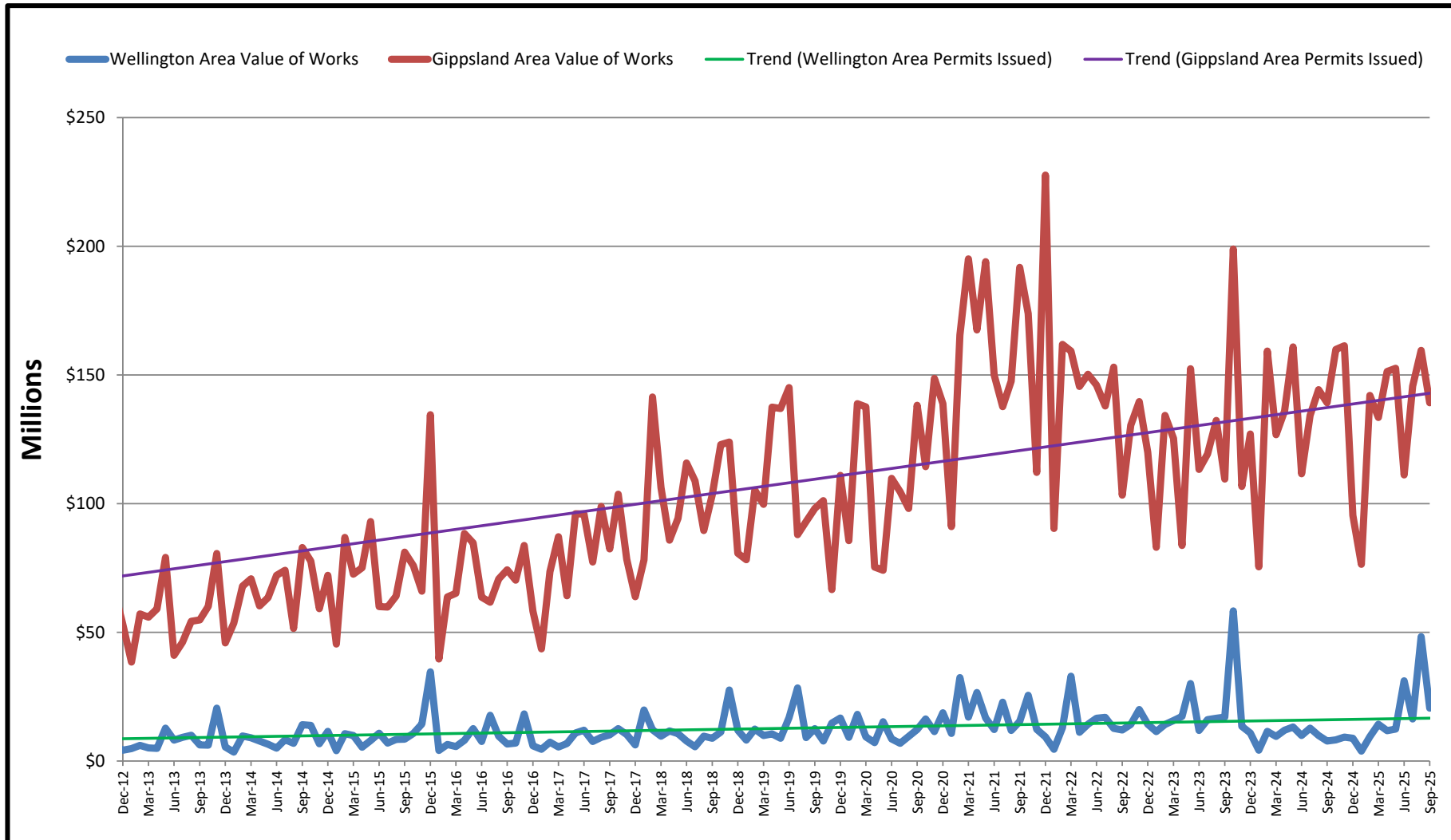
WELLINGTON PERMITS ISSUED
Number of Applications and their Estimated Value Each Month

	July	August	September	Total
AIRLY	2 \$112,636	1 \$10,000	0 \$0	3 \$122,636
ALBERTON	1 \$13,500	0 \$0	1 \$10,000	2 \$23,500
BOISDALE	1 \$37,600	0 \$0	1 \$36,075	2 \$73,675
BRIAGOLONG	2 \$39,875	5 \$696,767	4 \$691,536	11 \$1,428,178
BUNDALAGUAH	1 \$18,360	0 \$0	0 \$0	1 \$18,360
CARRAJUNG LOWER	0 \$0	1 \$68,146	0 \$0	1 \$68,146
CLYDEBANK	0 \$0	1 \$18,050	0 \$0	1 \$18,050
COONGULLA	0 \$0	2 \$29,744	2 \$280,000	4 \$309,744
COWWARR	0 \$0	0 \$0	1 \$25,000	1 \$25,000
DENISON	1 \$23,675	0 \$0	0 \$0	1 \$23,675
DUTSON	0 \$0	1 \$640,000	0 \$0	1 \$640,000
FERNBANK	0 \$0	1 \$8,880	0 \$0	1 \$8,880
FLYNN	1 \$88,000	0 \$0	0 \$0	1 \$88,000
FULHAM	0 \$0	1 \$199,375	2 \$45,000	3 \$244,375
GLENGARRY	1 \$52,250	0 \$0	0 \$0	1 \$52,250
GLENMAGGIE	1 \$42,713	1 \$35,000	0 \$0	2 \$77,713
GOLDEN BEACH	3 \$213,250	3 \$1,183,768	0 \$0	6 \$1,397,018
GORMANDALE	1 \$35,245	1 \$12,000	2 \$98,850	4 \$146,095

	July	August	September	Total
HEDLEY	0 \$0	1 \$100,544	0 \$0	1 \$100,544
HEYFIELD	3 \$248,266	2 \$655,329	5 \$864,923	10 \$1,768,518
JACK RIVER	1 \$12,000	0 \$0	0 \$0	1 \$12,000
KILMANY	0 \$0	1 \$12,500	0 \$0	1 \$12,500
LLOWALONG	2 \$324,000	0 \$0	0 \$0	2 \$324,000
LOCH SPORT	4 \$596,439	8 \$519,600	6 \$750,219	18 \$1,866,258
LONGFORD	5 \$909,305	3 \$1,476,370	5 \$188,724	13 \$2,574,399
MAFFRA	5 \$627,643	11 \$2,335,857	12 \$7,089,370	28 \$10,052,870
MONTGOMERY	0 \$0	1 \$196,000	0 \$0	1 \$196,000
MUNRO	0 \$0	1 \$32,740	1 \$71,919	2 \$104,659
NAMBROK	1 \$46,850	0 \$0	0 \$0	1 \$46,850
NEWRY	1 \$500,000	0 \$0	0 \$0	1 \$500,000
PARADISE BEACH	0 \$0	0 \$0	1 \$21,050	1 \$21,050
PEARSONDALE	0 \$0	1 \$70,000	0 \$0	1 \$70,000
PORT ALBERT	1 \$13,000	3 \$131,354	2 \$613,455	6 \$757,809
RIVERSLEA	0 \$0	0 \$0	2 \$121,350	2 \$121,350
ROSEDALE	1 \$70,926	5 \$486,269	8 \$7,477,563	14 \$8,034,758
SALE	18 \$10,726,383	18 \$35,734,081	15 \$945,979	51 \$47,406,443
SEACOMBE	1 \$80,000	0 \$0	0 \$0	1 \$80,000
SEASPRAY	0 \$0	1 \$368,990	0 \$0	1 \$368,990

	July	August	September	Total
SEATON	1 \$6,000	1 \$41,535	1 \$45,000	3 \$92,535
STRATFORD	7 \$557,640	7 \$1,182,763	5 \$688,324	19 \$2,428,727
TARRAVILLE	0 \$0	0 \$0	1 \$10,702	1 \$10,702
TINAMBA	1 \$14,879	0 \$0	0 \$0	1 \$14,879
TOONGABBIE	1 \$156,750	0 \$0	0 \$0	1 \$156,750
WILLUNG SOUTH	1 \$81,600	0 \$0	0 \$0	1 \$81,600
WINNINDOO	0 \$0	0 \$0	1 \$59,250	1 \$59,250
WON WRON	0 \$0	0 \$0	1 \$51,000	1 \$51,000
WONYIP	1 \$19,000	0 \$0	0 \$0	1 \$19,000
WOODSIDE	1 \$27,000	0 \$0	0 \$0	1 \$27,000
WOODSIDE BEACH	0 \$0	1 \$480,000	0 \$0	1 \$480,000
WURRUK	2 \$341,150	5 \$1,545,599	1 \$15,000	8 \$1,901,749
YARRAM	2 \$328,064	4 \$53,961	4 \$365,312	10 \$747,337
Total	75.00 16,363,999	92.00 48,325,222	84.00 20,565,601	251.00 85,254,822

GRAPH 1: NUMBER OF BUILDING PERMITS

GRAPH 2: VALUE OF BUILDING WORKS

14.3. QUARTERLY STRATEGIC LAND USE PLANNING UPDATE REPORT – QUARTER 4, OCTOBER TO DECEMBER 2025

ACTION OFFICER: MANAGER PLANNING AND BUILDING

PURPOSE

To update Council on the strategic land use planning program of work for the fourth quarter, October to December 2025.

RECOMMENDATION

That Council receive the quarterly Strategic Land Use Planning Update Report for Quarter 4, October to December 2025, as attached.

BACKGROUND

The strategic land use planning work program is regularly reviewed by Council's Strategic Land Use Planning Projects Review Group (Review Group), the Councillor representation for which is appointed by Council as per the [Register of Council Committees and Advisory Groups](#).

The Review Group considered it beneficial to provide Council and the community with a quarterly update of the strategic land use planning work program, which comprises various prioritised projects and planning scheme amendments as outlined in Attachment 14.3.1 to this report – Quarterly Strategic Land Use Planning, Quarter 4, October to December 2025.

ATTACHMENTS

1. Quarterly Strategic Land Use Planning Update Report, Quarter 4, October to December 2025 [**14.3.1** - 6 pages]

OPTIONS

Council has the following options available:

1. Receive the quarterly Strategic Land Use Planning Update Report, Quarter 4, October to December 2025; or
2. Not receive the quarterly Strategic Land Use Planning Update Report, Quarter 4, October to December 2025 and seek further information for consideration at a future Council meeting.

PROPOSAL

To receive the quarterly Strategic Land Use Planning Update Report, Quarter 4, October to December 2025.

CONFLICT OF INTEREST

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

COUNCIL PLAN 2025-29

This report supports the achievement of the following Council Plan 2025-29 Strategic Objective/s:

Strategic Objective Two: Dynamic and Diverse Economy – *An economy that enables sustainable growth, and enhances the social environment, lifestyle and unique characteristics of our communities* – states the following strategy:

- *Supporting job growth and diversification of our economy.*
- *Planning to support future growth and changing needs of our community.*
- *Guiding responsible, sustainable development that protects, values and celebrates our unique heritage.*

FINANCIAL IMPACT

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

COMMUNICATION IMPACT

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

LEGISLATIVE IMPACT

All strategic land use planning matters are considered in accordance with the *Planning and Environment Act 1987* and/or any relevant legislation.

COUNCIL POLICY IMPACT

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

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.



Current Strategic Planning Work

Status: October – December 2025

1. STRATEGIC PLANNING PROJECTS

WEST SALE INDUSTRIAL LAND – DEVELOPMENT PLAN

Priority: High

Anticipated Completion: 2026

Project Details:

A recommended action of the 'West Sale and Wurruk Industrial Land Supply Strategy' was the preparation of several detailed technical reports to address issues relating to cultural heritage, vegetation, drainage and traffic in the West Sale Industrial precinct. A Development Plan is also required to guide the layout and form of future development of the West Sale Industrial precinct.

Current Status:

A draft Development Plan has been prepared and informed by technical studies. Next steps include landowner consultation and finalising a drainage assessment prior to seeking formal adoption of the Development Plan by Council.

NORTH SALE DEVELOPMENT PLAN/INFRASTRUCTURE FUNDING ARRANGEMENT REPORT REVIEW

Priority: High

Anticipated Completion: 2026

Project Details:

Following the 2018 Council adoption of the North Sale Development Plan and the 2022 adoption of the related North Sale Infrastructure Funding Arrangement Report, both these documents now require review and updating to reflect current strategic land use intentions in the North Sale Growth Area and to ensure that current infrastructure cost estimates are applied moving forward.

Current Status:

A consultant has recently been appointed to undertake the review.

MAFFRA STRUCTURE PLAN IMPLEMENTATION - DEVELOPMENT CONTRIBUTIONS

Priority: High

Anticipated Completion: 2026/2027

Project Details:

An 'Action' of the adopted *Maffra Structure Plan* (Mesh 2022) includes the investigation and implementation of a development contributions mechanism that will facilitate the funding and delivery of key infrastructure items – such as drainage and road intersections.

Current Status:

Work is nearing completion on the costings of key infrastructure items associated with a development contributions mechanism to support the future growth areas identified within the Structure Plan. These costings are expected to be finalised by late 2025 / early 2026.

The next step is to prepare the draft funding mechanism to equitably apportion the costs across land associated with the provision of these key infrastructure items in consultation with relevant stakeholders / landowners.

SALE WESTERN GROWTH AREA – WURRUK DEVELOPMENT PLAN – INFRASTRUCTURE CONTRIBUTIONS

Priority: High

Anticipated Completion: 2026/2027

Project Details:

Council approved the Sale West Growth Area Wurruk Development Plan at the Ordinary meeting of 21 June 2022.

Current Status:

A Development Contributions Mechanism is required for the funding of key infrastructure items. Discussions with the developer's representative regarding this remain ongoing and are yet to be finalised.

FUNDING AND PROCUREMENT OF PUBLIC INFRASTRUCTURE WORKS POLICY

Priority: High

Anticipated Completion: Ongoing

Project Details:

At the Council Meeting of 1 February 2022, Council resolved to adopt the *'Residential Stocktake and Facilitation Strategy Report' ('Report')*. Arising from this Report, Council adopted the *'Funding and Procurement of Public Infrastructure Works Policy'*, at the Ordinary Meeting of 3 May 2022 to better support new greenfield development with costly infrastructure requirements/challenges.

Current Details:

No formal applications for forward funding support have currently been submitted.

RENEWABLE ENERGY IMPACT AND READINESS STUDY IMPLEMENTATION

Priority: High

Anticipated Completion: 2026/2027

Project Details:

The primary focus of this Study was to determine the 'readiness' of key towns in the southern area of the Shire to service and support new renewable energy project proposals. This includes residential and industrial land demand and existing infrastructure challenges.

A secondary focus of the Study was to investigate economic issues and opportunities associated with planned investment, such as skills needs, business opportunities and supply chain requirements across the municipality and broader region.

Current Status:

Council has recently been advised of a successful \$4.7M funding grant from the Commonwealth Government to advance the required strategic and infrastructure planning studies. The scope of required studies is now being finalised while Council awaits a formal funding agreement from Government.

WELLINGTON GROWTH MANAGEMENT STRATEGY – PLANNING SCHEME AMENDMENT IMPLEMENTATION

Priority: Medium

Anticipated Completion: 2026/2027

Project Details:

The previously adopted Growth Management Strategy develops a long-term framework to direct and manage future urban growth, with a focus on the role and growth potential of the six (6) main urban centres (Sale/Wurruk/Longford, Maffra, Stratford, Heyfield, Rosedale and Yarram). The Strategy does not rezone land but instead identifies preferred strategic directions and township roles to meet long-term growth needs. The Strategy also identifies priority economic development opportunities across the Shire to support future job creation and investment.

Current Status:

Background work is currently underway on a Planning Scheme Amendment to implement the Council adopted Growth Management Strategy recommendations into the Wellington Planning Scheme.

DRAFT STRATFORD STRUCTURE PLAN

Priority: High

Anticipated Completion: 2026

Project Details:

The Stratford Structure Plan will provide a 20 year 'strategic vision' to guide future growth, infrastructure, local services, and better connectivity to define the preferred direction for future growth and how change will be managed.

The Stratford Structure Plan will:

- Articulate a sustainable vision for Stratford and provide clear, achievable directions for the growth of the town which are consistent with state and local land use planning policy directions.
- Define a study area and identify a strategically justified settlement boundary to consolidate growth within logical town boundaries and protect valued land outside of the settlement boundary.
- Assess the suitability and proposed locations of future residential growth.
- Identify the key infrastructure required to facilitate future growth.
- Identify opportunities for further retail, entertainment, office, industrial and other commercial and business services/activities.
- Protect environmental and heritage features within the town for example: creeks, parks, open spaces, and public land.

Current Status:

Mesh Planning have been appointed to prepare a Structure Plan for Stratford. The Stratford Structure Plan will include a number of objectives, strategies and actions to help guide and coordinate the town's growth over the next 20 years.

The Draft Stratford Structure Plan Background Report was presentation at a Council Workshop on 3 June 2025. Since that time, technical reports such as Bushfire, Traffic, Servicing, and Cultural Heritage were finalised in late 2025. These technical reports provide input and direction for the preparation of a Draft Structure Plan Report. This is currently being prepared and is anticipated to be presented to Council in early 2026.

2. CURRENT COUNCIL INITIATED PLANNING SCHEME AMENDMENTS

C120WELL: MAFFRA STRUCTURE PLAN TRANSLATION (AND ASSOCIATED WORK)

Priority: High

Anticipated Completion: 2026

Project Details:

Planning Scheme Amendment C120well proposes to translate the adopted *Maffra Structure Plan* (Mesh, 2022) into the Wellington Planning Scheme.

The *Maffra Structure Plan* (Mesh, 2022) provides a framework to support potential future residential growth areas, commercial, and industrial development translated through the updated planning policy. The amendment supports the long-term growth of Maffra and acknowledges its role as the second largest township within the Wellington Shire by:

- Introducing policy, which guides the growth of Maffra to 2042.
- Rezoning land in a new Maffra specific Schedule to the General Residential Zone Schedule 2 (Maffra Residential Area) (GRZ2).
- Updating the Development Plan Overlay - Schedule 1 (DPO1) (which applies to other parcels of land across Wellington Shire).
- Correcting policy neutral zone and overlay anomalies.
- Adding future projects (potential Planning Scheme Amendments) to the list of further strategic work required to be undertaken.

Current Status:

Planning Scheme Amendment C120well was on public exhibition from Thursday 12 December 2024 to Friday 24 January 2025 as per the requirements of the *Planning and Environment Act 1987*.

10 written submissions have been received in response to the Planning Scheme Amendment. Council Officers are currently reviewing all submissions, with the view to make post exhibition changes as relevant. The matter will be presented to Council to obtain a resolution to formally progress the Amendment.

C122WELL: PUBLIC ACQUISITION OVERLAY (PAO) – COBAINS ROAD WIDENING

Priority: High

Anticipated Completion: 2026

Project Details:

Council is proposing to compulsorily acquire a 10m strip of land north of Cobains Road, Sale, for the purposes of facilitating infrastructure upgrades for the North Sale Growth Area, including road widening, underground infrastructure and shared pedestrian pathways.

This requirement has been identified within the *North Sale Development Plan (2018)* and *North Sale Infrastructure Funding Arrangement (November 2022)*.

The 10m of land required is located within the frontages of 37A, 49 and 65 Cobains Road, Sale.

Officers are liaising with the relevant landowners as part of the ongoing process.

A Council Report was presented to Council at the meeting of 17 June 2025 where a resolution to request Authorisation from the Minister for Planning to proceed with the Amendment was carried.

Current Status:

On 29 August 2025, DTP, under delegation from the Minister for Planning, in accordance with section 8A of the *Planning and Environment Act 1987* (the Act) authorised council as the planning authority to prepare the amendment.

The Strategic Planning team placed Amendment C122well (PAO) on public exhibition commencing 20 November 2025 until 22 December 2025.

3. PRIVATELY INITIATED PLANNING SCHEME AMENDMENTS

There are currently no privately initiated Planning Scheme Amendments formally in progress.

4. DEVELOPMENT PLANS

DPO1: Land Bound By Desailly, Macarthur & Reeve Street And New Railway Road, Sale - 38-50 Macarthur Street, Sale

Project Details:

The Development Plan application has been submitted to meet the requirements of Development Plan Overlay Schedule 1 (DPO1) of the Wellington Planning Scheme.

It is proposed to:

- Demolish the existing building at 38-50 Macarthur Street, Sale, which is used for a Timber Yard & Trade Supplies; and,
- Construct a new two storey commercial building with an underground carpark beneath it to accommodate shops at ground floor level and office space at the first-floor level.

From Thursday 13 November 2025 to Thursday 27 November 2025, Council undertook a formal period of public notification of the draft Development Plan.

Current Status:

At the time of writing, the community consultation process is being undertaken.

DPO8: RURAL LIVING AREA BOUND BY WILLIAMS ROAD, WILLUNG ROAD, HOOPERS ROAD AND FRIENDS ROAD, ROSEDALE - DEVELOPMENT PLAN

Project Details:

A draft Development Plan to meet the requirements of Clause 43.04 Development Plan Overlay Schedule 8 (DPO8) has been submitted for Council to assess.

As a long-established area identified for future rural living growth within the '*Rosedale Structure Plan (2012)*', the land subject to the draft Development Plan was rezoned to allow rural living development to occur with the approval of the Minister for Planning via Planning Scheme Amendment C86, in October 2015. The fundamental principle of rural living development on the land has therefore been formally established in legislation.

The draft Development Plan has been prepared to demonstrate, in detail, how the land can be developed for rural living purposes, in accordance with the relevant planning provisions contained in DPO8. The draft Development Plan proposes 85 rural residential lots (average lot size 8,279m² in area) in the Rural Living Zone 1 (RLZ1).

From Thursday 1 December 2022 to Monday 23 January 2023, Council undertook a formal period of public notification of the draft Development Plan. Comments / feedback received during this initial notification period have necessitated updates / changes to the original draft Development Plan documentation / reports.

Current Status:

Council undertook a second round of notification from Thursday 3 July 2025 to Thursday 17 July 2025.

The applicant and Council Officers are currently reviewing all comments / feedback received from both rounds of notification (community consultation).

14.4. C120WELL (MAFFRA) - CONSIDERATION OF SUBMISSIONS & PROCEED TO PANEL

ACTION OFFICER: GENERAL MANAGER DEVELOPMENT

PURPOSE

To seek a resolution requesting that Council receive and consider all submissions, including late submissions, made to Planning Scheme Amendment C120well, endorse Officer responses to these submissions and endorse the Officer request to the Minister for Planning to proceed to an independent Planning Panel to consider the unresolved submissions.

RECOMMENDATION

That Council:

1. *Receive and consider all submissions, including late submissions, made to Planning Scheme Amendment C120well, as outlined in Attachment 14.4.1 – C120well Submissions (Private Information Redacted).*
2. *In accordance with Section 23 of the Planning and Environment Act 1987, refer all submissions for consideration to an independent Planning Panel to be appointed by the Minister for Planning.*
3. *Endorse the request that the independent Planning Panel be conducted ‘On the Papers’ to allow for the exchange of written submissions to facilitate the streamlining of the process.*
4. *Endorse the Officer’s response to the issues raised in submissions, as outlined in Attachment 14.4.2 – C120well Submissions Response Table, as the basis for Council’s submission to the independent Planning Panel; and*
5. *Advise those people who made written submissions to Amendment C120well of Council’s decision.*

BACKGROUND

Overview

Planning Scheme Amendment C120well seeks to formally translate the key policy findings of the ‘*Maffra Structure Plan*’ (Mesh 2022) into the Wellington Planning Scheme. This will provide direction for potential future residential growth areas, and commercial and industrial development, translated through updated planning policy. The Amendment supports the long-term growth of Maffra and acknowledges its role as the second largest township within the Wellington Shire by:

- Introducing policy, which guides the growth of Maffra to 2042.
- Rezoning land currently in the General Residential Zone 1 (GRZ1) in Maffra to a Maffra specific General Residential Zone Schedule 2 (Maffra Residential Area) (GRZ2).
- Updating the Development Plan Overlay - Schedule 1 (DPO1).
- Correcting policy neutral zone and overlay anomalies.
- Adding future projects (potential Planning Scheme Amendments) to the list of further strategic work required to be undertaken.

Why the amendment is required

The '*Maffra Structure Plan*' (Mesh 2022) is the first major strategic land use policy direction for Maffra since the adoption of the '*Wellington Residential & Rural Residential Strategy – Maffra & Environs*' in July 2003. This updated guidance responds to the changes that Maffra has experienced during this time and provides several key policies and recommendations to guide the growth of the town to 2042.

Specifically, the '*Maffra Structure Plan*' (Mesh 2022) shapes the vision for the town by undertaking the following:

- Influencing, managing and facilitating change to land uses, the built form and public spaces in accordance with relevant state, regional and local planning policy.
- Assessing the suitability and proposed locations of future residential growth.
- Identifying land for future commercial, industrial and community services to support growth.
- Guiding the future land use and development in an integrated and coordinated manner.

Further details regarding C120well can be found in Attachment 14.4.3 - C120well Planning Scheme Amendment Documentation.

Land affected by the amendment

The Amendment applies to all land within the township boundary of Maffra, as shown in Figure 1 (below).

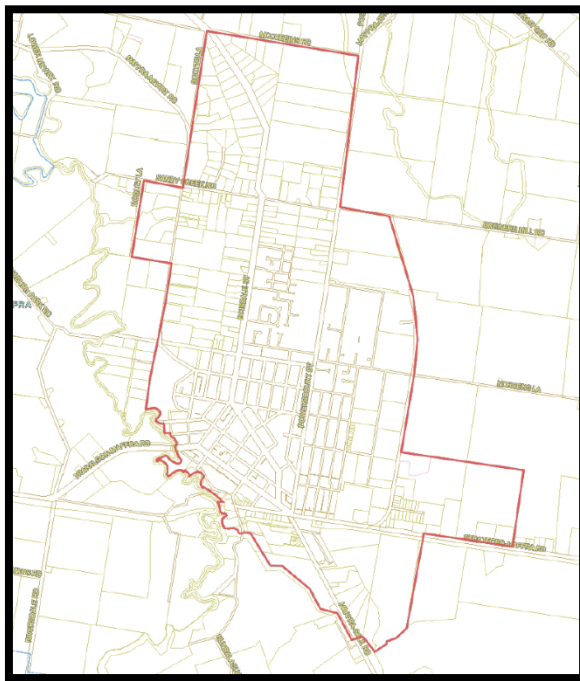


Figure 1: Maffra Township Boundary area

Planning Scheme Amendment process to-date

At the 16 July 2024 Council Meeting, Council resolved to

1. Adopt the updated version of the Maffra Structure Plan (Mesh Planning, 2022)
2. Endorse advancing the Planning Scheme Amendment process to facilitate the translation of the Maffra Structure Plan (Mesh Planning, 2022) into the Wellington Planning Scheme, and other associated work to facilitate the future development of Maffra;
3. Request the Minister for Planning to authorise Council, as the planning authority, to prepare Amendment C120well pursuant to s 8A of the Planning and Environment Act 1987; and
4. On the basis that authorisation is granted by the Minister for Planning, proceed to a period of public exhibition of Amendment C120well.

A request for Authorisation to the Minister for Planning was lodged on 18 September 2024.

On 8 October 2024, under delegation from the Minister for Planning, in accordance with section 8A of the *Planning and Environment Act 1987* (the Act) the Department of Transport and Planning (DTP) authorised Wellington Shire Council to prepare Planning Scheme Amendment C120well to the Wellington Planning Scheme and proceed to a period of public exhibition.

Public Exhibition

- Following receipt of Authorisation, a formal period of public exhibition occurred from Thursday 12 December 2024 to Friday 24 January 2025 as per the requirements of the *Planning and Environment Act 1987*.
- Public exhibition was advertised by a notice placed in the Government Gazette, a notice in the Gippsland Times newspaper and a notice on Council's 'Your Wellington Your Say' portal and website. Direct notification was also provided to the relevant legislated prescribed Ministers and Statutory Agencies.
- Further details regarding the exhibition process and outcomes can be found in the community and engagement sections of this report (below).
- A total of 10 submissions were received from:
 - Landowners (submissions 5, 9 and 10); and
 - Statutory Authorities / Agencies (Submissions 1, 2, 3, 4, 6, 7 and 8)
- There are:
 - seven submissions which do not object to the Amendment (or have subsequently been withdrawn);
 - one submission where officers believe the concerns have been resolved, however the objecting submission has not been withdrawn; and
 - two submissions which object or request changes to the Amendment which cannot be supported.

Submissions

As outlined above, a total of ten submissions were received, including two late submissions - refer Attachment 14.4.1 C120well Submissions (Private Information Redacted) for a copy of all submissions. Section 22 of the *Planning and Environment Act 1987* requires Council to consider all submissions received to Amendment C120well during the exhibition process. Council may also consider late submissions (submission 9 and 10).

Of the 10 submissions, officers consider that submissions 8, 9 and 10 remain outstanding (objecting submissions). The key issues raised in the three objecting submissions are outlined below and in the Submissions Response Table at Attachment 14.4.2 - C120well Submission Response Table in this report:

- **Submission 8:**
 - Country Fire Authority (CFA) does not support the amendment currently. The Amendment is lacking an adequate response to the bushfire policy themes in Clause 13.02-1S of the Wellington Planning Scheme.
- **Submission 9:**
 - Request to rezone land to the General Residential Zone (GRZ) as a component of this Amendment.
 - Request to be heard at a Planning Panel regarding this matter.
- **Submission 10:**
 - General issues relating to processes for rezoning.
 - Would like to rezone their land to the General Residential Zone (GRZ) as a component of the Amendment.
 - Request to be heard at a Planning Panel regarding this matter.

Officer Position regarding Submissions and Independent Planning Panel

Having considered the submissions, Section 23 of the *Planning and Environment Act 1987* requires Council to:

- change Amendment C120well in the manner requested by a submission(s); or
- refer the submission(s) to a planning panel appointed under Part 8 of the Act; or
- abandon Amendment C120well or part of Amendment C120well.

The recommendations of this Council Report are in accordance with Sections 23 of the Act.

Having considered the submissions received for Amendment C120well, Council Officers' position is as follows:

- Officers believe that Submission 8 has been resolved through changes to Amendment C120well supported by additional detailed bushfire work that has been completed with the assistance of DTP. However, the submission remains as it has not 'formally' been withdrawn by the CFA.
- Officers are of the opinion that submissions 9 and 10 cannot be resolved through changes to Amendment C120well on the basis that:

- they are requests for 'site-specific' rezoning - an approach not supported by Council or DTP (a 'precinct-wide' approach is the preferred mechanism);
- The requests are considered to be premature and out of scope of Amendment C120well – there is no formal strategic land use justification to support a rezoning, and
- There is insufficient supporting technical documentation / reports to address the relevant Ministerial Directions and Planning Practice Notes.

Note: given the nature of the changes requested in submissions 9 and 10, and in the absence of any strategic justification for the changes, Officers consider it highly likely that a Planning Panel would 'set aside' the submissions.

- Officers recommend that Council refer the submissions to an independent Planning Panel appointed under Part 8 of the Act as per the above.
- Officers will refer all submissions, including supporting submissions, to the Planning Panel.

Ultimately, Council Officers do not consider that the Amendment can be changed to resolve the issues raised in objecting submissions 9 and 10, and as such the Amendment should be referred to an independent Planning Panel in accordance with Section 23 of the *Planning and Environment Act 1987*.

The Planning Panel will provide an opportunity for the submitters to present their submissions/case to the Panel. The Panel will then conduct an independent review of the submissions and make recommendations to Council in a Panel Report.

Post exhibition changes

Council Officers propose a number of post exhibition changes to address submission 8, and to include additional information relating to Submission 7 (now withdrawn). Refer to the Submission Response Table at Attachment 14.4.2 – C120well Submissions Response Table and the Post-Exhibition Changes Table at Attachment 14.4.4 – C120well Post Exhibition Changes Table.

C120well Amendment Documentation

Planning Scheme Amendment Documents for C120well include Attachment 14.4.3 - C120well Planning Scheme Amendment Documentation and Attachment 14.4.4 – C120well Post Exhibition Changes Table:

Documentation	Information
Explanatory Report	Post exhibition changes proposed – refer to <i>Post-Exhibition Changes Table</i>
Instruction Sheet	No post-exhibition changes proposed
Proposed Wellington Planning Scheme maps: <ul style="list-style-type: none"> • C120well Maps 51, 53, 54, and 56 (Zoning Maps) • C120well Map 55 DDO (Overlay Map) 	No post-exhibition changes proposed

Documentation	Information
<ul style="list-style-type: none"> C120well Map 50, 51, 52, 53 and 54 DPO (Overlay Maps) 	
Proposed Wellington Planning Scheme Clauses (new and revised): <ul style="list-style-type: none"> Clause 11.01.1L Maffra (revised) Clause 32.08 General Residential Zone 2 (GRZ2) (new) Clause 43.04 Development Plan Overlay 1 (DPO1) (revised) Clause 72.08 Background Documents (revised) Clause 74.02 Further Strategic Work (revised) 	Post exhibition changes proposed to the following three (3) clauses of the Wellington Planning Scheme) - refer to <i>Post-Exhibition Changes Table</i> : <ul style="list-style-type: none"> Clause 11.01.1L Maffra Clause 43.04 Development Plan Overlay 1 (DPO1) Clause 74.02 Further Strategic Work (revised)
<i>Maffra Structure Plan</i> (Mesh 2022)	Post exhibition changes proposed - refer to <i>Post-Exhibition Changes Table</i> .
<i>Post-Exhibition Changes Table</i>	Information regarding proposed post-exhibition changes.

ATTACHMENTS

1. C120well Submissions (Private Information Redacted) [14.4.1 - 24 pages]
2. C120well Submissions Response Table [14.4.2 - 11 pages]
3. C120well Planning Scheme Amendment Documentation [14.4.3 - 218 pages]
4. C120well Post Exhibition Changes Table [14.4.4 - 3 pages]

OPTIONS

After considering a submission that requests a change to an amendment, Council has three options in accordance with the *Planning and Environment Act 1987*, these are to:

- change the amendment in the manner requested; or
- refer the submission to a panel; or
- abandon the amendment or part of the amendment.

To address the written submissions, officers have undertaken the following steps.

- Met with the Submitters to discuss and explain that the requested changes to the Amendment cannot be supported.
- Sourced and commissioned an expert Bushfire Management Report to address CFA concerns.
- Prepared proposed changes to Planning Scheme Amendment documentation to address issues raised by the EPA and to strengthen response to settlement planning for bushfire with changes to local planning policy.

Council has the following three options.

Option 1

Endorse proposed changes to the Planning Scheme Amendment documents as at Attachment 14.4.3 - C120well Planning Scheme Amendment Documentation and resolve to refer to an independent Planning Panel to consider the unresolved written submissions, requesting consideration be given to conducting the hearing 'on the papers' to streamline and reduce financial burden to Council.

Option 2

Endorse proposed changes to the Planning Scheme Amendment documents as at Attachment 14.4.3 - C120well Planning Scheme Amendment Documentation and resolve to refer to an independent Planning Panel to consider the unresolved written submissions.

Option 3

Abandon Planning Scheme Amendment C120well.

Recommendation

It is recommended that Council proceeds with Option 1 above, so that the submissions can be further reviewed and the Amendment further assessed by an independent Planning Panel. It is considered critical that Council continues to implement the *Maffra Structure Plan* (Mesh 2022) into the Wellington Planning Scheme, to provide the strategic justification for future precinct based rezoning requests to facilitate the creation of zoned land for residential and commercial purposes.

Should Council refer the Amendment to an independent Planning Panel, the recommendations of the subsequent Planning Panel Report will be presented to a future meeting of Council.

PROPOSAL

That Council:

1. Receive and consider all submissions, including late submissions, made to Planning Scheme Amendment C120well, as outlined in Attachment 14.4.1 – C120well Submissions (Private Information Redacted).
2. In accordance with Section 23 of the Planning and Environment Act 1987, refer all submissions for consideration to an independent Planning Panel to be appointed by the Minister for Planning.
3. Endorse the request that the independent Planning Panel be conducted 'On the Papers' to allow for the exchange of written submissions to facilitate the streamlining of the process.
4. Endorse the Officer's response to the issues raised in submissions, as outlined in Attachment 14.4.2 – C120well Submissions Response Table, as the basis for Council's submission to the independent Planning Panel; and
5. Advise those people who made written submissions to Amendment C120well of Council's decision.

CONFLICT OF INTEREST

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

COUNCIL PLAN 2025-29

This report supports the achievement of the following Council Plan 2025-29 Strategic Objective/s:

Strategic Objective Two: Dynamic and Diverse Economy – *An economy that enables sustainable growth, and enhances the social environment, lifestyle and unique characteristics of our communities* – states the following strategies:

- *Supporting job growth and diversification of our economy*
- *Planning to support future growth and changing needs of our community.*
 - *Major Initiative (MI): Facilitate the delivery of zoned land for residential, industrial and commercial growth and land supply.*
- *Guiding responsible, sustainable development that protects, values and celebrates our unique heritage.*

FINANCIAL IMPACT

Council is required to pay the requisite planning fees to the Minister for Planning for this Amendment. Costs associated with this Planning Scheme Amendment, including the need for an independent Planning Panel, have been allocated in the Strategic Planning budget.

It is proposed that Council Officers will attend and facilitate the Planning Panel process.

COMMUNICATION IMPACT

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

The outcome of the Council meeting will be communicated to all submitters in writing.

LEGISLATIVE IMPACT

Amendment C120well has been prepared having regard to the *Planning and Environment Act 1987* and to the provisions of the Wellington Planning Scheme - including the relevant State and local planning policies.

The Amendment process will be undertaken in accordance with the relevant requirements of the *Planning and Environment Act 1987*, including referring any unresolved submissions to an independent Planning Panel appointed by the Minister for Planning.

COUNCIL POLICY IMPACT

The proposed Planning Scheme Amendment will provide strong strategic alignment with the Municipal Planning Strategy (MPS) and Planning Policy Framework (PPF) of the Wellington Planning Scheme.

RESOURCES AND STAFF IMPACT

There is no impact on Council resources, as it is anticipated that the changes proposed in Amendment C120well will only create a minimal increase in Planning permit applications.

COMMUNITY IMPACT

The community has been provided with the opportunity to provide input as part of the public exhibition of the Amendment, as outlined in the *Planning and Environment Act 1987*.

ENVIRONMENTAL IMPACT

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

ENGAGEMENT IMPACT

The exhibition of Amendment C120well took place between Thursday 12 December 2024 and Friday 24 January 2025 and included the following consultation methods:

- Government Gazette Notice (12 December 2024)
- Gippsland Times (Public Notice) (11 December 2024)
- Your Wellington Your Say (YWSY)
- Wellington Shire Council Website
- Letters to Prescribed Ministers
- Letters to Statutory Agencies

Information regarding Amendment C120well was also available for public inspection at the following locations:

- Sale Service Centre: 18 Desailly Street, Sale
- Yarram Service Centre: 156 Grant Street, Yarram
- Maffra Library: 150 Johnson Street, Maffra

The Amendment was also available to be inspected free of charge at the Department of Transport and Planning website.

Letters will be sent to all submitters advising of the next steps in the process.

RISK MANAGEMENT IMPACT

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

A technical Bushfire Management Assessment has been prepared to address the question of bushfire risk at a settlement-wide level. This has resulted in a series of proposed changes to local planning policy relating to Maffra to strengthen the bushfire management mitigation measures at a settlement scale for the township.



Agriculture Victoria

Submission 1

20 December 2024

Strategic Planner
Wellington Shire Council
PO Box 506
SALE VIC 3850

Email: strategicplanning@wellington.vic.gov.au

Dear [REDACTED],

RE: PLANNING SCHEME AMENDMENT C120WELL TO THE WELLINGTON PLANNING SCHEME NOTICE OF PREPARATION OF AN AMENDMENT.

Reference: C120well

Thank you for the opportunity to provide comment Planning Scheme Amendment C120well to the Wellington Planning Scheme Notice of Preparation of an Amendment.

Agriculture Victoria notes that:

- The proposed amendment is to *Facilitate the translation of the Maffra Structure Plan (Mesh 2022) into the Wellington Planning Scheme, and other associated work to facilitate the future development of Maffra.*
- The proposed amendment addresses *All land within Maffra Township Boundary as per the Maffra Structure Plan (Mesh 2022), and all land covered by the Development Plan Overlay 1 (DPO1) in Wellington Shire.*
- *Maffra Structure Plan (Mesh 2022)* represents strategic direction following on from the Wellington Residential & Rural Residential Strategy – Maffra & Environs, adopted in July 2003, and has its focus on the township of Maffra and its growth.
- *Maffra Structure Plan (Mesh 2022)* includes: 2.1.2. INTERFACES:
 - *The Macalister River and its floodplain and the Macalister Irrigation District (MID) are sensitive interfaces, that require careful consideration.*
 - *Planning for future residential growth in Maffra should have regard to possible impacts on valuable agricultural land. Rural and agricultural land surrounds the township, particularly to the north and south-east of the township. These areas are of significant agricultural value and should be protected.*
- *Maffra Structure Plan (Mesh 2022) Figure 5. Township Structure with Precincts, includes noted Interfaces with Rural/Agricultural Land.*
- 2.1.3. PRECINCTS, cites: *Significant agriculture and food production business helped establish Maffra as a key agricultural hub in Gippsland.*
- Theme 1, *Directing & Unlocking Growth*, states: *Valuable agricultural land in the Macalister Irrigation District surrounding Maffra will be protected by establishment of a township boundary.*
- 3.1.1 GROWTH DIRECTIONS, *Objectives and Strategies*, states: **OB2 TO BALANCE GROWTH IN MAFFRA WITH PROTECTION OF VALUABLE AGRICULTURAL LAND:**

- *GD10 Implement a township boundary to contain growth in accordance with Figure 12.*
- *GD11 Ensure new development adjacent to the 'interfaces' within identified growth areas provide an edge road to surrounding rural and agricultural land and establishes suitable buffers to potential bushfire hazards and provide access for emergency services.*
- **3.4.1 ECONOMIC DEVELOPMENT & EMPLOYMENT, Objectives and Strategies, states: *OB17 TO PROTECT HIGH QUALITY AND IRRIGATED AGRICULTURAL LAND SURROUNDING MAFFRA, FROM URBAN ENCROACHMENT:***
 - *ED9 Rezone land within the township boundary for residential or non-residential purposes to discourage encroachment within productive agricultural land.*
 - *ED10 Protect agricultural land and leverage off the recent modernisation of the MID to unlock agribusiness growth, investment and employment opportunities particularly in the dairy and intensive horticulture sectors.*

Agriculture Victoria considers that:

- Whilst there are a number of objectives and strategies on protecting productive agricultural land, without strong direction from local rural land use policy, particularly relating to dwellings, subdivisions and dwelling excision in rural zones, there is the potential for unplanned ad hoc residential development outside township boundaries.
- The need for strong direction from local rural land use policy against ad hoc residential development is highlighted in a recent Victorian Civil and Administrative Tribunal decision *Tyrrell v Baw Baw SC* [2024] VCAT 1176, with Member Nick Wimbush stating:
 - *16 - The applicant took me to Jordan v Baw Baw SC to illustrate the point that the FZ no longer contains a decision guideline requiring a dwelling be required to support the agricultural land use. I note however, that local policy in the planning scheme does contain such guidance.*
 - *24 - There is clear local policy around the nexus between the agricultural use and the requirement for a dwelling in cl 14.01-1L.*
- The buffers referred to in 3.1.1 relating to the protection of agricultural land in *GD11* are more focused on the protection of land uses within the township boundary and not the protection of agricultural land uses.
- The statement of 3.4.1, *ED10 Protect agricultural land*, will require complimentary local rural land use policy to achieve the objective, and ensure the stated outcomes of discouraging encroachment within productive agricultural land in *ED9*.

Agriculture Victoria, noting the timeframe since *Wellington Residential & Rural Residential Strategy – Maffra & Environs, July 2003*, and *Wellington Shire Rural Zones Review Vol 1 & 2, 2009*, would encourage Wellington Shire Council to update rural land use strategy and local policy to protect the productive agricultural land values identified in *Maffra Structure Plan (Mesh 2022)*.



The Agriculture Victoria Planning and Advisory Service is available to assist council in advice as to the development of rural land use strategy and local policy.

This letter of advice is provided to Council to assist the process of strategic review through Planning Scheme Amendment C120well to the Wellington Planning Scheme Notice of Preparation of an Amendment. The information provided should be considered as advisory in nature to inform Council's strategy and policy development.

Please contact me if you require any further clarification.

Regards




Agriculture Victoria Planning and Advisory Service
Agriculture Victoria | Department of Energy, Environment and Climate Action
255 Ferguson Road, Tatura, Victoria 3616
M:  | E: agvic.planning@agriculture.vic.gov.au



Department of Energy, Environment and Climate Action

Submission 2

Wellington Shire Council
PO BOX 506
SALE VIC 3850

Ref: 00007400

strategicplanning@wellington.vic.gov.au

Dear Sir/Madam,

PLANNING SCHEME AMENDMENT C120WELL TO THE WELLINGTON PLANNING SCHEME

Thank you for your correspondence of 10 December 2024 pursuant to Section 19 of the *Planning and Environment Act 1987* (the Act).

Council has given the Department of Energy, Environment and Climate Action (DEECA) notice of proposed Planning Scheme Amendment C120well (the Amendment) that seeks to facilitate the translation of the Maffra Structure Plan (Mesh 2022) into the Wellington Planning Scheme, and other associated work to facilitate the future development of Maffra.

The Amendment affects all land within Maffra Township Boundary as per the Maffra Structure Plan (Mesh 2022), and all land covered by the Development Plan Overlay 1 (DPO1) in Wellington Shire.

Specifically, the Amendment seeks to:

- Introduce policy, which guides the growth of Maffra to 2042.
- Rezone existing residential land in Maffra to a new 'Maffra specific' Schedule to the General Residential Zone Schedule 2 (Maffra Residential Area) (GRZ2).
- Update the Development Plan Overlay - Schedule 1 (DPO1) (which applies to land across Wellington Shire).
- Correct policy neutral zone and overlay anomalies.
- Add future projects (potential Planning Scheme Amendments) to the list of further strategic work required to be undertaken.

DEECA has reviewed the application from an environmental perspective and does not oppose the Amendment. The Amendment's policy focus on infill development near Maffra's central business district, protecting surrounding land beyond the township boundary, expanding the Boisdale 'Green Spine,' and ensuring canopy tree protection and space for new plantings is highly welcomed.

If you have any further questions in relation to this matter, I can be contacted directly at pe.assessment@deeca.vic.gov.au.

Yours sincerely



[Redacted Name], Planning Services (Central-East)

15 January 2025

Any personal information about you or a third party in your correspondence will be protected under the provisions of the *Privacy and Data Protection Act 2014*. It will only be used or disclosed to appropriate Ministerial, Statutory Authority, or departmental staff in regard to the purpose for which it was provided, unless required or authorized by law. Enquiries about access to information about you held by the Department should be directed to foi.unit@delwp.vic.gov.au or FOI Unit, Department of Energy, Environment and Climate Action, PO Box 500, East Melbourne, Victoria 8002.



OFFICIAL

OFFICIAL



WGCMA Ref: WGCMA-F-2020-00180
Document No: 4
Date: 16 January 2025

[REDACTED]
Strategic Planner
Wellington Shire Council

Dear [REDACTED],

Regarding: Planning Scheme Amendment – C120WELL

I refer to your correspondence received at the West Gippsland Catchment Management Authority ('the Authority') on 10 December 2024 in relation to Planning Scheme Amendment C120WELL which seeks to translate the Maffra Structure Plan (Mesh, 2022) into the Wellington Planning Scheme.

We note Action A2 is the structure plan that calls for a review and update to the relevant drainage strategies prior to any future rezoning of the land, and Action A5 is to consider forward funding the key drainage infrastructure.

The Authority is supportive of the proposed precinct-scale stormwater management infrastructure, however as previously advised, if the required assets have not been constructed at the time of individual property development, the Authority will require interim stormwater assets to be constructed by the developer to ensure that there are no adverse impacts on waterways and neighbouring properties.

The Authority supports Planning Scheme Amendment C120WELL, and we look forward to working with Council to implement the Maffra Structure Plan.

Should you have any queries, please do not hesitate to contact [REDACTED] on 1300 094 262 or email planning@wgcm.vic.gov.au. To assist the Authority in handling any enquiries please quote **WGCMA-F-2020-00180** in your correspondence with us.

Yours sincerely,

[REDACTED]

[REDACTED] – Statutory Planning

The information contained in this correspondence is subject to the disclaimers and definitions attached.

Traralgon Office 16 Hotham Street, Traralgon VIC 3844 | Leongatha Office Corner Young & Bair Streets, Leongatha VIC 3953
Call 1300 094 262 | Email westgippy@wgcm.vic.gov.au | Website www.wgcm.vic.gov.au
PO Box 1374, Traralgon VIC 3844 | ABN 88 062 514 481

We acknowledge and pay our respects to the Traditional Owners of the region, the Gunaikurnai, Bunurong, Boonwurrung and Wurundjeri Peoples and pay our respects to Elders past, present and emerging.

OFFICIAL

Definitions

1. **AEP** as Annual Exceedance Probability is the likelihood of occurrence of a flood of given size or larger occurring in any one year. AEP is expressed as a percentage (%) risk and may be expressed as the reciprocal of ARI (Average Recurrence Interval).

Please note that the 1% probability flood is not the probable maximum flood (PMF). There is always a possibility that a flood larger in height and extent than the 1% probability flood may occur in the future.

2. **AHD** as Australian Height Datum is the adopted national height datum that generally relates to height above mean sea level. The elevation is in metres.
3. **ARI** as Average Recurrence Interval is the likelihood of occurrence, expressed in terms of the long-term average number of years, between flood events as large as, or larger than, the design flood event. For example, floods with a discharge as large as, or larger than, the 100 year ARI flood will occur on average once every 100 years.
4. **Finished Floor Level** is the level of the top layer of the floor. This is the layer of floor that you will see and walk on.
5. **Flood Resistant Materials** are materials used in building construction that are capable of withstanding direct and prolonged contact with floodwaters without sustaining significant damage. Some examples of this are concrete, metal, brick and some timber. Avoid using materials like carpet, plaster and some timber.
6. **Nominal Flood Protection Level** is the minimum height required to protect a building or its contents, which includes a freeboard above the 1% AEP flood level.

Disclaimers

1. The area referred to in this letter as the 'proposed development location' is the land parcel(s) that, according to the Authority's assessment, most closely represent(s) the location identified by the applicant. The identification of the 'proposed development location' on the Authority's GIS has been done in good faith and in accordance with the information given to the Authority by the applicant(s) and/or the local government authority.
2. While every endeavour has been made by the Authority to identify the proposed development location on its GIS using VicMap Parcel and Address data, the Authority accepts no responsibility for, or makes no warranty regarding, the accuracy or naming of this proposed development location according to its official land title description.
3. No warranty is made as to the accuracy or liability of any studies, estimates, calculations, opinions, conclusions, recommendations (which may change without notice) or other information contained in this letter and, to the maximum extent permitted by law, the Authority disclaims all liability and responsibility for any direct or indirect loss or damage which may be suffered by any recipient or other person through relying on anything contained in or omitted from this letter.
4. This letter has been prepared for the sole use by the party to whom it is addressed, and no responsibility is accepted by the Authority regarding any third-party use of the whole or of any part of its contents. Neither the whole nor any part of this letter or any reference thereto may be included in any document, circular or statement without the Authority's written approval of the form and context in which it would appear.
5. The flood information provided represents the best estimates based on currently available information. This information is subject to change as new information becomes available and as further studies are carried out.

OFFICIAL

6. Please note that land levels provided by the Authority are an estimate only and should not be relied on by the applicant. Prior to any detailed planning or building approvals, a licensed surveyor should be engaged to confirm the above levels.
7. The flood information provided in this letter is generally more up to date than the Flood Overlay (FO) or Land Subject to Inundation Overlay (LSIO). This is because the Authority continually updates its flood information whenever new information becomes available. The overlays mentioned above are maintained by Council and are often out of date (by years in some areas).



Submission 4

GPO Box 2392
Melbourne, Victoria 3001 Australia

16/01/2025

[REDACTED]
Wellington Shire Council
Chief Executive Officer
C/- [REDACTED]
Strategic Planner
PO Box 506
SALE VIC 3850

Dear [REDACTED],

RE: PLANNING SCHEME AMENDMENT C120WELL - HERITAGE VICTORIA REF: P40583

Thank you for your notice of 10 December 2024 regarding preparation of an amendment to the Wellington Planning Scheme, C120Well and the opportunity to provide comments.

The amendment documents have been reviewed and no submission is being made.

Please contact [REDACTED] Heritage Officer on [REDACTED] or email [REDACTED] [@transport.vic.gov.au](mailto:[REDACTED]@transport.vic.gov.au) if you have further queries.

[REDACTED]

[REDACTED]

[REDACTED]

Heritage Victoria



20 January 2025

Wellington Shire Council
PO Box 506
Sale, VIC, 3850

By email: strategicplanning@wellington.vic.gov.au

Dear [REDACTED]

Wellington Shire Council - PSA C120well – Submission

I make the following submission to the planning authority in respect of the proposed Planning Scheme Amendment.

Pre the formal Public Exhibition period, I had written to the Wellington Shire Council ("Council") in respect of some items in the preliminary Planning Amendment related documents to be considered at the Council's 14 July 2024 meeting. There has been subsequent exchange of correspondence. My last letter of 8 August 2024 has not been responded to. I do however now have a better appreciation of the Amendments by scrutinising the Public Exhibition **Supporting Documents'** package.

1. I generally **support** correcting policy-neutral zone and overlay and mapping anomalies, more particularly the rezoning of properties cited in Duke, McMillan, Thomson, Queen, Pearson and Johnson Streets and at other cited areas/locations in the established town area.

My support includes for the C1Z rezoning of 23 and 25 Queen Street, and C1Z's retention for 35 to 47 Queen Street, with necessary rezoning to correctly reflect their boundaries. As I understand it, C1Z zoning permits any current and future residential use for properties and also facilitates future commercial use should such opportunities arise.

To date, the south side of Queen Street between Thomson and Foster Streets, has had limited appetite for customer based commercial use. Should this change, it would be preferable, by universally having C1Z zoning in place for the relevant Queen Street addresses, to be able to expand the current Maffra commercial precinct to that section. Otherwise, there's a risk of new precincts being established some distance away, which has been the case in some towns, fracturing the town's commercial activity by competing for the customer base.

2. I **do support** the inclusion of the stated "neighbourhood character objectives and decision guidelines specific to the Maffra Residential Area (General Residential Zone area).", by inserting the proposed Schedule 2 to the *Wellington planning scheme* ("scheme") with its Maffra specific Items 1.0 and 7.0.
By comparison, I note there are "None specified" in the corresponding items of the scheme's existing Schedule 1 which will continue to apply in other Shire areas.
3. I am confused as to why the current *General Residential Zone* ("GRZ") designation applies for the Maffra residential area instead of being designated as a *Neighbourhood Residential Zone* ("NRZ").

By referencing the *Planning Practice Note. 91: Using the residential zones* ("PPN. 91"), the GRZ characteristics are not applicable for the Maffra residential area, with the NRZ's most applicable.

The **Explanatory Report** states that the amendment "... proposes to rezone land from the GRZ1 to GRZ2 which is consistent with PPN. 91: *Using the residential zones* as the type of residential development sought in this location* of Maffra aims to maintain Maffra's identity as a vibrant and growing township with a 'small country town feel'*".
(* both underlines are my emphasis)

The 'small country town feel' phrase would be prescribed (enshrined) in the proposed Schedule 2. It is also referenced elsewhere in the **Supporting Documents'** package.

Planning Scheme Amendments C120well – Public Exhibition Submission: [REDACTED]

Wellington Shire Council

A NRZ designation seems most appropriate for the Maffra residential area to achieve the 'small country town feel'. I address this later.

I am inclined to not support use of the GRZ designation for the Maffra residential area (instead, be replaced by NRZ), based on the following analysis:

- A. By reference to PPN. 91's Table 1, for Residential zone GRZ, its *Role and application* is "Applied to areas where housing development of three-storeys exists or is planned for in locations offering good access to services and transport."

The criteria in the above PPN. 91 extract need to be dissected.

- (a) On what basis has the Council determined that "... housing development of three-storeys ..." is "... the type of residential development sought in this location of Maffra ..."?

Based on the **Documents'** package, the "this location" area is the entirety of the Maffra residential area (either currently, or intended to be, designated as GRZ) of the applicable C120well mapping.

I note that the three-storey criterium is not worded as "up to three-storeys".

Where do these three-storeys currently exist – or what is the evidential basis of being planned for – in the Maffra residential area?

I am unaware of any existing three-storey residences or developments in Maffra.

I doubt that "housing development of three-storeys" in "this location" is appropriate or even applicable for the stated aim "... *to maintain Maffra's identity as a vibrant and growing township with a 'small country town feel'*". It seems to me to be more suited to some metropolitan areas.

To my mind, there is failure of meeting this criterium.

- (b) The matter of meeting the GRZ criterium of "offering good access to ... transport" is spurious for Maffra.

The existing limited public transport services available in Maffra can hardly be described as "good".

The **Explanatory Statement** states that "This amendment is unlikely to have a significant impact on the transport system as it is not significantly increasing the capacity for development."

The inference is that the public "transport system" will not improve to be "good". This is despite the wants of the **C120well Maffra Structure Plan's** Item 3.3.2 ACTIVE & PUBLIC TRANSPORT.

Hence, again being contrary to the GRZ criterium.

- B. The State government is seemingly continuing to relax planning approval requirements with limited or nil objection recourse. Given that GRZ already applies, any three-storey build is now permitted. Single residences (including three-storey) currently *generally* do not require planning approval, provided all other aspects of planning laws are met. The need for a building permit is a separate issue.

Imagine Maffra being rebuilt or developed with a propensity of three-storey residences: unlikely but currently permitted by GRZ zoning. With any reduction of new residential block sizes for single residences, or multi-builds (needing planning approval) in new developments or on subdivided existing town blocks, three-storey residences could affect the amenity and visual privacy of neighbouring residents. This would not simply be confined to adjacent properties: the effect on light/shading/visual amenity could extend across multiple properties, in all directions, not just "next door".

Wellington Shire Council

How does this fit with the aim of Maffra's 'small country town feel'?

Of course, single or double-storey residences would (prime-facie, automatically) remain approved by planning laws. Three-storey is not mandatory.

Council would need to deal with any residents' concerns when applying the (proposed) Schedule 2 (Item 7) decision guidelines to applications for a permit under the planning scheme's Clause 32.08 or as elsewhere specified in the planning scheme.

- C. Principle 4 of PPN. 91 states in respect of the General Residential Zone that "It is inappropriate to apply the General Residential Zone to areas where a planning authority seeks to respect the existing single and double storey character of an area."

There is no evidence of there being anything other than the existing single and double storey character of the Maffra residential area. Arguably, that character needs to be respected.

Or does the Council not "seek to respect" the existing character?

By Principle 4, applying GRZ is inappropriate.

4. By reference to PPN. 91's Table 1, for the Neighbourhood Residential Zone (NRZ), its *Role and application* is:

"Applied to areas where there is no anticipated change to the predominantly single and double storey character. Also, to areas that have been identified as having specific neighbourhood, heritage, environmental or landscape character values, that distinguish the land from other parts of the municipality or surrounding area."

- A. There is no evidence of the Maffra residential area having anything other than a "predominantly single and double storey character".

Or, does Council anticipate change to the prevailing predominant character? If so, based on what empirical evidence?

- B. How has the Council previously and now considered the second criterium in relation to "... specific neighbourhood, heritage, environmental or landscape character values ..." when determining the applicable zoning designation?

If the Council has not considered it, why not?

To my mind, the NRZ designation would better align with the proposed Schedule 2's (Item 1) prescribed neighbourhood character objectives to achieve a 'small country town feel' for Maffra.

Hence, I **advocate** that the Maffra residential area be designated as a *Neighbourhood Residential Zone*, to replace the existing GRZ designation or where the planning scheme's intent is/was to rezone to apply the GRZ designation.

5. Some of the aspirations of the **Maffra Structure Plan** document are fanciful. As the planning scheme is not intended to deal with the minutiae of these, I give no detail here.

I look forward to the Council fully disclosing to residents/ratepayers the consequences for them of implementing the Plan, be it from (but not limited to) its initiatives, the impact of road reclassifications with their requisite safety measures (citing any intended or unintended outcomes for individual or groups of properties, including levying any reconstruction costs at any time), the general amenity and otherwise.

Please pass my submission to the planning authority for its consideration. Thank you.

(My contact details are available from my use of the on-line submission portal: they are not for publication)

Planning Scheme Amendments C120well – Public Exhibition Submission:

14 April 2025

[REDACTED]
Wellington Shire Council
PO Box 506
Sale, VIC, 3850

By email: strategicplanning@wellington.vic.gov.au

Dear [REDACTED]

**Wellington Shire Council - PSA C120well – Notice of Withdrawal of
Objections, Post-meeting 14 April 2025**

*I, [REDACTED] wish to withdraw my 20 January 2025 Submission's
Item 3 objection and Item 4 advocacy in respect of the Planning Scheme
Amendment C120well.*

The basis for my withdrawal is explained below.

At our meeting today (14 April 2025; [REDACTED] myself), it was explained to me how/why the *General Residential Zone* ("GRZ") designation came to be applied for the Maffra residential area. This is instead of the *Neighbourhood Residential Zone* ("NRZ") that (at my original Submission's Item 4) I advocated would better align with the proposed Schedule 2's (Item 1) prescribed neighbourhood character objectives to achieve a 'small country town feel' for Maffra.

My original Submission's item 3, item B (final paragraph) cited the Planning Scheme Amendment's (proposed) Schedule 2 when applying its (Item 7) decision guidelines. The content of Item 7 was read and discussed at our meeting.

Following our discussions, I am now satisfied that the GRZ designation is/continues to be appropriate. This is given that the proposed Amendment would empower the Council to (in effect) achieve the spirit of a NRZ with a 'small country town feel' for Maffra by actively applying the Schedule 2 (Item 7) decision guidelines.

Hence, I am able to withdraw my original Submission's:

- item 3 statement to "not support" the GRZ designation, and
- item 4 advocacy for NRZ to replace the existing GRZ designation.

My analysis of the GRZ vs NRZ designations as espoused in my original Submission has been instructive for me. I ask that it remain in the documents considered by the planning authority to show it the overall context of my analysis, notwithstanding my objections and advocacy being withdrawn. I also ask that it not be redacted from the publicly available documents. When my original submission is read in conjunction with this withdrawal notice, my final "no objection" position should be clear.

Please alert the planning authority.

[REDACTED] 14 April 2025

Planning Scheme Amendment C120well – Notice of withdrawing objections, post 14 April 2025 meeting

OFFICIAL



23 January 2025

Strategic Planning Team
Wellington Shire Council
18 Desailly Street
SALE VIC 3850

Dear Sir/Madam,

RE: PSA C120well - Submission

Thank-you for the opportunity to make a submission on Planning Scheme Amendment C120well. We understand that the amendment translates the adopted *Maffra Structure Plan* (Mesh, 2022) into the Wellington Planning Scheme.

Please accept the feedback and comments below regarding the Maffra Strategy Plan presented in proposed ordinance amendment to Clause 11.01-1L (Maffra):

- Additional land designated north of Sandy Creek Road "Future Rural Living" (orange spotted shading). Depending on future rezoning, for example to Low Density Residential Zone (LDRZ) and Rural Living Zone (RLZ), Gippsland Water may not service growth north of Sandy Creek Road with potable water. The existing system Sandy Creek Road High Level pressure zone has limited capacity to service additional connections.
- Land between Maffra-Sale Road and Stratford-Maffra Road, and parcel abutting the northern side of Stratford-Maffra Road, designated "Future Residential Zone" (light pink spotted shading). Subject to the future rezoning, to service future growth in this area it is likely that a new sewer pumping station would be required to discharge independently to Maffra sewage treatment plant. LDRZ and RLZ will not be serviced for sewer.
- Land between Maffra-Sale Road and Stratford-Maffra Road, and parcels abutting the northern side of Stratford-Maffra Road, designated "Future Low Density Residential Zone" (dark pink spotted shading) will not be serviced for sewer.
- The designated "Future Investigation Area" (bounded in blue solid line) includes parcels of Gippsland Water land Lot 15\PS327511, Lot 172\LP9946 and Lot 177\LP9946 and land within the indicated Sewerage Treatment Pond Buffer. Gippsland Water would not support growth of sensitive uses within the indicated buffer.
- Gippsland water supports the presentation of the Sewerage Treatment Pond Buffer.

Please contact our Infrastructure Planning team by reply email if you require further information or to discuss our submission further.

Kind regards,

P 1800 050 500 F (03) 5174 0103 [Interpreter service](#) 131 450 TTY 1800 555 677 E contactus@gippswater.com.au
A 55 Hazelwood Road, Traralgon, VIC, 3844 PA PO Box 348, Traralgon, VIC, 3844 ABN 75 830 750 413 www.gippswater.com.au

OFFICIAL

Submission 7

From: [REDACTED]
To: [REDACTED]
Cc: Strategic Planning
 Planning
Subject: EPA email submission - C120well - Exhibition Maffra Structure Plan (EPA reference: REQ006279)

Thursday, 23 January 2025 1:42 PM

EXTERNAL EMAIL originated from outside of the Wellington Shire Council network. Do not click links or open attachments unless you recognise the sender and know the content is safe. Contact ICT Service Desk if unsure.

OFFICIAL

Good afternoon,

Thank you for the opportunity to make a submission regarding Amendment C120well, which proposes to introduce the *Maffra Structure Plan* (Mesh 2022) as a background document into the Wellington Planning Scheme. The Amendment proposes additional policy, and zone and overlay schedule updates, however, Council has requested EPA focus on the *Maffra Structure Plan* and *Clause 11.01-1L Maffra*.

Previous EPA views

Council advised via email on 18 December 2024 that previous EPA Ministerial Direction 19 (MD19) views (21 December 2021: REQ001499) have been incorporated into the *Maffra Structure Plan*, although it has not been demonstrated to EPA (for example, by way of a table) how this has occurred. It is EPA's view that the Explanatory Report should be updated to address the views provided in the 2021 letter, including how these views have been addressed.

Existing industrial buffer explanations

As raised previously, Council should explain what industries informed the 'existing industrial buffer', noting that EPA's Separation Distance Guideline sets out recommended separation distances for many industries. The Explanatory Report states that "sensitive uses are located outside of any relevant industrial use buffers". However, relying on Figure 1 and Figure 12, areas 6 and 7 show sensitive land uses encroaching on the 'existing industrial buffer'.

In addition, and as previously raised, the recommended separation distances for wastewater treatment plants should be determined in consultation with EPA.

Future Transfer Station discussion

Figure 12 also identifies a 'future transfer station' without further discussion. Council should outline what is proposed in more detail, including how future and existing sensitive uses nearby would be considered prior to the use being established, noting that Clause 53.10 would apply where the threshold distance for a proposed transfer station could not be met and would need to be addressed at the planning permit application stage.

Operating Maffra landfill buffer requirements

The operating Maffra landfill is located approximately 1.4km north of McCubbins Road and poses a potential human health and amenity impact to sensitive uses proposed within the "potential rural residential" growth area (area 1 in Figure 12). EPA Landfill Buffer Guideline provides guidance to support Council in making informed land use decisions around landfills.

Potentially contaminated land guidance for future amendments

Potentially contaminated land is limited to objective GD6 and land at 145 Fulton Rd and 87 Powerscourt St, Maffra. EPA recommend Council consider a review of Planning Practice Note 30 (PPN30) and understand how Ministerial Direction 1 (MD1) will affect future rezonings.

If there are any questions about EPA views above, please send these to myself and development.advisory@epa.vic.gov.au so we can assist. We are also available to meet, but please send questions first so we are best able to support you.

Kind regards,

[Redacted]

[Redacted]

Development Advisory



[Redacted]

P [Redacted]
A 664 Collins Street, Docklands

epa.vic.gov.au



EPA acknowledges Aboriginal people as the first peoples and Traditional custodians of the land and water on which we live work and depend. We pay respect to Aboriginal Elders past and present and recognise the continuing connection to and aspirations for the Country. This email (and any attachments) is for the intended recipient only and may contain privileged, confidential or copyright information. If you are not the intended recipient, any use of this email is prohibited, please notify the sender immediately or contact us at 1300 372 842, or contact@epa.vic.gov.au and delete the original. EPA does not warrant that this email or any attachments are error or virus free and accepts no liability for computer viruses, data corruption, delay or interruption, unauthorised access or use. Any personal information in this email must be handled in accordance with the Privacy and Data Protection Act 2014 (Vic).



[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]



Submission 8

Patron: Her Excellency Professor the Honourable Margaret Gardner AC, Governor of Victoria

CFA Fire Risk, Research and Community Preparedness
8 Lakeside Drive Burwood East Vic 3151
Email: firesafetyreferrals@cfa.vic.gov.au

CFA Ref: 10000-72537-141407

24 January 2025

Wellington Shire Council
18 Desailly St
SALE VIC 3850

Dear [REDACTED]

Proposal: Planning Scheme Amendment C120well
Location: Maffra

Thank you for providing CFA notice of C120well in accordance with Section 19 of the *Planning and Environment Act 1987*.

CFA has reviewed the proposed planning scheme amendment, as well as the *Maffra Structure Plan* prepared by Mesh on behalf of Wellington Shire, dated April 2022 and would like to make the following comments:

CFA does not support the amendment at this time. The amendment is lacking an adequate response to the bushfire policy themes in Clause 13.02-1S.

Please do not hesitate to contact me on [REDACTED] if you wish to discuss this matter in more detail.

Yours sincerely,

[REDACTED]

[REDACTED]

CFA Fire Risk, Research and Community Preparedness

Submission 9

21st February, 2025

██████████
Coordinator Strategic Planning
Wellington Shire Council
██████████

**Re: Implementation of the Maffra Structure Plan
Planning Scheme Amendment C120well**

Development Solutions Victoria Pty Ltd act on behalf of ██████████, as landowners affected by the implementation of the Maffra Structure Plan as proposed by the Planning Scheme Amendment C120well.

The area owned by ██████████ is identified as ██████████ being approximately 3.15 hectares in area, and containing an existing dwelling and associated facilities in the western portion. The site adjoins Boisdale Street along the western boundary for a distance of approximately 51 metres.

The area owned by ██████████ is identified as ██████████ being approximately 1 hectare in area containing an existing dwelling and associated facilities in the western portion of the site. The site adjoins Boisdale Street for a distance of approximately 59.38 metres. This property immediately adjoins the southern boundary of the land owned by ██████████.

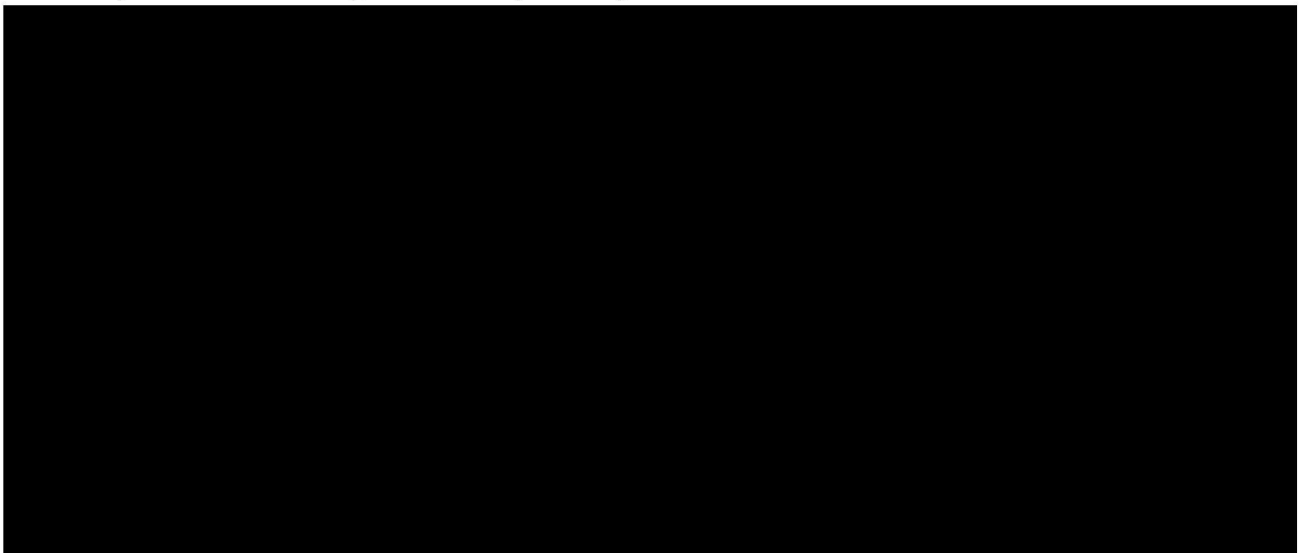


Figure 1 – Aerial Photograph subject sites – (source – mapshare.vic.gov.au)

The land is currently zoned Rural Living Zone – Schedule 4 under the provisions of the Wellington Planning Scheme and is affected by the Development Plan Overlay – Schedule 1.

The land adjoins Rural Living Zoned land to the north and east. Land to the south is zoned General Residential Zone and is currently developed with residential dwellings. The land to the west across Boisdale Street is currently zoned General Residential Zone and Rural Living Zone.

These properties immediate adjoin the area proposed to be rezoned to General Residential Zone – Schedule 2 in the Planning Scheme Amendment C120well. An extract of the existing zone and overlay mapping is provided below:

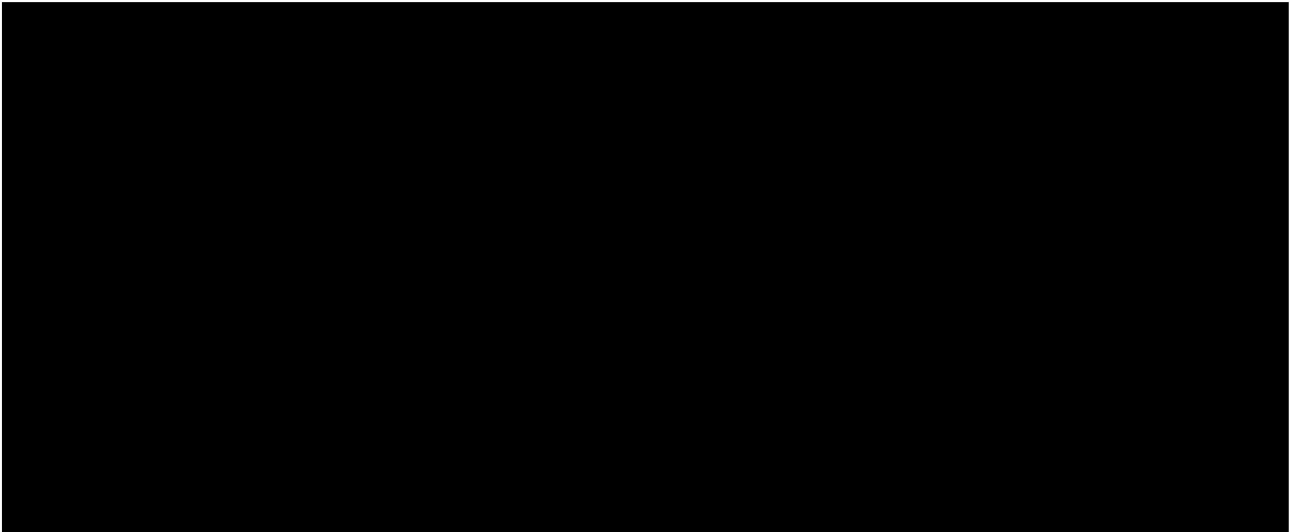


Figure 2 – Zoning Map – (source - mapshare.vic.gov.au)

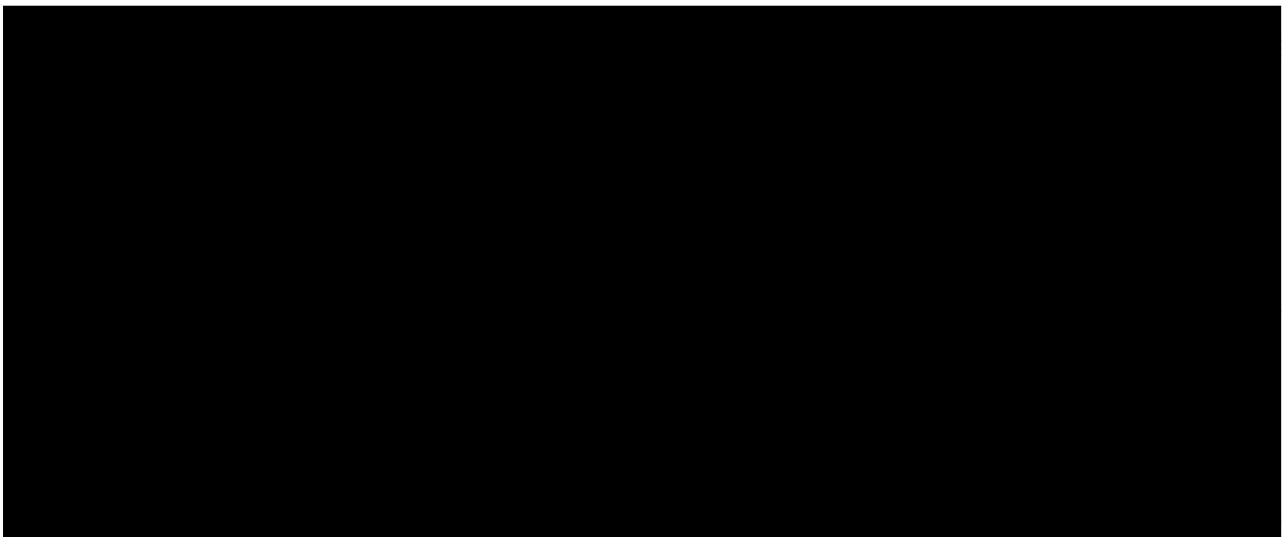


Figure 3 – Development Plan Overlay – (source - mapshare.vic.gov.au)

The land being covered by the Development Plan Overlay ensures that the Wellington Shire Council retains control of the timing and layout of the future development of the land confirming that rezoning this land to residential is not premature at this time.

The land is identified within the Maffra Structure Plan as standard residential development. An extract of the Maffra Structure Plan is provided below.

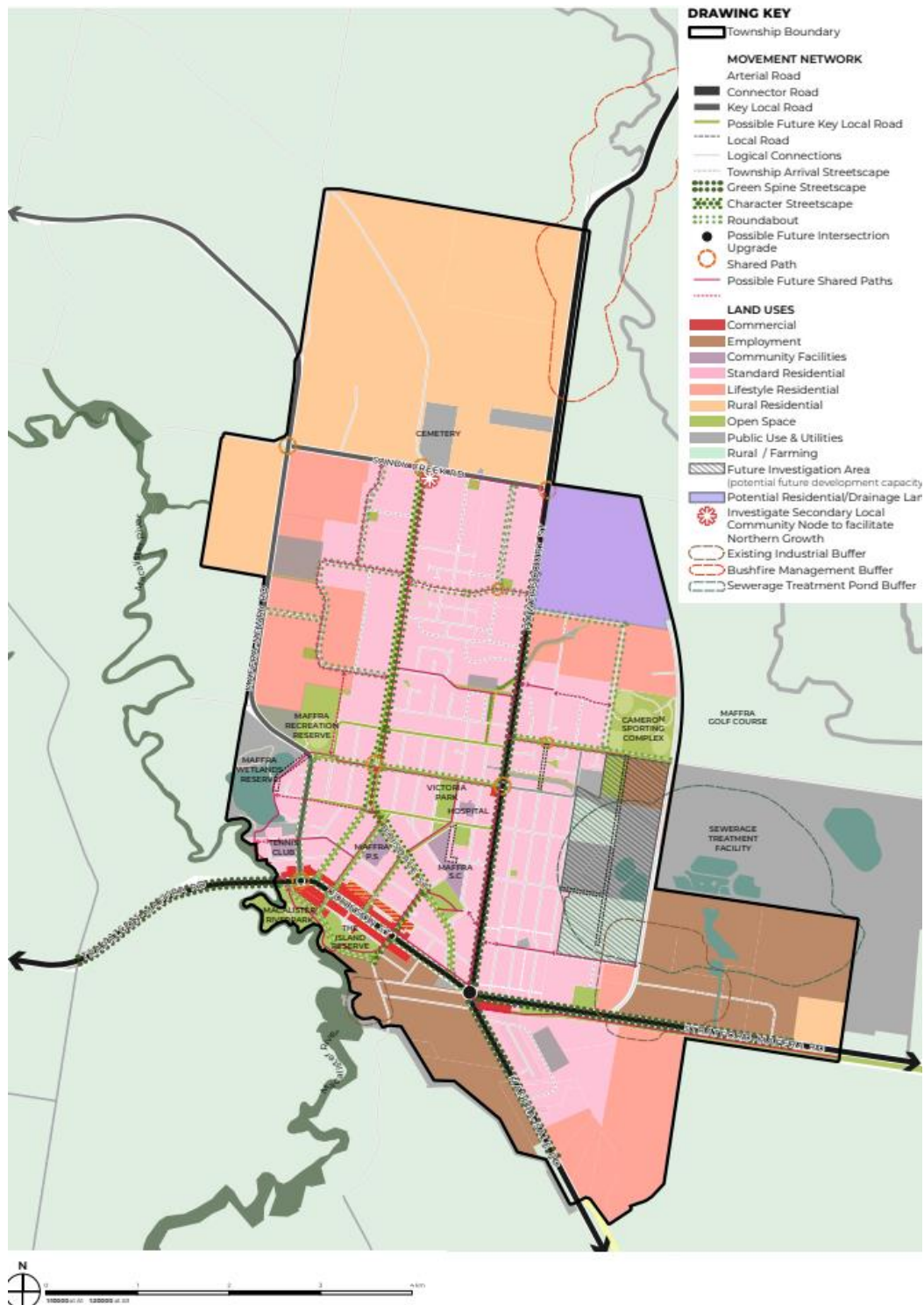


Figure 4 – Maffra Structure Plan – (source - planning-schemes.app.planning.vic.gov.au)



This request is seeking to have the two parcels of land included in the area being zoned General Residential Zone – Schedule 2.

The land is strategically located immediately north of existing residential development on a suitable road network that supports the land being developed for residential in the future.

Rezoning these two parcels of land to General Residential Zone – Schedule 2 is not expected to detrimentally impact the overall land supply within Maffra or the Wellington Shire Council, however will support the future plans of the current owners and future residential development. There are no environmental constraints preventing development of the subject site for future development in a reasonable timeframe, subject to Council approval, yet supporting future residential development assisting with the current national housing shortage. Rezoning this land will not result in an oversupply.

Given that this land has been identified as being suitable for residential development, it is requested that this land be included in the current Planning Scheme Amendment and do not see that there is any reason why this should not be included at this time.

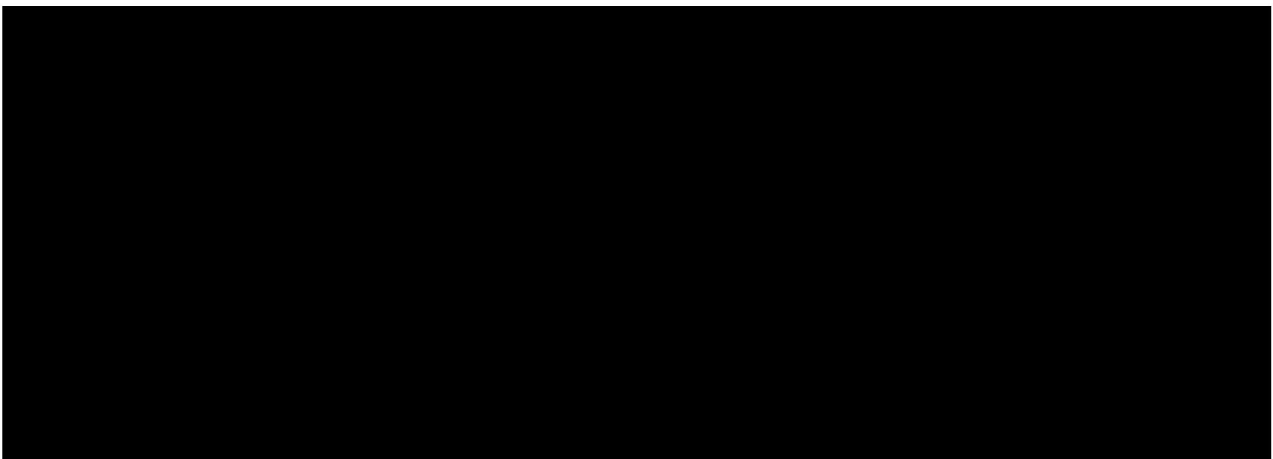


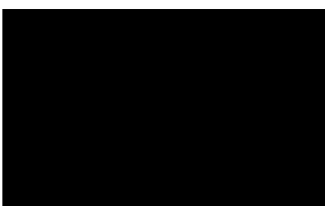
Figure 5 – Proposed Zoning Map

We look forward to working with the Wellington Shire Council to ensure that the future planning of this area can be a collaboration that results in a viable long term plan that will facilitate sustainable growth of Maffra whilst meeting the immediate needs of the community.

It is requested that our clients, the landowners be given the opportunity to present to a Planning Panel on this matter.

If you require any further information or wish to discuss any element of the above further, please do not hesitate to contact me on [REDACTED].

Regards,



Development Solutions Victoria

Submission 10 Pt.1

Caragh Button

From: [REDACTED]
Sent: Wednesday, 2 April 2025 6:52 PM
To: Caragh Button; [REDACTED]
Cc: [REDACTED]
Subject: Late Submission to Planning scheme amendment

EXTERNAL EMAIL originated from outside of the Wellington Shire Council network. Do not click links or open attachments unless you recognise the sender and know the content is safe. Contact ICT Service Desk if unsure.

Hi [REDACTED]

Take this email as my late submission to put forward [REDACTED] to your current planning scheme amendment.

I am very frustrated with the way Wellington shire council has treated us in relation to [REDACTED], our land. Particularly given I have previously prepared reports indicating the best use of the land recommended at least 100 house sites with no significant constraints such as the drainage issues you have with all your other submissions.

Given you have mentioned our land in the explanatory notes, our history of putting forward our property over many years, being sent on wild goose chases to seek letters from epa and Gippsland water it seems like you have been treating us unfairly and council are too lazy to put forward our property due to perceived paperwork to rezone our property from lrz.

In the past we have continuously asked council for direction, we were told at one meeting that council support our case so long as we provided a letter from epa and Gippsland water. Which we provided.

My justification for this late submission is that the notice was given a couple of weeks before Christmas and I was overseas in Europe, I'm not a professional developer so I don't follow council notifications, given our constant communications with your office and the fact I have had a consultant working for me we should have been directly informed considering our land has been mentioned in the explanatory report.

The way you have handled this appears to go against government views in relation to natural justice. As I've mentioned in previous correspondence something smells fishy given the obvious best use of our property.

Please put this late submission forward as a matter of urgency we wish to put our case forward at your subsequent hearing.

Kind regards,

[REDACTED]



Submission 10 Pt.2

From: [REDACTED]
 Sent: Tuesday, 8 April 2025 2:00 PM
 To: [REDACTED]
 Cc: [REDACTED]
 Subject: Request for Late Submission [REDACTED]
 Importance: High

EXTERNAL EMAIL originated from outside of the Wellington Shire Council network. Do not click links or open attachments unless you recognise the sender and know the content is safe. Contact ICT Service Desk if unsure.

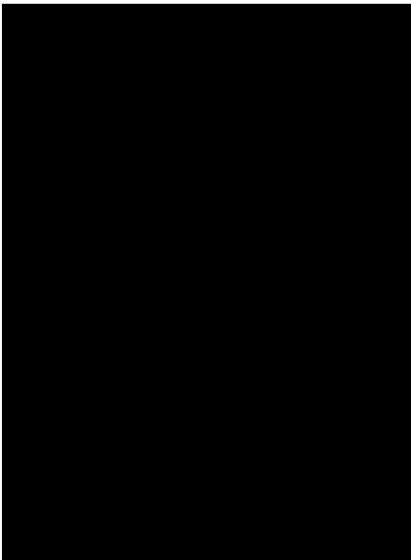
Hi [REDACTED]

I'm am writing again as you ignored my previous email request for a late submission for the planning scheme amendment.

To be very clear I am requesting a late submission on the following grounds!

- The subject land at [REDACTED] is:
 - **Specifically referenced** in both the **Maffra Structure Plan (Mesh, 2022)** and the **Explanatory Report** for Amendment C120well.
 - Identified as a site for **potential residential and drainage co-location**.
 - Within the **Maffra Township Boundary** and affected by the amendment.
- **Reason for delay:**
 - Despite being directly affected, **I was not notified** of the exhibition of Amendment C120well.
 - Only became aware of the amendment **after the submission period closed (24 January 2025)**.
 - The lack of notification raises concerns regarding **procedural fairness and natural justice**.
- **Previous attempts to engage with Council:**
 - I have **proactively sought Council's advice** and support for rezoning in the past.
 - Council has **repeatedly dismissed** my interest, citing vague or dismissive reasons such as the matter being "too hard".
 - My land has been placed in the **"too hard basket"**, despite my willingness to contribute constructively.
- **Strategic relevance of the land:**
 - Recognised in **Council's Growth Management Strategy (2024)** and **Structure Plan** as suitable for residential development.
 - Plays a role in delivering **co-located drainage infrastructure and housing** to support township growth.
- **Justification for accepting this late submission:**
 - The submission relates to **major policy matters** and the **strategic direction** of growth in Maffra.

- The **panel hearing process has not yet commenced** (Directions Hearing: 14 April 2025; Panel Hearing: 12 May 2025).
- Sufficient time remains for the submission to be considered without impacting process.
- Refusing to consider it would **deny my opportunity to be heard** before Planning Panels Victoria.
- I am a **willing landowner** who supports residential rezoning consistent with Council policy.
- **Request:**
 - That Wellington Shire Council **accept and consider my late submission.**
 - That my views be referred to **Planning Panels Victoria** for fair and independent consideration.



Submissions Response Table

Planning Scheme Amendment C120well

SUBMISSIONS RESPONSE TABLE							
Submission No	Submitter Details	Submission Date	Submission Type	Summary of Submission	Officer Response	Post Exhibition Changes	Panel Required
1	Agriculture Victoria	20 December 2024	Supporting	<p>Agriculture Victoria advised as follows:</p> <p><i>Agriculture Victoria, noting the timeframe since Wellington Residential & Rural Residential Strategy – Maffra & Environs, July 2003, and Wellington Shire Rural Zones Review Vol 1 & 2, 2009, would encourage Wellington Shire Council to update rural land use strategy and local policy to protect the productive agricultural land values identified in Maffra Structure Plan (Mesh 2022).</i></p> <p><i>The Agriculture Victoria Planning and Advisory Service is available to assist council in advice as to the development of rural land use strategy and local policy.</i></p> <p><i>This letter of advice is provided to Council to assist the process of strategic review through Planning Scheme Amendment C120well to the Wellington Planning Scheme Notice of Preparation of an Amendment. The information provided should be considered as advisory in nature to inform Council's strategy and policy development.</i></p>	Council notes the suggestions of Agriculture Victoria to update the rural land use strategy and local policy. This work is outside the scope of Planning Scheme Amendment C120well, however could be explored in the future subject to resources.	No changes are required to Planning Scheme Amendment C120well as a result of this submission.	NO
2	Department of Energy, Environment and Climate Action (DEECA)	15 January 2025	Supporting	<p>DEECA advised as follows:</p> <p><i>DEECA has reviewed the application from an environmental perspective and does not oppose the Amendment. The Amendment's policy focus on infill development near Maffra's central business district, protecting surrounding land beyond the township boundary, expanding the Boisdale 'Green Spine,' and ensuring canopy tree protection and space for new plantings is highly welcomed.</i></p>	Council notes and welcomes the positive feedback from DEECA.	No changes are required to Planning Scheme Amendment C120well as a result of this submission.	NO
3	West Gippsland Catchment Management Authority (WGCMA)	15 January 2025	Supporting	<p>WGCMA advised as follows:</p> <p><i>We note Action A2 is the structure plan that calls for a review and update to the relevant drainage strategies prior to any future rezoning of the land, and Action A5 is to consider forward funding the key drainage infrastructure.</i></p> <p><i>The Authority is supportive of the proposed precinct-scale stormwater management infrastructure, however as previously advised, if the required assets have not been constructed at the time of individual property development, the Authority will require interim stormwater assets to be constructed by the developer to</i></p>	Council notes the WGCMA comments / response and their support for the Amendment.	No changes are required to Planning Scheme Amendment C120well as a result of this submission.	NO

SUBMISSIONS RESPONSE TABLE							
Submission No	Submitter Details	Submission Date	Submission Type	Summary of Submission	Officer Response	Post Exhibition Changes	Panel Required
				<p>ensure that there are no adverse impacts on waterways and neighbouring properties.</p> <p>The Authority supports Planning Scheme Amendment C120WELL, and we look forward to working with Council to implement the Maffra Structure Plan.</p>			
4	Heritage Victoria	16 January 2025	Supporting	<p>Heritage Victoria advised as follows:</p> <p>The amendment documents have been reviewed and no submission is being made.</p>	Council notes Heritage Victoria has reviewed relevant documentation and has no concerns.	No changes are required to Planning Scheme Amendment C120well as a result of this submission.	NO
5	Private Landowner	16 January 2025	Supporting	<p>Private Landowner advised as follows:</p> <ul style="list-style-type: none"> I generally support correcting policy-neutral zone and overlay and mapping anomalies I do support the inclusion of the stated "neighbourhood character objectives and decision guidelines specific to the Maffra Residential Area (General Residential Zone area).", by inserting the proposed Schedule 2 to the Wellington planning scheme ("scheme") with its Maffra specific Items 1.0 and 7.0. I am confused as to why the current General Residential Zone ("GRZ") designation applies for the Maffra residential area instead of being designated as a Neighbourhood Residential Zone ("NRZ"). I am inclined to not support use of the GRZ designation for the Maffra residential area (instead, be replaced by NRZ)... I advocate that the Maffra residential area be designated as a Neighbourhood Residential Zone, to replace the existing GRZ designation or where the planning scheme's intent is/was to rezone to apply the GRZ designation. Some of the aspirations of the Maffra Structure Plan document are fanciful. As the planning scheme is not intended to deal with the minutiae of these, I give no detail here. 	<p>Council Officers met with Private Landowner on 14 April 2025.</p> <p>At this meeting, Council Officers thanked Private Landowner for his support regarding the correction of Wellington Planning Scheme anomalies, and the inclusion of neighbourhood character objectives and decision guidelines specific to the Maffra Residential Area.</p> <p>Council Officers outlined the Planning Scheme Amendment process to Private Landowner, and the reasons behind the use of the General Residential Zone (GRZ) (including that a new GRZ2 was included at the request of the Department of Transport and Planning (DTP)).</p> <p>Council Officers explained that in order to entertain the implementation of a Neighbourhood Residential Zone (NRZ), sufficient background work, including a full neighbourhood character assessment, would need to be undertaken.</p> <p>At the meeting, Council Officers and Private Landowner then proceeded to review together the GRZ2 (which has been given in principal support from DTP). After rereviewing the wording in section 1.0 (objectives) and 7.0 (decision guidelines) of the proposed GRZ2, Private Landowner concluded that together these could achieve the 'small town vibe' that the Schedule was aiming for.</p> <p>Post the meeting of 14 April 2025, Private Landowner advised in writing that he</p>	No changes are required to Planning Scheme Amendment C120well as a result of this submission.	NO

SUBMISSIONS RESPONSE TABLE							
Submission No	Submitter Details	Submission Date	Submission Type	Summary of Submission	Officer Response	Post Exhibition Changes	Panel Required
					wished to withdraw his original submissions (being dot points 3 and 4) regarding the GRZ and NRZ.		
6	Gippsland Water	23 January 2025	Supporting	<p>Gippsland Water advised as follows:</p> <ul style="list-style-type: none"> Additional land designated north of Sandy Creek Road "Future Rural Living" (orange spotted shading). Depending on future rezoning, for example to Low Density Residential Zone (LDRZ) and Rural Living Zone (RLZ), Gippsland Water may not service growth north of Sandy Creek Road with potable water. The existing system Sandy Creek Road High Level pressure zone has limited capacity to service additional connections. Land between Maffra-Sale Road and Stratford-Maffra Road, and parcel abutting the northern side of Stratford-Maffra Road, designated "Future Residential Zone" (light pink spotted shading). Subject to the future rezoning, to service future growth in this area it is likely that a new sewer pumping station would be required to discharge independently to Maffra sewage treatment plant. LDRZ and RLZ will not be serviced for sewer. Land between Maffra-Sale Road and Stratford-Maffra Road, and parcels abutting the northern side of Stratford-Maffra Road, designated "Future Low Density Residential Zone" (dark pink spotted shading) will not be serviced for sewer. The designated "Future Investigation Area" (bounded in blue solid line) includes parcels of Gippsland Water land Lot 15\PS327511, Lot 172\LP9946 and Lot 177\LP9946 and land within the indicated Sewerage Treatment Pond Buffer. Gippsland Water would not support growth of sensitive uses within the indicated buffer. Gippsland water supports the presentation of the Sewerage Treatment Pond Buffer. 	<p>Council noted the five points provided by Gippsland Water.</p> <p>Council Officers met with Gippsland Water on 17 February 2025. Gippsland Water advised both verbally and in a follow up email post the meeting that their submission is for information purposes only and not an objection to Planning Scheme Amendment C120well. They also advised that there was an error made in points 2 & 3 outlined in the column to the left, and the land can in fact be serviced by sewer (and therefore can be a minimum 2000sqm lot size).</p>	No changes are required to Planning Scheme Amendment C120well as a result of this submission.	NO
7	Environment Protection Authority (EPA)	23 January 2025	Supporting / Withdrawn	<p>EPA advised as follows:</p> <p>Previous EPA views Council advised via email on 18 December 2024 that previous EPA Ministerial Direction 19</p>	<p>Council Officers met with the EPA on 1 October 2025. Prior to this meeting, Council Officers provided EPA with a full list of proposed post-exhibition changes to satisfy their concerns in their submission of</p>	Council Officers propose the following changes as part of C120well:	NO

SUBMISSIONS RESPONSE TABLE							
Submission No	Submitter Details	Submission Date	Submission Type	Summary of Submission	Officer Response	Post Exhibition Changes	Panel Required
				<p>(MD19) views (21 December 2021: REQ001499) have been incorporated into the Maffra Structure Plan, although it has not been demonstrated to EPA (for example, by way of a table) how this has occurred. It is EPA's view that the Explanatory Report should be updated to address the views provided in the 2021 letter, including how these views have been addressed.</p> <p>Existing industrial buffer explanations As raised previously, Council should explain what industries informed the 'existing industrial buffer', noting that EPA's Separation Distance Guideline sets out recommended separation distances for many industries. The Explanatory Report states that "sensitive uses are located outside of any relevant industrial use buffers". However, relying on Figure 1 and Figure 12, areas 6 and 7 show sensitive land uses encroaching on the 'existing industrial buffer'.</p> <p>In addition, and as previously raised, the recommended separation distances for wastewater treatment plants should be determined in consultation with EPA.</p> <p>Future Transfer Station discussion Figure 12 also identifies a 'future transfer station' without further discussion. Council should outline what is proposed in more detail, including how future and existing sensitive uses nearby would be considered prior to the use being established, noting that Clause 53.10 would apply where the threshold distance for a proposed transfer station could not be met and would need to be addressed at the planning permit application stage.</p> <p>Operating Maffra landfill buffer requirements The operating Maffra landfill is located approximately 1.4km north of McCubbins Road and poses a potential human health and amenity impact to sensitive uses proposed within the "potential rural residential" growth area (area 1 in Figure 12). EPA Landfill Buffer Guideline provides guidance to support Council in making informed land use decisions around landfills.</p> <p>Potentially contaminated land guidance for future amendments Potentially contaminated land is limited to objective GD6 and land at 145 Fulton Rd and 87</p>	<p>23 January 2025. This included a detailed written response to the EPA submission to PSA C120well and the EPA response to 2021 draft Maffra Structure Plan.</p> <p>At the meeting of 1 October 2025, EPA advised both verbally and in a follow up email post the meeting that their submission is for information purposes only and not an objection to Planning Scheme Amendment C120well. In an email of 3 October 2025, EPA advised: <i>Please accept this email as the EPA's formal withdrawal of our submission to Amendment C120well.</i></p> <p>Due to the extensive work undertaken and draft post-exhibition changes proposed by Council Officers to address the concerns raised by the EPA in what Council Officers believed was an objecting submission, Council Officers will continue to update relevant Planning Scheme Amendment documentation as they are of the opinion these updates will be beneficial for future stakeholders and Planning Scheme Amendments.</p>	<ul style="list-style-type: none"> Make updates to the Explanatory Report Include further policy at <i>Clause 11.01-1L Maffra</i> of the Wellington Planning Scheme Include a new Appendix 8 to the <i>Maffra Structure Plan</i> (Mesh 2022) which outlines further information regarding potentially contaminated land Include further strategic work at <i>Clause 74.02 Further Strategic Work</i> of the Wellington Planning Scheme relating to Buffer Area Overlays (BAO). 	

SUBMISSIONS RESPONSE TABLE							
Submission No	Submitter Details	Submission Date	Submission Type	Summary of Submission	Officer Response	Post Exhibition Changes	Panel Required
				<i>Powerscourt St, Maffra. EPA recommend Council consider a review of Planning Practice Note 30 (PPN30) and understand how Ministerial Direction 1 (MD1) will affect future rezonings.</i>			
8	Country Fire Authority (CFA)	24 January 2025	Objecting	<p>The CFA advised as follows:</p> <p><i>CFA does not support the amendment at this time. The amendment is lacking an adequate response to the bushfire policy themes in Clause 13.02-1S.</i></p> <p>In a follow up email of 11 February 2025, the CFA advised as follows:</p> <p><i>CFA has not been provided with Council's bushfire policy considerations that were relied upon to develop the Maffra Structure Plan, however notes that bushfire policy does appear to have been considered within the development of the Structure Plan. While it is unclear as to whether the bushfire protection measures identified within the Structure Plan adequately address bushfire policy at Clause 13.02-1S, no bushfire policy has been included within C120well that seeks to implement the Structure Plan.</i></p> <p><i>For examples of DPO Schedules where bushfire policy has been addressed please refer to DPO13 and DPO14 of the Wellington Planning Scheme.</i></p>	<p>Council Officers met with the CFA on 4 June 2025.</p> <p>At this meeting, Council Officers advised that they were looking to engage a suitably qualified bushfire planning consultancy to undertake further bushfire work to address the concerns raised by the CFA.</p> <p>On the 5 June 2025, Council Officers were advised that they were successful in obtaining funding from the Department of Transport and Planning (Regional Planning Hub program) to undertake a <i>Bushfire Assessment Report – Maffra Township</i> and associated work</p> <p>The final Report has advised:</p> <p><i>The Study Area is at the lowest end of landscape risk in Victoria, with Landscape type 1 being assessed. Grassland is the only landscape-scale hazard. Maffra is well set up with a dense, non-hazardous core where shelter can be provided from a bushfire. There is good access to low-fuel areas and areas capable of being assessed as BAL:Low where human life can be better protected from a bushfire, if evacuation was ever required.</i></p> <p>The final Report concluded as follows:</p> <ul style="list-style-type: none"> <i>The assessments in this report demonstrate that the Maffra Structure Plan is generally sound as it relates to bushfire. The directions its sets, including land for new development, satisfy Clause 13.02-1S Bushfire Planning.</i> <i>Amendment C120 in proposing to update local policy for Maffra and give effect to some parts of the Maffra Structure Plan can be enhanced through the introduction of bushfire content, as recommended in this report. This is</i> 	<p>Council Officers propose the following changes as part of C120well:</p> <ul style="list-style-type: none"> • Make updates to the Explanatory Report to further address bushfire requirements • Include additional policy at Clause 11.01-L Maffra of the Wellington Planning Scheme relating to bushfire • Make updates to the Development Plan Overlay 1 (DPO1) to include further detailed bushfire measures for Maffra 	YES

SUBMISSIONS RESPONSE TABLE							
Submission No	Submitter Details	Submission Date	Submission Type	Summary of Submission	Officer Response	Post Exhibition Changes	Panel Required
					<p><i>in the form of updated local policy and adjusted content in Development Plan Overlay, Schedule 1.</i></p> <ul style="list-style-type: none"> <i>The strategic directions set in the Maffra Structure Plan and the proposed adjusted content in Amendment C120, in combination, would enable the Council to demonstrate that Clause 13.02-1S Bushfire Planning has been considered and applied in preparing the planning scheme amendment.</i> <i>Recommendations in this report are in the form of the adjustments to Amendment C120, outlined above. Given the lower landscape bushfire risk setting of Maffra, there is no spatial nuances necessary. The local policy and Development Plan Overlay schedule can operate for all proposed new development envisaged in the Maffra Structure Plan.</i> <p>Recommendations of this final Report are as follows:</p> <ul style="list-style-type: none"> Make updates to the Explanatory Report in relation to bushfire (recommended text included to replicate in Explanatory Report) Include additional policy at Clause 11.01-L Maffra of the Wellington Planning Scheme relating to bushfire Make updates to the Development Plan Overlay 1 (DPO1) to include bushfire measures for Maffra <p>The final Report also noted the following:</p> <ul style="list-style-type: none"> <i>Maffra is an acceptable location for new development from a bushfire perspective. This includes all land within the township boundary as shown in the Maffra Structure Plan, including the selected sites where a planning scheme amendment may in future be required to enable new development.</i> 		

SUBMISSIONS RESPONSE TABLE							
Submission No	Submitter Details	Submission Date	Submission Type	Summary of Submission	Officer Response	Post Exhibition Changes	Panel Required
					<ul style="list-style-type: none"> A bushfire hazard site assessment be required for future planning scheme amendments, such as rezonings, to confirm the bushfire setbacks and bushfire vegetation management necessary to manage exposure to bushfire. 		
9	Development Solutions Victoria (on behalf of Private Landowner x 2)	21 February 2025 (late submission - accepted)	Objecting	<p>Development Solutions Victoria (on behalf of Private Landowner x 2) advises as follows:</p> <ul style="list-style-type: none"> Private Landowners 1 own no# Boisdale Street, Maffra (Rural Living Zone 4, Development Plan Overlay 1, 3.15 hectares in size, contains existing dwelling and outbuildings) Private Landowners 2 own no# Boisdale Street, Maffra (Rural Living Zone 4, Development Plan Overlay 1, 1 hectare in size, contains existing dwelling and outbuildings) Both properties adjoin General Residential Zone 1 (GRZ1) land to the south (to be rezoned to General Residential Zone 2 (GRZ2) as part of C120well)) The land being covered by the Development Plan Overlay ensures that the Wellington Shire Council retains control of the timing and layout of the future development of the land confirming that rezoning this land to residential is not premature at this time. <p><i>This request is seeking to have the two parcels of land included in the area being zoned General Residential Zone – Schedule 2.</i></p> <p><i>The land is strategically located immediately north of existing residential development on a suitable road network that supports the land being developed for residential in the future.</i></p> <p><i>Rezoning these two parcels of land to General Residential Zone – Schedule 2 is not expected to detrimentally impact the overall land supply within Maffra or the Wellington Shire Council, however will support the future plans of the current owners and future residential development. There are no environmental constraints preventing development of the subject site for future development in a reasonable timeframe,</i></p>	<p>Council Officers met with Development Solutions Victoria and Private Landowners 1 on 12 May 2025.</p> <p>Council Officers advised the following:</p> <ul style="list-style-type: none"> The changes requested are not aligned with the current planning framework, as outlined in <i>Clause 11.01-1L Maffra</i> of the Wellington Planning Scheme. The proposed modifications requested would necessitate a full re-exhibition of the amendment. These modifications are considered to be transformative and would significantly alter the original intent of C120well, which is: ‘...[to] provide[s] a framework to support potential future residential growth areas, commercial, and industrial development translated through the updated planning policy.’ Rezoning of the kind requested as part of this submission would need to proceed as a proponent-led Planning Scheme Amendment and be supported by a robust strategic land use planning justification including a residential land and supply needs analysis, and all relevant technical reports and Department of Transport and Planning (DTP) documentation. Involving a planning panel to evaluate this rezoning request through Amendment C120well would significantly extend the timeframe of the Amendment. This extension would not only delay the Amendment’s implementation but also impose additional costs on ratepayers, estimated to exceed \$15,000. Considering the nature of the requested changes and the absence of strategic 	No changes are required to Planning Scheme Amendment C120well as a result of this submission.	YES

SUBMISSIONS RESPONSE TABLE							
Submission No	Submitter Details	Submission Date	Submission Type	Summary of Submission	Officer Response	Post Exhibition Changes	Panel Required
				<p>subject to Council approval, yet supporting future residential development assisting with the current national housing shortage. Rezoning this land will not result in an oversupply.</p> <p>Given that this land has been identified as being suitable for residential development, it is requested that this land be included in the current Planning Scheme Amendment and do not see that there is any reason why this should not be included at this time.</p>	<p>justification for these changes, it is highly probable that the planning panel would ultimately deem the submission unsuccessful</p>		
10	Private Landowner	2 April 2025 and 8 April 2025 (late submission - accepted)	Objecting	<p>Private Landowner advised as follows:</p> <ul style="list-style-type: none"> The subject land at no# Fulton Road, Maffra is: <ul style="list-style-type: none"> Specifically referenced in both the Maffra Structure Plan (Mesh, 2022) and the Explanatory Report for Amendment C120well. Identified as a site for potential residential and drainage co-location. Within the Maffra Township Boundary and affected by the amendment. Reason for delay: <ul style="list-style-type: none"> Despite being directly affected, I was not notified of the exhibition of Amendment C120well. Only became aware of the amendment after the submission period closed (24 January 2025). The lack of notification raises concerns regarding procedural fairness and natural justice. Previous attempts to engage with Council: <ul style="list-style-type: none"> I have proactively sought Council's advice and support for rezoning in the past. Council has repeatedly dismissed my interest, citing vague or dismissive reasons such as the matter being "too hard". My land has been placed in the "too hard basket", despite my willingness to contribute constructively. Strategic relevance of the land: <ul style="list-style-type: none"> Recognised in Council's Growth Management Strategy (2024) and Structure Plan as suitable for residential development. 	<p>Council Officers met with Private Landowner on 27 May 2025.</p> <p>Council Officers note the following:</p> <ul style="list-style-type: none"> Emails of 2 April 2025 and 8 April 2025 do not provide a request for a specific written change to Planning Scheme Amendment C120well, rather rely on previous written submissions relating to the preparation of the draft Maffra Structure Plan (circa 2021 / 2022) and other ongoing email correspondence regarding no# Fulton Road, Maffra. At the meeting of 27 May 2025, Private Landowner provided verbal confirmation that his request for change within Amendment C120well is to rezone the land at no# Fulton Road, Maffra from the Industrial 1 Zone (IN1Z) to the General Residential Zone - Schedule 2 (GRZ2 – Maffra Residential Zone). Council Officers confirmed at the meeting that the purpose of Amendment C120well is to translate the Maffra Structure Plan (Mesh 2022) into the Wellington Planning Scheme as a background document, and make a series of policy changes to local planning policy relating to Maffra. C120well sets the framework for future, proponent led Planning Scheme Amendments to rezone (and subsequently develop) land. <p>In addition, Amendment C120well inserts a new Schedule 2 to Clause 32.08 (General Residential Zone) to include neighbourhood character</p>	<p>No changes are required to Planning Scheme Amendment C120well as a result of this submission.</p>	YES

SUBMISSIONS RESPONSE TABLE							
Submission No	Submitter Details	Submission Date	Submission Type	Summary of Submission	Officer Response	Post Exhibition Changes	Panel Required
				<ul style="list-style-type: none"> Plays a role in delivering co-located drainage infrastructure and housing to support township growth. Justification for accepting this late submission: <ul style="list-style-type: none"> The submission relates to major policy matters and the strategic direction of growth in Maffra. The panel hearing process has not yet commenced (Directions Hearing: 14 April 2025; Panel Hearing: 12 May 2025). Sufficient time remains for the submission to be considered without impacting process. Refusing to consider it would deny my opportunity to be heard before Planning Panels Victoria. I am a willing landowner who supports residential rezoning consistent with Council policy. Request: <ul style="list-style-type: none"> That Wellington Shire Council accept and consider my late submission. That my views be referred to Planning Panels Victoria for fair and independent consideration 	<p>objectives and decision guidelines specific to Maffra Residential Area (General Residential Zone area). It rezones all existing General Residential Zone 1 (GRZ1) land in Maffra to the General Residential Zone 2 (GRZ2). It does not rezone any additional land not already in the General Residential Zone 1 (GRZ1).</p> <ul style="list-style-type: none"> General information regarding no# Fulton Road, Maffra is as follows: <ul style="list-style-type: none"> Site is in the Industrial 1 Zone (IN1Z) and has previously been used for industrial purposes (bus depot / storage). It is likely Potentially Contaminated Land. Figure 23 (<i>Theme 4 – Economic Development & Employment Plan</i>) identifies the land as ‘Suitable for Low Intensity Industrial Uses/ Potential light industrial’ Figure 27 (Proposed Zoning Plan) identifies it as having the potential to be rezoned to the Industrial Zone 3 (IN3Z). The <i>Maffra Structure Plan</i> (Mesh 2022) refers to the land at site as being in a ‘Future Investigation Area’ (Figure 13: <i>Theme 1 – Growth Precincts, Staged Drainage & Servicing Provision</i>). The designation of ‘Future Investigation Area’ will allow future dialogue for potential rezoning to other uses other than industrial, subject to all relevant requirements being met, and strategic justification being provided. The <i>Maffra Structure Plan</i> (Mesh 2022) identifies 5 precincts (A-E) where residential growth is to be directed. The subject site is not within any of these precincts. Private Landowner was advised at the meeting (and in subsequent email correspondence dated Friday 30 May 2025) that his request to rezone no# 		

SUBMISSIONS RESPONSE TABLE							
Submission No	Submitter Details	Submission Date	Submission Type	Summary of Submission	Officer Response	Post Exhibition Changes	Panel Required
					<p>Fulton Road, Maffra from the Industrial Zone 1 (IN1Z) to the General Residential Zone (GRZ) as part of Planning Scheme Amendment C120well would not be supported for the following reasons:</p> <ul style="list-style-type: none"> ○ The request to rezone no# Fulton Road, Maffra is premature and is outside the scope of Planning Scheme Amendment C120well. ○ There is no strategic justification to support the rezoning of the land (ie. within the Wellington Planning Scheme). ○ There are no detailed, site-specific technical reports relating to the land to provide the strategic justification to rezone. ○ Issues relating to potentially contaminated land have not been addressed, including preparation of relevant reports. 		

Planning and Environment Act 1987

Wellington Planning Scheme

Amendment C120well

Explanatory Report

Overview

This amendment translates the adopted *Maffra Structure Plan* (Mesh, 2022) into the Wellington Planning Scheme. It provides direction for potential future residential growth areas, commercial and industrial development through updated planning policy. The amendment supports the long-term growth of Maffra and acknowledges its role as the second largest township within the Wellington Shire, by:

- Introducing policy which guides the growth of Maffra to 2042.
- Rezoning land in a new Maffra specific schedule to the General Residential Zone Schedule 2 (GRZ2).
- Updating the Development Plan Overlay Schedule 1 (DPO1).
- Correcting policy-neutral zone and overlay anomalies.
- Adding future projects to the list of further strategic work required to be undertaken.

Where you may inspect this amendment

The amendment can be inspected free of charge on the Wellington Shire Council website at www.wellington.vic.gov.au

The amendment is available for public inspection, free of charge, during office hours at the following places:

- Sale Service Centre: 18 Desailly Street, Sale 3850
 - Monday to Friday 8.30am – 5.00pm,
- Yarram Service Centre: 156 Grant Street, Yarram 3971
 - Monday-Tuesday and Thursday-Friday 10.00am – 2.00pm, and
- Maffra Library: 150 Johnson Street, Maffra 3860
 - Monday to Saturday 10.00am – 6.00pm (12noon on Saturday)

The amendment can also be inspected free of charge at the Department of Transport and Planning website at <http://www.planning.vic.gov.au/public-inspection> or by contacting the office on 1800 789 386 to arrange a time to view the amendment documentation.

Panel hearing dates

In accordance with clause 4(2) of Ministerial Direction No.15 the following panel hearing dates have been set for this amendment:

- Directions hearing: Week commencing 16 February 2026
- Panel hearing: Week commencing 23 March 2026

Details of the amendment

Who is the planning authority?

This amendment has been prepared by the Wellington Shire Council, which is the planning authority for this amendment.

Land affected by the amendment

The amendment applies to all land within the township boundary of Maffra as shown in Figure 1. It also applies to all land covered by the Development Plan Overlay 1 (DPO1) in Wellington Shire.

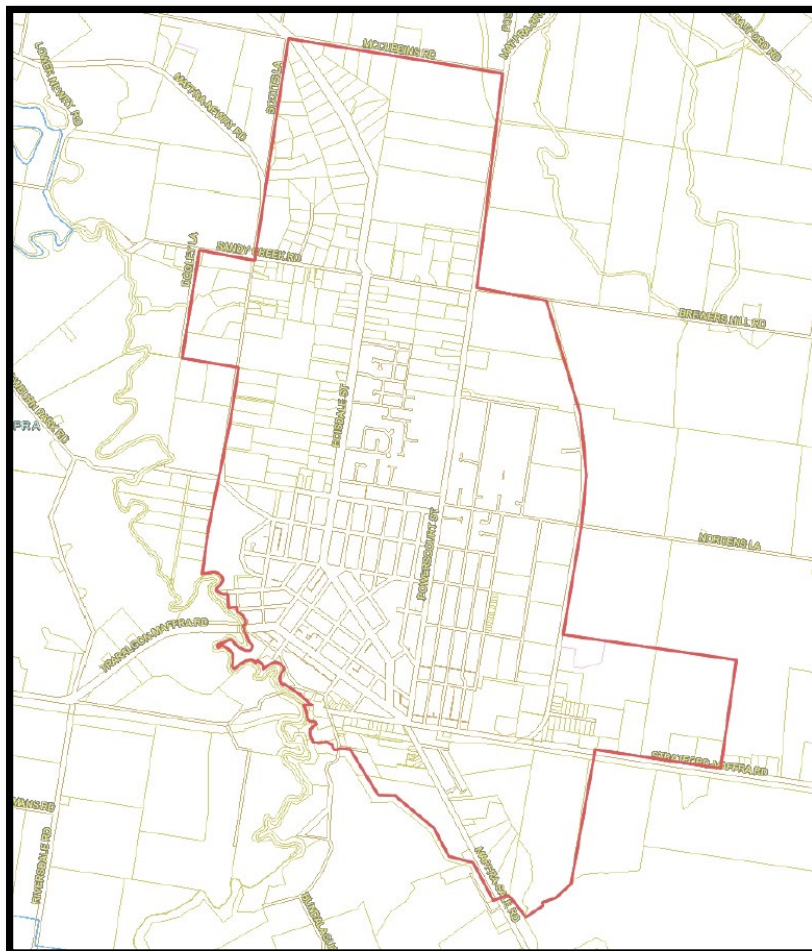


Figure 1: Maffra Township Boundary area

A mapping reference table is attached at **Attachment 1** to this Explanatory Report.

What the amendment does

The amendment proposes to translate the recommendations of the *Maffra Structure Plan* (Mesh, 2022) into the Wellington Planning Scheme by introducing new planning policy, rezoning land to a new Maffra specific Schedule to the General Residential Zone Schedule 2 (GRZ2), updating the Development Plan Overlay Schedule 1 (DPO1) which applies to land across Wellington Shire, correcting policy neutral zone and overlay anomalies, and adding future projects to the list of further strategic work to be undertaken.

Specifically, the amendment makes the following changes:

Planning Scheme ordinance

- Amends Clause 11.01-1L (Maffra) to update the strategic directions for Maffra.
 - Note that the *Bushfire Assessment Report – Maffra Township* dated 4 November 2025 (see *Does the amendment address relevant bushfire risk?* below) recommends post exhibition changes to *Clause 11.01-1L Maffra* relating to bushfire which Wellington Shire Council has included in this Clause.
- Inserts a new Schedule 2 to Clause 32.08 (General Residential Zone) to include neighbourhood character objectives and decision guidelines specific to Maffra Residential Area (General Residential Zone area).
- Amends the Schedule 1 to Clause 43.04 (Development Plan Overlay) to update Sections 1-4 and remove Section 5 (to be consistent with Ministerial Direction *The Form and Content of Planning Schemes*).
 - Note that the *Bushfire Assessment Report – Maffra Township* dated 4 November 2025 (see *Does the amendment address relevant bushfire risk?* below) recommends post exhibition changes to *Schedule 1 to Clause 43.04 (Development Plan Overlay)* relating to bushfire which Wellington Shire Council has included in this Clause.
- Amends the Schedule to Clause 72.08 (Background Documents) to insert the following background documents:
 - *Maffra Structure Plan* (Mesh, 2022)
- Amends the Schedule to Clause 74.02 (Further Strategic Work) to include recommendations for future work outlined in the *Maffra Structure Plan* (Mesh, 2022).

Zoning maps

- Amends Planning Scheme Map Nos 51, 53, 54, 55 and 56 to rezone all land in the Maffra township boundary currently in the General Residential Zone 1 (GRZ1) to the new General Residential Zone 2 (GRZ2) 'Maffra Residential Area'.
- Amends Planning Scheme Map Nos 54, 55 and 56 to selected properties to correct mapping anomalies.

Overlay maps

- Amends Planning Scheme Map Nos 50DPO, 51DPO, 52DPO, 53DPO and 54DPO to remove the Development Plan Overlay Schedule 1 (DPO1) from certain parcels of land within the Maffra township boundary, specifically:
 - From the majority of land to the north of Sandy Creek Road which is within the Rural Living Zone Schedule 2 (RLZ2) and covered by the Development Plan Overlay 1 (DPO1). The land is below the minimum lot size for development, and accordingly it is appropriate to remove the DPO1 from these sites.
 - Scattered properties within Maffra which have been developed as per the endorsed Development Plan for that area.

Strategic assessment of the amendment

Why is the amendment required?

The *Maffra Structure Plan* (Mesh, 2022) is the first major strategic land use policy direction for Maffra since the adoption of the *Wellington Residential & Rural Residential Strategy – Maffra & Environs* in July 2003. This updated guidance responds to the changes that Maffra has experienced during this time and provides several key policies and recommendations to guide the growth of the town to 2042.

Specifically, the *Maffra Structure Plan* (Mesh, 2022) shapes the vision for the town by undertaking the following:

- Influencing, managing and facilitating change to land uses, the built form and public spaces in accordance with relevant state, regional and local planning policy.
- Assessing the suitability and proposed locations of future residential growth.
- Identifying land for future commercial, industrial and community services and facilities to support growth.
- Guiding the future land use and development in an integrated and coordinated manner.

The *Maffra Structure Plan* (Mesh, 2022) was adopted by Council on 17 May 2022, reaffirming the commitment of Council to deliver this important strategic document. Accordingly, this amendment is required to translate the *Maffra Structure Plan* (Mesh, 2022), alongside a suite of recommended changes to the Wellington Planning Scheme.

The *Maffra Structure Plan* (Mesh, 2022) underwent further refinements during preparation of Planning Scheme Amendment C120well, and subsequently was re-adopted on 16 July 2024. Changes to the *Maffra Structure Plan* (Mesh, 2022) included minor updates to *Figure 28: Proposed Overlay Plan* (page 73) and the wording of Action A8 on pages 34 and 68.

On 6 August 2024 Council adopted the *Wellington Shire Growth Management Strategy* (SGS, 2024) which identified land for 'potential drainage/residential use' within the Maffra Township Boundary.

The subject land was previously identified as 'public use and utilities' given the need for the land to be utilised for future drainage purposes to support urban growth.

Since the *Maffra Structure Plan* (Mesh, 2022) was re-adopted by Council in July

2024, the ability to co-locate drainage and future residential development on the land has been further considered. Accordingly, the Maffra Strategy Map at *Clause 11.01-1L Maffra* has been updated to identify the strategic intent for the subject land.

How does the amendment implement the objectives of planning in Victoria?

The changes sought as part of this amendment will enable the development of the township in accordance with Section 4(1) of the Act. Specifically, the amendment gives effect to the following objectives:

- a) *To provide for the fair, orderly, economic and sustainable use, and development of land;*
- b) *To provide for the protection of natural and man-made resources and the maintenance of ecological processes and genetic diversity;*
- c) *To secure a pleasant, efficient and safe working, living and recreational environment for all Victorians and visitors to Victoria;*
- d) *To conserve and enhance those buildings, areas or other places which are of scientific, aesthetic, architectural or historical interest, or otherwise of special cultural value;*
- e) *To facilitate development in accordance with the objectives;*
- f) *To balance the present and future interests of all Victorians.*

How does the amendment address any environmental, social and economic effects?

Environmental effects

The amendment has a positive environmental impact on the township of Maffra by directing new development within proximity to the central business district. It encourages infill development, thereby supporting walkability, in a township with limited public transport.

The *Maffra Structure Plan* (Mesh, 2022) defines a township boundary to avoid inappropriate urban sprawl and in doing so serves to contain and direct new development to areas identified for development within the town.

This in turn protects the surrounding land beyond the township boundary, where the natural environment is characterised by high quality and irrigated agricultural land.

New residential subdivisions and development will be required to provide space for canopy tree planting, while the existing significant canopy trees within the Boisdale 'Green Spine' will be protected. The existing Boisdale Street 'Green Spine' is recommended to be extended northwards to Sandy Creek Road, integrating high quality green spaces that encourage walking and cycling.

Contaminated Land

Land promoted for sensitive (residential) uses in the amendment are assessed as unlikely to be contaminated. They are currently or were previously used for agricultural and rural living purposes.

The amendment recognises that only property specific assessments would conclusively confirm no contamination. To mitigate remaining risks and to

demonstrably comply with Ministerial Direction 1:

- The Planning Authority is satisfied that the environmental conditions of land to be rezoned (under separate, future planning scheme amendment/s) for sensitive (residential) uses are suitable for that use based on the land promoted for sensitive (residential) uses being existing rural living and agricultural land, and likely to be assessed as low potential for contamination.
- The amendment includes within the *Maffra Structure Plan (Mesh 2022)* an objective (GD6, page 29) to investigate potential future residential development in consideration of locating sensitive uses outside of the Sewerage Treatment Facility 'odour buffer', any existing industrial buffers, and that land at 145 Fulton Road, Maffra be reviewed (in future) in detail for contamination. This would operate alongside *Clause 13.04-1S Contaminated and potentially contaminated land*, and which together apply to future applications for sensitive uses.

Adverse Amenity

The *Maffra Structure Plan (Mesh 2022)* includes buffers associated with uses with potential adverse amenity impact. These buffers are derived from *Clause 53.10 Uses with Adverse Amenity Potential* and *EPA Guideline 1518 Recommended Separation Distances for Industrial Residual Air Emissions* (March 2013). Amendment C120well does not propose to rezone land which would result in the development of sensitive land uses. Future rezonings would be subject to relevant EPA requirements, including buffer assessments.

It is specifically noted that the *Maffra Structure Plan (Mesh 2022)* and land rezoned for sensitive uses are not directed to land in proximity to the Maffra Sewerage Treatment Plant. *EPA Publication 1518* sets out separation distances which should be met. Based on the high-end population estimate for Maffra if all land developed as envisaged in the Structure Plan, the separation distances specified are met as it relates to the Wastewater Treatment Plant.

Social effects

During the preparation of the *Maffra Structure Plan (Mesh, 2022)* and *Maffra Discussion Paper & Emerging Directions (Mesh, 2021)* consultation was undertaken to understand the views of the community. This feedback was considered when finalising the *Maffra Structure Plan (Mesh, 2022)* and Directions Report, and subsequently in the preparation of the amendment.

The amendment will have positive social effects as it will provide strategic direction for the future development of Maffra, resulting in the provision of areas for new housing, green connections, and improving the public interface.

The amendment supports the provision of new infrastructure including footpaths and cycling routes, and upgrades to roads and intersections to enable people to safely connect to open spaces, facilities and key destinations.

The amendment will generate positive social benefits by providing for a range of housing choices through the identification of future general residential, low density and rural living areas. It will help support and maintain the community within Maffra, in turn supporting resilience in the local economy.

In addition, future development (subdivision) within proposed 'Residential Growth Areas' will require new open spaces and parks that focus on providing high quality,

connected green spaces within a walkable catchment to new residential estates.

Economic effects

The translation of the *Maffra Structure Plan* (Mesh, 2022) will reinforce and strengthen Maffra's role as an agricultural hub and food precinct by providing more opportunities for big businesses to locate within Maffra's industrial precincts.

Maffra will be a self-sustaining town as a key leader in agribusiness and food production, providing the community with more places to work and meeting its day-to-day needs.

The town centre will continue its role as the primary meeting place and destination for a mixture of businesses, retail, community and food offerings.

A vibrant mix of activity will be encouraged along Johnson Street and surrounding streets and in doing so, will provide greater activation to Macalister Park and The Island Reserve.

Does the amendment address relevant bushfire risk?

Much of the study area is not included within a 'Bushfire Prone Area' (BPA) as declared by the Minister for Planning under the Building Regulations 2018. The study area includes some small areas which are subject to the Bushfire Management Overlay (BMO). The extents of both the BPA and BMO have been considered in the preparation of the *Maffra Structure Plan* (Mesh, 2022) and are located in the following areas:

- A section of land to the west of Maffra-Briagolong Road, and the south of McCubbins Road, Maffra is within the BMO.
- The majority of land outside of the established (General Residential Zone) area of Maffra (mostly between Johnson Street and Merry Street) is within the BPA.

The Country Fire Authority (CFA) were consulted during the preparation of the *Maffra Structure Plan* (Mesh 2022) and have been formally notified as part of the exhibition of Amendment C120well.

In response to an objecting submission from the CFA to C120well, a bushfire assessment has been prepared to support the planning scheme amendment. The assessment includes a bushfire hazard landscape assessment, a bushfire hazard site assessment and an assessment against *Clause 13.02-1S Bushfire Planning* of the planning scheme.

Landscape-scale assessment

The landscape risk is assessed as Landscape type one under the landscape methodology in *Planning Permit Applications Bushfire Management Overlay Technical Guide* (DELWP, 2017). Landscape type one is the lowest landscape risk arising under the landscape typology approach. The subject site represents a relatively lower risk location which is a suitable place for development contained in the Maffra Structure Plan.

Site-scale assessment

New development promoted in the Maffra Structure Plan can satisfy the *Clause 13.02-1S Bushfire Planning* site-based exposure benchmark of 12.5kw/sq.m of

radiant heat. A requirement for this to be achieved is included in Development Plan Overlay Schedule 1 forming part of the amendment.

The amendment through Development Plan Overlay Schedule 1 requires bushfire vegetation management at the hazard interfaces and on lots larger than 1,200sq.m. These design feature support the management of site based exposure to bushfire to the level anticipated in *Clause 13.02-1S Bushfire Planning*.

Safer areas / Low hazard land

Low hazard (BAL:Low) land is where human life can be better protected from the harmful effects of bushfire. They can provide protection by enabling people to move away from bushfire hazards if they need to.

Low hazard land is present in most parts of the existing settlement. The low hazard land is in proximity to all parts of Maffra.

Bushfire protection measures in new development

The amendment includes bushfire protection measures for new development, in both the proposed *Clause 11.01-1L Maffra* and in the Development Plan Overlay Schedule 1, including those designed to:

- Prevent grassfire from entering developed areas and manage exposure of new development to bushfire through perimeter roads and bushfire setbacks on permanent hazard interfaces.
- Enable an effective movement network for before and during a bushfire emergency.
- Manage new development on larger lots in a low hazard condition to prevent a grassfire moving through developed areas.

The bushfire protection measures work in combination with the lower-risk landscape setting of Maffra.

Conclusion

The proposal has been assessed and is consistent with the bushfire policies and directions contained in the planning scheme, including *Clause 13.02-1S Bushfire Planning*.

The bushfire assessment advises that *Maffra is an acceptable location for new development from a bushfire perspective. This includes all land within the township boundary as shown in the Maffra Structure Plan, including the selected sites where a planning scheme amendment may in future be required to enable new development.*

Does the amendment comply with the requirements of any other Minister's Direction applicable to the amendment?

Ministerial Direction – The Form and Content of Planning Schemes

All schedules and consequential changes to local planning provisions in the amendment have been prepared in accordance with applicable style guides, formatting and layout as specified in the *Ministerial Direction - The Form and Content of Planning Schemes* under section 7(5) of the Act.

Ministerial Direction No. 1 – Potentially Contaminated Land

The purpose of this Direction is to ensure that potentially contaminated land is suitable for a use which is proposed to be allowed under an amendment to a planning scheme and which could be significantly adversely affected by contamination.

The amendment complies with *Ministerial Direction No. 1 – Potentially Contaminated Land*. The amendment does not involve the rezoning of land (other than a minor General Residential Zone schedule change). All future rezonings will be subject to further planning scheme amendments, where contamination assessments will be required (as necessary).

The *Maffra Structure Plan* (Mesh 2022), which will be included as a background document as part of this amendment, clearly indicates land parcels which are known to be potentially affected by contamination. These land parcels include 87 Powerscourt Street, and 145 Fulton Road, Maffra.

As part of the draft Maffra Structure Plan consultation period (in late 2021 / early 2022), the EPA advised that there was the potential for contamination at 87 Powerscourt Street, Maffra due to a service station (and ancillary uses) being located on the land. The final *Maffra Structure Plan* (Mesh 2022) included an Action (A38) which states *Council to consider applying the Environmental Audit Overlay (EAO) to 87 Powerscourt Street, Maffra in collaboration with EPA and landowner*. At this stage, Council is not aware of any plans to alter the use, however, should this change, the risk could be managed by undertaking a future planning scheme amendment to apply the EAO to the land.

Further to this, the amendment has considered the potential for land contamination and identified that the nominated 'future investigation areas' in Figure 13 of the *Maffra Structure Plan* (Mesh 2022) consider the following criteria:

- Sensitive uses to be located outside of the odour buffer of the sewerage treatment facility.
- Land at 145 Fulton Road, Maffra has been reviewed in terms of any potential contamination of the land, based on historical uses.
- Sensitive uses are located outside of any relevant industrial use buffers of the 'industrial estate'.

Sites identified as 'future investigation areas' are not proposed for rezoning through this amendment. Accordingly, when these areas are considered in the future under separate proponent-led planning scheme amendments, they will need to be prepared in accordance with Ministerial Directions No 1 and No.19 and using the methodology outlined in *Planning Practice Note 30: Potentially Contaminated Land*. This will likely require the creation of a PSI or PRSA report to confirm the suitability of land to transition to a different use and be rezoned.

As per the above, the Environment Protection Authority (EPA) were consulted during the preparation of the *Maffra Structure Plan (2022)*, and provided a written response (dated 21 December 2021). EPA provided the following recommendations:

1. Make reference to the cheese manufacturing facility and associated wastewater treatment plant – 6-10 Bundalaguah Road, Maffra along with recommended separation distances
2. Council look to apply the Environmental Audit Overlay (EAO) to the land at 87 Powerscourt Street (service station priority site) to manage risk
3. The draft Maffra Structure Plan include discussion on the process undertaken in determining the separation distance for the Wastewater Treatment Plant (WWTP) – Morrison Street, Maffra
4. Council to consider EPA Publication 1518 (or as amended) when establishing separation distances for the Wastewater Treatment Plant (WWTP) – Morrison Street, Maffra
5. Council to be aware of the requirements of Ministerial Direction 1 (MD1) and Planning Practise Note 30 (PPN30) in considering land to be used for future sensitive uses.
6. Council may wish to consider whether a buffer around [certain] industries should be explored, to manage future development around these areas, and to protection the operation of these industries.

Council provides the following information in relation to the 6 recommendations listed above:

1. Council proposes to include a new Appendix 8 to the *Maffra Structure Plan* (Mesh 2022) titled 'Environment Protection Authority (EPA) Requirements and Information'. This Appendix includes wording which states:

For future planning and decision making the following is to be considered or implemented (as relevant):

Recommended separation distances for wastewater treatment plants and cheese manufacturing facility (or future use) are to be determined in consultation with EPA (and other relevant authorities)

2. Council included an Action in the *Maffra Structure Plan* (Mesh 2022) as follows:
 - "Council to consider applying the Environmental Audit Overlay (EAO) to 87 Powerscourt Street, Maffra in collaboration with EPA and landowner."

3. As per No. 1 above.

4. As per No. 1 above, as follows:

For future planning and decision making the following is to be considered or implemented (as relevant):

Industrial buffers are to be determined using EPA's Separation Distance Guidelines (as updated) and in consultation with the EPA

5. Council has provided further detail in the Explanatory Report regarding MD1 and MD19, and also included a section on PPN30. Council has also made reference to the need to provide a detail response to MD1, MD19 and PPN30

as part of future explanatory reports for Planning Scheme Amendments as part of the new Appendix 8 to the *Maffra Structure Plan* (Mesh 2022).

6. Council to include (as part of post exhibition changes to C120well) the following at Schedule to Clause 74.02 Further Strategic Work of the Wellington Planning Scheme as follows:
Investigate the application of the Buffer Area Overlay (BAO) as a means of ensuring safe and appropriate land use and development in areas where there is potential for off-site impacts on human health or safety, or significant off-site impacts on amenity, from industry, warehouse, infrastructure or other uses.

Ministerial Direction No. 11: Strategic Assessment of Amendments

The amendment complies with *Ministerial Direction No. 11 - Strategic Assessment of Amendments*) under section 12 of the *Planning and Environment Act 1987*. The amendment is consistent with this direction which ensures a comprehensive strategic evaluation of a planning scheme amendment and the outcomes it produces. This explanatory report provides a detailed assessment of the changes proposed and the outcomes expected.

Ministerial Direction No. 15: The Planning Scheme Amendment Process

The amendment complies with *Ministerial Direction 15 - the planning scheme amendment process*) under section 12 of the Act.

Ministerial Direction 19 – Amendments that may result in impacts on the environment, amenity and human health

The purpose of this Direction is to require planning authorities to seek the views of the Environment Protection Authority (EPA) in the preparation of planning scheme reviews and amendments that could result in use or development of land that may result in significant impacts on the environment, amenity and human health due to pollution and waste.

The amendment complies with this Direction. The amendment does not seek approval to rezone (other than a schedule change to the General Residential Zone), use or develop land. Rather, it provides the strategic justification and guidance for future rezonings, which may result in new land uses and development.

The amendment translates the *Maffra Structure Plan* (Mesh 2022) into the Wellington Planning Scheme, and largely leaves areas identified as ‘future investigation areas’ to be rezoned through proponent led planning scheme amendments.

Applying the EAO is a consideration identified in the *Maffra Structure Plan* (Mesh 2022) on areas suspected to be subject to contamination, including 87 Powerscourt Street, Maffra. Beyond this site, by introducing the initial strategic justification for ‘future investigation areas’, through Amendment C120well, this allows the properties to continue to be used in their current capacity and is consistent with *Planning Practice Note 30 – Potentially contaminated land (PPN30)* in deferring the requirements to undertake site-specific environmental assessments to future developers as part of future planning scheme amendments.

Ministerial Direction No. 22 – Climate Change Consideration

The amendment does not require consideration of the above ministerial direction, as per section 4. (b) (application) which reads “...an amendment which does not do any of the things specified in paragraph (3)(b) and (c).” It meets this exemption for the following reasons:

- The proposal is not seeking to rezone land from a non-urban to an urban zone,
- It will not result in the intensification of use and development of urban land,
- The proposal will not introduce a new use or development that may be exposed to natural hazards relating to climate change, and
- The amendment is not being prepared on behalf of the Minister for Planning.

Planning Practice Note 30 (PPN30) – Potentially Contaminated Land

One of the purposes of PPN30 is to provide guidance for planners and applicants on appropriate provisions in planning scheme amendments relating to potentially contaminated land. It requires planners and applicants to consider and apply the requirements of Ministerial Direction 1 and Ministerial Direction 19 when undertaking planning scheme amendments. These requirements will be strengthened via the inclusion of a new Appendix 8 to the *Maffra Structure Plan* (Mesh 2022) titled ‘Potentially Contaminated Land and EPA Requirements’. This Appendix will set out all relevant EPA requirements and further information about potentially contaminated land in Maffra.

How does the amendment support or implement the Planning Policy Framework and any adopted State policy?

The amendment supports and implements numerous policies within the Planning Policy Framework and State Policy. The most relevant policies are listed below:

Clause 11.01-1S – Settlement- requires planning to anticipate and respond to the needs of existing and future communities through the provision of zoned and serviced land for housing, employment, recreation and open space, commercial and community facilities and infrastructure. This Clause requires planning authorities to facilitate the order development of settlement areas through the preparation of strategic plans. The amendment focuses on growth in Maffra and guiding the development of Maffra through translation of the *Maffra Structure Plan* (Mesh, 2022), including reinforcing a Maffra township boundary. It implements local policies that consider Maffra’s distinctive characteristics and respond to the needs of the community through the provision of housing, recreation, open spaces, commercial land and community infrastructure.

Clause 11.01-1R Settlement – Gippsland requires planning to support the continuing role of towns and small settlements in providing services to their districts, recognising their relationships and dependencies with larger towns’.

Clause 11.02-1S – Supply of urban land requires planning to be consistent with the objective of ensuring a sufficient supply of land is available for residential, commercial, retail, industrial, recreational, institutional and other community uses,

and implements several strategies by identifying a future growth area for rezoning to residential when supply is required.

Clause 11.02-2S – Structure planning requires planning to support the objective of this clause to facilitate the orderly development of urban areas by implementing a structure plan which will guide the orderly growth and development of Maffra.

Clause 11.03-2S - Growth Areas and 11.03-6S Regional and local places identifies that Maffra is well located as a growth area and meets several of the strategies of these clauses including improving the diversity of housing type for the municipality and providing guidance for development in a sequence.

Clause 13.02-1S Bushfire Planning and Clause 13.02-1L Bushfire Prone Areas - The Maffra Structure Plan (Mesh, 2022) includes objectives and strategies to manage bushfire risk and ensures that further work, including future rezonings, adequately addresses bushfire risk.

Clause 15.01-1S Urban Design seeks to create urban environments that are safe, healthy, functional and enjoyable and that constitute to a sense of place and cultural identity.

Clause 15.01-5S Neighbourhood character requires that planning recognise, support and protect neighbourhood character, cultural identity, and sense of place.

Clause 16.01-1S Housing supply ensures an appropriate quantity, quality and type of housing is provided, including social housing.

Clause 16.01-3S Rural residential development requires that planning identify land that is suitable for rural residential development.

Clause 17 Economic Development seeks that planning contribute to the economic wellbeing of the state and foster economic growth by providing land, facilitating decisions and resolving land use conflicts, so that each region may build on its strengths and achieve its economic potential.

Clause 18 Transport requires that planning should ensure a safe, integrated and sustainable transport system.

Clause 19 Infrastructure requires that planning for development of social and physical infrastructure should enable it to be provided in a way that is efficient, equitable, accessible and timely.

How does the amendment support or implement the Municipal Planning Strategy?

The Wellington Planning Scheme includes a Municipal Planning Strategy (MPS) at Clause 02.

The amendment supports and implements numerous policies within the Municipal Planning Strategy. The most relevant are listed below:

Clause 02.02 – Vision highlights key land use and development aspirations for the Wellington Shire including increasing our population growth and securing greater housing choice, which has positive ripple effects right across our economy and community. Increased population improves the prosperity of our businesses and greater housing choice is important for our ageing and vulnerable people. The *Maffra Structure Plan* (Mesh, 2022) has been developed to manage growth, facilitate change and guide infrastructure provision in the township.

The Wellington Community Vision for 2031 is *Happy people, healthy environment and thriving community*. This amendment will assist with achieving this vision by providing a framework for future land use and development within the Maffra Township Boundary.

Clause 02.03 – Strategic Directions includes key strategy with respect to settlement that outlines the predicted role of Maffra as a large settlement with a population of 4300, with a productive rural hinterland and rural industry in the town.

Clause 02.03-1 Settlements – Large Settlements identifies Maffra as a large settlement which provides an ‘...*administrative, commercial and social centre for surrounding farms and communities.*’

Clause 02.03-4 Natural resource management outlines directions to protect the Macalister Irrigation District (MID) including to ‘*maintain settlement growth boundaries to protect...the Macalister Irrigation District and high-quality agricultural land.*’

Clause 02.03-5 – Built environment and heritage outlines directions that seek to ensure that development enhances the individual character of each township and promotes the cultural value of each township.

Clause 02.03-6 – Economic development identifies that Wellington’s economy is linked to the natural resource base and productive agricultural land and it is important to ensure natural assets are protected and used sustainably.

Clause 02.03-7 Infrastructure supports the need for an integrated approach to the provision of infrastructure by encouraging ‘...*a consistent approach to the design and construction of infrastructure.*’

Does the amendment make proper use of the Victoria Planning Provisions?

The amendment makes proper use of the Victoria Planning Provisions by updating and amending the Planning Policy Framework to implement objectives and strategies to achieve the strategic directions set by the *Maffra Structure Plan* (Mesh, 2022).

Further, the amendment proposes to rezone land from the GRZ1 to GRZ2 which is consistent with *Planning Practice Note. 91: Using the residential zones* as the type of residential development sought in this location of Maffra aims to maintain Maffra’s identity as a vibrant and growing township with a ‘small country town feel’.

How does the amendment address the views of any relevant agency?

Views of relevant agencies will be sought during the exhibition process.

Prior to preparation of Amendment C120well, the views of relevant agencies were sought in the development of the *Maffra Structure Plan* (Mesh, 2022). The *Maffra Structure Plan* (Mesh, 2022) was prepared in consultation with the following key agencies:

- Country Fire Authority (CFA),
- West Gippsland Catchment Management Authority (WGCMA),
- Gippsland Water,
- Department of Transport (DoT) and
- Department of Environment, Land, Water and Planning (DELWP) (now Department of Transport and Planning (DTP)),
- Environment Protection Authority (EPA),
- Ausnet Services,
- APA Group,
- Southern Rural Water (SRW),
- First Nations – State Relations, Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC), and
- Agriculture Victoria.

Does the amendment address relevant requirements of the Transport Integration Act 2010?

This amendment is unlikely to have a significant impact on the transport system as it is not significantly increasing the capacity for development.

Resource and administrative costs

What impact will the new planning provisions have on the resource and administrative costs of the responsible authority?

The Amendment is not expected to have a significant impact on the future resources of Council. The proposed Amendment is not expected to result in a large increase in the need for planning permits.

The proposed rezoning of land from GRZ1 to GRZ2 and other local policy changes are expected to have a negligible impact on the planning permit requirements of the Wellington Planning Scheme.

The removal of the DPO1 from certain parcels where it is considered redundant and where the land has been developed in accordance with the requirements of the DPO1 will have a positive impact on planning resources. Further to this, updates to the wording of the DPO1 will facilitate and enable successful Development Plan outcomes.

The amendment will provide a clear planning framework that will provide greater certainty and clarity to the community and other stakeholders regarding land use and development within the Maffra Township Boundary.

Attachment 1 – Mapping reference table

Location	Land /Area Affected	Mapping Reference	Address	Proposed Zone changes	Proposed Overlay changes	Proposed deletion changes
Maffra	Section of road on Thomson Street, Maffra (between Johnson and Queen Street) affected by split zoning	Wellington C120well 001znMap55 Exhibition	Maffra	Rezone from C1Z to GRZ2	n/a	n/a
Maffra	Retired public laneway contained on residential land.	Wellington C120well 002znMap55 Exhibition	49 Queen Street, Maffra	Rezone from PUZ6 to C1Z	n/a	n/a
Maffra	Ritchies IGA Supermarket affected by split zoning.	Wellington C120well 002znMap55 Exhibition	102-106 Johnson Street, Maffra	Rezone from PUZ6 to C1Z	n/a	n/a
Maffra	Public car park affected by split zoning.	Wellington C120well 002znMap55 Exhibition	Pearson Street, Maffra	Rezone from C1Z to PUZ6	n/a	n/a
Maffra	Maffra Hospital and Nursing Home affected by split zoning.	Wellington C120well 004znMaps54_56	42-48 Kent Street, Maffra	Rezone from GRZ1 to PUZ3	n/a	n/a
Maffra	Residential land affected by split zoning, contained on Lot 2 LP 52337	Wellington C120well 001znMap55 Exhibition	5 Duke Street, Maffra	Rezone from C1Z to GRZ2	n/a	n/a
Maffra	Residential land affected by split zoning, contained on PPC 102102	Wellington C120well 001znMap55 Exhibition	2/3 Duke Street, Maffra	Rezone from C1Z to GRZ2	n/a	n/a
Maffra	Residential land affected by split zoning, contained on Lot 3 PS 531627R	Wellington C120well 001znMap55 Exhibition	2/1D Duke Street, Maffra	Rezone from C1Z to GRZ2	n/a	n/a
Maffra	Tractor Dealership and mechanic affected by split zoning.	Wellington C120well 001znMap55 Exhibition	11 Duke Street, Maffra (also known as	Rezone from GRZ1 to C2Z	n/a	n/a

Location	Land /Area Affected	Mapping Reference	Address	Proposed Zone changes	Proposed Overlay changes	Proposed deletion changes
			16-20 Johnson Street, Maffra)			
Maffra	Tractor Dealership and mechanic affected by split zoning.	Wellington C120well 001znMap55 Exhibition	13 Duke Street, Maffra (also known as 16-20 Johnson Street, Maffra)	Rezone from GRZ1 to C2Z	n/a	n/a
Maffra	All land within the Maffra Township Boundary (see Figure 1) currently in the GRZ1.	Wellington C120well 001znMap51 Exhibition Wellington C120well 001znMap53 Exhibition Wellington C120well 001znMap54 Exhibition Wellington C120well 001znMap55 Exhibition Wellington C120well 001znMap56 Exhibition	n/a	Rezone from GRZ1 to GRZ2	n/a	n/a
Maffra	Relevant areas within Maffra Township Boundary (130+ properties)	Wellington C120well 002d-dpoMaps50_51_52 Exhibition Wellington C120well 003d-dpoMaps53_54 Exhibition	n/a	n/a	n/a	D-DPO1

Planning and Environment Act 1987

Wellington Planning Scheme

Amendment C120well

Instruction sheet

The planning authority for this amendment is the Wellington Shire Council.

The Wellington Planning Scheme is amended as follows:

Planning Scheme Maps

The Planning Scheme Maps are amended by a total of 7 attached map sheets.

Zoning Maps

1. Amend Planning Scheme Map Nos 51, 53, 54, 55 and 56 in the manner shown on the 5 attached maps marked “Wellington Planning Scheme, Amendment C120well”.

Overlay Maps

2. Amend Planning Scheme Map Nos 50DPO, 51DPO, 52DPO, 53DPO and 54DPO in the manner shown on the 2 attached maps marked “Wellington Planning Scheme, Amendment C120well”.

Planning Scheme Ordinance

The Planning Scheme Ordinance is amended as follows:

3. In **Local Planning Policy Framework** – replace Clause 11.01-1L with a new Clause 11.01-1L in the form of the attached document.
4. In **Zones** – Clause 32.08, insert a new Schedule 2 in the form of the attached document.
5. In **Overlays** – Clause 43.04, replace Schedule 1 with a new Schedule 1 in the form of the attached document.
6. In **Operational Provisions** – Clause 72.08, replace the Schedule with a new Schedule in the form of the attached document.
7. In **Operational Provisions** – Clause 74.02, replace the Schedule with a new Schedule in the form of the attached document.

End of document

WELLINGTON PLANNING SCHEME

11.01
31/07/2018
VC148

VICTORIA

WELLINGTON PLANNING SCHEME

11.01-1S02/09/2025
VC283**Settlement****Objective**

To facilitate the sustainable growth and development of Victoria and deliver choice and opportunity for all Victorians through a network of settlements.

Strategies

Plan for the delivery of 2.24 million homes across Victoria by 2051.

Develop sustainable communities through a settlement framework that:

- Offers a range of housing choices.
- Provides convenient access to jobs, services, infrastructure and community facilities.
- Takes into account regional and municipal contexts and frameworks.

Focus investment and growth in:

- Melbourne Central City.
- Metropolitan Activity Centres and Suburban Rail Loop Precincts in Metropolitan Melbourne.
- Priority Precincts (including the Suburban Rail Loop East Precincts).
- Major regional cities of Ballarat, Bendigo and Geelong.
- Regional cities of Horsham, Latrobe City, Mildura, Shepparton, Wangaratta, Warrnambool and Wodonga.

Manage the expansion of settlements by:

- Creating and reinforcing settlement boundaries. Where no settlement boundary is identified, limit the expansion of a settlement to the extent of existing urban zoned land.
- Promoting and capitalising on opportunities for urban renewal and infill redevelopment.
- Limiting urban sprawl and directing growth into existing settlements.
- Ensuring land that may be required for future urban expansion is not compromised.

Provide for growth in population and development of facilities and services across a regional or sub-regional network in accordance with housing targets.

Plan for development and investment opportunities that make best use of existing and planned transport infrastructure.

Coordinate transport, communications and economic linkages between settlements through the identification of servicing priorities.

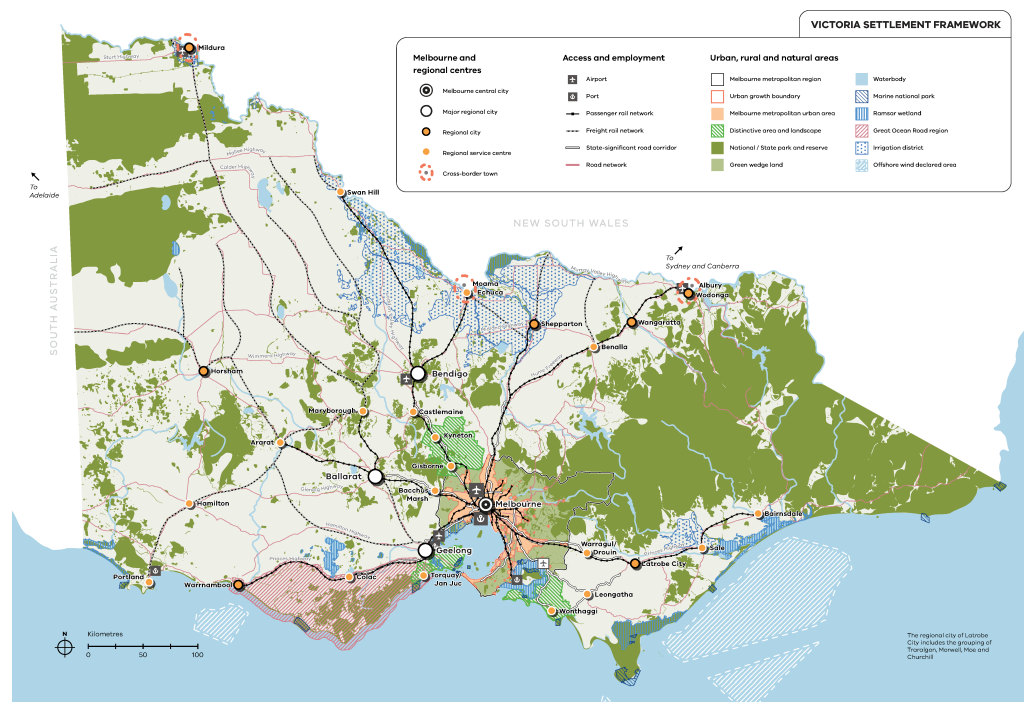
Strengthen transport links on national networks for the movement of commodities.

Deliver networks of high-quality integrated settlements, suburbs and towns that:

- Are great places with a strong identity and sense of place.
- Are inclusive, prosperous, liveable and sustainable.
- Comprise a form and density that supports healthy, active and sustainable transport.
- Are based around compact existing or planned activity centres to maximise accessibility to facilities and services.
- Concentrate retail, office-based employment, community facilities and services in central locations.

Facilitate environmentally resilient settlements by:

- Integrating the management of water resources into the urban environment in a way that supports water security, public health, environment and amenity outcomes.



WELLINGTON PLANNING SCHEME

11.01-1R02/09/2025
VC283**Settlement - Regional Victoria****Strategies**

Focus regional investment and growth in:

- Major regional cities of Ballarat, Bendigo, Geelong.
- Regional cities of Horsham, Latrobe City, Mildura, Shepparton, Wangaratta, Warrnambool and Wodonga.

Support sustainable development of the Regional service centres of Ararat, Bacchus Marsh, Bairnsdale, Benalla, Castlemaine, Colac, Echuca, Gisborne, Hamilton, Kyneton, Leongatha, Maryborough, Portland, Sale, Swan Hill, Torquay/Jan Juc, Warragul/Drouin and Wonthaggi.

Deliver networks of high-quality integrated regional settlements by:

- Building on strengths and capabilities of each region across Victoria to respond sustainably to population growth and changing environments.
- Developing settlements that will support resilient communities and their ability to adapt and change.
- Balancing strategic objectives to achieve improved land use and development outcomes at a regional, catchment and local level.
- Preserving and protecting features of rural land and natural resources and features to enhance their contribution to settlements and landscapes.
- Encouraging an integrated planning response between settlements in regions and in adjoining regions and states.
- Providing for appropriately located supplies of residential, commercial, and industrial land across a region, sufficient to meet community needs.
- Improving transport network connections in and between Major regional cities, Regional cities and Melbourne.
- Maintaining distinctive breaks and open rural landscapes between settlements.
- Planning for increased seasonal demand on services and infrastructure in towns with significant visitor accommodation and high holiday home ownership or periodic influxes of workers.

WELLINGTON PLANNING SCHEME

11.01-1R02/09/2025
VC283**Settlement - Gippsland****Strategies**

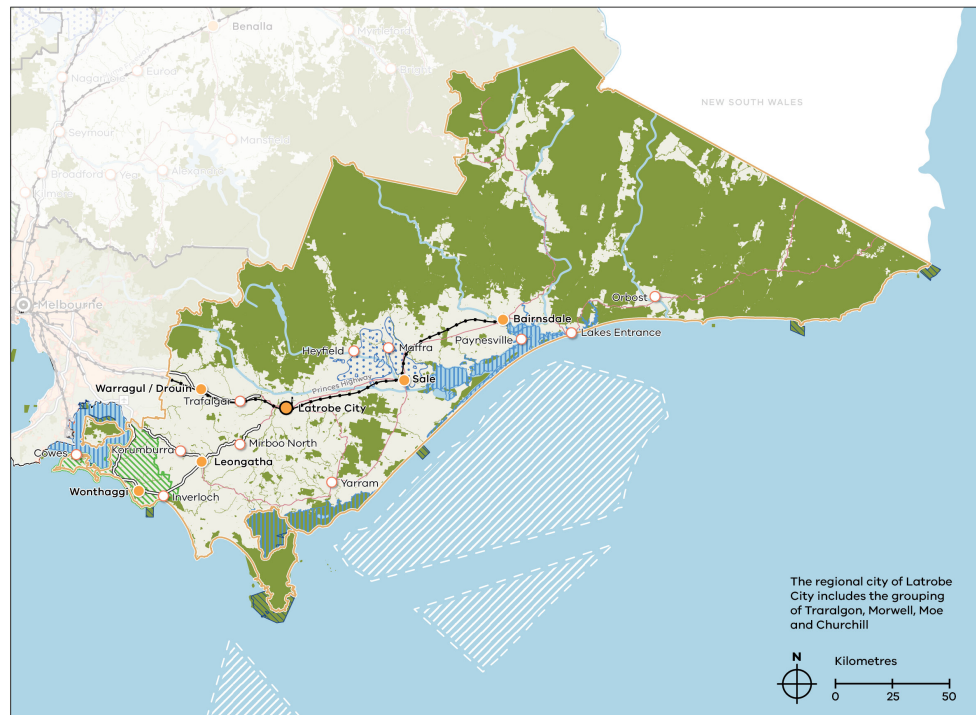
Support urban growth in Latrobe City as Gippsland's Regional city and at Bairnsdale, Leongatha, Sale, Warragul/Drouin and Wonthaggi as Regional service centres.

Support new urban growth fronts in Regional service centres where natural hazards and environmental risks can be avoided or managed.

Support the continuing role of Cowes, Yarram, Lakes Entrance, Orbost, Paynesville, Maffra, Heyfield, Trafalgar, Inverloch, Mirboo North, Korumburra and small settlements in providing services to their districts, recognising their relationships and dependencies with larger towns.

WELLINGTON PLANNING SCHEME

Gippsland Settlement Framework



Gippsland Settlement Framework

Regional cities and towns

- Regional city
- Regional service centre
- District town

Access and employment

- Passenger rail network
- State-significant road corridor
- Road network

Urban, rural and natural areas

- Gippsland region
- National / State park and reserve
- Waterbody
- Distinctive area and landscape
- Marine national park
- Irrigation district
- Ramsar wetland
- Offshore wind declared area

WELLINGTON PLANNING SCHEME

11.01-1L04/05/2023
C109wellPt1**Sale, Wurruk and Longford****Policy application**

This policy applies to the area within the settlement boundary identified in the Sale and Wurruk Strategy Plan and the Longford Strategy Plan contained within this Clause.

Strategies

Maintain settlement growth boundaries to protect to operation of the RAAF Base East Sale.

Facilitate establishment of lower order neighbourhood activity centres that include community services in the general locations identified in the Sale & Wurruk Strategy Plan.

Encourage higher density residential development:

- Within and close to the Sale CBD.
- Within and around the medical precinct identified in the Sale & Wurruk Strategy Plan.
- Around neighbourhood activity centres.
- On major transport routes.

Support residential growth within the North Sale growth area.

Encourage residential development in the Wurruk growth area adjacent to the Princes Highway.

Encourage low density residential development in Wurruk in the area south of Arnup Road, subject to heritage investigations and considerations.

Encourage development that respects the rural character of Longford.

Encourage rural living development in Longford to enhance its existing character and function.

Promote further residential intensification of the Longford township zone area subject to the provision of sewerage and water infrastructure.

Support redevelopment of the Sale Golf Club, including provision of housing and tourist accommodation around the golf course, subject to appropriate infrastructure and environmental measures including reticulated water and sewerage infrastructure.

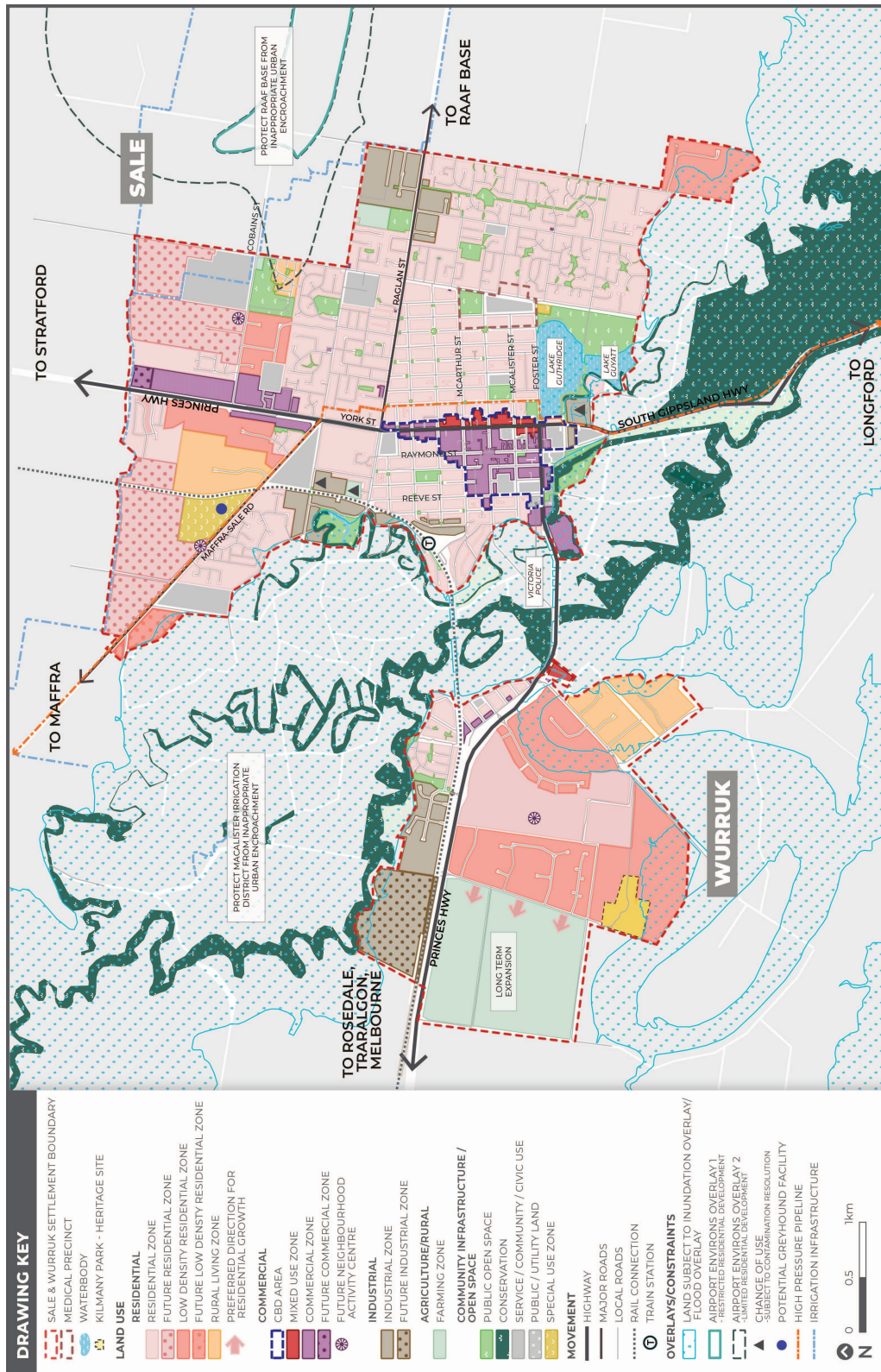
Policy guidelines

Consider as relevant:

- Encouraging higher density residential development within and adjoining a 400 metre radius of the Sale CBD.

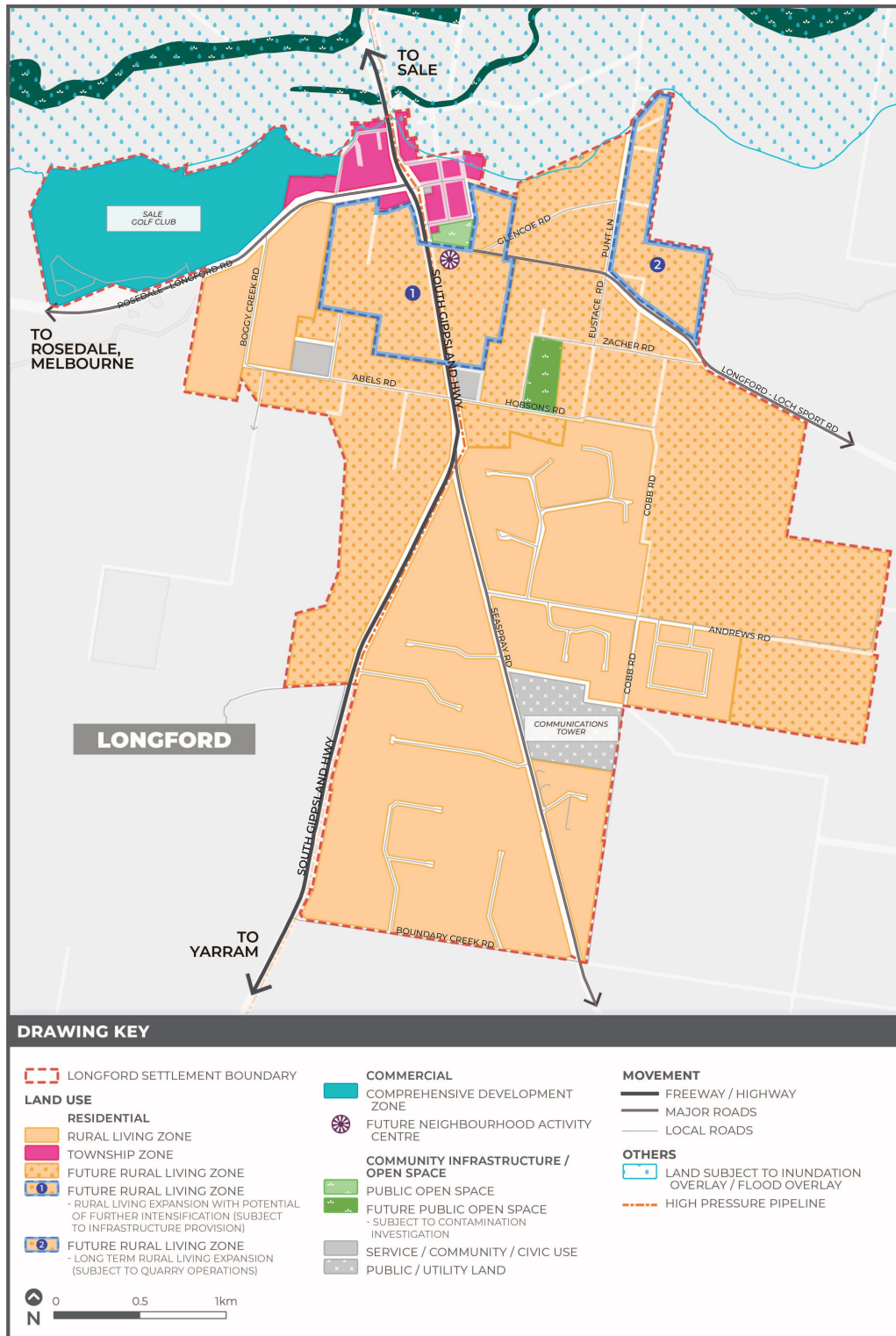
WELLINGTON PLANNING SCHEME

Sale & Wurruk Strategy Plan



WELLINGTON PLANNING SCHEME

Longford Strategy Plan



WELLINGTON PLANNING SCHEME

11.01-1L

Maffra

04/05/2023
G409wellIP41 Proposed C120well**Policy application**

This policy applies to the area within the settlement boundary identified in the Maffra Strategy Plan contained within this Clause.

Objective

To maintain Maffra's identity as a vibrant and growing township with a small country town feel.

Strategies

Discourage residential and rural residential development in Maffra from establishing outside the existing residential, low density residential and rural living zoned areas adjoining and to the north and north-east of the Maffra urban area.

Direct residential development to:

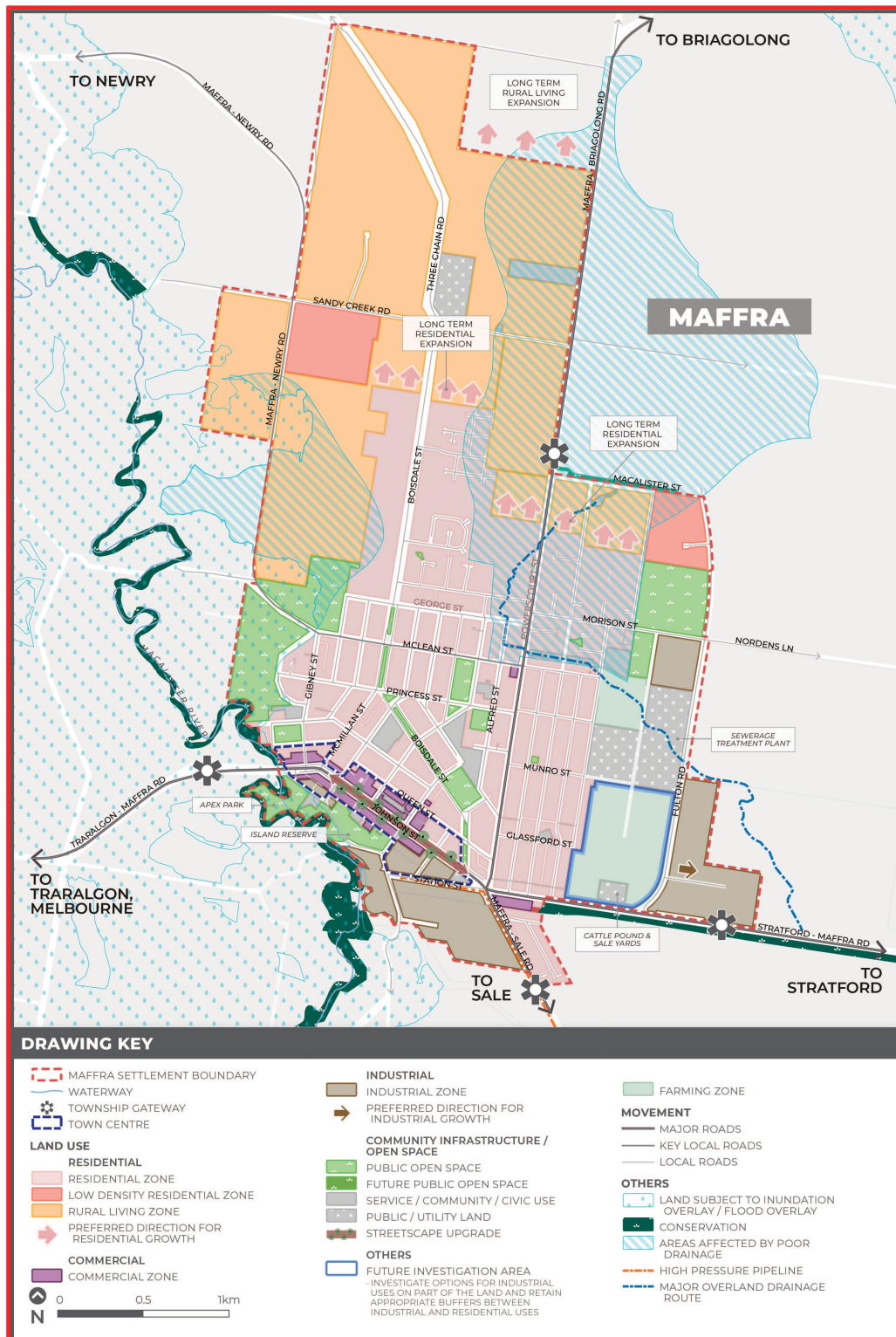
- ~~The northern and north-eastern residential growth corridors~~ Ensure that new development considers connectivity to existing and future settlement/residential areas and discourages cul-de-sacs.
- Limit and consolidate access to key roads as identified on the *Maffra Strategy Plan* to this Clause.
- Encourage building heights of up to three stories and street level activation (such as retail shop fronts and outdoor dining) along Johnson Street and between Thomson Street and Foster Street.
- Support the creation of a local commercial centre within the Northern Growth Area, adjacent to Boisdale Street and Sandy Creek Road, to service future residential areas.
- Encourage housing within existing and future commercially zoned areas along Queen Street that can be easily converted to commercial premises.
- ~~Land either side of Boisdale Street and extending northwards up to Sandy Creek Road~~ Strengthen Maffra's existing employment base through the eastward expansion of the Fulton Road Industrial Precinct where larger lot sizes are encouraged.
- Direct high intensity industrial uses to the Fulton Road 'Industrial' precinct to ensure industrial uses do not create adverse amenity impacts on sensitive uses such as residential areas.
- Maintain settlement boundaries that consider local character, bushfire risk, contamination, infrastructure capacity, and the impacts on other land uses, particularly agriculture.
- Ensure new development in a bushfire prone area provides bushfire protection measures to:
 - ~~Land either side of Powercourt Street extending eastwards to Campbell Street and northwards to McAlister Street.~~
 - Prevent grassfire from entering developed areas and manage exposure of new development to bushfire through perimeter roads and bushfire setbacks on permanent hazard interfaces.
 - Enable an effective movement network for before and during a bushfire emergency.
 - Manage new development on larger lots in a low hazard condition to prevent a grassfire moving through developed areas.

Policy Document

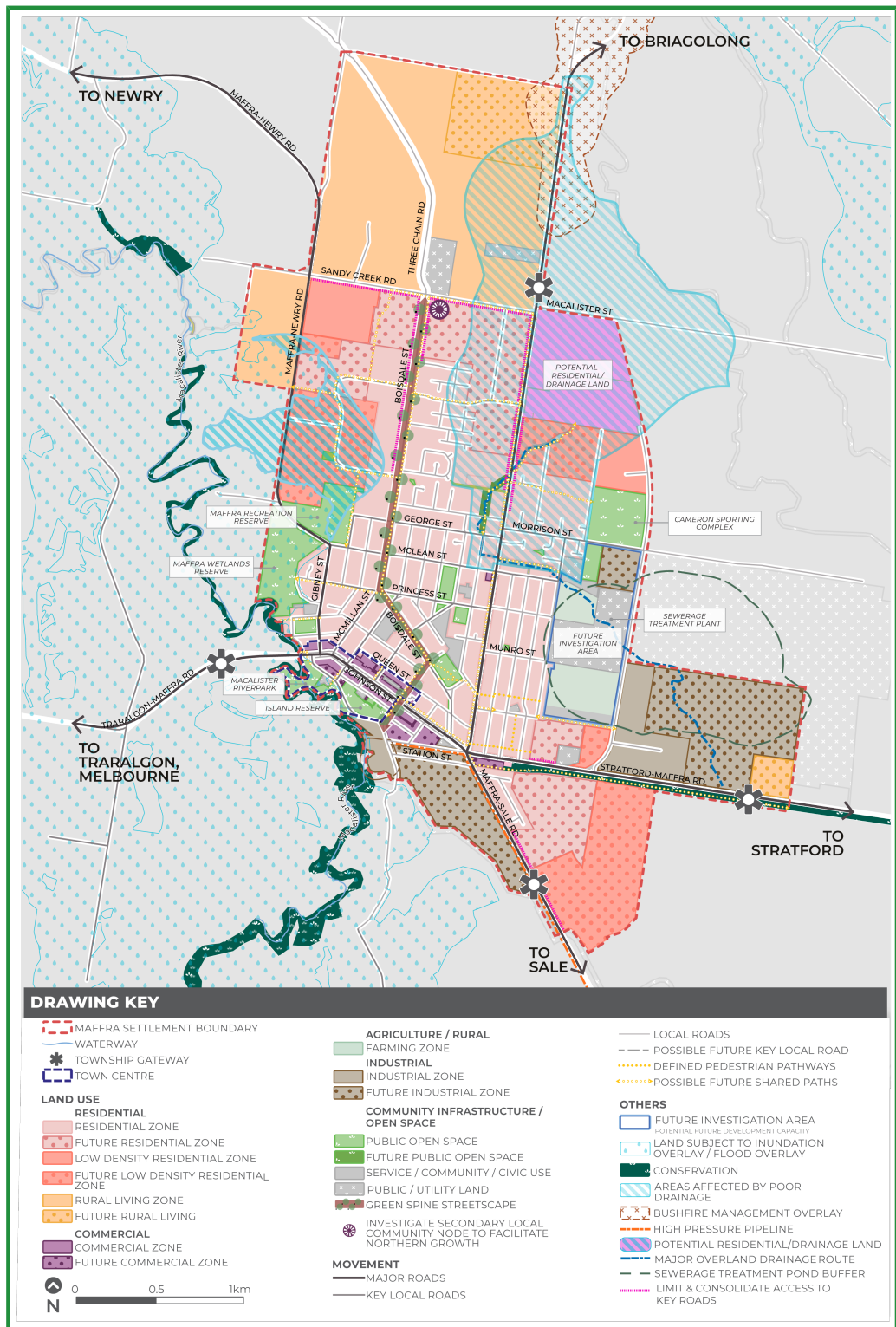
Maffra Structure Plan (Mesh, 2022)

WELLINGTON PLANNING SCHEME

Maffra Strategy Plan Maffra Strategy Plan



WELLINGTON PLANNING SCHEME



WELLINGTON PLANNING SCHEME

11.01-1L04/05/2023
C109wellPt1**Rosedale****Policy application**

This policy applies to the area within the settlement boundary identified in the Rosedale Strategy Plan contained within this Clause.

Objectives

To maintain Rosedale's identity as a small rural highway town and provide a strong sense of place and character.

Strategies

Maintain and enhance Rosedale's rural character.

Encourage the retention of historic places on the Princes Highway.

Encourage urban development to be designed to:

- Respect the characteristics of nearby historical places.
- Use the existing grid pattern as a design basis for new subdivision layouts.
- Design dwellings to front open spaces and green reserves where possible.

Create a walking and cycling path network that connects and allows for safe movement between residential areas, recreation areas and key nodes within Rosedale by:

- Improving the safety and ease of accessing and crossing Prince Street.
- Using creeks (including the Blind Joes Creek corridor) and floodplains to provide physical walking and cycling connections between Rosedale and the surrounding area.
- Supporting improvements to create direct access between Cansick Street and the railway station.

Facilitate sustainable tourism uses in Rosedale within the rural activity area north of the western town approach of the Princes Highway.

Facilitate future growth while minimising encroachment of development into floodplains.

Protect views from the town to the surrounding landscape.

Residential Strategies

Support subdivision of Low Density Residential Zoned land within the Rosedale Urban Area (north of the railway line) to smaller lot sizes where reticulated sewerage can be provided. Encourage residential development in the following locations:

- The vacant broad acre land to the east of the town (Mill Lane).
- Between Moore Street, Rosedale-Flynns Creek Road, Cricket Street and Blind Joes Creek, subject to the outcome of the Rosedale Flood Study.
- To the west of Blind Joes Creek and east of Mill Lane.

Encourage low density residential development on:

- Rosedale-Flynns Creek Road north of the railway line, subject to the outcome of the Rosedale Flood Study.
- Low density residential zoned land on Williams Road.

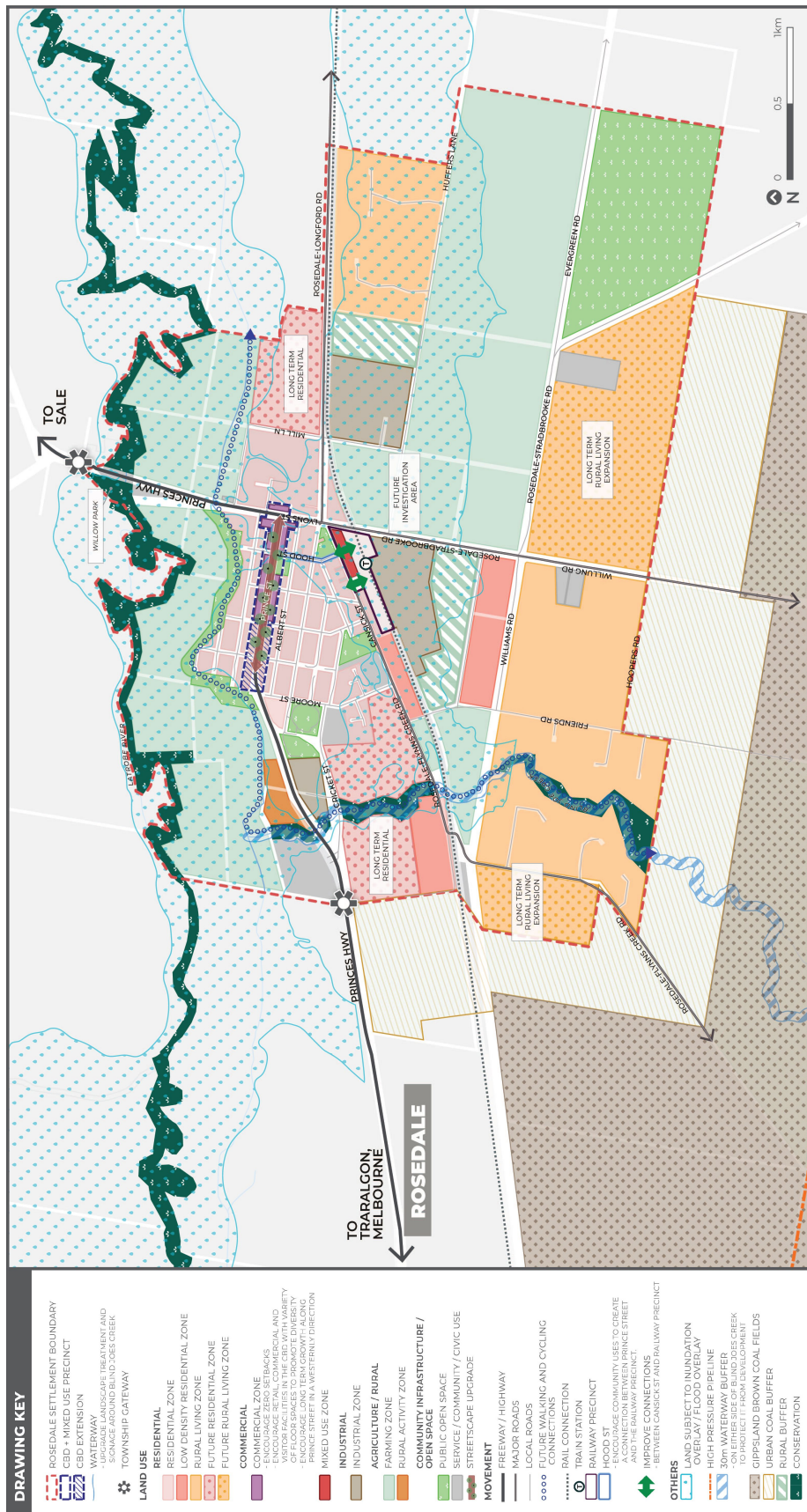
Support rural lifestyle living on land bound by Williams Road, Willung Road, Hoopers Road and Friends Road.

Encourage intensification of land for rural living to the west of Rosedale-Flynns Creek Road outside the coal buffer and to the east of Willung Road.

WELLINGTON PLANNING SCHEME

Rosedale Strategy Plan

WELLINGTON PLANNING SCHEME



WELLINGTON PLANNING SCHEME

11.01-1L

04/05/2023
C109wellPt1**Heyfield****Policy application**

This policy applies to the area within the settlement boundary identified in the Heyfield Strategy Plan contained within this Clause.

Strategies

Encourage the development of under-utilised land in the town centre for mixed use development.

Encourage consolidation of health services within the vicinity of the existing Heyfield Hospital.

Urban design strategies

Discourage driveway entrances on building frontages along George and Temple Street. Provide access from rear and side laneways where possible.

Encourage development within the town centre to include weather protection for pedestrians.

Encourage retention of older buildings that contribute to the character of the town centre.

Commercial strategies

Facilitate the consolidation of the George and Temple Street commercial areas into a single commercial area.

Encourage ancillary office and residential uses at upper levels of buildings on Temple Street.

Encourage the expansion of the existing supermarket.

Encourage tourism development on land outside the threshold distance from the sawmill at 63 – 97 Firebrace Road as shown on Map 1 in the Special Use Zone 4.

Residential strategies

Ensure that sufficient land is zoned for residential purposes within the Heyfield Township Boundary.

Encourage development of strategic infill sites (19 Weir Road, 3 Pearson Street, 9 Harbeck Street, south of River Street and land within the Township Boundary along Licola Road and Tyson Road) for residential purposes.

Encourage medium density residential development within a 400 metre radius of the Heyfield town centre.

Enable more intensive residential development within the Heyfield Township Boundary.

Encourage the development of short term workers accommodation in Heyfield.

Encourage workers accommodation on land within the Special Use Zone 5.

Encourage mixed use residential development on the west side of Temple Street, to link the two commercial centres between George Street and Harbeck Street.

Encourage residential development to be located either above or at the rear of new shops fronting Temple Street.

Encourage development of retirement and aged care housing within walking distance to the Heyfield Hospital and town centre.

Industrial strategies

Direct large-scale industries and industries with adverse amenity potential to locate east of Weir Road in the Industrial Activity Precinct.

Encourage light industrial uses to remain on industrial land in Firebrace Road closest to the Heyfield town centre.

WELLINGTON PLANNING SCHEME

Protect timber processing industries around Heyfield by including noise attenuation measures in developments for sensitive uses in close proximity.

Encourage provision of natural gas infrastructure to support business and industry.

Provide and maintain buffer treatments to protect land identified for future growth from industrial activities.

WELLINGTON PLANNING SCHEME

11.01-1L04/05/2023
C109wellPt1**Yarram****Policy application**

This policy applies to the area within the settlement boundary identified in the Yarram Strategy Plan and Buckleys Island Road Strategy Plan contained within this Clause.

Strategies

Maintain and promote a compact commercial centre.

Encourage the retention of heritage buildings in the commercial centre.

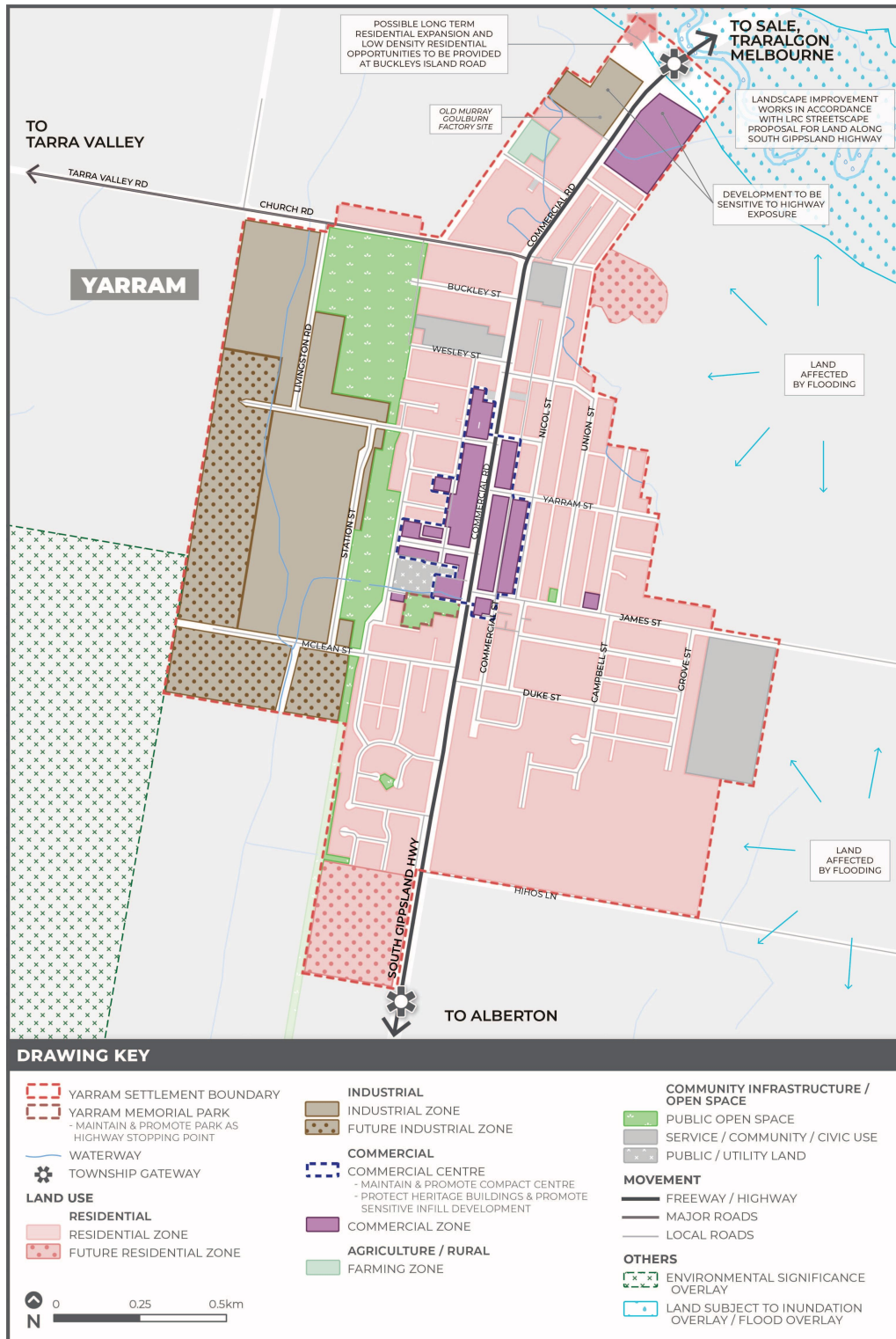
Encourage infill development that respects existing heritage buildings in the commercial centre.

Encourage low density residential development at Buckleys Island Road.

Encourage multi-unit development and housing for older people to locate in areas with good access to the city centre, hospital, transport, open space and community and recreational activities and facilities.

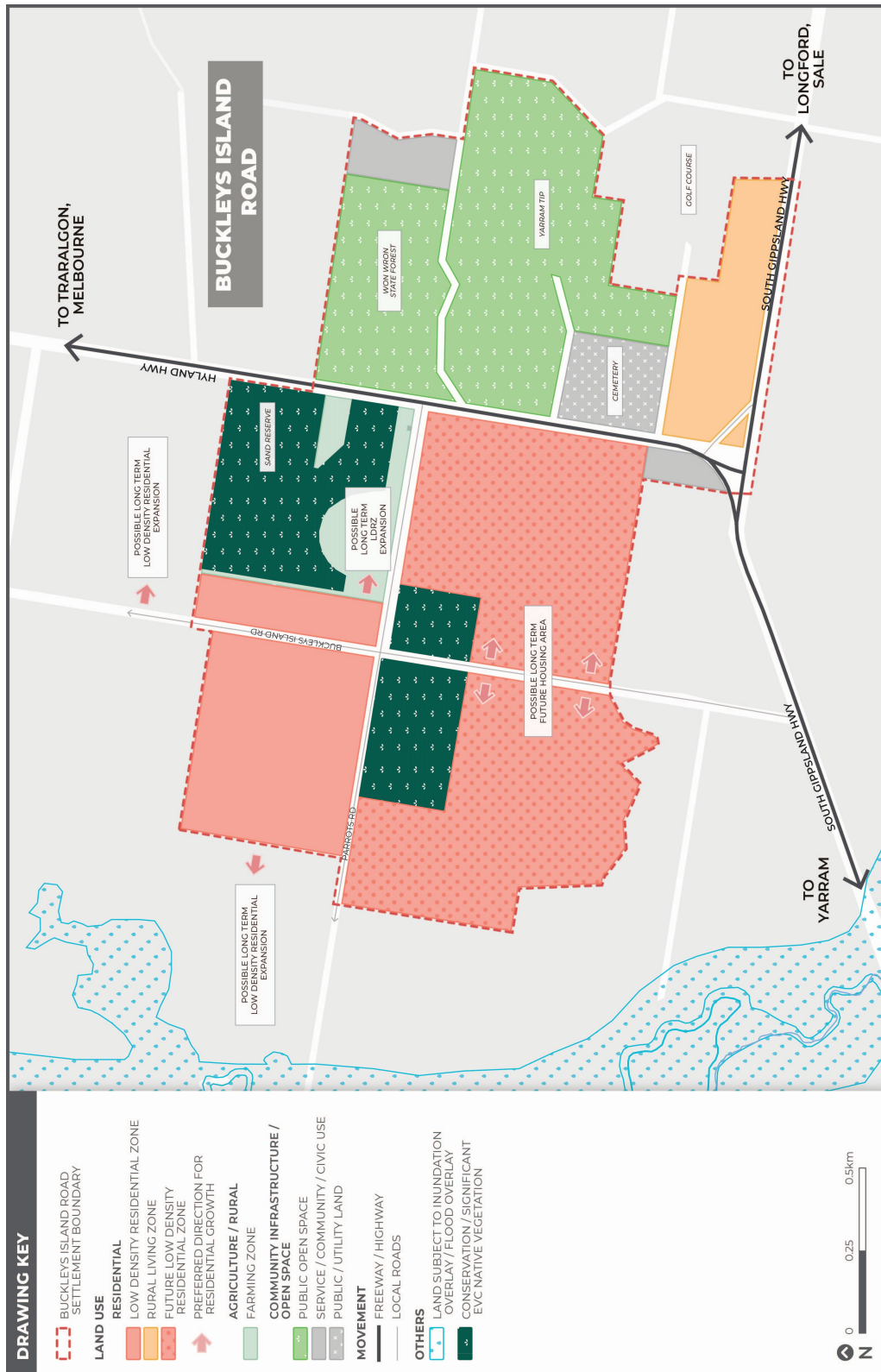
WELLINGTON PLANNING SCHEME

Yarram Strategy Plan



WELLINGTON PLANNING SCHEME

Buckleys Island Road Strategy Plan



WELLINGTON PLANNING SCHEME

11.01-1L

04/05/2023
C109wellPt1

Stratford**Policy application**

This policy applies to the area within the settlement boundary identified in the Stratford Strategy Plan contained within this Clause.

Stratford strategies

Ensure that residential development to the east of the existing urban area only occurs following the resolution of stormwater drainage problems in this area.

Limit the expansion of rural residential development outside of those areas shown on the Stratford Strategy Plan.

WELLINGTON PLANNING SCHEME

Stratford Strategy Plan



WELLINGTON PLANNING SCHEME

11.01-1L04/05/2023
C109wellPt1**Other settlements****Policy application**

This policy applies to the areas within the settlement boundaries identified in the Briagolong Strategy Plan and the Alberton Strategy Plan contained within this Clause, and to all urban zoned land in the townships of Dargo and Licola.

Briagolong strategies

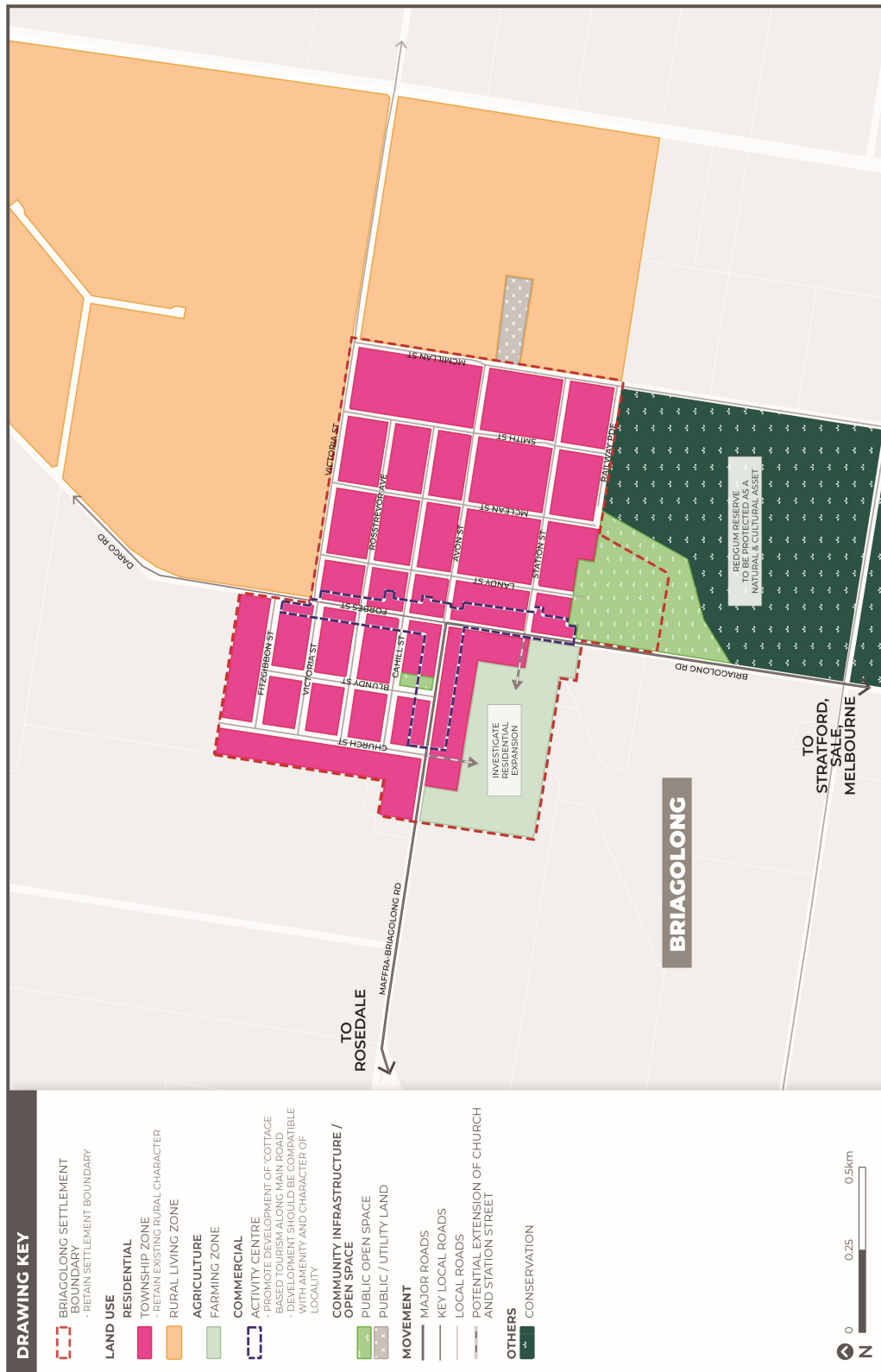
Retain the existing rural character in the township zone.

Encourage residential development that includes measures to contain and treat effluent on site and to discharge stormwater runoff in a manner which minimises impacts on the receiving environment.

Encourage development of cottage based tourism along the main roads of the town.

WELLINGTON PLANNING SCHEME

Briagolong Strategy Plan



WELLINGTON PLANNING SCHEME

Alberton, Dargo and Licola objective

To protect and enhance the character and environment of Alberton, Dargo and Licola and their surrounds.

Alberton, Dargo and Licola strategies

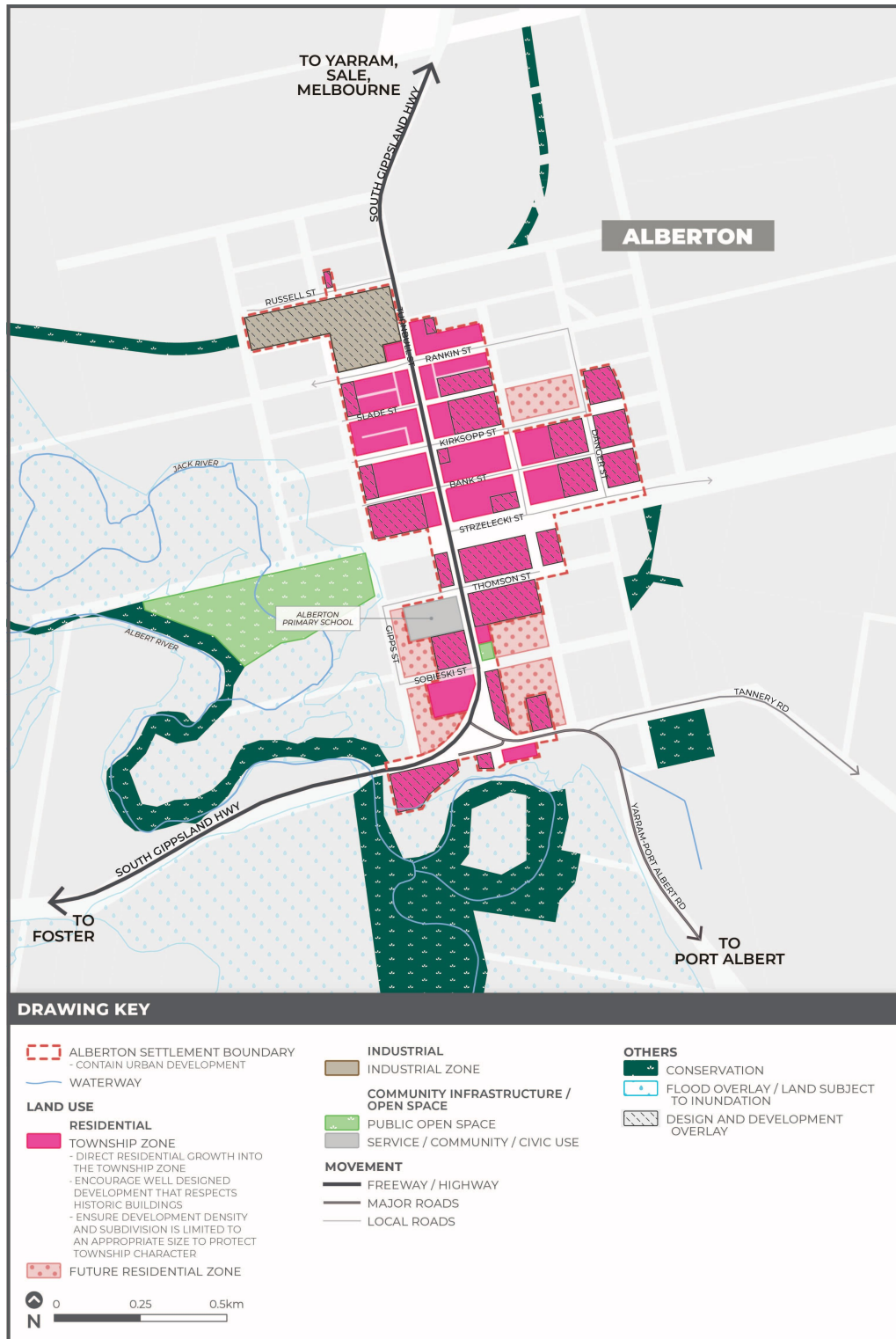
Direct residential growth in Alberton to the township zone.

Ensure development density and subdivision protects township character.

Ensure that all development is sited and designed in a manner which responds to the ‘mountain village’ character of Dargo and Licola.

WELLINGTON PLANNING SCHEME

Alberton Strategy Plan



WELLINGTON PLANNING SCHEME

--/---
Proposed C120well

SCHEDULE 2 TO CLAUSE 32.08 GENERAL RESIDENTIAL ZONE

Shown on the planning scheme map as **GRZ2**.

MAFFRA RESIDENTIAL AREA**1.0**

--/---
Proposed C120well

Neighbourhood character objectives

Supports new and infill residential development and subdivision that responds sympathetically to the neighbourhood character by adopting features and characteristics of Maffra as a vibrant and growing township with a 'small country town feel', including wide verges, provision of space for canopy tree planting and increased building setbacks.

Direct higher density development towards locations which are close to essential services.

Encourage active frontages to the Boisdale Street "Green Spine" and open spaces.

2.0

--/---
Proposed C120well

Construction or extension of a dwelling or residential building - minimum garden area requirement

Is the construction or extension of a dwelling or residential building exempt from the minimum garden area requirement?

No

3.0

--/---
Proposed C120well

Permit requirement for the construction or extension of one dwelling or a fence associated with a dwelling on a lot

Is a permit required to construct or extend one dwelling on a lot of between 300 and 500 square metres?

No

Is a permit required to construct or extend a front fence within 3 metres of a street associated with a dwelling on a lot of between 300 and 500 square metres?

No

4.0

--/---
Proposed C120well

Requirements of Clause 54 and Clause 55

	Standard	Requirement
Minimum street setback	A3 and B6	None specified
Site coverage	A5 and B8	None specified
Permeability	A6 and B9	None specified
Landscaping	B13	None specified
Side and rear setbacks	A10 and B17	None specified
Walls on boundaries	A11 and B18	None specified
Private open space	A17	None specified
	B28	None specified
Front fence height	A20 and B32	None specified

5.0

--/---
Proposed C120well

Maximum building height requirement for a dwelling or residential building

None specified.

WELLINGTON PLANNING SCHEME

6.0 Application requirements

--/--/----
Proposed C120well

None specified.

7.0 Decision guidelines

--/--/----
Proposed C120well

The following decision guidelines apply to an application for a permit under Clause 32.08, in addition to those specified in Clause 32.08 and elsewhere in the scheme which must be considered, as appropriate, by the responsible authority:

- Whether the new or infill residential subdivision or development contributes to the preferred character of the area and integrates with the surrounding development.
- Whether the proposal utilises the existing residential areas by providing for infill subdivision and development which achieves higher density outcomes in locations close to recreation, commercial and other essential services.
- Whether the proposed buildings or works retain existing canopy trees, create new opportunities for landscaping and canopy tree planting, and encourage active street frontages.

WELLINGTON PLANNING SCHEME

24/10/2019
C103well

SCHEDULE TO CLAUSE 72.08 BACKGROUND DOCUMENTS

1.0

Background documents

04/05/2023
C109wellPt1 Proposed C120well

Name of background document	Amendment number - clause reference
<i>Assessment of Agricultural Quality of Land in Gippsland</i> (Swan and Volume, 1984)	C109wellPt1
<i>Austrroads Guidelines: Guide to Traffic Management Part 12: Traffic Impacts of Development, 'Safe System' philosophy and 'Smart Roads' plans</i>	C84 - Clause 43.04s9
<i>City of Sale Heritage Study</i> (Context Pty Ltd, 1994)	C109wellPt1 - Clause 02.03 Clause 15.03-1L Clause 43.01
<i>Golden Beach/Paradise Beach Urban Design Framework - Coastal Towns Design Framework, Volume 3 Design Guidelines</i> (March 2007)	C50 Pt1 Clause 43.02s13
<i>Guidelines for the Assessment of Heritage Planning Applications – Port Albert and District</i> (Napier, 2002)	C109wellPt1 - Clause 2.03 Clause 15.03-L Clause 43.01
<i>Guidelines for Transport Impact Assessment Reports for Major Use and Development Proposals</i>	C84 - Clause 43.04s9
<i>Healthy by Design: A planners' guide to environments for active living</i> (National Heart Foundation of Australia, 2004)	C38 - Clause 32.07s1 Clause 37.01s4 Clause 37.01s5 Clause 43.04s1 Clause 43.04s2 Clause 43.04s3 Clause 43.04s4 Clause 43.04s5 Clause 43.04s6 Clause 43.04s7 Clause 43.04s8 Clause 43.04s9 Clause 43.04s10 Clause 43.04s11
<i>Heyfield Low Density Residential Land Supply Study</i> (Urban Enterprise, 2017)	C109wellPt1
<i>Heyfield Structure Plan, December 2011, including update; Strategic Justification Firebrace Road</i> (Meinhardt, 2013)	C109wellPt1
<i>The Honeysuckles Urban Design Framework - Coastal Towns Design Framework, Volume 3 Design Guidelines</i> (March 2007)	C50 Pt1 - Clause 43.02s14
<i>Infrastructure Design Manual</i> -(Local Government Infrastructure Design Association, 2019)	GC112 - Clause 19.03-2L Clause 43.04s8 Clause 43.04s9 Clause 43.04s10 Clause 43.04s11

WELLINGTON PLANNING SCHEME

Name of background document	Amendment number - clause reference
<i>Loch Sport Urban Design Framework - Coastal Towns Design Framework, Volume 3 Design Guidelines</i> (March 2007)	C50 Pt2 - Clause 43.02s20
<i>Longford Development Plan</i> (Mesh, 2015)	C109wellPt1 - Clause 43.04s10
<i>Maffra Structure Plan</i> (Mesh, 2022)	C120well - Clause 11.01-1L
<i>Manns Beach Urban Design Framework - Coastal Towns Design Framework, Volume 3 Design Guidelines</i> (March 2007)	C50 Pt2 - Clause 43.02s18
<i>McLoughlins Beach Urban Design Framework - Coastal Towns Design Framework, Volume 3 Design Guidelines</i> (March 2007)	C50 Pt2 - Clause 43.02s17
<i>North Sale Development Plan</i> (Mesh, 2018)	C109wellPt1
<i>Port Albert and Palmerston Urban Design Guidelines</i> (2007)	C29 - Clause 43.02s9
<i>Port Albert Conservation Study</i> (Graeme Butler, 1982)	C109wellPt1 - Clause 2.03 Clause 15.03-1L Clause 43.01
<i>Port Albert Masterplan</i> (Chris Dance Land Design Pty Ltd, 2002)	C109wellPt1
<i>Public open space plan 2014-2024</i> (Wellington Shire Council, 2014)	C109wellPt1 - Clause 19.02-6L
<i>Revegetation Planting Standards</i> (Department of Sustainability)	C58 - Clause 43.04s4
<i>Robertsons Beach Urban Design Framework - Coastal Towns Design Framework, Volume 3 Design Guidelines</i> (March 2007)	C50 Pt2 - Clause 43.02s19
<i>Rosedale Structure Plan</i> (SMEC 2012)	C109wellPt1
<i>Sale Industrial Land and Retail Assessment</i> (Essential Economics Pty Ltd, April 2006)	C35 Pt2 - Clause 43.04s3
<i>Sale CBD Precinct Plan</i> (David Lock Associates, 2010)	C109wellPt1
<i>Sale, Wurruk and Longford Structure Plan, 2010 and updates; Relocation of Sale Greyhound Racing Club Strategic Justification</i> (NBA Group, 2014)	C67 - Clause 32.07s1 Clause 43.04s7 Clause 43.04s7
<i>Strategic Assessment of Options for the Provision of Additional Industrial, Bulky Goods Retailing and CBD Retailing Land in Sale report</i> (Coomes Consulting Group, October 2007)	C35 Pt2 - Clause 43.04s3
<i>Stratford Townscape Study</i> (Green and Dale Associates, 1993)	C109wellPt1 - Clause 2.03 Clause 15.03-L Clause 43.01
<i>Seaspray Urban Design Framework - Coastal Towns Design Framework, Volume 3 Design Guidelines</i> (March 2007)	C50 Pt2 - Clause 43.02s15
<i>Siting and Design Guidelines for Structures on the Victorian Coast</i> (Victorian Coastal Council, 1998)	C109wellPt1 - Clause 42.03s1

WELLINGTON PLANNING SCHEME

Name of background document	Amendment number - clause reference
<i>State Overview Report, Coastal Spaces Landscape Assessment Study</i> (Planisphere, 2006)	C71 - Clause 42.03s1
<i>The City of Sale Restoration and Conservation Guidelines</i> (Wilson Sayer Pty Ltd, 1983)	C109wellPt1 - Clause 2.03 Clause 15.03-L Clause 43.01
<i>Victoria's Native Vegetation Management – A Framework for Action</i> (Department of Natural Resources and Environment, 2002)	C32 - Clause 42.03s1
<i>Wellington Coast Subdivision Strategy: The Honeysuckles to Paradise Beach</i> (GHD, 2007)	C109wellPt1 - Clause 12.02-1L
<i>Wellington Heritage Study: Stage 1</i> (Context Pty Ltd, 2005)	C109wellPt1 - Clause 2.03 Clause 15.03-1L Clause 43.01
<i>Wellington Open Space Strategy</i>	C86 - Clause 43.04s8
<i>Wellington Shire Stage 2 Heritage Study</i> (amended August 2017) (Heritage Intelligence & Briggs, 2016)	C109wellPt1 - Clause 2.03 Clause 15.03-1L Clause 43.01
<i>Wellington Shire Walking and Cycling Strategic Plan 2012-16</i>	C82 - Clause 43.04s6
<i>West Gippsland Native Vegetation Plan</i> (West Gippsland Catchment Management Authority & Department of Natural Resources and Environment, 2000)	C24 Pt1 - Clause 42.02s1
<i>West Sale Aerodrome Public Management Agreement</i> (June 2003)	C109wellPt1 - Clause 37.01s1
<i>West Sale Airport Master Plan Update</i> (Wellington Shire Council, 2017)	C98 - Clause 37.01s1
<i>West Sale and Wurruk Industrial Land Supply Strategy</i> (Urban Enterprise, 2018)	C103 - Clause 43.04s12
<i>Wellington Shire Rural Zones Review, Volume 1 and 2</i> (Maunsell Australia, 2009)	C109wellPt1 - Clause 2.03-4
<i>Woodside Beach Urban Design Framework - Coastal Towns Design Framework, Volume 3 Design Guidelines</i> (March 2007)	C50 Pt2 - Clause 43.02s16

WELLINGTON PLANNING SCHEME

--/--/----
Proposed C120well

SCHEDULE TO CLAUSE 74.02 FURTHER STRATEGIC WORK

1.0

Further strategic work

--/--/----
Proposed C120well

- Implement recommendations from the *Maffra Structure Plan (Mesh 2022)* including:
 - Review and update zones and overlays once a development contributions mechanism has been prepared or an infrastructure funding agreement has been reached for the Northern Growth Precinct and the South-Eastern Growth Precinct, in accordance with the proposed planning controls plan shown in Figure 27 and 28 of *Part 4 - Next Steps and Implementation of the Maffra Structure Plan (Mesh 2022)*.
 - Prepare a high-level strategic Servicing Strategy for the Residential Growth Areas in consultation with Gippsland Water, Southern Rural Water and other service authorities based on the identified growth areas of the *Maffra Structure Plan (Mesh 2022)*.
 - Review and update zones and overlays for the Town Centre, Employment and Industrial Precincts, in accordance with the proposed zoning and overlay plan shown in *Figure 27 and Figure 28 Part 4 - Next Steps and Implementation of the Maffra Structure Plan (Mesh 2022)*.
 - Extend the Design and Development Overlay Schedule 1 (DDO1) to future employment and industrial growth areas as identified in the Maffra Strategy Map within *Figure 28 Part 4 - Next Steps and Implementation of the Maffra Structure Plan (Mesh 2022)*.
 - Prepare an Urban Design Framework for the Town Centre Precinct in accordance with *Figure 18 of the Maffra Structure Plan (2022)* and investigate its implementation via a Design and Development Overlay (DDO) or other appropriate planning mechanism.
Review Local Planning Policy of the *Wellington Planning Scheme* to:
 - Investigate implementing new sustainability objectives and strategies relating to Environmentally Sustainable Design (ESD).
 - Investigate implementing the *Sustainable Subdivisions Framework* to mitigate the impacts of climate change and ensure the delivery of sustainable developments.
 - Investigate the application of the Buffer Area Overlay (BAO) as a means of ensuring safe and appropriate land use and development in areas where there is potential for off-site impacts on human health or safety, or significant off-site impacts on amenity, from industry, warehouse, infrastructure or other uses.

WELLINGTON PLANNING SCHEME

04/05/2023
G409well
Proposed C120well

SCHEDULE 1 TO CLAUSE 43.04 DEVELOPMENT PLAN OVERLAY

Shown on the planning scheme map as DPO1.

RESIDENTIAL DEVELOPMENT PLAN AREAS

1.0 Objectives

25/07/2019
G406well
Proposed C120well

~~None specified~~ To create integrated and coordinated developments that achieve high-quality land use outcomes.

2.0 Requirement before a permit is granted

25/07/2019
G406well
Proposed C120well

A permit may be granted to use or subdivide land, construct a building or construct or carry out works ~~before~~ prior to the approval of a development plan ~~has been prepared~~ so long as the granting of a permit does not prejudice the future, orderly use and development of the area affected by the Development Plan Overlay, to the satisfaction of the responsible authority.

- ~~A minor extension, minor addition or minor modification to an existing development that does not prejudice the future, orderly development of the general area affected by the Development Plan Overlay.~~

3.0 Conditions and requirements for permits

25/07/2019
G406well
Proposed C120well

~~Before deciding on an application to subdivide land, construct buildings, or carry out works, the responsible authority must consider, as appropriate:~~

- ~~Whether the development of the land is occurring in an orderly manner having regard to essential services, community facilities, and roads.~~
- ~~The potential for future re-subdivision.~~
- ~~The relationship of proposed and existing nearby developments, to reduce the chance of conflicting developments.~~
- ~~The need to minimise access points to designated category 1 roads.~~
- ~~The design of any proposed buildings to enhance and reinforce the character of the area.~~
- ~~The timing of the development of the land.~~
- ~~The consistency of the proposed development with the approved development plan.~~

None specified.

4.0 Requirements for development plan

25/07/2019
G406well
Proposed C120well

A development plan must include the following requirements:

Land use and Subdivision

- ~~The proposed boundaries of the development area, and provide justification for those boundaries.~~
- ~~The overall subdivision of the area, including where possible, the proposed subdivision lot layout.~~
- ~~The overall pattern of development of the area, including any proposed future zoning shown on relevant strategy plan within clauses 21.05 – 21.12.~~
- ~~The proposed use and development of each part of the area.~~
- ~~Street networks that provide direct, safe and convenient pedestrian and cycle access and where appropriate, support the use and operation of public transport.~~

WELLINGTON PLANNING SCHEME

- An accessible and integrated network of walking and cycling routes for safe and convenient travel to other adjoining communities (including existing and future areas included within the DPO), local destinations, open spaces and points of interest.
- The provision of any commercial facilities and the extent to which these can be located with other community or social facilities to create lively, clustered and more walkable neighbourhood destinations and centres of social and commercial activity.

Infrastructure Services

- The provision of an integrated drainage scheme for the area.
- The pattern and location of the major arterial road network of the area including the location and details of any required:
 - Road widening.
 - Intersections.
 - Access points.
 - Pedestrian crossing or safe refuges.
 - Cycle lanes.
- The pattern and location of any internal road system based on a safe and practical hierarchy of roads including safe pedestrian and bicycle connections and crossing points.
- The identification and where appropriate, provision of public transport stops within easy walking distance to residential dwellings and key industrial and commercial areas.

Community Facilities

- The provision of any community facilities, including schools, pre-schools, infant welfare centres and elderly citizen centres.
- The provision of informal opportunities for community gathering and social interaction particularly where this encourages incidental physical activity. For example:
 - Provide public seating arranged so that interaction is facilitated, these should be provided at regular intervals along paths of travel.
 - Provide shading for seating and picnic areas.
 - Provide trees for shading and aesthetics along pathways and places where people may gather.
 - Locate paths away from potential hiding places and entrapment spots.
 - Achieve clear and safe connection through signage, landscaping, lighting and edge treatment.
- The provision of public toilets where required in accordance with Council policies.

Open Space Network and General Amenity

- A site analysis plan.
- The location of public open space and:
 - The extent to which each proposed dwelling in the area will have easy and walkable access to open space (preferably within 500m walking distance).
 - The use of the space can be determined or facilitated through the provision of any specific facilities or localities or services (e.g. playground, seating).
 - The degree of natural surveillance that is created by proposed or existing development to provide a sense of safety and security as well as integration with the surrounding neighbourhood. For example:

WELLINGTON PLANNING SCHEME

- ~~property and fence lines should be clear and barrier free to enable Continuous Accessible Paths of Travel.~~
- ~~shade structures should not obstruct access.~~
- ~~encourage active frontages and use buildings to frame public places.~~

Overall plan of subdivision which shows proposed lot layout and sizing, street networks, walking and cycling networks and public open space areas, as appropriate.

- Open space plan / landscape plan, which details open space improvements and landscaping, as appropriate.
- Flora and Fauna Assessment.
- Cultural Heritage Assessment (if the land is within an area of Cultural Heritage Sensitivity).
- Drainage Impact Assessment.
- Traffic Impact Assessment.

- ~~The public open space is integrated into, and accessible via, clearly defined local network pathways for pedestrian and /or cyclist.~~

Identification of infrastructure requirements, including timing and funding mechanisms.

- Management plan, indicating the proposed staging of the development, as appropriate.
- Bushfire assessment and management plan (if the land is within a Bushfire Management Overlay or Bushfire Prone Area), excluding land within the Maffra Settlement Boundary (only) as per the below.

- For land within the Maffra Settlement Boundary (only) as per the Maffra Strategy Map in Clause 11.01-1L Maffra:

~~An overall scheme for landscape planting and the preservation of stands of existing indigenous vegetation and individual trees wherever possible.~~

- For land within a Bushfire prone area:

- The development plan must be derived from a bushfire hazard site assessment that assesses bushfire hazards in accordance with AS3959-2018 Construction of buildings in Bushfire prone areas (Standards Australia) and which demonstrates that bushfire requirements will be achieved in completed development
- New buildings must be set back from bushfire hazards to ensure that the radiant heat exposure is no more than 12.5 kilowatts per square metre and a minimum construction standard of BAL 12.5 can be achieved in accordance with AS3959-2018 Construction of buildings in bushfire prone areas (Standards Australia, 2018). *Note: The setback required equates to Column A, Table 2 in Clause 53.02 Bushfire Planning.*
- Vegetation in the required setback must be managed as defendable space in accordance with the vegetation standards set out in Clause 53.02 Bushfire Planning. All land in lots larger than 1,200sq.m must also be managed in accordance with the vegetation standards set out in Clause 53.02 Bushfire Planning.
- A movement network that enables people living close to the hazard interface to move away to places of relative safety by:
 - Ensuring the spacing of roads leading away from the hazard are no more than 120 metres apart (on average).
 - Providing multiple roads. At least two different roads leading away from the hazard edge should be available to each lot.

WELLINGTON PLANNING SCHEME

- Effectively connecting roads to the broader road network within the settlement.
- Ensuring travel to and from a location is not alongside a bushfire hazard and providing multiple access and egress routes within developed areas to minimise the use of perimeter roads in the event of a bushfire.
- Subdivision layout and design considers Design Guidelines: Settlement Planning at the Bushfire Interface (DELWP 2020).

~~Process and Outcomes~~ Any of the abovementioned components of the development plan can be varied at the discretion of the responsible authority.

A development plan can be undertaken in stages, to the satisfaction of the responsible authority.

The development plan should be developed with an appropriate level of community participation, as determined by the responsible authority.

A management plan must be submitted as part of the development plan, indicating the proposed staging of the development.

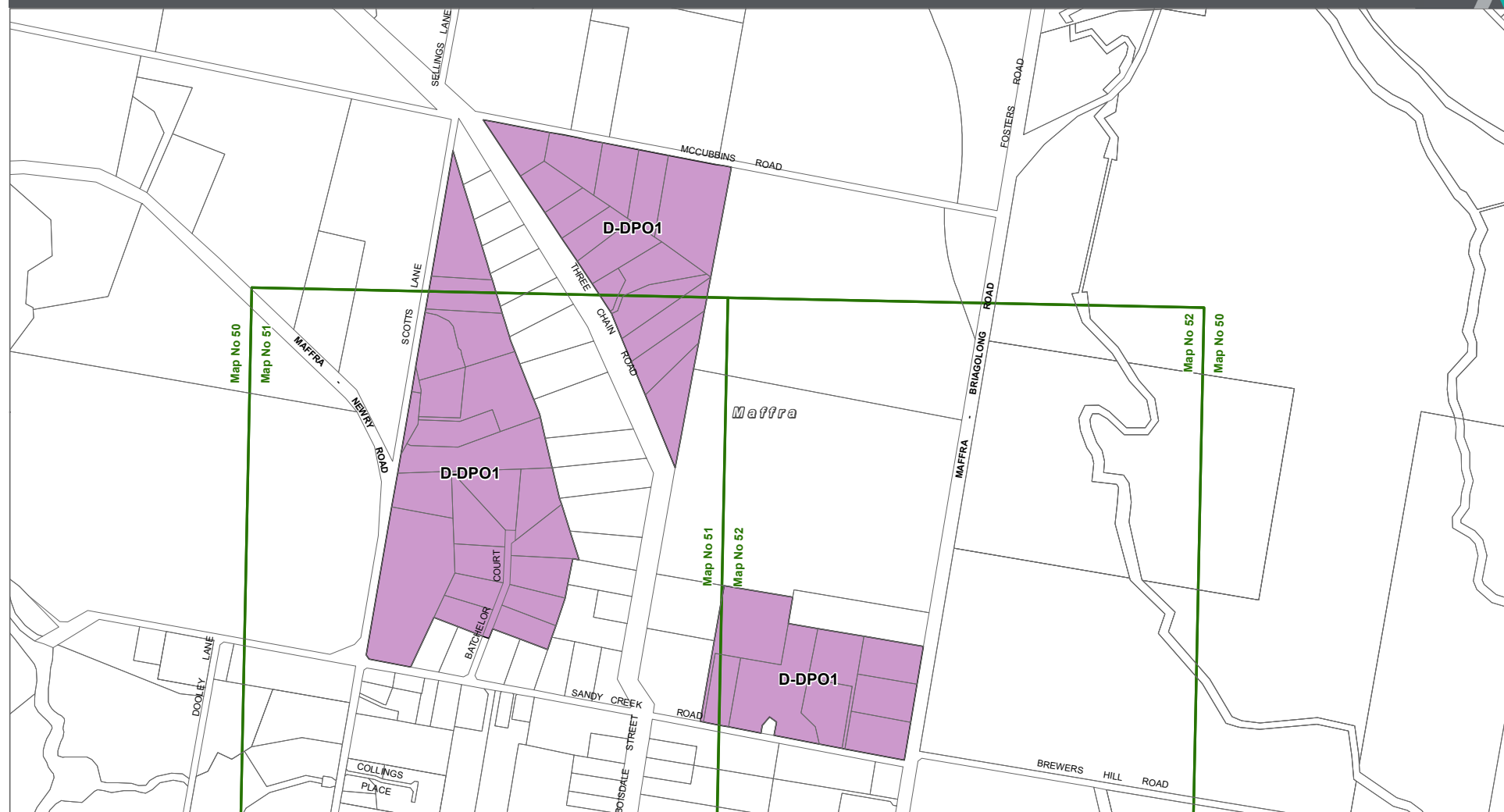
5.0

Decision guidelines for development plan

~~Before deciding on a development plan, the responsible authority must be satisfied that the plan has regard to the following information:~~ The approved development plan may be amended to the satisfaction of the responsible authority.

- SEPA principles of healthy urban design—refer to the background document *Healthy by Design: A planners' guide to environments for active living* (National Heart Foundation of Australia, 2004).
- Resecode (Clause 56)—Resecode only applies to residential zones, the Mixed Use Zone and the Township Zone.
- Any open space requirements outlined in Clause 53.01.

WELLINGTON PLANNING SCHEME - LOCAL PROVISION AMENDMENT C120well



LEGEND

- D-DPO - Area to be deleted from a Development Plan Overlay
- Local Government Area

Disclaimer
This publication may be of assistance to you but the State of Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.

© The State of Victoria Department of Transport and Planning 2024



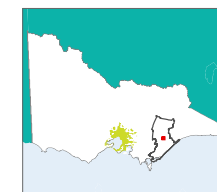
Planning Group
Print Date: 23/02/2024
Amendment Version: 1

0 370 740
Metres



Department
of Transport
and Planning

Part of Planning Scheme Maps 50DPO, 51DPO & 52DPO



WELLINGTON PLANNING SCHEME - LOCAL PROVISION AMENDMENT C120well



**LEGEND**

GRZ - General Residential Zone

Municipal Boundary

Disclaimer
This publication may be of assistance to you but the State of Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.

© The State of Victoria Department of Transport and Planning 2024

0 150 300
Meters

Australian Map Grid Zone 55

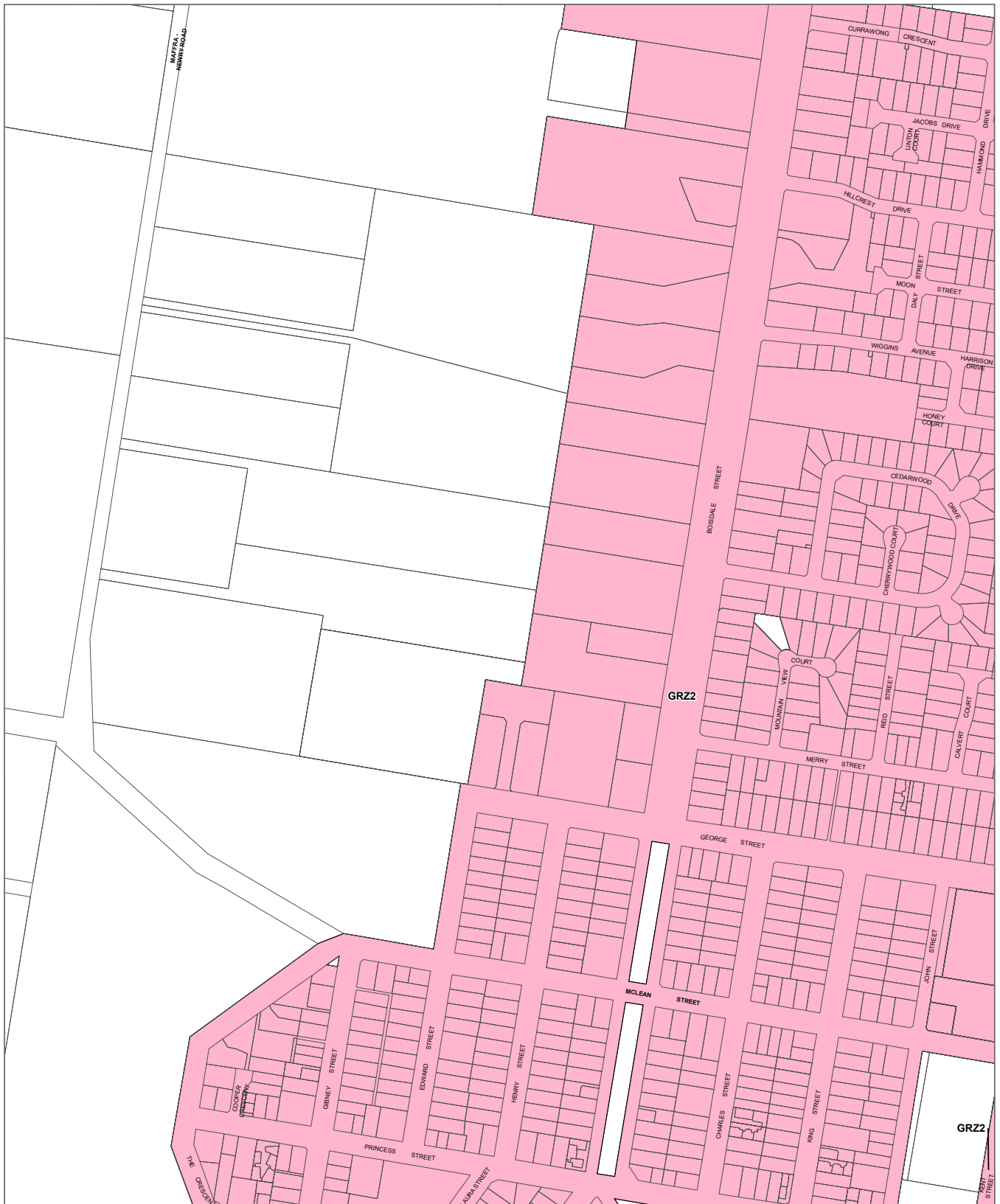
Planning Group
Print Date: 23/02/2024
Amendment Version: 1



Department of Transport and Planning

INDEX TO ADJOINING SCHEME MAPS

WELLINGTON PLANNING SCHEME - LOCAL PROVISION AMENDMENT C120well

**LEGEND**

GRZ - General Residential Zone

Municipal Boundary

Disclaimer
This publication may be of assistance to you but the State of Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.

© The State of Victoria Department of Transport and Planning 2024

0 150 300
Meters

Australian Map Grid Zone 55

Planning Group
Print Date: 23/02/2024
Amendment Version: 1



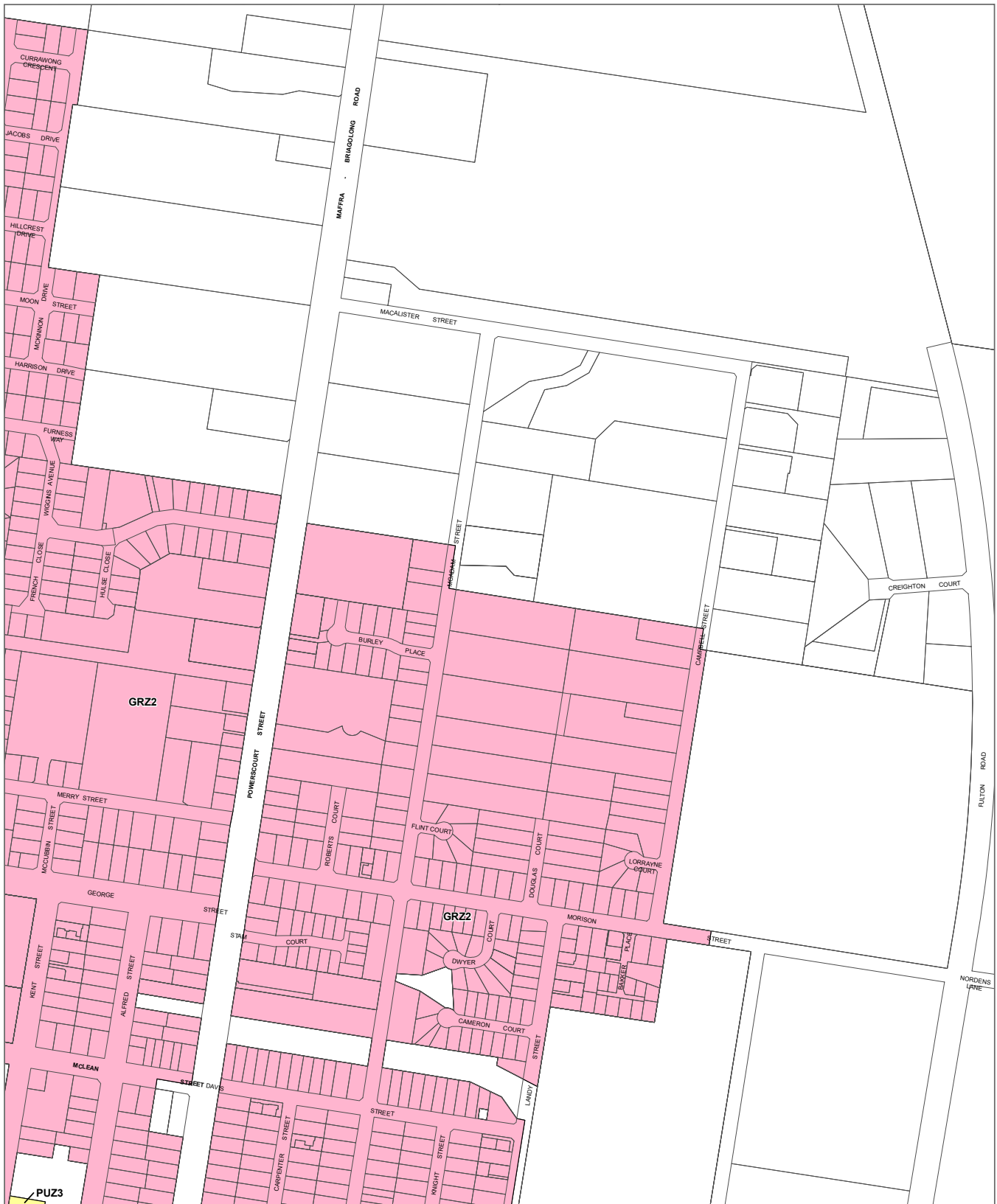
Department of Transport and Planning

INDEX TO ADJOINING SCHEME MAPS

ZONES

MAP No 53

WELLINGTON PLANNING SCHEME - LOCAL PROVISION AMENDMENT C120well



LEGEND

- GRZ - General Residential Zone
- PUZ3 - Public Use Zone - Health and Community

Municipal Boundary

Disclaimer
This publication may be of assistance to you but the State of Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.

© The State of Victoria Department of Transport and Planning 2024

0 150 300
Meters

Australian Map Grid Zone 55

Planning Group
Print Date: 23/02/2024
Amendment Version: 1



Department of Transport and Planning

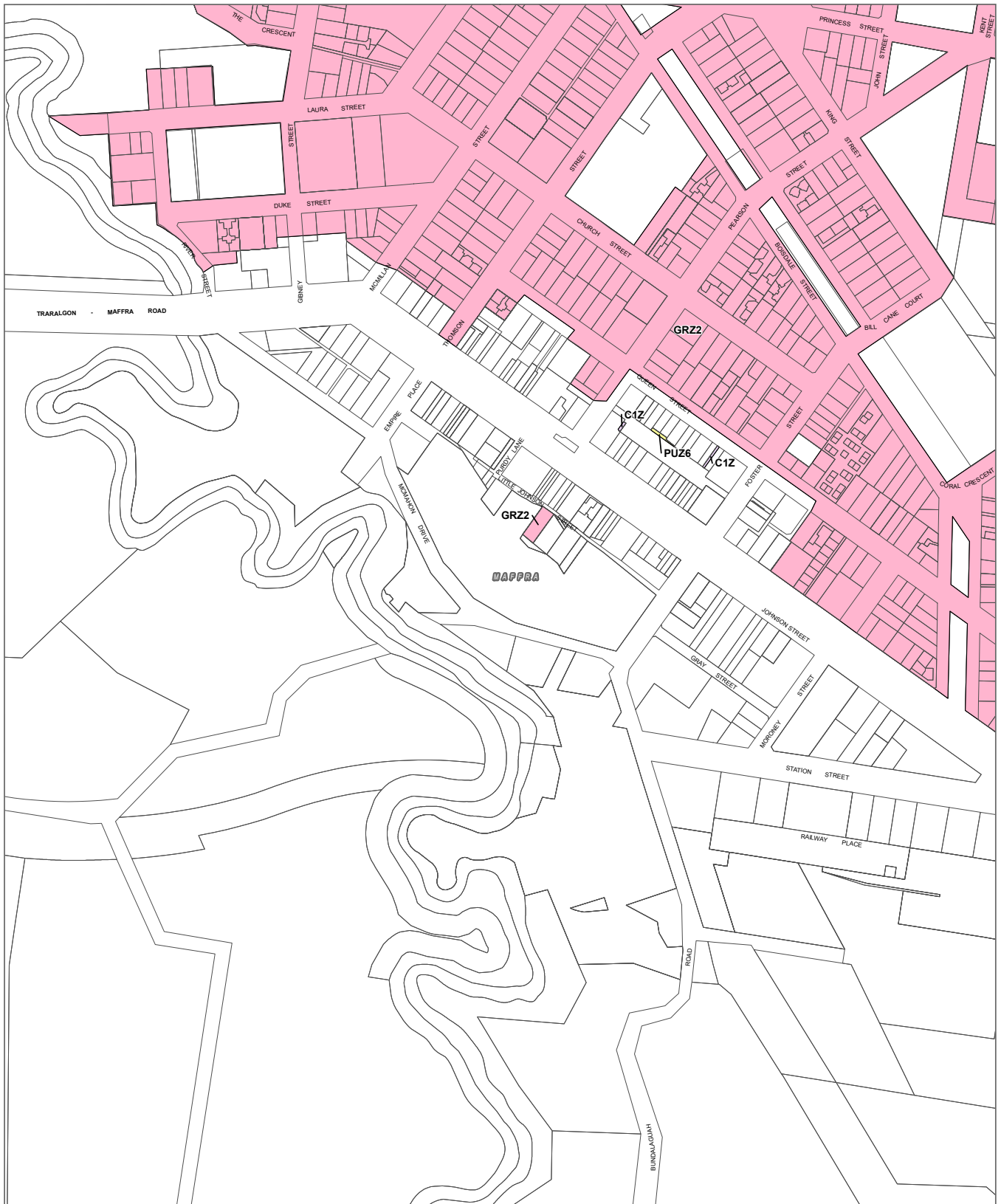
INDEX TO ADJOINING SCHEME MAPS



ZONES

MAP No 54

WELLINGTON PLANNING SCHEME - LOCAL PROVISION AMENDMENT C120well



LEGEND

- C12 - Commercial 1 Zone
- GRZ - General Residential Zone
- PUZ6 - Public Use Zone - Local Government

Municipal Boundary

Disclaimer
This publication may be of assistance to you but the State of Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.

© The State of Victoria Department of Transport and Planning 2024

0 150 300
Meters

Australian Map Grid Zone 55

Planning Group
Print Date: 26/11/2024
Amendment Version: 1



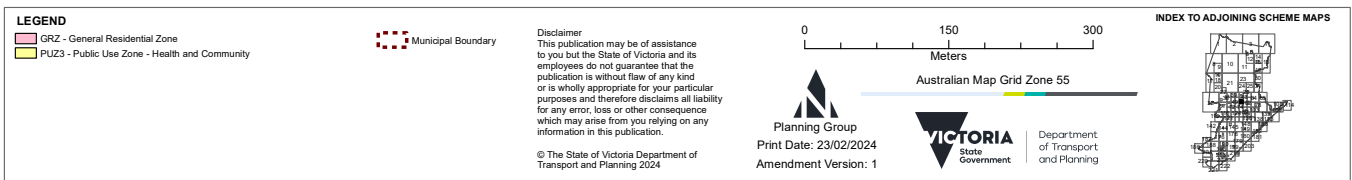
Department of Transport and Planning

INDEX TO ADJOINING SCHEME MAPS



ZONES

MAP No 55



MAFFRA STRUCTURE PLAN

APRIL 2022



mesh



PREPARED BY MESH ON BEHALF OF WELLINGTON SHIRE COUNCIL

MAFFRA

STRUCTURE PLAN

APRIL 2022

Thank you!

To the Maffra community,
key agencies and
stakeholders for your
thoughts, vision and input.

TRADITIONAL OWNER ACKNOWLEDGEMENT

Wellington Shire Council acknowledges the Gunaikurnai People as the traditional owners of the land that is now Wellington Shire.



WELLINGTON
SHIRE COUNCIL

PREPARED BY MESH ON BEHALF OF WELLINGTON SHIRE COUNCIL

mesh

Level 2, 299 Clarendon Street, South Melbourne, VIC 3205
phone. +61 3 9070 1166 meshplanning.com.au



© MESH LIVABLE URBAN COMMUNITIES PTY LTD 2022

This document is subject to copyright. The use and copying of this document in whole or in part, other than as permitted by Mesh constitutes an infringement.

DISCLAIMER

All professional care has been taken to ensure that the content of this report is current and accurate. However, it is not purported that it is complete, and it is not guaranteed that the content of the report is free from errors. Mesh accepts no liability for error, loss, damages or other consequences arising from reliance on information contained in this report.

JUNE 2024

The *Maffra Structure Plan (2022)* has been reviewed and amended by Wellington Shire Council. This was informed by background work undertaken as part of Planning Scheme Amendment C120well, which will translate the *Maffra Structure Plan (2022)* into the Wellington Planning Scheme. Changes to the *Maffra Structure Plan (2022)* include minor updates to *Figure 28: Proposed Overlay Plan* (page 73) and the wording of Action A8 on pages 34 and 68.

SEPTEMBER 2024

The *Maffra Structure Plan (Mesh 2022)* has been updated to reflect strategic land intent to achieve the co-location of drainage infrastructure and future residential development on land within the Maffra Township Boundary.

DECEMBER 2025

The *Maffra Structure Plan (Mesh 2022)* has been updated with minor plan & appendix updates to enhance the clarity of the document.

EXECUTIVE SUMMARY**PART 1.****INTRODUCTION & PURPOSE**

1.1 OVERVIEW	3
1.2 PURPOSE	5
1.3 THE PROCESS	5
1.4 HOW TO READ THE PLAN	7
1.5 WELLINGTON SHIRE COUNCIL'S PLANNING FRAMEWORK	7
1.6 KEY DRIVERS FOR CHANGE	8
1.7 A VISION FOR MAFFRA	9

PART 2.**INFLUENCES**

2.0 OVERVIEW	11
2.1 SPATIAL INFLUENCES	12
2.1.1. Structural Elements	12
2.1.2. Interfaces	12
2.1.3. Precincts	13
2.2 COMMUNITY INFLUENCES	15
2.2.1. Community Profile	15
2.2.2. Community Aspirations	16
2.3 POLICY INFLUENCES	17
2.3.1 State & Local Policy	17
2.3.2 Zoning	19
2.3.3 Overlays	21
2.4 ISSUES & OPPORTUNITIES	23

PART 3.**A PLAN FOR MAFFRA**

3.0 OVERVIEW	25
3.1 THEME 1	27
3.1.1 Growth Directions	29
3.1.2 Growth Precincts, Staged Drainage & Servicing Provision	31
3.1.3 Theme 1 Actions	34
3.2 THEME 2	35
3.2.1 Heritage & Culture	37
3.2.2 Public Realm & Open Space	39
3.2.3 Built Form & Streetscapes	41
3.2.4 Theme 2 Actions	44
3.3 THEME 3	45
3.3.1 Vehicular Access & Movement	47
3.3.2 Active & Public Transport	49
3.3.3 Theme 3 Actions	51
3.4 THEME 4	53
3.4.1 Economic Development & Employment	55
3.4.2 Tourism & Community	57
3.4.3 Environment & Sustainable Design	59
3.4.4 Theme 4 Actions	62

PART 4.**NEXT STEPS & IMPLEMENTATION**

4.0 OVERVIEW	63
4.1 COUNCIL ADOPTION OF THE PLAN	65
4.1.1 Monitoring & Review	65
4.1.2 Implementation Summary	65
4.1.3 Pre-Conditions Prior to Rezoning	66
4.1.4 Structure Plan Actions	67
4.2 KEY INFRASTRUCTURE PROJECTS & FUNDING	75
4.2.1 'Public Infrastructure Procurement' Model	77

PART 5.**APPENDICES**

Appendix 1. List of Relevant Literature	79
Appendix 2. Indicative Cross-Sections	80
Appendix 3. Industry Engagement Outcomes	87
Appendix 4. Community Consultation Summary of Survey Responses	89
Appendix 5. Discussion Paper & Emerging Directions Flyer	91
Appendix 6. Draft Maffra Structure Plan Flyer	92
Appendix 7. Identified Zoning Anomalies	93
Appendix 8. Planning and the Environment	95

EXECUTIVE SUMMARY

The *Maffra Structure Plan* (the Plan) has been developed to manage growth, facilitate change, and guide infrastructure provision in Maffra over the next 20 years. It is the first major strategic direction for Maffra since the *Wellington Residential & Rural Residential Strategy – Maffra & Environs* was adopted in July 2003. Since that time there has been considerable changes in Maffra, and several key policies introduced, which further triggers a need to prepare this Plan for a growing town.

The vision for the town to 2042 is for:

*Maffra to be a vibrant and growing township with a 'small country town feel', by **directing and unlocking growth** to provide people with a range of living opportunities.*

*Growing neighbourhoods will reinforce **Maffra's identity and character** as an enduring agricultural town, celebrating its rich cultural history recognised through its buildings, tree lined boulevards and the 'Green Spine' along Boisdale Street.*

*Maffra will have **meaningful and safe connections** that encourage walking and cycling for people of all abilities from the Macalister River into Boisdale Street 'Green Spine' and through to existing open spaces.*

*Maffra will be **a self-sustaining town** as a leader in agribusiness, food production and environmental sustainability, providing its community with more places to work and meeting their day to day needs through the vibrant town centre precinct and industrial areas.*

The Plan focuses on four key themes which have been refined from the strategic direction themes identified in the *Maffra Structure Plan – Discussion Paper & Emerging Directions* (March 2021).

The Plan provides clear guidance to the community and all stakeholders involved in the development process as set out in the Structure Plan actions, and identification of key infrastructure projects and funding. Successful implementation of the Plan will require strong commitment from Council and clear guidance to the community and all stakeholders involved to realise the vision for Maffra.

The four key Themes of the Plan are:



THEME 1

Directing & Unlocking Growth

New residential, commercial and industrial areas will be **directed and unlocked** through proactive delivery of infrastructure and services, and more opportunities for sensitive infill development will be encouraged in Maffra's attractive, and well-serviced existing residential neighbourhoods. The Plan has adopted the *Maffra Drainage and Integrated Water Management Strategy* (Alluvium, 2020) and *65 Maffra–Sale Road Stormwater Management Strategy* (Alluvium, 2021) and provides direction to the future drainage and service provision required to unlock residential growth within key growth precincts.



THEME 2

Maffra's Identity & Character

Growth, development, and public realm improvements will **reinforce Maffra's identity and character** as an agricultural town, with a rich cultural and settlement history and a 'small country town feel'. The Plan seeks to protect Maffra's valued character, and ensure new growth areas reflect the positive elements of the established areas, particularly the wide, tree lined streets. The town centre (within the south-eastern area) will be Maffra's primary meeting place and will create new opportunities within the northern growth area to deliver walkable open space to future communities.



THEME 3

Meaningful & Safe connections

Maffra will have **meaningful and safe connections** that encourage walking and cycling for people of all abilities. New footpaths, cycling routes, and roads and intersection upgrades will safely connect people to open spaces, facilities and key destinations. The Plan will utilise the opportunity to redirect the heavy vehicle bypass route further north along Sandy Creek Road to improve the amenity and safety of its existing and future neighbourhoods.

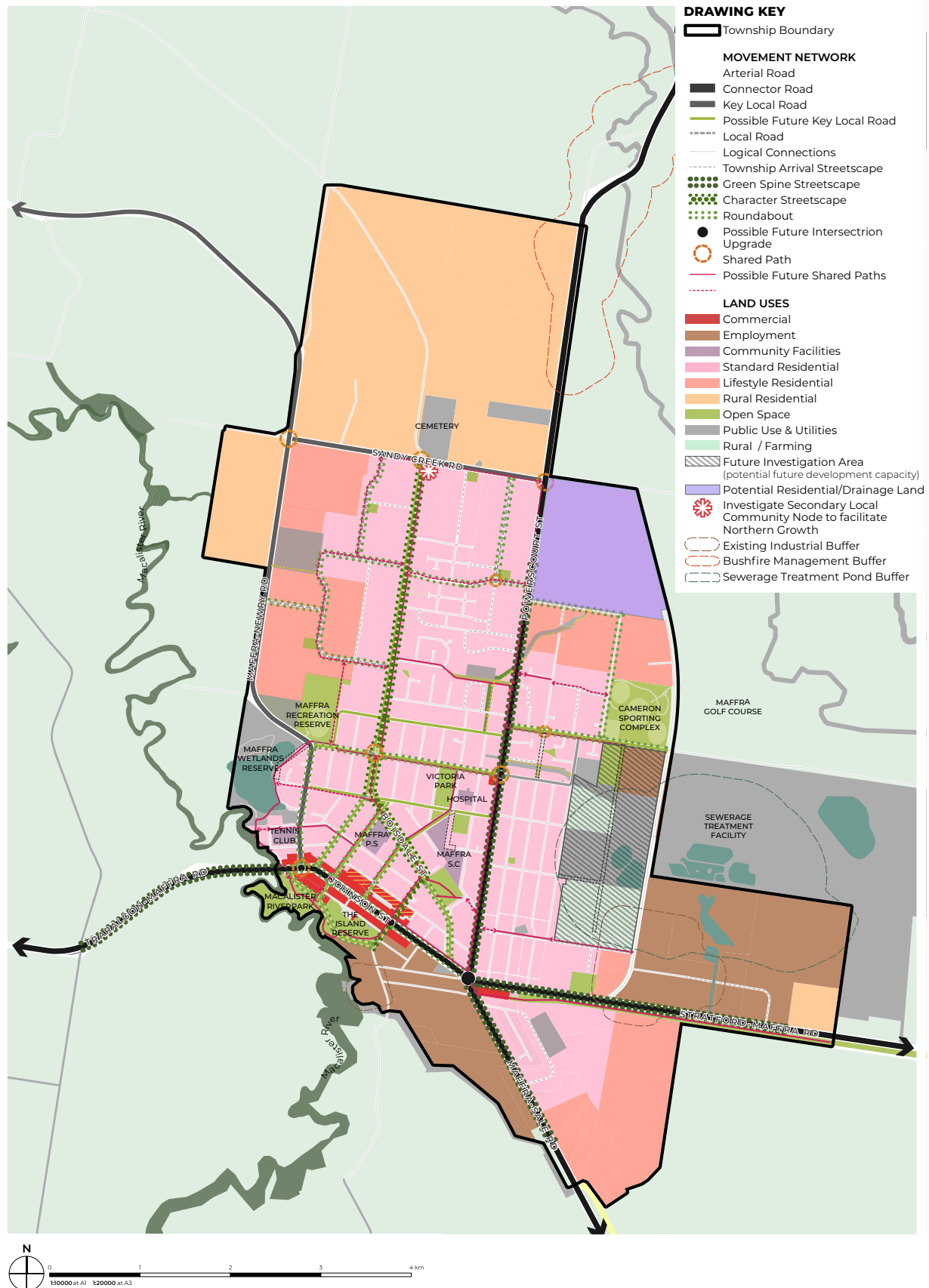


THEME 4

A self-sustaining town

Maffra will be **a self-sustaining town** as a leader in agribusiness, food production and environmental sustainability, providing its community with more places to work and meeting their day-to-day needs. The Plan will reinforce and strengthen its role as an agricultural hub by providing more opportunities for big businesses to locate within Maffra's industrial precincts. Johnson Street and surrounding streets will encourage a vibrant mix of activity and provide greater activation to Macalister Riverpark and The Island Reserve. The Plan will encourage implementation of best practice sustainability measures to ensure new developments in Maffra are ready and protected from future climate conditions. Streets and public spaces throughout Maffra will contribute to greener and cooler neighbourhoods through greater planting of canopy trees, and improved stormwater re-use and harvesting.

Figure 1. Maffra Structure Plan



PART 1. INTRODUCTION & PURPOSE

The *Maffra Structure Plan* (the Plan) seeks to harness growth opportunities by strategically guiding and supporting appropriate development for the overall benefit and liveability of Maffra.

Part One – Introduction & Purpose provides the purpose of the Plan, outlines the study area and existing context, identifies the Vision, the key drivers influencing Maffra, the process undertaken to prepare it and how the Plan is structured.

1.1 OVERVIEW

Maffra is widely known as a family orientated town with a vibrant and active community that offers easy access to a range of high-quality services, schools and recreation facilities.

The town has a thriving agribusiness and industrial base that provides quality produce and services to the region and offers local employment opportunities.

However, over recent years there has been an increasing demand for residential growth within Maffra, people are being drawn to the relaxed rural lifestyle, the high-quality open spaces, the charm of the main street and neighbourhoods and the proximity to services and local employment opportunities in Sale and other Latrobe regional hubs. While there appears at first to be ample zoned land supply to support this demand, drainage issues and development costs have presented challenges, resulting in a current shortage of residential land available to the market.

In response to demand for growth within Maffra, this Plan will capitalise on the town's competitive advantages and the benefits that growth can bring, to develop a positive long-term vision that reinforces Maffra's role as a desirable lifestyle location.

Maffra now needs to urgently respond to this land supply challenge by unlocking more opportunities and capitalise on a growing demand.

Residential Property in Maffra



1.2 PURPOSE

The central objective of the Plan is to ensure that the growth of Maffra is responsive to projected demands, identified community aspirations and makes a positive contribution to Maffra and the community.

The Plan will provide certainty and guidance with the form of staging of growth and development outcomes, and will be used:

- To define and strengthen Maffra's role within the Wellington Shire and Latrobe Valley;
- To identify, protect and enhance the features that makes Maffra special;
- To identify preconditions that will need to be satisfied before growth can occur – specifically, to ensure that growth is serviced by appropriate and timely infrastructure provision;
- To guide investment and funding decisions, both by government (including Council) and private industry, particularly in relation to servicing needs to unlock areas suitable for residential development; and
- To guide future plans, policies and decision-making by Council.

This Plan provides a spatial framework supported by a series of objectives, strategies and implementable actions to guide future land uses, infrastructure, built form and public open space over the next 20 years.

1.3 THE PROCESS

The Plan has been prepared by Wellington Shire Council and Mesh Planning.

With inputs from:

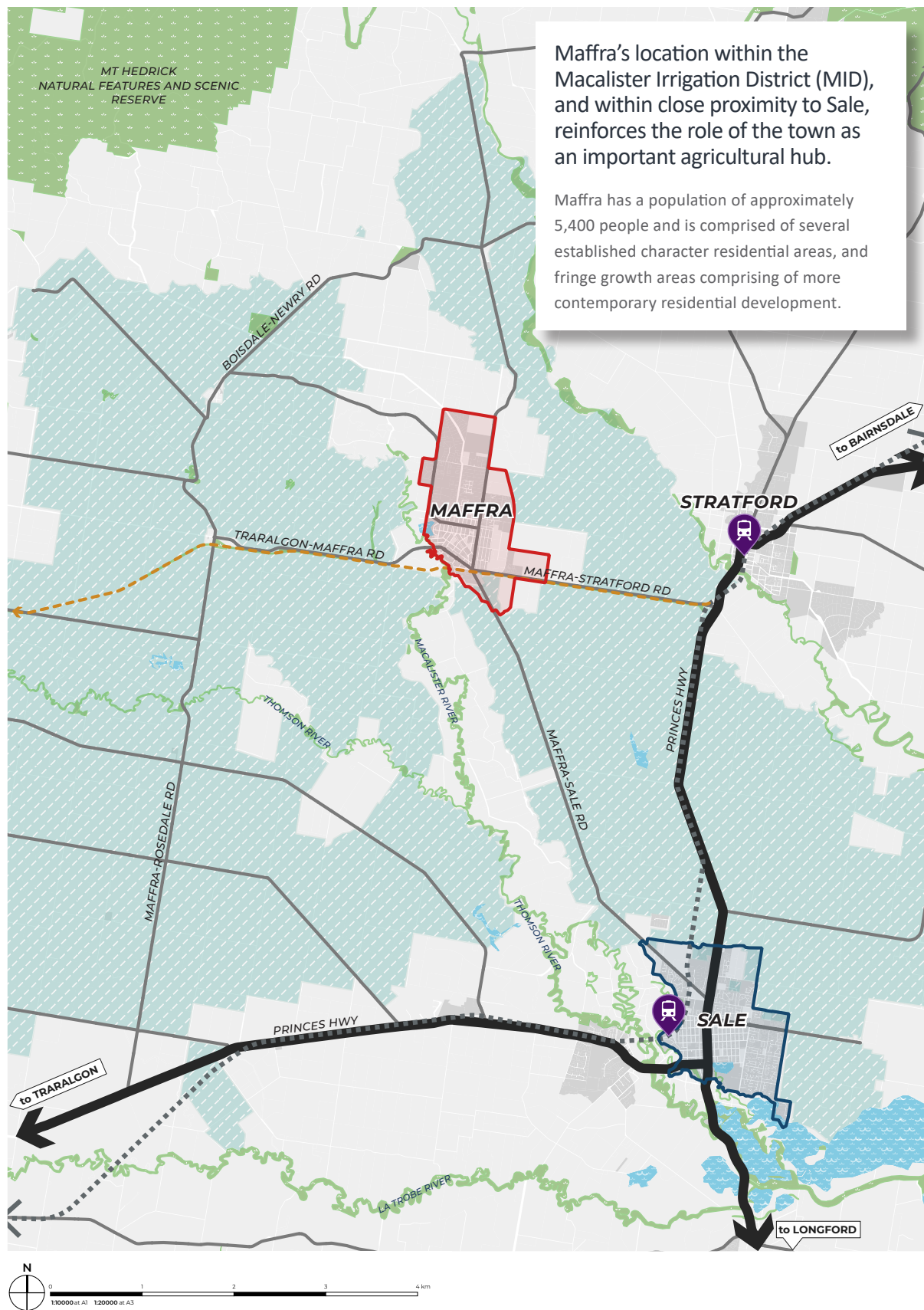
- Alluvium (Drainage);
- Spatial Economics (Residential Land Supply & Demand); and
- One Mile Grid (Transport).

This has been done in four stages as follows:

Maffra Structure Plan Process



Figure 2. Maffra Structure Plan Context Plan



1.4 HOW TO READ THE PLAN

Supporting the vision for Maffra is a number of themes containing objectives and strategies relating to unlocking and directing growth, open space, recreation, streetscape improvements, transport and movement and sustainability.

The Plan includes an outline for implementing the identified key actions for each theme, a timeframe for completion and who will be responsible for completing the actions.

As set out below, this Plan is organised into four (4) parts:

PART 1. INTRODUCTION & PURPOSE

Outlines the vision for Maffra and purpose of the Plan, and an overview of the Plan Area.

PART 2. INFLUENCES

Sets out the key factors (spatial, community and policy) that have influenced how Maffra has grown to date, and issues and opportunities that shape how Maffra has been identified to grow and develop in the future.

PART 3. A PLAN FOR MAFFRA

Contains four (4) key themes guiding future planning and development within Maffra. Each theme comprises objectives, strategies and actions that set out the strategic approach to future development in Maffra.

PART 4. NEXT STEPS & IMPLEMENTATION

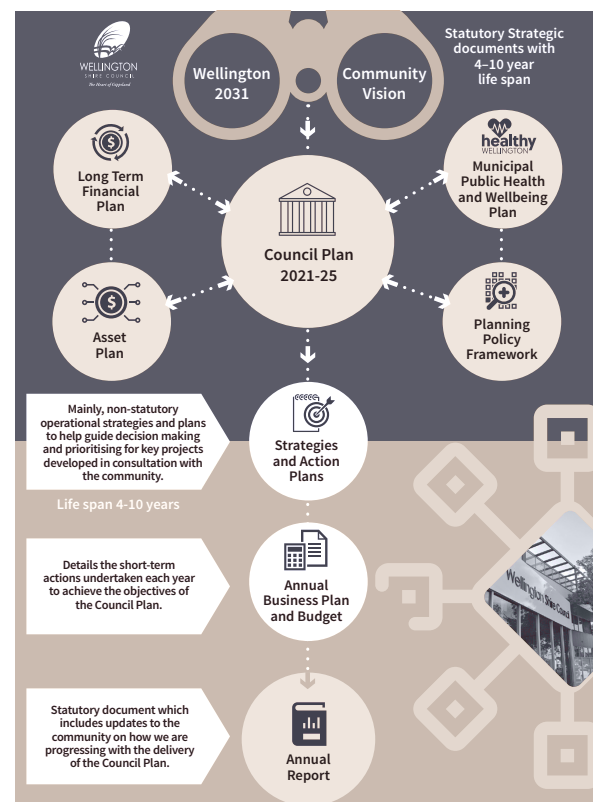
Collates and summarises the implementable actions for coordinated delivery of the four (4) themes across the Plan area.

1.5 WELLINGTON SHIRE COUNCIL'S PLANNING FRAMEWORK

The Plan sits under the Wellington Shire Council Plan and guides decision-making, particularly in terms of proposed rezonings within growth precincts and drainage staging (refer to Figure 13), in-so-far as it relates to the Wellington Planning Scheme.

Each of the four themes has a set of strategies and objectives, which have a number of actions for Council. These are dependent upon being resourced either in terms of staffing or capital commitment e.g. drainage upgrades. The review of the Council Plan occurs every four years and budgets are set annually. Resourcing for these actions have to be committed to through both processes.

Figure 3: Wellington Shire Council's Planning Framework



1.6 KEY DRIVERS FOR CHANGE

In 2003 the *Wellington Residential & Rural Residential Strategy – Maffra & Environs* was adopted and identified key issues and actions to guide Maffra's growth.

Many of these issues remain today. In the meantime, Maffra has continued to grow, mounting more pressure on housing choice and working opportunities for growing families and new residents. The key issues and recent changes this new Plan now seeks to guide include the following:

Unlocking Zoned Residential Land

Over recent years there has been a **growing demand** for residential land within Maffra. Despite the appearance of sufficient residential zoned land, significant drainage issues and development costs have stifled new residential development and land release opportunities. This situation has resulted in a current shortage of residential land available to the market. Unlocking zoned residential land is an urgent priority for the municipality.

Capturing Regional Growth & Changing Trends

There is growing evidence that people are increasingly moving to regional areas for reasons such as housing affordability, greater flexibility of working arrangements (**i.e. more people working from home**), as a **lifestyle option**, or simply returning from the cities to where they grew up. This Plan seeks to ensure Maffra is well placed to capture this growth.

Reinforcing Maffra's Role & Identity

Council has recognised the importance of strengthening Maffra's role within the Wellington Shire and Latrobe Valley and want to ensure growth contributes positively to the historical role and identity of the town.

Recent undesirable development outcomes

Recent estate developments in Maffra's growth areas have produced mixed outcomes. There are examples of reduced connectivity for pedestrians and vehicles, poor integration with adjacent developments, little to no provision of canopy street trees, and housing types that do not necessarily reflect the rural character and 'small country town feel' of Maffra. Guidance for new residential growth is needed to ensure the important attributes of Maffra are retained and good design outcomes can be achieved through future developments.

Entice more people to visit, or live in Maffra

Although there is a trend in rural towns towards an ageing population, in the context of Wellington Shire, Maffra had a slightly higher proportion of the 'young workforce' (aged between 25 to 34) many of whom will likely be seeking entry into the housing market. The needs of the young workforce demographic as well as the ageing population should be supported through diverse employment options, variety of housing types, a range of recreation options, improvements to commuting options (i.e. active and public transport routes) and lifestyle opportunities (i.e. a range of social and retail services and facilities).

Develop a sustainable and liveable community

Council has undertaken several policy changes relating to the environment and sustainability, most recently adopting the Sustainability Strategy 2020–24. This strategy outlines commitment to several initiatives, including targeting a 30% canopy cover within township boundaries, and building awareness in communities on the impacts of climate change. Maffra will need to be more resilient to these impacts, and its streets and buildings can play a key role in cooling neighbourhoods and harvesting stormwater.

growing demand

Maffra has limited housing choice, which is reflected in its relatively low population growth compared to other Shire towns, demonstrated by the recent trend of Maffra residents moving to Stratford to build a house. A way to ensure housing choice is to 'overzone' residential land so Maffra can grow sustainably and become developable.

more people working from home

The impacts of the COVID-19 pandemic have changed the way we can work and interact – you can live away from where you work, making the high quality lifestyle of a regional town an attractive alternative.

lifestyle option

More people are seeking wide open spaces, cleaner air and less hustle and bustle!

1.7 A VISION FOR MAFFRA

THE VISION FOR MAFFRA TO 2042 IS FOR:

*Maffra to be a vibrant and growing township with a 'small country town feel', by **directing and unlocking growth** to provide people with a range of living opportunities.*

*Growing neighbourhoods will reinforce **Maffra's identity and character** as an enduring agricultural town, celebrating its rich cultural history recognised through its buildings, tree lined boulevards and the 'Green Spine' along Boisdale Street.*

*Maffra will have **meaningful and safe connections** that encourage walking and cycling for people of all abilities from the Macalister River into Boisdale Street 'Green Spine' and through to existing open spaces.*

*Maffra will be **a self-sustaining town** as a leader in agribusiness, food production and environmental sustainability, providing its community with more places to work and meeting their day to day needs through the vibrant town centre precinct and industrial areas.*



How will Maffra's township grow?

By directing residential development to northern and southern growth areas where it will be supported by the staged delivery of essential infrastructure.



How will Maffra reinforce its identity and character?

By celebrating traditional owners, its rich agricultural past, and the 'small country town feel' through its heritage sites, public realm, streetscapes and carried through to new development.



How will Maffra be connected and safe?

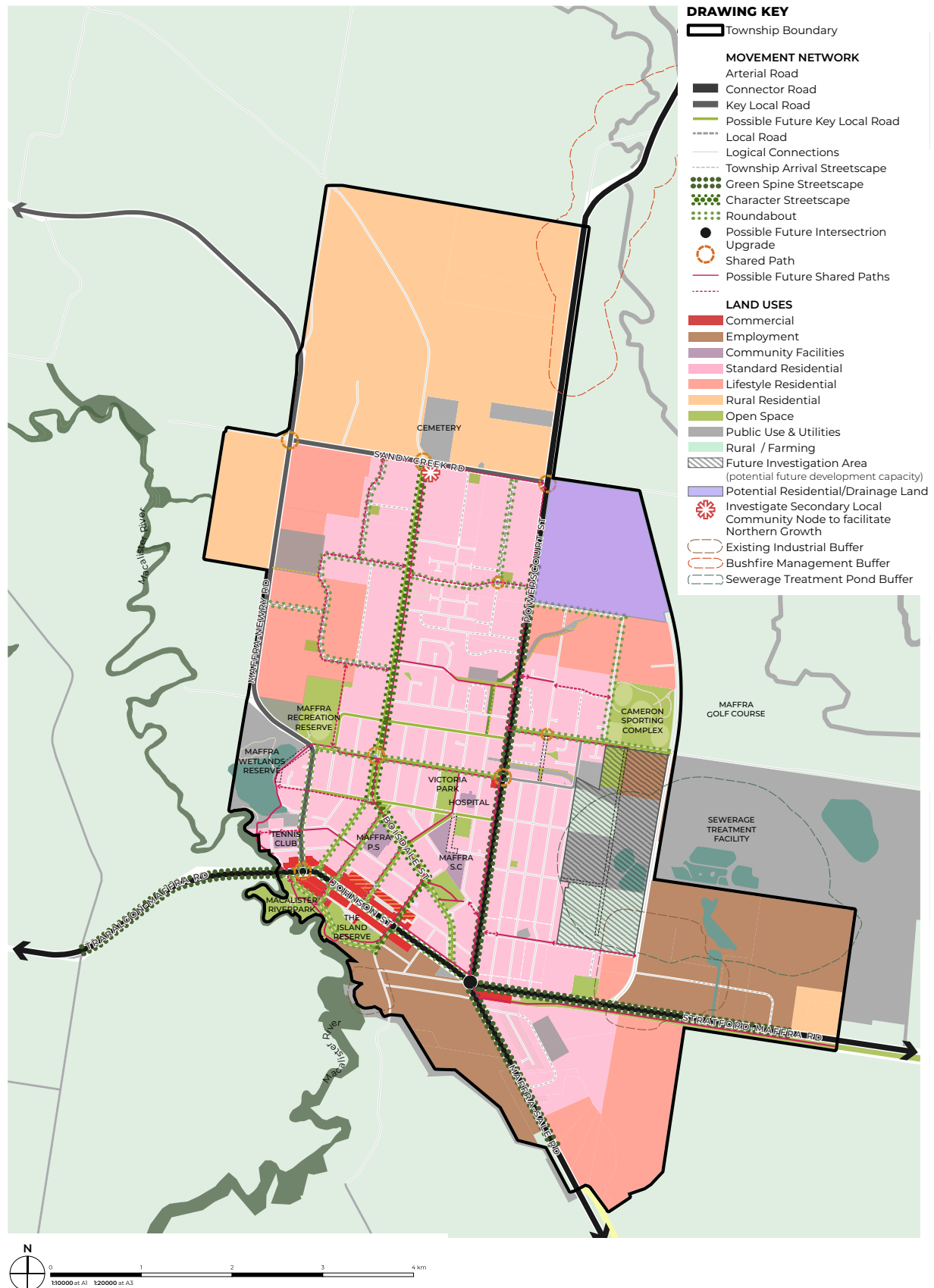
By establishing roads, footpaths and cycling routes in a meaningful way that connects people to open spaces, facilities, and key destinations



How will Maffra be self-sustaining?

By attracting more employment opportunities and investment within Johnson Street and surrounds, promoting key attractions, and fostering new sustainable initiatives.

Figure 4. Maffra Structure Plan



PART 2. INFLUENCES

2.0 OVERVIEW

The key influences shaping Maffra today, and that drive how Maffra may change in the future are:



Spatial influences

How the town has grown over time and responded to its physical conditions, and where there are opportunities or constraints on growth in the future.



Community influences

The existing community profile, how it is expected to change over time, and the community's aspirations for the future.



Policy influences

The current planning and policy conditions that shape what types of use and development can occur in Maffra, and where there may be opportunities to amend policy to support the vision for Maffra

Collectively, these influences shape the opportunities and constraints Maffra presents, and provide the context for the Maffra vision, and the objectives and strategies in this Plan.

2.1 SPATIAL INFLUENCES

2.1.1. STRUCTURAL ELEMENTS

The Macalister River and its floodplain presents a structural boundary to the western and southern parts of town. To the east, flooding issues and the Macalister Irrigation District (MID) present a limit to growth. As a result, new residential areas have expanded to the north.

Johnson Street is main arterial road through the town serving a dual role. It supports freight and primary traffic movements, but is also a key destination, comprising much of the town's retail and commercial focussed activity. McLean Street (north of Johnson Street) also carries freight movements. There is opportunity for this heavy vehicle bypass route to be shifted further north to the future urban edge (i.e. along Powerscourt Street to Sandy Creek Road).

Powerscourt Street is another main arterial road that creates conflict with access to future residential development and acts as a barrier to east–west connectivity, particularly to the north of George Street.

Maffra has a number of existing green corridors and open spaces. These are focussed around the Macalister River (including Gippsland Rail Trail), Maffra Wetlands & Recreation Reserve and along Boisdale Street. Victoria Park being central to the township, is a key District Open Space and within 1km accessibility to the majority of the surrounding residential areas.

A key feature of Maffra is Boisdale Street, which provides a north–south 'Green Spine' through the township, connecting more established neighbourhoods with the newer neighbourhoods to the north of town.

2.1.2. INTERFACES

The **Macalister River and its floodplain** and the **Macalister Irrigation District (MID)** are sensitive interfaces, that require careful consideration.

Planning for future residential growth in Maffra should have regard to possible impacts on valuable agricultural land. Rural and agricultural land surrounds the township, particularly to the north and south–east of the township. These areas are of significant agricultural value and should be protected.

Maffra–Briagolong Road on the eastern edge of the township comprises of dense roadside vegetation which adds to the local rural character of Maffra and provides some habitat values. Any future development around this interface should attempt to protect and incorporate this vegetation.



Maffra Cameron Sporting Complex

2.1.3. PRECINCTS

As Maffra has grown over time, distinctive character precincts have emerged. In total there are 7 distinct precincts.

- Precinct 1  Town Centre
- Precinct 2  Residential Character
- Precinct 3  Established Residential
- Precinct 4  Residential Growth
- Precinct 5  Lifestyle Residential
- Precinct 6  Industrial
- Precinct 7  Employment

Maffra is structured around the **Town Centre**, the 'cultural heart' for the community, and follows the alignment of the original railway that once serviced the town and its sugar beet industry. The town centre displays a traditional grid form, running perpendicular to the Macalister River, with its central corridor of Johnson Street being the primary focus for commercial, retail, hospitality, and civic uses. Although the town centre is located adjacent to the Macalister River, it is structured in a way that has effectively 'turned it's back' on the river.

Maffra's first industries established themselves within the **employment** area, making use of close proximity to the railway, the Macalister River and early access tracks. Significant agriculture and food production business helped establish Maffra as a key agricultural hub in Gippsland.

As Maffra's industries grew, so did the **residential character** precinct. Located immediately adjacent to the town centre and key employers it is characterised by mature canopy trees, wide street reserves with little to no street kerbs, and a high concentration of early period buildings. It makes a significant contribution to Maffra's character today and reflects its early beginnings as a pastoral agriculture settlement.

As Maffra's population grew, the **established residential** precinct provided housing opportunities to the north of the centre of town. Key character elements seen in the Residential Character precinct, such as expansive roads flanked by period homes, are present, however, there are fewer large canopy trees, lending to a different character. Some growth has also occurred to the south-east of Maffra, opening a new growth front close to the town centre. A ridgeline to the south-east provides a natural boundary containing further expansion into high quality agricultural land.

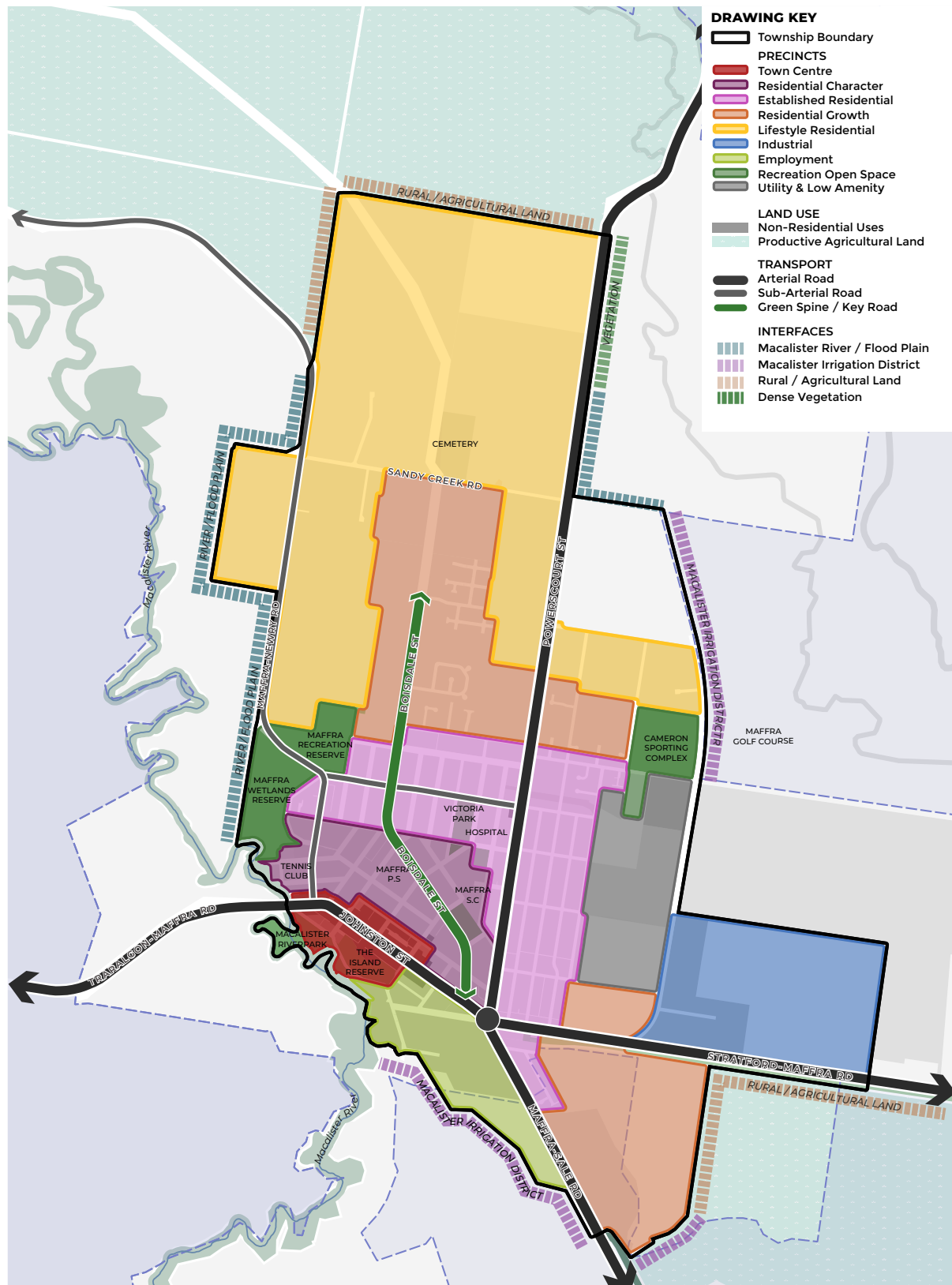
The **residential growth** area comprises of modern urban development and builds off the grid layout established to the south of George Street. New residential developments north of George Street have occurred in a piecemeal manner resulting in several cul-de-sacs with limited and inconsistent use of canopy street trees. Many areas within this precinct are not suitable for redevelopment without resolving drainage issues. This is also the case for residential growth areas to the east of Powerscourt Street.

Historically the industrial areas of Maffra have been located closest to the railway within the south-eastern area, with some of the most significant businesses, such as Saputo (former Murray Goulburn Cooperative) located here. This establishes this area as the key employment and industrial precinct for Maffra, within close proximity to the town centre itself and readily accessible from key arterial roads and freight routes.

Maffra is surrounded by well established agricultural land, some of which is protected under the MID. The **lifestyle residential** precinct provides a transition from urban areas to agricultural uses. Larger lot sizes seek to provide an alternative lifestyle for Maffra's residents and provide a buffer to protect surrounding agricultural land from urban development. These areas are now the primary focus for future growth for Maffra, given the township's constraints at other interfaces.



Figure 5. Township Structure with Precincts



2.2 COMMUNITY INFLUENCES

2.2.1. COMMUNITY PROFILE

Population and demographic projections are based on the report *Residential Land Supply & Demand Assessment, Maffra* prepared by Spatial Economics (October 2020) and the *Victoria in Future Population Projections 2016 to 2036* for Maffra Statistical Area Level 2 (SA2)³.

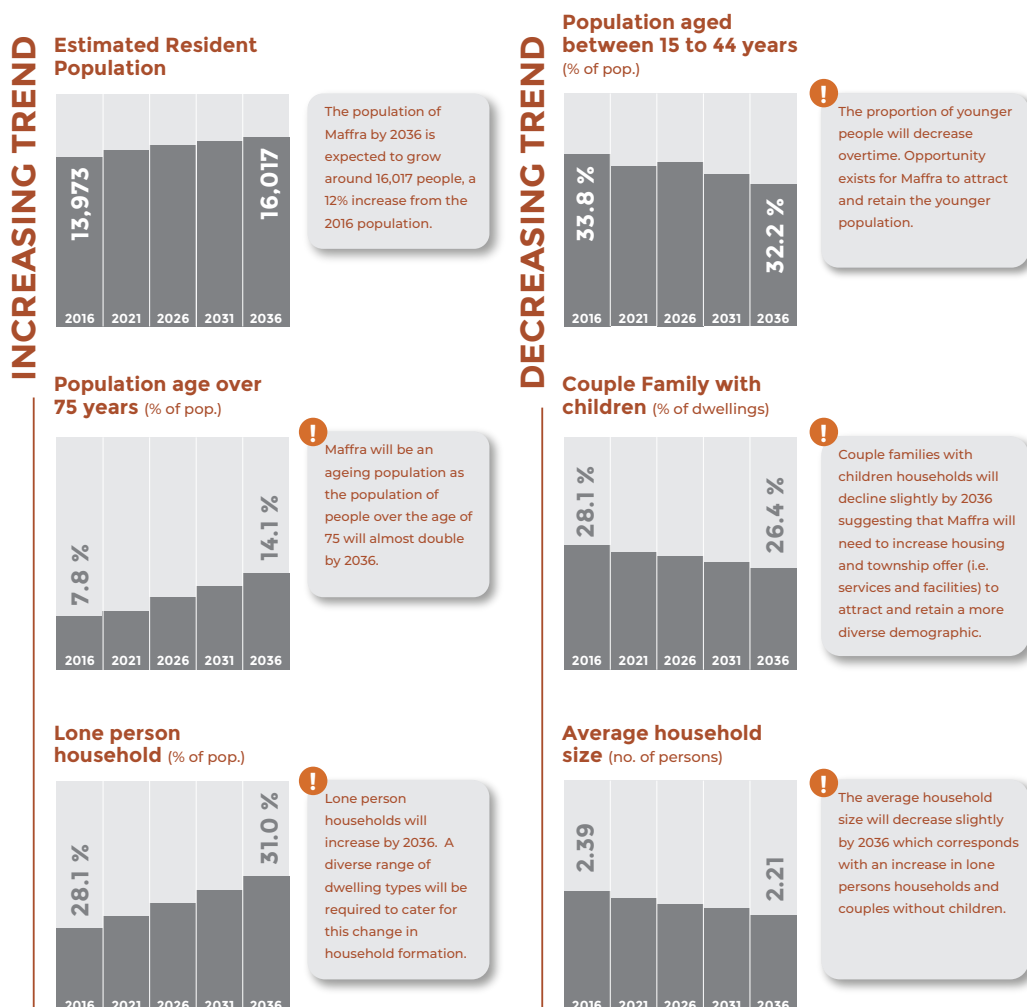
The estimated projections below provide an indication of the current and likely housing needs and necessary services and infrastructure improvements associated with future growth. This includes the consideration of population characteristics, household size and dwelling structure.

The key findings and projections can be summarised in the Figure 6 below.

Whilst the Wellington Shire experienced moderate growth in the last decade, it is Maffra and Sale that continue to experience the strongest population and housing growth (*Spatial Economics*).

The estimated population growth suggests an ongoing need to consider housing, services and facilities that can cater for a diverse age demographic (i.e. young and mature families) and an increasing need to cater for an ageing population to enable people to age-in-place.

Figure 6. Demographics and Population Projections



³ It is important to note that the extent of the Maffra SA2 area is larger than the Township Boundary area.

2.2.2. COMMUNITY ASPIRATIONS

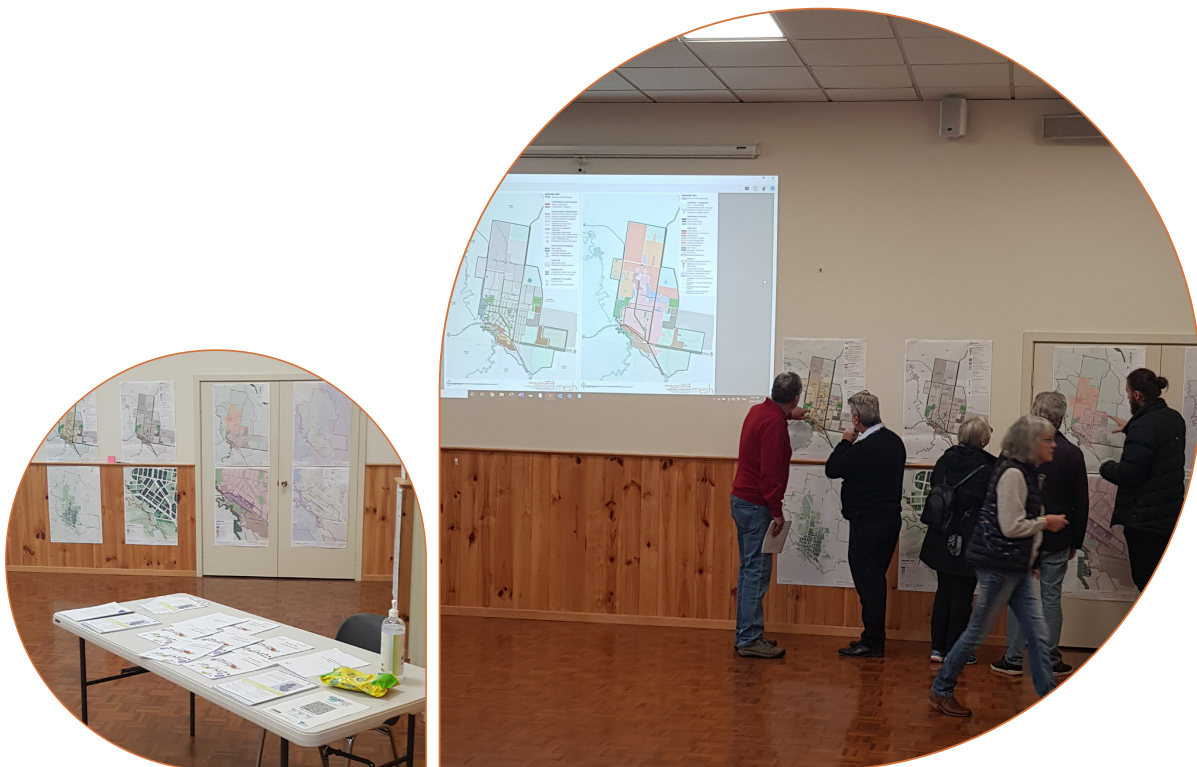
During community consultation on the *Maffra Structure Plan – Discussion Paper & Emerging Directions* (March 2021) (refer to *Appendix 3* for further information), the community and stakeholders provided feedback that generally outlined the following directions and issues that the Plan will seek to guide and resolve:

- Maffra should remain as a friendly small country town with a strong sense of community and ‘small country town feel’ – to continue to be a great place to live, grow up in and raise a family.
- There is an immediate need for more land development for housing and affordable living, and increased housing choice to allow residents to ‘age in place’.
- Support for new development to be sustainable, to include wide roads, to incorporate extensive tree and other vegetation, to use water capture for local spaces, and to reinforce the identity and character of Maffra as a rural township.
- Demand for easy access to services and local amenities i.e. medical and allied health, recreational facilities, sporting clubs, walking areas, open spaces and parks.
- Desire for improved walking paths/trails, better public transport options and parks within Maffra, particularly on the north side of town.

A detailed summary of responses is included at *Appendix 3* and the *Maffra Structure Plan – Discussion Paper & Emerging Directions* Flyer is included at *Appendix 4*.

‘age in place’

‘Age in place’ is to ensure the community can remain in Maffra as they get older, whether that requires people to downsize their home or seek supported care, as well as being able to continue to explore and enjoy Maffra’s diverse amenities and services.



Community Consultation (March 2021)

2.3 POLICY INFLUENCES

This section summaries key strategic and statutory context that influences the directions of the Plan. An extensive review was undertaken of state and local policy, Wellington's Planning Scheme, and various strategies and plans. A comprehensive list of relevant literature is provided in *Appendix 1*.

2.3.1 STATE & LOCAL POLICY

Maffra is a key secondary centre (district service centre).

The *Gippsland Regional Plan (2015–2020)* acknowledges Maffra and Stratford as secondary centres (or 'district service centres'), with Sale being the regional centre.

Maffra is recognised as a food manufacturing hub and a key agriculture and horticulture town that is attractive to future residents.

The *Gippsland Regional Plan (2015–2020)* identifies Maffra as a food manufacturing hub that adds value to local agriculture products, and a key asset for horticulture and dairy products. The *Wellington Shire Rural Zones Review Vol 1 & 2 (2009)* recognised that Maffra is a key area of agricultural importance due to its ideal climatic conditions, generally reliable rainfall and soils, deregulation of the dairy industry and diversification opportunities.

There is a need to increase the supply of general residential, rural living and industrial zoned land and resolve infrastructure service delivery issues in order to realise development potential of key sites.

The *Residential and Rural Residential Strategy, Maffra & Environs District Report (2003)* and later reinforced through consultation with the local development industry, emphasised that a major proportion of the land in existing General Residential Zone areas is not suitable for short term development, without first resolving major flooding issues.

Limited infrastructure and services provision such as drainage and environmental impacts from flooding reduces opportunities to facilitate urban development.

As identified in *Clause 21.06 – Maffra Strategic Framework* of the Wellington Planning Scheme, flooding, rising water tables and salinity have caused increased difficulties and costs for residential and rural residential development in Maffra and there is an opportunity to invest in infrastructure to support economic development and population growth.

Improvements to residential amenity and key sites should be considered to increase marketability and demand for housing.

The Economic Development Strategy (2016–2022) highlighted key residential amenity improvement opportunities for Maffra including diverse and affordable housing, access to recreation and hospitality services, high speed broadband and investment into renewal of Johnson Street. Consultation revealed that Johnson Street is full of vitality and presents as one of the best main streets in Wellington Shire.

More open space, play spaces and pedestrian and cycle connections in the north and northeast areas of Maffra are needed.

The Public Open Space Plan (2014–2024) noted that there is a lack of local open space and play spaces in the north and northeast areas of Maffra, and a need for pedestrian paths to Victoria Park. Furthermore, Healthy Wellington 2021-2025 seeks to encourage active lifestyles for the community, by encouraging walkability and cycling within Wellington's townships.

There is a need for housing diversity (and allotments sizes, from small lots to 0.4ha/1acre lots) and affordable housing for families and an ageing population, that capitalises on proximity to existing services, open space and recreation facilities.

Council's Age Friendly Communities Strategy (2018–2022) identified that significant growth is projected for families and the older population aged over 70 years, including within Maffra. This is likely to increase demand for affordable housing and retirement living, access to health and social services, access to leisure and cultural services; and increased transport options to key services.

2.3.2 ZONING

Planning zones (as illustrated in Figure 7) determine how land is currently used and developed throughout Maffra.

A significant proportion of Maffra's current residential zoned land faces various development and infrastructure constraints including lack of motivation by landowners to develop, low developer margins, industrial activities to the south, flooding and drainage issues and the various interfaces around Maffra (i.e. Macalister River, rural and agricultural land and the Macalister Irrigation District).

A summary of existing zones and the proposed strategic direction for each zone is outlined below.

General Residential Zone (GRZ)

Towards the north of Johnson Street and Sandy Creek Road, land is predominantly in the General Residential Zone (GRZ) with some GRZ land already subject to development namely around Hillcrest Drive.

In terms of existing zoned residential lots, the report *Residential Land Supply & Demand Assessment, 2020* prepared by Spatial Economics estimated that (based on the identified supply and projected demand scenarios) there is sufficient land stock to satisfy between 7 to 10 years of demand across the Maffra Study Area.

A key direction of this Plan will be to predominately direct residential growth to the north and to the south-east area of Maffra to ensure growth is contained within the township boundary and enable development to be serviced by the required infrastructure.

Low-Density Residential Zone (LDRZ)

There are also small pockets of Low-Density Residential Zone (LDRZ) with a minimum subdivision lot size of 0.4ha where not connected to reticulated sewerage, and down to 0.2ha where connected to reticulated sewerage.

The Plan will provide additional LDRZ land south of Sandy Creek Road, to the East of Maffra-Newry Road and to the east of Powerscourt Street.

Rural Living Zone (RLZ)

The current minimum subdivision lot sizes for Rural Living Zone (RLZ) land range between 2ha and 4ha and focusses on delivering large lifestyle lots.

There appears to be ample supply of Rural Living Zoned land in Maffra and there is known development interest in rezoning existing RLZ land to accommodate general/low-density residential expansion particularly to the south of Sandy Creek Road.

Farming Zone (FZ)

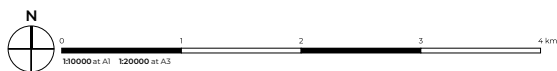
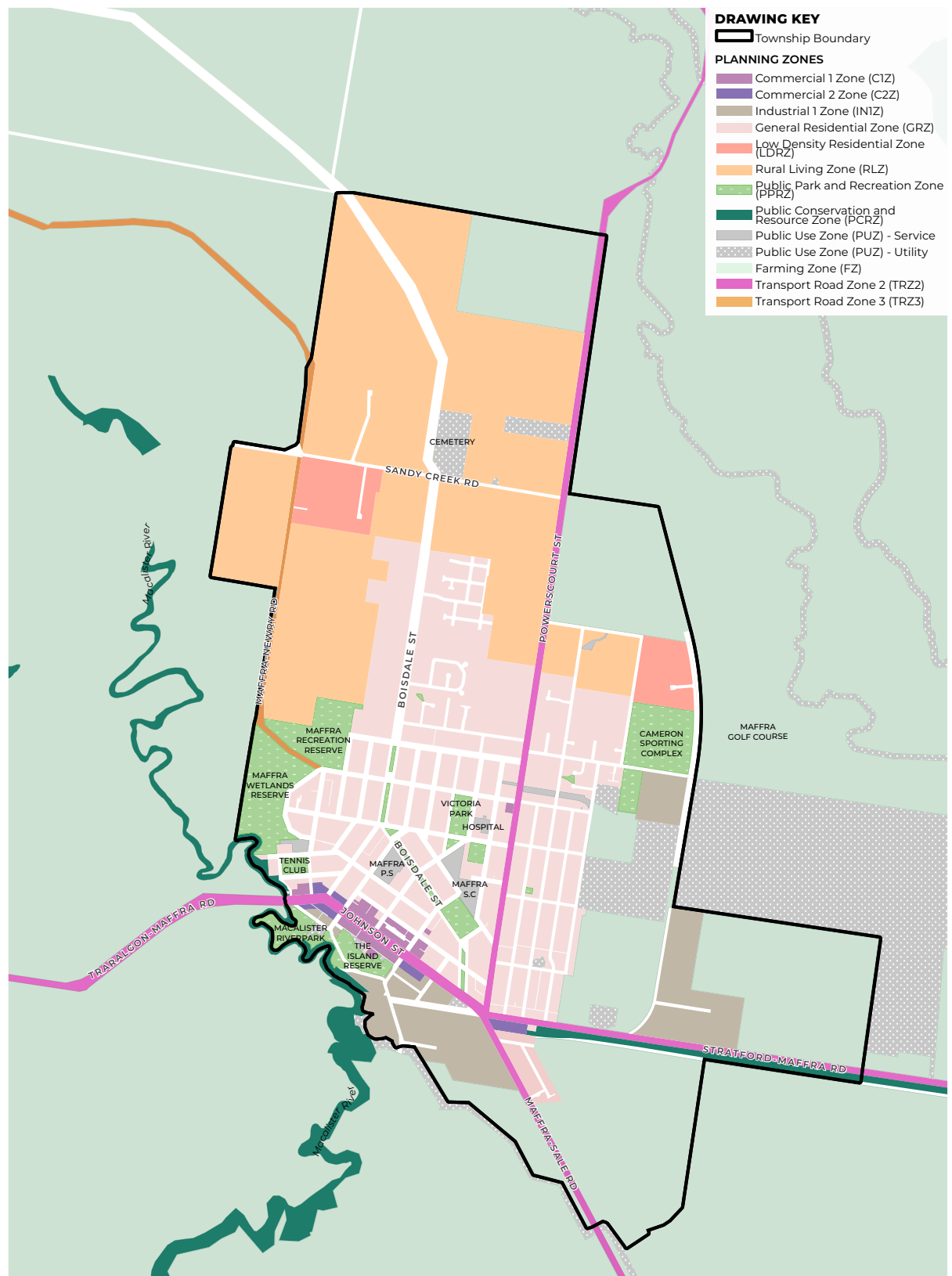
Beyond the Township boundary is predominately Farming Zone (FZ) which has the minimum subdivision size at 40ha. Given this area contains high value agricultural land, this area will be retained to protect farming operations and to ensure existing agricultural use of the land can continue.

Industrial and Commercial Zones

There are four main areas of industrial land (Industrial 1 Zone) in Maffra. These include land to the east of Fulton Road, a small section to the west of Fulton Road and south of Morison Street, a small pocket to the north of McMahon Drive, and land to the south of Johnson Street and east of Maffra-Sale Road (where the large Saputo processing plant is located).

The existing Town Centre and Commercial land uses (Commercial 1 Zone and Commercial 2 Zone) will remain in and around Johnson Street. Protecting these areas will play an important role in maximising local employment and the economic future of Maffra.

Figure 7. Existing Zoning Plan



2.3.3 OVERLAYS

Planning overlays are used to provide direction to specific design and development objectives for particular areas.

A range of **overlays** apply to the Maffra study area as follows:

Land Subject to Inundation Overlay (LSIO)

Much of the LSIO is to identify land in a flood storage or flood fringe area affected by the 1 in 100-year flood or any other area determined by the floodplain management authority.

Flooding Overlay (FO)

The FO identifies waterways, major flood paths, drainage and high hazard areas which have the greatest risk and frequency of being affected by flooding namely associated by the Macalister River and the Macalister Irrigation District (MID).

Heritage Overlay (HO)

There are several sites subject to the Heritage Overlay within the Maffra study area including the Beet Sugar Factory Office (former) & Weighbridge, Macalister Hotel, Maffra Soldiers' Memorial and other notable shops, houses and community buildings important for understanding the history of the town.

A number of **Design Development Overlays** (DDO) apply to business and industrial areas to improve the appearance of these areas.

Design Development Overlay Schedule 1 (DDO1) – Industrial Areas

This overlay applies to Maffra's industrial areas to the south (where the Saputo facility is located) and industrial zoned land along Fulton Road, to ensure quality development and practical and efficient use of land that is compatible with its surroundings.

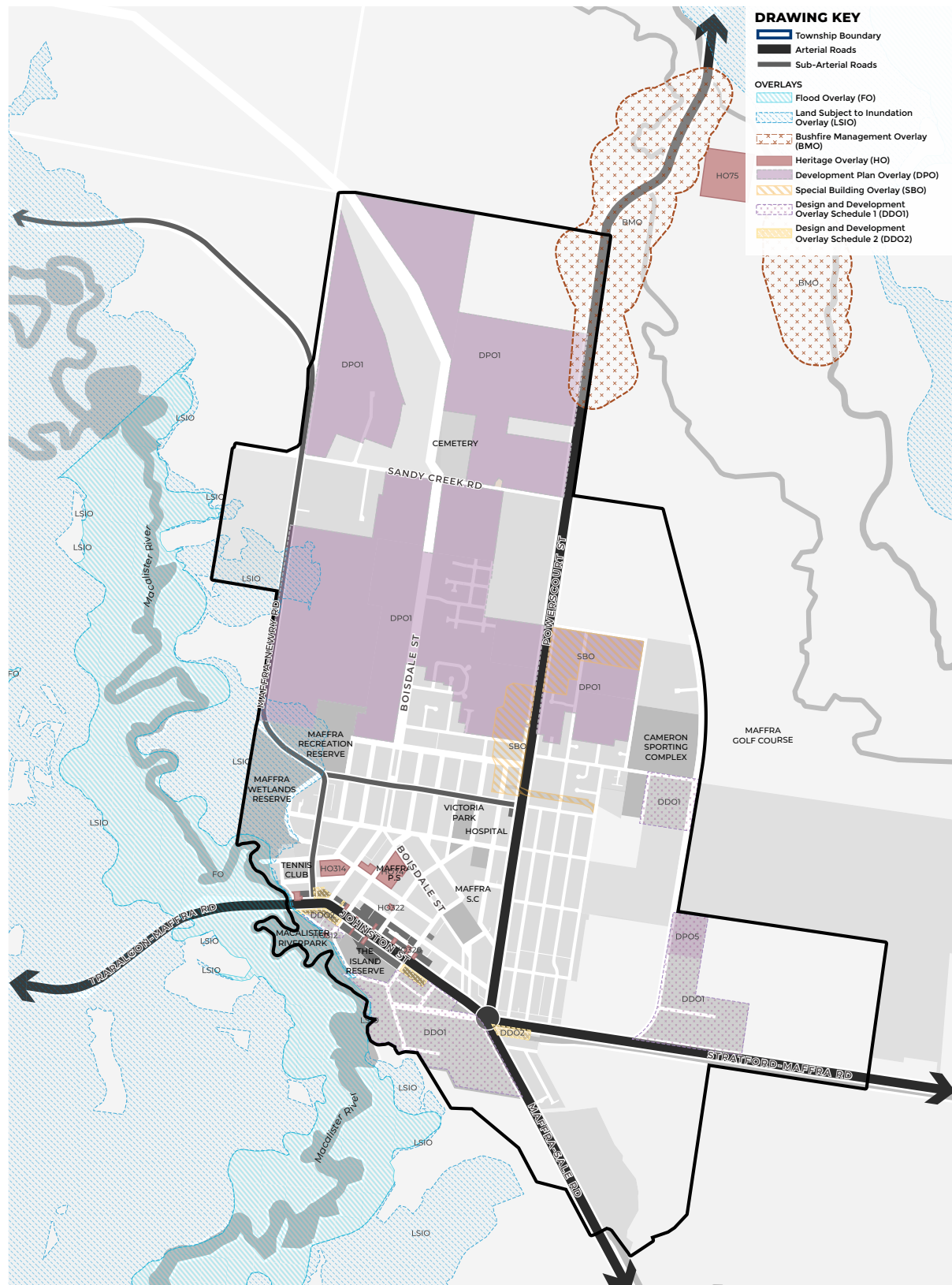
Design Development Overlay Schedule 2 (DDO2) – Industry Display Area

This overlay applies to key businesses on the western commercial precinct along Johnson Street to ensure land is developed in an orderly manner having regard to vehicle, movement, car parking, and the appearance of buildings and works.

Development Plan Overlay 1 (DPO1)

A Development Plan Overlay 1 (DPO1) applies across the northern section of Maffra i.e. between George Street and McCubbins Road to minimise ad hoc development and allow for a coordinated approach to managing change within this area.

Figure 8. Existing Overlays Plan



2.4 ISSUES & OPPORTUNITIES

This section summarises the key issues and opportunities informing the objectives and strategies of the Plan.

Table 1: Issues Plan Drawing Key & Summary of Key issues & Considerations

 THEME 1	<h3>Directing & unlocking growth</h3> <table> <tr> <th>DRAWING KEY ELEMENT</th><th>KEY ISSUES / CONSIDERATIONS</th></tr> <tr> <td> Township Boundary</td><td>Valuable agricultural land adjacent township boundary needs to be protected from residential land use encroachment.</td></tr> <tr> <td> Constrained Residential land with subdivision potential</td><td>Drainage issues and associated development costs have stifled new residential development and land release opportunities, resulting in a current shortage of residential land available to the market and forcing some residents to relocate from Maffra to other towns, such as nearby Stratford.</td></tr> <tr> <td> Macalister Irrigation District</td><td rowspan="3">Housing opportunities are constrained by the Macalister River, the Macalister Irrigation district, sewerage treatment and industrial buffers directing expansion of the township northward.</td></tr> <tr> <td> Sewer Treatment Buffer</td></tr> <tr> <td> Industrial Buffers</td></tr> <tr> <td> LSI0 + Flood Overlay</td><td rowspan="2">Environmental and land constraints such as drainage, development costs and feasibility, and landowner motivation, present barriers to development of otherwise suitable land.</td></tr> <tr> <td> Area affected by poor drainage</td></tr> <tr> <td> Bushfire Management</td><td>Greater exposure to bushfire risk, will need to be addressed through creation of buffers and/or edge roads.</td></tr> <tr> <td> Ridgeline</td><td>Significant slope adjacent Boisdale Street (to the west) presents challenges to development potential of zoned general residential land.</td></tr> </table>	DRAWING KEY ELEMENT	KEY ISSUES / CONSIDERATIONS	 Township Boundary	Valuable agricultural land adjacent township boundary needs to be protected from residential land use encroachment.	 Constrained Residential land with subdivision potential	Drainage issues and associated development costs have stifled new residential development and land release opportunities, resulting in a current shortage of residential land available to the market and forcing some residents to relocate from Maffra to other towns, such as nearby Stratford.	 Macalister Irrigation District	Housing opportunities are constrained by the Macalister River, the Macalister Irrigation district, sewerage treatment and industrial buffers directing expansion of the township northward.	 Sewer Treatment Buffer	 Industrial Buffers	 LSI0 + Flood Overlay	Environmental and land constraints such as drainage, development costs and feasibility, and landowner motivation, present barriers to development of otherwise suitable land.	 Area affected by poor drainage	 Bushfire Management	Greater exposure to bushfire risk, will need to be addressed through creation of buffers and/or edge roads.	 Ridgeline	Significant slope adjacent Boisdale Street (to the west) presents challenges to development potential of zoned general residential land.		
DRAWING KEY ELEMENT	KEY ISSUES / CONSIDERATIONS																			
 Township Boundary	Valuable agricultural land adjacent township boundary needs to be protected from residential land use encroachment.																			
 Constrained Residential land with subdivision potential	Drainage issues and associated development costs have stifled new residential development and land release opportunities, resulting in a current shortage of residential land available to the market and forcing some residents to relocate from Maffra to other towns, such as nearby Stratford.																			
 Macalister Irrigation District	Housing opportunities are constrained by the Macalister River, the Macalister Irrigation district, sewerage treatment and industrial buffers directing expansion of the township northward.																			
 Sewer Treatment Buffer																				
 Industrial Buffers																				
 LSI0 + Flood Overlay	Environmental and land constraints such as drainage, development costs and feasibility, and landowner motivation, present barriers to development of otherwise suitable land.																			
 Area affected by poor drainage																				
 Bushfire Management	Greater exposure to bushfire risk, will need to be addressed through creation of buffers and/or edge roads.																			
 Ridgeline	Significant slope adjacent Boisdale Street (to the west) presents challenges to development potential of zoned general residential land.																			
 THEME 2	<h3>Maffra's identity & character</h3> <table> <tr> <td> Undefined Township Arrival</td><td>Experiences at town entries and key gateways from the west, south and east do not reinforce a sense of arrival in Maffra.</td></tr> <tr> <td> Green Spine /Link</td><td>Boisdale Street is a key route for both pedestrians and cyclists and there is room to capitalise on this amenity and connection, by creating more paths for bikes and pedestrians, and improving spaces for people to sit and relax.</td></tr> <tr> <td> Culturally Sensitive Sites</td><td>Protect and celebrate cultural heritage and traditional owners.</td></tr> <tr> <td> Wide Canopy Tree Lined Street</td><td>Enable street planting of canopy trees.</td></tr> </table>	 Undefined Township Arrival	Experiences at town entries and key gateways from the west, south and east do not reinforce a sense of arrival in Maffra.	 Green Spine /Link	Boisdale Street is a key route for both pedestrians and cyclists and there is room to capitalise on this amenity and connection, by creating more paths for bikes and pedestrians, and improving spaces for people to sit and relax.	 Culturally Sensitive Sites	Protect and celebrate cultural heritage and traditional owners.	 Wide Canopy Tree Lined Street	Enable street planting of canopy trees.											
 Undefined Township Arrival	Experiences at town entries and key gateways from the west, south and east do not reinforce a sense of arrival in Maffra.																			
 Green Spine /Link	Boisdale Street is a key route for both pedestrians and cyclists and there is room to capitalise on this amenity and connection, by creating more paths for bikes and pedestrians, and improving spaces for people to sit and relax.																			
 Culturally Sensitive Sites	Protect and celebrate cultural heritage and traditional owners.																			
 Wide Canopy Tree Lined Street	Enable street planting of canopy trees.																			
 THEME 3	<h3>Meaningful & safe connections</h3> <table> <tr> <td> Arterial Road</td><td>Primary movement network (arterial roads) support large freight vehicle movements as well local traffic movements, resulting in a poor sense of arrival into Maffra.</td></tr> <tr> <td> Sub-Arterial Road</td><td rowspan="2">Sub-arterial roads carry unnecessary traffic and large freight vehicles through local residential neighbourhoods. McLean Street (a key local road within an established residential area) carries freight movements, and there is an opportunity for this heavy vehicle bypass route to be shifted further north to the future urban edge.</td></tr> <tr> <td> Heavy Vehicle Bypass Route</td></tr> <tr> <td> Recreation Open Space</td><td rowspan="2">Experiences in walkability and accessibility throughout Maffra are varied, at times there are no paths, or sections of path which are not connected.</td></tr> <tr> <td> Catchment to recreation open space</td></tr> <tr> <td> Internalised roads</td><td rowspan="2">Internal roads in the northern residential area result in poor pedestrian and vehicle connectivity.</td></tr> <tr> <td> Restricted connectivity</td></tr> <tr> <td> Pedestrian Connections</td><td>Lack of pedestrian and cycling connections to the town centre through to the Macalister River and between open spaces.</td></tr> <tr> <td> Limited Access Opportunity</td><td>Powerscourt Street is controlled by DoT which results in stringent requirements for creating new access points.</td></tr> <tr> <td> Intersection Upgrade</td><td>Improve intersection with a focus on safety for all road users, at key locations.</td></tr> <tr> <td> Local Bus Route</td><td>Limited accessibility to local bus route within the township.</td></tr> </table>	 Arterial Road	Primary movement network (arterial roads) support large freight vehicle movements as well local traffic movements, resulting in a poor sense of arrival into Maffra.	 Sub-Arterial Road	Sub-arterial roads carry unnecessary traffic and large freight vehicles through local residential neighbourhoods. McLean Street (a key local road within an established residential area) carries freight movements, and there is an opportunity for this heavy vehicle bypass route to be shifted further north to the future urban edge.	 Heavy Vehicle Bypass Route	 Recreation Open Space	Experiences in walkability and accessibility throughout Maffra are varied, at times there are no paths, or sections of path which are not connected.	 Catchment to recreation open space	 Internalised roads	Internal roads in the northern residential area result in poor pedestrian and vehicle connectivity.	 Restricted connectivity	 Pedestrian Connections	Lack of pedestrian and cycling connections to the town centre through to the Macalister River and between open spaces.	 Limited Access Opportunity	Powerscourt Street is controlled by DoT which results in stringent requirements for creating new access points.	 Intersection Upgrade	Improve intersection with a focus on safety for all road users, at key locations.	 Local Bus Route	Limited accessibility to local bus route within the township.
 Arterial Road	Primary movement network (arterial roads) support large freight vehicle movements as well local traffic movements, resulting in a poor sense of arrival into Maffra.																			
 Sub-Arterial Road	Sub-arterial roads carry unnecessary traffic and large freight vehicles through local residential neighbourhoods. McLean Street (a key local road within an established residential area) carries freight movements, and there is an opportunity for this heavy vehicle bypass route to be shifted further north to the future urban edge.																			
 Heavy Vehicle Bypass Route																				
 Recreation Open Space	Experiences in walkability and accessibility throughout Maffra are varied, at times there are no paths, or sections of path which are not connected.																			
 Catchment to recreation open space																				
 Internalised roads	Internal roads in the northern residential area result in poor pedestrian and vehicle connectivity.																			
 Restricted connectivity																				
 Pedestrian Connections	Lack of pedestrian and cycling connections to the town centre through to the Macalister River and between open spaces.																			
 Limited Access Opportunity	Powerscourt Street is controlled by DoT which results in stringent requirements for creating new access points.																			
 Intersection Upgrade	Improve intersection with a focus on safety for all road users, at key locations.																			
 Local Bus Route	Limited accessibility to local bus route within the township.																			
 THEME 4	<h3>A self-sustaining town</h3> <table> <tr> <td> Commercial backing Public Realm</td><td>The structure of the town centre has been focused on Johnson Street as 'main street', creating 'back of house' to Macalister River environs and The Island Reserve.</td></tr> <tr> <td> Town Centre</td><td>There is an increased demand for retail and commercial properties.</td></tr> <tr> <td> Industrial Land</td><td>Increased demand for diverse industrial lot sizes, including larger lot sizes to the east of Fulton Road.</td></tr> </table>	 Commercial backing Public Realm	The structure of the town centre has been focused on Johnson Street as 'main street', creating 'back of house' to Macalister River environs and The Island Reserve.	 Town Centre	There is an increased demand for retail and commercial properties.	 Industrial Land	Increased demand for diverse industrial lot sizes, including larger lot sizes to the east of Fulton Road.													
 Commercial backing Public Realm	The structure of the town centre has been focused on Johnson Street as 'main street', creating 'back of house' to Macalister River environs and The Island Reserve.																			
 Town Centre	There is an increased demand for retail and commercial properties.																			
 Industrial Land	Increased demand for diverse industrial lot sizes, including larger lot sizes to the east of Fulton Road.																			

24

PART 3. A PLAN FOR MAFFRA

OVERVIEW

Following feedback received from consultation of the *Maffra Structure Plan – Discussion Paper & Emerging Directions* (March 2021), the four (4) themes have been revised further to reflect the aspirations of Maffra.

Figure 10: How the Strategic Direction themes have informed the Revised Structure Plan Themes



Within this section, the objectives, strategies and actions which apply across the Plan area have been outlined under the relevant sub-headings of each theme.



Duart Homestead



THEME 1

Directing & Unlocking Growth

Maffra will be a vibrant and growing township that services the surrounding district and provides a range of lifestyle and housing choices.

New residential, commercial and industrial areas will be **directed and unlocked** through proactive delivery of infrastructure and services, and more opportunities for sensitive infill development will be encouraged in Maffra's attractive, and well-serviced existing residential neighbourhoods.

Valuable agricultural land in the Macalister Irrigation District surrounding Maffra will be protected by establishment of a township boundary.

The Plan addresses the key issues that have hindered unlocking growth in the past – namely ensuring that there is ample supply of appropriately zoned land to accommodate growth and that there is associated supporting drainage infrastructure to service such growth.

Objectives and strategies to achieve this theme vision relate to:

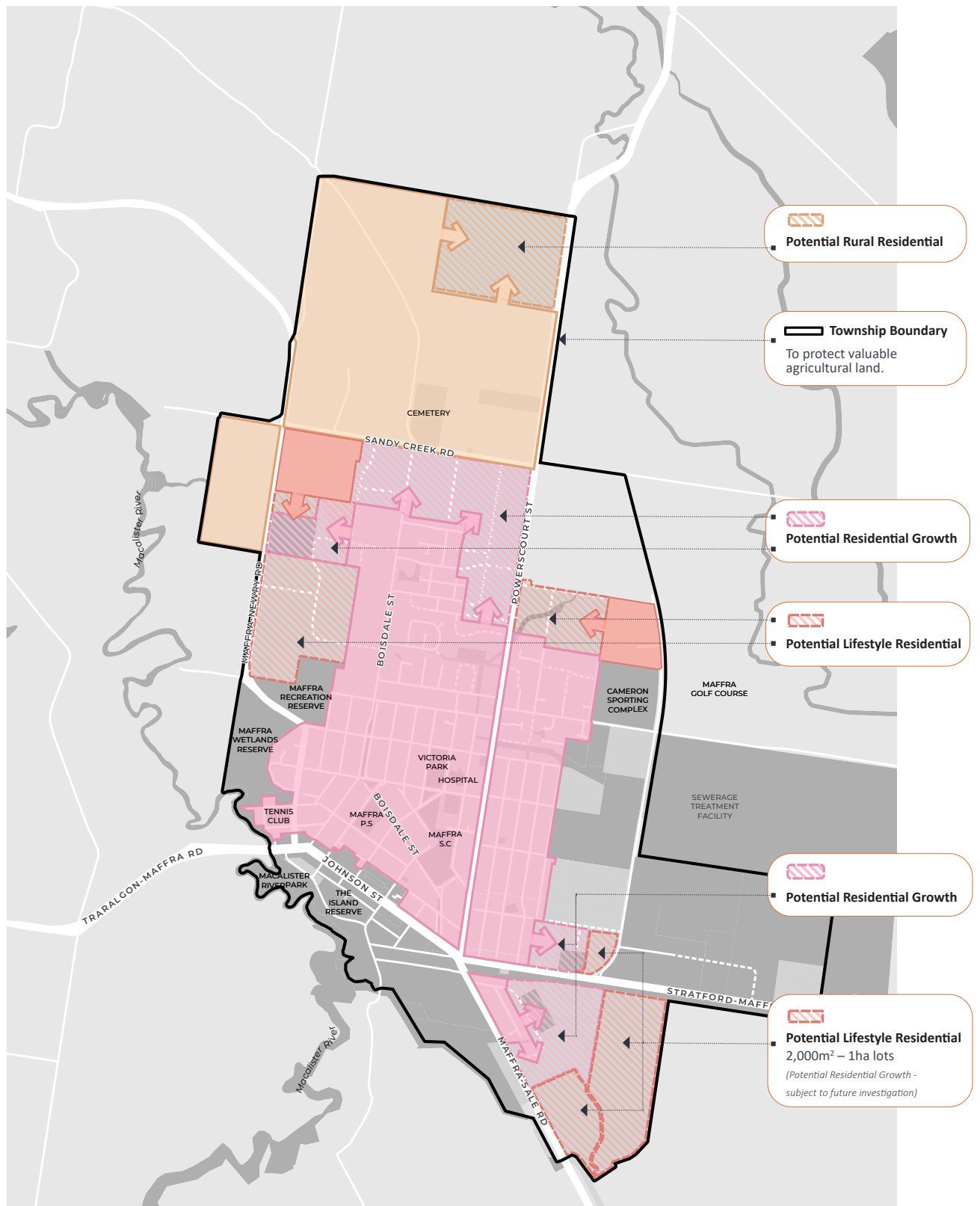
Growth
Directions

Growth Precincts,
Staged Drainage
& Servicing



Residential Property in Maffra

Figure 11: Highlights of Theme 1 – Directing & Unlocking Growth



3.1.1 GROWTH DIRECTIONS

The majority of new residential development will occur in Maffra's new neighbourhoods, primarily located to the north of town. The Plan identifies a diverse range of preferred lot sizes and lifestyle options, to cater to community needs, and to respond to specific site conditions. However, some growth will be encouraged within Maffra's inner areas, to provide opportunities for development that can benefit from proximity to the town centre.

The Plan identifies an ample supply of land to be rezoned for residential use to meet land supply that will overcome past inhibitors to development, such as land banking, fragmented ownership and land economics.

Summary of Potential Residential Outcomes Existing and Proposed Zones and Lot Sizes

#	Potential Residential Outcome	Existing Zone	Minimum Lot Size	Proposed Zone
1	Rural Residential	Farming Zone (FZ)	40ha+	Rural Living Zone <i>(Schedule subject to further investigation)</i>
2	Lifestyle Residential	Rural Living Zone 4 (RLZ4)	4ha+	Low Density Residential Zone (LDRZ)
3	Residential Growth**	Rural Living Zone 4 (RLZ4)	4ha+	General Residential Zone (GRZ)
4	Residential Growth**	Rural Living Zone 2 (RLZ2)	2ha+	General Residential Zone (GRZ)
5	Residential Growth**	Rural Living Zone 4 (RLZ4)	4ha+	General Residential Zone (GRZ)
6	Residential Growth**	Farming Zone (FZ)	40ha+	General Residential Zone (GRZ)
7	Lifestyle Residential*	Farming Zone (FZ)	40ha+	General Residential Zone (GRZ)
8	Residential Growth**	Farming Zone (FZ)	25ha+	General Residential Zone (GRZ)
9	Lifestyle Residential*	Farming Zone (FZ)	25ha+	Low Density Residential Zone (LDRZ)
10	Lifestyle Residential*	Farming Zone (FZ)	40ha+	Low Density Residential Zone (LDRZ)

*Potential Residential Growth - subject to future investigation.

**Refer to Part 4 – Next Steps and Implementation for additional information.

OBJECTIVES & STRATEGIES

OB1 TO STRENGTHEN MAFFRA'S ROLE AS A GROWING DISTRICT SERVICE CENTRE THAT PROVIDES A RANGE OF HOUSING AND LIFESTYLE CHOICES

- GD1** Facilitate new residential growth for a diverse range of housing outcomes in Maffra in appropriate locations (refer to Figure 12).
- GD2** Encourage new development to provide a diverse range of lot sizes and housing typologies.
- GD3** Direct growth to precincts that can be supported by strategic delivery of infrastructure (refer to Figure 13), and advocate for future technological improvements to Gippsland Water wastewater treatment facility infrastructure to help reduce odour buffer extents.
- GD4** Support residential growth on existing residentially zoned land as identified within Figure 12, specifically within the Northern Growth Precinct in the short-medium term.

- GD5** Ensure future rezoning of residential land reflects the role and preferred use of the residential precincts (refer to Figure 12).

- GD6** Investigate the potential for future residential development within the 'Future Investigation Areas' of Figure 13, in consideration of the following criteria:

- Sensitive uses are located outside of the odour buffer of the sewerage treatment facility, unless an alternative treatment facility (such as mechanical) is in operation;
- Land at 145 Fulton Road, Maffra is reviewed in terms of any potential contamination of land, based on the historical uses on the land; and
- Sensitive uses are located outside of any relevant industrial use buffers of the 'Industrial Estate'.

- GD7** Ensure all future planning processes consider relevant planning, amenity and environmental requirements (refer to Appendix 8).

- GD8** Avoid urban development to the north of Sandy Creek Road where it cannot be provided with potable water supply and reticulated sewerage.

- GD9** Enable and support the ample supply of residential zoned land in areas identified for future growth that is supported and serviced by the required infrastructure.

- GD10** Encourage larger lots interfacing Sandy Creek Road (subject to investigation relating to infrastructure capacity) and Powerscourt Street to limit direct access and to achieve a sympathetic gateway arrival experience.

OB2 TO BALANCE GROWTH IN MAFFRA WITH PROTECTION OF VALUABLE AGRICULTURAL LAND

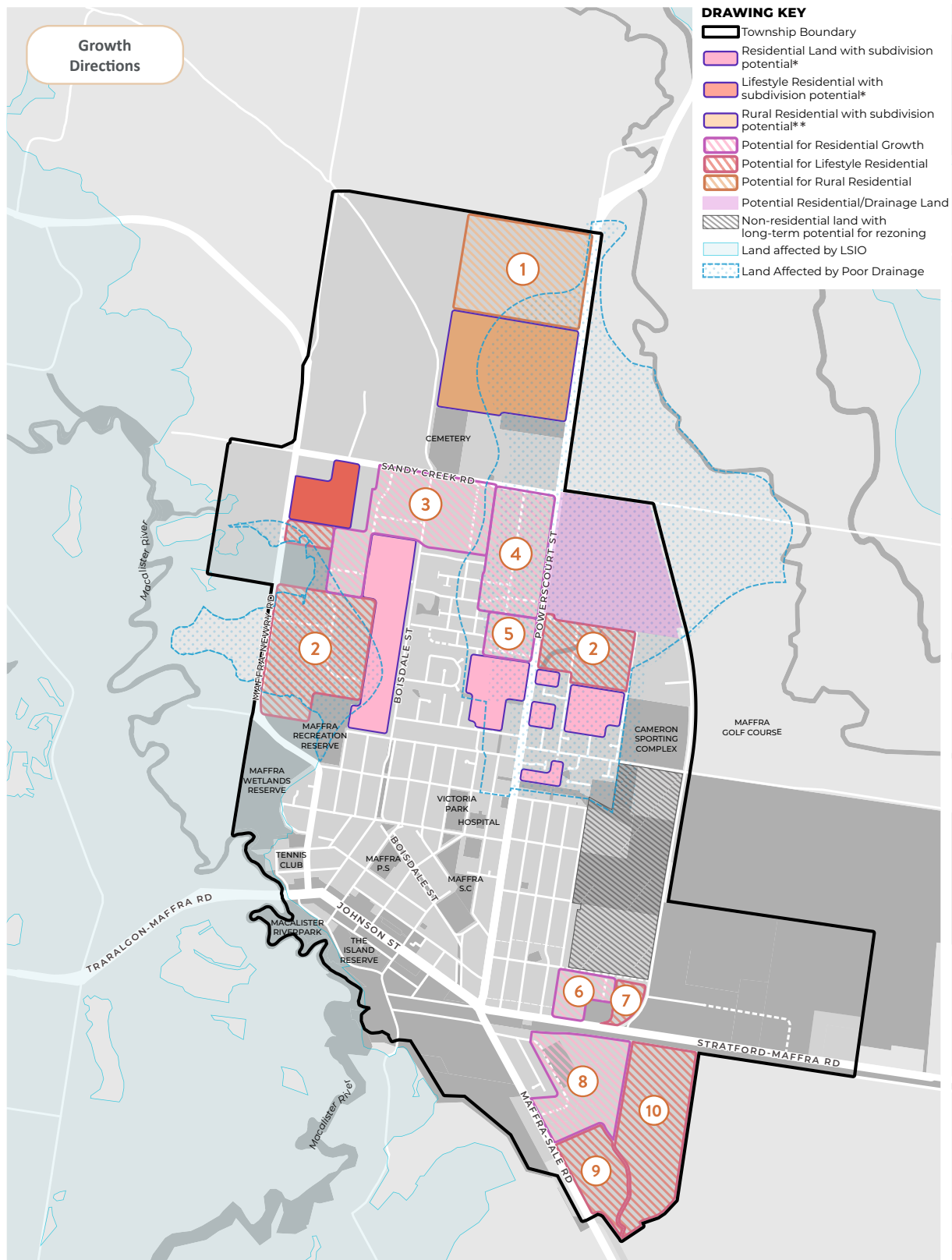
- GD11** Implement a township boundary to contain growth in accordance with Figure 12.

- GD12** Ensure new development adjacent to the 'interfaces' within identified growth areas provide an edge road to surrounding rural and agricultural land and establishes suitable buffers to potential bushfire hazards and provide access for emergency services.

OB3 TO ENCOURAGE DELIVERY OF APPROPRIATELY DESIGNED NEW HOUSING STOCK IN EXISTING RESIDENTIAL AREAS

- GD13** Support infill development within Residential Character, Residential Established and Residential Growth precincts where it contributes to the existing character of the precinct (refer to Figure 5.)

Figure 12: Theme 1 – Growth Directions Plan



*Subject to detailed technical investigations

**Potential to further investigate more intensive Rural Residential subdivision subject to detailed technical investigations



3.1.2 GROWTH PRECINCTS, STAGED DRAINAGE & SERVICING PROVISION

The key to unlocking residential growth within Maffra, including within existing residential zone areas, is through development of a holistic drainage strategy and agreed funding across the growth areas. A key challenge for Maffra is to locate and fund the required infrastructure in a manner where costs can be equitably shared, and where benefits to development can be maximised.

Of course, Maffra is not the only growth area in the Shire and it will have to compete for infrastructure funding (including drainage) with other growth areas within the Shire. Council will develop a policy framework that determines what role forward funding of infrastructure will play in stimulating residential growth and where the priority growth areas in the Shire are for this funding. In terms of Maffra, the share of funding for developers and what Council will pay, will have to be worked through separately.

The *Maffra Drainage and Integrated Water Management Strategy* (Alluvium, 2020) and *65 Maffra–Sale Rd Stormwater Management Strategy* (Alluvium, 2021) allocates potential drainage assets for Maffra and potential development precincts to unlock potential development.

Table 2: Northern Growth Precinct

	PROPOSED ZONING	INFRASTRUCTURE REQUIRED
	N/A	<ul style="list-style-type: none"> Maffra Retarding Basin (RB01) to be developed separate from precincts to alleviate downstream flooding issues.
Precinct A	Predominantly LDRZ to the North, General Residential to the south	<ul style="list-style-type: none"> Waterway Channel (DR–WC01 and DR–WC02) to be formalised following RB01. Powerscourt Street (west) Wetland / Retarding Basin (WL–RB02) to enable development within Precinct A.
Precinct B	GRZ along Boisdale Street, with LDRZ interfacing Maffra–Newry Road	<ul style="list-style-type: none"> South–West Wetland / Retarding Basin (WL–RB03) to facilitate existing development, but will also facilitate subdivision on west of Boisdale Street. Potential Neighbourhood Park (OS04).
Precinct C	GRZ along Boisdale Street, with LDRZ interfacing Maffra–Newry Road	<ul style="list-style-type: none"> North–west Wetland Retarding Basin (WL–RB04) to enable development within Precinct C. Sewer pump station and pipes to direct towards Boisdale Street Main. Potential Neighbourhood Park / Community Node (OS01). Potential Neighbourhood Park (OS02).
Precinct D	Precinct is entirely GRZ	<ul style="list-style-type: none"> Powerscourt Street (west) Wetland / Retarding Basin (WL–RB02) to enable development within Precinct D. Potential Neighbourhood Park (OS03).
	GRZ to extend east of Powerscourt Street	<ul style="list-style-type: none"> Drainage outcomes reliant on 'Preliminary Works Recommended' – Maffra Retarding Basin (RB01).

The Plan has adopted this strategy and provides direction in Table 2 and Table 3 to the future drainage and service provision required to unlock residential growth in each precinct.

The growth precincts plan has been developed to ensure that growth is delivered in a co-ordinated and orderly manner (i.e. considering the availability of infrastructure and development pattern).

In order for development to occur in these development precincts, development must be generally in accordance with the following conditions:

- The development is consistent with the objectives and strategies outlined in this Structure Plan;
- The development can be serviced to required servicing infrastructure in a timely and efficient manner (and if required, the cost of extending infrastructure out of sequence is paid for by the developer); and
- The proposed development meets or exceeds best practice development standards.

Table 3: South–Eastern Growth Precinct


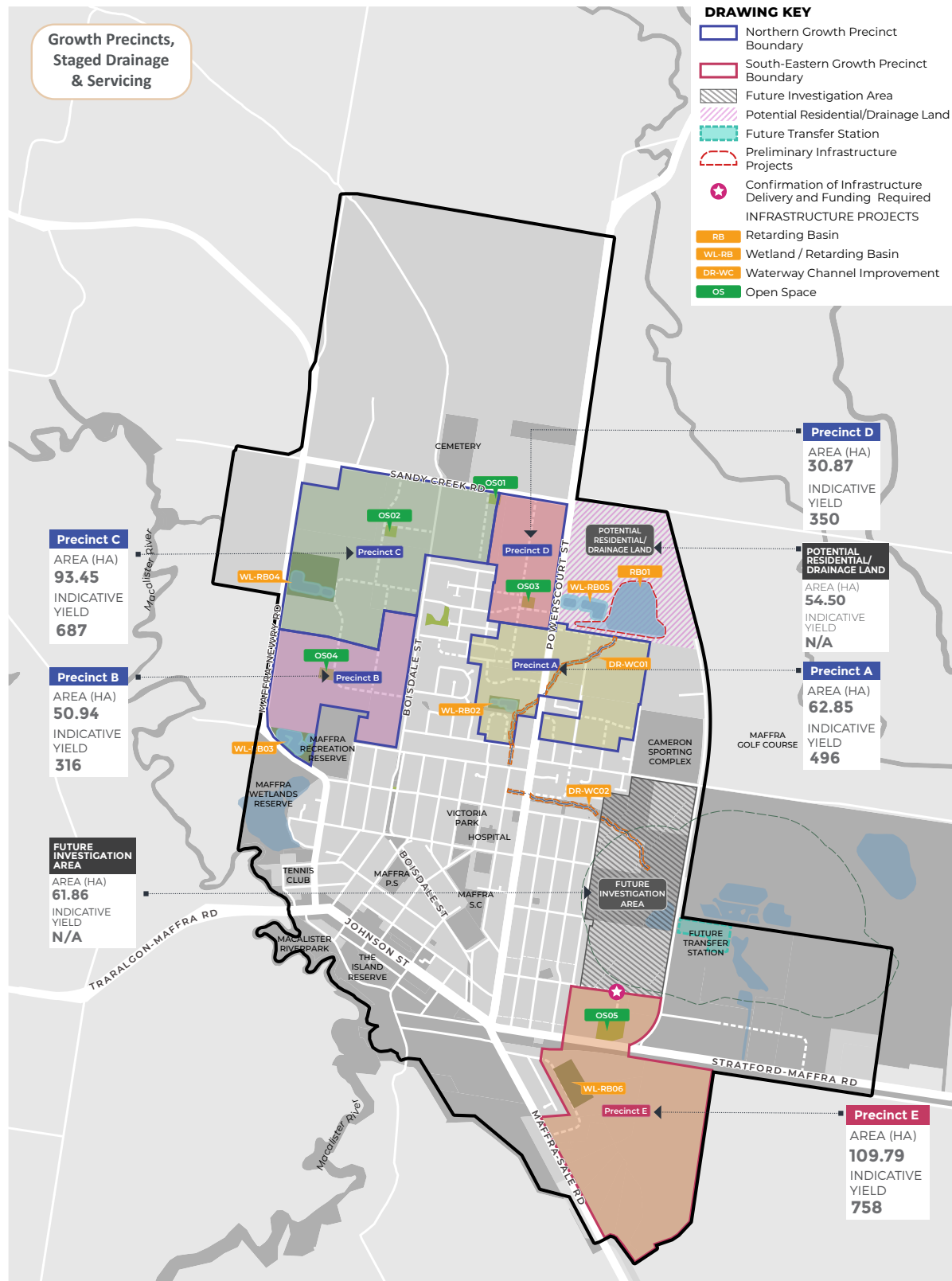
	PROPOSED ZONING	INFRASTRUCTURE REQUIRED
Precinct E	GRZ extending from existing development (West), LDRZ interfacing Maffra–Sale Road, and LDRZ to the East as a transitioning of residential zones to agricultural land.	<ul style="list-style-type: none"> South–East Wetland / Retarding Basin (WL–RB06) to facilitate development within Precinct E. Potential Neighbourhood Park (OS05). Potential Sewer pump station.
	GRZ to extend from west, transitioning to LDRZ interfacing Fulton Road & Industrial Precinct	<ul style="list-style-type: none"> Wastewater treatment facility (west of Fulton Road) to be rehabilitated to facilitate possible future residential growth (TBC). Davis Street naturalisation (DR–WC02) to improve flooding conditions and general amenity of existing and potential future area. Only considered if population does not exceed 7,700 or if treatment facility was to be upgraded.

Figure 13: Theme 1 – Growth Precincts, Staged Drainage & Servicing Provision



*Please note that indicative yield (dwellings) is subject to detailed site investigations.

OBJECTIVES & STRATEGIES

OB4 TO TAKE A HOLISTIC AND STRATEGIC APPROACH TO DELIVERY OF DRAINAGE AND SERVICING INFRASTRUCTURE TO UNLOCK RESIDENTIAL DEVELOPMENT

- D11** Facilitate new residential growth for a diverse range of housing outcomes in Maffra in appropriate locations (refer to Figure 12).
- D12** Require future development to deliver the relevant drainage and service infrastructure for the Northern Growth Precinct and the South–Eastern Growth Precinct generally in accordance with Figure 13, Table 2 and Table 3.
- D13** Ensure that future development of Maffra’s residential growth precincts can be serviced through the existing capacity of servicing infrastructure, or if required, identify upgrades to infrastructure in consultation with relevant service Authorities such as Gippsland Water and Southern Rural Water.
- D14** Ensure service infrastructure for new residential subdivisions, such as electrical kiosks and sewer pump stations, are identified early and sited and/or appropriately screened, whilst still allowing suitable access for maintenance.
- D15** Avoid site specific, ad–hoc and temporary stormwater systems which do not contribute to the overall drainage strategy for ‘Residential Growth’ areas.
- D16** Prior to rezoning of residential land, developers will need to confirm infrastructure delivery and funding required for the creation and construction of the road reserves in accordance with Figure 4 and Figure 12.
- D17** Drainage to be generally in accordance with *Maffra Drainage and Integrated Water Management Strategy* (Alluvium, 2020) and *65 Maffra–Sale Road Stormwater Management Strategy* (Alluvium, 2021) or as otherwise approved by Council.

3.1.3 THEME 1 ACTIONS

- A1** Review and Amend Local Planning Policy of the *Wellington Planning Scheme* to reflect the objectives and strategies of the *Maffra Structure Plan 2022*, including updates to the 'Maffra Strategy Plan' and recognition of the need for proactive co-ordination and shared funding of infrastructure.
- A2** Review and update the *Maffra Drainage and Integrated Water Management Strategy* (Alluvium, 2020) and *65 Maffra–Sale Road Stormwater Management Strategy* (Alluvium, 2021), as required, prior to future rezoning.
- A3** Update existing sub-catchment wide drainage strategy (including costings) as part of the future rezoning of the north and south-eastern growth precincts identified in *Figure 13* and generally in accordance with *Table 2* and *Table 3*.
- A4** Prepare a high-level strategic Servicing Strategy for the Residential Growth Areas in consultation with Gippsland Water, Southern Rural Water and other service authorities based on the identified growth areas of the *Maffra Structure Plan 2022*.
- A5** Consider forward funding of key drainage infrastructure as outlined in the *Residential Stocktake and Facilitation Strategy (2022)*, *Maffra Drainage and Integrated Water Management Strategy* (Alluvium, 2020) and *65 Maffra–Sale Road Stormwater Management Strategy* (Alluvium, 2021), having regard to any future Shire-wide policy regarding procurement of public infrastructure.
- A6** Investigate and implement a development contributions mechanism that facilitates the funding and delivery of key infrastructure (land and construction) as identified within the proposed Northern Growth Precinct and South-Eastern Growth Precinct (*Table 2* and *Table 3*) and as outlined on the proposed Growth Precinct Plan (*Figure 13*).
- A7** Review and update zones and overlays once a development contributions mechanism has been prepared or an infrastructure funding agreement has been reached for the Northern Growth Precinct and the South-Eastern Growth Precinct, in accordance with the proposed planning controls plan shown in *Figure 27* and *Figure 28* of Part 4 – Next Steps and Implementation of the *Maffra Structure Plan 2022*.
- A8** Revise the extent of Development Plan Overlay 1 (DPO1) within Precincts A-D of the Northern Growth Area, and explore the implementation of the Development Plan Overlay 1 (DPO1) in Precinct E of the South-Eastern Growth Precinct, in accordance with *Figure 28: Proposed Overlay Plan* of Part 4 – Next Steps and Implementation of the *Maffra Structure Plan 2022*.
- A9** Apply a new Development Plan Overlay to Precincts A–D of the Northern Growth Area and Precinct E of the South-Eastern Growth Precinct to manage the delivery of future potential residential growth, and to implement the relevant objectives and strategies of the *Maffra Structure Plan 2022*.

Maffra will be a vibrant and growing township that services the surrounding district and provides a range of lifestyle and housing choices.



Residential property in Maffra



Maffra's Identity & Character

Growth, development, and public realm improvements will reinforce *Maffra's identity and character* as an agricultural town, with a rich cultural and settlement history and a 'small country town feel'.

Maffra will be distinct from nearby Sale and Stratford and reinforce its own identity and provide a 'sense of place', reflected in the character of new and established neighbourhoods, it's wide, tree lined streets and the interface to the Macalister River.

Objectives and strategies to achieve this theme vision relate to:

Heritage & Culture

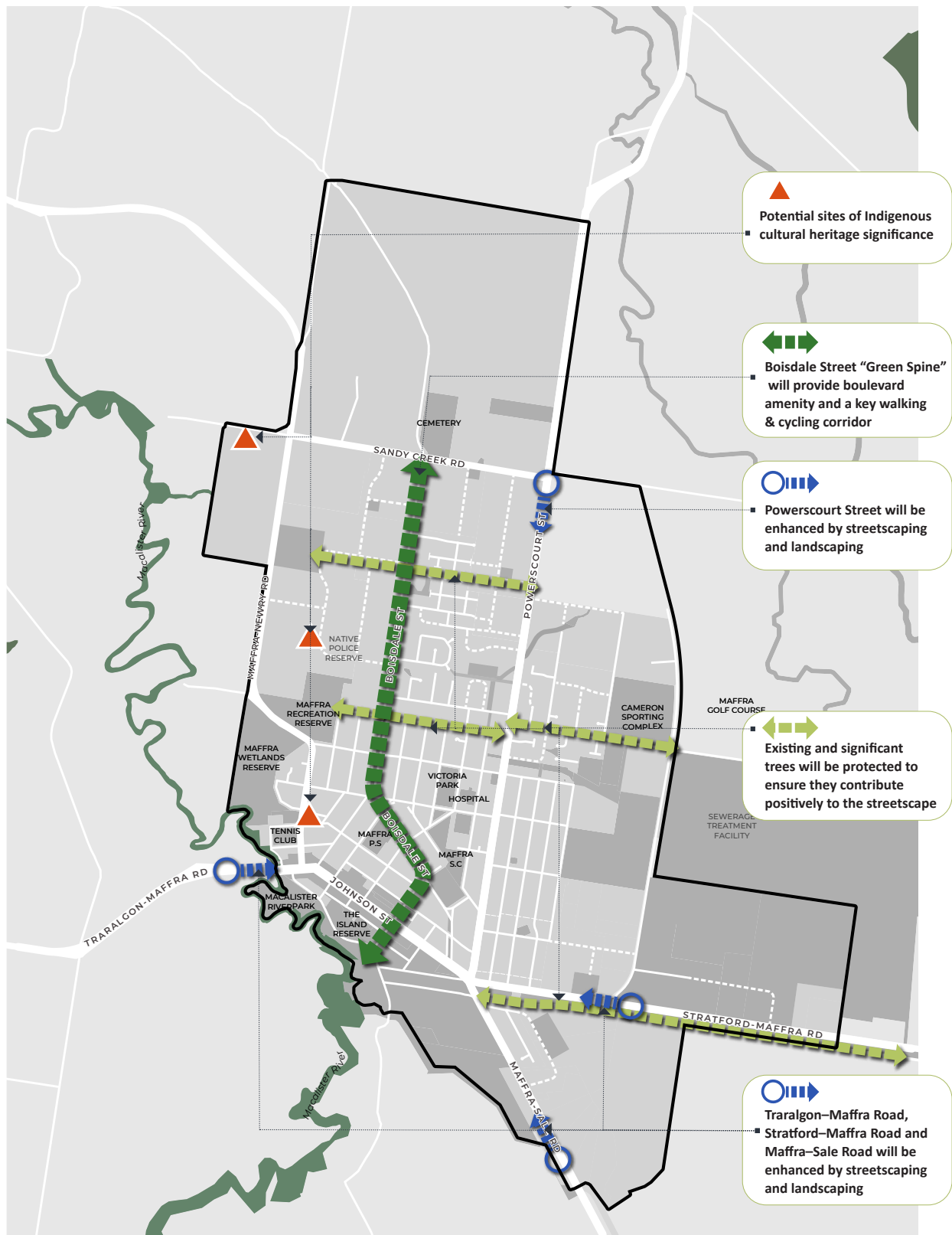
Public Realm &
Open Space

Built Form &
Streetscapes



Maffra Beet Sugar Factory

Figure 14: Highlights of Theme 2 – Maffra's Identity & Character Plan



3.2.1 HERITAGE & CULTURE

As Maffra has grown over time and automation of its agricultural industries has occurred, a significant proportion of early period buildings have disappeared. Today, there are only a few remaining iconic buildings that identify Maffra's rich agricultural past and reinforce a 'sense of place'.

Maffra's established residential areas near to the town centre contain the most significant concentration of historic dwellings and wide tree lined streetscapes which contribute to the town's character and identity.

The Plan seeks to protect Maffra's valued character, and ensure new growth areas reflect the positive elements of the established areas, particularly the wide, tree lined streets.

OBJECTIVES & STRATEGIES

OB5 TO IDENTIFY AND CELEBRATE MAFFRA'S CULTURAL AND HISTORIC PAST AS A PASTORAL SETTLEMENT

HC1 Protect sites of Indigenous cultural heritage significance, such as the Green Hills Native Police Reserve located to the west of Boisdale Street and east of the Macalister River environs.

HC2 Support adaptive re-use of heritage buildings provided it contributes to the character of the town centre precinct.

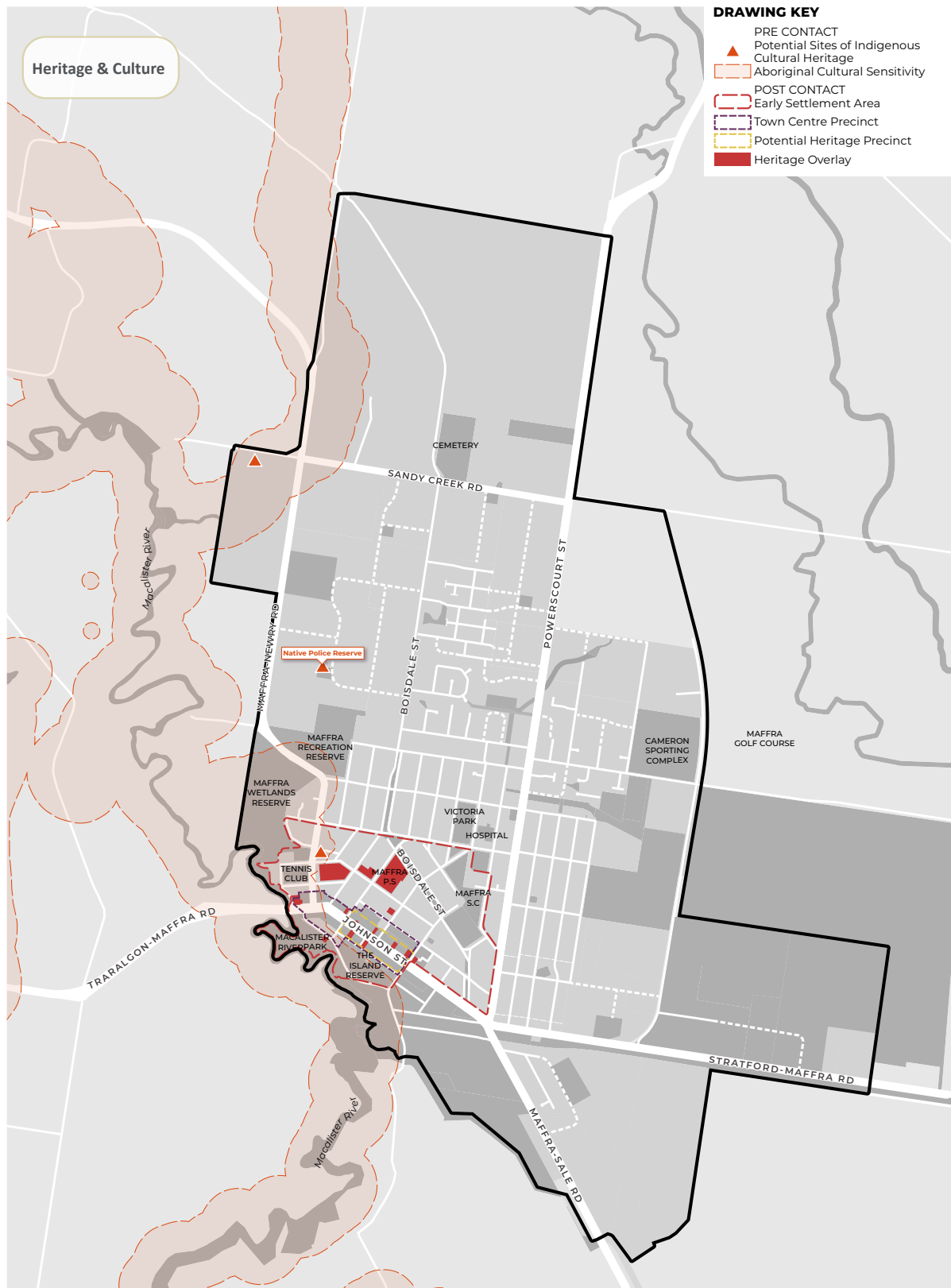
HC3 Investigate suitable locations for commissioned public art and murals by local artists to represent Maffra's traditional owners and agricultural heritage i.e. adapting historic farm vehicles and machinery into sculptural pieces.

OB6 TO SUPPORT THE ROLES AND PROGRAMS OF LOCAL CULTURAL AND HERITAGE GROUPS THAT CONTRIBUTE TO THE COMMUNITY AWARENESS AND ACKNOWLEDGEMENT OF MAFFRA'S PAST

HC4 Recognise the role and aspirations of traditional owners, represented through the Gunaikurnai Land and Waters Aboriginal Corporation, in future policy development.

HC5 Preserve Maffra's post-settlement heritage through recognition of key local historic buildings and story telling groups, such as the Maffra Sugarbeet Museum and Maffra and District Historical Society respectively.

Figure 15: Theme 2 – Heritage & Culture Plan



3.2.2 PUBLIC REALM & OPEN SPACE

Maffra has access to several high-quality open spaces including natural reserves along the Macalister River, and more formalised active reserves. However, open space and enhanced public realm areas are concentrated within the town centre precinct and established residential areas, with little to no public open space delivered within new neighbourhoods.

Johnson Street has long been a primary meeting place and the 'cultural heart' of Maffra, adjacent to the Macalister River.

The Plan reinforces the town centre as Maffra's primary meeting place and creates new opportunities within the northern growth area to deliver walkable open space to future communities.

OBJECTIVES & STRATEGIES

OB7 TO REINFORCE JOHNSON STREET AS THE 'CULTURAL HEART' OF MAFFRA, WITH A DISTINCT RELATIONSHIP TO MACALISTER RIVER SUPPORTED BY A NETWORK OF CULTURAL COMMUNITY NODES

PR01 Enhance opportunities for people to meet and dwell outside key civic places, including the rotunda near the Post Office through increased seating and landscaping upgrades.

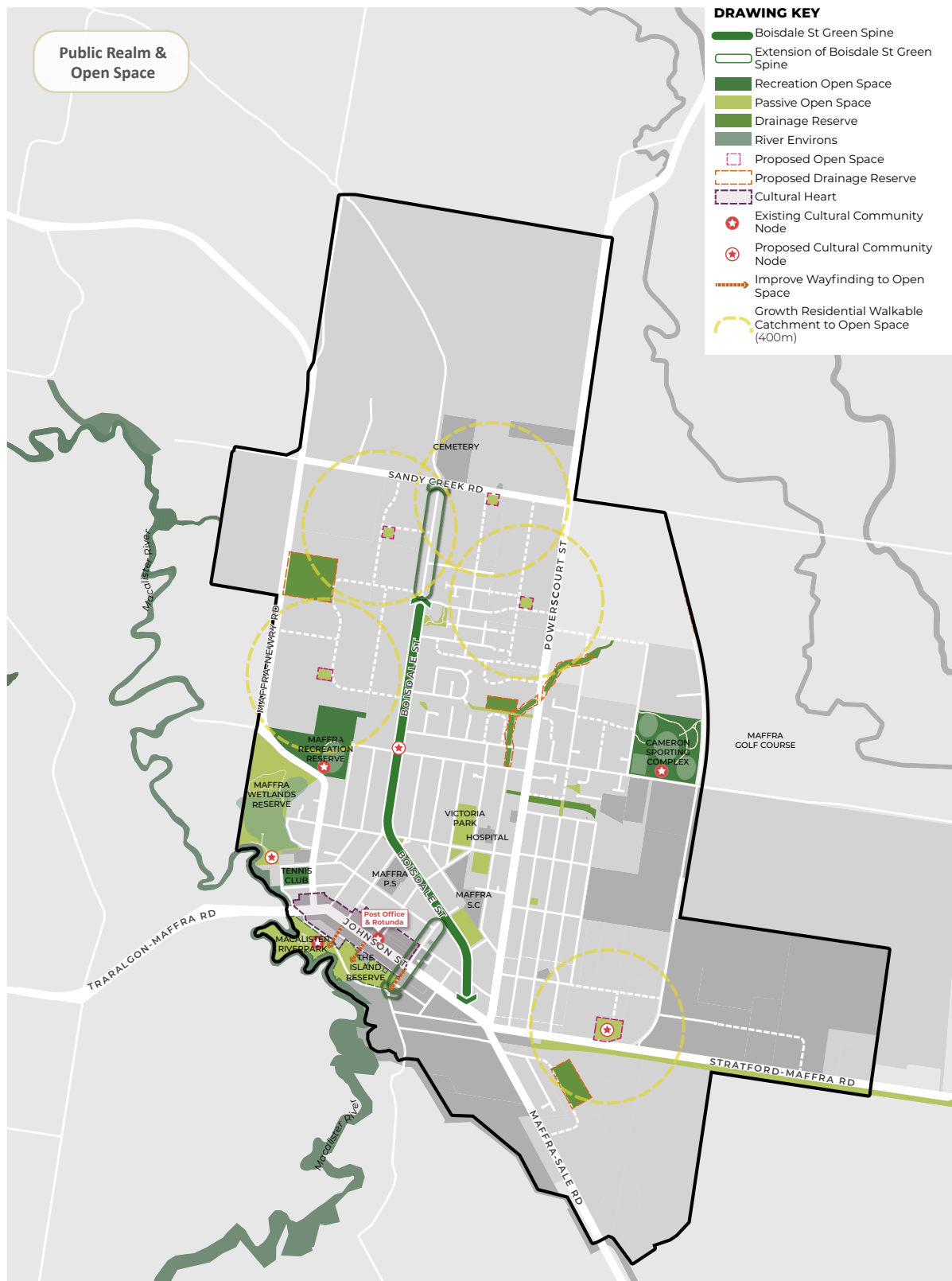
PR02 Use theming and public art to highlight cultural community nodes (existing and proposed) throughout Maffra that reflect a 'small country town feel' and celebrate the rich history (refer to Figure 16).

PR03 Encourage greater connectivity and wayfinding for pedestrians and cyclists to the Macalister Riverpark and 'The Island Reserve'.

OB8 TO ENSURE NEW HIGH QUALITY OPEN SPACES WITHIN THE NORTHERN AND SOUTH-EAST GROWTH AREAS REFLECT THE IDENTITY AND CHARACTER OF MAFFRA

PR04 Create new open spaces and parks within the 'Residential Growth Areas' that focus on providing high quality, connected green spaces within a walkable catchment to new residential estates (refer to Figure 16).

Figure 16: Theme 2 – Public Realm & Open Space



3.2.3 BUILT FORM & STREETSCAPES

Maffra has identifiable streetscapes that are characterised by wide pavements and large canopy trees, such as Boisdale, Thomson and McMillan Streets. In established residential precincts, Maffra is characterised as a lifestyle township through low scale dwellings with high quality landscaped front setbacks. Maffra's growth areas should seek to incorporate these characteristics and achieve a cohesive 'sense of place'.

Wellington Shire Council, the Department of Transport and the community will collaborate on the future planning, design and management of Johnson Street to ensure it continues to be a primary meeting place for people and a key movement corridor of Maffra.

At key entrances into Maffra, the Plan will reinforce a 'sense of arrival' through subtle and deliberate streetscape improvements.

OBJECTIVES & STRATEGIES

OB9 TO ENHANCE MAFFRA'S SENSE OF PLACE WITHIN KEY STREETSCAPES

BFS1 Improve the amenity and appearance of the Employment and Industrial areas, particularly along key arterial roads into Maffra, through increased landscaping and encouraging new development to adopt quality architectural design for building frontages, and where buildings address side streets or public spaces.

BFS2 Protect existing significant avenue trees and significant canopy trees within the Boisdale 'Green Spine'.

BFS3 Support realignment of Boisdale 'Green Spine' along Foster Street to improve connections to Macalister Riverpark and The Island Reserve as identified on Figure 17 and Figure 32 of Appendix 2.

BFS4 Provide additional trees north of Hillcrest Drive and achieve significant canopy streetscapes along key streets as identified on Figure 17.

BFS5 Support new residential subdivision that adopt features and characteristics of Maffra as a small town with a 'small country town feel' including wide verges, provision of space for canopy tree planting and increased building setbacks.

BFS6 Require active frontages to Johnson Street, Boisdale Street "Green Spine" and open spaces.

OB10 TO REINFORCE JOHNSON STREET AS THE 'HEART' OF MAFFRA AND PRIMARY DESTINATION AND MEETING PLACE FOR THE COMMUNITY

BFS7 Encourage building heights of up to three storeys along Johnson Street and between Thomson Street and Foster Street.

BFS8 Support new fine grain developments along Johnson Street, particularly between Thomson Street and Foster Street, that encourage street level activation, such as retail shop fronts and outdoor dining.

BFS9 Improve public realm outcomes such as pavements, seating, lighting, etc along Johnson Street (in particular between Pearson Street and Thomson Street) that promote community gathering.

OB11 TO ENHANCE SENSE OF ARRIVAL INTO MAFFRA AND DEFINE POINTS OF ENTRY

BFS10 Plan for a consistent landscape theming, public art or signage along township arrival streetscapes as identified in Figure 17.

BFS11 Promote high quality development outcomes within private land adjacent to township arrival streetscapes.

Figure 17: Theme 2 – Built Form & Streetscapes

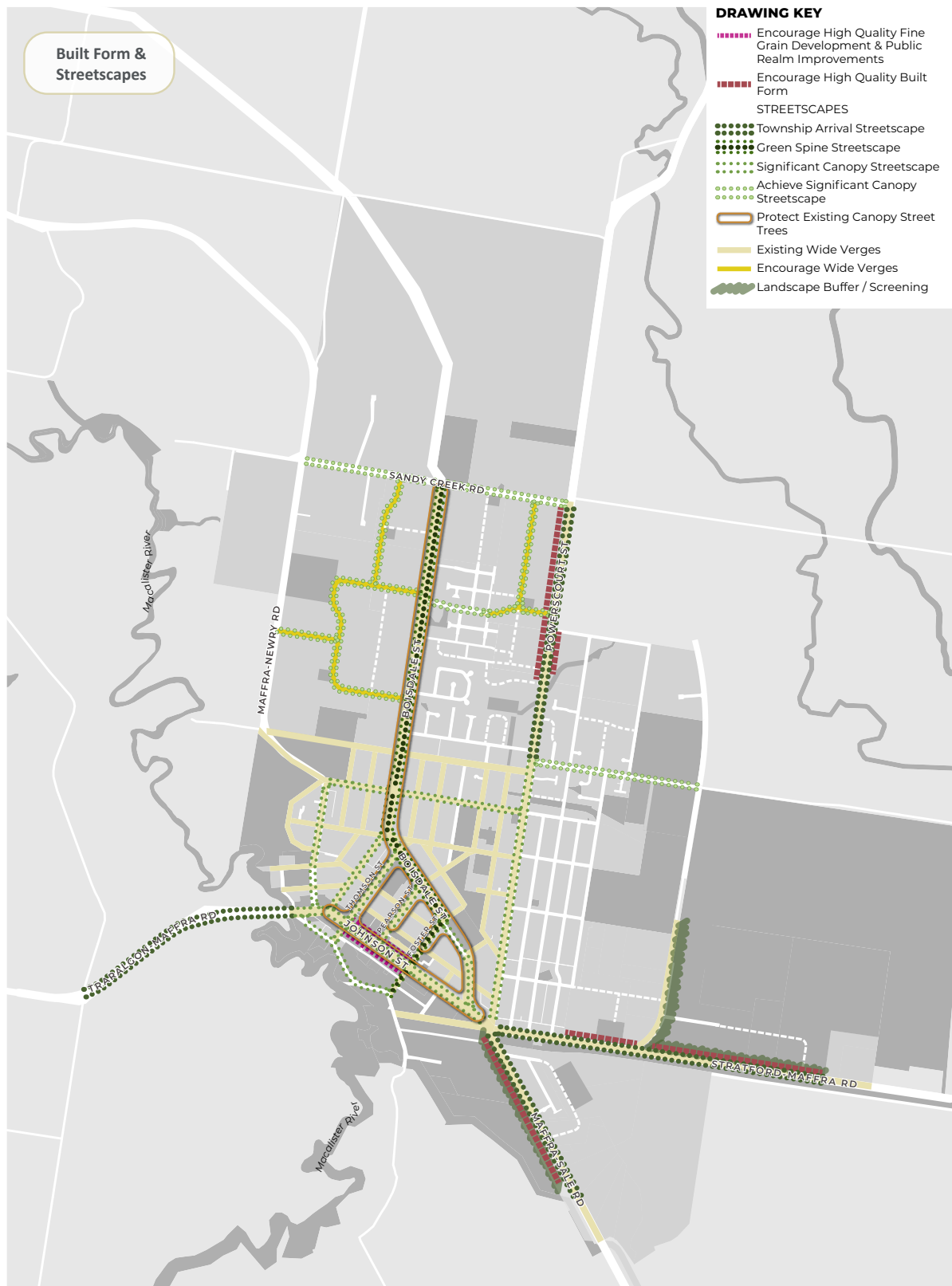
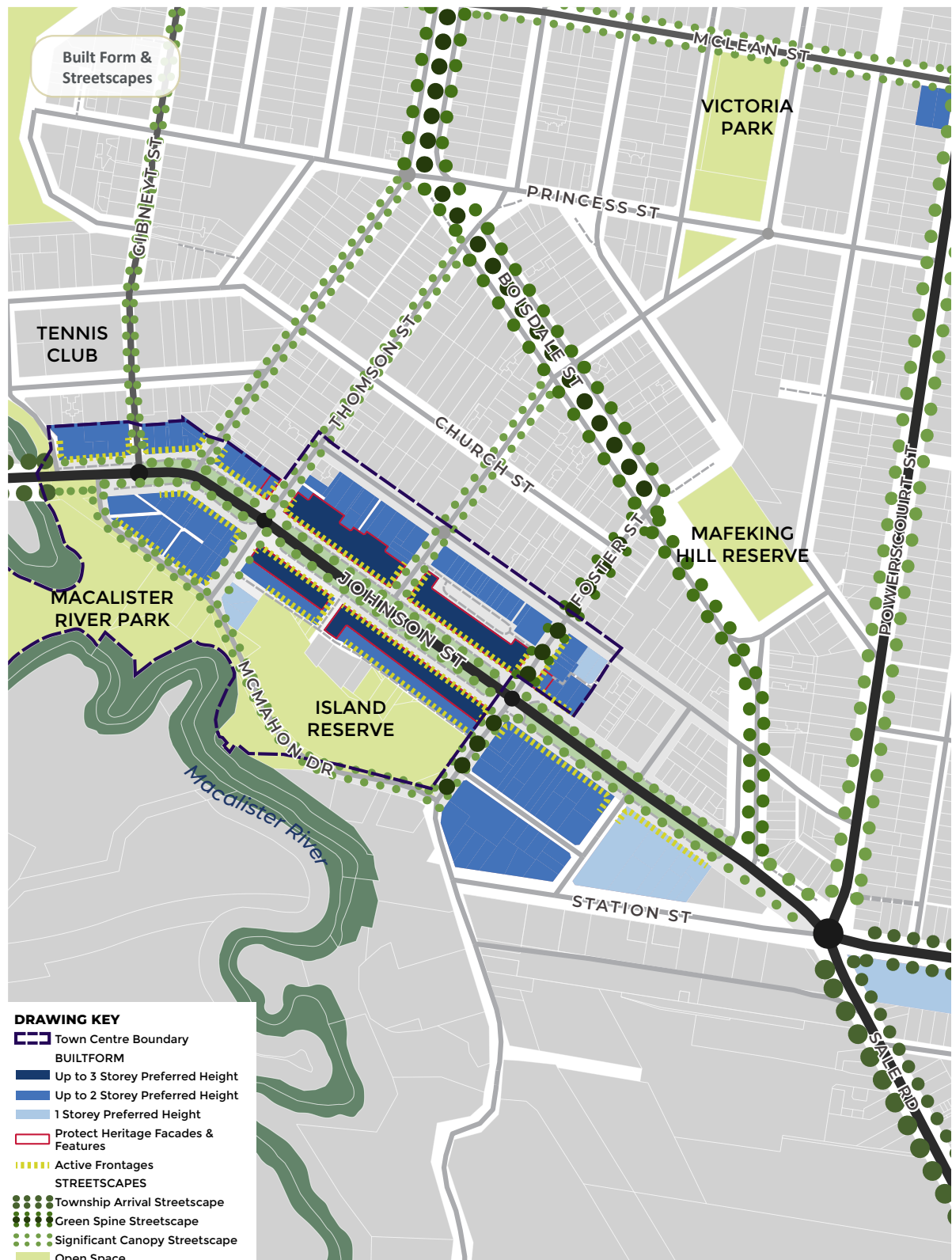


Figure 18: Theme 2 – Built Form & Streetscapes – Town Centre



3.2.4 THEME 2 ACTIONS

- A10** Prepare an Urban Design Framework for the Town Centre precinct that is generally in accordance with the objectives and strategies of the *Maffra Structure Plan 2022* and principles outlined in Figure 18.
- A11** Investigate the use of a Design and Development Overlay across the Town Centre Precinct to implement the Maffra Town Centre – Urban Design Framework.
- A12** Extend Design and Development Overlay – Schedule 1 to future ‘Employment’ and ‘Industrial’ growth areas, as identified in Figure 28 of Part 4 – Next Steps and Implementation.
- A13** Investigate and advocate for additional street upgrades along Johnson Street – between Foster Street and Thomson Street, with a focus on pedestrian shelter, places to rest and interact, and end of trip facilities.
- A14** Require large residential greenfield developments to prepare *Building and Design Guidelines*, that reflect preferred built form outcomes, theming, and landscaping.
- A15** Undertake a review of the existing Indigenous cultural heritage controls which apply to the former Green Hills Native Police Reserve site and the Macalister River Environs.
- A16** Prepare an engagement plan with the Gunaikurnai Land and Waters Aboriginal Corporation, Maffra and District Historical Society and other community groups in facilitation of various cultural programs.
- A17** Undertake a review and develop a ‘Significant Tree Register’ of key canopy lined street trees as identified on Figure 17 to protect any identified significant trees.
- A18** Undertake a tree planting program or strategy for streets and public spaces.
- A19** Engage with DoT and other stakeholders to support planning and delivery of the improvements to ‘Township Arrival Streetscapes’.
- A20** Review and implement wayfinding, shared path upgrades and signage opportunities from the Town Centre precinct through to the Macalister River.
- A21** Prepare a public art strategy for Maffra, with a focus on engaging with traditional owners and local artists.
- A22** Council to review and explore a potential heritage precinct overlay.

Growth, development, and public realm improvements will reinforce *Maffra’s identity and character* as an agricultural town, with a rich cultural and settlement history and a ‘small country town feel’.

THEME 3

Meaningful & Safe Connections

Maffra will have *meaningful and safe connections* that encourage walking and cycling for people of all abilities.

New footpaths, cycling routes and roads will connect people to open spaces, facilities and key destinations. A clear and complete movement network for cars and trucks will improve the amenity and safety of Maffra's existing and future neighbourhoods.

Objectives and strategies to achieve this theme vision relate to:

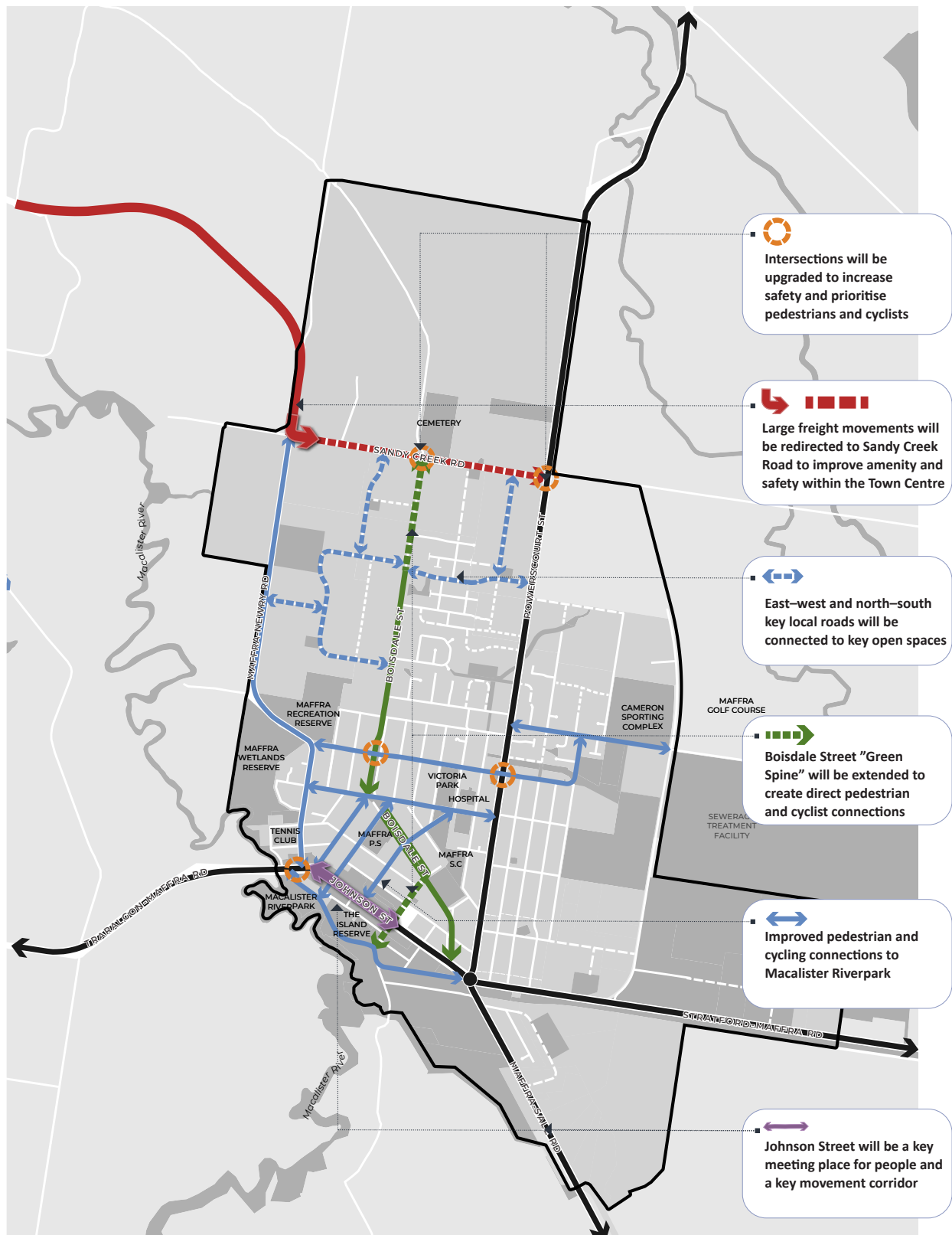
Vehicular Access
& Movement

Active Transport &
Public Transport



The Island Reserve

Figure 19: Theme 3 – Meaningful & Safe Connections Plan



3.3.1 VEHICULAR ACCESS & MOVEMENT

Residential development in the Northern Growth area has limited east–west connectivity through creation of cul–de–sacs, and lacks a consistent approach to safe and accessible pedestrian and cycling paths.

Johnson Street’s role as a commercial centre and freight route presents a conflict for pedestrians and cyclists. The Department of Transport’s Movement and Place Framework outlines that streets will have competing roles, and a key consideration for Maffra is how to balance these roles for Johnson Street and McLean Street (another freight route in town).

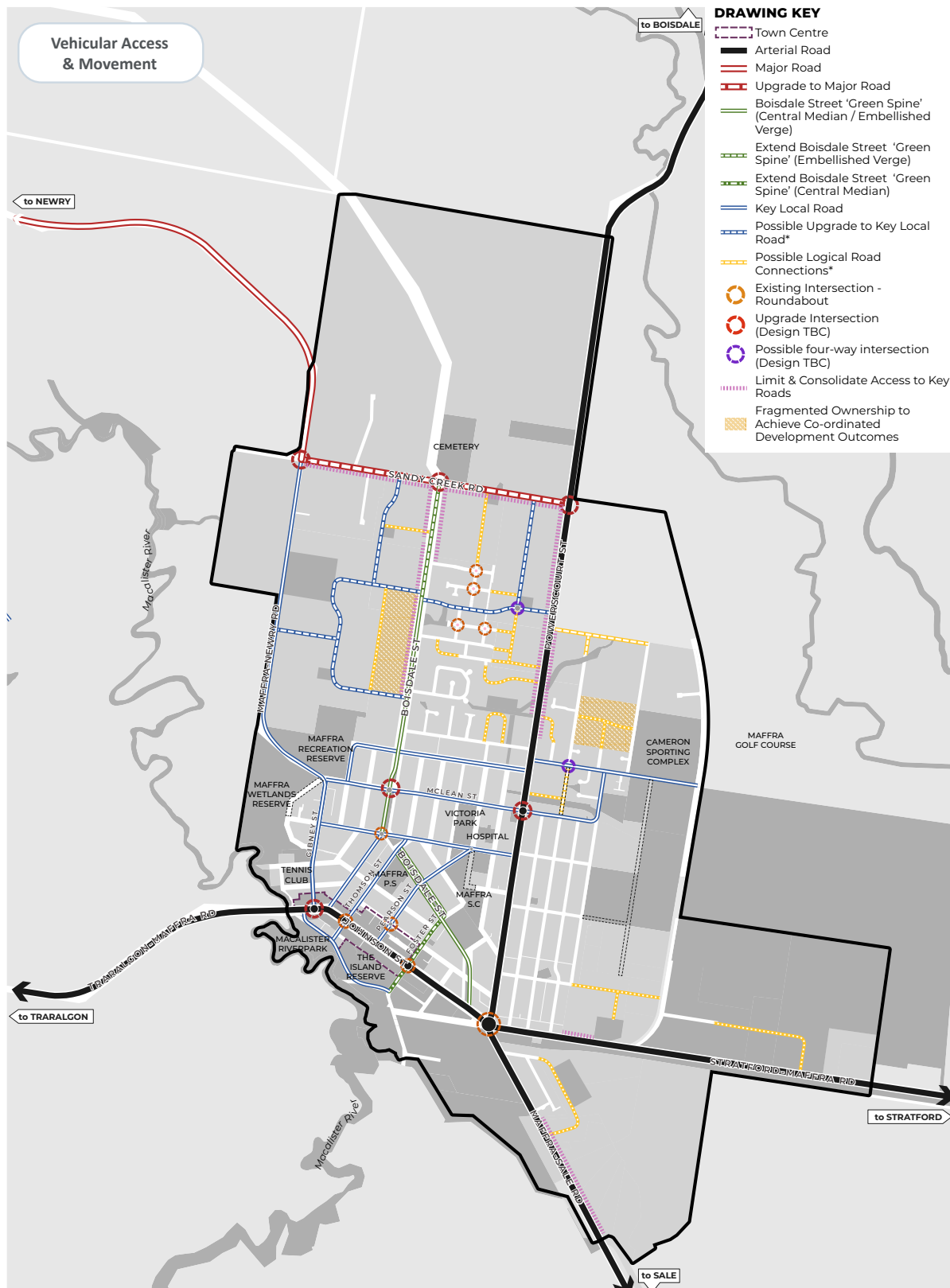
The Plan identifies the opportunity to redirect large freight movement via a heavy vehicle bypass further north (i.e. along Powerscourt Street to Sandy Creek Road), to improve the amenity and safety of its existing and future neighbourhoods. It identifies key intersections around Maffra that should be prioritised for upgrades with a focus on safety for pedestrians, cyclists and vehicles.

OBJECTIVES & STRATEGIES

OB12 TO PROVIDE A CLEAR HIERARCHY FOR VEHICLE MOVEMENT IN MAFFRA THROUGH A SAFE, ACCESSIBLE AND WELL-CONNECTED ROAD NETWORK

- VM1** Ensure that new development considers connectivity and discourages creation of cul–de–sacs, generally in accordance with Figure 20, where ‘logical road connections’ through to surrounding land are future proofed.
- VM2** Upgrade or establish key local roads that connect to open spaces and improve the movement network within the northern growth areas to provide east–west and north–south connections in accordance with Figure 20.
- VM3** Extend Boisdale Street ‘Green Spine’ treatment to the north, consisting of an embellished tree lined verge (east), through to Sandy Creek Road as outlined in Figure 20, and generally in accordance with Figure 33 of Appendix 2.
- VM4** Extend Boisdale Street ‘Green Spine’ to the south towards ‘The Island Reserve’ along Foster Street consisting of a tree lined street with a central median utilising existing canopy trees generally in accordance with Figure 32 of Appendix 2.
- VM5** Upgrade intersection design and safety, to facilitate the movement network with a focus on prioritising pedestrians and cyclists, at the following locations:
1. McLean Street and Boisdale Street
 2. Maffra–Newry Road and Johnson Street
 3. Sandy Creek Road and Powerscourt Street
 4. Sandy Creek Road and Boisdale Street
 5. Sandy Creek Rd and Maffra–Newry Road
 6. McLean Street and Powerscourt Street
- VM6** Redirect large freight movements away from Maffra–Newry Road to Powerscourt Street to improve the amenity and safety within the character residential area and town centre precinct in accordance with Figure 20.
- This can generally be undertaken as follows:
- Upgrade Sandy Creek Road to accommodate large freight vehicles (between Powerscourt Street and Maffra–Newry Road) generally in accordance with Figure 31 of Appendix 2.
 - Discouraging large freight vehicles by reducing carriageway widths or other streetscape treatments along McLean Street, Gibney Street and Maffra–Newry Road (between McLean Street and Sandy Creek Road)
 - Upgrade the relevant intersections identified within Strategy VM5.
 - Rezoning of Sandy Creek Road to a TRZ3 (and subsequent removal of TRZ3 from Maffra–Newry Road – south of Sandy Creek Road intersection)
- VM7** Support the dual role of Johnson Street as a meeting place for people and a key movement corridor for vehicles through the town centre.
- VM8** Limit the number of new intersections along Powerscourt Street between Morison Street and Brewers Hill Road.

Figure 20: Theme 3 – Vehicle Access & Movement Plan



*The road network and road layout as depicted in the Maffra Structure Plan is indicative only, and subject to further review and discussion with relevant stakeholders.

3.3.2 ACTIVE & PUBLIC TRANSPORT

The *Urban Paths Plan* (prepared by Wellington Shire Council, 2019) identifies Boisdale Street as a key route for both pedestrians and cyclists. Boisdale Street will become the 'Green Spine' of Maffra, to create more paths for cyclists and pedestrians and connect the northern residential growth area to the town centre and employment areas.

The frequency and coverage of both local and regional bus services will be improved to connect Maffra's residents to the town centre and nearby townships such as Sale or Stratford. By increasing the frequency and coverage of these bus services, coupled with improvements to intermodal connections, Maffra will encourage more people to utilise more sustainable and healthier transport alternatives to private vehicles.

OBJECTIVES & STRATEGIES

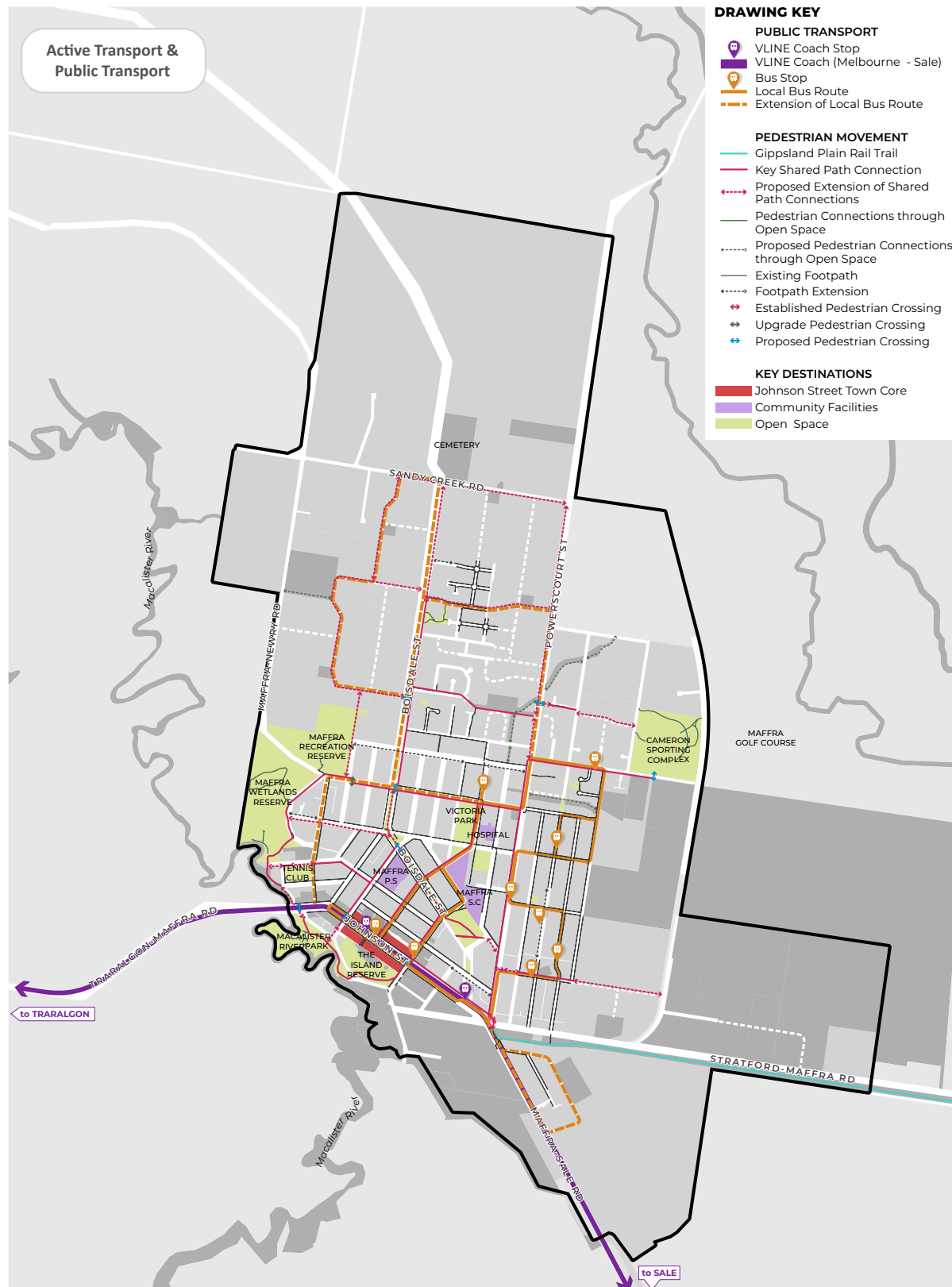
OB13 TO PROVIDE HEALTHY AND SUSTAINABLE ACTIVE TRANSPORT OPTIONS FOR MAFFRA'S RESIDENTS AND VISITORS

- AT1 Ensure that new subdivisions provide accessible paths and infrastructure for pedestrians and cyclists, that are green and landscaped to encourage increased usage, comfort and amenity.
- AT2 Plan for upgrades to existing shared paths where necessary to ensure safety for all users with appropriate lighting and tree canopy cover in accordance with Figure 21.
- AT3 Support pedestrian and cyclist movement with end of trip facilities such as bike loops with shelter, drinking fountains etc. along key streets and at community nodes.
- AT4 Establish key shared path connections (pedestrian and cycling) linking users to community facilities, Macalister Riverpark, open spaces and recreation facilities.
- AT5 Plan to upgrade and establish new pedestrian crossings to include signage and kerb outstands or extensions across arterial or major roads with a focus on pedestrian safety and priority in accordance with Figure 21.
- AT6 Require pedestrian connections through new open space and drainage reserves or other reserves to improve connectivity.
- AT7 Prioritise pedestrian safety through reductions in speed limits along Johnson Street to 40km/hr (between Foster Street and Thomson Street) and along relevant sections of Powerscourt Street to 60km/hr.
- AT8 Extend existing footpaths where it is not continuous to link to a shared path or community facilities /open space.

OB14 TO SUPPORT ACTIVE FORMS OF TRANSPORT WITH AN INTEGRATED AND HIGH FREQUENCY PUBLIC TRANSPORT SYSTEM, CATERING FOR PEOPLE WITH DIFFERENT LEVELS OF MOBILITY

- AT9 Ensure that new major or key local roads within growth areas and existing undeveloped areas are bus capable to facilitate future expansion of the local bus route.
- AT10 Support more expansive and frequent bus services to new residential growth areas within Maffra and to regional hubs.
- AT11 Upgrade the bus stops identified on Figure 21, to include the following potential provisions:
 - Clear signage
 - Seating
 - Bus timetables and route information (both local and regional services)
 - Bins (including separate recycling and waste)
 - Solar powered lighting
 - Bike loops (located on hardstand)

Figure 21: Theme 3 – Active & Public Transport Plan



3.3.3 THEME 3 ACTIONS

- A23** Advocate for the redirection of the heavy vehicle bypass route to Sandy Creek Road to the Department of Transport (DoT) in accordance with Strategy VM6 and outlined on Figure 20.
- A24** Undertake a Traffic Impact Assessment (or similar) based on the Maffra Structure Plan area to confirm transport infrastructure needs and upgrades in consultation with all relevant stakeholders.
- A25** Advocate for funding for the future extension of Boisdale Street 'Green Spine', to Sandy Creek Road.
- A26** Advocate for funding to undertake upgrades to improve the function and safety of intersections identified at VM5.
- A27** Advocate for a reduction in speed limits along relevant sections of Powerscourt Street to 60km/hr (as indicated in Figure 20) and along Johnson Street to 40km/hr (between Foster Street and Thomson Street).
- A28** Advocate to DoT for the expansion of Maffra's local and regional bus services, exploration of flexible, alternative transport services such as community buses and upgrades to existing and proposed bus stops identified in Figure 21.
- A29** Investigate funding options to complete new shared path connections as identified at AT4.



McMahon Drive

Maffra will have *meaningful and safe connections* that encourage walking and cycling for people of all abilities.



Johnson Street



A Self-sustaining Town

Maffra will be a **self-sustaining town** as a key leader in agribusiness, food production and environmental sustainability, providing its community with more places to work and meeting their day-to-day needs.

In addition, recent modernisation of the nearby Macalister Irrigation District (MID) infrastructure has resulted in a highly automated and efficient water delivery system now making the MID the “go to” region for a range of high-value horticultural & dairy interests. Southern Rural Water is modernising the district through the MID2030 modernisation projects (\$62.7M) – a combination of pipe lining, channel automation and regulator upgrades to generate and provide a strengthened opportunity for agricultural investment.

The Plan will provide an integrated approach to water management to ensure open spaces and street trees can be sustainably irrigated all year. Streets, buildings and public spaces will adopt best practice sustainability principles to cool Maffra’s neighbourhoods as temperatures rise, and provide opportunities to capture and re-use water on site.

Objectives and strategies to achieve this theme vision relate to:

Economic
Development &
Employment

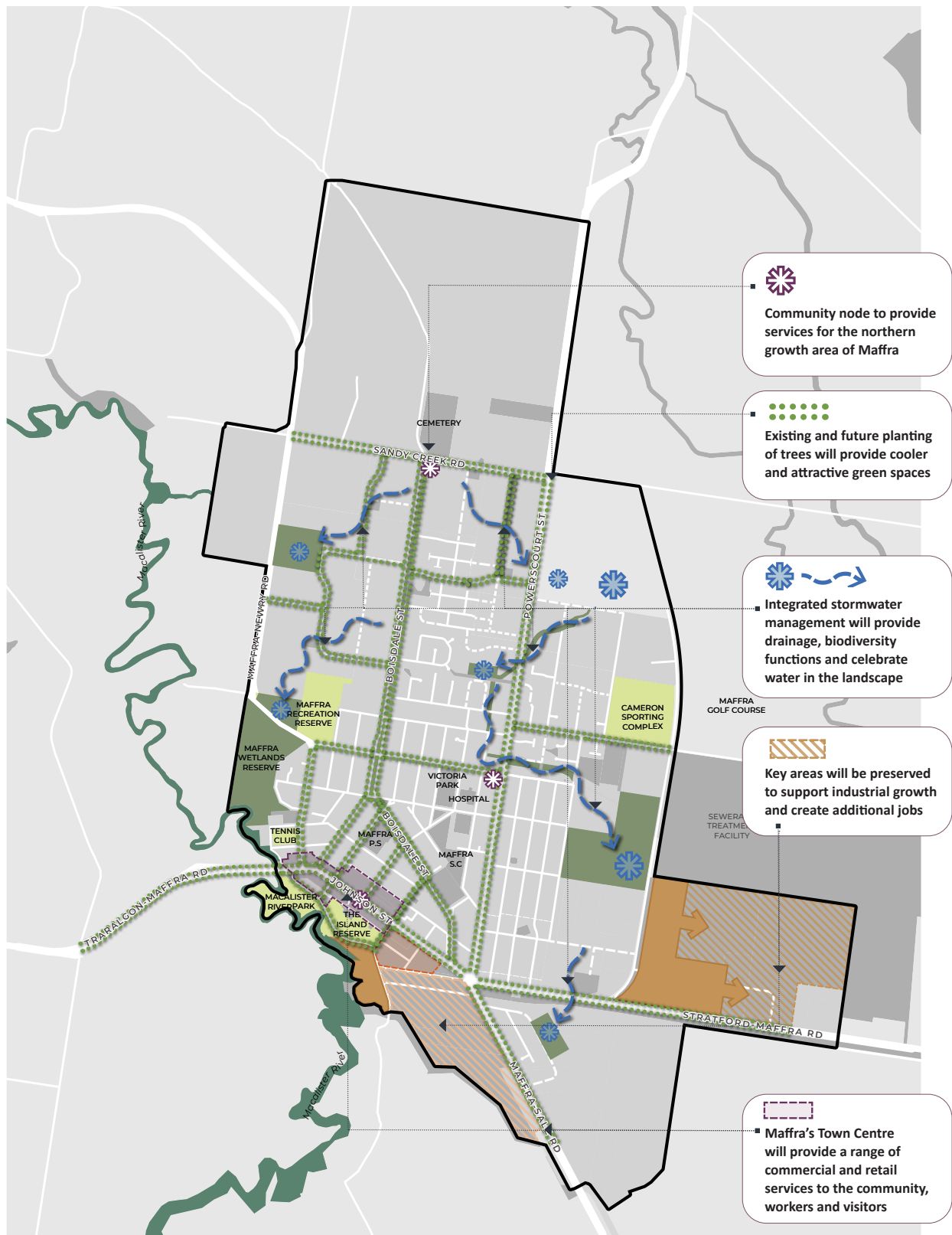
Recreation &
Community

Environment &
Sustainable Design



Johnson Street

Figure 22: Theme 4 – A Self-Sustaining Town Plan



3.4.1 ECONOMIC DEVELOPMENT & EMPLOYMENT

Maffra has a strong reputation as a hub for agribusiness and food production and is a major agricultural support centre for eastern Victoria and the south coast of NSW. This Plan will reinforce and strengthen its role as an agricultural hub and food precinct by providing more opportunities for big businesses to locate within Maffra's industrial precincts.

The town centre will continue its role as the primary meeting place and destination for a mixture of businesses, retail, community and food offerings.

Johnson Street and surrounding streets will encourage a vibrant mix of activity and provide greater activation to Macalister Riverpark and The Island Reserve.

OBJECTIVES & STRATEGIES

OB15 TO DEFINE AND GROW THE TOWN CENTRE OF MAFFRA TO SUPPORT A DIVERSE RANGE OF COMMERCIAL AND RETAIL BUSINESSES

ED1 Encourage future expansion of commercial and retail uses within the Town Centre precinct to the south of Johnson Street and within Little Johnson Street, with future built form providing activation to 'The Island Reserve'.

ED2 Facilitate a range of retail, hospitality, offices and civic uses within commercial areas.

ED3 Facilitate a staged expansion of the commercial precinct along the south-west side of Queen Street (refer to Figure 23), by encouraging interim adaptable housing that can be later converted to commercial premises such as offices and medical services.

ED4 Encourage finer grain agribusiness uses (i.e. small retail or commercial spaces providing street frontage and activation) within the established area of the 'employment precinct' (north of Station Street) to provide a transition from heavier industrial areas to the south.

ED5 Discourage industrial uses within the Town Centre precinct, that have amenity impacts to nearby residential areas and other sensitive uses in accordance with Figure 23.

ED6 Support the transformation of Purdy Lane into a key retail and food laneway, with fine grain uses, active frontages and outdoor dining.

OB16 TO CREATE CONVENIENT AND ACCESSIBLE LOCAL COMMERCIAL NODES THAT ACT AS SECONDARY CENTRES TO MAFFRA'S TOWN CENTRE

ED7 Preserve and support amenity improvements around the secondary local commercial node at the corner of Powerscourt Street and McLean Street.

ED8 Support the creation of a future local commercial node within the Northern Growth area, adjacent to Boisdale Street and Sandy Creek Road, that services surrounding future residential areas.

OB17 TO PROTECT HIGH QUALITY AND IRRIGATED AGRICULTURAL LAND SURROUNDING MAFFRA, FROM URBAN ENCROACHMENT

ED9 Rezone land within the township boundary for residential or non-residential purposes to discourage encroachment within productive agricultural land.

ED10 Protect agricultural land and leverage off the recent modernisation of the MID to unlock agribusiness growth, investment and employment opportunities particularly in the dairy and intensive horticulture sectors.

OB18 TO SUPPORT INDUSTRIAL GROWTH IN MAFFRA'S EXISTING EMPLOYMENT AND INDUSTRIAL PRECINCTS

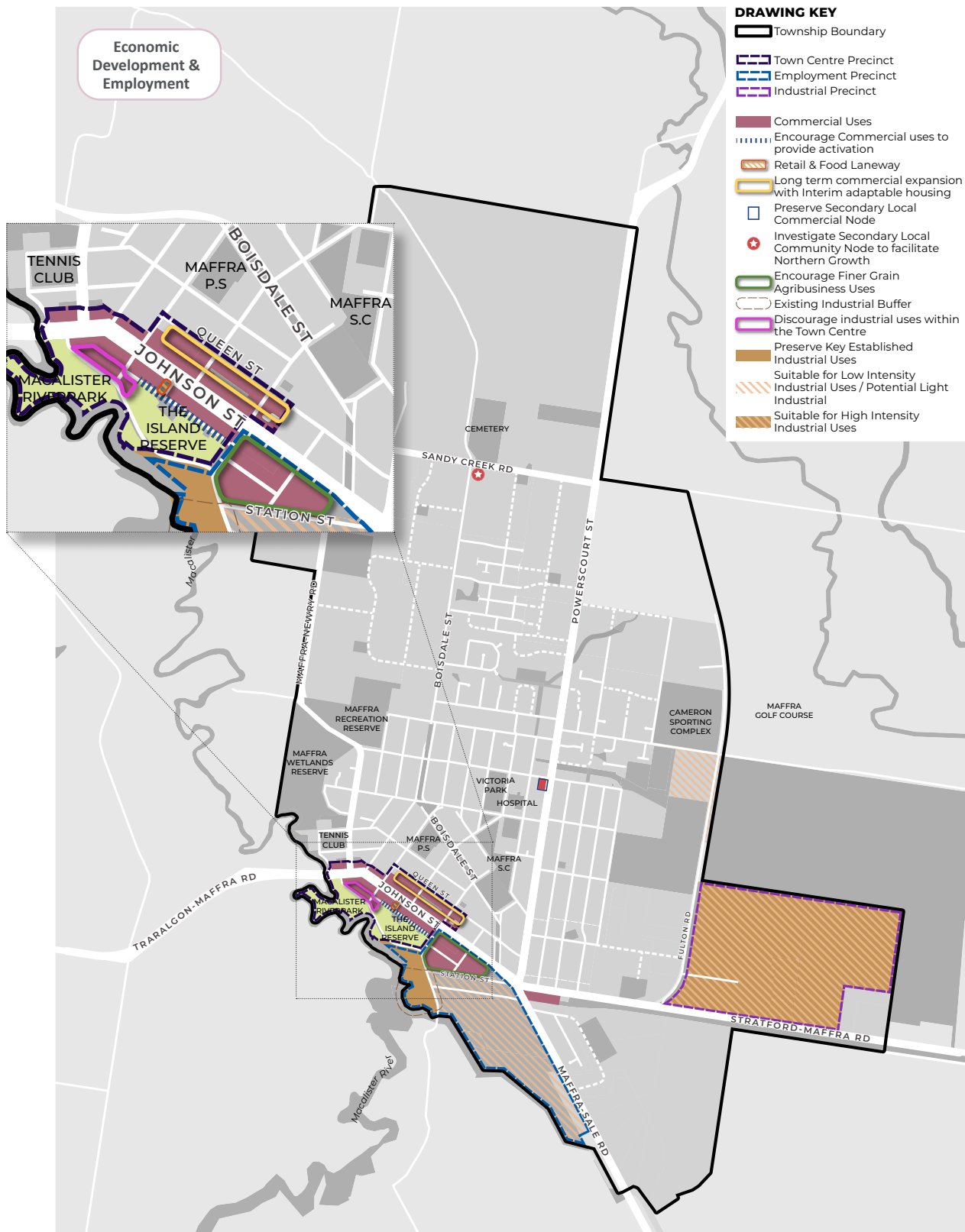
ED11 Preserve and support the continued use and development of established industrial uses (Saputo facility), located within the 'Employment' precinct, and confine future expansion within existing zoned land in accordance with Figure 23. Note that any development in this area will require SRW approval.

ED12 Encourage and expand low intensity industrial uses (such as warehouses, stock distribution, etc) that do not have adverse impacts on adjacent sensitive uses and township arrival experience, in accordance with Figure 23.

ED13 Direct high intensity industrial uses to the Fulton Road 'Industrial' precinct to ensure industrial uses do not create adverse amenity impacts on sensitive uses such as residential areas.

ED14 Strengthen Maffra's existing employment base by facilitating large lot sizes through the expansion of the industrial precinct to the east of Fulton Road.

Figure 23: Theme 4 – Economic Development & Employment Plan



3.4.2 TOURISM & COMMUNITY

Maffra will continue to service its residents and surrounding townships through its distinctive tourism and community assets. The Cameron Sporting Complex is a key attraction for sports and recreation and is a competitive advantage for Maffra in the region. Tourists are drawn to Maffra to attend a diverse range of events such as the Maffra Mardi Gras, Maffra Community Market and Maffra Lawn Tennis Club's Annual Easter Tournament. The Maffra Motor Museum is a key feature of the entry into Maffra and also provides for recreational vehicle parking.

The Plan will ensure that Maffra will provide a range of attractions and events to the community and visitors, through community spaces and facilities. As the township grows, additional community facilities may be required to support future populations and encourage more people to explore within Maffra.

OBJECTIVES & STRATEGIES

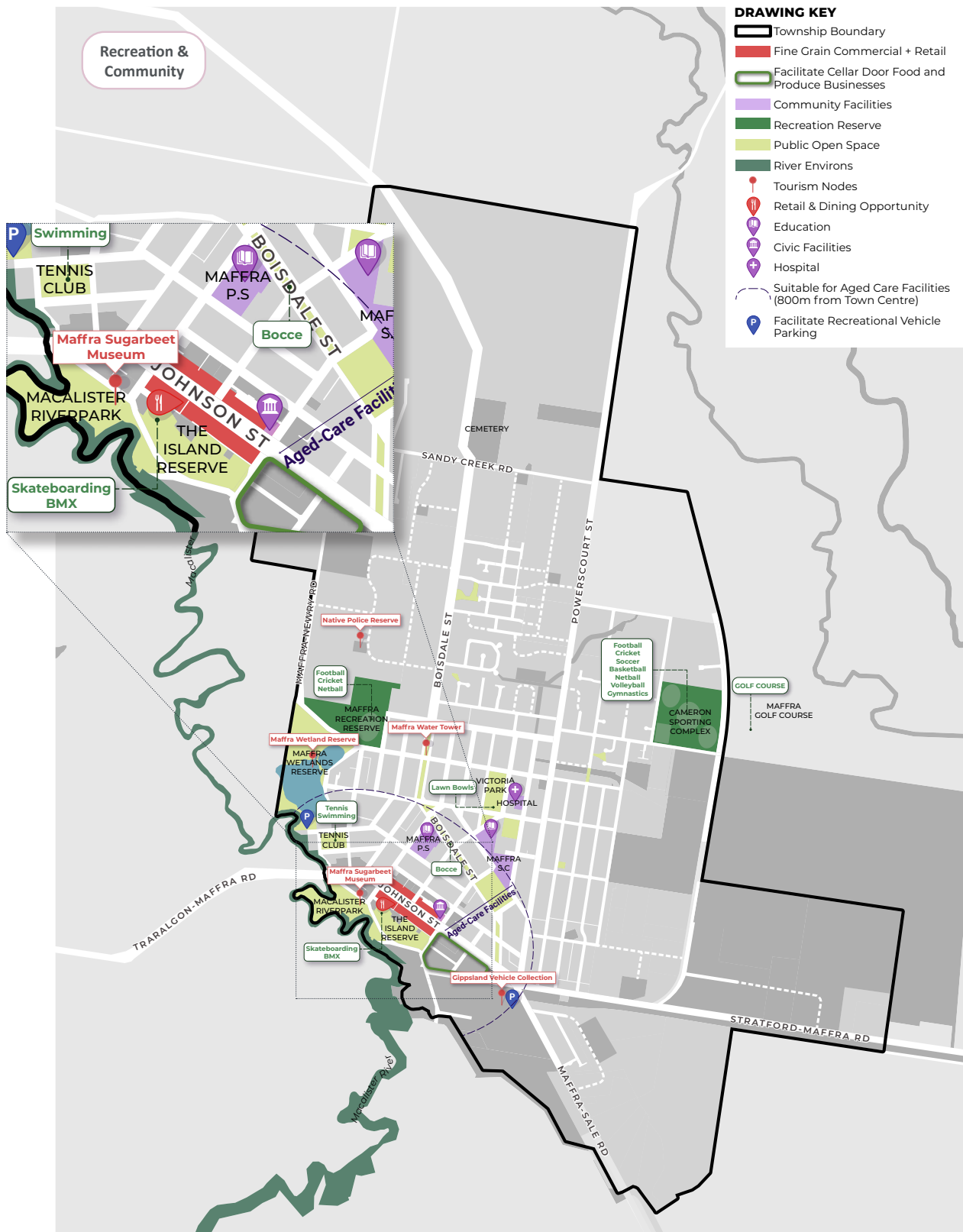
OB19 TO ESTABLISH MAFFRA AS THE GATEWAY TO CENTRAL GIPPSLAND AND A DESTINATION TO VISIT FOR SHOPPING, EVENTS AND FOOD

-
- TC1** Define tourism nodes within Maffra that relate to its cultural or environmental heritage by improving wayfinding and signage.
.....
- TC2** Encourage short stay accommodation and parking provision for recreational vehicles within proximity to Maffra 'tourism nodes', as identified on Figure 24.
.....
- TC3** Celebrate local agriculture by facilitating cellar door experiences for food and produce based businesses as identified on Figure 24.
.....
- TC4** Support community events and festivals that celebrate local food, culture and businesses of Maffra and the broader Gippsland Region.
.....
- TC5** Support a dedicated space for the existing Maffra Community Market within 'The Island Reserve'
.....

OB20 TO ENSURE MAFFRA'S RECREATION AND COMMUNITY INFRASTRUCTURE SUPPORTS THE NEEDS OF A GROWING COMMUNITY

-
- TC6** Reinforce the ongoing role and value of existing recreational infrastructure, including Cameron Sporting Complex and Maffra Recreation Reserve.
.....
- TC7** Plan for aged care facilities and retirement living within close proximity to the town centre and the South-Eastern Growth area, as identified on Figure 24.
.....
- TC8** Consider the need for new community facilities to support the proposed growth and development, as part of any future rezoning.
.....
- TC9** Ensure suitable provision for additional off-street car parking at community facilities such as Maffra Secondary College and consider formalising car parking to improve amenity and reduce vast paved areas in accordance with ESD3.
.....

Figure 24: Theme 4 – Tourism & Community Plan



3.4.3 ENVIRONMENT & SUSTAINABLE DESIGN

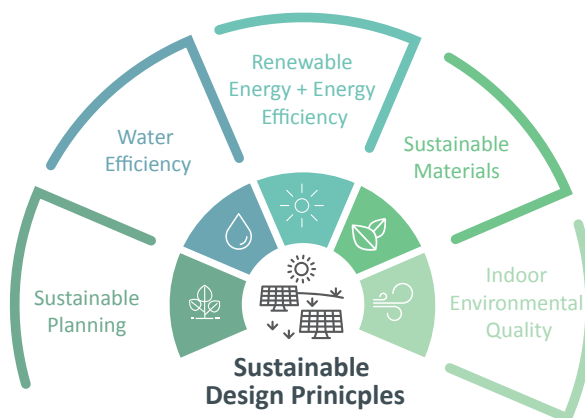
As temperatures rise and water becomes scarce, the change in climate will have significant impacts on buildings and public spaces. New developments and buildings within Maffra will be encouraged to adopt best practice sustainability measures to ensure Maffra is ready and protected from future climate conditions.

Streets and public spaces throughout Maffra will contribute to the greener and cooler neighbourhoods through greater planting of canopy trees, and improved stormwater re-use and harvesting. This will reduce **urban heat island effect** and lower the demand on other means of irrigation.

In addition, future developments (both residential and non-residential) within Maffra will need to consider bushfire risk planning (particularly north-east of the township boundary). As such, the Plan has been informed by State and local bushfire planning policy requirements to minimise bushfire risk and build better resilience within the Maffra community.

urban heat island effect

Hard surfaces that are not provided with enough shade can contribute to extreme ground level temperatures, both during the day and at night. By reducing the amount of heat that can be stored in Maffra's streets, footpaths and buildings, the cooler our neighbourhoods will be during hot days and nights.



OBJECTIVES & STRATEGIES

OB21 TO ENSURE FUTURE DEVELOPMENTS STRENGTHEN MAFFRA'S RESILIENCE TO BUSHFIRE

ESD1 Ensure new development has regard to the *Design Guidelines Settlement Planning at the Bushfire Interface* (Department of Environment, Land, Water and Planning, July 2020)

ESD2 Ensure future rezoning proposals adequately assess bushfire risk in consultation with the Country Fire Authority (CFA) and Council.

OB22 TO GREEN AND COOL MAFFRA IN RESPONSE TO A CHANGE IN CLIMATE

ESD3 Create cooler streets and attractive green spaces through the planting of canopy trees (targeting a 30% canopy cover within the town) along key streets as identified in Figure 25 and consider local species that are suitable for Maffra's change in climate.

ESD4 Reduce the level of hard and paved surfaces in streets, car parks and public spaces, and use alternative materials that lower pavement temperatures and increase permeability as identified in Figure 26.

OB23 TO ENCOURAGE ENVIRONMENTALLY SUSTAINABLE DEVELOPMENT (ESD) IN EXISTING AND FUTURE RESIDENTIAL AREAS AND NON-RESIDENTIAL BUILDINGS

ESD5 Encourage a holistic approach to sustainable water use and management with consideration for the future climate conditions of Maffra, by undertaking the following in future growth areas and developments:

- Require development in the Northern and South-East growth areas to provide drainage infrastructure in accordance with the drainage strategy outlined in Figure 13 and Table 2 and Table 3 of Theme 1 – Directing and Unlocking Growth.
- Investigate the ability to reuse excess stored water for irrigation on open spaces and reserves, at times when water is scarce.
- Support innovation and sustainable drainage solutions that achieve a net community benefit i.e. biodiversity improvements, pedestrian connection etc.

ESD6 Ensure new residential and non-residential development achieve best practice integrated water management principles such as increasing the level of impervious surfaces to install equipment and installing equipment/measures that recycle or harvest rainwater on site.

ESD7 Encourage environmentally sustainable design within Maffra's commercial and industrial precincts, and both established and future residential neighbourhoods as outlined in the *Sustainable Subdivisions Framework*.

ESD8 Achieve best practice waste management, including recycling, e-waste and re-use to new non-residential developments.

ESD9 Encourage all future developments to adopt best practice ESD performance standards as outlined in the *Sustainable Subdivisions Framework*.

ESD10 Incorporate sustainable design principles into established community buildings and ensure new buildings are site responsive, contemporary and achieve **sustainable design principles**.

Figure 25: Theme 4 – Environment & Sustainable Design Plan

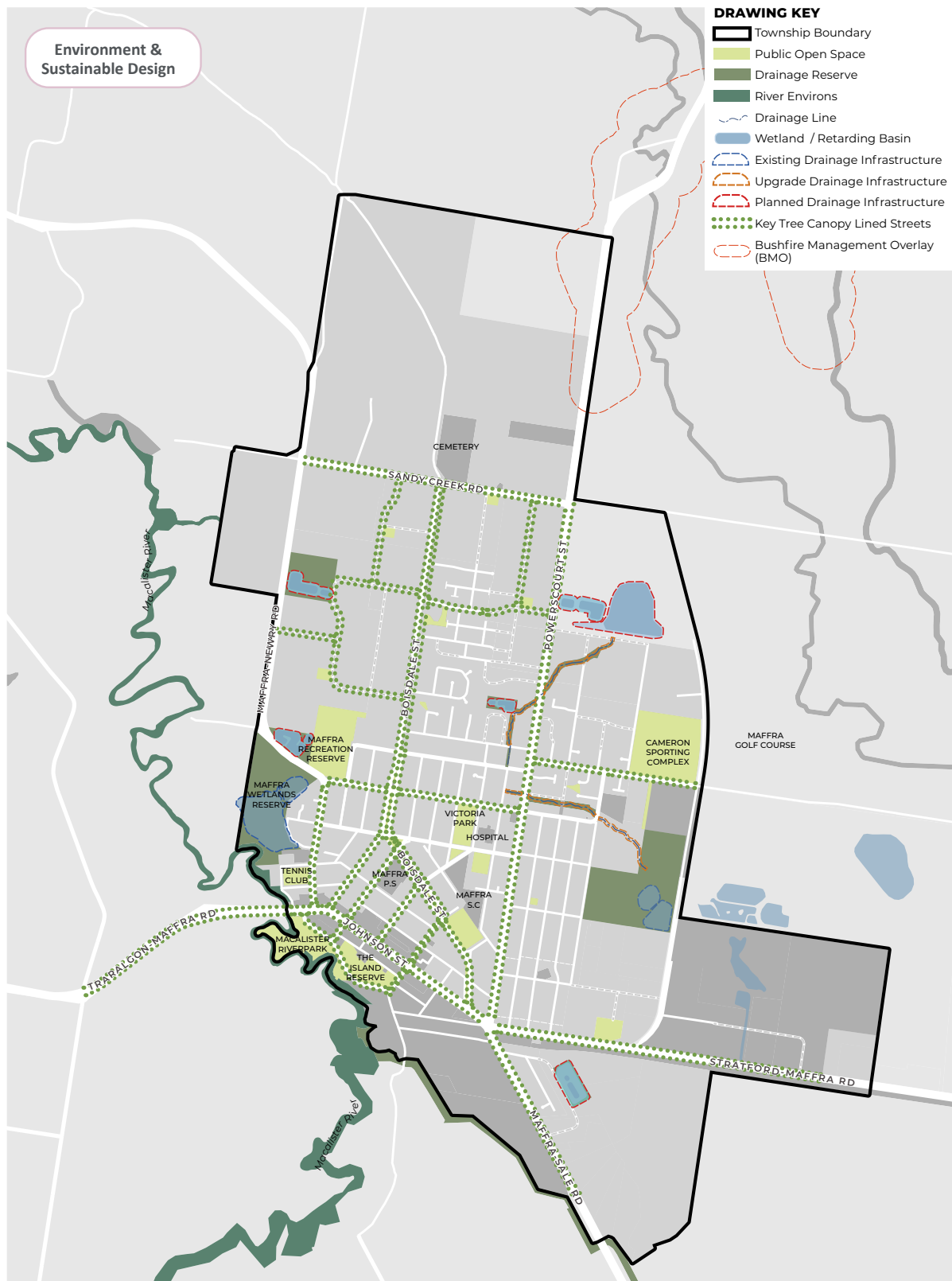
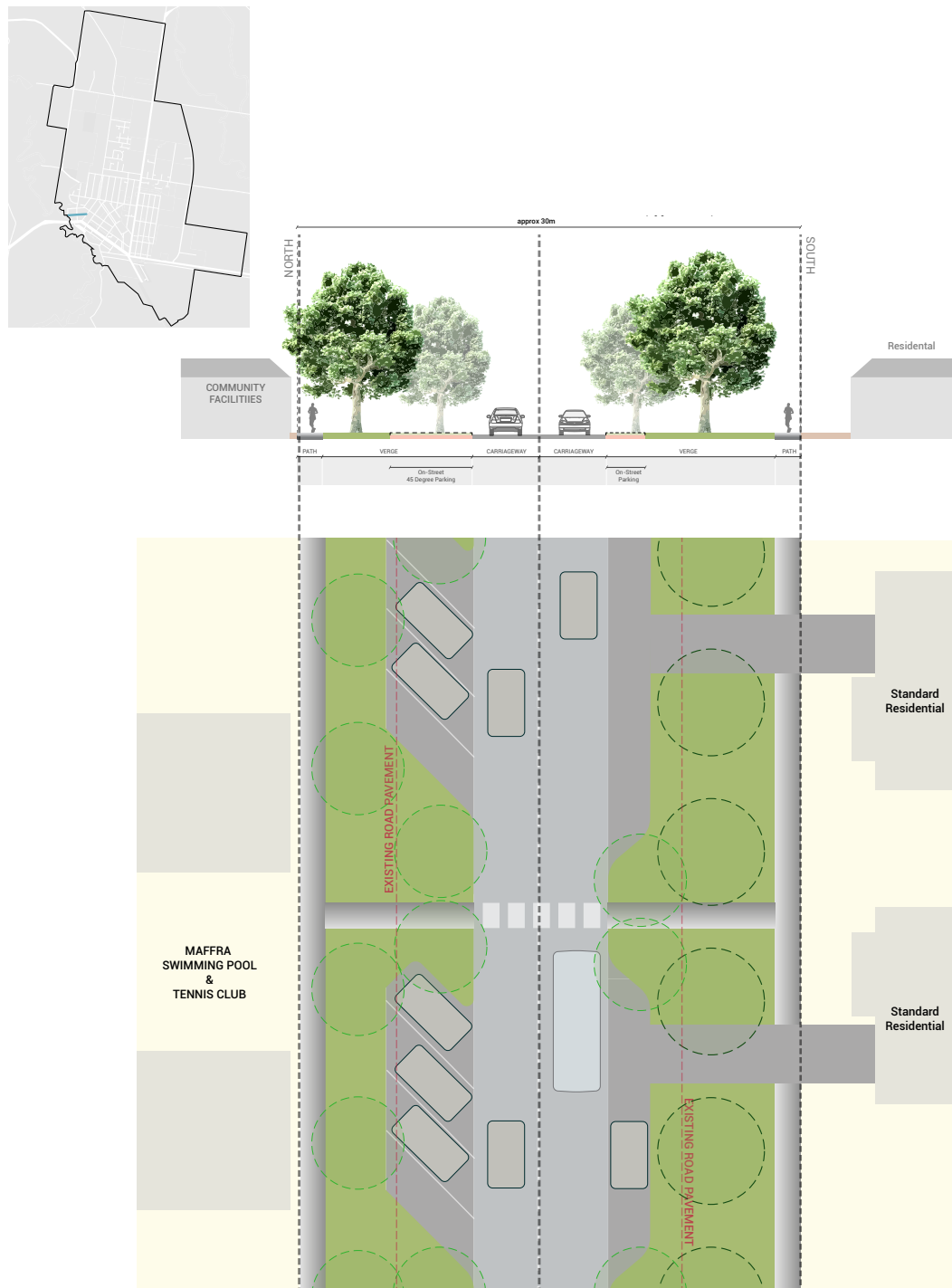


Figure 26: Reduced Pavement Diagram – Duke Street Cross Section – between River St & McMillan St



3.4.4 THEME 4 ACTIONS

- A30** Review Local Planning Policy of the *Wellington Planning Scheme* to explore new sustainability objectives and strategies relating to Environmentally Sustainable Design.
- A31** Review and update zones and overlays for the Town Centre, Employment and Industrial Precincts, in accordance with the proposed zoning plan and overlay shown in Figure 27 and Figure 28 of *Part 4 – Next Steps and Implementation*.
- A32** Review Local Planning Policy of the Wellington Planning Scheme to potentially explore implementing new sustainability objectives and strategies relating to Environmentally Sustainable Design.
- A33** Rezone and correct zoning anomalies within the town centre that do not reflect its role as a commercial centre for a range of retail, hospitality, offices and civic uses in accordance with Appendix 7 of the *Maffra Structure Plan 2022*.
- A34** Undertake a review of community infrastructure needs (including the provision of additional schools and childcare facilities) to meet the needs of the growing community.
- A35** Develop and promote a program for annual community, food and sporting events in collaboration with the 'Maffra Business & Tourism Association', the local community groups, businesses and sporting clubs.
- A36** Encourage implementing the *Sustainable Subdivisions Framework* to mitigate the impacts of climate change and ensure the delivery of sustainable developments.
- A37** Engage with Gippsland Water to review the feasibility of irrigating trees and open spaces with excess stored water in retarding basins and wetlands.
- A38** Council to consider applying the Environmental Audit Overlay (EAO) to 87 Powerscourt Street, Maffra in collaboration with EPA and landowner.
- A39** Investigate potential options for the redevelopment (Greenfield) of the Maffra District Hospital, including residential aged care and community rehabilitation.

Maffra will be a *self-sustaining town* as a key leader in agribusiness, food production and environmental sustainability, providing its community with more places to work and meeting their day-to-day needs.

PART 4. NEXT STEPS & IMPLEMENTATION

OVERVIEW

The level of growth anticipated in the Plan will require significant investment from both the public and private sector. It is therefore important that the required short, medium and long-term investment set out in the Plan can be funded and delivered.

This section outlines an implementation plan that will be developed following the finalisation of the Plan. The implementation plan will outline the steps required to implement each of the identified actions.

Each of the four themes has a set of strategies and objectives, which have a number of actions for Council. These are dependent upon being resourced either in terms of staffing or capital commitment e.g. drainage upgrades. The review of the Council Plan occurs every four years and budgets are set annually. All implementation actions are subject to future resourcing and prioritisation to be determined by Council.

Key Local Road



4.1 COUNCIL ADOPTION OF THE PLAN

The Plan will be issued to Council for formal adoption.

4.1.1 MONITORING & REVIEW

It is recommended that the Plan initially be reviewed every 5 to 10 years. This will ensure the immediate actions outlined in the document are relevant and consistent with Council policies, the Wellington Planning Scheme and Council Plans.

4.1.2 IMPLEMENTATION SUMMARY

The implementation summary below sets out the implementation priorities and method to facilitate residential development.

In the short term, the implementation process will focus on three (3) key actions:

1. Adopt the Maffra Structure Plan
2. Prepare and confirm infrastructure requirements and agreements
3. Undertake Planning Scheme Amendment Process

4.1.3 PRE-CONDITIONS PRIOR TO REZONING

This Plan identifies a number of growth precincts (refer to *Theme 1 – Directing and Unlocking Growth*) to accommodate new residential development.

Table 4 below summarises the rationale for each potential residential outcome that are proposed to be applied within Maffra.

Table 4: Preconditions and justification for key growth precincts and areas.

POTENTIAL RESIDENTIAL OUTCOME	PROPOSED ZONE	GROWTH PRECINCTS / AREAS	ZONE INTENT AND PRE-CONDITIONS
 Residential Growth	General Residential Zone (GRZ)	Precincts A, B, C, D and E	<ul style="list-style-type: none"> A diverse range of lot sizes that provide for a range of housing choice. Encourage larger lots interfacing Powerscourt Street to limit direct access (Precincts A and D). Development to be generally in accordance with Figure 12 and Figure 13 of the <i>Maffra Structure Plan 2022</i>. Demonstrated ability to service the precinct with the required infrastructure in a timely and efficient manner without causing undesirable impacts on adjoining/nearby land. Development to be consistent with the objectives and strategies outlined in <i>Maffra Structure Plan 2022</i>. Apply new Development Plan Overlay to manage the delivery of future potential residential growth.
 Lifestyle Residential	Low Density Residential Zone (LDRZ)	Precincts A, B and E	<ul style="list-style-type: none"> Ensure lot sizes reflect the established residential character, landscape and locality. Demonstrated ability to service the precinct with the required infrastructure in a timely and efficient manner without causing undesirable impacts on adjoining/nearby land. Encourage larger lots interfacing Powerscourt Street to limit direct access (Precinct A) Development to be consistent with the objectives and strategies outlined in <i>Maffra Structure Plan 2022</i>. Apply new Development Plan Overlay to manage the delivery of future potential lifestyle residential.
 Rural Residential	Rural Living Zone (Schedule subject to further investigation)	Area north of Sandy Creek Road as identified in Figure 12 of the <i>Maffra Structure Plan 2022</i>	<ul style="list-style-type: none"> Ensure lot sizes reflect lifestyle residential outcomes and provide a transition from urban areas to agricultural uses. Demonstrated ability to service the area with the required infrastructure in a timely and efficient manner without causing undesirable impacts on adjoining/nearby land. Extend existing Development Plan Overlay 1 (DPO1) to manage the delivery of future potential rural residential. Development to be consistent with the objectives and strategies outlined in <i>Maffra Structure Plan 2022</i>.

4.1.4 STRUCTURE PLAN ACTIONS


Achieving the Vision and Objectives for Maffra will, amongst other things, require clear and logical planning controls.

The implementation of planning tools including zones, overlays and local policies into the Wellington Planning Scheme are key components of any Structure Plan.

<i>Key actions to achieve the preferred use and future built form outcomes for Maffra as outlined in this Plan</i>		<i>Priorities organised into high, medium or low</i>	<i>Identifies the key stakeholder (s) responsible for driving the action i.e. Council, key stakeholders or the community</i>	
NO.	ACTION	PRIORITY	IMPLEMENTATION TYPE	RESPONSIBILITY
THEME 1 Directing & Unlocking Growth			<p>There are two implementation types.</p> <p>1. Statutory implementation Involves review of and potential changes to the Wellington Planning Scheme (i.e. changes to policy, zones and/or overlays), or actions that are undertaken as part of the planning permit application process.</p> <p>2. Non-statutory implementation Refers to measures such as master planning, further strategic work, studies, public works, relationship building and advocacy.</p>	

NO.	ACTION	PRIORITY	IMPLEMENTATION TYPE	RESPONSIBILITY
 THEME 1 Directing & Unlocking Growth				
A1	Review and Amend Local Planning Policy of the <i>Wellington Planning Scheme</i> to reflect the objectives and strategies of the <i>Maffra Structure Plan 2022</i> , including updates to the 'Maffra Strategy Plan' and recognition of the need for proactive co-ordination and shared funding of infrastructure.	High	Statutory	Council
A2	Review and update the <i>Maffra Drainage and Integrated Water Management Strategy</i> (Alluvium, 2020) and <i>65 Maffra–Sale Road Stormwater Management Strategy</i> (Alluvium, 2021), as required, prior to future rezoning.	High	Non-Statutory	Council
A3	Update existing sub-catchment wide drainage strategy (including costings) as part of the future rezoning of the north and south-eastern growth precincts identified in <i>Figure 13</i> and generally in accordance with <i>Table 2</i> and <i>Table 3</i> .	High	Non-Statutory	Council
A4	Prepare a high-level strategic Servicing Strategy for the Residential Growth Areas in consultation with Gippsland Water, Southern Rural Water and other service authorities based on the identified growth areas of the <i>Maffra Structure Plan 2022</i> .	High	Non-Statutory	Council
A5	Consider forward funding of key drainage infrastructure as outlined in the <i>Residential Stocktake and Facilitation Strategy (2022)</i> , <i>Maffra Drainage and Integrated Water Management Strategy</i> (Alluvium, 2020) and <i>65 Maffra–Sale Road Stormwater Management Strategy</i> (Alluvium, 2021), having regard to any future Shire-wide policy regarding procurement of public infrastructure.	High	Non-Statutory	Council
A6	Investigate and implement a development contributions mechanism that facilitates the funding and delivery of key infrastructure (land and construction) as identified within the proposed Northern Growth Precinct and South-Eastern Growth Precinct (<i>Table 2</i> and <i>Table 3</i>) and as outlined on the proposed Growth Precinct Plan (<i>Figure 13</i>).	High	Non-Statutory	Council
A7	Review and update zones and overlays once a development contributions mechanism has been prepared or an infrastructure funding agreement has been reached for the Northern Growth Precinct and the South-Eastern Growth Precinct, in accordance with the proposed planning controls plan shown in <i>Figure 27</i> and <i>Figure 28</i> of Part 4 – Next Steps and Implementation of the <i>Maffra Structure Plan 2022</i> .	Medium	Statutory	Council
A8	Revise the extent of Development Plan Overlay 1 (DPO1) within Precincts A-D of the Northern Growth Area, and explore the implementation of the Development Plan Overlay 1 (DPO1) in Precinct E of the South-Eastern Growth Precinct, in accordance with <i>Figure 28: Proposed Overlay Plan of Part 4 – Next Steps and Implementation of the Maffra Structure Plan 2022</i> .	Medium	Statutory	Council
A9	Apply a new Development Plan Overlay to Precincts A–D of the Northern Growth Area and Precinct E of the South-Eastern Growth Precinct to manage the delivery of future potential residential growth, and to implement the relevant objectives and strategies of the <i>Maffra Structure Plan 2022</i> .	Medium	Statutory	Council

NO.	ACTION	PRIORITY	IMPLEMENTATION TYPE	RESPONSIBILITY
 THEME 2 Maffra's Identity & Character				
A10	Prepare an Urban Design Framework for the Town Centre precinct that is generally in accordance with the objectives and strategies of the <i>Maffra Structure Plan 2022</i> and principles outlined in Figure 18.	High	Non-Statutory	Council & Community
A11	Investigate the use of a Design and Development Overlay across the Town Centre Precinct to implement the Maffra Town Centre – Urban Design Framework.	High	Statutory	Council
A12	Extend Design and Development Overlay – Schedule 1 to future ‘Employment’ and ‘Industrial’ growth areas, as identified in Figure 28 of Part 4 – Next Steps and Implementation.	High	Statutory	Council
A13	Investigate and advocate for additional street upgrades along Johnson Street – between Foster Street and Thomson Street, with a focus on pedestrian shelter, places to rest and interact, and end of trip facilities.	Medium	Non-Statutory	Council & Community
A14	Require large residential greenfield developments to prepare <i>Building and Design Guidelines</i> , that reflect preferred built form outcomes, theming, and landscaping.	Medium	Non-Statutory	Council
A15	Undertake a review of the existing Indigenous cultural heritage controls which apply to the former Green Hills Native Police Reserve site and the Macalister River Environs.	Medium	Non-Statutory	Council
A16	Prepare an engagement plan with the Gunaikurnai Land and Waters Aboriginal Corporation, Maffra and District Historical Society and other community groups in facilitation of various cultural programs.	Medium	Non-Statutory	Council
A17	Undertake a review and develop a ‘Significant Tree Register’ of key canopy lined street trees as identified on Figure 17 to protect any identified significant trees.	Medium	Non-Statutory	Council
A18	Undertake a tree planting program or strategy for streets and public spaces.	Medium	Non-Statutory	Council
A19	Engage with DoT and other stakeholders to support planning and delivery of the improvements to ‘Township Arrival Streetscapes’.	Medium	Non-Statutory	Council & DoT
A20	Review and implement wayfinding, shared path upgrades and signage opportunities from the Town Centre precinct through to the Macalister River.	Low	Non-Statutory	Council
A21	Prepare a public art strategy for Maffra, with a focus on engaging with traditional owners and local artists.	Low	Non-Statutory	Council
A22	Council to review and explore a potential heritage precinct overlay.	Low	Statutory	Council

NO.	ACTION	PRIORITY	IMPLEMENTATION TYPE	RESPONSIBILITY
 THEME 3 Meaningful & Safe Connections				
A23	Advocate for the redirection of the heavy vehicle bypass route to Sandy Creek Road to the Department of Transport (DoT) in accordance with Strategy VM6 and outlined on Figure 20.	High	Non-Statutory	Council & DoT
A24	Undertake a Traffic Impact Assessment (or similar) based on the Maffra Structure Plan area to confirm transport infrastructure needs and upgrades in consultation with all relevant stakeholders.	Medium	Non-Statutory	Council
A25	Advocate for funding for the future extension of Boisdale Street 'Green Spine', to Sandy Creek Road.	Medium	Non-Statutory	Council
A26	Advocate for funding to undertake upgrades to improve the function and safety of intersections identified at VM5.	Medium	Non-Statutory	Council & DoT
A27	Advocate for a reduction in speed limits along relevant sections of Powerscourt Street to 60km/hr (as indicated in Figure 20) and along Johnson Street to 40km/hr (between Foster Street and Thomson Street).	High	Non-Statutory	Council
A28	Advocate to DoT for the expansion of Maffra's local and regional bus services, exploration of flexible, alternative transport services such as community buses and upgrades to existing and proposed bus stops identified in Figure 21.	Medium	Non-Statutory	Council
A29	Investigate funding options to complete new shared path connections as identified at AT4.	Low	Non-Statutory	Council

NO.	ACTION	PRIORITY	IMPLEMENTATION TYPE	RESPONSIBILITY
 THEME 4 A Self-sustaining Town				
A30	Review Local Planning Policy of the <i>Wellington Planning Scheme</i> to explore new sustainability objectives and strategies relating to Environmentally Sustainable Design.	High	Statutory	Council
A31	Review and update zones and overlays for the Town Centre, Employment and Industrial Precincts, in accordance with the proposed zoning plan and overlay shown in Figure 27 and Figure 28 of <i>Part 4 – Next Steps and Implementation</i> .	High	Statutory	Council
A32	Review Local Planning Policy of the <i>Wellington Planning Scheme</i> to potentially explore implementing new sustainability objectives and strategies relating to Environmentally Sustainable Design.	Medium	Statutory	Council
A33	Rezone and correct zoning anomalies within the town centre that do not reflect its role as a commercial centre for a range of retail, hospitality, offices and civic uses in accordance with Appendix 7 of the <i>Maffra Structure Plan 2022</i> .	Medium	Statutory	Council
A34	Undertake a review of community infrastructure needs (including the provision of additional schools and childcare facilities) to meet the needs of the growing community.	Medium	Non-Statutory	Council
A35	Develop and promote a program for annual community, food and sporting events in collaboration with the 'Maffra Business & Tourism Association', the local community groups, businesses and sporting clubs.	Medium	Non-Statutory	Council
A36	Encourage implementing the <i>Sustainable Subdivisions Framework</i> to mitigate the impacts of climate change and ensure the delivery of sustainable developments.	Medium	Non-Statutory	Council
A37	Engage with Gippsland Water to review the feasibility of irrigating trees and open spaces with excess stored water in retarding basins and wetlands.	Low	Non-Statutory	Council & Gippsland Water
A38	Council to consider applying the Environmental Audit Overlay (EAO) to 87 Powerscourt Street, Maffra in collaboration with EPA and landowner.	Low	Statutory	Council & EPA
A39	Investigate potential options for the redevelopment (Greenfield) of the Maffra District Hospital, including residential aged care and community rehabilitation.	Low	Non-Statutory	Council

Figure 27: Proposed Zoning Plan

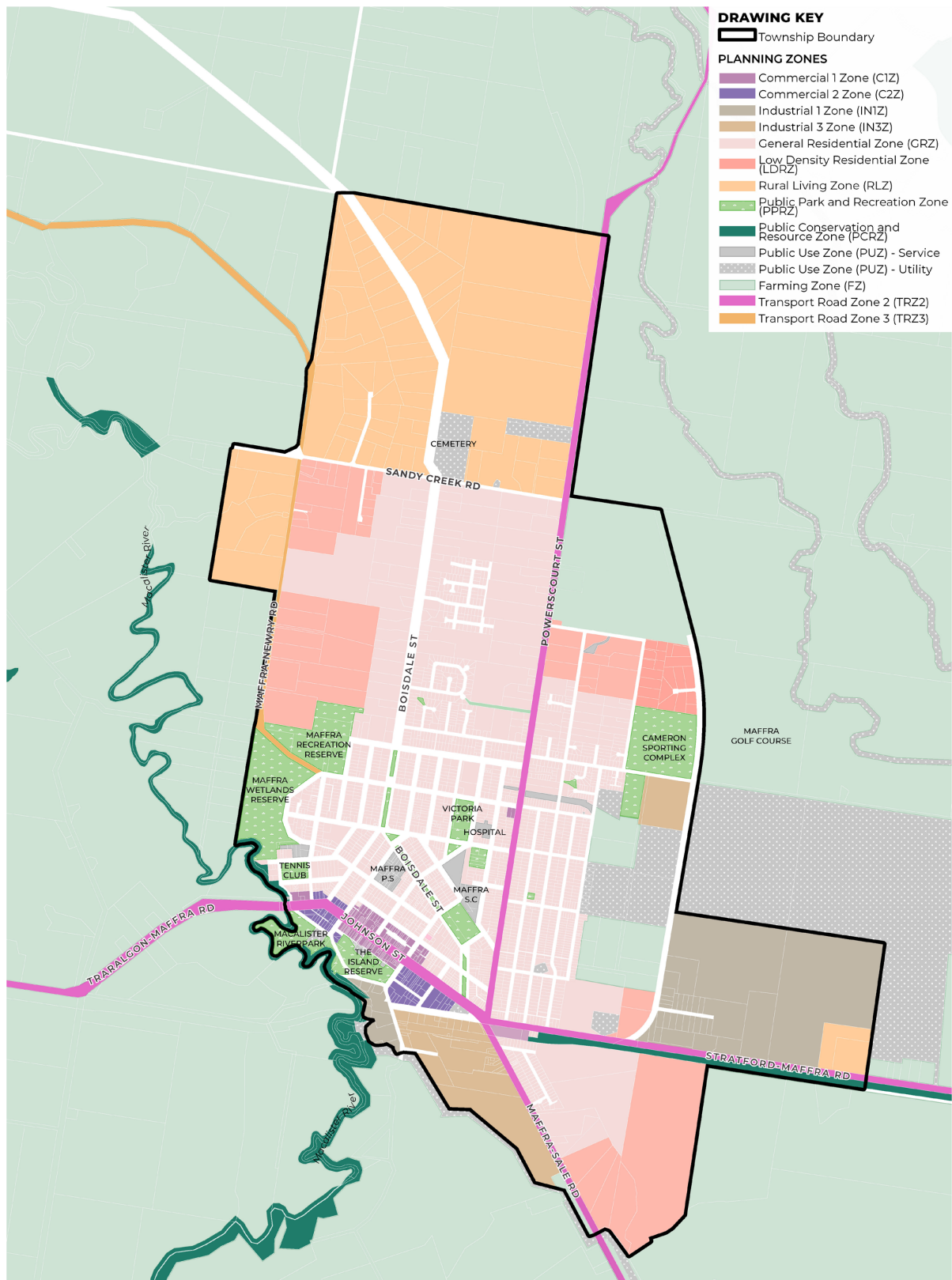
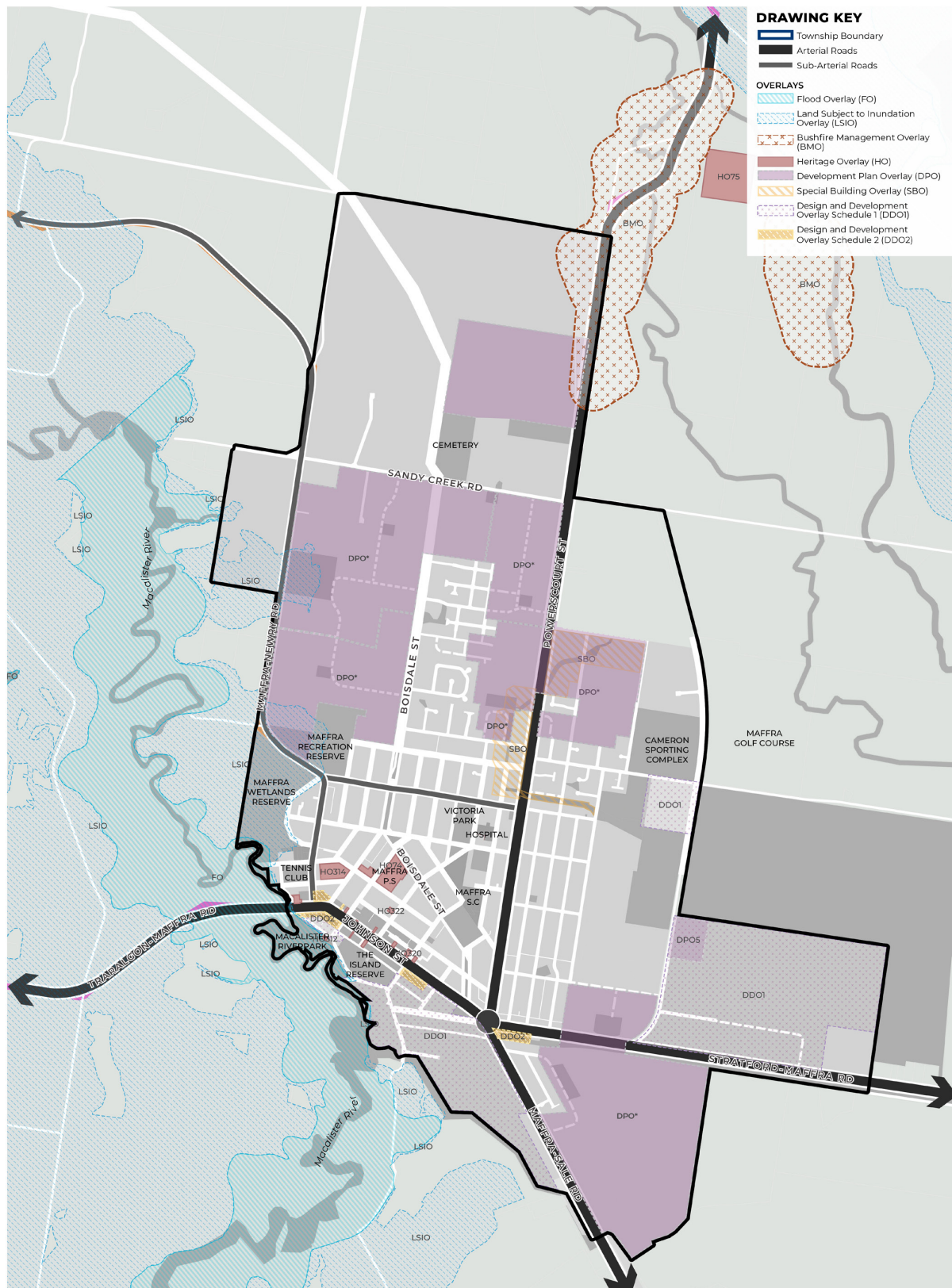


Figure 28: Proposed Overlay Plan



*DPO number to be determined



Corner of Pearson Street and Church Street

4.2 KEY INFRASTRUCTURE PROJECTS & FUNDING

The Plan has identified the need to deliver new infrastructure to Maffra in order to facilitate new commercial and retail development, housing, recreation, and community services, over the next 20 years.

Implementation of the Plan will require a range of infrastructure to be funded and delivered. The majority of the infrastructure will need to be funded by developers however, other funding sources may also become available.

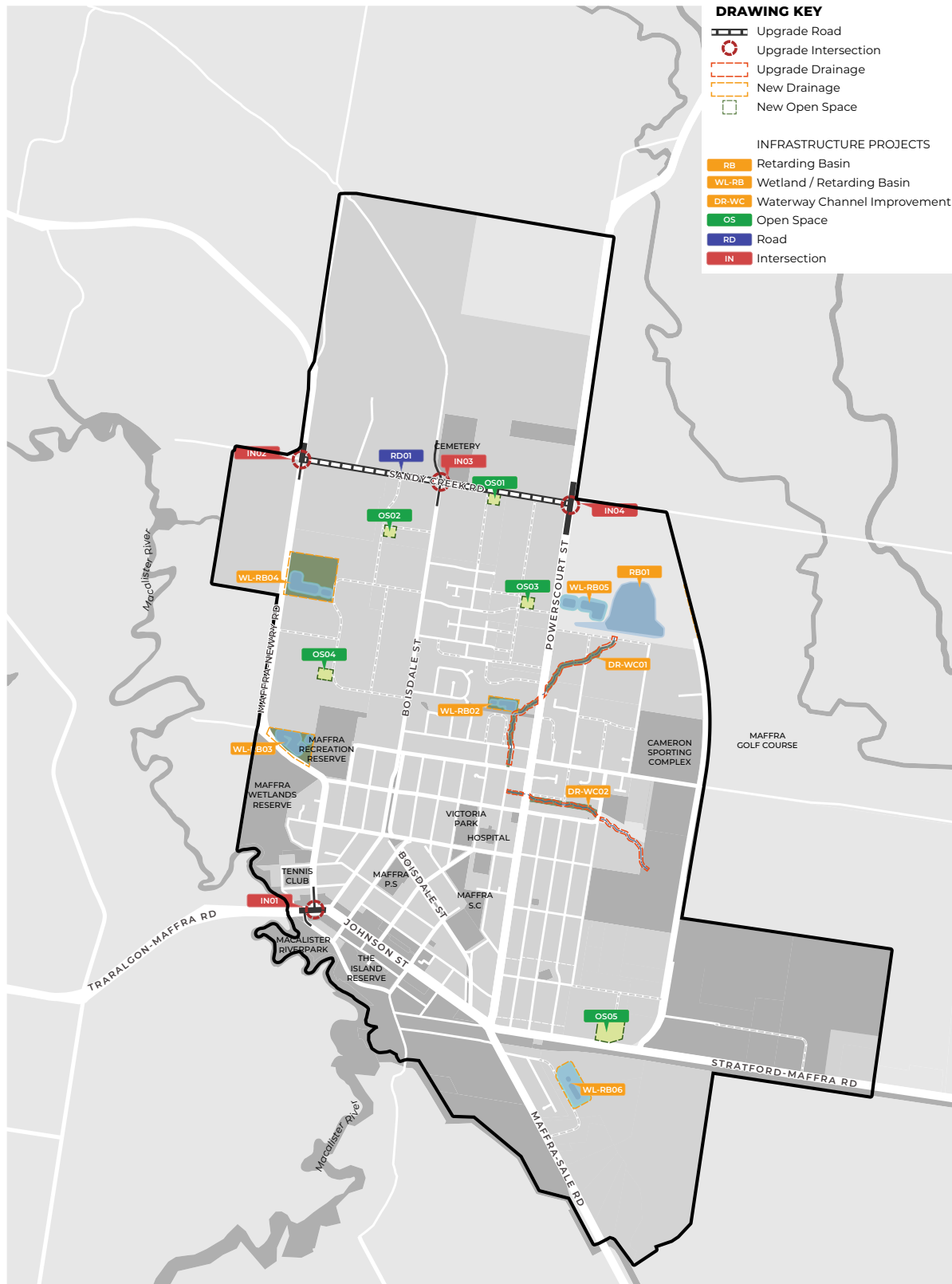
The projects identified by the Plan that will require funding are as follows:

Table 4 Potential Key Infrastructure Projects & Funding

INFRASTRUCTURE PROJECTS TYPE	REFERENCE NO.	POTENTIAL RESPONSIBILITY	POTENTIAL FUNDING MECHANISM	PRIORITY (Low, Medium or High)
Retarding Basin	RB01	Council	Local Government Funding	High
	WL-RB02	Developer	DCP or Agreement	High
	WL-RB03	Council / Developer	DCP or Agreement	High
Wetland / Retarding Basin	WL-RB04	Developer	DCP or Agreement	Medium
	WL-RB05	Developer	DCP or Agreement	Medium / Low
	WL-RB06	Developer	DCP or Agreement	Low
Waterway Channel Improvement	DR-WC01	Developer	DCP or Agreement	High
	DR-WC02	Council / Developer	Local Government Funding	Low
Open Space	OS01	Developer	DCP or Agreement	High
	OS02	Developer	DCP or Agreement	Medium
	OS03	Developer	DCP or Agreement	Medium
	OS04	Developer	DCP or Agreement	Medium
	OS05	Developer	DCP or Agreement	Low
Road	RD01	Council	Local Government Funding	Medium
Intersection*	IN01	Council	State Funding	High
	IN02	Council	Local Government Funding	Medium
	IN03	Council	Local Government Funding	Medium
	IN04	Council	State Funding	Medium

*Intersections IN01 and IN04 may be eligible for State funding.

Figure 29: Potential Key Projects Plan



4.2.1 'PUBLIC INFRASTRUCTURE PROCUREMENT' MODEL

Maffra's existing infrastructure capacity is almost exhausted which has stifled new residential development and land release opportunities. As identified in the Maffra Structure Plan, the Plan requires coordinated efforts to fund and deliver infrastructure in order to unlock new residential, commercial and industrial areas.

Wellington Shire Council has recognised that infrastructure capacity limitations and other issues associated with the scale of development means that assistance is required to fund and deliver infrastructure, specifically drainage upgrades, to facilitate housing development (as identified in Theme 1 – Directing and Unlocking Growth).

Council has considered its role and has resolved to adopt a proactive approach to support development by adopting a policy position whereby developers can apply to obtain financial assistance to support delivery of infrastructure (land and/or construction) that is of shared benefit.

This forward funding approach of key infrastructure projects is designed to assist in overcoming 'pioneer' developer problems and will enable costs of infrastructure to be recovered from developers once development is underway.

Figure 30 provides an overview of how the 'public infrastructure procurement model' could be implemented.

This model is based on the City of Greater Shepparton 'Procurement of Public Infrastructure Works Policy', which guides decisions relating to the funding and delivery of required infrastructure in key growth areas.

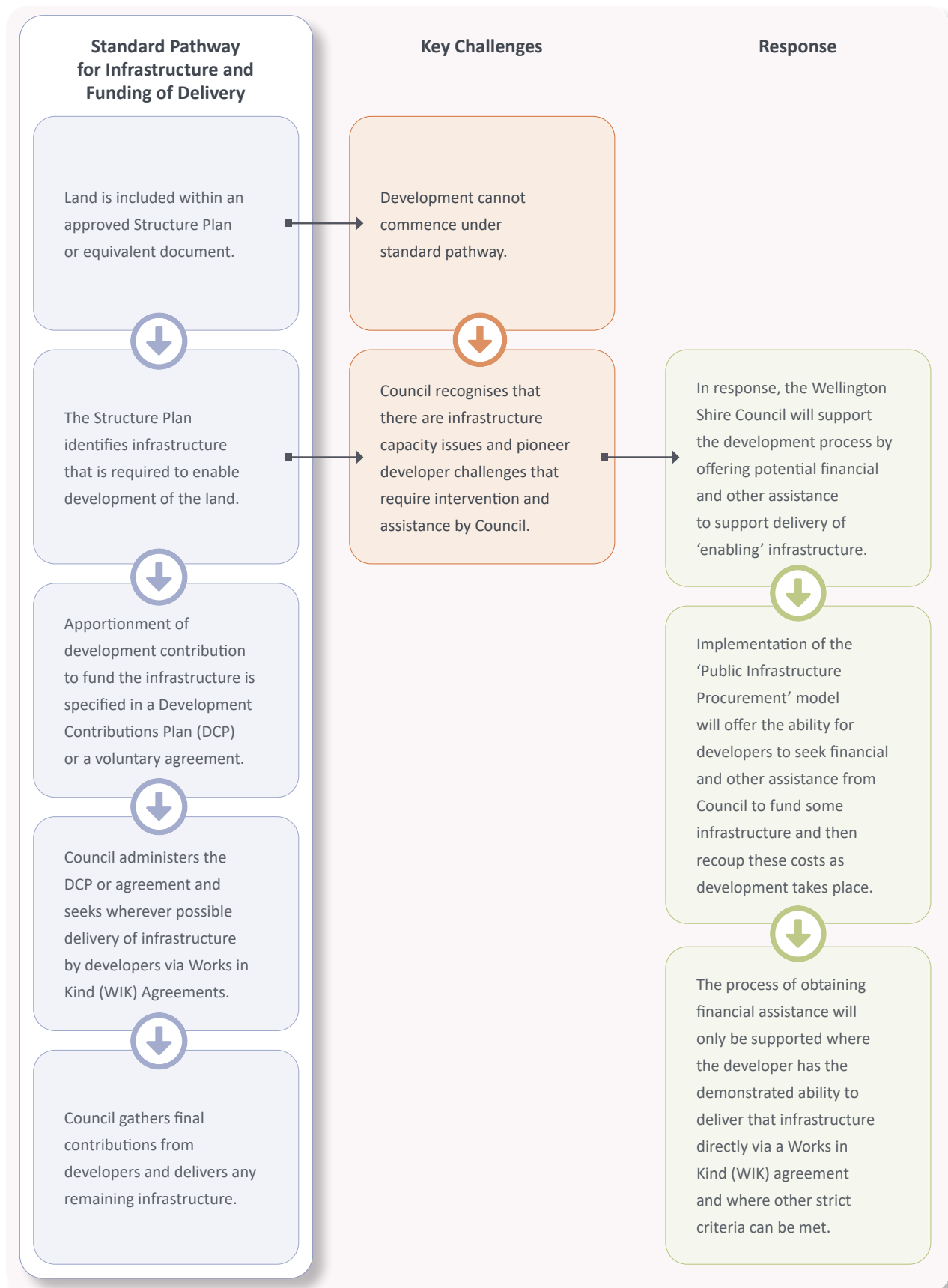


The *Residential Stocktake and Facilitation Strategy* (formally adopted at Council's meeting on 1 February 2022) identifies options for Wellington Shire Council to better facilitate and proactively assist with the release of residential land.

The strategy provides an overview of work undertaken, a summary of key implications, consultation findings, and the recommended approach.

It is important to note that Council is developing a potential 'Public Infrastructure Procurement' Model for Wellington Shire for future Council consideration.

Figure 30: Standard Pathway for Infrastructure Funding of Delivery, Key Challenges and Response



PART 5. APPENDICES

APPENDIX 1.

LIST OF RELEVANT LITERATURE AND DOCUMENTS

The main sources of policy and strategic work that helped us understand the key messages and directions for Maffra included the following:

- Gippsland Regional Plan, 2015–2020
- Gippsland Regional Growth Plan, 2014
- Movement and Place in Victoria, 2019
- Urban Development Program – Regional Residential Report, 2013
- Wellington Planning Scheme (including Clause 21.06 Maffra Strategic Framework)

Municipal Documents

- Age Friendly Communities Strategy, 2018–2022
- Economic Development Strategy, 2016–2022
- Healthy Wellington, 2017–2021
- Public Open Space Plan, 2014–2024
- Urban Paths Plan, 2019
- Wellington 2030: Our Community Vision Document – Wellington Shire Council
- Wellington Shire Council Plan, 2017–21
- Wellington Shire Rural Zones Review Vol 1 & 2, 2009
- Wellington Shire Stage 2 Heritage Study Vol 1 & 2, 2016

Local Documents

- Residential and Rural Residential Strategy, Maffra and Environs District Report, 2003
- Residential Stocktake and Facilitation Strategy, 2022
- Significant Planning Permits and Development Plans
- Yarram, Maffra and Stratford Industrial Land Strategy, 2011

Technical Documents

- 65 Maffra–Sale Road Stormwater Management Strategy, Alluvium, June 2021
- Maffra Drainage and Integrated Water Management Strategy, Alluvium, September 2020
- Maffra Structure Plan – Discussion Paper & Emerging Directions, March 2021
- Residential Land Supply & Demand Assessment, Maffra, Spatial Economics, October 2020

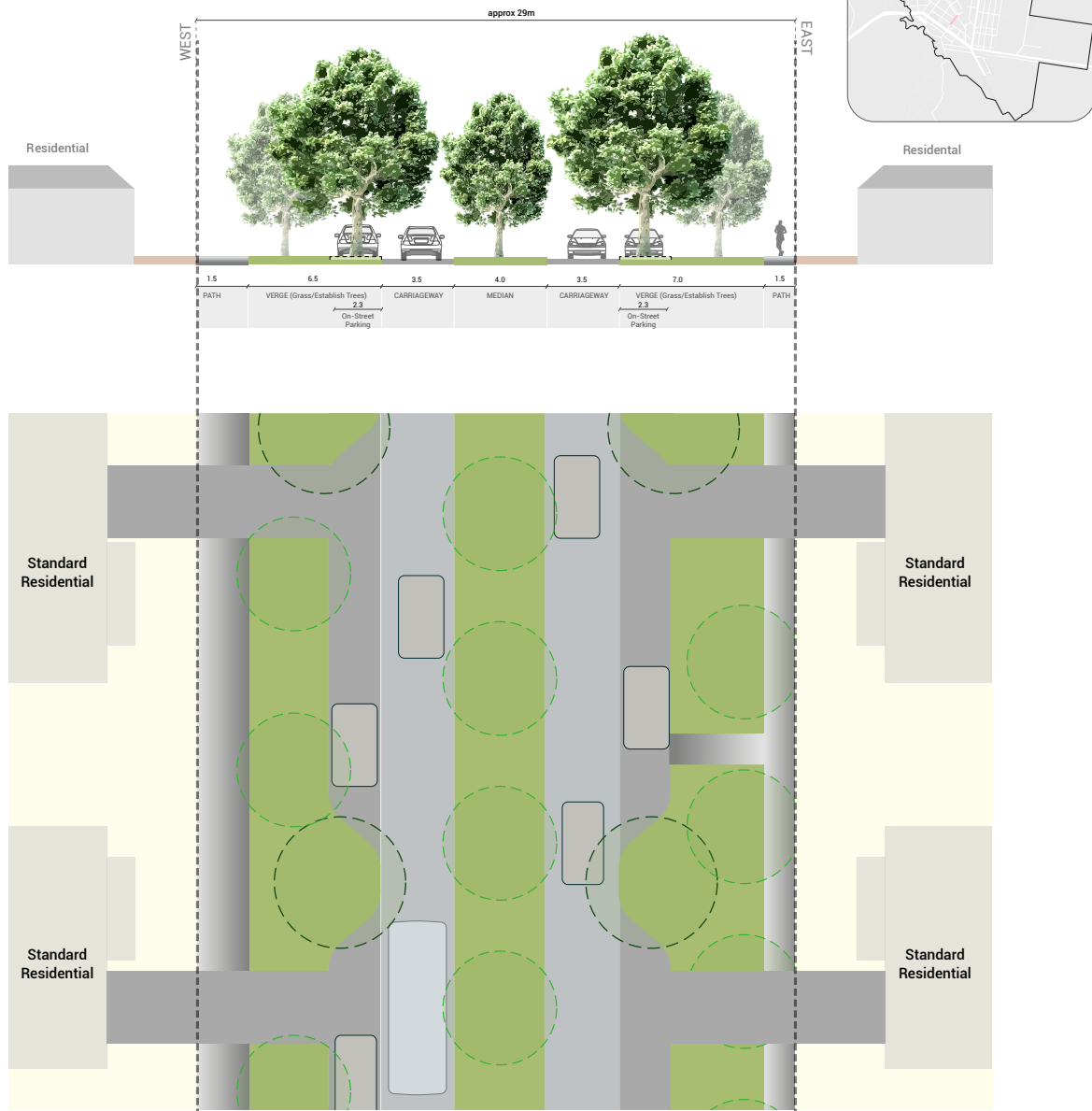
APPENDIX 2.

INDICATIVE CROSS-SECTIONS

Figure 31: Sandy Creek Road Cross Section – between Maffra Newry Rd & Powerscourt St



Figure 32: Fosters Street Cross Section – between Boisdale St & Queen St



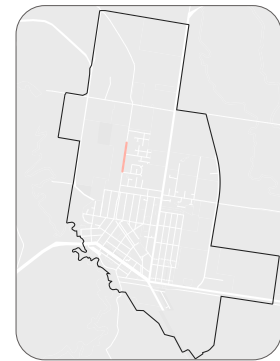
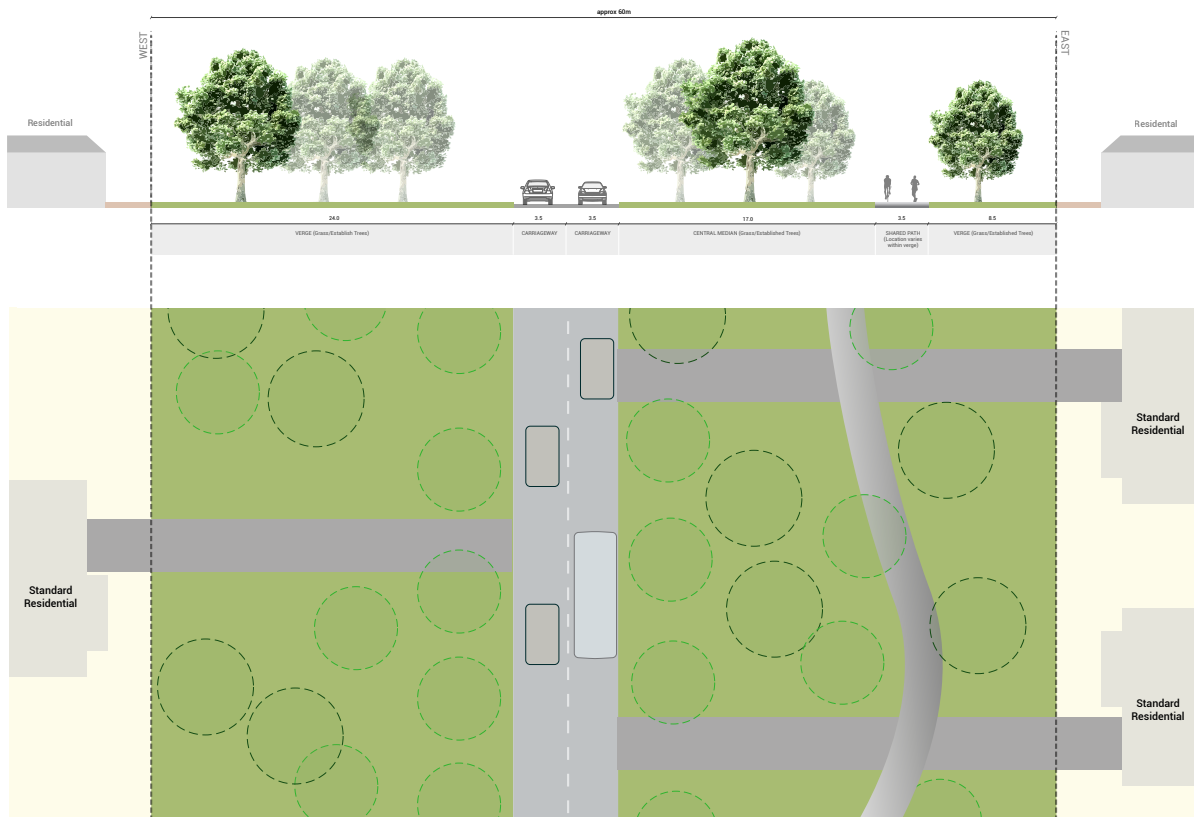


Figure 33: Boisdale Street Cross Section – between Hillcrest Drive & Cedarwood Drive



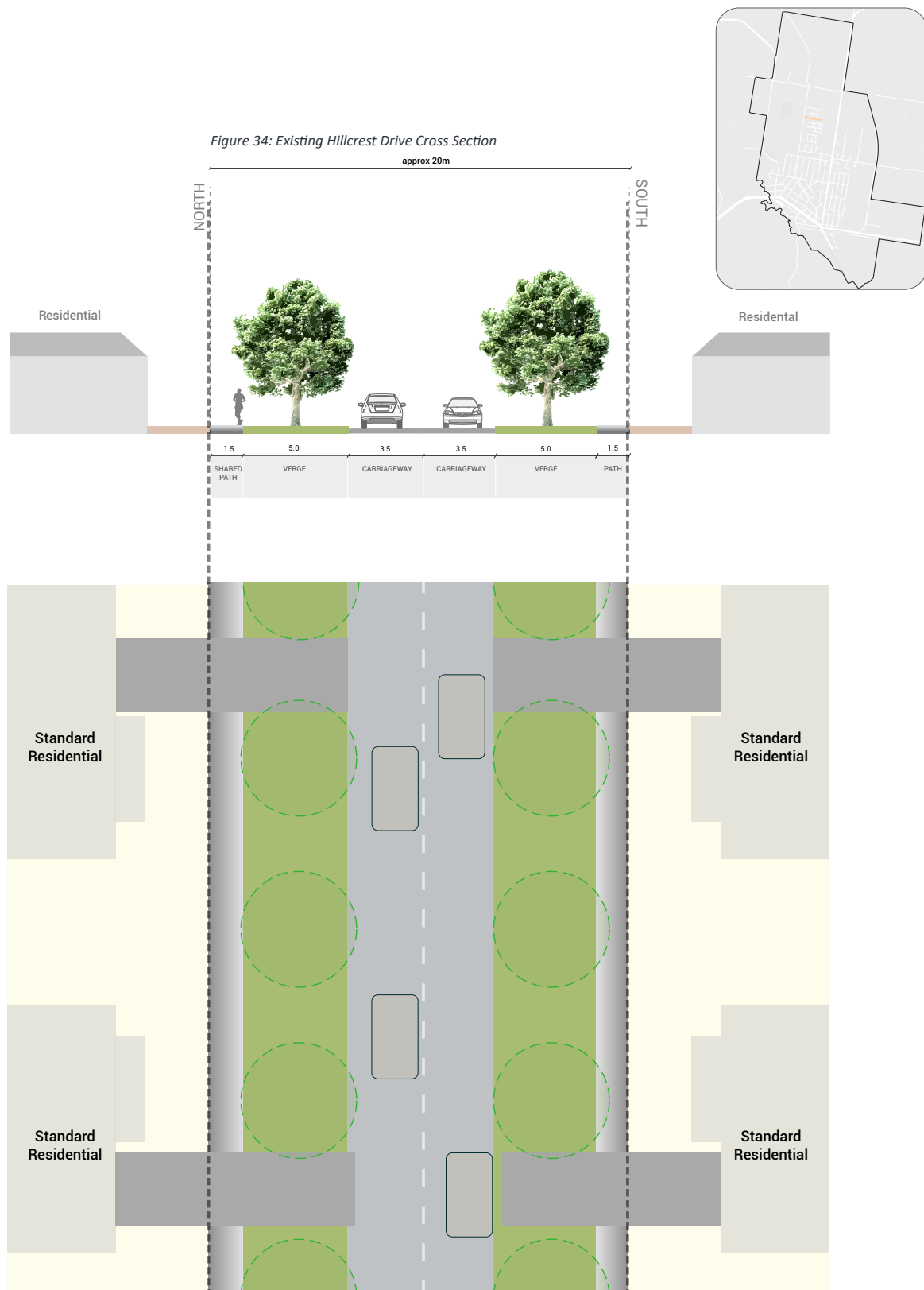
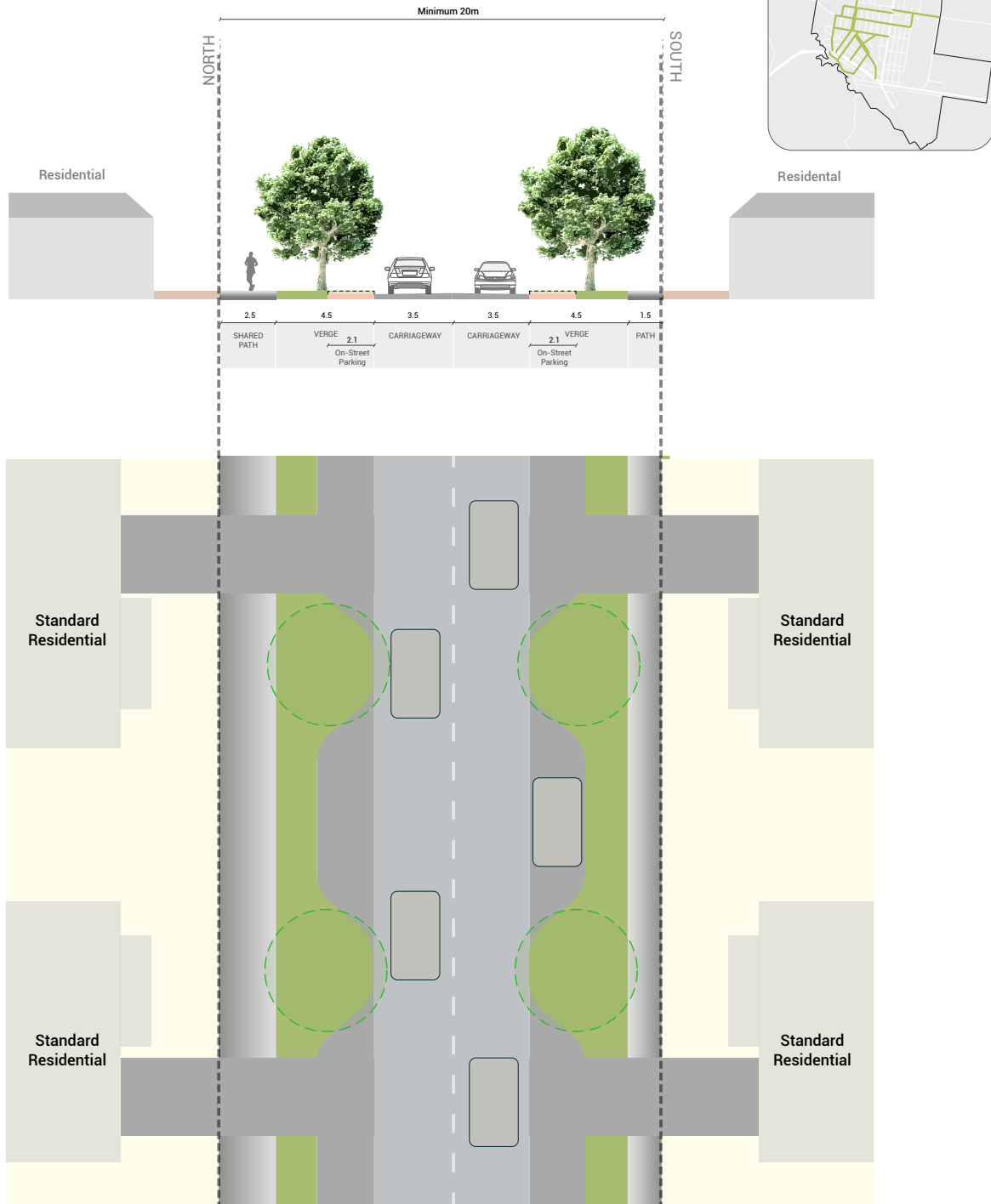
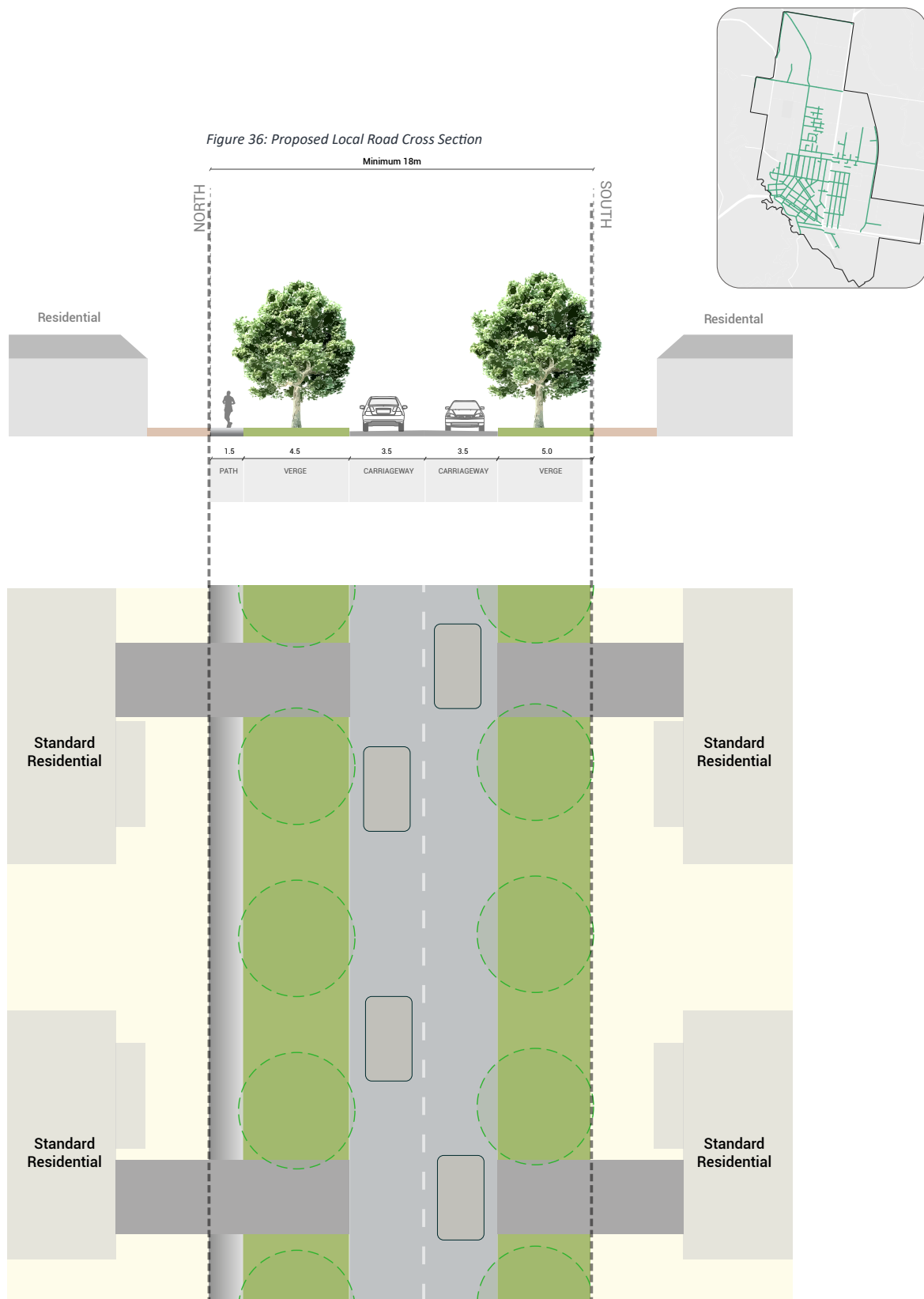


Figure 35: Proposed Key Local Road Cross Section







Industrial Buildings and Saputo (former Murray Goulburn Cooperative)

APPENDIX 3.

COMMUNITY & LOCAL INDUSTRY ENGAGEMENT OUTCOMES

The Plan has been developed in consultation with the Maffra community, Wellington Shire Council and other relevant stakeholders. Due to Covid-19 restrictions throughout most of 2020, early engagement activities were unable to be undertaken in person, such as workshops or round-table discussions. Online consultation was used up until a brief easing of restrictions in March 2021.

Consultation activities that have occurred as part of the Plan process include:

PRELIMINARY CONSULTATIONS

Maffra Residential Growth Landowner Survey (2019):

- Key landowners were invited to provide a response to a survey on considerations and general interest in redevelopment of their land and to understand the likelihood of residential zoned land being developed into the future.

A summary of the Landowner Survey and targeted consultation can be found in the Maffra Structure Plan – Discussion Paper & Emerging Directions (March 2021) which was released during Consultation (Round 1).

Targeted online workshops (June 2020):

- The objective of the targeted consultation to was gain existing knowledge, understand the range of issues, opportunities, and constraints within Maffra from the perspective of relevant internal stakeholders, external agencies and stakeholder groups.

Figure 37: Community Drop-in Session, 23 March 2021



CONSULTATION ON MAFFRA STRUCTURE PLAN – DISCUSSION PAPER & EMERGING DIRECTIONS (MARCH 2021)

A community drop-in session (23 March 2021):

- Wellington Shire Council held a 4-hour community drop-in session at the Maffra Memorial Hall to discuss issues and opportunities and gather feedback and further information from the community on the *Maffra Structure Plan – Discussion Paper & Emerging Directions* (March 2021).

Submission on the *Maffra Structure Plan – Discussion Paper & Emerging Directions* (March 2021) (8 March 2021 to 19 April 2021):

- The community and key stakeholders were invited to make a submission on the *Maffra Structure Plan – Discussion Paper & Emerging Directions* (March 2021) over a 6-week period via the 'Your Wellington Your Say' page, email or letter.
- A total of 15 written submissions were received.

Survey on the *Maffra Structure Plan – Discussion Paper & Emerging Directions* (March 2021) (8 March 2021 to 19 April 2021):

- The community was invited to undertake a survey to collect feedback on the *Maffra Structure Plan – Discussion Paper & Emerging Directions* (March 2021) over a 6-week period via the 'Your Wellington Your Say' page or collected from Council's Library (for those who did not have access to the internet).
- A total of 28 surveys (3 hard copies and 24 online) were completed.
- The survey was used as an engagement tool to provide the community with an opportunity to provide feedback on their priorities for Maffra. The survey comprised a variety of questions that focused on the future vision for Maffra and the four (4) Emerging Directions for Maffra.

CONSULTATION ON THE DRAFT MAFFRA STRUCTURE PLAN (NOVEMBER 2021)

Submission on the Draft *Maffra Structure Plan* (15 November 2021 to 17 January 2022):

- The community and key stakeholders were invited to make a submission on the Draft *Maffra Structure Plan* over a 9-week period via the 'Your Wellington Your Say' page, email or letter.
- A total of 33 submissions were received.

Community information stand (6 December 2021 and 8 December 2021):

- Wellington Shire Council officers were available at an information stand in front of Woolworths (Maffra) to provide the community further information, and to gather feedback on, the Draft *Maffra Structure Plan*.

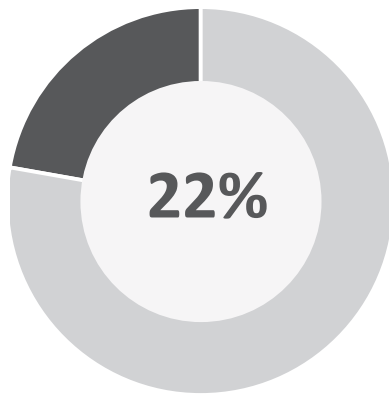
APPENDIX 4.

COMMUNITY CONSULTATION

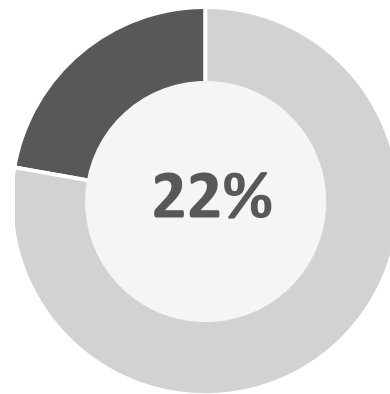
SUMMARY OF SURVEY RESPONSES

What you told us

Which of the following do you think are important in order to support the future growth of Maffra?



New and integrated residential growth supported by required infrastructure

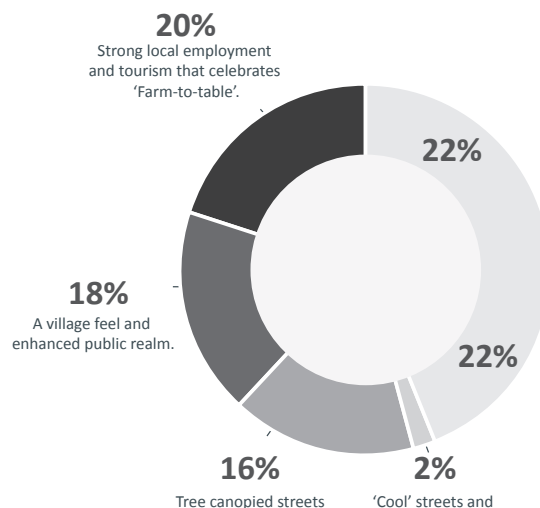


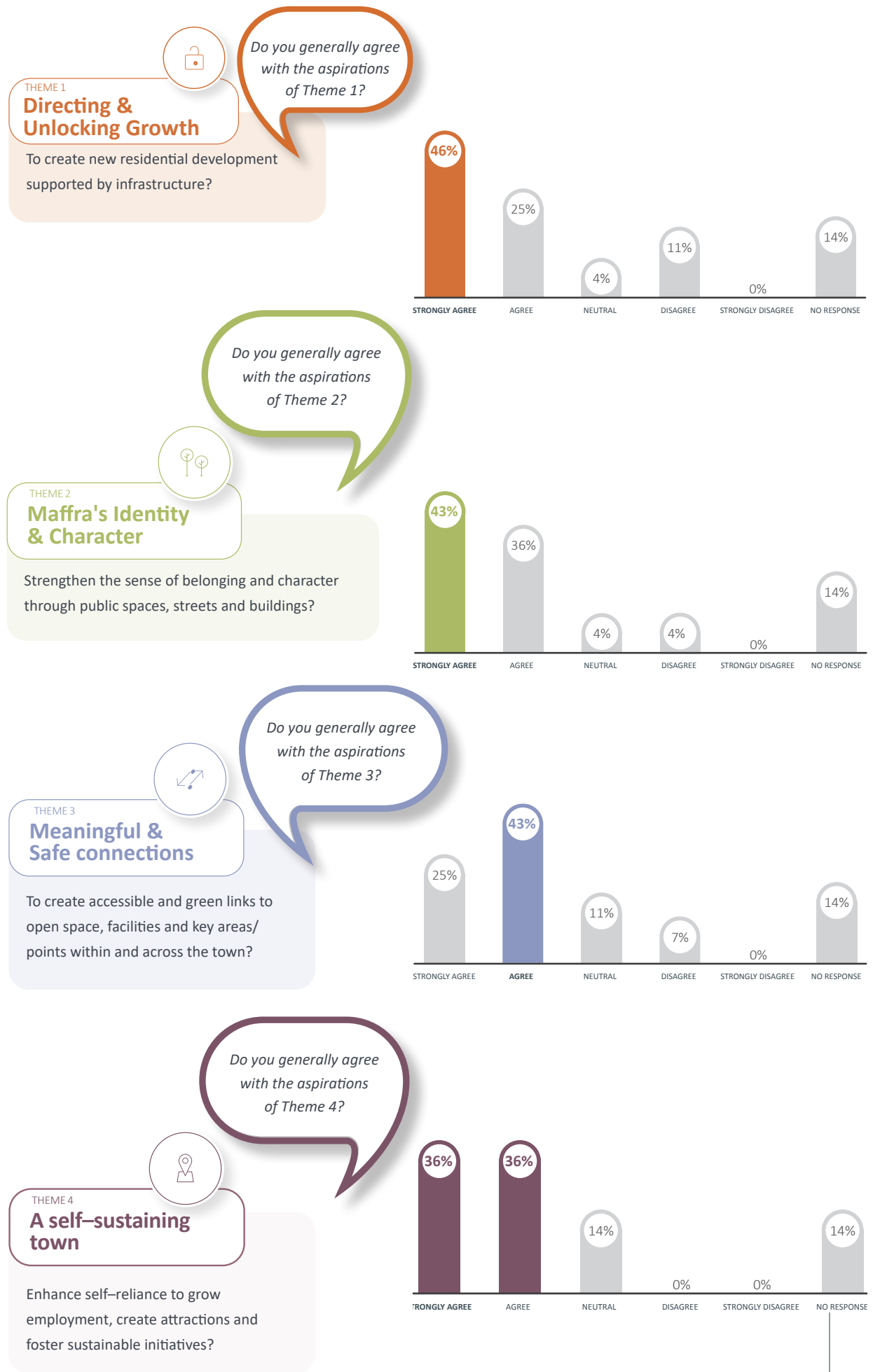
Green and accessible open spaces and streets.

EMERGING VISION FOR MAFFRA

There was wide recognition to ensure Maffra remains as a friendly small country town with a strong sense of community and small country town feel – a great place to live, grow up in and raise a family.

- The need for more land development for housing and affordable living including increased aged care facilities.
- There was support for new development to emphasise on sustainability, wide roads, planting of trees and other vegetation, water capture for local spaces.
- The need for easy access to services and local amenities i.e. medical and allied health, recreational facilities, sporting clubs, walking areas, open spaces and parks.
- There was consensus for more walking paths/trails, better public transportation options and parks within Maffra particularly on the north side of town.





APPENDIX 5.

MAFFRA STRUCTURE PLAN

DISCUSSION PAPER & EMERGING DIRECTIONS (MARCH 2021) FLYER

Maffra Structure Plan

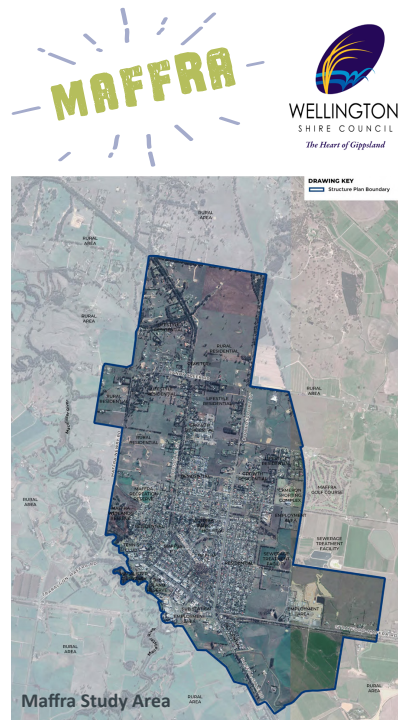
Maffra Discussion Paper
& Emerging Directions

Wellington Shire Council is currently preparing the **Maffra Structure Plan** that will be a strategic land use planning framework to manage growth, facilitate change and guide infrastructure delivery in Maffra over the next 20 years.

The **Maffra Discussion Paper & Emerging Directions** is the first step in the Maffra structure planning process that summarises the context of the Maffra study area, teases out key issues and opportunities that affect Maffra, and explores an emerging vision and a set of key emerging directions.

To find out more and view the **Maffra Discussion Paper & Emerging Directions**, please visit the 'Your Wellington Your Say' page (link shown below in blue):

<https://your.wellington.vic.gov.au/maffrastructureplan>



We want to hear from you.

Wellington Shire Council invites the community and all stakeholders to make a submission on this Discussion Paper for the Maffra Structure Plan during the public consultation period from **8 March 2021 to 19 April 2021**.

Have your say in one of the following ways:

- 1 Fill out the online submission form on the 'Your Wellington Your Say' page at:
<https://your.wellington.vic.gov.au/maffrastructureplan>
- 2 Send a written submission to the following address:
Strategic Planning Team, Wellington Shire Council
18 Desailly St, PO Box 506, SALE Victoria 3850
- 3 If you would like to discuss the project in more detail, or ask any questions:
Please contact the Strategic Planning Team via **1300 366 244** or email planning@wellington.vic.gov.au

- 4 At the same time we are seeking community feedback on the emerging directions via an online survey. We want to further understand what Maffra means to the community as a place to live, work or visit.

The **online survey** is located on the 'Your Wellington Your Say' page. Alternatively, please contact the Strategic Planning Team on **1300 366 244** to be sent a printed copy of the survey to complete.

- 5 Wellington Shire Council will host a **community drop-in session** about the **Maffra Discussion Paper & Emerging Directions**

When: Tuesday, 23 March 2021*
Time: 2:00pm – 6:00pm*
Where: Maffra Memorial Hall,
11 Foster St, Maffra VIC 3860

*Please keep your eye on Council's website for any possible updates or changes to the drop-in session that may arise from changes in COVID restrictions.




APPENDIX 6.

MAFFRA STRUCTURE PLAN

DRAFT MAFFRA STRUCTURE PLAN (NOVEMBER 2021) FLYER


MAFFRA

STRUCTURE PLAN



Wellington Shire Council is currently preparing the *Maffra Structure Plan*. The Plan will provide a long-term strategic vision and a clear planning framework to ensure future development occurs in appropriate locations over the next 20 years.


The draft *Maffra Structure Plan* outlines four (4) key themes:




THEME 1
Directing & Unlocking Growth



THEME 3
Meaningful & Safe Connections



THEME 2
Maffra's Identity & Character



THEME 4
A self-sustaining town

The draft *Maffra Structure Plan* is a draft version of the Plan for you to read and provide feedback.

Comments and feedback received for the draft *Maffra Structure Plan* will, where appropriate, be used to guide and inform the preparation of the final *Maffra Structure Plan*.

To find out more and view the copy of the draft *Maffra Structure Plan*, you can visit Council's website.

 **Council's website**
<https://www.wellington.vic.gov.au/planning-projects/maffra-structure-plan>



DRAWING KEY

- Township Boundary
- MOVEMENT NETWORK**
 - Arterial Road
 - Connector Road
 - Key Local Road
 - Possible Future Key Local Road
 - Local Road
 - Logical Connections
 - Township Arterial Streetcar
 - Green Spine Streetcar
 - Character Streetcar
 - Roundabout
 - Possible Future Intersection
 - Shared Path
 - Possible Future Shared Paths
- LAND USES**
 - Commercial
 - Employment
 - Community Facilities
 - Standard Residential
 - Lifestyle Residential
 - Rural Residential
 - Open Space
 - Drainage Reserves
 - Public Use & Utilities
 - Rural / Farming
 - Future Investigation Area
 - Existing Industrial Buffer
 - Building Management Buffer
 - Sewerage Treatment Pond Buffer

The Draft Plan

We want to hear from you!


Wellington Shire Council invites the community and all stakeholders to make a submission on the *Maffra Structure Plan*.

Submissions will open
9am Monday 15 November 2021
 and close
5pm Monday 17 January 2022

If you would like to discuss the project in more detail, or ask any questions:

Please contact the Strategic Planning Team via **1300 366 244** or email planning@wellington.vic.gov.au

Submissions can be made in the following ways:

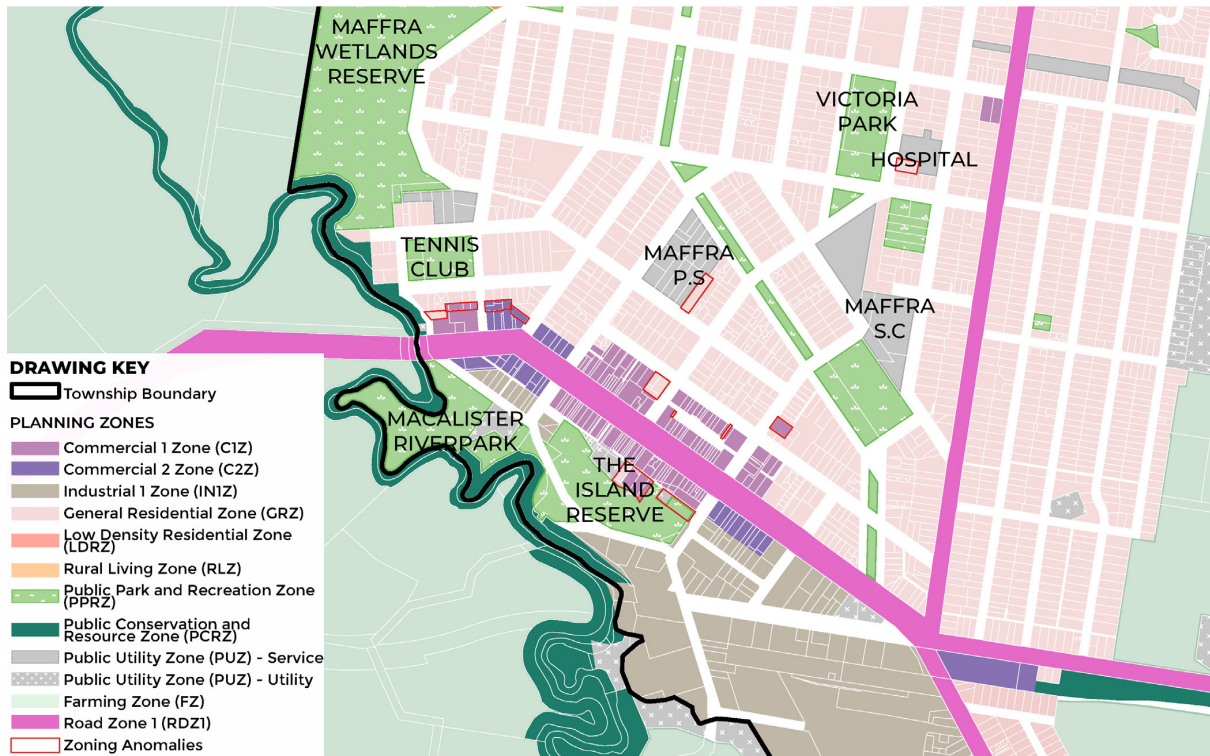
-  **Fill out the online submission form on Council's website**
<https://www.wellington.vic.gov.au/planning-projects/maffra-structure-plan>
-  **Via email**
 You can send your submission via email (titled 'Maffra Structure Plan Submission') to planning@wellington.vic.gov.au
-  **Send a written submission**
 Strategic Planning Team, Wellington Shire Council
 18 Desailly St PO Box 506, SALE Victoria 3850
-  **In person drop-in session**
 If health restrictions permit, Wellington Shire Council will host a in person drop-in session so you can speak to our project team directly to find out more. Details will be released on Council's website soon.

APPENDIX 7.

IDENTIFIED ZONING ANOMALIES

ADDRESS	CURRENT ZONE	REASONS FOR POTENTIAL ANOMALY	PLAN ROLE	RECOMMENDATION
Thomson Street (between Johnson and Queen Street)	GRZ & C1Z	Inconsistent use of zoning down middle of street	Local Street	No change
69 Mclean Street, Maffra	C1Z	Currently used as a residence	Local Convenience Centre	No change
49 Queen Street, Maffra	C1Z & PUZ	Small strip of PUZ6	Commercial (transition area)	Amend to be C1Z
3 Pearson Street, Maffra	PUZ6 & C1Z	C1Z doesn't follow lot boundaries	Commercial	Amend to be entirely C1Z
23–25 Queen Street, Maffra	GRZ1	GRZ doesn't reflect the role of the street as commercial	Commercial (transition area)	Amend to be entirely C1Z
102–106 Johnson Street, Maffra	PUZ6 & C1Z	C1Z not covering entire lot	Commercial	Amend to entire C1Z
35–47 Queen Street	C1Z	Residential land uses under C1Z, street characterised by Residential	Commercial (transition area)	No change
7 Queen Street, Maffra	C1Z	Residential land use	Commercial (transition area)	No change
28 Foster Street, Maffra	GRZ & C1Z	2 zones used across one lot – commercial use with communications tower	Residential	Amend to be entirely GRZ1
1 Mcmillan Street, Maffra	C2Z	Is this the appropriate zone for existing Residential area	Commercial	Amend to be entirely GRZ1
42–48 Kent Street, Maffra	PUZ3 & GRZ	Hospital not entirely under PUZ3	Medical Centre	Amend to be entirely PUZ3
22–28 Church Street, Maffra	PUZ2 & GRZ1	Part of the school is located within the GRZ1	School/Education	Amend to be entirely PUZ2
1d – 7 Duke Street, Maffra	C1Z & GRZ1	The rear of these lots are partially zoned C1Z, however Residential use	Residential	Amend to be entirely GRZ1
9 – 13 Duke Street, Maffra	C2Z & GRZ1	The rear of these lots are partially zoned C2Z, however Residential use	Residential	Amend to be entirely GRZ1
2 Johnson Street, Maffra	C1Z & GRZ1	Macalister Hotel site – carpark partially within GRZ1	Commercial	Amend to be entirely C1Z
20 Little Johnson Street, Maffra	GRZ1 & C1Z	Residential zone in a commercial area	Public Reserve	Amend to be entirely PPRZ

Figure 38: Proposed Zoning Anomalies



APPENDIX 8.

PLANNING AND THE ENVIRONMENT

Land use planning has an important role to play in protecting the environment, human health and amenity.



The following are relevant to the planning process and are to be considered (as appropriate)*:

- Planning and Environment Act 1987
- Environment Protection Act 2017
- Ministerial Direction No. 1 (MD1) – Potentially Contaminated Land
- Ministerial Direction No. 19 (MD19) – Amendments that may result in impacts on the environment, amenity, and human health
- Planning Practice Note 30 (PPN30) - Potentially Contaminated Land
- Planning Practice Note 92 (PPN92) - Managing buffers for land use compatibility (PPN92)
- Victorian Planning Provisions
- Environment Audit Overlays (EAO)
- Buffer Area Overlays (BAO)
- Clause 53.10 Uses and Activities with Potential Adverse Impacts
- Environment Protection framework
- EPA Landfill Buffer Guideline (as updated)
- EPA Separation Distance Guideline (as updated)
- Potentially contaminated land requirements, including:
 - › Site History Review (SHR)
 - › Preliminary Site Investigation (PSI)
 - › Preliminary Risk Screen Assessment (PRSA)
 - › Environmental Audit (Audit)

*please note this is not an exhaustive list.

ENVIRONMENT PROTECTION AUTHORITY (EPA) VICTORIA

The Environment Protection Authority (EPA) Victoria is Victoria's independent environmental regulator. The EPA is responsible for preventing the harmful effects of pollution and waste on Victorian communities and the environment. As important stakeholders, they should be consulted at the initial stages of any planning process.

Note: This appendix is a summary only – for more detailed information and required processes please refer to the Environment Protection Authority (EPA) website and engage with the EPA directly.

Local Playground



MAFFRA

STRUCTURE PLAN

APRIL 2022

mesh



PREPARED BY MESH ON BEHALF OF WELLINGTON SHIRE COUNCIL

Kevin Hazell

BUSHFIRE PLANNING

Bushfire Planning Assessment

Amendment c120 Maffra Structure Plan

Final Report

4 NOVEMBER 2025
Version 1

Prepared for Wellington Shire Council

Contents

1.	Introduction	1
2.	Context on the Maffra, the Maffra Structure Plan and C120.....	3
3.	Planning scheme bushfire context	12
4.	Bushfire hazard landscape assessment	16
5.	Landscape bushfire anticipated and bushfire landscape types	28
6.	Exposure to bushfire at the neighbourhood and local scale	32
7.	Design responses in bushfire hazard areas	41
8.	Planning assessments	46
9.	Recommendations	50
10.	Views of the relevant fire authority	51
11.	References	52
	Attachment 1: Suggested updated explanatory report content.....	53

About

Kevin Hazell Bushfire Planning is a town planning service that works with public and private sector clients to understand and apply planning scheme bushfire policies and requirements. It is led by Kevin Hazell who is a qualified town planner with experience working on bushfire planning at State and local levels.

Kevin Hazell Bushfire Planning
 KH Planning Services Pty Ltd - ABN 67 617 747 841
 PO Box 208, Malvern, Vic 3144
www.bushfireplanning.com.au

Disclaimer

The views expressed in this report are those of the author. Information in this document is current at the time of writing. While all professional care has been undertaken in preparing the document, the author accepts no liability for loss or damages incurred because of reliance placed upon its content.

© KH Planning Services Pty Ltd

This publication is copyright. No part may be reproduced by any process except in accordance with the provisions of the *Copyright Act 1968*.

Version Control

Version	Date	Comment	Name
v0.1	3/10/24	Draft Report	Kevin Hazell Town Planner
v1.0	4/11/2025	Final Report	Kevin Hazell Town Planner

1. Introduction

Kevin Hazell Bushfire Planning has been engaged by Wellington Shire Council (the 'Council') to prepare a bushfire planning assessment for Amendment c120 to the Wellington Planning Scheme (the 'planning scheme'). Amendment C120 relates to the Maffra Structure Plan (2022). Amendment C120 has been exhibited.

The bushfire planning assessment includes an assessment of the bushfire hazard and considers bushfire policies in *c13.02-1S Bushfire Planning* of the planning scheme. The bushfire planning assessment is essentially a review of the Maffra Structure Plan and the planning scheme changes arising from it as intended to be implemented through Amendment C120.

This report and its recommendations, where implemented, would enable the Council to demonstrate that *c13.02-1S Bushfire Planning* have been considered and given effect to in Amendment c120.

1.1 Study area

The Study Area is the settlement of Maffra as defined by the settlement boundary included in the Maffra Structure Plan. Surrounding land is included where relevant to capture the bushfire hazard and other contextual information relevant to planning for Maffra.

See:

Figure 1-1: Study Area

1.2 Structure of this report

This report is structured as follows:

- Section 2 provides context on the Maffra, the Maffra Structure Plan and C120.
- Section 3 provides an overview of bushfire content in the planning scheme, including the strategies in *c13.02-1S Bushfire Planning*.
- Section 4 describes landscape bushfire hazards that may influence the locality, similar to the approach for a bushfire hazard landscape assessment described in *Planning Permit Applications Bushfire Management Overlay Technical Guide* (DELWP 2017).
- Section 5 describes the landscape-scale bushfires to be anticipated and applies bushfire landscape types. The bushfire landscape types enable locational policies in *c13.02-1S Bushfire Planning* to be considered based on the landscape risk as well as appreciating the relative risk between places.
- Section 6 describes the bushfire hazard at the neighbourhood and local scale. This is informed by the methodology for a bushfire hazard site assessment as described in *Planning Permit Applications Bushfire Management Overlay Technical Guide* (DELWP 2017) and *AS3959-2018 Construction of buildings in bushfire-prone areas* (Standards Australia).
- Section 7 includes a discussion on design responses to bushfire using *Design Guidelines: Settlement Planning at the Bushfire Interface* (DELWP 2020).
- Section 8 includes a planning assessment using *c13.02-1S Bushfire Planning* and other relevant assessment frameworks to inform planning recommendations.
- Section 9 includes recommendations which can be used to inform adjustments to Amendment C120.
- Section 10 includes the views of the relevant fire authority.
- Section 10 includes a conclusion.
- Attachment 1 includes suggested explanatory report content for Amendment C120.
- Attachment 2 includes CFA correspondence in relation to Amendment C120.

1.3 A note about the bushfire assessments

The bushfire assessments have been prepared to inform decision making associated with strategic planning and the strategic application of *c13.02-1S Bushfire Planning*. The bushfire assessments do not consider bushfire for the purpose of planning applications, including under *c44.06 Bushfire Management Overlay* of the planning scheme.

Figure 1-1: Study area



2. Context on the Maffra, the Maffra Structure Plan and C120

2.1 Background to planning for Maffra

The planning scheme provides context on Wellington Shire and planning for Maffra.

The Wellington Shire municipality has an area of nearly 11,000 square kilometres and is located approximately 200 kilometres east of Melbourne. It is situated in Central Gippsland, between the Latrobe Valley and East Gippsland. Wellington's key transport routes include the Princes Highway, South Gippsland Highway and the Bairnsdale-Melbourne rail corridor.

Wellington's 2019 population of approximately 43,000 people is expected to increase to over 45,000 by 2036.

Over 60 percent of Wellington's population resides in and around the six main urban centres of Sale, Maffra, Rosedale, Yarram, Stratford and Heyfield. The remaining townships fulfil a service role to the rural areas across Wellington as well as being centres of commerce, industry and employment. The Ninety Mile Beach coastal area includes several settlements stretching from Loch Sport to Port Albert.

2.2 Zones

Planning scheme policies are given effect through the application of Zones. Zones provide an indication of the overall planning structure of the Study Area.

See: **Figure 2-1: Zones**

2.3 Maffra Structure Plan

The Maffra Structure Plan (2022) describes its purpose as follows:

The Maffra Structure Plan (the Plan) has been developed to manage growth, facilitate change, and guide infrastructure provision in Maffra over the next 20 years. It is the first major strategic direction for Maffra since the Wellington Residential & Rural Residential Strategy – Maffra & Environs was adopted in July 2003. Since that time there has been considerable changes in Maffra, and several key policies introduced, which further triggers a need to prepare this Plan for a growing town.

See:

Figure 2-2: Maffra Structure Plan

Figure 2-3: Maffra Structure Plan, Figure 12: Theme 1 – Growth Directions Plan

Figure 2-4: Maffra Structure Plan, Figure 27: Proposed Zoning Plan

2.4 Amendment C120

Amendment C120 to the planning scheme has been exhibited. The explanatory report includes the following description of what the amendment does:

The amendment proposes to translate the recommendations of the Maffra Structure Plan (Mesh, 2022) into the Wellington Planning Scheme by introducing new planning policy, rezoning land to a new Maffra specific Schedule to the General Residential Zone Schedule 2 (GRZ2), updating the Development Plan Overlay Schedule 1 (DPO1) which applies to land across Wellington Shire, correcting policy neutral zone and overlay anomalies, and adding future projects to the list of further strategic work to be undertaken.

Specifically, the amendment makes the following changes:

Planning Scheme ordinance

- Amends Clause 11.01-11 (Maffra) to update the strategic directions for Maffra.
- Inserts a new Schedule 2 to Clause 32.08 (General Residential Zone) to include neighbourhood character objectives and decision guidelines specific to Maffra Residential Area (General Residential Zone area).
- Amends the Schedule 1 to Clause 43.04 (Development Plan Overlay) to update Sections 1-4 and remove Section 5 (to be consistent with Ministerial Direction The Form and Content of Planning Schemes).
- Amends the Schedule to Clause 72.08 (Background Documents) to insert the following background documents:
 - Maffra Structure Plan (Mesh, 2022)
- Amends the Schedule to Clause 74.02 (Further Strategic Work) to include recommendations for future work outlined in the Maffra Structure Plan (Mesh, 2022).

Zoning maps

- Amends Planning Scheme Map Nos 51, 53, 54, 55 and 56 to rezone all land in the Maffra township boundary currently in the General Residential Zone 1 (GRZ1) to the new General Residential Zone 2 (GRZ2) 'Maffra Residential Area'.
- Amends Planning Scheme Map Nos 54, 55 and 56 to selected properties to correct mapping anomalies.

Overlay maps

- Amends Planning Scheme Map Nos 50DPO, 51DPO, 52DPO, 53DPO and 54DPO to remove the Development Plan Overlay Schedule 1 (DPO1) from certain parcels of land within the Maffra township boundary, specifically:
 - From the majority of land to the north of Sandy Creek Road which is within the Rural Living Zone Schedule 2 (RLZ2) and covered by the Development Plan Overlay 1 (DPO1). The land is below the minimum lot size for development, and accordingly it is appropriate to remove the DPO1 from these sites.
 - Scattered properties within Maffra which have been developed as per the endorsed Development Plan for that area.

See:

Figure 2-5: Amendment C120 – proposed Clause 11.01-1L Maffra

Figure 2-6: Amendment C120 – proposed Schedule 1 to the Development Plan Overlay

Figure 2-1: Existing Zones

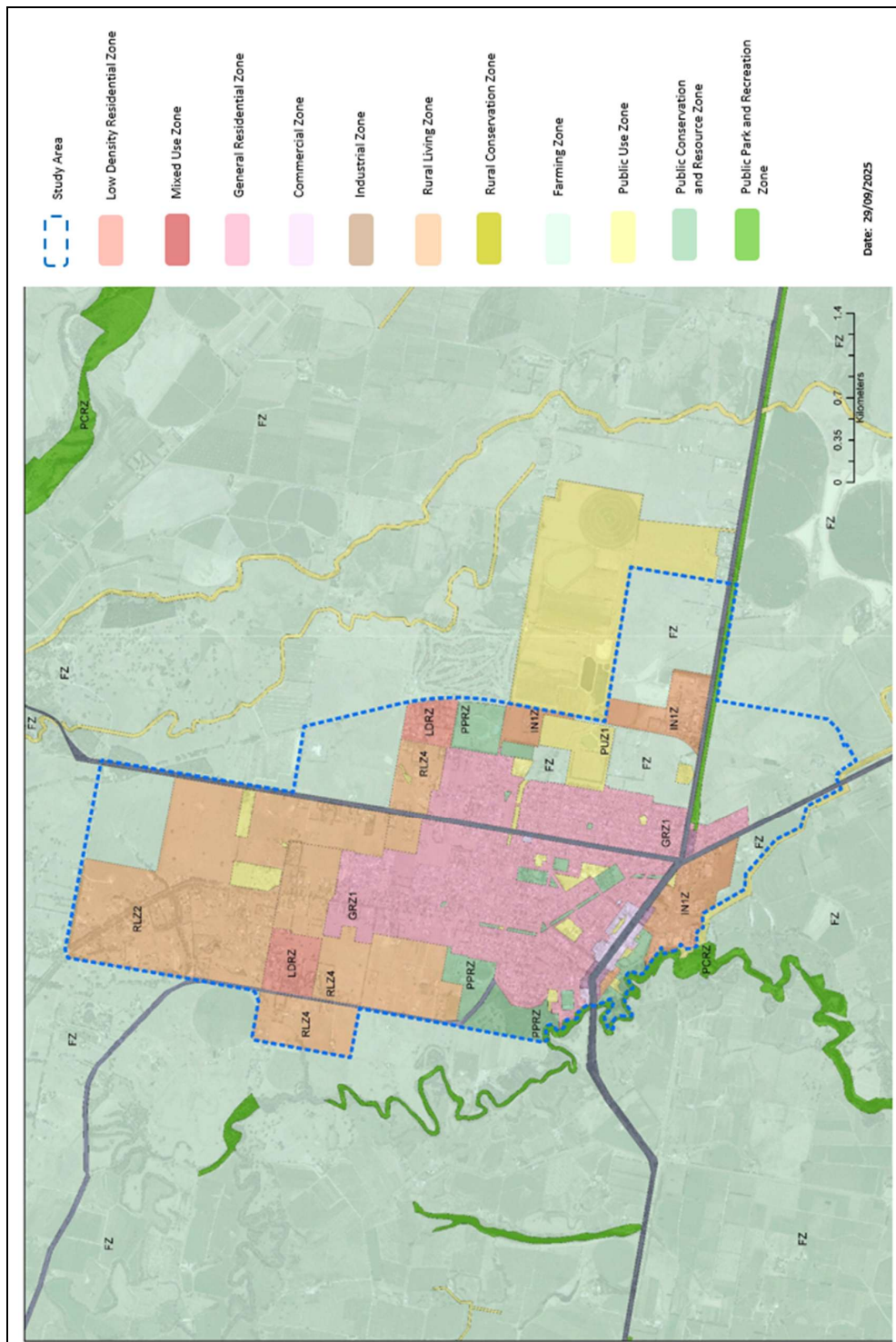


Figure 2-2: Maffra Structure Plan diagram

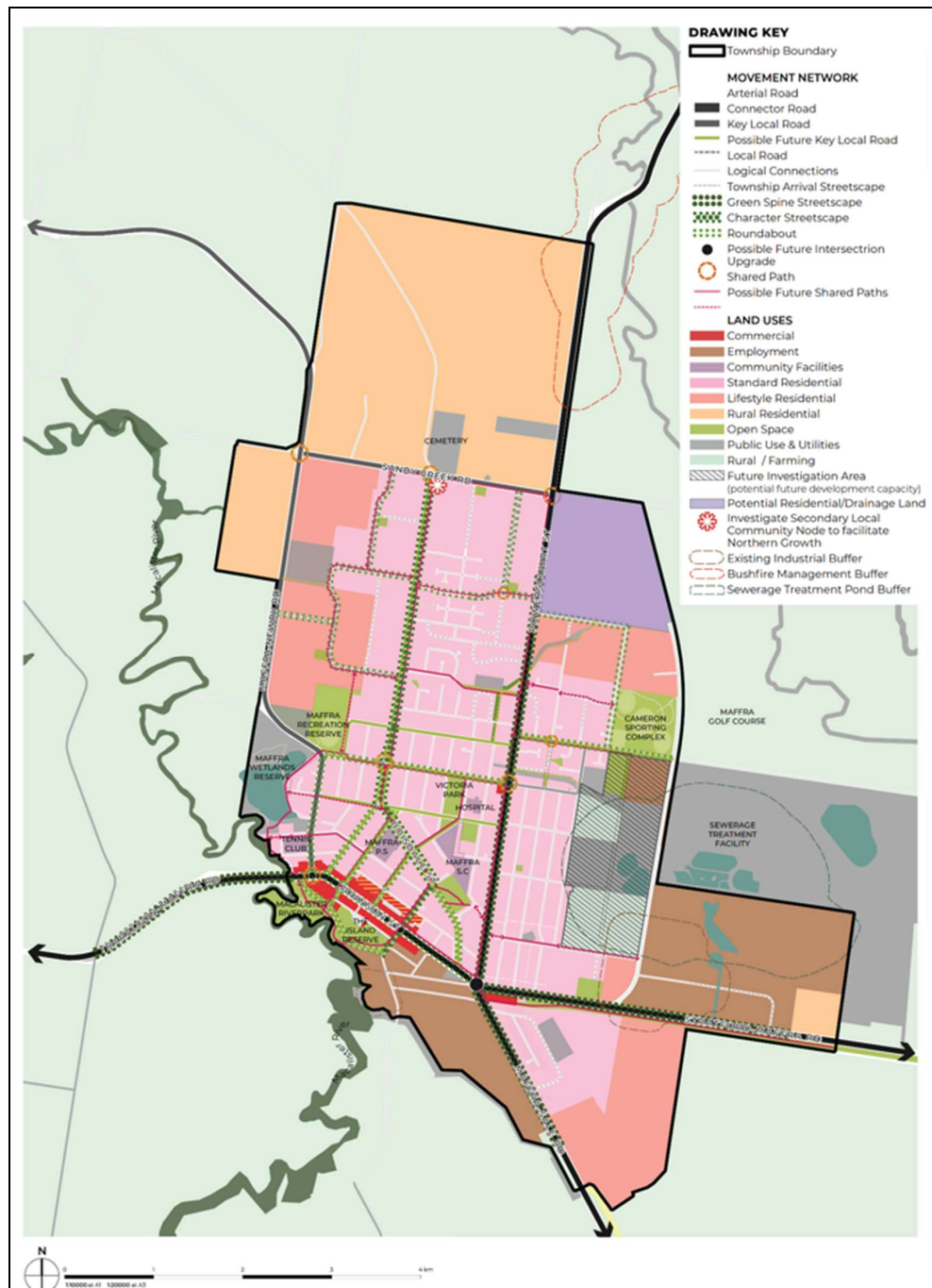


Figure 2-3: Maffra Structure Plan, Figure 12: Theme 1 – Growth Directions Plan

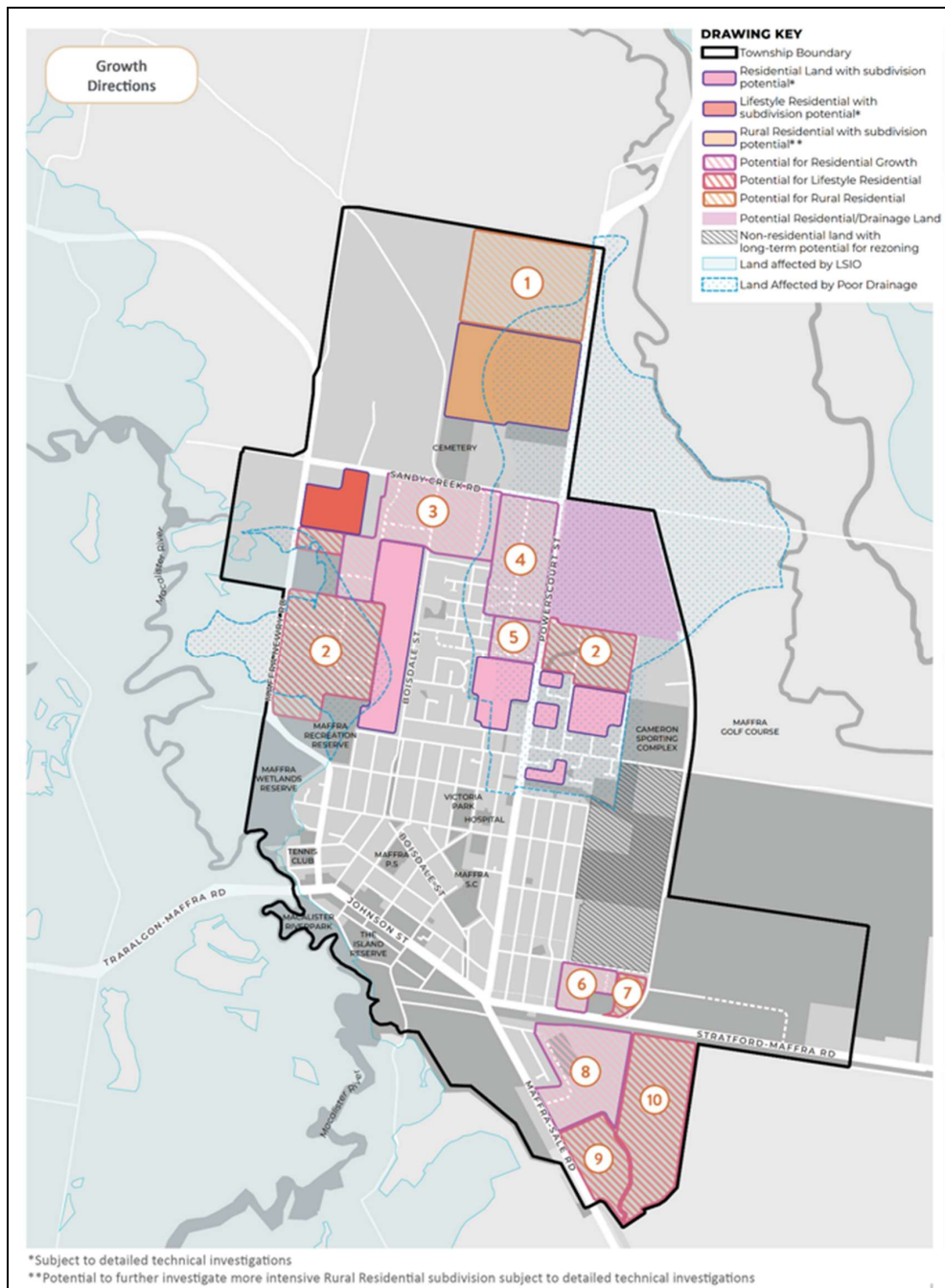


Figure 2-4: Maffra Structure Plan, Figure 27: Proposed Zoning Plan

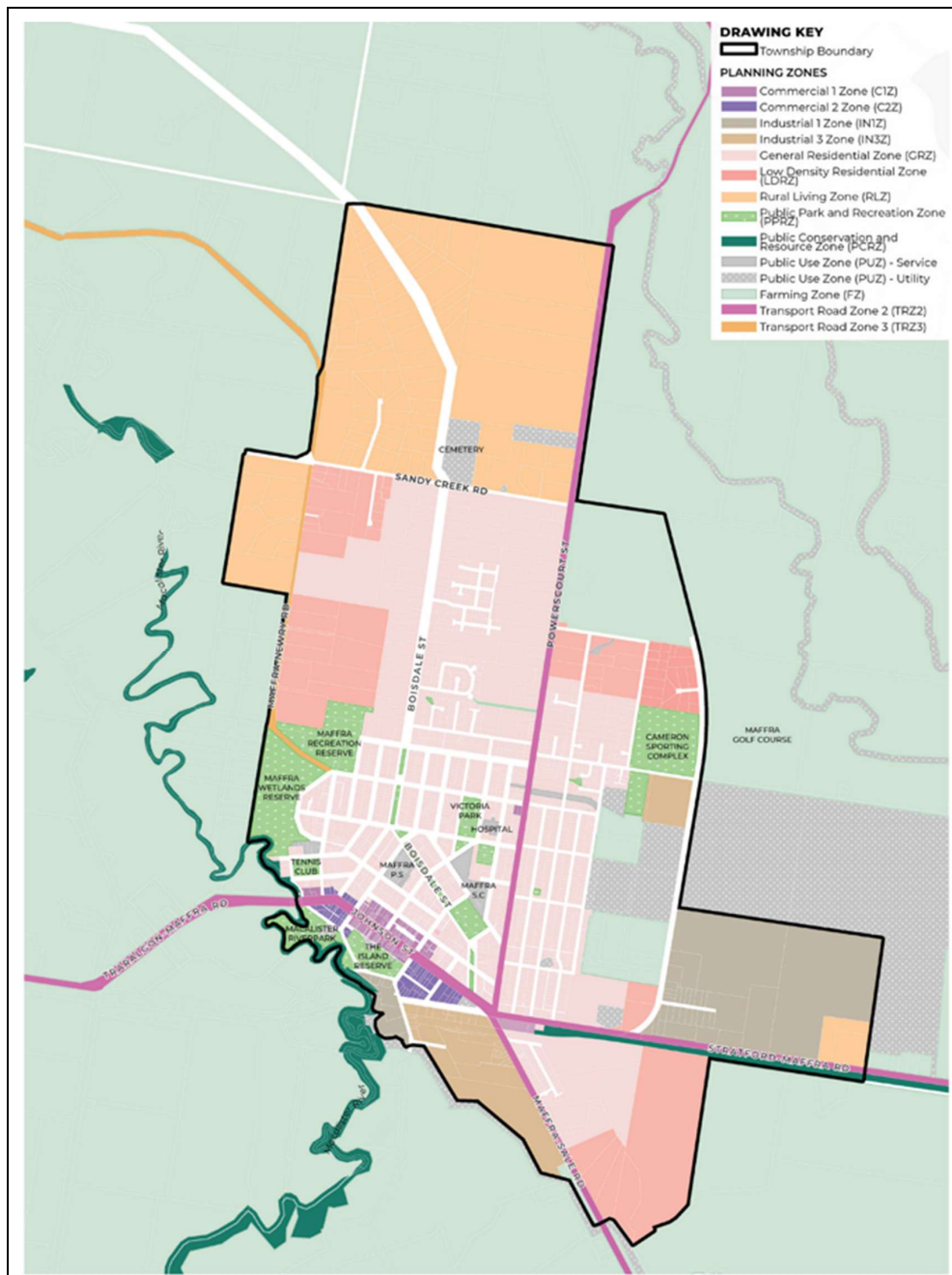


Figure 2-5: Amendment C120 – proposed Clause 11.01-1L Maffra

11.01-1L 11.01-1L Proposed C120well	<p>Maffra</p> <p>Policy application</p> <p>This policy applies to the area within the settlement boundary identified in the Maffra Strategy Plan contained within this Clause.</p> <p>Objective</p> <p>To maintain Maffra's identity as a vibrant and growing township with a small country town feel.</p> <p>Strategies</p> <ul style="list-style-type: none"> ▪ Ensure that new development considers connectivity to existing and future settlement/residential areas and discourages cul-de-sacs. ▪ Limit and consolidate access to key roads as identified on the <i>Maffra Strategy Plan</i> to this Clause. ▪ Encourage building heights of up to three stories and street level activation (such as retail shop fronts and outdoor dining) along Johnson Street and between Thomson Street and Foster Street. ▪ Support the creation of a local commercial centre within the Northern Growth Area, adjacent to Boisdale Street and Sandy Creek Road, to service future residential areas. ▪ Encourage housing within existing and future commercially zoned areas along Queen Street that can be easily converted to commercial premises. ▪ Strengthen Maffra's existing employment base through the eastward expansion of the Fulton Road Industrial Precinct where larger lot sizes are encouraged. <p>Policy Document</p> <p><i>Maffra Structure Plan</i> (Mesh, 2022)</p>
---	--

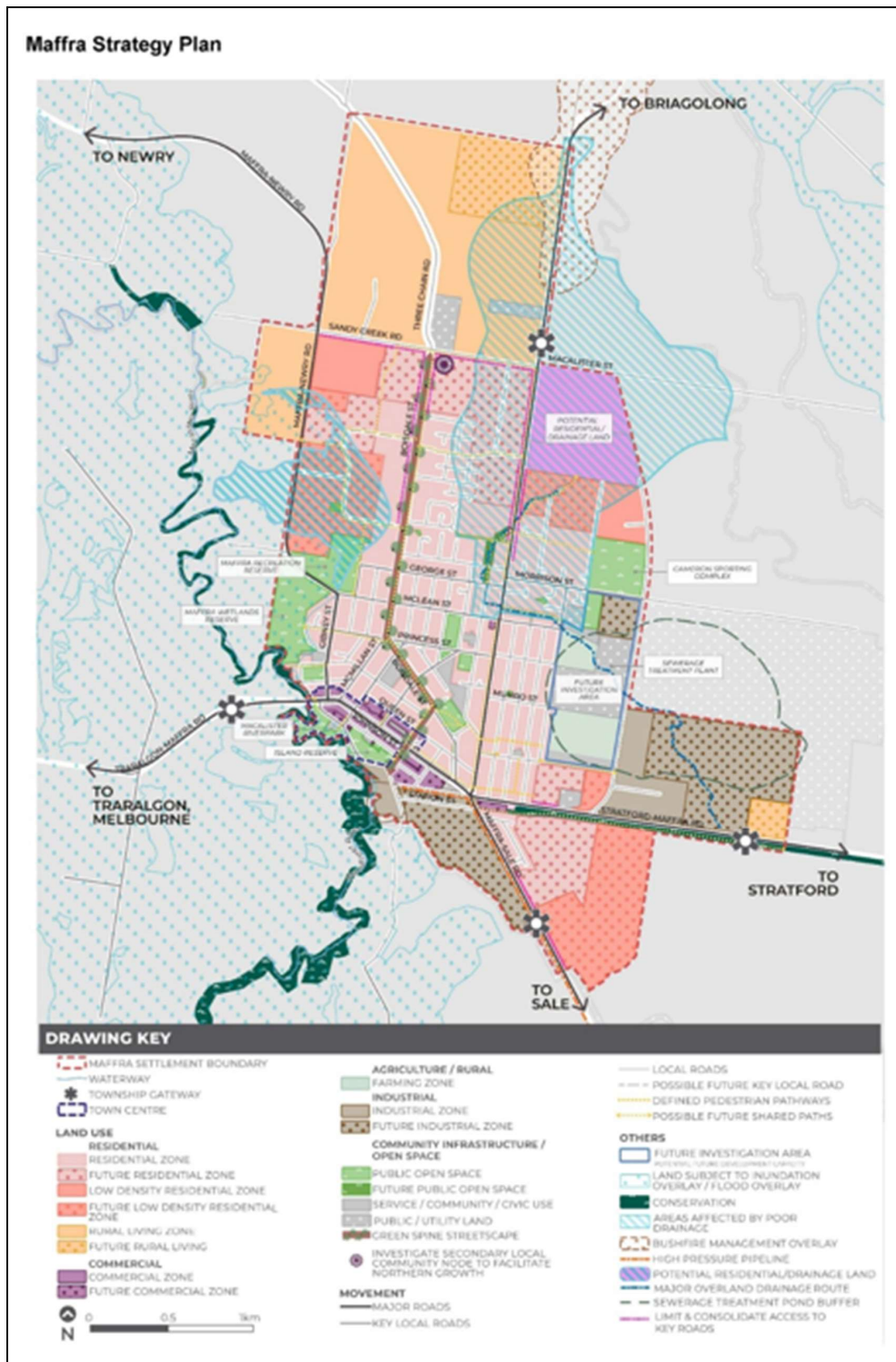


Figure 2-6: Amendment C120 – proposed Schedule 1 to the Development Plan Overlay

WELLINGTON PLANNING SCHEME	
<small>noted Proposed C120well</small>	SCHEDULE 1 TO CLAUSE 43.04 DEVELOPMENT PLAN OVERLAY Shown on the planning scheme map as DPO1. DEVELOPMENT PLAN AREAS
<small>noted Proposed C120well</small>	1.0 Objectives To create integrated and coordinated developments that achieve high-quality land use outcomes.
<small>noted Proposed C120well</small>	2.0 Requirement before a permit is granted A permit may be granted to use or subdivide land, construct a building or construct or carry out works prior to the approval of a development plan so long as the granting of a permit does not prejudice the future, orderly use and development of the area affected by the Development Plan Overlay, to the satisfaction of the responsible authority.
<small>noted Proposed C120well</small>	3.0 Conditions and requirements for permits None specified.
<small>noted Proposed C120well</small>	4.0 Requirements for development plan A development plan must include the following requirements: <ul style="list-style-type: none"> ▪ A site analysis plan. ▪ Overall plan of subdivision which shows proposed lot layout and sizing, street networks, walking and cycling networks and public open space areas, as appropriate. ▪ Open space plan / landscape plan, which details open space improvements and landscaping, as appropriate. ▪ Bushfire assessment and management plan (if the land is within a Bushfire Management Overlay or Bushfire Prone Area). ▪ Flora and Fauna Assessment. ▪ Cultural Heritage Assessment (if the land is within an area of Cultural Heritage Sensitivity). ▪ Drainage Impact Assessment. ▪ Traffic Impact Assessment. ▪ Identification of infrastructure requirements, including timing and funding mechanisms. ▪ Management plan, indicating the proposed staging of the development, as appropriate. Any of the abovementioned components of the development plan can be varied at the discretion of the responsible authority. A development plan can be undertaken in stages, to the satisfaction of the responsible authority. The development plan should be developed with an appropriate level of community participation, as determined by the responsible authority. The approved development plan may be amended to the satisfaction of the responsible authority.
Page 1 of 1	

3. Planning scheme bushfire context

The planning scheme contains provisions that inform permit requirements, application requirements and policies & decision guidelines where the bushfire hazard could be an influence on future land use and development. This section provides an overview of these provisions. Figure 3-1 summarises the considerations.

See:

Figure 3-1: Planning scheme bushfire provisions and supporting material

3.1 Integrated decision making (c71.02-3)

c71.02-3 requires planning authorities, in bushfire areas:

[T]o prioritise the protection of human life over all other policy considerations.

Bushfire considerations are not to be balanced in favour of net-community benefit, as occurs for all other planning scheme matters. The bushfire emphasis in c71.02-3 was introduced through Amendment VC140 in December 2017. Such policy settings were recommended in 2011 by the *2009 Victorian Bushfires Royal Commission*.

3.2 Natural hazards and climate change (c13.01-1S)

The objective of the State natural hazards and climate change policy is:

To minimise the impacts of natural hazards and adapt to the impacts of climate change through risk-based planning.

c13.01-1S *Natural hazards and climate change* contains a series of strategies to meet the above objective:

- *Respond to the risks associated with climate change in planning and management decision making processes.*
- *Identify at risk areas using the best available data and climate change science.*
- *Integrate strategic land use planning with emergency management decision making.*
- *Direct population growth and development to low risk locations.*
- *Develop adaptation response strategies for existing settlements in risk areas to accommodate change over time.*
- *Ensure planning controls allow for risk mitigation and climate adaptation strategies to be implemented.*
- *Site and design development to minimise risk to life, property, the natural environment and community infrastructure from natural hazards.*

3.3 State planning policy for bushfire (c13.02-1S)

The objective of the State planning policy for bushfire is:

To strengthen the resilience of settlements and communities to bushfire through risk-based planning that prioritises the protection of human life.

The key strategy that directs bushfire decision making is:

Give priority to the protection of human life by:

- *Prioritising the protection of human life over all other policy considerations.*
- *Directing population growth and development to low risk locations and ensuring the availability of, and safe access to, areas where human life can be better protected from the effects of bushfire.*
- *Reducing the vulnerability of communities to bushfire through the consideration of bushfire risk in decision making at all stages of the planning process.*

c13.02-1S *Bushfire Planning* applies to all planning and decision making relating to land:

- *Within a designated bushfire prone area;*
- *Subject to a Bushfire Management Overlay; or*
- *Proposed to be used or developed in a way that may create a bushfire hazard.*

c13.02-1S *Bushfire Planning* contains a series of strategies and these are summarised below.

Landscape bushfire considerations

c13.02-1S *Bushfire Planning* requires a tiered approach to assessing the hazard:

- *Considering and assessing the bushfire hazard on the basis of [...] landscape conditions - meaning the conditions in the landscape within 20 kilometres and potentially up to 75 kilometres from a site.*
- *Assessing and addressing the bushfire hazard posed to the settlement and the likely bushfire behaviour it will produce at a landscape, settlement, local, neighbourhood and site scale, including the potential for neighbourhood-scale destruction.*

Alternative locations for development

c13.02-1S *Bushfire Planning* includes two strategies that seek to direct new development:

- *Give priority to the protection of human life by [...] directing population growth and development to low risk locations [...].*
- *Assessing alternative low risk locations for settlement growth on a regional, municipal, settlement, local and neighbourhood basis.*

Availability and safe access to areas of enhanced protection

c13.02-15 *Bushfire Planning* requires a location in easy reach that provides better protection for life from the harmful effects of bushfire:

- *Ensuring the availability of, and safe access to, areas assessed as a BAL-LOW rating under AS3959-2018 Construction of buildings in bushfire-prone areas (Standards Australia) where human life can be better protected from the effects of bushfire.*
- *Directing population growth and development to low risk locations and ensuring the availability of, and safe access to, areas where human life can be better protected from the effects of bushfire.*

The views of the relevant fire authority

c13.02-15 *Bushfire Planning* identifies that a key element of a risk assessment is to:

- *Consult [...] with [...] the relevant fire authority early in the process to receive their recommendations and implement appropriate bushfire protection measures.*

Site based exposure

c13.02-15 *Bushfire Planning* provides policy directions for planning authorities about the level of acceptable exposure for new development enabled by a planning scheme amendment:

- *Directing population growth and development to low risk locations, being those locations assessed as having a radiant heat flux of less than 12.5 kilowatts/square metre under AS3959-2018 Construction of buildings in bushfire-prone areas (Standards Australia).*
- *Not approving any strategic planning document, local planning policy, or planning scheme amendment that will result in the introduction or intensification of development in an area that has, or will on completion have, more than a BAL-12.5 rating under AS3959-2018.*

Areas of high biodiversity conservation value

c13.02-15 *Bushfire Planning* provides directions on situations where a bushfire risk and biodiversity values are both present:

- *Ensure settlement growth and development approvals can implement bushfire protection measures without unacceptable biodiversity impacts by discouraging settlement growth and development in bushfire affected areas that are of high biodiversity conservation value.*

No increase in risk

c13.02-15 *Bushfire Planning* provides an overall view of acceptable risk:

- *Ensuring the bushfire risk to existing and future residents, property and community infrastructure will not increase as a result of future land use and development.*
- *Achieving no net increase in risk to existing and future residents, property and community infrastructure, through the implementation of bushfire protection measures and where possible reduce bushfire risk overall.*

3.4 Bushfire Management Overlay (c44.06)

The purpose of the Bushfire Management Overlay is:

- *To ensure that the development of land prioritises the protection of human life and strengthens community resilience to bushfire.*
- *To identify areas where the bushfire hazard warrants bushfire protection measures to be implemented.*
- *To ensure development is only permitted where the risk to life and property from bushfire can be reduced to an acceptable level.*

The Bushfire Management Overlay is generally applied to patches of vegetation (except grasslands) that are larger than 4 hectares in size. Where such a patch of vegetation exists, a 150-metre ember protection buffer is added, and this land is also included in the Bushfire Management Overlay. Areas of extreme hazard are also included in the Bushfire Management Overlay.

Planning Advisory Note 46: Bushfire Management Overlay Methodology and Criteria (2013, DPTI) provides more information on where the Bushfire Management Overlay is applied.

The Bushfire Management Overlay only applies to a small part of the north-east part of the Study Area.

3.5 Bushfire Planning (c53.02)

c52.03 *Bushfire Planning* specifies the requirements that apply to a planning application under c44.06 Bushfire Management Overlay. The purpose of this provision is:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To ensure that the development of land prioritises the protection of human life and strengthens community resilience to bushfire.*
- *To ensure that the location, design and construction of development appropriately responds to the bushfire hazard.*

- *To ensure development is only permitted where the risk to life, property and community infrastructure from bushfire can be reduced to an acceptable level.*
- *To specify location, design and construction measures for a single dwelling that reduces the bushfire risk to life and property to an acceptable level.*

3.6 Bushfire prone area (c13.02-1S, Building Act 1993 & Building Regulations 2018)

Bushfire prone areas are areas that are subject to or likely to be subject to bushfire. The Minister for Planning makes a determination to designate Bushfire prone areas under section 192A of the Building Act 1993.

Bushfire prone areas include all areas subject to the Bushfire Management Overlay. Bushfire prone areas also include grassland areas and, occasionally, smaller patches of non-grassland vegetation.

The Building Regulations 2018 require bushfire construction standards in these areas and these are implemented by the relevant building surveyor as part of the building permit. These construction standards are referred to as bushfire attack levels (BAL).

Where land is included in the Bushfire prone area is also included in the Bushfire Management Overlay, the requirements of the Bushfire Management Overlay take precedence. Where this is the case, the building regulations ensure bushfire construction requirements in a planning permit are given effect to by the relevant building surveyor at the time a building permit is issued.

3.7 Use and development control in a Bushfire prone areas (c13.02-1S)

c13.02-1S Bushfire Planning includes planning requirements for Bushfire prone areas. These are in the form a 'use and development control' that applies to certain uses that are in a Bushfire prone area.

The use and development control applies to Subdivisions of more than 10 lots, Accommodation, Child care centre, Education centre, Emergency services facility, Hospital, Indoor recreation facility, Major sports and recreation facility, Place of assembly, and any application for development that will result in people congregating in large numbers.

The use and development control requires that when assessing a planning permit application:

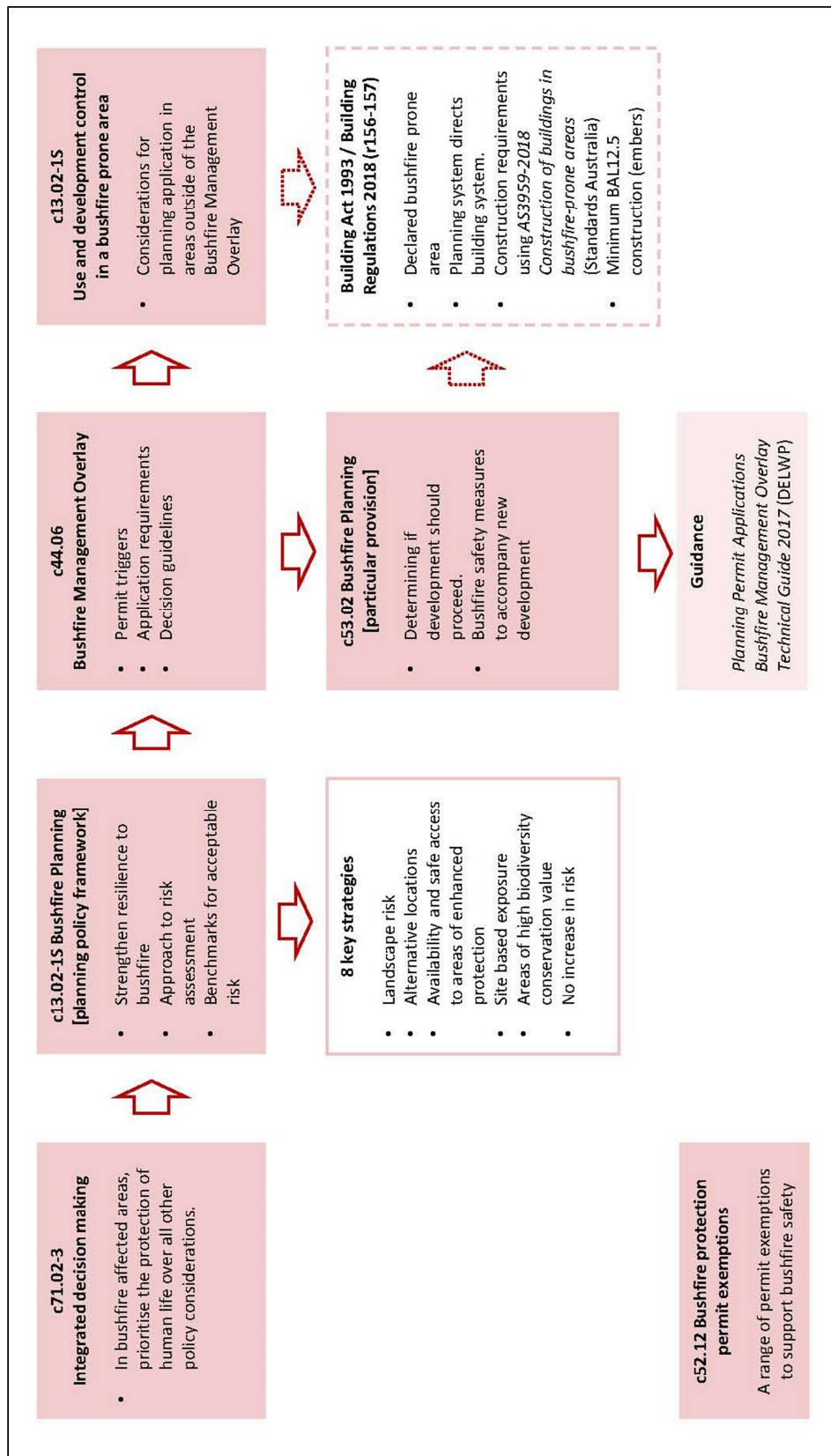
- *Consider the risk of bushfire to people, property and community infrastructure.*
- *Require the implementation of appropriate bushfire protection measures to address the identified bushfire risk.*
- *Ensure new development can implement bushfire protection measures without unacceptable biodiversity impacts.*

3.8 Bushfire protection permit exemptions (c52.12)

Bushfire related permit exemptions are included in *c52.12 Bushfire protection exemptions*. Exemptions are included for the following matters:

- Permit exemptions to create defendable space around existing buildings used for accommodation. They apply to bushfire prone areas, which includes land subject to the Bushfire Management Overlay. These are commonly known as the 10/30 rule and the 10/50 rule. This exemption applies to accommodation constructed or approved on or before 2009.
- Permit exemptions to create defendable space for a dwelling under the Bushfire Management Overlay, where the defendable space is specified in a planning permit issued after 31 July 2014. The permit exemption only applies to specified zones, which include residential zones. The permit exemption does not apply to defendable space specified in a planning permit for uses other than a dwelling and for any uses outside of the Bushfire Management Overlay.
- Permit exemptions for buildings and works associated with a community fire refuge and a private bushfire shelter (where a Class 10c building).

Figure 3-1: Planning scheme bushfire provisions and supporting material



4. Bushfire hazard landscape assessment

4.1 About the bushfire hazard landscape assessment

Bushfire hazards are formed from vegetation, slope / topography and weather. This chapter provides information on the landscape bushfire hazards affecting the Study Area. The extent of the surrounding landscape relevant is determined by factors such as the extent and continuity of vegetation, potential fire runs and where a bushfire can start, develop and grow large. Consistent with the spatial emphasis in *c13.02-1S Bushfire Planning*, the landscape can include the local area (up to a kilometre around a proposal) and a much wider area (20-75kms around a proposal), depending on the bushfire hazards that are present.

Considering bushfire from a landscape perspective is important as it affects whether larger bushfires (or grassfires) can threaten a location and the potential impact on life and property. This includes whether neighbourhood scale destruction could arise. These characteristics help understand how planning decision making can respond to bushfire hazards.

This Chapter also describes the bushfire context of the Study Area using a range of information sources that help understand bushfire. The matters identified include information typically provided as part of a bushfire hazard landscape assessment as described in *Planning Permit Applications Bushfire Management Overlay Technical Guide 2017* (DELWP).

4.2 Bushfire weather in Victoria

Weather conditions influence the size, intensity, speed, and predictability of bushfires and how dangerous they can be. The Department of Environment, Land, Water and Planning (DELWP) in *Measuring Bushfire Risk in Victoria* (2015) identifies key features relevant to bushfires in Victoria. These include:

- A forest fire danger index of well over 100.
- Severe drought conditions.
- Temperatures above 40°C.
- Relative humidity below 10%.
- Strong to gale-force north-westerly winds.
- A strong to gale-force west-south-westerly wind change that turns the eastern flank of a running bushfire into a wide new fire front.

CFA (2023) describes wind as an important influence on bushfire, with wind influencing:

- Speed at which a fire spreads
- Direction in which a fire travels and the size of the fire front
- Intensity of a fire – wind provides more oxygen
- Likelihood of spotting (ember attack ahead of the main fire front).

A change in wind direction is one of the most dangerous influences on fire behaviour. Many people who die in bushfires get caught during or after a wind change. In Victoria, hot, dry winds typically come from the north and northwest and are often followed by a southwest wind change. In this situation the side of the fire can quickly become a much larger fire front.

4.3 Bushfire weather and climate change

DELWP in the regional *Bushfire Management Strategy (2020)* identifies that climate change is forecast to:

- Extend the bushfire season.
- Make bushfires larger, more severe, and more frequent.
- Make days with an elevated fire danger rating more frequent.
- Start the bushfire season earlier, with more bushfires starting in spring (which may also change fire weather conditions that are experienced, such as wind speed and direction).

This is reinforced by the CSIRO (2020) which concluded that changing fire weather is likely to result in:

- Longer fire seasons, arriving earlier in spring most notably.
- Accompanied by more extreme heatwaves, including in spring.
- Lower rainfall during the cooler months in some fire prone regions of the [...] southeast [of Australia].
- Hotter drought periods.
- Evidence of more favourable environments for fire generated thunderstorms.

4.4 Vegetation-related elements of the landscape bushfire hazard

Bushfire hazards are formed from vegetation, slope / topography and weather. This section considers the vegetation-related elements of the landscape bushfire hazard.

4.4.1 Ecological Vegetation Classes

Ecological vegetation classes (2005) are identified in some parts of the Study Area and its surrounds. They include (but are not limited to):

- Dry Forests.
- Lowland Forests.
- Plains Grasslands and Chenopod Shrublands.
- Plains Woodlands or Forests.

- Riparian Scrubs or Swampy Scrubs and Woodlands.
- Riverine Grassy Woodlands or Forests.
- Wetlands.

See:

Figure 4-1: Ecological Vegetation Classes

4.4.2 Grasslands

Grasslands are present in most of the non-urban parts of the Study Area and the surrounding land. Grassland is described by the CFA (2014) as follows:

Grasslands are widespread and cover not only native grasslands, but also areas of cropping pasture and some cultivation. Although trees or shrubs may be present, they are widely spaced, occur only occasionally and form less than 10% canopy cover. Although strictly a shrubland, chenopod shrubland (e.g. Saltbush) is characterised by grass growth after a high-rainfall event. This growth influences fire behaviour in the drier parts of the state and as such, these areas are described as grassland for the purposes of the BMO and AS 3959–2009 in Victoria.

The predominant native grasslands in Victoria are located on the volcanic plains in the southwest, the north-central plains, the Wimmera plains, and the Gippsland Plains in the south-east. Clay soils support a diverse range of native grasses, herbs, forbs and small shrubs (<1 metre). The more arid locations exhibit chenopod-dominated shrublands (salt-tolerant, succulent shrubs of various Saltbush species). Montane and alpine grasslands and shrublands are located at higher elevations on fertile, rocky or shallow soils, and dominated by grasses and herbs. within an otherwise treeless landscape.

Areas of modified woodland or forest that has been converted to pasture or crop are treated as grassland areas. There may be scattered individual trees or treelines along creeks within an otherwise treeless landscape.

Due to the highly modified environment grassland areas are often in a managed setting either because of agricultural activities or managed as part of the gardens associated with rural living and low-density residential development. For considering the landscape risk associated with grassland areas, it is assumed that the grasslands are unmanaged.

The CFA (2021) identifies key characteristics of grasslands and grassfires to include:

- Grassfires can start and spread quickly and are extremely dangerous.
- Grassfires can travel up to 25 km per hour and pulse even faster over short distances.
- Grass is a fine fuel and burns faster than bush or forests.
- Grassfires tend to be less intense and produce fewer embers than bushfires but still generate enormous amounts of radiant heat.
- The taller and drier the grass, the more intensely it will burn.
- The shorter the grass, the lower the flame height and the easier the fire will be to control.
- Grassfires can start earlier in the day than bushfires, because grass dries out more quickly when temperatures are high.

Interspersed with grassland areas are areas of fragmented vegetation. These will include clumps of non-grassland vegetation, roadside vegetation, strips of trees (for example, along vehicle accesses and water courses) and the occasional smaller patch of non-grassland vegetation. The extent of fragmentation will be a factor when considering bushfire at the local scale but the impact on landscape-scale bushfire is minimal. The grassland vegetation will be the dominant driver of landscape bushfire behaviour in these grassland areas

4.5 Slope and topography

Slope and topography describe the shape and relief of the land. Topography is a measurement of elevation and slope is the percent change in that elevation over a certain distance. Slope under hazardous vegetation informs how fast a bushfire may travel. The CFA (2023) identify the following characteristics of slope:

- A fire will burn faster uphill. This is because the flames can easily reach more unburnt fuel in front of the fire.
- Radiant heat pre-heats the fuel in front of the fire, making the fuel even more flammable.
- For every 10° slope, the fire will double its speed.
- By increasing in speed, the fire also increases in intensity, becoming even hotter.
- Fires tend to move more slowly as the slope decreases.

Vegetated areas in steep and rugged terrain correlate with where more extreme bushfire behaviour can arise.

See:

Figure 4-2: Slope based on the 10m contour

Figure 4-3: Elevation based on the 10m contour

4.6 Extreme fire behaviour

Analysis of bushfire behaviour indicates that extreme bushfire behaviour is more likely to arise in locations where there is steep and rugged terrain, especially in eucalypt forests. The potential for extreme bushfire behaviour is a key input to planning decision making because it helps appreciate where large bushfires will arise and where the most damage from bushfire may occur (including neighbourhood scale destruction).

In these types of environments, the movement of a bushfire consistently across a landscape as assumed in some bushfire models (for example, models that underpin *AS3959-20018 Construction of buildings in a Bushfire prone area* (Standards Australia 2018)) is less instructive to likely bushfire behaviour. Instead, the combination of rugged terrain and the vegetation type can create extreme bushfire behaviour and an 'area of bushfire' (Tolhurst 2011).

Based on the lack of forested areas and no steep and rugged terrain within the Study Area, extreme bushfire behaviour as understood in planning decision making is not a reasonable bushfire scenario.

4.7 Joint Fuel Management Program

The Joint Fuel Management Program outlines where Forest Fire Management Victoria, the CFA and (sometimes) other public agencies intend to carry out fire management operations on Victoria's public and private land. The Joint Fuel Management Program is published by Forest Fire Management Victoria.

There are no interventions relevant to the landscape bushfire risk to the Study Area.

See:

Figure 4-4: Joint Fuel Management Program

4.8 Bushfire history

Bushfire history can be informative to understanding likely bushfire behaviour, but where bushfire has or has not occurred in the past should not be overemphasised in planning decision making. All bushfire hazards are assumed capable of being part of a bushfire (or grassfire). Bushfire history can assist in understanding how communities have previously experienced bushfire and can highlight features likely to arise in any future bushfire (for example, the effect of the late afternoon wind change typical of Victoria's worst bushfire weather).

There is limited bushfire history in the surrounding landscape relevant to the locality. Bushfire history includes a grassfire in 1978 to the east of Maffra. It also includes a 1965 fire which indicates a large, forest fire 15-20kms to the north came out of the forest and resulted in a large grassfire to the north of Maffra (although the scale of the town would have been smaller at that time). This fire is instructive however to how large grassfires may arise to the north.

See:

Figure 4-5: Bushfire history

4.9 Victorian Fire Risk Register

The Victorian Fire Risk (VFRR) is a data set prepared by fire authorities and local councils that identifies assets at risk of bushfire. The VFRR can be of interest to appreciate how current assets (for example, settlements) are shown as risks, according to fire authorities and local councils.

The VFRR should not be over-emphasised in planning decision making as it has not been prepared for this purpose, only considers existing risks and does not contemplate new risk that might arise because of a planning decision.

The VFRR identifies:

- Rural living style lots to the north of the Study Area as a high risk.
- Rural living style lots within the northern part of the Study Area as a medium risk.
- The settlement – grassland interfaces on the north-west, north and eastern interfaces of Maffra as a medium risk.

The VFRR is broadly reflecting the same risk as is being identified in this report, being at the grassland interfaces of the settlement and where non-urban lots are not low-hazard & may carry a grassfire into and through them.

See:

Figure 4-6: Victorian Fire Risk Register human settlement

4.10 Planning scheme bushfire designations

Planning schemes identify potentially bushfire affected land through the inclusion of land in the Bushfire Management Overlay or within a designated Bushfire prone area (referenced in *c13.02-15 Bushfire Planning* and approved under the Building Act 1993).

Bushfire Management Overlay

The Bushfire Management Overlay is applied across Victoria based on areas of non-grassland vegetation larger than 4ha (patch size criteria) with a 150m buffer applied to account for ember attack (ember criteria). It is also applied to land likely to be subject to extreme bushfire behaviour (extreme fire behaviour criteria).

The Bushfire Management Overlay applies to a small part of the outer north-east edge of the Study Area where an area of non-grassland vegetation exist, with the 150m buffer applied.

See: **Figure 4-7: Bushfire Management Overlay and Bushfire prone areas**

Schedules to the Bushfire Management Overlay

There are no areas of Bushfire Management Overlay included into a schedule.

Bushfire prone area

The bushfire prone area applies to all land within the Bushfire Management Overlay along with grasslands on all sides of the Study Area, with a 150m or 50m buffer being applied (forming part of the ember protection buffer).

See: **Figure 4-7: Bushfire Management Overlay and Bushfire prone areas**

4.11 Low hazard land

c13.02-1S Bushfire Planning defines low hazard land as BAL:Low. BAL:Low land is where hazardous vegetation is more than 100m away (50m for grasslands). Hazardous vegetation for the purpose of BAL:Low is defined as vegetation that cannot be excluded under 2.2.3.2 of *Australian Standard AS3959:2018 Construction of buildings in bushfire-prone areas* (Standards Australia).

Low hazard (BAL:Low) land is where human life can be better protected from the harmful effects of bushfire. They can provide protection by enabling people to move away from bushfire hazards if they need to.

BAL:Low land is present in most parts of the existing settlement where more than 50m away from grasslands. For the Study Area, the land not included in a Bushfire prone area is a credible estimate of land that is capable of being assessed as BAL:Low. It provides a reliable assessment of low hazard land.

See:

Figure 4-8: Low Hazard land

4.12 Designated places of shelter

There are no designated places of safety in the landscape (for example, a neighbourhood safer place). This is expected given the relatively lower landscape risk and the available of low-hazard land as part of urban areas.

Figure 4-1: Ecological Vegetation Classes 2005

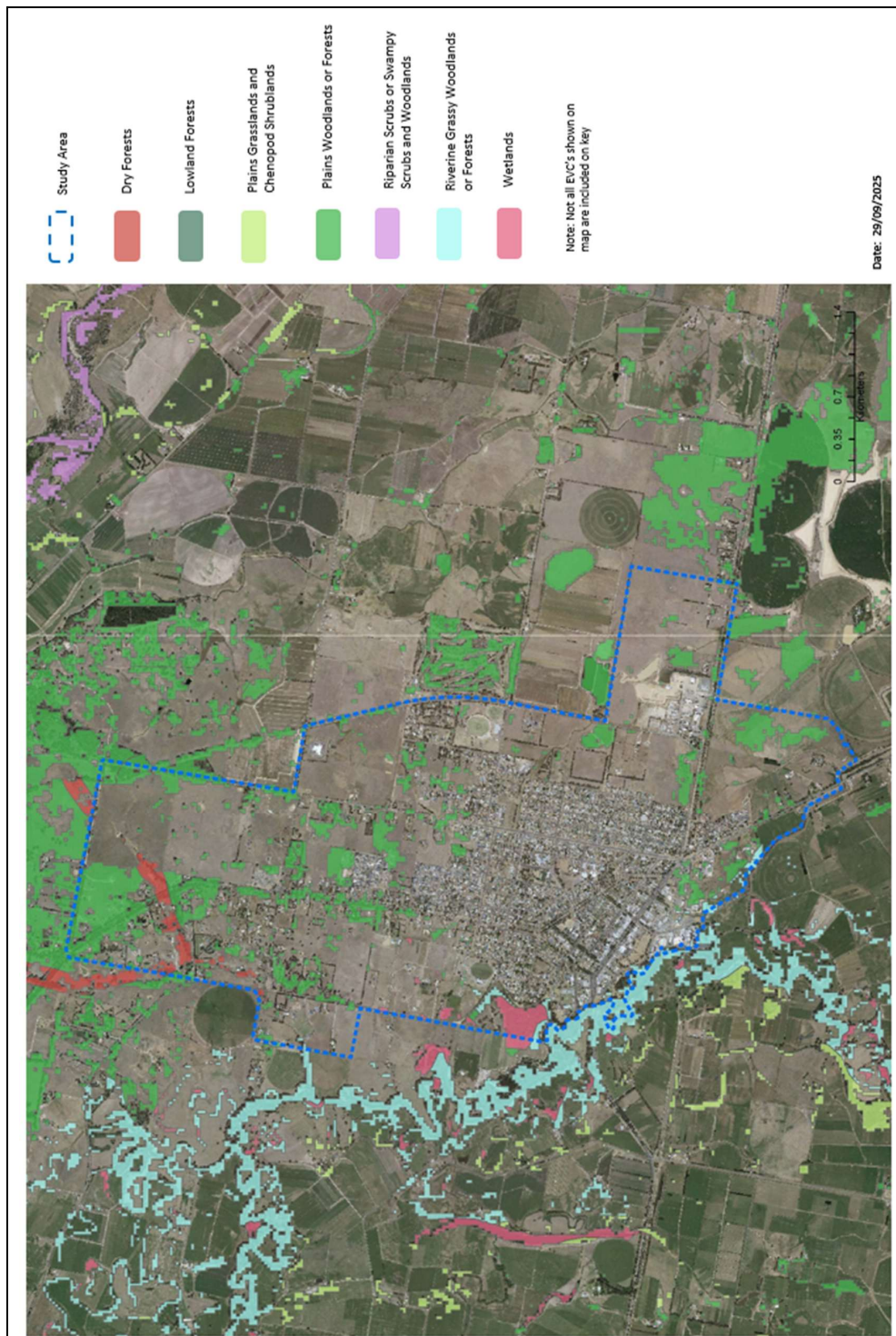


Figure 4-2: Slope based on a 10m contour

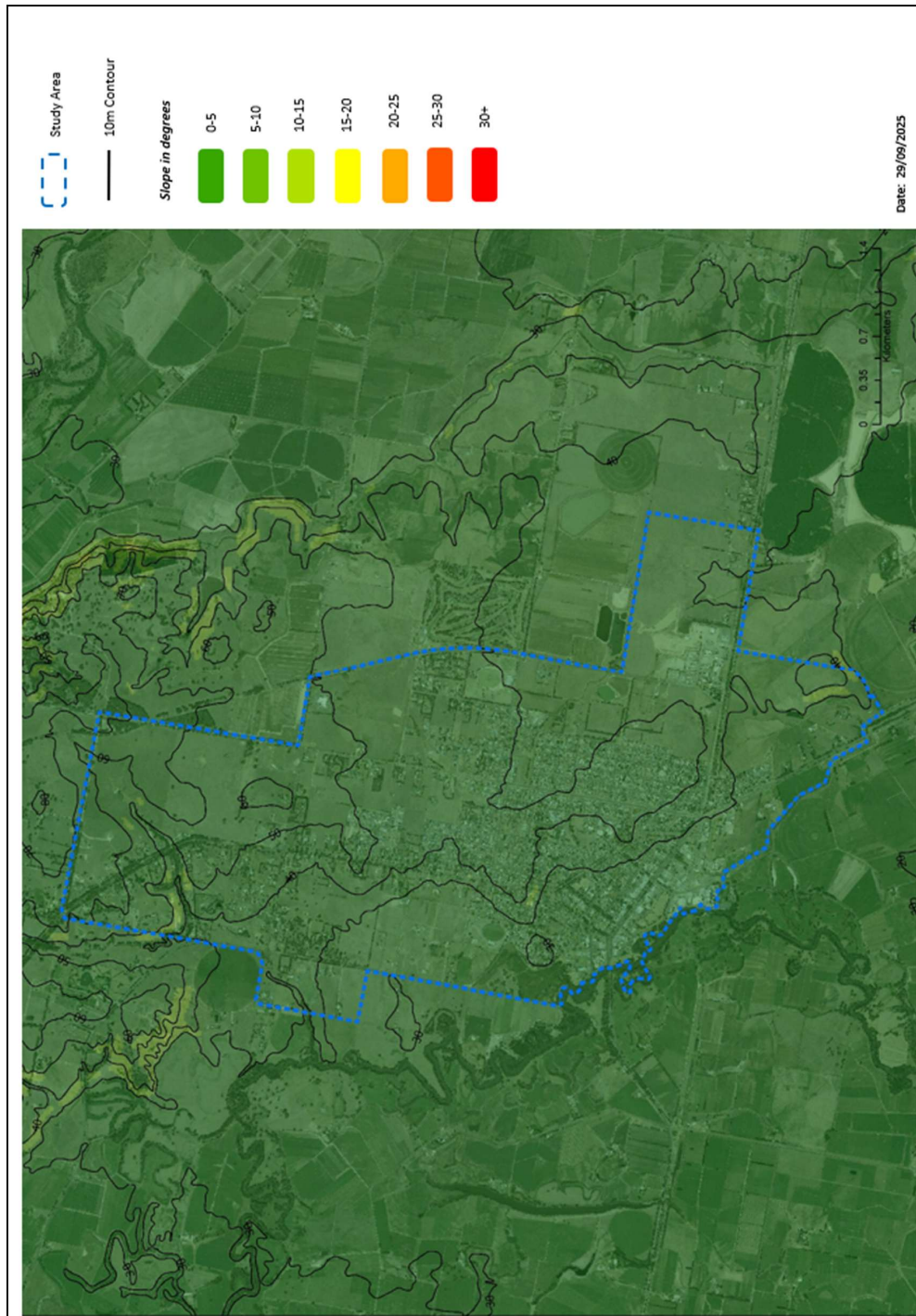


Figure 4-3: Elevation based on the 10m contour

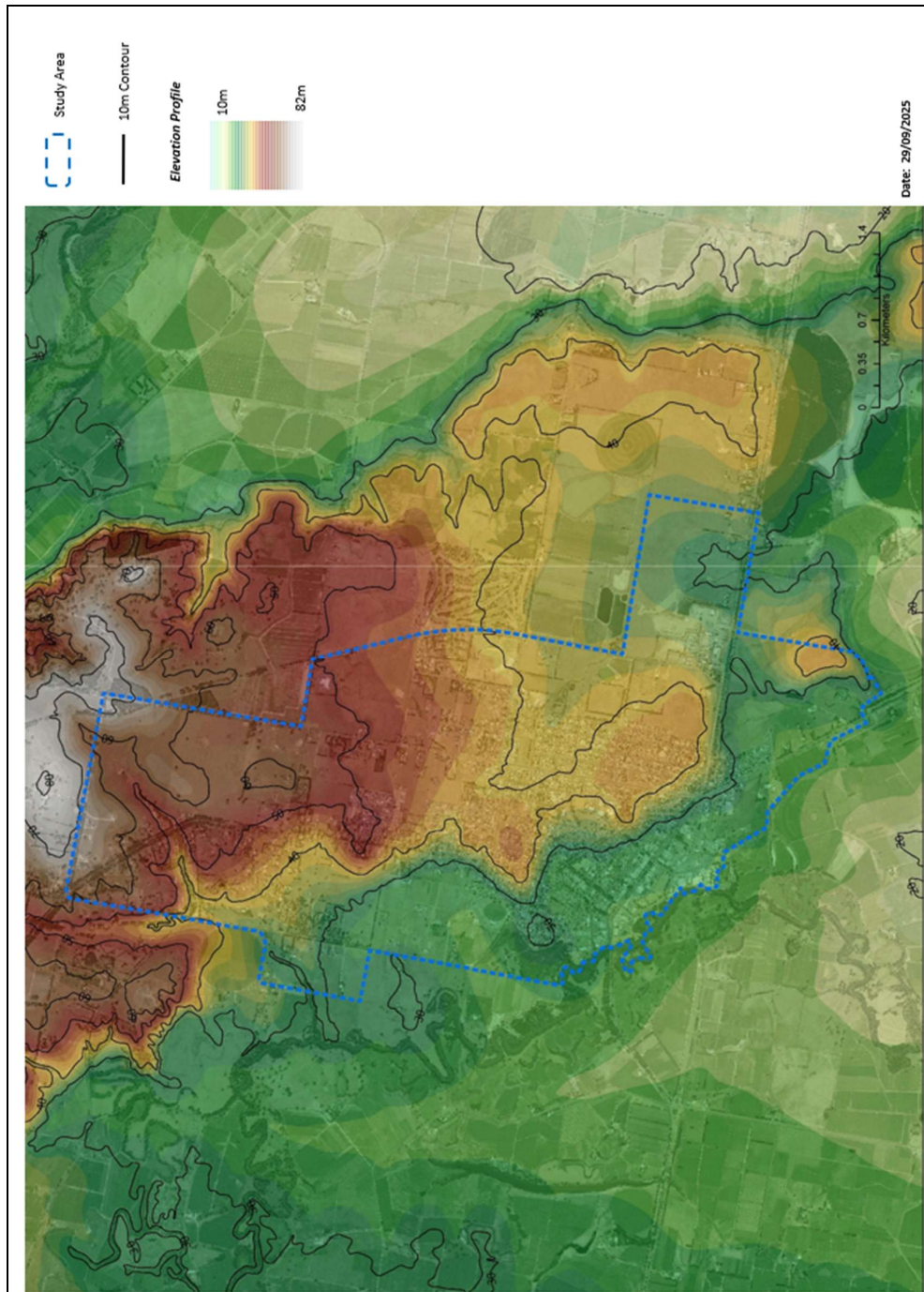


Figure 4-4: Joint fuel management plan (Forest Fire Management Victoria)

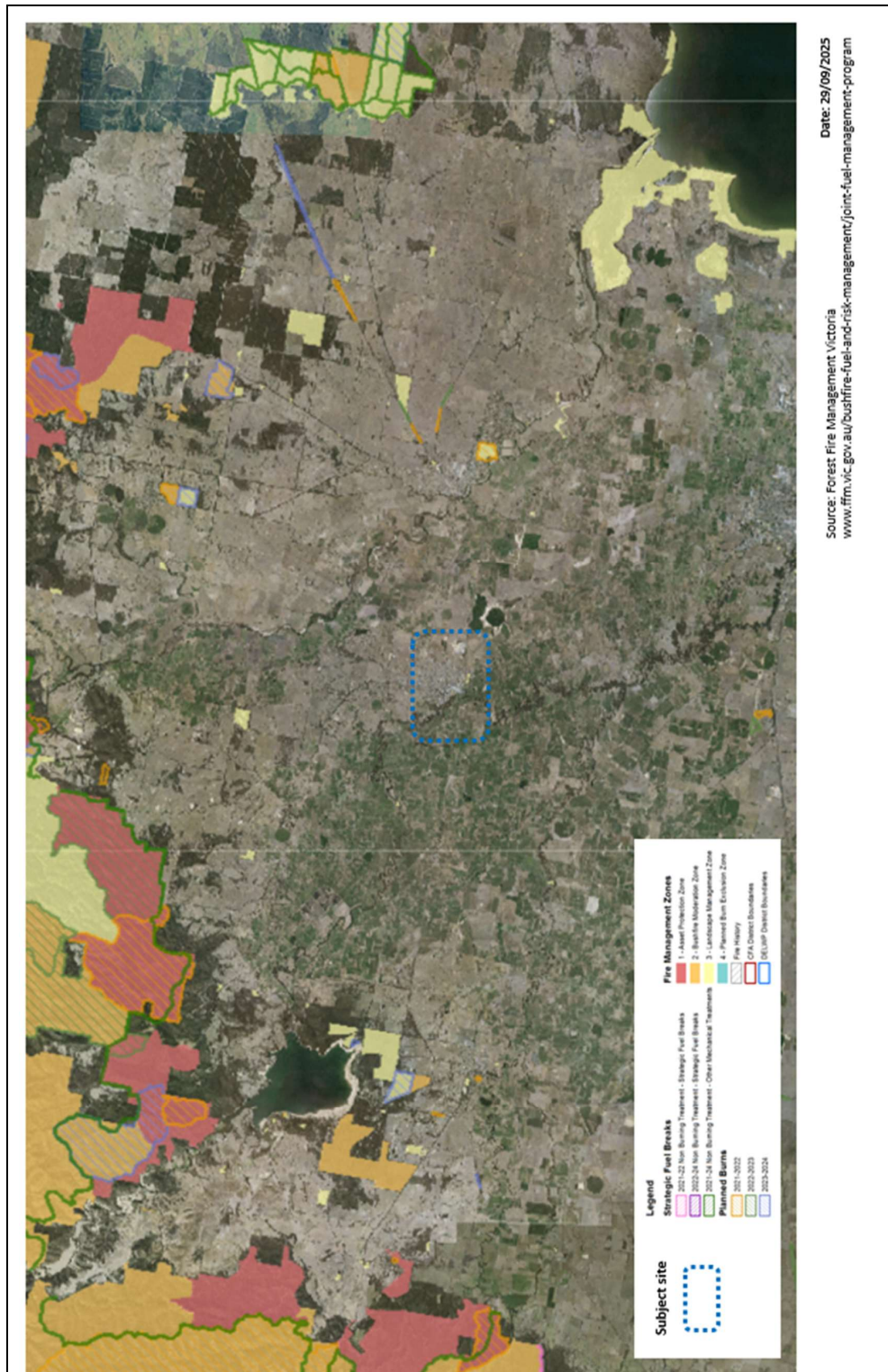


Figure 4-5: Bushfire history

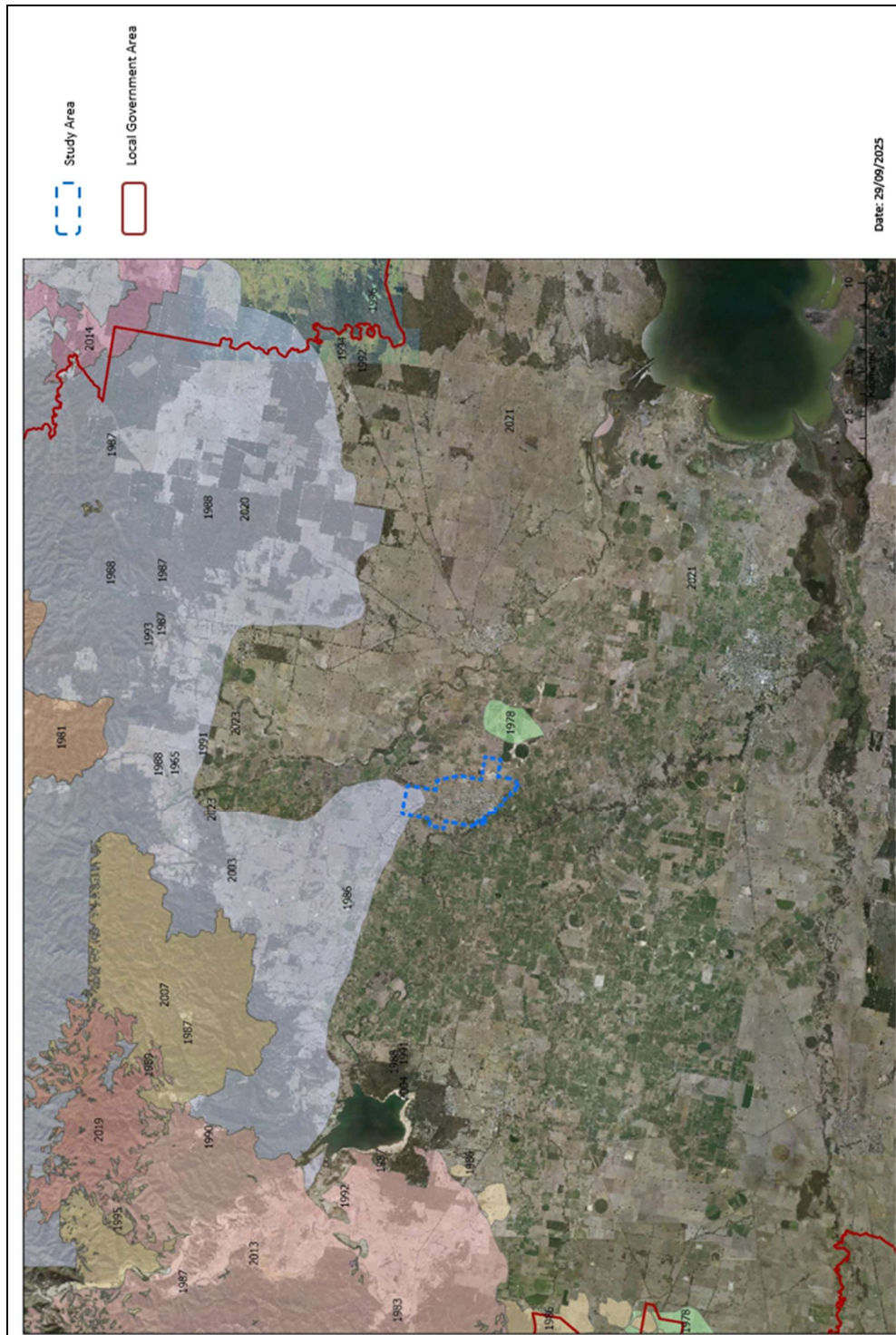


Figure 4-6: Victorian Fire Risk Register Human settlement



Figure 4-7: Bushfire Management Overlay and Bushfire prone area

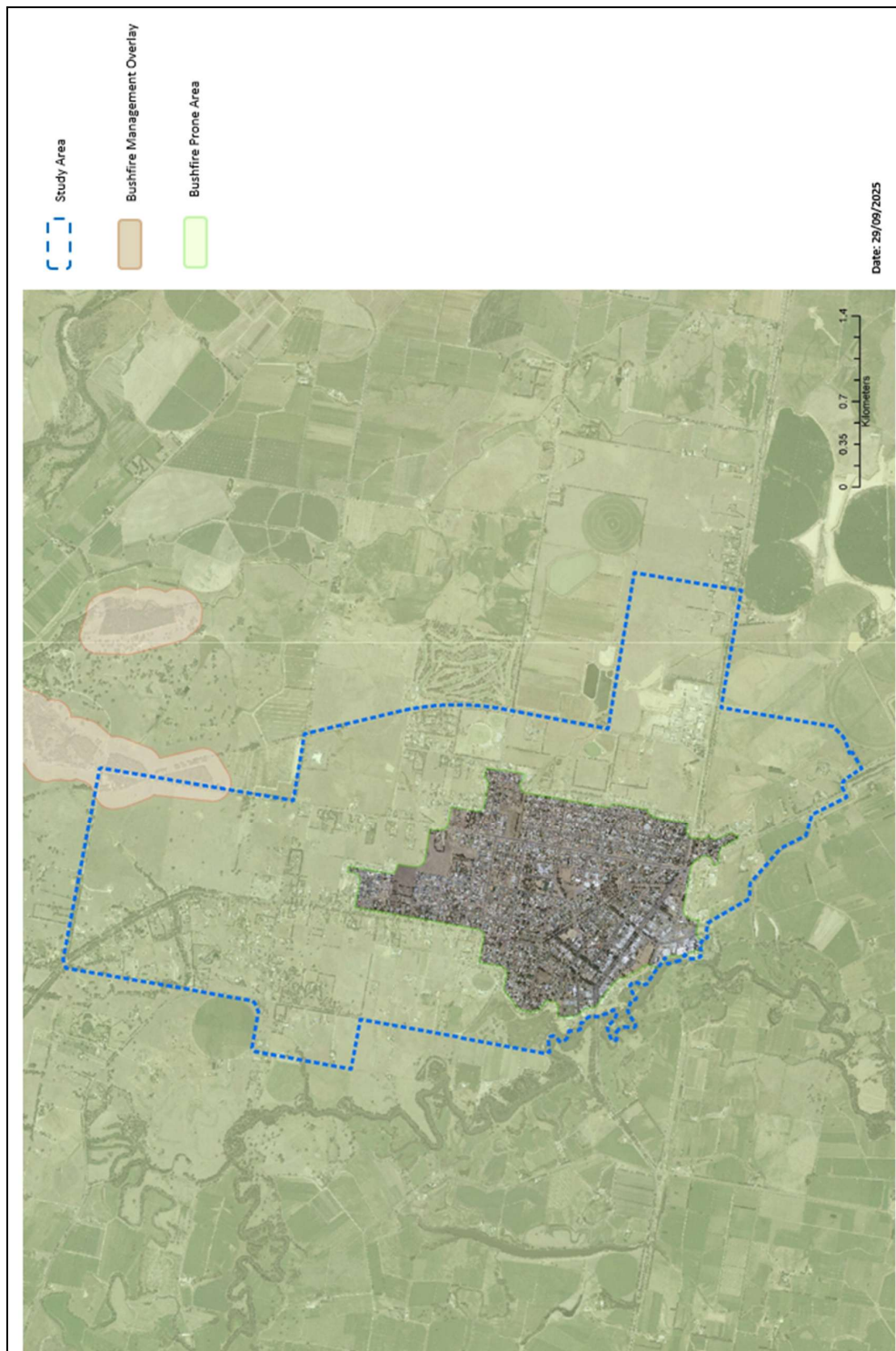
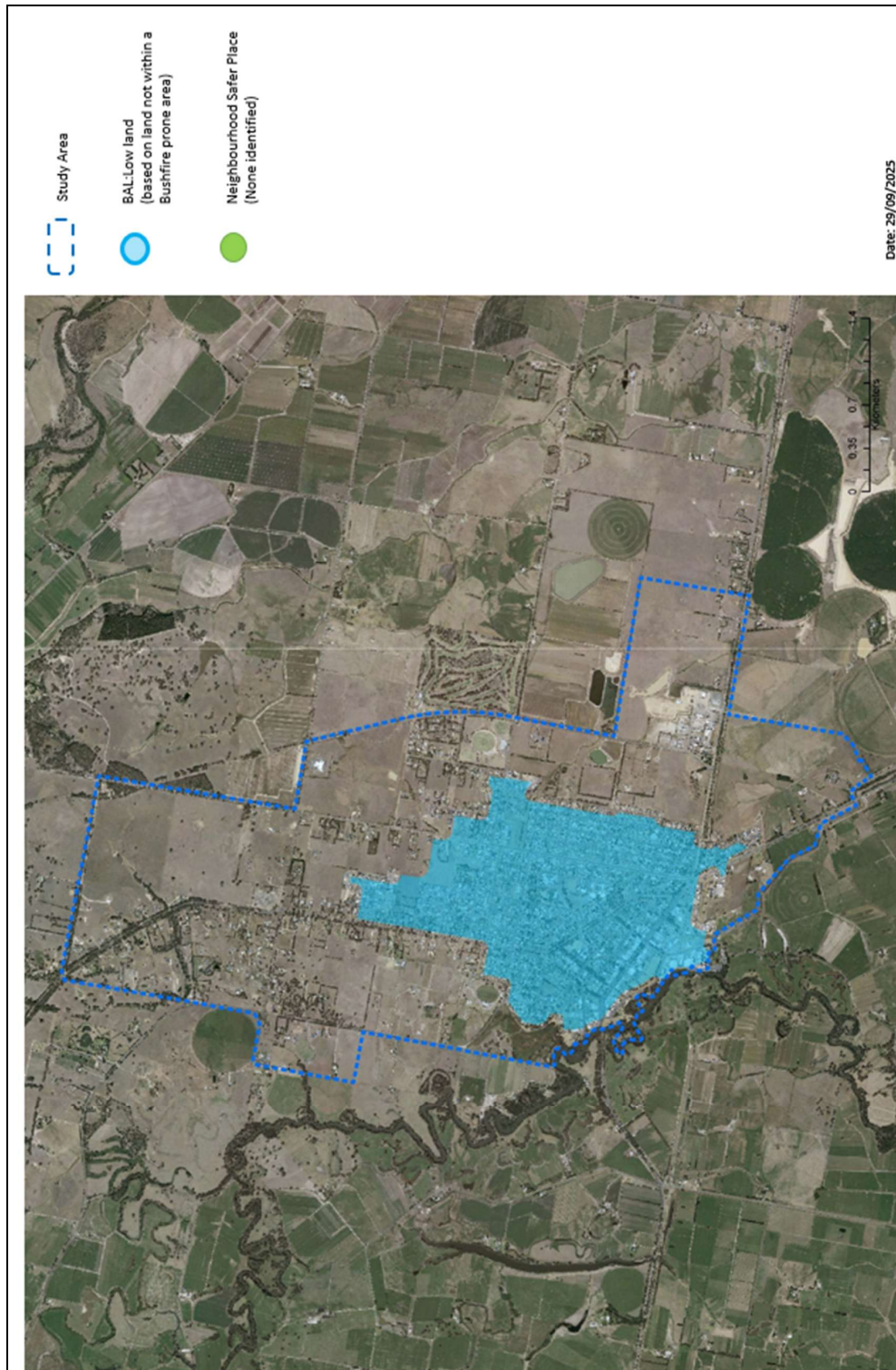


Figure 4-8: Low Hazard Areas & Neighbourhood Safer Places



5. Landscape bushfire anticipated and bushfire landscape types

This section describes landscape bushfire hazards. Having regard to the contextual information in Section 4, it considers how the bushfire hazard in the landscape may affect the Study Area.

5.1 Hazard areas of landscape significance and likely landscape bushfire scenarios

Grassland is the only bushfire hazard of landscape significance.

Due to the highly modified environment grassland areas are often in a managed setting either because of agricultural activities or managed as part of the gardens associated with rural living and low-density residential development. For considering the landscape risk associated with grassland areas, it is assumed that the grasslands are unmanaged.

Interspersed with grassland areas are areas of fragmented vegetation. These will include clumps of non-grassland vegetation, roadside vegetation, strips of trees (for example, along vehicle accesses and water courses) and the occasional smaller patch of non-grassland vegetation. The extent of fragmentation will be a factor when considering bushfire at the local scale but the impact on landscape-scale bushfire is minimal. The grassland vegetation will be the dominant driver of bushfire behaviour in these grassland areas

Fire runs in the hazard are up to many kilometres. This includes fire runs located north-west and south-west of the Study Area where prevailing bushfire weather in Victoria is likely to move a fire towards the Study Area. Fire runs are available on other aspects, but these are least likely to bring a bushfire towards the subject site under Victoria's dominant bushfire weather.

The hazard areas include rural living and low density type lots and undeveloped land within the Study Area that contain grasslands. A grassfire can move into the Study Area up until where urban density lots and low hazard urban land are present.

The hazard area in comprising only grassland is unlikely to generate extreme fire behaviour due to the lack of rugged terrain, the vegetation type and the extent of non-grassland vegetation.

See: **Figure 5-2: Landscape bushfire analysis**

5.2 Bushfire landscape types

Bushfire landscape types are derived from considering likely bushfire scenarios, the potential for neighbourhood scale destruction and the availability and access to safer areas. The landscape types enable locational policies in *c13.02-15 Bushfire Planning* to be considered based on the landscape risk as well as appreciating the relative risk between places in the Study Area. Landscape types 1 to 4 are described in *Planning Permit Applications Bushfire Management Overlay Technical Guide (DELWP, 2017)*. Generally, as the Bushfire landscape types progress through 1 to 4, the landscape risk increases.

Landscape types consider strategic and locational policies only. Planning schemes require local, neighbourhood and site bushfire hazards and policies to also be considered, with the potential that at the different scales of assessment different risks may be identified. The identified landscape types are strategic and are not intended to be scaled to apply to individual properties. Landscape types are not always a perfect match to a particular location, but they remain useful as a stepping off point for discussions and further investigations.

See:

Figure 5-1: Overview of landscape types

Figure 5-3: Assessed Bushfire landscape types

5.3.1 Land not within a bushfire prone area

Land where the bushfire risk is sufficiently low is not included in a bushfire prone area. This means the planning scheme already confirms there is insufficient hazard and insufficient risk to warrant any pre-designation of these areas as being exposed to bushfire or grassfire.

5.3.2 Landscape type 1

Landscape type 1 describes locations that are at the lowest end of the landscape risk spectrum using the landscape types approach. Landscape type 1 is described by DELWP (2017) as follows:

- *There is little vegetation beyond 150 metres of the site (except grasslands and low-threat vegetation)*
- *Extreme bushfire behaviour is not possible*
- *The type and extent of vegetation is unlikely to result in neighbourhood scale destruction of property*
- *Immediate access is available to a place that provides shelter from bushfire (usually capable of being provided within a site or development proposal).*

Landscape type 1 is assessed in grasslands and designated Bushfire prone areas within the Study Area. The area of Bushfire Management Overlay is also included in Landscape type 1 as this area of Bushfire Management Overlay does not contain bushfire hazards of landscape significance.

Planning scheme directions that seek to direct growth to Landscape type 1 locations are likely to be favourably assessed against locational policies in *c13.02-15 Bushfire Planning*.

Figure 5-1: – Overview of landscape types

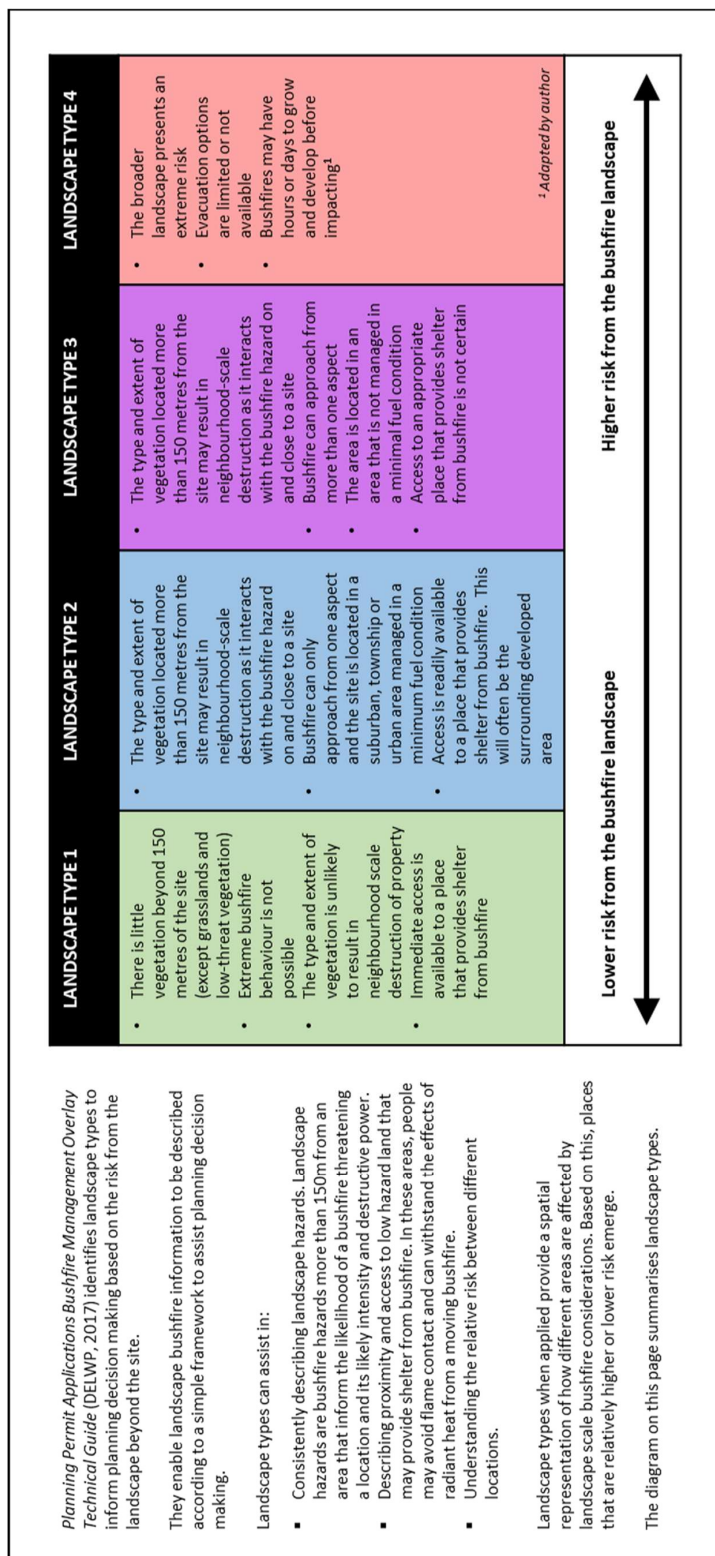


Figure 5-2: Landscape bushfire assessment diagram

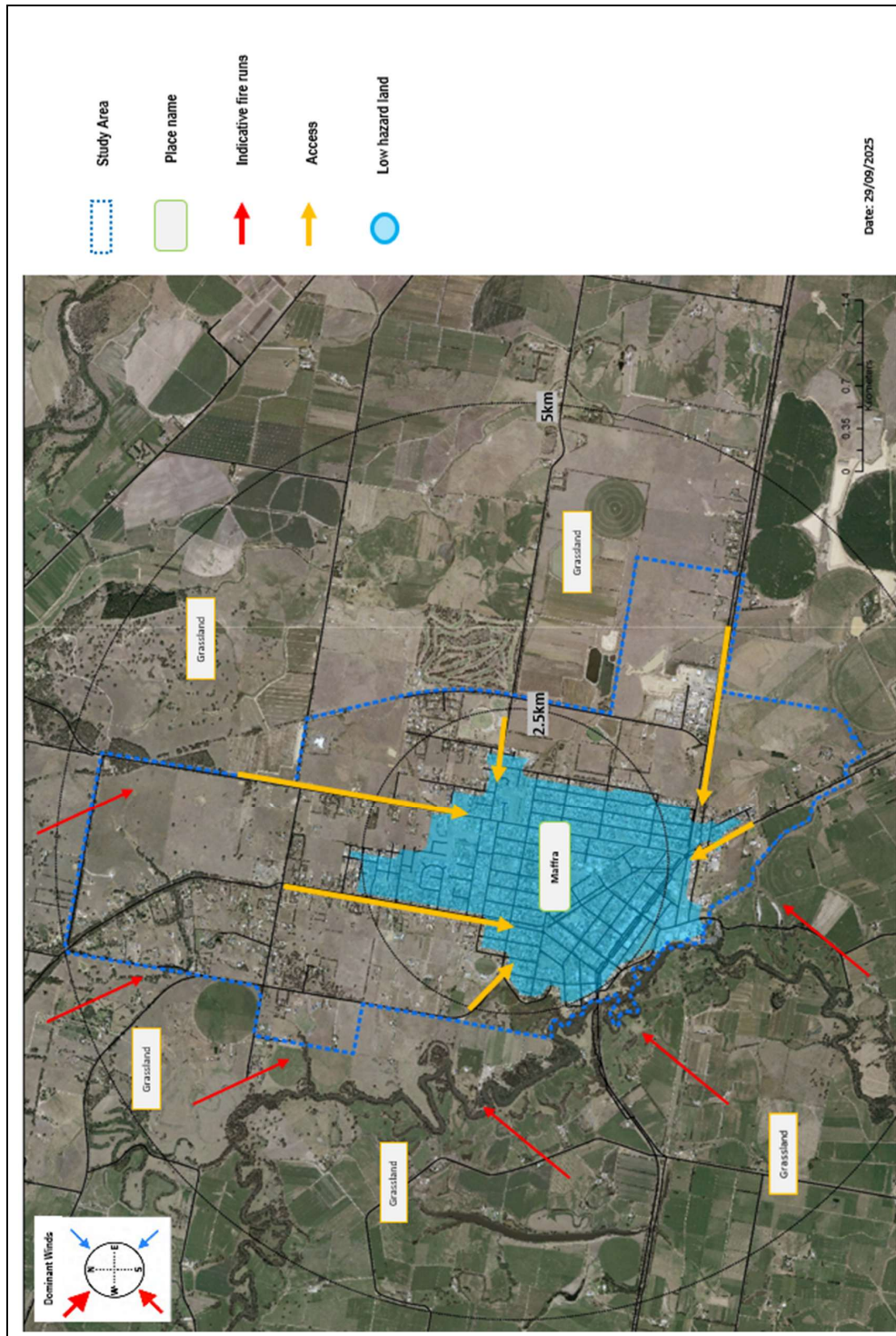
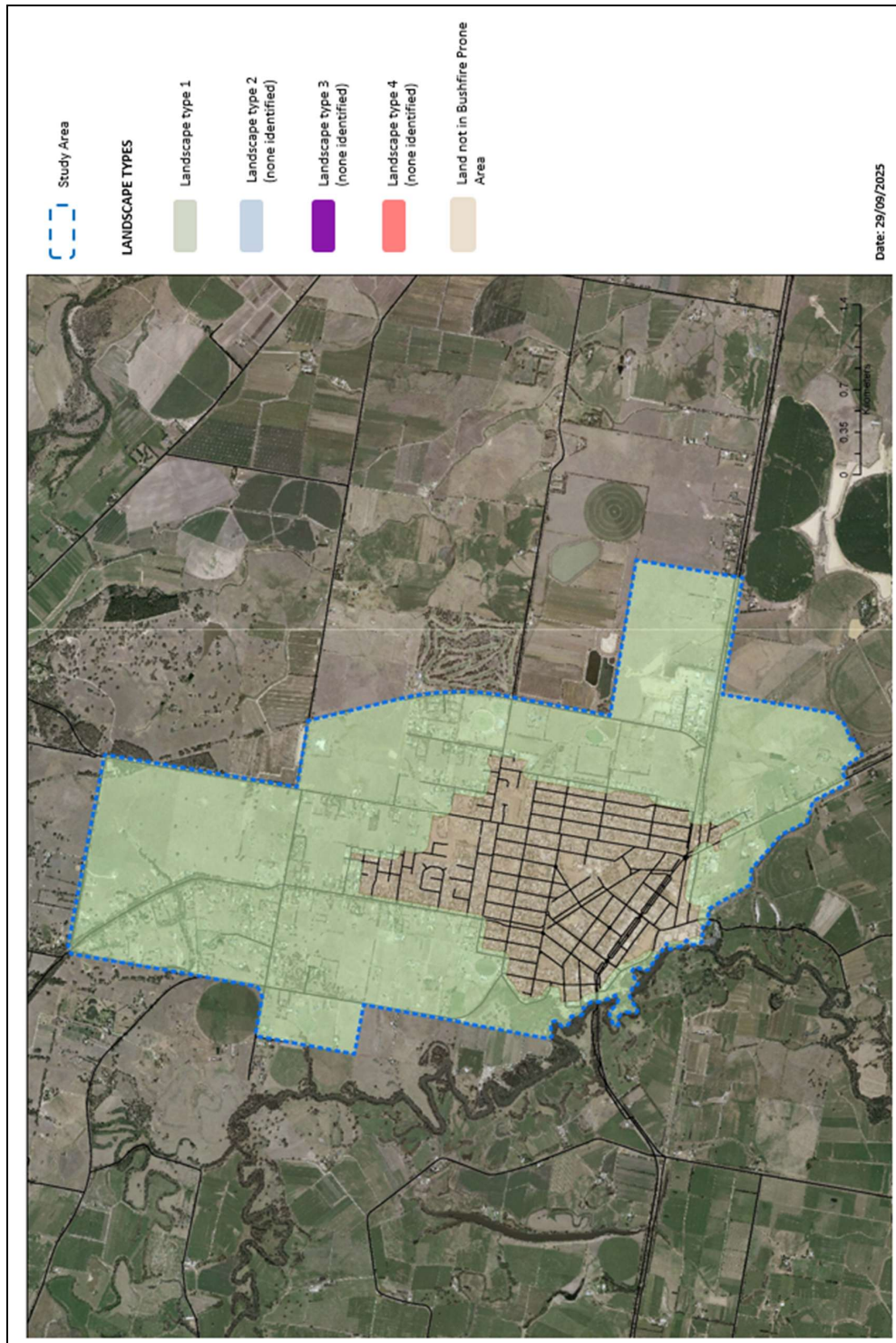


Figure 5-3: Assessed Bushfire landscape types



6. Exposure to bushfire at the neighbourhood and local scale

Exposure to bushfire at the neighbourhood and local scale assesses the level of radiant heat likely to arise from hazardous vegetation within and in proximity (150m) to a specific site or area. Considering exposure to bushfire enables new development to be separated from hazardous vegetation so that radiant heat of less than 12.5kw/sq.m arises, as required by c13.02-15 *Bushfire Planning* for new development provided for in a strategic planning document and/or enabled by a planning scheme amendment.

This section enables key strategies in c13.02 *Bushfire Planning* to be considered. These strategies include the following:

Site based exposure

Not approving any strategic planning document, local planning policy, or planning scheme amendment that will result in the introduction or intensification of development in an area that has, or will on completion have, more than a BAL-12.5 rating under AS3959-2018.

Directing population growth and development to low risk locations, being those locations assessed as having a radiant heat flux of less than 12.5 kilowatts/square metre under AS3959-2018 Construction of buildings in bushfire-prone areas (Standards Australia).

The assessment of exposure to bushfire and determining land likely to be exposed to less than 12.5kw/sq.m of radiant heat is based on vegetation type (for example, forest, woodland) and the slope of land under hazardous vegetation. The information obtained from the bushfire hazard site assessment is used to determine the separation (or setback) required between development and hazardous vegetation.

6.1 Methodology to determine exposure to bushfire

The methodology for a bushfire hazard site assessment as described in *Planning Permit Applications Bushfire Management Overlay Technical Guide* (DELWP 2017) and AS3959-2018 *Construction of buildings in bushfire-prone areas* (Standards Australia) informs the assessment. Key assumptions include a Fire Danger Rating of 100 and a flame temperature of 1080°C.

The assessment of exposure to bushfire and determining land likely to be exposed to less than 12.5kw/sq.m of radiant heat is based on vegetation type (for example, forest, woodland) and the slope of land under hazardous vegetation (using the 10m contour). The information is used to determine the separation required between development and hazardous vegetation.

Setbacks from hazardous vegetation were applied based on Column A in Table 2, c53.02-3 *Bushfire Planning*. These setbacks provide for exposure a radiant heat flux of less than 12.5 kilowatts/square metre, as required by c13.02-15 *Bushfire Planning* for a strategic planning document or planning scheme amendment.

There are two types of assessment included to respond to the scope of work, as described below.

6.2 Generalised assessment

A generalised assessment has been prepared of whether land within the Study Area could satisfy the exposure requirement. This uses high level simplified inputs to confirm that there is no significant barrier to bushfire setbacks being provided in conjunction with new development. It is not focused on specific development sites included in the Maffra Structure Plan.

The setbacks used are based on hazards on the edge of the Study Area and include:

- A generalized 30m setback from grassland hazards, which covers slopes up to 15 degrees, taking a very conservative approach to any localised areas of slope.
- A setback of 48m from forests in the north-east Study Area based on flat/upslope.
- A setback of 33m from woodland in the west of the Study Area based on flat/upslope, taking a very conservative approach to vegetation in the waterway corridor.

At the site-scale, variations to the above may arise especially in the slope and any localised areas of hazard. At a strategic scale as assessed in this report, the differences that may arise are relatively limited (for example, setbacks may vary 10-20m). In the context of the Study Area as a whole, these are not material. Most of the Study Area can manage exposure from hazards with relatively standard bushfire setbacks. Areas where exposure to less than 12.5kw/sq.m of radiant heat can be achieved, if new development was proposed and bushfire setbacks and vegetation management was implemented.

A component of the implementation of the Maffra Structure Plan is applying Schedule 2 to the General Residential Zone to existing General Residential Zone (without a schedule) land. Proposed Schedule 2 includes neighbourhood character objectives and decision guidelines, as required by DTP, but otherwise specifies no content that varies Clause 54 and Clause 55 standards. Whilst the General Residential Zone generally correlates with the area of land where exposure to less than 12.5kw/sq.m of radiant can be achieved, the introduction of a schedule is not a material planning scheme for bushfire purposes and need not satisfy the requirement in any event, as the land is already within the General Residential Zone.

See:

Figure 2-4: Maffra Structure Plan, Figure 27: Proposed Zoning Plan

6.3 Neighbourhood-scale assessment

An assessment has been prepared of selected sites as identified in the Maffra Structure Plan as being subject to possible future planning scheme changes, including for example the rezoning of land. This assessment confirms in more detail for these selected sites that bushfire setbacks can be achieved if development was proposed.

The potential for variation in vegetation types and slope necessitates a bushfire hazard site assessment being prepared for any individual planning scheme amendment that seeks to rezone land. This is required under the ordinary approach to preparing a planning scheme amendment in a bushfire prone area, in any event. To reinforce this, a recommendation in this report is included to this effect.

6.4 Land exposed to a radiant heat flux of less than 12.5kw/sq.m

Land likely to be exposed to no more than 12.5kw/sq.m of radiant heat emerges from applying the above methodology. This land would be exposed to a radiant heat flux of less than 12.5 kilowatts/square metre, as required by *c13.02-1S Bushfire Planning*, including because of bushfire setbacks and vegetation management being included as part of future planning scheme amendments to rezone land.

There is no real question as to whether bushfire setback can be met. They can be if the setbacks are provided based on current hazards or through hazard removal.

See:

Figure 6-1: Land likely to be exposed to a radiant heat flux of less than 12.5kw/sq.m

Figures 6-3a-e: Selected sites: Bushfire setbacks and land exposed to a radiant heat flux of less than 12.5kw/sq.m

Figure 6-1: Land likely to be exposed to no more than 12.5kw/sq.m of radiant heat

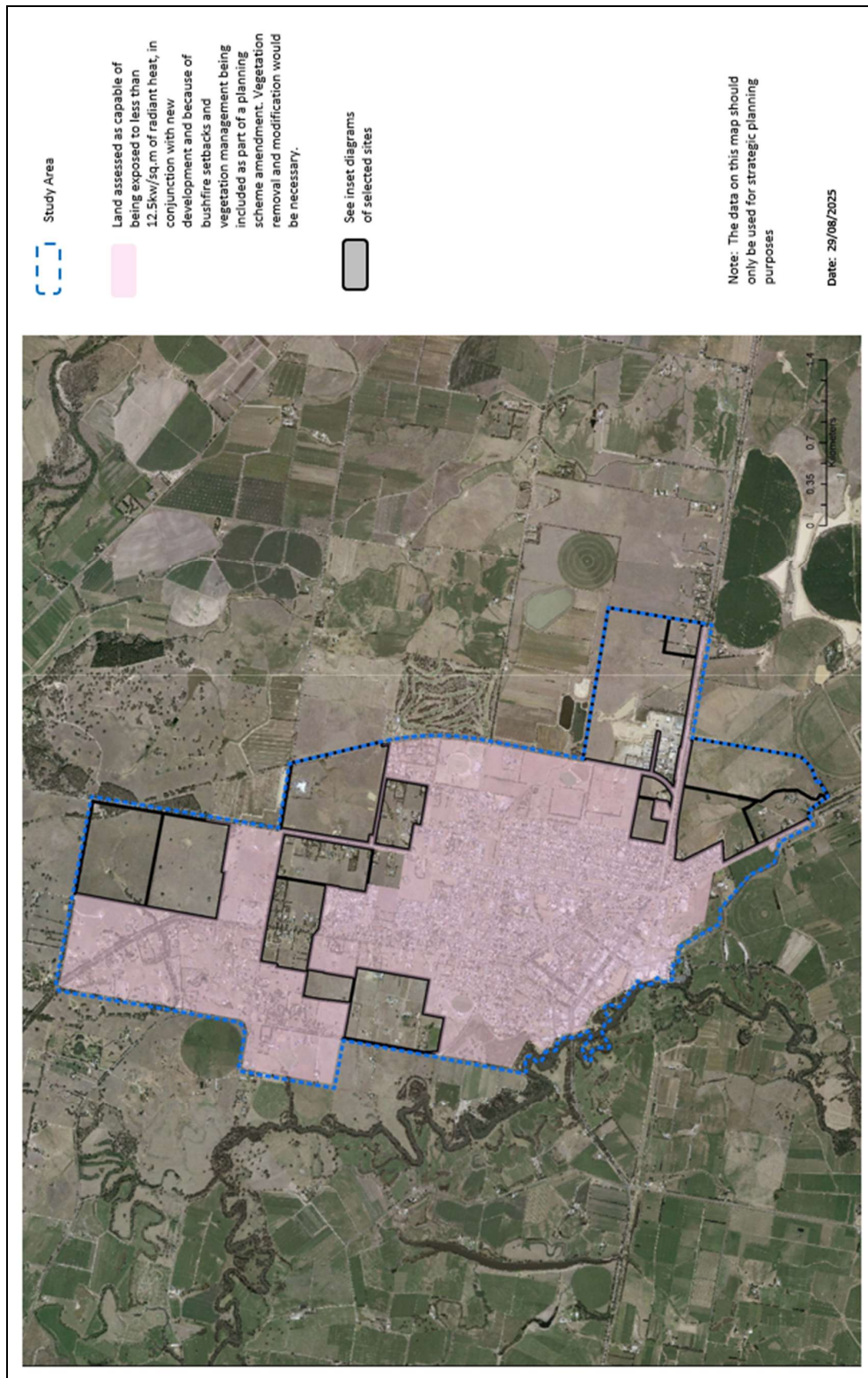


Figure 6-2: Clause 53.02-5 Table 6 Vegetation management requirement (defendable space)

- Defendable space is provided and is managed in accordance with the following requirements:
- Grass must be short cropped and maintained during the declared fire danger period.
 - All leaves and vegetation debris must be removed at regular intervals during the declared fire danger period.
 - Within 10 metres of a building, flammable objects must not be located close to the vulnerable parts of the building.
 - Plants greater than 10 centimetres in height must not be placed within 3 metres of a window or glass feature of the building.
 - Shrubs must not be located under the canopy of trees.
 - Individual and clumps of shrubs must not exceed 5 sq. metres in area and must be separated by at least 5 metres.
 - Trees must not overhang or touch any elements of the building.
 - The canopy of trees must be separated by at least 5 metres.
 - There must be a clearance of at least 2 metres between the lowest tree branches and ground level.

Page | 36

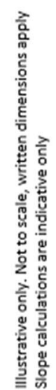


Figure 6-3b: North of Stratford-Maffra Road:

Bushfire setbacks and land exposed to a radiant heat flux of less than 12.5kw/sq.m

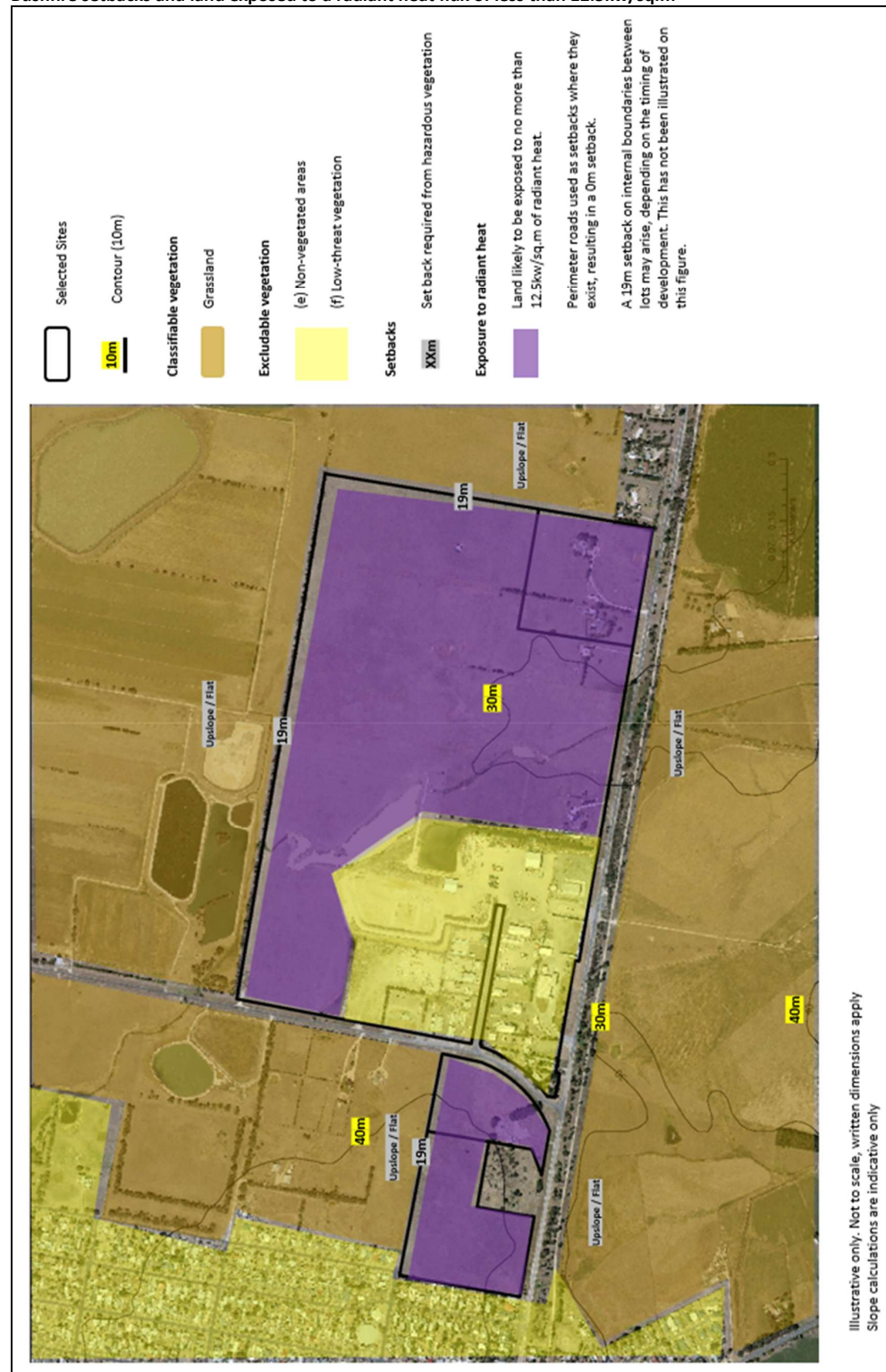
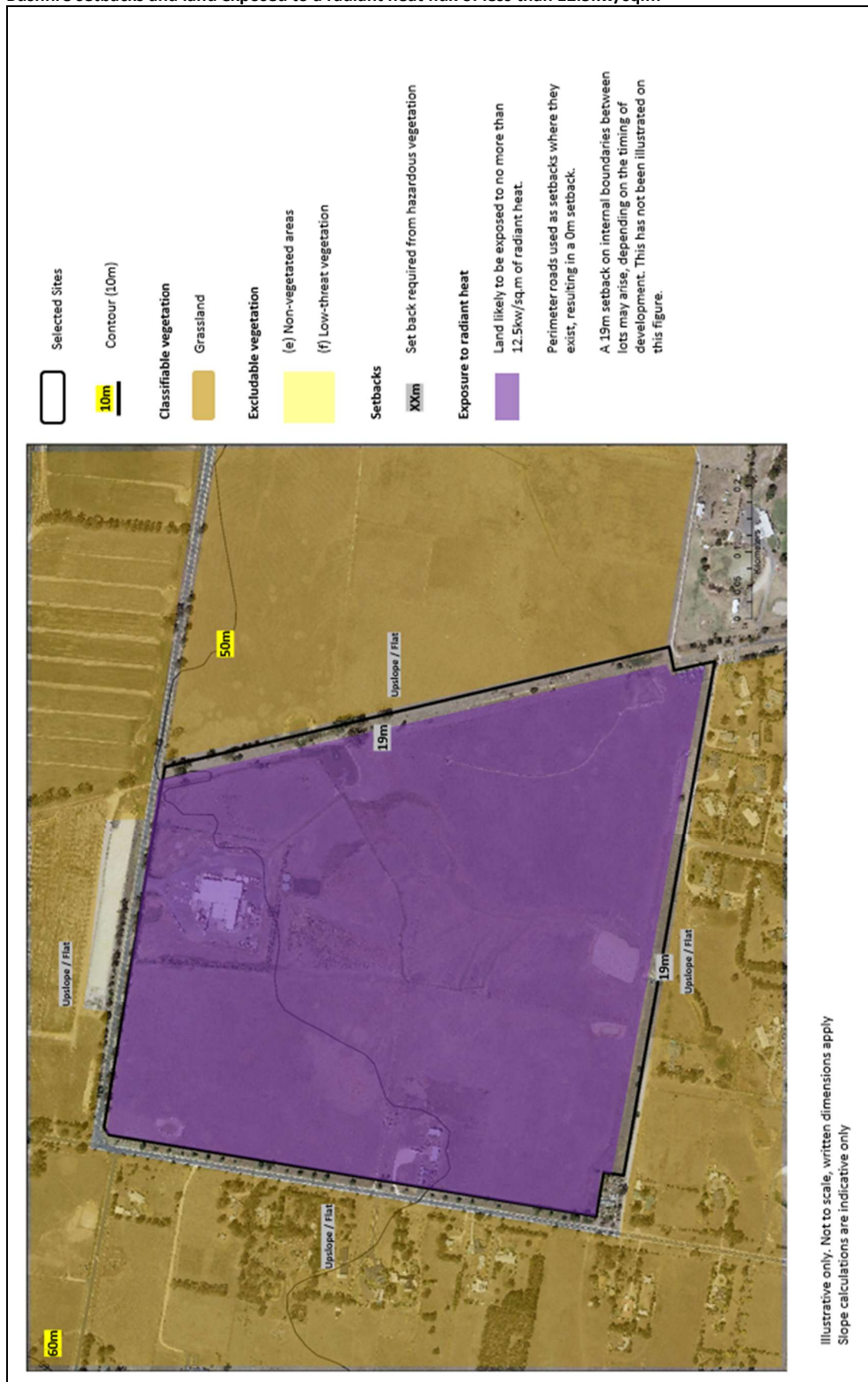
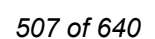


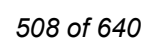
Figure 6-3c: East of Maffra-Briagolong Road:
Bushfire setbacks and land exposed to a radiant heat flux of less than 12.5kw/sq.m



Page | 39



Page | 40



7. Design responses in bushfire hazard areas

Design Guidelines: Settlement Planning at the Bushfire Interface (DELWP 2020) (the 'Design Guidelines') provide an appreciation of the bushfire threat and how bushfire may affect a settlement, supported by design advice on settlement planning set out according to three themes:

- Part 1: The form and structure of settlements.
- Part 2: The settlement interface.
- Part 3: Bushfire protection measures across a whole settlement.

The Design Guidelines include a generalised appreciation of how bushfire may affect a settlement.

See: **Figure 7-1: Understanding the bushfire threat**

The Design Guidelines provide a logical approach to considering good design in settlement planning, supporting many of the objectives and approved measures in *c53.02 Bushfire Planning* and the policy emphasis in *c13.02-1S Bushfire Planning*. The Design Guidelines are not incorporated into the planning scheme.

This section considers selected parts of the Design Guidelines to inform the planning assessment in the next chapter.

7.1 Part 1: Form and structure of settlements

The bushfire hazard in directing growth

Key design considerations:

- *Settlement planning should direct growth to locations that are less exposed to a bushfire.*
- *Settlement growth should be directed to locations that avoid bushfire risk where possible, including the highest risk aspect(s) where large bushfires will occur.*
- *Settlement growth should also be directed to locations that avoid the most hazardous locations.*
- *Directing new growth to higher risk areas should be carefully considered. Consulting with the relevant fire authority as part of strategic and settlement planning is crucial.*

The exposure to bushfire hazards on all sides of the Study Area is grasslands. With bushfire planned interfaces with new development, low risk outcomes (as defined in planning scheme decision making) can be created on grassland interfaces.

There is no value in directing growth to locations that avoid the relatively higher risk western aspect of the settlement in a grassland setting. In fact, directing growth to the west can provide an overall risk reduction to the settlement where a contemporary settlement interface is developed to replace an interface that may be undeveloped or development without bushfire protection measures being included.

The bushfire hazard in directing growth

Key design considerations:

- *Development that may be occupied by vulnerable people should be located away from the settlement interface and in some locations may not be suitable at all.*
- *Hazardous uses should be located away from the settlement interface and away from locations exposed to a north-west of south-west bushfire. Locating them on the eastern side of a settlement means that winds would tend to push smoke away, rather than towards more populated areas.*

There is no emphasis in the Maffra Structure Plan to encourage vulnerable people or hazardous uses to the Study Area. In a grassland setting, fairly standard bushfire responses can be implemented to manage vulnerable people and hazardous uses, subject to the detail of specific proposals if any are ever proposed.

Lot sizes in settlement layout

The Design Guidelines include discussion on lot sizes in settlements. These are re-produced in full below.

A key bushfire risk to many settlements is from ember attack. Ember attack may ignite fuel sources and create many smaller fires throughout the settlement. Lot sizes are an important mechanism to support the management of fires ignited from ember attack. Different lot sizes support different bushfire outcomes.

Residential lots

Smaller urban lots, for example less than 800sq.m in size, are less likely to enable fuel sources (including vegetation) due to the limited area of open space. They contribute positively to achieving lower-fuel settlements. However, smaller lots result in structures closer to together, increasing the risk of structure to structure fire.

Larger lots, for example 0.2ha- 4ha in size, have the capacity for more localised fuel sources (particularly vegetation) due to more extensive open space areas. They require more extensive management by individual landowners. They also tend not be large enough for landowners to have specialised equipment (for example, tractors) that would make management more practical. Houses, however, are separated further apart minimising the risk of structure to structure fire.

An optimum lot size of between 800sq.m-1,200sq.m provides a good balance. This minimises available open space for fuel sources while enabling a good separation between individual structures (ideally more than 10m).

Many parts of Victoria encourage the provision of low-density and rural living lots of 0.2ha and above. They are often justified in locations that do not have reticulated services or as a transitional land use from rural to urban (for example, on the edges of settlements).

These style of lots present a unique bushfire risk as they have not historically resulted in a well-planned settlement interface or an edge to the bushfire hazard. Bushfires and grassfires can penetrate larger lots and create bushfire pathways into denser residential areas. This can include a moving bushfire front entering a settlement. They may also make it more difficult for firefighting (for example, for the setting up of containment lines) and for the monitoring and enforcement of vegetation management on private land.

Where lots larger than 800sq.m - 1,200sq.m are provided, the guidance in this document should be fully considered, especially Part 2: Designing the settlement interface. This will ensure a well-planned settlement interface is created along with an edge to the bushfire hazard.

Commercial and industrial lot sizes

At the settlement planning stage lot sizes for non-residential lots could be relevant. However, the future form of development is more variable and usually subject to further planning approvals. It is important however that Part 12 of the Guidelines is fully considered in locating land identified for industrial and commercial zoning

The Maffra Structure Plan proposes larger lot sizes in the northern parts of the Study Area, in the form of the re-subdivision of existing rural living and low density residential lots (i.e. intensifying these areas) and new areas of rural living and low density residential development. It refers to these areas as 'lifestyle residential'. Larger lots sizes than those optimised for bushfire, as set out in the Design Guidelines, are therefore proposed.

Whilst the Maffra Structure Plan promotes these areas as a 'transition' form agricultural land outside the Study Area to urban land in the central parts of the settlement, it is essential that each proposal implements bushfire protection measures that mitigates the potential that larger lots contain bushfire hazards and enable a moving grassfire to penetrate deep into developed areas.

This is achieved by development including:

- A perimeter road on the permanent settlement / hazard interface. This can utilise existing roads if they are present but back fences on these interface roads should be avoided. This may necessitate the need for service roads.
- Bushfire setbacks on hazard interfaces.
- Bushfire vegetation management, defensible space, applied to all land within a lot created that is larger than 1,200sq.m.

In progressing with larger lot sizes, it is important to recognise that notwithstanding the larger lots, highly vegetated (and therefore hazardous) neighbourhoods are not acceptable. Instead, low hazard neighbourhoods characterised by mowed grass with other vegetation, such as trees and shrubs, carefully located will be necessary to enable a low hazard managed setting to arise.

Recommendations to give effect to the above are included in this report.

Vegetated areas within a settlement (such as parks, nature reserves and river corridors)

Key design considerations:

- *Vegetated areas can be managed so that fuels are consistent with the vegetation management requirements for bushfire. This involves either removing fuels or ensuring fuels are not introduced as part of settlement planning.*
- *Areas that will not be managed for bushfire purposes effectively have their own interface with the bushfire hazard and would require setbacks and vegetation management approaches.*

The Maffra Structure Plan does not emphasise new vegetated areas, but open spaces and drainage reserves are likely to arise as part of new development. Where these arise in larger lot size neighbourhoods or at the permanent edges of the Study Area, they will need to be low hazard and bushfire interfaces (development setbacks, vegetation management on adjoining lots, perimeter roads) will be necessary.

7.2 Part 2: The settlement interface

7.2.1 Apply the required development setback

Key design considerations:

- *New development should be set back from the bushfire hazards. The setback is determined based on the type of vegetation and slope under the vegetation.*
- *Permanently occupied development, such as dwellings, are not permitted in the setback area.*

Chapter 5 of this reports demonstrates that new development within the Study Area overall and the selected sites can be setback from bushfire hazards to the benchmark specified in *Clause 13.02-1S Bushfire Planning*, applicable to a planning scheme amendment. The applicable setbacks will be in the range of 19m to 48m based on the hazards within and around the Study Area. Given the existing lot sizes of the selected sites, this is achievable. Vegetation in the setback areas will need to be managed as defensible space, to prevent hazards being introduced over time that compromises the bushfire setback.

Recommendations to give effect to the above are included in this report.

See: **Figure 7-2: Indicative treatments on hazard interfaces**

7.2.2: Design the settlement interface

Key design considerations:

- *Vegetation in the setback area needs to be managed to prevent a moving bushfire front entering the settlement.*
- *Perimeter roads are the preferred design outcome on the settlement interface where a site abuts or is near a bushfire hazard. A perimeter road:*
 - *Enables a no fuel area to form part or all of the interface.*
 - *Enables development to front the bushfire hazard, orienting the rear of lots away from it. The rear of lots is often where introduced fuels create a localised bushfire hazard.*
 - *Provides an effective location from which fire authorities can establish positions to attack a bushfire and for land managers to undertake fuel management activities.*

A perimeter road is required on all permanent hazard interfaces. This includes in larger lot residential rural living and industrial / commercial development.

Recommendations to give effect to the above are included in this report.

See: **Figure 7-2: Indicative treatments on hazard interfaces**

7.2.3: Design access and egress

Key design considerations:

- *Ensure people living close to the settlement interface can move away from hazards to a place of relative safety.*
- *Ensuring the spacing of roads leading away from the hazard are no more than 120 metres apart (on average)*
- *Designing road widths to meet planning scheme requirements and those of the relevant fire authority*
- *Providing multiple roads. At least two different roads leading away from the hazard edge should be available to each lot*
- *Ensuring travel to and from a location is not alongside a bushfire hazard and providing multiple access and egress routes within developed areas to minimise the use of perimeter roads in the event of a bushfire*
- *Effectively connecting roads to the broader road network within the settlement.*
- *Access and egress need not always be on trafficable roads. Some access points may be provided for pedestrians and emergency vehicles only.*

The above design outcomes are relatively straight forward to apply in new development. The main issue is ensuring there is a planning scheme mechanism to require they be considered as development proposals come forward and that the design outcomes are accommodated in planning tools such as development plans.

Recommendations to give effect to the above are included in this report.

7.3 Part 3: Bushfire protection measures across a whole settlement7.3.1: Vegetation management

Key design considerations:

- *Ensure vegetation is managed across a settlement where there is exposure to ember attack. Proper vegetation management will help reduce the potential for localised fires from ember ignition.*

Grassfires can generate ember attack, but it is far less severe than in other hazard types. Bushfire vegetation management will be necessary on all permanent hazard interfaces and where proposed lots are larger than 1,200sq.m, bushfire vegetation management should be applied to all land within a lot.

8.3.2: Building construction standards

Key design considerations:

- *Consider at the settlement scale how bushfire constructions standards are to be applied, including where enhanced protection from ember ignited localised fires and smaller lot sizes are proposed to protect against structure to structure fires.*

BAL12.5 that will be required for new development enabled by a planning scheme amendment is adequate to manage the risk from ember attack in the grassland setting.

7.3.3: Fences and other localised fuel sources

Key design considerations:

- *Designing and planting for bushfire can help manage fuels being introduced around buildings.*
- *Fences can be a key source of fuels within settlements.*

Localised fuel sources may be an on-going issue in the Study Area, especially where larger lot residential and rural living development is proposed. Each proposal should consider whether restrictions on fence materials and other localised fuel sources may be necessary. However, the need for such in the Study Area is not overly apparent, given the grassland setting.

Figure 7-1: Understanding the bushfire threat (DELWP 2020)

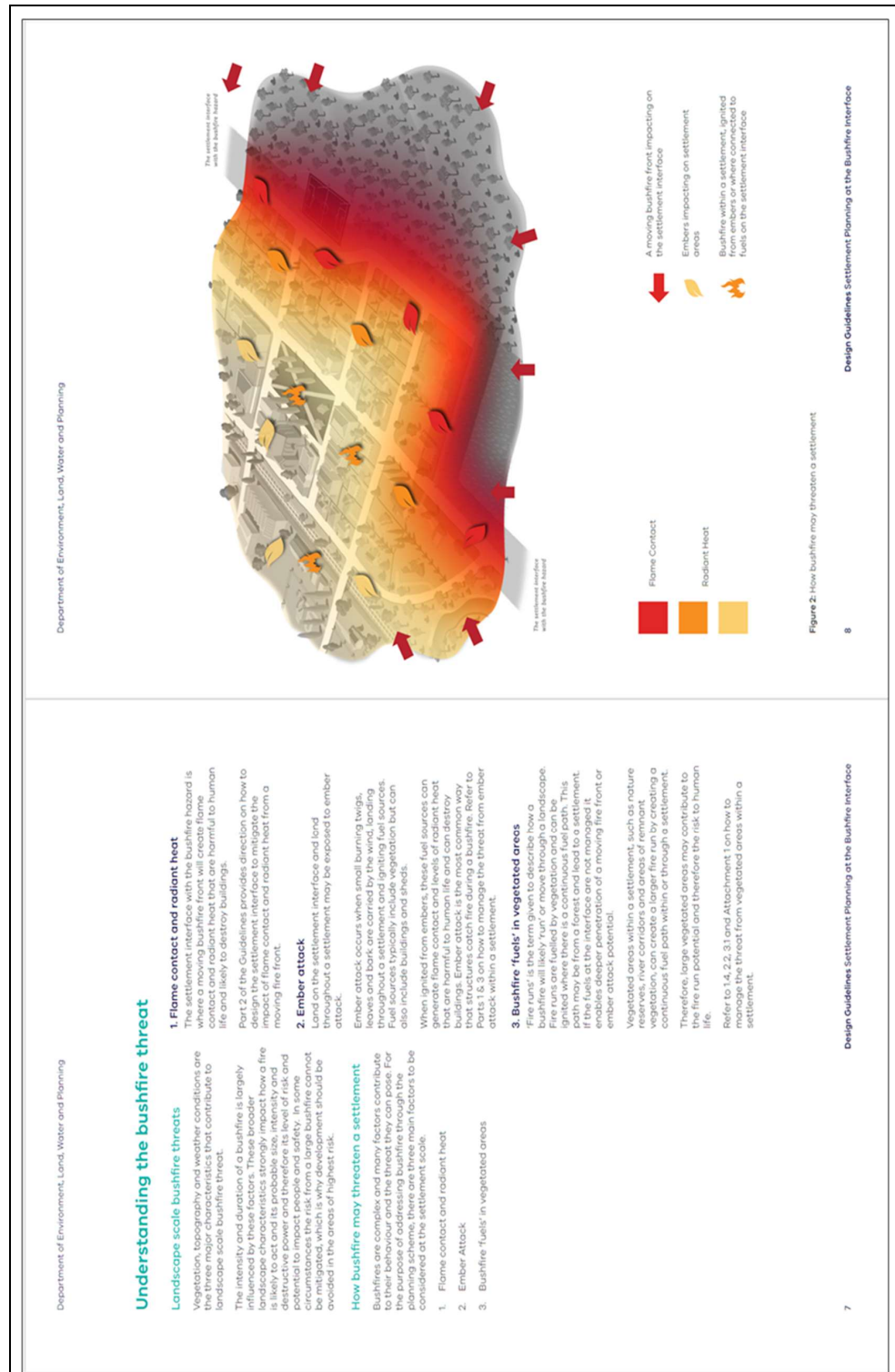


Figure 7-2: Indicative treatments on hazard interfaces

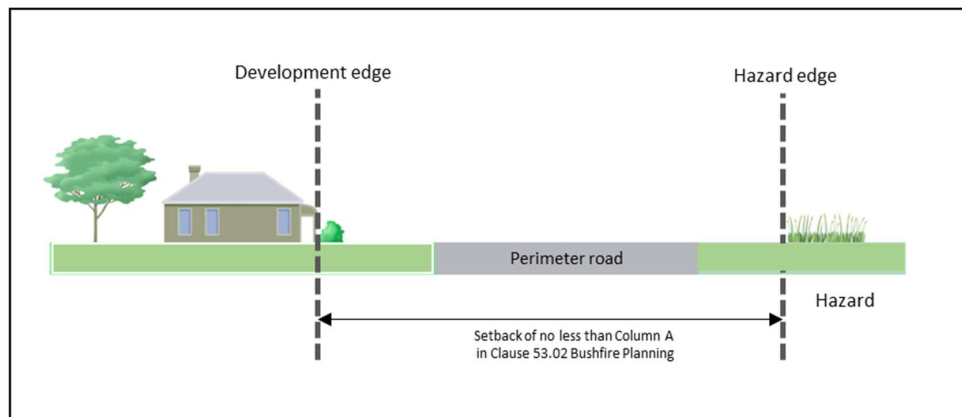


Figure 7-3: Bushfire vegetation management (defendable space) Table 6 to c53.02 Bushfire Planning

- Grass must be short cropped and maintained during the declared fire danger period.
- All leaves and vegetation debris must be removed at regular intervals during the declared fire danger period.
- Within 10 metres of a building, flammable objects must not be located close to the vulnerable parts of the building.
- Plants greater than 10 centimetres in height must not be placed within 3 metres of a window or glass feature of the building.
- Shrubs must not be located under the canopy of trees.
- Individual and clumps of shrubs must not exceed 5 sq. metres in area and must be separated by at least 5 metres.
- Trees must not overhang or touch any elements of the building.
- The canopy of trees must be separated by at least 5 metres.
- There must be a clearance of at least 2 metres between the lowest tree branches and ground level.

8. Planning assessments

This report has considered the bushfire context of the Study Area, the landscape bushfire hazard & bushfire landscape types and whether there are locations that could satisfy the planning scheme site-based hazard exposure requirement. The Design Guidelines have been used to consider bushfire-optimised design responses necessary in new development.

This chapter uses this information to provide a planning assessment using *c13.02-1S Bushfire Planning* and other relevant assessment frameworks to inform planning recommendations.

8.1 c13.02-1S Bushfire Planning - Landscape bushfire considerations

c13.02-1S Bushfire Planning requires a scaled and tiered approach to assessing the hazard:

- *Considering and assessing the bushfire hazard on the basis of [...] landscape conditions - meaning the conditions in the landscape within 20 kilometres and potentially up to 75 kilometres from a site.*
- *Assessing and addressing the bushfire hazard posed to the settlement and the likely bushfire behaviour it will produce at a landscape, settlement, local, neighbourhood and site scale, including the potential for neighbourhood-scale destruction.*

These policies ensure that decision making fully appreciates whether there is potential for the most destructive bushfires to arise. They emphasise the assessment of bushfire hazards not only very close to a site or area of planning interest but in the much wider landscape.

This report includes bushfire hazard landscape information, including assessed Landscape types. This has considered the bushfire hazard at the strategic and landscape scales as required by these policies.

Landscape type 1 is assessed for the Study Area. Landscape type 1 describes locations that are at the lowest end of the landscape risk spectrum using the landscape types. Landscape type 1 reflects that grasslands comprise the landscape bushfire risk to the Study Area. Grassfire is most likely to arise from the north-west, west and south-west under dominant bushfire weather in Victoria, but can arise on all aspects too. Due to the lack of non-grassland landscape scale hazards, the potential for extreme bushfire behaviour is avoided.

Mitigating the landscape risk of grassfire is highly achievable through the separation of development from unmanaged hazard areas and the planning of development to be low hazard, preventing grassfire from penetrating into developed areas, and providing the ability for people to move away from hazard interfaces. These outcomes are achievable in Maffra.

Planning scheme directions that seek to direct growth to Landscape type 1 locations can be favourably assessed against landscape and locational policies in *c13.02-1S Bushfire Planning*.

8.2 c13.02-1S Bushfire Planning - Alternative locations for development

c13.02-1S Bushfire Planning includes two strategies that seek to direct new development:

- *Give priority to the protection of human life by [...] directing population growth and development to low risk locations[.]*
- *Assessing alternative low risk locations for settlement growth on a regional, municipal, settlement, local and neighbourhood basis.*

The Study Area is at the lowest end of landscape risk in Victoria, with Landscape type 1 being assessed. Grassland is the only landscape-scale hazard. Maffra is well set up with a dense, non-hazardous core where shelter can be provided from a bushfire. There is good access to low-fuel areas and areas capable of being assessed as BAL:Low where human life can be better protected from a bushfire, if evacuation was ever required.

Within a grassland landscape bushfire setting with a large of low hazard available in a settlement context, there is no need to consider alternative locations for growth as they would be at equal risk to Maffra where they are also within a grassland setting (such as Sale, Heyfield and Stratford). There is no relative risk benefit in directing development away from Maffra on the basis of the grassland landscape hazard.

Maffra is more than 11km away from landscape-scale forest hazards to the north / north-west, a distance that means the presence of these forest hazards are not material to Maffra's acceptability for growth.

8.3 Availability of safe areas

c13.02-1S Bushfire Planning requires a location in easy reach that provides absolute protection for life from the harmful effects of bushfire:

- *Ensuring the availability of, and safe access to, areas assessed as a BAL-LOW rating under AS3959-2018 Construction of buildings in bushfire-prone areas (Standards Australia) where human life can be better protected from the effects of bushfire.*
- *Directing population growth and development to low risk locations and ensuring the availability of, and safe access to, areas where human life can be better protected from the effects of bushfire.*

BAL:Low land in the Study Area comprises the dense urban core of Maffra. These areas are large and are in proximity to the whole settlement. Further areas of low hazard land will emerge in completed new development where the recommendations of this report are implemented.

8.4 Site based exposure

c13.02-1S Bushfire Planning provides directions for planning authorities about the level of acceptable exposure for new development enabled by a planning scheme amendment:

- *Not approving any strategic planning document, local planning policy, or planning scheme amendment that will result in the introduction or intensification of development in an area that has, or will on completion have, more than a BAL-12.5 rating under AS3959-2018.*
- *Directing population growth and development to low risk locations, being those locations assessed as having a radiant heat flux of less than 12.5 kilowatts/square metre under AS3959-2018 Construction of buildings in bushfire-prone areas (Standards Australia).*

An assessment of site based exposure prepared as part of this report (Section 5) made recommendations that can ensure new development enabled by the Maffra Structure Plan satisfies the site-based exposure elements of c13.02-1S Bushfire Planning.

The settlement, neighbourhood and local assessments prepared show that exposure of future development to no more than 12.5kw/sq.m of radiant heat can be achieved generally for the Study Area and specifically for selected sites identified in the Maffra Structure Plan as potentially subject to a future planning scheme amendment. A BAL12.5 can arise in new development.

Achieving the bushfire exposure standard requires bushfire setbacks and bushfire vegetation management to be applied to new development. Recommendations in this report provide for this.

8.5 c13.02-1S Bushfire Planning - Areas of high biodiversity conservation value

c13.02-1S Bushfire Planning provides directions on situations where bushfire and high biodiversity conservation values correlate:

- *Ensure settlement growth and development approvals can implement bushfire protection measures without unacceptable biodiversity impacts by discouraging settlement growth and development in bushfire affected areas that are of high biodiversity conservation value.*

It is beyond the scope of this report to assess the biodiversity conservation value of vegetation that may need to be removed or managed as a result of bushfire requirements. However, given the greenfield environment and the availability of land within the Study Area, it is reasonable to assume that development can accommodate the setbacks required from any vegetation that might be retained for biodiversity purposes.

8.6 c13.02-1S Bushfire Planning - No increase in risk

c13.02-1S Bushfire Planning provides an overall view of acceptable risk:

- *Ensuring the bushfire risk to existing and future residents, property and community infrastructure will not increase as a result of future land use and development.*
- *Achieving no net increase in risk to existing and future residents, property and community infrastructure, through the implementation of bushfire protection measures and where possible reduce bushfire risk overall.*

Directing development to Maffra is a credible bushfire planning strategy on a regional, sub-regional and Shire-wide basis. It is a lower risk location optimised for bushfire resilience due to the lack of non-grassland hazards, existing developed areas being low hazard, and the potential for people on the hazard interface to move to places of enhance safety.

Maffra is optimised through existing conditions to ensure new development does not increase the bushfire risk, and through new development implementing bushfire protection measures, there should be no net increase in risk. Through new development with contemporary bushfire protection measures, there is actually potential for an overall risk reduction as older hazard interfaces are replaced by new development.

Where development is directed to Maffra as envisaged in the Maffra Structure Plan, it would be consistent with the bushfire policies and directions contained in the planning scheme. The risk from bushfire can be managed with relatively standard planning responses. Specific proposals for development including as part of a planning scheme amendment would need to demonstrate that bushfire mitigation would be delivered in conjunction with the development it enables.

8.7 Bushfire protection measures to be factored into new development

There is a need to operationalise into the planning scheme the bushfire response for Maffra, to ensure new development as it emerges delivers bushfire mitigation to enable low risk outcomes to arise. There is only a very limited area of Bushfire Management Overlay in Maffra, which will not be of utility to secure bushfire protection measures in new development across the Study Area.

Proposed Amendment C120 to the planning scheme includes updates to *Clause 11.01-1L Maffra* in the planning policy framework, as well as Schedule 1 to the Development Plan Overlay which is being amended (provisions) whilst not at this time changing where it is applied. There is no rezoning of land to enable new development areas proposed in Amendment C120.

The recommendations in this report can be given effect to through adjustments to proposed Amendment C120.

Clause 11.01-1L Maffra

The Amendment C120 local policy can be supplemented by a strategy relating to bushfire.

See:

Figure 2-5: Amendment C120 – Clause 11.01-1L Maffra

Whilst *Clause 13.02-1S Bushfire Planning* provides a comprehensive policy framework which concurrently applies, there is benefit in enabling local policy to focus on what is locally specific. For Maffra, as concluded in this report, the focus is on securing bushfire protection measures in new development (rather than any concern about the principle of development proceeding).

An additional strategy could be added to proposed adjusted *Clause 11.01-1L Maffra* as follows:

Ensure new development in a bushfire prone area provides bushfire protection measures to:

- *Prevent grassfire from entering developed areas and manage exposure of new development to bushfire through perimeter roads and bushfire setbacks on permanent hazard interfaces.*
- *Enable an effective movement network for before and during a bushfire emergency.*
- *Manage new development on larger lots in a low hazard condition to prevent a grassfire moving through developed areas.*

Development Plan Overlay

The Amendment C120 Schedule 1 to the Development Plan Overlay includes the following requirement for a development plan:

- *Bushfire assessment and management plan (if the land is within a Bushfire Management Overlay or Bushfire Prone Area).*

The Schedule would be enhanced by specifying what bushfire outcomes need to be included in a development plan. These can be derived from this report. Updated bushfire content could be added to the Development Plan Overlay schedule as follows:

For land within a Bushfire prone area

- *The development plan must be derived from a bushfire hazard site assessment that assesses bushfire hazards in accordance with AS3959-2018 Construction of buildings in Bushfire prone areas (Standards Australia) and which demonstrates that bushfire requirements will be achieved in completed development.*
- *New buildings must be set back from bushfire hazards to ensure that the radiant heat exposure is no more than 12.5 kilowatts per square metre and a minimum construction standard of BAL 12.5 can be achieved in accordance with AS3959-2018 Construction of buildings in bushfire prone areas (Standards Australia, 2018).*

Note: The setback required equates to Column A, Table 2 in Clause 53.02 Bushfire Planning.

- *Vegetation in the required setback must be managed as defensible space in accordance with the vegetation standards set out in Clause 53.02 Bushfire Planning. All land in lots larger than 1,200sq.m must also be managed in accordance with the vegetation standards set out in Clause 53.02 Bushfire Planning.*
- *A movement network that enables people living close to the hazard interface to move away to places of relative safety by:*
 - *Ensuring the spacing of roads leading away from the hazard are no more than 120 metres apart (on average).*
 - *Providing multiple roads. At least two different roads leading away from the hazard edge should be available to each lot.*
 - *Effectively connecting roads to the broader road network within the settlement.*
 - *Ensuring travel to and from a location is not alongside a bushfire hazard and providing multiple access and egress routes within developed areas to minimise the use of perimeter roads in the event of a bushfire.*
- *Subdivision layout and design considers Design Guidelines: Settlement Planning at the Bushfire Interface (DELWP 2020).*

It is noted that the C120 Schedule 1 does not contain application requirements or decision guidelines. There is no compelling reason to include any for bushfire, the above requirement are self-explanatory and can be included in a development plan application in a relatively straight forward way. Where inputs are necessary, such as a bushfire hazard site assessment to determine if the bushfire setbacks satisfy the exposure benchmark, the need for these to support the preparation of a development plan is self-evident.

Some practice in Victoria on specifying local content includes actual vegetation classifications and bushfire setbacks specified in metres. This report does not endorse that approach, instead setting the Clause 13.02-1S Bushfire Planning requirement against which a proposal can be assessed. It is considered that this is preferable as development will come forward over many years, if not decades, and the hazard may change over that time.

Design Guidelines: Settlement Planning at the Bushfire Interface (DELWP 2020) provides design advice on settlement planning and can be used to support development plan preparation.

There is no need to specify a construction standard as a condition within a development plan as achieving the required BAL12.5 will arise under the Building Act 1993 as a result of bushfire setbacks and vegetation management being applied, as required in the proposed adjusted content above.

See:

Figure 2-6: Amendment C120 – Schedule 1 to the Development Plan Overlay

8.8 Overall conclusion

The assessments in this report demonstrate that the Maffra Structure Plan is generally sound as it relates to bushfire. The directions it sets, including land for new development, satisfy *Clause 13.02-15 Bushfire Planning*.

Amendment C120 in proposing to update local policy for Maffra and give effect to some parts of the Maffra Structure Plan can be enhanced through the introduction of bushfire content, as recommended in this report. This is in the form of updated local policy and adjusted content in Development Plan Overlay, Schedule 1.

The strategic directions set in the Maffra Structure Plan and the proposed adjusted content in Amendment C120, in combination, would enable the Council to demonstrate that *Clause 13.02-15 Bushfire Planning* has been considered and applied in preparing the planning scheme amendment.

Recommendations in this report are in the form of the adjustments to Amendment C120, outlined above. Given the lower landscape bushfire risk setting of Maffra, there is no spatial nuance necessary. The local policy and Development Plan Overlay schedule can operate for all proposed new development envisaged in the Maffra Structure Plan.

9. Recommendations

Based on the assessments in this report, the following recommendations are made in response to the Maffra Structure Plan and proposed Amendment C120 to the Wellington Planning Scheme.

Recommendation 1: Locations for new development

Maffra is an acceptable location for new development from a bushfire perspective. This includes all land within the township boundary as shown in the Maffra Structure Plan, including the selected sites where a planning scheme amendment may in future be required to enable new development.

Recommendation 2: Changes to Amendment C120

Amendment C120 can be adjusted to better support bushfire outcomes in future development. Adjustments to proposed local policy at *Clause 11.01-1L Maffra* and Development Plan Overlay Schedule 1 would ensure that bushfire mitigation is provided in new development.

An additional strategy be added to proposed adjusted *Clause 11.01-1L Maffra* as follows:

Ensure new development in a bushfire prone area provides bushfire protection measures to:

- *Prevent grassfire from entering developed areas and manage exposure of new development to bushfire through perimeter roads and bushfire setbacks on permanent hazard interfaces.*
- *Enable an effective movement network for before and during a bushfire emergency.*
- *Manage new development on larger lots in a low hazard condition to prevent a grassfire moving through developed areas.*

Updated bushfire content be added to the Development Plan Overlay Schedule 1 as follows:

For land within a Bushfire prone area

- *The development plan must be derived from a bushfire hazard site assessment that assesses bushfire hazards in accordance with AS3959-2018 Construction of buildings in Bushfire prone areas (Standards Australia) and which demonstrates that bushfire requirements will be achieved in completed development.*
- *New buildings must be set back from bushfire hazards to ensure that the radiant heat exposure is no more than 12.5 kilowatts per square metre and a minimum construction standard of BAL 12.5 can be achieved in accordance with AS3959-2018 Construction of buildings in bushfire prone areas (Standards Australia, 2018).*

Note: The setback required equates to Column A, Table 2 in Clause 53.02 Bushfire Planning.

- *Vegetation in the required setback must be managed as defensible space in accordance with the vegetation standards set out in Clause 53.02 Bushfire Planning. All land in lots larger than 1,200sq.m must also be managed in accordance with the vegetation standards set out in Clause 53.02 Bushfire Planning.*
- *A movement network that enables people living close to the hazard interface to move away to places of relative safety by:*
 - *Ensuring the spacing of roads leading away from the hazard are no more than 120 metres apart (on average).*
 - *Providing multiple roads. At least two different roads leading away from the hazard edge should be available to each lot.*
 - *Effectively connecting roads to the broader road network within the settlement.*
 - *Ensuring travel to and from a location is not alongside a bushfire hazard and providing multiple access and egress routes within developed areas to minimise the use of perimeter roads in the event of a bushfire.*
- *Subdivision layout and design considers Design Guidelines: Settlement Planning at the Bushfire Interface (DELWP 2020).*

Recommendation 3: Updates to the Amendment C120 explanatory report

The Amendment C120 explanatory report can be updated to reflect the outcomes of this bushfire assessment. Suggested content is included in **Attachment 1**.

Recommendation 4: Bushfire hazard site assessment for future planning scheme amendments

A bushfire hazard site assessment be required for future planning scheme amendments, such as rezonings, to confirm the bushfire setbacks and bushfire vegetation management necessary to manage exposure to bushfire.

10.Views of the relevant fire authority

c13.02-1S Bushfire Planning identifies that a key element of a risk assessment is to:

- *Consult[...] with [...] the relevant fire authority early in the process to receive their recommendations and implement appropriate bushfire protection measures.*

The CFA received notice of Amendment C120 and advised that it did not support the amendment. It advised that the amendment *'is lacking adequate response to the bushfire policy in Cause 12.03-1S [Bushfire Planning]'*.

The Council in response to the CFA advice has commissioned this bushfire assessment.

This bushfire assessments sought to provide the CFA with information in response to their advice as follows:

- Bushfire hazard landscape assessment.
- Bushfire hazard site assessment.
- Considering of the *Design Guidelines: Settlement Planning at the Bushfire Interface 2020* (DWELP).
- Assessment against *Clause 13.02-1S Bushfire Planning*.

Recommendations are included which enable bushfire to feature in adjustments to Amendment C120, including:

- Specifying the *Clause 13.02-1S Bushfire Planning* exposure benchmark for new development.
- Requiring bushfire vegetation management at the hazard interfaces and on lots larger than 1,200sq.m.
- Requiring perimeter roads on permanent hazard interfaces.
- Require a bushfire-effective movement network.
- Requiring the *Design Guidelines: Settlement Planning at the Bushfire Interface* to be considered in future development.

The bushfire assessments and recommendations enable the Council to demonstrate to the CFA that *Clause 13.02-1S Bushfire Planning* has been considered and given effect to.

The CFA were provided with a draft of this report in advance of a Council and CFA meeting held on 20 October 2025. At the meeting, the CFA were briefed on the bushfire assessment and the recommendations. The CFA were supportive of the Council preparing a bushfire assessment and confirmed that it enabled the CFA to form a final view on the amendment.

A change arising from the discussion was to include a requirement in the Development Plan Overlay Schedule 1 for a bushfire hazard site assessment to be prepared to inform the development plan. This has been accommodated within the recommendations of this report.

It is anticipated that the CFA will provide its final advice on Amendment C120 to the Council following the completion of this final report.

11. References

- Country Fire Authority (2022), *Grassfires – Rural* (accessed at <https://www.cfa.vic.gov.au/plan-prepare/am-i-at-risk/grassfires-rural>)
- Country Fire Authority (accessed in 2025), *Victoria Fire Risk Register GIS data*
- Country Fire Authority (2014), *Vegetation Classes Victorian Bushfire Management Overlay*.
- Department of Agriculture, Water and the Environment, 2021, *Eucalypt Forest* (accessed in July 2021 at <https://www.agriculture.gov.au/abares/forestsaustralia/profiles/eucalypt-2019>)
- Department of Energy, Environment and Climate Change (DEECA), *Victoria Planning Provisions*
- Department of Environment, Land, Water and Planning (2020-1), *Design Guidelines: Settlement Planning at the Bushfire Interface*
- Department of Environment, Land, Water and Planning (2015), *Measuring Bushfire Risk in Victoria*
- Department of Energy, Environment and Climate Change (DEECA), *Nature Kit 2.0* (<https://maps2.biodiversity.vic.gov.au/Html5viewer/index.html?viewer=NatureKit>)
- Department of Energy, Environment and Climate Action, *Joint Fuel Management Program – Fuel Management Zones* (<https://bushfireplanning.ffm.vic.gov.au/jfmp/>)
- Department of Environment, Land, Water and Planning (2017) *Planning Permit Applications Bushfire Management Overlay Technical Guide*
- Department of Environment, Land, Water and Planning Melbourne (2020), *Strategic Bushfire Management Plan Gippsland*
- Department of Environment, Land, Water and Planning (2020), *Design Guidelines: Settlement Planning at the Bushfire Interface*
- Department of Planning and Community Development (2012), *Regional Bushfire Planning Assessment - Gippsland*
- Forest Fire Management Victoria (accessed in 2025) *Past bushfires* (ffm.vic.gov.au)
- Forest Fire Management Victoria (2021) *Joint Management Program* (accessed August 2023 at <https://www.ffm.vic.gov.au/bushfire-fuel-and-risk-management/joint-fuel-management-program>)
- Forest Fire Management Victoria (2025) *Strategic Bushfire Management Planning* (accessed at <https://bushfireplanning.ffm.vic.gov.au/>)
- Standards Australia, *AS3959:2018 Construction of buildings in Bushfire prone areas*
- Tolhurst, Kevin, 2011, *Busting bushfire myths: Expert Briefing - Kevin Tolhurst* (accessed in July 2021 at www.youtube.com/watch?v=9xhIKITgq0)
- Wellington Planning Scheme*

Attachment 1: Suggested updated explanatory report content

A bushfire assessment has been prepared to support the planning scheme amendment. The assessment includes a bushfire hazard landscape assessment, a bushfire hazard site assessment and an assessment against *Clause 13.02-1S Bushfire Planning* of the planning scheme.

Landscape-scale assessment

The landscape risk is assessed as Landscape type one under the landscape methodology in *Planning Permit Applications Bushfire Management Overlay Technical Guide* (DELWP, 2017). Landscape type one is the lowest landscape risk arising under the landscape typology approach. The subject site represents a relatively lower risk location which is a suitable place for development contained in the Maffra Structure Plan.

Site-scale assessment

New development promoted in the Maffra Structure Plan can satisfy the *Clause 13.02-1S Bushfire Planning* site-based exposure benchmark of 12.5kw/sq.m of radiant heat. A requirement for this to be achieved is included in Development Plan Overlay Schedule 1 forming part of the amendment.

The amendment through Development Plan Overlay Schedule 1 requires bushfire vegetation management at the hazard interfaces and on lots larger than 1,200sq.m. These design features support the management of site based exposure to bushfire to the level anticipated in *Clause 13.02-1S Bushfire Planning*.

Safer areas / Low hazard land

Low hazard (BAL:Low) land is where human life can be better protected from the harmful effects of bushfire. They can provide protection by enabling people to move away from bushfire hazards if they need to. Low hazard land is present in most parts of the existing settlement. The low hazard land is in proximity to all parts of Maffra.

Bushfire protection measures in new development

The amendment includes bushfire protection measures for new development, in both the proposed *Clause 11.01-1L Maffra* and in the Development Plan Overlay Schedule 1, including those designed to:

- Prevent grassfire from entering developed areas and manage exposure of new development to bushfire through perimeter roads and bushfire setbacks on permanent hazard interfaces.
- Enable an effective movement network for before and during a bushfire emergency.
- Manage new development on larger lots in a low hazard condition to prevent a grassfire moving through developed areas.

The bushfire protection measures work in combination with the lower-risk landscape setting of Maffra. Any development plan prepared would be derived from a bushfire hazard site assessment that assesses bushfire hazards in accordance with AS3959-2018 Construction of Buildings in a Bushfire Prone Area (Standards Australia) and which demonstrates that bushfire requirements within Development Plan Overlay Schedule 1 will be achieved in completed development.

Conclusion

The proposal has been assessed and is consistent with the bushfire policies and directions contained in the planning scheme, including *Clause 13.02-1S Bushfire Planning*.

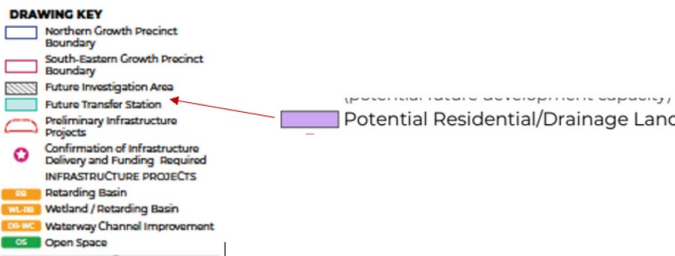
END OF DOCUMENT

WELLINGTON PLANNING SCHEME AMENDMENT C12OWELL**MAFFRA STRUCTURE PLAN (MESH 2022) TRANSLATION AND OTHER ASSOCIATED WORK**

16 December 2025 – Wellington Shire Council Meeting

POST-EXHIBITION CHANGES			
ITEM	WHAT IS THE CHANGE?	WHAT IS THE REASON FOR THE CHANGE?	RELATED SUBMISSION
UPDATES TO ADDRESS ENVIRONMENT PROTECTION AUTHORITY (EPA) INFORMATION / SUGGESTIONS			
1	<p>Add additional information to the Explanatory Report in the following two sections:</p> <ul style="list-style-type: none"> How does the amendment address any environmental, social and economic effects?, and Does the amendment comply with the requirements of any other Minister's Direction applicable to the amendment' <p>Updates also include (as per request for information from EPA) a response to the recommendations from the EPA regarding their submission to the draft Maffra Structure Plan.</p> <p>Reasons for the updates to the Explanatory Report are as follows:</p> <ul style="list-style-type: none"> to strengthen the response to Ministerial Direction 1 (MD1) and Ministerial Direction (MD19) to include a response to Planning Practice Note 30 (PPN30) – <i>Potentially Contaminated Land</i>, and to provide additional information relating to potentially contaminated land. 	In response to a submission (now withdrawn) from the Environment Protection Authority (EPA)	EPA Submission 7
2	<p>In section 'Strategies' of <i>Clause 11.01-1L Maffra</i> add a new dot point 7 and 8 as follows:</p> <ul style="list-style-type: none"> Direct high intensity industrial uses to the Fulton Road 'Industrial' precinct to ensure industrial uses do not create adverse amenity impacts on sensitive uses such as residential areas. Maintain settlement boundaries that consider local character, bushfire risk, contamination, infrastructure capacity, and the impacts on other land uses, particularly agriculture 	In response to a submission (now withdrawn) from the Environment Protection Authority (EPA)	EPA Submission 7
3	Include a new Appendix 8 to the <i>Maffra Structure Plan (Mesh 2022)</i> which outlines EPA requirements, including information about potentially contaminated land, to assist Council, the community, EPA and future proponents of privately led Planning Scheme Amendments.	In response to a submission (now withdrawn) from the Environment Protection Authority (EPA)	EPA Submission 7
4	<p>Include further strategic work at <i>Clause 74.02 Further Strategic Work</i> of the Wellington Planning Scheme relating to Buffer Area Overlays (BAO) as follows:</p> <ul style="list-style-type: none"> Investigate the application of the Buffer Area Overlay (BAO) as a means of ensuring safe and appropriate land use and development in areas where there is potential for off-site impacts on human health or safety, or significant off-site impacts on amenity, from industry, warehouse, infrastructure or other uses. 	In response to a submission (now withdrawn) from the Environment Protection Authority (EPA)	EPA Submission 7
UPDATES TO ADDRESS BUSHFIRE POLICY THEMES IN CLAUSE 13.02-1S			
1	<p>The preparation of a <i>Bushfire Assessment Report – Maffra Township</i>. The assessment includes a bushfire hazard landscape assessment, a bushfire hazard site assessment and an assessment against <i>Clause 13.02-1S Bushfire Planning</i> of the planning scheme.</p> <p>Recommendations from the <i>Bushfire Assessment Report – Maffra Township</i> have resulted in Items 2-5 outlined below.</p>	In response to an objecting submission from the Country Fire Authority (CFA)	CFA Submission 8
2	Make updates to the Explanatory Report to strengthen the response to bushfire and to address Clause 13.02-1S as follows:	In response to an objecting submission from the Country Fire Authority (CFA)	CFA Submission 8

	<ul style="list-style-type: none"> Additional information under section titled <i>Does the amendment address relevant bushfire risk?</i> Including responses to: <ul style="list-style-type: none"> <i>Landscape-scale assessment</i> <i>Site-scale assessment</i> <i>Safer areas / Low hazard land</i> <i>Bushfire protection measures in new development</i> <i>Conclusion</i> Additional information under <i>What the amendment does – Planning Scheme ordinance</i> noting updates to <i>Clause 11.01-1L Maffra</i> (Item 3 below) and updates to Development Plan Overlay Schedule 1 (DPO1) (Items 4 and 5 below) 		
3	<p>In section 'Strategies' of <i>Clause 11.01-1L Maffra</i> add a new dot point 9 as follows:</p> <ul style="list-style-type: none"> Ensure new development in a bushfire prone area provides bushfire protection measures to: <ul style="list-style-type: none"> Prevent grassfire from entering developed areas and manage exposure of new development to bushfire through perimeter roads and bushfire setbacks on permanent hazard interfaces. Enable an effective movement network for before and during a bushfire emergency. Manage new development on larger lots in a low hazard condition to prevent a grassfire moving through developed areas. 	In response to an objecting submission from the Country Fire Authority (CFA)	CFA Submission 8
4	<p>In section 4.0 Requirements for a Development Plan in the Development Plan Overlay Schedule 1 (DPO1), amended proposed dot point 4:</p> <ul style="list-style-type: none"> Bushfire assessment and management plan (if the land is within a Bushfire Management Overlay or Bushfire Prone Area). <p>To:</p> <ul style="list-style-type: none"> Bushfire assessment and management plan (if the land is within a Bushfire Management Overlay or Bushfire Prone Area), excluding land within the Maffra Settlement Boundary (only) as per the below <p>Relocate existing dot point 4 to a new dot point 10 to enable flow on to new dot point 11.</p>	In response to an objecting submission from the Country Fire Authority (CFA)	CFA Submission 8
5	<p>In section 4.0 Requirements for a Development Plan, Development Plan Overlay Schedule 1 (DPO1) include a proposed new dot point 11 as follows:</p> <ul style="list-style-type: none"> For land within the Maffra Settlement Boundary (only) as per the Maffra Strategy Map in <i>Clause 11.01-1L Maffra</i>: <p>For land within a Bushfire prone area</p> <ul style="list-style-type: none"> The development plan must be derived from a bushfire hazard site assessment that assesses bushfire hazards in accordance with AS3959-2018 Construction of buildings in Bushfire prone areas (Standards Australia) and which demonstrates that bushfire requirements will be achieved in completed development. New buildings must be set back from bushfire hazards to ensure that the radiant heat exposure is no more than 12.5 kilowatts per square metre and a minimum construction standard of BAL 12.5 can be achieved in accordance with AS3959-2018 Construction of buildings in bushfire prone areas (Standards Australia, 2018). <p><i>Note: The setback required equates to Column A, Table 2 in Clause 53.02 Bushfire Planning.</i></p> Vegetation in the required setback must be managed as defensible space in accordance with the vegetation standards set out in Clause 53.02 Bushfire Planning. All land in lots larger than 1,200sq.m must also be managed in accordance with the vegetation standards set out in Clause 53.02 Bushfire Planning. 	In response to an objecting submission from the Country Fire Authority (CFA)	CFA Submission 8

	<ul style="list-style-type: none"> ○ A movement network that enables people living close to the hazard interface to move away to places of relative safety by: <ul style="list-style-type: none"> • Ensuring the spacing of roads leading away from the hazard are no more than 120 metres apart (on average). • Providing multiple roads. At least two different roads leading away from the hazard edge should be available to each lot. • Effectively connecting roads to the broader road network within the settlement. • Ensuring travel to and from a location is not alongside a bushfire hazard and providing multiple access and egress routes within developed areas to minimise the use of perimeter roads in the event of a bushfire. ○ Subdivision layout and design considers Design Guidelines: Settlement Planning at the Bushfire Interface (DELWP 2020). 		
UPDATES TO MAFFRA STRUCTURE PLAN (MESH 2022)			
1	<p>Include a new Appendix 8 into the <i>Maffra Structure Plan</i> (Mesh 2022) which addresses potentially contaminated land and associated requirements</p> <p>Council Officers are of the opinion that these updates will be beneficial for future stakeholders and Planning Scheme Amendments and Planning Permit applications.</p>	In response to a submission (now withdrawn) from the Environment Protection Authority (EPA)	EPA Submission 7
2	<p>Update Figure 13: <i>Theme 1 – Growth Precincts, Staged Drainage & Servicing Provision</i> to add additional annotation within drawing key as follows (excerpt below):</p>  <p>DRAWING KEY</p> <ul style="list-style-type: none"> Northern Growth Precinct Boundary South-Eastern Growth Precinct Boundary Future Investigation Area Future Transfer Station Preliminary Infrastructure Projects Confirmation of Infrastructure Delivery and Funding Required INFRASTRUCTURE PROJECTS <ul style="list-style-type: none"> Retarding Basin Wetland / Retarding Basin Waterway Channel Improvement Open Space <p>Potential Residential/Drainage Lanc</p>	This 'key' was inadvertently left out of Figure 13 – it can also be found in a number of other Figures throughout the <i>Maffra Structure Plan</i> (Mesh 2022)	N/A

14.5. PROPOSED AMENDMENT C126WELL (GRASSDALE)

ACTION OFFICER: MANAGER PLANNING AND BUILDING

PURPOSE

The purpose of this report is to seek a Council resolution to obtain formal Authorisation from the Minister for Planning to prepare and exhibit Planning Scheme Amendment C126well (the Amendment) and Draft Planning Permit P312/2025 (for the subdivision of the land) in relation to land at 8 Grassdale Road, Sale, (Lot 2 PS 924057S). The Amendment will also apply Development Plan Overlay controls over the land to provide guidance on future development.

The Amendment will be facilitated under the provisions of Section 96a of the *Planning and Environment Act 1987*, which allow both the rezoning and planning permit processes to occur concurrently.

RECOMMENDATION

That Council:

- 1. Supports the preparation and public exhibition of proposed Planning Scheme Amendment C126well to the Wellington Planning Scheme to rezone land at 8 Grassdale Road, Sale from Farming Zone (FZ) to General Residential Zone - Schedule 1 (GRZ1) and Commercial Zone - Schedule 1 (C1Z), and the application of a Development Plan Overlay - Schedule 13 (DPO13) and Development Plan Overlay Schedule 15 (DPO15) generally in accordance with draft planning scheme amendment documentation in Attachment 14.5.1 – Draft Planning Scheme Amendments C126well Documents.***
- 2. Considers the application for a planning permit for a staged multi-lot subdivision, removal of native vegetation from the land, and access to a road (Maffra-Sale Road) in the Transport Zone - Schedule 2 (Principal Road Network) concurrently with the preparation of the Amendment, in accordance with the provisions of Section 96A of the Planning and Environment Act 1987 allowing for further modifications to the draft documents to allow for servicing authority responses and negotiations relating to developer contributions;***
- 3. Authorises officers to continue discussions and negotiations with the Proponent to deliver development contributions consistent with the 'North Sale Development Plan (2018)', and the 'North Sale Infrastructure Funding Arrangement (2022)', allowing for anticipated updates to require costings and net developable hectare rates;***
- 4. Requests the Minister for Planning to Authorise the preparation and exhibition of Amendment C126well and Draft Planning Permit P312/2025; and***
- 5. Authorise officers to make minor modifications to the draft planning scheme amendment documentation and draft planning permit P312/2025, which do not substantially alter the strategic intent of the proposal to facilitate the requirements of the Department of Transport and referral agencies.***

BACKGROUND

A private (proponent-led) request for a Planning Scheme Amendment was received by Council in late December 2024 and was supported by a suite of technical reports addressing matters relating to drainage, site contamination, noise, ecological assessment, servicing & infrastructure, provision of public open space, streetscape plans and subdivision layout. For a complete list of documents prepared, please refer to Attachment 14.5.2 - List of Technical Documents C126well.

Full copies of all the technical reports are available to view in hard copy at Wellington Shire Council Customer Service Centre, Ground Floor 18 Desailly Street, Sale, noting reports may be subject to change as the process progresses.

The purpose of the Amendment is to facilitate the rezoning of land at 8 Grassdale Road, Sale (see aerial photo below) for residential development and to provide for an element of commercially zoned land to support a local activity centre to cater for (local) services to support new residential growth.



Subject Land is delineated by the red dashed line.

The subject land is approximately 47Ha in area and is bound between Grassdale Road to the west and the Gippsland Railway Line to the east, titled as lot 2 PS 924057S, Parish of Sale. The Main Sale Irrigation Channel forms the northern boundary of the site, with land zoned General Residential Zone - Schedule 1 (GRZ1) to the immediate south.

The land is currently within the Farming Zone (FZ) with a Design and Development Overlay - Schedule 6 (RAAF - Building height above 15 metres) and Heritage Overlay - Schedule 45

(HO45), the latter of which is included in the Victorian Heritage Register under the Heritage Act 2017 (Ref: H0261). The heritage site applies to the 'Grassdale Homestead', which is of historical and architectural significance to the State of Victoria. Grassdale homestead is historically significant as one of the earliest surviving homesteads in Eastern Victoria. The Homestead and surrounding associated outbuildings are proposed to remain on a large single lot, to ensure that all historic aspects are preserved and protected.

The proposed subdivision will deliver approximately 470 residential lots and includes an allotment set aside for future development of a local activity centre, which will be subject of further concept plans as part of the consideration of a Development Plan Overlay planning process into the future.

The request for an Amendment was made under the provisions of *Section 96a* of the *Planning and Environment Act 1987*, which allows the Planning Authority to consider a planning permit application for the use or development of the land at the same time as the proposed rezoning.

The Proposal

The proposal includes the rezoning of the land and a consequent subdivision. An extract of the proposed Master Plan is illustrated below.



Wellington Planning Scheme

The application for a planning permit has been assessed to a preliminary level against the provisions of the Wellington Planning Scheme, including the detailed subdivisional requirements of *Clause 56 (multi-lot subdivisions)*. The proposal is considered to be generally in accordance with the Municipal Planning Statement (MPS), the Planning Policy Framework (PPF) and the provisions of the future planning controls to be applied to the land,

in this case the General Residential Zone - Schedule 1 (GRZ1), Commercial 1 Zone (C1Z), and Development Plan Overlay (DPO13 & DPO15).

The subject land is currently within the Farming Zone and is subject to both a Design & Development Overlay (Schedule 6) and Heritage Overlay (Schedule 45). The proposed rezoning will result in no change to the Design & Development Overlay (Schedule 6) and a reduction in the extent of land contained within the Heritage Overlay. The final mapping extents of the Heritage Overlay are subject to further consultation with Heritage Victoria. Importantly, the dwelling and associated outbuildings and garden will be retained and protected as part of the proposal.

The application of the Development Plan Overlay (Schedules 13 and 15) will allow for the land to which they apply to be developed and controlled in accordance with the previously endorsed '*North Sale Development Plan (2018)*' and the '*North Sale Infrastructure Funding Agreement (2022)*'.

Whilst Development Plan Overlay (Schedule 13) is a specific control relating to land within the North Sale Development Plan Area, the Development Plan Overlay (Schedule 15) will be a new provision and apply specifically to the future local activity centre.

The proposed rezoning to General Residential Zone (Schedule 1) is consistent with the growth area zoning and planning practice relating to the precinct. The Commercial 1 Zone is an appropriate zone to facilitate the future local activity centre.

A draft planning permit has been prepared in support of this proposal. A copy of the draft planning permit and other formal Amendment documentation is included in this report – refer Attachment 14.5.1 – Draft Planning Scheme Amendment Documents C126well. It should be noted that, at the time of writing, there are outstanding pre-authorisation referral responses. Once in receipt of outstanding referral comments and when considered appropriate to do so, the draft planning permit and other Amendment documents will be updated accordingly to include any requirements requested by the relevant authority/agency, prior to formal exhibition.

Officers are of the view that the proposal, in its current form, has strong strategic justification and is predicated on long-established land use planning principles for it to progress. The proposal is supported by a range of previously adopted strategic land use planning work, including the '*Sale, Wurruk and Longford Structure Plan*' (2010) the '*North Sale Development Plan*' (Mesh, 2018), and through general compliance (subject to appropriate planning permit conditions) with the relevant provisions of the Wellington Planning Scheme.

The proposal also supports the strategic intent of both the '*Victorian Housing Statement*' (October 2023) and '*Plan for Victoria*' (February 2025) by facilitating residential development that will contribute to Wellington Shire Council's target of 8,000 dwellings by 2051.

ATTACHMENTS

1. Draft Planning Scheme Amendment C126well Documents [14.5.1 - 59 pages]
2. List of Technical Documents C126well [14.5.2 - 2 pages]

OPTIONS

Council has the following options available:

1. To advance the residential rezoning of land at 8 Grassdale Road, Sale, titled as lot 2 PS 924057S, Parish of Sale within the North Sale Growth Area by requesting the Minister for

Planning to Authorise Council, as the planning authority, to prepare Amendment C126well (Grassdale) – North Sale Area 9B, 9C and 9D pursuant to Section 8A of the *Planning and Environment Act 1987* and once Authorisation is granted, proceed to exhibit Amendment C126well (Grassdale); or

2. To not support the proposed rezoning and subdivision of the land at 8 Grassdale Road, Sale, titled as lot 2 PS 924057S, Parish of Sale within the North Sale Growth Area and not proceed with any further consideration of the matter; or
3. To not support the proposed rezoning and subdivision of the land at 8 Grassdale Road, Sale, titled as lot 2 PS 924057S, Parish of Sale within the North Sale Growth Area and seek further information prior to considering a further report at a future Council Meeting.

The Officer preferred option is Option 1.

PROPOSAL

That Council:

1. Supports the preparation and public exhibition of proposed Planning Scheme Amendment C126well to the Wellington Planning Scheme to rezone land at 8 Grassdale Road, Sale from Farming Zone (FZ) to General Residential Zone - Schedule 1 (GRZ1) and Commercial Zone - Schedule 1 (C1Z), and the application of a Development Plan Overlay - Schedule 13 (DPO13) and Development Plan Overlay Schedule 15 (DPO15) generally in accordance with draft planning scheme amendment documentation in Attachment 14.5.1 - Draft Planning Scheme Amendment C126well to this report.
2. Considers the application for a planning permit for a staged multi-lot subdivision, removal of native vegetation from the land, and access to a road (Maffra-Sale Road) in the Transport Zone - Schedule 2 (Principal Road Network) concurrently with the preparation of the Amendment, in accordance with the provisions of Section 96A of the Planning and Environment Act 1987 allowing for further modifications to the draft documents to allow for servicing authority responses and negotiations relating to developer contributions;
3. Authorises officers to continue discussions and negotiations with the Proponent to deliver development contributions consistent with the North Sale Development Plan (2018) and the North Sale Infrastructure Funding Arrangement (2022), allowing for anticipated updates to require costings and net developable hectare rates;
4. Requests the Minister for Planning to Authorise the preparation and exhibition of Amendment C126well and Draft Planning Permit P312/2025; and
5. Authorise officers to make minor modifications to the draft planning scheme amendment documentation and draft planning permit P312/2025, which do not substantially alter the strategic intent of the proposal, to facilitate the requirements of the Department of Transport and referral agencies.

CONFLICT OF INTEREST

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

COUNCIL PLAN 2025-29

This report supports the achievement of the following Council Plan 2025-29 Strategic Objective/s:

Strategic Objective Two: Dynamic and Diverse Economy – *An economy that enables sustainable growth, and enhances the social environment, lifestyle and unique characteristics of our communities* – states the following strategies:

- *Planning to support future growth and changing needs of our community.*
- *Guiding responsible, sustainable development that protects, values and celebrates our unique heritage.*

FINANCIAL IMPACT

As Amendment C126well (Grassdale) is a 'proponent-led' private Planning Scheme Amendment request, all direct financial costs associated with the Amendment process and subsequent subdivision of the land will need to be met by the proponent. This includes all fees and charges, subdivision and infrastructure assets, developer contributions and any future costs associated with any future Independent Planning Panel (if required) relating to any written submissions.

Amendment C126well and draft Planning Permit P312/2025 will deliver benefit to the local economy and deliver additional zoned land for residential and commercial growth.

COMMUNICATION IMPACT

If Council resolves to advance Amendment C126well, adjoining property owners and occupiers within the vicinity of the subject land will receive direct notification regarding the public exhibition.

More broadly, the community will be informed through multiple channels, including emails to key stakeholders and interested parties, notices in the Gippsland Times newspaper and Government Gazette, and the creation of dedicated project pages on the Wellington Shire Council website. Those potentially impacted by the proposal will have an opportunity to make a written submission to Council during the public exhibition period.

In the event of unresolved written submissions, Council can request the appointment of an Independent Planning Panel to consider and make recommendations on any outstanding matters.

LEGISLATIVE IMPACT

Legal

Planning Scheme Amendment C126well has been prepared in accordance with the requirements of the *Planning and Environment Act 1987*.

Should Council decide to proceed with Amendment C126well, formal Authorisation from the Minister for Planning will be required under the provisions of the *Planning and Environment Act 1987*, prior to public exhibition.

The proposed Amendment has regard to, and is consistent with, *Section 12 of the Act* and addresses the Department of Transport and Planning (DTP) publication, '*Strategic Assessment Guidelines for Planning Scheme Amendments*', in addition to Form and Content requirements.

There are a series of Ministerial Directions applicable to the request which have been addressed and are detailed in the draft Explanatory Report – refer Attachment 14.5.1 – Draft Planning Scheme Amendment C126well Documents.

Charter of Human Rights and Responsibilities

The charter of Human Rights and Responsibilities has been considered in the preparation of this report.

COUNCIL POLICY IMPACT

Municipal Council's (as the planning authority) have a number of duties and powers which are listed at *Section 12 of the Act*.

The proposed Amendment has regard to, and is consistent with, *Section 12 of the Act* and addresses the DTP publication '*Strategic Assessment Guidelines for Planning Scheme Amendments*'.

In assessing this proposal, relevant Council policies, including the Heritage Policy and the Planning Policy Framework, in the Wellington Planning Scheme have been considered.

The proposed rezoning and combined planning permit application are entirely consistent with Council Plan objective, major initiative 2.5, which reads as follows:

"Facilitate the delivery of zoned land for residential, industrial and commercial growth and land supply".

RESOURCES AND STAFF IMPACT

There are no financial implications for Council due to Amendment C126well being a private combined rezoning and planning permit. Accordingly, the proponent is responsible for all statutory planning and rezoning fees, along with any costs borne at an Independent Planning Panel Hearing should one be required.

COMMUNITY IMPACT

The proposal is considered likely to have an overall positive impact on the community by creating additional housing stock within a previously recognised development area to relieve the housing market. The area proposed for development is strategically well justified with strong connectivity links and community facilities within a walkable distance. Key infrastructure and servicing and open space will be delivered as part of the planning permit conditions.

Members of the public will be afforded the opportunity to submit comments to the proposal during the formal exhibition period. All comments received will be presented to Council for consideration at a future meeting.

ENVIRONMENTAL IMPACT

Fire Risk Consideration

To assess bushfire risk, a Bushfire Assessment (2024, Millar Merrigan Pty Ltd) has been prepared, which concludes that risk can be adequately managed at the subject site. A summary of this conclusion reads:

- The landscape risk in this location is considered acceptable, and the risk can be mitigated through implementation of appropriate design measures. Credible shelter options are available in close proximity to the land and provide for an important feature in the aim to protect life. Access to these areas is readily available and it is envisioned that the BPA mapping be removed from much of the site under the developed conditions.
- There are no significant biodiversity constraints and proposed open space reserves comprise of passive and active recreation including water sensitive urban design. Detailed landscape plans for open space areas will be provided as a condition of permit to ensure that they do not create a hazard.
- The site assessment determines that the land to be rezoned can be developed to BAL-12.5 requirements in accordance with Clause 13.02.
- The location of the proposed rezoning is consistent with the 'North Sale Development Plan' (2018) and the alternative locations assessment concludes that the land is suitable for residential growth in relation to bushfire protection policies.

This proposed Amendment and subdivision provides opportunity for bushfire protection measures to be implemented through subdivision design and appropriate planning permit conditions.

The proposal is also supported by an Ecological (Biodiversity) Assessment Report.

Potential Contamination

An '*Environmental Site Assessment* ', was prepared by DRC Environmental and submitted as part of the rezoning application. It concluded that the subject site can be considered to be not potentially contaminated noting the site has not demonstrated any use for industrial or mining purposes, has not been used for chemical, fuel or waste storage, and has not been used for any known past or present activity that may be cause for contamination to the land, with the exception of the livestock staging area and livestock dip area.

Preliminary comments from the Environmental Protection Authority seek additional clarification relating to the recommendations and findings of the Assessment.

ENGAGEMENT IMPACT

As part of the initial assessment of the proposal, Officers engaged with the following government bodies, with some outstanding (and ongoing discussions) responses highlighted in the table below:

Agency	Update
APA Group	In principle support. Permit conditions provided.
Ausnet	In principle support. Permit conditions to be provided at later date.
Country Fire Authority	No response received.

Agency	Update
Department of Defence (RAAF)	In principle support.
Department of Transport and Planning (DTP)	Ongoing discussions, revisions requested.
Environment Protection Authority (EPA)	Ongoing discussions.
Gippsland Water	In principle support. Permit conditions provided.
West Gippsland Catchment Management Authority	In principle support. Permit conditions provided.
GLaWAC	In principle report.
Southern Rural Water	In principle support. Permit conditions to be provided at later date.
VicTrack	No response received.
Department of Transport	In principle support. Permit conditions provided.
Heritage Victoria	Ongoing discussions. Have requested site visit in January 2026 with proponent and Council.

Should Council decide to proceed with Amendment C126well, and Authorisation from the Minister for Planning is subsequently granted, a formal period of public exhibition, required under Section 8A of the *Planning and Environment Act 1987*, will be undertaken. Notice of the Amendment will be published in both the Government Gazette and Gippsland Times and all supporting documentation will be available to view on both Council's and the Department of Transport and Planning's (DTP) websites.

Hard copies of all Amendment documents (including the draft planning permit) will also be available to view at Council's Customer Service Centre in Sale. Relevant statutory stakeholders will be directly notified of the formal period of public exhibition and will have the opportunity to comment.

RISK MANAGEMENT IMPACT

The process of seeking government agency referral responses prior to a formal request for authorisation and exhibition of an Amendment reduces the risk of receiving an objecting submission later in the process, which can unduly delay progress.

As part of the pre-Authorisation referral process for Amendment C126well, Officers requested feedback on the proposed rezoning, along with the draft planning permit. Whilst a small number of referral responses remain outstanding, further opportunity to comment still exists during the formal public exhibition period.

Planning and Environment Act 1987

Wellington Planning Scheme

Amendment C126well

Planning Permit Application P312_2025

Explanatory Report

Overview

This proposed amendment seeks to subdivide and rezone 8 Grassdale Road, Sale from Farming Zone (FZ) to General Residential 1 Zone (GRZ1), and Commercial Zone Schedule 1 (C1Z). It seeks to apply a Development Plan Overlay Schedule 15 (DPO15) over the proposed C1Z, and a Development Plan Overlay Schedule 13 (DPO13) over the GRZ1 land. This proposal is consistent with the strategic framework within the endorsed *North Sale Development Plan* (Mesh, 2018) (NSDP), which the subject land is located within.

Where you may inspect this amendment

The amendment is available for public inspection, free of charge, during office hours at the following place:

Wellington Shire Council
Sale Service Centre
18 Desailly Street
Sale VIC 3850

The amendment can also be inspected free of charge at the Department of Transport and Planning (DTP) website at <http://www.planning.vic.gov.au/public-inspection> or by contacting the office on 1800 789 386 to arrange a time to view the amendment documentation.

Submissions

Any person may make a submission about the amendment to the planning authority. Submissions about the amendment must be received by **xxxxxx**.

A submission must be sent to:

Strategic Planning, Wellington Shire Council:

By post: PO Box 506, Sale VIC 3850

In person: 18 Desailly Street, Sale

By email: enquiries@wellington.vic.gov.au

Panel hearing dates

In accordance with Clause 4(2) of Ministerial Direction No.15 (MD15) the following panel hearing dates have been set for this amendment:

- Directions hearing: [insert directions hearing date]
- Panel hearing: [insert panel hearing date]

Details of the amendment

Who is the planning authority?

This amendment has been prepared by Wellington Shire Council who are the planning authority for this amendment.

The amendment has been made at the request of Grassdale SPV and NBA Group Pty Ltd.

Land affected by the amendment

The amendment applies to approximately 47.173 hectares of land described at 8 Grassdale Road, Sale, specifically Lot 2 on Plan of Subdivision 924057S.

The subject land is bound by the Main Sale Channel to the north, the Melbourne to Bairnsdale Railway line to the east, farmland to the west and the future Greyhounds track and The Glebe and Woondella Estate to the south.

This land is designated as 'future residential expansion area' within the *North Sale Development Plan (NSDP) (Mesh, 2018)* which is a background document within the Wellington Planning Scheme. Within this document, the subject site is identified as Areas 9B, 9C and 9D. The amendment is inclusive of the following area mapped in Figure 1 below.



Figure 1: Subject Site affected by this Amendment in red.

What the amendment does

The amendment aims to rezone land designated as 'Residential Neighbourhood' (Figure 10, NSDP, 2018) and 'Future Residential Zone' within the *Sale, Wurruk & Longford Structure Plan* at *Clause 11.01-1L* of the Wellington Planning Scheme.

Specifically, this Amendment proposes to implement this strategic direction by rezoning the subject land from the Farming Zone (FZ) to the General Residential Zone – Schedule 1 (GRZ1) and Commercial Zone Schedule 1 (C1Z). It also seeks to apply a Development Plan Overlay Schedule 15 (DPO15) to the C1Z area, and a Development Plan Overlay Schedule 13 (DPO13) to the GRZ1 area. The Heritage Overlay Schedule 45 (HO45 – Grassdale Homestead) applies to the dwelling located to the southwestern side of the subject site. It is proposed to revise the extent of the HO45 by increasing the area to more accurately reflect the heritage significance of the surrounding buildings and land, in line with the recommendations from Heritage Victoria, and supported by the State Governments

Victorian Heritage Register (VHR), to which the Homestead is listed as having state heritage significance (VHR reference: HO261).

The amendment makes the following changes to the Wellington Planning Scheme:

Specifically, the amendment proposes to:

Planning Scheme Ordinance

- Amends Clause 11.01-1L (Sale & Wurruk Strategy Plan) to update the Sale & Wurruk Strategy Plan.
- Insert a new Schedule 15 to Clause 43.04 (Development Plan Overlay).
- Amend the Schedule to Clause 34.01 (Commercial 1 Zone).

Zoning Map

- Amends Planning Scheme Zone Map No 84 to rezone the subject land from Farming Zone (FZ) to General Residential Zone Schedule 1 (GRZ1) and Commercial Zone Schedule 1 (C1Z).

Overlay Map

- Amends Planning Scheme Overlay Map 84DPO to apply a new Development Plan Overlay Schedule 15 (DPO15).
- Amends Planning Scheme Overlay Map 84DPO to apply the Development Plan Overlay Schedule 13 (DPO13).
- Amends Planning Scheme Overlay Map 84HO to apply an additional area of land within the Heritage Overlay (HO45).

Strategic assessment of the amendment

Why is the amendment required?

This proposed amendment is essential to support the strategic land use development goals as set out in the *Sale, Wurruk & Longford Structure Plan* (2010) (SWLSP) and the NSDP which outline a framework for the expansion and urban development of the North Sale growth area.

Specifically, the amendment is required to rezone 8 Grassdale Road, Sale, which is inclusive of areas 9B, 9C and 9D in the NSDP to facilitate future residential development.

How does the amendment implement the objectives of planning in Victoria?

The Planning Policy Framework seeks to ensure that the objectives of planning in Victoria (as set out in Section 4 of the *Planning and Environment Act 1987*) are fostered through appropriate land use and development planning policies and practices which integrate relevant environmental, social and economic factors in the interests of net community benefit and sustainable development. In particular, the amendment implements:

The relevant objectives of Section 4 of the Act include (*inter alia*):

- S.4(1)(a) to provide for the fair, orderly, economic and sustainable use, and development of land;
- S.4(1)(c) to secure a pleasant, efficient and safe working, living and recreational environment for all Victorians and visitors to Victoria;
- S.4(1)(f) to facilitate development in accordance with the objectives set out in paragraph (a) and (c).

The relevant objectives of Section 4 of the Act include (*inter alia*):

- S.12(1)(a) implement the objectives of planning in Victoria.

The rezoning of the subject land will make provision for the residential development of an identified growth area.

How does the amendment address any environmental, social and economic effects?

The relevant objectives of Section 12 of the Act include (*inter alia*):

Environmental effects

S.12(2)(b) must take into account any significant effects which it considers the scheme or amendment might have on the environment or which it considers the environment might have on any use or development envisaged in the scheme or amendment.

The amendment meets this objective as a preliminary site investigation (PSI) was prepared by DRC Environmental and determined that the site can be considered to not have potentially contaminated land based on the site history evaluation, site inspection and the absence of contaminated soils at the site.

The rezoning will not cause a detrimental effect on air, land or water quality.

There are no threshold distances applicable, and the amenity of surrounding farming areas and rural living areas will be protected through site responsive design. The land is not used for intensive farming and its conversion to residential will not result in a loss of significant agricultural land.

An ecological assessment has been undertaken for the land and there are no ecological constraints that will prohibit the rezoning and subdivision.

Preliminary investigations indicate that available service infrastructure has capacity to cater for the proposed development.

Economic effects

S.12(2)(c) must take into account its social effects and economic effects.

Social effects

The North Sale Development Plan was prepared to allow for the orderly and sustainable development of the northern growth area of Sale. During the preparation of this plan, relevant stakeholders including the community were consulted and no significant concerns were identified with residential growth in this area. The rezoning is considered to result in net community benefit with additional residential land provided to support the regional role of Sale.

The Traffic Impact Assessment confirms that the use of this land for residential purposes will not cause detriment to the transport network.

Does the amendment address climate change?

Ministerial Direction 22 (Climate Change Consideration) (MD22) is a policy that requires planning authorities to consider climate change when preparing planning schemes or amendments, particularly those enabling major change.

It mandates a Climate Change Consideration Report to address how plans will minimise greenhouse gas emissions and increase resilience to climate risks like bushfire, flood, and heatwaves.

Proposed Amendment C126well (Grassdale) meets Ministerial Direction 22 (MD22) by way of a Climate Change Consideration Report, and evidenced by some of the responses below:

- The orderly development of the land will ensure an improved land management, through increased density with structures and outbuildings for residential use occurring in response to Bushfire Prone Area (BPA) building regulation requirements.
- Bushfire risk reduction through development of land that is currently vulnerable to grassfires, by conversion to residential which will increase land management, alongside vegetation management.
- The nearby future public open space football reserve will create retardation for minor flood events, ensuring the safety of the surrounding neighbourhood.
- The land is within a BPA and a bushfire risk has been identified to the north, east and west where an interface with grassland presents. The subdivision layout is designed to ensure that all lots within the subdivision can achieve the required Bushfire Attack Level (BAL) 12.5 setbacks in accordance with overarching planning policies.
- An Ecological Assessment has been undertaken, and significant vegetation is proposed to be retained where possible.

Does the amendment address relevant bushfire risk?

The Planning Policy Framework is based around a series of themes, which includes *Clause 13 Environmental Risks and Amenity. Clause 13.02-1S Bushfire Planning* is of particular relevance to decision making and seeks:

To strengthen the resilience of settlements and communities to bushfire through risk-based planning that prioritises the protection of human life.

Bushfire Prone Areas (BPA) are areas that are subject to or likely to be subject to bushfires and are determined by the Minister for Planning for the purposes of the building control system. Specific bushfire construction standards apply in designated BPA in Victoria and these are aimed at improving bushfire protection for residential buildings.

BPA mapping includes all areas mapped by the *BMO* and extend to wider areas where moderate bushfire hazard can be expected. These are areas with head fire intensity modelled to be between 4,000kW/m and 30,000kW/m.

A minimum construction standard applies to new residential buildings, schools, child care centres, hospitals, aged care facilities and associated buildings in designated Bushfire Prone Areas. Landowners are required to build to a minimum Bushfire Attack Level of 12.5.

A Bushfire Attack Level (BAL) is a way of measuring the severity of a building's potential exposure to ember attack, radiant heat and direct flame contact.

To assess bushfire risk, a Bushfire Assessment (2024, Millar Merrigan Pty Ltd) has been prepared, which concludes that risk can be managed at the subject site. A summary of this conclusion reads:

- The landscape risk in this location is considered acceptable and the risk can be mitigated through implementation of appropriate design measures. Credible shelter options are available in close proximity to the land and provide for an important feature in the aim to protect life. Access to these areas is readily available and it is envisioned that the BPA mapping be removed from much of the site under the developed conditions.
- There are no significant biodiversity constraints and proposed open space reserves comprise of passive and active recreation including water sensitive urban design. Detailed landscape plans for open space areas will be provided as a condition of permit to ensure that they do not create a hazard.
- The site assessment determines that the land to be rezoned can be developed to BAL-12.5 requirements in accordance with *Clause 13.02*.
- The location of the proposed rezoning is consistent with the North Sale Development Plan and the alternative locations assessment concludes that the land is suitable for residential growth in relation to bushfire protection policies.

This proposed amendment and subdivision provides opportunity for bushfire protection measures to be implemented through subdivision design and permit conditions.

Does the amendment comply with the requirements of any other Minister's Direction applicable to the amendment?

The proposed Amendment has been prepared in accordance with the following Ministerial Directions:

- Ministerial Direction 1 (Potentially Contaminated Land) (MD1) which aims: *to ensure that potentially contaminated land is suitable for a use which is proposed to be allowed under an amendment to a planning scheme and which could be significantly adversely affected by contamination.*

It is noted that Ministerial Direction 1 applies to *potentially contaminated land where a use is proposed which could be significantly adversely affected by any contamination. Such uses include, residential, public open space, agriculture, a child-care centre, pre-school centre or a primary school (but not a secondary school).*

An Environmental Site Assessment was prepared by DRC Environmental to assess the subject site for potential contamination. The report concluded that the site can be considered

to be not potentially contaminated land noting the site has not demonstrated any use for industrial or mining purposes, has not been used for chemical, fuel or waste storage and has not been used for any known past or present activity that may be cause for contamination to the land, with the exception of the livestock staging area and livestock dip area.

According to *Planning Practice Note 30 (PPN30)*, cattle dips are identified as a contamination risk activity that requires further assessment and might require an environmental audit or Preliminary Risk Screening Assessment (PRSA).

To address this, DRC undertook a targeted soil sampling program to assess the soils beneath the cattle staging area. The data collected from this investigation determined that the land was not contaminated, and therefore further work through an audit or PRSA assessment was not required, and the land would be suitable for sensitive uses. Accordingly, Council determine that the land is unlikely to be contaminated, and therefore MD1 has been met.

- Ministerial Direction 19 (Amendments that may result in impacts on the environment, amenity, and human health) (MD19) applies to: *The review of planning schemes, preparation of planning scheme amendments and any strategies, policies, plans or reviews forming the strategic basis for a review or amendment, including precinct structure plans.*

This Ministerial Direction requires that the responsible authority seeks the written views of the Environment Protection Authority (EPA) during the preparation of the Amendment package, and include how their views have been addresses within the explanatory report. Pre-authorisation discussions have occurred with the EPA in October 2025, whereby the authority required a tabulated response to MD1 and MD19, and based on these answers advised no objection to the proposal, and that these directions did not trigger their technical input.

- Ministerial Direction 11 (Strategic Assessment of Amendments) (MD11) which states: *The purpose of this Direction is to ensure a comprehensive strategic evaluation of a planning scheme amendment and the outcome it produces.*

Proposed Amendment C126well (Grassdale) meets the requirements within this Direction, specially from item 3 onwards.

- Ministerial Direction 15 (The Planning Scheme Amendment Process) (MD15) which states: *The purpose of this Direction is to set times for completing steps in the planning scheme amendment process.*

Proposed Amendment C126well (Grassdale) is consistent with the requirements of Ministerial Direction 15 (MD15), and where applicable and necessary request exemptions from any parts, to facilitate the timely and complete Amendment package.

How does the amendment support or implement the Planning Policy Framework (PPF) and any adopted State Policy?

The amendment is consistent with the Planning Policy Framework (PPF) and is supported by the relevant objectives. The following Clauses of the Planning Policy Framework are relevant to this amendment:

Clause 11 - Settlement:

The amendment increases the supply of land available within Sale for residential development. This policy seeks to plan to accommodate projected population growth over at least a 15-year period. A land supply analysis undertaken throughout the preparation of this amendment indicates a significant shortfall of land available to accommodate the future population. The proposal will increase the supply of available residential land to support the regional role of Sale as encouraged by the Gippsland Regional Growth Plan.

Clause 12 – Environmental and Landscape Values:

The rezoning will have minimal impact on the natural environment given that the land has a long history of grazing and contains little ecological significance.

Clause 13 - Environmental Risks:

The key environmental hazard identified for this land is the fact that it is contained within a Bushfire Prone Area. To demonstrate compliance with Clause 13.02 a Bushfire Assessment has been completed and it provides recommendations to ensure that bushfire risk is mitigated to an acceptable level.

The proposal considers future residents' amenity in relation to Noise impacts associated with the nearby railway through appropriate subdivision design. It was determined that there are no amenity impacts as a result of the existing rail line.

Clause 14 – Natural Resource Management:

It is acknowledged that the subject site is an existing agricultural property with direct abuttal to the Main Sale Irrigation Channel. While the site is still currently used for agricultural practices, the site is also identified in the North Sale Development Plan for future residential development through prior strategic projects and as such the proposed rezoning is considered to be appropriate and not detrimental to local agriculture.

Clause 15 - Built Environment and Heritage:

The amendment and subsequent subdivision results in an attractive urban environment that is safe and functional and responds to the surrounding residential neighborhood character available in the Glenhaven Estate to the east, and The Glebe and Woondella Estate to the South. The subdivision incorporates generous road widths which provide ample space for streetscape planting, well designed lots to provide for future development and associated landscaping and a lot layout that ensures public spaces are overlooked to provide for safety and security.

The heritage overlay (HO45) which incorporates the homestead, dam and shedding has been considered and incorporated into the overall design. A large lot has been prepared and will contain the homestead. While the dam will be retained within an open space reserve.

Clause 16 - Housing:

The proposal responds to state policies in relation to Housing in that it increases housing density and diversity in identified growth area. Land supply analysis indicates an immediate need for additional vacant residential land to be brought to the market as soon as possible in order to cater for the identified population increase. The subject site is considered an appropriate candidate for development at this time, given its strategic support, the availability of services and the willingness of the developers to proceed immediately.

Clause 19 - Infrastructure:

All required infrastructure is readily available and can be connected to the new allotments. The subdivision provides for the logical and timely provision of infrastructure as outlined in the North Sale Funding Agreement.

Is the amendment consistent with the delivery of the relevant housing target set out in the Planning Policy Framework?

On 16 June 2024, the Victorian Government announced draft housing targets for each municipality in Victoria.

The target for Wellington represents a net increase of +7,600 dwellings over the period 2023 – 2051, averaging approximately +270 dwellings per annum. It will be important a supply of land is provided in areas where demand is forecast, if this draft target is to be achieved.

The town of Sale (which broadly reflects the Study Area) had an average of 290 house sales and 50 lot sales per year from 2015 to 2024 (year ending June), with a peak in 2021. Having regard to the analysis of the numerous measures that inform residential dwelling demand, it is reasonable to plan for annual total dwelling demand in the order of at least 70 dwellings a year.

Sale's current supply of 96 zoned single vacant lots and a potential yield of 41 lots on large subdividable lots reflects a significantly restricted level of residential land supply.

Only a 2-year supply of development-ready residential land available to the market currently exists in Sale. With a significant amount of land identified for future residential purposes in the North Sale Development Plan (NSDP), including the Subject Site, now is an appropriate time to rezone the Subject Site to facilitate the subdivision of approximately 575 residential lots.

How does the amendment support or implement the Municipal Planning Strategy?

Environmental Risks and Amenity (02.03-3)

States that; *There are several environmental risks that may impact on land use and development decisions, including bushfire, flooding, salinity, drought and land degradation.*

Council's strategic directions for 'Environmental risks and amenity' are to (relevant only):

- *Discourage residential development and associated uses in areas that are subject to high fire risk.*

Built Environment and Heritage (02.03-5)

States that; Wellington Shire has an extensive and diverse cultural heritage. The area was home to the Gunai kurnai people for thousands of years prior to European settlement.....The Wellington Shire also has many important post European heritage precincts and places.

Council's strategic directions for 'Built environment and heritage' are to:

- *Promote the identification, protection and conservation of places of heritage significance and cultural value.*
- *Protect and enhance the individual character of each township.*

Infrastructure (02.03-7)

States that; The efficient delivery of infrastructure is a fundamental element in providing affordable and diverse housing, generating economic growth and managing the municipality in a sustainable manner.

Council's strategic directions for 'Infrastructure' are to (relevant only):

- *Encourage a consistent approach to the design and construction of infrastructure.*

Does the amendment make proper use of the Victorian Planning Provisions?

The amendment uses the most appropriate tools from within the Victoria Planning Provisions to achieve the strategic objectives of the Wellington Planning Scheme.

The site is currently contained within the Farming Zone (FZ), which has a primary purpose of encouraging agricultural use of land. The site is considered appropriate for rezoning as a standalone parcel, as it is separated from the remainder of the NGA by existing features and as such its development will be independent from the development of surrounding areas.

General Residential Zone Schedule 1 (GRZ1)

Given the surrounding pattern of development and land zoning it was considered most appropriate to continue the General Residential Zone – Schedule 1 (GRZ1) from the residential development to the east of the rail line through to the subject site. Schedule 1 to the GRZ is identified as the Wellington General Residential Area.

- The GRZ1 is considered the most appropriate residential zone for implementation across the precinct, as it will provide for a diversity of housing types and housing growth, whilst ensuring an overall development outcome that is respectful of the emerging neighbourhood character of the surrounding area.
- Application of the General Residential Zone is appropriate in that it continues the zoning available from the residential estates to the east as well as south of Maffra – Sale Road. The existing purposes of the zone along with permit triggers contained within Schedule 1 are appropriate and will allow for development of the site in accordance with the NSDP.

- The proposed subdivision responds to the purposes of the zone in that it offers an opportunity to continue the emerging neighbourhood character observed in Glenhaven Estate to the east as well as The Glebe and Woondella Estate to the south. The subdivision layout offers similar sized allotments that are well dimensioned and overlook public spaces where appropriate. A diversity of housing will be provided, particularly when considering the larger allotments adjacent to the rural areas and drainage channel and smaller allotments proximate to open spaces.
- The site is appropriately located close to the range of services currently available in Sale and is within a recognised growth area where additional services including neighbourhood activity centres will be provided.
- It is considered that the subdivision is compatible with the proposed zone.

Development Plan Overlay Schedule 13 (DPO13)

The application of the existing DPO Schedule 13 (North Sale Development Plan Area), which requires compliance with the NSDP (2018) is considered the most appropriate method to guide an integrated, planned development outcome, while maintaining flexibility for consideration of future influencing factors, such as market demands.

Using the DPO13 ensures a uniform planning framework across the broader North Sale precinct. This consistency is critical to achieving integrated outcomes for subdivision design, infrastructure delivery and community amenity.

DPO13 has clear objectives that promote:

- Integrated and coordinated development delivering high-quality land use outcomes.
- Creation of a vibrant new community with a distinct character and sense of place.
- Provision of an efficient, safe, and legible transport network for vehicles, pedestrians, and cyclists.
- Delivery of key infrastructure necessary to service the growth area effectively.
- Opportunities for future expansion through well-considered subdivision design and access networks.

Applying DPO13 to the subject site ensures these objectives are maintained and extended to our proposal.

Using an existing overlay avoids duplication and provides clarity for Council, developers, and the community. It ensures that permit applications and development plans are assessed against a familiar and proven framework, streamlining the approval process.

The DPO13 includes mechanisms for infrastructure funding and delivery through Section 173 Agreements, ensuring equitable contributions and timely provision of essential services such as roads, drainage, utilities, and open space.

Applying the existing DPO13 to the subject site is the most appropriate mechanism to ensure consistency, integrated planning, and delivery of high-quality outcomes. It provides statutory certainty, aligns with Council's strategic vision, and facilitates orderly development within the North Sale growth area. The Amendment package includes a Development Plan which is proposed for approval under the DPO13.

Development Plan Overlay Schedule 15 (DPO15)

It is proposed to apply a new schedule to the DPO, schedule 15 specifically to the area identified to be rezoned to C1Z and used for the LAC. The DPO15 has been drafted by Wellington Shire Council and is specific to Local Activity Centres in the North Sale Development Plan.

- The creation of a new Schedule 15 to the Development Plan Overlay (DPO15) which is specific to the subject site, brings clarity into development potential, considering commercial opportunities within the proposed C1Z, and highlights the importance of not impacting the commercial role that the Sale township has.

Commercial 1 Zone (C1Z)

Proposed Amendment C126well (Grassdale) also seeks to rezone 6,700m² of land to Commercial 1 Zone (C1Z) for a future Local Activity Centre (LAC). An assessment of this zone as being the most appropriate tool to deliver this is detailed below:

- The *North Sale Development Plan* identifies an opportunity for a local centre comprising around 500m² (per tenancy) of retail floorspace with additional community uses.
- Accessibility to the local centre will be via Sale-Maffra Road to the south which provides access to the established areas of Sale to the south and south-east, and the internal road network within the Subject Site providing convenient access via car or walking for local residents.
- The proposed catchment area which will utilise the commercial uses includes:
 - In 2024, the Catchment Area is estimated to contain a resident population of approximately 2,130 persons. At capacity, the Catchment Area is estimated to contain a population of approximately 4,345.
 - The Catchment Area is generally characterised as having a higher proportion of families which children, a slightly larger household size, and a higher percentage of separate houses.
 - In 2024, total retail expenditure for the Catchment Area population is estimated at \$36.7 million, including \$11.2 million of supermarket spending. By 2036, this is forecast to increase to \$66.7 million, including \$20.0 million of supermarket spending. At capacity, total retail expenditure is estimated to equal \$87.6 million including \$25.9 million of supermarket spending.
 - A supermarket at the Subject Site could potentially capture \$5.1 million in sales in the first year of trading. This trading level can support a 630m² supermarket based on an average of \$8,000 per m² (figures are quoted in constant \$2024).
 - The identified local centre at the Subject Site could support a supermarket in the order of 630m² with other uses in the centre including a small selection of speciality stores, a childcare centre with a capacity of around 80 places, and a small medical centre with three (3) GP's.
 - The local centre at the subject site would serve the daily and convenience grocery shopping needs of surrounding residents in the Catchment Area, while a daycare centre would provide local families a choice of care, and ultimately serve the needs of the community.

- The application of a C1Z to the future LAC site is consistent with the strategic objectives within the *North Sale Development Plan (2018)*, alongside the proposed revisions to the C1Z schedule to limit commercial opportunities to a maximum 500sqm per tenancy, consistent with the Development Plan, and the strategic intentions around protection of the existing commercial area within the Sale CBD.
- The C1Z aspect of the amendment is supported by an *Economic Assessment – Residential and Local Centre (Ethos Urban, November 2024)*, concluding the role of the future uses being to serve the immediate catchment area. Further strategic justification for the proposed LAC was prepared through the *Sale Industrial and Retail Assessment (Essential Economics, May 2006)* which was used to inform the development of the *North Sale Development Plan (2018)*.

Heritage Overlay Schedule 45 (HO45 – Grassdale)

The proposed amendment seeks to protect and enhance the existing Heritage Overlay Schedule 45 (HO45, Grassdale), which currently applies just to the homestead area, and to which Heritage Victoria is seeking to include the area of land which contributes to this heritage significance.

Grassdale was included in the Historic Buildings Register (now the Victorian Heritage Register) in 1974. At that time, registrations included only buildings, not land. The extent of Grassdale in the HO visible in VicPlan is a nominal mapping which covers land in which Heritage Victoria potentially has an interest.

Given that the existing registration for Grassdale pertains only to the building fabric, there is the possibility for an increase in the extent of land within the H0261. This is because no land was included in that registration to begin with.

When seeking to amend an existing registration to include land, the Executive Director of Heritage Victoria is not limited to this extent, and may seek to include more land than is mapped if there is reason to do so.

The reasons for nominating additional land under the Act are:

- If the State-level cultural heritage significance of the place would be substantially less if the additional land or any part of the additional land which is or has been used in conjunction with the place were developed; or if the additional land surrounds the place and is important to the protection or conservation of the place or contributes to the understanding of the place.
- Grassdale's cultural heritage significance relates to its use as a pastoral property and as one of the earliest surviving homesteads in Eastern Victoria. Therefore, the retention of an appropriate setting around the homestead and outbuildings is considered important to the protection and conservation of the place. For this reason, the Executive Director is unlikely to recommend a reduction in the nominal

(mapped) extent of registration and consideration will be given to the inclusion of an additional buffer to the northern boundary to ensure the outbuildings and their setting are protected.

Please also note that the Executive Director has the discretion to issue an Interim Protection Order (IPO) to include an area of land at Grassdale in the Register immediately until the Heritage Council has made a determination on this matter. This would allow the assessment of additional land to take place while the nominally mapped extent is included in the VHR.

The Executive Director intends to make a recommendation to the Heritage Council on 12 January 2026. Prior to that recommendation, the Executive Director will make a nomination of the additional land to be included on or before 8 December 2025. This will be circulated to the owner and local council for comment prior to the final recommendation.

Once the recommendation has been made to the Heritage Council, it will be advertised from 16 January 2026 until 17 March 2026 during which time there will be the opportunity to make submissions to the Heritage Council or request a hearing. If no requests for a hearing are received, the Heritage Council will make its determination at its April 2026 meeting.

To align proposed Planning Scheme Amendment C126well (Grassdale) with Heritage Victoria's intentions for the subject land, C126well will include an increase of the area within the HO45, as per the new mapped extent which H0261, ensuring both areas are consistently mapped, reflecting the heritage significance of the buildings and land. This has and will continue to progress through collaboration between the responsible authority and Heritage Victoria.

Removal of Native Vegetation (Clause 52.17)

The purpose of *Clause 52.17 (Native Vegetation)* of the Planning Scheme is:

"To ensure that there is no net loss to biodiversity as a result of the removal, destruction or lopping of native vegetation."

To address how the development of 8 Grassdale Road, Sale will balance biodiversity values with a residential outcome, an Ecological Assessment was carried out by ID Ecological Management (September 2024 [updated November 2025]). This assessment discusses any important ecological values and identifies opportunities to avoid and minimise impacts at the design stage.

The Ecological Assessment identified that the subject land is mostly cleared and dominated by exotic pasture vegetation, comprising:

- Three native patches, comprising understorey species, and
- 3 scattered canopy trees (including 2 large trees).

While not native, of note are the group of trees that are located around the pond which are Wych Elm. These trees have been identified in the Heritage Victoria citation as significant, however, the arboricultural assessment has identified them as having a poor amenity value and low retention value. These trees are proposed for removal as part of the application and, however the landscape design has proposed large exotic canopy trees throughout the boulevard for canopy coverage and to match the existing heritage character.

The Ecological Assessment identified that the vegetation along the southern and western boundaries required removal, specifically:

- One native vegetation patch:
 - Native vegetation patches within the railway reserve located directly adjacent to the eastern boundary will continue to be retained and are not impacted by the development footprint.
- Habitat zone 2:
 - Native patch removal has been limited to one native patch (habitat zone 2) located in the northwest corner of the site which will unavoidably require removal. The removal is necessary to meet the directions of the North Sale Development Plan which requires the closure of Grassdale Road for vehicles and to meet the CFA requirement for perimeter road to be maintained for bushfire protection.
- Two scattered trees located along the roadside reserve (Maffra-Sale Road):
 - Under the design tree numbers 2 and 3 which are located along the Sale-Maffra roadside reserve are unavoidably impacted due to the construction of a roundabout and associated entry road into the subdivision at this location. The location of the roundabout follows the direction in the North Sale Development Plan. The roundabout and roadway are necessary features that will be required to manage the increased traffic flows and ensure vehicles can safely enter and exit the estate from Sale Road.

This outcome was due to the construction footprint by direct impact or tree protection zone impacts of greater than 10% which would deem the vegetation as lost and require offsetting. The Native Vegetation Report (NVR) identified an offset figure of 0.025 General Habitat Units (GHUs) with a minimum strategic biodiversity score of 0.3017 and 1 large tree for the proposal.

No feasible opportunities exist to further avoid and minimise impacts on the native vegetation to be removed that will not undermine the objectives of the proposed use or development. The losses to native vegetation will be appropriately offset by the proponent in line with the Guideline (DEECA, 2017). The purchase of a registered credit extract will ensure that the overarching native vegetation policy of 'no net loss' is achieved.

The opportunity for landscaping within the new estate is provided with a detailed landscape plan submitted with this application.

Clause 52.37 (Canopy Trees)

The purpose of *Clause 52.37* of the Wellington Planning Scheme is:

“To protect, retain, and enhance canopy tree cover in residential areas by ensuring development supports greener, cooler environments, prioritises existing trees, promotes site- and climate-responsive planting, and balances tree retention with housing needs.

A permit is required to remove, destroy or lop a canopy tree in the Mixed Use Zone, Township Zone, Residential Growth Zone, General Residential Zone, Neighbourhood Residential Zone, and Housing Choice and Transport Zone.

The site contains several trees that satisfy the definitions of canopy trees and boundary canopy trees under *Clause 52.37*.

The removal of these trees is subject to permit requirements in accordance with this Clause. The background documentation supporting Amendment C126well (Grassdale) includes a ‘Reserves Masterplan’ which provides a detailed identification of all trees proposed for removal, including those for which a permit is required.

Additionally, the Landscape Concept Masterplan identifies a landscape treatment for the public domain that will create an identity for the neighbourhood and continue the themes expressed in residential estates to the east and south. The intention is to create leafy streetscapes dominated by native vegetation, and public open spaces dominated by natural features. High branching canopy trees will provide shady avenues within the proposed road network and new plantings within the open space areas will create native habitats.

How does the amendment address views of any relevant agencies?

Prior to exhibition, the following relevant referral authorities were referred the proposal:

- The Department of Transport and Planning (DTP),
- Environment Protection Authority (EPA),
- Country Fire Authority (CFA),
- West Gippsland Catchment Management Authority (WGCMA),
- Gippsland Water (GW),
- Ausnet Services,
- Heritage Victoria,
- Telstra,
- VicTrack,
- Department of Transport,
- Department of Energy, Environment and Climate Action (DEECA),
- Department of Deference (RAAF),
- APA Group, and
- Southern Rural Water (SRW).

Does the amendment address the requirements of the Transport Integration Act 2010?

In consideration of the objectives and principles of the *Transport Integration Act 2010*, the amendment is expected to have minimal impact on existing transport infrastructure and networks. This is confirmed by the 'Traffic Impact Assessment Report' (O'Brien Traffic, 21 August 2025) prepared in support of the rezoning, which demonstrates how conceptual traffic volumes as nominated on the precinct layout plan can be satisfactorily accommodated by the numerous traffic control measures outlined in the NSDP (2018).

Resource and administrative costs

What impact will the new planning provisions have on the resource and administrative costs of the responsible authority?

The cost implications for the responsible authority for implementing and administering the new planning provisions include:

- A minor increase in planning permit applications, anticipated to relate to normal permit triggers within the General Residential Zone such as subdivision, along with a future permit expected for Local Activity Centre (LAC) site within the proposed Commercial 1 Zone (C1Z) area of the subject land. It is not expected that this minor increase will result in a noticeable increase in planning permit applications.
- The responsible authority will service the cost of utilising the Council Heritage Advisor in relation to resolving matters relating to the Heritage Overlay Schedule 45 (HO45 – Grassdale) on the subject site through Amendment C126well (Grassdale).
- There is a low likelihood of the responsible authority requiring professional advice such as legal advice to facilitate the delivery of Amendment C126well (Grassdale), but if some is required, Council will need to absorb this cost.
- Should proposed Amendment C126well (Grassdale) proceed to a Planning Panel Hearing post-exhibition, the cost of the hearing will be borne by the proponent.

Attachment 1 – Mapping reference table

Location	Land/ Areat Affected	Mapping Reference	Address	Proposed Zone changes	Proposed Overlay changes	Proposed deletion changes
Sale	47.173 hectares of land bound by Grassdale Road to the west, Maffra – Sale Road to the south, the Bairnsdale – Melbourne Train Line to the east and the Sale Main drain to the north.	Wellington Map 84ZN, 84DPO, 84HO.	8 Grassdale Road, Sale	Rezone from FZ to GRZ1 and C1Z.	DPO15, DPO13, HO45	HO45

Planning and Environment Act 1987

Wellington Planning Scheme

AMENDMENT C126well (Grassdale)

Instruction sheet

The planning authority for this amendment is the Wellington Shire Council.

The Wellington Planning Scheme is amended as follows:

Planning Scheme Maps

The Planning Scheme Maps are amended by a total of **four** attached map sheets.

Zoning Maps

1. Amend Planning Scheme Map No. 84 in the manner shown on the **1** attached map marked Wellington Planning Scheme, Amendment C126well.

Overlay Maps

2. Amend Planning Scheme Map No 84DPO in the manner shown on the **1** attached map marked Wellington Shire Planning Scheme, Amendment C124well.
3. Amend Planning Scheme Map No 84HO in the manner shown on the **2** attached maps marked Wellington Shire Planning Scheme, Amendment C124well.

Planning Scheme Ordinance

The Planning Scheme Ordinance is amended as follows:

4. In **Local Planning Policy Framework** – replace Clause 11.01.1L with a new Clause 11.01-1L in the form of the attached document.
5. In **Overlays** – insert Clause 43.04-15 in the form of the attached document.
6. In **Zones** – insert Clause 34.01 in the form of the attached document.
7. In **Operational Provisions** – Clause 72.03, replace the Schedule with a new Schedule in the form of the attached document.

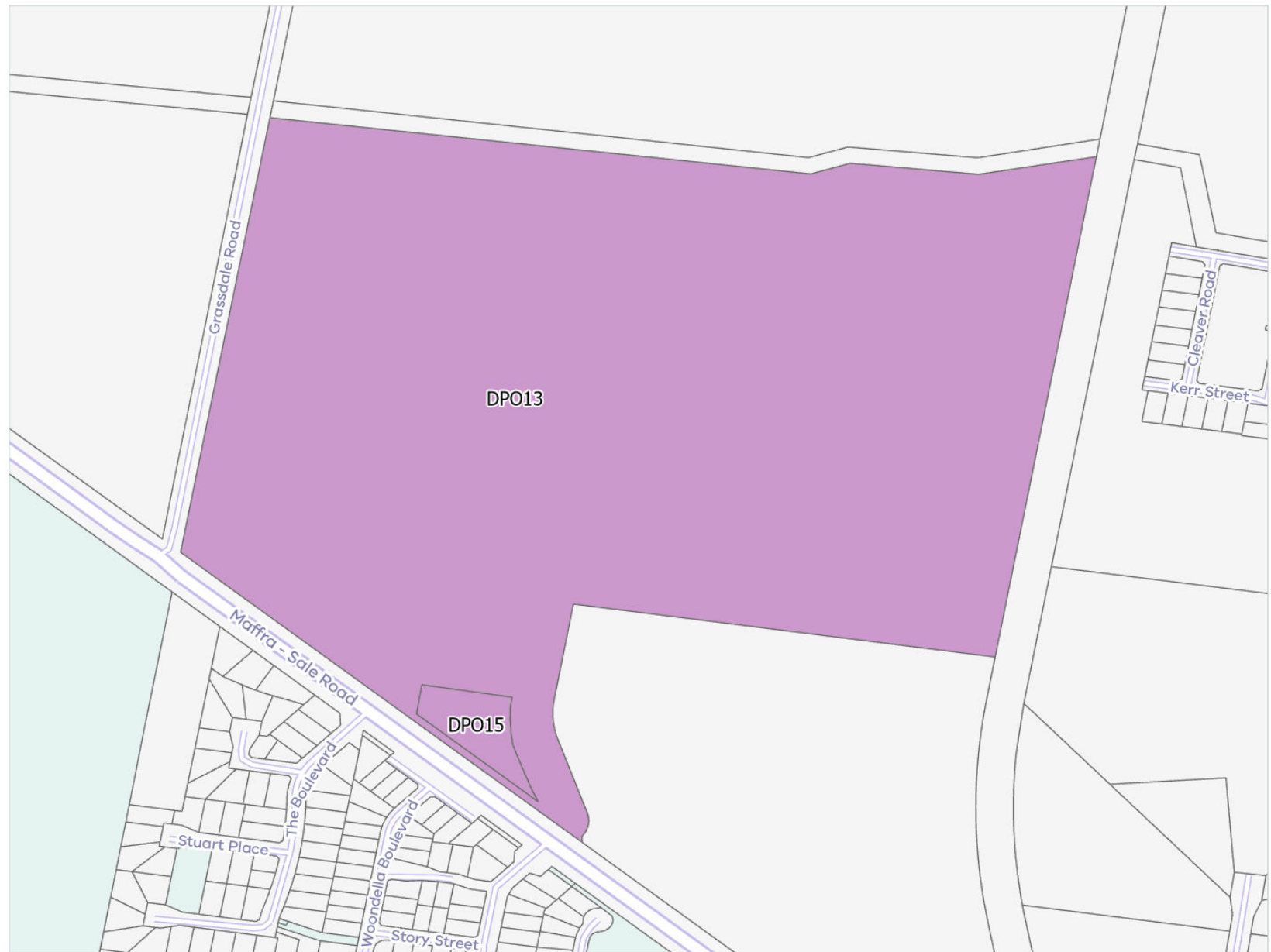
End of document



© The State of Victoria Department of Transport and Planning 2025. The State of Victoria does not warrant the accuracy or completeness of information in this publication and any person using or relying upon such information does so on the basis that the State of Victoria shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.

Print Date: 10/9/2025 Job ID: Proposed Amendment C126well Author: planning.mappingservices@transport.vic.gov.au

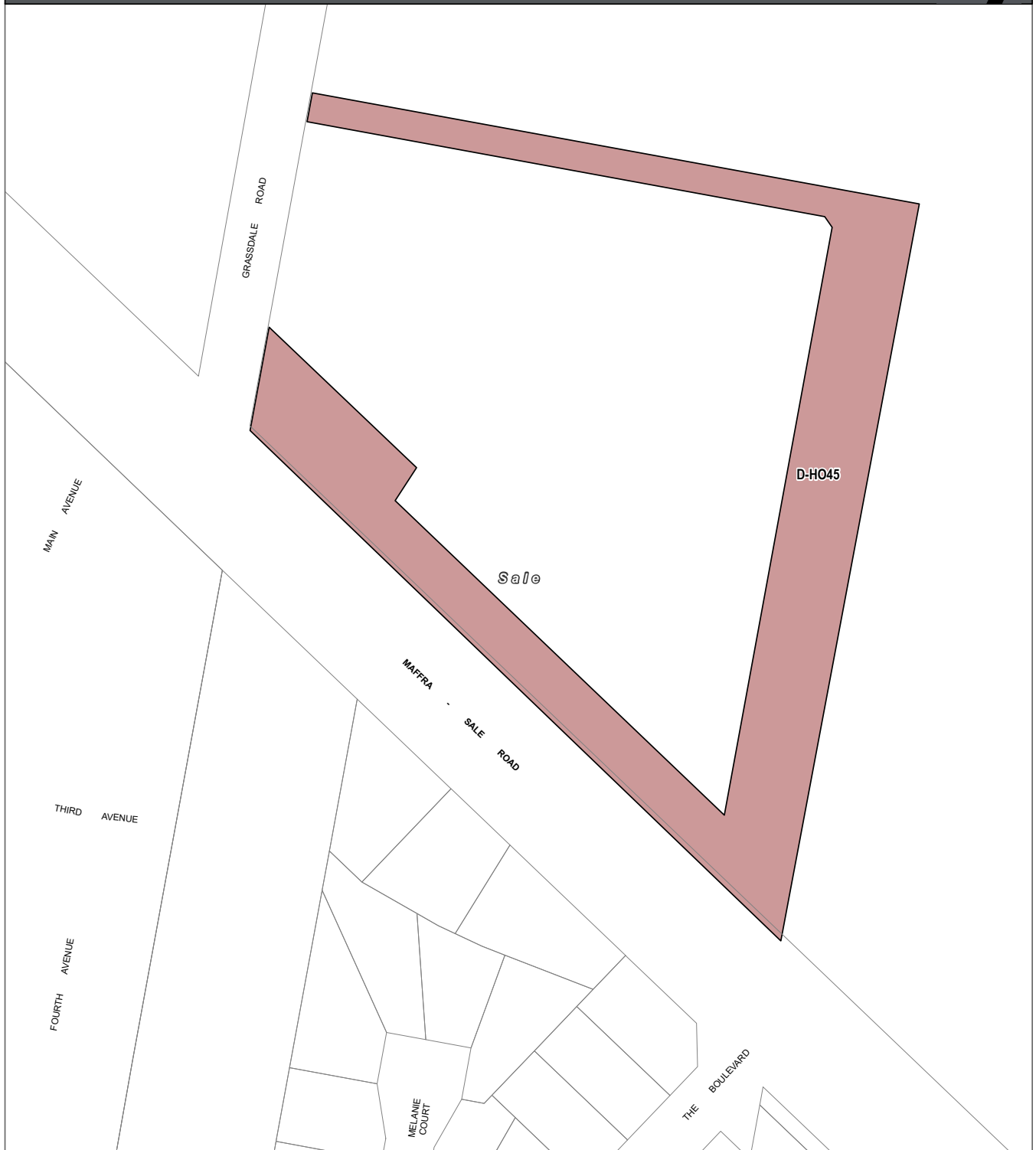
DPO13
DPO15



© The State of Victoria Department of Transport and Planning 2025. The State of Victoria does not warrant the accuracy or completeness of information in this publication and any person using or relying upon such information does so on the basis that the State of Victoria shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.

Print Date: 10/9/2025 Job ID: Proposed Amendment C126well Author: planning.mappingservices@transport.vic.gov.au

WELLINGTON PLANNING SCHEME - LOCAL PROVISION AMENDMENT C126well



LEGEND

- D-HO - Area to be deleted from a Heritage Overlay
- Local Government Area

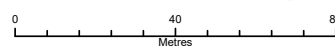


Part of Planning Scheme Map 84HO

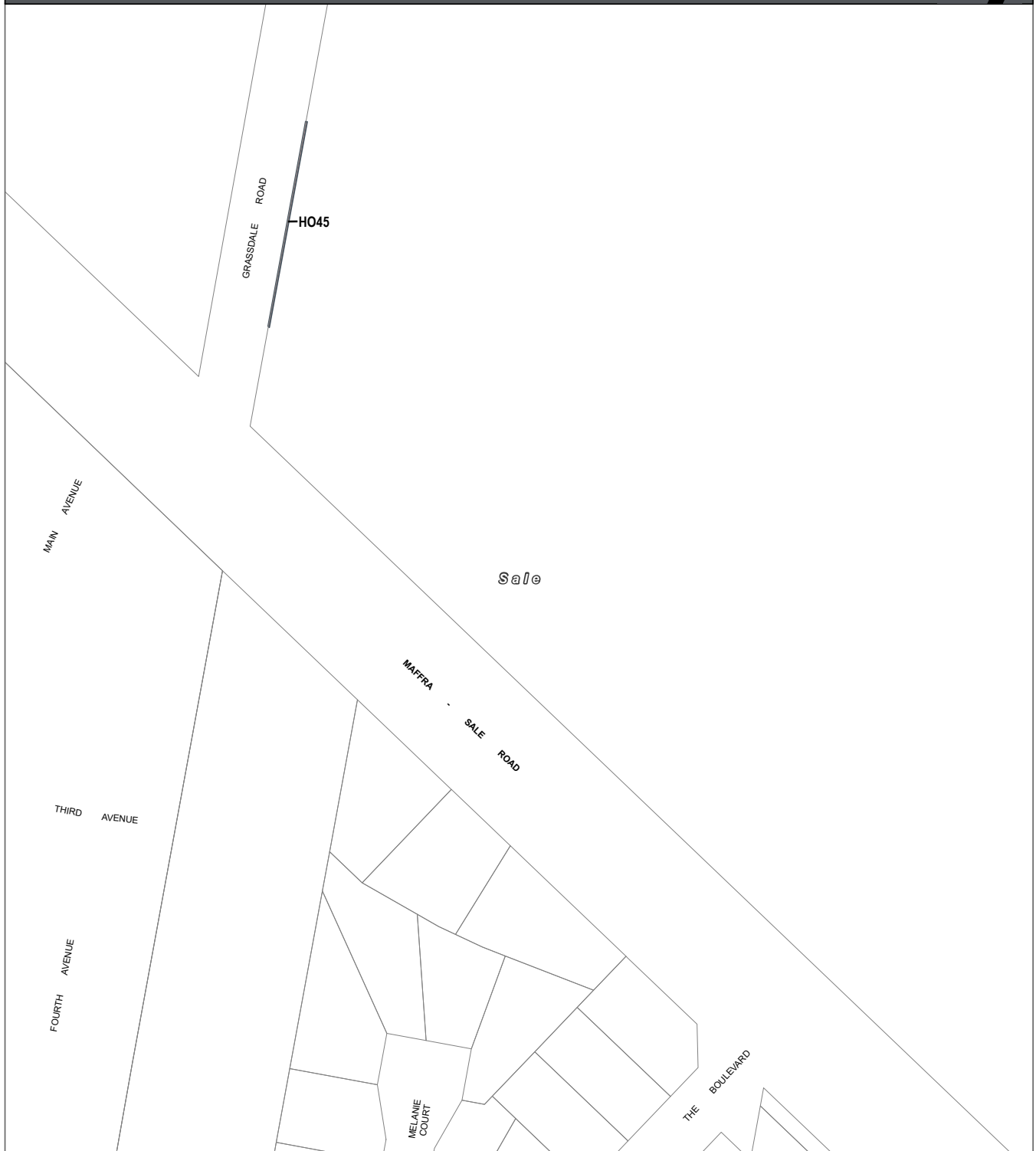
Disclaimer
This publication may be of assistance to you but the State of Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.

© The State of Victoria Department of Transport and Planning 2025



Planning Group
Print Date: 27/11/2025
Amendment Version: 3



WELLINGTON PLANNING SCHEME - LOCAL PROVISION AMENDMENT C126well



LEGEND

-  HO - Heritage Overlay
-  Local Government Area

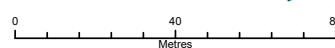


Part of Planning Scheme Map 84HO

Disclaimer
This publication may be of assistance to you but the State of Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.

© The State of Victoria Department of Transport and Planning 2025

Planning Group
Print Date: 27/11/2025
Amendment Version: 3



WELLINGTON PLANNING SCHEME

25/07/2019
C106well

SCHEDULE 1 TO CLAUSE 32.08 GENERAL RESIDENTIAL ZONE

Shown on the planning scheme map as **GRZ1** .

WELLINGTON GENERAL RESIDENTIAL AREA

1.0
25/07/2019
C106well

Neighbourhood character objectives

None specified.

2.0
03/05/2024
VC255

Construction or extension of a dwelling, small second dwelling or residential building - minimum garden area requirement

Is the construction or extension of a dwelling, small second dwelling or residential building exempt from the minimum garden area requirement?

No

3.0
08/09/2025
VC282

Requirements of Clause 54 and Clause 55

	Standard	Requirement
Minimum street setback	A2-1	None specified
	B2-1	None specified
Site coverage	A2-5	None specified
	B2-5	None specified
Private open space	A3-2	None specified
	B3-5	None specified
Front fence height	A2-7 and B2-8	None specified

4.0
03/05/2024
VC255

Maximum building height requirement for a dwelling, small second dwelling or residential building

None specified.

5.0
03/05/2024
VC255

Application requirements

None specified.

6.0
03/05/2024
VC255

Decision guidelines

None specified.

[INSERT PLANNING SCHEME NAME] PLANNING SCHEME

25/05/2017

SCHEDULE TO CLAUSE 34.01 COMMERCIAL 1 ZONE**1.0****Maximum leasable floor area requirements**###/20##
C126well

Land	Maximum leasable floor area for Office (square metres)	Maximum leasable floor area for Shop (other than Restricted retail premises) (square metres)
Grassdale Local Activity Centre, as identified in the <i>North Sale Development Plan (2018, Mesh Planning)</i> or as amended.	None specified	500
Gibsons Road Local Activity Centre, as identified in the <i>North Sale Development Plan (2018, Mesh Planning)</i> or as amended.	None specified	500

WELLINGTON PLANNING SCHEME

23/06/2023
C114well**SCHEDULE 13 TO CLAUSE 43.04 DEVELOPMENT PLAN OVERLAY**

Shown on the planning scheme map as **DPO13** .

North Sale Development Plan Area**1.0**23/06/2023
C114well**Objectives**

To create an integrated and coordinated development that achieves high-quality land use outcomes.

To create a vibrant new community with distinct character and sense of place.

To create an efficient, safe and legible network for vehicles, pedestrians and cyclists.

To ensure provision of all key infrastructure necessary to facilitate the efficient servicing of the North Sale Development Plan area.

To ensure expansion opportunities are available through the subdivision design and access networks.

2.023/06/2023
C114well**Requirement before a permit is granted**

A permit may be granted to use or subdivide land, construct a building or construct, or carry out works, before a development plan has been prepared, to the satisfaction of the responsible authority where it does not prejudice the orderly development of the North Sale Development Plan area.

3.023/06/2023
C114well**Conditions and requirements for permits**

The following conditions and requirements apply to permits applications to subdivide land, where appropriate:

Conditions:

- The preparation and approval of a Construction Management Plan prior to the commencement of works.
- The preparation and approval of a Bushfire Management Plan prior to the commencement of works. The plan must demonstrate how the required bushfire protection measures will be met and implemented on an ongoing basis.
- Any new development must include the following bushfire protection measures:
 - All development must be setback a minimum distance of 19m from any bushfire hazard, including internal reserves;
 - Any vegetation located within the required setback must be managed to the following defensible space standard:
 - Grass must be short cropped and maintained during the declared fire danger period.
 - All leaves and vegetation debris must be removed at regular intervals during the declared fire danger period.
 - Within 10 metres of a building, flammable objects must not be located close to the vulnerable parts of the building.
 - Plants greater than 10 centimetres in height must not be placed within 3m of a window or glass feature of the building.
 - Shrubs must not be located under the canopy of trees.
 - Individual and clumps of shrubs must not exceed 5 square metres in area and must be separated by at least 5 metres.
 - Trees must not overhang or touch any elements of the building.
 - The canopy of trees must be separated by at least 2 metres.

WELLINGTON PLANNING SCHEME

- There must be a clearance of at least 2 metres between the lowest tree branches and ground level.
- A perimeter road must be provided within the subject land along the northern and eastern boundaries between the grassland hazards and future lots.
- The proposed road layout must connect to the existing road network and established residential areas.
- Non-combustible fencing must be provided between any grassland hazards and proposed lots.
- Before certification, building envelopes must be provided on the plan of subdivision for any lots that require vegetation to be managed for the purpose of defensible space.
- Where a subdivision will abut an interim bushfire hazard the required construction management plan must identify the land management measures to be undertaken by the developer to reduce the risk from fire, enable emergency access and specify an area of 19m between the edge of development and any non developed areas where vegetation must be managed to a low threat condition.
- Proposed landscaping within proposed public open space reserves must be designed and implemented to ensure it does not result in a bushfire hazard through the establishment of classifiable vegetation as defined under *AS 3959-2018 Construction of Buildings in Bushfire-prone Areas (Standards Australia, 2018)*.
- Prior to the issue of a statement of compliance the permit holder must enter into an agreement with the Responsible Authority under Section 173 of the *Planning and Environment Act 1987*. The Section 173 Legal Agreement must be executed on title of the relevant land prior to the commencement of the use and prior to the issue of a statement of compliance under the *Subdivision Act 1988*. The applicant must meet the costs associated with the drafting and execution of the Agreement, including those incurred by the responsible authority. It must provide for the following:
 -
 - a. Secure a contribution towards the funding of key infrastructure in accordance with the *North Sale Infrastructure Funding Arrangement - Final Report* (or as amended);
 - b. Ensure future owners are aware of the obligation to implement the requirements of the Bushfire Hazard Management Plan, including compliance at all times during the fire danger period;
 - c. to ensure that any future development is comprised of non-reflective building materials. If it is later found that lights or glare endangers the safety of aircraft operations, Defence may require the lighting to be extinguished or suitably modified; and
 - d. Ensure that any future development of the land complies with the extraneous lighting controls detailed in the *CASA Manual of Standards (MOS-139) Aerodromes*. Outdoor luminaries with no upward light component (e.g., ‘aero-screen’ type fittings) should be used for any outdoor lighting to minimise potential conflict with aircraft operations.
 - e. Ensure that all the recommendations of the Environmental Audit Statement (Report No. EA001303 (AEA Reference: EA0951)) are complied with to the satisfaction of the responsible authority, prior to commencement of the use of the site. Written confirmation of compliance must be provided by a suitably qualified environmental consultant to the satisfaction of the responsible authority. Compliance sign-off must be in accordance with the Environmental Audit Statement recommendations regarding verification of works.
- Any other condition as deemed appropriate by the responsible authority.

Requirements:

WELLINGTON PLANNING SCHEME

An application for a planning permit to subdivide land must be accompanied by the following information, where appropriate:

- A site analysis plan.
- A proposed subdivision layout including any proposed staging.
- A planning report outlining how the proposed development responds to the relevant sections of the Wellington Planning Scheme and how the proposed development is consistent with the objectives and requirements of the *North Sale Development Plan (2018)* .
- A bushfire hazard assessment that identifies any bushfire hazard, its vegetation type and slope on or within 150m of the development plan boundary.
- A bushfire management plan that demonstrates how the required bushfire protection measures will be met.
- A stormwater management plan.
- A Traffic Impact Assessment and Management Plan.
- The availability of and connection to, relevant utility services.
- Any other requirements as deemed appropriated by the responsible authority.

4.0
23/06/2023
C114well

Requirements for development plan

The development plan must include the following requirements:

- A site analysis plan
- An overall plan of subdivision which shows proposed lot layout and sizing (including staging), street networks, walking and cycling networks, public open space areas.
- An open space plan which details open space improvements and landscaping.
- A bushfire management assessment and management plan.
- A Flora and fauna assessment.
- A cultural heritage assessment.
- Identification of infrastructure requirements for the North Sale Development Plan Area including but not limited to utilities, stormwater management and movement networks.
- Details of infrastructure delivery including timing and how it is to be funded. The arrangement of infrastructure contributions identified in the development plan will be agreed upon and given effect by an agreement entered into by the landowner(s) and the responsible authority under *Section 173 of the Planning and Environment Act 1987*.

WELLINGTON PLANNING SCHEME

###/20##

SCHEDULE 15 TO CLAUSE 43.04 DEVELOPMENT PLAN OVERLAY

Shown on the planning scheme map as **DPO15**.

NORTH SALE DEVELOPMENT PLAN - LOCAL ACTIVITY CENTRES**1.0 Objectives**

C126well

Promote the establishment of two small local convenience centres in accordance with the *North Sale Growth Area* (as identified within the *North Sale Development Plan [2022]*) to be located along key road links.

Promote a modest shop floor space (500 square meters per tenancy) that supports the local retail catchments needs and is cognisant to not detract from the central business area of Sale through large-scale out of centre retail development.

Facilitate an efficient, safe and legible network for vehicles, pedestrians and cyclists.

Prioritise the provision of all key infrastructure necessary to facilitate the efficient servicing of the *North Sale Development Plan (2022)* Area.

2.0 Requirement before a permit is granted

###/20##

A permit may be granted to use or subdivide land, construct a building or construct or carry out works before a development plan has been prepared to the satisfaction of the responsible authority where it does not prejudice the orderly development of the *North Sale Development Plan (2022)* area.

3.0 Conditions and requirements for permits

###/20##

The following conditions and requirements apply to permits for subdivision, use and development, where appropriate:

- A Site Analysis Plan.
- A proposed subdivision layout plan, including any proposed staging.
- A planning report outlining how the proposed development responds to the relevant sections of the Wellington Planning Scheme and how the proposed development is consistent with the objectives and requirement of the *North Sale Development Plan (2018)* (or as amended from time to time).
- A Stormwater Management Plan.
- A Traffic Impact Assessment Report and Management Plan.
- The availability of and connection to relevant utility services.
- Any other requirements as deemed appropriate by the responsible authority.
- Maximum floor areas for individual tenancies limited to 500 square metres.
- Plans and elevations of proposed buildings and structures.
- Design guidelines relating to buildings and structures.
- Advertising signage details.

4.0 Requirements for development plan

###/20##

A development plan must include the following requirements:

- A Site Analysis Plan.
- An overall subdivision plan which shows proposed lot layout and sizing (including staging), street networks, walking and cycling networks, and public open spaces areas.
- An Open space Plan which details improvements and landscaping.

WELLINGTON PLANNING SCHEME

- A Landscape Master Plan.
- A Flora and Fauna Assessment Report.
- A cultural heritage desktop assessment.
- Must be generally in accordance with the approved *North Sale Development Plan (2018)* (or as amended from time to time).
- Identification of infrastructure requirements for the North Sale Development Plan Area including but not limited to utilities, stormwater management and movement networks.
- Details of infrastructure delivery, including timing and how it is to be funded. The arrangement for infrastructure contributions identified in the development plan will be agreed upon and given effect by an agreement entered into the landowner (s) and the responsibility under section 173 of the *Planning and Environment Act 1987*.



Sec 96J

**(PROPOSED) PLANNING PERMIT UNDER
SECTION 96I OF THE PLANNING AND
ENVIRONMENT ACT 1987
Form 9**

Planning and Environment Regulations 2015

Permit No: P312/2025
Planning Scheme: Wellington Planning Scheme
Responsible Authority: Wellington Shire Council
Address of the Land: 8 Grassdale Road, Sale (Lot 2, PS 924 057S)
The Permit allows: Multi staged subdivision, create an access to a road in a Transport Zone 2 (TRZ2) and removal of native vegetation.

Planning Scheme Clause	Matter for which the permit has been granted
32.08-3	Multi Lot Multi Stage Subdivision
34.01-3	Multi Lot Multi Stage Subdivision
52.17-1	Removal of Native Vegetation
52.02	Create or Remove an Easement
43.02-3	Multi Lot Multi Stage Subdivision
43.01-1	Multi Lot Multi Stage Subdivision
52.29-2	Create or Alter an access to a road in a transport zone 2

The following conditions apply to the permit:

Amended plans required

1. Before the [plan of subdivision] is certified under the *Subdivision Act 1988*, amended plans to the satisfaction of the responsible authority must be endorsed by the responsible authority. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the plans submitted with the application [insert plan reference no./date/ prepared by] but modified to show:

(PROPOSED) Planning Permit P312/2025 – 8 Grassdale Road, Sale

- a) [Insert as appropriate]

Prior to certification of stage 1

2. Before the works commence for [each stage], detailed construction plans must be submitted to and approved by the responsible authority. The detailed construction plans must be generally in accordance with the approved Functional Layout Plans, must be drawn [insert format requirement]. and must include:
 - a. TBC

Staging

3. The subdivision must proceed in accordance with the numerical sequencing as outlined by the endorsed plans.

Endorsed plans

4. The subdivision plan submitted for certification must be in general accordance with the plan endorsed as part of this permit.

Heritage Victoria

5. Prior to the issue of a statement of compliance, an amended plan of subdivision must be submitted to the Executive Director, Heritage Victoria for approval. Once approved, it will be endorsed and will then form part of the permit. The plan must be consistent with an amended extent of registration for Grassdale in the Victorian Heritage Register and be revised to show: z H Lot 1 and drainage reserve within all of the amended extent of registration for Grassdale in the Victorian Heritage Register and removal of lots facilitating new development from within that extent. z Retention of significant outbuildings.
6. Prior to the issue of a statement of compliance, Design Guidelines are to be prepared to ensure any new built form, landscaping and associated works are appropriate for the heritage values of the place. The Design Guidelines should encompass principles to guide works such as the introduction of landscape buffers, landscape design in the drainage reserve, exterior painting, other external alterations (including window and door treatments, service installation, roof-mounted solar cells, antennae and the like), and new buildings and structures on the land (including but not limited to car parking, bin enclosures, fencing, gates, out-buildings, additions and services installation). The Design Guidelines are to be submitted for endorsement by the Executive Director, Heritage Victoria and once approved, form part of the permit. The relevant title owners are responsible for ensuring compliance with the Design Guidelines and any statutory approvals required under the Heritage Act 2017.
7. Prior to the issue of a statement of compliance, the Design Guidelines required under condition 2 are to be registered on the parent title (or part of the parent title as applicable) by way of a Covenant between the landowner and the Heritage Council of Victoria in accordance with section 134 of the Heritage Act 2017.
8. Prior to the issue of a statement of compliance, the details of a suitably experienced heritage conservation professional, engaged to prepare the costed schedule and drawings of conservation works required by condition 5, must be approved in writing by the Executive Director Heritage Victoria.

9. Prior to the issue of a statement of compliance, a costed schedule and drawings of any conservation works identified as required for the heritage place must be prepared and endorsed by the Executive Director, Heritage Victoria.
10. Prior to the issue of a statement of compliance, the required conservation/repair works at condition 5 must be completed with the necessary statutory approvals under the Heritage Act 2017 and to the satisfaction of the Executive Director, Heritage Victoria or secured through a financial security as provided for under s101A of the Heritage Act 2017.

- End Heritage Victoria Conditions -

Mandatory Conditions – DPO13 (North Sale)

11. The preparation and approval of a Construction Management Plan prior to the commencement of works.
12. The preparation and approval of a Bushfire Management Plan prior to the commencement of works. The plan must demonstrate how the required bushfire protection measures will be met and implemented on an ongoing basis.
13. Any new development must include the following bushfire protection measures:
 - a. All development must be setback a minimum distance of 19m from any bushfire hazard, including internal reserves;
 - b. Any vegetation located within the required setback must be managed to the following defensible space standard:
 - i. Grass must be short cropped and maintained during the declared fire danger period.
 - ii. All leaves and vegetation debris must be removed at regular intervals during the declared fire danger period.
 - iii. Within 10 metres of a building, flammable objects must not be located close to the vulnerable parts of the building.
 - iv. Plants greater than 10 centimetres in height must not be placed within 3m of a window or glass feature of the building.
 - v. Shrubs must not be located under the canopy of trees.
 - vi. Individual and clumps of shrubs must not exceed 5 square metres in area and must be separated by at least 5 metres.
 - vii. Trees must not overhang or touch any elements of the building.
 - viii. The canopy of trees must be separated by at least 2 metres.
 - ix. There must be a clearance of at least 2 metres between the lowest tree branches and ground level.
14. A perimeter road must be provided within the subject land along the northern and eastern boundaries between the grassland hazards and future lots.
15. The proposed road layout must connect to the existing road network and established residential areas.
16. Non-combustible fencing must be provided between any grassland hazards and proposed lots.

(PROPOSED) Planning Permit P312/2025 – 8 Grassdale Road, Sale

17. Before certification, building envelopes must be provided on the plan of subdivision for any lots that require vegetation to be managed for the purpose of defensible space.
18. Where a subdivision will abut an interim bushfire hazard the required construction management plan must identify the land management measures to be undertaken by the developer to reduce the risk from fire, enable emergency access and specify an area of 19m between the edge of development and any non developed areas where vegetation must be managed to a low threat condition.
19. Proposed landscaping within proposed public open space reserves must be designed and implemented to ensure it does not result in a bushfire hazard through the establishment of classifiable vegetation as defined under *AS 3959-2018 Construction of Buildings in Bushfire-prone Areas (Standards Australia, 2018)*.
20. Prior to the issue of a statement of compliance the permit holder must enter into an agreement with the Responsible Authority under Section 173 of the *Planning and Environment Act 1987*. The Section 173 Legal Agreement must be executed on title of the relevant land prior to the commencement of the use and prior to the issue of a statement of compliance under the *Subdivision Act 1988*. The applicant must meet the costs associated with the drafting and execution of the Agreement, including those incurred by the responsible authority. It must provide for the following:
 - a. Secure a contribution towards the funding of key infrastructure in accordance with the *North Sale Infrastructure Funding Arrangement - Final Report* (or as amended);
 - b. Ensure future owners are aware of the obligation to implement the requirements of the Bushfire Hazard Management Plan, including compliance at all times during the fire danger period;
 - c. to ensure that any future development is comprised of non-reflective building materials. If it is later found that lights or glare endangers the safety of aircraft operations, Defence may require the lighting to be extinguished or suitably modified; and
 - d. Ensure that any future development of the land complies with the extraneous lighting controls detailed in the *CASA Manual of Standards (MOS-139) Aerodromes*. Outdoor luminaries with no upward light component (e.g., 'aero-screen' type fittings) should be used for any outdoor lighting to minimise potential conflict with aircraft operations.

Section 173 Agreement required

21. Before the issue of a Statement of Compliance, the owner must enter into an agreement with the Responsible Authority under *section 173 of the Planning and Environment Act 1987*. The owner must pay the costs of preparing, lodging and registering the agreement and any subsequent amendment, removal or other dealing associated with the agreement. The agreement must be registered on the certificate of title for the land. The Agreement must covenant that:
 - a. A contribution towards the funding of key infrastructure will be secured, in accordance with the *North Sale Infrastructure Funding Arrangement - Final Report* (or as amended);
 - b. The agreement will bind the Applicant as the owner and must run with the land so that all successors in title are bound by the agreement. The applicant must contact Councils Planning Department via planning@wellington.vic.gov.au email address to prepare the Section 173 Agreement. The applicant will be advised of the process (including fee) relating to the registration of the Agreement with the Titles Office. A copy of the updated Title Search Statement incorporating the registered Section 173 Agreement from Land Victoria or a dealing number and copy of the registered agreement from

Land Victoria must be provided to the responsible authority prior to issue of a Statement of Compliance.

Subdivision requirements

22. The plan of subdivision submitted for certification under the *Subdivision Act 1988* must be referred to the relevant authority in accordance with Section 8 of the Act.
23. The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, electricity and gas services to each lot shown on the endorsed plan in accordance with the authority's requirements and relevant legislation at the time.
24. All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created.

Telecommunications requirements

25. The owner of the land must enter into an agreement with:
 - a. a telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and
 - b. a suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.
26. Before the issue of a Statement of Compliance for any stage of the subdivision under the Subdivision Act 1988, the owner of the land must provide written confirmation from:
 - a. A telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time; and
 - b. A suitably qualified person that fibre ready telecommunication facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.

Infrastructure Development/Engineering

Functional Layout Plan

27. Before the plan of subdivision is certified under the Subdivision Act 1988 for each stage of the subdivision, a Functional Layout Plan (FLP) for the subdivision must be submitted to and approved by the Responsible Authority. The FLP must be prepared by a suitably qualified person, registered under the Professional Engineers Registration Act 2019, drawn to scale, clearly display all key dimensions, and generally align with the application plans and the current version of the Infrastructure Design Manual (IDM). The FLP must be to the satisfaction of the Responsible Authority and include the following:

(PROPOSED) Planning Permit P312/2025 – 8 Grassdale Road, Sale

- a. A subdivision layout drawn to scale, including lot areas, lot numbers, widths of street reservations, locations of paths, and proposed street names.
- b. Topographical details and existing features, including land contours for the land and adjacent affected areas.
- c. Alignment of roads and reserves with adjoining estates to ensure continuity and unobstructed overland flow conveyance.
- d. Typical cross-sections for each street type with dimensions for individual elements in accordance with the following specifications:
 - i. Road Name: Grassdale Road (interim construction).
 - ii. Road Reserve Width: 20 metres minimum.
 - iii. Formation Width: 9.2 metres iv. Pavement Width: 6.8 metres plus 1.2 metre shoulder.
 - iv. Pavement Depth: To be determined by pavement design min. 300mm & min. 150mm shoulders.
 - v. Surface Treatment: 6.2 metre wide, initial seal and seal.
 - vi. Street Name: Unnamed internal Main Boulevard.
 - vii. Road Reserve Width: 42.0 metres.
 - viii. Kerb profile: B2.
 - ix. Pavement width: 7.0 metres between kerb inverts.
 - x. Pavement depth: to be determined by pavement design (Minimum 300mm depth).
 - xi. Surface Treatment: Asphalt minimum 30mm thickness.
 - xii. Street Name: Unnamed internal road running east-west in line with potential crossing of rail line as per Master Plan v2.
 - xiii. Road Reserve Width: 22 metres (in-line with North Sale Development Plan Cross Section D.)
 - xiv. Kerb profile: SM2-M.
 - xv. Pavement width: 3.5 metres between kerb inverts with 4.5 metre median.
 - xvi. Pavement depth: to be determined by pavement design (Minimum 300mm depth).
 - xvii. Surface Treatment: Asphalt minimum 30mm thickness.
 - xviii. Street Name: Unnamed internal Access Street adjacent to open space reserve & Grassdale Road.
 - xix. Road Reserve Width: Minimum 13.5 metres.
 - xx. Kerb profile: SM2-M.
 - xxi. Pavement width: 7.3 metres between kerb inverts.
 - xxii. Pavement depth: to be determined by pavement design (Minimum 300mm depth).
 - xxiii. Surface Treatment: Asphalt minimum 30mm thickness.
 - xxiv. Street Name: Unnamed internal Access Streets with Shared Paths.
 - xxv. Road Reserve Width: Minimum 18.0 metres.

(PROPOSED) Planning Permit P312/2025 – 8 Grassdale Road, Sale

- xxvi. Kerb profile: SM2-M.
 - xxvii. Pavement width: 7.3 metres between kerb inverts.
 - xxviii. Pavement depth: to be determined by pavement design (Minimum 300mm depth).
 - xxix. Surface Treatment: Asphalt minimum 30mm thickness.
 - xxx. Street Name: Unnamed internal Access Streets.
 - xxxi. Road Reserve Width: Minimum 16.0 metres.
 - xxxii. Kerb profile: SM2-M.
 - xxxiii. Pavement width: 7.3 metres between kerb inverts.
 - xxxiv. Pavement depth: to be determined by pavement design (Minimum 300mm depth).
 - xxxv. Surface Treatment: Asphalt minimum 30mm thickness.
 - xxxvi. Street Name: shared path reserve.
 - xxxvii. Reserve Width: Minimum 14 metres.
 - xxxviii. Path width: 2.5 metres.
 - xxxix. Pavement: As per IDM: SD205 & SD210.
-
- e. Footpaths are to be constructed in line with IDM: SD205 & SD210. 125mm thick reinforced concrete 1.5 metre width footpaths constructed located at a 0.05 metre offset from the building line.
 - f. Shared Paths are to be constructed in line with *IDM: SD205 & SD210*. 125mm thick reinforced concrete 2.5 metre width shared path constructed located at a 0.05 metre offset from the building line.
 - g. Southern Rural Water Bridge on Grassdale Road to be reconstructed to align with internal road network of the development as per North Sale Development Plan. The bridge is to be designed in accordance with all relevant standards, including but not limited to *AS 5100* to achieve *SM1600 design loading* to the satisfaction of the Responsible Authority.
 - h. Footpath & Shared Path locations to be confirmed during design to the satisfaction of the Responsible Authority.
 - i. Preliminary longitudinal sections for all streets.
 - j. High quality material construction for retaining walls visible from the public realm.
 - k. Preliminary public lighting locations, including within reserves and along existing roads, where applicable.
 - l. Proposed speed limits for all roads, and location of speed limit signs (where directed by the Responsible Authority).
 - m. Location and alignment of kerbs, indented parking spaces, footpaths, shared paths and bus stops.
 - n. Undertake a Traffic Engineering Assessment to determine if traffic calming measures are required throughout the estate. Such as low-profile roundabouts and/or raised intersections, at key locations throughout the development. *Refer AustRoads Guide to Traffic Management Part 8: Local Area Traffic Management.*
 - o. Table of offsets for all utility services and street trees.

- p. Preliminary locations for electrical kiosk reserves.
- q. Outline of the proposed minor drainage network, including land needed for maintenance access.
- r. Outline of the major drainage system, including any interim works, watercourse, lake, wetland, silt pond, and/ or piped elements, showing preliminary sizing and any construction and maintenance access requirements.
- s. Overland flow paths (1% AEP) demonstrating safe conveyance of excess runoff to its destination.
- t. Drainage outfall system (both interim and ultimate, if applicable), indicating the legal point of discharge and construction and maintenance access requirements.
- u. Temporary turnaround areas with a minimum radius of 9.0 metres (sealed or unsealed as directed by the Responsible Authority) for service vehicles (8.8 metres in length) at the temporary dead ends of roads.
- v. Details of external works required for the subdivision, including any upgrades or intersection works on existing roads necessary to satisfy both interim and ultimate access requirements.
- w. Details of easements required by the *Stormwater Management Strategy (SWMS)*.

STORMWATER MANAGEMENT

28. Before the plan of subdivision is certified under the *Subdivision Act 1988* a Drainage Plan and SWMS prepared by a suitably qualified person, registered under the *Professional Engineers Registration Act 2019*, must be submitted to and approved by the Responsible Authority and West Gippsland Catchment Management Authority. When approved, the SWMS will be endorsed and will then form part of the permit. The SWMS must be to the satisfaction of the Responsible Authority and must:
- a. Meet the water quality standards required by the Planning Scheme, the 'Best Practice Environmental Management Guidelines' and the IDM;
 - b. Not include any stormwater treatment within a road reserve;
 - c. Provide retardation structures and devices to ensure that the post development discharge rate from the site does not exceed the predevelopment discharge rate. All catchments must have suitable stormwater detention prior to leaving the land. Alternatively, where no downstream detriment is demonstrated and approved by the West Gippsland Catchment Management Authority and the Responsible Authority retardation may be omitted or reduced.
 - d. Comply with Australian Rainfall & Runoff version 4.2, in particular Chapter 6. Climate Change Considerations.
 - e. Include flood modelling for all overland flow paths for an 20% and 1% AEP storm event;
 - i. Include suitable measures to address scouring and safe access for a 1% AEP storm event;
 - ii. Provide a minimum 15 metre offset between the normal water level of any wetland, sediment pond, and/or other similar structure that holds permanent open water, and the reserve lot boundary;
 - iii. Assess upstream and downstream impacts on the existing drainage

- system and properties;
 - iv. Include a risk assessment of all retardation structures and assess any impacts to downstream properties and infrastructure in the event of a dam wall failure to the satisfaction of the Responsible Authority;
 - v. Provide reticulated underground stormwater drainage to drain all land contained within the subdivision in accordance with the IDM;
 - vi. Provide an assessment of what stormwater infrastructure is required for each stage of the subdivision to ensure the objectives of IDM are met;
 - vii. Provide details of minimum floor levels and/or building envelopes to allow a minimum of 300mm above the 1% AEP storm event, where the finished surface level of the lot is not higher than this level; and
 - viii. Ensure any concentrated discharge, or increases in flow of water, across privately owned land, not via a designated waterway, is by agreement and protected via an easement to the satisfaction of the Responsible Authority.
 - ix. Details of any fencing to be provided around and/or within the wetlands.
29. The endorsed SWMS must be implemented and carried out for the subdivision to the satisfaction of the Responsible Authority.
 30. Before a Statement of Compliance is issued under the *Subdivision Act 1988* for stage 2 of the subdivision, the wetland, detention basin and stormwater outfall drain must be constructed in accordance with the SWMS and to the satisfaction of the Responsible Authority.
 31. Before a Statement of Compliance is issued under the *Subdivision Act 1988* for stage 2 of the subdivision, an Operation and Maintenance Manual must be submitted to the Responsible Authority. The Operation and Maintenance Manual must address all stormwater treatment and detention structures servicing the development and be to the satisfaction of the Responsible Authority. Once approved, the Operation and Maintenance Manual will be endorsed and will then form part of the permit.
 32. The nominated stormwater discharge point for this site is Flooding Creek as per Afflux Consulting Stormwater Management Plan (project no. 24111, 9 December 2024).

DETAILED DESIGN ENGINEERING PLANS

33. Before the works commence of the subdivision, Detailed Design Engineering Plans must be submitted to and approved by the Responsible Authority. The Detailed Design Plans must be prepared by a suitably qualified person, registered under the *Professional Engineers Registration Act 2019*, drawn to scale, include dimensions and generally align with the approved FLP and the IDM. The plans must be to the satisfaction of the Responsible Authority and must include:
 - a. Engineering plans and specifications of the proposed works that are to become public assets such as roads, paths, intersections, drains, bridges and the like.
 - b. The outfall drainage for that stage providing a legal point of stormwater discharge to each lot.
 - c. Location of Permanent Survey Marks.
 - d. Details of any cut and fill including retaining walls.

- e. All road dimensions and cross sections.
- f. All intersections with cross sections and design vehicle swept paths.
- g. Pavement design using a recognised engineering methodology based on a geotechnical investigation of the site (Refer to IDM 12.7). In-situ soil conditions and available road making materials must be considered in the design.
- h. Location of speed limit signs and traffic management devices.
- i. Nominal driveway crossings for each lot designed for standard vehicles, considering horizontal and vertical clearances referenced in IDM Standard Drawings and IDM Clause 12.3.9. Demonstrate safe and convenient criteria where driveway and crossover gradients exceed 10%.
- j. Temporary turnaround areas within or outside the site (sealed or unsealed as directed by the Responsible Authority) for waste collection vehicles (8.8 metres in length) at the temporary dead end of any road.
- k. Concrete footpaths connecting to existing paths where present.
- l. Bollards installed at the front of the reserves to prevent any vehicle access.
- m. Master services plan.
- n. Location, design and specifications of street lighting in accordance with AS 1158:2005 Lighting for roads and public spaces, including for all traffic calming devices and intersections.
- o. Major and minor drainage generally in accordance with the approved SWMS.
- p. Details of any retarding basin and wetland in accordance with the approved SWMS including evidence that the retarding basin design complies with ANCOLD requirements and has been approved by the relevant authorities, if relevant.
- q. Underground drains incorporating features to prevent litter, sediments, and oils from entering the drainage system (particularly waterways), and/or cut-off drains to intercept storm water run-off from adjoining properties as appropriate and to the satisfaction of the Responsible Authority.
- r. Drainage infrastructure that caters for the future development of any sites identified on the subdivision concept plan. (Refer to Note 2 of Table 10 in IDM).
- s. Service conduits as required for water services, communications, and electricity supply.
- t. All relevant documentation for the detailed design of the Southern Rural Water Bridge on Grassdale Road. The bridge is to be designed in accordance with all relevant standards to the satisfaction of the Responsible Authority, which in this case is Southern Rural Water.
- u. Details of the Certifying Engineer for the construction stage.

EARTHWORKS AND LOT FILLING

- 34. Before the approval of the Detailed Design Engineering Plans for the subdivision, the following must be submitted to the Responsible Authority in accordance with the IDM and to the satisfaction of the Responsible Authority:
 - a. A fill plan, noting all changes in finish surface level greater than 300mm.
 - b. Any fill on the land must be placed in such a manner that it does not adversely affect the drainage of adjacent land.

- c. Fill placement methodology and testing frequency schedule.
- d. Environmental Management Plan demonstrating how imported fill must be clean and free of all deleterious material in accordance with EPA Guidelines.
- e. Cut and fill interface methodology with adjoining properties.

SECTION 173 AGREEMENT

35. Before a Statement of Compliance is issued under the *Subdivision Act 1988* for the subdivision, the owner must enter into an agreement with the Responsible Authority under *section 173 of the Planning and Environment Act 1987*. The owner must pay the costs of preparing, lodging and registering the agreement and any subsequent amendment, removal or other dealing associated with the agreement. The agreement must be registered on the certificate of title for the land. The Agreement must covenant that:
- a. All vehicular access to the land is to be provided via a concrete crossover to IDM standards for urban residential areas and to the satisfaction of the Responsible Authority;
 - b. Where stormwater treatment and detention infrastructure is to be located within private lots, the property owner must comply with the requirements of the approved SWMS to the satisfaction of the Responsible Authority;
 - c. That easements for access and drainage are provided over the wetlands, connecting drainage pipes and access tracks in favour of Wellington Shire Council.

The agreement will bind the Applicant as the owner and must run with the land so that all successors in title are bound by the agreement. The applicant must contact Councils Planning Department via planning@wellington.vic.gov.au email address to prepare the Section 173 Agreement. The applicant will be advised of the process (including fee) relating to the registration of the Agreement with the Titles Office. A copy of the updated Title Search Statement incorporating the registered Section 173 Agreement from Land Victoria or a dealing number and copy of the registered agreement from Land Victoria must be provided to the responsible authority prior to Statement of Compliance is issued under the Subdivision Act 1988 for the subdivision.

CONSTRUCTION OF WORKS

36. Before a Statement of Compliance is issued under the *Subdivision Act 1988* of the subdivision, all works shown on the approved Detailed Design Engineering Plans must be completed and constructed to the satisfaction of the Responsible Authority, including:
- a. Roads, including traffic management devices, kerb and channel, open drainage and underground drainage.
 - b. Reinforced concrete footpaths including pram crossings.
 - c. Vehicle crossings for all lots at each intersection (where shown on the approved detailed design engineering plans).
 - d. Vehicle crossings to any other lots if directed by the Responsible Authority.
 - e. All components of the stormwater drainage system relevant for the subdivision.
 - f. All public street lighting and lighting located within reserves and public places.
37. Before a Statement of Compliance is issued under the *Subdivision Act 1988* for the subdivision, the Owner must obtain a Statement of Infrastructure Works Completion for all works required under this permit for that subdivision.

38. Before a Statement of Infrastructure Works Completion is issued for the subdivision, the following must occur to the satisfaction of the Responsible Authority:
 - a. Council's Infrastructure Planner and the Owner's Certifying Engineer must jointly inspect and confirm that the works are complete and in accordance with all approved plans under this permit.
 - b. The Owner's Certifying Engineer must lodge a Construction Certification List.
 - c. The Owner's nominated representative must lodge details of any Safety Audit.
 - d. The final digital 'as built' version of the Engineering Plans in CAD and .pdf formats must be lodged with Council's Infrastructure Development Engineer.
 - e. Itemised construction costs of all works to be taken over by Council or required by the Planning Permit must be lodged with Council.
 - f. A bond equal to an amount of 5% of certified final cost or \$5000 whichever is the greater must be lodged with Council, to be retained for the period of the Defects Liability Period.
39. Before a Statement of Compliance is issued under the *Subdivision Act 1988* for the subdivision, any nature strip, park or reserve created in subdivision must be cleared of all noxious weeds, graded, filled and compacted with approved material free of rock, stone and other contamination, landscaped, shaped and formed as necessary to avoid settlement below the level of kerb, footpaths and other ground level infrastructure, scarified, top dressed with a minimum 100 mm depth of approved topsoil and sown with an approved turf mixture of 80% perennial rye (summer 40% + Winter 40%) and 20% kikuyu at a rate of 300 kg per hectare to achieve a smooth, firm and free draining surface able to be mown by a rotary mower to the satisfaction of the Responsible Authority.
40. Before a Statement of Compliance is issued under the *Subdivision Act 1988* for Stage 1 of the subdivision, Grassdale Road must be constructed in accordance with the approved detailed design engineering plans and to the satisfaction of the Responsible Authority.
41. Before a Statement of Compliance is issued under the *Subdivision Act 1988* for Stage 2 of the subdivision, all stormwater treatment, detention and outfall assets must be constructed in accordance with the approved detailed design engineering plans and to the satisfaction of the Responsible Authority.
42. Before a Statement of Compliance is issued under the *Subdivision Act 1988* for Stage 2 of the subdivision, the intersection of Maffra-Sale Road, Woondella Boulevard and the internal main boulevard must be constructed in accordance with the approved detailed design engineering plans and to the satisfaction of the Responsible Authority.
43. Before a Statement of Compliance is issued under the *Subdivision Act 1988* for Stage 2 of the subdivision, the section of Grassdale Road from Maffra-Sale Road to the intersection of Grassdale Road & the Unnamed internal Main Boulevard is to be discontinued and reinstated as green open space to the satisfaction of the Responsible Authority.
44. Before a Statement of Compliance is issued under the *Subdivision Act 1988* for Stage 8 of the subdivision, the Southern Rural Water bridge on Grassdale Road must be reconstructed in accordance with the approved detailed design engineering plans and to the satisfaction of the Responsible Authority.

VEHICLE CROSSINGS

45. Before a Statement of Compliance is issued under the *Subdivision Act 1988* for the subdivision, all weather access must be provided to each lot to the satisfaction of the Responsible Authority. The minimum standard all weather vehicular crossing is comprised of a reinforced

concrete crossover in accordance with the IDM for urban residential areas. For lots where an all-weather access is not provided a section 173 agreement must be entered into, refer condition 9.

CCTV

46. Prior to sealing of the pavement, CCTV verification must be undertaken of all underground drainage assets in accordance with the Infrastructure Design Manual and to the satisfaction of the Responsible Authority. Sealing works must not commence until the Responsible Authority has reviewed the CCTV footage and provided written consent for sealing works to proceed.
47. The CCTV work must be performed by an independent specialist contractor approved by, and at no cost to the Responsible Authority. The inspection report must be submitted in compliance with the current version of the WSA 05-2020-4.1 - Conduit Inspection Reporting Code of Australia and to the satisfaction of the Responsible Authority. Pipe joints which exceed the manufacturer's installation tolerances and other significant defects must be rectified at no cost to the Responsible Authority before a Statement of Infrastructure Works Completion is issued.

TEMPORARY TURN AROUND AREAS

48. If garbage collection cannot occur without backwards movements performed by a design vehicle to the satisfaction of the Responsible Authority, temporary turnaround areas with a minimum radius of 9.0 metres must be provided for garbage collection at the termination of street legs and as required during the development. The areas must be constructed and thereafter maintained to the satisfaction of the Responsible Authority unless alternative arrangements are agreed in writing by the Responsible Authority.
49. Before a Statement of Compliance is issued for the subdivision under the *Subdivision Act 1988*, containing temporary turning areas that are no longer required, they must be removed, unless otherwise agreed by the Responsible Authority in writing, and the area, together with all nature strips, footpaths, drainage and the like, reinstated to the satisfaction of the Responsible Authority.
50. A sign of at least one square metre in area must be displayed in a prominent position near the temporary vehicle turning area while a temporary turning area is in operation advising that it is a temporary turning area only. The sign must be removed after the temporary vehicle turning area is removed.

ROAD CLOSURES

51. If it is necessary to close abutting roads or streets to undertake construction works:
 - a. Council's Manager of Built Environment must first be advised in writing of any proposed closure. Details of the closure(s) must be submitted as part of the Traffic Management Plans and the Program of Works.
 - b. Closures must be in accordance with the approved Traffic Management Plan.
 - c. Abutting and/or affected landowners must be advised by letter of the impending closure a minimum of 24 hours prior to the closure.
 - d. Emergency Services must be advised of the closure at least 24 hours prior to the closure.
 - e. Where the closure affects a designated School Bus Route, the relevant School Bus Coordinator must be advised a minimum of 48 hours prior to the closure.

- f. Where the proposed closure is in excess of one working day or requires overnight closure, the closure must be advertised in a locally circulating paper in addition to the above requirements.

GENERAL

52. Before the plan of subdivision is certified under the *Subdivision Act 1988*, naming of the proposed streets must be ratified and adopted by Council's Place Names Committee. Before a Statement of Compliance is issued under the Subdivision Act 1988 for the subdivision any necessary fees must be paid.
53. Before a Statement of Compliance is issued under the *Subdivision Act 1988* for each stage any necessary fees must be paid.

- End Infrastructure Development Conditions -

Public Open Space

PRIOR TO CERTIFICATION OF PLANS

54. **Tree Protection Measures** – a project arborist (minimum AQF Level 5 or equivalent) must be appointed by the applicant to prepare an Arboricultural Impact Assessment report and oversee the implementation of tree protection specifications recommended within the Arboricultural Impact Assessment report.
55. Prior to works commencing on site, the project arborist, site manager and representatives from Council's Natural Environment & Parks Team to ascertain the tree protection requirements and implementation of the Tree Protection Specifications and Tree Protection Plan.
56. During all site works there must be no access within the fenced tree protection zones without prior consent of the project arborist. Where works encroach on the tree protection zones, the project arborist must be onsite to oversee and approve works. All tree protection works and site inspections, including pre and post construction tree condition certification, must be documented in written reports with appropriate photographs and provided to Council in the instance of trees becoming Council responsibility in the future.
57. The project arborist appointed to prepare the Arboricultural Impact Assessment, must upload all tree data to Council's Urban Forest Asset Management System (Forestreet). Access and training by Council staff can be provided should they not already have access. Suitably qualified consulting arborists that are experienced in undertaking the above reports, that have worked in the local area in the past include:

COMPANY NAME	CONTACT NAME	EMAIL	PHONE
Evergreen Tree Consulting	Dean Meyer	info@evergreentc.com.au	0419 929 607
Arb Inspect Tree Risk Management Services Pty Ltd	Paul Jones	paul@arbinspect.com.au	0499 333 102
Ryder Arboriculture & Environment	Cameron Ryder	cameron@crryder.com.au	0434 351 567
Tree Dimensions	Matt Sauvarin	matt@treedimensions.com.au	0438 130 982

Urban Forestry Victoria	Trevor Moulynox	urbanforestryvictoria@gmail.com	0405 523 954
ENSPEC	Craig Hallam	craig.hallam@enspec.com	0417 027 152
Homewood Consulting	Ben Kenyon	admin@homewood.com.au	1300 404 558

58. **Tree Pruning** – as part of the Arboricultural Impact Assessment, the project arborist should identify any works required to the trees being retained. The works should consider clearance from machinery and vehicles, sight lines, as well as pruning works that improve and extend the longevity of the trees being retained. Any works identified should be undertaken prior to other works commencing. For any road reserve trees requiring pruning an approved council contractor must undertake the pruning works in accordance with AS4373 Pruning of amenity trees (Standards Australia 2007). Council approved contractors to undertake pruning works within the road reserves are:

COMPANY NAME	CONTACT NAME	PHONE
Benson's Tree Services	Dean Benson	0408 517 322
Agile Trees	Matt Dawkins	0413 207 428
Roots 2 Leaves	Nathan Williamson	0409 506 958
Batt Brothers	Kyle Batt	0439 312 014
Flemings Tree Services	Kevin Fleming	0412 862 796
Russo's Trees Services	Mark Russell	0429 139 849

59. **Damage To Council Managed Trees** - Council managed trees have been inspected by Council's Arborist and assessments made on the health, longevity and condition of the tree/s. The Applicant will be held liable for any damage caused to Council managed trees. Should damage occur to any Council managed tree due to works being undertaken as part of this application, or the failure to comply with the conditions set in the Planning Permit the Applicant will be held responsible and, using a Council approved method of valuing trees plus the costs of removal/repairs, Council will seek to recover those costs. **Advice Note:** The current method of valuing trees is the Revised Burnley Method but is subject to change in the future.
60. **Sale Maffra Road Roundabout** – prior to certification of plans, a detailed landscape plan, 24 month establishment and maintenance program, as well as an estimate of probable costs to construct and maintain is to be submitted for the roundabout to be constructed on Sale Maffra Road. Prior to works commencing, the detailed landscape plan is to be endorsed by Council's Natural Environment & Parks team.
61. **Public Open Space & Reserves** – the plans submitted are generally in accordance with advice provided prior to the application being submitted. Prior to the certification of plans for each relevant stage, the applicant is required to submit a detailed landscape plan, 24 month establishment and maintenance program, as well as an estimate of probable costs to construct and maintain to be approved by Council's Natural Environment and Parks team.

The detailed landscape plans are to include (but not be limited to) the following:

General Requirements

- North point and scale bar.
- Site boundaries, dimensions, easements, and orientation.
- Existing features such as buildings, structures, trees, services, fences, roads, and contours.
- Legend identifying symbols, hatching, and abbreviations used on the plan.

Existing Conditions

- Location and species of existing vegetation (trees, shrubs, significant vegetation).
- Retention/removal notes for existing vegetation (including Tree Protection Zones).
- Topographical features such as contours, drainage lines, or water bodies.
- Site constraints — e.g. slopes, easements, existing utilities, or heritage overlays.

Proposed Works

- Planting layout showing proposed trees, shrubs, groundcovers, and lawn areas.
- Plant schedule / plant list including:
 - Botanical and common names
 - Quantity and size at planting
 - Mature height/spread o Pot size or advanced tree specification
 - Spacing and density (~3 plants per m2 depending on species)
- Hardscape elements such as pathways, fences, furniture, play equipment, and lighting.
- Surface finishes and materials clearly annotated (e.g. concrete, gravel, turf).
- Irrigation layout (species dependent), including connection points and zones.
- Drainage and sub-surface drainage (particularly within the playspace).
- Levels and grading information showing how surface water is managed.

Environmental and Technical Details

- Soil preparation and mulching specifications.
- Water Sensitive Urban Design (WSUD) features such as:
 - Rain gardens
 - Permeable paving
 - Tree pits and infiltration zones
- Tree protection measures and notes in accordance with endorsed Arboricultural Impact Assessment report.
- Native vegetation protection and/or enhancement.
- Habitat or biodiversity enhancements (e.g. nest boxes, indigenous species zones).

Documentation and Notes

- Construction details for built elements (e.g. edging, seating, retaining walls).
- Maintenance schedule outlining establishment and ongoing care.
- Landscape management plan notes if required by permit.
- Compliance references to relevant planning conditions, Australian Standards, and council requirements (playground audits etc).

62. **Street Tree Contribution** – prior to certification of plans for each relevant stage, the applicant is to submit a landscape plan for each stage displaying the proposed location of each street tree within the estate. While species is selected by Council’s Natural Environment & Parks team, the landscape plan depicting tree planting locations will be used to calculate the street tree contribution to be paid prior to Statement of Compliance for each stage.

At the time of preparing the landscape plan for each stage, consideration should be given to:

- Spacings between trees – consider mature canopy size and species form with a general rule of:
 - Small tree (15 metre wide canopy) – 12-15 metres → Suggested distances from typical infrastructure
 - Fire hydrant – 3m
 - Crossover – 3m
 - Tee- intersection – 8m from kerb line
 - Power or light pole – 6m
 - Pruning height above paths 2.4m
 - Stormwater pit – 2m
 - Gas/water valve or utility laterals – 3m
- Conflict with infrastructure – all underground services should be within 1.5 metre of the property line.
- Soil volumes – space needs to be given for the root zone to develop to ensure longlived community assets.
 - No compacted soils within the nature strip & Provide adequate soil volume (<https://www.elkeh.com.au/soils/>)

PRIOR TO STATEMENT OF COMPLIANCE

63. Prior to Statement of Compliance being issued for each relevant stage, the applicant must:
- a. **Street Tree Contribution** – prior to the issue of a Statement of Compliance (of the appropriate Stage), the applicant must pay to Council the specified fee per tree (GST inclusive) as per the approved Landscape Design, in accordance with Council's current Financial Year Fee Schedule, being the equivalent of the cost of purchasing, planting and maintaining street trees, which will be planted when residential development of the subdivision is 75% complete, or at a suitable time as determined by Council's Natural Environment and Parks Team.
Advice Note: The Council's Street Tree rate at the time of issue of this permit is set at \$700 per street tree and is subject to change in future.
 - b. **Public Open Spaces & Reserves** – prior to the issue of the Statement of Compliance (of the appropriate Stage), all landscaping works shown on the endorsed detailed landscape plan must be carried out and completed to the satisfaction of the Responsible Authority. Upon practical completion of the landscaping works, a 24-month landscape establishment and maintenance period must commence. During this period, all landscaped areas must be maintained to ensure healthy plant growth and successful establishment, including regular watering, weeding, mulching, replacement of any dead, diseased or damaged plants, and the maintenance of all irrigation systems and infrastructure, to the satisfaction of the Responsible Authority.
 - c. At the conclusion of the 24-month establishment and maintenance period, the landscaping must be inspected and approved by Council's Natural Environment and Parks team to confirm satisfactory establishment.

PRACTICAL COMPLETION

64. Prior to Practical Completion being issued for the landscape development of public open spaces and reserves, the applicant must have completed works as shown in the endorsed detailed landscape plan to the satisfaction of the Responsible Authority. A site inspection with representatives from Council's Natural Environment & Parks team, site manager, the applicant and/or representatives of the applicant is to be undertaken.
65. All landscape works must be completed in accordance with the endorsed detailed landscape plan, including (but not limited to):
 - a. Site establishment and preparation completed and weed management implemented.
 - b. Imported topsoil free of weeds and debris, consistent with the relevant Australian Standard.
 - c. Drainage and WSUD features constructed and planted in accordance with the approved civil and landscape plans.
 - d. Tree planting undertaken in accordance with AS2303 – Tree stock for landscape use and Council's Tree Planting Specifications.
 - e. All planting areas, mulching, edging, and grassed areas completed as per approved details.
 - f. Park furniture, fencing, vehicle access controls, and path networks installed in accordance with approved plans, free of defects and trip hazards.
 - g. Irrigation systems, where approved, installed and operational in accordance with the approved landscape plan.
 - h. Playground equipment installed, certified, and safe for public use with all compliance documentation submitted to the Responsible Authority.
 - i. Upon written confirmation of Practical Completion by the Responsible Authority, the 24-month establishment and maintenance period shall commence.

Environmental Planning

Prior to certification of stage 2

66. To offset the removal of 0.113 hectares of native vegetation in accordance with Map 2 – Native Vegetation Loss in Ecological Assessment for 8 Grassdale Road, Sale (ID Ecological Management, September 2024), the permit holder must secure the following native vegetation offset in accordance with Guidelines for the removal, destruction or lopping of native vegetation (DELWP 2017):
 - a. A general offset of 0.025 general habitat units, located within the West Gippsland Catchment Management boundary or Wellington Shire Council municipal area with a minimum strategic biodiversity value of at least 0.3017.
 - b. 1 large tree.
67. Prior to the certification of stage 2 of the subdivision and removal of the native vegetation, evidence that the offset required by this permit has been secured must be provided to the satisfaction of the responsible authority. This evidence must be one or both of the following:
 - a. An established first party offset site including a security agreement signed by both parties, and a management plan detailing the 10-year management actions and ongoing management of the site, and/or
 - b. Credit extract(s) allocated to the permit from the Native Vegetation Credit Register.
 - c. A copy of the offset evidence will be endorsed by the responsible authority and form part of this permit.
66. Where the offset includes a first party offset(s), the permit holder must provide an annual

offset site report to the responsible authority by the anniversary date of the execution of the offset security agreement, for a period of 10 consecutive years. After the tenth year, the landowner must provide a report at the reasonable request of a statutory authority.
Vegetation protection during construction.

67. Before the development starts, a fence must be erected around the tree protection zone of trees and patches to be retained in accordance with Map 1 in Ecological Assessment for 8 Grassdale Road, Sale (ID Ecological Management, September 2024) to the satisfaction of the responsible authority. The fencing must prevent pedestrian or vehicular access to the retained vegetation, including tree protection zones. No trenching or excavation within the fence will be permitted. No storage of tools, equipment, soil or waste is to occur within the retained vegetation patches or tree protection zones.
68. Before works start, the permit holder must advise all persons undertaking the vegetation removal on site of all relevant conditions of this permit.

Transport for Victoria

69. Prior to commencement of the earthworks on the site, a truck wheel-wash must be installed at the property boundary to enable all mud and other tyre borne debris from vehicles to be removed prior to exiting the land.
70. The truck wheel-wash must be maintained in good order during the construction phase of the development and may be removed at the end of the construction phase of the development,
71. Prior to works beginning on site, a dimensioned plan of the intersection of Grassdale Road and the Maffra – Sale Road must be submitted. The plan must show all swept paths for construction vehicles entering and exiting Grassdale Road and include any mitigating works at the intersection.
72. Prior to any works beginning on the site, any mitigating works required at the intersection of Grassdale Road and the Maffra-Sale Road must be completed at no cost and to the satisfaction of the Head, Transport for Victoria.
73. A roundabout at the intersection of the Subdivisional Road and the Maffra - Sale Road must be constructed generally in accordance with Millar Merrigan drawings 31700E V4 sheets 1-10 at no cost and to the satisfaction of the Head, Transport for Victoria,
74. Before the plan of subdivision is submitted to the Responsible Authority for certification for stage 2 under the Subdivision Act 1988, plans must be submitted to and approved by the Head, Transport for Victoria. The plans must show:
 - a. Any land to be set aside as Road must be labelled “ROAD” on the plan of subdivision.
 - b. All land to be vested as road or reserve, for which the Head, Transport for Victoria is to be responsible, must be vested in the name of the Head, Transport for Victoria.
75. The original of any Certificate of Title issued by the Registrar of Titles from the plan of subdivision must be posted by registered mail to the Head, Transport for Victoria within one week of it having been received.
76. Provide V3 lighting at the intersection of Subdivisional Road and the Maffra - Sale Road at no cost and to the satisfaction of the Head, Transport for Victoria.
77. Prior to the issue of Statement of Compliance for Stage 2 of the subdivision, the roundabout at the intersection of Subdivisional Road and the Maffra - Sale Road must be constructed at no cost and to the satisfaction of the Head, Transport for Victoria.
78. Prior to design plans beginning, the applicant’s consultants must attend a predesign meeting

with the Department of Transport and Planning (Gippsland Region). Pre-Design Meeting Requests must be submitted via email: nriw.eastern@transport.vic.gov.au.

79. Prior to works beginning on site for stage 2, Functional Design Plans must be submitted and endorsed by the Head, Transport for Victoria. The plans must be submitted with an Application for External Works – Functional Design Review in accordance with the External works Review and Certification process as outlined on the Transport Victoria Website.
80. Prior to works beginning in the road reserve, Detailed Design Plans must be submitted and endorsed by the Head, Transport for Victoria. The plans must be submitted with an Application for External Works – Detailed Design Review in accordance with the External works Review and Certification process as outlined on the Transport Victoria Website.
81. The existing Arterial Road Pavement and Surrounds must be upgraded at the new roundabout to accommodate the change in traffic loadings and movements at no cost and to the satisfaction of the Head, Transport for Victoria. These works include, but are not limited to:
 - a. Pavement reconstruction
 - b. Pavement Asphaltting / Re-Sealing
 - c. Drainage Works
 - d. Street Lighting
 - e. Line Marking
 - f. Signage
82. The subdivision must proceed in the order of stages as shown on the endorsed plan unless otherwise agreed in writing by the Responsible Authority and the Head Transport for Victoria.
83. The discharge of any stormwater from the site into the roadside table drain will not be permitted unless approved in writing by the Head, Transport for Victoria.
84. Any vegetation removal within the arterial road reserve must be referred to and approved by the Responsible Authority.

- End Transport for Victoria Conditions -

West Gippsland Catchment Management Authority

85. Prior to Certification of the first stage, an updated Stormwater Management Plan (SWMP) is to be prepared to the satisfaction of the WGCMA and must:
 - a. Demonstrate no increase in flows or volumes to private property adjacent to the proposed discharge point on Flooding Creek (or other outfall location) and/or demonstration of landholder acceptance of any change
 - b. Demonstrate that all stormwater discharge from the subdivision will meet the current State of Knowledge - Urban Stormwater Best Practice Environmental Management Guidelines (CSIRO, 1999), and must quantify the reduced loads of sediment, nutrient and gross pollutants in kg/year
 - c. Include a plan showing the location of all stormwater treatment assets and how the subdivision will drain to each stormwater treatment asset.
 - d. Identify the timing of each stage of the development, the construction of stormwater quality treatment assets and interim stormwater quality treatment assets that may be required on-site as the development progresses

(PROPOSED) Planning Permit P312/2025 – 8 Grassdale Road, Sale

- e. Include evidence that re-use opportunities for the stormwater captured within the proposed stormwater treatment assets have been considered pursuant to clause 56.07-3 ('Water Reuse Objectives') of the Victorian Planning Scheme. The proposed location of the 'Mid Catchment Basin' may lend itself to irrigation of green open space within the development while the location of the 'South Catchment Basin' can be positioned to be utilised within the proposed Greyhound Racing Track and grounds.
- *End West Gippsland Catchment Management Authority Conditions* -

Gippsland Water

- 86. The planning permit conditions outlined will apply to all stages of the subdivision.
- 87. Any plan of subdivision of the subject land lodged for certification shall be referred to Gippsland Water under Section 8(1) of the *Subdivision Act 1988*.
- 88. Prior to the commencement of any water, sewer or ancillary works that will be vested in Gippsland Water, the owner of the land, the developer and the design consultant must enter into and execute a Developer Works Deed of Agreement with Gippsland Water, under Gippsland Water's Land Development system, for the complete construction of works necessary for the provision of water supply and sewerage services, in accordance with Gippsland Water's standards, to all lots of the subdivision. Pay to Gippsland Water any fees and contributions and satisfy all conditions pertaining to the aforementioned deed. Please refer to our website: <https://www.gippswater.com.au/building-and-development/developing-land/developer-works-deeds-process/apply-developer-work-deeds/information-design-consultations-and-surveyors> and download Form 1 to apply for a Developer Works deed of agreement.

Prior to Certification of the plan of subdivision:

- 89. Design plans must be submitted outlining the size and the location of the works to determine where easements will be required. These plans must be accepted by Gippsland Water prior to Gippsland Water consenting to certification of the relevant plan of subdivision.
- 90. Create Reserves and/or Easements in favour of the Central Gippsland Region Water Corporation over all existing and proposed water and sewerage works located within the subdivision.

Prior to the issue of Statement of Compliance:

- 91. Create easements in favour of the Central Gippsland Region Water Corporation in accordance with Section 45(1) of the *Transfer of Land Act 1958*, over all proposed water and/or sewerage works located external to the subdivision. Easements are to be created for either Water Supply or Sewerage.
- 92. Install water services to the satisfaction of Gippsland Water. As Constructed details showing the location of the installed services are required to be submitted to and accepted Gippsland Water.
- 93. Install sewer services to the satisfaction of Gippsland Water. As Constructed details

(PROPOSED) Planning Permit P312/2025 – 8 Grassdale Road, Sale

showing the location of the installed services are required to be submitted to and accepted by Gippsland Water.

94. Carry out works necessary to ensure all existing water services supplying the land are contained solely within the boundary of the individual lot(s). On completion of these works the owner must sign and return the Water Servicing Declaration provided by Gippsland Water.
95. If the existing dwelling within the Heritage Lot is to be connected to reticulated sewer, your plumber must submit an As Laid sanitary drainage plan to CIS Services at: plans@cis1.com.au and to Gippsland Water at: statplanning@gippswater.com.au
96. Pay to Gippsland Water New Customer Contributions for the change in servicing of the land. These fees will be based on Gippsland Water's Essential Services Commission approved charges.
97. The existing water service and water meter 22BF000079 will need to be capped at the main and relocated when the reticulated water main is extended to front the property.

- End Gippsland Water Conditions -

AusNet

98. TBC

- End AusNet Conditions -

Southern Rural Water

99. TBC

- End Southern Rural Water Conditions -

Country Fire Authority

100. TBC

- End Country Fire Authority Conditions -

APA

101. Prior to the development or use commencing, a Safety Management Study, in accordance with Australian Standards 2885 for Pipelines – Gas and Liquid Petroleum, must be conducted by the landowner/applicant and its recommendations/actions must be implemented to the satisfaction of the pipeline licensee/operator (APT O&M Services Pty Ltd).
102. Prior to the commencement of any works within 3 metres of the gas transmission pipeline, the proponent must enter a Third-Party Works Authorisation agreement with the pipeline

(PROPOSED) Planning Permit P312/2025 – 8 Grassdale Road, Sale

licensee/ operator (APT O&M Services Pty Ltd). Works within the easement must comply with any conditions attached to a third party works approval.

- *End APA Conditions* -

RAAF

103. NIL

- *End RAAF Conditions* -

Environment Protection Authority

104. TBC

- *End EPA Conditions* -

VicTrack

105. TBC

- *End VicTrack Conditions* -

DEECA

106. Before works start, the permit holder must advise all persons undertaking the vegetation removal or works on site of all relevant permit conditions and associated statutory requirements or approvals.

Endorsed Plans

107. Works must be undertaken in accordance with the following reports which should form part of this endorsement:
- a) The DEECA generated native vegetation removal report (ID: 370_20240925_MQZ dated 25/09/2024).
 - b) Section 5.2 Construction of the ID Ecological Management Report - Ecological Assessment for 8 Grassdale Road, Sale, September 2024.

(PROPOSED) Planning Permit P312/2025 – 8 Grassdale Road, Sale

108. All trees and native vegetation patches not included in the Native Vegetation Removal Report must be retained and protected.
109. Before works start, a vegetation protection fence must be erected around all patches of native vegetation and scattered trees to be retained. The fence must be installed along the construction footprint and displayed as No Go zone.
110. Except with the written consent of the Responsible Authority within the area of native vegetation to be retained and any tree or vegetation protection zone associated with the permitted use and/or development, the following is prohibited:
 - a. Vehicular access,
 - b. Trenching or soil excavation,
 - c. Entry and exit pits for the provision of underground services,
 - d. Any other actions or activities that may result in adverse impacts to retained native vegetation,
 - e. Storage or dumping of any soils, materials, equipment, vehicles, machinery or waste products,
 - f. The native vegetation protection zone temporary fencing must be maintained until works are completed.

Native vegetation permitted to be removed, destroyed or lopped

111. The native vegetation permitted to be removed, destroyed or lopped under this permit is 0.113 hectares of native vegetation, which is comprised of:
 - a. 0.043 hectares of patch native vegetation, including 1 large tree.
 - b. 1 x small scattered tree.

Native vegetation offsets

112. To offset the removal of 0.113 hectares of native vegetation, the permit holder must secure the following native vegetation offset in accordance with *Guidelines for the removal, destruction or lopping of native vegetation (DELWP 2017)*.
 - a. A general offset of 0.025 general habitat units.
 - b. Located within the West Gippsland Catchment Management Authority (WGCMA) boundary or within the Wellington Shire with a minimum strategic biodiversity value of at least 0.3017.
 - c. The offset(s) secured must provide protection of at least one (1) large tree.
113. Before any native vegetation is removed, evidence that the required offset has been secured must be provided to the satisfaction of the responsible authority. This evidence must be one or both of the following:
 - a. An established first party offset site including a security agreement signed by both parties, and a management plan detailing the 10-year management actions and ongoing management of the site, and/or

- b. credit extract(s) allocated to the permit from the Native Vegetation Credit Register.

Offset evidence

114. A copy of the offset evidence will be endorsed by the responsible authority and form part of this permit. Within 30 days of endorsement of the offset evidence, a copy of the endorsed offset evidence must be provided to Planning & Approvals at the Department of Energy, Environment and Climate Action Gippsland regional office via Gippsland.Planning@deeca.vic.gov.au

First party offset reporting

115. Where the offset includes a first party offset, the permit holder must provide an annual offset site report to the responsible authority by the anniversary date of the execution of the offset security agreement, for a period of 10 consecutive years. After the tenth year, the landowner must provide a report at the reasonable request of a statutory authority.

- End DEECA Conditions -

Telstra

116. TBC

- End Telstra Conditions -

Time for completion

117. This permit will expire if:
- The plan of subdivision for the first stage of the subdivision is not certified within two years from the date of the permit.
 - The registration of the plan of subdivision for each stage is not completed within 5 years of certification of that stage.
 - The plan of subdivision for each subsequent stage is not certified within 2 years of statement of compliance of the previous stage.

In accordance with Section 69 of the *Planning and Environment Act 1987*, an application may be submitted to the responsible authority for an extension of the periods referred to in this condition.

- END OF CONDITIONS -

NOTES

Planning Notes:

(PROPOSED) Planning Permit P312/2025 – 8 Grassdale Road, Sale

118. TBC

West Gippsland Catchment Management Authority Note:

Prior to work associated with any outlet to a designated waterway, a Works on Waterways permit must be obtained.

Transport for Victoria Notes:

119. Separate consent for works within the road reserve and the specifications of these works is required under the Road Management Act 2004. For the purposes of this application the works will include provision of:
- a. Roundabout
 - b. V3 lighting
 - c. Splitter island
 - d. Line marking
 - e. Drainage
 - f. Signage

Country Fire Authority Notes:

120. TBC

Gippsland Water Note:

121. **Note 1:** No trees are permitted over Gippsland Water's assets or within its easements. All landscaping must be in accordance with our Trees and Your Pipes Guide. Further information can be obtained from our website: <https://www.gippswater.com.au/water-and-waste/household-water-and-waste-advice/trees-and-your-pipes>
122. **Note 2:** The owner/developer/design consultant of the subject land is recommended to arrange a meeting with Gippsland Water due to large infrastructure requirements associated with the servicing of the development. Please contact the Developer Works Team on 5177 5966 to co-ordinate a meeting.

DEECA Note

123. Some plants, fish and plant communities are protected under the Victorian Flora and Fauna Guarantee (FFG) Act 1988. Please check the current listings for threatened species and communities, as well as the protected flora list to ensure you obtain all necessary approvals before starting works on public land. Should the responsible authority grant a permit to remove, destroy or lop native vegetation from within public land, the permit holder must obtain a permit to take protected flora under the FFG Act. Permit applications can be found at: <https://www.environment.vic.gov.au/conserving-threatened-species/protected-flora-and-listed-fish>. To submit a FFG Act permit application or for further information, please contact the Gippsland Natural Environment Program on Gippsland.Environment@deeca.vic.gov.au

Date Issued:

**Signature for the Responsible
Authority:**

___/___/___

Date permit comes into operation:

___/___/___

IMPORTANT INFORMATION ABOUT THIS PERMIT**WHAT HAS BEEN DECIDED?**

The responsible authority has issued a permit. The permit was granted by the Minister under section 96I of the **Planning and Environment Act 1987** on approval of Amendment No. C115 to the Wellington Planning Scheme.

WHEN DOES THE PERMIT BEGIN?

The permit operates from a day specified in the permit being a day on or after the day on which the amendment to which the permit applies comes into operation.

WHEN DOES A PERMIT EXPIRE?

1. A permit for the development of land expires if—
 - the development or any stage of it does not start within the time specified in the permit; or
 - the development requires the certification of a plan of subdivision or consolidation under the **Subdivision Act 1988** and the plan is not certified within two years of the issue of the permit, unless the permit contains a different provision; or
 - the development or any stage is not completed within the time specified in the permit, or, if no time is specified, within two years after the issue of the permit or in the case of a subdivision or consolidation within five years of the certification of the plan of subdivision or consolidation under the **Subdivision Act 1988**.
2. A permit for the use of land expires if—
 - the use does not start within the time specified in the permit, or if no time is specified, within two years after the issue of the permit; or
 - the use is discontinued for a period of two years.
3. A permit for the development and use of land expires if—
 - the development or any stage of it does not start within the time specified in the permit; or
 - the development or any stage of it is not completed within the time specified in the permit, or, if no time is specified, within two years after the issue of the permit; or
 - the use does not start within the time specified in the permit, or, if no time is specified, within two years after the completion of the development; or
 - the use is discontinued for a period of two years.
4. If a permit for the use of land or the development and use of land or relating to any of the circumstances mentioned in section 6A(2) of the **Planning and Environment Act 1987**, or to any combination of use, development or any of those circumstances requires the certification of a plan under the **Subdivision Act 1988**, unless the permit contains a different provision—
 - the use or development of any stage is to be taken to have started when the plan is certified; and
 - the permit expires if the plan is not certified within two years of the issue of the permit.
5. The expiry of a permit does not affect the validity of anything done under that permit before the expiry.

WHAT ABOUT REVIEWS?

- In accordance with section 96M of the **Planning and Environment Act 1987**, the applicant may not apply to the Victorian Civil and Administrative Tribunal for a review of any condition in this permit.

(PROPOSED) Planning Permit P312/2025 – 8 Grassdale Road, Sale

Appendices Summary

8 Grassdale Road Section 96A Permit & Amendment Application
28 November 2025

Appendix No	Document	Author	Ref	Version	Date	Latest Amendment Description
	Planning Report	NBA Group	31700	2		
1	Titles	-	-	1	31/07/2024	-
2	Plan of Survey	Millar Merrigan	31700F1	1	31/07/2024	-
3	Development Plan	Millar Merrigan/NBA Group	31700DP1	1	November 2025	Plan has been changed to a Development Plan rather than a Masterplan as its more appropriate and can be endorsed as required.
4	Site & Context Description	Millar Merrigan/NBA Group	31700P1	1	November 2024	-
5	Proposed Subdivision Plan	Millar Merrigan/NBA Group	31700P2	3	November 2025	Reserve area has been amended.
6	Design Response Plan	Millar Merrigan/NBA Group	31700P3	2	July 2025	Updated to match revised layout as per the above.
7	Public Open Space – Contributions Plans	Millar Merrigan/NBA Group	31700P4	3	November 2025	Open space table has been updated to ensure areas are consistent across entire plan set.
8	Public Open Space – Locality Context	Millar Merrigan/NBA Group	31700P5	2	July 2025	-
9	Streetscape Cross-Sections Plan	Millar Merrigan/NBA Group	31700P6	2	August 2025	-
10	Heritage Landscape Masterplan	Millar Merrigan	31700HM01	2	July 2025	
11	Reserves Masterplan	Millar Merrigan	3170001R LM01	2	July 2025	
12	Streetscape Masterplan	Millar Merrigan	31700P6	2	July 2025	
13	Functional Concept	Millar Merrigan	3170000E00 FC	A	27/11/2025	Updates to layout in line with the town planning set of plans.
14	Servicing & infrastructure Report	Millar Merrigan	31700	3	24/11/2025	Updated to address inconsistencies identified by Ausnet.
15	Economic Assessment	Ethos Urban	3240224	2.0	14/11/2024	-
16	Traffic Report	O'Brien Traffic	26139final rep – August 2025	2	21/08/2025	-

17	Bushfire Assessment	Millar Merrigan	31700	1	December 2024	-
18	Ecological Assessment	ID Ecological Management	-	1.4	26/11/2025	Updates to avoid and minimise statement to address the additional information requested by DTP.
19	Noise Assessment Report	Clarity Acoustics	R01 Rev1 24133	1	17/10/2024	-
20	Arboricultural Assessment Report	DB Horticulture	-	1	10/09/2023	-
21	Stormwater Management Plan	Afflux Consulting - Stormwater Management Solutions	24111	01a	9/12/2024	-
22	Preliminary Site Investigation	DRC Environmental	-	2.0	19/12/2024	-
23	Cultural Heritage Letter of Advice	ACHM - Australian Cultural Heritage Management	-	1	19/09/2024	-
24	Amendment Pack – Wellington Planning Scheme	Wellington Shire Council	31700	DRAFT		-
25	Heritage Impact Assessment	JBA John Briggs Architect and Conservation Consultants	-	H0261	26/11/2025	Supplement note to clarify the extent of registration and heritage controls and establish that the existing controls are adequate.
26	Bushfire Management Plan	Millar Merrigan/NBA Group	31700BM P	2	July 2025	-
27	Movement Plan	Millar Merrigan/ NBA Group	31700P7	1	August 2025	-

14.6. PROPOSED SALE OF LAND - AUSNET RESERVE (PRINCES HIGHWAY, SALE)

ACTION OFFICER: MANAGER ECONOMIC DEVELOPMENT

PURPOSE

For Council to authorise the sale of land to Ausnet Electricity Services Pty Ltd for electrical infrastructure required as part of a pending sub-division.

RECOMMENDATION

That:

- 1. Council resolve that property described as Part of RES 1 PS707316 Princes Highway, Sale as shown in Figure 1 within and more specifically referred as (Part) Reserve 1 Plan of Subdivision 707316 Vol 11605 Fol 622 is not required for Council purposes.***
- 2. Council authorise the Chief Executive Officer to finalise the terms of the proposed sale where the financial consideration is at the assessed market value.***
- 3. Council commence the statutory processes including providing notice of its intention to sell land.***
- 4. The information contained in the confidential attachment for the Valuation Report - Ausnet Reserve was designated confidential under section 3(1) of the Local Government Act 2020, by the General Manager Development on 21 November 2025, because it relates to the following grounds:***
(g) private commercial information, being information provided by a business, commercial or financial undertaking that – relates to trade secrets; or – if released; or – if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

BACKGROUND

Wellington Shire Council owns land located off Princes Highway, Sale described as Reserve 1 PS707316, and with the purpose being to provide drainage and public open space to Glenhaven Estate.

The developer of Drayton Park Estate, adjacent to Glenhaven Estate, has requested the Ausnet reserve be created within existing Council land. A condition of the Planning Permit which approved the Drayton Park Estate requires the provision of Reserves for the use of AusNet Electricity Services Pty Ltd for Isolating Transformers, with these Reserves to be adjoining the existing high voltage power network.

The developer of Drayton Park Estate, in consultation with Council and AusNet, have determined the only appropriate locations to satisfy this requirement are within the existing Council land, extending from existing infrastructure which services Glenhaven Estate.

The existing reserve comprises public open space with walking tracks and drainage basin. The proposed reserve site of 11m x 7m, is an undeveloped piece of land directly fronting Princes Highway.

The land is zoned General Residential Zone 1 (GRZ1) and is subject to Development Plan Overlay 4 (DPO4) and Development Plan Overlay 6 (DPO6).

An ISO is required by Ausnet to isolate essential electricity supply in emergencies (eg: bushfires) and facilitate the future development of Drayton Park Estate.

The position of the proposed reserve is shown in Figure 1 below. The proposed site has been chosen as an appropriate position to minimise impact of nearby residences. Ausnet have also confirmed the location as being suitable.



Figure 1 – Proposed reserve (approx. 77m2) - Princes Highway, Sale

The creation of the reserve will require a subdivision of land prior to the land being sold. This can commence once all statutory processes are satisfied.

ATTACHMENTS

1. Confidential Header - Ausnet Reserve [14.6.1 - 1 page]
2. CONFIDENTIAL REDACTED - Valuation Report - Ausnet Reserve [14.6.2 - 56 pages]

OPTIONS

Council has the following options available:

1. Progress the processes required to sell; or
2. Not progress the process required to sell at this time, noting that the development of Drayton Park Estate cannot proceed without securing land within a Council reserve in proximity to Drayton Park.

PROPOSAL

That:

1. Council resolve that property described as Part of RES 1 PS707316 Princes Highway, Sale as shown in Figure 1 within and more specifically referred as (Part) Reserve 1 Plan of Subdivision 707316 Vol 11605 Fol 622 is not required for Council purposes.
2. Council authorise the Chief Executive Officer to finalise the terms of the proposed sale where the financial consideration is at the assessed market value.
3. Council commence the statutory processes including providing notice of its intention to sell land.
4. The information contained in the confidential attachment – Valuation Report - Ausnet Reserve – is designated confidential under section 3(1) of the Local Government Act 2020 by the General Manager Development on 21 November 2025 because it relates to the following grounds:
(g) private commercial information, being information provided by a business, commercial or financial undertaking that – relates to trade secrets; or – if released, or – if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

This report recommends that the sale of land be completed at the assessed market value where any direct costs are paid or reimbursed to Council.

COMMUNICATION IMPACT

In accordance with the *Local Government Act 2020* (Vic) (the Act), Council is required to provide notice of its intention to sell land. This satisfies completing community engagement in accordance with its community engagement policy.

The notice of intention would seek submissions to be made within 28 days from the date of notice. Any submissions received would then be considered by Council or a committee appointed by Council and a second report presented confirming the outcome of the submissions process.

LEGISLATIVE IMPACT

Any sale and subdivision of land is required to comply with relevant legislative requirements including the *Local Government Act 2020* (Vic).

The proposed reserve would be created under the *Planning and Environment Act 1987* (Vic) and the *Subdivision Act 1988* (Vic).

In accordance with the *Subdivision Act 1988* (the SD Act) when Council is selling public open space the proceeds from the sale must be used for a related purpose.

COUNCIL POLICY IMPACT

Wellington Shire Council's Policy for the Sale, Exchange and Acquisition of Land accords with the best practice guidelines. It states that transactions should be in the best interests of the community and provide the best result (financial and non-financial) for Council and the community.

This report's recommendation is consistent with this policy.

COUNCIL PLAN IMPACT

This report supports the achievement of the following Council Plan 2025-29 Strategic Objective/s:

Strategic Objective Two: Dynamic and Diverse Economy – An economy that enables sustainable growth, and enhances the social environment, lifestyle and unique characteristics of our communities – states the following strategy:

- *Supporting job growth and diversification of our economy.*
- *Planning to support future growth and changing needs of our community.*
- *Guiding responsible, sustainable development that protects, values and celebrates our unique heritage.*

RESOURCES AND STAFF IMPACT

This matter is being addressed within the existing resources of the Economic Development Business Unit.

COMMUNITY IMPACT

The proposed reserve will support current and future development opportunities.

The location has been selected on the basis of technical advice from Ausnet and minimising any visual impacts.

ENVIRONMENTAL IMPACT

This impact has been assessed and there are no immediate environmental impacts associated with the proposed sale of land.

ENGAGEMENT IMPACT

Engagement will be in accordance with Council's Community Engagement Policy, as required by the *Local Government Act 2020* (Vic).

RISK MANAGEMENT IMPACT

The recommendation within this report is considered to have addressed any risk management impacts.



WELLINGTON
SHIRE COUNCIL

The Heart of Gippsland

ORDINARY COUNCIL MEETING 16 DECEMBER 2025

I declare that the information contained in the attached document **VALUATION REPORT – AUSNET RESERVE** relating to **PROPOSED SALE OF LAND – AUSNET RESERVE (PRINCES HIGHWAY, SALE)** is confidential because it contains confidential information as defined in section 3(1) of the *Local Government Act 2020*;

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

.....
ANDREW POMEROY
Genral Manager Development
21/11/2025

15. GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT

15.1. ELLEN AVENUE RECONSTRUCTION - SEASPRAY

ACTION OFFICER: MANAGER ASSETS AND PROJECTS

PURPOSE

The purpose of this report is for Council to consider entering into a contract for the 2026-099 Ellen Avenue Construction – Seaspray.

RECOMMENDATION

That Council:

- 1. Adopt the recommendations contained in the confidential attachment 2026-099 Contract Tender Evaluation Report for Ellen Avenue Reconstruction - Seaspray; and***
- 2. Note that the information contained in the confidential attachment 2026-099 Contract Tender Evaluation Report for Ellen Avenue Reconstruction - Seaspray, was designated confidential by the General Manager Built and Natural Environment on 1 December 2025 because it contains confidential information as defined in section 3(1) of the Local Government Act 2020 (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;
except that once this recommendation has been adopted the name of the successful tenderer can be made public.***

BACKGROUND

Ellen Avenue – Seaspray has a rural type appearance and Council declared a Special Charge Street Construction Scheme on the 6 June 2023 for the construction and sealing along a 520m section of Ellen Avenue and a 120m connecting section of Davis Streets.

Street construction schemes do not include improvements to the drainage of the township and retains the existing road drainage with minor improvements. Following the declaration of the schemes, designs were finalised to provide for the formation and sealing of the roads to a six-metre width. The construction and sealing of vehicular crossings including the installation of driveway culverts where required with some minor table drain improvements is also part of the works. Accordingly, a tender was advertised for these works and has been evaluated, and a contract has now been prepared for Council's consideration.

Accordingly, a tender was advertised for these works and has been evaluated and a contract has now been prepared for Council's consideration.

ATTACHMENTS

1. Confidential Header - 2026-099 Tender Evaluation Report - Ellen Avenue Reconstruction - Seaspray [15.1.1 - 1 page]
2. CONFIDENTIAL REDACTED - 2026-099 Tender Evaluation Report - Ellen Avenue Reconstruction - Seaspray [15.1.2 - 6 pages]

OPTIONS

Council has the following options available:

1. Adopt the recommendations contained in the confidential attachment 2026–099 Contract Tender Evaluation Report for Ellen Avenue Reconstruction - Seaspray; 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 confidential attachment 2026-099 Contract Tender Evaluation Report for Ellen Avenue Reconstruction - Seaspray

CONFLICT OF INTEREST

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

COUNCIL PLAN 2025-29

This report supports the achievement of the following Council Plan 2025-29 Strategic Objective/s:

Strategic Objective Three: Infrastructure, Spaces and Places – *Strategically planned, designed and well-maintained infrastructure, spaces and places* – states the following strategy:

Coordinating facilities and infrastructure to meet growth and evolving needs.

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 2025-2026 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 2020* and the Best Practice Procurement Guidelines for Victorian Local Government.

COUNCIL POLICY IMPACT

These works are in line with Council's policies of maintaining and enhancing Council's infrastructure.

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 because it will improve accessibility and useability of the residents to Ellen Avenue - Seaspray.

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 16 DECEMBER 2025

I declare that the information contained in the attached document **2026-099 TENDER EVALUATION REPORT** relating to **ELLEN AVENUE RECONSTRUCTION - SEASPRAY** is confidential because it contains confidential information as defined in section 3(1) of the *Local Government Act 2020*;

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



CHRIS HASTIE
General Manager Built and Natural Environment
1/12/2025

15.2. GEORGE STREET DRAINAGE UPGRADE MAFFRA

ACTION OFFICER: MANAGER ASSETS AND PROJECTS

PURPOSE

The purpose of this report is for Council to consider entering into a contract for the George Street Drainage Upgrade – Maffra.

RECOMMENDATION

That Council:

- 1. Adopt the recommendations contained in the confidential attachment 2026-115 Contract Tender Evaluation Report Contract for George Street Drainage Upgrade - Maffra; and***
- 2. Note that the information contained in the confidential attachment 2026-115 Contract Tender Evaluation Report for George Street Drainage Upgrade - Maffra, was designated confidential by the General Manager Built and Natural Environment on 1 December 2025 because it contains confidential information as defined in section 3(1) of the Local Government Act 2020 (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; except that once this recommendation has been adopted the name of the successful tenderer can be made public.***

BACKGROUND

The proposed installation of an upgraded trunk drainage system along George Street, Maffra, is a critical infrastructure upgrade aimed at improving stormwater management in the area. The existing drainage network has been identified for improvement to accommodate emerging stormwater requirements. Designs have been completed for a 1350mm diameter pipe to be installed along George Street which replaces the existing stormwater pipe.

Accordingly, a tender was advertised for these works and has been evaluated and a contract has now been prepared for Council's consideration.

ATTACHMENTS

1. Confidential Header - 2026-115 Tender Evaluation Report - George Street Drainage Upgrade Maffra [**15.2.1** - 1 page]
2. CONFIDENTIAL REDACTED - 2026-115 Tender Evaluation Report - George Street Drainage Upgrade Maffra [**15.2.2** - 6 pages]

OPTIONS

Council has the following options available:

1. Adopt the recommendations contained in the confidential attachment 2026–115 Contract Tender Evaluation Report for George Street Drainage Upgrade - Maffra;
2. Not enter into a contract and not proceed with these works at this time.

PROPOSAL

That Council adopt the recommendations contained in the confidential attachment 2026–115 Contract Tender Evaluation Report for George Street Drainage Upgrade - Maffra.

CONFLICT OF INTEREST

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

COUNCIL PLAN 2025-29

This report supports the achievement of the following Council Plan 2025-29 Strategic Objective/s:

Strategic Objective Three: Infrastructure, Spaces and Places – *Strategically planned, designed and well-maintained infrastructure, spaces and places* – states the following strategy:

Coordinating facilities and infrastructure to meet growth and evolving needs.

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 2025-2026 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 2020* and the Best Practice Procurement Guidelines for Victorian Local Government.

COUNCIL POLICY IMPACT

These works are in line with Council's policies of maintaining and enhancing Council's infrastructure.

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 because it will improve infrastructure and allow for more land to be released for residential development in Maffra.

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 16 DECEMBER 2025

I declare that the information contained in the attached document **2026-115 TENDER EVALUATION REPORT** relating to **GEORGE STREET DRAINAGE UPGRADE - MAFFRA** is confidential because it contains confidential information as defined in section 3(1) of the *Local Government Act 2020*;

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

CHRIS HASTIE
General Manager Built and Natural Environment
1/12/2025

15.3. EVELYN STREET AND DONALD STREET RECONSTRUCTION – YARRAM

ACTION OFFICER: MANAGER ASSETS AND PROJECTS

PURPOSE

The purpose of this report is for Council to consider entering into a contract for the Evelyn Street and Donald Street Reconstruction – Yarram (Shoulder Sealing).

RECOMMENDATION

That Council:

- 1. Adopt the recommendations contained in the confidential attachment 2026-120 Contract Tender Evaluation Report for Evelyn Street and Donald Street Reconstruction - Yarram.; and***
- 2. Note that the information contained in the confidential attachment 2026-120 Contract Tender Evaluation Report for Evelyn Street and Donald Street Reconstruction - Yarram, was designated confidential by the General Manager Built and Natural Environment on 1 December 2025 because it contains confidential information as defined in section 3(1) of the Local Government Act 2020
(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;
except that once this recommendation has been adopted the name of the successful tenderer can be made public.***

BACKGROUND

Evelyn and Donald Streets in Yarram are beginning to fail in several locations and kerb and channel is at the end of its life and beyond maintenance intervention. The works under this contract involve the replacement of the kerb and channel, minor drainage works, 90m of footpath construction and the reconstruction of the road shoulders of both Evelyn and Donald Streets.

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

ATTACHMENTS

1. Confidential Header - 2026-120 Tender Evaluation Report - Evelyn Street and Donald Street Reconstruction - Yarram [15.3.1 - 1 page]
2. CONFIDENTIAL REDACTED - 2026-120 Tender Evaluation Report - Evelyn Street and Donald Street Reconstruction - Yarram [15.3.2 - 6 pages]

OPTIONS

Council has the following options available:

1. Adopt the recommendations contained in the confidential attachment 2026–120 Contract Tender Evaluation Report for Evelyn Street and Donald Street Reconstruction - Yarram.
2. Not enter into a contract and not proceed with these works at this time.

PROPOSAL

That Council adopt the recommendations contained in the confidential attachment 2026-120 Contract Tender Evaluation Report for Evelyn Street and Donald Street Reconstruction - Yarram.

CONFLICT OF INTEREST

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

COUNCIL PLAN 2025-29

This report supports the achievement of the following Council Plan 2025-29 Strategic Objective/s:

Strategic Objective Three: Infrastructure, Spaces and Places – *Strategically planned, designed and well-maintained infrastructure, spaces and places* – states the following strategy:

Coordinating facilities and infrastructure to meet growth and evolving needs.

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 2025-2026 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 2020* and the Best Practice Procurement Guidelines for Victorian Local Government.

COUNCIL POLICY IMPACT

These works are in line with Council's policies of maintaining and enhancing Council's infrastructure.

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 because it is rectifying community infrastructure.

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 16 DECEMBER 2025

I declare that the information contained in the attached document **2026-120 TENDER EVALUATION REPORT** relating to **EVELYN STREET AND DONALD STREET RECONSTRUCTION - YARRAM** is confidential because it contains confidential information as defined in section 3(1) of the *Local Government Act 2020*;

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

CHRIS HASTIE
General Manager Built and Natural Environment
1/12/2025

15.4. SEATON - GLENMAGGIE ROAD RECONSTRUCTION

ACTION OFFICER: MANAGER ASSETS AND PROJECTS

PURPOSE

The purpose of this report is for Council to consider entering into a contract for the Seaton - Glenmaggie Road Reconstruction.

RECOMMENDATION

That Council:

- 1. Adopt the recommendations contained in the confidential attachment 2026-097 Contract Tender Evaluation Report for the Seaton - Glenmaggie Road Reconstruction; and***
- 2. Note that the information contained in the confidential attachment 2026-097 Contract Tender Evaluation Report for the Seaton - Glenmaggie Road Reconstruction, was designated confidential by the General Manager Built and Natural Environment on 1 December 2025 because it contains confidential information as defined in section 3(1) of the Local Government Act 2020
(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;
except that once this recommendation has been adopted the name of the successful tenderer can be made public.***

BACKGROUND

The works under this contract involve the reconstruction and sealing of a 6.25km section of Glenmaggie-Seaton Road between the Heyfield-Seaton Road and the Licola Roads. Work includes the pavement construction and sealing including shoulders to achieve a 7m wide sealed pavement.

Accordingly, a tender was advertised for these works and has been evaluated and a contract has now been prepared for Council's consideration.

ATTACHMENTS

1. Confidential Header - 2026-097 Tender Evaluation Report - Seaton Glenmaggie Road Reconstruction [15.4.1 - 1 page]
2. CONFIDENTIAL REDACTED - 2026-097 Tender Evaluation Report - Seaton Glenmaggie Road Reconstruction [15.4.2 - 6 pages]

OPTIONS

Council has the following options available:

1. Adopt the recommendations contained in the confidential attachment 2026-097 Contract Tender Evaluation Report for the Seaton - Glenmaggie Road Reconstruction;
2. Not enter into a contract and not proceed with these works at this time.

PROPOSAL

That Council adopt the recommendations contained in the confidential attachment 2026-097 Contract Tender Evaluation Report for the Seaton - Glenmaggie Road Reconstruction.

CONFLICT OF INTEREST

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

COUNCIL PLAN 2025-29

This report supports the achievement of the following Council Plan 2025-29 Strategic Objective/s:

Strategic Objective Three: Infrastructure, Spaces and Places – *Strategically planned, designed and well-maintained infrastructure, spaces and places* – states the following strategy:

Coordinating facilities and infrastructure to meet growth and evolving needs.

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 2025-2026 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 2020* and the Best Practice Procurement Guidelines for Victorian Local Government.

COUNCIL POLICY IMPACT

These works are in line with Council's policies of maintaining and enhancing Council's infrastructure.

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 because it will improve accessibility and useability of the residents and the community.

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 16 DECEMBER 2025

I declare that the information contained in the attached document **2026-097 TENDER EVALUATION REPORT** relating to **SEATON - GLENMAGGIE ROAD RECONSTRUCTION** is confidential because it contains confidential information as defined in section 3(1) of the *Local Government Act 2020*;

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

CHRIS HASTIE
General Manager Built and Natural Environment
1/12/2025

15.5. MCLEAN STREET RECONSTRUCTION – YARRAM

ACTION OFFICER: MANAGER ASSETS AND PROJECTS

PURPOSE

The purpose of this report is for Council to consider entering into a contract for the reconstruction and sealing of road shoulders in McLean Street Yarram.

RECOMMENDATION

That Council:

- 1. Adopt the recommendations contained in the confidential attachment 2026-121 Contract Tender Evaluation Report for McLean Street Reconstruction - Yarram; and***
- 2. Note that the information contained in the confidential attachment 2026-121 Contract Tender Evaluation Report for McLean Street Reconstruction - Yarram, was designated confidential by the General Manager Built and Natural Environment on 1 December 2025 because it contains confidential information as defined in section 3(1) of the Local Government Act 2020 (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; except that once this recommendation has been adopted the name of the successful tenderer can be made public.***

BACKGROUND

McLean Street in Yarram is beginning to fail in several locations and kerb and channel is at the end of its life and beyond maintenance intervention. The works under this contract involve the replacement of the kerb and channel, footpath construction and reconstruction of shoulders along a 260m Section of McLean Street between Commercial Road and Lawler Street.

Accordingly, a tender was advertised for these works and has been evaluated and a contract has now been prepared for Council's consideration.

ATTACHMENTS

1. Confidential Header - 2026-121 Tender Evaluation Report - McLean Street Reconstruction Yarram [15.5.1 - 1 page]
2. CONFIDENTIAL REDACTED - 2026-121 Tender Evaluation Report - Mclean Street Reconstruction- Yarram [15.5.2 - 6 pages]

OPTIONS

Council has the following options available:

1. Adopt the recommendations contained in the confidential attachment 2026–121 Contract Tender Evaluation Report for McLean Street Reconstruction - Yarram;
2. Not enter into a contract and not proceed with these works at this time.

PROPOSAL

That Council adopt the recommendations contained in the confidential attachment 2026-121 Contract Tender Evaluation Report for McLean Street Reconstruction - Yarram.

CONFLICT OF INTEREST

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

COUNCIL PLAN 2025-29

This report supports the achievement of the following Council Plan 2025-29 Strategic Objective/s:

Strategic Objective Three: Infrastructure, Spaces and Places – *Strategically planned, designed and well-maintained infrastructure, spaces and places* – states the following strategy:

Coordinating facilities and infrastructure to meet growth and evolving needs.

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 2025-2026 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 2020* and the Best Practice Procurement Guidelines for Victorian Local Government.

COUNCIL POLICY IMPACT

These works are in line with Council's policies of maintaining and enhancing Council's infrastructure.

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 because it is rectifying community infrastructure.

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 16 DECEMBER 2025

I declare that the information contained in the attached document **2026-121 TENDER EVALUATION REPORT** relating to **MCLEAN STREET RECONSTRUCTION - YARRAM** is confidential because it contains confidential information as defined in section 3(1) of the *Local Government Act 2020*;

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

CHRIS HASTIE
General Manager Built and Natural Environment
1/12/2025

15.6. DELEGATED AUTHORITY

ACTION OFFICER: MANAGER ASSETS AND PROJECTS

PURPOSE

The purpose of this report is for Council to consider delegating authority to the Chief Executive Officer to enter into contracts for the 2026-127 Longford Special Charge Scheme.

RECOMMENDATION

That:

- 1. Council delegate authority to the Chief Executive Officer to enter into a contract for tender 2026-127 Longford Special Charge Scheme within the adopted budget; and*
- 2. The Chief Executive Officer or delegate provide details to Council of the contract awarded under this delegation.*

BACKGROUND

Delegation would allow for the Chief Executive Officer to award a contract without delay allowing for works to commence at the earliest possible time. This could provide the opportunity to commence works 4-8 weeks earlier depending on when Council meetings fall in relation to funding confirmation.

The streets and roads in Longford to be constructed and sealed under this contract are;

- a) Arden Street
- b) Audley Street (Ch100-Ch300)
- c) Clifford Street
- d) High Street for 20m north of Spencer Street
- e) Madeline Street
- f) Spencer Street

ATTACHMENTS

NIL

OPTIONS

That Council has the following options available:

1. Delegate authority to the Chief Executive Officer to enter into a contract for the confidential tender 2026-127 Longford Special Charge Scheme; or
2. Not delegate authority to enter into a contract at this time.

PROPOSAL

That Council delegate authority to the Chief Executive Officer to enter into a contract for the confidential tender 2026-127 Longford Special Charge Scheme.

CONFLICT OF INTEREST

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

COUNCIL PLAN 2025-29

This report supports the achievement of the following Council Plan 2025-29 Strategic Objective/s:

Strategic Objective Three: Infrastructure, Spaces and Places – *Strategically planned, designed and well-maintained infrastructure, spaces and places* – states the following strategy:

Coordinating facilities and infrastructure to meet growth and evolving needs.

FINANCIAL IMPACT

These works have been budgeted for under the 2025-2026 capital works program as part of the overall special charge schemes 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 2020* and the Best Practice Procurement Guidelines for Victorian Local Government.

Council's delegation to the CEO is contained in the *S5 Instrument of Delegation to the CEO*. This instrument authorises the CEO to approve contracts and procurement activities up to a maximum value of \$400,000. As the contract for the *2026-127 Longford Special Charge Scheme* is beyond this financial amount, the council report will authorise the CEO to enter into a contract beyond the maximum amount of \$400,000.

COUNCIL POLICY IMPACT

These works are in line with Council's policies of maintaining and enhancing Council's infrastructure.

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 because it will not delay contractor starting time to complete works.

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.

15.7. DIRECT MANAGED FACILITIES CLEANING SERVICE PANEL TENDER

ACTION OFFICER: MANAGER FACILITIES AND EMERGENCIES

PURPOSE

The purpose of this report is for Council to consider entering into a Schedule of Rates panel contract for Direct Managed Facilities Cleaning Services.

RECOMMENDATION

- 1. Council receive and consider this report and all attachments pertaining to this report; and**
- 2. Council accept the confidential attachment 2026-106 Contract Tender Evaluation Report for the Direct Managed Facilities Cleaning Service Panel Tender for a three-year term with three extension options of twelve months to be made available solely at Council's discretion as attached;**
- 3. The information contained in the confidential attachment 2026-106 Contract Tender Panel Tender Evaluation Report for the Direct Managed Facilities Cleaning Service Panel Tender was designated confidential under Section 3(1) Confidential Information of the Local Government Act 2020 by the General Manager Built and Natural Environment on 1 December 2025 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;
except that once this recommendation has been adopted the name of the successful tenderer can be made public.**

BACKGROUND

Council provides cleaning services at fifteen Council managed facilities across the municipality. The Direct Managed Facilities Cleaning Service 2026-106 Panel Tender contract seeks to establish a panel of suitably qualified contractors to carry out various cleaning works across these fifteen Council managed sites.

ATTACHMENTS

1. Confidential Header - 2026-106 Tender Evaluation Report - Direct Managed Facilities Cleaning Service Panel Tender [15.7.1 - 1 page]
2. CONFIDENTIAL REDACTED - 2026-106 Tender Evaluation Report - Direct Managed Facilities Cleaning Service Panel Tender [15.7.2 - 6 pages]

OPTIONS

Council has the following options available:

1. Adopt the recommendations contained in the confidential attachment 2026-106 Panel Tender Evaluation Report for the Direct Managed Facilities Cleaning Service Panel Tender; 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 confidential attachment 2026-106 Panel Tender Evaluation Report for Direct Managed Facilities Cleaning Service Panel Tender.

CONFLICT OF INTEREST

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

COUNCIL PLAN 2025-29

This report supports the achievement of the following Council Plan 2025-29 Strategic Objective/s:

Strategic Objective Three: Infrastructure, Spaces and Places – *Strategically planned, designed and well-maintained infrastructure, spaces and places* – states the following strategy:

Coordinating facilities and infrastructure to meet growth and evolving needs.

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 2025/26 operational budget process.

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 2020* and the Best Practice Procurement Guidelines for Victorian Local Government.

COUNCIL POLICY IMPACT

These works are in line with Council's policies of maintaining and enhancing Council's infrastructure.

RESOURCES AND STAFF IMPACT

This project will be undertaken with the resources of the Facilities and Emergency Team.

COMMUNITY IMPACT

These works will have a positive community impact in that this contract will allow works to proceed in a more efficient and cost-effective manner.

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 16 DECEMBER 2025

I declare that the information contained in the attached document **2026-106 PANEL TENDER EVALUATION REPORT** relating to **DIRECT MANAGED FACILITIES CLEANING SERVICE PANEL TENDER** is confidential because it contains confidential information as defined in section 3(1) of the *Local Government Act 2020*;

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

CHRIS HASTIE
General Manager Built and Natural Environment
1/12/2025

15.8. KILMANY LANDFILL STORAGE SHED AND STREET SWEEPER SHED CONSTRUCTION

ACTION OFFICER: MANAGER ASSETS AND PROJECTS

PURPOSE

The purpose of this report is for Council to consider entering into a contract 2026-112 Kilmany Landfill Storage Shed and Street Sweeper Shed Construction.

RECOMMENDATION

That Council:

- 1. Adopt the recommendations contained in the confidential attachment 2026-112 Contract Tender Evaluation Report for Kilmany Landfill Storage Shed and Street Sweeper Shed Construction; and***
- 2. Note that the information contained in the confidential attachment 2026-112 Contract Tender Evaluation Report for Kilmany Landfill Storage Shed and Street Sweeper Shed Construction, was designated confidential by the General Manager Built and Natural Environment on 1 December 2025 because it contains confidential information as defined in section 3(1) of the Local Government Act 2020
(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;
except that once this recommendation has been adopted the name of the successful tenderer can be made public.***

BACKGROUND

This project includes the construction of two sheds at the Kilmany Landfill site.

Shed 1 – Construction Material Storage Shed – To support landfill cell construction and capping operations a shed is to be constructed. Synthetic materials purchased for cell construction work is required to undergo extensive testing when it arrives onsite prior to installation. The shed will ensure that the materials can be stored out of direct sunshine in a dry location and reduce the risk of delays being experienced should materials become damaged.

Shed 2 – Pre-Treatment shed to support material collected by the council operated street sweeper which is required to be deposited at a licenced landfill. The shed will allow for collected material to be placed in a controlled environment allowing free water to drain from the material for testing and reuse. Once dried to an acceptable level this material will be transferred to the landfill operations. Pre-treating the material and allowing it to dry reduces landfill operational costs.

Accordingly, a tender was advertised for these works and has been evaluated and a contract has now been prepared for Council's consideration.

ATTACHMENTS

1. Confidential Header - 2026-112 Tender Evaluation Report - Kilmany Landfill Storage Shed and Street Sweeper Shed Construction [**15.8.1** - 1 page]
2. CONFIDENTIAL REDACTED - 2026-112 Tender Evaluation Report - Kilmany Landfill Storage Shed and Street Sweeper Shed Construction [**15.8.2** - 5 pages]

OPTIONS

Council has the following options available:

1. Adopt the recommendations contained in the confidential attachment 2026-112 Contract Tender Evaluation Report for Kilmany Landfill Storage Shed and Street Sweeper Shed Construction; 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 confidential attachment 2026-112 Contract Tender Evaluation Report for Kilmany Landfill Storage Shed and Street Sweeper Shed Construction.

CONFLICT OF INTEREST

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

COUNCIL PLAN 2025-29

This report supports the achievement of the following Council Plan 2025-29 Strategic Objective/s:

Strategic Objective Three: Infrastructure, Spaces and Places – *Strategically planned, designed and well-maintained infrastructure, spaces and places* – states the following strategy:

Coordinating facilities and infrastructure to meet growth and evolving needs.

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 2025-2026 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 2020* and the Best Practice Procurement Guidelines for Victorian Local Government.

COUNCIL POLICY IMPACT

These works are in line with Council's policies of maintaining and enhancing Council's infrastructure.

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 because it will improve accessibility or of the streetsweeper and more storage at Kilmany Landfill.

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 16 DECEMBER 2025

I declare that the information contained in the attached document **2026-112 TENDER EVALUATION REPORT** relating to **KILMANY LANDFILL STORAGE SHED AND STREET SWEEPER SHED CONSTRUCTION** is confidential because it contains confidential information as defined in section 3(1) of the *Local Government Act 2020*;

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

CHRIS HASTIE
General Manager Built and Natural Environment
1/12/2025

15.9. CAPITAL BUDGET QUARTERLY UPDATE

ACTION OFFICER: MANAGER ASSETS AND PROJECTS

PURPOSE

The purpose of this report is to provide Council with an update on the adopted budget and to note changes to the Capital Works Program from then until the 6 December 2025 for the 2025/2026 financial year.

RECOMMENDATION

That Council note changes to the 2025/2026 Adopted Capital Works Budget with \$2,733,458 added to the program since the budget was adopted on 17 June 2025, resulting in an Adjusted Capital Works Budget of \$65,364,962 which also includes projects that have been deferred or cancelled for reasons as shown in Attachment 15.9.1 – Adjustment Report 6 December 2025.

BACKGROUND

Council adopts a program of capital works and budgets accordingly for these works every year. The initial budget for these works is known as the Adopted Budget and this is the figure that Council is required to report against.

The budget is modified when projects are added due to carry forwards from the previous year, new grants, emergency works, or when projects are deferred or deleted due to changing circumstances or market forces throughout the year. This modified budget is known as the Adjusted Budget and in most years is several million dollars higher than the Adopted Budget.

The largest adjustment is related to the success of a funding application for the rehabilitation and strengthening of Delta Bridge which is located north of Briagolong.

Attachment 15.9.1 – Adjustment Report 6 December 2025 details all the changes made to the Capital Works Budget since the budget was adopted by Council on 17 June 2025 and includes a brief description of each change. Also included in this attachment 15.9.1 are the projects that have been cancelled or deferred and will not proceed in this financial year.

ATTACHMENTS

1. Adjustment Report - 6 December 2025 [**15.9.1** - 1 page]

OPTIONS

Council has the following options available:

1. Accept the recommendations, noting the Adjusted Capital Works Budget is now \$65,364,962; or
2. Not accept the recommendations.

PROPOSAL

That Council note changes to the 2025/2026 Adopted Capital Works Budget with \$2,733,458 added to the program since the 17 June 2025 resulting in an Adjusted Capital Works Budget of \$65,364,962 as per Attachment 15.9.1 - Adjustment Report 6 December 2025, which also includes projects that have been carried forward, deferred or cancelled for reasons shown.

CONFLICT OF INTEREST

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

COUNCIL PLAN 2025-29

This report supports the achievement of the following Council Plan 2025-29 Strategic Objective/s:

Strategic Objective Three: Infrastructure, Spaces and Places – *Strategically planned, designed and well-maintained infrastructure, spaces and places* – states the following strategy:

Coordinating facilities and infrastructure to meet growth and evolving needs.

FINANCIAL IMPACT

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

COMMUNICATION IMPACT

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

LEGISLATIVE IMPACT

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

COUNCIL POLICY IMPACT

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

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.

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

17.1. MOVE INTO CLOSED SESSION

COUNCILLOR

That the meeting be closed to the public pursuant to section 66 of the Local Government Act 2020 to consider confidential matters as defined by section 3(1) being:

- a) Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.*

Further explanation:

The confidential clause applies due to the report information including information that is commercial in confidence and of a private nature.

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

IN CLOSED SESSION

17.2. WEST SALE AIRPORT LAND TENURE REQUESTS



WELLINGTON
SHIRE COUNCIL

The Heart of Gippsland

ORDINARY COUNCIL MEETING 16 DECEMBER 2025

Under section 66(2) of the *Local Government Act 2020* a meeting considering confidential information may be closed to the public.

I declare that the information contained in this report **West Sale Airport Land Tenure Requests** is confidential because it contains confidential information as defined in section 3(1) of the *Local Government Act 2020*;

(a) Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released

I further declare that the circumstances of this report necessitate consideration in a meeting closed to the public pursuant to sections 66(2)(a) and 66(5) of the *Local Government Act 2020*.

Further explanation:

Pursuant to 66(5)(b) of the *Local Government Act 2020*, the confidential clause applies due to the report information including information that is commercial in confidence and of a private nature.

.....
ANDREW POMEROY
General Manager Development
25/11/2025

17.3. MOVE OUT OF CLOSED SESSION

COUNCILLOR

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

Meeting declared closed at: