



WELLINGTON
SHIRE COUNCIL
The Heart of Gippsland

Council Meeting Agenda

Meeting to be held at

Port of Sale Business Centre

Foster Street, Sale

Tuesday 3 October 2017, commencing at 3pm

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

ORDINARY MEETING OF COUNCIL – 3 OCTOBER 2017

AGENDA & TABLE OF CONTENTS

	ITEM	PAGE NUMBER
A	PROCEDURAL	
A1	STATEMENT OF ACKNOWLEDGEMENT AND PRAYER	
A2	APOLOGIES	
A3	DECLARATION OF CONFLICT/S OF INTEREST	
A4	CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING	7
A5	BUSINESS ARISING FROM PREVIOUS MEETING/S	8
A6	ACCEPTANCE OF LATE ITEMS	9
A7	NOTICES OF MOTION	10
	ITEM A7(1) NOTICE OF MOTION – ANIMAL WELFARE & BIOSECURITY	11
A8	RECEIVING OF PETITIONS OR JOINT LETTERS	12
	ITEM A8(1) Outstanding Petitions	13
A9	INVITED ADDRESSES, PRESENTATIONS OR ACKNOWLEDGEMENTS	14
A10	QUESTIONS ON NOTICE	15
B	REPORT OF DELEGATES	16
C	OFFICERS' REPORT	
	C1 CHIEF EXECUTIVE OFFICER	17
	C2 GENERAL MANAGER CORPORATE SERVICES	18
	ITEM C2.1 ASSEMBLY OF COUNCILLORS	19
	ITEM C2.2 SALE OF PROPERTIES FOR UNPAID RATES AND CHARGES	24
	C3 GENERAL MANAGER DEVELOPMENT	27
	ITEM C3.1 ADOPTION OF DOMESTIC ANIMAL MANAGEMENT PLAN	28
	ITEM C3.2 AMENDMENT C96 HEYFIELD LOW DENSITY RESIDENTIAL AREAS	70

	C4 GENERAL MANAGER BUILT & NATURAL ENVIRONMENT	100
	ITEM C4.1 PORT ALBERT BOAT RAMP UPGRADE CONTRACT 2018-012	101
	ITEM C4.2 INDUSTRIAL ROAD PROPOSED SPECIAL CHARGE CONSTRUCTION SCHEME – INTENTION TO DECLARE SCHEME	104
	C5 GENERAL MANAGER COMMUNITY AND CULTURE	112
	ITEM C5.1 MUNICIPAL PUBLIC HEALTH AND WELLBEING PLAN 2017 -2021	113
	ITEM C5.2 SPECIAL COMMITTEES OF COUNCIL – INSTRUMENT OF DELEGATION AND TERMS OF REFERENCE	201
	ITEM C5.3 COMMUNITY ENGAGEMENT POLICY	264
D	URGENT BUSINESS	268
E	FURTHER GALLERY AND CHAT ROOM COMMENTS	268
F	CONFIDENTIAL ATTACHMENTS	269
	ITEM F1.1 SALE OF PROPERTIES FOR UNPAID RATES AND CHARGES (Refer to Council Agenda Item C2.2)	270
	ITEM F1.2 PORT ALBERT BOAT RAMP UPGRADE CONTRACT 2018-012. (Refer to Council Agenda Item C4.1)	271
G	IN CLOSED SESSION	272



Council Meeting Information

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

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

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



A - PROCEDURAL



STATEMENT OF ACKNOWLEDGEMENT

***“We acknowledge the traditional custodians
of this land the Gunaikurnai people,
and pay respects to their elders past and present”***



PRAYER

***“Almighty God, we ask your blessing upon the Wellington
Shire Council, its Councillors, officers, staff and their families.***

***We pray for your guidance in our decisions so that the
true good of the Wellington Shire Council may result to
the benefit of all residents and community groups.”***

Amen



A - PROCEDURAL

A4 CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING/S

ITEM A4

ADOPTION OF MINUTES OF PREVIOUS MEETING/S

ACTION OFFICER:

GENERAL MANAGER CORPORATE SERVICES

DATE:

3 OCTOBER 2017

OBJECTIVE

To adopt the minutes of the Ordinary Council Meeting of 19 September 2017.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council adopt the minutes and resolutions of the Ordinary Council Meeting of 19 September 2017.

CONFLICT OF INTEREST

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



A - PROCEDURAL

A5 BUSINESS ARISING FROM PREVIOUS MEETING/S



A - PROCEDURAL

A6 ACCEPTANCE OF LATE ITEMS



A - PROCEDURAL

A7 NOTICE/S OF MOTION

ITEM A7(1)

NOTICE OF MOTION – ANIMAL WELFARE AND BIOSECURITY

OFFICER: COUNCILLOR KEITH MILLS

DATE: 3 OCTOBER 2017

I, Councillor Keith Mills, hereby give notice of my intention to move the following motion at the Ordinary Meeting of Council of 3 October 2017.

That-

- 1. Wellington Shire Council staff and officers utilising the “*Impounding of Livestock Act 1994*” take all actions permissible under the Act to avoid negative animal welfare and biosecurity impacts; *and***
- 2. Where the owner of straying stock is known, all possible steps are taken in a timely manner to return the animals to a secure area on the property of origin or to a secure place on other property nominated by the owner of those animals; *and***
- 3. Any handling and transport of the animals, in particular heavily pregnant cows or ewes, complies with the “Australian Animal Welfare Standards and Guidelines, Land Transport of Livestock”.; *and***
- 4. Where fencing on the subject property has been rendered ineffective by either natural or man-made influences there be consideration given as per section 22-3 (a) and (b) of the *Impounding of Livestock Act*; *and***
- 5. Any negotiation between Council officers and a livestock owner/manager focus on a workable way of achieving the desired biosecurity and animal welfare outcomes; *and***
- 6. The C.E.O. investigate the most appropriate and effective methods of informing and training Local Laws staff on matters pertaining to animal welfare and biosecurity with the aim of keeping them abreast of on-going changes and in alignment with the expectations of the farming community.**



COUNCILLOR KEITH MILLS

DATED: 22 September 2017



A - PROCEDURAL

A8 RECEIVING OF PETITIONS OR JOINT LETTERS

ITEM A8(1)

OUTSTANDING PETITIONS

ACTION OFFICER

GOVERNANCE

DATE:

3 OCTOBER 2017

ITEM	FROM MEETING	COMMENTS	ACTION BY
NIL			



A - PROCEDURAL

A9 INVITED ADDRESSES, PRESENTATIONS OR ACKNOWLEDGEMENTS



A - PROCEDURAL

A10 QUESTIONS ON NOTICE



B –REPORT

DELEGATES



C1 - REPORT

CHIEF EXECUTIVE OFFICER



C2 - REPORT

GENERAL MANAGER CORPORATE SERVICES

ITEM C2.1**ASSEMBLY OF COUNCILLORS**

DIVISION: CORPORATE SERVICES
 ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES
 DATE: 3 OCTOBER 2017

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

OBJECTIVE

To report on all assembly of Councillor records received for the period 12 September 2017 to 26 September 2017.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

<p><i>That Council note and receive the attached Assembly of Councillor records for the period 12 September 2017 to 26 September 2017.</i></p>

BACKGROUND

Section 80A of the *Local Government Act 1989* requires a written record be kept of all assemblies of Councillors, stating the names of all Councillors and Council staff attending, the matters considered and any conflict of interest disclosures made by a Councillor. These records must be reported, as soon as practicable, at an ordinary meeting of the Council and recorded in the minutes.

Below is a summary of all assembly of Councillor records received for the period 12 September 2017 to 26 September 2017.

Assembly of Councillors summary of reports received for the period 12 September 2017 to 26 September 2017.

Date	Matters considered	Councillors and officers in attendance
19 September 2017	IT / Diary Meeting	Councillor Bye, Councillor Crossley, Councillor Hall, Councillor Hole, Councillor Maher, Councillor Mills David Morcom, Chief Executive Officer Sharon Willison, Mayoral & Councillor Support Officer Damian Norkus, ICT Operations Officer
19 September 2017	Sale of Properties – Recovery of unpaid rates & charges Healthy Wellington Plan 2017-2021 Gippsland Regional Livestock Exchange Update Amendment C84 Wurruk Growth Area Panel Recommendations Review of Mowing Services Vantage Point Development – Sale Golf Course (Longford) Development Division Update – Planning, Building & Business Development Proposed Alberton Windfarm – Synergy Wind Wellington Regional Tourism Year Annual Report Outdoor Pool Operating Model Season 2017/18 Yarram Pool Heating Community Conversations	Councillor Bye, Councillor Crossley, Councillor Hall, Councillor Hole, Councillor McCubbin, Councillor Maher, Councillor Mills, Councillor Rossetti, Councillor Stephens David Morcom, Chief Executive Officer Arthur Skipitaris, General Manager Corporate Services Chris Hastie, General Manager Built & Natural Environment John Websdale, General Manager Development Sharon Houlihan, Acting General Manager Community & Culture Karen McLennan, Manager Community Wellbeing (Item 2) Catherine Vassiliou, Coordinator Social Planning & Policy (Item 2) Joshua Clydesdale, Manager Land Use Planning (Item 4, 6, 7 & 8) Paul Johnson, Manager Business Development (Item 3 & 7) Nic Hall, Manager Leisure Services (Item 10 & 11) Tim Rowe, Manager Natural Environment & Parks (Item 5) Darren Randle, Coordinator Parks Services (Item 5) Chris Nock, Parks Asset Officer (Item 5) Barry Hearsey, Coordinator Strategic Planning (Item 4 & 6) John Traa, Coordinator Statutory Planning (Item 7) Vanessa Ebsworth, Manager Municipal Services (Item 7) Daniel Gall, Coordinator Commercial Facilities Management (Item 3) Allison Norfolk, Visitor, Economy & Events Coordinator (Item 9) Ben Proctor, Strategic Planner (Item 4) Sabine Provily, Strategic Planner (Item 4)

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 received during the period 12 September 2017 to 26 September 2017.

CONFLICT OF INTEREST

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

LEGISLATIVE IMPACT

The reporting of written records of assemblies of Councillors to the Council in the prescribed format complies with Section 80A of the *Local Government Act 1989*.

COUNCIL PLAN IMPACT

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

Strategic Objective 6.3

"Maintain a well governed, transparent, high performing, ethical and accountable organisation."

Strategy 6.3.3

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

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

ASSEMBLY OF COUNCILLORS

1. DATE OF MEETING:

19 September 2017

2. ATTENDEES:

Councillors:

Name	In attendance (tick)		Name	In attendance (tick)	
	Yes	No		Yes	No
Cr Crossley	✓		Cr McCubbin		✓
Cr Hall	✓		Cr Bye	✓	
Cr Maher	✓		Cr Rossetti		✓
Cr Stephens		✓	Cr Hole	✓	
Cr Mills	✓				

Officers In Attendance:

Name	In attendance (tick)		Name	In attendance (tick)	
	Yes	No		Yes	No
D Morcom, CEO	✓		S Houlihan, A/GMCC		✓
C Hastie, GMB&NE		✓	J Websdale, GMD		✓
A Skipitaris, GMCS		✓			

Others in attendance: (list names and item in attendance for)

Name	Item No.
Sharon Willison	1
Damian Norkus	1

3. Matters/Items considered at the meeting (list):

1. IT/Diary Meeting - Councillors

4. Conflict of Interest disclosures made by Councillors:

ASSEMBLY OF COUNCILLORS

1. DATE OF MEETING:

19 September 2017

2. ATTENDEES:

Councillor Names	In attendance (tick)		Name	In attendance (tick)	
	Yes	No		Yes	No
Cr Bye	✓		Cr Maher	✓	
Cr Crossley	✓		Cr Mills	✓	
Cr Hall	✓		Cr Rossetti	✓	
Cr Hole	✓		Cr Stephens		✓
Cr McCubbin (<i>Item 4 onwards</i>)	✓				

Officer Names	In attendance (tick)		Name	In attendance (tick)	
	Yes	No		Yes	No
D Morcom, CEO	✓		G Butler, GMCC		✓
A Skipitaris, GMCS	✓		John Websdale, GMD	✓	
C Hastie, GMBNE	✓		Sharon Houlihan (<i>Actg. GMCC</i>)	✓	

Others in Attendance (list names and item in attendance for):	Item No.
Arthur Skipitaris	1
Karen McLennan, Catherine Vassiliou	2
Paul Johnson, Daniel Gall, Denis Murphy	3
Joshua Clydesdale, Barry Hearsey, Ben Proctor, Sabine Provily	4
Tim Rowe, Chris Nock, Darren Randle	5
Joshua Clydesdale, Barry Hearsey	6
Joshua Clydesdale, John Traa, Vanessa Ebsworth, Paul Johnson	7
Joshua Clydesdale, Bernard Stewart (<i>Beveridge Williams Consultants</i>)	8
Alison Norfolk, Kellie Willis (<i>President Wellington Regional Tourism</i>)	9
Sharon Houlihan, Nic Hall	10
Sharon Houlihan, Nic Hall	11

3. Matters / Items considered at the meeting (list):

1. Sale of Properties – For Unpaid Rates & Charges
2. Healthy Wellington Plan 2017/21
3. Gippsland Regional Livestock Exchange Lease Arrangements
4. Amendment C84 Wurruk Growth Area Panel Recommendations
5. Review of Mowing Services
6. Vantage Point Development – Sale Golf Course
7. Development Division Update – Planning, Building & Business Development (Verbal Update)
8. Proposed Alberton Windfarm – Synergy Wind
9. Wellington Regional Tourism Year Annual Report
10. Outdoor Pool Operating Model Season 2017/18
11. Yarram Pool Heating Community Conversations

4. Conflict of Interest disclosures made by Councillors:

Nil

ITEM C2.2**SALE OF PROPERTIES FOR UNPAID RATES AND CHARGES**

DIVISION: CORPORATE SERVICES
 ACTION OFFICER: MANAGER CORPORATE FINANCE
 DATE: 3 OCTOBER 2017

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

OBJECTIVE

For Council to enact *Section 181 of the Local Government Act 1989* and sell the rateable properties, as listed in the attached confidential report, to recover unpaid rates and charges.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY**RECOMMENDATION**

- That Council resolve to enact Section 181 of the Local Government Act 1989 and sell the rateable properties as listed in the attached confidential report, to recover unpaid rates and charges.***
- The information contained in the confidential document Item F1.1- Sale of properties for unpaid rates and charges of this Council Meeting and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the General Manager Corporate Services on 13 September 2017 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989: b) the personal hardship of any resident or ratepayer be designated confidential information under Section 77 Clause (2) (b) of the Local Government Act 1989.***

BACKGROUND

In accordance with Section 181(1) of the *Local Government Act 1989* (the Act) Council may sell rateable property to recover unpaid rates or charges where:

- any amount due to a Council for, or in respect of, rates or charges (including enforcement costs and interest) in respect of any rateable property is more than 3 years overdue; and
- no current arrangement exists for the payment of the amount to the Council; and
- the Council has a Court order requiring the payment of the amount (or part of the amount).

All properties listed in the attached confidential report, meet the requirements of Section 181(1) of the Act. All avenues for recovery of unpaid rates and charges have been exhausted.

OPTIONS

Council has the following options:

1. Resolve to enact Section 181 of the *Local Government Act* and sell the rateable properties, as listed in the attached confidential report, to recover unpaid rates and charges owed to Council; or
2. Take no further action and continue to carry the existing debt and future rates and charges, until such time, as the property is sold.

PROPOSAL

If Council proceeds to recover unpaid rates and charges for the attached confidential list of properties, in accordance with Section 181 of the Act then all properties will have the following action taken.

- A Notice of Intention to Sell will be issued to all parties listed on the title which may result in the mortgagee making payment on behalf of the rateable owners.
- For owner/occupied properties the matter will be referred to the Sheriff's Office for the issue of a Warrant of Seizure and Sale as they have the power to evict where Council does not under Section 181 of the Act.
- An advertisement will also be placed in the public notice section of The Age and local newspapers.
- A current market valuation will be undertaken.
- An agent will be appointed for the property auction/sale and auction date set, in accordance with the requirements of *Section 181 of the Act*.
- All parties who were issued a Notice of Intention to Sell will be advised of the auction and when and where the auction will be held.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

Proceeding with sale of these properties will ensure that outstanding rates, charges and other property related debts, will be cleared upon settlement.

COMMUNICATION IMPACT

All parties involved with each of these transactions has been and will continue to be individually notified.

LEGISLATIVE IMPACT

All action will be in accordance with the requirements of Section 181 of the *Local Government Act 1989*.

COUNCIL POLICY IMPACT

The proposed action is in accordance with the existing Debt Collection and Interest Charging – Rates, Charges and Fire Service Property Levy Policy No 2.2.3.

COUNCIL PLAN IMPACT

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

Strategic Objective 6.3

Maintain a well governed, transparent, high performing, ethical and accountable organisation.

Strategy 6.3.1

Maintain processes and systems to ensure sound financial management.

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

RESOURCES AND STAFF IMPACT

Matter will be managed by Coordinator Rates and Valuations.



C3 - REPORT

GENERAL MANAGER DEVELOPMENT

ITEM C3.1**ADOPTION OF DOMESTIC ANIMAL MANAGEMENT PLAN 2017 - 2021**

DIVISION: DEVELOPMENT

ACTION OFFICER: MANAGER MUNICIPAL SERVICES

DATE: 3 OCTOBER 2017

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

OBJECTIVE

For Council to consider all written submissions received to the draft Domestic Animal Management Plan and adopt the Domestic Animal Management Plan 2017 -2021.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY**RECOMMENDATION**

That Council, having considered all written submissions received, resolve to adopt the Domestic Animal Management Plan 2017 -2017.

BACKGROUND

The production of a Domestic Animal Management (DAM) Plan (refer **Attachment 1**) is a Key Strategic Action for this year and a legislative requirement, with the DAM Plan due to be forwarded to the Department of Economic Development, Jobs, Transport and Resources (DEDJTR) by 3 November 2017.

The *Domestic Animals Act 1994* (the Act), requires that Council has a DAM Plan which:

1. provides a method for evaluation whether the animal control services provided by Council are adequate to give effect to the requirements of the Act and the regulations;
2. outlines programs for the training of authorised officers to ensure that they can properly administer and enforce the requirements of the Act; and
3. outlines programs, services and strategies which Council intends to pursue in its municipal district to:
 - a. promote and encourage the responsible ownership for dogs and cats;
 - b. ensure that people comply with the Act;
 - c. minimise the risk of attacks by dogs on people and animals;
 - d. address any over-population and high euthanasia rates for dogs and cats;
 - e. encourage the registration and identification of dogs and cats;
 - f. minimise the potential for dogs and cats to create a nuisance;
 - g. effectively identify all dangerous dogs, menacing dogs and restricted breed dogs, and to ensure that those dogs are kept in compliance with the Act and the regulations;
 - h. review existing orders made under the Act and local laws with a view to determining whether further orders or local laws dealing with the management of dogs and cats are desirable;
 - i. review any other matters relating to the management of dogs and cats; and
 - j. the periodic evaluation of any program, service strategy or review outlined under the plan.

In addition, Section 68A (3) of the *Domestic Animal Act 1994* requires every Council to:

- a. review its domestic animal management plan annually and, if appropriate amend the DAM Plan;
- b. provide the Secretary with a copy of the DAM Plan with any amendments; and
- c. publish and evaluation of its implementation of the DAM Plan in its annual report.

On 19 July 2017, Council formally released the draft DAM Plan for public comment. As part of the consultation process, the DAM Plan was sent to:

- 105 community committees;
- 23 domestic animal businesses within Wellington Shire;
- RSPCA;
- Victorian Animal Aid Trust;
- Dogs Victoria; and
- Department of Economic Development, Jobs, Training and Resources.

A total of 11 submissions were received, all of which were carefully considered and acknowledged. The submitters raised the following issues:

Submitter Number	Issues Raised	Wellington Shire Council Response
1	A very comprehensive and well written document, Section 7.3: include Animal Aid lost and found register. Section 6: request to partner in TAFE talks.	Suggestion supported. Will include lost/found register in DAM Plan, and will liaise directly with Pound staff when planning future TAFE talks.
2	Suggest on-lead areas in built up areas.	Not practicable to enforce. See explanation under 'Further Response to Submissions' below.
3	Bring cat regulations in line with dog regulations.	Covered in the Domestic Animals Act.
4	Loch Sport requires someone permanently on site to respond to wandering dogs.	Unable to justify additional staff member to be permanently based in Loch Sport.
5	Off-lead rather than on-lead areas, subsidy to encourage desexing, better identification for declared dogs, 24/7 cat curfew, don't rehome feral cats, responsible ownership education program, harsher fines for wandering dogs, prioritise farm animals during emergencies.	The following suggestions are recommended: <ul style="list-style-type: none"> • Reduction of registration fees for desexed dogs • Better identification for declared dogs. Suggestion will be forwarded to DEDJTR • Cat curfew not practicable to enforce • Feral cats are not rehomed if untameable • Responsible ownership program managed by DEDJTR • Fines set by Government • Livestock in emergencies managed by Department Environment Land, Water and Planning (DELWP).
6	Modify dog on-lead times around schools to align with VicRoads speed restriction times.	Suggestion supported during peak times around schools.
7	Encouraging collaboration between organisations, delighted with Council's efforts to increase registration.	Suggestion supported regarding multi-agency approach to domestic animal management
8	Include cyclist safety around dogs, transition from off-lead shire to on-lead shire, name change to Macalister Wetlands (as opposed to Macalister Swamp).	The following suggestions were supported: <ul style="list-style-type: none"> • Macalister Wetlands name updated • DAM Plan amended to explain distinction between 'wandering dogs' and 'dogs on-lead' to eliminate confusion.
9	Cyclist safety: dogs need to be controlled at all times, whether on a property or not. Staff availability to act on domestic animal issues on weekends. Cat containment overnight.	Covered in the Domestic Animal Act. On-call officer available on weekends. Cat curfew difficult to monitor and enforce (night-time).
11	Applaud decision to not adopt compulsory desexing.	No response required.

It is proposed to adopt the Domestic Animal Management Plan 2017 -2021 in **Attachment 1** to this report.

Further response to submissions

The feedback to the DAM Plan also includes other recommendations of note. There appeared to be a misconception amongst some submitters that the introduction of a blanket on-lead area throughout the Shire would reduce dog attacks. Studies show that 80% of dog attacks involving people occur within 50 metres of the dog's property and that the dog had escaped, rather than being exercised off-lead. A new paragraph has been inserted in section 5 of the DAM Plan hoping to dispel this misconception, as follows:

'Most attacks involving people and/or their pets were caused by wandering dogs and occurred within 50 metres of the dog's property.'

Cyclist safety is obviously a concern and as such, a new objective has been added to Section 5 of the DAM Plan, as follows:

'Work closely with community interest groups, such as cycle groups, park users, neighbourhood watch groups and dog obedience clubs to promote dog safety awareness.'

Both the RSPCA and Victorian Animal Aid Trust supported the draft DAM Plan and both offered to work more collaboratively towards the ultimate goal of responsible pet ownership. Both submissions are acknowledged in paragraph 1.6 of the DAM Plan as follows:

'Developing collaborative relationships with partner organisations, such as - RSPCA, Department of Economic Development, Jobs, Transport and Resources (DEDJTR), Victoria Animal Aid, Veterinary Clinics and other stakeholders, with a view to maintaining a multi-agency approach to animal management.'

A suggestion to alter the proposed dog on-lead times around schools during school operating hours to align with the high-risk times as children come to and leave the schools was accepted.

OPTIONS

Council has the following options:

1. To consider the submissions and adopt the Domestic Animal Management Plan 2017-2021; or
2. to consider the submissions and not adopt the Domestic Animal Management Plan 2017-2021;
or
3. to seek further information for consideration at a future Council meeting.

PROPOSAL

That Council having considered submissions received, resolve to adopt the Domestic Animal Management Plan 2017 – 2021 (**Attachment 1**).

CONFLICT OF INTEREST

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

COMMUNICATION IMPACT

The community consultation program will be undertaken in accordance with Council's Communication Engagement Strategy – Council Plan (2017- 2021)

CONSULTATION IMPACT

As part of the public consultation process the following processes were undertaken:

- Requests for submissions were advertised in the Gippsland Times and Council's website.
- Consultation meetings were held at the Maffra Neighbourhood Watch Group and the Wellington Access and Inclusion Advisory group.
- Request for submissions were sent to 105 community committees; 23 domestic animal businesses; the RSPCA; Victorian Animal Aid Trust; Dogs Victoria and the Department of Economic Development, Jobs, Training and Resources.
- The draft DAM Plan and proposed Dog on-lead areas was published on Council's website. Hard copies were made available at Council's services centres at Yarram and Sale.
- ABC Radio (Gippsland) interview with Coordinator Local Laws.

In the event that Council resolves to adopt the Domestic Animal Management Plan 2017–2021, members of the public will be notified via media release an update of the Council website.

LEGISLATIVE IMPACT

The Domestic Animal Management Plan is a requirement under the *Domestic Animals Act 1994*.

COUNCIL PLAN

The Council Plan 2017-2021 Theme 6 Organisational states the following strategic objective and related strategy:

Strategic Objective

'Community engagement and customer service excellence is central to Council's decision making process.'

Strategy 6.2.3

'Ensure sound processes are in place to facilitate input into Council's deliberations and decision making.'

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

Domestic Animal Management Plan 2017 - 21

July 2017



CONTENTS

1. Introduction
2. Training of Authorised Officers
3. Registration and Identification
4. Nuisance Pets
5. Dog Attacks
6. Dangerous, Menacing and Restricted Breed Dogs
7. Overpopulation and High Euthanasia Rates
8. Domestic Animal Businesses
9. Animals in Emergency
10. Review of Domestic Animal Management Plan

1

Introduction



1.1 Executive Summary

Australia has one of the highest rates of pet ownership per household. Approximately 38% of households in Victoria own cats or dogs¹

Wellington Shire Council (Council) recognises that pet ownership has positive benefits for the community. Responsible pet ownership makes a valuable contribution towards our community's wellbeing and adds to social connectivity. This is more pronounced with children and the elderly where pets play a more prominent part in their lives. They provide opportunities for active pursuits, companionship to those who may feel lonely or isolated and independence for those with a disability or illness.

The issue of balancing pet ownership and the rights of the individual to enjoy the environment is a challenge. The adequate control of animals can often be a source of conflict between neighbours, particularly in urban areas.

The Domestic Animals Act 1994 (the Act) regulates domestic animal management within Victoria and requires every Council in the State to have in place a plan to manage domestic animals (Domestic Animal Management or DAM Plan)

1.2 Purpose and Primary Objective of the Domestic Animal Management Plan (DAM Plan).

Balancing pet ownership and the numerous benefits that it brings with the rights of the individual to enjoy the environment is a constant challenge. Consideration has been given to both pet owners and those who do not own pets when developing this plan.

The primary objective is to provide a strategic plan to guide the community towards the goal of responsible pet ownership and to assist Wellington Shire to achieve a professional, consistent and proactive approach to domestic animal management practices.

The plan identifies current activities and future actions to address the following issues as required by s68A of the Act:

- Identify a method for evaluating whether the animal control services are effective;
- Promote and encourage responsible pet ownership;
- Ensure compliance with the *Domestic Animals Act 1994* and relevant regulations;
- Outline programs for the training of authorised officers;
- Outline programs, services and strategies which the Council intends to pursue;
- Minimise the risk of attacks by dogs on people and animals;
- Address over-population and high euthanasia rates for dogs and cats;
- Encourage the registration and identification of dogs and cats;
- Minimise the potential for dogs and cats to create a nuisance;
- Effectively identify all dangerous dogs, menacing dogs and restricted breed dogs;
- Review of existing orders and local laws that relate to cats and dogs;
- Ensure compliance by all registered Domestic Animal Businesses;
- Provide periodic evaluation of any program, service, strategy or review outlined under the plan.

¹ Roy Morgan, January – December 2016

1.3 Process applied in Developing the DAM Plan

The Wellington Shire Council Local Laws team developed the DAM Plan. The following activities were undertaken in the development and implementation of the plan.

Outcome	Actioned By	Date
Evaluate effectiveness of Plan using available data	Coordinator Local Laws	June 2017
Release Document for Comment	Council	July 2017
Community engagement undertaken <ul style="list-style-type: none"> • Advertise and issue press releases seeking submissions to draft document • Conduct community Round Table sessions • Send draft documents to Reserve Committees of Management and to Domestic Animal Businesses Hold consultative meeting with Domestic Animal Businesses	Manager Municipal Services	July 2017
Results of community engagement compiled	Manager Municipal Services	August 2017
Draft Domestic Animal Plan - Updated to reflect and incorporate feedback	Manager Municipal Services	August 2017
Final Document reviewed	General Manager Development /Corporate Management Team	September 2017
Domestic Animal Management Plan presented to Council for adoption	Council	October 2017
Domestic Animal Management Plan forward to the Department of Economic Development, Jobs, Transport and Resources (DEDJTR) for review and placed on the website	Manager Municipal Services	November 2017 Key Strategic Action delivered

1.4 Wellington Shire Council Demographic Snapshot

Wellington Shire is the third largest Shire in Victoria by land area (10,924 square kilometres). It has a mixture of urban and rural areas, with a population around 43,000.

It is a unique environment which encompasses coastal areas, the Gippsland Lakes region, agricultural land, undeveloped land and urban areas. The largest towns in the region are Sale, Maffra, Yarram, Stratford and Heyfield.

With 22,110 households in the Shire² it is estimated that 38% of households own one or more dogs at an average of 1.44 dogs per household and 26% of households own one or more cats at an average of 1.47 cats per household³.

With those figures in mind, it is estimated that there are 12,098 dogs and 8,064 cats in the Shire. The number of registered cats in the Shire is significantly less than the estimated population.

The Shire has a high number of domestic animal businesses (23), reflecting the unique environment and the attraction of these businesses to this area.

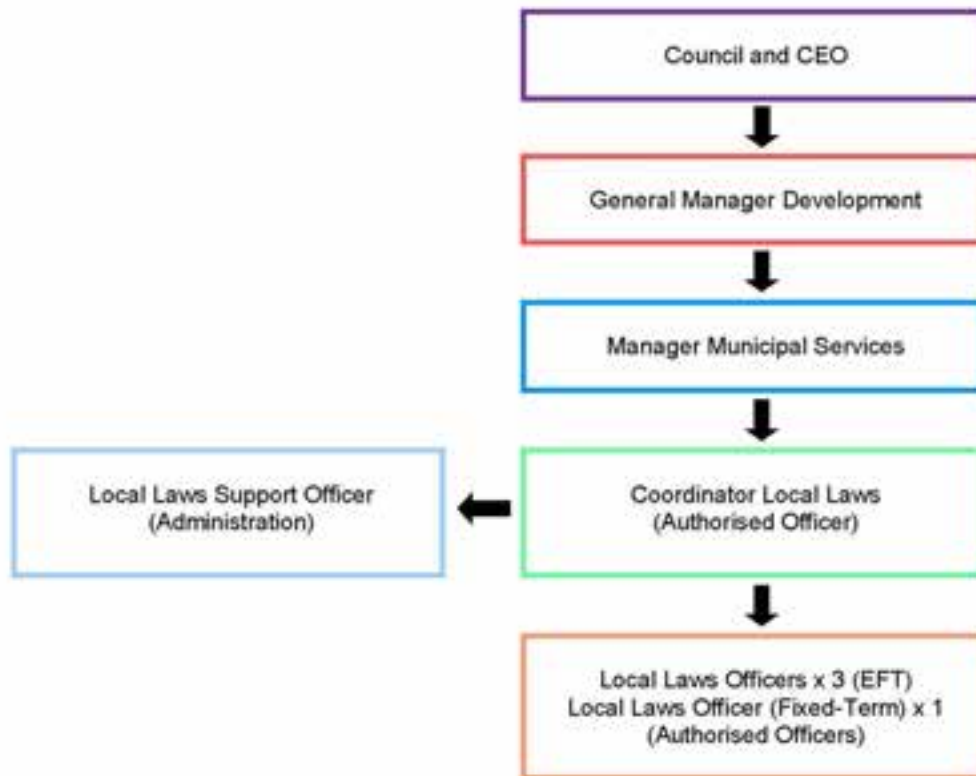


² Australian Bureau of Statistics 2016

³ Roy Morgan, Jan - Dec 2014

1.5 Wellington Shire Council Animal Management Operational Structure and Staffing

In order to meet legislative requirements, the Council employs Local Laws Officers who are designated "Authorised Officers" under the relevant legislation and are part of the Municipal Services Business Unit



1.6 Current programs and services levels

Wellington Shire Council provides a broad range of services to ensure that it meets its legislative responsibilities relating to animal management. They include but are not limited to:

- Providing advice on domestic animal matters
- Responding to and investigating customer requests/complaints
- Educating residents and promoting responsible pet ownership
- Managing the provision of the Wellington Shire Pound facility
- Maintaining the domestic animal, restricted breed and the declared dangerous dog registers
- Impounding of wandering, unwanted/surrendered dogs and cats
- Managing the feral cat population
- Undertaking door knock registration checks
- Investigation of dog attacks
- Registration and inspection of Domestic Animal Businesses (DABs)
- Inspection and compliance checks on restricted breeds and declared dangerous dogs
- Developing collaborative relationships with partner organisations, such as - RSPCA, Department of Economic Development, Jobs, Transport and Resources (DEDJTR), Victoria Animal Aid, Veterinary Clinics and other stakeholders, with a view to maintaining a multi-agency approach to animal management
- Provision of a 52-week 24/7 emergency service
- Provision of suitably trained and qualified Authorised Officers

A summary of the key services is outlined in the table below:

Current Programs	Service Levels				
Identification and Registration	<p>All dogs and cats are required to be registered annually by 10 April each year. Currently (2017) the number of animals registered in the Shire is: 9407.</p> <table border="0" data-bbox="877 392 1149 459"> <tr> <td style="padding-right: 20px;">Dogs</td> <td>7655</td> </tr> <tr> <td>Cats</td> <td>1752</td> </tr> </table>	Dogs	7655	Cats	1752
Dogs	7655				
Cats	1752				
Wellington Shire Pound	<p>Consists of a facility that can accommodate 38 dogs, 36 cats, and up to 100 head of livestock. The facility is located at Fulham, approximately 5km west of Sale off the Princes Highway. It is managed under contract and provides the following services:</p> <ul style="list-style-type: none"> ○ Agents for registration of dogs and cats within the Shire. ○ Receive dogs and cats, contact known owners, place photographs on the website, house animals until released, rehouse or euthanize, and disposal of animals due to ill health, welfare issues or where there is failure to rehouse. ○ Provide respite care for animals whose owners are temporarily unable to care for them due to illness, relationship issues etc. ○ Provide monthly statistics to the Shire. ○ Provide secure housing of seized dogs, pending prosecution 				
Registration of Domestic Animal Businesses	<p>Wellington Shire Council currently has twenty-three (23) registered domestic animal businesses (DABs). We manage the renewal process each year and undertake an inspection regime to ensure compliance with the codes of practice.</p>				
Domestic Animal Complaints	<p>Authorised Officers respond within the customer service charter to animal complaints. They will also accept dogs and cats surrendered by their owners who can no longer care for them for whatever reason.</p> <p>Authorised Officers will attend and attempt to contain or capture any dog or cat that is reported to be causing a serious nuisance or presenting as a danger to people or other animals during and after normal operating hours.</p>				
Restricted Breeds/Dangerous Dogs/Menacing Dogs	<p>Wellington Shire Council will manage Menacing Dogs in accordance with the Act. Any dog that causes a non-serious bite injury to a person or animal or rushes at, or chases a person may be declared a menacing dog. The owners will be required to show that they can be a responsible dog owner and ensure action is taken to prevent the dog from attacking again.</p> <p>Restricted Breeds and Dangerous Dogs will be managed in accordance with the Act.</p> <p>Any dog that is declared a menacing dog and is subject to two further infringements or involved in an attack which results in serious injury or death of an animal or person will be declared a dangerous dog. Unless there are extenuating circumstances the dog will be seized and the matter will proceed to the Magistrates' Court.</p>				
Education / Media	<p>Wellington Shire Council uses media releases and standing articles in its publications "Wellington Matters" and "Wellington News" in an effort to educate members of the public on responsible pet ownership and animal management matters.</p> <p>The automatic telephone call waiting service includes key animal management messages such as registration of cats and dogs.</p>				

1.7 Access to Animal Management Services

Wellington Shire Council has adopted a Customer Service Charter which documents required response timeframes to the community. The Local Laws team works within the context of the Customer Service Charter and offers a seven day, twenty-four-hour emergency response service for urgent domestic animal related matters, such as dog attacks, aggressive/dangerous dogs at large and serious animal welfare concerns.



1.8 Mandatory Requirements/Corresponding actions

This plan has been developed in accordance with section 68A of the Act and sets out a formalised approach to increasing the effectiveness and awareness of domestic animal management within Council.

This section outlines the strategic direction for Council's animal management function.

The table below identifies the specific requirements of the Act which Council are required to address against the contents of the plan.

Specific Requirement	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10
S68A (2)(a) Method on monitoring performance and evaluating effectiveness of services	x	x	x	x	x	x	x	x	x
S68A (2)(b) Training of Authorised Officers	x				x		x		
S68A (2)(c)(i) Promote and encourage responsible pet ownership		x	x	x	x	x			
S68A (2)(c)(ii) Ensure compliance with Act & Regulations		x	x	x	x	x	x	x	x
S68A (2)(c)(iii) Minimise risk of dog attacks				x	x				
S68A (2)(c)(iv) Over population and high euthanasia rate						x			
S68A (2)(c)(v) Encourage registration and identification of dogs and cats		x							
S68A (2)(c)(vi) Minimise potential for nuisance			x						
S68A (2)(c)(vi) Dangerous, menacing and restricted breed dogs				x	x				
S68A (2)(d) Review of orders and local laws		x	x	x	x	x	x	x	x
S68A (2)(e) Any other matters							x	x	x
S68A (2)(f) Periodic evaluation of programs, services and strategies	x	x	x	x	x	x	x	x	x
S68A (3)(a) Review of Domestic Animal Management Plan	x	x	x	x	x	x	x		x

2

Training of Authorised Officers



2.1 Current Situation

Wellington Shire Council currently employs 5 full-time and 1 fixed-term Local Laws Officers, authorised under:

- section 72 of the *Domestic Animals Act 1994*;
- section 18 of the *Prevention of Cruelty to Animals Act 1986*; and
- section 224 of the *Local Government Act 1989*.

For the purpose of this plan, three full-time equivalent positions are dedicated to domestic animal management, however additional staff are utilised for planned operations such as annual

and unannounced DAB inspections, pet registration checks, animal welfare investigations and emergency situations.

Wellington Shire Council recognises the importance of skilled and qualified staff, and as such individual training plans are developed for each staff member as part of the performance appraisal and development process. A dedicated Staff Development Officer is employed by Council to ensure staff are provided with initial and ongoing training in addition to targeted professional development opportunities.

2.2 Current Training

Subject	Frequency	Officer 1	Officer 2	Officer 3	Officer 4	Officer 5	Officer 6 (Fixed-Term)
Certificate IV in Animal Control and Regulation	As Required	Enrolled	8 Yrs Experience	27 Yrs Experience	9 Yrs Experience	5 Yrs Experience	15 Yrs Experience
Initial Induction	As Required	X	X	X	X	X	X
DPI AMO Seminar	Annually		X	X	X	X	
DPI Canine Anatomy	Annually		X	X		X	
Restricted Breed Dogs Seminar	Annually			X	X	X	
Nuisance Dogs	Annually		X	X	X		X
Anatomy of Affidavits	As Required	X	X	X	X	X	X
Presenting Evidence	As Required	X	X	X	X	X	X
Preparing Correspondence	As Required		X	X	X	X	X
Acting on Non-Compliance	As Required	X	X	X	X	X	X
Cautions and Rights	As Required	X	X	X	X	X	
First Aid Level II	Bi annually			X			
Prosecutions and Enforcement	As Required		X	X		X	X
Notes and Notebooks	As Required		X	X	X	X	
Gathering Evidence	As Required		X	X		X	X
Preparing Briefs	As Required	X	X	X	X	X	X
Ethics and Professional Conduct	As Required		X	X	X	X	X
EEO, Anti Bullying, Harassment and Discrimination	Annually	X	X	X	X	X	X
Emergency Management	Annually	X	X	X	X	X	X
4x4 Operation & Recovery	As Required		X	X		X	X
Domestic Violence and Local Laws	Annually			X	X	X	X
Statements of Evidence	As Required	X	X	X	X	X	
Organisation Specific Training	As Required	X	X	X	X	X	X
Firearms Training	As Required	X	X		X		

2.3 Planned Training

Wellington Shire Council is committed to providing ongoing training and professional development opportunities for Local Laws staff. A staff development and training plan is developed annually, in consultation with individual staff, their supervisor, and the Organisation's Staff Development Officer.

2.4 Our Plans

Objective 1:

To maintain a trained and experienced workforce by developing and maintaining individual training, professional development and performance plans for all Local Laws Officers.

Activity	Frequency	Evaluation
1) Conduct individual performance and development plans, identifying any training or development requirements	Twelve monthly with six monthly reviews	Completion of individual performance and development plans, submitted to Manager Municipal Services.
2) Develop and maintain the annual Local Laws Staff training and development plan	Twelve monthly	Plan developed and submitted to Staff Development Officer
3) Hold regular Local Laws team meetings in order to encourage a consistent and professional approach to animal management matters	Fortnightly	Minutes recorded and forwarded to Local Laws team
4) Investigate further communication, conflict resolution and professional development training opportunities	Twelve monthly	Increased training activities as recorded in Council's training plan



3

Registration and Identification



3.1 Current Situation

Domestic animal registrations and registration renewals are conducted by Council in accordance with Part 2 of the *Domestic Animals Act 1994*.

Our data indicates an estimated compliance rate with dog registration of (63%) compared with the estimated number of dogs throughout the Shire. Of particular concern is the low number of cats registered (22%) against the estimated number throughout the Shire.

Estimated number of cats:	8,064	Estimated number of dogs:	12,098
Registered cats:	1,752	Registered dogs:	7,655

3.2 Policies/Procedures

Legislative:	<ul style="list-style-type: none"> • <i>Domestic Animals Act 1994, Part 2</i> • <i>Domestic Animals Regulations 2005</i>
Local Law:	<ul style="list-style-type: none"> • Local Law 4, 2011, Environment 7.1: Keeping of Animals
Strategies:	<ul style="list-style-type: none"> • Council Plan 2013-2017, Part 7: Community Wellbeing
Procedures:	<ul style="list-style-type: none"> • Domestic Animal Registration/Re-registration Procedure • Impounding of Unregistered Cats and Dogs Procedure • Release of Impounded Animals to Identified Owners Procedure • Wellington Shire Council Offence Management Guideline, section 3: Options for Council Local Laws Officers • Wellington Shire Council Municipal Animal Emergency Plan
Other:	<ul style="list-style-type: none"> • Service delivery contract between Wellington Shire Council and Victoria Animal Aid Trust (requirement that all animals are registered before leaving pound) • Maintenance of Council animal registration database

3.3 Current Educational/Promotional Activities

- Microchipping and Registration information promoted on Council website
- Animal registration notices sent to registered pet owners early March each year
- Regular media releases regarding the importance of registration
- Good news stories about owners reunited with their pets due to registration
- Responsible pet ownership pamphlet drops in identified areas of concern
- Local Laws Officer presentations at schools and TAFEs



3.4 Current Compliance Activities

- Annual registration process
- Follow-up on pets not re-registered and registration documents returned to sender
- Follow-up on notifications of pets sold/rehoused
- Door knocks in areas identified via the customer complaint system
- Joint operations with Police, Sheriff's Office and Department of Health and Human Services (DHHS) in areas known for non-compliance
- Impounding of unregistered and wandering cats and dogs
- No impounded animal leaves the pound unregistered
- Registration checkpoints in popular dog walking areas
- Seven day notices to comply (NTC) for minor breaches
- Infringement notices issued where NTC is ignored or for serious breaches (more than one pet unregistered)
- Prosecution in Magistrates Court for unpaid infringements
- Unannounced inspections of Domestic Animal Businesses to ensure compliance with registration and code of practice requirements.

3.5 Summary of Current Situation



Wellington Shire Council recognises the gap between estimated and registered domestic animals within the Shire, particularly cats and as such is committed to increasing educational and enforcement activities in an effort to close the gap.

Council will work with local media outlets to increase awareness of registration requirements and increase compliance activities such as door knocks, registration checks and follow ups on lapsed registrations and changes of ownership.

3.6 Our Plans

Objective 2:
To increase the number of pet registrations within Wellington Shire each year for the duration of this plan, with a particular emphasis on increasing compliance amongst cat owners.

Activity	Frequency	Evaluation
1) Continue to promote responsible pet ownership through the media, with an emphasis on microchipping/registering cats	Three monthly	At least one responsible pet ownership article released to media quarterly, as indicated in media plan
2) Conduct targeted door knocks and letter drops in areas where high levels of non-compliance are noted	As required, commencing mid-April each year	Door knocks and letter drops completed and recorded
3) Follow up on lapsed registrations	From mid-April, each year	Follow ups completed and recorded
4) Follow up on change of ownership notifications	As required	Follow ups completed and recorded
5) Discourage owners from not registering their animals by adopting a consistent enforcement program	As required	Number of notices to comply and infringements issued for unregistered animals
6) Ensure no unregistered animal is released from the Pound	As required	All animals reunited with their owners are registered prior to release.

4

Nuisance Pets



15 | Domestic Animal Management Plan 2017 - 21

4.1 Current Situation

During 2016, Local Laws Officers responded to 1,339 domestic animal complaints, with an average initial response time of 1.4 days.

Complaints can be broadly categorised as follows:

- wandering/stray dogs/cats
- excess pets kept on premises
- barking dogs
- dogs walked without leads
- dog excrement
- abandoned dogs
- aggressive dogs
- unregistered cats/dogs



4.2 Policies/Procedures

Legislative:	<ul style="list-style-type: none"> • Domestic Animals Act 1994, Part 3 • Domestic Animals Regulations 2005 • Prevention of Cruelty to Animals Act 1986
Local Law:	<ul style="list-style-type: none"> • Local Law 4: 2011, Environment 7.1: Keeping of Animals • Local Law 4: 2011, Environment 7.2: Litters of Animals • Local Law 4: 2011, Environment 7.3: Animal Shelters • Local Law 4: 2011, Environment 7.4: Animal Excrement • Local Law 4: 2011, Environment 7.5: Control of Noise
Orders:	<ul style="list-style-type: none"> • Wellington Shire Council Dog on Lead Areas (available on Council's website)
Strategies:	<ul style="list-style-type: none"> • Council Plan 2013-2017 Part 7: Community Wellbeing
Procedures:	<ul style="list-style-type: none"> • Impounding of Stray Animals Procedure • Nuisance (Barking) Dog Procedure • Feral Cat Trap Hire Procedure • Responding to After Hours Animal Complaints Procedure • Wellington Shire Council Offence Management Guidelines, Section 3: Options for Council Local Laws Officers
Other:	<ul style="list-style-type: none"> • Service delivery contract between Wellington Shire Council and Victoria Animal Aid Trust (requirement to care for and release impounded and seized animals in accordance with legislation)

4.3 Current Educational/Promotional Activities

- Dog on lead/doggy poo signage in popular dog walking areas/parks
- Dog poo bag dispensers in parks and popular areas
- "Doggy doo" and "Barking Dog" media releases
- Responsible pet ownership brochures sent with registration reminder notices
- Provision of advice/assistance to barking dog owners by Local Laws staff
- Use of the website as an education and information medium



4.4 Current Compliance Activities

- All nuisance complaints recorded and investigated
- Feral/trespassing cat trapping program available to residents
- Wandering cats/dogs collected by Local Laws staff and impounded if necessary

4.5 Summary of Current Situation

Wellington Shire Council recognises that nuisance dogs have the potential to cause friction between neighbours, particularly if not responded to in a timely and effective manner.

In early 2016, Local Laws staff developed a new process for dealing with barking dog complaints. The new process is designed to deliver a consistent approach to the issue by encouraging the complainant to assist Council by providing detailed information relating to the problem and issuing dog owners with advisory letters, notices and educational material.

A review of the process has indicated an approximate 75% resolution rate at the first point of contact with the dog owner. If the matter is not resolved after initial contact, WSC has monitoring and prosecution processes available if required.

In early 2017, WSC successfully prosecuted two dog owners for allowing their dogs to cause a

- Infringement notices issued to owners of repeatedly wandering pets
- Unannounced inspections of properties that have been identified as having numerous and ongoing barking complaints
- Follow-up visits with owners who have been identified as struggling to manage their pets

nuisance over a prolonged period.

Local Laws staff have adopted a three-stage approach to wandering/at large cats/dogs, in an effort to engage, educate and if necessary enforce responsible pet ownership.

1. If the animal is registered and has no previous history of being at large, the animal will be returned to the owner where possible.
2. If the animal is registered and there is one previous incident of being at large, the animal will be returned to the owner where possible, and a verbal or written warning will be issued.
3. If the animal is registered and there is a history of being at large more than twice previously, the animal will be taken directly to the pound and an infringement notice will be served on the owner.

4.6 Our Plans

Objective 3:

To encourage responsible pet ownership compliance throughout the Shire by responding to, investigating and acting on animal nuisance and noise complaints in a timely and effective manner.

Activity	Frequency	Evaluation
1) Continue to work closely with owners of nuisance/barking dogs to ensure a lasting solution to issues	As required	Review on a case-by-case basis
2) Publish quarterly media articles regarding responsible pet ownership	Three monthly	At least one responsible pet ownership article released to media quarterly as indicated in media plan
3) Ensure 'doggy doo' bag dispensers are maintained and stocked	As required	Regular inspections to ensure dispensers are serviceable and stocked with plastic bags
4) Explore the option of introducing a cat curfew in accordance with section 25 of the <i>Domestic Animals Act 1994</i>	Year 2 of Plan	Cat curfew proposal submitted to Council for consideration
5) Responsible pet ownership brochures are readily available and provided when required	Twelve monthly	Ensure sufficient stock is ordered from DEDJTR annually
6) Review and update dog on lead areas	Four yearly	Dog on lead areas are reviewed as scheduled and published on Council's website

5

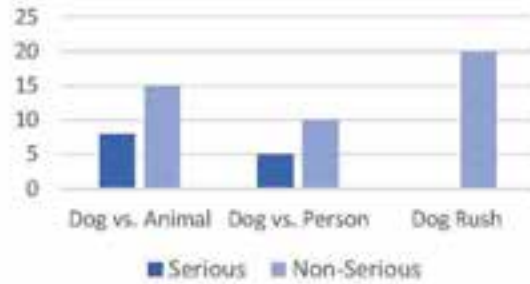
Dog Attacks



5.1 Current Situation

During 2016, there were 58 dog attack complaints received and investigated, as follows;

Dog vs. Animal	8 serious	15 non-serious
Dog vs. Person	5 serious	10 non-serious
Dog Rush	0 serious	20 non-serious



5.2 Policies/Procedures

Legislative:	<ul style="list-style-type: none"> • Domestic Animals Act 1994, Division 2
Local Law:	<ul style="list-style-type: none"> • Local Law 4: 2011, Environment 7.1: Keeping of Animals
Orders:	<ul style="list-style-type: none"> • Wellington Shire Council Dog on Lead Areas (available on Council's website)
Strategies:	<ul style="list-style-type: none"> • Council Plan 2013-2017 Part 7: Community Wellbeing
Procedures:	<ul style="list-style-type: none"> • Responding to After Hours Animal Complaints Procedure • Wellington Shire Council Offence Management Guidelines, Section 3: Options for Council Local Laws Officers • Dangerous/Menacing Dog Declaration Procedure • Search Warrants and Seizure Procedure
Other:	<ul style="list-style-type: none"> • Service delivery contract between Wellington Shire Council and Victoria Animal Aid Trust (requirement to care for seized dogs)

5.3 Current Educational/Promotional Activities

- Regular media articles relating to responsible pet ownership
- Media releases of successful prosecutions
- Responsible pet ownership booklets issued to new pet owners who adopt from the pound
- Reduced registration fees for dogs that have undergone approved obedience training
- Deliver presentations to TAFE students regarding safety around dogs
- Signage prominently displayed in dogs on leash areas
- DEDJTR pamphlets 'How to Prevent Dog Attacks in the Home' and 'Safety with Children' distributed via letter drops to high risk areas
- Responsible Pet Ownership (RPO) program in schools



5.4 Current Compliance Activities

- Provision of a 24-hour response to dog attack complaints
- Dogs involved in serious attacks seized, if necessary with a search warrant
- All reported attacks thoroughly investigated and if necessary prosecuted
- Temperament testing of all impounded dogs prior to rehoming
- Regular patrols of areas identified as having a high incidence of wandering dogs

5.5 Summary of Current Situation

Wellington Shire Council responds to dog attack complaints as a matter of priority. Most complaints received, were responded to and investigations commenced within 1½ days.

The predominately rural nature of the Shire has contributed the number of serious attacks on animals, as most incidents involved livestock.

Most attacks involving people and/or their pets were caused by wandering dogs and occurred within 50 metres of the dog's property.

There were 14 matters that were successfully prosecuted. (10 serious attacks, 2 non-serious attacks, 2 rush incidents). The majority of non-serious matters were dealt with by way of infringement notices.

Most dogs involved in attacks were voluntarily surrendered to Council Officers, or euthanised by a Vet at their owner's request⁴.

5.6 Our Plans

Objective 4:

Reduce the number of serious and non-serious dog attack incidents on both people and other animals by encouraging responsible pet ownership, increasing safety awareness around dogs and enforcing legislation.

Activity	Frequency	Evaluation
1) Continue to thoroughly investigate and if necessary prosecute reports of dog attacks	As required	Outcomes of all investigations recorded on Council's information system
2) Promote safety around dogs on the Council website	Ongoing	Safety around dogs and how to report dog attack information published on website
3) Utilise DEDJTR Declared Dog Registry to identify menacing/dangerous/restricted breed dogs	As required	Details regularly audited and updated as required.
4) Media releases after successful dog attack prosecutions	Ongoing	Media articles published in local newspapers
5) In partnership with Victorian Animal Aid Trust, continue to provide presentations regarding dog safety with TAFE students undertaking animal management studies	Twelve monthly	Staff member presents safety around dogs talk annually
6) Work closely with other agencies such as VicPol and RSPCA to identify and respond to reports of neglected/aggressive dogs, which could lead to more serious incidents, such as attacks	As required	Combined operations with RSPCA and VicPol conducted

⁴ Surrendering or euthanising dogs involved in attacks does not grant dog owners automatic immunity from prosecution

7)	Work closely with community interest groups, such as cycle groups, park users, neighbourhood watch groups and dog obedience clubs to promote safety around dogs	Ongoing	Regular meetings with community groups, supported by media articles promoting safety around dogs and responsible pet ownership.
8)	Promote 'Pet Town' learning tool for pre-school and primary school children on Council's website	Ongoing	Permission gained from DEDJTR to promote Pet Town on Council's website

6

Dangerous, Menacing and Restricted Breed Dogs



6.1 Current Situation

Wellington Shire Council actively identifies and manages declared dogs, in accordance with Division 3, 3A and 3B of the *Domestic Animals Act 1994*.

A register of declared dogs is maintained on the Victorian Declared Dog Registry. Annual and unannounced visits are conducted by Authorised Officers to ensure compliance with legislated requirements for the keeping of declared dogs. Non-compliance is dealt with swiftly. If necessary, the dogs are seized and the appropriate legal action is taken.

DECLARED DOGS IN WELLINGTON SHIRE:

Dangerous (Guard Dog):	2
Declared Dangerous:	2
Declared Menacing:	4
Restricted Breed: (listed as missing)	1

6.2 Policies/Procedures

Legislative:	<ul style="list-style-type: none"> • <i>Domestic Animals Act 1994</i>, Division 3, 3A, 3B • <i>Domestic Animals Regulations 2005</i>
Local Law:	<ul style="list-style-type: none"> • Local Law 4: 2011, Environment 7.1: Keeping of Animals
Strategies:	<ul style="list-style-type: none"> • Council Plan 2013-2017 Part 7: Community Wellbeing
Procedures:	<ul style="list-style-type: none"> • Responding to After Hours Animal Complaints Procedure • Wellington Shire Council Offence Management Guidelines, Section 3: Options for Council Local Laws Officers • Dangerous/Menacing Dog Declaration Procedure • Search Warrants and Seizure Procedure
Other:	<ul style="list-style-type: none"> • Service delivery contract between Wellington Shire Council and Victoria Animal Aid Trust (requirement to care for seized dogs) • Maintenance of Council animal registration database • DEDJTR Vic BARK mobile phone application • Standard for Restricted Breed Dogs in Victoria (as amended)

6.3 Current Educational/Promotional Activities

- All owners of declared menacing or dangerous dogs are provided information on their legislative obligations.
- Information on reporting or identifying dangerous dogs is available at Council service centres and on Council's website.
- Owners of guard dogs are identified and advised of their legislative responsibilities.



6.4 Current Compliance Activities

- Respond to complaints of dangerous/aggressive/attacking dogs, and if necessary initiate declaration process.
- Follow up inspections and advice to owners of dogs that have been declared dangerous in order to ensure legislative compliance.
- Ensure all declared dog's details are accurately recorded on the Victorian Dangerous Dog Register
- Ensure all declared dog details are accurately recorded on the Council's domestic animal database.



6.5 Summary of Current Situation

In each instance where Council considers declaring a dog either dangerous or menacing, consultation occurs between the owner of the dog, the Local Laws Officer involved and the Manager Municipal Services to ensure procedural fairness. A comprehensive report is compiled and reviewed prior to any decision being made. The report will include, but is not limited to:

- summarise the incident;
- calculates the nature and seriousness of the threat to public safety;
- summarises any previous history of offences by the dog (or owner);

- notes the outcome of a Vet assessment of the dog's temperament (aggression test);
- lists any other relevant information;

The relatively small number of declared dogs within the Shire ensures a high level of oversight by Local Laws staff. All declared dogs are inspected at least annually. In 2016, Council increased registration fees for declared dogs to (except for guard dogs) to \$200 to cover Council's increased monitoring and enforcement costs. Unannounced inspections occur if there is any concern that legislative responsibilities are not being complied with

6.6 Our Plans

Objective 5:

Maintain continued compliance with legislation relating to declared and restricted breed dogs.

Activity	Frequency	Evaluation
1) Continue to inspect properties where declared dangerous/guard dogs are housed	Twelve monthly	Reported annually in DAM Plan
2) Continue to attend industry information sessions on restricted breed/dangerous dogs	As available	Recorded in individual staff training records
3) Maintain the Victorian Declared Dogs Registry by providing timely and accurate information	As required	Regular audits of information contained in the registry by Coordinator Local Laws.

7

Overpopulation and High Euthanasia Rates



7.1 Current Situation

On 1 July 2015, Council entered into an agreement with Victorian Animal Aid Trust (Animal Aid) for the provision of its pound and animal shelter services.

The agreement requires Animal Aid to comply with the Code of Practice for the Management of Dogs and Cats in Shelters and Pounds. Six monthly audits are conducted by Council staff to ensure compliance with the service specification audit and to ensure all animals are treated humanely, and health and welfare matters are suitably addressed.



7.2 Policies/Procedures

Legislative:	<ul style="list-style-type: none"> • <i>Domestic Animals Act 1994</i> • <i>Code of Practice for the Management of Dogs and Cats in Shelters and Pounds</i>
Local Law:	<ul style="list-style-type: none"> • Local Law 4: 2011, Environment 7.1: Keeping of Animals • Local Law 4: 2011, Environment 7.2: Litters of Animals
Strategies:	<ul style="list-style-type: none"> • Council Plan 2013-2017 Part 7: Community Wellbeing
Procedures:	<ul style="list-style-type: none"> • Impounding of Unregistered Cats and Dogs Procedure • Pet Surrender Process • Feral Cat Trap Hire Procedure • Responding to After Hours Animal Complaints Procedure
Other:	<ul style="list-style-type: none"> • Service delivery contract between Wellington Shire Council and Victoria Animal Aid Trust dated 2 June 2015 (requirement to care for/rehouse impounded animals)

7.3 Current Educational/Promotional Activities

- Weekly 'Pet of the Week' advertisement placed in local newspapers
- Responsible pet ownership material provided to new pet owners
- Feral cat trapping program
- Cats/dogs for adoption are placed on the WSC website and Animal Aid website.
- A rolling slideshow of impounded animals that are available for adoption is displayed at the front counter at the Sale Service Centre
- Victorian Animal Aid keep a register at the pound, where residents can report lost and found animals. The register is actively followed up by staff.
- All unclaimed/surrendered animals desexed before adoption.



7.4 Current Compliance Activities

- Respond to and investigate complaints of excessive animals on properties
- Investigate reports of unregistered cat/dog breeders
- Work closely with social agencies to assist cat 'hoarders'
- Facilitate feral cat trapping programs in identified areas
- Impound wandering cats/dogs with a view to rehousing if owners not located

7.5 Summary of Current Situation

Through Animal Aid's local presence and their Coldstream animal shelter, unclaimed impounded and surrendered pets have an increased opportunity of successful rehousing.

Of the 738 pets impounded in 2016, 70% were successfully returned to their owners. 85% of pets not reclaimed or were surrendered to Council were successfully rehoused. These figures indicate a successful partnership between Animal Aid and Wellington Shire Council, however, both parties recognise there is still work to do.

In 2016, Council officers met with local veterinarians and Animal Aid to discuss a request from the Threatened Species Commissioner to assist with the fight against extinction by feral cats.

It was decided a multi-party approach was required:

- Wellington Shire Council staff would identify feral cat colonies and implement a trapping program.
- Trapped cats were delivered and assessed by qualified veterinary staff to establish whether they were suitable for rehoming. Those deemed unsuitable would be euthanized.
- Animal Aid would accept any cat identified as suitable for rehoming and include then in the pet adoption program after sterilisation.

Over the past twelve months, 668 cats have been trapped as part of the program. 412 were deemed suitable for rehousing

7.6 Our Plans

Objective 6:

Reduce the feral cat population and euthanasia rates of unwanted cats and dogs by raising public awareness of the associated issues.

Activity	Frequency	Evaluation
1) Continue to actively promote Animal Aid pet adoption program through council website and local media	Weekly	Pet of the week published weekly in Wellington News
2) Promote responsible pet ownership, particularly the importance of desexing and keeping pets at home at night	Three monthly	At least one responsible pet ownership article released to media quarterly, as indicated in media plan
3) Continue to audit service specification requirement of contract between Animal Aid and Council	Six monthly	Audit completed and submitted to Manager Municipal Services
4) Continue with feral cat trap program in identified problem areas	As required	Reduced number of complaints in affected areas
5) Investigate introduction of cat curfew during night-time hours	Ongoing	Completed review of Local Law 4 Environment
6) Maintain feral/trespassing cat trap service to residents	Ongoing	Adequate stock of traps Booking system maintained Program advertised on website



Domestic Animal Businesses



20 | Domestic Animal Management Plan 2017 - 21

8.1 Current Situation

Wellington Shire Council currently has 23 Domestic Animal Businesses (DAB's) registered within the Shire.

All registered DABs are inspected annually for compliance with the relevant Code of Practice. Continued registration as a DAB is conditional on compliance with the relevant Code. Breaches of the Code are dealt with by way of notices to comply and work schedules. Continued major breaches are dealt with by way of prosecution and/or refusal by Council to re-register.

DOMESTIC ANIMAL BUSINESSES IN WELLINGTON SHIRE:

Boarding Establishment:	9
Pound/Shelter:	1
Breeding/Rearing:	12
Pet Shop:	1

8.2 Policies/Procedures

Legislative:	<ul style="list-style-type: none"> • Domestic Animals Act 1994 • Planning and Environment Act 1987 • Code of Practice for the Management of Dogs and Cats in Shelters and Pounds • Code of Practice for the Operation of Boarding Establishments • Code of Practice for the Operation of Pet Shops • Code of Practice for the Operation of Breeding and Rearing Establishments • Application Organisations
Local Law:	<ul style="list-style-type: none"> • Local Law 4: 2011, Environment 7.1: Keeping of Animals • Local Law 4: 2011, Environment 7.2: Litters of Animals • Local Law 4: 2011, Environment 7.3: Animal Shelters
Strategies:	<ul style="list-style-type: none"> • Council Plan 2013-2017 Part 7: Community Wellbeing
Procedures:	<ul style="list-style-type: none"> • Annual DAB Inspection Program • Wellington Shire Council Offence Management Guideline, Section 3: Options for Council Local Laws Officers

8.3 Current Educational/Promotional Activities

- Inclusion of all DAB proprietors in the consultation process for this plan
- Regular interaction and communication with DAB proprietors in order to obtain/maintain positive working relationships
- Promotion of DEDJTR and DAB publications and website resources
- Provision of advice relating to legislative requirements to DAB proprietors



8.4 Current Compliance Activities

- Initial and annual registration processes
- Annual and if necessary unannounced inspections of all DAB's, to determine compliance with the relevant Code of Practice
- Follow-up of identified instances of noncompliance, including notices to comply and if necessary suspension of registration and prosecution
- Regular monitoring of internet pet for sale sites (such as dogzonline and facebook) to identify any unregistered DAB's that may be operating within the Shire
- Combined operations with RSPCA, Dogs Victoria and Victoria Police where illegal activities are reported/suspected

8.5 Summary of Current Situation

A priority of Local Laws staff is to achieve compliance and ensure the welfare of the animals in their care. This is achieved through maintaining a positive relationship with DAB proprietors, in an effort to ensure open and transparent communications and interactions.

All complaints relating to DAB's are investigated, regardless of the source. Apart from anonymous complaints, all complainants are contacted and advised of any action taken in response to their concerns.

In 2015, in response to significant changes to the Code of Practice for the Operation of Breeding

and Rearing Businesses, Council reviewed DAB (Breeder) registration fees, with a view to recovering costs associated with the increased monitoring and compliance activities the amended Code required.

In consultation with DAB proprietors, annual registration fees were raised from \$250 annually to \$2500 (plus \$15 per fertile bitch) annually.

The increased fees allowed Council to employ an additional Local Laws Officer, to assist with DAB monitoring and compliance at no additional cost to the ratepayers.

8.6 Our Plans

Objective 7:

To ensure Domestic Animal Businesses within the Shire are identified and regulated in accordance with the *Domestic Animals Act 1994* and relevant Codes of Practice.

Activity	Frequency	Evaluation
1) Attend DEDJTR animal management seminars in order to remain conversant with updated legislation relating to DAB's	As required	Seminars attended by Local Laws staff and recorded in individual training records
2) Investigate all complaints of illegal pet breeding establishments	Ongoing	All complaints and responses recorded on Council's electronic record management system
3) Maintain an accurate register of all DAB's within the Shire	Ongoing	DAB Register (LL25) periodically audited to ensure accuracy
4) Maintain an inspection schedule to ensure all registered DAB's are inspected at least annually	Ongoing	Inspection schedules and subsequent audits recorded on Council's electronic record management system
5) Conduct unannounced inspections of premises in response to complaints/concerns from members of the public	As required	All complaints and responses recorded on Council's electronic record management system
6) Draft business case in increase Authorised Officer staffing by one EFT to assist with increased monitoring of the Code of Practice	Year one of Plan	Business case approved and additional staff member employed

9

Animals In Emergency



9.1 Current Situation

Wellington Shire Council has historically been impacted by major floods and fires, which have had a devastating effect on the environment, property, the wellbeing of residents and their animals.

The welfare of animals can be a deciding factor for people in making decisions about their personal welfare, including evacuating a threatened property or seeking emergency shelter.

Animal owners and carers have the ultimate 'duty of care' to plan and provide for the needs of

animals in their care. However as recently witnessed, several organisations and groups share animal welfare responsibility and together have an enormous capacity and willingness to assist affected people and attend to the needs of impacted animals.

Wellington Shire Council is responsible for the coordination, provision, and operation of emergency relief centres and by doing so is also responsible for the coordination and provision of safe refuges for affected animals and the management of animal welfare at its relief centres.

9.2 Policies/Procedures

Legislative:	<ul style="list-style-type: none"> • <i>Emergency Management Act 1986</i>
Strategies:	<ul style="list-style-type: none"> • Council Plan 2013-2017 Part 7: Community Wellbeing
Procedures:	<ul style="list-style-type: none"> • Wellington Shire Council Municipal Emergency Management Plan • Wellington Shire Council Emergency Animal Welfare Plan
Other	<ul style="list-style-type: none"> • Emergency Management Manual Victoria • Victorian Emergency Animal Welfare Plan (DEDJTR) • Guidelines for Managing Animals at Emergency Relief Centres, Assembly Area or Other Places of Emergency Shelter (DEDJTR)

9.3 Current Educational/Promotional Activities

- Emergency information available on Council's website
- Copies of Emergency Animal Welfare Plan issued to DEDJTR and Animal Aid Gippsland
- Annual emergency management refresher training to Local Laws staff



9.4 Current Compliance Activities

- Annual review of Wellington Shire Council Emergency Management Plan ensuring information and contact details are current
- Equipment for identified safe refuges available for deployment at short notice, such as cages, bedding, food, bowls, logs, identification tags etc.

9.5 Summary of Current Situation

In January 2013 Council experienced a devastating bush fire which affected a large number of pet, bird, horse and livestock owners.

Providing safe refuge for animals allowed the owners to cope with the incident, knowing their animals were safe and cared for. Although well managed at the time, the incident was the catalyst for the formal development of the Wellington Shire Council Emergency Animal Welfare Plan. The plan continues to be reviewed annually to ensure currency.



9.6 Our Plans

Objective 8:

To remain in a state of constant readiness in order to respond rapidly and appropriately to any emergency involving people, their pets and animals.

Activity	Frequency	Evaluation
1) Continue to conduct annual audits of the Emergency Animal Welfare Plan in order to ensure information and contact details are current	Twelve monthly	Wellington Shire Council Emergency Animal Welfare Plan is current and correct
2) Ensure sufficient emergency response equipment is available for short notice deployment	Six monthly	Stock take of equipment is conducted and recorded
3) Conduct annual inspections of safe refuges to ensure they are suitable for temporary accommodation of pets/animals	Twelve monthly	Refuges are inspected and the results recorded

10

Review of Domestic Animal Management Plan



30 | Domestic Animal Management Plan 2017 - 21

10.1 Current Situation

Section 68A (1) of the *Domestic Animal Act 1994* requires every Council to prepare a domestic animal management plan every four years.

The current plan was adopted by Council on (*To Be Advised*), prior to submission to DEDJTR.

Section 68A (3) of the *Domestic Animal Act 1994* requires every Council to:

- (a) Review its domestic animal management plan annually and, if appropriate amend the plan;
- (b) Provide the Secretary with a copy of the plan and any amendments to the plan;
- (c) Publish an evaluation of its implementation of the plan in its annual report.

The annual review of the plan is due to be submitted to the DEDJTR by 3 November 2017.

10.2 Policies/Procedures

Legislative: • *Domestic Animals Act 1994, Section 68A*

10.3 Our Plans

Objective 9:

To maintain compliance with the requirements of section 68A of the *Domestic Animals Act 1994* by conducting annual and four yearly reviews of Council's Domestic Animal Management Plan.

Activity	Frequency	Evaluation
1) Prepare a domestic animal management plan every four years	Four yearly	Compliance with section 68A (1) of the DAA 1994. Plan submitted to Secretary DEDJTR
2) Conduct annual reviews of the domestic animal management plan	Twelve monthly	Compliance with section 68A (3) of the DAA 1994. Review submitted to Secretary DEDJTR
3) Publish an evaluation of the implementation of the plan in Council's annual report	Twelve monthly	Compliance with section 68A (3) of the DAA 1994. Evaluation published in annual report.



WELLINGTON
SHIRE COUNCIL

The Heart of Gippsland

Port of Sale Civic Centre
18 Desailly Street (PO Box 506), Sale Victoria 3850
Tel 1300 366 244
Fax 03 5142 3501

Yarram Service Centre
156 Grant Street, Yarram Victoria 3971
Tel 03 5182 5100

Web www.wellington.vic.gov.au
Email enquiries@wellington.vic.gov.au

DOGS ON LEAD

All dogs are required to be placed on a lead at all times in the following areas, unless otherwise specified

Map	Area	Maintain	New
	Within 100 meters of Preschool, Primary or Secondary School entrances between 8.00am and 9.30am mornings and 2.30pm and 4.00pm afternoons, during school days.		√
	Sale		
1.	Sale Pedestrian Mall	√	
2.	Raymond Street (between Stawell & Foster Streets)	√	
3.	Cunninghame Street (between Reeve & York Streets)	√	
4.	Macarthur Street (between Reeve & York Streets)	√	
5.	Macalister Street (between Reeve & York Streets)	√	
6.	York Street (between Foster & Stawell Streets)	√	
7.	Adventure Playground/Fauna Park Area (Guthridge Parade)	√	
8.	Little Athletics Ground/Playground Area, McLachlan Street	√	
9a.	Market Area, Port of Sale (During Market operational times only)	√	
9b.*	Port of Sale Precinct (Bordered by Foster St, Park St, Canal Rd, Desailly St South)	√	
10.	Lake Guthridge & Guyatt Walking Tracks (Flora & fauna risk)	√	
	Maffra		
11.	Johnson Street (between Foster & McMillan Streets)	√	
12.	Fred Drury Park (Carpenter Street)	√	
13.	Lions Park Playground Area (Johnson Street road reserve)	√	
14.	Macalister Wetland Reserve Area (Flora & fauna risk)	√	
15.	Island Reserve/Port of Maffra, Macalister River Regional Park (McMahon Drive)		√
	Stratford		
16.	Apex Park (Princes Highway)	√	
17.	Memorial Park (Princes Highway)	√	
	Heyfield		
18.	George Street	√	
19.	Temple Street	√	
20.	Apex Park (George Street)	√	
21.	Lions Park	√	
22.	Rotary Park	√	
	Cowwarr		
23.	Lions Park (Cricket Street)	√	
	Yarram		
24.	Commercial Road (between James St and Church Rd)	√	
25.	Yarram North Recreation Reserve	√	
26.	Devon North Recreation Reserve	√	
27.	Yarram Memorial Playground	√	
28.	Playground Area (James Street)	√	

Map	Area	Maintain	New
29.	Playground Area (Walpole Court)	√	
30.	Wet Lands Reserve	√	
	Port Albert		
31.	Rutter Park	√	
	Woodside Beach		
32.	Playground Area	√	
	Seaspray		
33.	Seaspray Foreshore Playground (Northwest below the Surf Life Saving Club)	√	
34.	Children's Playground (area between Buckley, Bearup, Lyons & Buchan Streets)	√	
	Rosedale		
35.	Prince Street	√	
36.	Prince Street Reserve, Rosedale	√	
37.	Edward Crooke Reserve, Rosedale (west of Neighbourhood House)	√	
	Loch Sport		
38.	Foreshore Lions Park and Playground Area	√	
	Golden Beach		
39.	Golden Beach/Paradise Beach Community Centre Playground Area	√	
	Briagolong		
40.	Recreational Reserve (during market operational times)	√	

* Extended to reflect the expected increase in public use of the area once Port of Sale precinct development completed.

ITEM C3.2**AMENDMENT C96 - HEYFIELD LOW DENSITY RESIDENTIAL AREAS**

DIVISION: DEVELOPMENT
 ACTION OFFICER: MANAGER LAND USE PLANNING
 DATE: 3 OCTOBER 2017

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

OBJECTIVE

For Council to:

- consider all written submissions made to Amendment C96 – Heyfield Low Density Residential Areas;
- adopt Amendment C96; and
- request the Minister for Planning to approve Amendment C96

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY**RECOMMENDATION**

That:

1. Pursuant to Section 22 and 23 of the *Planning and Environment Act 1987*, Council consider all written submissions made to Amendment 96 - Heyfield Low Density Residential Areas.
2. Pursuant to Section 29 of the *Planning and Environment Act 1987*, Council resolve to adopt Amendment 96 – Heyfield Low Density Residential Areas with minor changes (refer to Attachment 2).
3. Pursuant to Section 31 of the *Planning and Environment Act 1987*, Council resolve to request the Minister for Planning to approve Amendment 96 – Heyfield Low Density Residential Areas.

BACKGROUND

The Heyfield Low Density Residential Land Supply Study ('Heyfield Study') was adopted by Council on 18 April 2017. The Heyfield Study identifies suitable and viable locations in Heyfield to provide for low density residential land (one acre lots), which can be developed in the short term (0 – 5 years).

In accordance with the recommendations of the Heyfield Study, Amendment C96 proposes to implement the recommendations into the Wellington Planning Scheme as follows:

- Rezone land at Burnett Court, Heyfield (identified in the Heyfield Study as Area 3) from General Residential Zone 1 to Low Density Residential Zone and remove the Development Plan Overlay - Schedule 1.



- Rezone land at Draper Road, Heyfield (identified in the Heyfield Study as part of Area 2B) from Rural Living Zone 2 to Low Density Residential Zone and apply a new Schedule 11 to the Development Plan Overlay. The requirement for a Development Plan will ensure that the land use outcome is both coordinated and in line with best-practice planning.



- Amend the Heyfield Strategic Framework (included in the Local Planning Policy Framework) to reflect the short and long-term aspirations of the Heyfield Study and make some minor policy neutral textual corrections.



- Include the Heyfield Study as a reference document within the Wellington Planning Scheme.

Planning Scheme Amendment C96 was authorised by the Minister for Planning on 8 May 2017. The exhibition period for Amendment C96 took place between 6 July 2017 and 7 August 2017. At the close of the exhibition period a total of seven (7) submissions were received. A late submission was also received on 6 September 2017 from the CFA. All submissions have been placed on the Councillor Homepage and can be inspected by the public at Council's Desailly Street, Sale office. A table providing a summary of each submission with an officer response is included in **Attachment 1** to this Report. In short it can be noted that:

- Two (2) supporting letters were received from community members.
- One (1) submission from a community member was received raising concerns about the potential traffic impacts on the quiet and peaceful area of Burnett Court. Officers met with the submitter on 17 August 2017 to explain that a lesser lot yield/traffic impact would result from the proposed Low Density Residential Zone compared to the General Residential Zone 1 and that traffic issues could be further considered at the time of subdivision. Following the meeting, email correspondence has also been exchanged, confirming that the submitter has no objection to the rezoning.
- Five (5) submissions were received from statutory authorities, including: Department of Environment, Land, Water and Planning; EPA; Transport Group; Gippsland Water and CFA. The authorities have no objection to the proposed Amendment.

However, in response to the submission of the Department of Environment, Land, Water and Planning, it is proposed to add an additional requirement within the provisions of the Development Plan Overlay 11 in relation to native vegetation on the roadside as follows (proposed addition shown in bold):

‘Provide an overall scheme for landscape planting and the preservation of existing indigenous vegetation and individual trees wherever possible, including avoiding and minimising impacts to roadside vegetation from subdivision design.’

On the basis that there are no objections to the Amendment, it is recommended that Amendment C96 be adopted including the proposed change to the Development Plan Overlay - Schedule 11. The Planning Scheme Amendment recommended for adoption is included in **Attachment 2** to this Report.

OPTIONS

Council has the following options:

1. To consider all written submissions, adopt Amendment C96- Heyfield Low Density Residential Areas with changes and request the Minister for Planning to approve Amendment C96 pursuant to Sections 22, 23, 29 and 31 of the *Planning and Environment Act 1987*;
2. To consider all written submissions and abandon Amendment C96 – Heyfield Low Density Residential Areas (in full or in part), pursuant to Sections 22, 23 and 28 of the *Planning and Environment Act 1987*; or
3. To seek further information for consideration at a future Council Meeting.

PROPOSAL

That Council:

1. Pursuant to Section 22 and 23 of the *Planning and Environment Act 1987*, consider all written submissions made to Amendment C96- Heyfield Low Density Residential Areas.
2. Pursuant to Section 29 of the *Planning and Environment Act 1987*, resolve to adopt Amendment C96 – Heyfield Low Density Residential Areas with changes (refer to **Attachment 2**).
3. Pursuant to Section 31 of the *Planning and Environment Act 1987*, resolve to request the Minister for Planning to approve Amendment C96 – Heyfield Low Density Residential Areas.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

The resources associated with this Amendment have been accounted for in the Strategic Planning budget.

LEGISLATIVE IMPACT

Amendment C96- Heyfield Low Density Residential Areas has been prepared having regard to the *Planning and Environment Act 1987* and the provisions of the Wellington Planning Scheme - including the relevant state and local planning policies.

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council’s Human

Rights Policy. The Human Rights Checklist has been completed and the proposed Amendment to the Wellington Planning Scheme is in accordance with Council's policy commitment to uphold human rights principles.

COUNCIL PLAN IMPACT

The Council Plan 2017–21 states the following strategic objectives and related strategies:

Strategic Objective 2.3

'Wellington Shire is well planned, considering long term growth and sustainability.'

Strategy 2.3.2

'Ensure sufficient land supply to provide for a range of lifestyle options which support housing diversity including affordable housing.'

Amendment C96 supports the above Council Plan strategic objectives and strategies.

PLANNING POLICY IMPACT

Amendment C96 is consistent with the State and Local Planning Policy Frameworks within the Wellington Planning Scheme, the Gippsland Regional Growth Plan (2014) and the relevant State Government Planning Practice Notes.

Clause 21.08 - Heyfield Strategic Framework (Wellington Planning Scheme) will be updated to reflect the approach to the provision of low density residential land in accordance with the recommendations of the Heyfield Study.

CONSULTATION IMPACT

The exhibition of Amendment C96 took place between Thursday 6 July 2017 and Monday 7 August 2017 and included:

- Fifty-five (55) notification letters with information sheets sent to all land owners/occupiers.
- Twelve (12) notification letters sent to the relevant Statutory Authorities.
- Notification in the Gippsland Times (27 June 2017), Latrobe Valley Express (28 June 2017) and Government Gazette (6 July 2017).

Information regarding Amendment C96 is also provided at the following locations:

- Hard copies of the Amendment documents and information sheets are available for viewing in the Heyfield Library and the Council Service Centres in Sale and Yarram.
- Council and Department of Environment, Land, Water and Planning Websites.

Should Amendment C96 be adopted by Council and subsequently approved by the Minister for Planning, notice of the approval will appear in the Government Gazette and will be published in the local newspaper.

All submitters to Amendment C96 will receive final correspondence after the decision by the Minister for Planning. The Council website will also be updated accordingly.

RESPONSE TO SUBMISSIONS

Amendment C96- Heyfield Low Density Residential Areas 10 August 2017

Attachment 1



Submissions received from Authorities (4)

Submission No	Authority	Key issues raised	Officer response
2	EPA	No objection, notes however the closeness of the sawmill to the proposed rezoning on Draper Road, but identifies that proposed separation buffers are sufficient.	Comment noted.
3	DELWP (Environment)	Supports the Amendment, suggests minor word changes (in bold) to DPO11: 'Provide an overall scheme for landscape planting and the preservation of existing indigenous vegetation and individual trees wherever possible, including avoiding and minimising impacts to roadside vegetation from subdivision design. '	Comment noted, the DPO11 will be updated as per request.
6	Gippsland Water	No objection, notes that for both sites reticulated sewerage is very costly and not viable. Both areas are within the water district.	Comment noted.
7	DEDTJR (Transport Group)	No objection to amendment, supports approach to Development Plan Overlay.	Comment noted.
9 (late submission)	CFA	Supports the amendment in its current iteration.	Comment noted.

Submissions received from the community (3)

Submission No	Key issues raised	Officer response
1	Supports amendment as exhibited, Heyfield lacks this type of land.	Comment noted.
4	Strongly supports the low density land rezoning as there is a strong demand for one acre sized blocks.	Comment noted.
5	<p>Has concerns in relation to traffic impact on Burnett Court once developed. If land is developed street will see an increase in traffic.</p> <p>Drainage work will also be required. Likes to preserve the quiet and peaceful residential area. Would like to have the right to raise further issues about this development.</p>	<p>The land proposed for rezoning is currently zoned General Residential Zone which provides a lot yield of approximately 31. If the land is rezoned to Low Density Residential Zone the lot yield is reduced to approximately 11 lots.</p> <p>Prior to subdivision, a planning permit application will be required. Public advertising will be undertaken and nearby landowners will be able to provide comments on the subdivision design. The concerns raised in relation to traffic are more relevant to this subdivision process.</p> <p>Council officers met with the submitter on-site and explained the issues outlined above. The submitter was satisfied that concerns about traffic could be further considered at the time of subdivision. Following the meeting, email correspondence has also been exchanged confirming that the submitter has no objection to the rezoning.</p>

Planning and Environment Act 1987

**WELLINGTON PLANNING SCHEME
AMENDMENT C96
EXPLANATORY REPORT**

Who is the planning authority?

This amendment has been prepared by the Wellington Shire Council, which is the planning authority for this amendment.

The Amendment has been made at the request of the Wellington Shire Council.

Land affected by the Amendment

The Amendment **applies** to land in Heyfield. Specific land parcels affected by a change to the zones are highlighted in Figure 1 below.



Figure 1: Land to be rezoned to LDRZ (red areas)

What the amendment does

The Amendment implements the recommendations of the *Heyfield Low Density Residential Land Supply Study (March 2017)*.

The Amendment:

- Amends Clause 21.08 – Heyfield Strategic framework to reflect the aspirations of the Heyfield Low Density Residential Land Supply Study (March 2017).
- Amends Clause 21.20 – Reference Documents to include the Heyfield Low Density Residential Land Supply Study (March 2017) as a reference document.
- Rezones land at Burnett Court Heyfield, being CA188B1 from General Residential Zone – Schedule 1 to Low Density Residential Zone.

- Rezones land at 3,21,21A, 29,31 and 39 Draper Road, Heyfield being Lots 1,2 and 3 PS 344819Y, PTL 2 PS 344819Y, Lots 4 and 5 310433 from Rural Living Zone -Schedule 2 to Low Density Residential Zone.
- Deletes Clause 43.04 - Development Plan Overlay - Schedule 1 from Burnett Court Heyfield, being CA188B1.
- Inserts a new Schedule 11 to Clause 43.04 – Development Plan Overlay for land at 3,21,21A, 29,31 and 39 Draper Road, Heyfield being Lots 1,2 and 3 PS 344819Y, PTL 2 PS 344819Y, Lots 4 and 5 310433.
- Amends Planning Scheme Maps 45, 45DPO, 68, 68DPO, 70 and 70DPO.

Strategic assessment of the Amendment

Why is the Amendment required?

The amendment is required to enable the development of one acre lots on different growth fronts in Heyfield and to provide for more diversity in residential development, all of which is supported by the Heyfield Low Density Land Supply Study (March 2017).

The amendment proposes the following revisions to the Wellington Planning Scheme:

- Rezone land to Low Density Residential Zone to provide for development of one acre lots in Heyfield, based on the recommendations included in the Heyfield Low Density Residential Land Supply Study (March 2017). The Study has identified a gap in the supply for one acre lots in Heyfield in the short-term.
 - Land at the end of Burnett Court, Heyfield is proposed to be rezoned from the General Residential Zone - Schedule 1 to Low Density Residential Zone. The subject land is believed to be economically unviable for general residential development as a pumping station is required to provide reticulated sewerage. The land has a limited yield of approximately 20 residential lots. As the adjacent land is included within the Macalister Irrigation District and is therefore classed as high quality agricultural land, further residential development beyond Burnett Court is highly unlikely to occur.
 - The land on Draper Road is proposed to be rezoned from Rural Living Zone Schedule 2 to Low Density Residential Zone due to its location and its opportunity to provide a diversity of housing in that area of Heyfield.
- Apply a new Schedule to the Development Plan Overlay to land proposed to be rezoned to Low Density Residential Zone on Draper Road, Heyfield. The proposed area is in multiple land ownership but requires a coordinated approach to drainage solutions and subsequent subdivision layout. The requirement for a Development Plan will ensure that the land use outcome is both coordinated and in line with best practice planning.
- Update Clause 21.08 - Heyfield Strategic Framework to update the Heyfield Strategy Plan to reflect the short and long-term land use planning aspirations. The Strategy Plan will identify the long-term search areas for low density residential land and will also include an update to the township boundary. The proposed changes to the township boundary are consistent with the approach in the recently updated Clause 21.10 - Roadside Strategic Framework and are proposed to include the rural living zones and all long-term growth areas. The text in Clause 21.08 is proposed to be updated to reflect the changes. Some policy neutral changes are also proposed to keep Clause 21.08 aligned with the most up-to-date layout format.
- The Heyfield Low Density Residential Lot Supply Study (March 2017) is proposed to be included in Clause 21.20 as a reference document.

How does the Amendment implement the objectives of planning in Victoria?

The amendment is consistent with and implements the objectives of planning in Victoria specified in Section 4 of the *Planning and Environment Act 1987*. In particular, the amendment implements:

- Objective 4(1) (a) – by providing for the fair and orderly, economic and sustainable use and development of the land.
- Objective 4(1) (c) – by securing a pleasant, efficient and safe working, living and recreational environment for all Victorians and visitors to Victoria.
- Objective 4(1) (g) – by balancing the present and future interests of all Victorians.

The rezoning of the identified land will provide for one acre residential lot development on appropriately located land within Heyfield.

How does the Amendment address any environmental, social and economic effects?

As part of the Heyfield Low Density Land Supply Study a viability assessment was undertaken, which considered community and market needs; land constraints; impact on the environment and economic viability of the land.

Overall, it is expected that the provision of suitable land for one acre residential development will provide a net community benefit for Heyfield as it will provide opportunities for diverse housing, which has the potential to attract new residents.

Does the Amendment address relevant bushfire risk?

The land identified for rezoning is currently not affected by the Bushfire Management Overlay (BMO). Although the subject site is not recognized as having any bushfire risk through the Wellington Planning Scheme, it is located within a Designated Bushfire Prone Area, therefore all buildings will be required to be constructed to a minimum standard to provide protection from bushfire events.

The CFA was consulted as part of the preparation of the Heyfield Low Density Residential Land Supply Study and did not object to development in the areas proposed for rezoning. The CFA was consulted during the public exhibition stage of the amendment process and provided support for the amendment.

Does the Amendment comply with the requirements of any Minister's Direction applicable to the amendment?

The amendment complies with the requirements of the Ministerial Direction on the Form and Content of Planning Scheme pursuant to s7(5) of the *Planning and Environment Act 1987* (the Act).

Pursuant to section 12 of the *Planning and Environment Act 1987*, the amendment complies with the following applicable Ministerial Directions:

- Ministerial Direction No. 11 - Strategic Assessment of Amendments; and
- Ministerial Direction No. 15 - The Planning Scheme Amendment Process.

This planning scheme amendment is accompanied by all the required information.

How does the Amendment support or implement the State Planning Policy Framework and any adopted State policy?

The amendment supports the State Planning Policy Framework as follows:

Clause 11 - Settlement: The proposed amendment supports the growth and development of Heyfield in an efficient and sustainable manner while ensuring potential land for future expansion is not compromised; limiting urban sprawl, responding to community needs.

Clause 16 - Housing: The provision of additional low density residential land will provide for more housing diversity opportunities and in doing so will support this Clause.

How does the Amendment support or implement the Local Planning Policy Framework, and specifically the Municipal Strategic Statement?

The amendment supports and implements the Local Planning Policy Framework and Municipal Strategic Statement in a number of different ways.

Clause 21.04- Settlement: The land most suited for low density residential development was selected to be rezoned based on a viability assessment. The assessment considered strategies and objectives as outlined in Clause 21.04 being the impact on productive agriculture land; environmental features and constraints; potential provision of adequate, cost-effective infrastructure and distance from the existing facilities in Heyfield.

Clause 21.08- Heyfield Strategic Framework: This amendment supports a diversity of housing choice and protection of high quality agricultural land as outlined in the Heyfield Strategic Framework. Aspects of the Heyfield Strategic Framework will be updated to reflect the long term low density residential growth options as identified in the Heyfield Low Density Residential Land Supply Study (March 2017).

Clause 21.14- Environmental Risk: Potential bushfire and flooding impacts were considered in the development of the Heyfield Low Density Residential Land Supply Study. The areas selected for potential low density residential development are not impacted by bushfire or flooding.

Does the Amendment make proper use of the Victoria Planning Provisions?

The amendment uses the most appropriate Victorian Planning Provision tools to achieve the strategic objectives of the Wellington Planning Scheme.

This proposed amendment seeks to utilise existing zones and apply them to appropriate areas within Heyfield to enable the development of one acre lots. A Development Plan Overlay is proposed to the area on the corner of Draper Road and Seaton Heyfield Road, which requires a more coordinated approach (especially to drainage issues) due to a number of landowners.

How does the Amendment address the views of any relevant agency?

The views of Gippsland Water, West Gippsland Catchment Management Authority, VicRoads, CFA have been sought and were incorporated into the Heyfield Low Density Residential Land Supply Study.

Further views of the relevant agencies were sought as part of the public exhibition process. The EPA, Department for Environment, Land, Water and Planning, Gippsland Water, Transport Group and CFA which all had no objection to the amendment.

Does the Amendment address relevant requirements of the Transport Integration Act 2010?

The amendment is not likely to have a significant impact on the transport system, as defined in Section 3 of the *Transport Integration Act 2010*.

There are no applicable statements of policy principles under section 22 of the *Transport Integration Act 2010* which are applicable to this amendment.

Resource and administrative costs

- **What impact will the new planning provisions have on the resource and administrative costs of the responsible authority?**

The proposal will be followed by an application for a Development Plan under the provisions of the Development Plan Overlay and applications for planning permits for subdivision and development on all rezoned parcels of land. However, the development is not likely to result in significant impacts on Council's resource and administrative costs.

Where you may inspect this Amendment

The Amendment is available for public inspection, free of charge, during office hours at the following places:

Heyfield Library
42 Macfarlane Street
Heyfield VIC 3858

Sale Service Centre
18 Desailly Street
Sale VIC 3850

Yarram Service Centre
156 Grant Street
Yarram VIC 3971

The Amendment can also be inspected free of charge at the Department of Environment, Land, Water and Planning website at www.delwp.vic.gov.au/public-inspection

21.08 HEYFIELD STRATEGIC FRAMEWORK

04/12/2014
Proposed
Provisions

21.08-1 Vision

04/12/2014
CT2

Manage the future development of Heyfield in accordance with the following vision:

"Heyfield will develop in a manner that embraces its three-fold role as a 'timber town', a tourist 'gateway' to the Alpine National Park and Lake Glenmaggie and a healthy, sustainable and enjoyable place for all residents and visitors. The town will come to be characterised by diversity in housing choice, inclusive neighbourhoods, accessible employment, high quality sporting and recreation facilities, community and social infrastructure and a town that reflects a genuine sense of community pride."

21.08-2 Diversity of housing choice

04/12/2014
Proposed
CT2

Objective

To facilitate housing choice that is strategically located, well designed, sustainable, inclusive and affordable.

Strategies

Encourage medium density residential development within a 400m radius of the Heyfield town centre.

Ensure that all urban development occurs within the [Township-Lake](#) Boundary before considering extensions to the boundary in the future.

Provide for appropriate rezoning of land and enable more intensive residential development within the [Township-Lake](#) Boundary where adjoining land uses have changed.

Prioritise the development of strategic infill sites (19 Weir Road, 3 Pearson Street, 9 Harbeck Street, ~~Burnett-Cosart-land~~, south of River Street and land within the [Township-Lake](#) Boundary along Licola Road and Tyson Road).

Provide for residential development within the Special Use Zone 4 where it falls outside the threshold distance from the mill at 63 - 97 Firebrace Road.

Provide for well-designed and appropriately located workers accommodation within the Special Use Zone 5 and provide for residential and tourism development where it falls outside the threshold distance from the mill at 63 - 97 Firebrace Road.

Encourage opportunities to increase the supply of affordable housing, both within the private sector and in the form of social housing. Discourage clustering of social housing.

Encourage residential development, as part of a mixed use redevelopment on the west side of Temple Street, to link the two commercial centres between George Street and Harbeck Street. Residential components should be located either above or at the rear of new shops fronting Temple Street.

Encourage a range of lot sizes within new subdivisions to provide for a variety of dwelling sizes.

Ensure new development achieves high standards of urban design, architecture and landscape architecture.

Ensure holistic and considered development plans are prepared (where a development plan is required by a DPO). They should ensure that new development achieves a high level of integration with surrounding areas, constitutes a well orientated subdivision pattern,

provides adequate open space and neighbourhood facilities, retains native vegetation, creates/links to key movement corridors (for cars, buses, pedestrians and cyclists), and makes holistically considered provision for drainage and other infrastructure.

Encourage environmentally sustainable development measures to be integrated into new buildings or when existing buildings are substantially retrofitted. Future development should build on the sustainability efforts that secured the 2011 United Nations World Environment Day Award.

Ensure that new residential development protects existing environmental features, including large stands of trees, native vegetation, native animal habitat and movement corridors, watercourses and drainage lines.

Encourage new subdivisions to adopt best practice in relation to walkable neighbourhoods, provision for bus routes, water sensitive urban design and other energy efficient / sustainability initiatives.

Encourage new development areas to connect with existing movement corridors where possible.

Ensure that further subdivision and development within the Lake Glenmaggie Water Supply Catchment does not detrimentally impact water quality.

Discourage the development of new residential dwellings which disrupt or restrict existing or future viable agricultural, industrial or rural activities.

Ensure that appropriate remediation investigations and procedures are undertaken as part of the development of strategic infill sites for residential purposes.

Discourage development in flood and fire prone areas.

21.08-3

04/12/2014
21.08-3

High quality agricultural land

Objective

To protect high quality agricultural land and agricultural practices from urban encroachment.

Strategies

Ensure that sufficient land is zoned for residential purposes within the [Township of Lake](#) Boundary.

Investigate suitable industrial expansion options on the eastern side of Heyfield to prevent expansion into high-quality agricultural land.

Ensure that the Macalister Irrigation District is protected from inappropriate residential development.

21.08-4

04/12/2014
C7

Environmental assets and values

Objective

To maintain and enhance the natural environmental assets and values.

Strategies

Ensure that development standards reduce environmental impacts associated with stormwater run-off and habitat loss and destruction.

Ensure the retention of native animal habitat areas.

21.08-5

04/12/2014
Crossland
02/04/14

Retail, commercial and tourism uses

Objective

To provide a sustainable business environment for existing and future retail, commercial, and tourism based uses.

Strategies

Facilitate the consolidation of the George and Temple Street commercial areas into a single commercial area.

Encourage retail expansion and some ancillary office and residential uses on the eastern side of Temple Street.

Encourage the long term expansion of the existing supermarket.

Facilitate improved signage and town entry treatments.

Encourage the development of high quality, short term workers accommodation.

Encourage development that will promote Heyfield as a "RV Friendly" location.

Promote Heyfield as the 'tourist gateway' to the Alpine National Park and Lake Glenmaggie.

Ensure that sufficient parking is available within the town centre to support businesses and tourism.

Ensure that land in close proximity to the [Gippsland Plains](#) Rail Trail is utilised, where appropriate, for tourist accommodation to support the use of the [Gippsland Plains](#) Rail Trail.

21.08-6

04/12/2014
C72

Town centre character

Objective

To provide a visually attractive and safe town centre that enhances the image and identity of Heyfield.

Strategies

Support high quality design that enhances the street life, vibrancy and appearance of the centre.

Encourage the development of core retail activity at the ground level of buildings within George and Temple Streets, with office and residential uses at upper levels.

Encourage the redevelopment of underutilised land for mixed use development.

Encourage active frontages and passive surveillance at ground level within Temple Street.

Ensure that future development within the town centre is designed to provide weather protection for pedestrians.

Support the retention of older buildings that contribute to the character of the town centre.

Discourage driveway entrances on building frontages along George and Temple Street. Access from rear and side laneways should be provided where possible.

Encourage new development on Temple Street to be designed at zero setback with the street.

Facilitate the development of a signage strategy for the town centre that will provide a suite of co-ordinated signs for information, direction and promotion.

Encourage and support streetscape improvement works in Temple Street.

21.08-7
04/12/2014
C72

Industrial development

Objective

To facilitate high quality industrial development that is appropriate in terms of location, scale, appearance and nature of industry.

Strategies

Encourage the retention and expansion of timber processing industries within Heyfield.

Encourage any new large-scale industries and industries with adverse amenity potential to locate east of Weir Road in the Industrial Activity Precinct.

Provide and maintain appropriate buffer treatment to land identified for future growth.

Encourage light industrial uses to remain on industrial land in Firebrace Road closest to the Heyfield town centre.

Encourage the provision of natural gas infrastructure to support business and industry.

Encourage the development of further value-adding timber industries and service industries in the town.

Protect timber processing industries by requiring sensitive activities in close proximity to provide suitable noise attenuation measures.

21.08-8
04/12/2014
C72

Community facilities

Objective

Ensure that all members of the Heyfield community have access to a range of conveniently located community facilities including; health, education, social, civic, cultural, recreation, sporting and leisure.

Strategies

Encourage the consolidation of health services within the vicinity of the existing Heyfield Hospital.

Encourage the development of retirement and aged care housing within walking distance to the Heyfield Hospital and town centre.

Facilitate opportunities throughout the township for informal social interaction, including both internal and external places.

Facilitate the consolidation of the use of Gordon Street Recreation Reserve for formal sporting activities.

Encourage the enhancement of the Heyfield Wetlands to provide passive recreation opportunities, walking, cycling and meeting places, along with tourist information for the Alpine National Park.

WELLINGTON PLANNING SCHEME

Facilitate the refurbishment of the Heyfield Pool in accordance with Council leisure and aquatic strategies.

Support the ongoing role of the Heyfield Golf Course in providing sport and recreational opportunities.

21.08-9

04/12/2014
Proposed
C22

Access and Movement

Objective

To provide an efficient access and movement network for vehicles, pedestrians and cyclists.

Strategies

Ensure future roads and access ways meet the requirements of the Infrastructure Design Manual and endeavour to achieve best practice standards in catering for disabled and impaired persons.

Require new subdivisions to provide safe and convenient access links and facilities for car, bus, pedestrian and cyclist movements.

Ensure that the [Gippsland Plains](#) Rail Trail is accessible, safe and designed to be well connected to the existing movement network.

21.08-10

04/12/2014
C72

Infrastructure

Objective

To ensure the provision of infrastructure services to meet current and future needs.

Strategies

Encourage the sequential provision of sewerage and water infrastructure in connection with new urban areas.

Facilitate the upgrading of street lighting within the Heyfield urban area.

21.08-11

04/12/2014
Proposed
C22

Implementation

The strategies for Heyfield will be implemented by:

Policy Guidelines

Planning must consider as relevant:

[Heyfield Structure Plan, December 2011, including update, Strategic Justification Firebrace Road August 2013.](#)

[Heyfield Low Density Residential Land Supply Study, March 2017](#)

[Current Flood Data available from West Gippsland Catchment Management Authority.](#)

[Healthy by Design guidelines](#)

[Infrastructure Design Manual](#)

[Public Transport Guidelines for Land Use and Development, 2008](#)

[*Wellington Open Space Strategy 2014-24*](#)

[*Wellington Heritage Study: Stage 1, May 2003*](#)

Application of policy, zones and overlays: Using zones, overlays, policy and the exercise of discretion

- Apply appropriate zones.
- Apply *Clause 22.01 Special Water Supply Catchment Areas Policy* in considering an application in an proclaimed water supply catchment or irrigation area.
- Apply *Clause 22.02 Rural Policy* in considering an application in the Farming Zone, Rural Conservation Zone and Rural Activity Zone to protect agriculture and agricultural land.
- Apply *Clause 22.03 Heritage Policy* in considering an application covered by the Heritage Overlay or places included in the Victoria Heritage Inventory for direction as the most appropriate manner to undertake works in heritage places.
- Apply *Clause 22.04 Car Parking Policy* in considering a permit to reduce the number of parking spaces required to be provided under Clause 52.06.
- Apply *Clause 43.02 Design and Development Schedule 1* to industrial areas to provide well planned industrial estates.
- Apply *Clause 43.02 Design and Development Schedule 8* to encourage well-designed, residential development in close proximity to industrial operations to mitigate potentially adverse off-site effects.
- Apply *Clause 43.04 Development Plan Overlay Schedule 1* and *11* to "greenfield" areas to develop a physical framework plan which outlines the desired development approach including but not limited to; location of open space and necessary community facilities; access; drainage solutions based on Water Sensitive Urban Design principles; location power, water and sewerage; proposed neighbourhood character; and connections for pedestrians, cyclists and cars within the development area, to adjacent areas and key nodes in Heyfield prior to subdivision.
- Apply *Clause 44.03 Floodway Overlay* and *Clause 44.04 Land Subject to Inundation Overlay* on land identified by West Gippsland Catchment Management Authority as being flood prone to ensure that development maintains the free passage and temporary storage of floodwaters.
- Apply *Clause 45.01 Public Acquisition Overlay Schedule 2* to ensure that changes to the use or development of the land do not prejudice the purpose (a road) for which the land is to be acquired.
- Apply *Clause 45.03 Environmental Audit Overlay* to land identified as having a potential for contamination to ensure that the land is suitable for a use which could be significantly adversely affected by any contamination.

Undertaking further strategic work

Prepare an urban design framework (the Temple Street Master Plan) to support and guide public realm treatments in the town centre.

Prepare a Heritage Review and provide appropriate statutory protection for places of heritage significance.

WELLINGTON PLANNING SCHEME

Support investigations for more intensive residential development within the [Township](#) ~~Urban~~ Boundary - especially in the areas highlighted as “Future Urban Residential Intensification” on the Heyfield Strategy Plan.

Other actions

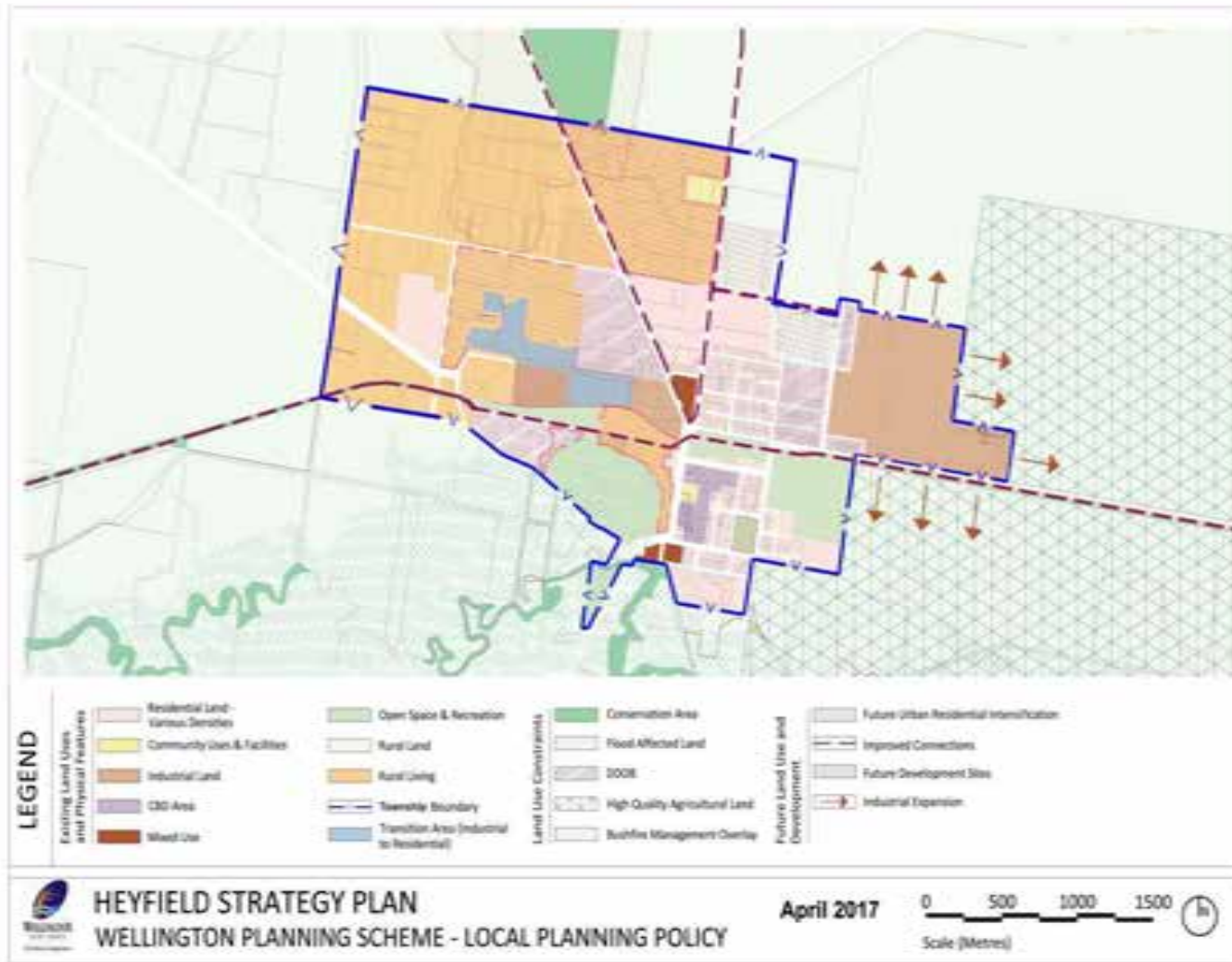
Liaise with landholders and government agencies to support the redevelopment of strategic infill sites to provide for housing opportunities.

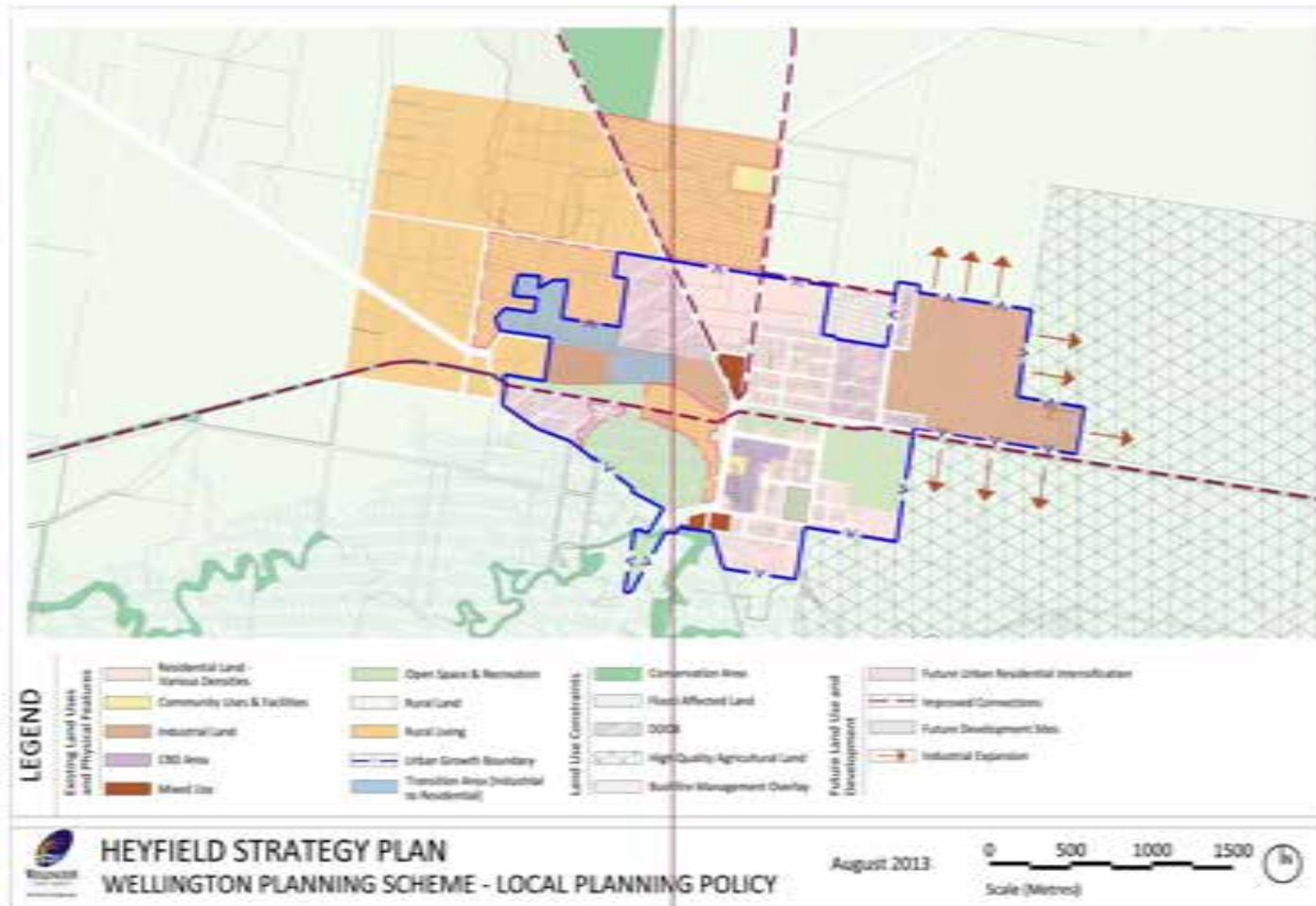
Support investigations for the provision of drainage infrastructure in connection with land that is to be rezoned for further development.

Work with Parks Victoria and other stakeholders to determine the feasibility of the Heyfield Wetlands to provide a Visitor Interpretation Centre to service the Alpine National Park.

Investigate the use of Middle Oval for alternate uses (for example residential, aged care facility), as the oval is surplus to current and future community recreation needs.

Investigate the redevelopment of the saleyards site to upgrade the entrance route into Heyfield.





WELLINGTON PLANNING SCHEME

REFERENCE DOCUMENTS

The following strategic studies have informed the preparation of this planning scheme. All relevant material has been included in the Scheme. Decision makers should use these for background research only. Material in these documents that potentially provides policy guidance on decision making but which is not specifically referenced to by the Scheme, should not be given any weight.

- *Assessment of Agricultural Quality of Land in Gippsland, Swan and Volam, 1984*
- *City of Sale Restoration and Conservation Guidelines, May 1983*
- *City of Sale Heritage Study, March 1994*
- *East Gippsland Regional Catchment Strategy*
- *Gippsland Lakes Coastal Action Plan, 1999*
- *Gippsland Lakes Future Directions and Action Plans, 2002*
- *Gippsland Lakes Shore Erosion and Revegetation Strategy, Department of Natural Resources and Environment, Gippsland Coastal Board, 2002*
- *Group accommodation and Safety guidelines, Country Fire Authority, February 1997*
- *Guidelines for the Assessment of Heritage Planning Applications – Port Albert and District, 2002*
- *Healthy by Design: A planners' guide to environments for active living, National Heart Foundation of Australia, 2004*
- *Heyfield Structure Plan, December 2011, including update; Strategic Justification Firebrace Road August 2013*
- *Heyfield Low Density Residential Land Supply Study, March 2017*
- *Infrastructure Design Manual (IDM)*
- *Integrated Coastal Planning for Gippsland – Coastal Action Plan, Gippsland Coastal Board*
- *Longford Development Plan, November 2015*
- *Mapped Salinity Discharge and Potential for Recharge within the Wellington Shire and showing Domestic Water Supply Catchments, Department of Natural Resources and Environment*
- *Municipal Reference Document, Wellington Shire, Coastal Spaces Landscape Assessment Study, 2006*
- *Planning conditions and guidelines for subdivisions, Country Fire Authority, September 1991*
- *Port Albert Conservation Study, 1982*
- *Port Albert Masterplan, 2002*
- *Port Albert & Palmerston Urban Design Guidelines, 2007*
- *Recreational accommodation and Safety Guidelines, Country Fire Authority, February 1997*
- *Rosedale Structure Plan, 7 August 2012*
- *Sale and Region Business Opportunities Study, 2003*
- *Sale, Warrak and Longford Structure Plan, 2010 and updates; Relocation of Sale Greyhound Racing Club Strategic Justification (NBA Group, 2014)*

WELLINGTON PLANNING SCHEME

- *Sale CBD Precinct Plan, 2010*
- *Siting and Design Guidelines for Structures on the Victorian Coast, 1998*
- *State Overview Report, Coastal Spaces Landscape Assessment Study, 2006*
- *Stratford Townscape Study, 1993*
- *Victorian Coastal Strategy, 2014*
- *Wellington Coast Subdivision Strategy: The Honeysuckles to Paradise Beach, February 2007*
- *Wellington Shire Council, Golden Beach/Paradise Beach Urban Design Framework, Coastal Towns Design Framework, Volume 3, March 2007*
- *Wellington Shire Council, Loch Sport Urban Design Framework, Coastal Towns Design Framework, Volume 3, March 2007*
- *Wellington Shire Council, Mawns Beach Urban Design Framework, Coastal Towns Design Framework, Volume 3, March 2007*
- *Wellington Shire Council, McLoughlins Beach Urban Design Framework, Coastal Towns Design Framework, Volume 3, March 2007*
- *Wellington Shire Council, Robertsons Beach Urban Design Framework, Coastal Towns Design Framework, Volume 3, March 2007*
- *Wellington Shire Council, Seaspray Urban Design Framework, Coastal Towns Design Framework, Volume 3, March 2007*
- *Wellington Shire Council, The Honeysuckles Urban Design Framework, Coastal Towns Design Framework, Volume 3, March 2007*
- *Wellington Shire Council, Woodside Beach Urban Design Framework, Coastal Towns Design Framework, Volume 3, March 2007*
- *Wellington Shire Heritage Study: Stage 1, May 2005*
- *Wellington Shire Stormwater Management Plan, 2002*
- *West Sale Aerodrome Master Plan, November 2002 (or any superseding documents)*
- *West Sale Aerodrome Public Authority Management Agreement, June 2003 (or any superseding documents)*
- *West Gippsland Regional Catchment Strategy 2013 (or any superseding document)*
- *Wellington Economic Development and Tourism Strategy 2011 15 (or any superseding document)*

–(–)–
Proposed C96

SCHEDULE 11 TO CLAUSE 43.04 DEVELOPMENT PLAN OVERLAY

Shown on the planning scheme map as **DPO11**

LOW DENSITY RESIDENTIAL AREAS

1.0 Requirement before a permit is granted

–(–)–
Proposed C96

A permit may be granted to construct or carry out minor works to existing buildings or works prior to the approval of a development plan if the responsible authority is satisfied that the granting of a permit does not prejudice the intended outcomes of future low density residential development.

2.0 Conditions and requirements for permits

–(–)–
Proposed C96

The following requirements apply to permits:

- A permit for subdivision and development must include conditions which reflect the urban design principles, requirements and conditions as stated in the approved development plan.
- A permit for subdivision, which includes land with native vegetation must:
 - contain a condition demonstrating how any retained native vegetation will be protected; and
 - must be in accordance with the requirements of Clause 52.17 Native Vegetation when clearing of native vegetation is unavoidable.
- A permit for subdivision regarding land containing a designated waterway must contain a condition requiring a Water Management Plan.
- A permit for subdivision must include an Agreement under Section 173 of the *Planning and Environment Act 1987* between the landowners and the responsible authority to acknowledge the arrangements (e.g. payments or works-in-lieu) for infrastructure contributions identified in the Development Plan. If an Agreement requiring infrastructure contributions already exists, the landowner(s) are not required to enter into a new Agreement. The Agreement will lapse once all specified requirements have been satisfied.

3.0 Requirements for development plan

–(–)–
Proposed C96

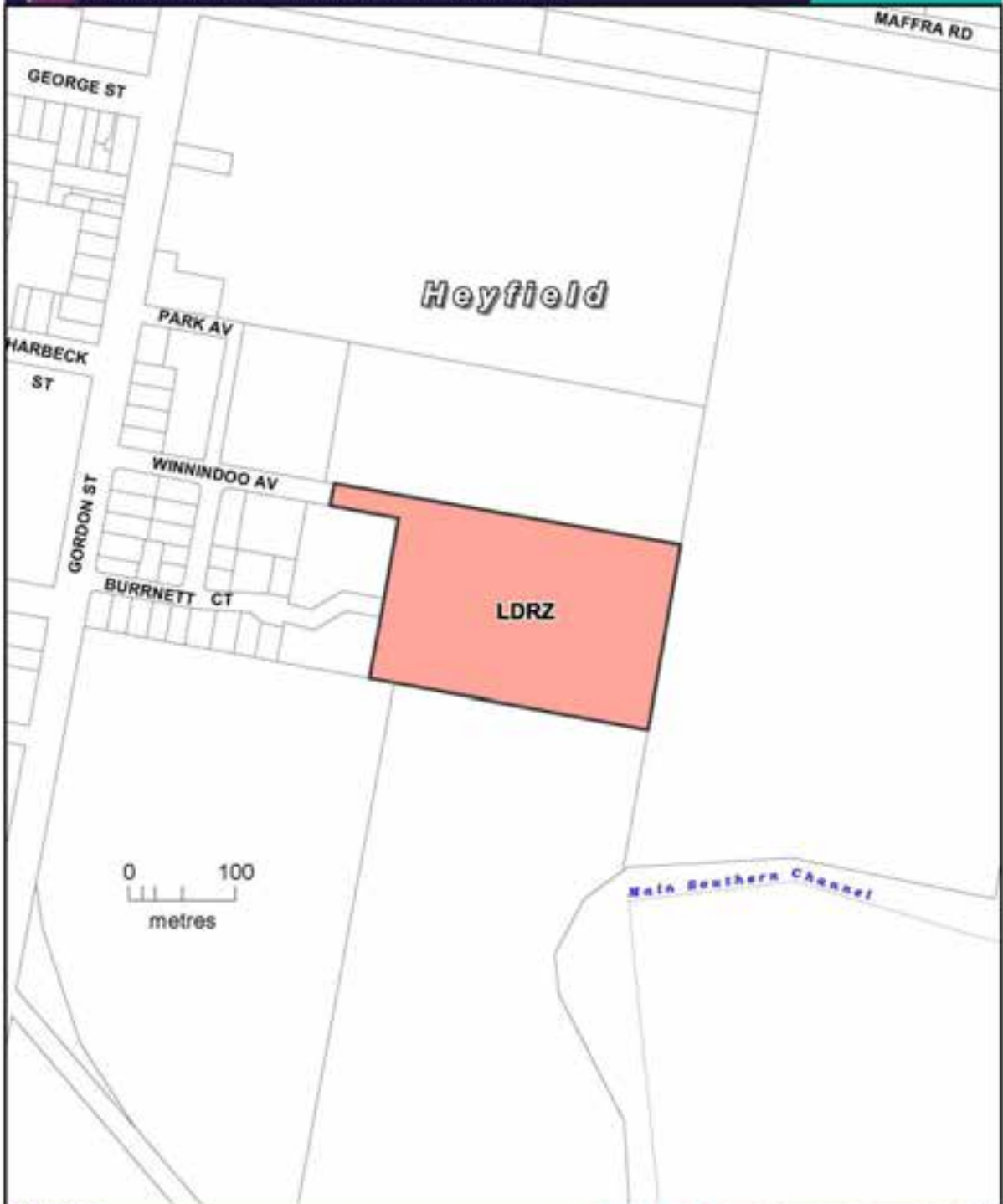
A development plan must include the following requirements:

- A single development plan must be prepared for each contiguous development area of land to which this schedule applies.
- A site analysis plan must be prepared and identify the topography of the land; the location of any existing vegetation; drainage lines, water features, retarding basins and flood ways; sites of biological, heritage or archaeological significance; sites that are potentially contaminated; areas affected by easements; and any other relevant features.
- A drainage plan must be prepared and show:
 - An integrated drainage scheme for the area that incorporates Water Sensitive Urban Design principles and Best Practice Environmental Management Guidelines for improved sustainability and flood mitigation.
 - Provisions for landscaping within any drainage depressions that integrate with the site.
- A traffic plan must be prepared and show:
 - A sealed road network design that minimises access points onto designated Category 1 or 2 roads; is based on a practical hierarchy of roads including safe intersections and pedestrian and bicycle infrastructure connecting with the existing movement network; and uses existing roads or road reserves when available.

WELLINGTON PLANNING SCHEME

- Details on any required upgrades to the road network being road widening, sealing, intersections, access points and other upgrades.
- A development plan must:
 - Respond to the issues and recommendations identified in the site analysis, the drainage plan and the traffic plan.
 - Demonstrate how the proposed subdivision design will converge and contribute to the overall character of the area.
 - Ensure that allotments have only one boundary adjoining a road reserve unless the allotment is on a corner.
 - Demonstrate how the overall pattern of development integrates with the immediate surrounding area and how a degree of natural surveillance is created.
 - Provide an overall scheme for landscape planting and the preservation of existing indigenous vegetation and individual trees wherever possible, including avoiding and minimising impacts to roadside vegetation from subdivision design.
 - Demonstrate how all necessary infrastructure and services will be provided.
 - Include a staging plan showing the timing and sequence of development and infrastructure delivery (construction or upgrade), and
 - Include a public infrastructure plan for the delivery and funding of infrastructure items associated with the proposed development, including any potential interim and ultimate infrastructure requirements.
- In assessing or amending a development plan, the responsible authority must be satisfied that it is:
 - Achieving the objectives as set out in relevant structure plans, policy, strategy or guidelines relating to the development area.
 - Meeting the requirements of Clause 56 as specified in the zone.
 - Meeting any requirements of the Country Fire Authority, Department of Economic Development, Jobs, Transport and Resources- Transport Group, VicRoads, West Gippsland Catchment Management Authority, Gippsland Water, Aboriginal Victoria, Department of Environment, Land, Water and Planning and other relevant service authorities.
 - Developed with the appropriate level of stakeholder participation.
 - In accordance with any relevant Agreement prepared under Section 173 of the *Planning and Environment Act 1987*.
 - Implementing the requirements of the Infrastructure Design Manual (IDM), relevant Austroads publications, Australian Standards.
 - Supporting design and development principles as set out in Supportive Environments for Physical Activity (SEPA) principles of healthy urban design - refer to Healthy by Design guidelines, Water Sensitive Urban Design (WSUD), including recycling infrastructure and use of treated water; Best Practice Environmental Management Guidelines, and Crime Prevention Through Environmental Design (CPTED).

WELLINGTON PLANNING SCHEME



LEGEND

LDRZ LOW DENSITY RESIDENTIAL ZONE

Part of Planning Scheme Map 70

AMENDMENT C96

(Planning Mapping Services)
(Planning Information Services)
(Planning)

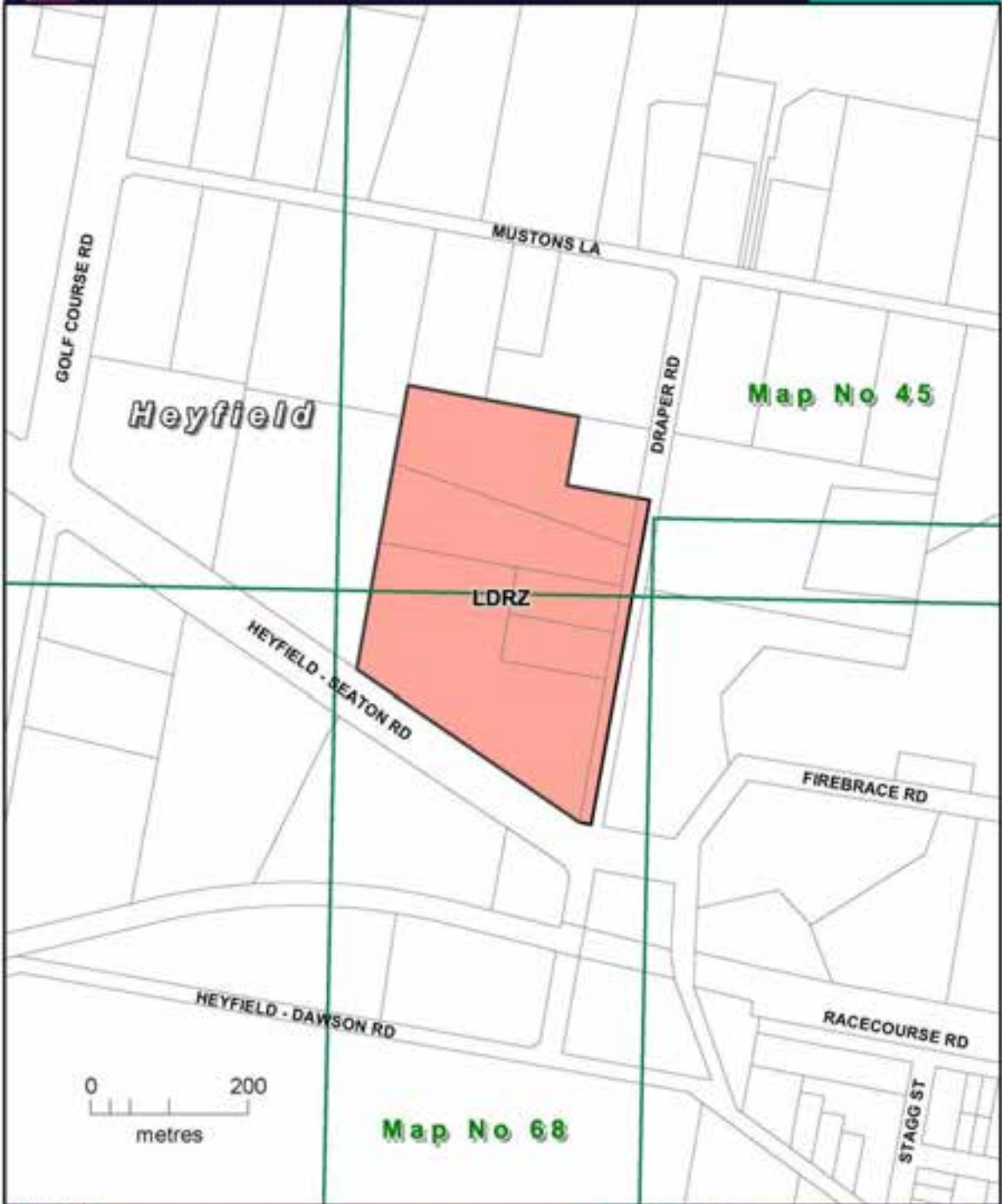


VICTORIA
State Government

Environment,
Land, Water
and Planning

891

WELLINGTON PLANNING SCHEME



LEGEND

LDRZ LOW DENSITY RESIDENTIAL ZONE

Part of Planning Scheme Maps 45 & 68

AMENDMENT C96

(Planning Mapping Services)
(Planning Information Services)
(Planning)

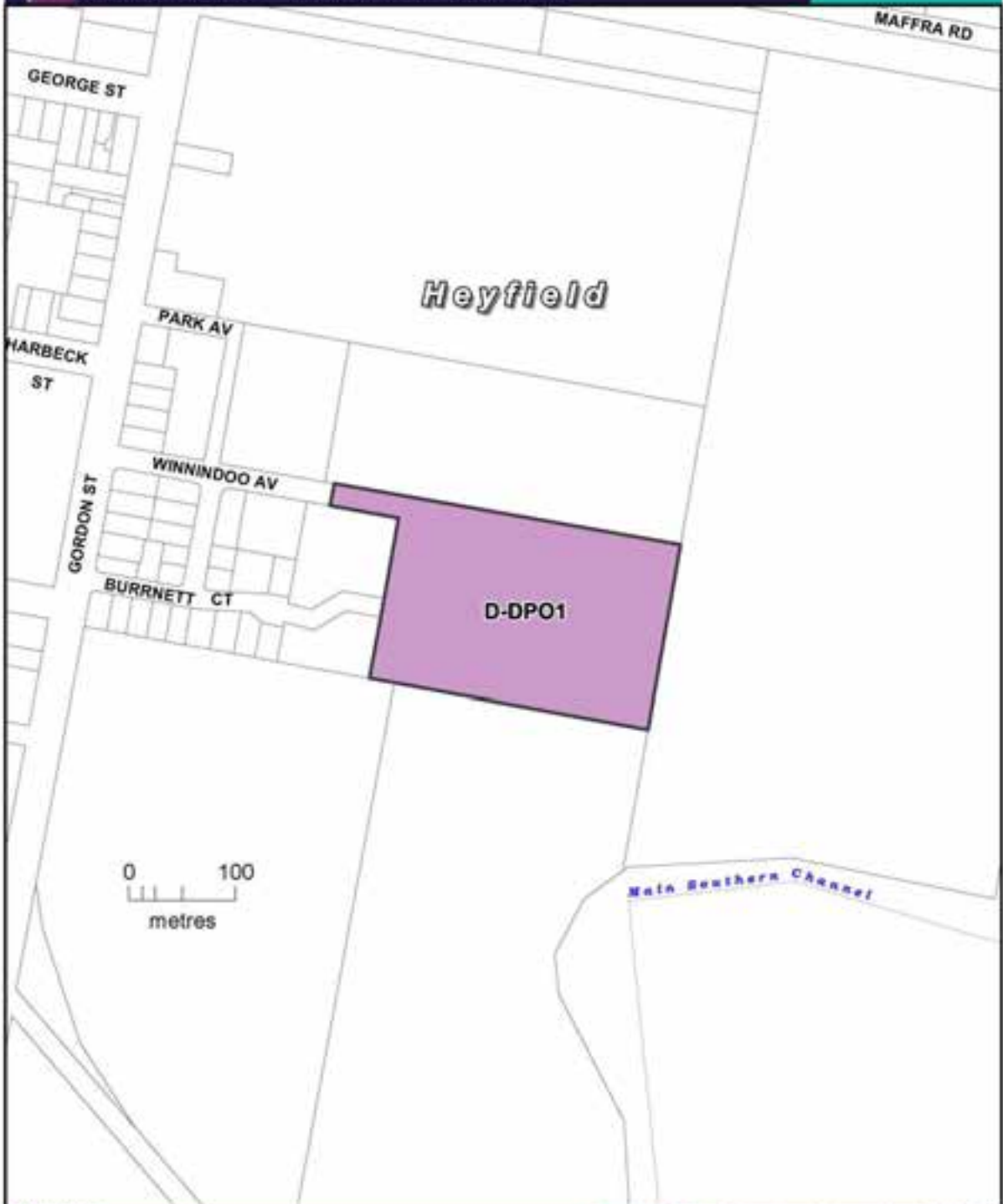


VICTORIA
State Government


Environment,
Land, Water
and Planning

888

WELLINGTON PLANNING SCHEME



LEGEND

 AREA TO BE DELETED FROM A DEVELOPMENT PLAN OVERLAY (D-DPO1)

Part of Planning Scheme Map 70DPO

AMENDMENT C96

(Planning Mapping Services)
(Planning Information Services)
(Planning)

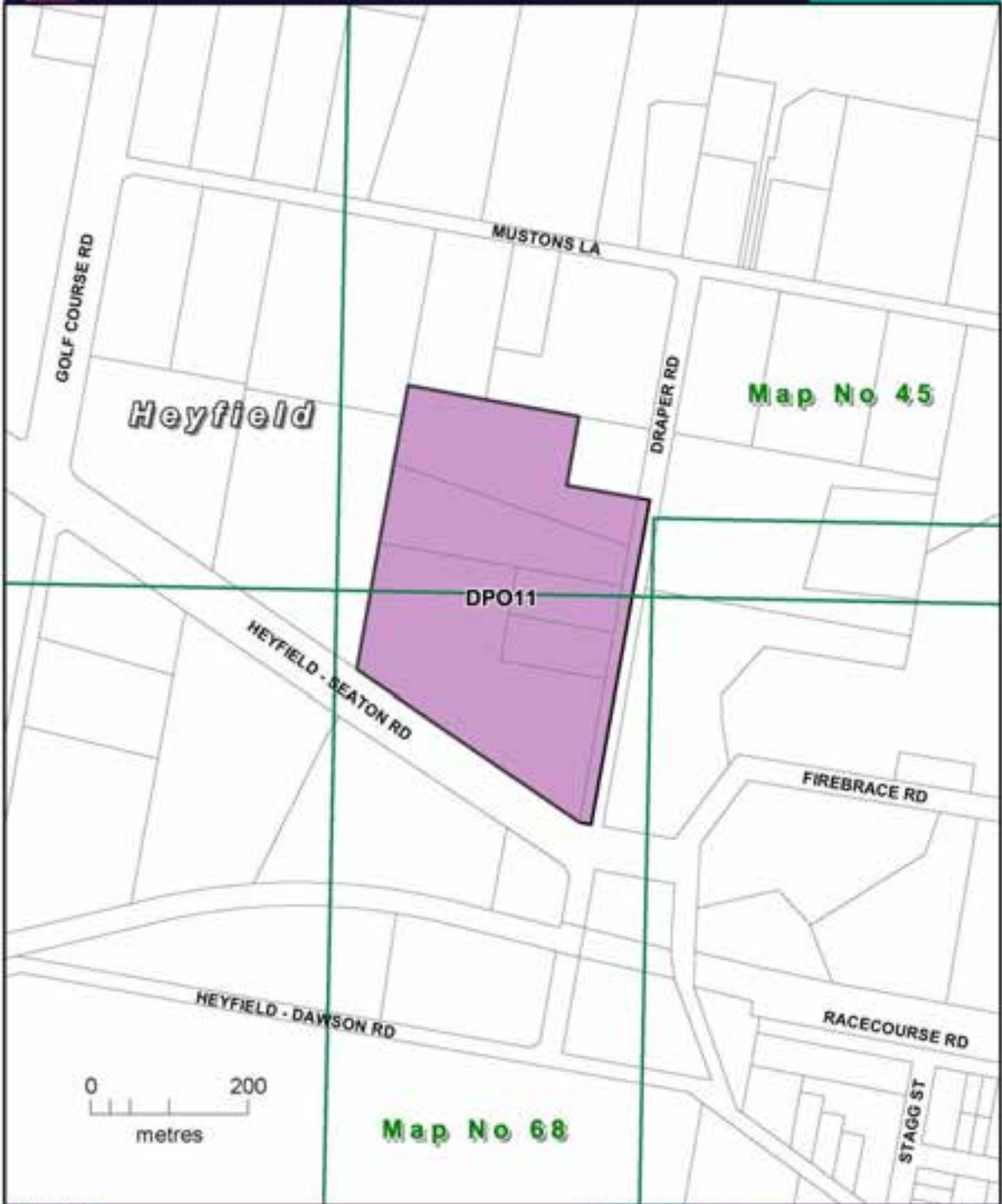


VICTORIA
State Government

Environment,
Land, Water
and Planning

888

WELLINGTON PLANNING SCHEME



LEGEND

DPO11 DEVELOPMENT PLAN OVERLAY - SCHEDULE 11

Part of Planning Scheme Maps 45DPO & 68DPO

AMENDMENT C96

(Planning Mapping Services)
(Planning Information Services)
(Planning)



VICTORIA
State Government

Environment,
Land, Water
and Planning

894

Planning and Environment Act 1987

WELLINGTON PLANNING SCHEME

AMENDMENT C96

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 4 attached maps sheets.

Zoning Maps

1. Amend Planning Scheme Map Nos. 45,68 and 70 in the manner shown on the 2 attached maps marked "Wellington Planning Scheme, Amendment C96".

Overlay Maps

2. Amend Planning Scheme Map Nos. DPO45, DPO68 and DPO70 in the manner shown on the 2 attached maps marked "Wellington Planning Scheme, Amendment C96".

Planning Scheme Ordinance

The Planning Scheme Ordinance is amended as follows:

3. In Local Planning Policy Framework – replace Clause 21.08 with a new Clause 21.08 in the form of the attached document.
4. In Local Planning Policy Framework – replace Clause 21.20 with a new Clause 21.20 in the form of the attached document.
5. In Overlays – Clause 43.04, insert a new Schedule 11 in the form of the attached document.

End of document



C4 - REPORT

GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT

ITEM C4.1**PORT ALBERT BOAT RAMP UPGRADE CONTRACT 2018-012**

DIVISION: BUILT & NATURAL ENVIRONMENT

ACTION OFFICER: MANAGER ASSETS & PROJECTS

DATE: 3 OCTOBER 2017

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

OBJECTIVE

The objective of this report is for Council to consider entering into a contract for the upgrade of the Port Albert Boat Ramp. The upgrade consists of removal and disposal of the existing northern jetty, construction of an additional ramp and construction of new floating pontoons complete with laybys and pedestrian access

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY**RECOMMENDATION*****That:***

- 1. Council adopt the recommendations contained in the attached confidential Tender Evaluation Report at Item F1.2 Contract 2018-012 Port Albert Boat Ramp Upgrade; and***
- 2. The information contained in the confidential attachment Item F1.2 Contract 2018-012 Port Albert Boat Ramp Upgrade of this Council meeting agenda and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the General Manager Built & Natural Environment on 12 September 2017 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989: d) Contractual matters be designated confidential information under Section 77 Clause (2)(b) of the Local Government Act 1989, except that once this recommendation has been adopted the name of the successful tenderer can be made public.***

BACKGROUND

Port Albert has been designated as a Regional Boating Facility in the Wellington Shire Council Boating Facilities Strategic Plan. Port Albert is one of Victoria's oldest sea ports and is adjacent to the Nooramunga Marine and Coastal Park.

The facility currently has a two lane boat ramp, a fixed jetty and a floating pontoon.

The upgrade works include the demolition of the fixed jetty, which is nearing the end of its useful life and replacing it with a floating pontoon configured with a layby angled away from the ramp to increase the boat parking area, which will allow better access to the ramp while boats are tied up when vehicles are parked or retrieved. Works will also include improved pedestrian access to the existing floating pontoon and the addition of an angled layby as described above. Improvements will also be made to the public lighting in the area of the ramp, fish cleaning tables and the boat wash down area.

The tenders have been evaluated and a contract has been prepared for Council's consideration.

OPTIONS

Council have the following options available:

1. Adopt the recommendations contained in the attached confidential Tender Evaluation Report for contract 2018-012 Port Albert Boat Ramp Upgrade; or
2. Not enter into a contract and not proceed with these works at this time.

PROPOSAL

That Council adopt the recommendations contained in the attached confidential Tender Evaluation Report for contract 2018-012 Port Albert Boat Ramp Upgrade.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

The proposed boat ramp construction works are budgeted for in the 2017/18 Capital Works Program, however additional funds will need to be transferred from within the capital works program to fund this project.

LEGISLATIVE IMPACT

Wellington Shire Council is committed to ensuring the Contract tendering process complies with the *Victorian Local Government Act 1989* and the Victorian Local Government Code of Tendering.

RESOURCES AND STAFF IMPACT

This project will be administered using the resources of the Assets & Projects unit.

COMMUNITY IMPACT

The construction of these works will produce a positive community impact with improved access and serviceability at this facility.

ENVIRONMENTAL IMPACT

The proposed works will have minimal environmental impact, with the contractors providing an Environmental Management Plan which will be strictly monitored.

CONSULTATION IMPACT

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 OH&S risks will be discussed with the contractor and allocated to the party in the best position to manage each risk.

ITEM C4.2**INDUSTRIAL ROAD SPECIAL CHARGE STREET
CONSTRUCTION SCHEME – INTENTION TO DECLARE SCHEME**

DIVISION: BUILT AND NATURAL ENVIRONMENT

ACTION OFFICER: MANAGER ASSETS AND PROJECTS

DATE: 3 OCTOBER 2017

IMPACTS								
Financial	Legislative	Council Policy	Planning Policy	Resources and Staff	Community	Environmental	Consultation	Risk Management
✓	✓	✓		✓	✓	✓	✓	✓

OBJECTIVE

To consider the proposed Industrial Road Special Charge Street Construction Scheme Number 1701 for declaration as a Special Charge Scheme for the section from CH500 to CH630 Industrial Road in Stratford.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY**RECOMMENDATION****That:**

- 1. Council commences the statutory process under the Local Government Act 1989 (the Act) to declare a Special Charge Scheme for the purposes of constructing the section of Industrial Road, Stratford, from CH500 to CH630 and providing any ancillary works including drainage.**
- 2. Council in accordance with sections 163(1A) and 163B(3) of the Act, directs that a public notice be given in the Gippsland Times newspaper of the intention of Council to declare the scheme at its ordinary meeting to be held on 5 September 2017 in accordance with the proposed declaration of Special Charge Scheme Number 1701 in the form of this resolution for the full construction of the section of Industrial Road, Stratford, from CH500 to CH630.**
- 3. Council directs that in accordance with section 163(1C) of the Act, separate letters enclosing a copy of the public notice be sent to the owners of the properties referred to and set out in the schedule of properties forming a part of the Proposed Declaration of a Special Charge, advising of the intention of Council to declare the Special Charge at its ordinary meeting to be held on 5 September 2017, the basis of the calculation and distribution of the Special Charge and notifying such persons that submissions and/or objections in writing in relation to the Proposed Declaration of Special Charge will be considered and/or taken into account by Council in accordance with sections 163A, 163B and 223 of the Act.**
- 4. Council appoints three Councillors plus an alternative representative to form the 'Industrial Road Special Charge Scheme Submissions Committee' that is established by Council under section 223(1)(b)(i) of the Act, to consider written submissions/objections and to hear any persons who in their written submissions under Section 223 of the Act have requested that they are heard in support of their submissions.**

5. ***That Scheme Number 1701 for construction of this section of Industrial Road, Stratford, from CH500 to CH630 as presented to this meeting be adopted and a Special Charge for the scheme commences 5 September 2017 and remain in force for a period of ten years.***

6. ***The Special Charge be declared for the purpose of defraying costs associated with street construction (including drainage) which Council considers will be of benefit to those property owners required to pay the special charge.***

7. ***The following be specified as the land in relation to which the special charges is so declared: All properties abutting the section of Industrial Road from CH500 to CH630 within the township of Stratford intended to be included in the scheme as defined on the plan attached to this report. (Attachment 1)***

8. ***The following be specified as the criteria which forms the basis of the Special Charge so declared:-***
 - ***Properties will derive special benefit due to construction of the roads and streets by:-***
 - ***Reduction in dust***
 - ***Enhance the amenity and character of the land and local area***
 - ***Creation of improved riding surfaces for the street***
 - ***Improved access and egress from properties***
 - ***Improved road drainage***
 - ***Improved road safety for motorists, cyclists and pedestrians***

9. ***That pursuant to Clause (2) of Section 163 of the Local Government Act 1989, Council resolves:-***
 - (a) ***The total amount of the special charge to be levied is \$120,000***
 - (b) ***The criteria used as a basis for declaring the special charge are:***
 - ***Improved amenity for properties in the area defined by the scheme boundary.***
 - ***Improved road safety for properties and the community in the area defined by the scheme boundary.***
 - ***That for the purposes of Clause (2A) of Section 163 of the Local Government Act 1989 the total amount of the special charge to be levied will not exceed the amount calculated in accordance with the formula $S = R \times C$***

Where S = The maximum total amount that may be levied from all persons who are liable to pay the special charges.

R = The Benefit Ratio pursuant to Clause (2B) of Section 163 of the Act and C = The cost of the scheme
 - ***That for the purposes of Clause (2B) of Section 163 of the Local Government Act 1989, the Benefit Ratio R shall have a value of 0.60.***
 - (c) ***The cost is to be apportioned to properties included in the scheme on the basis of each property having a frontage abuttal to the street to be constructed under the scheme will be apportioned one (1) Access Benefit Unit (ABU). Properties with a side abuttal to the street to be constructed under the scheme will be apportioned one third (0.5) Access Benefit Unit (ABU).***

10. Having regard to the preceding parts of this resolution, it be recorded that:

a) The owners of the properties described in the scheme document entitled “Industrial Road – Stratford - Special Charge Street Construction Scheme Number 1701” are liable for the respective amounts set out in the scheme document. Council will be contributing 60% of the scheme costs.

b) Such owners may subject to any further resolution by Council, pay the special charge per property/title in accordance with the following:

- (i) the full amount within 45 days of invoice or**
- (ii) payment may be made over 40 quarterly instalments (10 years) including interest**

11. Council authorises the Chief Executive Officer to give public notice of this declaration in accordance with Sections 163 and 223 of the Local Government Act 1989.

12. Council authorises the Chief Executive Officer to carry out any and all other administrative procedures necessary to enable Council to carry out its functions under section 163A and sections 163(1A), (1B) and (1C) and sections 163B and 223 of the Act.

BACKGROUND

Industrial Road, Stratford is located parallel to the Princes Highway, providing access for a range of commercial and industrial business's. The road is approximately 630m in length with the majority being constructed and sealed, however 130m at the eastern end is currently unsealed. The full length is managed and maintained by Wellington Shire Council.

The 130m length of unsealed road serves a large transportable home construction and retail centre, in addition to a Crown allotment licensed to Wellington Shire Council. The road frontage to the south is undeveloped Crown road reserve which separates Industrial Road from the Princes Highway.

This 130m section of unsealed road provides for the sole access to a large and vibrant commercial business specializing in transportable homes. The business provides employment for a large number of staff and contractors, adding significantly to the local economy.

There is a frequent use of the road by heavy and over dimensional vehicles, contractors and customers. The high level of utilization results in a quick rate of deterioration and higher demand for road maintenance activities. The sealing of this section of road would reduce Councils need for maintenance intervention, while providing a higher level of service to the adjacent properties.

Council officers received enquiry from the commercial business located at the east end of Industrial Road, to consider options to upgrade and seal the 130m section of Industrial Road which is presently unsealed. Following this expression of interest, potential options to progress the project were investigated by Council officers and presented during initial discussions.

It is considered that the properties which abut this section of Industrial Road will derive a special benefit by the proposed upgrade works, as a result of:

- Reduction in dust
- Enhance the amenity of the area
- Creation of improved riding surfaces
- Improved access and egress from properties

- Improved road drainage
- Improved road safety for all road users

Following further investigation of potential methods to facilitate construction of the unsealed section of Industrial Road, it was concluded that a Special Charge Scheme, in line with the Residential Road and Street Construction Plan, was the preferred approach.

The second property which benefits from the works is Crown land licensed to Wellington Shire Council. The proposed works add to the future potential of this lot. Under the framework set out within the Residential Road and Street Construction scheme and operational procedures for apportionment of costs in Special Charge Schemes, the transportable home business and Wellington Shire Council are the only participants in the Special Charge Scheme.

A concept plan and construction estimate were prepared, in addition to a draft apportionment schedule to determine the estimated amount that would be recovered from each property within the scheme. There would be three separate properties identified within the scheme, being a single private property and two lots of Crown land.

The estimated apportionment cost was provided to the single private property owner within the proposed special charge scheme, in addition to an overview of the relevant process. A positive written response to proceed for the construction of unsealed section of Industrial Road under a special charge scheme was subsequently received.

OPTIONS

1. Progress the proposed scheme by advertising the intention to declare the special charge scheme.
2. To not advertise the intention to declare the Special Charge Scheme.

PROPOSAL

That Council advertise its intention to declare a Special Charge Scheme for the full construction of the section of Industrial Road, Stratford, from CH500 to CH630.

CONFLICT OF INTEREST

No Staff and/or Contractors involved in the compilation of this report have declared a Conflict of Interest in this section.

FINANCIAL IMPACT

Total costs applicable to the special charge scheme are estimated to be \$120,000. The amount to be recovered under the scheme does not include GST.

Based on the funding framework within the Residential Road and Street Construction Plan, 60% of costs are to be apportioned to properties within the Special Charge Scheme, with 40% funded by Council.

Amount apportioned to properties within scheme (60%): \$72,000.

Portion of cost to be recovered from Council as direct costs (40%): \$48,000.

Total estimated cost of scheme: \$120,000.

Of the \$72,000 apportioned to property owners, \$24,000 is to be recovered from the single private property owner. As the other two identified properties are Crown land, costs related to these properties will be incurred by Council (\$48,000).

The resultant financial impact is a cost to Council of \$96,000.

The method of apportioning the costs for this scheme is uniform and based on access benefit only.

Property owners liable to pay under the Special Charge Scheme will be invoiced following completion of works. Options for payment include full payment within 45 days or 40 quarterly instalments (10 years), including an interest component aligned to Councils cost of finance.

LEGISLATIVE IMPACT

This scheme has been prepared in accordance with Section 163, 163A, 163B of the Local Government Act 1989. Public notification will be in accordance with Sections 163 and 223 of the Local Government Act 1989. Submissions and objections to the scheme will be considered in accordance with Sections 163A, 163B and 223 of the Local Government Act 1989.

LEGISLATIVE REQUIREMENTS

Clause (2) of Section 163 of the Local Government Act 1989 requires Council to determine:

- (a) The total amount of the special charge to be levied; and
- (b) The criteria to be used as the basis for declaring the special charge.

Clause (2A) of Section 163 of the Local Government Act 1989 provides that for the purpose of Section (2) (a) the total amount of the special charge to be levied must not exceed the amount "S" where $S = R \times C$ and;

S = is the maximum total amount that may be levied from all the persons who are liable to pay the special rates or special charges.

R = is the benefit ratio determined by the Council in accordance with sub-section (2B).

C = is the total cost of the performance of the function or the exercise of the power under sub-section (1).

The Benefit Ratio "R" is calculated by:

$$\frac{TSB(in)}{TSB(in)+TSB(out)+TCB} = R$$

- **TSB(in)** is the estimated total special benefit of those properties that the council has decided to include in the scheme.
- **TSB(out)** is the estimated total special benefit of those properties with an identified special benefit that the Council does not propose to include in the scheme.
- **TCB** is the estimated total community benefit.
- **R** is the benefit ratio.

For the purposes of this scheme:

$$\text{TSB(in)} = 3 \text{ (no. of properties in scheme)}$$

$$\text{TSB(out)} = 0$$

$$\text{TCB} = 9$$

$$\text{Therefore:- } R = \frac{3}{3+0+2} = 0.60$$

and

$$S = R \times C$$

$$S = 0.60 \times \$120,000$$

$$\text{Therefore:- } S = \$72,000$$

COUNCIL POLICY IMPACT

The scheme has been prepared in accordance with Council's Special Charge Schemes – Roads, Street and Drainage Development Policy 4.2.4 and 2014 Residential Road and Street Construction Plan.

PLANNING POLICY IMPACT

The proposal has no impact on Planning Policy.

RESOURCES AND STAFF IMPACT

Implementation of the scheme can be undertaken within the resources of the Assets and Projects unit with the assistance of external contract engineering support for the survey and design of the scheme. In the event the scheme is adopted by Council, construction will be carried out by an approved contractor via a tender process.

COMMUNITY IMPACT

Implementation of this scheme will have a general community impact as it will result in Industrial Road, Stratford being fully sealed, in line with current service standards. Community benefit is reflected in Council contribution toward the works outcome.

ENVIRONMENTAL IMPACT

Implementation of this scheme will have a positive environmental impact arising from the reduction of dust generated by vehicles as well as improved quality of storm water runoff.

CONSULTATION IMPACT

A consultation process has been undertaken with the single affected property owner by way of a meetings and correspondence outlining the proposal.

Further consultation will be through recommendation 2 and 3 of this report. The recommendation is for the notification by public notice of the opportunity to lodge submissions/objections to the proposed Special Charge Street Construction Scheme.

RISK MANAGEMENT IMPACT

Implementation of the scheme will produce a substantial reduction in risk to motorists, cyclists and other road users through improved visibility (reduction of dust), properly identified through lanes and new signage and markings.

Attachment 1

**INDUSTRIAL ROAD – STRATFORD - SPECIAL CHARGE STREET CONSTRUCTION SCHEME
No 1701**

PLAN OF SPECIAL CHARGE SCHEME AREA.

Scheme Boundary ———





C5 - REPORT

GENERAL MANAGER COMMUNITY AND CULTURE

ITEM C5.1**MUNICIPAL PUBLIC HEALTH AND WELLBEING PLAN 2017 - 2021**

DIVISION: COMMUNITY AND CULTURE
 ACTION OFFICER: MANAGER COMMUNITY WELLBEING
 DATE: 3 OCTOBER 2017

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

OBJECTIVE

For Council to approve Healthy Wellington 2017 - 2021 (Attachment A).

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY**RECOMMENDATION**

That Council approves Healthy Wellington Plan 2017 – 2021 (Attachment A).

BACKGROUND

The Municipal Public Health and Wellbeing Plan (MPHWP) is a legislative requirement of the *Public Health and Wellbeing Act 2008*. It is a high-level document which sets a broad mission and goals for maximising health and wellbeing in the municipality.

Wellington's Municipal Public Health and Wellbeing Plan has been integrated with the Wellington health-promotion funded agency's Health Promotion Strategic Plans. This integrated plan is known as Healthy Wellington 2017 – 2021.

Healthy Wellington 2017 – 2021 consist of a suite of four documents:

- Part 1: Strategic plan
- Part 2: Theory, research and references
- Part 3: Municipal scan
- Part 4: Annual action plan (in development)

Healthy Wellington 2017 – 2021 is an important strategic plan that promotes collaborative action to improve the health and wellbeing of our community.

Healthy Wellington 2017 - 2021 has been developed through a process of reviewing our population data, local policies, and consulting with our community. Wellington Shire Council and Wellington Primary Care Partnership have led the process, engaging with our community and local organisations.

OPTIONS

Council has the following options:

1. Approve Healthy Wellington 2017 – 2021; or

2. Request changes to Healthy Wellington 2017 – 2021 and present to a future Council meeting.

PROPOSAL

That Council approve Healthy Wellington Plan 2017 – 2021.

CONSULTATION IMPACT

Over 150 staff representatives from Council, State Government, non-government, health, and community services attended stakeholder workshops to identify the strategic direction for the identified health priority areas.

A draft Healthy Wellington 2017 – 2021 Strategic Plan was developed in June 2017. For a period of 8 weeks from July to September 2017, a community engagement process was undertaken to receive feedback on the draft plan, and suggestions for the action plans.

Engagement activities included:

- A community survey, approximately 500 were completed.
- Social media campaign on Wellington Primary Care Partnership and Wellington Shire Council Facebook page.
- 'Pop up' stalls at existing community events and community network meetings (such as U3A, Carers Groups and Sale Park Run).
- Community lunch and workshop at Yarram.
- 'Pop up' Survey boxes at Libraries, Neighbourhood Houses and Health and Community Services.
- Public Submission process.

Overall the feedback provided from the community was positive with strong support for the priority and focus areas chosen. The feedback received will be used to develop the annual action plans.

Central to the success of Healthy Wellington 2017-2021 will be ongoing community participation and involvement in activities. The delivery of Healthy Wellington 2017-2021 will include regular media and communication to ensure that the community is kept informed of progress and options for involvement.

COUNCIL PLAN IMPACT

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

Strategic Objective 1.1

“Maintain friendly, safe communities providing opportunities for residents to lead healthy and active lifestyles.”

Strategy 1.1.1

“Continue to deliver services and programs that encourage and foster community wellness and the prevention of disease.”

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

RESOURCES AND STAFF

The Healthy Wellington Action Group meetings occur every two months and members monitor progress in the Healthy Wellington 2017 - 2021 Action Plan.

CONFLICT OF INTEREST

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

HEALTHY WELLINGTON 2017 – 2021

Part 1: Strategic plan

Integrated Municipal Public Health and Wellbeing Plan and
Health Promotion Funded Agencies Health Promotion Plan



DRAFT Healthy Wellington 2017 – 2021 Part 1. Strategic plan
Page 1 of 53

Healthy Wellington 2017 – 2021 consist of a suite of four documents:

- Part 1: Strategic plan (this document)
- Part 2: Theory, research and references
- Part 3: Municipal scan
- Part 4: Annual action plan (in development)

We are pleased to introduce the Integrated Municipal Public Health and Wellbeing Plan & Health Promotion Funded Agencies Health Promotion Plan, referred to as Healthy Wellington 2017 - 2021.

DRAFT Healthy Wellington 2017 – 2021 Part 1. Strategic plan
Page 2 of 53

Contents

Introduction.....	4
Partnership	8
Delivery of Healthy Wellington 2017-2021:	9
Action areas.....	10
Shared outcomes and measures	13
Lenses.....	14
Roles and functions of agencies	14
Wellington Shire demographics	15
Feedback from community and stakeholders:.....	16
Priority area 1: Improve mental wellbeing	17
Focus area 1a. Increase resilience	18
Focus area 1b. Improve social connection and inclusion	21
Focus area 1c. Prevent harm from alcohol and other drugs.....	24
Focus area 1d. Decrease harm from gambling	27
Priority area 2: Gender equality	30
Focus area 2a. Improve gender equity	31
Focus area 2b. Improve sexual and reproductive health.....	36
Priority area 3: Improve healthy living	38
Focus area 3a. Increase physical activity and healthy eating.....	39
Focus area 3b. Decrease smoking	42
Priority area 4. Address climate change.....	44
Focus area 4a. Increase capacity for climate change adaptation.....	46
Focus area 4b. Improve community resilience and municipal relief and recovery planning in the event of extreme weather and or a natural disaster.....	48
Evaluation and reporting	52

Introduction

The Wellington Shire Council and Wellington Primary Care Partnership, through the Healthy Wellington Action Group, have developed Healthy Wellington 2017 – 2021.

Healthy Wellington 2017 – 2021 is both:

- Wellington Shire Council's Municipal Public Health and Wellbeing Plan
- The Health Promotion Strategic Plan for health promotion funded agencies in Wellington. These include:
 - Central Gippsland Health
 - Gippsland Women's Health
 - Wellington Primary Care Partnership
 - Yarram and District Health Service

Table 1 Healthy Wellington 2017-2021 partnership structure



While Healthy Wellington Plan 2017 – 2021 meets the strategic planning requirements of the above organisations, the plan is owned and driven by members of the Healthy Wellington Action Group.

Healthy Wellington 2017 – 2021 is an important strategic plan that promotes collaborative action towards improving the health and wellbeing of our community.

Healthy Wellington 2017 - 2021 has been developed through a process of reviewing our population data, local policies, and consulting with our community. Wellington Shire Council and Wellington Primary Care Partnership have led the process, engaging with our community and local organisations.

With our community and partners, we identified the following health priorities in Wellington Shire:

Priority area 1: Improve mental wellbeing with a focus on:

- 1a. Increase resilience
- 1b. Improve social connection and inclusion
- 1c. Decrease harm from alcohol and other drugs
- 1d. Decrease harm from gambling

Priority area 2: Improve gender equality with a focus on:

- 2a. Improve gender equity
- 2b. Decrease violence against women and their children
- 2c. Increase sexual and reproductive health

Priority area 3: Improve healthy living with a focus on:

- 3a. Increase physical activity & healthy eating
- 3b. Decrease smoking

Priority area 4: Address climate change with a focus on:

- 4a. Increase capacity for climate change adaptation
- 4b. Improve community resilience and municipal relief and recovery planning in the event of extreme weather and or a natural disaster

As a collective we will prioritise activities in these priority and focus areas over the next 4 years. Each focus area will have an annual action plan, aligned with resource allocations, emerging directions and funding opportunities.

Our work is not limited to health agencies, and by collaborating with a range of organisations and communities, we are able to work towards shared health and wellbeing outcomes for all.

This strategic document provides the framework for an integrated approach to addressing the public health and wellbeing needs within Wellington Shire.

Our integration is characterised by:

- Shared outcomes and measures
- Shared resources and expertise
- Reduced duplication
- Building organisational and resource capacity.

Healthy Wellington 2017 - 2021 will consist of four key documents;

1. Strategic plan

- Improve mental wellbeing
- Improve gender equality
- Improve healthy living
- Address climate change.

This document includes how we plan to evaluate and report on progress on the strategic document and annual action plans.

All numbered footnotes in this strategy document are referenced in Healthy Wellington 2017-2021 Part 2: Theory, research and references, page 10 and onwards.

2. Theory research and references

This document includes all the relevant information that was used to develop the Strategic Plan and Annual Action Plans, such as guiding theory for public health planning, research and references.

3. Municipal scan

This document includes a report on the population health data for Wellington Shire. Data was collated from several government databases. Decisions on priority and focus areas was influenced by this data report.

4. Annual action plans

Each focus area will have an action plan that will be reviewed annually. The plan will list the strategies that we will work on that year to meet the overall goal or outcomes.

For each of the focus areas, the action plans will detail;

- Reporting responsibilities (annual and quarterly).
- Which agencies and groups will be working in this focus area.
- What support may be provided through the Healthy Wellington Partnership to assist in the facilitation of any project or working groups.
- What support may be provided through the Healthy Wellington Partnership to ensure evaluation measures are in place to determine the impact of initiatives completed.
- Whether there is a key agency leading collective work.

Action plan development will be completed with consideration to resource allocations and funding opportunities, and will include any new and emerging issues related to the focus areas that are identified with partner organisations and or community.

Partnership

Healthy Wellington 2017 – 2021 acknowledges that effective public health planning cannot be done by local government or the health sector alone. It requires a collaborative approach by all concerned. Working in partnership will ensure our work is aligned and we share the same goals in improving the health and wellbeing of people in Wellington Shire. Partners of Healthy Wellington 2017 – 2021 include (but are not limited to):

Local Government:

- Wellington Shire Council
- Partnership with the 5 Councils within Gippsland

Government Departments:

- Department Education and Training
- Department Health and Human Services
- Department of Environment, Land, Water and Planning
- Department of Premier and Cabinet
- Victoria Police
- VicRoads

Health Sector:

- Central Gippsland Health
- Gippsland Primary Health Network
- Gippsland Women's Health
- Latrobe Community Health Service
- Latrobe Regional Hospital
- Ramahyuck District Aboriginal Corporation
- Wellington Primary Care Partnership
- Yarram and District Health Service

Community Sector:

- GippSport
- Quantum Support Services
- Uniting
- The Salvation Army

Community – Individuals, community and special interest groups:

- Community Planning Groups
- Early Learning Centres
- Faith Based Groups
- Neighbourhood Houses
- Primary and Secondary Schools
- Service Clubs
- Sporting Groups
- Wellington Access and Inclusion Advisory Group
- Wellington Early Years Network
- Wellington Liquor Accord
- Workplaces

Delivery of Healthy Wellington 2017-2021:

A successful Healthy Wellington 2017-2021 will be based upon appropriate support structures and resources being put in place by the integrated partnership.

The Healthy Wellington Action Group currently exists as a governance group and has members from Wellington Shire Council, and organisations in the health and community sector. Its role is to govern the implementation of Healthy Wellington 2017 - 2021. Working groups will be formed to lead initiatives and individuals will be involved to provide expertise.

The Healthy Wellington Action Group has identified that the success of the partnership at the end of the four-year period will be characterised by:

- Retention and growth in the number and variety of partners
- Awareness within the community of the work of Healthy Wellington 2017 – 2021
- An engaged community that is driving planning and actions
- Strong collaboration having occurred

The Healthy Wellington partnership will allocate staff resources to the following roles / responsibilities to ensure the delivery of outcomes through the integrated partnership;

- Partnership facilitation - including Healthy Wellington Action Group and relevant working groups.
- Evaluation plans - ensuring the collection of impact and outcome measures for the work that is completed.
- Delivery of direct projects / initiatives where gaps are identified.
- Reporting to funding bodies and the community.
- Marketing - promoting what is being done, progress and success.

Action areas

Healthy Wellington 2017 – 2021 will have five 'Action Areas' within each of the focus areas. These action areas were identified by members of Healthy Wellington Action Group as areas where we can influence. We are also using several theories and concepts to guide the work that we undertake. Refer to 'Healthy Wellington 2017 – 2021 Part 2. Theory, Research and References' for more information about our guiding theories and concepts.

Action area 1: Building healthy public policy	
Definition:	Policy is a formal statement, made by a person or organisation with power to do so. Having formal policies can guide practice for a group, workplace and broader community.
What will Healthy Wellington 2017 – 2021 do?	We will identify opportunities to establish or influence policy, at the municipal level as well as within settings that address health and wellbeing.
Theory that will guide our work:	Public health model Policies developed should have either a large scale reach (impact on the broader population) and or be focussed on target/ priority populations. Policy development can also be informed through a tertiary intervention approach.
Action area 2: Create supportive physical environments	
Definition:	Research has shown that the physical environment made up of natural and built structures where people interact can have a significant impact on health and wellbeing.
What will Healthy Wellington 2017 – 2021 do?	We will strive to make changes to the physical environment to remove barriers, promote and support the health of the community.
Theory that will guide our work:	Placed based focus Identify townships where there are gaps in the physical environment to enhance health and wellbeing outcomes (including gaps in accessibility). Settings focus Utilise a settings based approach by changing the physical environment within the places that we live, work and play.

Action area 3: Achieve capacity building within environments	
Definition:	Creating supportive and health promoting environments can have a major impact on health and wellbeing.
What will Healthy Wellington 2017 – 2021 do?	We will endeavour to build the capacity of individuals within our settings to positively alter the social environment and norms.
Theory that will guide our work:	<p>Settings focus Identify priority settings most impacted by the health issue and or settings where there is already work happening around particular health issues. Utilise a settings based approach by changing the culture and norms within the places that we live, work and play.</p> <p>Public health model Build capacity in settings where there is large scale reach and or settings where people are most at risk of the health issue.</p> <p>Social determinants of health Ensure that the social determinants of health are considered in capacity building initiatives.</p> <p>Systems thinking approach Help to identify the barriers to healthy behaviour.</p>
Action area 4: Community voice and advocacy	
Definition:	Advocacy is an activity by an individual or group which aims to influence decisions within political, economic, and social systems.
What will Healthy Wellington 2017 – 2021 do?	We will work to raise the profile of our health priorities, promoting community action and advocacy within Wellington.
Theory that will guide our work:	<p>Public health model Awareness and education to focus on large scale population reach with varying messages to target those most at risk.</p> <p>Social determinants of health This will be a focus when striving to create community led voice to change the culture and norms towards health issues.</p>

Action area 5: Programs and events	
Definition:	<p>Programs are interventions for individuals or groups which focus on promoting health and wellbeing.</p> <p>Events are activities which connect the community, promoting key health and wellbeing messages.</p>
What will Healthy Wellington 2017 – 2021 do?	We will support program and service delivery to address those at risk or experiencing ill health. Events will promote and celebrate our priority areas to the community.
Theory that will guide our work:	<p>Social determinants of health Ensure that the social determinants of health are considered in the development and delivery of all programs and events.</p> <p>Public health model Focus on supporting a universal intervention approach to program development within Wellington.</p> <p>Systems thinking approach / mapping Identify of how the social determinants of health impact on program participation and access.</p> <p>Settings focus Programs delivered to focus on people developing protective behaviours.</p>

Wellington Shire Council and Wellington Primary Care Partnership will take the lead in facilitating the Healthy Wellington Action Group, as well as relevant working groups responsible for implementing particular action plans.

Shared outcomes and measures

Healthy Wellington 2017 – 2021 defines an outcome as a 'result' or 'what we want to achieve'. As part of Healthy Wellington 2017 – 2021, we will have shared outcomes, ensuring all involved are working towards the same goal.

As much as possible we will also work towards having shared outcome measures. These outcome measures have been taken from the 'Victorian Public Health and Wellbeing Outcomes Framework', and will be used to measure change in the community's health and wellbeing over time.

Results of some of the data shows Wellington Shire is performing well compared with the state average. However, within the plan we still want to work on improving on these figures to achieve our shared outcomes.

We have aligned our targets with those set in the *Victorian Public Health and Wellbeing Outcomes Framework*. Where no target has been set in the framework document, we have determined targets based on desired improvement.

The shared measures will be shown in the below format within each priority area:

Priority area	Focus area	Shared outcome	Shared measure	Current measure	Target for 2021
What do we want to achieve?	To achieve our priority, what do we need to focus on?	What shared outcome/s are we working towards achieving?	What shared measures/s are we working towards achieving?	What is the current data of the measure telling us?	What are we aiming for?

Targets are calculated as an increase or decrease of the current measure.

For example, a 5% increase of a current measure of 30 equates to a target of 31.5.

Lenses

Population health work can impact and affect people of different demographics in different ways. The diversity of our community means that many considerations need to be applied to our work. Organisational systems, including policies, plans, programs, services and communication, can cause or lead to discriminatory effects and inequity in access, or may reinforce harmful stereotypes. To ensure our work is not further causing inequities in health, it is important to look through certain lenses. When looking through a lens, this can mean involving people from particular population groups to determine how their experience of health and health services can vary.

The lenses which will be applied throughout the work of Healthy Wellington 2017 – 2021 include:

- Aboriginal & Torres Strait Islander
- Culturally and Linguistically Diverse (CALD)
- Age – Early Years, Youth and Older adults
- Disability
- Gender
- Lesbian Gay Bisexual Transgender Intersex Queer (LGBTIQ)

Roles and functions of agencies

Organisations and groups associated with Healthy Wellington 2017 – 2021 will have different roles and responsibilities when it comes to implementing the Plan. Below is a summary of the roles and responsibilities. An organisation or group's role in a priority or focus area may change over time. Changes will be reflected in the annual action plans.

Provider	Delivering services
Funder	Funding other organisations to deliver services
Regulator	Regulate activities through legislation
Partner	Forming partnerships and strategic alliances with other parties in the interests of the community
Facilitator	Assisting others to be involved in activities by bringing groups and interested parties together
Advocate	Promoting the interests of the community to decision makers and influencers.

Wellington Shire demographics

Wellington Shire is situated in the Gippsland region, approximately 212 kilometres east of Melbourne. Wellington is Victoria's third largest municipality, covering 10,817 square kilometres, with a population of more than 40,000 residents. Our population is growing slower than the Victorian average, and is projected to increase by 0.7% in 2014-2024 (2015).

In the Socio-economic Indexes for Areas (SEIFA), which is a measure of socio-economic advantage and disadvantage across Australia, Wellington Shire has a score of 974. Scores less than 1000 indicate greater disadvantage and lack of advantage in general. Towns within the shire vary in SEIFA, with Yarram (918) and Wurruk (954) scoring lower than Sale (974) and East Sale (1070), highlighting pockets of greater disadvantage within our shire. Wellington scores similarly in other SEIFA indexes which measure access to economic resources (eg. housing) and education and occupation (eg. skilled vs. unskilled occupations, high qualifications etc.). Wellington is neither one of the most advantaged or disadvantaged regions in Australia (2017).

****Compared to other municipalities in Victoria, Wellington has a large percentage of the population identify as Aboriginal and or Torres Strait Islander, but little cultural diversity. 19.4% of residents were born overseas. 13.1% of residents speak a language other than English at home, compared to the Victorian average of 32.1%. People aged over 45 are overrepresented in the community, and people aged 15-44 years old are underrepresented. Individuals in Wellington with income less than \$400 per week (44.0%) is higher than the state average (39.9%). There are more people with disability in Wellington, who require care and/or financial support compared to the Victorian average, and fewer care options for aged residents. Educational attainment is lower in Wellington, with less people (25.5%) completing a higher education qualification compared with the Victorian average (45.7%) (2015) :

***This will be turned into an info graphic.

Wellington is facing a range of health and wellbeing challenges. In planning for Healthy Wellington 2017 – 2021, consideration has been made for promoting health at every stage of life, and promoting health for Wellington's most disadvantaged groups, including Aboriginal and Torres Strait Islanders, people living with disability and women. All of these groups experience poorer social outcomes associated with inequity and discrimination.

For more information and further details on Wellington Shire population health data, please refer to 'Healthy Wellington 2017-2021 Part 3. Municipal scan'.

Feedback from community and stakeholders:

Community engagement for Healthy Wellington 2017- 2021 commenced in early 2016 with engagement activities for the development of Council Strategies incorporating health and wellbeing as a focus. The strategies include:

- Wellington 2030 Community Vision
- Council Plan 2017-2021
- Wellington Community Early Years Plan 2017-2021
- Wellington Shire Council Community Engagement Strategy 2017-2020
- Wellington Shire Council Access and Inclusion Plan 2017-2022
- Wellington Youth Strategy 2017 - 2020

During the various engagement activities, the community identified a range of health and wellbeing priorities such as:

...support our community to be safe, resilient, healthy, active, connected, accepting of diversity and having access to appropriate and sustainable services and facilities.

This feedback was used to assist in choosing the priority and focus areas for Healthy Wellington 2017 – 2021.

A draft Healthy Wellington 2017 – 2021 Strategic plan was developed in June 2017. For a period of 8 weeks from July to September 2017, a community engagement process was undertaken to receive feedback on the draft plan, and suggestions for the action plans.

Engagement activities included:

- A community survey, approximately 500 were completed.
- 'Pop up' stalls at existing community events and community network meetings (such as U3A, Carers Groups and Sale Park Run).
- Community lunch and workshop at Yarram.
- 'Pop up' Survey boxes at Libraries, Neighbourhood Houses and Health and Community Services.
- Public Submission process.

Overall the feedback provided from the community was positive with strong support for the priority and focus areas chosen with key themes in the comments being:

- Focus on developing skills in our children and youth, and creating more partnerships with schools.
- Community identified and valued 'resilience' and 'social connection and inclusion' as a protective factor for the other focus areas in mental wellbeing.
- Community safety was important in relation to the community issues of 'alcohol and drugs' and 'gambling'.
- Community felt equality needed to be in the community, workplace, sporting clubs and schools.
- Accessibility and inclusion was critical in all priority areas.
- Community recognised the links between mental wellbeing and healthy living, and how addressing one will also benefit the other.

Overall the feedback received will continued to be used to further develop the annual action plans.

Priority area 1: Improve mental wellbeing

Good mental health is defined as more than just the absence of mental illness. It is a positive state of wellbeing which includes feeling good and functioning well. According to the World Health Organisation, mental health is a state of wellbeing in which a person can:

- Cope with the normal stresses of life
- Work productively
- Realise their potential
- Contribute to the community

Feeling connected to and valued by others, being able to cope with the usual stresses of life, having the opportunity and capacity to contribute to community and being productive are all critical to mental health. Mental health is an essential ingredient of individual and community wellbeing and significantly contributes to the social, cultural and economic life of Victoria.

Building healthy and resilient communities that promote social inclusion and economic participation is the fundamental building block of social and emotional wellbeing. Good mental health is also important to a thriving community. As all people experience varying levels of need related to mental health at different times during their lives, the protective factors for good mental health need to be enhanced and supported.

Improving mental wellbeing in Wellington encompasses addressing risk factors for mental health including social isolation and exclusion, natural disasters, lack of access to education and employment, insecure employment, alcohol and other drugs misuse, and harm from gambling.

Within the priority area of mental wellbeing, we acknowledge the complexity and interconnection between several focus areas. However, for clear strategic direction for Healthy Wellington 2017 – 2021 we have chosen the following focus areas:

- 1a. Increase resilience
- 1b. Improve social connection and inclusion
- 1c. Decrease harm from alcohol and other drugs
- 1d. Decrease harm from gambling

Focus area 1a. Increase resilience

What is resilience?

Resilience is the ability to cope or 'bounce back' after negative events, difficult situations, challenging or hard times and return to almost the same level of wellbeing. It is also the ability to respond to difficult situations and still thrive.

Why do we need to focus on resilience?

Wellington Shire has a higher percentage of residents who experience anxiety and depression, compared to the state average. By focusing on building individual resilience, including people who experience mental health issues, we can empower people in our community to bounce back from difficult situations.

Wellington residents have experienced various natural disasters over recent years including flooding (Avon River 8.8m) and bush fires (Aberfeldy 85,193ha, Jack River 2,870ha)⁷. The need to be resilient to cope after natural disasters was a high priority in the feedback provided to develop the Wellington 2030 Community Vision, Version 2.0.

Changes to employment and income in local industries (Dairy, Hazelwood Power Station, ASH Timber Mill) are also resulting in pressure on local communities. These pressures support the need to improve community resilience in the Wellington population. Individuals in our community are also affected by economic pressures which are leading to higher levels of family stress and lower levels of household income.

The table below identifies the key statistics that have also influenced the selection of the focus area of resilience.

Resilience strengths in Wellington	Resilience gaps in Wellington
Perceptions of Neighbourhood – people willing to help each other 84.3% (Vic 74.1%) (2015) ⁸	Proportion of adults who definitely feel there are opportunities to have a real say on important matters 31.0% (Vic 35.2%)(2014) ⁹
Proportion of adults able to get help from friends 86.3% (Vic 79.7%) (2014) ⁸	Proportion of children who report being bullied Year 7 to 9, 22.4% (Vic 18.0%) (2015) ¹⁰
Percentage of persons with adequate work life balance 57.8 (Vic 53.1%, 11 in LGA)(2014) ²	Proportion of adults able to get help from family 76.9% (Vic 81.6%) (2014) ⁹
Perceptions of Neighbourhood – people can be trusted (% agree) 80.5% (Vic 71.9%) (2015) ⁸	Prevalence of depression and anxiety 27.1% (Vic 24.2%)(2014) ¹¹

What do we want to achieve?

Priority area	Focus area	Shared outcome	Shared measure	Current measure	Target for 2021
1. Improve mental wellbeing	1a. Increase resilience	Increase mental wellbeing	Proportion of adults and adolescence in Wellington with high/very high psychological distress	Wellington Shire 11.7% (2014) Vic 12.6% ¹¹	Decrease by 15% (9.95%)
			Proportion of children in Wellington at school entry whose parents report high levels of family stress in the past month	Wellington Shire 11% (2014) Vic 9.9% ¹³	Decrease by 15% (9.35%)

What else is influencing our work?

State:

VicHealth's direction is to build partnerships between young people, sports, arts, workplaces, education and government to increase resilience and social connection. VicHealth have a particular focus on building resilience in young people.

Government policies and tools focusing on these priorities include National Mental Health Policy 2008, School-wide Positive Behaviour Support Framework, The Education State and Child Safe Standards.

Local:

The Wellington Shire Council Plan 2017 - 2021, specifically:

- Enhance resilience in our towns and our communities. (community theme)

Action areas:	Healthy Wellington 2017 – 2021 future direction
Policy:	Support the development and implementation of policies that build resilience in our community.
Physical environment:	Influence the development of our settings that increase likelihood of community resilience.
Capacity building within environments:	Strengthen and support capacity building within our settings to increase the likelihood of resilience. Support lead agencies as they up skill their workforce to deliver resilience activities and support services to individuals and families in our community.

Community voice and advocacy:	Continue to engage with the community to promote messages on how to build resilience in individuals and community.
Programs and events:	Support the development and implementation of programs, events and resources that promote building resilience.

Focus area 1b. Improve social connection and inclusion

What is social connection and inclusion?

A socially inclusive society is one where all people feel valued, their differences are respected, and their basic needs are met so they can live with dignity. Social networks can provide social support, social influence, opportunities for social engagement and meaningful social roles as well as providing access to resources and intimate one-on-one contact. ¹²

Why do we need to focus on social connection and inclusion?

In Wellington, there is a high population of residents;

- Living with high levels of psychological distress
- Living with severe and profound disability
- Experiencing social isolation
- Requiring assistance with core daily activity.

Few people live near public transport which reduces their access to services and opportunities to engage with others.

The need to recognise and respect Aboriginal and Torres Strait Islander cultural values is a priority of Wellington 2030 Community Vision Version 2.0 ¹³. The Council Plan 2017-2021 sets Council actions to enhance social connection and inclusion including to;

- ensure our facilities, services and events promote inclusivity, social connectedness and accessibility
- support and encourage community groups to deliver a diverse range of programs and events,
- develop strategic partnerships to support young people and the Aboriginal community.

The table below identifies the key statistics that have also influenced the selection of the focus area of social connection and inclusion.

Social connection and inclusion strengths in Wellington	Social connection and inclusion gaps in Wellington
Perceptions of Neighbourhood – people can be trusted (% agree) 80.5% (Vic 71.9%) (2015) ¹¹	People with high/very high level of social isolation 18.5% (Vic 17.3%)(2014) ¹⁰
People who help as a volunteer 26.4% (Vic 19.4%, 33 in LGA) (2014) ⁷	People who live near public transport 26.6% (Vic 73.9%) (2014) ²
Proportion of children who report feeling connected to school Year 7 to 9, 66.5% (Vic 62.3%) ¹⁴	People aged over 75 years who live alone 41.2%(Vic 35.9%, 16 in LGA) (2014) ²

What do we want to achieve?

Priority area	Focus area	Shared outcome	Shared measure	Current measure	Target for 2021	
1. Improve mental wellbeing	1b. Increase social connection and inclusion	Increase connection to culture and communities	Proportion of adults who belong to an organised group - Sport	Wellington Shire 30.5% (2014) Vic 25.6% ¹¹	Increase by 5% (32.03%)	
			Proportion of adults who belong to an organised group - School	Wellington Shire 25.7% (2014) Vic 13.6% ¹¹	Increase by 5% (26.99%)	
			Proportion of adults who attended a local community event	Wellington Shire 75.2% (2014) Vic 58.9% ¹¹	Increase by 5% (61.85%)	
			Increase access to social support	Life satisfaction of adults	Wellington Shire 91.9% (2014) Vic 92.4% ¹¹	Increase by 1% (92.81%)
				Proportion of adults who feel valued by society	Wellington Shire 47.8% (2014) Vic 35.5% ¹¹	Increase by 5% (50.19%)
			Increase educational attainment	Proportion of year 9 students at the highest level of achievements in math and reading	Wellington Shire TBD – awaiting data Vic TBD	
			Increase labour market participation	Unemployment rate	Wellington Shire 5.2% (2011) Vic 6.3% ²	Reduce by 5% (4.94%)

What else is influencing our work?

State:

The state-wide direction from the Victorian Public Health and Wellbeing Plan includes promoting acceptance of diversity and social inclusion to build resilient and connected communities.

Local:

The Wellington Shire Council Plan 2017 - 2021, specifically:

- Celebrate, recognise and acknowledge our diverse community and improve social connections among youth, aboriginal and aged communities. (community theme)

Action areas:	<i>Healthy Wellington 2017 -2021 future direction</i>
Policy:	<i>Support the implementation of plans and policies that guide practice in social connection and inclusion within our environments.</i> <i>Provide strategic direction to communities to assist them in facility planning to enable growth in participation in activities which enable social connection and inclusion.</i>
Physical environment:	<i>Influence the development of environments, such as community facilities and community spaces that are designed to promote accessibility, connection and inclusion.</i>
Capacity building within environments:	<i>Strengthen and support capacity building within individuals, groups and communities to be more socially inclusive.</i> <i>Improve people's access to educational and employment opportunities which provide a broad choice of local training, education and holistic learning and development options.</i>
Community voice & advocacy:	<i>Actively empower the community by delivering messages which promote a better understanding of social connection and inclusion.</i>
Programs and events:	<i>Support the development and implementation of programs, events and resources in the community that promote the importance of social connection and inclusion.</i>

Focus area 1c. Prevent harm from alcohol and other drugs

What is harm from alcohol and other drugs?

Excessive alcohol consumption can lead to an increase in risk of alcohol-related harm including cardiovascular disease, decreased life expectancy, anxiety and depression, reduced productivity in the workforce and absenteeism, accidents, and violence. ¹⁶

VicHealth defines alcohol culture as the way people drink including the formal rules, social norms, attitudes and beliefs around what is and what is not socially acceptable for a group of people before, during and after drinking. ¹⁷

Harm from drugs occurs when an individual develops a pattern of misuse which causes damage to their physical and/or mental health and some drugs can trigger the onset of a pre-existing mental illness. ¹⁸

Why do we need to focus on preventing harm from alcohol and other drugs?

In Wellington, data shows significantly higher drug use and possession offences than the rest of Victoria. This may reflect increased drug use in the community. Alcohol measures clearly show increased alcohol consumption and increased short and long term alcohol related harm in Wellington.

- Drug usage and possession offences per 1000 population 5.6 (Vic 5.1; 23 in LGA) (2014) ²
- Proportion of the adult population with increased lifetime risk of alcohol related harm 76.0% (Vic 59.2%) (2014) ¹¹
- Clients that received Alcohol & drug Treatment Services per 1,000 population 6.8% (Vic 5.0%, 19 in LGA) (2014) ²

What do we want to achieve?

Priority area	Focus area	Shared outcome	Shared measure	Current measure	Target for 2021
1. Improve mental wellbeing	1c. Prevent harm from alcohol and other drugs	Reduce harmful alcohol and drug use	Proportion of our community at risk of short-term harm each month	Wellington Shire 34% (2015) Vic 29.4% ^a	Decrease by 5% (32.3%)
			Proportion of our community at very high risk of short-term harm each month	Wellington Shire 15.5% (2015) Vic 9.2% ^a	Decrease by 5% (14.73%)

		Change Alcohol culture	Proportion of our community who believe getting drunk every now and then is okay	Wellington Shire 30.9% (2015) Vic 27.9% ^s	Decrease by 5% (29.36%)
			Proportion of adults and adolescents who consume alcohol at lifetime risk of harm	Wellington Shire 76.0% (2014) Vic 59.2% ^{rr}	Decrease by 5% (72.2%)
		Reduce illicit drug use	Rate of illicit drug-related ambulance attendances	Wellington Shire Waiting on data requested Vic* ^{rr}	Decrease by %

Action areas:	<i>Healthy Wellington 2017 -2021 future direction</i>
Policy:	<i>Develop and implement policies, within our community, which address minimising impacts of harmful alcohol and drug use and support those directly affected.</i>
Physical environment:	<i>Provide community facilities which support socially inclusive activities. These community facilities will be an alternative to licenced alcohol venues or are venues which are proactive in addressing alcohol and drug related issues.</i>
Capacity building within environments:	<i>Work in partnership with settings to address alcohol and drug misuse. Settings will be supported to identify appropriate harm minimisation interventions that best meet the needs of their participants.</i>
Community voice and advocacy:	<i>Advocate for cultural change in attitudes towards excess alcohol use and drug use.</i> <i>Actively empower the community by delivering messages which promote a better understanding of harm from drug and alcohol misuse.</i>

Programs and events:	<i>Support the development and implementation of programs, events and resources in the community that educate and inform on the impacts of harmful alcohol and drug misuse.</i>
-----------------------------	---

What else is influencing our work?

The state-wide direction from the Victorian Public Health and Wellbeing Plan includes:

- Developing strategies across government to reduce the risk of short-term harms due to the misuse of alcohol, and minimise the chronic health problems associated with long term unhealthy drinking patterns.
- Improve alcohol and drug education in schools and access to early intervention services for people with alcohol and drug use issues.

The direction of VicHealth has a strong focus on alcohol culture, including de-normalising risky drinking in high-risk groups, settings and subcultures.

Within Wellington Shire there are two liquor accords in place to reduce harm from alcohol.

Focus area 1d. Decrease harm from gambling

What is harm from gambling?

Most Australians find gambling to be a harmless pastime. However, some people are unable to limit the time or money spent on gambling.²⁰ Harm from gambling can occur when a person's gambling activity leads to harm to family functioning and intimate relationships, emotional and financial difficulties, and can be associated with family violence.²¹ Harm from gambling is not just about losing money. Gambling can affect a person's whole life.²²

Gambling harms are a social issue of similar significance to major depressive disorder and alcohol misuse and dependence. Studies suggest that this burden of harm is mainly due to damage to relationships, emotional/psychological distress, health, and financial impacts.²³ Gambling related harm can occur in low and moderate risk gamblers.

Why do we need to focus on harm from gambling?

In the 2015-16 financial year in Wellington, more than \$21.74 million was lost through electronic gaming machines in Sale, Maffra and Yarram. The average adult in Wellington spends \$669.45 on electronic gaming machines each year, nearly \$100 more than the average Victorian. In addition to this, only a small section of our community uses electronic gaming machines, which means the financial burden is not shared equally across the community.²

The burden of gambling is made greater by other gambling options such as online gaming and wagering which are reported to be equally popular in Wellington, but have no formal measurement or data available.

What do we want to achieve?

Evidence of people experiencing harm from gambling is not available at a local government level other than for losses to electronic gaming machines (EGM). The losses to EGMs is not an accurate measure for harm from gambling as it does not take into account other forms of gambling, including keno, sports betting and wagering. Healthy Wellington 2017 – 2021 acknowledges the limitation of only focusing on this measure, and will advocate for more data to be collected.

Priority area	Focus area	Shared outcome	Shared measure	Current measure	Target for 2021
1. Increase Mental Wellbeing	1d. Decrease harm from gambling	Decrease harm from gambling	Gaming machine loss per adult (annual)	Wellington Shire \$669.45 (2016) ²⁴ Vic \$553	Decrease by 5% (\$635.98)

Action areas:	<i>Healthy Wellington 2017 -2021 future direction</i>
Policy:	<p><i>Ensure policies support a reduction in harm from gambling.</i></p> <p><i>Promote policies which provide support to those directly impacted by harm caused by gambling.</i></p>
Physical environment:	<p><i>Provide community facilities which support socially inclusive activities. These community facilities will be an alternative to licenced gaming venues or are venues which are proactive in minimising harm caused by gambling.</i></p>
Capacity building within environments:	<p><i>Work in partnership with settings to address harm from gambling.</i></p> <p><i>Settings will be supported to identify appropriate harm minimisation interventions that best meet the needs of their participants.</i></p>
Community voice and advocacy:	<p><i>Advocate for cultural change in attitudes towards gambling and sports betting.</i></p> <p><i>Advocate for environments that support alternatives to gambling.</i></p> <p><i>Actively empower the community by delivering messages which promote a better understanding of gambling harm.</i></p>
Programs and events:	<p><i>Provide community education (particularly to those vulnerable to harm from gambling) about the impacts of gambling and wagering.</i></p> <p><i>Ensure appropriate support is accessible to all within our community.</i></p>

What else is influencing our work?

State-wide direction comes from the work of Victorian Responsible Gambling Foundation 25, which includes:

- Increase engagement of parents and young people on the topic of gambling to better educate them on the risks of gambling and ways to prevent harm.
- Interrupt the normalisation of gambling, particularly within sport and through new online technologies.
- Enable earlier intervention and engagement with Gambler's Help services and improve the effectiveness of treatment programs.
- Increase/ continue engagement with industry and other stakeholders to foster responsible gambling environments.

Priority area 2: Gender equality

What is equity and equality?

Equity is giving everyone what they need to be successful.

Equality is treating everyone the same or providing the same help to everyone.

Equity and equality are two strategies that are used to produce fairness. But fairness can only work if everyone starts from the same place and needs the same help ²⁶.

In regard to gender equity and gender equality – in order for women to have gender equality (or be treated equal to men), we need to make sure they start from the same place as men.

Therefore we need to work towards achieving equity for women before we can achieve gender equality.

Within the priority area of gender equality, we acknowledge the complexity and interconnection between several focus areas. However, for clear strategic direction for Healthy Wellington 2017 – 2021 we have chosen the following focus areas:

- 2 a. Improve gender equity
- 2 b. Decrease violence against women and their children
- 2 c. Increase sexual and reproductive health

Focus area 2a. Improve gender equity

What is gender equity?

The World Health Organisation recognises gender equity as “more than formal equality of opportunity, gender equity refers to the different needs, preferences and interests of women and men. This may mean that different treatment is needed to ensure equality of opportunity.

Gender equity is often used interchangeably with gender equality, but the two refer to different, complementary strategies that are needed to reduce gender-based health inequities”. It often requires women-specific programs and policies to end existing inequalities ²⁵.

Healthy Wellington 2017 – 2021 acknowledges the gap in current data collected to measure gender equity.

Why do we need to focus on gender equity?

In Wellington, gender inequality is evident in higher rates of family and sexual violence, and disparate social outcomes in education and employment between women and men, particularly for people not working as managers or professionals.

28.5% of the Wellington community held low levels of support for equal relationships between males and females (represented by a low gender equality in relationships score). This is lower than Victorian estimate of 35.7%. VicHealth based this measure on the Gender Inequality in Relationships Scale, which asks respondents about their level of agreement with the following statements, “Men should take control in relationships and be the head of the household” and “Women prefer a man to be in charge of the relationship”.

What do we want to achieve?

Priority area	Focus area	Shared outcome	Shared measure	Current measure	Target for 2021
2. Increase gender equality	2a. Increase gender equity	Increase gender equity	Low gender equality score (defined by VicHealth as low level of support for equal relationships)	Wellington Shire 28.5% (2015) Vic 35.7% ²⁶	Increase by 10% (31.35%)

Action areas:	<i>Healthy Wellington 2017 -2021 future direction</i>
Policy:	<i>Support the development and implementation of policies using a gender equity lens.</i>
Physical environment:	<i>Create physical environments which do not restrict individuals due to gender.</i>
Capacity building within environments:	<i>Strive to create and celebrate settings where rigid gender norms are challenged, women's independence & leadership is promoted and respectful relationships are endorsed.</i>
Community voice and advocacy:	<i>Raise local voices to counter the drivers of gender inequity. Advocate for cultural change in attitudes towards rigid gendered roles.</i>
Programs and events:	<i>Support programs that promote women's leadership, education and participation to address gender inequality.</i>

What else is influencing our work?

The Victorian government have stated their future direction in 'Safe and Strong: A Victorian Gender Equality Strategy' ²⁷. This includes strategies to:

- Address the economic dimensions of gender equality
- Model workplace gender equality in the public sector
- Progressively introduce gender impact analysis in policy, budgets and service delivery
- Leverage purchasing and funding to influence change
- Measure progress against preliminary targets
- Work towards change across a range of settings

'Change the Story' details a national approach to preventing violence against women and their children through addressing gender equity by:

- Promoting women's independence and decision-making in public life and relationships
- Fostering positive personal identities and challenge gender stereotypes and roles
- Strengthening positive, equal and respectful relations between and among women and men, girls and boys
- Promoting and normalising gender equality in public and private life

Focus area 2b. Decrease violence against women and their children

What is violence against women?

Violence against women is defined as any act of gender based violence that causes or could cause physical, sexual or psychological harm or suffering to women, including threats of harm or coercion, in public or in private life. Gender based violence is violence specifically 'directed against a woman because she is a woman or that affects women disproportionately'. It can occur in homes, in social and recreational contexts, on the street, in workplaces, schools or online, and at the hands of perpetrators either known or unknown to the victim 28.

Violence against women can include:

- Psychological Abuse
- Economic Abuse
- Emotional Abuse
- Physical Abuse
- Sexual Abuse

Violence against women occurs across the whole community; however certain groups of women experience much higher rates of male violence than others. These groups include women with disabilities, Aboriginal women, women in rural and remote areas, and immigrant and refugee women 28.



An explanatory model of violence clarifies what constitutes violence against women and explores the gendered nature of this violence. It identifies the drivers of violence, together with a number of reinforcing factors, as summarised in the graphic above.

Why do we need to focus on preventing violence against women and their children?

Wellington residents experience a high rate of reported family violence incidents. We have higher than the Victorian average child protection investigations and assessments as indicated below:

- Child protection investigations completed per 1,000 eligible population 32.8% (Vic 19.4%, 12 in LGA) (2014) 2
- Child protection substantiations per 1,000 population eligible population 17.5% (Vic 11.4%, 17 in LGA) (2014) 2
- Child FIRST assessments per 1,000 eligible population 16.1% (Vic 10.1, 29 in LGA) (2014) 2

What do we want to achieve?

Priority area	Focus area	Shared outcome	Shared measure	Current measure	Target for 2021
2. Increase gender equality	2b. Decrease violence against women and their children	Reduce prevalence and impact of family violence	Rate of incidents of family violence recorded by police	Wellington Shire 18.9 per 1000 (2014) Vic 12.4 per 10002	Decrease by 10% (17 per 1000)

Action areas:	<i>Healthy Wellington 2017 -2021 future direction</i>
Policy:	<i>Support the development and implementation of government and workplace policies that guide practice in supporting victims of family violence and preventing violence against women and their children.</i>
Physical environment:	<i>Influence and support the development of environments which are safe and inclusive to reduce the likelihood of violence against women and their children.</i>
Capacity building within environments:	<i>Drive capacity building within our settings to challenge the drivers of violence against women and their children.</i> <i>Encourage organisations to build employee capacity and have the tools to respond appropriately to incidents of disclosure of violence against women.</i>
Community voice and advocacy:	<i>Raise the community voice for the prevention of violence against women and their children.</i>

Programs and events:	<p><i>Support the development and implementation of programs, events and resources in the community that educate and inform on the drivers of violence against women and their children.</i></p> <p><i>Support programs which provide assistance to those at risk of or are subject to violence.</i></p>
-----------------------------	--

What else is influencing our work?

Royal Commission into Family Violence report was release March 2016 with a total of 227 recommendations. A commitment by Victorian government to adopt all the recommendation has resulted in several changes including legislation and policy change.

This focus area, links to Recommendation 94 *'Councils to report on their proposed measures to reduce family violence and respond to victims'*.

'Change the Story' details a national approach to preventing violence against women and their children through:

- Challenging the condoning of violence against women ²⁷

Victorian Department of Education and Training has committed to a focus on 'Respectful Relationships' within schools ²⁸.

Focus area 2b. Improve sexual and reproductive health

What is sexual and reproductive health?

Sexual health is an important element of health and wellbeing. Sexual health requires respect, safety and freedom from discrimination and violence. It is critically influenced by power dynamics, gender norms and expectations and is expressed through diverse sexualities ²².

Sexually transmissible infections and blood-borne viruses place a significant burden on the Victorian community. ²³

Healthy Wellington 2017 - 2021 acknowledges the close relationship between sexual and reproductive health and gender equity. Healthy Wellington 2017 – 2021 will focus on sexual health in regard to safe sex being a protective factor for sexually transmitted infections and unplanned pregnancy.

Why do we need to focus on sexual and reproductive health?

The local 2016 YOUTH Speak survey reports that 61% of respondents aged 16-18 years, and 92% of respondents aged 18-25 were sexually active ²⁴. Elevated teenage fertility and chlamydia notification rates suggest that young people lack access to, or lack the motivation or understanding to use contraception effectively, to prevent pregnancy and sexually transmitted infections.

What do we want to achieve?

Priority area	Focus area	Shared outcome	Shared measure	Current measure	Target for 2021
2. Increase gender equality	2c. Improve Sexual and Reproductive Health	Increase sexual and reproductive health	Proportion of people testing positive for Chlamydia	Wellington Shire 307.2 per 100,000 adults (2014) Vic 330.7 per 100,000 adults ²⁵	Decrease by 10% (276.5 per 100,000 adults)
		Decrease teenage pregnancy	Birth rate for young women 15 – 19 years	Wellington Shire 18.1 per 1000 (2014) Vic 10.4 per 1000 ²⁶	Decrease by 10% (16.29 per 1000)

Action areas:	<i>Healthy Wellington 2017 -2021 future direction</i>
Policy:	<i>Support the development and implementation of policies which encourage positive and respectful approaches to sexual health.</i>
Physical environment:	<i>Deliver actions to ensure essential resources, including information and contraception, are accessible to all in our physical environment</i>
Capacity building within environments:	<i>Work towards creating environments which promote respectful relationships and encourage safe sex</i>
Community voice and advocacy:	<i>Raise the community voice for equitable access to resources and education on sexual and reproductive health, particularly focusing on at risk populations</i>
Programs and events:	<i>Deliver and support programs which educate on both sexual and reproductive health and encourage safe practices</i>

What else is influencing our work?

The state-wide direction from the Victorian Public Health and Wellbeing Plan is to promote and support positive, respectful, non-coercive and safe sexual relationships and reproductive choice (including planned, safe and healthy pregnancy and childbirth) .

Gippsland Women's Health is the lead agency for the Gippsland Sexual and Reproductive Health Strategy 2013-2017. This is the second Sexual and Reproductive Health Strategy for Gippsland and is guided by a Reference Group comprising workers from health services, community agencies and the Department of Education and Early Childhood Development.

Priority area 3: Improve healthy living

In order to address some of the key causes of poor health in Wellington, we will strive to improve healthy living in Wellington. This is a broad concept, however in the context of Healthy Wellington 2017 - 2021 it will relate to three areas:

- 3a. Increase Physical Activity & Healthy Eating
- 3b. Decrease Smoking

The approach to these health issues will be based on the guiding concepts previously discussed, however will be addressed using a more in-depth systems thinking approach.

Systems thinking provides a way to examine complex problems, considering the bigger picture and context of those problems.

Systems thinking is a relatively new concept in health promotion field, however has stimulated a way of working which challenges collectives to consider the whole 'system' and identifying points of greatest impact.

Systems thinking has strong concepts of community development, encouraging the community to find their point of influence in the systems and make change where possible.

Systems thinking is characterised by the following approaches:

- Conceptualising and mapping all the parts and interconnected elements of the issue.
- Examining potential leverage points for impacting the issue and testing the outcomes, both positive and negative, from different intervention options.
- Identifying approaches to impact the issue that recognise the complexity of the system.
- Implementing changes to influence the issue, and reflecting on effects and revising strategies ³³.

Focus area 3a. Increase physical activity and healthy eating

What is physical activity and healthy eating?

This priority area includes promoting diets which are healthy, sustainable and are safe in line with the Australian Dietary Guidelines. A nutritious diet and adequate food supply are central for promoting health and wellbeing.

Excess intake, particularly of 'discretionary foods', contributes to the risk of obesity, cardiovascular diseases, diabetes, some cancers and dental caries. A diet in line with the Australian Dietary Guidelines will help reduce the risk of overweight and obesity, heart disease and certain cancers.

Poor levels of physical activity and high levels of sedentary behaviour are major risk factors for ill health and mortality from all causes.

People who do not do sufficient physical activity have a greater risk of other health issues, including:

- cardiovascular disease
- colon and breast cancers
- type 2 diabetes
- Osteoporosis

Being physically active is also a protective factor for mental and musculoskeletal health and reduces other risk factors such as overweight, high blood pressure and high blood cholesterol.

A healthy diet and physical activity are important protective factors for a healthy weight, as well as many other health conditions mentioned. ¹¹

Why do we need to focus on physical activity and healthy eating?

Wellington is following the national trend of increasing rates of overweight and obesity in the population which is a major area of concern. Increasing physical activity and healthy eating will act as major protective factors for the community.

Percentage of persons reporting type 2 diabetes 6.6 (Vic 5.0; 7 in LGA) (2014)¹¹
People with food insecurity 6.1 (Vic 4.6; 20 in LGA) (2013)².

In 2012 Wellington Shire Council developed a Walking and Cycling Strategic Plan that has resulted in a significant increase in funding allocated to walking and cycling infrastructure. This strategic document guides what is built and continues to be helpful when improving Wellington's physical environment to increase walking, cycling and active transport ³⁴.

What do we want to achieve?

Priority area	Focus area	Shared outcome	Shared measure	Current measure	Target for 2021
3. Increase healthy living	3a. Increase physical activity and healthy eating	Increase healthy eating and active living	Proportion of adults, adolescents and children who are overweight and obese	Wellington Shire 54.1% (2014) Vic 50.0% ¹¹	Decrease by 2.5% (52.75%)
			Proportion of adults, adolescents and children who consume sufficient fruit and vegetables	Wellington Shire 52.6% (2014) Vic 48.6% ¹¹	Increase by 10% (57.86%)
			Proportion of adults, adolescents and children who consume sugar sweetened beverages daily	Wellington Shire 20.6% (2014) Vic 11.2% ¹¹	Decrease by 10% (18.54%)
			Proportion of adults, adolescents and children who are sufficiently physically active	Wellington Shire 43.8% (2014) Vic 41.4% ¹¹	Increase by 10% (48.18%)

What else is influencing our work?

State:

The State-wide direction from the Victorian Public Health and Wellbeing Plan is:

- Promote consumption of healthy, sustainable and safe food consistent with the Australian dietary guidelines.
- Support healthy food choices to be the easier choices for all Victorians by working across the entire food system.
- Encourage and support people to be as physically active as often as possible throughout their lives. Strategies may include active transport (such as walking or cycling to work), neighbourhood design that promotes activity and social connectedness and participation in sport and recreation.
- Encourage interaction with nature in Victoria's parks and open spaces.

Local:

The Wellington Shire Council Plan 2017 - 2021, specifically:

- Maintain friendly, safe communities providing opportunities for residents to lead healthy and active lifestyles. (community theme)

Action areas:	<i>Healthy Wellington 2017 -2021 future direction</i>
Policy:	<i>Support the development and implementation of policies that promote healthy eating and physical activity.</i>
Physical environment:	<i>Influence the development of our settings that increase access to opportunities for physical activity for all in the community.</i> <i>Influence the development of our settings that increase access to healthy food options, and restrict access to unhealthy food options.</i>
Capacity building within environments:	<i>Strengthen and support capacity building within our settings to increase the capacity to provide healthy options of food & physical activity.</i>
Community voice and advocacy:	<i>Continue to engage with the community to promote messages of healthy eating and physical activity.</i>
Programs and events:	<i>Support the development and implementation of programs, events and resource that promote healthy eating and physical activity.</i>

Focus area 3b. Decrease smoking

What is smoking?

Smoking rates have had significant improvements over the past 30 years, and Australia is experiencing an incredible culture change to counter the drivers of smoking.

Tobacco still accounts for 25% of all deaths and is strongly linked to stroke and cardiovascular disease. It is a major cause of poor health ¹¹.

There is still a significant proportion of our population who continue to smoke on a daily basis. The rate of decline has not been experienced equally. Vulnerable groups are over represented in smoking statistics, highlighting a need for a more specific and targeted approach to increasing smoking cessation in Wellington. These vulnerable groups include Aboriginal people, people who experience psychological distress, people with a lower level of education, people who live in rural areas and people on low incomes or who are unemployed ¹¹.

Why do we need to focus on smoking cessation?

The Wellington community experiences higher rates of smoking compared to the State average.

What do we want to achieve?

Priority area	Focus area	Shared outcome	Shared measure	Current measure	Target for 2021
3. Increase healthy living	3b. Decrease smoking	Reduce smoking	Proportion of adults who smoke daily	Wellington Shire 14.3% (2014) Vic 9.8% ¹¹	Decrease by 15% (12.16%)

Action areas:	<i>Healthy Wellington 2017 -2021 future direction:</i>
Policy:	<i>Develop policies to support smoke-free settings, provide support to those who want to quit smoking and reduce harm from secondhand smoke exposure</i>
Physical environment:	<i>Support the development of smoke-free settings</i>
Capacity building within environments:	<i>Strengthen and support capacity building within our settings to increase the capacity to provide smoking cessation support</i>

Community voice & advocacy:	<i>Continue to engage with the community to promote messages of smoking cessation</i>
Programs and events:	<i>Support the development and implementation of programs, events and resource that promote smoking cessation</i>

What else is influencing our work?

The state-wide direction from the Victorian Public Health and Wellbeing Plan is to:

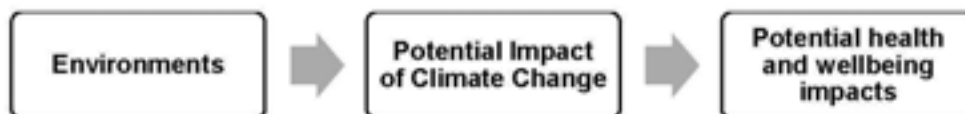
- Continue to further reduce smoking rates with the ultimate aim of achieving a tobacco-free Victoria.
- Continue legislative and non-legislative approaches to tobacco reform, such as smoking cessation support, in order to continue the downward trend in smoking rates.
- Focus on smoking cessation support at the community level (via hospitals, GPs and community health services).
- Target smoking cessation measures for those groups with disproportionately high smoking prevalence, particularly Aboriginal Victorians.

Priority area 4. Address climate change

What is climate change?

Climate change refers to a statistical significant change (or trend) in climate over many decades. ³⁵ Changes are directly or indirectly attributed to human activity and include an increase in extreme weather events and long-term changes to weather patterns.

Specific environments will be impacted by changing climate which will impact on individual and communities health and wellbeing.



Environments	Potential impacts of climate change	Potential health and wellbeing impacts
Built	Damage or loss of built environment and public infrastructure (for example roads, drains, parks, waste facilities, sports area, urban forest, etc)	Public services may be restricted. Reduced social connectivity, and decrease in individual/community wellbeing.
Natural	<p>Climate change may decrease the natural environment's capacity to act as a buffer and limit negative impacts.</p> <p>Increase in environmental degradation.</p> <p>Loss of biodiversity and changing landscapes (i.e. more weeds and pests).</p> <p>Problems with water quality and security.</p>	<p>The duration, frequency and severity of risks (such as extreme weather events) may increase. This may increase associated health impacts. Increased risk of property damage.</p> <p>The natural environment provides benefits for local communities and degradation will cause economic hardship and personal anxiety.</p> <p>People have a cultural connection to the natural environment, and will grieve change and loss.</p> <p>Decrease quality. Increase risk of water borne disease.</p>

Environments	Potential impacts of climate change	Potential health and wellbeing impacts
Economic	<p>Problems with reliability of food security</p> <p>Changes to rural community's due to seasonal conditions and economic pressures.</p> <p>Problems with water quality and security</p>	<p>Increase cost of food, and decrease in availability of fresh produce may have negative health impacts</p> <p>Loss of income, social connections, family support and decrease in wellbeing. Increase in anxiety, suicide, and psychological trauma.</p> <p>Increase in cost of water will cause economic hardship.</p>
Social	<p>Increase in pollutants and allergens</p> <p>Changing patterns of disease</p> <p>More extreme temperatures</p>	<p>Increased risks to human health will increase pressure on health services. This may reduce quality and accessibility of healthcare especially for vulnerable people.</p>

Why do we need to focus on Climate change?

Local Government and health agencies are on the frontline in dealing with the impact of climate change. They are well positioned to understand local circumstances and build resilience, to involve and communicate with the local community, and to support vulnerable people. ³⁶

Some global warming has already occurred – Australia has warmed by 0.9°C since 1950, and some effects have already occurred that include decreased cool season rainfall, more hot days, and increase in extreme weather. Australia's CSIRO and Bureau of Meteorology have released climate projections for future emission scenarios. ³⁶

Climate projections for the West Gippsland Region include an increase in average temperatures with more hot days, less rainfall and more frequent and heavy rainfall events; increased frequency of drought; decline in snow, harsher fire weather; higher sea levels and more frequent storm surge. ³⁷

Within the priority area of Climate Change, we acknowledge the complexity and interconnection between several focus areas. However, for clear strategic direction for Healthy Wellington 2017 – 2021 we have chosen the following focus areas:

- 4a. Increase capacity for climate change adaptation.
- 4b. Improve community resilience and municipal relief and recovery planning in the event of extreme weather and or a natural disaster.

Focus area 4a. Increase capacity for climate change adaptation

What is climate change adaptation?

Climate change adaptation is the ability of natural or human systems to prepare for actual or expected changes in the climate to minimise harm, act on opportunities or cope with the consequences. ³⁵

Why do we need to focus on climate change adaptation?

Climate change poses significant risks to our economies, communities and the natural environment. Each risk will affect individual people and community in varying degrees, and impacts will amplify existing pressures. Impacts of a changing climate are likely to be felt most acutely by those people who can least afford to bear them. ³⁶

Adaptation responses should be a collaborative response with shared responsibility. The level of priority given to each risk and adaptation response needs to consider the immediacy of the threat, the resources available, the vulnerabilities of the location, and community expectations. Some effects of a changing climate may require immediate planning and action; other risks may present extreme risks that are very unlikely to occur, and other risks may not require a response until sometime in the future. The climate is a dynamic system; therefore, there may be changes to the risks over time, as will community views, knowledge, resources and capacity. Adaptation strategies are strongly linked to building community resilience and all actions need to consider changing circumstances and be flexible, appropriate and capture emerging opportunities. ³⁷

What do we want to achieve?

Priority area	Focus area	Shared outcome	Shared measure	Current measure	Target for 2021
4. Climate Change	4a. Increase capacity for climate change adaptation	Demonstrate leadership and build capacity for adaptation	<i>Please refer to annual 'Sustainability snapshot' for specific measures that link to the progress of capacity of climate change adaptation.</i>	-	-

What else is influencing our work?

National

The Australian Government is reviewing its climate change policies to take stock of Australia's progress in reducing emissions, and ensure the Government's policies remain effective in achieving Australia's 2030 target and Paris Agreement commitments.

State

On 23 February 2017, the Climate Change Bill 2016 was successfully passed by the Victorian Parliament to create a new Climate Change Act 2017.

The Victorian Government has also released the first, Victorians Climate Change Adaption Plan 2017 – 2020. Within that plan, the priorities are:

- More effectively manage risks to the Government's own assets and services from climate change;
- Help the community to understand and manage the risks and impacts of climate change
- Encourage adaptation action across all policy areas and sectors of the economy ³⁸

Local

The Wellington Shire Council plan 2017 – 2021, specifically:

- Build resilience in our communities and landscapes to mitigate risks from a changing climate (Natural Environment theme).
- Enhance resilience in our towns and our communities. (Community theme) ³⁸

Action areas:	<i>Healthy Wellington 2017 -2021 future direction:</i>
Policy:	<i>Support the development and implementation of government policies that guide practice in sustainable living, and climate adaptation / mitigation.</i>
Physical environment:	<i>Improve biodiversity values on Council managed land. Support agricultural business and community groups with sustainable agriculture and adaptation strategies.</i>
Capacity building within environments:	<i>Implement and support the delivery of programs that promote sustainable living and climate adaptation / mitigation. These programs can be delivered across different settings such as early childhood sector, schools and workplaces.</i>
Community voice & advocacy:	<i>Continue to engage with the community to raise awareness of the importance of sustainable living to adapt to and mitigate climate change in our communities. Advocate and promote environmental sustainable design principles.</i>
Programs and events:	<i>Support the development and implementation of programs, resources and events that educate the community on sustainable living and climate adaptation.</i>

Focus area 4b. Improve community resilience and municipal relief and recovery planning in the event of extreme weather and or a natural disaster.

The Victorian Community Resilience Framework for Emergency Management supports “the capacity of local communities to be ready to withstand, and recover from an emergency, using community, social and business networks to raise awareness, share responsibility and build self-reliance to strengthen resilience.” ³⁹

What is relief and recovery planning?

Relief and recovery are responsibilities that require collaboration and coordination shared between individuals and communities, non- government organisations (NGOs), businesses, governments at all levels and government agencies. ⁴⁰

In the Wellington Shire relief and recovery planning is led by the Municipal Emergency Management Planning Committee. ⁴¹

Relief and recovery planning supports communities to successfully deal with the impacts of an emergency, such as a bushfire or flood, on the social, built, economic and natural environments helping to build cohesion and resilience to better cope with emergencies. ⁴²

Why do we need to focus on relief and recovery planning in the event of extreme weather and or natural disaster?

Over the years, relief and recovery planning has transitioned from implementing a set of activities during relief and recovery phases of an emergency, to now focusing on working towards meeting outcomes.

These outcomes include:

- Wellbeing – the safety, security, physical and mental health of individuals, families, and their community, including the most vulnerable.
- Liveability – the continuity, restoration and reconstruction of essential services, critical infrastructure and community infrastructure, to enable the functioning of a community.
- Sustainability – the reconnection, re-establishment and integration of local social and economic systems and networks.
- Viability – social and economic systems provide opportunities for growth, renewal and innovation.
- Community connection – Community systems and networks are understood, informed and work together to participate in planning and leading recovery through to long-term community resilience. ⁴²

There are direct and indirect health implications due to extreme weather and natural disaster. They include:

Direct health impacts	Indirect health impacts
Increases in bushfires may cause property loss or damage, psychological, and physical distress, injury or death.	Increase in the number and intensity of bushfires may lead to respiratory illness due to increased exposure to smoke; increase anxiety and psychological trauma where property damage, and income and social networks are affected.
Increases in major flooding may cause property damage, psychological, and physical distress, injury or death.	Increase in the number of major floods may lead to increase anxiety and psychological trauma where property damage, and income and social networks are affected; respiratory illness due to increased exposure to air pollutants from moulds and increases in mosquito-related illnesses.
Extreme heat events can cause physiological effects in response to thermal stress. <i>Climate change is already increasing the intensity and frequency of heatwaves in Australia.</i>	As temperatures rise, so does the risk of contracting a heat related illness, a medical condition that results from the body's inability to cope with heat and cool itself. If left untreated, a heat illness can lead to serious complications, even death.
Extended periods of serious or severe rainfall deficiency causing drought can cause physiological effects in response to downward pressure on farm incomes which flow through to service industries and rural communities.	Drought may increase depression, anxiety and psychological trauma in communities where incomes and social networks are affected.
Research has demonstrated a strong correlation between natural disasters and the increase in incidence and severity of domestic violence, and alcohol/substance abuse.	Extreme weather events causing bushfires, floods, windstorms and drought can change the face of communities with people having to leave their land or change the way they farm.

What do we want to achieve?

Priority area	Focus area	Shared outcome	Shared measure	Current measure	Target for 2021
4. Climate Change	4a. Decrease the impacts of climate change on individual and community health and wellbeing	Decrease the impacts of climate change on individual and community health and wellbeing	Excess death during extreme heat and heatwaves	Wellington Shire: (12-18 January 2014) 11 deaths ⁴³ Wellington Shire: (12-18 January 2011-2013 average) 7 deaths ⁴³	Zero excess deaths attributed to extreme weather and or natural disaster.

What else is influencing our work?

State

The Victorian government and Emergency Management Victoria have developed the 'Community Resilience Framework' which includes a guide on how state and local emergency services will work towards relief and recovery planning⁴⁸. The framework includes seven characteristics, and the following characteristics link closely with health and wellbeing:

- Safe and Well – Personal Health and Wellbeing, Personal and Community Safety
- Connected, inclusive and empowered - Community Connectedness Service availability/accessibility
- Sustainable built and natural environment - Open greenspace
- Culturally rich and vibrant - Arts and cultural activities, Leisure and recreation
- Reflective and aware - Emergency management and mitigation plans, Responsibility and self-organisation.

Local

The Wellington Municipal Emergency Management Committee has developed a number of emergency plans, structures and processes in place mitigate and recovery from emergencies:

- Municipal Emergency Management Plan
- Municipal Relief & Recovery Plan
- Municipal Fire Management Plan
- Municipal Heat Health Plan
- Municipal Flood Emergency Plan
- Municipal Influenza Pandemic Plan

The Wellington Shire Council plan 2017 – 2021, specifically:

- Enhance resilience in our towns and our communities. (community theme)
- Build resilience in our communities and landscapes to mitigate risks from a changing climate. (natural environment theme)

Action areas:	<i>Healthy Wellington 2017 -2021 future direction:</i>
Policy:	<p><i>Support the development and implementation of government policies that guide practice in relief and recovery planning within Wellington Shire.</i></p> <p><i>Support the development of emergency plans and policies that support local communities to adapt and minimise the health impacts of extreme weather events.</i></p>
Physical environment:	<i>Ensure appropriate risk and mitigation strategies are in place to maintain key infrastructure during extreme weather events.</i>
Capacity building within environments:	<i>Build community resilience within townships to appropriately prepare, respond and recover from emergencies.</i>
Community voice & advocacy:	<i>Continue to engage with the community to raise their awareness on appropriate response and recovery from emergencies.</i>
Programs and events:	<i>Support the development and implementation of programs, events and resources that educate and inform about appropriate actions during extreme weather and or natural disaster.</i>

Evaluation and reporting

Due to being an integrated plan, Healthy Wellington is accountable to a range of stakeholders, including:

- Individual organisations
- Healthy Wellington Action Group
- Wellington Shire Councillors
- Department of Health and Human Services (DHHS)
- Wellington Community

While utilising the Outcomes Framework to measure change over time, these indicators are a long-term measure. To ensure our work is on track and to share this with stakeholders Healthy Wellington will meet accountability requirements in a number of ways.

Healthy Wellington 2017 – 2021 will strive to be transparent and accountable, ensuring the action we undertake results in a positive impact on the Wellington Community. This accountability will include reporting on activities undertaken, successes and impacts measured.

The success of Healthy Wellington 2017 – 2021 will not be based solely on the outcome measures. Success will also be based on the Healthy Wellington Partnership, defined by:

- Retention and growth of number and variety of partners
- Community awareness of work of Healthy Wellington 2017-2021
- Community is engaged and driving action planning
- Strong collaboration having occurred

Annual Reporting to DHHS, Councillors and Partner Organisations

We will compile an annual report to DHHS, which will incorporate a range of evaluation methods and requirements.

DHHS requirements:

Health Promotion Funded Agencies are required to report to DHHS on an annual basis on actions implemented, with a focus on impacts measured. These reports are to meet the current reporting guidelines provided by DHHS for Health Promotion Funded Agencies. Municipal Public Health and Wellbeing Plans are also required to be reported to DHHS and the associated requirements will be incorporated into this report.

For other areas in the action plans, the requirements of reporting will be less stringent, acknowledging the different evaluation capabilities within partner agencies. Reporting will capture the story, using case studies where appropriate.

To meet these accountability requirements to DHHS and partner organisations, Healthy Wellington 2017 – 2021 will collate an annual report, highlighting achievements, impacts measured and outputs where appropriate.

Quarterly Reporting to Healthy Wellington Action Group (HWAG)

The purpose of the HWAG is to ensure, development implementation and evaluation of the Healthy Wellington 2017 – 2021 Plan. To provide this guidance progress on annual action plans will be reported to HWAG on a quarterly basis. These reports will identify strengths as well as barriers, with the intention to improve progression. Quarterly reporting will also go to relevant working groups.

Community Commitment

Above all else, Healthy Wellington 2017 – 2021 acknowledges that we are accountable directly to the Wellington community. Throughout the implementation of this strategic document, we will share achievements and impacts back to the community, through a variety of means. This communication will be ongoing, and will be written with language appropriate to the audience.

This commitment by all partners will ensure that we remain accountable to our community always.

HEALTHY WELLINGTON 2017 – 2021

Part 2: Theory, research and references

Integrated Municipal Public Health and Wellbeing Plan &
Health Promotion Funded Agencies Health Promotion Plan



DRAFT Healthy Wellington 2017 – 2021 Part 2. Theory, research and references
Page 1 of 11

Healthy Wellington 2017 – 2021 consist of a suite of four documents:

- Part 1: Strategic plan
- Part 2: Theory, research and references (this document)
- Part 3: Municipal scan
- Part 4: Annual action plan (in development)

Theory

This document provides details into the theories and research which will guide the implementation of Healthy Wellington 2017 – 2021.

What is public health planning?

Public Health and Health Promotion is a proactive approach to improving the health and wellbeing of a population. Public health goes beyond the health system and takes into account the factors which lead to poor health outcomes for the community. It is a proactive approach to the health of the community, strengthening protective factors and reducing the factors which cause poor health. This is further explained through the Public Health Model. Public Health works behind the scenes to protect health, prevent illness and promote the wellbeing of all in a community. Public health can be defined as "policies, programs and safeguards to protect maintain or promote the health of the community at large, and prevent or reduce the incidence of disease, injury or disability within the community" ⁴⁴. Addressing public health is not a simple solution for the whole of a community; it requires consideration to the disparities in health and wellbeing between different social groups. Research shows that there are subgroups within our population who do not enjoy the same level of health as the general population, which can be further addressed with acknowledgement to the social model of health.

Public health model

The framework for Healthy Wellington 2017 – 2021 incorporates a Public Health Model with a strong focus on universal and secondary intervention to address the causes of poor health and wellbeing. Due to the diversity of partners involved, strategies implemented to address our priority areas will move along the spectrum of the public health model dependant on the nature of the organisation leading the work.



Health promotion is the process of enabling people to increase control over, and to improve, their health. It moves beyond a focus on individual behaviour towards a wide range of social and environmental interventions ⁴⁵. Healthy Wellington 2017 – 2021 recognises that improving health requires involvement from those outside of the health sector.

Community development:

Healthy Wellington 2017 – 2021 will utilise existing strengths in community development practices in the implementation of Healthy Wellington 2017 – 2021. Community development involves changing the relationships between ordinary people and people in positions of power, so that everyone can take part in the issues that affect their lives. Community development practitioners work alongside people in communities to help build relationships with key stakeholders and to identify common concerns. They create opportunities for the community to learn new skills and, by enabling people to act together, community development practitioners help to foster social inclusion and equality ⁴⁶. Health Promotion and Community Development are similar in their understanding that social conditions affect health & well-being and in the appreciation that a Community Development approach is most effective to build community capacity for long-term change.

Social determinants of health:



Evidence on the close relationship between living and working conditions reinforces how our health is influenced by the social environment. Factors such as income, education, conditions of employment, power and social support act to strengthen or undermine the health of individuals or communities. Due to the influence on health these factors are known as the 'social determinants of health' ⁴⁷. Healthy Wellington 2017 – 2021 will take into account the social determinants of health when identifying strategies to implement.

Lenses:

Population health work can impact and affect people of different demographics in different ways. The diversity of our community means that many considerations need to be applied to our work. Organisational systems, including policies, plans, programs, services and communication, can cause or lead to discriminatory effects and inequity in access, or may

reinforce harmful stereotypes. To ensure our work is not further causing inequities in health, it is important to look through certain lenses. When looking through a lens, this can mean involving people from particular population groups to determine how their experience of health and health services can vary.

The lenses which will be applied throughout the work of Healthy Wellington 2017 – 2021 include:

- Aboriginal & Torres Strait Islander
- Culturally and Linguistically Diverse (CALD) Individuals
- Age
- Disability
- Gender
- LGBTIF

Place-based:

Place-based and 'whole of community' approaches recognise the important role location plays in health and wellbeing. In recognising that people and places are connected inter-related and that the places where people spend their time play an important role in shaping their health and wellbeing, action can be delivered with the local context considered. A place-based approach enables us to take comprehensive action within and across the range of settings in Wellington to promote health and wellbeing.

Settings focus:

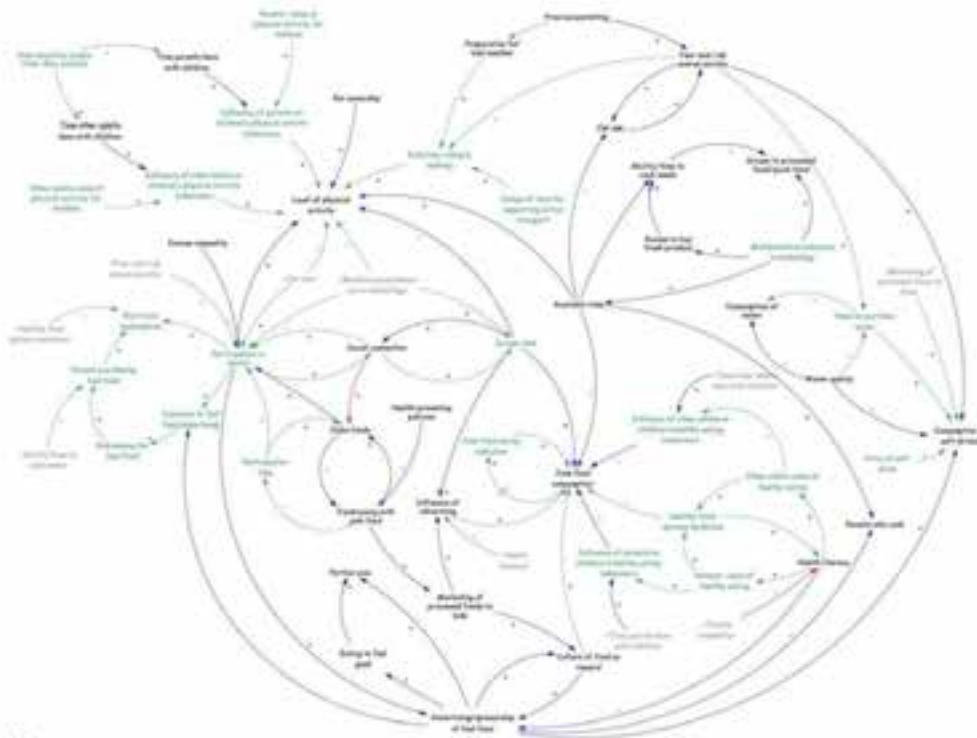
Healthy Wellington 2017 – 2021 will have a focus on settings as a place of influence. Throughout this document 'settings' will be used to represent the key environments where people live, learn, work and play. These include, but are not limited to:

- Early childhood care settings and schools,
- Workplaces & Organisations
- Community groups
- Sporting clubs, sports, recreation, social and leisure spaces
- Health, family and community services
- Art and cultural spaces
- Media

Integrating systems thinking:

'Systems thinking' takes into account that public health problems are complex and are not caused by a single factor. By using a systems perspective Healthy Wellington 2017 – 2021 can acknowledge that many points in a system can be altered to create change, calling for an integrated top-down and bottom-up approach. By looking at the whole 'system' Healthy Wellington 2017 - 2021 is able to address an issue from a multitude of angles and a range of action areas, creating a greater impact.

Below is an example of a systems map to demonstrate how systems mapping highlights the complexities of a health area.



48

Outcomes framework:

Healthy Wellington 2017 – 2021 is focused on achieving better outcomes for Wellington Shire residents. For that reason we will be utilizing the Victorian Public Health and Wellbeing Outcomes Framework (Outcomes Framework) s.

The Outcomes Framework provides an approach that helps understand and measure whether the actions being delivered are having a real and lasting impact on people's lives. The Outcomes Framework is a collation of a comprehensive set of indicators drawn from multiple data sources. These indicators will help us track whether our efforts are improving the health and wellbeing of Victorians over time.

By utilising the Outcomes Framework, Healthy Wellington 2017 – 2021 will strive to create a shared vision for our community, using agreed upon shared outcomes indicators to measure our success.

It is important to note that there are limitations in the data available within particular priority areas. To overcome this, we will focus on ensuring local evaluation on actions being delivered.

Research

National, state and local policy context

When developing Healthy Wellington 2017 – 2021, a review of the following national, state and local policies was conducted:

National

Australian Dietary Guidelines 2013
Australia's Physical Activity and Sedentary Behaviour Guidelines July 2014
Change the Story: a shared framework for the primary prevention of violence against women and their children in Australia 2015
Fifth National Mental Health Plan 2017 - 2022
National Climate Resilience and Adaptation Strategy 2015
National Drug Strategy 2017-2022
National Health and Medical Research Council – Alcohol guidelines: reducing the health risks 2016
National Mental Health Policy 2008
National Strategy on Binge Drinking 2013
National Tobacco Strategy 2012-2018

State

Absolutely Everyone: State Disability Plan 2017-2020
Department of Education and Training - Education State
Department of Health and Human Services 2017, *Inequalities in the social determinants of health and what it means for the health of Victorians: findings from the 2014 Victorian Population Health Survey*, State of Victoria, Melbourne
Department of Health and Human Services - Racism in Victoria and what it means for the health of Victorians 2017
Department of Health – Using policy to promote mental health and wellbeing: a guide for policy makers 2012
Ending family violence: Victoria's Plan for Change 2016
Free From Violence: Victoria's Strategy to Prevent Family Violence and all Forms of Violence Against Women 2017
Municipal Public Health and Wellbeing Planning: Having Regard to Climate Change 2012
Physical Activity, Sport and Walking: VicHealth's Investment Plan (2014-18)
Roadmap for Reform: Strong Families, Safe Children. The first steps. 2016
Royal Commission into Family Violence Report 2016
VicHealth Action Agenda for Health Promotion
VicHealth Behavioural Insights and Gender Equality
VicHealth Tobacco Strategy 2016-19
Victorian Public Health and Wellbeing Outcomes Framework
Victorian Public Health and Wellbeing Plan 2015-2019
Victoria's Multicultural Policy
Youth Policy: Building Stronger Youth Engagement in Victoria

Local

Central Gippsland Health Service Plan 2012 - 2022
Central Gippsland Health Service Strategic Plan
Wellington Shire Council Plan 2017-2021
Gippsland Close the Health Gap Plan
Gippsland Medicare Local Strategic Plan
Gippsland Prevention of Men's Violence Against Women (PMVAW) Strategy
Gippsland Sexual and Reproductive Health Promotion Strategy 2013-2017
Gippsland Women's Health Strategic Plan

Ramahyuck District Aboriginal Corporation Strategic Plan
Wellington 2030 Community Vision 2.0
Wellington Best Start Action Plan
Wellington Community Early Years Plan 2017-2021
Wellington Primary Care Partnership Strategic Plan including service coordination and
integrated Chronic disease management
Wellington Shire Council Municipal Emergency Management Plan
Wellington Walking and Cycling Strategy
Yarram and District Health Service Strategic Plan

References:

1. State Government of Victoria, Department of Health and Human Services 2016, *Victorian public health and wellbeing plan 2015 – 2019*, DHHS, Melbourne
2. State of Victoria, Department of Health and Human Services 2016, *2014 Local Government Area Profiles: Wellington (S)*, Victorian Government, Melbourne, Australia.
3. Australia Bureau of Statistics 2017, *SEIFA by Statistical Local Area (SLA)*, viewed 17 January 2017, http://govhack.abs.gov.au/index.aspx?DataSetCode=ABS_SEIFA_SLA
4. Health Direct 2017, *Mental Health and Wellbeing*, viewed 27 June 2017, <https://www.healthdirect.gov.au/mental-health-and-wellbeing>
5. State of Victoria, Department of Health and Human Services, 2016 *Victorian public health and wellbeing outcomes framework*, DHHS, Melbourne
6. State of Victoria, Department of Education and Early Childhood Development Health and Human Services 2017, *Building resilience in children and young people: A literature review for the Department of Education and Early Childhood Development*, DEECD, Melbourne
7. Wellington Municipal Emergency Management Planning Committee 2016, *Wellington Shire Municipal Emergency Management Plan 2015-2017*, viewed 27 June 2017, <http://www.wellington.vic.gov.au/Living-in-Wellington/Emergency-Management>
8. Victorian Health Promotion Foundation 2016, *VicHealth Indicators Survey 2015 Selected Findings*, VicHealth, Melbourne, Australia.
9. State of Victoria, Department of Health and Human Services 2017, *Inequalities in the social determinants of health and what it means for the health of Victorians: findings from the 2014 Victorian Population Health Survey*, DHHS, Melbourne.
10. Department of Education and Training 2015, *Proportion of children who are bullied*, viewed 23 May 2017, <http://www.education.vic.gov.au/about/research/Pages/vcamstableau.aspx>
11. State of Victoria, Department of Health and Human Services 2016, *Victorian Population Health Survey 2014*, DHHS, Melbourne
12. Victorian Health Promotion Foundation, 2017. *Social Inclusion as a determinant of mental health and wellbeing*, viewed 23 May 2017, <https://www.vichealth.vic.gov.au/media-and-resources/publications/social-inclusion-as-a-determinant-of-mental-health-and-wellbeing>.
13. Wellington Shire Council 2017, *2030 Community Vision Version 2.0*, WSC, Sale
14. State of Victoria, Department of Education and Training 2015, *Proportion of students who report feeling connected with their school*, viewed 23 May 2017, <http://www.education.vic.gov.au/about/research/Pages/vcamstableau.aspx>
15. State of Victoria, Department of Education and Training 2015, *Proportion of children in with high levels of family stress*, viewed 23 May 2017, <http://www.education.vic.gov.au/about/research/Pages/vcamstableau.aspx>
16. National Health and Medical Research Council 2017, *Alcohol guidelines: reducing the health risks*, viewed 31 May 2017, <https://www.nhmrc.gov.au/health-topics/alcohol-guidelines>
17. Victorian Health Promotion Foundation 2016, *Alcohol Cultures Framework background paper. A framework to guide public health action on drinking cultures*, VicHealth, Melbourne.
- 18 World Health Organisation 2017, *Management of substance abuse: harmful use*, WHO, viewed 7 June 2017, http://www.who.int/substance_abuse/terminology/definition2/en/

19. TBD – Data requested **Rate of illicit drug-related ambulance attendance**
20. ACT Government 2014, *What is Problem Gambling?*, viewed 7 June 2017, http://www.problemgambling.act.gov.au/what_is_problem_gambling.html
21. Australian Institute of Family Studies 2014, *The impact of gambling problems on families*, viewed 7 June 2017, <https://aifs.gov.au/agrc/publications/impact-gambling-problems-families/what-are-impacts-gambling-problems-families>
22. Darbyshire, P. 2017. Children of parent(s) who have a gambling problem: a review of the literature and commentary on research approaches. *Health & Social Care in the Community*, 9, 185-193.
23. Victorian Responsible Gambling Foundation 2016, *Assessing gambling-related harm in Victoria: A public health perspective*, VRGF, North Melbourne
24. Victorian Commission for Gambling and Liquor Regulation (VCGLR) 2017, Population density and gaming expenditure, VCGLR, viewed 11 September 2017, <https://www.vcglr.vic.gov.au/resources/data-and-research/gambling-data/population-density-and-gaming-expenditure>
25. Victorian Responsible Gambling Foundation 2016, *Victorian Responsible Gambling Foundation Strategic Business Plan*, VRGF, North Melbourne
26. World Health Organization 2017, *Gender*, WHO, viewed 27 June 2017, <http://www.who.int/gender-equity-rights/understanding/gender-definition/en/>
27. State of Victoria (Department of Premier and Cabinet) 2016, *Safe and Strong: A Victorian Gender Equality Strategy*, Melbourne, Victorian Government, Melbourne
28. Our Watch, Australia's National Research Organisation for Women's Safety and VicHealth 2015, *Change the story: A shared framework for the primary prevention of violence against women and their children in Australia*, Our Watch, Melbourne
29. Victorian Health Promotion Foundation 2017, *Preventing violence against women*, viewed 23 May 2017, <https://www.vichealth.vic.gov.au/our-work/preventing-violence-against-women>
30. State Government of Victoria, Department Education and Training 2017, *Respectful Relationships*, viewed 27 June 2017, <http://www.education.vic.gov.au/about/programs/health/Pages/respectfulrelationships.aspx>
31. World Health Organization 2017, *Sexual and reproductive health*, viewed 31 May 2017, http://www.who.int/reproductivehealth/topics/sexual_health/conceptual_elements/en/
32. Gippsland East Local Learning and Employment Network, *YOUth Speak 2016*, Gippsland East LLEN, Bairnsdale
33. Wilson A, Wutzke S, Overs M 2014. 'The Australian Prevention Partnership Centre: systems thinking to prevent lifestyle-related chronic illness', *Public Health Research and Practice*, vol. 25, no. 1
34. Wellington Shire Council 2012, *Walking & Cycling Strategic Plan 2012 – 2016*, WSC, Sale
35. Commonwealth Scientific and Industrial Research Organisation 2017, *Climate variability and climate change*, CSIRO, viewed 31 May 2017 <https://www.climatechangeinaustralia.gov.au/en/climate-campus/climate-system/variability-vs-change/>

36. Australian Government 2015, *National Climate Resilience and Adaptation Strategy 2015*, Melbourne
37. West Gippsland Catchment Management Authority, 2016, *West Gippsland Regional NRM Climate Change Strategy*, Traralgon
38. The State of Victoria Department of Environment, Land, Water and Planning 2017, *Victorians Climate Change Adaption Plan 2017 – 2020*, DELWP, Melbourne
39. Emergency Management Victoria 2017, *Community Resilience Framework for Emergency Management*, EMV, Melbourne
40. Emergency Management Victoria 2017, *Resilient Recovery*, EMV, viewed 13 September 2017, <https://www.emv.vic.gov.au/about-us/current-projects/relief-and-recovery-reform-strategy>
41. Wellington Shire Council 2017, *Emergency Relief and Recovery*, viewed 13 September 2017, <http://www.wellington.vic.gov.au/Living-in-Wellington/Emergency-Management/Emergency-Relief-and-Recovery>
42. Wellington Shire Council 2017, *Emergency Management*, viewed 13 September 2017, <http://www.wellington.vic.gov.au/Living-in-Wellington/Emergency-Management>
43. ABS 2017, Customised report
44. South Australia Health 2017, *Regional Public Health planning and implementation: SA Health*. 2017. *Regional Public Health planning and implementation*, SA Health, viewed 31 May 2017, <http://www.sahealth.sa.gov.au/wps/wcm/connect/Public+Content/SA+Health+Internet/Protecting+public+health/Regional+Public+Health+planning+and+implementation>
45. World Health Organization 2017, *Health promotion*, viewed on 31 May 2017, http://www.who.int/topics/health_promotion/en/
46. Grand River Community Health Centre 2017, *Healthy Promotion and Community Development*, viewed 27 June 2017, <http://grandrivercho.ca/in-the-centre/health-promotion-community-development/>
47. Australian Institute of Health and Welfare 2017, *Social determinants of Health*, viewed 31 May 2017, <http://www.aihw.gov.au/WorkArea/DownloadAsset.aspx?id=60129556756>
48. Allender S, Owen B, Kuhlberg J, Lowe J, Nagorcka-Smith P, Whelan J, et al. 2015, A Community Based Systems Diagram of Obesity Causes, *PLoS ONE*, vol. 10, no. 7

HEALTHY WELLINGTON 2017 – 2021

Part 3: Municipal scan

Integrated Municipal Public Health and Wellbeing Plan and
Health Promotion Funded Agencies Health Promotion Plan



DRAFT Healthy Wellington 2017 – 2021 Part 3. Municipal scan
Page 1 of 21

Healthy Wellington 2017 – 2021 consist of a suite of four documents:

- Part 1: Strategic plan
- Part 2: Theory, research and references
- Part 3: Municipal scan (this document)
- Part 4: Annual action plan (in development)

DRAFT Healthy Wellington 2017 – 2021 Part 3. Municipal scan
Page 2 of 21

Contents

Summary of Wellington Shire Municipal Scan.....	4
Introduction.....	5
What is a Municipal Scan.....	5
Wellington Shire.....	7
Our Population.....	7
Victoria's Population Health and Wellbeing Priorities in the Local Context	8
1. Healthier eating and active living.....	8
Healthy Eating.....	9
Physical Activity.....	10
Overweight and obesity.....	11
Chronic disease (contributed to by poor diets and physical inactivity, as well as smoking (2), use of alcohol and drugs (3)).....	11
2. Tobacco-free living.....	12
3. Reducing harmful alcohol and drug use	12
4. Improving mental health	13
Inside Mental Health: Gaming	14
5. Preventing violence and injury	14
6. Improving sexual and reproductive health.....	15
Other Issues in Wellington.....	16
Gender Equity	16
Inclusion of People with Disability.....	17
Victorian Public Health and Wellbeing Plan: Considerations for Health at All Ages in Wellington:.....	17
Starting Well	17
Resilient adolescence and youth	18
Healthy adulthood	19
Healthy and active ageing.....	19
Conclusion.....	19
References	20

Summary of Wellington Shire Municipal Scan.			
For further information on each of the areas please refer to the full Scan.			
PRIORITY AREA (Taken from VPHWP)	Prevalence <i>(Is the problem widely experienced? i.e. % of Pop of wellington affected,</i>	LGA Data compared to State;	Trend <i>(Is this issue improving, remaining the same or getting worse?)</i>
1. Healthier eating and Active living	34.0% persons pre-obese (Vic 31.2%) ranked 27 out of 79 LGAs & 20.1% obese (Vic 18.8%) ranked 40 out of 79 LGAs (2015) ¹ .	Above state average	Worse
2. Tobacco-free living	14.8 % of Wellington population over 18 years smoke (Vic 13.1%) (2015) ¹ .	Above state average	Improving
3. Reducing harmful alcohol and drug use	Drug usage and possession offences 5.6 people per 1000 population (Vic 5.1) ranked 23 out of 79 LGAs (2015) ¹ . 76.0% of the Wellington adult population with increased lifetime risk of alcohol related harm (Vic 59.2%) (2015) ¹ .	Above state average	Worse
4. Improving mental health	11.7% percentage of persons in Wellington reporting high/very high degree of psychological distress (Vic 12.6%) ranked 40 in LGAs (2015) ¹ . Prevalence of depression and anxiety in Wellington is 27.1% (Vic 24.2%) (2014) ² .	Above state average	Worse
5. Preventing violence and injury	Family incidents per 1000 population is 18.9* (Vic 12.4) ranked 12 out of 79 LGAs (2015) ¹ . Intentional injuries treated in hospital per 1,000 population is 6.7* (Vic 3.0) ranked 2 in LGAs (2015) ¹ .	Above state average	Worse
6. Improving sexual and reproductive health	Teenage fertility rate (per 1000 women aged 15-19) is 18.10* (Vic 10.28) ranked 20 out of 79 LGAs (2015) ¹ . Notifications of chlamydia per 1,000 females aged 20-24 years is 22.0 (Vic 18.4) (2014) ² .	Above state average	Worse

DRAFT Healthy Wellington 2017 – 2021 Part 3. Municipal scan
Page 4 of 21

Introduction

Healthy Wellington 2017 – 2021 is an integrated document of the 'Municipal Public Health and Wellbeing Plan' and health promotion funded agencies, 'Health Promotion Strategic Plan'.



When preparing for the next Municipal Public Health and Wellbeing Plan six interdependent planning stages will occur. The first four stages will occur over a 12-month planning period and the remaining two within a four-year implementation and evaluation period.

What is a municipal scan?

A municipal scan provides a preliminary understanding of the health and wellbeing status of the community and the determinants that contribute to this status. It needs to consider the context of other local, state and national health policy and issues.

The municipal scan alone will not provide the information needed to identify priorities however, it can indicate the areas where further analysis and discussion with stakeholders and the community needs to occur to identify priorities.

To perform this municipal scan, a variety of measures regularly used to measure health and illness in a population were examined, to build an understanding of the health challenges facing our community.

Primarily, data from the following sources was used (other sources have been used and referenced in the document):

- Victorian Government Data: LGA Profile 2015¹,
- The Victorian Population Health Survey 2014²,
- The 2016 Australian Census³ and Australian Bureau of Statistics 2011⁴,
- The VicHealth Indicators Surveys from 2011⁵ and 2015⁶.

While there are many additional government reports and data sources which could be included in the scan, many draw on the original data from these primary sources, and therefore were not included. Effort was made to include as much gendered data as possible, where it was available.

To provide an evidence base with which to inform and develop Wellington Shire Council's 2017-2021 Municipal Public Health and Wellbeing Plan, data has been presented alongside the health priorities from the Victorian Population Health and Wellbeing Plan 2015-2019⁷. The Victorian Population Health and Wellbeing Plan 2015-2019 must be used as a guide when planning and selecting health priorities for Wellington's next Municipal Public Health and Wellbeing Plan.

To give an indication of the local context, this scan focussed on identifying health and wellbeing areas in which Wellington's performance was better or worse than the state average. These areas were identified by indicators which either varied from the state average by a statistically significant amount, or ranked in the top or bottom 20 (out of 79) of Victorian LGA rankings.

The top and bottom 20 state LGA rankings were considered to identify more favourable and less favourable measures, considering whether measures were framed in positive or negative language. For example, it is most favourable for measures which are framed positively, eg. 'Percentage of 19-year-olds completing year 12' to have a ranking in the top twenty, and least favourable to be ranked in the bottom 20. Conversely, for measures which are negative eg. 'Gambling machine losses per head of adult population', it is *least* favourable to rank in the top 20, and most favourable to rank in the bottom 20.

Top and bottom 20 rankings which are favourable, and statistically significant measures which indicate a strength are highlighted green, for clarification. Measures written in grey are not statistically significant, but provide supporting evidence.

Reference Key	
	Areas in which Wellington Shire is doing well against the State average
*	Statistically significant as determined by Victorian Population Health Survey OR ranks within the top or bottom 20 LGAs.
Frequently used References – please refer to Reference Page for Full List	
1	Victorian Government Data: LGA Profile 2015 ¹ ,
2	The Victorian Population Health Survey 2014 ² ,
3 and 4	The 2016 Australian Census ³ and Australian Bureau of Statistics 2011 ⁴ ,
5 and 6	The VicHealth Indicators Surveys from 2011 ⁵ and 2015 ⁶ .

Wellington Shire

Wellington Shire is located about 212km east of Melbourne in the Gippsland Region. Wellington is a large LGA, covering 10,817km², with nine major towns based around the largest community, Sale. The population of Wellington is growing more slowly than the Victorian average, and is projected to increase by 0.7% in 2014-2024¹.

In the Socio-economic Indexes for Areas (SEIFA), which is a measure of relative socio-economic advantage and disadvantage across Australia, Wellington has a score of 961 (in the index of relevant socioeconomic advantage and disadvantage). Scores less than 1000 in this index indicate relatively greater disadvantage and lack of advantage in general. Wellington scores similarly in other SEIFA indexes which measure access to economic resources (eg. housing) and education and occupation (eg. skilled vs. unskilled occupations, high qualifications etc.). Wellington is neither one of the most advantaged or disadvantaged regions in Australia¹.

Our population

Compared to other municipalities in Victoria, Wellington has a larger Aboriginal and Torres Strait Islander community, and little cultural diversity. The proportion of residents born overseas is 19.4%; 13.1% of residents speak a language other than English at home, compared to the Victorian average of 32.1%. People aged over 45 are overrepresented in the community, and people aged 15-44 years old are underrepresented. There are more people with disability in Wellington, who require care and/or financial support compared to the Victorian average¹. Consideration must be given to these vulnerable groups in public health and wellbeing planning, to ensure improved outcomes for all, including the most disadvantaged⁷.

Population by age³

	% total Wellington population	% total Victoria population
00-14yo	17.7%	18.2%
15-24yo	10.9%	13.0%
25-44yo	22.7%	28.6%
45-64yo	28.5%	24.6%
65-84yo	17.9%	13.4%
85+yo	2.4%	2.2%

Diversity, economic and employment characteristics

	Wellington measure	Victoria measure	LGA rank (out of 79)
Aboriginal and Torres Strait Island Population ¹	1.5%*	0.8%	
Percentage of population born overseas ¹	19.4%	35.1%	
Percentage speaking a language other than English at home ¹	13.1%	32.1%	
Percentage of families headed by one parent ¹	14.3%	15.3%	
Proportion who are female ¹	82.6%	82.2%	
Proportion who are male ¹	17.4%	17.8%	
Full-time equivalent students ¹	15.6%	n/a	

Unemployment rate ⁴	5.2%	6.3%	48
Percentage of individuals with income of less than \$400 per week ³	44.0%	39.9%	25
Median weekly personal income for people aged 15 years and over ³	\$562	\$644	

Aged and disability characteristics¹

	<i>Wellington measure</i>	<i>Victoria measure</i>	<i>LGA rank (out of 79)</i>
Percentage of people with need for assistance with core activity	6.0%	5.0%	25
People with severe and profound disability living in the community (all ages)	4.9%	4.0%	23
People receiving disability services support (per 1,000 population)	32.7*	8.9	1
Disability support pension recipients (per 1000 eligible population)	75.3	51.3	28
Age pension recipients per 1,000 eligible population	756.7	77.4	36

Victoria's population health and wellbeing priorities in the local context

The Victorian Population Health and Wellbeing sets out six health priorities to guide action over the next four years across the state. Selection of these priorities by the Government recognises that many diseases and conditions are interrelated, sharing common determinants, protective and risk factors, and that focussing on these common factors will allow prevention measures to improve outcomes across a range of physical and mental health conditions.

The six priority areas are discussed below, considering the local context.

1. Healthier eating and active living

Poor diets and physical inactivity are major risk factors for ill health and mortality from all causes, particularly cardiovascular disease, diabetes, obesity, and cancer. 10.5% of Australia's total burden of disease is due to dietary risks, and 4.6% is due to physical inactivity. High body mass index, is responsible for an additional 8.5% of the disease burden⁶.

Local data suggests that Wellington residents experience increased chronic disease related risk factors, particularly associated with poor diets. Wellington residents appear to be more active at work than Victorian counterparts, sit less, and are more likely to achieve recommended physical activity guidelines. Fewer Wellington residents however, walk for transport, so are less likely to participate in incidental physical activity by transport.

The Wellington Primary Care Partnership ('WPCP'), Central Gippsland Health Service ('CGHS'), Yarram and District Health Service ('YDHS'), and the Gippsland Primary Health Network ('Gippsland PHN') are all key external stakeholders who prioritise work in this area. The Gippsland PHN has identified 'lifestyle factors' for disease as a key area for influence in their priorities for 2016-2018⁹. In

the national context, projections of the prevalence of chronic diseases are rapidly increasing beyond the capacity of health services to manage. As such, even though local data does not show Wellington falling significantly behind the state average, the impact of poor diets, high BMI, and physical inactivity cannot be disregarded at a local level, and preventative measures should be supported.

Healthy eating

	Wellington measure	Victorian measure	LGA rank (out of 79)
People reporting poor dental health ¹	6.1	5.6	33
Proportion of children (aged 0-5) presenting with at least one decayed, missing or filled primary (baby) or permanent (adult) tooth, attending public dental services, 2014-16 (Dental health services VIC) ¹⁰	30.0	31.0	
Proportion of children (aged 6-8) presenting with at least one decayed, missing or filled primary (baby) or permanent (adult) tooth, attending public dental services, 2014-16 (Dental health services VIC) ¹⁰	55.0	57.0	
Proportion of children (aged 9-12) presenting with at least one decayed, missing or filled primary (baby) or permanent (adult) tooth, attending public dental services, 2014-16 (Dental health services VIC) ¹⁰	65.0	64.0	
Proportion of children (aged 13-17) presenting with at least one decayed, missing or filled primary (baby) or permanent (adult) tooth, attending public dental services, 2014-16 (Dental health services VIC) ¹⁰	65.0	70.0	
Proportion of adults (aged 18-24) presenting with at least one decayed, missing or filled primary (baby) or permanent (adult) tooth, attending public dental services, 2014-16 (Dental health services VIC) ¹⁰	70.0	83.0	
Proportion of adults (aged 25-44) presenting with at least one decayed, missing or filled primary (baby) or permanent (adult) tooth, attending public dental services, 2014-16 (Dental health services VIC) ¹⁰	87.0	92.0	
Proportion of adults (aged 45-64) presenting with at least one decayed, missing or filled primary (baby) or permanent (adult) tooth, attending public dental services, 2014-16 (Dental health services VIC) ¹⁰	96.0	98.0	
Proportion of adults (aged 65+) presenting with at least one decayed, missing or filled primary (baby) or permanent (adult) tooth, attending public dental services, 2014-16 (Dental health services VIC) ¹⁰	100	97.0	
Proportion of the adult population who consume sugar sweetened beverages daily ²	20.6*	11.2	7
Proportion of the adult population who consume sugar sweetened beverages daily, once or several times per week ¹	41.4*	30.7	
Proportion of adult population who never eat takeaway meals or snacks ²	12.7*	16.6	
Percentage of population with low food security ¹	6.1*	4.6	20
Percentage of population who ran out of food and could not afford to buy more (female) ¹¹	6.5	6.8	

Percentage of population who ran out of food and could not afford to buy more (male) ¹¹	1.7*	5.2	
Percentage of persons who share a meal with family at least 5 days per week ⁵	74.4*	66.3	15
Proportion of population who met both fruit and vegetable consumption guidelines ²	2.9	4.4	
Proportion of population who do not meet with fruit and vegetable consumption guidelines ¹	52.6	48.6	26
Proportion of females who do not meet with fruit or vegetable consumption guidelines ¹	50.4*	43.4	7
Proportion of males who do not meet with fruit or vegetable consumption guidelines ¹	53.1	54.0	55
Percentage of the population consuming 2+ serves fruit daily ²	43.5	47.8	

Physical activity

	Wellington measure	Victorian measure	LGA rank (out of 79)
Percentage of people who do not meet physical activity guidelines ¹	50.0*	54.0	60
Percentage of females who do not meet physical activity guidelines ¹	53.8	56.1	44
Percentage of males who do not meet physical activity guidelines ¹	47.6	52.0	59
% population physical activity status 'sedentary' ²	3.7	3.6	
% population physical activity status 'insufficient time and/or sessions' ²	47.0	50.4	
% population physical activity status 'sufficient time and sessions' ²	43.8	41.4	
% population physical activity status 'sufficient time and sessions' (female) ¹¹	57.9	59.7	
% population physical activity status 'sufficient time and sessions' (male) ¹¹	54.8	61.0	
Percentage of persons who sit for at least 7 hours per day ⁵	20.5*	32.6	69
Predominant type of physical activity (sitting) undertaken at work among those employed ²	34.8*	49.6	
Predominant type of physical activity (standing) undertaken at work among those employed ²	15.9	18.4	
Predominant type of physical activity (walking) undertaken at work among those employed ²	27.1	16.0	
Predominant type of physical activity (heavy labour/physically demanding work) undertaken at work among those employed ²	15.9	12.8	
Proportion of adult population who walked for transport for trips longer than 10 minutes on one day in the preceding week ⁷	3.2*	7.3	
Proportion of adult population who walked for transport for trips longer than 10 minutes on 2-3 days in the preceding week ⁷	21.9	16.8	

Proportion of adult population who walked for transport for trips longer than 10 minutes on 4+ days in the preceding week ²	11.7	18.1	
Proportion of adult population who did not walk for transport for trips longer than 10 minutes at all in the preceding week ²	62.8	57.4	

Overweight and obesity

	Wellington measure	Victorian measure	LGA rank (out of 79)
Percentage of persons overweight ¹	34.0	31.2	27
Percentage of females overweight ¹	22.7	24.3	48
Percentage of males overweight ¹	44.8*	38.4	19
Percentage of persons obese ¹	20.1	18.8	40
Percentage of females obese ¹	21.4	17.2	30
Percentage of males obese ¹	17.8	20.4	53
Proportion of adult population with BMI 'underweight' ²	1.4	1.8	
Proportion of adult population with BMI 'normal' ²	35.9	39.8	
Proportion of adult population with BMI 'pre-obese' ²	34.0	31.2	
Proportion of adult population with BMI 'obese' ²	20.1	18.8	

Chronic disease (contributed to by poor diets and physical inactivity, as well as smoking (2), use of alcohol and drugs (3))

	Wellington Measure	Victorian Measure	LGA Rank (out of 79)
Avoidable deaths per 100,000 population, 0-74 years, due to cancer ¹	28.2*	23.8	18
Avoidable deaths per 100,000 population, 0-74 years, due to cardiovascular disease ¹	26.3	23.0	39
Avoidable deaths per 100,000 population, 0-74 years, due to respiratory disease ¹	10.5	8.1	25
Percentage of persons reporting type 2 diabetes ¹	6.6*	5.0	7
Prevalence of type 2 diabetes ²	5.9%	5.3%	
Percentage of persons reporting high blood pressure ¹	29.1*	25.9	15
Percentage of persons reporting heart disease ¹	7.0	6.9	36
Prevalence of heart disease ²	7.3%	7.2%	
Cancer incidence per 1,000 population ¹	6.2	5.2	33
Cancer incidence per 1,000 females ¹	5.2	4.8	43
Cancer incidence per 1,000 males ¹	7.1	5.6	30
Prevalence of cancer ²	6.7%	7.4%	
Percentage of breast screening participation ¹	56.2%*	52.0%	17
Percentage of cervical cancer screening participation ¹	57.5%*	61.5%	61
Percentage of bowel cancer screening participation ¹	41.8%	37.6%	22

2. Tobacco-free living

Smoking is a significant contributor to the national burden of coronary heart disease, lung cancer and chronic obstructive pulmonary disease⁸.

There is an increased prevalence of smoking in Wellington, particularly among males, aged 18 and over, when compared to the rest of Victorians, although smoking rates have dramatically decreased nationally over the last 30 years¹².

It should be noted however, that on a national level, decline in smoking has not been experienced evenly across the population. Disadvantaged and vulnerable populations, for example people who experience psychological distress, people who live in rural areas, people on low incomes and people with lower levels of education (all of which are particularly relevant to the local context) have higher smoking rates, and bear a greater burden of smoking related morbidity and mortality⁷.

	Wellington measure	Victorian measure	LGA rank (out of 79)
Prevalence of smoking ⁷	14.8	13.1	
Prevalence of ex-smokers ⁷	26.4	24.8	
Prevalence of non-smokers ⁷	58.0	61.5	
Percentage of persons, 18+ who are current smokers ¹	14.8	13.1	33
Percentage of females, 18+ who are current smokers ¹³	14.3	12.9	33
Percentage of males, 18+ who are current smokers ¹³	25.0*	18.5	15
Percentage of population who smoke daily ⁷	14.3*	9.8	

3. Reducing harmful alcohol and drug use

Harmful alcohol and drug use is associated with crime, violence, injury, loss of life, road traffic accidents, mental illness, and suicide. Long-term regular alcohol consumption is also related to some cancers and heart disease⁷.

In Wellington, data shows significantly higher drug use and possession offences than the rest of Victoria. This may reflect increased drug use in the community. Alcohol measures clearly show increased alcohol consumption and increased short and long term alcohol related harm in Wellington. The Trends in Alcohol and Drug Related Ambulance Attendances in Victoria 2012-2013 report shows upward trends in the number of drug related attendances, for almost all drugs, by ambulance from 2011-2013 in regional Victoria¹⁴.

One strategy in Healthy Wellington 2013-17 Social Connections and Inclusion priority focussed on preventing alcohol consumption, through the delivery of educational programs in schools¹⁵. It is likely that consumption of alcohol and drug use among young people will become a greater priority area in Wellington's Youth Strategy 2017-2020.

	Wellington measure	Victorian measure	LGA rank (out of 79)
Drug usage and possession offences per 1000 population ¹	5.6	5.1	23
Rate of drug offences per 100,000 population ¹⁶	617	499	25
People at increased risk of alcohol-related harm on a single occasion of drinking ¹	52.5%	42.5%	21
Drug and alcohol clients per 1000 population ¹	6.9*	5.0	19
Proportion of the adult population who abstain or no longer drink alcohol ²	9.3%*	20.8%	

Proportion of the adult population with increased lifetime risk of alcohol related harm ²	76.0%*	59.2%	
Proportion of adult population at increased risk of alcohol-related injury on a single occasion ²	52.5%*	42.5%	
Proportion of residents who agree getting drunk every now and then is okay ¹⁷	30.9	27.9	

4. Improving mental health

A person's level of mental wellbeing is a culmination of many factors, in addition to the presence or not of a clinical mental impairment or illness. A person's physical health, social circumstances, environment and interactions with their community play significant roles in determining mental wellbeing².

The data below suggests that while people feel safe and supported in their neighbourhoods in Wellington, psychological distress is high, as is the prevalence of clinical depression and anxiety.

Healthy Wellington 2013-17 took a broad primary prevention approach to mental health through the Social Connections and Inclusion Priority, which focussed on enhancing community connections for vulnerable groups, particularly people with disability. Rural Access and GippSport are significant local partners working in this space.

	Wellington measure	Victorian measure	LGA rank (out of 79)
Percentage of persons reporting high/very high degree of psychological distress ^{1,2}	11.7%	12.6	40
Prevalence of depression and anxiety ²	27.1%	24.2%	
Registered mental health clients per 1000 population ¹	14.8	11.9	33
Percentage of persons with adequate work life balance ¹	57.8%*	53.1%	11
Perceptions of Neighbourhood – people willing to help each other (% agree) ¹	84.3*	74.1	
Perceptions of Neighbourhood – this is a close knit neighbourhood (% agree) ¹	76.5*	61.0	
Perceptions of Neighbourhood – people can be trusted (% agree) ¹	80.5*	71.9	
Percentage who help as a volunteer ²	26.4%	19.3%	33
People aged over 75 years living alone ¹	41.2%*	35.9%	16
Females aged over 75 year living alone ¹	71.8%	73.9%	54
Males aged over 75 years living alone ¹	28.2%	26.1%	26
High/very high levels of social isolation among adults ¹⁸	18.5%	17.3%	
People who live near public transport ¹	26.6%	73.9%	
Proportion of adults who belong to an organised group - Sport ¹⁸	30.5%	25.6%	
Proportion of adults who belong to an organised group - School ¹⁸	25.7%	13.6%	
Proportion of adults who attended a local community event ¹⁸	75.2%	58.9%	
Life satisfaction of adults ²	91.9%	92.4%	

Proportion of adults who feel valued by society ²	47.8%	51.4%	
Proportion of adults who definitely feel there are opportunities to have a real say on important matters ¹⁶	31.0%	35.2%	
Proportion of adults able to get help from friends ¹⁸	86.3%	79.7%	
Proportion of adults able to get help from family ¹⁸	76.9%	81.6%	
Proportion of children who report being bullied Year 7 to Year 9 ²⁶	22.4%	18.0%	
Proportion of children who report feeling connected to school Year 7 to Year 9 ²⁷	66.5%	62.3%	
Proportion of children at school entry whose parents report high levels of family stress in the past month ²⁸	11%	9.9%	

Inside mental health: gaming

Use of gaming machines increases social isolation (associated with poor mental health), financial insecurity and disadvantage¹⁹. In 2015-16 financial year in Wellington, more than \$21.74 million was lost through electronic gaming machines in Sale, Maffra and Yarram²⁰. The average adult in Wellington spends \$657.00 on gaming machines each year, nearly \$100 more than the average Victorian. In addition to this, only a small section of the population uses gaming machines, and therefore bear a substantial annual financial burden.

Furthermore, the burden of gaming is exacerbated by other gaming mediums, online gaming, TAB etc. which are reported to be equally popular in Wellington, but have no formal measurement or data available.

	Wellington measure	Victorian measure	LGA rank (out of 79)
Gambling			
Gaming machine losses per head of adult population ¹	\$657.00*	553.00	15

5. Preventing violence and injury

Violence and injury includes family violence, street and community violence, workplace injury, falls injury associated with suicide and transport-related injury⁷.

With the Royal Commission into Family Violence, family violence has become a major priority for the Victorian Government. Family violence has profound impacts, which disproportionately affect women and children, and is mostly perpetrated by men⁷.

Conversely, street violence primarily affects men, and perpetrators are most often other males⁷.

In Wellington, family incidents, sexual offences and violent offences are all more common than in the rest of Victoria. Significant numbers of intentional and unintentional injuries are treated in hospital, although a relatively small proportion of these are due to falls.

Prevention of Violence Against Women and Children was a priority area of Healthy Wellington 2013-17. Strategies in this area focussed on primary prevention by raising awareness of gender inequality as a primary driver of violence against women, and up skilling early years services to identify and

respond to violence against children. Gippsland Women's Health and Uniting Care Gippsland are key agencies working in this area.

To work effectively in crime prevention (particularly street and community crime), the Healthy Wellington partnership should engage with the police and justice sector, including agencies such as Victoria Police.

	Wellington measure	Victorian measure	LGA rank (out of 79)
Total offences per 1000 population ¹	102.8*	82.6	14
Family violence incidents per 1000 population ¹	18.9*	12.4	12
Rate of sexual offences per 100,000 population ¹⁶	683	207	n/a
Rate of stalking, harassment, and threatening behaviour per 100,000 population ¹⁶	469	211	n/a
Rate of violent offences per 100,000 population ¹⁶	2769	1265	5
Unintentional injuries treated in hospital per 1,000 population ¹	112.2*	61.0	8
Intentional injuries treated in hospital per 1,000 population ¹	6.7*	3.0	2
Percentage of unintentional injuries due to falls ¹	31.6	38.7	69

6. Improving sexual and reproductive health

Sexual health is a vital element of health, though sexual health seeking behaviour is easily influenced and often prevented by social taboo, gender norms and power dynamics⁷.

The local 2016 YOUTH Speak survey reports that 61% of respondents aged 16-18 years, and 92% of respondents aged 18-25 were sexually active²¹. Elevated teenage fertility and chlamydia notification rates presented below suggest that young people lack access to, or lack the motivation or understanding to use contraception effectively, to prevent pregnancy and sexually transmitted infections.

Sexual and reproductive health was not included in the 2013-2017 MPHWP, but is emerging as an important issue in the community. In 2016, council approved the installation of one free condom vending machine in the future Port of Sale Cultural Hub, however the political climate is such that the Council could contribute further to sexual health in the Shire, considering the rollout of the Respectful Relationships curriculum in Victorian schools in 2017. Gippsland Women's Health, Central Gippsland Health Service and Yarram and District Health Service prioritise work in this area locally.

	Wellington measure	Victorian measure	LGA rank (out of 79)
Teenage fertility rate (per 1000 women aged 15-19) ¹	18.1*	10.4	20*
Notifications of chlamydia per 100,000 population ¹	307.2	330.7	30
Rates of chlamydia notifications per 1,000 females, aged 15-19 years ²²	14.5	10.5	
Rates of chlamydia notifications per 1,000 females, aged 20-24 years ²²	22.0	18.4	

Other issues in Wellington

Gender equity and disability inclusion are two other health issues in Wellington that are significant, and closely related to the health outcomes of women and people with disability in our community. Principles related to gender equality and inclusion of people with disability should be applied across all work done as part of the Municipal Public Health and Wellbeing Plan.

Gender Equity

Gender inequalities and harmful gender stereotypes can have negative impacts on health and wellbeing for both men and women²³. For example, sexist behaviours and attitudes which objectify and value the physical image of women perpetuate violence against women, and ideals around masculine stoicism, or 'being tough' can impact negatively on the mental health of men, resulting in alarmingly high rates of male suicide in Australia²⁴.

Gender equality is related to sexual and reproductive health, and violence and injury, as discussed above. More broadly, gender issues also influence women's and men's ability to participate in general healthy behaviours. For example, women may be unable or reluctant to participate in physical activity and sport due to caring responsibilities, body image concerns, personal safety fears, lower SES/income, being time poor (from engaging in addition unpaid work – housework, meal preparation care giving etc.)²⁵.

In Wellington, gender inequality is evident in higher rates of family and sexual violence, and disparate social outcomes in education and employment between women and men, particularly for people not working as managers or professionals. Great disparity in outcomes is evident between women experiencing general disadvantage, for example those who are unemployed or earn less than \$400/week.

A focus of the 2013-2017 MPHWP was the Prevention of Violence Against Women and Children, which allowed strong partnerships to be formed between Wellington Shire Council and Gippsland Women's Health, GippSport (Women in Sport) and Uniting Care. Outcomes were achieved in increasing the reach of prevention of violence activities, and thus community awareness of the prevalence, causes, and impacts of violence against women was improved. In some ways, the focus on prevention of violence specifically prevented broader action in gender equality. For example, the working group did not have the ability to contribute to sexual and reproductive health, or respond to community feedback related to LGBTIQIA inclusion and equality.

	Wellington measure	Victorian measure	LGA rank (out of 79)
Percentage of females with income less than \$400 per week ¹	52.5*	47.1	18
Percentage of males with income less than \$400 per week ¹	35.1	32.1	33
Proportion of families headed by a single parent who is female ¹	82.1	82.8	43
Proportion of families headed by a single parent who is male ¹	17.9	17.2	37
Percentage of females aged 22-24 who are not employed or enrolled in education ¹⁶	22.0%		
Percentage of males aged 22-24 who are not employed or enrolled in education ¹⁶	13.5%		

Percentage of females aged 20-64 who are in paid employment ¹⁶	65%		
Percentage of males aged 20-64 who are in paid employment ¹⁶	74%		
Percentage of employed females working as managers and professionals ¹⁶	34.3%		
Percentage of employed males working as managers and professionals ¹⁶	32.2%		
Rate of sexual offences per 100,000 population ¹⁶	683*	207	n/a

Inclusion of people with disability

People living with intellectual, physical and sensory impairments face additional barriers in participating in community life, education and employment, while experiencing poorer health outcomes and often reduced access to healthcare²⁵. These barriers are exacerbated in rural areas, where lack of services, public transport etc. further reduce an individual's opportunity to engage in community life.

4.9% of Wellington residents (approx. 2000 individuals) experience severe and profound disability living in the community¹.

	Wellington measure	Victoria measure	LGA rank (out of 79)
Percentage of people with need for assistance with core activity ¹	6.0%	5.0%	25
People with severe and profound disability living in the community (all ages) ¹	4.9%	4.0%	23
Disability support pension recipients (per 1000 eligible population) ¹	75.3	51.3	30

Victorian Public Health and Wellbeing Plan: considerations for health at all ages in Wellington:

Starting well

Children's early experiences have significant impacts on their learning, development, health and future prospects. Developing and supporting positive health knowledge and behaviours in children is likely to achieve lasting, lifelong benefits for health and wellbeing².

Children in Wellington are at increased risk of child abuse, resulting in higher than average rates of child protection orders, and a larger number of children living in out of home care. Children are also developmentally vulnerable, and are much more likely than their Victorian counterparts to experience, emotional, behavioural, speech or language problems at school entry.

Key partners to the 2013-2017 MPHWP, UnitingCare Gippsland, Wellington Best Start and Central Gippsland Health Services work in this area, alongside the Council's Early Years Project Officer.

	Wellington measure	Victorian measure	LGA rank (out of 79)
Early Years			
Percentage of infants fully breastfed at three months ¹	46.0%*	51.8%	61
Percentage of children attending 3.5 year old maternal and child health checks ¹	66.9%	66.1%	45
Kindergarten participation rate ¹	100%	98.1%	31
Percentage of children with kindergarten subsidy ¹	39.4%	26.8%	22
School readiness			
Percentage of children with emotional or behavioural problems at school entry ¹	5.7%	4.6%	27
Percentage of children with speech or language problems at school entry ¹	16.9%	14.2%	33
Percentage of children developmentally vulnerable in one or more domains ¹	21.9%	19.5%	26
Percentage of children developmentally vulnerable in two or more domains ¹	10.1%	9.5%	31
Child safety			
Child protection investigations completed per 1,000 eligible population ¹	32.8*	19.4	12
Child protection substantiations completed per 1,000 eligible population ¹	17.5*	11.4	17
Child FIRST assessments per 1,000 eligible population ¹	16.1	10.1	29

Resilient adolescence and youth

Youth is a critical time for developing modifiable protective and risk factors for health (e.g. participation in exercise, smoking), which are often carried into adulthood. For young people, school is a key setting for developing these behaviours or not⁷. There is little youth-specific data available which relates to health behaviours, however the measures which are available do give an indication that young people in Wellington are at greater risk of becoming disengaged from education or employment – both of which are important social determinants of health.

Wellington's YOUth Speak survey conducted in 2016, provides local, youth-specific data from a sample of 1084 young people²¹. This data is not strong enough to stand alone, but can contribute to an understanding of the challenges facing youth to achieve health and wellbeing in Wellington, and provides insight to the factors which influence young people's ability to access education, employment, healthcare etc. The Youth Strategy, being developed by the Wellington Youth Services Network in light of the YOUth Speak findings will work towards enhancing the health and wellbeing of young people in Wellington.

	Wellington measure	Victorian measure	LGA rank (out of 79)
Percentage of year 9 students who attain national minimal standards in numeracy ¹	97.1%	95.6%	24
Percentage of year 9 students who attain national minimal standards in literacy ¹	91.8%	92.0%	36
People 19 years old having completed year 12 ¹	75.1%*	88.2%	72
People who did not complete year 12 ¹	63.9%*	43.7%	20
People who completed a higher education qualification ¹	25.5%*	45.7%	67
YOUth Speak 2016 results²¹			
Percentage of respondents looking for work	35%		
Percentage of respondents who did not have difficulty finding work	41%		
Percentage of respondents who want to/do not want to/are not sure if they want to live in Wellington in the future	25%/32%/43%		

Healthy adulthood

Adulthood can be a time of significant transition for individuals establishing and ending relationships, having families, growing careers etc. Those who experience long term unemployment face disadvantage and subsequent negative impacts on their health and wellbeing, and those who become parents face growing stressors and responsibilities associated with parenting⁷. In Wellington, general health services, maternal and child health services and community service organisations exist to support adults in times of transition.

Healthy and active ageing

Wellington is home to a growing older population. It has a larger and growing population of older people when compared to Victoria. As such, healthy ageing, which enables older people to remain active and participating in community life is important to prevent disengagement and deterioration of health and wellbeing⁷. There is little age-specific data available, but anecdotally, we know healthy ageing is an important issue in Wellington.

In 2016, Wellington received funding from the Department of Health and Human Services to implement a series of Age Friendly projects that support social connections, inclusion and participation for older people living in Wellington. These community led projects are being implemented in 2017.

Conclusion

Wellington is facing a range of health and wellbeing challenges. There is existing evidence which supports Wellington's action in all the six Victorian health priorities. In planning the new Municipal Public Health and Wellbeing Plan, consideration must be made for promoting health at every stage of life, and promoting health for Wellington's most disadvantaged groups, including Aboriginal and Torres Strait Islanders, people with disability and women, who experience poorer social outcomes associated with inequity and discrimination.

References:

1. Department of Health and Human Services 2016, *2015 Local Government Area Profiles: Wellington (S)*, Victorian Government, Melbourne, Australia.
2. Department of Health and Human Services 2016, *Victorian Population Health Survey 2014*, State Government of Victoria, Melbourne, Australia.
3. Australia Bureau of Statistics 2017, *2016 Census Quick Stats Wellington (S)*, viewed 27 June 2017, http://www.censusdata.abs.gov.au/census_services/getproduct/census/2016/quickstat/LGA26810?opendocument
4. Australian Bureau of Statistics 2017, *SEIFA by Statistical Local Area (SLA)*, viewed 17 January 2017, http://govhack.abs.gov.au/index.aspx?DataSetCode=ABS_SEIFA_SLA
5. VicHealth 2012, *VicHealth Indicators Survey 2011*, Victorian Health Promotion Foundation, Melbourne, Australia.
6. VicHealth 2016, *VicHealth Indicators Survey 2015 Selected Findings*, Victorian Health Promotion Foundation, Melbourne, Australia.
7. Victorian Government 2015, *Victorian Public Health and Wellbeing Plan 2015-2019*, Victorian Government, Melbourne, Australia.
8. Institute for Health Metrics and Evaluation 2013, *Global Burden of Disease (GBD)*, Institute for Health Metrics and Evaluation, Seattle.
9. Gippsland PHN 2016, *Gippsland PHN Priorities 2016-18 Condensed Version*, Gippsland Primary Health Network, Moe, Victoria, Australia, viewed January 17 2017, <http://www.gphn.org.au/wp-content/uploads/2014/02/Population-health-priorities-2016-18-Simple-for-web.pdf>
10. Dental Health Services Victoria 2016, *Wellington Shire Oral Health Profile*, Dental Health Services Victoria, Melbourne.
11. Gippsland Women's Health Service 2013, *Gendered Health Indicators: Wellington Shire*, Gippsland Women's Health Service, Sale, Victoria.
12. Department of Health 2013, *Victorian Secondary School Students' use of licit and illicit substances in 2011: Results from the 2011 Australian Secondary Students' Alcohol and Drug (ASSAD) Survey*, State Government of Victoria, Melbourne.
13. Department of Health and Human Services 2015, *2014 Local Government Area Profiles: Wellington (S)*, Victorian Government, Melbourne, Australia.
14. Lloyd, B, Matthews, S, Gao, X.C 2014, *Trends in alcohol and drug related ambulance attendances in Victoria: 2012/13*, Turning Point, Fitzroy, Victoria.
15. Wellington Shire Council 2012, *Healthy Wellington: Municipal Public Health and Wellbeing Plan 2013-2017*, Wellington Shire Council, Sale, Victoria, Australia.
16. Brown, H 2016, *Offences by Municipality*, City of Greater Dandenong, Dandenong, Victoria.
17. VicHealth 2016, *VicHealth Indicators Survey 2015 Results: Wellington LGA Profile*, viewed 23 May 2017, Victorian Health Promotion Foundation, Melbourne, Australia.
18. Department of Health and Human Services 2017, *Inequalities in the social determinants of health and what it means for the health of Victorians: findings from the 2014 Victorian Population Health Survey*, State of Victoria, Melbourne.
19. Department of Justice 2011, *Socio-economic impacts of access to electronic gaming machines in Victoria: effects on demand and communities*, viewed 15 April 2017, http://www.responsiblegambling.vic.gov.au/_data/assets/pdf_file/0011/4034/Round-1-Socio-economic-impacts-of-access-to-egms-in-victoria.PDF

20. Victorian Commission for Gambling and Liquor Regulation 2017, *Monthly LGA EGM Statistics: Shire of Wellington*, viewed 2 February 2017, <https://www.vcgr.vic.gov.au/CA256F800017F8D4/VCGLR/7C4FR00D26AF1EFFCA257B320078D3F57OpenDocument>
21. Gippsland East LLEN 2016, *YOUth Speak 2016*, Gippsland East Local Learning and Employment Network, Bairnsdale, Victoria.
22. Department of Health and Human Services 2015, *Notified cases of Chlamydia: Wellington 2012 to 2014*, viewed 24 May 2017, <https://www2.health.vic.gov.au/about/publications/data/Wellington%20notified%20cases%20of%20Chlamydia>
23. Department of Premier and Cabinet 2017, *Free from violence: Victoria's strategy to prevent family violence and all forms of violence against women* viewed 1 May 2017, http://www.vic.gov.au/system/user_files/Documents/fv/Free%20from%20violence%20-%20Victoria's%20prevention%20strategy.pdf
24. Brown, H 2016, *Differences in Social Conditions and Outcomes, by Gender*, City of Greater Dandenong, Dandenong, Victoria.
25. VicHealth 2012, *Disability and health inequalities in Australia: research summary*, viewed 15 April 2017, <https://www.vichealth.vic.gov.au/media-and-resources/publications/disability-and-health-inequalities-in-australia>
26. Department of Education and Training 2015, *Proportion of children who are bullied*, viewed 23 May 2017, <http://www.education.vic.gov.au/about/research/Pages/vcamstableau.aspx>
27. Department of Education and Training 2015, *Proportion of students who report feeling connected with their school*, viewed 23 May 2017, <http://www.education.vic.gov.au/about/research/Pages/vcamstableau.aspx>
28. Department of Education and Training 2015, *Proportion of children with high levels of family stress*, viewed 23 May 2017, <http://www.education.vic.gov.au/about/research/Pages/vcamstableau.aspx>

ITEM C5.2**SPECIAL COMMITTEES OF COUNCIL – INSTRUMENTS OF DELEGATION AND TERMS OF REFERENCE**

DIVISION: COMMUNITY AND CULTURE
 ACTION OFFICER: MANAGER COMMUNITY WELLBEING
 DATE: 3 OCTOBER 2017

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

OBJECTIVE

For Council to approve the revised Instruments of Delegations and Terms of Reference (as attached) for the:

- Briagolong Quarry Reserve Committee of Management
- Briagolong Recreation Reserve Committee of Management
- Cameron Sporting Complex Committee of Management
- Gordon Street Recreation Reserve Committee of Management
- Maffra Recreation Reserve Committee of Management
- Newry Recreation Reserve Committee of Management

For Council to maintain the current exemption under Section 81 of the *Local Government Act 1989* that exempts a member of a special committee who is not a Councillor from being required to submit a primary return or an ordinary return.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY**RECOMMENDATION**

That:

- 1. Council approve the revised Instruments of Delegations and Terms of Reference (as attached) for the:***
 - ***Briagolong Quarry Reserve Committee of Management***
 - ***Briagolong Recreation Reserve Committee of Management***
 - ***Cameron Sporting Complex Committee of Management***
 - ***Gordon Street Recreation Reserve Committee of Management***
 - ***Maffra Recreation Reserve Committee of Management***
 - ***Newry Recreation Reserve Committee of Management***
- 2. Council maintain the current exemption under Section 81 of the Local Government Act 1989 that exempts a member of a special committee who is not a Councillor from being required to submit a primary return or an ordinary return.***

BACKGROUND

Council currently has six Section 86 Special Committees of Council delegated with responsibility for managing community facilities on behalf of Council. The Instruments of Delegation for these six Special Committees were last adopted by Council on 20 August 2013.

In line with Section 81 of the *Local Government Act 1989*, Council's Instruments of Delegation for Special Committees and any exemptions in force relating to primary and ordinary returns require review within 12 months of a general election.

The list of Special Committees having their Instruments of Delegation reviewed, is as follows:

- Briagolong Quarry Reserve Committee of Management
- Briagolong Recreation Reserve Committee of Management
- Cameron Sporting Complex Committee of Management
- Gordon Street Recreation Reserve Committee of Management
- Maffra Recreation Reserve Committee of Management
- Newry Recreation Reserve Committee of Management

New Instruments of Delegation and Terms of Reference for the above Special Committees are attached for Council's information and adoption. Only minor amendments have been made to each.

OPTIONS

Council has the following options:

1. Approve the revised Instruments of Delegation for the six Special Committees that manage and maintain public reserves in force under Section 86 of the *Local Government Act 1989* and the revised Terms of Reference for each Committee (as attached); or
2. Seek further information to be considered at a future Council Meeting.

PROPOSAL

That Council approve the revised Instruments of Delegations and Terms of Reference (as attached) for the:

- Briagolong Quarry Reserve Committee of Management
- Briagolong Recreation Reserve Committee of Management
- Cameron Sporting Complex Committee of Management
- Gordon Street Recreation Reserve Committee of Management
- Maffra Recreation Reserve Committee of Management
- Newry Recreation Reserve Committee of Management

That Council maintain the current exemption under Section 81 of the *Local Government Act 1989* that exempts a member of a special committee who is not a Councillor from being required to submit a primary return or an ordinary return.

CONFLICT OF INTEREST

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

LEGISLATIVE IMPACT

Council's Instruments of Delegation for Special Committees and any exemptions in force relating to primary and ordinary returns require review within 12 months of a general election in accordance with the requirement Section 86 and 81 of the *Local Government Act 1989*.

COUNCIL POLICY IMPACT

This report is in accordance with Council Policy 5.1.4 which establishes a framework for the guidance of Council in relation to the roles and responsibilities of Committees.

COUNCIL PLAN IMPACT

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

Strategic Objectives

6.3 Maintain a well governed, transparent, high performing, ethical and accountable organisation.

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

Strategy 6.3.4 Ensure effective and accountable risk management and occupational health and safety systems.

CONSULTATION IMPACT

The amended Instrument of Delegation and Terms of Reference will be sent to all section 86 Committees with a brief explanation of process and changes.



Wellington Shire Council Instrument of Delegation Briagolong Quarry Reserve Committee

Wellington Shire Council (**Council**) delegates to the special committee established by resolution of Council passed on 16 September 2003 and known as the "Briagolong Quarry Reserve Committee" (**the Committee**), the powers and functions set out in the Schedule, and declares that:

1. this Instrument of Delegation is authorised by a resolution of Council passed on XX/XX/2017;
2. the delegation:
 - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 2.2 remains in force until Council resolves to vary or revoke it; and
 - 2.3 is to be exercised in accordance with the Terms of Reference, guidelines and policies of Council; and
3. all members of the Committee will have voting rights on the Committee.

Dated this _____ day of _____ 2017

The Common Seal of WELLINGTON)
SHIRE COUNCIL was hereunto affixed)
this _____ day of _____ 2017)
in accordance with Local Law No. 1)
in the presence of:)

.....
Chief Executive Officer

SCHEDULE

Powers and functions

To exercise Council's functions and powers to perform Council's duties in relation to the management of the Briagolong Quarry Reserve, and for those purposes:

1. To manage, operate and maintain the Briagolong Quarry Reserve for the community in an efficient, effective and practical manner.
2. To undertake activities designed to protect, promote, utilise and develop the Briagolong Quarry Reserve for the use and enjoyment of the local community in line with Council policy and relevant Council strategic documents.
3. To keep the Council informed on the operations, improvements and advancements of the Briagolong Quarry Reserve by forwarding copies of all minutes of all ordinary and extraordinary meetings and the Annual Report.
4. To set, maintain and collect appropriate user charges.
5. To ensure that the Briagolong Quarry Reserve's capital assets are adequately maintained.
6. To provide advice to Council on matters relating to the Briagolong Quarry Reserve.

Exceptions, conditions and limitations

1. The Committee is not authorised by this Instrument to make amendments to this Instrument of Delegation. The Committee may propose amendments to the Council.
2. The Committee may not expend without the written approval of the Council total expenditure in any one financial year in excess of the approved annual budget
3. The Committee may not expend without the written approval of a Council Officer (with correct delegation) expenditure on any single purchase order or item in excess of \$5000 (inc GST) made for replacement or renewal of existing items.
4. The Committee may not expend without the written approval of Council expenditure on any single purchase order or item in excess of \$5000 (inc GST) made for capital improvements.
5. The Committee may not provide financial sponsorship for any event or program without written approval from the Coordinator Community Committees.
6. Except as otherwise provided herein, the Special Committee does not have power to:
 - a. Delegate its functions.
 - b. Declare a rate or charge (except the fixing and collection of user charges, admittance fees to functions or events and registration fees)
 - c. Borrow money or obtain other advances from or on behalf of Council.
 - d. Enter into contracts or leases for or on behalf of Council.

Interest Returns

Under the provisions of Section 81 of the *Local Government Act 1989* Council exempts individual Committee members of the Briagolong Quarry Reserve Committee of Management from the requirement to submit Primary or Ordinary Returns.



Wellington Shire Council Instrument of Delegation Briagolong Recreation Reserve Committee

Wellington Shire Council (Council) delegates to the special committee established by resolution of Council passed on 16 September 2003 and known as the "Briagolong Recreation Reserve Committee" (the Committee), the powers and functions set out in the Schedule, and declares that:

4. this Instrument of Delegation is authorised by a resolution of Council passed on XX/XX/2017;
5. the delegation:
 - 5.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 5.2 remains in force until Council resolves to vary or revoke it; and
 - 5.3 is to be exercised in accordance with the Terms of Reference, guidelines and policies of Council; and
6. all members of the Committee will have voting rights on the Committee.

Dated this _____ day of _____ 2017

The Common Seal of WELLINGTON)
SHIRE COUNCIL was hereunto affixed)
this _____ day of _____ 2017)
in accordance with Local Law No. 1)
in the presence of:)

.....
Chief Executive Officer

SCHEDULE

Powers and functions

To exercise Council's functions and powers to perform Council's duties in relation to the management of the Briagolong Recreation Reserve, and for those purposes:

7. To manage, operate and maintain the Briagolong Recreation Reserve for the community in an efficient, effective and practical manner.
8. To undertake activities designed to protect, promote, utilise and develop the Briagolong Recreation Reserve for the use and enjoyment of the local community in line with Council policy and relevant Council strategic documents.
9. To keep the Council informed on the operations, improvements and advancements of the Briagolong Recreation Reserve by forwarding copies of all minutes of all ordinary and extraordinary meetings and the Annual Report.
10. To set, maintain and collect appropriate user charges.
11. To ensure that the Briagolong Recreation Reserve's capital assets are adequately maintained.
12. To provide advice to Council on matters relating to the Briagolong Recreation Reserve.

Exceptions, conditions and limitations

1. The Committee is not authorised by this Instrument to make amendments to this Instrument of Delegation. The Committee may propose amendments to the Council.
2. The Committee may not expend without the written approval of the Council total expenditure in any one financial year in excess of the approved annual budget
3. The Committee may not expend without the written approval of a Council Officer (with correct delegation) expenditure on any single purchase order or item in excess of \$5000 (inc GST) made for replacement or renewal of existing items.
4. The Committee may not expend without the written approval of Council expenditure on any single purchase order or item in excess of \$5000 (inc GST) made for capital improvements.
5. The Committee may not provide financial sponsorship for any event or program without written approval from the Coordinator Community Committees.
6. Except as otherwise provided herein, the Special Committee does not have power to:
 - e. Delegate its functions.
 - f. Declare a rate or charge (except the fixing and collection of user charges, admittance fees to functions or events and registration fees)
 - g. Borrow money or obtain other advances from or on behalf of Council.
 - h. Enter into contracts or leases for or on behalf of Council.

Interest Returns

Under the provisions of Section 81 of *the Local Government Act 1989* Council exempts individual Committee members of the Briagolong Recreation Reserve Committee of Management from the requirement to submit Primary or Ordinary Returns.



Wellington Shire Council Instrument of Delegation Cameron Sporting Complex Committee

Wellington Shire Council (Council) delegates to the special committee established by resolution of Council passed on 16 September 2003 and known as the "Cameron Sporting Complex Committee" (the Committee), the powers and functions set out in the Schedule, and declares that:

7. this Instrument of Delegation is authorised by a resolution of Council passed on XX/XX/2017;
8. the delegation:
 - 8.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 8.2 remains in force until Council resolves to vary or revoke it; and
 - 8.3 is to be exercised in accordance with the Terms of Reference, guidelines and policies of Council; and
9. all members of the Committee will have voting rights on the Committee.

Dated this _____ day of _____ 2017

The Common Seal of WELLINGTON)
SHIRE COUNCIL was hereunto affixed)
this _____ day of _____ 2017)
in accordance with Local Law No. 1)
in the presence of:)

.....
Chief Executive Officer

SCHEDULE

Powers and functions

To exercise Council's functions and powers to perform Council's duties in relation to the management of the Cameron Sporting Complex, and for those purposes:

13. To manage, operate and maintain the Cameron Sporting Complex for the community in an efficient, effective and practical manner.
14. To undertake activities designed to protect, promote, utilise and develop the Cameron Sporting Complex for the use and enjoyment of the local community in line with Council policy and relevant Council strategic documents.
15. To keep the Council informed on the operations, improvements and advancements of the Cameron Sporting Complex by forwarding copies of all minutes of all ordinary and extraordinary meetings and the Annual Report.
16. To set, maintain and collect appropriate user charges.
17. To ensure that the Cameron Sporting Complex's capital assets are adequately maintained.
18. To provide advice to Council on matters relating to the Cameron Sporting Complex.

Exceptions, conditions and limitations

1. The Committee is not authorised by this Instrument to make amendments to this Instrument of Delegation. The Committee may propose amendments to the Council.
2. The Committee may not expend without the written approval of the Council total expenditure in any one financial year in excess of the approved annual budget
3. The Committee may not expend without the written approval of a Council Officer (with correct delegation) expenditure on any single purchase order or item in excess of \$5000 (inc GST) made for replacement or renewal of existing items.
4. The Committee may not expend without the written approval of Council expenditure on any single purchase order or item in excess of \$5000 (inc GST) made for capital improvements.
5. The Committee may not provide financial sponsorship for any event or program without written approval from the Coordinator Community Committees.
6. Except as otherwise provided herein, the Special Committee does not have power to:
 - i. Delegate its functions.
 - j. Declare a rate or charge (except the fixing and collection of user charges, admittance fees to functions or events and registration fees)
 - k. Borrow money or obtain other advances from or on behalf of Council.
 - l. Enter into contracts or leases for or on behalf of Council.

Interest Returns

Under the provisions of Section 81 of *the Local Government Act 1989* Council exempts individual Committee members of the Cameron Sporting Complex Committee of Management from the requirement to submit Primary or Ordinary Returns.



Wellington Shire Council Instrument of Delegation Gordon Street Recreation Reserve Committee

Wellington Shire Council (Council) delegates to the special committee established by resolution of Council passed on 16 September 2003 and known as the "Gordon Street Recreation Reserve Committee" (the Committee), the powers and functions set out in the Schedule, and declares that:

10. this Instrument of Delegation is authorised by a resolution of Council passed on XX/XX/2017;
11. the delegation:
 - 11.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 11.2 remains in force until Council resolves to vary or revoke it; and
 - 11.3 is to be exercised in accordance with the Terms of Reference, guidelines and policies of Council; and
12. all members of the Committee will have voting rights on the Committee.

Dated this _____ day of _____ 2017

The Common Seal of WELLINGTON)
SHIRE COUNCIL was hereunto affixed)
this _____ day of _____ 2017)
in accordance with Local Law No. 1)
in the presence of:)

.....
Chief Executive Officer

SCHEDULE

Powers and functions

To exercise Council's functions and powers to perform Council's duties in relation to the management of the Gordon Street Recreation Reserve, and for those purposes:

19. To manage, operate and maintain the Gordon Street Recreation Reserve for the community in an efficient, effective and practical manner.
20. To undertake activities designed to protect, promote, utilise and develop the Gordon Street Recreation Reserve for the use and enjoyment of the local community in line with Council policy and relevant Council strategic documents.
21. To keep the Council informed on the operations, improvements and advancements of the Gordon Street Recreation Reserve by forwarding copies of all minutes of all ordinary and extraordinary meetings and the Annual Report.
22. To set, maintain and collect appropriate user charges.
23. To ensure that the Gordon Street Recreation Reserve's capital assets are adequately maintained.
24. To provide advice to Council on matters relating to the Gordon Street Recreation Reserve.

Exceptions, conditions and limitations

1. The Committee is not authorised by this Instrument to make amendments to this Instrument of Delegation. The Committee may propose amendments to the Council.
2. The Committee may not expend without the written approval of the Council total expenditure in any one financial year in excess of the approved annual budget
3. The Committee may not expend without the written approval of a Council Officer (with correct delegation) expenditure on any single purchase order or item in excess of \$5000 (inc GST) made for replacement or renewal of existing items.
4. The Committee may not expend without the written approval of Council expenditure on any single purchase order or item in excess of \$5000 (inc GST) made for capital improvements.
5. The Committee may not provide financial sponsorship for any event or program without written approval from the Coordinator Community Committees.
6. Except as otherwise provided herein, the Special Committee does not have power to:
 - m. Delegate its functions.
 - n. Declare a rate or charge (except the fixing and collection of user charges, admittance fees to functions or events and registration fees)
 - o. Borrow money or obtain other advances from or on behalf of Council.
 - p. Enter into contracts or leases for or on behalf of Council.

Interest Returns

Under the provisions of Section 81 of *the Local Government Act 1989* Council exempts individual Committee members of the Gordon Street Recreation Reserve Committee of Management from the requirement to submit Primary or Ordinary Returns.



Wellington Shire Council Instrument of Delegation Maffra Recreation Reserve Committee

Wellington Shire Council (Council) delegates to the special committee established by resolution of Council passed on 16 September 2003 and known as the "Maffra Recreation Reserve Committee" (the Committee), the powers and functions set out in the Schedule, and declares that:

13. this Instrument of Delegation is authorised by a resolution of Council passed on XX/XX/2017;
14. the delegation:
 - 14.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 14.2 remains in force until Council resolves to vary or revoke it; and
 - 14.3 is to be exercised in accordance with the Terms of Reference, guidelines and policies of Council; and
15. all members of the Committee will have voting rights on the Committee.

Dated this _____ day of _____ 2017

The Common Seal of WELLINGTON)
SHIRE COUNCIL was hereunto affixed)
this _____ day of _____ 2017)
in accordance with Local Law No. 1)
in the presence of:)

.....
Chief Executive Officer

SCHEDULE

Powers and functions

To exercise Council's functions and powers to perform Council's duties in relation to the management of the Maffra Recreation Reserve, and for those purposes:

25. To manage, operate and maintain the Maffra Recreation Reserve for the community in an efficient, effective and practical manner.
26. To undertake activities designed to protect, promote, utilise and develop the Maffra Recreation Reserve for the use and enjoyment of the local community in line with Council policy and relevant Council strategic documents.
27. To keep the Council informed on the operations, improvements and advancements of the Maffra Recreation Reserve by forwarding copies of all minutes of all ordinary and extraordinary meetings and the Annual Report.
28. To set, maintain and collect appropriate user charges.
29. To ensure that the Maffra Recreation Reserve's capital assets are adequately maintained.
30. To provide advice to Council on matters relating to the Maffra Recreation Reserve.

Exceptions, conditions and limitations

1. The Committee is not authorised by this Instrument to make amendments to this Instrument of Delegation. The Committee may propose amendments to the Council.
2. The Committee may not expend without the written approval of the Council total expenditure in any one financial year in excess of the approved annual budget
3. The Committee may not expend without the written approval of a Council Officer (with correct delegation) expenditure on any single purchase order or item in excess of \$5000 (inc GST) made for replacement or renewal of existing items.
4. The Committee may not expend without the written approval of Council expenditure on any single purchase order or item in excess of \$5000 (inc GST) made for capital improvements.
5. The Committee may not provide financial sponsorship for any event or program without written approval from the Coordinator Community Committees.
6. Except as otherwise provided herein, the Special Committee does not have power to:
 - q. Delegate its functions.
 - r. Declare a rate or charge (except the fixing and collection of user charges, admittance fees to functions or events and registration fees)
 - s. Borrow money or obtain other advances from or on behalf of Council.
 - t. Enter into contracts or leases for or on behalf of Council.

Interest Returns

Under the provisions of Section 81 of *the Local Government Act 1989* Council exempts individual Committee members of the Maffra Recreation Reserve Committee of Management from the requirement to submit Primary or Ordinary Returns.



Wellington Shire Council Instrument of Delegation Newry Recreation Reserve Committee

Wellington Shire Council (Council) delegates to the special committee established by resolution of Council passed on 16 September 2003 and known as the "Newry Recreation Reserve Committee" (the Committee), the powers and functions set out in the Schedule, and declares that:

16. this Instrument of Delegation is authorised by a resolution of Council passed on XX/XX/2017;
17. the delegation:
 - 17.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 17.2 remains in force until Council resolves to vary or revoke it; and
 - 17.3 is to be exercised in accordance with the Terms of Reference, guidelines and policies of Council; and
18. all members of the Committee will have voting rights on the Committee.

Dated this _____ day of _____ 2017

The Common Seal of WELLINGTON)
SHIRE COUNCIL was hereunto affixed)
this _____ day of _____ 2017)
in accordance with Local Law No. 1)
in the presence of:)

.....
Chief Executive Officer

SCHEDULE

Powers and functions

To exercise Council's functions and powers to perform Council's duties in relation to the management of the Newry Recreation Reserve, and for those purposes:

31. To manage, operate and maintain the Newry Recreation Reserve for the community in an efficient, effective and practical manner.
32. To undertake activities designed to protect, promote, utilise and develop the Newry Recreation Reserve for the use and enjoyment of the local community in line with Council policy and relevant Council strategic documents.
33. To keep the Council informed on the operations, improvements and advancements of the Newry Recreation Reserve by forwarding copies of all minutes of all ordinary and extraordinary meetings and the Annual Report.
34. To set, maintain and collect appropriate user charges.
35. To ensure that the Newry Recreation Reserve's capital assets are adequately maintained.
36. To provide advice to Council on matters relating to the Newry Recreation Reserve.

Exceptions, conditions and limitations

1. The Committee is not authorised by this Instrument to make amendments to this Instrument of Delegation. The Committee may propose amendments to the Council.
2. The Committee may not expend without the written approval of the Council total expenditure in any one financial year in excess of the approved annual budget
3. The Committee may not expend without the written approval of a Council Officer (with correct delegation) expenditure on any single purchase order or item in excess of \$5000 (inc GST) made for replacement or renewal of existing items.
4. The Committee may not expend without the written approval of Council expenditure on any single purchase order or item in excess of \$5000 (inc GST) made for capital improvements.
5. The Committee may not provide financial sponsorship for any event or program without written approval from the Coordinator Community Committees.
6. Except as otherwise provided herein, the Special Committee does not have power to:
 - u. Delegate its functions.
 - v. Declare a rate or charge (except the fixing and collection of user charges, admittance fees to functions or events and registration fees)
 - w. Borrow money or obtain other advances from or on behalf of Council.
 - x. Enter into contracts or leases for or on behalf of Council.

Interest Returns

Under the provisions of Section 81 of *the Local Government Act 1989* Council exempts individual Committee members of the Newry Recreation Reserve Committee of Management from the requirement to submit Primary or Ordinary Returns.



WELLINGTON SHIRE COUNCIL

BRIAGOLONG QUARRY RESERVE COMMITTEE

TERMS OF REFERENCE SCHEDULE

- 1. Definitions**

In this Schedule unless inconsistent with the context or subject matter;

“Council” means the Wellington Shire Council

“Financial Year” means the period from 1 July to the following 30 June

“Special Committee” means the persons who are appointed and/or elected to the Committee in the manner hereinafter provided
- 2. Objectives**

The objectives of the Special Committee shall be:

 - 2.1. To manage, operate and maintain the Briagolong Quarry Reserve for the community in an efficient, effective and practical manner.
 - 2.2. To undertake activities designed to protect, promote, utilise and develop the Briagolong Quarry Reserve for the use and enjoyment of the local community in line with Council policy and relevant Council strategic documents.
 - 2.3. To keep the Council informed on the operations, improvements and advancements of the Briagolong Quarry Reserve by forwarding copies of all minutes of all ordinary and extraordinary meetings and the Annual Report.
 - 2.4. To set, maintain and collect appropriate user charges.
 - 2.5. To ensure that the Briagolong Quarry Reserve’s capital assets are adequately maintained.
 - 2.6. To provide advice to Council on matters relating to the Briagolong Quarry Reserve.
- 3. Appointment and Membership of the Committee**

The method of appointment and the membership of the Special Committee shall be:

 - 3.1 the Special Committee shall consist of a minimum of 5 ordinary members appointed by the Council as follows:
 - a) One Councillor
 - b) Up to ten (10) Representatives of the community of Briagolong.Expressions of interest shall be sought embracing an agreed range of skills and experience appropriate to the functioning of a public recreation reserve
 - 3.2 the Special Committee takes its authority from Section 86 of the Local Government Act 1989.
 - 3.3 the term of office of the Members shall be until 18 December 2018 or as otherwise determined by the Council.
 - 3.4 in the event of a vacancy on the Special Committee, the Committee may submit nominations to the Council and the vacating member shall be replaced by a person

drawn from the same membership category in clause 3.1. The Council may chose to fill the vacancy from the names submitted or call for public nominations.

- 3.5 all nominations and appointments to the Special Committee must be confirmed by the Council and any person appointed as a Member may be removed from that position at any time by resolution of the Council. Any such removal shall cause an extraordinary vacancy which must be filled in accordance with clause 3.4.
- 3.6 the office of a Member may be declared vacant by the Council if that Member fails to attend 3 consecutive meetings without leave being granted by the Special Committee by a resolution duly passed.

4. Conditions

That the Special Committee observe and maintain the following conditions between the Committee and the Council as provided under this Section.

Notwithstanding Clauses below, the Council shall be the arbitrator of any disputed or uncertain maintenance responsibility and the Council's decision will be final.

4.1 Procurement

The Special Committee is authorised by the Instrument of Delegation to make procurement (purchasing) decisions in relation to the purchase of goods, services and works on behalf of Council. In making procurement decisions, the Committee shall also give consideration to Council's Procurement Policy.

4.2 Works

- 4.2.1. It is provided that the responsibility for repairs, maintenance and improvements will be divided between the Committee and the Council as provided in Appendix 1.
- 4.2.2. Major maintenance or improvement works will be the responsibility of the Council. Such works will be scheduled within the constraints of the Council's budget capability and will be consistent with any relevant policies and procedures adopted by the Council.
- 4.2.3. Sub-clause (4.2.2) is not intended to prevent the Committee of Management from suggesting or requesting the undertaking of major works which, subject to Council consent, it may do at its cost.
- 4.2.4. Any additions, modifications or improvements made to the property remain the property of the Council.
- 4.2.5. The Committee of Management is responsible for maintenance and replacement of all fittings, furniture and equipment within the facility with the exception of those items listed in accordance with Appendix 1.
- 4.2.6. If it is deemed that any Council supplied equipment (fixed or portable) is no longer available for use due to age or it is unable to be repaired, the Committee shall advise the Council of the condition of the equipment and the Committee's recommendation for the future of the equipment.

4.3 Insurance

4.3.1 Building and Contents

The Council will be responsible for the insurance cover of buildings, other identifiable physical structures and Council owned contents. Contents cover does not include sporting equipment and other items owned by the Committee or user groups. The Committee shall ensure that user groups are aware of their responsibility to obtain and maintain insurance on their own equipment.

4.3.2 Committee Members

Subject to the Special Committee and its members acting within the scope, powers and functions set out in the Instrument of Delegation and these Terms of Reference, the Public Liability insurance held by the Council shall protect individual members from liability other than for criminal matters.

4.3.3 Volunteers

Any volunteers co opted to assist the Committee to discharge its obligations will be covered by the Council's insurance policies where the names of the volunteers have been recorded in the Committee's Volunteer Register. The Committee will be responsible for ensuring that all volunteers complete a Volunteer Registration Form which is to be held by the Committee.

4.3.4 Hirers / Users

All regular users/hirers or organised clubs, associations or organisations using the Briagolong Quarry Reserve must have their own public liability insurance cover when using the reserve facilities. Casual hirers, being individuals or unincorporated groups of individuals, will, subject to completion of a documented hire agreement, be covered by the Wellington Shire Council casual hirers insurance policy.

4.4 Use of Facility

4.4.1 The Committee of Management is responsible for the formulation and administration of terms and conditions for use of the facility, including the setting of hire fees and security deposits. All terms and conditions of use and access must be consistent with any Council policy(s).

4.4.2 The Committee of Management must formulate a written Hire Agreement inclusive of an indemnity to be entered into with users of the facility.

4.4.3 The Committee of Management must ensure that all users of the facility, execute the hire agreement and indemnity prior to any use.

4.5 Books of Account

The Committee shall operate such bank accounts and books of accounts as the Committee thinks necessary and may receive all monies and meet routine expenditure in connection with the Conditions set out in Clause 5 and associated with the operation of the various Briagolong Quarry Reserve functions.

4.6 Fundraising

All fundraising activities for or related to the facility, including any undertaken by the Committee of Management, must not occur until after all applicable permits and licences have been obtained.

4.7 Rules for Behaviour of Users

Subject to approval by the Council, the Special Committee may make such rules as it deems expedient for the safety, conduct and well being of people using the Briagolong Quarry Reserve and may ensure compliance by whatever lawful means the Committee considers fit. A copy of such rules shall be supplied to the Council by the Committee within one month of being approved by the Committee. Council may approve or reject such rules as soon as practicable thereafter. If approved by Council, such rules shall have immediate effect thereafter.

5. Reporting

The following reports shall be provided to Council outlining the activities of the Special Committee:

- 5.1 Copy of all Committee Meeting Minutes (including ordinary meetings, extraordinary meetings and Annual General Meetings), within a month of the meeting being held.
- 5.2 Monthly GST Returns, detailing total income and expenditure and total GST received and paid during the month [form supplied by Shire]. Returns due within the first week of the month following.
- 5.3 The Annual General Meeting reporting requirements are:
 - Audited financial statements for previous financial year
 - Annual operating budget
 - Works and projects planned for next 12 months
 - Schedule of fees
 - Committee's Rules for the Reserve

6. Meetings of the Special Committee

The following rules and regulations apply to meetings of the Special Committee:

- 6.1 the provisions of Section 86, 87, 89 and 90 of the Local Government Act 1989 shall apply to this Special Committee (Copy attached at Appendix 2).
- 6.2 the conduct of meetings held by the Special Committee shall be subject to the provisions of Wellington Shire Council – Local Law No. 1, "Processes of Municipal Government (Meeting and Common Seal) Local Law."
- 6.3 the Committee shall appoint the Chairperson, Secretary and Treasurer from the persons appointed by Council to the Special Committee.
- 6.4 the Chairperson, Secretary and Treasurer shall be elected on an annual basis.
- 6.5 the Special Committee shall meet at least 4 times per year on a quarterly basis, or more frequently if so determined by the Committee.
- 6.6 notice specifying the date, time and business of the meeting must be given to all members as least seven days before any meeting of the Special Committee.
- 6.7 no meeting of the Special Committee shall be held and no business shall be transacted unless a majority of members are present (half the membership plus one) creating a quorum. If a quorum is not present within ½ an hour of the time appointed for a meeting, then the meeting shall stand adjourned until the same time and place on the same day of the following week and notice to this effect shall be given to all members.
- 6.8 an extraordinary meeting shall be called by the Chairperson on the written request of any three members, such request specifying the purpose of the extraordinary meeting.
- 6.9 a record of the minutes and proceedings of all meetings together with those present shall be kept in the files of the Committee.
- 6.10 minutes are to be confirmed at the next meeting with or without corrections. Such minutes are to be signed by the Chairperson of the confirmatory meeting and shall be kept in the files of the Committee.

7. Operating Subsidy

Council will pay the Special Committee an annual operating subsidy in the amount of no less than \$1,022.00 The operating subsidy must be used by the Special Committee to go

towards the costs of operating and maintaining the facility as per the terms and conditions herein.

8. Review

This Terms of Reference will be due for review in line with the Instruments of Delegation for Special Committees under Section 81 of the *Local Government Act 1989*, requiring a review within 12 months of a general election.

MAINTENANCE

The division of responsibility for the maintenance of the facility is as follows:-

(1) COMMITTEE OF MANAGEMENT

- Car Parking On-site (where applicable).
- Cooking Equipment - repair.
- Doors and Door Furniture.
- Electrical Fittings & Fixtures - repair and replacement.
- Fences – repair.
- Fire Fighting Equipment – Portable (eg extinguishers), fire blankets.
- Fire Fighting Equipment inc extinguishers & hose reels - Testing
- Fly-wire screens - repair and replace.
- Floor coverings – carpet – repair & replace.
- Floor coverings – vinyl – repair & replace.
- Floor coverings – other – repair & replace.
- Floor - resurfacing
- Heating Equipment and Air Conditioning – repair & maintenance.
- Hot water systems – repair & maintenance.
- Internal Lining – repairs.
- Lawns, nature strips, gardens, trees, shrubs and play areas within the area defined by the Agreement.
- Light fittings, Globes & Tubes – inc Exit & Emergency lighting and testing.
- Painting – internal & external.
- Paths/Paved areas – repair & maintenance.
- Playground equipment.
- Roof cladding - repairs
- Roof gutters, downpipes & fascias – cleaning and repairs.
- Sanitary fixtures inc toilet cisterns - repair and replacement
- Security.
- Sewerage lines, Septic systems and storm water drains – repair & maintenance inc pump out and clearance of blockages.
- Taps, valves and pipework.
- Windows - frames and glazing.
- Other minor maintenance.
- Essential Safety Measures Manual – keeping records current.

(2) WELLINGTON SHIRE COUNCIL

- Cooking equipment – replace fixtures assessed as non repairable or beyond serviceable life.
- Electrical Rewiring where necessary to comply with regulatory requirements.
- External Cladding – full replacement of wall(s).
- Fences – full replacement where assessed as unserviceable.
- Fire Fighting Equipment – Replacement and repair of fixed hose reels and hydrants.
- Floor – replacement or reblocking.
- Heating equipment & air conditioning – replacement of fixed items assessed as non repairable or beyond serviceable life.
- Hot Water Systems - replacement.
- Internal Lining – Full Replacement.
- Paths/Paved areas – replacement.
- Roof Cladding – Full Replacement and major repairs.
- Septic systems – replacement.
- Structural defects (major).

Note: Any maintenance items not identified in either (1) or (2) above will be the subject of discussion and agreement between the Wellington Shire Council and the Committee.

**EXTRACT FROM THE LOCAL GOVERNMENT ACT, SECTIONS 86, 87, 89 AND 90.
- SPECIAL COMMITTEES OF COUNCIL.**

86. Special committees of the Council

- (1) In addition to any advisory committees that a Council may establish, a Council may establish one or more special committees of the following:
 - (a) Councillors;
 - (b) Council staff;
 - (c) other persons;
 - (d) any combination of persons referred to in paragraphs (a), (b) and (c).
 - (2) A Council may appoint members to a special committee and may at any time remove a member from a special committee.
 - (3) Except as provided in sub-section (4), a Council may by instrument of delegation delegate any of its functions, duties or powers under this or any other Act to a special committee.
 - (4) A Council cannot delegate to a committee the following powers—
 - (a) this power of delegation;
 - (b) to declare a rate or charge;
 - (c) to borrow money;
 - (d) to enter into contracts for an amount exceeding an amount previously determined by the Council;
 - (e) to incur any expenditure exceeding an amount previously determined by the Council;
 - (f) any prescribed power.
 - (5) A Council may require a special Committee to report to the Council at intervals determined by the Council.
 - (6) The Council must review any delegations to a special committee in force under this section within the period of 12 months after a general election.
- S. 86(7) inserted by No. 67/2008 s. 37, repealed by No. 63/2012 s. 15.

87. Special committee meetings

- (1) The Council must keep a register of delegations to special committees.
- (2) The Council may appoint a Chairperson for a special committee.
- (3) If the Council has not appointed a Chairperson under subsection (2), the members of a special committee must appoint a Chairperson.
- (4) If the Chairperson is not present at a meeting of a special committee the members must appoint a Chairperson for that meeting.
- (5) A meeting of a special committee must be held at a time and place determined by the special committee.
- (6) If the special committee has not appointed a time and place for a meeting under subsection (5), the Chairperson, or if the Chairperson is incapable of doing so, the Council, must fix the time and place of the next meeting.
- (7) Until approved by the Council a decision of a special committee which does not relate to a matter delegated to the special committee cannot be given effect to.
- (8) A Council may specify in the instrument of delegation that a member of a special committee who is a member of the public or of Council staff does not have voting rights on the special committee.

89. Meetings to be open to the public

- (1) Unless sub-section (2) applies, any meeting of a Council or a special committee must be open to members of the public.
- (2) A Council or special committee may resolve that the meeting be closed to members of the public if the meeting is discussing any of the following—
 - (a) personnel matters;
 - (b) the personal hardship of any resident or ratepayer;
 - (c) industrial matters;
 - (d) contractual matters;
 - (e) proposed developments;
 - (f) legal advice;
 - (g) matters affecting the security of Council property;
 - (h) any other matter which the Council or special committee considers would prejudice the Council or any person;

- (i) a resolution to close the meeting to members of the public.
- (3) If a Council or special committee resolves to close a meeting to members of the public the reason must be recorded in the minutes of the meeting.
- (4) Unless subsection (4A) applies, a Council must at least 7 days before the holding of—
 - (a) an ordinary council meeting; or
 - (b) a special council meeting; or
 - (c) a meeting of a special committee comprised solely of Councillors
 — give public notice of the meeting.
- (4A) If urgent or extraordinary circumstances prevent a Council from complying with subsection (4), the Council must—
 - (a) give such public notice as is practicable; and
 - (b) specify the urgent or extraordinary circumstances which prevented the Council from complying with subsection (4) in the minutes.
- (5) The Chairperson of a special committee that is not comprised solely of Councillors must provide reasonable notice to the public of meetings of the special committee.

90. Voting

- (1) A question before a meeting of a Council or special committee is to be determined as follows—
 - (a) each Councillor present at a meeting of the Council and each member of a special committee present at a meeting of the special committee who is entitled to vote is entitled to one vote;
 - (b) S. 90(1)(b) repealed by No. 63/2012 s. 16(1).
 - (c) unless the procedures of a Council or special Committee otherwise provide, voting must be by a show of hands;
 - (ca) voting at a meeting that is open to members of the public must not be in secret;
 - (d) the question is determined in the affirmative by a majority of the Councillors or members of the special committee present at a meeting at the time the vote is taken voting in favour of the question;
 - (e) except where subsection (2) applies, if the number of votes in favour of the question is half the number of Councillors or members of the special committee present at the meeting at the time the vote is taken, the Chairperson has a second vote.
- (2) If there is an equality of votes on a question arising under section 71(1), 87(2), 87(3) or 87(4), the matter is to be determined by lot.



WELLINGTON SHIRE COUNCIL

BRIAGOLONG RECREATION RESERVE COMMITTEE

TERMS OF REFERENCE SCHEDULE

1. **Definitions**

In this Schedule unless inconsistent with the context or subject matter;

“Council” means the Wellington Shire Council

“Financial Year” means the period from 1 July to the following 30 June

“Special Committee” means the persons who are appointed and/or elected to the Committee in the manner hereinafter provided
2. **Objectives**

The objectives of the Special Committee shall be:

 - 2.1. To manage, operate and maintain the Briagolong Recreation Reserve for the community in an efficient, effective and practical manner.
 - 2.2. To undertake activities designed to protect, promote, utilise and develop the Briagolong Recreation Reserve for the use and enjoyment of the local community in line with Council policy and relevant Council strategic documents.
 - 2.3. To keep the Council informed on the operations, improvements and advancements of the Briagolong Recreation Reserve by forwarding copies of all minutes of all ordinary and extraordinary meetings and the Annual Report.
 - 2.4. To set, maintain and collect appropriate user charges.
 - 2.5. To ensure that the Briagolong Recreation Reserve’s capital assets are adequately maintained.
 - 2.6. To provide advice to Council on matters relating to the Briagolong Recreation Reserve.
3. **Appointment and Membership of the Committee**

The method of appointment and the membership of the Special Committee shall be:

 - 3.1 the Special Committee shall consist of a minimum of 5 ordinary members appointed by the Council as follows:
 - a) One Councillor
 - b) Two Representatives from the Briagolong Junior Football Netball Club
 - c) Two Representatives from the Briagolong Tennis Club
 - d) Two Representatives from the Boisdale-Briagolong Cricket Club
 - e) Two Representatives from the Briagolong & District Pony Club
 - f) Four Representatives of the community of Briagolong.Expressions of interest shall be sought embracing an agreed range of skills and experience appropriate to the functioning of a public recreation reserve

- 3.2 the Special Committee takes its authority from Section 86 of the Local Government Act 1989.
- 3.3 the term of office of the Members shall be until 18 December 2018 or as otherwise determined by the Council.
- 3.4 in the event of a vacancy on the Special Committee, the Committee may submit nominations to the Council and the vacating member shall be replaced by a person drawn from the same membership category in clause 3.1. The Council may chose to fill the vacancy from the names submitted or call for public nominations.
- 3.5 all nominations and appointments to the Special Committee must be confirmed by the Council and any person appointed as a Member may be removed from that position at any time by resolution of the Council. Any such removal shall cause an extraordinary vacancy which must be filled in accordance with clause 3.4.
- 3.6 the office of a Member may be declared vacant by the Council if that Member fails to attend 3 consecutive meetings without leave being granted by the Special Committee by a resolution duly passed.

4. Conditions

That the Special Committee observe and maintain the following conditions between the Committee and the Council as provided under this Section.

Notwithstanding Clauses below, the Council shall be the arbitrator of any disputed or uncertain maintenance responsibility and the Council's decision will be final.

4.1 Procurement

The Special Committee is authorised by the Instrument of Delegation to make procurement (purchasing) decisions in relation to the purchase of goods, services and works on behalf of Council. In making procurement decisions, the Committee shall also give consideration to Council's Procurement Policy.

4.2 Works

- 4.2.1. It is provided that the responsibility for repairs, maintenance and improvements will be divided between the Committee and the Council as provided in Appendix 1.
- 4.2.2. Major maintenance or improvement works will be the responsibility of the Council. Such works will be scheduled within the constraints of the Council's budget capability and will be consistent with any relevant policies and procedures adopted by the Council.
- 4.2.3. Sub-clause (4.2.2) is not intended to prevent the Committee of Management from suggesting or requesting the undertaking of major works which, subject to Council consent, it may do at its cost.
- 4.2.4. Any additions, modifications or improvements made to the property remain the property of the Council.
- 4.2.5. The Committee of Management is responsible for maintenance and replacement of all fittings, furniture and equipment within the facility with the exception of those items listed in accordance with Appendix 1.
- 4.2.6. If it is deemed that any Council supplied equipment (fixed or portable) is no longer available for use due to age or it is unable to be repaired, the Committee shall advise the Council of the condition of the equipment and the Committee's recommendation for the future of the equipment.

4.3 Insurance

4.3.1 Building and Contents

The Council will be responsible for the insurance cover of buildings, other identifiable physical structures and Council owned contents. Contents cover does not include sporting equipment and other items owned by the Committee or user groups. The Committee shall ensure that user groups are aware of their responsibility to obtain and maintain insurance on their own equipment.

4.3.2 Committee Members

Subject to the Special Committee and its members acting within the scope, powers and functions set out in the Instrument of Delegation and these Terms of Reference, the Public Liability insurance held by the Council shall protect individual members from liability other than for criminal matters.

4.3.3 Volunteers

Any volunteers co opted to assist the Committee to discharge its obligations will be covered by the Council's insurance policies where the names of the volunteers have been recorded in the Committee's Volunteer Register. The Committee will be responsible for ensuring that all volunteers complete a Volunteer Registration Form which is to be held by the Committee.

4.3.4 Hirers / Users

All regular users/hirers or organised clubs, associations or organisations using the Briagolong Recreation Reserve must have their own public liability insurance cover when using the reserve facilities. Casual hirers, being individuals or unincorporated groups of individuals, will, subject to completion of a documented hire agreement, be covered by the Wellington Shire Council casual hirers insurance policy.

4.4 Use of Facility

4.4.1 The Committee of Management is responsible for the formulation and administration of terms and conditions for use of the facility, including the setting of hire fees and security deposits. All terms and conditions of use and access must be consistent with any Council policy(s).

4.4.2 The Committee of Management must formulate a written Hire Agreement inclusive of an indemnity to be entered into with users of the facility.

4.4.3 The Committee of Management must ensure that all users of the facility, execute the hire agreement and indemnity prior to any use.

4.5 Books of Account

The Committee shall operate such bank accounts and books of accounts as the Committee thinks necessary and may receive all monies and meet routine expenditure in connection with the Conditions set out in Clause 5 and associated with the operation of the various Briagolong Recreation Reserve functions.

4.6 Fundraising

All fundraising activities for or related to the facility, including any undertaken by the Committee of Management, must not occur until after all applicable permits and licences have been obtained.

4.7 Rules for Behaviour of Users

Subject to approval by the Council, the Special Committee may make such rules as it deems expedient for the safety, conduct and well being of people using the

Briagolong Recreation Reserve and may ensure compliance by whatever lawful means the Committee considers fit. A copy of such rules shall be supplied to the Council by the Committee within one month of being approved by the Committee. Council may approve or reject such rules as soon as practicable thereafter. If approved by Council, such rules shall have immediate effect thereafter.

5. Reporting

The following reports shall be provided to Council outlining the activities of the Special Committee:

- 5.1 Copy of all Committee Meeting Minutes (including ordinary meetings, extraordinary meetings and Annual General Meetings), within a month of the meeting being held.
- 5.2 Monthly GST Returns, detailing total income and expenditure and total GST received and paid during the month [form supplied by Shire]. Returns due within the first week of the month following.
- 5.3 The Annual General Meeting reporting requirements are:
 - Audited financial statements for previous financial year
 - Annual operating budget
 - Works and projects planned for next 12 months
 - Schedule of fees
 - Committee's Rules for the Reserve

6. Meetings of the Special Committee

The following rules and regulations apply to meetings of the Special Committee:

- 6.1 the provisions of Section 86, 87, 89 and 90 of the Local Government Act 1989 shall apply to this Special Committee (Copy attached at Appendix 2).
- 6.2 the conduct of meetings held by the Special Committee shall be subject to the provisions of Wellington Shire Council – Local Law No. 1, "Processes of Municipal Government (Meeting and Common Seal) Local Law."
- 6.3 the Committee shall appoint the Chairperson, Secretary and Treasurer from the persons appointed by Council to the Special Committee.
- 6.4 the Chairperson, Secretary and Treasurer shall be elected on an annual basis.
- 6.5 the Special Committee shall meet at least 4 times per year on a quarterly basis, or more frequently if so determined by the Committee.
- 6.6 notice specifying the date, time and business of the meeting must be given to all members as least seven days before any meeting of the Special Committee.
- 6.7 no meeting of the Special Committee shall be held and no business shall be transacted unless a majority of members are present (half the membership plus one) creating a quorum. If a quorum is not present within ½ an hour of the time appointed for a meeting, then the meeting shall stand adjourned until the same time and place on the same day of the following week and notice to this effect shall be given to all members.
- 6.8 an extraordinary meeting shall be called by the Chairperson on the written request of any three members, such request specifying the purpose of the extraordinary meeting.
- 6.9 a record of the minutes and proceedings of all meetings together with those present shall be kept in the files of the Committee.

6.10 minutes are to be confirmed at the next meeting with or without corrections. Such minutes are to be signed by the Chairperson of the confirmatory meeting and shall be kept in the files of the Committee.

7. Operating Subsidy

Council will pay the Special Committee an annual operating subsidy in the amount of no less than \$15,251.00 The operating subsidy must be used by the Special Committee to go towards the costs of operating and maintaining the facility as per the terms and conditions herein.

8. Review

This Terms of Reference will be due for review in line with the Instruments of Delegation for Special Committees under Section 81 of the *Local Government Act 1989*, requiring a review within 12 months of a general election.

MAINTENANCE

The division of responsibility for the maintenance of the facility is as follows:-

(1) COMMITTEE OF MANAGEMENT

- Car Parking On-site (where applicable).
- Cooking Equipment - repair.
- Doors and Door Furniture.
- Electrical Fittings & Fixtures - repair and replacement.
- Fences – repair.
- Fire Fighting Equipment – Portable (eg extinguishers), fire blankets.
- Fire Fighting Equipment inc extinguishers & hose reels - Testing
- Fly-wire screens - repair and replace.
- Floor coverings – carpet – repair & replace.
- Floor coverings – vinyl – repair & replace.
- Floor coverings – other – repair & replace.
- Floor - resurfacing
- Heating Equipment and Air Conditioning – repair & maintenance.
- Hot water systems – repair & maintenance.
- Internal Lining – repairs.
- Lawns, nature strips, gardens, trees, shrubs and play areas within the area defined by the Agreement.
- Light fittings, Globes & Tubes – inc Exit & Emergency lighting and testing.
- Painting – internal & external.
- Paths/Paved areas – repair & maintenance.
- Playground equipment.
- Roof cladding - repairs
- Roof gutters, downpipes & fascias – cleaning and repairs.
- Sanitary fixtures inc toilet cisterns - repair and replacement
- Security.
- Sewerage lines, Septic systems and storm water drains – repair & maintenance inc pump out and clearance of blockages.
- Taps, valves and pipework.
- Windows - frames and glazing.
- Other minor maintenance.
- Essential Safety Measures Manual – keeping records current.

(2) WELLINGTON SHIRE COUNCIL

- Cooking equipment – replace fixtures assessed as non repairable or beyond serviceable life.
- Electrical Rewiring where necessary to comply with regulatory requirements.
- External Cladding – full replacement of wall(s).
- Fences – full replacement where assessed as unserviceable.
- Fire Fighting Equipment – Replacement and repair of fixed hose reels and hydrants.
- Floor – replacement or reblocking.
- Heating equipment & air conditioning – replacement of fixed items assessed as non repairable or beyond serviceable life.
- Hot Water Systems - replacement.
- Internal Lining – Full Replacement.
- Paths/Paved areas – replacement.
- Roof Cladding – Full Replacement and major repairs.
- Septic systems – replacement.
- Structural defects (major).

Note: Any maintenance items not identified in either (1) or (2) above will be the subject of discussion and agreement between the Wellington Shire Council and the Committee.

**EXTRACT FROM THE LOCAL GOVERNMENT ACT, SECTIONS 86, 87, 89 AND 90.
- SPECIAL COMMITTEES OF COUNCIL.**

86. Special committees of the Council

- (1) In addition to any advisory committees that a Council may establish, a Council may establish one or more special committees of the following:
 - (a) Councillors;
 - (b) Council staff;
 - (c) other persons;
 - (d) any combination of persons referred to in paragraphs (a), (b) and (c).
 - (2) A Council may appoint members to a special committee and may at any time remove a member from a special committee.
 - (3) Except as provided in sub-section (4), a Council may by instrument of delegation delegate any of its functions, duties or powers under this or any other Act to a special committee.
 - (4) A Council cannot delegate to a committee the following powers—
 - (a) this power of delegation;
 - (b) to declare a rate or charge;
 - (c) to borrow money;
 - (d) to enter into contracts for an amount exceeding an amount previously determined by the Council;
 - (e) to incur any expenditure exceeding an amount previously determined by the Council;
 - (f) any prescribed power.
 - (5) A Council may require a special Committee to report to the Council at intervals determined by the Council.
 - (6) The Council must review any delegations to a special committee in force under this section within the period of 12 months after a general election.
- S. 86(7) inserted by No. 67/2008 s. 37, repealed by No. 63/2012 s. 15.

87. Special committee meetings

- (1) The Council must keep a register of delegations to special committees.
- (2) The Council may appoint a Chairperson for a special committee.
- (3) If the Council has not appointed a Chairperson under subsection (2), the members of a special committee must appoint a Chairperson.
- (4) If the Chairperson is not present at a meeting of a special committee the members must appoint a Chairperson for that meeting.
- (5) A meeting of a special committee must be held at a time and place determined by the special committee.
- (6) If the special committee has not appointed a time and place for a meeting under subsection (5), the Chairperson, or if the Chairperson is incapable of doing so, the Council, must fix the time and place of the next meeting.
- (7) Until approved by the Council a decision of a special committee which does not relate to a matter delegated to the special committee cannot be given effect to.
- (8) A Council may specify in the instrument of delegation that a member of a special committee who is a member of the public or of Council staff does not have voting rights on the special committee.

89. Meetings to be open to the public

- (1) Unless sub-section (2) applies, any meeting of a Council or a special committee must be open to members of the public.
- (2) A Council or special committee may resolve that the meeting be closed to members of the public if the meeting is discussing any of the following—
 - (a) personnel matters;
 - (b) the personal hardship of any resident or ratepayer;
 - (c) industrial matters;
 - (d) contractual matters;
 - (e) proposed developments;
 - (f) legal advice;
 - (g) matters affecting the security of Council property;
 - (h) any other matter which the Council or special committee considers would prejudice the Council or any person;

- (i) a resolution to close the meeting to members of the public.
- (3) If a Council or special committee resolves to close a meeting to members of the public the reason must be recorded in the minutes of the meeting.
- (4) Unless subsection (4A) applies, a Council must at least 7 days before the holding of—
 - (a) an ordinary council meeting; or
 - (b) a special council meeting; or
 - (c) a meeting of a special committee comprised solely of Councillors
 — give public notice of the meeting.
- (4A) If urgent or extraordinary circumstances prevent a Council from complying with subsection (4), the Council must—
 - (a) give such public notice as is practicable; and
 - (b) specify the urgent or extraordinary circumstances which prevented the Council from complying with subsection (4) in the minutes.
- (5) The Chairperson of a special committee that is not comprised solely of Councillors must provide reasonable notice to the public of meetings of the special committee.

90. Voting

- (1) A question before a meeting of a Council or special committee is to be determined as follows—
 - (a) each Councillor present at a meeting of the Council and each member of a special committee present at a meeting of the special committee who is entitled to vote is entitled to one vote;
 - (b) S. 90(1)(b) repealed by No. 63/2012 s. 16(1).
 - (c) unless the procedures of a Council or special Committee otherwise provide, voting must be by a show of hands;
 - (ca) voting at a meeting that is open to members of the public must not be in secret;
 - (d) the question is determined in the affirmative by a majority of the Councillors or members of the special committee present at a meeting at the time the vote is taken voting in favour of the question;
 - (e) except where subsection (2) applies, if the number of votes in favour of the question is half the number of Councillors or members of the special committee present at the meeting at the time the vote is taken, the Chairperson has a second vote.
- (2) If there is an equality of votes on a question arising under section 71(1), 87(2), 87(3) or 87(4), the matter is to be determined by lot.



WELLINGTON SHIRE COUNCIL

CAMERON SPORTING COMPLEX COMMITTEE

TERMS OF REFERENCE SCHEDULE

1. Definitions

In this Schedule unless inconsistent with the context or subject matter;

“Council” means the Wellington Shire Council

“Financial Year” means the period from 1 July to the following 30 June

“Special Committee” means the persons who are appointed and/or elected to the Committee in the manner hereinafter provided

2. Objectives

The objectives of the Special Committee shall be:

- 2.1. To manage, operate and maintain the Cameron Sporting Complex for the community in an efficient, effective and practical manner.
- 2.2. To undertake activities designed to protect, promote, utilise and develop the Cameron Sporting Complex for the use and enjoyment of the local community in line with Council policy and relevant Council strategic documents.
- 2.3. To keep the Council informed on the operations, improvements and advancements of the Cameron Sporting Complex by forwarding copies of all minutes of all ordinary and extraordinary meetings and the Annual Report.
- 2.4. To set, maintain and collect appropriate user charges.
- 2.5. To ensure that the Cameron Sporting Complex’s capital assets are adequately maintained.
- 2.6. To provide advice to Council on matters relating to the Cameron Sporting Complex.

3. Appointment and Membership of the Committee

The method of appointment and the membership of the Special Committee shall be:

- 3.1 the Special Committee shall consist of a minimum of 5 ordinary members appointed by the Council as follows:
 - a) One Councillor
 - b) One Representative from Maffra Gymnastics Inc
 - c) One Representative from Maffra & District Basketball Association
 - d) One Representative from Maffra Cricket Club
 - e) One Representative from Maffra Junior Football Club
 - f) One Representative from Maffra Hockey Association
 - g) Five Representatives of the community of Maffra.

Expressions of interest shall be sought embracing an agreed range of skills and experience appropriate to the functioning of a public recreation reserve

- 3.2 the Special Committee takes its authority from Section 86 of the Local Government Act 1989.
- 3.3 the term of office of the Members shall be until 18 December 2018 or as otherwise determined by the Council.
- 3.4 in the event of a vacancy on the Special Committee, the Committee may submit nominations to the Council and the vacating member shall be replaced by a person drawn from the same membership category in clause 3.1. The Council may chose to fill the vacancy from the names submitted or call for public nominations.
- 3.5 all nominations and appointments to the Special Committee must be confirmed by the Council and any person appointed as a Member may be removed from that position at any time by resolution of the Council. Any such removal shall cause an extraordinary vacancy which must be filled in accordance with clause 3.4.
- 3.6 the office of a Member may be declared vacant by the Council if that Member fails to attend 3 consecutive meetings without leave being granted by the Special Committee by a resolution duly passed.

4. Conditions

That the Special Committee observe and maintain the following conditions between the Committee and the Council as provided under this Section.

Notwithstanding Clauses below, the Council shall be the arbitrator of any disputed or uncertain maintenance responsibility and the Council's decision will be final.

4.1 Procurement

The Special Committee is authorised by the Instrument of Delegation to make procurement (purchasing) decisions in relation to the purchase of goods, services and works on behalf of Council. In making procurement decisions, the Committee shall also give consideration to Council's Procurement Policy.

4.2 Works

- 4.2.1. It is provided that the responsibility for repairs, maintenance and improvements will be divided between the Committee and the Council as provided in Appendix 1.
- 4.2.2. Major maintenance or improvement works will be the responsibility of the Council. Such works will be scheduled within the constraints of the Council's budget capability and will be consistent with any relevant policies and procedures adopted by the Council.
- 4.2.3. Sub-clause (4.2.2) is not intended to prevent the Committee of Management from suggesting or requesting the undertaking of major works which, subject to Council consent, it may do at its cost.
- 4.2.4. Any additions, modifications or improvements made to the property remain the property of the Council.
- 4.2.5. The Committee of Management is responsible for maintenance and replacement of all fittings, furniture and equipment within the facility with the exception of those items listed in accordance with Appendix 1.
- 4.2.6. If it is deemed that any Council supplied equipment (fixed or portable) is no longer available for use due to age or it is unable to be repaired, the Committee shall advise the Council of the condition of the equipment and the Committee's recommendation for the future of the equipment.

4.3 Insurance

4.3.1 Building and Contents

The Council will be responsible for the insurance cover of buildings, other identifiable physical structures and Council owned contents. Contents cover does not include sporting equipment and other items owned by the Committee or user groups. The Committee shall ensure that user groups are aware of their responsibility to obtain and maintain insurance on their own equipment.

4.3.2 Committee Members

Subject to the Special Committee and its members acting within the scope, powers and functions set out in the Instrument of Delegation and these Terms of Reference, the Public Liability insurance held by the Council shall protect individual members from liability other than for criminal matters.

4.3.3 Volunteers

Any volunteers co opted to assist the Committee to discharge its obligations will be covered by the Council's insurance policies where the names of the volunteers have been recorded in the Committee's Volunteer Register. The Committee will be responsible for ensuring that all volunteers complete a Volunteer Registration Form which is to be held by the Committee.

4.3.4 Hirers / Users

All regular users/hirers or organised clubs, associations or organisations using the Cameron Sporting Complex must have their own public liability insurance cover when using the reserve facilities. Casual hirers, being individuals or unincorporated groups of individuals, will, subject to completion of a documented hire agreement, be covered by the Wellington Shire Council casual hirers insurance policy.

4.4 Use of Facility

4.4.1 The Committee of Management is responsible for the formulation and administration of terms and conditions for use of the facility, including the setting of hire fees and security deposits. All terms and conditions of use and access must be consistent with any Council policy(s).

4.4.2 The Committee of Management must formulate a written Hire Agreement inclusive of an indemnity to be entered into with users of the facility.

4.4.3 The Committee of Management must ensure that all users of the facility, execute the hire agreement and indemnity prior to any use.

4.5 Books of Account

The Committee shall operate such bank accounts and books of accounts as the Committee thinks necessary and may receive all monies and meet routine expenditure in connection with the Conditions set out in Clause 5 and associated with the operation of the various Cameron Sporting Complex functions.

4.6 Fundraising

All fundraising activities for or related to the facility, including any undertaken by the Committee of Management, must not occur until after all applicable permits and licences have been obtained.

4.7 Rules for Behaviour of Users

Subject to approval by the Council, the Special Committee may make such rules as it deems expedient for the safety, conduct and well being of people using the

Cameron Sporting Complex and may ensure compliance by whatever lawful means the Committee considers fit. A copy of such rules shall be supplied to the Council by the Committee within one month of being approved by the Committee. Council may approve or reject such rules as soon as practicable thereafter. If approved by Council, such rules shall have immediate effect thereafter.

5. Reporting

The following reports shall be provided to Council outlining the activities of the Special Committee:

- 5.1 Copy of all Committee Meeting Minutes (including ordinary meetings, extraordinary meetings and Annual General Meetings), within a month of the meeting being held.
- 5.2 Monthly GST Returns, detailing total income and expenditure and total GST received and paid during the month [form supplied by Shire]. Returns due within the first week of the month following.
- 5.3 The Annual General Meeting reporting requirements are:
 - Audited financial statements for previous financial year
 - Annual operating budget
 - Works and projects planned for next 12 months
 - Schedule of fees
 - Committee's Rules for the Reserve

6. Meetings of the Special Committee

The following rules and regulations apply to meetings of the Special Committee:

- 6.1 the provisions of Section 86, 87, 89 and 90 of the Local Government Act 1989 shall apply to this Special Committee (Copy attached at Appendix 2).
- 6.2 the conduct of meetings held by the Special Committee shall be subject to the provisions of Wellington Shire Council – Local Law No. 1, "Processes of Municipal Government (Meeting and Common Seal) Local Law."
- 6.3 the Committee shall appoint the Chairperson, Secretary and Treasurer from the persons appointed by Council to the Special Committee.
- 6.4 the Chairperson, Secretary and Treasurer shall be elected on an annual basis.
- 6.5 the Special Committee shall meet at least 4 times per year on a quarterly basis, or more frequently if so determined by the Committee.
- 6.6 notice specifying the date, time and business of the meeting must be given to all members as least seven days before any meeting of the Special Committee.
- 6.7 no meeting of the Special Committee shall be held and no business shall be transacted unless a majority of members are present (half the membership plus one) creating a quorum. If a quorum is not present within ½ an hour of the time appointed for a meeting, then the meeting shall stand adjourned until the same time and place on the same day of the following week and notice to this effect shall be given to all members.
- 6.8 an extraordinary meeting shall be called by the Chairperson on the written request of any three members, such request specifying the purpose of the extraordinary meeting.
- 6.9 a record of the minutes and proceedings of all meetings together with those present shall be kept in the files of the Committee.

6.10 minutes are to be confirmed at the next meeting with or without corrections. Such minutes are to be signed by the Chairperson of the confirmatory meeting and shall be kept in the files of the Committee.

7. Operating Subsidy

Council will pay the Special Committee an annual operating subsidy in the amount of no less than \$46,531.00. The operating subsidy must be used by the Special Committee to go towards the costs of operating and maintaining the facility as per the terms and conditions herein.

8. Review

This Terms of Reference will be due for review in line with the Instruments of Delegation for Special Committees under Section 81 of the *Local Government Act 1989*, requiring a review within 12 months of a general election.

MAINTENANCE

The division of responsibility for the maintenance of the facility is as follows:-

(1) COMMITTEE OF MANAGEMENT

- Car Parking On-site (where applicable).
- Cooking Equipment - repair.
- Doors and Door Furniture.
- Electrical Fittings & Fixtures - repair and replacement.
- Fences – repair.
- Fire Fighting Equipment – Portable (eg extinguishers), fire blankets.
- Fire Fighting Equipment inc extinguishers & hose reels - Testing
- Fly-wire screens - repair and replace.
- Floor coverings – carpet – repair & replace.
- Floor coverings – vinyl – repair & replace.
- Floor coverings – other – repair & replace.
- Floor - resurfacing
- Heating Equipment and Air Conditioning – repair & maintenance.
- Hot water systems – repair & maintenance.
- Internal Lining – repairs.
- Lawns, nature strips, gardens, trees, shrubs and play areas within the area defined by the Agreement.
- Light fittings, Globes & Tubes – inc Exit & Emergency lighting and testing.
- Painting – internal & external.
- Paths/Paved areas – repair & maintenance.
- Playground equipment.
- Roof cladding - repairs
- Roof gutters, downpipes & fascias – cleaning and repairs.
- Sanitary fixtures inc toilet cisterns - repair and replacement
- Security.
- Sewerage lines, Septic systems and storm water drains – repair & maintenance inc pump out and clearance of blockages.
- Taps, valves and pipework.
- Windows - frames and glazing.
- Other minor maintenance.
- Essential Safety Measures Manual – keeping records current.

(2) WELLINGTON SHIRE COUNCIL

- Cooking equipment – replace fixtures assessed as non repairable or beyond serviceable life.
- Electrical Rewiring where necessary to comply with regulatory requirements.
- External Cladding – full replacement of wall(s).
- Fences – full replacement where assessed as unserviceable.
- Fire Fighting Equipment – Replacement and repair of fixed hose reels and hydrants.
- Floor – replacement or reblocking.
- Heating equipment & air conditioning – replacement of fixed items assessed as non repairable or beyond serviceable life.
- Hot Water Systems - replacement.
- Internal Lining – Full Replacement.
- Paths/Paved areas – replacement.
- Roof Cladding – Full Replacement and major repairs.
- Septic systems – replacement.
- Structural defects (major).

Note: Any maintenance items not identified in either (1) or (2) above will be the subject of discussion and agreement between the Wellington Shire Council and the Committee.

**EXTRACT FROM THE LOCAL GOVERNMENT ACT, SECTIONS 86, 87, 89 AND 90.
- SPECIAL COMMITTEES OF COUNCIL.**

86. Special committees of the Council

- (1) In addition to any advisory committees that a Council may establish, a Council may establish one or more special committees of the following:
 - (a) Councillors;
 - (b) Council staff;
 - (c) other persons;
 - (d) any combination of persons referred to in paragraphs (a), (b) and (c).
 - (2) A Council may appoint members to a special committee and may at any time remove a member from a special committee.
 - (3) Except as provided in sub-section (4), a Council may by instrument of delegation delegate any of its functions, duties or powers under this or any other Act to a special committee.
 - (4) A Council cannot delegate to a committee the following powers—
 - (a) this power of delegation;
 - (b) to declare a rate or charge;
 - (c) to borrow money;
 - (d) to enter into contracts for an amount exceeding an amount previously determined by the Council;
 - (e) to incur any expenditure exceeding an amount previously determined by the Council;
 - (f) any prescribed power.
 - (5) A Council may require a special Committee to report to the Council at intervals determined by the Council.
 - (6) The Council must review any delegations to a special committee in force under this section within the period of 12 months after a general election.
- S. 86(7) inserted by No. 67/2008 s. 37, repealed by No. 63/2012 s. 15.

87. Special committee meetings

- (1) The Council must keep a register of delegations to special committees.
- (2) The Council may appoint a Chairperson for a special committee.
- (3) If the Council has not appointed a Chairperson under subsection (2), the members of a special committee must appoint a Chairperson.
- (4) If the Chairperson is not present at a meeting of a special committee the members must appoint a Chairperson for that meeting.
- (5) A meeting of a special committee must be held at a time and place determined by the special committee.
- (6) If the special committee has not appointed a time and place for a meeting under subsection (5), the Chairperson, or if the Chairperson is incapable of doing so, the Council, must fix the time and place of the next meeting.
- (7) Until approved by the Council a decision of a special committee which does not relate to a matter delegated to the special committee cannot be given effect to.
- (8) A Council may specify in the instrument of delegation that a member of a special committee who is a member of the public or of Council staff does not have voting rights on the special committee.

89. Meetings to be open to the public

- (1) Unless sub-section (2) applies, any meeting of a Council or a special committee must be open to members of the public.
- (2) A Council or special committee may resolve that the meeting be closed to members of the public if the meeting is discussing any of the following—
 - (a) personnel matters;
 - (b) the personal hardship of any resident or ratepayer;
 - (c) industrial matters;
 - (d) contractual matters;
 - (e) proposed developments;
 - (f) legal advice;
 - (g) matters affecting the security of Council property;
 - (h) any other matter which the Council or special committee considers would prejudice the Council or any person;

- (i) a resolution to close the meeting to members of the public.
- (3) If a Council or special committee resolves to close a meeting to members of the public the reason must be recorded in the minutes of the meeting.
- (4) Unless subsection (4A) applies, a Council must at least 7 days before the holding of—
 - (a) an ordinary council meeting; or
 - (b) a special council meeting; or
 - (c) a meeting of a special committee comprised solely of Councillors
 — give public notice of the meeting.
- (4A) If urgent or extraordinary circumstances prevent a Council from complying with subsection (4), the Council must—
 - (a) give such public notice as is practicable; and
 - (b) specify the urgent or extraordinary circumstances which prevented the Council from complying with subsection (4) in the minutes.
- (5) The Chairperson of a special committee that is not comprised solely of Councillors must provide reasonable notice to the public of meetings of the special committee.

90. Voting

- (1) A question before a meeting of a Council or special committee is to be determined as follows—
 - (a) each Councillor present at a meeting of the Council and each member of a special committee present at a meeting of the special committee who is entitled to vote is entitled to one vote;
 - (b) S. 90(1)(b) repealed by No. 63/2012 s. 16(1).
 - (c) unless the procedures of a Council or special Committee otherwise provide, voting must be by a show of hands;
 - (ca) voting at a meeting that is open to members of the public must not be in secret;
 - (d) the question is determined in the affirmative by a majority of the Councillors or members of the special committee present at a meeting at the time the vote is taken voting in favour of the question;
 - (e) except where subsection (2) applies, if the number of votes in favour of the question is half the number of Councillors or members of the special committee present at the meeting at the time the vote is taken, the Chairperson has a second vote.
- (2) If there is an equality of votes on a question arising under section 71(1), 87(2), 87(3) or 87(4), the matter is to be determined by lot.



WELLINGTON SHIRE COUNCIL

GORDON STREET RECREATION RESERVE COMMITTEE

TERMS OF REFERENCE SCHEDULE

1. **Definitions**

In this Schedule unless inconsistent with the context or subject matter;

"Council" means the Wellington Shire Council

"Financial Year" means the period from 1 July to the following 30 June

"Special Committee" means the persons who are appointed and/or elected to the Committee in the manner hereinafter provided
2. **Objectives**

The objectives of the Special Committee shall be:

 - 2.1. To manage, operate and maintain the Gordon Street Recreation Reserve for the community in an efficient, effective and practical manner.
 - 2.2. To undertake activities designed to protect, promote, utilise and develop the Gordon Street Recreation Reserve for the use and enjoyment of the local community in line with Council policy and relevant Council strategic documents.
 - 2.3. To keep the Council informed on the operations, improvements and advancements of the Gordon Street Recreation Reserve by forwarding copies of all minutes of all ordinary and extraordinary meetings and the Annual Report.
 - 2.4. To set, maintain and collect appropriate user charges.
 - 2.5. To ensure that the Gordon Street Recreation Reserve's capital assets are adequately maintained.
 - 2.6. To provide advice to Council on matters relating to the Gordon Street Recreation Reserve.
3. **Appointment and Membership of the Committee**

The method of appointment and the membership of the Special Committee shall be:

 - 3.1 the Special Committee shall consist of a minimum of 5 ordinary members appointed by the Council as follows:
 - a) One Councillor
 - b) One Representative from the Heyfield Cricket Club
 - c) One Representative from the Heyfield Football Netball Club
 - d) One Representative from the Heyfield Junior Football Club
 - e) One Representative from the Heyfield Junior Netball Club
 - f) One Representative from the Heyfield Basketball Club
 - g) One Representative from the Heyfield Vintage Machinery Group

- h) One Representative from the Heyfield Pigeon Club
- i) One Representative from the Heyfield Tennis Club
- j) One Representative from the Heyfield Traders & Tourism Association
- k) Five representative of the Community of Heyfield.

Expressions of interest shall be sought embracing an agreed range of skills and experience appropriate to the functioning of a public recreation reserve

- 3.2 the Special Committee takes its authority from Section 86 of the Local Government Act 1989.
- 3.3 the term of office of the Members shall be until 18 December 2018 or as otherwise determined by the Council.
- 3.4 in the event of a vacancy on the Special Committee, the Committee may submit nominations to the Council and the vacating member shall be replaced by a person drawn from the same membership category in clause 3.1. The Council may chose to fill the vacancy from the names submitted or call for public nominations.
- 3.5 all nominations and appointments to the Special Committee must be confirmed by the Council and any person appointed as a Member may be removed from that position at any time by resolution of the Council. Any such removal shall cause an extraordinary vacancy which must be filled in accordance with clause 3.4.
- 3.6 the office of a Member may be declared vacant by the Council if that Member fails to attend 3 consecutive meetings without leave being granted by the Special Committee by a resolution duly passed.

4. Conditions

That the Special Committee observe and maintain the following conditions between the Committee and the Council as provided under this Section.

Notwithstanding Clauses below, the Council shall be the arbitrator of any disputed or uncertain maintenance responsibility and the Council's decision will be final.

4.1 Procurement

The Special Committee is authorised by the Instrument of Delegation to make procurement (purchasing) decisions in relation to the purchase of goods, services and works on behalf of Council. In making procurement decisions, the Committee shall also give consideration to Council's Procurement Policy.

4.2 Works

- 4.2.1. It is provided that the responsibility for repairs, maintenance and improvements will be divided between the Committee and the Council as provided in Appendix 1.
- 4.2.2. Major maintenance or improvement works will be the responsibility of the Council. Such works will be scheduled within the constraints of the Council's budget capability and will be consistent with any relevant policies and procedures adopted by the Council.
- 4.2.3. Sub-clause (4.2.2) is not intended to prevent the Committee of Management from suggesting or requesting the undertaking of major works which, subject to Council consent, it may do at its cost.
- 4.2.4. Any additions, modifications or improvements made to the property remain the property of the Council.
- 4.2.5. The Committee of Management is responsible for maintenance and replacement of all fittings, furniture and equipment within the facility with the exception of those items listed in accordance with Appendix 1.

- 4.2.6. If it is deemed that any Council supplied equipment (fixed or portable) is no longer available for use due to age or it is unable to be repaired, the Committee shall advise the Council of the condition of the equipment and the Committee's recommendation for the future of the equipment.

4.3 Insurance

4.3.1 Building and Contents

The Council will be responsible for the insurance cover of buildings, other identifiable physical structures and Council owned contents. Contents cover does not include sporting equipment and other items owned by the Committee or user groups. The Committee shall ensure that user groups are aware of their responsibility to obtain and maintain insurance on their own equipment.

4.3.2 Committee Members

Subject to the Special Committee and its members acting within the scope, powers and functions set out in the Instrument of Delegation and these Terms of Reference, the Public Liability insurance held by the Council shall protect individual members from liability other than for criminal matters.

4.3.3 Volunteers

Any volunteers co opted to assist the Committee to discharge its obligations will be covered by the Council's insurance policies where the names of the volunteers have been recorded in the Committee's Volunteer Register. The Committee will be responsible for ensuring that all volunteers complete a Volunteer Registration Form which is to be held by the Committee.

4.3.4 Hirers / Users

All regular users/hirers or organised clubs, associations or organisations using the Gordon Street Recreation Reserve must have their own public liability insurance cover when using the reserve facilities. Casual hirers, being individuals or unincorporated groups of individuals, will, subject to completion of a documented hire agreement, be covered by the Wellington Shire Council casual hirers insurance policy.

4.4 Use of Facility

4.4.1 The Committee of Management is responsible for the formulation and administration of terms and conditions for use of the facility, including the setting of hire fees and security deposits. All terms and conditions of use and access must be consistent with any Council policy(s).

4.4.2 The Committee of Management must formulate a written Hire Agreement inclusive of an indemnity to be entered into with users of the facility.

4.4.3 The Committee of Management must ensure that all users of the facility, execute the hire agreement and indemnity prior to any use.

4.5 Books of Account

The Committee shall operate such bank accounts and books of accounts as the Committee thinks necessary and may receive all monies and meet routine expenditure in connection with the Conditions set out in Clause 5 and associated with the operation of the various Gordon Street Recreation Reserve functions.

4.6 Fundraising

All fundraising activities for or related to the facility, including any undertaken by the Committee of Management, must not occur until after all applicable permits and licences have been obtained.

4.7 Rules for Behaviour of Users

Subject to approval by the Council, the Special Committee may make such rules as it deems expedient for the safety, conduct and well being of people using the Gordon Street Recreation Reserve and may ensure compliance by whatever lawful means the Committee considers fit. A copy of such rules shall be supplied to the Council by the Committee within one month of being approved by the Committee. Council may approve or reject such rules as soon as practicable thereafter. If approved by Council, such rules shall have immediate effect thereafter.

5. Reporting

The following reports shall be provided to Council outlining the activities of the Special Committee:

- 5.1 Copy of all Committee Meeting Minutes (including ordinary meetings, extraordinary meetings and Annual General Meetings), within a month of the meeting being held.
- 5.2 Monthly GST Returns, detailing total income and expenditure and total GST received and paid during the month [form supplied by Shire]. Returns due within the first week of the month following.
- 5.3 The Annual General Meeting reporting requirements are:
 - Audited financial statements for previous financial year
 - Annual operating budget
 - Works and projects planned for next 12 months
 - Schedule of fees
 - Committee's Rules for the Reserve

6. Meetings of the Special Committee

The following rules and regulations apply to meetings of the Special Committee:

- 6.1 the provisions of Section 86, 87, 89 and 90 of the Local Government Act 1989 shall apply to this Special Committee (Copy attached at Appendix 2).
- 6.2 the conduct of meetings held by the Special Committee shall be subject to the provisions of Wellington Shire Council – Local Law No. 1, "Processes of Municipal Government (Meeting and Common Seal) Local Law."
- 6.3 the Committee shall appoint the Chairperson, Secretary and Treasurer from the persons appointed by Council to the Special Committee.
- 6.4 the Chairperson, Secretary and Treasurer shall be elected on an annual basis.
- 6.5 the Special Committee shall meet at least 4 times per year on a quarterly basis, or more frequently if so determined by the Committee.
- 6.6 notice specifying the date, time and business of the meeting must be given to all members as least seven days before any meeting of the Special Committee.
- 6.7 no meeting of the Special Committee shall be held and no business shall be transacted unless a majority of members are present (half the membership plus one) creating a quorum. If a quorum is not present within ½ an hour of the time appointed for a meeting, then the meeting shall stand adjourned until the same time and place on the same day of the following week and notice to this effect shall be given to all members.

- 6.8 an extraordinary meeting shall be called by the Chairperson on the written request of any three members, such request specifying the purpose of the extraordinary meeting.
- 6.9 a record of the minutes and proceedings of all meetings together with those present shall be kept in the files of the Committee.
- 6.10 minutes are to be confirmed at the next meeting with or without corrections. Such minutes are to be signed by the Chairperson of the confirmatory meeting and shall be kept in the files of the Committee.

7. Operating Subsidy

Council will pay the Special Committee an annual operating subsidy in the amount of no less than \$32,063.00. The operating subsidy must be used by the Special Committee to go towards the costs of operating and maintaining the facility as per the terms and conditions herein.

8. Review

This Terms of Reference will be due for review in line with the Instruments of Delegation for Special Committees under Section 81 of the *Local Government Act 1989*, requiring a review within 12 months of a general election.

MAINTENANCE

The division of responsibility for the maintenance of the facility is as follows:-

(1) COMMITTEE OF MANAGEMENT

- Car Parking On-site (where applicable).
- Cooking Equipment - repair.
- Doors and Door Furniture.
- Electrical Fittings & Fixtures - repair and replacement.
- Fences – repair.
- Fire Fighting Equipment – Portable (eg extinguishers), fire blankets.
- Fire Fighting Equipment inc extinguishers & hose reels - Testing
- Fly-wire screens - repair and replace.
- Floor coverings – carpet – repair & replace.
- Floor coverings – vinyl – repair & replace.
- Floor coverings – other – repair & replace.
- Floor - resurfacing
- Heating Equipment and Air Conditioning – repair & maintenance.
- Hot water systems – repair & maintenance.
- Internal Lining – repairs.
- Lawns, nature strips, gardens, trees, shrubs and play areas within the area defined by the Agreement.
- Light fittings, Globes & Tubes – inc Exit & Emergency lighting and testing.
- Painting – internal & external.
- Paths/Paved areas – repair & maintenance.
- Playground equipment.
- Roof cladding - repairs
- Roof gutters, downpipes & fascias – cleaning and repairs.
- Sanitary fixtures inc toilet cisterns - repair and replacement
- Security.
- Sewerage lines, Septic systems and storm water drains – repair & maintenance inc pump out and clearance of blockages.
- Taps, valves and pipework.
- Windows - frames and glazing.
- Other minor maintenance.
- Essential Safety Measures Manual – keeping records current.

(2) WELLINGTON SHIRE COUNCIL

- Cooking equipment – replace fixtures assessed as non repairable or beyond serviceable life.
- Electrical Rewiring where necessary to comply with regulatory requirements.
- External Cladding – full replacement of wall(s).
- Fences – full replacement where assessed as unserviceable.
- Fire Fighting Equipment – Replacement and repair of fixed hose reels and hydrants.
- Floor – replacement or reblocking.
- Heating equipment & air conditioning – replacement of fixed items assessed as non repairable or beyond serviceable life.
- Hot Water Systems - replacement.
- Internal Lining – Full Replacement.
- Paths/Paved areas – replacement.
- Roof Cladding – Full Replacement and major repairs.
- Septic systems – replacement.
- Structural defects (major).

Note: Any maintenance items not identified in either (1) or (2) above will be the subject of discussion and agreement between the Wellington Shire Council and the Committee.

**EXTRACT FROM THE LOCAL GOVERNMENT ACT, SECTIONS 86, 87, 89 AND 90.
- SPECIAL COMMITTEES OF COUNCIL.**

86. Special committees of the Council

- (1) In addition to any advisory committees that a Council may establish, a Council may establish one or more special committees of the following:
 - (a) Councillors;
 - (b) Council staff;
 - (c) other persons;
 - (d) any combination of persons referred to in paragraphs (a), (b) and (c).
 - (2) A Council may appoint members to a special committee and may at any time remove a member from a special committee.
 - (3) Except as provided in sub-section (4), a Council may by instrument of delegation delegate any of its functions, duties or powers under this or any other Act to a special committee.
 - (4) A Council cannot delegate to a committee the following powers—
 - (a) this power of delegation;
 - (b) to declare a rate or charge;
 - (c) to borrow money;
 - (d) to enter into contracts for an amount exceeding an amount previously determined by the Council;
 - (e) to incur any expenditure exceeding an amount previously determined by the Council;
 - (f) any prescribed power.
 - (5) A Council may require a special Committee to report to the Council at intervals determined by the Council.
 - (6) The Council must review any delegations to a special committee in force under this section within the period of 12 months after a general election.
- S. 86(7) inserted by No. 67/2008 s. 37, repealed by No. 63/2012 s. 15.

87. Special committee meetings

- (1) The Council must keep a register of delegations to special committees.
- (2) The Council may appoint a Chairperson for a special committee.
- (3) If the Council has not appointed a Chairperson under subsection (2), the members of a special committee must appoint a Chairperson.
- (4) If the Chairperson is not present at a meeting of a special committee the members must appoint a Chairperson for that meeting.
- (5) A meeting of a special committee must be held at a time and place determined by the special committee.
- (6) If the special committee has not appointed a time and place for a meeting under subsection (5), the Chairperson, or if the Chairperson is incapable of doing so, the Council, must fix the time and place of the next meeting.
- (7) Until approved by the Council a decision of a special committee which does not relate to a matter delegated to the special committee cannot be given effect to.
- (8) A Council may specify in the instrument of delegation that a member of a special committee who is a member of the public or of Council staff does not have voting rights on the special committee.

89. Meetings to be open to the public

- (1) Unless sub-section (2) applies, any meeting of a Council or a special committee must be open to members of the public.
- (2) A Council or special committee may resolve that the meeting be closed to members of the public if the meeting is discussing any of the following—
 - (a) personnel matters;
 - (b) the personal hardship of any resident or ratepayer;
 - (c) industrial matters;
 - (d) contractual matters;
 - (e) proposed developments;
 - (f) legal advice;
 - (g) matters affecting the security of Council property;
 - (h) any other matter which the Council or special committee considers would prejudice the Council or any person;

- (i) a resolution to close the meeting to members of the public.
- (3) If a Council or special committee resolves to close a meeting to members of the public the reason must be recorded in the minutes of the meeting.
- (4) Unless subsection (4A) applies, a Council must at least 7 days before the holding of—
 - (a) an ordinary council meeting; or
 - (b) a special council meeting; or
 - (c) a meeting of a special committee comprised solely of Councillors
 — give public notice of the meeting.
- (4A) If urgent or extraordinary circumstances prevent a Council from complying with subsection (4), the Council must—
 - (a) give such public notice as is practicable; and
 - (b) specify the urgent or extraordinary circumstances which prevented the Council from complying with subsection (4) in the minutes.
- (5) The Chairperson of a special committee that is not comprised solely of Councillors must provide reasonable notice to the public of meetings of the special committee.

90. Voting

- (1) A question before a meeting of a Council or special committee is to be determined as follows—
 - (a) each Councillor present at a meeting of the Council and each member of a special committee present at a meeting of the special committee who is entitled to vote is entitled to one vote;
 - (b) S. 90(1)(b) repealed by No. 63/2012 s. 16(1).
 - (c) unless the procedures of a Council or special Committee otherwise provide, voting must be by a show of hands;
 - (ca) voting at a meeting that is open to members of the public must not be in secret;
 - (d) the question is determined in the affirmative by a majority of the Councillors or members of the special committee present at a meeting at the time the vote is taken voting in favour of the question;
 - (e) except where subsection (2) applies, if the number of votes in favour of the question is half the number of Councillors or members of the special committee present at the meeting at the time the vote is taken, the Chairperson has a second vote.
- (2) If there is an equality of votes on a question arising under section 71(1), 87(2), 87(3) or 87(4), the matter is to be determined by lot.



WELLINGTON SHIRE COUNCIL

MAFFRA RECREATION RESERVE COMMITTEE

TERMS OF REFERENCE SCHEDULE

1. **Definitions**

In this Schedule unless inconsistent with the context or subject matter;

“Council” means the Wellington Shire Council

“Financial Year” means the period from 1 July to the following 30 June

“Special Committee” means the persons who are appointed and/or elected to the Committee in the manner hereinafter provided
2. **Objectives**

The objectives of the Special Committee shall be:

 - 2.1. To manage, operate and maintain the Maffra Recreation Reserve for the community in an efficient, effective and practical manner.
 - 2.2. To undertake activities designed to protect, promote, utilise and develop the Maffra Recreation Reserve for the use and enjoyment of the local community in line with Council policy and relevant Council strategic documents.
 - 2.3. To keep the Council informed on the operations, improvements and advancements of the Maffra Recreation Reserve by forwarding copies of all minutes of all ordinary and extraordinary meetings and the Annual Report.
 - 2.4. To set, maintain and collect appropriate user charges.
 - 2.5. To ensure that the Maffra Recreation Reserve’s capital assets are adequately maintained.
 - 2.6. To provide advice to Council on matters relating to the Maffra Recreation Reserve.
3. **Appointment and Membership of the Committee**

The method of appointment and the membership of the Special Committee shall be:

 - 3.1 the Special Committee shall consist of a minimum of 5 ordinary members appointed by the Council as follows:
 - a) One Councillor
 - b) Two Representatives from the Maffra Football Club
 - c) Two Representatives from the Maffra Agricultural Society
 - d) One Representative from the District Kennel Club
 - e) One Representative from the Poultry Club
 - f) One Representative from the Maffra Municipal Band
 - g) One Representative from the Maffra Rockhounds
 - h) One Representative from the Eastern Victorian Pleasure Harness Club Inc

i) One Representative from the American Truck Historical Society (Australian Charter)

j) Four representatives of the Community of Maffra.

Expressions of interest shall be sought embracing an agreed range of skills and experience appropriate to the functioning of a public recreation reserve

- 3.2 the Special Committee takes its authority from Section 86 of the Local Government Act 1989.
- 3.3 the term of office of the Members shall be until 18 December 2018 or as otherwise determined by the Council.
- 3.4 in the event of a vacancy on the Special Committee, the Committee may submit nominations to the Council and the vacating member shall be replaced by a person drawn from the same membership category in clause 3.1. The Council may chose to fill the vacancy from the names submitted or call for public nominations.
- 3.5 all nominations and appointments to the Special Committee must be confirmed by the Council and any person appointed as a Member may be removed from that position at any time by resolution of the Council. Any such removal shall cause an extraordinary vacancy which must be filled in accordance with clause 3.4.
- 3.6 the office of a Member may be declared vacant by the Council if that Member fails to attend 3 consecutive meetings without leave being granted by the Special Committee by a resolution duly passed.

4. Conditions

That the Special Committee observe and maintain the following conditions between the Committee and the Council as provided under this Section.

Notwithstanding Clauses below, the Council shall be the arbitrator of any disputed or uncertain maintenance responsibility and the Council's decision will be final.

4.1 Procurement

The Special Committee is authorised by the Instrument of Delegation to make procurement (purchasing) decisions in relation to the purchase of goods, services and works on behalf of Council. In making procurement decisions, the Committee shall also give consideration to Council's Procurement Policy.

4.2 Works

4.2.1. It is provided that the responsibility for repairs, maintenance and improvements will be divided between the Committee and the Council as provided in Appendix 1.

4.2.2. Major maintenance or improvement works will be the responsibility of the Council. Such works will be scheduled within the constraints of the Council's budget capability and will be consistent with any relevant policies and procedures adopted by the Council.

4.2.3. Sub-clause (4.2.2) is not intended to prevent the Committee of Management from suggesting or requesting the undertaking of major works which, subject to Council consent, it may do at its cost.

4.2.4. Any additions, modifications or improvements made to the property remain the property of the Council.

4.2.5. The Committee of Management is responsible for maintenance and replacement of all fittings, furniture and equipment within the facility with the exception of those items listed in accordance with Appendix 1.

- 4.2.6. If it is deemed that any Council supplied equipment (fixed or portable) is no longer available for use due to age or it is unable to be repaired, the Committee shall advise the Council of the condition of the equipment and the Committee's recommendation for the future of the equipment.

4.3 Insurance

4.3.1 Building and Contents

The Council will be responsible for the insurance cover of buildings, other identifiable physical structures and Council owned contents. Contents cover does not include sporting equipment and other items owned by the Committee or user groups. The Committee shall ensure that user groups are aware of their responsibility to obtain and maintain insurance on their own equipment.

4.3.2 Committee Members

Subject to the Special Committee and its members acting within the scope, powers and functions set out in the Instrument of Delegation and these Terms of Reference, the Public Liability insurance held by the Council shall protect individual members from liability other than for criminal matters.

4.3.3 Volunteers

Any volunteers co opted to assist the Committee to discharge its obligations will be covered by the Council's insurance policies where the names of the volunteers have been recorded in the Committee's Volunteer Register. The Committee will be responsible for ensuring that all volunteers complete a Volunteer Registration Form which is to be held by the Committee.

4.3.4 Hirers / Users

All regular users/hirers or organised clubs, associations or organisations using the Maffra Recreation Reserve must have their own public liability insurance cover when using the reserve facilities. Casual hirers, being individuals or unincorporated groups of individuals, will, subject to completion of a documented hire agreement, be covered by the Wellington Shire Council casual hirers insurance policy.

4.4 Use of Facility

4.4.1 The Committee of Management is responsible for the formulation and administration of terms and conditions for use of the facility, including the setting of hire fees and security deposits. All terms and conditions of use and access must be consistent with any Council policy(s).

4.4.2 The Committee of Management must formulate a written Hire Agreement inclusive of an indemnity to be entered into with users of the facility.

4.4.3 The Committee of Management must ensure that all users of the facility, execute the hire agreement and indemnity prior to any use.

4.5 Books of Account

The Committee shall operate such bank accounts and books of accounts as the Committee thinks necessary and may receive all monies and meet routine expenditure in connection with the Conditions set out in Clause 5 and associated with the operation of the various Maffra Recreation Reserve functions.

4.6 Fundraising

All fundraising activities for or related to the facility, including any undertaken by the Committee of Management, must not occur until after all applicable permits and licences have been obtained.

4.7 Rules for Behaviour of Users

Subject to approval by the Council, the Special Committee may make such rules as it deems expedient for the safety, conduct and well being of people using the Maffra Recreation Reserve and may ensure compliance by whatever lawful means the Committee considers fit. A copy of such rules shall be supplied to the Council by the Committee within one month of being approved by the Committee. Council may approve or reject such rules as soon as practicable thereafter. If approved by Council, such rules shall have immediate effect thereafter.

5. Reporting

The following reports shall be provided to Council outlining the activities of the Special Committee:

- 5.1 Copy of all Committee Meeting Minutes (including ordinary meetings, extraordinary meetings and Annual General Meetings), within a month of the meeting being held.
- 5.2 Monthly GST Returns, detailing total income and expenditure and total GST received and paid during the month [form supplied by Shire]. Returns due within the first week of the month following.
- 5.3 The Annual General Meeting reporting requirements are:
 - Audited financial statements for previous financial year
 - Annual operating budget
 - Works and projects planned for next 12 months
 - Schedule of fees
 - Committee's Rules for the Reserve

6. Meetings of the Special Committee

The following rules and regulations apply to meetings of the Special Committee:

- 6.1 the provisions of Section 86, 87, 89 and 90 of the Local Government Act 1989 shall apply to this Special Committee (Copy attached at Appendix 2).
- 6.2 the conduct of meetings held by the Special Committee shall be subject to the provisions of Wellington Shire Council – Local Law No. 1, "Processes of Municipal Government (Meeting and Common Seal) Local Law."
- 6.3 the Committee shall appoint the Chairperson, Secretary and Treasurer from the persons appointed by Council to the Special Committee.
- 6.4 the Chairperson, Secretary and Treasurer shall be elected on an annual basis.
- 6.5 the Special Committee shall meet at least 4 times per year on a quarterly basis, or more frequently if so determined by the Committee.
- 6.6 notice specifying the date, time and business of the meeting must be given to all members as least seven days before any meeting of the Special Committee.
- 6.7 no meeting of the Special Committee shall be held and no business shall be transacted unless a majority of members are present (half the membership plus one) creating a quorum. If a quorum is not present within ½ an hour of the time appointed for a meeting, then the meeting shall stand adjourned until the same time and place on the same day of the following week and notice to this effect shall be given to all members.

6.8 an extraordinary meeting shall be called by the Chairperson on the written request of any three members, such request specifying the purpose of the extraordinary meeting.

6.9 a record of the minutes and proceedings of all meetings together with those present shall be kept in the files of the Committee.

6.10 minutes are to be confirmed at the next meeting with or without corrections. Such minutes are to be signed by the Chairperson of the confirmatory meeting and shall be kept in the files of the Committee.

7. Operating Subsidy

Council will pay the Special Committee an annual operating subsidy in the amount of no less than \$17,594.00. The operating subsidy must be used by the Special Committee to go towards the costs of operating and maintaining the facility as per the terms and conditions herein.

8. Review

This Terms of Reference will be due for review in line with the Instruments of Delegation for Special Committees under Section 81 of the *Local Government Act 1989*, requiring a review within 12 months of a general election.

MAINTENANCE

The division of responsibility for the maintenance of the facility is as follows:-

(1) COMMITTEE OF MANAGEMENT

- Car Parking On-site (where applicable).
- Cooking Equipment - repair.
- Doors and Door Furniture.
- Electrical Fittings & Fixtures - repair and replacement.
- Fences – repair.
- Fire Fighting Equipment – Portable (eg extinguishers), fire blankets.
- Fire Fighting Equipment inc extinguishers & hose reels - Testing
- Fly-wire screens - repair and replace.
- Floor coverings – carpet – repair & replace.
- Floor coverings – vinyl – repair & replace.
- Floor coverings – other – repair & replace.
- Floor - resurfacing
- Heating Equipment and Air Conditioning – repair & maintenance.
- Hot water systems – repair & maintenance.
- Internal Lining – repairs.
- Lawns, nature strips, gardens, trees, shrubs and play areas within the area defined by the Agreement.
- Light fittings, Globes & Tubes – inc Exit & Emergency lighting and testing.
- Painting – internal & external.
- Paths/Paved areas – repair & maintenance.
- Playground equipment.
- Roof cladding - repairs
- Roof gutters, downpipes & fascias – cleaning and repairs.
- Sanitary fixtures inc toilet cisterns - repair and replacement
- Security.
- Sewerage lines, Septic systems and storm water drains – repair & maintenance inc pump out and clearance of blockages.
- Taps, valves and pipework.
- Windows - frames and glazing.
- Other minor maintenance.
- Essential Safety Measures Manual – keeping records current.

(2) WELLINGTON SHIRE COUNCIL

- Cooking equipment – replace fixtures assessed as non repairable or beyond serviceable life.
- Electrical Rewiring where necessary to comply with regulatory requirements.
- External Cladding – full replacement of wall(s).
- Fences – full replacement where assessed as unserviceable.
- Fire Fighting Equipment – Replacement and repair of fixed hose reels and hydrants.
- Floor – replacement or reblocking.
- Heating equipment & air conditioning – replacement of fixed items assessed as non repairable or beyond serviceable life.
- Hot Water Systems - replacement.
- Internal Lining – Full Replacement.
- Paths/Paved areas – replacement.
- Roof Cladding – Full Replacement and major repairs.
- Septic systems – replacement.
- Structural defects (major).

Note: Any maintenance items not identified in either (1) or (2) above will be the subject of discussion and agreement between the Wellington Shire Council and the Committee.

**EXTRACT FROM THE LOCAL GOVERNMENT ACT, SECTIONS 86, 87, 89 AND 90.
- SPECIAL COMMITTEES OF COUNCIL.**

86. Special committees of the Council

- (1) In addition to any advisory committees that a Council may establish, a Council may establish one or more special committees of the following:
 - (a) Councillors;
 - (b) Council staff;
 - (c) other persons;
 - (d) any combination of persons referred to in paragraphs (a), (b) and (c).
 - (2) A Council may appoint members to a special committee and may at any time remove a member from a special committee.
 - (3) Except as provided in sub-section (4), a Council may by instrument of delegation delegate any of its functions, duties or powers under this or any other Act to a special committee.
 - (4) A Council cannot delegate to a committee the following powers—
 - (a) this power of delegation;
 - (b) to declare a rate or charge;
 - (c) to borrow money;
 - (d) to enter into contracts for an amount exceeding an amount previously determined by the Council;
 - (e) to incur any expenditure exceeding an amount previously determined by the Council;
 - (f) any prescribed power.
 - (5) A Council may require a special Committee to report to the Council at intervals determined by the Council.
 - (6) The Council must review any delegations to a special committee in force under this section within the period of 12 months after a general election.
- S. 86(7) inserted by No. 67/2008 s. 37, repealed by No. 63/2012 s. 15.

87. Special committee meetings

- (1) The Council must keep a register of delegations to special committees.
- (2) The Council may appoint a Chairperson for a special committee.
- (3) If the Council has not appointed a Chairperson under subsection (2), the members of a special committee must appoint a Chairperson.
- (4) If the Chairperson is not present at a meeting of a special committee the members must appoint a Chairperson for that meeting.
- (5) A meeting of a special committee must be held at a time and place determined by the special committee.
- (6) If the special committee has not appointed a time and place for a meeting under subsection (5), the Chairperson, or if the Chairperson is incapable of doing so, the Council, must fix the time and place of the next meeting.
- (7) Until approved by the Council a decision of a special committee which does not relate to a matter delegated to the special committee cannot be given effect to.
- (8) A Council may specify in the instrument of delegation that a member of a special committee who is a member of the public or of Council staff does not have voting rights on the special committee.

89. Meetings to be open to the public

- (1) Unless sub-section (2) applies, any meeting of a Council or a special committee must be open to members of the public.
- (2) A Council or special committee may resolve that the meeting be closed to members of the public if the meeting is discussing any of the following—
 - (a) personnel matters;
 - (b) the personal hardship of any resident or ratepayer;
 - (c) industrial matters;
 - (d) contractual matters;
 - (e) proposed developments;
 - (f) legal advice;
 - (g) matters affecting the security of Council property;
 - (h) any other matter which the Council or special committee considers would prejudice the Council or any person;

- (i) a resolution to close the meeting to members of the public.
- (3) If a Council or special committee resolves to close a meeting to members of the public the reason must be recorded in the minutes of the meeting.
- (4) Unless subsection (4A) applies, a Council must at least 7 days before the holding of—
 - (a) an ordinary council meeting; or
 - (b) a special council meeting; or
 - (c) a meeting of a special committee comprised solely of Councillors
 — give public notice of the meeting.
- (4A) If urgent or extraordinary circumstances prevent a Council from complying with subsection (4), the Council must—
 - (a) give such public notice as is practicable; and
 - (b) specify the urgent or extraordinary circumstances which prevented the Council from complying with subsection (4) in the minutes.
- (5) The Chairperson of a special committee that is not comprised solely of Councillors must provide reasonable notice to the public of meetings of the special committee.

90. Voting

- (1) A question before a meeting of a Council or special committee is to be determined as follows—
 - (a) each Councillor present at a meeting of the Council and each member of a special committee present at a meeting of the special committee who is entitled to vote is entitled to one vote;
 - (b) S. 90(1)(b) repealed by No. 63/2012 s. 16(1).
 - (c) unless the procedures of a Council or special Committee otherwise provide, voting must be by a show of hands;
 - (ca) voting at a meeting that is open to members of the public must not be in secret;
 - (d) the question is determined in the affirmative by a majority of the Councillors or members of the special committee present at a meeting at the time the vote is taken voting in favour of the question;
 - (e) except where subsection (2) applies, if the number of votes in favour of the question is half the number of Councillors or members of the special committee present at the meeting at the time the vote is taken, the Chairperson has a second vote.
- (2) If there is an equality of votes on a question arising under section 71(1), 87(2), 87(3) or 87(4), the matter is to be determined by lot.



WELLINGTON SHIRE COUNCIL

NEWRY RECREATION RESERVE COMMITTEE

TERMS OF REFERENCE SCHEDULE

1. **Definitions**

In this Schedule unless inconsistent with the context or subject matter;

“Council” means the Wellington Shire Council

“Financial Year” means the period from 1 July to the following 30 June

“Special Committee” means the persons who are appointed and/or elected to the Committee in the manner hereinafter provided
2. **Objectives**

The objectives of the Special Committee shall be:

 - 2.1. To manage, operate and maintain the Newry Recreation Reserve for the community in an efficient, effective and practical manner.
 - 2.2. To undertake activities designed to protect, promote, utilise and develop the Newry Recreation Reserve for the use and enjoyment of the local community in line with Council policy and relevant Council strategic documents.
 - 2.3. To keep the Council informed on the operations, improvements and advancements of the Newry Recreation Reserve by forwarding copies of all minutes of all ordinary and extraordinary meetings and the Annual Report.
 - 2.4. To set, maintain and collect appropriate user charges.
 - 2.5. To ensure that the Newry Recreation Reserve’s capital assets are adequately maintained.
 - 2.6. To provide advice to Council on matters relating to the Newry Recreation Reserve.
3. **Appointment and Membership of the Committee**

The method of appointment and the membership of the Special Committee shall be:

 - 3.1 the Special Committee shall consist of a minimum of 5 ordinary members appointed by the Council as follows:
 - a) One Councillor
 - b) One Representative from the Newry-Nambrok Junior Football Club
 - c) One Representative from the Newry Golf Club
 - d) One Representative from the Maffra-Sale Motorcycle Club
 - e) Five Representatives of the community of Newry.Expressions of interest shall be sought embracing an agreed range of skills and experience appropriate to the functioning of a public recreation reserve

- 3.2 the Special Committee takes its authority from Section 86 of the Local Government Act 1989.
- 3.3 the term of office of the Members shall be until 18 December 2018 or as otherwise determined by the Council.
- 3.4 in the event of a vacancy on the Special Committee, the Committee may submit nominations to the Council and the vacating member shall be replaced by a person drawn from the same membership category in clause 3.1. The Council may chose to fill the vacancy from the names submitted or call for public nominations.
- 3.5 all nominations and appointments to the Special Committee must be confirmed by the Council and any person appointed as a Member may be removed from that position at any time by resolution of the Council. Any such removal shall cause an extraordinary vacancy which must be filled in accordance with clause 3.4.
- 3.6 the office of a Member may be declared vacant by the Council if that Member fails to attend 3 consecutive meetings without leave being granted by the Special Committee by a resolution duly passed.

4. Conditions

That the Special Committee observe and maintain the following conditions between the Committee and the Council as provided under this Section.

Notwithstanding Clauses below, the Council shall be the arbitrator of any disputed or uncertain maintenance responsibility and the Council's decision will be final.

4.1 Procurement

The Special Committee is authorised by the Instrument of Delegation to make procurement (purchasing) decisions in relation to the purchase of goods, services and works on behalf of Council. In making procurement decisions, the Committee shall also give consideration to Council's Procurement Policy.

4.2 Works

- 4.2.1. It is provided that the responsibility for repairs, maintenance and improvements will be divided between the Committee and the Council as provided in Appendix 1.
- 4.2.2. Major maintenance or improvement works will be the responsibility of the Council. Such works will be scheduled within the constraints of the Council's budget capability and will be consistent with any relevant policies and procedures adopted by the Council.
- 4.2.3. Sub-clause (4.2.2) is not intended to prevent the Committee of Management from suggesting or requesting the undertaking of major works which, subject to Council consent, it may do at its cost.
- 4.2.4. Any additions, modifications or improvements made to the property remain the property of the Council.
- 4.2.5. The Committee of Management is responsible for maintenance and replacement of all fittings, furniture and equipment within the facility with the exception of those items listed in accordance with Appendix 1.
- 4.2.6. If it is deemed that any Council supplied equipment (fixed or portable) is no longer available for use due to age or it is unable to be repaired, the Committee shall advise the Council of the condition of the equipment and the Committee's recommendation for the future of the equipment.

4.3 Insurance

4.3.1 Building and Contents

The Council will be responsible for the insurance cover of buildings, other identifiable physical structures and Council owned contents. Contents cover does not include sporting equipment and other items owned by the Committee or user groups. The Committee shall ensure that user groups are aware of their responsibility to obtain and maintain insurance on their own equipment.

4.3.2 Committee Members

Subject to the Special Committee and its members acting within the scope, powers and functions set out in the Instrument of Delegation and these Terms of Reference, the Public Liability insurance held by the Council shall protect individual members from liability other than for criminal matters.

4.3.3 Volunteers

Any volunteers co opted to assist the Committee to discharge its obligations will be covered by the Council's insurance policies where the names of the volunteers have been recorded in the Committee's Volunteer Register. The Committee will be responsible for ensuring that all volunteers complete a Volunteer Registration Form which is to be held by the Committee.

4.3.4 Hirers / Users

All regular users/hirers or organised clubs, associations or organisations using the Newry Recreation Reserve must have their own public liability insurance cover when using the reserve facilities. Casual hirers, being individuals or unincorporated groups of individuals, will, subject to completion of a documented hire agreement, be covered by the Wellington Shire Council casual hirers insurance policy.

4.4 Use of Facility

4.4.1 The Committee of Management is responsible for the formulation and administration of terms and conditions for use of the facility, including the setting of hire fees and security deposits. All terms and conditions of use and access must be consistent with any Council policy(s).

4.4.2 The Committee of Management must formulate a written Hire Agreement inclusive of an indemnity to be entered into with users of the facility.

4.4.3 The Committee of Management must ensure that all users of the facility, execute the hire agreement and indemnity prior to any use.

4.5 Books of Account

The Committee shall operate such bank accounts and books of accounts as the Committee thinks necessary and may receive all monies and meet routine expenditure in connection with the Conditions set out in Clause 5 and associated with the operation of the various Newry Recreation Reserve functions.

4.6 Fundraising

All fundraising activities for or related to the facility, including any undertaken by the Committee of Management, must not occur until after all applicable permits and licences have been obtained.

4.7 Rules for Behaviour of Users

Subject to approval by the Council, the Special Committee may make such rules as it deems expedient for the safety, conduct and well being of people using the Newry

Recreation Reserve and may ensure compliance by whatever lawful means the Committee considers fit. A copy of such rules shall be supplied to the Council by the Committee within one month of being approved by the Committee. Council may approve or reject such rules as soon as practicable thereafter. If approved by Council, such rules shall have immediate effect thereafter.

5. Reporting

The following reports shall be provided to Council outlining the activities of the Special Committee:

- 5.1 Copy of all Committee Meeting Minutes (including ordinary meetings, extraordinary meetings and Annual General Meetings), within a month of the meeting being held.
- 5.2 Monthly GST Returns, detailing total income and expenditure and total GST received and paid during the month [form supplied by Shire]. Returns due within the first week of the month following.
- 5.3 The Annual General Meeting reporting requirements are:
 - Audited financial statements for previous financial year
 - Annual operating budget
 - Works and projects planned for next 12 months
 - Schedule of fees
 - Committee's Rules for the Reserve

6. Meetings of the Special Committee

The following rules and regulations apply to meetings of the Special Committee:

- 6.1 the provisions of Section 86, 87, 89 and 90 of the Local Government Act 1989 shall apply to this Special Committee (Copy attached at Appendix 2).
- 6.2 the conduct of meetings held by the Special Committee shall be subject to the provisions of Wellington Shire Council – Local Law No. 1, "Processes of Municipal Government (Meeting and Common Seal) Local Law."
- 6.3 the Committee shall appoint the Chairperson, Secretary and Treasurer from the persons appointed by Council to the Special Committee.
- 6.4 the Chairperson, Secretary and Treasurer shall be elected on an annual basis.
- 6.5 the Special Committee shall meet at least 4 times per year on a quarterly basis, or more frequently if so determined by the Committee.
- 6.6 notice specifying the date, time and business of the meeting must be given to all members as least seven days before any meeting of the Special Committee.
- 6.7 no meeting of the Special Committee shall be held and no business shall be transacted unless a majority of members are present (half the membership plus one) creating a quorum. If a quorum is not present within ½ an hour of the time appointed for a meeting, then the meeting shall stand adjourned until the same time and place on the same day of the following week and notice to this effect shall be given to all members.
- 6.8 an extraordinary meeting shall be called by the Chairperson on the written request of any three members, such request specifying the purpose of the extraordinary meeting.
- 6.9 a record of the minutes and proceedings of all meetings together with those present shall be kept in the files of the Committee.

6.10 minutes are to be confirmed at the next meeting with or without corrections. Such minutes are to be signed by the Chairperson of the confirmatory meeting and shall be kept in the files of the Committee.

7. Operating Subsidy

Council will pay the Special Committee an annual operating subsidy in the amount of no less than \$6,169.00. The operating subsidy must be used by the Special Committee to go towards the costs of operating and maintaining the facility as per the terms and conditions herein.

8. Review

This Terms of Reference will be due for review in line with the Instruments of Delegation for Special Committees under Section 81 of the *Local Government Act 1989*, requiring a review within 12 months of a general election.

MAINTENANCE

The division of responsibility for the maintenance of the facility is as follows:-

(1) COMMITTEE OF MANAGEMENT

- Car Parking On-site (where applicable).
- Cooking Equipment - repair.
- Doors and Door Furniture.
- Electrical Fittings & Fixtures - repair and replacement.
- Fences – repair.
- Fire Fighting Equipment – Portable (eg extinguishers), fire blankets.
- Fire Fighting Equipment inc extinguishers & hose reels - Testing
- Fly-wire screens - repair and replace.
- Floor coverings – carpet – repair & replace.
- Floor coverings – vinyl – repair & replace.
- Floor coverings – other – repair & replace.
- Floor - resurfacing
- Heating Equipment and Air Conditioning – repair & maintenance.
- Hot water systems – repair & maintenance.
- Internal Lining – repairs.
- Lawns, nature strips, gardens, trees, shrubs and play areas within the area defined by the Agreement.
- Light fittings, Globes & Tubes – inc Exit & Emergency lighting and testing.
- Painting – internal & external.
- Paths/Paved areas – repair & maintenance.
- Playground equipment.
- Roof cladding - repairs
- Roof gutters, downpipes & fascias – cleaning and repairs.
- Sanitary fixtures inc toilet cisterns - repair and replacement
- Security.
- Sewerage lines, Septic systems and storm water drains – repair & maintenance inc pump out and clearance of blockages.
- Taps, valves and pipework.
- Windows - frames and glazing.
- Other minor maintenance.
- Essential Safety Measures Manual – keeping records current.

(2) WELLINGTON SHIRE COUNCIL

- Cooking equipment – replace fixtures assessed as non repairable or beyond serviceable life.
- Electrical Rewiring where necessary to comply with regulatory requirements.
- External Cladding – full replacement of wall(s).
- Fences – full replacement where assessed as unserviceable.
- Fire Fighting Equipment – Replacement and repair of fixed hose reels and hydrants.
- Floor – replacement or reblocking.
- Heating equipment & air conditioning – replacement of fixed items assessed as non repairable or beyond serviceable life.
- Hot Water Systems - replacement.
- Internal Lining – Full Replacement.
- Paths/Paved areas – replacement.
- Roof Cladding – Full Replacement and major repairs.
- Septic systems – replacement.
- Structural defects (major).

Note: Any maintenance items not identified in either (1) or (2) above will be the subject of discussion and agreement between the Wellington Shire Council and the Committee.

**EXTRACT FROM THE LOCAL GOVERNMENT ACT, SECTIONS 86, 87, 89 AND 90.
- SPECIAL COMMITTEES OF COUNCIL.**

86. Special committees of the Council

- (1) In addition to any advisory committees that a Council may establish, a Council may establish one or more special committees of the following:
 - (a) Councillors;
 - (b) Council staff;
 - (c) other persons;
 - (d) any combination of persons referred to in paragraphs (a), (b) and (c).
 - (2) A Council may appoint members to a special committee and may at any time remove a member from a special committee.
 - (3) Except as provided in sub-section (4), a Council may by instrument of delegation delegate any of its functions, duties or powers under this or any other Act to a special committee.
 - (4) A Council cannot delegate to a committee the following powers—
 - (a) this power of delegation;
 - (b) to declare a rate or charge;
 - (c) to borrow money;
 - (d) to enter into contracts for an amount exceeding an amount previously determined by the Council;
 - (e) to incur any expenditure exceeding an amount previously determined by the Council;
 - (f) any prescribed power.
 - (5) A Council may require a special Committee to report to the Council at intervals determined by the Council.
 - (6) The Council must review any delegations to a special committee in force under this section within the period of 12 months after a general election.
- S. 86(7) inserted by No. 67/2008 s. 37, repealed by No. 63/2012 s. 15.

87. Special committee meetings

- (1) The Council must keep a register of delegations to special committees.
- (2) The Council may appoint a Chairperson for a special committee.
- (3) If the Council has not appointed a Chairperson under subsection (2), the members of a special committee must appoint a Chairperson.
- (4) If the Chairperson is not present at a meeting of a special committee the members must appoint a Chairperson for that meeting.
- (5) A meeting of a special committee must be held at a time and place determined by the special committee.
- (6) If the special committee has not appointed a time and place for a meeting under subsection (5), the Chairperson, or if the Chairperson is incapable of doing so, the Council, must fix the time and place of the next meeting.
- (7) Until approved by the Council a decision of a special committee which does not relate to a matter delegated to the special committee cannot be given effect to.
- (8) A Council may specify in the instrument of delegation that a member of a special committee who is a member of the public or of Council staff does not have voting rights on the special committee.

89. Meetings to be open to the public

- (1) Unless sub-section (2) applies, any meeting of a Council or a special committee must be open to members of the public.
- (2) A Council or special committee may resolve that the meeting be closed to members of the public if the meeting is discussing any of the following—
 - (a) personnel matters;
 - (b) the personal hardship of any resident or ratepayer;
 - (c) industrial matters;
 - (d) contractual matters;
 - (e) proposed developments;
 - (f) legal advice;
 - (g) matters affecting the security of Council property;
 - (h) any other matter which the Council or special committee considers would prejudice the Council or any person;

- (i) a resolution to close the meeting to members of the public.
- (3) If a Council or special committee resolves to close a meeting to members of the public the reason must be recorded in the minutes of the meeting.
- (4) Unless subsection (4A) applies, a Council must at least 7 days before the holding of—
 - (a) an ordinary council meeting; or
 - (b) a special council meeting; or
 - (c) a meeting of a special committee comprised solely of Councillors
 — give public notice of the meeting.
- (4A) If urgent or extraordinary circumstances prevent a Council from complying with subsection (4), the Council must—
 - (a) give such public notice as is practicable; and
 - (b) specify the urgent or extraordinary circumstances which prevented the Council from complying with subsection (4) in the minutes.
- (5) The Chairperson of a special committee that is not comprised solely of Councillors must provide reasonable notice to the public of meetings of the special committee.

90. Voting

- (1) A question before a meeting of a Council or special committee is to be determined as follows—
 - (a) each Councillor present at a meeting of the Council and each member of a special committee present at a meeting of the special committee who is entitled to vote is entitled to one vote;
 - (b) S. 90(1)(b) repealed by No. 63/2012 s. 16(1).
 - (c) unless the procedures of a Council or special Committee otherwise provide, voting must be by a show of hands;
 - (ca) voting at a meeting that is open to members of the public must not be in secret;
 - (d) the question is determined in the affirmative by a majority of the Councillors or members of the special committee present at a meeting at the time the vote is taken voting in favour of the question;
 - (e) except where subsection (2) applies, if the number of votes in favour of the question is half the number of Councillors or members of the special committee present at the meeting at the time the vote is taken, the Chairperson has a second vote.
- (2) If there is an equality of votes on a question arising under section 71(1), 87(2), 87(3) or 87(4), the matter is to be determined by lot.

ITEM C5.3**COMMUNITY ENGAGEMENT POLICY**

DIVISION:

COMMUNITY AND CULTURE

ACTION OFFICER:

MANAGER COMMUNITY WELLBEING

DATE:

3 OCTOBER 2017

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

OBJECTIVE

For Council to approve the Community Engagement Policy (Attachment A).

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY**RECOMMENDATION**

That Council approve the Community Engagement Policy (Attachment A).

BACKGROUND

In September 2016, Council approved the Community Engagement Strategy 2017-2020. As part of implementing this Strategy, a Policy has been written to underline the need for individual responsibility and management support to ensure a consistent and effective approach to community engagement across the Shire.

The Community Engagement Policy supports Council to achieve the three recommendations made by the Victorian Auditor General's Office in their May 2017 report, Public Participation and Community Engagement: Local Government Sector.

OPTIONS

Council has the following options:

1. Approve the Community Engagement Policy; or
2. Request changes to the Community Engagement Policy and present to a future Council meeting.

PROPOSAL

That Council approve the Community Engagement Policy (Attachment A).

COUNCIL PLAN IMPACT

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

Strategic Objective 6.2

“Community Engagement and customer service excellence is central to Council’s decision-making process.”

Strategy 6.2.3

“Ensure sound processes are in place to facilitate input into Council deliberations and decision making.”

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

CONSULTATION IMPACT

The Community Engagement Strategy was open for public comment for six weeks in 2016. Being an internal document, the related Policy has been developed by Wellington Engagement Network – Direction and Innovation (WENDI). This is a working group including members from all Divisions and has been endorsed by senior management.

RESOURCES AND STAFF

The Policy commits staff and supervisors to planning and evaluating community engagement (internal and external) for all projects that may affect community and staff.

The minimum requirement is for staff to fill in Part A and Part B. Part A is a one-page proforma that gives an overview of the project whether engagement is required. Where engagement is required Part B, the engagement plan is completed.

RISK MANAGEMENT

Poor engagement poses a significant risk to Council:

- Loss of trust from community members.
- Increased workload for staff handling complaints. This includes customer service staff and those who do outreach visits to community who must spend time listening to complaints rather than completing work required by their visit.
- Inconsistent communication leading to inefficient work practices and project delay.

CONFLICT OF INTEREST

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

COMMUNITY ENGAGEMENT POLICY

Policy Number:	The next number in the index of entries (to be determined after adoption/endorsement).
Approved by:	Council
Date Approved:	DRAFT
Date Effective:	2017
Date of Next Review:	2020
Related Policies:	
Applicable to Unit(s):	Whole Organisation
Responsible Officer:	General Manager Community & Culture
Statutory Reference:	<i>Local Government Act 1989</i>

OVERVIEW

The purpose of this policy is to establish the expectations of Wellington Shire Council for staff in effective community engagement during council planning, decision making and management of projects.

THE POLICY

Staff at Wellington Shire Council will conduct genuine and effective engagement that involves those who will be impacted by decisions and projects.

Individual Responsibilities

It is the responsibility of all staff to follow appropriate processes for effective community engagement.

Responsibilities for Managers and Supervisors

It is the responsibility of Managers and Supervisors to ensure staff follow the appropriate processes and store community engagement plans for audit.

The Community Engagement Process

The Wellington Shire approach to engagement is set out in the Community Engagement Strategy 2017-2020 and associated Promapp process available at the following link:

<https://au.promapp.com/wellington/Process/Minimode/Permalink/Dp95u1wvTgMr98jqKrMwrg>

The Community Engagement Strategy 2017-20 provides:

- meaning to the term community engagement;
- the context in which community engagement is undertaken;
- core values in community engagement; and
- an explanation of why community engagement is an effective way of doing business leading to better outcomes for the organisation and the community.

The Promapp process includes a range of templates and additional information that will support an effective and consistent approach to community engagement across the organisation.

Members of WENDI (Wellington Engagement Network – Direction and Innovation) and the Wellington Shire Community Engagement Officer are available to support staff to write and implement engagement plans.

HUMAN RIGHTS

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

Related Documents

Type:	Details:
Strategy	Wellington Shire Council Community Engagement Strategy 2017-2020
Process	Promapp Process - https://au.promapp.com/wellington/Process/Minimode/Permalink/Dp95u1wTgMr98jqKrMwrg



D. URGENT BUSINESS



E. FURTHER GALLERY AND CHAT ROOM COMMENTS



F. CONFIDENTIAL ATTACHMENT/S

F. CONFIDENTIAL ATTACHMENT/S

ITEM F1.1

SALE OF PROPERTIES FOR UNPAID RATES AND CHARGES
(Refer to Agenda Item C2.2)



ORDINARY COUNCIL MEETING
3 October 2017

On this 13th day of September 2017, in accordance with Section 77 Clause (2)(c) of the *Local Government Act 1989*; I, Arthur Skipitaris declare that the information contained in the attached document **ITEM F1.1 SALE OF PROPERTIES FOR UNPAID RATES AND CHARGES** is confidential because it relates to the following grounds under Section 89(2) of the *Local Government Act 1989*:

- b) the personal hardship of any resident or ratepayer



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

ITEM F1.2

CONTRACT 2018-012 BOAT RAMP UPGRADE PORT ALBERT
(Refer to Agenda Item C4.1)



ORDINARY COUNCIL MEETING
3 OCTOBER 2017

On this day 12th September 2017, in accordance with Section 77 Clause (2) (c) of *the Local Government Act 1989*; I, Chris Hastie General Manager Built and Natural Environment declare that the information contained in the attached document **ITEM F1.2 CONTRACT 2018-012 BOAT RAMP UPGRADE PORT ALBERT** is confidential because it relates to the following grounds under Section 89(2) of the *Local Government Act 1989*:

d) Contractual matters



CHRIS HASTIE
General Manager Built and Natural Environment



G. IN CLOSED SESSION

G. IN CLOSED SESSION

COUNCILLOR

That the meeting be closed to the public pursuant to Section 89(2) of the Local Government Act 1989 to consider:

- a) personnel matters*
- b) the personal hardship of any resident or ratepayer*
- c) industrial matters*
- d) contractual matters*
- e) proposed developments*
- f) legal advice*
- g) matters affecting the security of Council property*
- h) any other matter which the Council or special committee considers would prejudice the Council or any person*

IN CLOSED SESSION

COUNCILLOR

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