



**WELLINGTON**  
SHIRE COUNCIL

*The Heart of Gippsland*

## **COUNCIL MEETING AGENDA ORDINARY MEETING**

**Meeting to be held via Skype**

**Tuesday 15 June 2021, commencing at 6:00 PM**

**or join Wellington on the Web:  
[www.wellington.vic.gov.au](http://www.wellington.vic.gov.au)**

**ORDINARY MEETING OF COUNCIL  
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## COUNCIL MEETING INFORMATION

*As we remain under COVID-19 restrictions, the “Minister’s Good Practice Guideline MGPG-1: Virtual Meetings”, issued by the Minister for Local Government, will apply. Pursuant to section 87 of the Local Government Act 2020, these guidelines ensure that local Government decision making can continue in line with COVID-19 restrictions and further details can be found on the Local Government Victoria website.*

*These guidelines took effect from 1st May 2020 and will remain in place through to 26th April 2022.*

*While members of the public cannot attend this meeting in person, we have provided options for you to interact with us virtually via our Council Meetings page on the Wellington Shire Council Website. You are able to interact with Council in two ways:*

- Email a specific question or comment relating to a particular Council Agenda item no later than 1:00pm on the day of the Council Meeting; or*
- For general questions to Council, via the online webform early in this meeting to ensure that your questions can be dealt with at the end of this meeting.*

*While we maintain a virtual way of gathering, we thank you for your ongoing support.*

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## ACKNOWLEDGEMENT OF COUNTRY

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

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## 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*

## 1. APOLOGIES

## 2. DECLARATION OF CONFLICT/S OF INTEREST

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

### 3.1. ADOPTION OF MINUTES OF PREVIOUS COUNCIL MEETING

**ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES**

#### **PURPOSE**

To adopt the minutes of the Unscheduled Council Meeting of 27 May 2021 to consider 2021/22 draft budget submissions and the Ordinary Council Meeting of 1 June 2021.

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

#### **RECOMMENDATION**

***That Council adopt the minutes and resolutions of the Unscheduled Council Meeting of 27 May 2021 and Ordinary Council Meeting of 1 June 2021.***

#### **CONFLICT OF INTEREST**

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

#### 4. BUSINESS ARISING FROM PREVIOUS MEETINGS

**ACTION OFFICER: CHIEF EXECUTIVE OFFICER**

ITEM	FROM MEETING	COMMENTS	ACTION BY
NIL			

#### 5. ACCEPTANCE OF LATE AND URGENT ITEMS

#### 6. NOTICE/S OF MOTION

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

##### 7.1. OUTSTANDING PETITIONS

**ACTION OFFICER: CHIEF EXECUTIVE OFFICER**

ITEM	FROM MEETING	COMMENTS	ACTION BY
NIL			

## **7.2. RECEIPT OF PETITION: BUS STOP SAFETY ISSUE - HILLCREST ESTATE/BOISDALE STREET, MAFFRA**

### **ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES**

#### **PURPOSE**

To present Council with a petition in relation to a request for the removal of a number of trees next to the bus stop opposite Hillcrest Estate/Boisdale Street, Maffra to provide a safer area for those utilising the area to drop off and collect children who use the bus.

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

#### **RECOMMENDATION**

*That Council receive the attached petition in relation to a request for the removal of a number of trees next to the bus stop opposite Hillcrest Estate/Boisdale Street, Maffra to provide a safer area for those utilising the area to drop off and collect children who use the bus, as detailed in Attachment 1.*

#### **BACKGROUND**

Council has received a petition containing 21 signatures from concerned residents of the Hillcrest Estate/Boisdale Street, Maffra area requesting the removal of a number of trees next to the bus stop to provide a safer area for those utilising the area to drop off and collect children who use the bus. A significant point made in the petition is that by the time cars are parked and everyone is physically distancing (under current COVID-19 restrictions), both those collecting/dropping off children and the children themselves are left to manoeuvre close to the road.

#### **ATTACHMENTS**

1. Petition - Bus Stop Safety Issue Redacted [7.2.1 - 5 pages]
2. Petition - CARS Request 300521 Redacted [7.2.2 - 1 page]

#### **FINANCIAL IMPACT**

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

#### **COMMUNICATION IMPACT**

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

## LEGISLATIVE IMPACT

Rule 7.5(2) of Wellington Shire Council Governance Rules provides for petitions and joint letters:

*“A petition or joint letter presented to the Council must lay on the table for a period determined by the Council but not exceeding the next two Council Meetings. No motion, other than to receive the petition or joint letter may be accepted by the Chairperson, unless the Council unanimously agrees to deal with it earlier.”*

## COUNCIL POLICY IMPACT

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

## 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.

## RESOURCES AND STAFF IMPACT

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

## COMMUNITY IMPACT

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

## ENVIRONMENTAL IMPACT

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

## ENGAGEMENT IMPACT

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

## RISK MANAGEMENT IMPACT

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

Leesa Brideson  
■ Moon Street  
Maffra, Victoria, 3860

30th May, 2021

Wellington Shire Council  
18 Desailly Street  
SALE VICTORIA 3850

To Whom It May Concern,

**RE: BUS STOP SAFETY ISSUE  
HILLCREST ESTATE / BOISDALE STREET, MAFFRA**

I am writing to you to express our concern about a safety issue at our school bus stop, located on Boisdale Street, Maffra (opposite the entrance to the Hillcrest Estate).

There are currently 14 Boisdale Consolidated School children that get on the bus, 6 younger siblings, 8 adults and up to 8 cars all trying to squeeze into a small space on the side of a busy road. There is a small clearing where the bus stop is located, but unfortunately there is a huge tree stump right in the middle which makes parking difficult and forces the children to stand nearer the road. Being that it is such a busy road, and at the top of a crest, makes it very dangerous for the small children.

I would therefore like to request that some works be undertaken to clear an area of 5 small trees, as well as the removal of the tree stump. I have attached some photos of the bus stop highlighting the trees and the stump I'd like removed.

There are over 100 houses currently located in the Hillcrest Estate and with the new Daly Park Estate, under development, adding an extra 43 houses, the bus stop is likely to get a lot busier going forward. I believe there are a number of other schools that also currently use this bus stop.

Thank you for your time and I look forward to hearing from you.


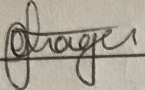
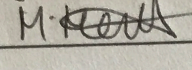
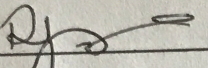
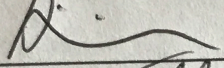
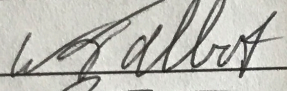
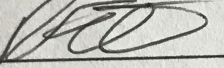
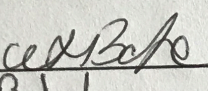
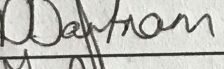


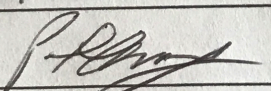
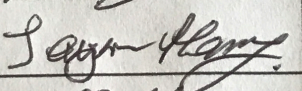
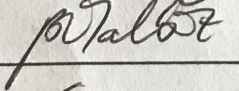

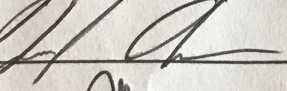

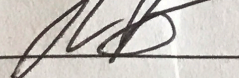
Yours sincerely,

Leesa Brideson  
(Parent - Boisdale Consolidated School)





**Petition to undertake works to clear an area of 5 small trees  
as well as the removal of a tree stump at bus stop located  
on Boisdale Street, Maffra (opposite the entrance to the Hillcrest Estate).**

Printed Name	Signature	Comment	Date
Fiona Clarke		feel it's unsafe for my children	6.5.21
Amanda Traege		definitely unsafe for the children.	6.5.21
Michelle Henry		unsafe, too close to road	6.5.21
RUTH HODGE		no room - unsafe, very busy road.	6/5/21.
CRAIG BRIDSON		PROPOSED WORKS WILL IMPROVE SAFETY	6/5/21
Bill Talbot		Unsafe for kids	7-5-21
Rod Fitt		Trip hazard.	11/5/21.
Mandy Bales		unsafe	14/5/21
DONNA BARTRAM		UNSAFE	17/5/21
Mark Bartram		unsafe	17/5/21
Megan Fitt		unsafe	17/5/2021
PHIL HENRY		NEED MORE ROOM UNSAFE	17/5/21
Sayne Henry		UNSAFE	18/5/2021
Brenda Talbot		Very crowded, at times, with kids, cars + buses -	18.5.2021
ELSIE LUKANOV		NEED MORE ROOM!!	18/5/21
Daniel Clark		unsafe	18/5/21
Dean Rowley		needs looking at for safety	18/5/21.
Jess Knight		is unsafe stop	18/5/21.



**Petition to undertake works to clear an area of 5 small trees as well as the removal of a tree stump at bus stop located on Boisdale Street, Maffra (opposite the entrance to the Hillcrest Estate).**

[illegible]



30/4/21

To Whom It May Concern,

I am a resident in Hillcrest Estate at address [REDACTED] Moon Street. My eldest daughter started her first year of school this year and is required to catch the bus on Boisdale Street, entry to Hillcrest Drive. The area in the morning where the bus pulls up is of great concern (west side of Boisdale Street). I have seen up to 14 children from 5 years old all the way through to 12 years old catch the bus there. I have seen at least 6 different families do the morning drop off. My concern is the amount of limited space everyone has to not only park their car, but also it is very crowded when everyone is waiting outside their car. Considering we are naturally trying to keep 1.5m distance, this is near impossible.

There is an old, rotten stump right in the middle of the small clearing, where a tree was chopped down years ago and my littlest boy (3 years old) has tripped over many of times. The road is Boisdale Street which is an extremely busy road both in the morning and evening. Sometimes you don't see a car coming until last minute due to the crests in the road. This is incredibly dangerous to all us and our families who need to squish in to park, waiting for the bus.

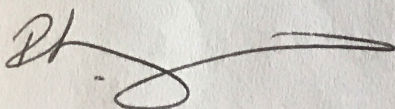
If some trees were removed and the stump cleared, this would lessen the risk as everyone could stand and park further back from the road.

I am extremely surprised this has not been considered at all due to the rapid growth in population in the Hillcrest Estate. It should be considered immediately, I am worried a child or adult will be involved in an accident. I would hate that to be the reason for a simple clearing of some trees and a stump.

*If you wish to discuss this issue any further please do not hesitate to contact me on*  
[REDACTED]

*Kind regards,*

Ruth Hodge



**Name \***

Leesa Brideson

**Email Address \***

██████████@gmail.com

**Contact No. \***

04 ██████████

**Postal Address**

██████ Moon Street, Maffra VIC 3860

**Contact me regarding this matter? \***

Yes

**What is the nature of works required? \***

Maintenance

**Please enter a detailed description of your request \***

Please see attached letters, petition and proposed works diagram for a bus stop safety issue on Boisdale Street, Maffra (opposite the entrance to the Hillcrest Estate). Feel free to contact me (or the Boisdale Consolidated School) should you require any further information.

**Add a file**

Other attached files: Bus-Stop-Safety-Issue.pdf

☒ I acknowledge Wellington Shire Council's [Privacy Statement](#). \*

**8. INVITED ADDRESSES, PRESENTATIONS OR ACKNOWLEDGEMENTS**

**9. QUESTION/S ON NOTICE**

**9.1. OUTSTANDING QUESTION/S ON NOTICE**

**ACTION OFFICER: CHIEF EXECUTIVE OFFICER**

ITEM	FROM MEETING	COMMENTS	ACTION BY
NIL			



## 10. MAYOR AND COUNCILLORS REPORT

### 10.1. MAYOR AND COUNCILLORS REPORT

**ACTION OFFICER: COUNCILLOR GARRY STEPHENS**

#### RECOMMENDATION

*That the Mayor and Councillors report be noted.*

#### 8 MAY TO 4 JUNE

11 May	Rural Councils Victoria Media Training, Sale	Cr Crossley, Cr Bye, Cr Maher, Cr Wood and Cr Tatterson attended
	Port Albert Progress Association meeting, Port Albert	Mayor Stephens attended
12 May	Wellington Land Supply Charette, online	Mayor Stephens, Cr Crossley, Cr McKenzie, Cr Maher, Cr Wood, Cr Tatterson, Cr Ripper and David Morcom, Chief Executive Officer attended
	Gippsland Renewable Energy Park meeting, Giffard West	Mayor Stephens, Cr Crossley, Cr McKenzie and Cr Bye attended
13-14 May	South East Australian Transport Strategy meeting	Cr Tatterson attended
14 May	One Gippsland CEO's and Mayors Board meeting, online	Mayor Stephens attended
19 May	Youth Council meeting, Sale	Cr Wood attended
20 May	Healthy Wellington Pop up session, Loch Sport	Cr McKenzie attended
	Resource Recovery Gippsland Board meeting, Trafalgar	Cr Maher attended

	VECO Official Project Launch, Melbourne	Cr Crossley attended
	Signing of Memorandum of Understanding with FedUni and GippsTAFE, Sale	Mayor Stephens and David Morcom, Chief Executive Officer attended
21 May	MAV State Council meeting, Melbourne	Cr Rossetti attended
	Exhibition Opening: John Clutterbuck	Cr Crossley attended
22 May	Anglican Church Fair, Stratford	Mayor Stephens attended
24 May	Star of the South CAG meeting, Toora	Cr McKenzie attended
26-28 May	Rural Councils Victoria Rural Summit, Mitchelton	Cr Rossetti and David Morcom, Chief Executive Officer attended
2 June	Libraries by Design Conference, online	Cr Ripper attended
3 June	MAV: Managing the CEO Employment cycle, online	Mayor Stephens attended
	Wellington Living Well During COVID-19 committee meeting, online	Cr Crossley attended
4 June	Domestic Animal Reference Group meeting, online	Cr McKenzie and Cr Wood attended

**COUNCILLOR GARRY STEPHENS  
MAYOR**

**11. DELEGATES REPORT**



## 12. CHIEF EXECUTIVE OFFICER

### 12.1. CHIEF EXECUTIVE OFFICER'S REPORT

#### ACTION OFFICER: CHIEF EXECUTIVE OFFICER

##### RECOMMENDATION

*That the Chief Executive Officer's report be received.*

#### 8 MAY TO 4 JUNE

10 May	Met with FedUni and Gipps TAFE regarding signing a Memorandum of Understanding, online
12 May	Attended the Victorian Electoral Commission Northern Ward countback, online.  Media Training with Mayor Stephens
13 May	Met with East Gippsland Executive to discuss shared services initiatives
14 May	Attended a Rural Council's Victoria Committee meeting, online
17 May	Met with GLaWAC Chief Executive Officer, Mr Roger Fenwick
19 May	Attended a Native Timber Taskforce Steering Group meeting, online
20 May	Attended the Official signing of the Memorandum of Understanding with Fed Uni and Gipps TAFE representatives alongside the Mayor
21 May	Met with Mr Danny O'Brien and Mr Tim Bull to discuss the Native Timber Taskforce path forward, online. Also in attendance was Mayor Stephens
25 May	Attended a Rural Councils Victoria pre-summit meeting
26-28 May	Rural Councils Victoria Rural Summit, Mitchelton. Also in attendance was Cr Rossetti
2 June	Attended a joint online meeting with Department of Jobs, Precincts and Regions, Municipal Association of Victoria and Local Government Chief Executive Officers

## **12.2. MAY 2021 COUNCIL PLAN HIGHLIGHTS**

### **ACTION OFFICER: CHIEF EXECUTIVE OFFICER**

#### **PURPOSE**

For Council to receive and note the May 2021 Council Plan Highlights.

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

#### **RECOMMENDATION**

*That Council receive and note the May 2021 Council Plan Highlights as attached.*

#### **BACKGROUND**

The May 2021 Council Plan Highlights comprise key highlights towards achievement of the 2017-21 Council Plan.

#### **ATTACHMENTS**

1. MAY 2021 COUNCIL PLAN HIGHLIGHTS [12.2.1 - 4 pages]

#### **OPTIONS**

Following consideration of the attached May 2021 Council Plan Highlights, Council can resolve to either:

1. Receive and note the May 2021 Council Plan Highlights; or
2. Not receive and note the May 2021 Council Plan Highlights and seek further information for consideration at a later Council meeting.

#### **PROPOSAL**

That Council receive and note the attached May 2021 Council Plan Highlights.

#### **CONFLICT OF INTEREST**

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

#### **FINANCIAL IMPACT**

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

## **COMMUNICATION IMPACT**

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

## **LEGISLATIVE IMPACT**

There is no legislative requirement for provision of a monthly Council Plan Highlights report however, Council has determined that in the interests of accountability and transparency, this report will be provided to the community.

## **COUNCIL POLICY IMPACT**

The May 2021 Council Plan Highlights has been prepared in the context of existing Council policies.

## **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.

## **RESOURCES AND STAFF IMPACT**

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

## **COMMUNITY IMPACT**

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

## **ENVIRONMENTAL IMPACT**

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

## **ENGAGEMENT IMPACT**

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

## **RISK MANAGEMENT IMPACT**

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

## MAY 2021 COUNCIL PLAN HIGHLIGHTS

### ***Pump Tracks and Skate Parks***

Maffra Youth Play Pump Track construction has been completed. Construction of the Skate Park will commence following the Yarram Skate Park Expansion.

Construction has commenced on the Sale Pump Track at Lions Park. The pump track, tree planting and landscaping is the first part of a multi-stage redevelopment of Lions Park.

### ***Planting commenced***

Urban amenity planting, street tree planting and native revegetation plantings have commenced and are proceeding well.

### ***Revitalisation Works***

The Memorandum of Understanding between Wellington Shire Council and Regional Roads Victoria for the York Street Revitalisation works has been finalised.

### ***Road Management Plan***

A Council workshop was conducted to review the community submissions received in relation to the draft Road Management Plan, with the final Plan due to be adopted by Council on 15 June 2021.

### ***Customer Requests***

The Built Environment Planning team received 114 customer requests this month and have completed 111 to date.

### ***Clean Power***

Wellington Shire Council has joined the Victorian Energy Collaboration (VECO), the largest emissions-reduction project undertaken by local government in Australia. The project will see 46 Councils pool their electricity needs to create a power purchase agreement which will enable them to buy clean power at a reduced price. Under the agreement, Wellington will source 25% of its electricity use.

### ***Joint Tenders with East Gippsland Shire Council***

The joint ICT Equipment Tender process has been completed and will provide procurement efficiencies in equipment purchasing, service and support.

Work has begun on a joint tender for an ICT Services Panel of Providers which is designed to seek and support local procurement of ICT skill and expertise.

### ***Electric Vehicle***

Wellington Shire Council has gone out to tender for its first Electric Vehicle with a possible delivery date of July 2021.

### ***Budget Submissions***

The draft 2021/22 Budget was placed on public exhibition for 28 days, closing on 19 May 2021. Eleven submissions were received and considered by Council at an unscheduled Council Meeting on 27 May 2021. The budget will be approved by Council at its meeting on 15 June 2021.

### ***Art Gallery***

Gippsland Art Gallery's first annual 'VCE Accessing Art' held in May was a great success, with 120 VCE students from six schools across the Shire attending. Workshops, artist talks and presentations were held at The Wedge and at the Port of Sale as part of the day-long event.

Opening night for new exhibition 'Jock Clutterbuck: Wisdom Journey' was held on 21 May 2021, attracting 41 enthusiastic visitors.

The George Gray Centre exhibition was also launched in a very special event for the artists and their families.

### ***Community Committees***

The Heyfield Hall Committee of Management has started collating and sharing a calendar of events for all Wellington halls. This offer of support by the Heyfield committee is a great example of the committees of management working together to increase community participation in activities at their facilities.

### ***Community Facilities Planning***

Cameron Stadium Redevelopment Project: Landscaping and signage in progress, all other works complete. Planning for official opening on 20 June 2021, pending advice regarding changing COVID-19 restrictions.

Sale Tennis Club Redevelopment: Stage 2 works have commenced with the club directly engaging a court construction contractor. Expected to be completed by the end of July.

Four Quick Response Grants were received in May with \$6,000 in funding approved for community programs, events, facilities and COVID-19 operational support.

### ***Emergency Management***

An exercise was held in May to train staff who will be involved in Emergency Relief Centres. This exercise acted as part training and part review to improve internal Council processes. Emergency Relief Centres' operations differ during COVID-19 restrictions.

Wellington Shire Council hosted training during May as part of the regional Person-Centered Emergency Planning project, which aims to train volunteers with vulnerabilities to act as peer supporters for other vulnerable community members and assist people plan their emergency responses.

### ***Leisure Services***

Works commenced to refurbish the Aqua Energy creche to make it suitable for additional uses including 'Mind and Body' studio classes and delivery of professional training such as first aid training.

Gippsland Regional Sports Complex was activated as a Covid Community Vaccination Clinic on 26 May 2021, commencing in this function the day prior to announcement of the state-wide seven day COVID-19 lockdown and expansion of vaccination eligibility, resulting in the centre being very busy.

Latest COVID-19 restrictions has forced the cancellation of Sale Netball Association's annual tournament at Gippsland Regional Sports Complex. This major event was scheduled for Saturday and Sunday 29-30 May 2021. It has not yet been decided if this event can be rescheduled for later in the year.

### ***Library Services***

Latest COVID-19 restrictions saw libraries closed from 28 May 2021 and the immediate recommencement of our popular Click & Collect service.

Tech Savvy Wellington programs commenced at Wellington Libraries' branches and neighbourhood houses across the shire and have generated much interest and booked-out sessions. This program is supported by a state government Community Activation Social Isolation grant which aims to increase connection during COVID-19.

The Middle of Everywhere app is being used to advertise library programming and events.

Two of our librarians were celebrated this month for achieving major service milestones. Margaret Payne, who works at both Yarram and Sale libraries, was recognised for 45 years of service, while Michelle Selzer was acknowledged for 35 years of service, almost 30 of those years spent as Yarram's Library Officer in Charge. Both were presented with Staff Service Awards by the Mayor Garry Stephens.

***The Wedge performing arts centre***

May started with a real bang at The Wedge with the first full house since February 2020! Our May season was a great mix of live music, musicals, local productions, comedy, cabaret and circus.

We also hosted the team from The Middle of Everywhere for their app launch and our friends from the Gippsland Art Gallery who ran a wonderful day for local VCE students, commencing with a lecture series in our John Leslie Theatre.

Overall, we held a total of seven shows in May with one performance, The Spooky Men's Chorale, being cancelled due to the latest COVID-19 restrictions. Rehearsals are still in full swing for *42 George Street*, The Wedge's first self-produced show, with playwright and director Michael Griffiths once again spending time with the cast and crew in a number of invaluable workshops.

***Youth Liaison***

Youth Council has been delivering workshops in schools to gather input for the Healthy Wellington plan and inform planning for the next Youth Summit.

Recruitment is underway for the youth mental health project, responding to a key outcome area of Healthy Wellington, our municipal public health and wellbeing plan, and funded by the state government's VicHealth and Engage! grants.

***Volunteer Week - Be Kind Wellington Thank You Campaign***

Request for quotation process has closed for a study identifying feasible options for meeting early years' service needs in Yarram. Assessment is underway and will be awarded in early June.

Council launched 'Thank a Volunteer Campaign' as part of our Be Kind Wellington facebook group. The campaign involved community members nominating a Wellington Shire volunteer. All nominations went into a draw for a \$250 Shop in Wellington voucher and \$250 donation to a community group (based on the winning volunteer's choice). There has been wonderful engagement with this campaign: 70 nominations received, 20,000 views and 10,000 engagements of a short thank you to volunteers video and 500+ views per post of seven thank you posts. A real highlight for this campaign was the stories the community share about the person they were nominating. This information will be turned into another short video which will be released in June along with the winner of the campaign.

***The Middle of Everywhere' Marketing Campaign***

The Middle of Everywhere App was successfully launched at a breakfast at The Wedge in Sale and was attended by approximately 80 guests and received extremely positive reviews. The app is a go-to guide to the region's best attractions, exciting events and amazing places to eat and drink.

***April 2022 Airshow***

Expressions of Interest are being sought from qualified event organisers to deliver the West Sale Airshow 2022.

***Key Strategic Projects***

Council is progressing various key strategic projects including negotiations for land acquisitions (former Sale High School and former Sale Police Station sites and proposed Maffra Waste Transfer Facility), progressing planning application processes and meeting with new business development associated with West Sale Airport and Kilmany solar upcycling businesses.

***Planning***

A residential charette/intensive workshop was held with the development sector and relevant stakeholders online on 5 and 12 May 2021 to discuss opportunities to help expedite the release of residential land in the Shire, with a draft report pending.

***Education and Training Opportunities***

A Memorandum of Understanding between Federation University, Wellington Shire Council and TAFE Gippsland has been signed which will see the organisations work together to boost skills and education, research, innovation and entrepreneurship opportunities in Gippsland.



### 12.3. APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER FOR THE PERIOD 24 JUNE TO 23 JULY 2021

#### ACTION OFFICER: CHIEF EXECUTIVE OFFICER

#### PURPOSE

For Council to approve the appointment of an Acting Chief Executive Officers for the period from Thursday 24 June to Friday 23 July 2021.

#### PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

##### RECOMMENDATION

*That Council approve the temporary appointment of:*

- ***Arthur Skipitaris - General Manager Corporate Services, for the period 24 June – 8 July 2021 and;***
  - ***Chris Hastie - General Manager Built and Natural Environment, for the period 9 July – 23 July 2021***
- as Acting Chief Executive Officers.***

#### BACKGROUND

Section 11(3) of the *Local Government Act 2020* provides for a Council to delegate to the Chief Executive Officer (CEO) the power to appoint an Acting Chief Executive Officer for a period not exceeding 28 days.

Where a need arises for the CEO to appoint an Acting CEO for more than 28 days, the CEO no longer has the delegated power to make this appointment and Council must review and approve any appointment.

As Council's CEO, Mr David Morcom, requires a leave period exceeding 28 days, this report seeks Council's approval for General Manager (GM) Corporate Services, Arthur Skipitaris, and General Manager Built and Natural Environment, Chris Hastie, to fill the position of Acting CEO in a split arrangement. This will allow for each GM to fulfil the requirements of the role of Acting CEO while still balancing the requirements of their own Divisions.

#### ATTACHMENTS

Nil

#### OPTIONS

Council has the following options available:

1. Approve the appointment the temporary appointment of:
  - Arthur Skipitaris - General Manager Corporate Services, for the period 24 June – 8 July 2021 and

- Chris Hastie - General Manager Built and Natural Environment, for the period 9 July – 23 July 2021
- as Acting Chief Executive Officers; or
2. Not approve the appointment the temporary appointment of:
- Arthur Skipitaris - General Manager Corporate Services, for the period 24 June – 8 July 2021 and
  - Chris Hastie - General Manager Built and Natural Environment, for the period 9 July – 23 July 2021
- as Acting Chief Executive Officers.

## PROPOSAL

That Council approve the appointment of an Acting Chief Executive Officer for the period from Thursday 24 June to Friday 23 July 2021.

## CONFLICT OF INTEREST

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

## FINANCIAL IMPACT

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

## COMMUNICATION IMPACT

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

## LEGISLATIVE IMPACT

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

## COUNCIL POLICY IMPACT

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

## 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.

#### **RESOURCES AND STAFF IMPACT**

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

#### **COMMUNITY IMPACT**

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

#### **ENVIRONMENTAL IMPACT**

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

#### **ENGAGEMENT IMPACT**

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

#### **RISK MANAGEMENT IMPACT**

The appointment of an Acting CEO in the absence of the CEO for more than 28 days allows for Council operations to continue normally, by ensuring that decisions and authorisations are addressed in a timely manner.

## 13. GENERAL MANAGER CORPORATE SERVICES

### 13.1. ASSEMBLY OF COUNCILLORS

#### ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

#### OBJECTIVE

To report on all assembly of Councillor records received for the period 24 May 2021 to 6 June 2021.

#### PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

#### RECOMMENDATION

*That Council note and receive the attached Assembly of Councillor records for the period 24 May 2021 to 6 June 2021.*

#### BACKGROUND

Section 80A of the *Local Government Act 1989* required a written record be kept of all assemblies of Councillors, stating the names of all Councillors and Council staff attending, matters considered and any conflict of interest disclosures made by a Councillor. These records were required to be reported at an ordinary meeting of the Council and recorded in the minutes. Under the new *Local Government Act 2020*, this requirement is no longer provided for however, under Council's good governance framework, Council will continue to provide records of assemblies of Councillors to ensure that the community are kept informed of Councillors activity and participation.

Following is a summary of all Assembly of Councillor records received for the period 24 May 2021 to 6 June 2021.

#### ATTACHMENTS

1. Assembly of Councillors - 27 May 2021 - MEMPC [13.1.1 - 2 pages]
2. Assembly of Councillors - 27 May 2021 - Unscheduled Council Meeting [13.1.2 - 1 page]
3. Assembly of Councillors - 1 June 2021 - Ordinary Council Meeting [13.1.3 - 2 pages]
4. Assembly of Councillors - 3 June 2021 - WLWDCC [13.1.4 - 1 page]

#### OPTIONS

Council has the following options:

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

## PROPOSAL

That Council note and receive the attached assembly of Councillors records during the period 24 May 2021 to 6 June 2021.

## CONFLICT OF INTEREST

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

## FINANCIAL IMPACT

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

## COMMUNICATION IMPACT

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

## LEGISLATIVE IMPACT

The reporting of written records of assemblies of Councillors to the Council in the prescribed format complied with Section 80A of the *Local Government Act 1989* however, without prescription under the *Local Government Act 2020*, Council will continue to provide these records as part of Council's good governance framework.

## COUNCIL POLICY IMPACT

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

## COUNCIL PLAN IMPACT

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.

## RESOURCES AND STAFF IMPACT

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

**COMMUNITY IMPACT**

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

**ENVIRONMENTAL IMPACT**

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

**ENGAGEMENT IMPACT**

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

**RISK MANAGEMENT IMPACT**

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

## ASSEMBLY OF COUNCILLORS – 27 May 2021

ATTACHMENT 13.1.1

- **ATTENDANCE:** Amend to “Yes” as required at the beginning of the of the assembly.
- **ATTENDEES:** A meeting of an advisory committee of the Council where at least one Councillor is present; or a planned or scheduled meeting of at least half of the Councillors and one staff member
- **CONFLICT OF INTEREST:** The Councillor must leave the meeting whilst the matter is being considered and ensure to include the Item Number in table.

MEETING	COUNCILLORS, OFFICERS AND OTHERS IN ATTENDANCE (NAME AND POSITION)					
<b>MUNICIPAL EMERGENCY MANAGEMENT COMMITTEE MEETING (MEMPC)</b>	Councillor Name	Attendance	Conflict of Interest	Officer Name	Attendance	Item No.
	Cr Ian Bye	No		D Morcom, CEO	No	
	Cr Carolyn Crossley	Yes		A Skipitaris, GMCS	No	
	Cr Garry Stephens	NO		S Houlihan, GMC&C	YES	
	Cr Jill Wood	YES		C Hastie, GMB&NE	No	
	Cr McKenzie	NO		B McAlister, GMD	No	
	Cr Gayle Maher	No				
	Cr Carmel Ripper	No				
	Cr Scott Rossetti	No				
	Cr John Tatterson	No				
OTHERS IN ATTENDANCE (NAME AND POSITION)			MATTERS/ITEMS CONSIDERED AT THE MEETING			
See attached for attendees			Endorsed: VCC EM membership; WMR&R Plan; WMR&R ToR; WMCovid-19 Pandemic Sub Plan; WMEMPC ToR			
			Received agency reports			
			Mitigation, Response, Relief/Recovery			
			Received Subcommittee reports, plans and activities			

**Please email completed form to Council's Governance Officer immediately following the meeting for the purpose of recording in Council's register.**

ATTENDEES			
NAME	ORGANISATION	NAME	ORGANISATION
Sharon Houlihan (Chair)	WSC	Mike McStephen	WSC
Julie Baker (Minutes)	WSC	Nathan Russell	WSC
Cr Jill Wood	WSC	Cr Carolyn Crossley	WSC
Stuart Beales	FFV, DELWP	Mick Triantafyllou	Exxon
Rob Standfield	Ambulance Vic	Michael Kearns	RRV
Rohan Gordon	HVP (on-line)	Dave Bartley	SES
Andy Gillham	Parks Vic	<a href="#">Luke Patterson</a>	CFA
Nick Madden	Gippsland Water (on-line)	Ben Proctor	WGCMA (on-line)
George Kircos	V/line	Lauren Bourke	DFFH
Ruth Scaife	YDHS	Trevor Barton	VicPol
Colleen Wood	EPA	Dave Weston	East Sale RAAF Base (on-line)
Les Moseley (on-line)	East Sale RAAF Base	Matt Daley	RAAF



## ASSEMBLY OF COUNCILLORS – 27 MAY 2021

MEETING	COUNCILLORS AND OFFICERS IN ATTENDANCE				CONFLICT/S OF INTEREST OR ACTION ITEMS
	Name	Attendance	Name	Attendance	
<b>Workshop: Receipt and consideration of the 2021/22 Draft Budget Submissions</b>	Cr Bye	Yes	David Morcom, CEO <i>(apology)</i>	No	N/A
	Cr Crossley	Yes	Arthur Skipitaris, GM Corporate Services	Yes	N/A
	Cr McKenzie	Yes	Sharon Houlihan, GM Community & Culture	Yes	N/A
	Cr Maher	Yes	Chris Hastie, GM Built & Natural Environment	Yes	N/A
	Cr Ripper	Yes	Brent McAlister, GM Development	Yes	N/A
	Cr Rossetti <i>(apology)</i>	No	Wendy Reeves, Coordinator Communications and Media	Yes	N/A
	Cr Stephens	Yes	Denise Teo, Governance Officer	Yes	N/A
	Cr Tatterson	Yes			
	Cr Wood	Yes			

	MATTERS/ITEMS CONSIDERED AT THE MEETING	OTHERS IN ATTENDANCE
<b>Workshops (cont.)</b>	<b>1. RECEIPT AND CONSIDERATION OF THE 2021/22 DRAFT BUDGET SUBMISSIONS</b>	<ul style="list-style-type: none"> <li>• Arthur Skipitaris, General Manager Corporate Services</li> <li>• Brent McAlister, General Manager Development</li> <li>• Chris Hastie, General Manager Built and Natural Environment</li> <li>• Sharon Houlihan, General Manager Community and Culture</li> <li>• Ian Carroll, Manager Corporate Finance</li> <li>• Tim Rowe, Manager Natural Environment and Parks</li> <li>• Sam Pye, Manager Built Environment</li> <li>• Daniel Gall, Coordinator Commercial Property</li> </ul> <p><i>Conflict of Interest: Nil</i></p>

## ASSEMBLY OF COUNCILLORS – 1 JUNE 2021

MEETING	COUNCILLORS AND OFFICERS IN ATTENDANCE (NAME AND POSITION)				CONFLICT/S OF INTEREST OR ACTION ITEMS
	Name	Attendance	Name	Attendance	
IT / Diary Meeting	Cr Bye	Yes	Cr Stephens	Yes	N/A
	Cr Crossley	Yes	Cr Tatterson	Yes	N/A
	Cr McKenzie	Yes	Cr Wood	Yes	N/A
	Cr Maher	Yes	David Morcom, CEO	Yes	N/A
	Cr Ripper	Yes	Leah Carubia, EA CEO	Yes	N/A
	Cr Rossetti	Yes	Damian Norkus, ICT Operations Officer	Yes	N/A

MEETING	COUNCILLORS AND OFFICERS IN ATTENDANCE				CONFLICT/S OF INTEREST OR ACTION ITEMS
	Name	Attendance	Name	Attendance	
Workshops	Cr Bye	Yes	Cr Tatterson	Yes	N/A
	Cr Crossley	Yes	Cr Wood	Yes	N/A
	Cr McKenzie	Yes	David Morcom, CEO	Yes	N/A
	Cr Maher	Yes	Arthur Skipitaris, GM Corporate Services	Yes	N/A
	Cr Ripper	Yes	Sharon Houlihan, GM Community & Culture	Yes	N/A
	Cr Rossetti	Yes	Chris Hastie, GM Built & Natural Environment	Yes	N/A
	Cr Stephens	Yes	Brent McAlister, GM Development	Yes	N/A

Workshops (cont.)	MATTERS/ITEMS CONSIDERED AT THE MEETING	OTHERS IN ATTENDANCE
	1. PORT OF SALE REVISED MASTER PLAN – FINAL REPORT	<ul style="list-style-type: none"> <li>Joshua Clydesdale, Manager Land Use Planning</li> <li>Barry Hearsey, Coordinator Strategic Planning</li> <li><i>Conflict of Interest: Nil</i></li> </ul>
	2. ARCHIBALD PRIZE 2021 UPDATE	<ul style="list-style-type: none"> <li>Simon Gregg, Director Gippsland Art Gallery</li> <li><i>Conflict of Interest: Nil</i></li> </ul>
	3. PARLIAMENTARY INQUIRY: USE OF SCHOOL BUSES IN RURAL AND REGIONAL VICTORIA	<ul style="list-style-type: none"> <li>Karen McLennan, Manager Communities, Facilities and Emergencies</li> <li><i>Conflict of Interest: Nil</i></li> </ul>
	4. OA RUFF STADIUM UPDATE	<ul style="list-style-type: none"> <li>Chris Hastie, General Manager Built and Natural Environment</li> <li>Sharon Houlihan, General Manager Community and Culture</li> <li><i>Conflict of Interest: Nil</i></li> </ul>
	5. WEST SALE AERODROME UPDATE	<ul style="list-style-type: none"> <li>Daniel Gall, Coordinator Commercial Property</li> <li>Theo Christopher, Coordinator Aerodromes</li> <li><i>Conflict of Interest: Nil</i></li> </ul>

## ASSEMBLY OF COUNCILLORS – 4 MARCH 2021 – WELLINGTON LIVING WELL DURING COVID-19 COMMITTEE

MEETING	COUNCILLORS, OFFICERS AND OTHERS IN ATTENDANCE (NAME AND POSITION)					
WELLINGTON LIVING WELL DURING COVID-19 COMMITTEE	Councillor Name	Attendance	Conflict of Interest	Officer Name	Attendance	Item No.
	Cr Bye	No		D Morcom, CEO	No	
	Cr Crossley	Yes		A Skipitaris, GMCS	No	
	Cr Tatterson	No		S Houlihan, GMC&C	Yes	
	Cr Ripper	No		C Hastie, GMB&NE	No	
	Cr McKenzie	No		B McAlister, GMD	No	
	Cr Maher	No				
	Cr Wood	No				
	Cr Rossetti	No				
	Cr Stephens	No				
OTHERS IN ATTENDANCE (NAME AND POSITION)			MATTERS/ITEMS CONSIDERED AT THE MEETING			
Karen McLennan, MEP			Received Subgroup report			
Leah Hepworth, WSC			Update on State response from DFFH			
Erin Lord, RDV			Update from RDV on economic recovery			
Lauren Bourke, DHHS			Update from DET			
Alison Clark, DET						
Julie Baker, admin						
Andrew Brick, Red Cross						

## 13.2. ADOPTION OF 21/22 BUDGET AND FEES AND CHARGES, STRATEGIC RESOURCE PLAN AND RATES AND SERVICE CHARGES

### ACTION OFFICER: MANAGER CORPORATE FINANCE

#### PURPOSE

For Council to adopt the:

- 2021/22 Budget and Fees and Charges including:
  - Fees and Charges
  - Budget allocation for multi-year projects
- 2021/22 Strategic Resource Plan
- 2021/22 Declared Rates and Service Charges.

#### PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

#### RECOMMENDATION

***That:***

1. ***Council adopt the 2021/22 Budget, as attached, including:***
  - ***Fees and charges***
  - ***2021/22 and 2022/23 Budget allocation for the following multi-year projects:***
    - ***Cowwarr - Streetscape masterplan stage 2 \$550,000***
    - ***Maffra - Stormwater retention basin & outfall improvement works \$550,000***
    - ***Alberton - Great Southern Rail Trail Extension -Alberton to Welshpool \$4,700,000***
    - ***Sale - York St Streetscape renewal (multi-year project) \$5,390,000***
    - ***Port of Sale - Mooring Access Improvements \$2,074,000***
    - ***National Park Road, Loch Sport - Safety Treatments \$300,000***
    - ***Briagolong - Recreation Reserve Tennis Court renewal \$571,000***
    - ***Alberton West - Sloping Bridge widening \$803,000***
    - ***Seacombe - Boat ramp upgrade \$443,000***
    - ***Maffra - Campbell Street to Fulton Drive footpath upgrade \$300,000***
2. ***Council adopt the 2021/22 Strategic Resource Plan; and***
3. ***Council adopt the following declared rates and charges for the period commencing on 1 July 2021 and concluding on 30 June 2022:***
  - A) ***Pursuant to the provisions of Sections 158, 161 and 162 of the Local Government Act 1989 (currently these remain saved provisions under the 1989 Act), the Wellington Shire Council hereby resolves to declare that the amount it intends to raise by rates and annual service charges is \$64,559,886***

<b><i>General Rate:</i></b>	<b><i>\$57,708,221</i></b>
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<b>Cultural &amp; Recreational Land rates</b>	<b>\$ 55,844</b>
<b>Garbage Charge:</b>	<b>\$ 4,824,674</b>
<b>Waste Infrastructure Charge:</b>	<b>\$ 1,600,610</b>
<b>EPA Levy Charge:</b>	<b>\$ 360,005</b>
<b>Boisdale Common Effluent System Charge</b>	<b>\$ 10,532</b>

- B)**
- (1)** *It be further declared that, subject to paragraph 4 of this Part, the general rate be raised through the application of differential rates.*
  - (2)** *A rate in the dollar of 0.004721 be specified as the general rate.*
  - (3)** *It be confirmed that the general rate for all rateable land within the municipal district be determined so that the amount payable be the Capital Improved Value multiplied by the rate in the dollar of 0.004721.*
  - (4)**
    - a)** *It be recorded that Council considers that a differential rate will contribute to the equitable and efficient carrying out of Council functions.*
    - b)** *A differential rate (80% of the general rate) be declared for that rateable land having the characteristics specified below, which characteristics will form the criteria for the differential rate so declared:*
      - (i)** *Farm Land:*  
*Means any land that:*  
*Is "Farm Land" within the meaning of Section 2(1) of the Valuation of Land Act 1960 (paras a) and b)) and other criteria as defined by Council in c) hereunder*
        - a) that is not less than 2 hectares in area; and*
        - b) that is used primarily for grazing (including agistment), dairying, pig-farming, poultry-farming, fish-farming, tree-farming, bee-keeping, viticulture, horticulture, fruit-growing or the growing of crops of any kind or for any combination of those activities; and*
        - c) where the ratepayer is a Primary Producer with any evidence/ruling confirmed by the Australian Taxation Office, registered ABN and business plan.*
- C)** **Garbage Charge:**
- (1)** *An annual service charge of \$243.20 be declared for the collection and disposal of garbage in respect of Residential premises to which the service is available – whether or not the owner or occupier of any such premises avails themselves of the service.*
- D)** **Waste Infrastructure Charge:**
- (1)** *An annual service charge be declared for the development of Landfills, Recycling facilities, Transfer Stations and the rehabilitation of Landfill sites, and provision of facilities for*

**ongoing monitoring of landfills, to ensure that Council can continue to provide a waste disposal service.**

- (2) The charge be \$55.00 for each property in respect of which a municipal charge may be levied. This charge will not apply to properties identified as being within the Ninety Mile Beach Restructure Plan Stages 7 – 22, with the exception of those properties with an existing dwelling, where the charge will still apply.**

**E) EPA Levy Charge:**

- (1) An annual service charge of \$18.15 be declared to cover the costs levied by the Environment Protection Authority on the operation of landfills, not otherwise recouped.**
- (2) The charge be levied on each property to which a Garbage Charge is applied, at the rate of one EPA Levy Charge for each Garbage Charge – except those properties recently the subject of the Ombudsman’s report into non developable blocks along Ninety Mile Beach and noted on Council’s website.**

**F) Boisdale Common Effluent System Charge:**

- (1) An annual service charge of \$421.00 be declared for wastewater availability in respect of Residential and Commercial premises in the township of Boisdale, to contribute towards the costs of operation and management of the Boisdale Common Effluent System (the System).**
- (2) The charge be levied on each property which is connected to the System, at the rate of one charge per tenement connected.**

**G) Cultural and Recreational Land:**

- (1) The following amounts (excluding service charges) be declared as payable in accordance with Section 4 of the Cultural and Recreational Lands Act 1963, having regard to the services provided by the Council in relation to such lands and the benefit to the community derived from this recreational land:**

<b>ORGANISATION</b>	<b>LOCATION</b>	<b>AMOUNT</b>
<b>Gippsland Woodcraft Group Inc</b>	<b>843 Maffra-Rosedale Rd, Nambrok</b>	<b>-</b>
<b>Glenmaggie &amp; District Boat Club</b>	<b>Licola Rd, Glenmaggie</b>	<b>-</b>
<b>Heyfield Bowling Club Inc</b>	<b>George St, Heyfield</b>	<b>1,605.14</b>
<b>Heyfield Golf Club Inc</b>	<b>91 Golf Course Rd, Heyfield</b>	<b>1,888.40</b>
<b>Lake Wellington Yacht Club Inc</b>	<b>725 Marlay Point Rd, Clydebank</b>	<b>-</b>
<b>Maffra Bowling Club Inc</b>	<b>Princess St, Maffra</b>	<b>873.39</b>
<b>Maffra Golf Club</b>	<b>Fulton Rd, Maffra</b>	<b>-</b>
<b>Maffra Sale Motorcycle Club</b>	<b>54 Tatterson Lane, Newry</b>	<b>171.14</b>

<b>Maffra Sale Motorcycle Club</b>	<b>Morison St, Maffra</b>	<b>271.46</b>
<b>Maffra Squash &amp; Racquetball Club Inc</b>	<b>Little Johnson St, Maffra</b>	
<b>Newry Golf Club</b>	<b>875 Three Chain Road Newry</b>	<b>-</b>
<b>Para Park Co-operative Game Reserve</b>	<b>Sunday Island, Port Albert</b>	<b>5,252.11</b>
<b>Port Albert Water Sports &amp; Safety Centre</b>	<b>31-37 Bay St, Port Albert</b>	<b>-</b>
<b>Sale &amp; District Aero Modellers Club Inc</b>	<b>Back Maffra Rd, Sale</b>	<b>147.53</b>
<b>Sale Agricultural Society – Sale Greyhound Club</b>	<b>Maffra-Sale Rd, Sale</b>	<b>10,504.23</b>
<b>Sale Agricultural Society – Showgrounds</b>	<b>Dawson St, Sale</b>	<b>3,304.70</b>
<b>Sale Angling &amp; Sport Fishing Club</b>	<b>5 David St, Manns Beach</b>	<b>-</b>
<b>Sale Angling &amp; Sport Fishing Club</b>	<b>Punt Lane, Sale</b>	<b>-</b>
<b>Sale City Football Netball Club Inc</b>	<b>Guthridge Pde, Sale</b>	<b>1,203.86</b>
<b>Sale Community Bowls Club Ltd</b>	<b>Foster St, Sale</b>	<b>-</b>
<b>Sale Croquet Club</b>	<b>Guthridge Pde, Sale</b>	<b>-</b>
<b>Sale Field &amp; Game Association</b>	<b>Chessum Rd, Longford</b>	<b>956.00</b>
<b>Sale Golf Club</b>	<b>2631 Rosedale-Longford Rd, Longford</b>	<b>3,080.45</b>
<b>Sale Small Bore Rifle Club</b>	<b>86 Stephenson St, Sale</b>	<b>-</b>
<b>Sale Tennis Club</b>	<b>51 Guthridge Pde, Sale</b>	<b>554.72</b>
<b>Sale Turf Club</b>	<b>1227 Maffra-Sale Rd, Sale</b>	<b>1,097.63</b>
<b>Sale Turf Club</b>	<b>Maffra-Sale Rd, Sale</b>	<b>9,560.03</b>
<b>Sale United Football Club Inc</b>	<b>313-321 Raglan St, Sale</b>	<b>873.39</b>
<b>Sale-Maffra Badminton Association Inc.</b>	<b>59 Gibsons Rd, Sale</b>	<b>519.31</b>
<b>Sporting Legends Club Inc</b>	<b>316 Montgomery Rd, Bundalaguah</b>	<b>944.20</b>
<b>Stratford Angling Club Inc</b>	<b>Hollands Landing Rd, Hollands Landing</b>	<b>-</b>
<b>Stratford Bowls Club</b>	<b>18-22 Dawson St, Stratford</b>	<b>-</b>
<b>The Yarram Country Club Inc</b>	<b>332-338 Commercial Rd, Yarram</b>	<b>554.72</b>
<b>West Sale Bowls Club Inc</b>	<b>Hunt Place, Wurruk</b>	<b>10,356.69</b>
<b>Yarram Golf Club</b>	<b>42 Golf Links Rd, Yarram</b>	<b>2,124.45</b>



<b>Yarram Motorcycle Club</b>	<b>96 Morris Rd, Yarram</b>	<b>-</b>
<b>TOTAL</b>		<b>55,843.53</b>
<p><b>H) Pursuant to the provisions of Section 169 of the Local Government Act 1989 (currently, this remains as a saved provision under the 1989 Act), Council declares a Rates Rebate on land with a Deed of Covenant for conservation purposes.</b></p> <p><b>(1) Council considers that this rebate will ensure that the biodiversity values of the land will be protected for the benefit of the broader community.</b></p> <p><b>(2) The rebate will apply only to the land that is affected by a covenant as described in the covenant document.</b></p> <p><b>(3) The rebate will be applied at \$15 per hectare, with a minimum rebate of \$100 and a maximum equal to the annual general rate on the property for that portion of land, in accordance with the Sustainability Policy.</b></p> <p><b>(4) Conditions apply as per Council's Policy No. 4.1.12 – Rates Rebate on land with a Deed of Covenant for Conservation Purposes.</b></p>		

## BACKGROUND

At the Council meeting held on 20 April 2021, it was resolved that:

1. Council advertise its 2021/22 Draft Budget in accordance with Section 96 of the Local Government Act 2020; and
2. Council consider submissions on the 2021/22 Draft Budget at a Special Council Meeting on Thursday 27 May 2021 at 3pm; and
3. Council meet on Tuesday 15 June 2021 to consider the formal adoption of the 2021/22 Budget.
4. Council make declarations regarding rates and charges for the period commencing on 1 July 2021 and concluding on 30 June 2022.

Following a Special Council Meeting on Thursday 27 May 2021, Council discussed and considered 11 written submissions and six supporting verbal submissions. The budget submissions have not had any major financial impact and Council has provided comment for each submission as per Attachment A. Council will also write to each submitter.

The 2021/22 Budget, as attached and presented for adoption, includes a capital works program of \$48.24 million. This program includes new capital works (not works carried forward) for 2021/22 of \$44.09 million, which comprises \$27.14 million on roads, footpaths, bridges and drainage, \$8.05 million on buildings, landfill improvements and land purchases, \$1.02 million on parks and open space, \$3.79 million on plant and equipment, \$2.29 million on recreational, leisure and community facilities and \$5.95 million on other works.

Last year, in response to the pandemic, Council delivered its first ever 'rate-freeze' with a 0% change. This year, the general rate increase has been capped at 1.5% in line with the Victorian Government's Fair Go Rates System. Council is resolved to maintaining and enhancing services, while working within the cap.

## **ATTACHMENTS**

1. Budget Submissions for Council Report\_150621 [13.2.1 - 4 pages]
2. 2021/2022 Final Budget [13.2.2 - 58 pages]

## **OPTIONS**

Council has the following options:

1. Adopt the 2021/22 Budget including Fees and Charges, and Multi Year Capital Projects; the 2021/22 Strategic Resource Plan and the 2021/22 declared Rates and Service Charges; or
2. Amend the proposed 2021/22 Budget including Fees and Charges, and Multi Year Capital Projects; the 2021/22 Strategic Resource Plan and 2021/22 declared Rates and Service Charges, prior to adoption; or
3. Seek further information and amend the 2021/22 Budget including Fees and Charges, and Multi Year Capital Projects; the 2021/22 Strategic Resource Plan and the 2021/22 declared Rates and Service Charges, prior to adoption at a future meeting of Council.

Section 94(1) of the *Local Government Act 2020* requires that the Budget be adopted prior to 30 June 2021. Therefore, should option 2 or 3 be selected a further Council Meeting before 30 June 2021 would be required to re-present the Budget for Council's consideration.

## **PROPOSAL**

That Council adopt the 2021/22 Budget including Fees and Charges and Multi Year Capital Projects; the 2021/22 Strategic Resource Plan and the 2021/22 declared Rates and Service Charges.

## **CONFLICT OF INTEREST**

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

## **FINANCIAL IMPACT**

Since releasing the draft budget for public submissions, and receiving submissions, a final examination of the capital works program occurred, which meant some minor amendments to a small number of projects was prudent, and a reclassification of components within the significant project for rehabilitation of York Street, between the capital budget and the operating budget was necessary. This, together with a revision of 2020/21 capex spends, has increased the expected carried forward amounts.

Amendments have resulted in a net reduction of capital works of (\$1.8M).

Eleven written and six supporting verbal submissions were received and discussed at a Special Council Meeting on 27 May 2021, however, there have not been any major financial impacts as an outcome of Council's consideration of the budget submissions. For further information regarding the outcome of these submissions, refer to Attachment A.

The final budget has been updated since the draft 2021/22 Budget was submitted to Council. As Council ensures it has the capacity to deliver the programs budgeted for there has been an increase in planned employee costs associated with a temporary increase of fulltime equivalent staff of 6.7 and a permanent increase of 1 full time equivalent staff. Some of these positions are funded by unspent or new grant income and some were previously budgeted for as contractor expenses. The net increased expense to Council is \$0.4M. There has also been additional money budgeted for the new litter bin contract, the tourism study in Port Albert and the Yarram growth strategy project.

During May 2021 Council received advice that in June 2021 it would receive a \$7.4M Financial Assistance Grant advance for the 2021/22 allocation. The combination of all these changes has resulted in altering the operating surplus to \$9.7M.

It must be noted that the detailed Final Adopted Budget - Operating Result, does not contain capital funds however, the "Combined Surplus for the year" (refer attached budget) includes various funding for capital projects.

The combination of the early receipt of the 2021/22 financial assistance grant (\$7.4M), the additional employee expense of (\$0.4M) and the reclassification of capital expenses to operating expenses (\$5.3M) offset by increased operating grant funding of \$3.0M and a decrease in other expenditure of \$0.9M has reduced the 2021/22 "Total Surplus for the year" by \$9.3M from \$19.0M to \$9.7M.

The estimated amount to be raised by general rates and the proposed rate in the dollar is reflected in the table below:

Type of Property	Proposed Rate in the dollar	Total Income
General residential	0.004721	\$35,588,634
Commercial/Industrial	0.004721	\$10,731,227
Farm	0.003777	\$11,444,204
Cultural and Recreational Land		\$65,048
<b>Total</b>		<b>\$57,764,065</b>

The estimated amount to be raised through service charges and the proposed charge per property is as follows:

Type of Charge	Per rateable property	Total Income
Kerbside collection (Garbage)	\$243.20	\$4,823,674
Waste Infrastructure Charge	\$55.00	\$1,600,610
EPA Levy Charge	\$18.15	\$360,005
Boisdale Common Effluent System Charge	\$421.00	\$10,532
<b>Total</b>		<b>\$6,794,821</b>

All rates are levied on Capital Improved Values, which were revalued at 1 January 2021 and are effective from 1 July 2021.

Council also proposes a rate rebate on land with a Deed of Covenant for conservation purposes, which will amount to approximately \$25,000.

## COMMUNICATION IMPACT

In accordance with Section 96(1)(b) of the *Local Government Act 2020*, Council placed the draft 2021/22 Budget in the public domain for comment. Advertisements were placed in local newspapers to seek community submissions on the draft 2021/22 Budget and it was accessible on Council's website.

All individuals or organisations making submissions in response to the draft 2021/22 Budget had an opportunity to provide feedback to Council on Thursday 27 May 2021 and will be advised in writing of the outcome.

## **LEGISLATIVE IMPACT**

As soon as practicable after a Council has prepared a proposed budget, the Council must give public notice that it is available for public consideration under Council's Community Engagement Policy and in accordance with Section 96 of the *Local Government Act 2020*. While the requirement to provide a 28-day submission period under Section 223 of the previous *Local Government Act 1989* is no longer legislatively required, for this draft budget, Council followed the processes outlined under s223 to ensure sound community engagement and public transparency.

Once adopted, the Final Budget will be submitted to the Minister for Local Government.

## **COUNCIL POLICY IMPACT**

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

## **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 6.3.1: *"Maintain processes and systems to ensure sound financial management."*

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

## **RESOURCES AND STAFF IMPACT**

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

## **COMMUNITY IMPACT**

The 2021/22 Budget reflects the financial impact of the services provided by Council to ratepayers, residents and visitors and, as such, will impact on the community.

## **ENVIRONMENTAL IMPACT**

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

## **ENGAGEMENT IMPACT**

Section 96(1)(b) of the *Local Government Act 2020* requires that Council develop the budget in line with its Community Engagement Policy. To ensure that Council provided ample and varied opportunity for community engagement, Council placed the draft 2021/22 Budget on Council's website and advertised that it had done so. Advertisements were placed in local newspapers, on Facebook and Council's website seeking community submissions on the draft 2021/22 Budget and inviting the public to speak to and in support of submissions at a special Council meeting held on 27 May 2021 to consider any submissions received.

## **RISK MANAGEMENT IMPACT**

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

## BUDGET SUBMISSIONS 2021/22

	SUBMISSION	RECOMMENDED ACTION FOLLOWING COUNCIL REVIEW
1.	<p>Request for various works at Seaspray:</p> <ol style="list-style-type: none"> <li>1. Pump Track</li> <li>2. Additional attractions</li> <li>3. Extension of pathway to complete the 'loop' along Centre Road and eventually along Main Road</li> <li>4. A more useful General Store</li> <li>5. A dump point for self-contained campers</li> </ol>	<p>Provision of Pump Tracks is guided by Council's Youth Play Plan. This plan does not identify Seaspray as a town for such a facility due to very low numbers of youth living in Seaspray, which would see the facility poorly utilised outside of the short holiday period. Council will however investigate other options that could be implemented for holiday periods.</p> <p>The path requested is already listed in the Urban Paths Plan and currently prioritised for construction as part of the 2022/23 budget period.</p> <p>Council does not operate the General Store and requests that submitters discuss their concerns with the owner.</p> <p>The Seaspray Caravan Park has a dump point available for campers staying overnight. The Seaspray Reserves Committee of Management may wish to investigate whether the caravan park operators are prepared to allow other campers to use their dump point for a small fee.</p> <p>Also, with regards to fish and other items being placed in the public toilets, Council will investigate the provision of signage to remind visitors of the acceptable use of the toilets.</p> <p><b><u>Budget Outcome:</u></b></p> <p><b>No change to the 2021/22 Budget.</b></p>
2.	Request for Pump Track at Seaspray	<p>Provision of Pump Tracks is guided by Council's Youth Play Plan. This plan does not identify Seaspray as a town for such a facility due to very low numbers of youth living in Seaspray, which would see the facility poorly utilised outside of the short holiday period. Council will however investigate other options that could be implemented for holiday periods.</p> <p><b><u>Budget Outcome:</u></b></p> <p><b>No change to the 2021/22 Budget.</b></p>

	SUBMISSION	RECOMMENDED ACTION FOLLOWING COUNCIL REVIEW
3.	Request to install footpath in Cedar Street Sale and fix drainage system	<p>While a shared path has been identified for Cedar Street, Sale, as part of Council's Urban Paths Plan, it is currently a low priority when compared to other urban path projects and therefore not flagged for installation within the next five years.</p> <p>Council Officers will investigate the drainage concern and subject to findings and the scale of works required either undertake maintenance or include in a future capital works program.</p> <p><b><u>Budget Outcome:</u></b>  <b>No change to the 2021/22 Budget.</b></p>
4.	Request to allocate funding towards Yarram Equestrian Facility Project	<p>Outdoor arena project is included on the Yarram Recreation Reserve Master Plan and is the minimum infrastructure required to undertake equestrian and pony club activities. Council will provide, from its 2021/22 Budget, a funding allocation, which will be contingent on a defined contribution from the club.</p> <p><b><u>Budget Outcome:</u></b>  <b>Minor alteration to the 2021/22 Budget to contribute to community project.</b></p>
5.	Request to allocate funding to address the gender gap in place naming and commemoration of women	<p>Council will ensure that:</p> <ul style="list-style-type: none"> <li>the Place Names Committee continues to encourage/consider naming roads and places after women;</li> <li>this submission be referred to our Gender Equality Committee (currently being formed) for assessment as part of auditing and action plan development; and</li> <li>the Public Art Policy is reviewed to encourage gender equality considerations in approval process for public art projects.</li> </ul> <p><b><u>Budget Outcome:</u></b>  <b>No change to the 2021/22 Budget.</b></p>
6.	Support of budgeted funding for new Terminal/training building and East End	<p>Council notes this submission for its support of a Yarram Aerodrome Master Plan, which is currently in development.</p> <p><b><u>Budget Outcome:</u></b></p>

	SUBMISSION	RECOMMENDED ACTION FOLLOWING COUNCIL REVIEW
	hangar development at Yarram Aerodrome	<b>No change to the 2021/22 Budget.</b>
7.	Support for construction of Seaspray to Honeysuckles off-road walking trail	<p>Council has now undertaken an assessment of planning requirements and costings for the construction of the requested path.</p> <p>Given the high cost to plan, construct and maintain a path between Seaspray and the Honeysuckles, Council does not support this submission and will instead continue to focus on the priorities identified in Council's urban path program.</p> <p><b><u>Budget Outcome:</u></b></p> <p><b>No change to the 2021/22 Budget.</b></p>
8.	That Council alter its rating strategy so that the farming sector does not shoulder an unfair share of the burden	<p>Council to continue to provide a farm rate differential which is 20% less than the general rates which apply to residential, commercial and industrial properties, to ensure equity across the competing challenges and requirements of each sector.</p> <p><b><u>Budget Outcome:</u></b></p> <p><b>No change to the 2021/22 Budget.</b></p>
9.		
10.	Consequences of the phase out of timber harvesting	<p>Submission is noted. Council does consider changes to the future rating mix.</p> <p><b><u>Budget Outcome:</u></b></p> <p><b>No change to the 2021/22 Budget.</b></p>
11.	Request to allocate funding for design and cost planning work for social rooms extension project at Stratford Recreation Reserve	<p>Social rooms extension was not accommodated in recent redevelopment project due to the need to optimise external funding availability. Design of redevelopment project allowed appropriate space for future project to extend the social rooms. Council will fund, from its 2021/22 Budget, the design and cost planning work required to investigate the potential of any future upgrade.</p> <p><b><u>Budget Outcome:</u></b></p> <p><b>Minor alteration to the 2021/22 Budget to deliver design phase of project.</b></p>







# WELLINGTON SHIRE COUNCIL

## Final Budget Report 2021/22

15 June 2021

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## **2021/22 Budget - Wellington Shire Council**

### **Mayor's Introduction**

On behalf of Council, I am pleased to release the 2021/22 budget to our community.

This document outlines the broad range of services provided by Council and details the funding that is required to deliver these services as well as continuing to maintain and improve community infrastructure.

It is important to note that this budget has been prepared with recovery from the COVID-19 pandemic in the forefront, both for the Wellington community and Council as an organisation. There is no doubt that the pandemic has had a large impact on our local businesses, volunteer groups and community as a whole. Council was not spared that impact.

A great deal of work has been completed to find cost savings within our operations, and this is reflected in the budget. Last year, in response to the pandemic, Council delivered its first ever 'rate-freeze' with a 0% change. This year, the general rate increase has been capped at 1.5% in line with the Victorian Government's Fair Go Rates System. Council is resolved to maintaining and enhancing services, while working within the cap.

It is also important to note, that while there may be some minor variations in rates between individual properties (some may go up while others go down based solely on movement in valuations, which are completed each year by the State Government Valuer-General), overall Council's revenue from general rates income will increase by 1.5%.

Council will also continue to fund other new initiatives (including a number over multi -years) and allocate additional funds to renew infrastructure within the Shire including:

- Cowwarr - Streetscape masterplan stage 2
- Sale - Environmental Education Centre & Wetland Project
- Maffra- Stormwater retention basin and outfall improvement works
- Alberton - Great Southern Rail Trail Extension - Alberton to Welshpool
- Sale - York Street Streetscape renewal (multi-year project)
- Heyfield - Gordon Street Renewal (George Street to Harbeck Street)
- Yarram - Pound Road East Widening Project
- Maffra Recreation Reserve netball court and lighting development
- Briagolong - Recreation Reserve Tennis Court renewal
- Loch Sport - Road safety treatments and carpark
- Yarram - 'A Warmer Pool for Yarram' project (multi-year project)
- Alberton West - Sloping Bridge widening
- Sale - Stephenson Park changerooms redevelopment (multi-year project)
- Stratford - Outdoor pool solar upgrade and pool blanket
- Seacombe - Boat ramp upgrade
- Rosedale - Cricket Street biodiversity enhancement

We have budgeted to spend \$19.5M on roads, bridges and drainage, including the annual road reseals, and re-sheeting program, reconstruction of numerous roads across the shire and intersection upgrades and improvements, plus \$3.9M on residential street schemes and \$7.6M on footpaths including streetscapes, our annual footpaths and shared paths program. Wellington Shire's natural environment will benefit from a \$3.3M investment in open space projects, parks, reserves, sportsgrounds, playgrounds and skate parks. The 2021/22 current year capital works program will be \$48.2M with \$24.4M funded from Council operations, \$17.2M from external grants and contributions and \$3.3M from new borrowings.

In addition to our capital works program, we will spend a further \$9.7M in urban and rural areas on our regular maintenance programs, including roadside vegetation management, fire breaks, sealed and gravel roads, drainage, and road sweeping and another \$6.2M on maintaining our open spaces.

We look forward to working with the community to deliver these exciting projects throughout the coming year.

**Councillor Garry Stephens**  
**Mayor Wellington Shire Council**

## 2021/22 Budget - Wellington Shire Council

## Financial Snapshot

Key Statistics	2020/21 Forecast \$ 000's	2021/22 Budget \$ 000's
Total Income	114,334	110,296
Total Expenditure	99,330	100,550
<b>Comprehensive operating surplus</b>	<b>15,004</b>	<b>9,746</b>

Note: The comprehensive operating surplus reflects the anticipated annual performance of Council's day to day operations.

2021/22 budget is impacted by \$7.4M of the 2021/22 Financial Assistance Grants 'brought forward' and expected to be received in June 2021.

<b>Underlying operating deficit</b>	<b>(3,727)</b>	<b>(9,932)</b>
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Note: The Underlying operating result is an important measure of financial sustainability as it excludes all funds which are used for capital from being allocated to cover operating expenses. In 2021/22 capital funds are defined as recurrent capital grants (Road to Recovery funding) of \$6.0M, non-recurrent grant funding of 10.6M, contributions (including ratepayer contributions to special street charge schemes) of \$3.4M and other capital adjustments of (\$0.9M) and all have been excluded to determine the underlying result.

2021/22 budget is impacted by \$7.4M of the 2021/22 Financial Assistance Grants 'brought forward' and expected to be received in June 2021. Excluding this 2021/22 advance payment of \$7.4M the 2021/22 Underlying operating deficit would be (\$2.6M).

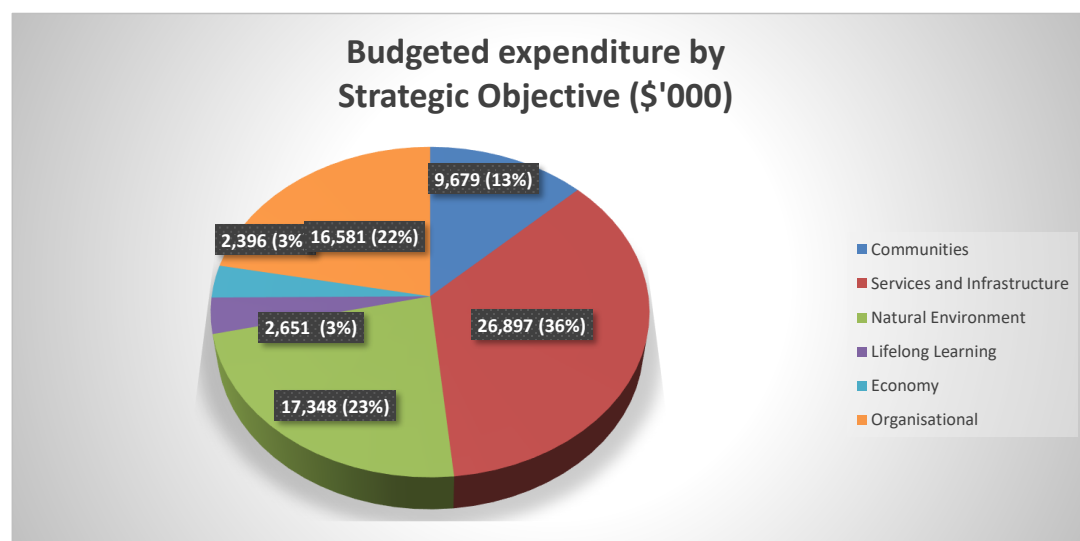
<b>Cash result</b>	<b>(10,514)</b>	<b>(266)</b>
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This is the net funding result after operations, capital works and financing activities. Refer Statement of Cash Flow in Section 3.

<b>Capital works program</b>	<b>44,545</b>	<b>48,242</b>
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## Funding the capital works program

Cash and Reserves	28,587	26,416
Borrowings	-	3,300
External grants and contributions (recurrent and non-recurrent)	15,958	18,525
	<b>44,545</b>	<b>48,242</b>



## 2021/22 Budget - Wellington Shire Council

### Economic Assumptions

Assumption	Notes	Forecast	Budget	Projections			Trend +/-
		2020/21	2021/22	2022/23	2023/24	2024/25	
Rate Cap Increase	1	2.00%	1.50%	1.75%	2.00%	2.00%	+
Population Growth	2	1.22%	1.21%	1.19%	1.17%	1.13%	-
Investment Interest Rate	3	0.74%	0.35%	0.50%	0.50%	0.50%	o
Borrowing Interest Rate	4	4.00%	4.00%	4.00%	4.00%	4.00%	o
CPI	5	2.00%	1.50%	1.75%	2.00%	2.00%	o
User Fees	6	2.00%	1.50%	2.00%	2.00%	2.00%	o
Grants - Recurrent	7	2.00%	1.50%	2.00%	2.00%	2.00%	o
Grants - Non-Recurrent		2.00%	1.50%	2.00%	2.00%	2.00%	o
Contributions		2.00%	1.50%	2.00%	2.00%	2.00%	o
Employee Costs	8	2.50%	2.50%	2.50%	2.50%	2.50%	o
Contactors, consultants and materials		2.00%	1.50%	2.00%	2.00%	2.00%	o
Utilities		2.00%	1.50%	2.00%	2.00%	2.00%	o

#### Notes to Assumptions

##### 1. Rate Cap

Base rate revenue will increase by 1.5% for the 2021/22 year, based on the state government rate cap, with estimated future annual increases in line with the Victoria Government Budgeted CPI increases. Rating increases are prepared in line with the Rating and Revenue Plan.

##### 2. Population Growth

The Victorian Government's "Victoria in Future" forecasts suggest that between now and 2036, population will grow by an annual average rate of 1.2% in Wellington Shire.

##### 3. Investment Interest Rate

The average rate of return for investments has been decreasing and it is assumed with the low levels of CPI the interest rate will remain at its reduced rate for some period to come.

##### 4. Borrowing Interest Rate

The current borrowing rate is not expected to increase or decrease for the next few years.

##### 5. CPI

The CPI has been projected to reflect the Victorian State Government Budget.

##### 6. User Fees

User Fees are determined to be based on a cost recovery status no higher than market rate as determined in the Rating and Revenue Plan. In the 2021/22 budget fees (refer 4.1.3) have not been allowed to increase above the CPI.

##### 7. Grants - Recurrent

Grants Recurrent are expected to continue for the next four years. These include Roads to Recovery and several smaller operating grants that enable Council to maintain its current service levels.

##### 8. Employee Costs

Employees costs have increased in line with the current Enterprise Agreement (EA) schedule and are anticipated to continue at the same rate to the EA expiry date. Superannuation expenses are forecast to continue in line with government requirements.

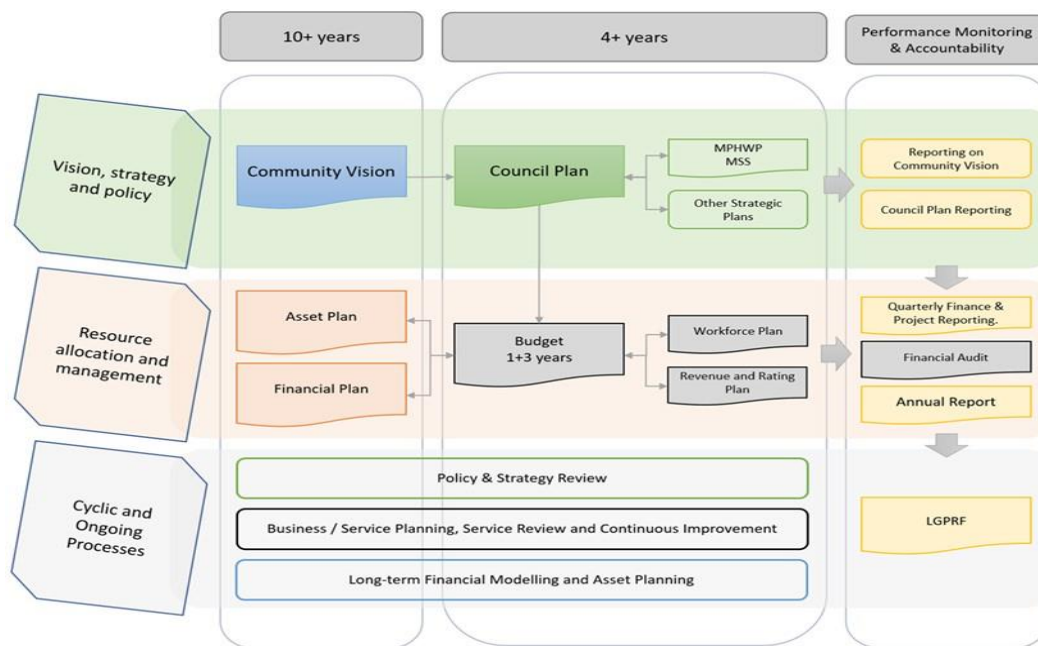
## 2021/22 Budget - Wellington Shire Council

### 1. Link to the Council Plan

This section describes how the Budget links to the achievement of the Community Vision and Council Plan within an overall integrated planning and reporting framework. This framework guides the Council in identifying community needs and aspirations over the long term (Community Vision and Financial Plan), medium term (Council Plan, Workforce Plan, and Revenue and Rating Plan) and short term (Budget) and then holding itself accountable (Annual Report).

#### 1.1 Legislative Planning and Accountability Framework

The Budget is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan. The diagram below depicts the integrated planning and reporting framework that applies to local government in Victoria. At each stage of the integrated planning and reporting framework there are opportunities for community and stakeholder input. This is important to ensure transparency and accountability to both residents and ratepayers.



Source: Department of jobs, Precincts and Regions

The timing of each component of the planning framework is critical to the successful achievement of the planned outcomes.

#### 1.1.2 Key Planning considerations

##### Service level planning

Although councils have a legal obligation to provide some services - such as animal management, local roads, food safety and statutory planning - most council services are not legally mandated, including some services closely associated with councils, such as libraries, building permits and sporting facilities. Further, over time, the needs and expectations of communities can change. Therefore councils need to have robust processes for service planning and review to ensure all services continue to provide value for money and are in line with community expectations. In doing so, councils should engage with communities to determine how to prioritise resources and balance service provision against other responsibilities such as asset maintenance and capital works.

Community consultation needs to be in line with a council's adopted Community Engagement Policy and Public Transparency Policy.

### 1.2 Our purpose

#### Our vision

*"People want to live in Wellington Shire because of its liveability, environment and vibrant economy."*

#### Our values

*The organisation's values guide our behaviour and underpin everything we do. Our values help us achieve the organisation's vision and improve the quality of the services we offer to our community.*

## 2021/22 Budget - Wellington Shire Council

### 1.3 Strategic Objectives

Council delivers services and initiatives in over 120 service categories. Each contributes to the achievement of one of the strategic objectives under each of six themes as set out in the Council Plan for the years 2017-21, and listed in the following table. It must also be noted that we are preparing a new Council Plan for the years 2021-25, which is due by 31 October 2021, as such this budget is prepared as a transitional budget based on Council Plan 2017-21 with consideration given to the Council Plan currently being developed. Many of the strategic objectives and actions detailed below will remain relevant and will be subsumed into the strategic objectives of the new plan.

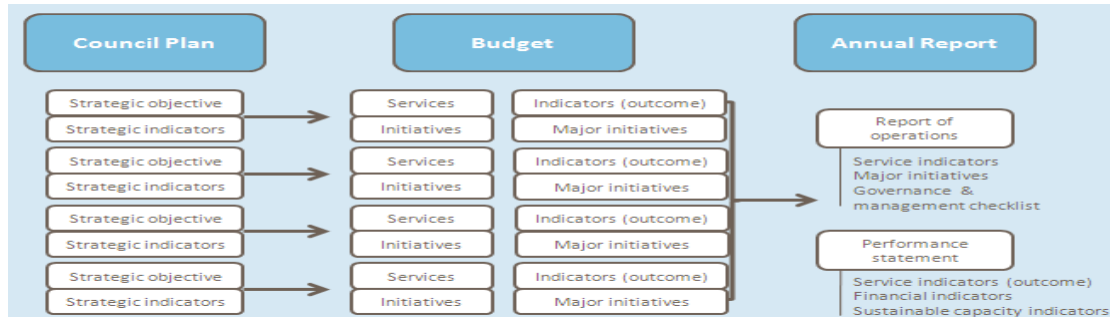
Strategic Objective	Description
<b>1 Communities</b>	<p>We know and support each other and have a strong sense of community belonging. Diversity is respected and there are many social and community activities providing opportunities for all people to interact. We strive for good health, feel safe in our communities and are prepared for natural disasters.</p> <p>1.1 Maintain friendly, safe communities providing opportunities for residents to lead healthy and active lifestyles.</p> <p>1.2 Celebrate, recognise and acknowledge our diverse community and improve social connections among youth, aboriginal and aged communities.</p> <p>1.3 Strengthen community identity by promoting our heritage and history and appreciation for small town rural living.</p> <p>1.4 Enhance resilience in our towns and our communities.</p>
<b>2 Services and Infrastructure</b>	<p>Wellington has a built environment that is sustainable, appropriate, accessible and responsive to the community. Transport connects people to communities and places. Events and services support our strong communities.</p> <p>2.1 Council services and infrastructure are responsive to identified current and future community needs within budget parameters.</p> <p>2.2 Council assets are responsibly, socially, economically and sustainably managed.</p> <p>2.3 Wellington Shire is well planned, considering long term growth and sustainability.</p> <p>2.4 Continued improvement to Wellington Shire's connectivity with further developed, accessible transport networks.</p>
<b>3 Natural Environment</b>	<p>Wellington's natural environment and landscapes are clean, diverse, beautiful, accessible and protected.</p> <p>3.1 Conserve and protect our natural environment through responsible and sustainable management practices.</p> <p>3.2 Demonstrate leadership in waste, water management, land management and energy efficiency.</p> <p>3.3 Build resilience in our communities and landscapes to mitigate risks from a changing climate.</p>
<b>4 Lifelong Learning</b>	<p>Wellington has a broad choice of local training, education and holistic learning and development options that lead to meaningful employment and personal fulfilment.</p> <p>4.1 Improve people's access to opportunities to challenge and extend their thinking, promote independence, stimulate ideas, further develop leadership skills and lead meaningful lives.</p> <p>4.2 Encourage innovation for and in the region.</p>
<b>5 Economy</b>	<p>Wellington has a wealth of diverse industries providing employment opportunities for all. There is growth in the Wellington population and economy which is balanced with the preservation of our natural environment and connected communities.</p> <p>5.1 Support and develop our existing businesses.</p> <p>5.2 Use a targeted approach to attract new business investment to Wellington Shire, to support population growth.</p> <p>5.3 Grow Wellington Shire's visitor economy.</p>
<b>6 Organisational</b>	<p>Wellington is well led, managed and supported by best organisational practices to deliver services and infrastructure to the community by listening, advocating and responding to their needs.</p> <p>6.1 Wellington Shire Council is a leader in best practice, innovation, and continuous improvement.</p> <p>6.2 Community engagement and customer service excellence is central to Council's decision making process.</p> <p>6.3 Maintain a well governed, transparent, high performing, ethical and accountable organisation.</p> <p>6.4 Act and lobby on behalf of the priorities of the community.</p>



## 2021/22 Budget - Wellington Shire Council

### 2. Services and service performance indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2021/22 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan. It also describes several initiatives and service performance outcome indicators for key areas of Council operations. Council is required by legislation to identify major initiatives, initiatives and service performance outcome indicators in the Budget and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below.



Source: Department of Environment, Land, Water and Planning

#### 2.1 Strategic Objectives for 'Communities'

- Maintain friendly, safe communities providing opportunities for residents to lead healthy and active lifestyles.
- Celebrate, recognise and acknowledge our diverse community and improve social connections among youth, aboriginal and aged communities.
- Strengthen community identity by promoting our heritage and history and appreciation for small town rural living.
- Enhance resilience in our towns and our communities.

The activities and initiatives for each service category and key strategic activities are described below:

#### Services

Service area	Description of services provided		2019/20	2020/21	2021/22
			Actual	Forecast	Budget
			\$'000	\$'000	\$'000
Social Planning & Community Committees	The Social Planning & Community Committees teams provide opportunities for communities to work in partnership with local government to achieve identified priorities. These teams work to ensure all members of the community have equal opportunity to participate in community activities. Special focus is given to those who have traditionally remained marginalised such as the young, elderly, disabled and transport disadvantaged.	Exp	2,003	9,334	2,578
		Rev	(214)	(4,734)	(655)
		NET	1,789	4,600	1,923

#### Services include:

- Social Policy and Planning
- Access and Inclusion
- Youth Liaison
- Art Development
- Community Engagement
- Community Committees

#### Major Initiatives

- Deliver legislated responsibilities for adoption of the Municipal Public Health and Wellbeing Plan 2021-25 (Healthy Wellington) and finalisation of implementation plan.

#### Other Initiatives

- Deliver legislated responsibilities for review and redevelopment of Council's disability action plan and finalisation of implementation plan.
- Deliver recommendations from the 2021 review of Council funding allocation to home and community care.
- Develop and roll out new agreement templates for community-managed facilities that define all roles and responsibilities and are easier for committees to use, as identified in the Community Managed Facilities Strategy.
- Develop user / hire fees and financial management guidelines for communication to all applicable facilities as identified in the Community Managed Facilities Strategy.
- Review management models and commence transition of appropriate Council direct-managed facilities to community-managed model - Sale Oval, Stephenson Park, Stead Street Oval, Lions Park, Wurruk Recreation Reserve, Sale Velodrome, Baldwin Reserve and Gwen Webb Centre.
- Deliver Centralised Registration Enrolment Scheme Project – Phase 1 investigating feasibility of introducing shire-wide centralised registration system and/or enrolment for state-funded kindergartens.

## 2021/22 Budget - Wellington Shire Council

Service area	Description of services provided		2019/20	2020/21	2021/22
			Actual	Forecast	Budget
			\$'000	\$'000	\$'000
Leisure Services	The Leisure Services unit provides services and functions directed at fostering a healthier and more active community through the facilitation and provision of a range of recreation, fitness and community activities and programs at Council's recreation facilities. They ensure Council owned recreation facilities are managed sustainably, are fully utilised and accessible to people of all abilities.	Exp	2,749	4,387	3,153
		Rev	(1,691)	(2,296)	(2,348)
		NET	1,058	2,091	805
<b>Major Initiatives</b>					
<ul style="list-style-type: none"><li>Complete Aqua Energy Redevelopment project detailed design to progress to 'investment-ready' status ahead of future available funding opportunities.</li></ul>					
<b>Other Initiatives</b>					
<ul style="list-style-type: none"><li>Provide targeted local promotion for the pre-season launch and ongoing 'active season' marketing of the new Yarram Warmer Pool, its programs and the benefits.</li><li>Develop and deliver a detailed action plan for the provision of a comprehensive schools learn to swim program, which aligns with the learning outcomes of the Victorian Curriculum.</li><li>Introduce new programming in the redeveloped multi-use (creche) space at Aqua Energy with the timetabling of scheduled professional development training programs and increased provision of 'Mind and Body' style group fitness classes.</li><li>Provide three targeted program options to address social inclusion outcomes and/or to address requirements of diverse demographic groups within the Wellington community.</li></ul>					
Municipal Services	The Municipal Services unit works with people to ensure the life, health and safety of the community is maintained through educating and enforcing Environmental Health (including <b>food safety</b> support programs), Building and Local Laws regulations and <b>animal management</b> services.	Exp	2,594	2,950	3,346
		Rev	(1,445)	(1,594)	(1,642)
		NET	1,149	1,356	1,704
<b>Major Initiatives</b>					
<ul style="list-style-type: none"><li>Complete the Local Laws review to ensure that Local Laws are accessible and clear to the community, reduce the regulatory burden on business and assist Council in achieving better policy outcomes.</li><li>Rollout the Complaint Handling Strategy (aligned with the Complaint Handling Framework).</li></ul>					
<b>Other Initiatives</b>					
<ul style="list-style-type: none"><li>Review the Domestic Animal Management Plan (DAMP).</li><li>Undertake a Tender process for the Council Pound to ensure the management and administration are provided as required by the Contract.</li><li>Development of a Wellington Shire Council Health Newsletter to better inform the public about the operations of Council's health department.</li><li>Completion of the Swimming Pool and Spa new legislation process to align with the new requirements, including registrations fees, forms and ongoing compliance.</li><li>Conduct an external audit of the Domestic Wastewater Management Plan (DWMP) and report findings/outcomes to Council.</li><li>Commence a process of Registration of category 1 aquatic facilities as per requirements of the Public Health and Wellbeing Regulations 2019.</li></ul>					
Emergency Management	The Emergency Management team coordinates Council's emergency management responsibilities ensuring the organisation has the skills and capacity to respond appropriately to emergencies and facilitates a coordinated shire approach through the Municipal Emergency Management Planning Committee.	Exp	771	1,035	603
		Rev	(328)	(677)	(261)
		NET	443	358	343
<b>Other Initiatives</b>					
<ul style="list-style-type: none"><li>Coordinate municipal level response, relief and recovery for the ongoing COVID-19 Pandemic.</li></ul>					
<b>TOTAL COMMUNITIES OBJECTIVE</b>			<b>4,439</b>	<b>8,405</b>	<b>4,774</b>

## 2021/22 Budget - Wellington Shire Council

## Service Performance Outcome Indicators

Service	Indicator	2019/20 Actual	2020/21 Forecast	2021/22 Budget
Animal Management*	Animal management prosecutions	100%	>80%	>80%
Aquatic Facilities*	Utilisation of aquatic facilities	4.2 visits	4 or more visits	5 visits or more
Food Safety*	Critical and major non-compliance notifications	100%	100%	100%

\* refer to table at end of section 2.7 for information on the calculation of Service Performance Outcome Indicators

## 2.2 Strategic Objectives for 'Services and Infrastructure'

- Council services and infrastructure are responsive to identified current and future community needs within budget parameters.
- Council assets are responsibly, socially, economically and sustainably managed.
- Wellington Shire is well planned, considering long term growth and sustainability.
- Continued improvement to Wellington Shire's connectivity with further developed, accessible transport networks.

The activities and initiatives for each service category and key strategic activities are described below:

## Services

Service area	Description of services provided		2019/20 Actual \$'000	2020/21 Forecast \$'000	2021/22 Budget \$'000
Assets and Projects	The Assets and Projects unit manages a diverse range of services for Council including the implementation and management of capital projects across the organisation in the order of \$41M to \$50M per annum and providing asset management and information systems and support.	Exp	2,095	3,922	7,698
		Rev	(238)	(508)	(3,415)
		NET	1,857	3,414	4,283

## Major Initiatives

- *Deliver the York Street Streetscape Upgrade works scheduled for 2021/22.*

Built Environment	The Built Environment unit manages the maintenance, renewal and improvement of Council's road and boating infrastructure, in addition to various civic facilities and buildings, including roadways, paths, drainage, boat ramps and jetties etc. This includes planning for new infrastructure development opportunities and managing Council's road maintenance teams and ensures that maintenance of Council's road and other infrastructure is performed in a coordinated way to maximise benefits to the community and other users.	Exp	11,764	37,304	13,193
		Rev	(4,903)	(18,453)	(2,810)
		NET	6,861	18,851	10,382

## Other Initiatives

- *Progress the priority actions (subject to funding) recommended by the Maffra Drainage, Flood and IWM plan and the North Sale End Point Treatment Investigation Report.*
- *Investigate options for disposal and/or reuse of materials and road maintenance activities and update process for these activities.*
- *Implement actions of the internal Road Management Plan 2017 audit.*
- *Commence development of a professional development plan for engineering and technical staff across the Built Environment and Assets and Projects Team.*

Arts & Culture	The Wedge, as part of the Arts & Culture unit, seeks to assist in the development of a vibrant and culturally active community that: promotes expression and participation through visual, literary and performing arts; informs and educates the community on various aspects of the arts; enhances the lifestyle of Wellington residents; and encourages visitors to explore the heritage and culture of the region.	Exp	1,146	1,319	1,761
		Rev	(386)	(459)	(948)
		NET	760	861	813

## Major Initiatives

- *Finalise the production of a business case and concept design for redevelopment options of The Wedge Performing Arts Centre.*

## Other Initiatives

- *Plan for and deliver Port Fest, a community event in November 2021 that promotes and activates the Port of Sale and the services on offer at the precinct.*

## 2021/22 Budget - Wellington Shire Council

Service area	Description of services provided		2019/20 Actual \$'000	2020/21 Forecast \$'000	2021/22 Budget \$'000
Land Use Planning	The Land Use Planning unit, through our <b>statutory planning</b> and strategic land use planning services, aims to develop and improve forward looking land use planning policies and plans that guide and support sustainable growth and appropriate land use and development. Many of these services are provided through and driven by legislation. We aim to provide services that satisfy community needs by encouraging and supporting well-designed development that meets required standards.	Exp	1,492	1,866	1,936
		Rev	(516)	(93)	(57)
		NET	976	1,773	1,878

## Major Initiatives

- Prepare a Growth Management Strategy for the municipality to support housing growth and infrastructure investment in appropriate locations.
- Implement the Residential Stocktake Charette to support housing availability across the main towns in the municipality.

## Other Initiatives

- Complete a structure plan and associated developer contribution plan for Maffra to support the future urban growth of the township.
- Facilitate preparation of a development plan for the Wurruk Growth area (subject to a private request) to support well planned housing growth.
- Implement the Port of Sale Masterplan to support and encourage the integrated and high quality development of the Port of Sale precinct.
- Undertake an annual statutory planning customer survey to support continuous improvement initiatives.
- Advance private rezoning requests in North Sale and Longford to support future urban growth in these areas.
- Prepare a Development Plan for the industrial precinct adjacent to West Sale airport to support integrated and high quality development.
- Prepare an industrial supply strategy and supporting rezoning of land in Yarram to support future industrial growth and development in the township (subject to State Government funding support).
- Review the State Government's development of a Coastal Strategy and consider implications for future preparation of Amendment C99 (updated flood overlays).

Community Facility Planning	The Community Facility Planning team provides services and functions directed at fostering a healthy, well serviced community with a primary focus on community infrastructure planning, priorities and projects; project funding attraction; management and governance of community facilities and administration of Council's community assistance grants scheme. The team plans for and supports recreation facilities that encourage the community to participate in physical and general wellbeing activities and the development of community infrastructure that addresses community service needs.	Exp	2,765	4,295	2,308
		Rev	(697)	(126)	(86)
		NET	2,068	4,169	2,223

## Major Initiatives

- Continue to progress preparation for the Aqua Energy Redevelopment by completing the detailed design documentation and secure external funding.

## Other Initiatives

- Completion of changeroom redevelopment project at Stephenson Park.
- Completion of changeroom redevelopment project and associated works at Sale Oval.

<b>TOTAL SERVICES AND INFRASTRUCTURE OBJECTIVE</b>			<b>12,522</b>	<b>29,068</b>	<b>19,579</b>
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## 2021/22 Budget - Wellington Shire Council

### Service Performance Outcome Indicators

Service	Indicator	2019/20 Actual	2020/21 Forecast	2021/22 Budget
Roads*	Satisfaction with sealed local roads	59	50 or more	50 or more
Statutory Planning*	Council planning decisions upheld at VCAT	100%	70% or more	70% or more

\* refer to table at end of section 2.7 for information on the calculation of Service Performance Outcome Indicators

### 2.3 Strategic Objectives for theme 'Natural Environment'

- Conserve and protect our natural environment through responsible and sustainable management practices.
- Demonstrate leadership in waste, water management, land management and energy efficiency.
- Build resilience in our communities and landscapes to mitigate risks from a changing climate.

The activities and initiatives for each service category and key strategic activities are described below:

### Service Performance Outcome Indicators

Business area	Description of services provided		2019/20 Actual \$'000	2020/21 Forecast \$'000	2021/22 Budget \$'000
Natural Environment & Parks	The Natural Environment & Parks unit covers a range of activities related to the operational management of public open space, which includes approximately 320 hectares of parkland and associated infrastructure, such as picnic shelters, BBQs, seating, boardwalks, fences and public toilets. The service also proactively manages 30,000 – 35,000 urban trees and is responsible for the management, design and development of parks and streetscapes in urban areas.  The unit is also responsible for moving the Wellington community towards a more sustainable future. Key priority areas include biodiversity, water consumption and quality, <u>waste management</u> and energy use.	Exp	13,975	24,171	17,349
		Rev	(9,229)	(14,113)	(10,107)
		NET	4,746	10,058	7,241
<b>Major Initiatives</b>					
<ul style="list-style-type: none"><li>• Deliver LED streetlight project.</li><li>• Develop Urban Forest (Greening Wellington) Strategy including Design Standards, Technical Specifications, Green Infrastructure Guidelines and community consultation process to drive continuous improvement in the management of this key asset class. Embed in Policy.</li></ul>					
<b>Other Initiatives</b>					
<ul style="list-style-type: none"><li>• Collaborate with other business units to develop an Environmentally Sustainable Design Policy for new and renewal of Council buildings/structures to assist in meeting targets as articulated in the Environmental Sustainability Strategy.</li></ul>					
Wellington Coast Subdivision Strategy	The Wellington Coast Subdivision Strategy Project Manager is responsible for implementing the Ninety Mile Beach Plan Voluntary Assistance Scheme. Expenditure for 2020/21 is funded through unspent State Government grant funding carried forward.	Exp	348	542	0
		Rev	-	607	-
		NET	348	-65	0
<b>TOTAL NATURAL ENVIRONMENT OBJECTIVE</b>			<b>5,094</b>	<b>9,993</b>	<b>7,241</b>

### Service Performance Outcome Indicators

Service	Performance Measure	2019/20 Actual	2020/21 Forecast	2021/22 Budget
Waste collection*	Kerbside collection waste diverted from landfill	35.26%	35% or more	35% or more

\* refer to table at end of section 2.7 for information on the calculation of Service Performance Outcome Indicators

## 2021/22 Budget - Wellington Shire Council

### 2.4 Strategic Objectives for theme 'Lifelong Learning'

- Improve people's access to opportunities to challenge and extend their thinking, promote independence, stimulate ideas, further develop leadership skills and lead meaningful lives.
- Encourage innovation for and in the region.

The activities and initiatives for each service category and key strategic activities are described below:

#### Service Performance Outcome Indicators

Business area	Description of services provided		2019/20 Actual \$'000	2020/21 Forecast \$'000	2021/22 Budget \$'000
Arts & Culture	The Art Gallery and Libraries, as part of the Arts & Culture unit, seek to assist in the development of a vibrant culturally active community that: promotes expression and participation through visual, literary and performing arts; informs and educates the community on various aspects of the arts; enhances the lifestyle of Wellington residents; and encourages visitors to explore the heritage and culture of the region.	Exp	2,149	2,640	2,651
		Rev	(598)	(763)	(1,128)
		NET	1,551	1,877	1,523
Major Initiatives					
<ul style="list-style-type: none"><li>Plan for and present the major loan exhibition <i>The Archibald Prize</i> at the Gippsland Art Gallery in October 2021.</li></ul>					
Other Initiatives					
<ul style="list-style-type: none"><li>Invest in and collaborate with local artists to produce locally grown work for the enjoyment of our own patrons and to create opportunities for taking that work further afield while developing skills with in our community.</li></ul>					
Update Council's Arts and Culture Strategy to provide continuing direction on community arts development and the performing, visual and literary arts.					
TOTAL LIFELONG LEARNING OBJECTIVE			1,551	1,877	1,523

#### Service Performance Outcome Indicators

Service	Performance Measure	2019/20 Actual	2020/21 Forecast	2021/22 Budget
Libraries	Active library members	13.35%	14% or more	14% or more

\* refer to table at end of section 2.7 for information on the calculation of Service Performance Outcome Indicators

### 2.5 Strategic Objectives for theme 'Economy'

- Support and develop our existing businesses.
- Use a targeted approach to attract new business investment to Wellington Shire, to support population growth.
- Grow Wellington Shire's visitor economy.

The activities and initiatives for each service category and key strategic activities are described below.

#### Service Performance Outcome Indicators

Service 4: Performance Outcome Indicators			2019/20	2020/21	2021/22
Business area	Description of services provided		Actual \$'000	Forecast \$'000	Budget \$'000
Business Development	Council's Business Development service aims to support business growth and employment, lifestyle opportunities and a vibrant tourism sector.	Exp	1,803	2,572	2,396
		Rev	(161)	(1,265)	(1,016)
		NET	1,642	1,307	1,380
Major Initiatives					
<ul style="list-style-type: none"><li>• Develop a combined economic development strategy, integrated with a growth management strategy which seeks to achieve net zero emissions by 2040 goal.</li><li>• Implement The Middle of Everywhere marketing campaign.</li></ul>					

## 2021/22 Budget - Wellington Shire Council

**Other Initiatives**

- Oversee new 12 month Memorandum of Understanding (MoU) between Central Gippsland Tourism (CGT) and Council which commenced April 1 2021 and track CGT progress against Key Performance Indicators in MoU and report back to Council quarterly.
- Effectively manage and operate the Gippsland Regional Livestock Exchange to Council's satisfaction and provide an annual report to Council highlighting key performance indicators.
- Oversee the development of Council aerodromes including completion of the Yarram Aerodrome Master Plan, facilitating new development and transitioning towards new Civil Aviation Safety Authority (CASA) standards for aerodromes.
- Continue to implement the final stages of the 2020-22 Action Plan associated with the current Wellington Shire Economic Development Strategy and commence the development of a 2022- 2027 strategy.
- Participate in the Project Control Group and complete works relating to the mooring access improvements the Port of Sale West Bank Project.
- Secure and confirm revised funding structure proposed under Food & Fibre Gippsland to continue Agribusiness Promotions & Strategy role.
- Secure funding for the extension of the Great Southern Rail Trail from Hedley to Alberton to increase visitation and business opportunities in adjacent areas.
- Secure events to Wellington Shire to stimulate the local economy, raise the region's profile and increase visitation.

<b>TOTAL ECONOMY OBJECTIVE</b>	<b>1,642</b>	<b>1,307</b>	<b>1,380</b>
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**2.6 Strategic Objectives for theme 'Organisational'**

- Wellington Shire Council is a leader in best practice, innovation, and continuous improvement.
- Community engagement and customer service excellence is central to Council's decision making process.
- Maintain a well governed, transparent, high performing, ethical and accountable organisation.
- Act and lobby on behalf of the priorities of the community.

The services, major initiatives and service performance indicators for each business area are described below.

**Service Performance Outcome Indicators**

Business area			Description of services provided	2019/20 Actual \$'000	2020/21 Forecast \$'000	2021/22 Budget \$'000
Councillors, Chief Executive and Executive Team	This area of <b>governance</b> includes the Mayor, Councillors, Chief Executive Officer and Executive Management Team and associated support which covers service provision across the entire organisation.	Exp	2,949	7,471	2,918	
		Rev	(7)	(38)	-	
		NET	2,942	7,433	2,918	
Communications and Media	This area provides internal and external communication services and support and branding initiatives for Council. The team also seeks to proactively inform our community and our staff ensuring transparency, consistency and clarity of our message.	Exp	380	497	506	
		Rev	-	-	-	
		NET	380	497	506	
<b>Other Initiatives</b>						
• Upgrade Council's abilities to produce high quality video messaging to improve our communications processes and enhance our social media channels.						
Information Services	The Information Services unit provides centralised and integrated information services and new and emerging technologies to assist Council to reach the 2030 Vision.	Exp	2,914	4,610	4,734	
		Rev	(254)	(774)	(639)	
		NET	2,660	3,836	4,095	

**Other Initiatives**

- Manage the rollout completion of Microsoft Teams (council's new phone and video conferencing system) to the entire organisation to ensure compliant, compatible and secure communications to support council business operations.
- Manage the implementation of business Improvements as outlined in the Review of Systems, Controls and Processes against Cyber Risk.
- Manage the business requirements of the ICT Memorandum of Understanding between Wellington and East Gippsland Shire Council to ensure ongoing business improvements and operational efficiencies.
- Plan and manage the sentencing, storage, archiving and disposal of Council Records in accordance with the Records Act 1973.

## 2021/22 Budget - Wellington Shire Council

People & Capability	The People & Capability unit provides expert and responsive advice and services in the areas of Human Resources, Learning & Development, Occupational Health & Safety and Risk Management.	Exp	2,075	2,685	3,091
		Rev	(22)	(128)	(20)
		NET	<b>2,053</b>	<b>2,557</b>	<b>3,071</b>

**Major Initiatives**

*Develop and implement a Leadership Development program for all staff.*

**Other Initiatives**

- *Implement an enhanced Performance Review process for all staff.*
- *Develop a Workforce Management Plan to address the human resourcing (succession) and recruitment requirements while meeting relevant Access and Inclusion plan outcomes.*
- *Update OH&S Strategic Action Plan (2021-25) to align with ISO 45001 guidelines.*
- *Develop a Gender Equality Action Plan as per the Gender Equality Act 2020.*

Finance	The Finance unit provides financial, payroll, rating and property valuation services to the organisation, community and external stakeholders. These services underpin the drive to be a financially sustainable Council, comply with the necessary legislative requirements and meet community needs. The unit also aims to provide a safe, reliable and sustainable fleet of vehicles to support the organisation in achieving its goals. The significant procurement goal is that of gaining good value from our purchasing.	Exp	2,145	4,124	3,620
		Rev	(3,998)	(331)	(1,811)
		NET	<b>(1,853)</b>	<b>3,793</b>	<b>1,809</b>

**Other Initiatives**

- *Roll out a centralised Contract Management module across the organisation to automate the contract lifecycle.*

Business Development	The Commercial Facilities team, as part of the Business Development unit, manages a range of commercial property portfolios including strategic projects in addition to completing the transactions for property acquisitions, disposal and transfers.	Exp	1,206	1,315	1,213
		Rev	(1,290)	(1,330)	(1,128)
		NET	<b>(84)</b>	<b>(15)</b>	<b>85</b>

**Major Initiatives**

*Progress the acquisition from State Government for both the former Sale High School and Specialist School and former Sale Police Station sites.*

**Other Initiatives**

*Progress the sale of Council's surplus land in accordance with policy and standards of best practice.*

Municipal Services	The Customer Service team, as part of the Municipal Services unit, provides responsive, quality customer service to all stakeholders.	Exp	491	463	499
		Rev	-	-	-
		NET	<b>491</b>	<b>463</b>	<b>499</b>

**Other Initiatives**

- *Develop and Deliver a Customer Service Strategy.*

<b>TOTAL ORGANISATIONAL OBJECTIVE</b>			<b>6,589</b>	<b>18,564</b>	<b>12,983</b>
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## 2021/22 Budget - Wellington Shire Council

## 2.7 Performance statement

## Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Animal Management	Health and safety	Animal management prosecutions. (Percentage of animal management prosecutions which are successful).	Number of successful animal management prosecutions/Total number of animal management prosecutions.
Aquatic Facilities	Utilisation	Utilisation of aquatic facilities (Number of visits to aquatic facilities per head of population).	Number of visits to aquatic facilities/Population.
Food Safety	Health and safety	Critical and major non-compliance notifications. (Percentage of critical and major non-compliance outcome notifications that are followed up by Council).	[Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed up/ Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises] x 100.
Roads	Satisfaction	Satisfaction with sealed local roads (Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads).	Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads.
Statutory Planning	Planning Decision Making	Council planning decisions upheld at VCAT (Percentage of planning application decisions subject to review by VCAT and that were not set aside)	[Number of VCAT decisions that did not set aside Council's decision in relation to a planning application/Number of VCAT decisions in relation to planning applications] x 100.
Waste collection	Waste diversion	Kerbside collection waste diverted from landfill. (Percentage of garbage, recyclable and green organics collected from kerbside bins that is diverted from landfill)	[Weight of recyclables and green organics collected from kerbside bins/ Weight of garbage, recyclables and green organics collected from kerbside bins] x 100
Libraries	Participation	Active library members. (Percentage of the municipal population that are active library members).	[The sum of the number of active library borrowers in the last 3 financial years/The sum of the populations in the last 3 financial years] x 100.

## 2.8 Reconciliation with budgeted operating result

	Revenue \$'000	Expenditure \$'000	Net Cost (Revenue) \$'000
Communities	4,904	9,679	4,775
Services and Infrastructure	7,316	26,897	19,581
Natural Environment	10,107	17,348	7,241
Lifelong Learning	1,128	2,651	1,523
Economy	1,016	2,396	1,380
Organisational	3,598	16,581	12,983
<b>Total</b>	<b>28,069</b>	<b>75,552</b>	<b>47,483</b>
<b>Expenses added in:</b>			
Depreciation and amortisation			24,737
Finance costs			81
Net (gain)/loss on disposal of property, plant & equipment			899
Others			636
<b>Deficit before funding sources</b>			<b>73,836</b>
<b>Funding sources added in:</b>			
General Rates			(57,764)
Victoria Grants Commission (general purpose)			(4,632)
Capital income			(20,577)
Others			(608)
<b>Total funding sources</b>			<b>(83,583)</b>
<b>Combined (surplus) for the year</b>			<b>(9,746)</b> (Surplus)

## **2021/22 Budget - Wellington Shire Council**

### **3. Financial Statements**

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2021/22 has been supplemented with projections to 2024/25.

This section includes the following financial statements prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

Comprehensive Income Statement

Balance Sheet

Statement of Changes in Equity

Statement of Cash Flows

Statement of Capital Works

Statement of Human Resources

## 2021/22 Budget - Wellington Shire Council

## Comprehensive Income Statement

For the four years ending 30 June 2025

		Forecast Actual	Budget	Projections		
	NOTES	2020/21 \$'000	2021/22 \$'000	2022/23 \$'000	2023/24 \$'000	2024/25 \$'000
<b>Income</b>						
Rates and Charges	4.1.1	63,380	66,909	67,051	69,198	70,779
Statutory fees & fines	4.1.2	966	868	885	930	921
User fees & charges	4.1.3	6,214	7,998	7,458	7,617	7,813
Grants - Operating	4.1.4	21,307	13,570	19,328	18,590	18,673
Grants - Capital	4.1.4	14,950	17,175	8,671	5,440	6,340
Contributions - monetary - Operating	4.1.5	344	344	176	134	136
Contributions - monetary - Capital	4.1.5	941	991	-	600	350
Contributions - non-monetary	4.1.5	4,387	-	-	-	-
Other income - Operating	4.1.6	1,813	2,082	1,948	1,895	1,964
Other income - Capital	4.1.6	33	360	110	260	760
<b>Total income</b>		114,334	110,297	105,626	104,664	107,736
<b>Expenses</b>						
Employee costs	4.1.7	29,035	31,428	32,122	33,276	34,397
Materials and Services	4.1.8	38,702	42,517	40,093	37,568	38,036
Bad and doubtful debts	4.1.9	70	70	71	73	74
Depreciation	4.1.10	23,664	23,923	24,407	25,019	25,417
Amortisation - intangible assets	4.1.11	758	589	634	683	737
Amortisation - right of use assets	4.1.12	329	225	471	473	472
Borrowing Costs	4.1.13	(7)	81	187	290	391
Finance Cost - leases	4.1.14	4	1	16	12	10
Other expenses	4.1.14	5,294	817	833	850	867
Net loss on disposal of property, infrastructure, plant and equipment	4.1.15	1,273	899	892	987	900
<b>Total expenses</b>		99,121	100,550	99,727	99,232	101,301
<b>Surplus for the year</b>		15,213	9,746	5,900	5,432	6,435
<b>Other comprehensive income</b>						
<b>Items that will not be reclassified to surplus</b>						
<b>or deficit:</b>						
Net asset revaluation increment		(209)	-	-	-	-
<b>Total comprehensive result</b>		15,004	9,746	5,900	5,432	6,435

## 2021/22 Budget - Wellington Shire Council

## Balance Sheet

For the four years ending 30 June 2025

		Forecast Actual 2020/21 \$'000	Budget 2021/22 \$'000	Projections		
	NOTES			2022/23 \$'000	2023/24 \$'000	2024/25 \$'000
<b>Assets</b>						
<b>Current assets</b>						
Cash and cash equivalents		57,018	56,752	52,797	46,575	42,147
Trade and other receivables		20,053	8,500	8,199	8,055	8,309
Other financial assets		40,000	40,000	39,600	39,204	38,812
Other assets		341	341	341	341	341
<b>Total current assets</b>	4.2.1	117,412	105,593	100,937	94,175	89,608
<b>Non-current assets</b>						
Trade and other receivables		1,511	3,504	3,654	4,064	4,140
Property, infrastructure, plant & equipment		1,018,156	1,040,787	1,054,779	1,069,574	1,088,931
Right-of-use assets		138	88	1,756	1,332	990
Intangible assets		1,787	1,198	618	2,035	1,298
<b>Total non-current assets</b>	4.2.1	1,021,592	1,045,577	1,060,807	1,077,005	1,095,359
<b>Total assets</b>		1,139,004	1,151,170	1,161,744	1,171,180	1,184,968
<b>Liabilities</b>						
<b>Current liabilities</b>						
Trade and other payables		6,770	6,145	6,004	5,876	6,025
Trust funds and deposits		18,545	18,620	18,697	18,774	18,851
Provisions		9,779	7,557	7,557	7,557	7,557
Interest-bearing loans and borrowings	4.2.3	288	557	890	1,064	1,637
Lease liabilities	4.2.4	52	45	472	455	485
<b>Total current liabilities</b>	4.2.2	35,434	32,924	33,620	33,725	34,555
<b>Non-current liabilities</b>						
Provisions		14,677	16,899	16,953	19,054	19,054
Interest Bearing loans and borrowings	4.2.3	738	3,486	6,172	8,386	15,290
Lease liabilities	4.2.4	80	40	1,277	861	480
<b>Total non-current liabilities</b>	4.2.2	15,495	20,425	24,402	28,301	34,824
<b>Total liabilities</b>		50,929	53,349	58,022	62,026	69,379
<b>Net assets</b>		1,088,075	1,097,821	1,103,721	1,109,154	1,115,589
<b>Equity</b>						
Accumulated surplus		422,681	432,698	438,947	445,540	452,089
Other Reserves	4.3.1	9,991	9,720	9,371	8,211	8,097
Asset Revaluation Reserve		655,403	655,403	655,403	655,403	655,403
<b>Total equity</b>		1,088,075	1,097,821	1,103,721	1,109,154	1,115,589

## 2021/22 Budget - Wellington Shire Council

## Statement of Changes in Equity

For the four years ending 30 June 2025

	NOTES	Total \$'000	Accumulated Surplus \$'000	Asset Revaluation Reserve \$'000	Other Reserves \$'000
<b>2021 Forecast</b>					
Balance at beginning of the financial year		1,071,963	405,489	655,612	10,862
Impact of adoption of new accounting standards		-	-	-	-
Adjusted opening balance		1,071,963	405,489	655,612	10,862
Surplus for the year		15,213	15,213	-	-
Effect of prior year adjustments		1,108	1,108	-	-
Net asset revaluation increment(decrement)		(209)	-	(209)	-
Transfer to other reserves		-	(3,281)	-	3,281
Transfer from other reserves		-	4,152	-	(4,152)
<b>Balance at end of the financial year</b>		<b>1,088,075</b>	<b>422,681</b>	<b>655,403</b>	<b>9,991</b>
<b>2022 Budget</b>					
Balance at beginning of the financial year		1,088,075	422,681	655,403	9,991
Surplus/(deficit) for the year		9,746	9,746	-	-
Net asset revaluation increment(decrement)		-	-	-	-
Transfer to other reserves	4.3.1	-	(2,967)	-	2,967
Transfer from other reserves	4.3.1	-	3,238	-	(3,238)
<b>Balance at end of the financial year</b>	<b>4.3.2</b>	<b>1,097,821</b>	<b>432,698</b>	<b>655,403</b>	<b>9,720</b>
<b>2023</b>					
Balance at beginning of the financial year		1,097,821	432,698	655,403	9,720
Surplus for the year		5,900	5,900	-	-
Net asset revaluation increment(decrement)		-	-	-	-
Transfer to reserves		-	(3,252)	-	3,252
Transfer from reserves		-	3,601	-	(3,601)
<b>Balance at end of the financial year</b>		<b>1,103,721</b>	<b>438,947</b>	<b>655,403</b>	<b>9,371</b>
<b>2024</b>					
Balance at beginning of the financial year		1,103,721	438,947	655,403	9,371
Surplus for the year		5,432	5,432	-	-
Net asset revaluation increment(decrement)		-	-	-	-
Transfer to reserves		-	(3,246)	-	3,246
Transfer from reserves		-	4,407	-	(4,407)
<b>Balance at end of the financial year</b>		<b>1,109,153</b>	<b>445,540</b>	<b>655,403</b>	<b>8,210</b>
<b>2025</b>					
Balance at beginning of the financial year		1,109,153	445,540	655,403	8,210
Surplus for the year		6,435	6,435	-	-
Net asset revaluation increment(decrement)		-	-	-	-
Transfer to reserves		-	(3,333)	-	3,333
Transfer from reserves		-	3,447	-	(3,447)
<b>Balance at end of the financial year</b>		<b>1,115,588</b>	<b>452,089</b>	<b>655,403</b>	<b>8,096</b>

## 2021/22 Budget - Wellington Shire Council

## Statement of Cash Flow

For the four years ending 30 June 2025

NOTES	Forecast Actual 2020/21 \$'000	Budget 2021/22 \$'000	Projections		
	Inflows (Outflows)	Inflows (Outflows)	2022/23 \$'000 Inflows (Outflows)	2023/24 \$'000 Inflows (Outflows)	2024/25 \$'000 Inflows (Outflows)
<b>Cash flows from operating activities</b>					
Rates and charges	58,468	72,732	66,595	68,409	70,217
Statutory fees and fines	966	898	883	924	920
User fees	6,313	8,271	7,466	7,579	7,797
Grants - Operating	20,681	14,818	18,819	18,568	18,635
Grants - Capital	14,052	18,753	9,345	5,678	6,256
Contributions- monetary	1,285	1,695	286	994	1,246
Interest received	500	400	408	416	424
Trust funds and deposits taken	7,890	4,942	5,429	5,965	6,555
Other receipts	1,019	2,221	1,905	1,756	1,837
Employee costs	(29,275)	(31,691)	(32,065)	(33,189)	(34,297)
Materials and services	(38,353)	(42,873)	(40,292)	(37,784)	(37,989)
Trust funds and deposits repaid	(4,424)	(4,866)	(5,353)	(5,888)	(6,477)
Other payments	(5,182)	(824)	(832)	(849)	(865)
<b>Net cash provided by operating activities</b>	<b>4.4.1</b>	<b>33,940</b>	<b>44,475</b>	<b>32,594</b>	<b>32,580</b>
<b>Cash flows from investing activities</b>					
Payments for property, infrastructure, plant and equipment	(44,545)	(48,242)	(40,103)	(41,488)	(46,439)
Proceeds from sale of property, infrastructure, plant and equipment	824	789	813	687	765
Payments for investments	(128,899)	(132,899)	(138,899)	(144,899)	(150,899)
Proceeds from investments	128,707	132,899	139,299	145,295	151,291
<b>Net cash used in investing activities</b>	<b>4.4.2</b>	<b>(43,913)</b>	<b>(47,453)</b>	<b>(38,890)</b>	<b>(40,405)</b>
<b>Cash flows from financing activities</b>					
Finance costs	9	(81)	(187)	(290)	(391)
Proceeds from borrowings	-	3,300	3,600	3,300	8,600
Repayment of borrowings	(289)	(283)	(581)	(912)	(1,122)
Interest paid - lease liability	(4)	(1)	(16)	(12)	(10)
Repayment of lease liabilities	(257)	(222)	(475)	(482)	(481)
<b>Net cash provided by financing activities</b>	<b>4.4.3</b>	<b>(541)</b>	<b>2,713</b>	<b>2,341</b>	<b>6,596</b>
<b>Net increase (decrease) in cash &amp; cash equivalents</b>		<b>(10,514)</b>	<b>(3,955)</b>	<b>(6,222)</b>	<b>(4,428)</b>
Cash & cash equivalents at beginning of the financial year		67,532	57,018	56,752	52,797
<b>Cash &amp; cash equivalents at end of the financial year</b>		<b>57,018</b>	<b>56,752</b>	<b>52,797</b>	<b>46,575</b>
				<b>46,575</b>	<b>42,147</b>

## 2021/22 Budget - Wellington Shire Council

## Statement of Capital Works

For the four years ending 30 June 2025

NOTES	Forecast	Budget	Projections		
	Actual 2020/21 \$'000	2021/22 \$'000	2022/23 \$'000	2023/24 \$'000	2024/25 \$'000
<b>Property</b>					
Land	9	20	1,040	2,590	-
Land Improvements	2,000	-	55	2,100	-
<b>Total land</b>	<b>2,009</b>	<b>20</b>	<b>1,095</b>	<b>4,690</b>	<b>-</b>
Buildings	8,037	8,034	2,719	5,575	13,245
<b>Total property</b>	<b>10,046</b>	<b>8,054</b>	<b>3,814</b>	<b>10,265</b>	<b>13,245</b>
<b>Plant &amp; Equipment</b>					
Plant, machinery and equipment	1,637	2,913	2,874	2,665	2,805
Fixtures, fittings and furniture	328	346	50	70	30
Computers and telecommunications	374	625	200	200	200
Library books	251	256	262	268	273
<b>Total plant &amp; equipment</b>	<b>2,590</b>	<b>4,140</b>	<b>3,386</b>	<b>3,203</b>	<b>3,308</b>
<b>Infrastructure</b>					
Roads	18,782	17,170	15,476	15,366	21,369
Bridges	1,245	1,633	1,050	1,030	540
Footpaths and cycleways	5,439	7,647	7,413	3,064	1,635
Drainage	274	690	3,460	2,269	832
Recreational, leisure and community facilities	2,195	2,293	1,575	1,881	1,000
Waste management	199	1,205	1,000	80	120
Parks, open spaces and streetscapes	2,421	1,016	1,555	2,720	2,430
Aerodromes	139	675	85	85	85
Off street car parks	880	810	1,025	1,500	850
Other infrastructure	79	2,732	250	-	1,000
<b>Total Infrastructure</b>	<b>31,653</b>	<b>35,870</b>	<b>32,889</b>	<b>27,995</b>	<b>29,861</b>
<b>Intangibles</b>	<b>256</b>	<b>178</b>	<b>15</b>	<b>25</b>	<b>25</b>
<b>Total Intangibles</b>	<b>256</b>	<b>178</b>	<b>15</b>	<b>25</b>	<b>25</b>
<b>Total capital works expenditure</b>	<b>44,545</b>	<b>48,242</b>	<b>40,103</b>	<b>41,488</b>	<b>46,439</b>
<b>Represented by:</b>					
New asset expenditure	228	1,554	600	400	1,930
Asset renewal expenditure	28,644	32,345	26,706	29,091	33,139
Asset upgrade expenditure	11,471	4,705	5,993	5,748	9,155
Asset expansion expenditure	4,202	9,638	6,804	6,249	2,215
<b>Total capital works expenditure</b>	<b>44,545</b>	<b>48,242</b>	<b>40,103</b>	<b>41,488</b>	<b>46,439</b>
<b>Funding sources represented by:</b>					
Grants	14,983	17,174	8,671	5,440	6,340
Contributions	975	1,351	100	850	1,100
Council cash	28,587	26,416	27,722	31,898	30,399
Borrowings	-	3,300	3,610	3,300	8,600
<b>Total capital works expenditure</b>	<b>44,545</b>	<b>48,242</b>	<b>40,103</b>	<b>41,488</b>	<b>46,439</b>

Projects within these categories can be completed over multiple years during this resource plan.

## 2021/22 Budget - Wellington Shire Council

## Statement of Human Resources

For the four years ending 30 June 2025

	Forecast Actual 2020/21 \$'000	Budget 2021/22 \$'000	Projections		
			2022/23 \$'000	2023/24 \$'000	2024/25 \$'000
<b>Staff expenditure</b>					
Employee costs - operating	28,301	30,674	31,351	32,565	33,668
Employee costs - capital	734	754	771	711	729
<b>Total staff expenditure</b>	<b>29,035</b>	<b>31,428</b>	<b>32,122</b>	<b>33,276</b>	<b>34,397</b>
	FTE	FTE	FTE	FTE	FTE
<b>Staff numbers</b>					
Employees- Operating	309.8	321.9	306.4	303.8	299.8
Capitalised Labour	12.0	12.0	11.0	7.0	7.0
<b>Total Staff numbers</b>	<b>321.8</b>	<b>333.9</b>	<b>317.4</b>	<b>310.8</b>	<b>306.8</b>

A summary of human resources expenditure categorised to the organisational structure of Council is included below:

Division	Budget 2021/22 \$'000	Comprises			
		Permanent		Casual	Temporary
		Full Time \$'000	Part Time \$'000	\$'000	\$'000
Chief Executive Officer	865	865	-	-	-
Built & Natural Environment	11,289	10,515	774	-	157
Development	5,964	4,897	1,067	283	655
Corporate Services	4,521	4,211	310	-	862
Community and Culture	4,757	3,608	1,149	2,069	760
<b>Total permanent staff expenditure</b>	<b>27,396</b>	<b>24,097</b>	<b>3,300</b>		
Casuals, temporary and other expenditure	4,786			2,352	2,434
Less: Capitalised Labour costs	(754)				
<b>Total operating expenditure</b>	<b>31,428</b>				

A summary of the number of full time equivalent (FTE) Council staff in relation to the above expenditure is included below:

Division	Budget FTE	Comprises			
		Permanent		Casual	Temporary
		Full Time	Part Time		
Chief Executive Officer	6.0	6.0	-	-	-
Built & Natural Environment	119.5	118.0	1.5	-	5.8
Development	50.7	39.0	11.7	27.7	7.0
Corporate Services	42.0	39.0	3.0	-	9.0
Community and Culture	57.0	45.0	12.0	3.1	6.1
<b>Total permanent staff</b>	<b>275.2</b>	<b>247.0</b>	<b>28.2</b>		
Total casuals and temporary staff	58.7			30.8	27.9
<b>Total Staff</b>	<b>333.9</b>				



## 2021/22 Budget - Wellington Shire Council

### 4. Notes to financial statements

This section presents detailed information on material components of the financial statements. Council needs to assess which components are material, considering the dollar amounts and nature of these components.

#### 4.1 Comprehensive Income Statement

##### 4.1.1 Rates and Charges

Rates and charges are required by the Act and the Regulations to be disclosed in Council's budget.

As per the Local Government Act 2020, Council is required to have a Revenue and Rating Plan which is a four year plan for how Council will generate income to deliver the Council Plan, program and services and capital works commitments over a four-year period.

In developing the Budget, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the financial planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2021/22 the FGRS cap has been set at 1.5%. The cap applies to both general rates and municipal charges and is calculated on the basis of council's average rates and charges.

The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the community.

To achieve these objectives while maintaining service levels and a strong capital expenditure program, the average general rate will increase by 1.5% in line with the rate cap.

4.1.1(a) The reconciliation of the total rates and charges to the Comprehensive Income Statement is as follows:

		Forecast Actual	Budget	Change	
		2020/21 \$'000	2021/22 \$'000	\$'000	%
General rates*	1	56,921	57,764	843	1.5
Garbage Charge		4,422	4,824	402	9.1
Waste Infrastructure Charge		1,518	1,601	83	5.5
EPA Levy		337	360	23	6.8
Boisdale Sewage Scheme		10	11	1	10.0
Special charge	2	-	2,051	2,051	100.0
Interest on rates and charges		172	298	126	73.3
<b>Total rates and charges</b>		<b>63,380</b>	<b>66,909</b>	<b>3,529</b>	<b>5.6</b>

\*This item is subject to the rate cap established under the FGRS.

#### Comments

(1) This item includes \$55,844 Cultural and Recreational Land rates income which is not included in the FGRS calculations (refer 4.1.1(j)).

(2) Special charge relates to owner contributions raised as a special charge for ratepayers' contribution towards street reconstructions.

## 2021/22 Budget - Wellington Shire Council

4.1.1(b) The rate in the dollar to be levied as general rates under Section 158 of the Act for each type or class of land compared with the previous financial year.

Type or class of land	2020/21 cents/\$CIV	2021/22 cents/\$CIV	Change
General residential	0.004911	0.004721	(3.87%)
Commercial/Industrial	0.004911	0.004721	(3.87%)
Farm	0.003929	0.003777	(3.87%)
Cultural & Recreational Land Act (rate concession)	N/A		N/A

4.1.1(c) The estimated amount to be raised by general rates in relation to each type or class of land, and the estimated total amount to be raised by general rates compared with the previous financial year.

Type or class of land	2020/21 Forecast \$'000	2021/22 \$'000	Change \$'000	%
Residential	33,670	35,533	1,863	5.5
Commercial/Industrial	11,678	10,731	(947)	(8.1)
Farm	11,504	11,444	(60)	(0.5)
Cultural & Recreational Land	69	56	(13)	(18.8)
<b>Total amount to be raised by general rates</b>	<b>56,921</b>	<b>57,764</b>	<b>843</b>	<b>1.0</b>

- Additional supplementary property valuations and new assessments occurring after the 2020/21 budget was struck in June 2020, are fully annualised and are included in the budget for 2021/22.

4.1.1(d) The number of assessments in relation to each type or class of land, and the total number of assessments, compared with the previous financial year.

Type or class of land	2020/21 Forecast No.	2021/22 No.	Change No.	%
General residential	27,905	28,031	126	0.5
Commercial/Industrial	1,604	1,629	25	1.6
Farm	3,310	3,436	126	3.8
Cultural & Recreational Land	36	36	-	-
<b>Total number of assessments</b>	<b>32,856</b>	<b>33,132</b>	<b>276</b>	<b>-</b>

4.1.1(e) The basis of valuation to be used is the Capital Improved Value (CIV).

4.1.1(f) The estimated total value of each type or class of land, and the estimated total value of land, compared with the previous financial year.

Type or class of land	2020/21 Forecast \$'000	2021/22 \$'000	Change \$'000	%
General residential	6,963,244	7,430,850	467,606	6.7
Commercial/Industrial	2,379,011	2,261,101	(117,910)	(5.0)
Farm	2,925,827	3,026,182	100,355	3.4
Recreational Land	31,665	33,250	1,585	5.0
<b>Total value of land</b>	<b>12,299,747</b>	<b>12,751,383</b>	<b>451,636</b>	<b>3.7</b>

The uplift represents supplementary (new assessments of CIV) occurring/created after the 2020/21 budget was struck in June 2020 and exist for inclusion in 2021/22 budget.

## 2021/22 Budget - Wellington Shire Council

4.1.1(g) The rate or unit amount to be levied for each type of service rate or charge under Section 162 of the Act compared with the previous financial year.

Type of Charge	Per Rateable Property	Per Rateable Property	Change	
	2020/21 \$	2021/22 \$	\$	%
Residential Garbage collection	222.0	243.2	21.2	9.5
Waste Infrastructure Charge (Landfill operations)	55.0	55.0	-	-
EPA Levy Charge	16.9	18.2	1.2	7.3
Boisdale Common Effluent System and Pump out Charge	415.0	421.0	6.0	1.4

Service rates and charges are not covered by FGRS

4.1.1 (h) The estimated amount to be raised by each type of service rate or charge, and the estimated total amount to be raised by service rates and charges, compared with the previous financial year.

Type of Charge	2020/21 Forecast \$'000	2021/22 \$'000	Change	
			\$'000	%
Kerbside collection (Garbage) *	4,422	4,824	402	9.0
Waste Infrastructure Charge	1,518	1,601	83	5.5
EPA Levy Charge	337	360	23	6.8
Boisdale Common Effluent System Charge	10	11	1	10.0
<b>Total amount to be raised by service rates or charges</b>	<b>6,287</b>	<b>6,796</b>	<b>509</b>	<b>8.1</b>

\* Recycle processing charges and management of Council's landfills and transfer stations.

4.1.1(i) The estimated total amount to be raised by all rates and charges compared with the previous financial year:

	2020/21 Forecast \$'000	2021/22 \$'000	Change \$'000
Rates and charges	63,208	64,560	1,352
<b>Total</b>	<b>63,208</b>	<b>64,560</b>	<b>1,352</b>

4.1.1(j) Fair Go Rates System Compliance

Wellington Shire Council is compliant with the State Government's Fair Go Rates System.

	2020/21	2021/22
Total Rates	56,537,248	57,079,116
Number of rateable properties	32,820	32,819
Base Average Rates	\$ 1,730.40	\$ 1,739.21
Maximum Rate Increase (set by the State Government)	2.00%	1.50%
Capped Average Rate	\$ 1,765.00	\$ 1,765.30
Maximum General Rates and Municipal Charges Revenue Allowable*	\$ 57,609,703	\$ 57,935,302
Budgeted General Rates and Municipal Charges Revenue*	\$ 56,475,396	\$ 57,764,065
Budgeted Supplementary Rates	\$ -	\$ -
<b>Budgeted Total Rates and Municipal Charges Revenue*</b>	<b>\$ 56,475,396</b>	<b>\$ 57,764,065</b>

\* Excludes Cultural and Recreational Land rates income

## 2021/22 Budget - Wellington Shire Council

4.1.1 (k) Any significant changes, that affect the estimated amounts to be raised by rates and charges.

There are no known significant changes, which may affect the estimated amounts to be raised by rates and charges. However, the total amount to be raised by rates and charges may be affected by:

- The making of supplementary valuations;
- The variation of returned levels of value (e.g. valuation appeals);
- Changes of use of land such that rateable land becomes non-rateable land and vice versa;
- Changes of use of land such that residential land becomes business land and vice versa; and
- Consolidation of farm properties and land subdivisions.

### 4.1.1(l) Differential rates

#### Rates to be levied

The rate in the dollar to be applied to the CIV in relation to land in each category of differential is:

- A general rate of 0.004721 for all rateable general properties; and

Each differential rate will be determined by multiplying the Capital Improved Value of each rateable land (categorised by the characteristics described below) by the relevant percentages indicated above.

Council considers that each differential rate will contribute to the equitable and efficient carrying out of Council functions. Details of the types of classes of land, which are subject to each differential rate are set out below.

#### Farm Land

#### 80% of general rate in the dollar

##### Definition:

Any land which is "Farm Land" within the meaning of Section 2(1) of the Valuation of Land Act 1960 (paras a) and b)) and other criteria as defined by Council in c) hereunder:

- Farm Land means any rateable land that is 2 or more hectares in area;
- used primarily for primary producing purposes from its activities on the land; used primarily for grazing (including agistment), dairying, pig-farming, poultry farming, fish farming, tree farming, bee keeping, viticulture, horticulture, fruit growing or the growing of crops of any kind or for any combination of those activities;
- where the ratepayer is a Primary Producer with any evidence/ruling confirmed by the Australian Taxation Office, registered ABN and business plan, and commercial intent as outlined below;

That is used by a business –

- That has a significant and substantial commercial purpose or character;
- That seeks to make a profit on a continuous or repetitive basis from its activities on the land; and
- That is making a profit from its activities on the land, or that has a reasonable prospect of making a profit from its activities on the land if it continues to operate in the way that it is operating.

##### Objectives:

To ensure that the differential rate in the dollar declared for defined Farm Rate land properties is fair and equitable. Having regard to the cost and the level of benefits derived from provision of Council services with considerations to maintain agriculture as a major industry in the municipal district. To facilitate the longevity of the farm sector and achieve a balance between providing for municipal growth and retaining the important agricultural economic base.

#### Recreational land

Recreational land is land, which is as defined in accordance with Section 4 of the *Cultural & Recreational Lands Act 1963*:

- controlled by a non-profit organisation which exists for the purpose of providing or promoting culture or sporting recreation facilities which is used for sporting, recreation or cultural purposes or which is used for agricultural showgrounds.

The amounts levied on recreational land have regard to the services provided by the Council in relation to such lands, and the benefit to the community derived from such recreational lands.

## 2021/22 Budget - Wellington Shire Council

## 4.1.2 Statutory fees and fines

	Forecast Actual 2020/21 \$'000	Budget 2021/22 \$'000	Change \$'000	%
Planning Fees	480	400	(80)	(16.7)
Land & Building Information Certificates	195	180	(15)	(7.7)
Infringements and costs	122	158	36	29.5
Permits	169	130	(39)	(23.1)
<b>Total statutory fees and fines</b>	<b>966</b>	<b>868</b>	<b>(98)</b>	<b>(10.1)</b>

Statutory fees relate mainly to fees and fines levied in accordance with legislation and includes *Public Health and Wellbeing Act 2008* registrations, provision of property information and fines. Increases in statutory fees are made in accordance with legislative requirements.

**Comments:**

The 2021/22 budget for statutory fees and fines is expected to remain relatively consistent with 2020/21 levels. Planning fees were higher due to increased activity in the building and real estate sectors. Infringements income was lower in 2020/21 due to COVID-19, and is anticipated to return to normal levels.

## 4.1.3 User fees

	Forecast Actual 2020/21 \$'000	Budget 2021/22 \$'000	Change \$'000	%
Leisure centres	1,308	2,362	1,054	80.6
The Wedge	299	1,060	761	254.5
Registration and other permits	792	940	148	18.7
Saleyards	343	376	33	9.6
Wellington Centre	39	46	7	17.9
Other fees and charges	268	273	5	1.9
Emergency Works - Call Outs	50	45	(5)	(10.0)
Animal Services	44	38	(6)	(13.6)
Reimbursements	422	331	(91)	(21.6)
Waste management services	2,649	2,527	(122)	(4.6)
<b>Total user fees</b>	<b>6,214</b>	<b>7,998</b>	<b>1,784</b>	<b>28.7</b>

User charges relate mainly to the recovery of service delivery costs through the charging of fees to users of Council's services. These include use of leisure, entertainment and other community facilities. In setting the budget, the key principles for determining the level of user charges has been to ensure that increases do not exceed CPI increases or market levels.

Some known adjustments (for example impact of show cancellations and Leisure centre closures) have been reflected in the 2020/21 forecast but any other impact from the COVID-19 pandemic is not included.

**Comments:**

Budgeted user fees are expected to increase by \$1.8M over 2020/21.

(1) Aqua Energy and Gippsland Regional Sports Complex 2020/21 forecast income was reduced by COVID-19 impacts. 2021/22 income is anticipated to return to normal levels.

(2) The Wedge ticket sales were significantly impacted by COVID-19 restrictions and income was forecast down as a result. Sales are anticipated to begin to return to normal, with some uncertainty regarding capacity restrictions that may continue.

(3) Registrations and permits for food eating premises, accommodation and self care services were waived during the COVID-19 pandemic and are anticipated to return to pre-pandemic levels in 2021/22.

(4) The Archibald Prize is a large ticketed event in late 2021 that is anticipated to increase income significantly for the year.

(5) Reimbursements were higher in 2020/21 to reflect the assistance provided to East Gippsland Shire Council in the January 2020 bushfires.

(6) Commercial tipping fees are anticipated to decrease slightly during 2021/21.

## 2021/22 Budget - Wellington Shire Council

## 4.1.4 Grants

Grants are required by the Act and the Regulations to be disclosed in Council's budget.

		Forecast Actual 2020/21 \$'000	Budget 2021/22 \$'000	Change \$'000 %	
Grants were received in respect of the following:					
Summary of grants					
State funded grants		10,497	11,342	845	8.1
Commonwealth funded grants		25,792	19,403	(6,390)	(24.8)
Total grants received		36,290	30,745	-	(15.3)
(a) Operating Grants					
Recurrent - Commonwealth Government					
Victoria Grants Commission	1	14,582	7,121	(7,462)	(51.2)
Total Recurrent Commonwealth Grant		14,582	7,121	(7,462)	(51.2)
Recurrent - State Government					
L to P Project		135	159	24	17.7
Senior citizens	2	59	-	(59)	(100.0)
Community support programs		25	25	1	4.1
Cultural Services		213	313	100	46.9
Other		40	20	(20)	(50.0)
Libraries		337	330	-	-
Municipal emergency		143	180	37	25.9
Parks & Environmental services		115	115	-	-
School crossing supervisors		127	129	2	1.5
Environmental health		61	91	30	49.2
Total Recurrent State Grants		1,255	1,362	107	8.5
Non-Recurrent - State Government					
Other		20	-	(20)	(100.0)
Natural Disaster Funding		78	-	(78)	(100.0)
Vegetation Management	3	240	-	(240)	(100.0)
Planning		57	55	(2)	(3.5)
Community & Recreation Facilities upgrade	4	860	-	(860)	(100.0)
Community Support programs		100	217	116	115.5
Municipal Emergency	5	210	-	(210)	(100.0)
Business Development	6	1,121	908	(214)	(19.1)
Parks & Environmental Services	7	1,206	432	(774)	(64.2)
Working for Victoria	8	1,327	30	(1,297)	(97.7)
Infrastructure	9	250	3,275	3,025	1,210.0
Cultural services	10	-	170	170	-
Total Non-Recurrent grants		5,469	5,087	(383)	(7.0)
Total Operating Grants		21,307	13,570	(7,738)	(36.3)

**Comments:**

Budgeted operating grants are expected to decrease by (\$7.7M) over 2020/21, primarily due to the expected early receipt of 50% of the 2021/22 allocation financial assistance grants of \$7.4M in June 2021.

(1) The 2020/21 forecast for Financial Assistance Grants is higher, compared to 21/22 budget due to Council expecting to receive in June 2021, an advance of \$7.4M of its 21/22 allocation.

(2) The Senior Citizens funding will now be paid directly to the Senior Citizen groups.

(3) Funding towards Vegetation Management programs to reduce bushfire risks was received in 2020/21.

(4) Funding for Community Facilities upgrade for 2021/22 will relate only to Council owned assets only (capital grants).

(5) Municipal Emergency grants were received during 2020/21 mainly to fund bushfire recovery position and implement the COVID-19 Community Activation and Social Isolation Initiative (CASI) project.

(6) Includes the continuing Agribusiness position, as well as a number of grants related to drought and bushfire recovery.

(7) A one-off grant of \$536k for combating pests and weeds impacts will be expended in 2020/21. Open Space infrastructure grants received in 2020/21 will not recur in 2021/22.

## 2021/22 Budget - Wellington Shire Council

(8) A one off grant received in 2020/21 for Working for Victoria initiative as part of COVID-19 economic recovery stimulus package.

(9) New funding of \$1.5M for Cunninghame Street Lights upgrade, \$1.0M for York Street works and \$0.7M for the Great Southern Rail Trail Extension is expected in 2021/22. Funding for Longford Recreation Reserve Carpark of \$250k was received in 2020/21.

(10) New grants for Archibald Prize will be received in 2021/22.

		Forecast Actual 2020/21 \$'000	Budget 2021/22 \$'000	Change \$'000	%
<b>(b) Capital Grants</b>					
<b><u>Recurrent - Commonwealth Government</u></b>					
Roads to Recovery	1	7,205	6,544	(661)	(9.2)
<b>Total Recurrent Commonwealth Government grants</b>		7,205	6,544	(661)	(9.2)
<b><u>Non-Recurrent - Commonwealth Government</u></b>					
Buildings	4	867	-	(867)	(100.0)
Roads	2	2,315	1,136	(1,179)	(50.9)
Footpaths	3	-	3,900	3,900	-
Bridges	-	-	402	402	-
Recreational Leisure & Community Facilities	-	535	-	(535)	(100.0)
Parks, Open Space & Streetscapes	-	250	-	(250)	(100.0)
Aerodromes	-	38	300	262	689.5
<b>Total Non-Recurrent - Commonwealth grants</b>		4,005	5,738	1,733	43.3
<b>Total - Commonwealth Government grants</b>		<b>11,210</b>	<b>12,282</b>	<b>1,072</b>	<b>9.6</b>
<b><u>Non- Recurrent - State Government</u></b>					
Buildings	4	892	2,130	1,238	138.8
Roads	2	1,095	-	(1,095)	(100.0)
Other Infrastructure	-	-	414	414	-
Footpaths	3	411	1,550	1,139	277.1
Recreational Leisure & Community Facilities	-	259	740	481	185.7
Parks, Open Space & Streetscapes	-	928	-	(928)	(100.0)
Drainage	-	-	60	60	-
Waste Management	-	18	-	(18)	(100.0)
Furniture & Fittings	-	90	-	(90)	(100.0)
Intangibles	-	80	-	(80)	(100.0)
<b>Total Non- Recurrent State Government grants</b>		3,773	4,894	1,121	29.7
<b>Total Capital Grants</b>		<b>14,983</b>	<b>17,176</b>	<b>2,193</b>	<b>14.6</b>
<b>Total Grants</b>		<b>36,290</b>	<b>30,746</b>	<b>(5,545)</b>	<b>(15.3)</b>

**Comments:**

Capital grants include all monies received from State and Federal government for the purposes of funding specific capital works projects and are expected to increase by \$0.7M compared to 2020/21.

(1) 2020/21 is the second year of the new Roads to Recovery program and included the completion of works for the additional \$3M drought allocation by March 2021. The total five year allocation is \$19.9M.

(2) Blackspot and Country Roads funding of \$1.1M will be used to upgrade roads and bridges in various areas of the Shire including works on Lansdowne Street and Macarthur Street Sale roundabout and the Sloping Bridge Widening Project.

(3) The Sale CBD renewal program will continue again in 2020/21, with works on York Street to be partly funded via a \$5.1M grant. Funding is also expected for the Great Southern Rail Trail (capital works) of \$1.5M.

(4) Completion of the Cameron Sporting Complex (\$1.5M) in 20/21, with works on Stephenson Park Recreation Reserve (\$0.8M) and the Sale Oval Changeroom redevelopment (\$0.9M) to continue in 2021/22.

## 2021/22 Budget - Wellington Shire Council

## 4.1.5 Contributions

		Forecast Actual 2020/21 \$'000	Budget 2021/22 \$'000	Change \$'000	%
Monetary	1	1,285	1,335	50	3.9
Non-monetary	2	4,387	-	(4,387)	(100.0)
<b>Total contributions</b>		<b>5,672</b>	<b>1,335</b>	<b>(4,337)</b>	<b>(76.5)</b>

**Comments:**

Cash contributions include all monies received from community sources or other non government bodies towards the delivery of Council's services to ratepayers (operating) and capital works program.

(1) Monetary contributions for 2021/22 includes funding towards capital projects including the redevelopment of a number of sporting facilities change rooms, and the new Environmental Education Centre. There will be a minor increase in operating contributions in 2021/22.

(2) Non monetary contributions are gifted and donated assets relating to infrastructure assets from new subdivisions, land acquired under the Wellington Coastal Strategy Voluntary Assistance Scheme and donated artworks. No non cash monetary contributions have been budgeted for 2021/22.

## 4.1.6 Other income

		Forecast Actual 2020/21 \$'000	Budget 2021/22 \$'000	Change \$'000	%
Donations	1	234	601	367	156.8
Other rent	2	603	794	192	31.8
Miscellaneous income (Volunteer Income)	3	60	359	299	498.3
Sponsorship	4	50	67	17	34.0
Interest on debtors		10	22	12	120.0
Non-Asset Sales		20	-	(20)	(100.0)
Insurance recovery		42	-	(42)	(100.0)
Interest on Investments	5	500	400	(100)	(20.0)
Recognition of assets	6	327	-	(327)	(100.0)
<b>Total other income</b>		<b>1,846</b>	<b>2,243</b>	<b>397</b>	<b>21.5</b>

**Comments:**

Budgeted other income is expected to increase by \$0.3M over 2020/21.

(1) Donations are expected towards the Environment Education Centre and several other operating projects.

(2) Caravan Parks, aerodromes and commercial properties rental income forecast for 2020/21 was reduced to due to the COVID-19 impact, but is expected to recover in 2021/22 to pre pandemic levels.

(3) Benefits from volunteers recognised as per accounting standards, offset by the volunteer costs also recognised. Due to COVID-19 closures in 2020/21, recognised costs of service for volunteers has decreased.

(4) Sponsorship income for The Wedge programming is expected to increase in 2021/22 back to pre COVID-19 levels.

(5) Current low interest rate environment has resulted in lower than expected interest on investments in 2020/21 which is expected to continue to impact in 2021/22.

(6) Recognition of assets such as roads and buildings are forecast to be \$0.3M in 2020/21. No budget is included for recognition of assets in 2021/22.



## 2021/22 Budget - Wellington Shire Council

## 4.1.7 Employee costs

		Forecast Actual 2020/21 \$'000	Budget 2021/22 \$'000	Change \$'000 %	
Casual Staff	1	1,571	2,062	491	31.3
Salaries & Wages	2	24,133	25,502	1,369	5.7
Workcover		215	443	228	106.0
Superannuation	3	2,418	2,714	296	12.2
Other On-Costs		482	511	29	6.0
FBT		215	197	(18)	(8.4)
<b>Total employee costs</b>		<b>29,034</b>	<b>31,429</b>	<b>2,395</b>	<b>8.2</b>

**Comments:**

Budgeted employee costs are expected to increase by \$2.4M over 2020/21.

- (1) Facility closures and staff redeployments due to COVID-19 resulted in lower casual staff costs for 2020/21.
- (2) Enterprise Agreement increases and movement within bands. Enterprise Agreement 10 commenced in November 2019. The 2% EA increase in 2021/22 is partly offset by grant funded positions not continuing into 2021/22.
- (3) Superannuation guarantee is budgeted to increased from 9.5% to 10.0% in 2021/22. Superannuation costs in 2020/21 were reduced due to facility closures and reduced casuals.

## 4.1.8 Materials and services

		Forecast Actual 2020/21 \$'000	Budget 2021/22 \$'000	Change \$'000 %	
Authority fees	1	1,020	1,600	580	56.9
Materials	2	5,263	5,719	456	8.7
Waste Management Services	1	4,531	4,847	316	7.0
Insurances	3	1,472	1,743	271	18.4
Infrastructure & Parks Maintenance	4	8,207	8,389	182	2.2
Utility payments		2,473	2,480	7	0.3
Building Maintenance		1,478	1,465	(13)	(0.9)
Consultants	5	1,493	1,425	(68)	(4.6)
Contributions	6	3,586	3,047	(539)	(15.0)
Contractors	7	9,179	11,802	2,623	28.6
<b>Total Materials and services</b>		<b>38,702</b>	<b>42,517</b>	<b>3,815</b>	<b>9.9</b>

**Comments:**

Budgeted materials and services are expected to increase by \$3.8M over 2020/21.

- (1) A significant \$0.6M increase in the EPA levy (as determined by the EPA) has been budgeted for and kerbside collection costs are anticipated to increase by \$0.3M.
- (2) Materials costs will increase primarily due to holding Archibald Prize related events in 2021/22 (\$0.3M), and a \$0.1M Shire Wide Marketing campaign to boost tourism following the COVID-19 pandemic.
- (3) Insurance premiums are expected to increase due to global conditions.
- (4) Increased spend is due to roads and vegetation budgets returning to normal levels after underspends during 2020/21.
- (5) Consultancy decreases are due to several strategic planning and sporting infrastructure projects being completed in 2020/21.
- (6) Contributions will decrease due to the expected completion in 2020/21 of Stephenson's Park Social Club Rooms (\$0.3M), the COVID-19 Community Activation and Social Isolation Initiative (CASI) and Recovery Officer projects (\$0.1M), and funding for Senior Citizens to be directly allocated to end users in 2021/22.
- (7) The net increase is driven by several major projects which have significant operating component to them, such as the multi-year York Street Revitalisation project and the Wetlands Trail. Projects completed in 2020/21 include the Stratford Recreation Reserve Netball Changerooms.

## 2021/22 Budget - Wellington Shire Council

## 4.1.9 Bad and doubtful debts

	Forecast Actual 2020/21 \$'000	Budget 2021/22 \$'000	Change	
			\$'000	%
Rate debtors	70	70	-	-
<b>Total bad and doubtful debts</b>	<b>70</b>	<b>70</b>	<b>-</b>	<b>-</b>

## 4.1.10 Depreciation

	Forecast Actual 2020/21 \$'000	Budget 2021/22 \$'000	Change	
			\$'000	%
Infrastructure	16,641	17,846	1,205	7.2
Property	4,856	5,294	438	9.0
Plant and equipment	2,167	2,285	118	5.4
<b>Total depreciation and amortisation</b>	<b>23,664</b>	<b>25,425</b>	<b>1,761</b>	<b>7.4</b>

**Comments:**

Budgeted depreciation is expected to increase by \$1.8M, mainly due to the completion of the 2021/22 capital works program and the full year effect of depreciation on the 2020/21 capital works program.

## 4.1.11 Amortisation - Intangible assets

	Forecast Actual 2020/21 \$'000	Budget 2021/22 \$'000	Change	
			\$'000	%
Intangible assets	758	589	(168)	(22.2)
<b>Total amortisation - intangible assets</b>	<b>758</b>	<b>589</b>	<b>(168)</b>	<b>(22.2)</b>

**Comments:**

Budgeted amortisation is expected to decrease by \$168,000 due to the available space in the landfills reducing as they are filled, offset by the new landfill airspace asset being created in 2021/22.

## 4.1.12 Amortisation - Right of Use assets

	Forecast Actual 2020/21 \$'000	Budget 2021/22 \$'000	Change	
			\$'000	%
Right of use assets	329	225	(104)	(31.7)
<b>Total amortisation - right of use assets</b>	<b>329</b>	<b>225</b>	<b>(104)</b>	<b>(31.7)</b>

**Comments:**

Budgeted amortisation is expected to decrease by \$0.1M, mainly due to the major right of use contract nearing the end of its specified timeframe.

## 2021/22 Budget - Wellington Shire Council

## 4.1.13 Borrowing costs

	Forecast Actual 2020/21 \$'000	Budget 2021/22 \$'000	Change \$'000	%
Interest - Borrowings	93	81	(12)	(12.9)
Interest - Non-Cash	(100)	-	100	(100.0)
<b>Total borrowing costs</b>	<b>(7)</b>	<b>81</b>	<b>88</b>	<b>(1,257.1)</b>

**Comments:**

2020/21 includes a (\$0.1M) for an estimated decrease in the future value of costs due to the decreasing Net Present Value rates.

## 4.1.14 Other expenses

	Forecast Actual 2020/21 \$'000	Budget 2021/22 \$'000	Change \$'000	%
Volunteer Cost of Service 1	60	354	294	490.0
Councillors allowances	302	322	20	6.6
Auditor's remuneration - VAGO	68	72	4	5.9
Auditor's remuneration - Internal	64	68	4	6.3
Finance Cost- leases	4	1	(3)	(75.0)
Derecognition of assets	65	-	(65)	(100.0)
Assets written off 2	117	-	(117)	(100.0)
Repayment of Funding for shared services initiative 3	4,618	-	(4,618)	(100.0)
<b>Total other expenses</b>	<b>5,298</b>	<b>817</b>	<b>(4,480)</b>	<b>(84.6)</b>

**Comments:**

Budgeted other expenses are expected to decrease by (\$4.5M) over 2021/22.

(1) Benefits from volunteers recognised as per new accounting standards, offset by the volunteer income also recognised. Due to COVID-19 closures in 2020/21, recognised costs of service for volunteers has decreased.

(2) Write off of assets such as roads and footpaths are forecast to be (\$0.1M) in 2020/21. No budget is included for assets written off in 2021/22.

(3) During 2020/21 Council repaid unused funding associated with the shared services initiative of \$4.62M.

## 4.1.15 Net Loss on disposal of property, infrastructure, plant and equipment

	Forecast Actual 2020/21 \$'000	Budget 2021/22 \$'000	Change \$'000	%
Proceeds from sale of assets	(824)	(789)	35	(4.2)
Written Down Value of assets sold	742	471	(271)	(36.5)
WDV Assets Replaced	1,355	1,217	(138)	(10.2)
<b>Total Net loss on disposal of property, infrastructure, plant and equipment</b>	<b>1,273</b>	<b>899</b>	<b>(374)</b>	<b>(29.4)</b>

**Comments:**

Proceeds from the disposal of Council Assets is expected to be (\$0.8M) and relates mainly to the planned cyclical replacement of part of the plant and vehicle fleet. The written down value of assets sold/replaced is anticipated to be \$1.7M.

## 2021/22 Budget - Wellington Shire Council

### 4.2 Balance Sheet

#### 4.2.1 Assets

Budgeted "Total assets" are expected to increase by \$20.9M, being a decrease of \$4.3M in current assets and an increase of \$25.2M in non-current assets.

The decrease of \$4.3M in current assets is the result of reduced cash and cash equivalents, and also trade and other receivables.

The increase of \$25.2M in non-current assets is attributable to the net result of the capital works program (\$50.0M of new assets), depreciation and amortisation of assets (\$24.8M) and the impact of assets replaced or sold (\$1.7M).

#### 4.2.2 Liabilities

Budgeted "Total liabilities" are expected to increase by \$2.0M, being a decrease of \$3.9M in current liabilities and an increase of \$5.9M in non-current liabilities.

The decrease of \$3.9M in current liabilities is primarily due to minor decreases in trade and other payables, loans and landfill provision as two cells are being rehabilitated in 2021/22 using funds previously provided for.

The \$5.9M increase in non-current liabilities relates to the impact of an increase in borrowings (\$3.3M) and provisions (\$1.6M). The provision increase is due to the new Kilmany landfill cell and the requirement to provide for its rehabilitation 4 years after it has been filled, this is slightly offset by a decrease in amortisation of lease liabilities.

#### 4.2.3 Borrowings

The table below shows information on borrowings specifically required by the Regulations.

	Forecast Actual 2020/21	Budget 2021/22
	\$'000	\$'000
Amount borrowed as at 30 June of the prior year	1,315	1,026
Amount proposed to be borrowed	-	3,300
Amount projected to be redeemed	(289)	(283)
Amount of borrowings as at 30 June	<b>1,026</b>	<b>4,043</b>

Borrowings are utilised by Council to spread the impact across generations of the community utilising assets.

Prior years borrowings were delayed due to timing of projects initially planned to be completed in 2020/21.

#### 4.2.4 Leases by category

As a result of the introduction of *AASB 16 Leases*, right-of-use assets and lease liabilities have been recognised as outlined in the table below.

	Forecast Actual 2020/21 \$'000	Budget 2021/22 \$'000
<b>Right-of-use assets</b>		
Plant and equipment	68	46
Photocopiers	70	42
<b>Total right-of-use assets</b>	<b>138</b>	<b>88</b>
<b>Lease liabilities</b>		
<b>Current lease liabilities</b>		
Plant and equipment	22	22
Photocopiers	23	23
<b>Total current lease liabilities</b>	<b>45</b>	<b>45</b>
<b>Non-current lease liabilities</b>		
Plant and equipment	47	24
Photocopiers	40	16
<b>Total non-current lease liabilities</b>	<b>87</b>	<b>40</b>
<b>Total lease liabilities</b>	<b>132</b>	<b>85</b>

Where the interest rate applicable to a lease is not expressed in the lease agreement, Council applies the average incremental borrowing rate in the calculation of lease liabilities. The current incremental borrowing rate is 4.00%.

## 2021/22 Budget - Wellington Shire Council

## 4.3 Statement of changes in Equity

## 4.3.1 Reserves

			2021/22
			\$'000
Forecast at 30 June 2021			9,991
<b>Proposed Transfer to Reserves 2021/22</b>			
Discretionary Reserves			
-Asset Improvement	1	-	
-Plant Replacement	2	1,000	
-Waste Infrastructure	3	1,601	
Non- Discretionary Reserves			
-Recreational Land	4	110	
-Art Gallery Acquisition/Contribution Reserves	5	-	
-Leased Property Improvements	6	256	
<b>Total transfers to reserves</b>			<b>2,967</b>
<b>Proposed Transfer from Reserves 2021/22</b>			
Discretionary Reserves			
-Asset Improvement	1	50	
-Plant Replacement	2	1,358	
-Waste Infrastructure	3	1,690	
Non-Discretionary Reserves			
-Recreational Land	4	50	
-Art Gallery Acquisition/Contribution Reserves	5	-	
-Leased Property Improvements	6	90	
<b>Total transfers from reserves</b>			<b>3,238</b>
<b>Budget at 30 June 2022</b>			<b>9,720</b>

Comments

Total other reserves are expected to decrease by \$0.3M over 2021/22

(1) Asset Improvement Reserve is to fund specific future capital improvements. During 2021/22 it is anticipated to transfer funds from this reserve to fund works for the commencement of paths along Shoreline Drive Golden Beach.

(2) Plant Replacement Reserve is to fund future purchases of major plant and equipment and will marginally decrease compared to 2020/21 (\$0.4M).

(3) Waste Infrastructure Reserve is to fund the establishment of recycling and transfer stations, remediation of existing and closed landfills and an increase in landfill capacity in the future. This will marginally decrease compared to 2020/21 (\$0.1M).

(4) Recreational Land Reserve is to fund future open space facilities as per Section 18 of Subdivision Act. During 2021/22 it is anticipated to transfer funds from this reserve to fund new playgrounds.

(5) Art Gallery Acquisition and Contribution Reserves are to fund future art acquisitions and major exhibitions including the John Leslie Art Prize.

(6) Leased Property Improvements Reserve is to fund future works on leased properties (caravan parks and Port of Sale Moorings) in accordance with Crown Land Act. Funds transferred to reserve in 2020/21 include lease related payments received from Caravan Park lessees and mooring fees.

## 4.3.2 Equity

Total Equity is anticipated to increase by \$9.7M being for the expected 2021/22 surplus.

**2021/22 Budget - Wellington Shire Council****4.4 Statement of Cash Flows****4.4.1 Net cash flows provided by operating activities**

The increase of \$10.5M in cash inflows from operating activities is mainly due to an increase in the collection of rates and charges, including a proportion of outstanding 2020/21 rates as Council resumes its debt collection program back to pre COVID-19 levels. During 2020/21 Council will receive a 50% advance allocation of the 2021/22 financial assistance grants (operating grants), which is offset by higher capital grant funding. 2020/21 includes an one off repayment (other expenses) which will not recur during 2021/22.

**4.4.2 Net cash flows used in investing activities**

The increase of \$3.5M in payments for investing activities relates to an increase in payments for property, infrastructure, plant and equipment (\$3.7M), with a minor decrease in proceeds from the sale of property, infrastructure, plant and equipment expenditure. There will also be a minor decrease in long term investments to partly fund the increase in payments for property, infrastructure, plant and equipment. More detailed information on the 2021/22 capital program can be found in 4.5.

**4.4.3 Net cash flows provided by financing activities**

Net cash flow provided by financing activities has increased by \$3.3M, predominantly the result of an increase of \$3.3M in borrowings, with a minor movements in lease repayments and finance costs.

## 2021/22 Budget - Wellington Shire Council

## 4.5. Capital Works Program

This section presents a listing of the capital works projects that will be undertaken for the 2021/22 year, classified by expenditure type and funding source. Works are also disclosed as current budget or carried forward from prior year. Note some multi year projects span up to three years on an ongoing basis, and include Weir Road Tinamba West, Gordon Street Reconstruction Heyfield, Stephenson Park - changerooms redevelopment, Port of Sale Access Project and Lake Guthridge Guyatt Environmental and Education Centre.

## 4.5.1 Summary

		Forecast Actual 2020/21 \$'000	Budget 2021/22 \$'000	Change \$'000	%
Property	1	10,046	<b>8,054</b>	(1,992)	(19.8%)
Plant and equipment	2	2,590	<b>4,140</b>	1,550	59.9%
Infrastructure	3	31,653	<b>35,870</b>	4,217	13.3%
Intangibles	4	256	<b>178</b>	(78)	(30.5%)
<b>Total</b>		<b>44,545</b>	<b>48,242</b>	<b>3,698</b>	<b>8.3%</b>

Intangibles are included as a reconciling item to match Statement of Capital Works (Section 3).

1 Completion of the Sale Oval and Stephenson Park Recreation Reserve upgrades.

2 Cyclic renewal of major plant and vehicles will occur in 2021/22.

3 Investment in large infrastructure projects such as Sale streetscape renewals, Duke Street Yarram Reconstruction and residential road and street construction program.

4 Waste Management Software upgrade 2022/23.

	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contributions \$'000	Council cash \$'000	Borrowings \$'000
Property	<b>7,964</b>	1,033	4,386	2,085	460	2,129	595	3,240	2,000
Plant and equipment	<b>3,790</b>	-	3,541	109	140	-	10	3,780	-
Infrastructure	<b>35,960</b>	521	23,927	7,424	4,088	15,045	546	19,069	1,300
Intangibles	<b>528</b>	-	460	50	18	-	-	528	-
<b>Total</b>	<b>48,242</b>	<b>1,554</b>	<b>32,314</b>	<b>9,668</b>	<b>4,706</b>	<b>17,174</b>	<b>1,151</b>	<b>26,617</b>	<b>3,300</b>

## 2021/22 Budget - Wellington Shire Council

## 4.5.2 Current Budget

Capital Works Area	Project	Asset Expenditure Type				Summary of Funding Sources			
	Cost \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contributions \$'000	Cash \$'000	Borrowings \$'000
<b><u>PROPERTY</u></b>									
<b>LAND</b>									
Education Department Land - Raymond Street, Sale - Acquisition	10	-	-	-	10	-	-	10	-
Acquisition of Former Sale Police Station	10	-	-	-	10	-	-	10	-
<b>TOTAL LAND</b>	<b>20</b>	-	-	-	20	-	-	20	-
<b>BUILDINGS</b>									
Solar PV Installation Program	200	-	-	-	200	-	-	200	-
Upgrade of CCTV Network at Waste Facilities - Various Sites	40	-	-	40	-	-	-	40	-
Yarram Library Soundproofing	25	-	12	13	-	-	-	25	-
Maffra Depot Minor Capital Works Program	140	-	140	-	-	-	-	140	-
Maffra Library Roof Renewal	160	-	160	-	-	-	-	160	-
Lake Guthridge-Guyatt, Sale - Environmental Education Centre & Wetland Project	645	645	-	-	-	200	45	400	-
Improvements	40	-	40	-	-	-	-	40	-
Kindergarten Maintenance & Accessibility Package	120	-	120	-	-	-	-	120	-
Maffra Sugarbeet Museum Refurbishment	90	-	90	-	-	-	-	90	-
Maffra Library Toilets Refurbishment	50	-	25	25	-	-	-	50	-
Public Toilet Renewal/Refurbishment Program	50	-	50	-	-	-	-	50	-
Briagolong Recreation Reserve Pony Club Shed	70	-	70	-	-	-	-	70	-
Outdoor Pools Security CCTV System	45	-	-	-	45	-	-	45	-
Aqua Energy, Sale - Redevelopment Year 1 Design	500	100	250	150	-	500	-	-	-
Maffra Lawn Tennis - Pavilion Redevelopment	900	-	630	180	90	282	100	118	400
Outdoor Pools - Solar Heating Upgrades	90	-	54	36	-	-	-	90	-
Sale Oval - Changeroom Redevelopment	535	-	321	161	53	347	150	38	-
Stephenson Park Recreation Reserve, Sale - Changeroom Redevelopment	2,770	-	1,662	1,108	-	800	300	70	1,600
Project Management Building	300	-	300	-	-	-	-	300	-
<b>TOTAL BUILDINGS</b>	<b>6,770</b>	745	3,924	1,713	388	2,129	595	2,046	2,000
<b>TOTAL PROPERTY</b>	<b>6,790</b>	745	3,924	1,713	408	2,129	595	2,066	2,000



## 2021/22 Budget - Wellington Shire Council

Capital Works Area	Project	Asset Expenditure Type				Summary of Funding Sources			
	Cost \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contributions \$'000	Cash \$'000	Borrowings \$'000
<b>PLANT &amp; EQUIPMENT</b>									
<b>PLANT, MACHINERY &amp; EQUIPMENT</b>									
Fleet Renewal - Annual Program	1,258	-	1,258	-	-	-	-	1,258	-
Plant Renewal - Built Environment Annual Program	1,375	-	1,375	-	-	-	-	1,375	-
Plant Renewal - Natural Environment and Parks Annual Program	280	-	280	-	-	-	-	280	-
<b>TOTAL PLANT, MACHINERY &amp; EQUIPMENT</b>	<b>2,913</b>	-	2,913	-	-	-	-	2,913	-
<b>FURNITURE &amp; FITTINGS</b>									
The Wedge Custom Stage Manager's Desk	15	-	15	-	-	-	-	15	-
The Wedge - Stage Profile Replacement to LED	191	-	134	57	-	-	-	191	-
Art Gallery - Art Acquisitions	30	-	-	-	30	-	10	20	-
Heyfield & Stratford Pool Blanket Installation	90	-	-	-	90	-	-	90	-
Visitor Interactive Floor Space	20	-	-	-	20	-	-	20	-
<b>TOTAL FURNITURE &amp; FITTINGS</b>	<b>346</b>	-	149	57	140	-	10	336	-
<b>LIBRARY BOOKS</b>									
Library - Book Acquisitions	158	-	126	32	-	-	-	158	-
Library - Audio-Visual Acquisitions	55	-	44	11	-	-	-	55	-
Library - Cataloguing & Processing	43	-	34	9	-	-	-	43	-
<b>TOTAL LIBRARY BOOKS</b>	<b>256</b>	-	204	52	-	-	-	256	-
<b>COMPUTERS &amp; TELECOMMUNICATIONS</b>									
IT - Hardware Upgrade / Replacement Program	275	-	275	-	-	-	-	275	-
<b>TOTAL COMPUTERS &amp; TELECOMMUNICATIONS</b>	<b>275</b>	-	275	-	-	-	-	275	-
<b>TOTAL PLANT &amp; EQUIPMENT</b>	<b>3,790</b>	-	3,541	109	140	-	10	3,780	-

## 2021/22 Budget - Wellington Shire Council

Capital Works Area	Project	Asset Expenditure Type				Summary of Funding Sources			
	Cost \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contributions \$'000	Cash \$'000	Borrowings \$'000
<b>INFRASTRUCTURE</b>									
<b>ROADS</b>									
Project Development	250	-	125	75	50	-	-	250	-
Toongabbie-Cowwarr & Weir Roads, Cowwarr - Reconstruction	600	-	300	300	-	300	300	-	-
Rural Sealed Road Reconstruction Annual Program	150	-	150	-	-	-	-	150	-
Crest Widening Program - Annual Program	350	-	245	105	-	-	-	350	-
Hagans/Airly Road Widening and Shoulder Sealing - Year 1 Design	20	-	10	10	-	-	-	20	-
Pound Road East Widening Project	770	-	539	231	-	770	-	-	-
Soldiers Road Rehabilitation	350	-	350	-	-	350	-	-	-
Woorarra Road Rehabilitation	150	-	150	-	-	-	-	150	-
Yarram Morwell Road Intersection Reconstruction	200	-	200	-	-	-	-	200	-
Weir Road, Tinamba West -Year 1 Assessment and Year 2 Reconstruction	15	-	15	-	-	-	-	15	-
Project Management Roads	454	-	454	-	-	110	-	344	-
Wharf Street Streetscape, Port Albert (Bay Street to end) - Year 1 Design	10	-	5	5	-	-	-	10	-
Duke Street, Yarram - Reconstruction and Shoulder Sealing	900	-	720	180	-	900	-	-	-
Gordon Street Reconstruction, Heyfield (George Street to Harbeck Street)	450	-	360	90	-	450	-	-	-
Residential Road & Street Construction Program (Special Charge Schemes)	2,725	-	1,635	1,090	-	1,907	-	818	-
Port Albert Street Scheme	800	-	480	320	-	-	-	800	-
Guthridge Parade Special Charge Scheme	200	-	120	80	-	200	-	-	-
Urban Road Rehabilitation Program	500	-	400	100	-	500	-	-	-
National Park Road, Loch Sport - Safety Treatments	150	-	45	105	-	-	-	150	-
Lansdowne Street and Macarthur Street Roundabout	751	-	376	375	-	751	-	-	-
Final Seals - Annual Program	335	-	335	-	-	-	-	335	-
Rural Roads Resealing - Annual Program	2,700	-	2,700	-	-	-	-	1,700	1,000
Urban Streets Asphalt Resheeting - Annual Program	1,750	-	1,750	-	-	690	-	1,060	-
Urban Street Resealing - Annual Program	200	-	200	-	-	-	-	200	-
Kerb & Channel Replacement - Annual Program	500	-	500	-	-	-	-	500	-
Roberts Road Reconstruction, Macks Creek	350	-	350	-	-	350	-	-	-
Reconstruct Unsealed Roads - Annual Program	1,240	-	1,240	-	-	-	-	1,240	-
Unsealed Road Intersection Upgrades - Annual Program	300	-	180	120	-	-	-	300	-
<b>TOTAL ROADS</b>	<b>17,171</b>	-	13,934	3,186	50	7,278	300	8,592	1,000

## 2021/22 Budget - Wellington Shire Council

Capital Works Area	Project	Asset Expenditure Type				Summary of Funding Sources			
	Cost \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contributions \$'000	Cash \$'000	Borrowings \$'000
<b>BRIDGES</b>									
Bridge Works Rehabilitation Program	150	-	150	-	-	-	-	150	-
Swing Bridge - Downstream Drive Refurbishment	200	-	200	-	-	-	-	200	-
Sloping Bridge Widening Project	803	-	402	401	-	803	-	-	-
Blackall Creek Bridge Strengthening - Stratford	30	-	30	-	-	-	-	30	-
Major Culvert Renewal - Annual Program	300	-	180	120	-	-	-	300	-
Bridge & Culvert Safety Barrier Renewal - Annual Program	150	-	90	60	-	-	-	150	-
<b>TOTAL BRIDGES</b>	<b>1,633</b>	-	1,052	581	-	803	-	830	-
<b>FOOTPATHS</b>									
Footpaths Network Connections - Annual Program	150	-	-	-	150	-	-	150	-
Footpaths Renewal - Annual Program	400	-	400	-	-	-	-	400	-
Great Southern Rail Trail Extension Project - Alberton to Welshpool	1,800	-	-	-	1,800	1,500	100	200	-
Sale CBD Renewal Program (York Street)	3,900	-	3,120	780	-	3,900	-	-	-
Morrison Street, Maffra - Upgrade (Campbell Street to Fulton Drive)	300	-	150	150	-	-	-	300	-
Gravel Path Renewal - Annual Program	60	-	60	-	-	-	-	60	-
Urban Paths Annual Program	500	-	-	-	500	-	-	500	-
Shoreline Drive Path, Golden Beach	50	-	-	-	50	-	-	50	-
Burley Place Walkway - Reserve Development	15	-	-	8	7	-	-	15	-
Wetlands Trail	422	-	338	84	-	-	-	122	300
Off-Road Path Feasibility Investigation	50	-	-	-	50	50	-	-	-
<b>TOTAL FOOTPATHS</b>	<b>7,647</b>	-	4,068	1,022	2,557	5,450	100	1,797	300
<b>DRAINAGE</b>									
North Sale Retention Basin and Wetland - Design	50	-	-	50	-	-	-	50	-
Park Avenue, Cowwarr - Drainage Basin Reinstatement Works	50	-	50	-	-	-	-	50	-
Minor Drainage Improvements - Annual Program	100	-	60	40	-	-	-	100	-
Seaspray Levy Rehabilitation - Design	90	-	90	-	-	60	-	30	-
Maffra - Stormwater Retention Basin & Outfall Improvement Works	300	-	-	300	-	-	-	300	-
George Street Drainage Renewal, Maffra - Design	100	-	100	-	-	-	-	100	-
<b>TOTAL DRAINAGE</b>	<b>690</b>	-	300	390	-	60	-	630	-
<b>RECREATIONAL LEISURE &amp; COMMUNITY FACILITIES</b>									
Stephenson Park Croquet Amenities & Accessibility	63	-	32	31	-	-	-	63	-
Aqua Energy Program Pool and Outdoor Change Roof Replacement	41	-	41	-	-	-	-	41	-
Stephenson Park Pedestrian & Vehicle Management	200	-	100	80	20	-	-	200	-
Gordon Street Recreation Reserve Pedestrian & Vehicle Management	45	-	22	18	5	-	-	45	-
Aqua Energy Boundary Fence Replacement	45	-	45	-	-	-	-	45	-
Aqua Energy Outdoor Pool Heating Pipe Replacement	145	-	145	-	-	-	-	145	-
Briagolong Recreation Reserve Tennis Court Renewal	571	-	514	56	-	250	40	280	-
Maffra Recreation Reserve Netball Court & Lighting Redevelopment	435	-	392	44	-	250	35	150	-
Stephenson Park Main Oval Storage (bunker replacement)	20	-	20	-	-	-	-	20	-
Yarram Pool - A Warmer Pool	601	481	120	-	-	240	61	300	-
Yarram Pool: Water Treatment Plant Upgrade Design Year 1	20	-	18	2	-	-	-	20	-
Yarram Recreation Reserve – Equestrian Arena	57	-	-	57	-	-	-	57	-
<b>TOTAL RECREATIONAL LEISURE &amp; COMMUNITY FACILITIES</b>	<b>2,242</b>	481	1,449	288	25	740	136	1,366	-

## 2021/22 Budget - Wellington Shire Council

Capital Works Area	Project	Asset Expenditure Type				Summary of Funding Sources			
	Cost \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contributions \$'000	Cash \$'000	Borrowings \$'000
<b>WASTE MANAGEMENT</b>									
Kilmany Landfill Boundary Fencing Replacement	100	-	-	100	-	-	-	100	-
Kilmany Landfill Leachate Pond Evaporation System Improvements	500	-	-	500	-	-	-	500	-
Kilmany Landfill - Flare Installation	300	-	75	225	-	-	-	300	-
Yarram Transfer Station internal asphalt resheeting	50	-	50	-	-	-	-	50	-
Loch Sport Transfer Station Internal Gravel Resheet	70	-	70	-	-	-	-	70	-
Yarram Transfer Station Fence Replacement	20	-	20	-	-	-	-	20	-
Kilmany Car Park Reconstruction (asphalt)	40	-	20	20	-	-	-	40	-
Stratford & Rosedale Landfill Monitoring Bores	125	-	125	-	-	-	-	125	-
<b>TOTAL WASTE MANAGEMENT</b>	<b>1,205</b>	-	360	845	-	-	-	1,205	-
<b>PARKS, OPEN SPACE &amp; STREETSCAPES</b>									
Playspace Renewal Program	260	-	260	-	-	-	-	260	-
Accessibility and Inclusivity Playspace Improvement Program - Various	50	-	50	-	-	-	-	50	-
Annual Shelter and BBQ Replacement Program	100	-	80	20	-	-	-	100	-
Lake Guthridge Erosion Control - Sale	50	-	50	-	-	-	-	50	-
Annual Irrigation Renewal Program	35	-	35	-	-	-	-	35	-
Victoria Park Rotunda Heritage Renewal	120	-	120	-	-	-	-	120	-
Sale - Electric Vehicle Charging Infrastructure for Desailly Street	10	-	-	3	7	-	-	10	-
Lions Park District Open Space Upgrade (Stage 1)	40	-	20	20	-	-	-	40	-
Yarram Recreation Reserve Irrigation System	101	-	-	-	101	-	10	91	-
Stephenson Park Recreation Reserve - Irrigation Controller Renewal	50	-	50	-	-	-	-	50	-
<b>TOTAL PARKS, OPEN SPACE &amp; STREETSCAPES</b>	<b>816</b>	-	665	43	108	-	10	806	-
<b>AERODROMES</b>									
Yarram Aerodrome - Consolidation and renewal of landside facilities	180	-	180	-	-	-	-	180	-
Yarram Aerodrome - Perimeter Fencing	300	-	90	210	-	300	-	-	-
Aerodrome Minor Capital Works Program	115	-	92	11	12	-	-	115	-
Yarram Aerodrome - Eastern Hangar Development	80	-	-	-	80	-	-	80	-
<b>TOTAL AERODROMES</b>	<b>675</b>	-	362	221	92	300	-	375	-

## 2021/22 Budget - Wellington Shire Council

Capital Works Area	Project	Asset Expenditure Type				Summary of Funding Sources			
	Cost \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contributions \$'000	Cash \$'000	Borrowings \$'000
<b>OFF STREET CAR PARKS</b>									
Pearson Street Carpark Construction, Heyfield - Design	10	-	8	2	-	-	-	10	-
Carpark Reconstruction, Sale (Coles) - Design	50	-	45	5	-	-	-	50	-
Carpark Reconstruction, Lake Street Loch Sport - Improvements	250	-	150	100	-	-	-	250	-
Off Street Car Park Reconstruction	100	-	100	-	-	-	-	100	-
<b>TOTAL OFF STREET CAR PARKS</b>	<b>410</b>	-	303	107	-	-	-	410	-
<b>OTHER INFRASTRUCTURE</b>									
Maffra Victoria Park Jetty Renewal	40	-	40	-	-	-	-	40	-
Port of Sale - Mooring Access Improvements	90	-	18	18	54	-	-	90	-
Loch Sport - Charlies Pontoon Improvements	60	-	-	60	-	10	-	50	-
Boating Infrastructure Improvements Program - Seacombe Boat Ramp	404	-	242	162	-	404	-	-	-
Upgrade & Remote Monitoring of Boat Ramps									
McLoughlins Beach Boat Ramp - Safety Lighting Renewal	65	-	65	-	-	-	-	65	-
Boisdale Common Effluent System Compliance Works	50	-	25	25	-	-	-	50	-
Street Sweeper Waste Storage - Year 1 Planning and Design - Kilmany	10	-	-	-	10	-	-	10	-
Yarram Depot Perimeter Fence Renewal	80	-	80	-	-	-	-	80	-
<b>TOTAL OTHER INFRASTRUCTURE</b>	<b>799</b>	-	470	265	64	414	-	385	-
<b>TOTAL INFRASTRUCTURE</b>	<b>33,287</b>	481	22,963	6,948	2,896	15,045	546	16,396	1,300
<b>INTANGIBLES</b>									
Art Gallery Collection Database	18	-	-	-	18	-	-	18	-
GIS Imagery Renewal	60	-	60	-	-	-	-	60	-
Waste Management Software Upgrade	100	-	50	50	-	-	-	100	-
<b>TOTAL INTANGIBLES</b>	<b>178</b>	-	110	50	18	-	-	178	-
<b>TOTAL NEW CAPITAL WORKS 2021/22</b>	<b>44,046</b>	1,226	30,538	8,820	3,462	17,174	1,151	22,420	3,300

## 2021/22 Budget - Wellington Shire Council

Capital Works Area	Project	Asset Expenditure Type				Summary of Funding Sources			
	Cost \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contributions \$'000	Cash \$'000	Borrowings \$'000
<b>Works carried forward from the 2020/21 year (Work funded in 20/21 and carried forward)</b>									
<b><u>PROPERTY</u></b>									
<b>BUILDINGS</b>									
Community Facilities Accessibility Improvement Program	184	-	-	184	-	-	-	184	-
Port Albert Rocket Shed - Heritage Refurbishment	50	-	50	-	-	-	-	50	-
Sale Oval - Changeroom Redevelopment	520	-	312	156	52	-	-	520	-
Aqua Energy, Sale - Air Handling System Replacement	320	288	-	32	-	-	-	320	-
Public Toilet Replacement, Hiawatha	100	-	100	-	-	-	-	100	-
<b>TOTAL BUILDINGS</b>	<b>1,174</b>	288	462	372	52	-	-	1,174	-
<b>TOTAL PROPERTY</b>	<b>1,174</b>	288	462	372	52	-	-	1,174	-
<b><u>INFRASTRUCTURE</u></b>									
<b>PARKS, OPEN SPACE &amp; STREETSCAPES</b>									
Annual Shelter and BBQ Replacement Program	120	-	96	24	-	-	-	120	-
Stephenson's Park, Sale - Baseball Lighting	80	-	80	-	-	-	-	80	-
<b>TOTAL PARKS, OPEN SPACE &amp; STREETSCAPES</b>	<b>200</b>	-	176	24	-	-	-	200	-
<b>OFF STREET CAR PARKS</b>									
Carpark Reconstruction, Sale (IGA)	400	-	360	40	-	-	-	400	-
<b>TOTAL OFF STREET CARPARK</b>	<b>400</b>	-	360	40	-	-	-	400	-
<b>RECREATIONAL LEISURE &amp; COMMUNITY FACILITIES</b>									
Yarram Pool - A Warmer Pool	50	40	10	-	-	-	-	50	-
<b>TOTAL RECREATIONAL LEISURE &amp; COMMUNITY FACILITIES</b>	<b>50</b>	40	10	-	-	-	-	50	-
<b>OTHER INFRASTRUCTURE</b>									
Boating Infrastructure Improvements Program - Seacombe Boat Ramp	38	-	22	16	-	-	-	38	-
Upgrade & Remote Monitoring of Boat Ramps	1,984	-	396	396	1,192	-	-	1,984	-
Port of Sale - Mooring Access Improvements	2,022	-	418	412	1,192	-	-	2,022	-
<b>TOTAL OTHER INFRASTRUCTURE</b>	<b>2,022</b>	-	418	412	1,192	-	-	2,022	-
<b>TOTAL INFRASTRUCTURE</b>	<b>2,672</b>	40	964	476	1,192	-	-	2,672	-
<b>INTANGIBLES</b>									
IT - Core Business Systems Upgrades	350	-	350	-	-	-	-	350	-
<b>TOTAL INTANGIBLES</b>	<b>350</b>	-	350	-	-	-	-	350	-
<b>TOTAL CARRIED FORWARD CAPITAL WORKS 2021/22</b>	<b>4,196</b>	328	1,776	848	1,244	-	-	4,196	-

## 2021/22 Budget - Wellington Shire Council

Capital Works Area	Project	Asset Expenditure Type				Summary of Funding Sources			
	Cost \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contributions \$'000	Cash \$'000	Borrowings \$'000
<b>MULTI - YEAR PROJECTS</b>									
2020-21 Toongabbie-Cowwarr & Weir Roads, Cowwarr - Reconstruction	600	-	300	300	-	300	300	-	-
2021-22 Toongabbie-Cowwarr & Weir Roads, Cowwarr - Reconstruction	600	-	300	300	-	300	300	-	-
2021-22 Weir Road Tinamba West	15	-	15	-	-	-	15	-	-
2022-23 Weir Road Tinamba West	500	-	500	-	-	500	-	-	-
2020-21 Sale CBD Renewal Program (York Street)	100	-	80	20	-	-	-	100	-
2021-22 Sale CBD Renewal Program (York Street)	3,900	-	3,120	780	-	3,900	-	-	-
2022-23 Sale CBD Renewal Program (York Street)	1,490	-	-	1,490	-	1,490	-	-	-
2020-21 Gordon Street Reconstruction, Heyfield (George Street to Harbeck Street)	50	-	45	5	-	50	-	-	-
2021-22 Gordon Street Reconstruction, Heyfield (George Street to Harbeck Street)	450	-	400	50	-	450	-	-	-
2021-22 National Park Road, Loch Sport - Safety Treatments	150	-	45	105	-	-	-	150	-
2022-23 National Park Road, Loch Sport - Safety Treatments	150	-	45	105	-	-	-	150	-
2020-21 Lake Guthridge-Guyatt, Sale - Environmental Education Centre	5	5	-	-	-	-	5	-	-
2021-22 Lake Guthridge-Guyatt, Sale - Environmental Education Centre	645	645	-	-	-	200	245	200	-
2020-21 Maffra Lawn Tennis - Pavilion Redevelopment	212	-	148	42	21	162	50	-	-
2021-22 Maffra Lawn Tennis - Pavilion Redevelopment	706	-	494	141	71	138	50	518	-
2020-21 Stephenson Park Recreation Reserve, Sale - Changeroom Redevelopment	50	-	30	20	-	-	-	50	-
2021-22 Stephenson Park Recreation Reserve, Sale - Changeroom Redevelopment	2,770	-	1,662	1,108	-	800	300	70	1,600
2020 - 21 Aqua Energy, Sale - Redevelopment Design	50	15	25	10	-	-	-	50	-
2021 - 22 Aqua Energy, Sale - Redevelopment Design	500	100	250	150	-	500	-	-	-
2020-21 Sale Oval - Changeroom Redevelopment	600	-	360	180	60	532	-	68	-
2021-22 Sale Oval - Changeroom Redevelopment	1,055	-	633	317	105	348	150	557	-

## 2021/22 Budget - Wellington Shire Council

### 5. Financial Performance Indicators

The following table highlights Council's current and projected performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be used in the context of the organisation's objectives.

Indicator		Notes	Actual 2019/20	Forecast 2020/21	Budget 2021/22	Projections			Trend +/-
						2022/23	2023/24	2024/25	
<b>Operating position</b>									
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	1	11.8%	1.8%	-2.7%	-0.2%	0.4%	3.5%	-
<b>Liquidity</b>									
Working Capital	Current assets/Current liabilities	2	441.3%	331.4%	320.7%	300.2%	279.2%	259.3%	-
Unrestricted cash	Unrestricted cash / Current liabilities		140.0%	170.3%	184.0%	170.2%	155.3%	137.0%	-
<b>Obligations</b>									
Loans and borrowings	Interest bearing loans and borrowings/Rate revenue	3	2.1%	1.6%	6.3%	10.7%	13.9%	24.2%	-
Loans and borrowings	Interest and principal repayments / Rate revenue		9.9%	0.4%	0.6%	1.2%	1.8%	2.2%	-
Indebtedness	Non-current liabilities /Own source revenue		21.8%	21.8%	26.5%	31.9%	36.0%	43.2%	+
Asset renewal & Upgrade	Asset renewal & upgrade expenses /Asset Depreciation	4	119.1%	169.5%	175.5%	134.0%	139.3%	166.4%	-
<b>Stability</b>									
Rates concentration	Rate revenue / Adjusted underlying revenue	5	64.4%	63.7%	66.5%	67.2%	69.0%	67.2%	+



## 2021/22 Budget - Wellington Shire Council

		Notes	Strategic Resource Plan						
			Actual	Forecast	Budget	Projections			Trend
Indicator			2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	+/-
Rates effort	Rate revenue / Capital improved value of rateable properties in the municipality		0.55%	0.52%	0.51%	0.51%	0.51%	0.52%	+
Efficiency									
Expenditure level	Total expenses / Number of property assessments		\$ 2,614.45	\$ 2,822.48	\$ 2,919.11	\$ 2,969.59	\$ 2,862.80	\$ 2,897.78	+
Revenue level	Rate revenue / Number of property assessments		\$ 1,916.17	\$ 1,906.45	\$ 1,983.77	\$ 1,968.13	\$ 2,011.16	\$ 2,036.78	+

## Key to Forecast Trend:

- + Forecast improvement in Council's financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecast deterioration in Council's financial performance/financial position indicator

## Notes to indicators

**1 Adjusted underlying result** - An indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. The adjusted underlying result calculation includes recurrent capital funding (i.e. Roads to Recovery funding), loss from sale/disposal from property, plant and equipment and other capital income but excludes non-recurrent capital grant and contributions. The 2021/22 adjusted underlying result is impacted by the full year inclusion of 2021/22 Financial Assistance Grants and the inclusion of a number of one -off non recurrent operating grants offset by a lower allocation of Roads to Recovery funding for 2021/22.

**2 Working Capital** - The proportion of current liabilities covered by current assets. Working capital is forecast to decrease from 2021/22 onwards.

**3 Debt compared to rates** - Trend indicates Council's reliance on debt against its annual rate revenue through management of long term debt.

**4 Asset renewal** - This percentage indicates the extent of Council's renewals and upgrades against its depreciation charge (an indication of the decline in value of its existing capital assets). A percentage greater than 100 indicates Council is maintaining its existing assets, while a percentage less than 100 means its assets are deteriorating faster than they are being renewed and future capital expenditure will be required to renew assets.

**5 Rates concentration** - Reflects extent of reliance on rate revenue to fund all of Council's on-going services. Trend indicates Council's reliance on rate revenue compared to all other revenue sources will marginally increase over the four year period.

## 2021/22 Budget - Wellington Shire Council

## 6. Schedule of Proposed Fees and Charges at 1 July 2021 (GST inclusive)

SERVICE	C/L	GST	2020/21 Fee Including GST \$	2021/22 Fee Including GST \$	Effective Date of Increase
ART GALLERY					
Art Gallery Life Drawing Classes (Each)	C	Yes	27.00	27.50	1-Jan-22
Art Gallery Life Drawing Classes (6 week course)	C	Yes	162.00	160.00	1-Jan-22
Adult Art Workshop - Full Price	C	Yes	N/A	50.00	1-Jan-22
Adult Art Workshop - Friends Discount	C	Yes	N/A	30.00	1-Jan-22
Art Gallery Education – Subscriptions					
Primary Schools under 150	C	Yes	108.00	109.50	1-Jan-22
Primary Schools over 150	C	Yes	220.00	223.00	1-Jan-22
Secondary Schools	C	Yes	234.00	237.50	1-Jan-22
Specialist Schools	C	Yes	108.00	109.50	1-Jan-22
Kindergartens	C	Yes	108.00	109.50	1-Jan-22
Tertiary Institutions	C	Yes	365.00	370.00	1-Jan-22
Children's Workshops - First Child	C	Yes	N/A	15.00	1-Jan-22
Children's Workshops - Each Additional Child	C	Yes	N/A	10.00	1-Jan-22
Maffra Exhibition Space Rental	C	Yes	160.00	162.00	1-Jan-22
Image Reproduction Fees	C	Yes	120.00	122.00	1-Jan-22
THE WEDGE					
Main Stage Hire Rates					
Commercial Rate per day (Max 14 hours)	C	Yes	1,495.00	1,525.00	1-Jul-21
Commercial Rate - Half Day (max 6 hours)	C	Yes	1,235.00	1,260.00	1-Jul-21
Commercial Rate - Extra time per half hour	C	Yes	168.00	171.00	1-Jul-21
Commercial - second performance on the same day	C	Yes	648.00	661.00	1-Jul-21
Community Rate per day (Max 14 hours)	C	Yes	843.00	860.00	1-Jul-21
Community Rate - Half Day (max 6 hours)	C	Yes	689.00	703.00	1-Jul-21
Community Rate - Extra time per half hour	C	Yes	92.00	94.00	1-Jul-21
Community - second performance on the same day	C	Yes	312.00	318.00	1-Jul-21
Commercial per Week	C	Yes	5,845.00	5,955.00	1-Jul-21
Community per Week	C	Yes	3,765.00	3,841.00	1-Jul-21
Commercial Rate - Short hire (max 3 hours)	C	Yes	975.00	995.00	1-Jul-21
Community Rate - Short hire (max 3 hours)	C	Yes	535.00	545.00	1-Jul-21
Rehearsal Room, Meeting Room, Foyer Rate per day (Max 8 hours)	C	Yes	310.00	316.00	1-Jul-21
Rehearsal Room & Meeting Room - Short hire (Max 4 hours)	C	Yes	163.00	166.00	1-Jul-21
Rehearsal Room, Meeting Room, Foyer - Extra time per half hour	C	Yes	25.50	26.00	1-Jul-21
Venue Restricting Foyer Hire (Max 10 hours)	C	Yes	730.00	745.00	1-Jul-21
Admin Fee - Recurring date change	C	Yes	N/A	300.00	1-Jul-21
Ticket Fees					
Ticket fees per ticket - Commercial	C	Yes	4.35	4.40	1-Jul-21
Ticket fees average per ticket - Community	C	Yes	2.90	2.95	1-Jul-21
Complimentary Ticket Fee	C	Yes	0.76	0.77	1-Jul-21
Credit Card Surcharge on Tickets	C	Yes	A maximum of 1.08% for credit cards only.		1-Jul-19
Tech Labour					
Tech Labour Charge Out per hour - Commercial	C	Yes	53.00	54.10	1-Jul-21
Tech Labour Charge Out per hour - Community	C	Yes	49.00	50.00	1-Jul-21
Labour Front of House					
FOH Labour Charge out per hour - Commercial	C	Yes	49.00	50.00	1-Jul-21
FOH Labour Charge out per hour - Community	C	Yes	46.90	47.90	1-Jul-21
Equipment					
Use of Grand Piano - Commercial	C	Yes	275.00	281.00	1-Jul-21
Use of Grand Piano - Community	C	Yes	163.00	166.50	1-Jul-21
Piano Tune	C	Yes	Cost price + 15%	Cost price + 15%	1-Jul-21
Consumables (charged at cost +15%)	C	Yes	Cost price + 15%	Cost price + 15%	1-Jul-21

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LIBRARY					
Printing/Photocopies B&W A4 per page	C	Yes	0.20	0.25	1-Jul-21
Printing/Photocopies B&W A3 per page	C	Yes	0.50	0.55	1-Jul-21
Printing/Photocopies Colour A4 per page	C	Yes	1.00	1.05	1-Jul-21
Printing/Photocopies Colour A3 per page	C	Yes	2.00	2.05	1-Jul-21
Microfilm Printing A4 per page	C	Yes	0.20	0.25	1-Jul-21
Interlibrary loans - Victorian municipal libraries fee	C	Yes	4.00	4.10	1-Jul-21
Interlibrary Loans - Books per transfer	C	Yes	16.50	28.50	1-Jul-21
Overdues per day after grace period expires	C	Yes	0.15	-	1-Jul-21
National facsimile fees (1st page)	C	Yes	5.00	5.20	1-Jul-21
National facsimile fees Additional Pages per page	C	Yes	1.25	1.30	1-Jul-21
Overseas facsimile fees (1st page)	C	Yes	10.00	10.50	1-Jul-21
Overseas facsimile fees Additional Pages per page	C	Yes	2.50	2.55	1-Jul-21
Library Receiving Faxes per page	C	Yes	1.25	1.30	1-Jul-21
Mini-earphones	C	Yes	5.00	5.10	1-Jul-21
Library Laminating A4 size	C	Yes	4.00	4.10	1-Jul-21
Library Book Covering	C	Yes	10.00	10.50	1-Jul-21
Library Binding Repairs (thin book approx. 10 mins)	C	Yes	10.00	10.50	1-Jul-21
Library Binding Repairs (thick book approx. 15 mins)	C	Yes	15.00	15.50	1-Jul-21
Replacement membership cards	C	Yes	3.00	3.50	1-Jul-21
Replacement CD for Talking Book set	C	Yes	RRP	RRP	1-Jul-17
Lost Book, Magazine or Audio-Visual item	C	Yes	RRP	RRP	1-Jul-13
GIPPSLAND REGIONAL SPORTS COMPLEX					
<b>Indoor Courts</b>					
Court Hire (peak) per hour	C	Yes	51.50	52.50	1-Jul-21
Court Hire (off peak) per hour	C	Yes	37.00	37.75	1-Jul-21
Training/Casual Use - adult / entry fee	C	Yes	6.50	6.65	1-Jul-21
Training/Casual Use - concession / entry fee	C	Yes	3.40	3.50	1-Jul-21
<b>Outdoor Courts</b>					
Outdoor Court with Lights - per hour (Capped at 6 Courts)	C	Yes	11.00	11.20	1-Jul-21
Outdoor Court no Lights - per hour (Capped at 6 Courts)	C	Yes	5.25	5.35	1-Jul-21
School Use	C	Yes	3.70	3.80	1-Jul-21
<b>Club Administration Office</b>					
Office Annual Hire Fee	C	Yes	335.00	341.70	1-Jul-21
Meeting Room 1 or Meeting Room 2	C	Yes	19.00	19.40	1-Jul-21
Conference Room (Includes mtg rooms 1 & 2) Commercial Hire or Single Use Hire. Two hour minimum booking includes kitchen	C	Yes	37.00	37.75	1-Jul-21
<b>Associations</b>					
Association Court Hire Fee (Season based)(peak) per hour	C	Yes	45.00	45.90	1-Jul-21
Association Court Hire Fee (Season based) (off peak) per hour*	C	Yes	36.00	36.70	1-Jul-21
<b>Synthetic Pitch Hire</b>					
Full Field	C	Yes	61.80	63.00	1-Jul-21
Half Field	C	Yes	37.10	37.85	1-Jul-21
~50% lights Full Field	C	Yes	24.70	25.20	1-Jul-21
~100% lights Full Field	C	Yes	41.20	42.00	1-Jul-21
~50% lights - Half Field	C	Yes	14.95	15.25	1-Jul-21
~100% lights - Half Field	C	Yes	24.70	25.20	1-Jul-21
Off Peak (Weekday rate - Full field)	C	Yes	49.45	50.45	1-Jul-21
Off Peak (Weekday rate - Half field)	C	Yes	29.65	30.25	1-Jul-21
<b>Pavilion Hire</b>					
Club Annual Hire (Inc office space and storage shed)	C	Yes	334.75	341.45	1-Jul-21
Kiosk Annual Hire	C	Yes	2,000.00	2,000.00	1-Jul-18
<b>Administrative Fees</b>					
Commercial Facility Hire (Minimum hourly charge for Non-GRSC User Groups)	C	Yes		37.75	1-Jul-21
Booking Cancellation Fee	C	Yes	25.00	25.50	1-Jul-21
Court Setup Cost	C	Yes	15.00	15.30	1-Jul-20
Social Sports Participation (Term Fee, Individual)	C	Yes	\$60.00 to \$85.00	\$60.00 to \$85.00	1-Jul-21

## 2021/22 Budget - Wellington Shire Council

AQUA ENERGY					
<b>Aquatics Casual Entry</b>					
Swim Adult	C	Yes	6.80	6.95	1-Jul-21
Swim Concession	C	Yes	5.40	5.50	1-Jul-21
Swim Child (5-15)	C	Yes	4.50	4.60	1-Jul-21
Swim Family (Medicare card)	C	Yes	18.10	18.45	1-Jul-21
Swim, Sauna - Adult	C	Yes	9.30	9.50	1-Jul-21
Swim, Sauna - Concession	C	Yes	7.50	7.65	1-Jul-21
Swim School Group - per Student	C	Yes	3.60	3.70	1-Jan-22
Swim School Group - Cost of Instructor	C	Yes	45.60	46.50	1-Jan-22
Children Under 5 Years	C	No	Free	Free	1-Jul-21
<b>Group Fitness &amp; Gym Casual Entry</b>					
Group Fitness Adult	C	Yes	15.00	15.30	1-Jul-21
Group Fitness Concession	C	Yes	12.00	12.25	1-Jul-21
Group Fitness Schools - per student	C	Yes	8.00	8.15	1-Jan-22
Gym Adult	C	Yes	16.70	17.00	1-Jul-21
Gym Concession	C	Yes	13.30	13.60	1-Jul-21
Gym Teen (classes or gym)	C	Yes	7.50	7.65	1-Jul-21
Gym School Group - per student	C	Yes	8.90	9.00	1-Jan-22
Living Longer Living Stronger (gym/fitness classes)	C	Yes	7.20	7.35	1-Jul-21
Allied Health Program (per visit, casual)	C	Yes	8.10	8.25	1-Jul-21
<b>Multi Visit Passes</b>					
10 visit Swim - Adult	C	Yes	61.20	62.40	1-Jul-21
10 visit Swim - Child	C	Yes	40.80	41.60	1-Jul-21
10 visit Swim - Concession	C	Yes	48.90	49.90	1-Jul-21
10 visit Swim - Family	C	Yes	163.10	166.40	1-Jul-21
10 visit Gym - Adult	C	Yes	150.20	153.20	1-Jul-21
10 visit Gym - Concession	C	Yes	120.10	122.50	1-Jul-21
10 visit Group Fitness - Adult	C	Yes	135.30	138.00	1-Jul-21
10 visit Group Fitness - Concession	C	Yes	108.30	110.50	1-Jul-21
10 visit Crèche - Member	C	Yes	83.90	85.60	1-Jul-21
10 visit Crèche - Non-Member	C	Yes	167.90	171.26	1-Jul-21
Living Longer Living Stronger 4 week	C	Yes	48.90	49.90	1-Jul-21
Living Longer Living Stronger 6 week	C	Yes	73.10	74.60	1-Jul-21
Living Longer Living Stronger 8 week	C	Yes	97.90	99.90	1-Jul-21
Living Longer Living Stronger 10 Session Pass	C	Yes	64.90	66.20	1-Jul-21
<b>Other</b>					
Crèche - Members per child per session	C	Yes	8.40	8.60	1-Jul-21
Crèche - Non members per child per session	C	Yes	16.80	17.15	1-Jul-21
Fitness Room Hire - Full Day	C	Yes	56.20	57.30	1-Jul-21
Fitness Room Hire - Half Day	C	Yes	28.10	28.70	1-Jul-21
Pink Ribbon	C	Yes	5.20	5.30	1-Jul-21
<b>Pool Hire</b>					
Swimming Pool Hire - whole pool per hour	C	Yes	154.50	157.60	1-Jul-21
Swimming Pool Hire - lane per hour	C	Yes	47.90	48.90	1-Jul-21
Pool Inflatable Hire - per hour	C	Yes	103.00	105.10	1-Jul-21
Additional Lifeguard - per hour	C	Yes	46.10	47.00	1-Jul-21
<b>Commercial Lane Hire (lifeguard cost not included)</b>					
Learner pool x 1 lane	C	Yes	11.60	11.85	1-Jul-20
Hydro pool x 1 lane	C	Yes	18.60	19.00	1-Jul-20
25 mtr pool x 1 lane	C	Yes	23.30	23.75	1-Jul-20
50 mtr pool x 1 lane	C	Yes	37.20	37.95	1-Jul-20
<b>Learn to Swim Lessons</b>					
Swim lessons - 30mins - Non-Member	C	No	18.30	18.70	1-Jul-21
Swim lessons - 45mins - Non-Member	C	No	19.60	20.00	1-Jul-21
Swim lessons - 1hour - Non-Member	C	No	20.90	21.30	1-Jul-21
Private 1:1 - Half Hour - Non-Member	C	No	48.50	49.50	1-Jul-21
Private 1:1 Concession - Half Hour - Non-Member	C	No	38.80	39.60	1-Jul-21
Holiday Swim Program - Member	C	No	67.00	68.35	1-Jul-21
Disability - Achiever Program 1:1	C	No	30.40	31.00	1-Jul-21
Swim lesson - 30mins - Non-Member Direct Debit - <u>fortnight</u>	C	No	30.40	31.00	1-Jul-21
Swim lesson - 45mins - Non-Member Direct Debit - <u>fortnight</u>	C	No	32.50	33.15	1-Jul-21
Swim lesson - 1hour - Non-Member Direct Debit - <u>fortnight</u>	C	No	34.80	35.50	1-Jul-21

## 2021/22 Budget - Wellington Shire Council

AQUA ENERGY Cont'd					
<b>Admin</b>					
Membership card replacement fee	C	Yes	9.00	9.20	1-Jul-21
Suspension Fee	C	Yes	5.50	5.60	1-Jul-21
<b>Term Memberships</b>					
Joining Fee (Component of all new memberships, not included in renewals)	C	Yes	72.00	74.00	1-Jul-21
<b>Base Aquatic Adult Fee (12 Month Renewal Fee)</b>					
Aquatic 12mth - Adult	C	Yes	392.00	400.00	1-Jul-21
Aquatic 12mth - Adult	C	Yes	464.00	474.00	1-Jul-21
Aquatic 12mth - Concession Renew	C	Yes	314.00	320.00	1-Jul-21
Aquatic 12mth - Concession	C	Yes	386.00	394.00	1-Jul-21
Aquatic 12mth - Child Renew	C	Yes	261.00	267.00	1-Jul-21
Aquatic 12mth - Child	C	Yes	334.00	341.00	1-Jul-21
Aquatic 12mth - Family Renew	C	Yes	653.00	667.00	1-Jul-21
Aquatic 12mth - Family	C	Yes	725.00	741.00	1-Jul-21
Aquatic 6mth - Adult	C	Yes	268.00	274.00	1-Jul-21
Aquatic 6mth - Concession	C	Yes	229.00	234.00	1-Jul-21
Aquatic 6mth - Child	C	Yes	203.00	207.00	1-Jul-21
Aquatic 6mth - Family	C	Yes	399.00	444.00	1-Jul-21
Aquatic 3mth - Adult	C	Yes	172.00	174.00	1-Jul-21
Aquatic 3mth - Concession	C	Yes	151.00	154.00	1-Jul-21
Aquatic 3mth - Child	C	Yes	143.00	141.00	1-Jul-21
Aquatic 3mth - Family	C	Yes	236.00	241.00	1-Jul-21
<b>Base Gold Adult Fee (12 Month Renewal Fee)</b>					
Gold 12mth - Adult	C	Yes	1,046.00	1,067.00	1-Jul-21
Gold 12mth - Adult	C	Yes	1,118.00	1,141.00	1-Jul-21
Gold 12mth - Concession Renew	C	Yes	837.00	854.00	1-Jul-21
Gold 12mth - Concession	C	Yes	909.00	928.00	1-Jul-21
Gold 12mth - Family Renew	C	Yes	1,743.00	1,779.00	1-Jul-21
Gold 12mth - Family	C	Yes	1,815.00	1,853.00	1-Jul-21
Gold 6mth - Adult	C	Yes	595.00	607.00	1-Jul-21
Gold 6mth - Concession	C	Yes	491.00	501.00	1-Jul-21
Gold 6mth - Family	C	Yes	944.00	963.00	1-Jul-21
Gold 3mth - Adult	C	Yes	334.00	341.00	1-Jul-21
Gold 3mth - Concession	C	Yes	282.00	287.00	1-Jul-21
Gold 3mth - Family	C	Yes	508.00	519.00	1-Jul-21
<b>Direct Debit Memberships - Fortnightly</b>					
Aquatic Direct Debit - Adult	C	Yes	15.10	15.40	1-Jul-21
Aquatic Direct Debit - Concession	C	Yes	12.10	12.40	1-Jul-21
Aquatic Direct Debit - Child	C	Yes	10.25	10.30	1-Jul-21
Aquatic Direct Debit - Family	C	Yes	25.10	25.70	1-Jul-21
Gold Direct Debit - Adult	C	Yes	40.30	41.10	1-Jul-21
Gold Direct Debit - Concession	C	Yes	32.20	32.90	1-Jul-21
Gold Direct Debit - Family	C	Yes	67.10	68.50	1-Jul-21
Living Longer Living Stronger Direct Debit	C	Yes	31.30	32.00	1-Jul-21
Corporate Adult 5+ Direct Debit	C	Yes	36.20	37.00	1-Jul-21
Corporate Family 5+ Direct Debit	C	Yes	60.40	61.70	1-Jul-21
Direct Debit - Teen Gym - Fortnightly	C	Yes	31.30	32.00	1-Jul-21
Direct Debit - Boot Camp - Fortnightly (6 sessions per f/night)	C	Yes	63.10	64.40	1-Jul-21
<b>Personal Training</b>					
Personal Training 1 Hour Session	C	Yes	51.50	52.50	1-Jul-21
Personal Training 1/2 Hour Session	C	Yes	25.75	26.30	1-Jul-21
Personal Training 1 Hour Session 1:2	C	Yes	61.80	63.00	1-Jul-21
Personal Training 1 Hour Session 1:3	C	Yes	92.70	94.50	1-Jul-21
Personal Training 1 Hour Session 1:4	C	Yes	123.60	126.00	1-Jul-21
Personal Training 3 Pack - 3 x 30 min	C	Yes	77.25	78.80	1-Jul-21
Personal Training 3 Pack - 3 x 60 min	C	Yes	154.50	157.60	1-Jul-21
Personal Training 5 Pack - 5 x 30 min	C	Yes	128.80	131.40	1-Jul-21
Personal Training 5 Pack - 5 x 60 min	C	Yes	257.50	262.65	1-Jul-21
Personal Training 10 Pack - 10 x 30 min	C	Yes	257.50	262.65	1-Jul-21
Personal Training 10 Pack - 10 x 60 min	C	Yes	515.00	525.30	1-Jul-21
Boot Camp (per session, casual rate)	C	Yes	15.76	16.10	1-Jul-21

## 2021/22 Budget - Wellington Shire Council

AQUA ENERGY Cont'd					
Summer Season Passes - 15 Weeks					
Adult	C	Yes	113.08	115.35	1-Jul-21
Concession	C	Yes	90.58	92.40	1-Jul-21
Child (5-15)	C	Yes	75.29	76.80	1-Jul-21
Family	C	Yes	188.37	192.15	1-Jul-21
AQUA ENERGY - Ongoing Fees, No Longer Offered					
Direct Debit - Aquatic Family Concession	C	10	21.30	21.80	1-Jul-21
Direct Debit - Corp Silver Adult	C	10	26.90	27.50	1-Jul-21
Direct Debit - Corp Silver Family	C	10	44.10	45.00	1-Jul-21
Direct Debit - Gold Family Concession	C	10	55.00	56.10	1-Jul-21
Direct Debit - Bronze Adult	C	10	34.20	34.90	1-Jul-21
Direct Debit - Bronze Concession	C	10	26.90	27.50	1-Jul-21
Direct Debit - Extreme Bronze Fam Concession	C	10	41.50	42.40	1-Jul-21
Direct Debit - Silver Adult	C	10	34.20	34.90	1-Jul-21
Direct Debit - Silver Concession	C	10	26.90	27.50	1-Jul-21
Direct Debit - Silver Family	C	10	55.00	56.10	1-Jul-21
Direct Debit - Silver Family Concession	C	10	44.10	45.00	1-Jul-21
OUTDOOR POOLS					
Single Admission (All Pools)					
Adult	C	Yes	6.80	6.95	1-Jul-21
Concession	C	Yes	5.40	5.50	1-Jul-21
Child (4-15)	C	Yes	4.50	4.60	1-Jul-21
Family	C	Yes	18.10	18.45	1-Jul-21
Summer Season Passes - 15 Weeks					
Adult	C	Yes	112.90	115.15	1-Jul-21
Concession	C	Yes	90.30	92.10	1-Jul-21
Child (4-15)	C	Yes	75.30	76.80	1-Jul-21
Family	C	Yes	188.20	191.95	1-Jul-21
ANIMALS					
Standard Fee			C	No	155.00 157.00 1-Jan-22
Dangerous, Menacing or Restricted Breed	C	No	218.00	220.50	1-Jan-22
Guard Dog	C	No	155.00	157.00	1-Jan-22
Reduced Fee (Sterilised, over 10 years old, kept for breeding at a licensed premises, owner a member of approved association, kept for working stock, obedience trained with an approved organisation) not applicable to dangerous, menacing, guard dog or restricted breeds	C	No	48.00	49.00	1-Jan-22
Pension Concession on above of 50%	L	No			1-Jan-22
Domestic Animals - Cat Registrations					1-Jan-22
Standard Fee			C	No	155.00 157.00 1-Jan-22
Reduced Fee (Sterilised, over 10 years old, kept for breeding at a licensed premises, owner a member of approved association)	C	No	48.00	49.00	1-Jan-22
Pension Concession on above of 50%	L	No			1-Jan-22
Animal Cage Deposits (Refundable)	C	No	71.00	72.00	1-Jan-22
Domestic Animal Business Registration	L	No	270.00	274.00	1-Jan-22
DAB Information Access Fee (Request for information specific to the business)	C	No	76.00	77.00	1-Jan-22
Domestic Animal Business Registration - Breeders 3-10 Fertile Dogs	C	No	\$2550 flat fee, \$500 application fee, balance on registration + vet fee if applicable	\$2580 flat fee, \$500 application fee, balance on registration + vet fee if applicable	1-Jan-22
Domestic Animal Business Registration - Breeders requiring Ministerial Approval	C	No	\$3000 flat fee, \$500 application fee, balance on registration + vet fee if applicable	\$3000 flat fee, \$500 application fee, balance on registration + vet fee if applicable	1-Jan-22
Impound Penalties					1-Jan-22
Release Penalty Dogs & Cats Registered			C	No	158.10 160.00
Release Penalty Unregistered Dogs & Cats, or subsequent impound of Registered animal	C	No	188.70	190.00	1-Jul-21
Release Penalty Small Livestock - includes Sheep, Goats and Pigs	L	No	\$80 for 1st animal \$43 per subsequent animal + invoiced transport costs	\$81 for 1st animal \$42 per subsequent animal + invoiced transport costs	1-Jul-21
Release Penalty Large Livestock - includes Cattle and Horses	L	No	\$133 for 1st animal, \$43 per subsequent animal + invoiced transport costs	\$134.50 for 1st animal, \$44 per subsequent animal + invoiced transport costs	1-Jul-21
Sustenance fee, per day per animal - fee may be increased dependent on seasonal availability.					
Small Livestock - includes Sheep, Goats and Pigs	C	No	15.50	16.00	1-Jul-21
Large Livestock - includes Cattle and Horses	C	No	20.00	20.50	1-Jul-21

## 2021/22 Budget - Wellington Shire Council

LOCAL LAWS					
Alfresco Dining Permit Annual Fee	C	No	185.50	188.00	1-Jul-21
Roadside Trading Permit (12 Weeks fee)	C	No	760.00	770.00	1-Jul-21
Roadside Trading Permit (26 Weeks fee)	C	No	1,325.00	1,340.00	1-Jul-21
Roadside Trading Permit (52 Weeks fee)	C	No	2,345.00	2,370.00	1-Jul-21
Local Laws permit - 1 year	C	No	71.00	72.00	1-Jul-21
Local Law permit - 3 years	C	No	169.00	171.00	1-Jul-21
Impounded Vehicle release fee	C	No	326.50 + Towing fee	\$330.00 + Towing Fee	1-Jul-21
Local Law Fines	L	No	100 = 1 penalty unit	100 = 1 penalty unit	1-Jul-21
VicRoads - Emergency works callout up to 3hrs	C	Yes	632.50	640.00	1-Jul-21
General Local Laws Impound Release Fee (Replaces specific shopping trolley impound release fee)	C	No	122.50	124.00	1-Jul-21
BUILDING					
Building Report and Consents	L	No	290.40	294.70	1-Jul-21
Building Report and Consents - Hoarding Permits	L	No	294.70	299.10	1-Jul-21
Building Plan Copy	C	Yes	93.00	94.20	1-Jul-21
Building Plan Search Fee	C	Yes	68.00	68.90	1-Jul-21
Building Levy	L	No	0.20	0.20	1-Jul-19
Building Information Certificates	L	No	47.90	47.90	1-Jul-20
Copy of Building Permit, Occupancy Permit or Certificate of Final Inspection	C	Yes	41.00	41.50	1-Jul-21
Heritage/Demolition Response	L	No	85.20	86.40	1-Jul-21
Lodgement Fees – Domestic & Commercial	L	No	121.90	123.70	1-Jul-21
Stormwater Discharge Point	L	No	144.70	146.80	1-Jul-21
Places of Public Entertainment (POPES)	C	Yes	343.00	348.00	1-Jul-21
Aquatic Facilities (Incl. Pools & Spas)					
Inspection Fee	C	No	329.60	329.30	1-Jul-21
Pool Registration Fee	C/L	No	31.80	32.30	1-Jul-21
Search Fee (with no Final Cert or Occupancy Permit)	C/L	No	47.20	47.20	1-Dec-19
Certificate Lodgement Fee	L	No	20.40	20.70	1-Jul-21
Non-Compliance Fee	L	No	385.00	390.70	1-Jul-21
HEALTH					
Requested premises Inspection Fee	C	No	286.00	289.00	1-Jan-22
Registration - Food Act - Class 1*	C	No	495.00	501.00	1-Jan-22
Registrations - Food Act: Class 2. 50% discount applies for a once off event*	C	No	495.00	501.00	1-Jan-22
Registrations: Food Act - Class 2 (Low volume). 50% discount applies for a once off event	C	No	283.50	289.00	1-Jan-22
Registration - Food Act: Class 3. 50% discount applies for a once off event*	C	No	283.50	289.00	1-Jan-22
Registrations: Food Act - Class 3 (Low volume). 50% discount applies for a once off event*	C	No	119.50	121.00	1-Jan-22
Additional Registration Fee - per additional staff over 5 EFT	C	No	20.00	20.00	1-Jan-20
Registrations - Hairdressers or Temporary Makeup Lifetime one off fee*	C	No	258.00	261.00	1-Jan-22
Registrations – Hair/Beauty/Skin Penetration*	C	No	145.00	147.00	1-Jan-22
Registrations - Prescribed Accommodation*	C	No	212.00	215.00	1-Jan-22
Aquatic Facilities - Category 1	C	No		180.00	1-Jul-21
Aquatic Facilities - Category 2	C	No		180.00	1-Jul-21
Registrations – Caravan Parks per site	L	No	As per Residential Tenancies (Caravan Parks and Moveable Dwellings Registration and Standards Regulations 2020)		1-Jul-16
Caravan Park - Application for Rigid Annexe	C	No	264.00	268.00	1-Jan-22
<b>* A 50% discount applies to new registrations from 1 August 2021.</b>					
<b>* A 50% discount applies to registration of each additional temporary or mobile component(s) against a fixed premises</b>					
Transfer of Registration	L	No	50% of Annual Registration Fee		1-Jul-13
Transfer of Registration Caravan Parks	L	No	5 x fee units		1-Jul-16
Registration Late fee additional 50%	C	No	Additional 50%		1-Jul-10
Additional Food Act Inspection or Fee - used when premises does not comply with first or second inspection requirements - includes non compliant food samples	C	No	171.50	175.00	1-Jul-21
Penalties - refer to relevant legislation. Penalty amounts are determined as per the Monetary Unit Act	L	No	Penalties - refer to relevant legislation.		1-Jul-19
Vaccines	C	No	Cost price + Administration Fee		1-Jul-19



## 2021/22 Budget - Wellington Shire Council

SEPTIC TANK FEES					
Minor alteration	L	No	218.00	<a href="#">As per EPA Regulations, Part 8.4, Division 4</a>	1-Jul-21
New Septic Tank	L	No	518.00	<a href="#">As per EPA Regulations, Part 8.4, Division 4</a>	1-Jul-21
Additional inspections	L	No	116.00	<a href="#">As per EPA Regulations, Part 8.4, Division 4</a>	1-Jul-21
Transfer a permit	L	No		<a href="#">As per EPA Regulations, Part 8.4, Division 4</a>	1-Jul-21
Amend a permit	L	No		<a href="#">As per EPA Regulations, Part 8.4, Division 4</a>	1-Jul-21
Exemption	L	No		<a href="#">As per EPA Regulations, Part 8.4, Division 4</a>	1-Jul-21
Report and Consent Request - unsewered areas	L	No	As per Building Control Act and Declaration in Government Gazette.		1-Jul-20
PLANNING					
Development Advice Request	C	Yes	95.00	95.00	1-Jul-20
Planning Permit & Endorsed Plans Search and Copy	C	Yes	155.00	155.00	1-Jul-20
Planning Permit - Extension of Time	C	Yes	300.00	300.00	1-Jul-20
Preparation/Review Section 173 Agreement	C	Yes	210.00	210.00	1-Jul-20
Strategic Planning Written Advice	C	Yes	95.00	95.00	1-Jul-20
Valuation (Public Open Space Contribution)	C	Yes	Cost of valuation	Cost of valuation	1-Jul-17
<b>Fees for Applications for Permits under Section 47 (Regulation 9) of the Planning &amp; Environment Act 1987</b>	L	No	<a href="#">The full schedule of fees can be accessed from the DELWP Legislation and Regulation page.</a>		1-Jul-18
<b>Fees for Applications to Amend Permits Under Section 72 (Regulation 11) of the Planning &amp; Environment Act 1987</b>	L	No	<a href="#">The full schedule of fees can be accessed from the DELWP Legislation and Regulation page.</a>		1-Jul-18
<b>Council Variations</b>					
Amend Endorsed Plan (if the estimated cost of change is \$10,000 or less, relates to a single dwelling and there is no need for new referrals or public notice)	C	No	200.00	200.00	1-Jul-20
Heritage	C	No	NO FEE	NO FEE	1-Jul-18
Liquor Licence Only	C	No	200.00	200.00	1-Jul-20
<b>Native Vegetation Removal</b>					
<10 Hectares	C	No	200.00	200.00	1-Jul-20
FACILITY HIRE					
<b>Gwen Webb Arts Activity Centre - Hire Charges</b>					
Gwen Webb Centre Hire - Full Day*	C	Yes	58.00	58.00	1-Jul-20
Regular Hire (6 hours or less)	C	Yes	35.00	35.00	1-Jul-20
<b>LEVEL 2 FACILITY HIRE CHARGES: Stephenson Park - Main Oval, Sale Main Oval, Sale Velodrome, Sale Lions Park (Little Athletes)</b>					
Part or full day hire - (community groups) #	C	Yes	120.00	122.00	1-Jul-21
Part or full day hire - (schools casual hire)	C	Yes	FREE	FREE	1-Jul-20
Regular School Use - per season/per ground	C	Yes	236.00	240.00	1-Jul-21
Commercial/Private- Full Day*	C	Yes	395.00	400.00	1-Jul-21
Stephenson Park - Baseball Pitch Hire Charges (Level 2) (Includes Baseball Oval)	C	Yes	120.36	122.00	1-Jul-21
<b>LEVEL 3 FACILITY HIRE CHARGES: Wurruk Oval</b>					
Part or full day hire - (community groups) #	C	Yes	91.00	92.00	1-Jul-21
Part or full day hire - (schools casual hire)	C	Yes	FREE	FREE	1-Jul-18
Regular School Use - per season/per ground	C	Yes	176.00	178.00	1-Jul-21
Commercial/Private- Full Day*	C	Yes	262.00	265.00	1-Jul-21
<b>LEVEL 4 FACILITY HIRE CHARGES: Stephenson Park - Rotary Oval or Baseball Oval (excluding pitch), Stead Street Oval</b>					
Part or full day hire - (community groups) #	C	Yes	61.00	62.00	1-Jul-21
Part or full day hire - (schools casual hire)	C	Yes	FREE	FREE	1-Jul-18
Regular School Use - per season/per ground	C	Yes	118.00	120.00	1-Jul-21
Commercial/Private- Full Day*	C	Yes	132.00	134.00	1-Jul-21
<b>Stephenson Park Upstairs Function Room</b>					
Seasonal user group subsidised rate - Full Day*^	C	Yes	57.00	58.00	1-Jul-21
Non seasonal user Community Group - Full Day*	C	Yes	236.00	240.00	1-Jul-21
Commercial/Private- Full Day*	C	Yes	383.00	388.00	1-Jul-21
Light Usage Fee/Hr (includes plug-in portable lighting)	C	Yes	17.00	18.00	1-Jul-21
Light Usage Fee/Hr 150 lux at Stephenson Park	C	Yes	32.00	33.00	1-Jul-21
Toilet cleaning charges to be added to Casual hire if applicable	C	Yes	34.00	34.00	1-Jul-20
* Half day hire = 4 hours or less. Charge is 50% of scheduled full day fee.					
* Seasonal Hire includes use of toilets and rubbish disposal and is only available at a full day rate.					
^ Usage by seasonal hirers during scheduled training and games is free, usage outside of the regular booking dates will attract this fee.					
# A 92% discount is applied to Seasonal Users of the part or full day community group hire. Seasonal use is defined as 1 or more use per week.					



## 2021/22 Budget - Wellington Shire Council

MEETING ROOMS					
<b>Yarram Meeting Rooms</b>					
Meeting Room 1 or 2 (max 25 people) per day Community Rate	C	Yes	Free usage for community groups	Free usage for community groups	1-Jul-19
Both Meeting Rooms 1 & 2 (max 50 people) per day Community Rate	C	Yes	Free usage for community groups	Free usage for community groups	1-Jul-19
Both Meeting Rooms 1 & 2 (max 50 people) per day Standard Rate	C	Yes	230.00	235.00	1-Jul-20
Both Meeting Rooms (max 50 people) half day rate	C	Yes		120.00	1-Jul-21
Consulting Room 1 or 2 per hour	C	Yes	11.00	11.50	1-Jul-20
Consulting Room 1 or 2 per day	C	Yes	44.00	45.00	1-Jul-20
<b>Wellington Centre Meeting Rooms</b>					
Wayput Room per half day Standard Rate	C	Yes	130.00	132.00	1-Jul-21
Wayput Room per day Standard Rate	C	Yes	205.00	208.00	1-Jul-21
Carang Carang Room per half day Standard Rate	C	Yes	160.00	162.00	1-Jul-21
Carang Carang Room per day Standard Rate	C	Yes	300.00	304.00	1-Jul-21
Wellington Room per half day Standard Rate	C	Yes	205.00	210.00	1-Jul-21
Wellington Room per day Standard Rate	C	Yes	410.00	415.00	1-Jul-21
Function Gathering area per half day Standard Rate	C	Yes	160.00	162.00	1-Jul-21
Function Gathering area per day Standard Rate	C	Yes	300.00	304.00	1-Jul-21
Setup fee for room configuration (optional)	C	Yes	50.00	51.00	1-Jul-21
<b>LAKESIDE ENTERTAINMENT &amp; ARTS FACILITY (LEAF)</b>					
Weddings and Commercial Organisations	C	Yes	200.00	200.00	1-Jul-20
Not for profit/community organisations	C	Yes	-	-	1-Jul-20
Use of Concertina Doors	C	Yes	185.00	185.00	1-Jul-20
Use of Concertina Doors Community Groups	C	Yes	90.00	90.00	1-Jul-20
<b>CIRCUS</b>					
Recreation Reserve Fees (Circus) Daily Fees	C	Yes	900.00	900.00	1-Jul-20
<b>MOORINGS</b>					
Mooring Fees - Annual Licence	C	Yes	956.00	968.00	1-Jul-21
Mooring Temporary, Weekly, Min 2 weeks, Max 12 weeks	C	Yes	58.00	59.00	1-Jul-21
Transfer of Mooring Fee	C	Yes	50.00	51.00	1-Jul-21
<b>AERODROMES</b>					
Establishment fee for setting up user agreements - for new user agreements on Council Owned or Controlled Land	C	Yes	117.00	119.00	1-Jul-21
West Sale Airport Service Charge – Terminal Access – Per day for charter/commercial flights	C	Yes	118.00	120.00	1-Jul-21
Rate capped to 100 days p.a.					
West Sale Airport Service Charge – Use of Airside Apron Areas – per m2/p.a. Aircraft parking or equipment storage. User agreement to be established for periods in excess of 28 continuous days	C	Yes	36.00	37.00	1-Jul-21
Minimum charge \$300.00 (based on 100m2 for 1 month).					
West Sale Airport / Yarram Aerodrome Service Charge – Annual User Licence Agreement – Recreational Use.	C	Yes	150.00	152.00	1-Jul-21
West Sale Airport/Yarram Aerodrome Service Charge - Ann. User Licence Agreement - Light commercial use.	C	Yes	695.00	704.00	1-Jul-21
West Sale Airport/Yarram Aerodrome Service Charge - Annual User Licence Agreement – Commercial Use.	C	Yes	1,385.00	1,403.00	1-Jul-21
West Sale Airport - Landing Fees	C	Yes	4.20	5.25	1-Jul-21
Fee applied per aircraft landing (landing and take-off) no charge for touch and goes. Military and other Aircraft with WSA and Yarram licence agreement exempt.					
GA registered aircraft ≤1550kg exempt					
GA registered aircraft >1550kg \$5.25/tonne pro-rata.					
Yarram Aerodrome - Landing Fees	C	Yes	2.00	2.50	1-Jul-21
Fee applied per aircraft landing (landing and take-off) no charge for touch and goes. Military and other Aircraft with Yarram and WSA licence agreement exempt.					
GA registered aircraft ≤ 1550kg exempt.					
GA registered aircraft >1550kg \$2.50/tonne pro-rata.					

## 2021/22 Budget - Wellington Shire Council

SALEYARDS					
<b>Prime Sales</b>					
Weighted Cattle	C	Yes	22.45	22.75	1-Jul-21
Weighted Bulls	C	Yes	29.85	30.25	1-Jul-21
Unweighted Cattle	C	Yes	15.85	16.05	1-Jul-21
Unweighted Bulls	C	Yes	22.45	22.75	1-Jul-21
Calves	C	Yes	3.70	3.75	1-Jul-21
Goats	C	Yes	1.80	1.85	1-Jul-21
Pigs	C	Yes	3.05	3.10	1-Jul-21
Droving Fee	C	Yes	3.90	3.95	1-Jul-21
<b>Store Sales</b>					
Unweighted Cattle	C	Yes	15.85	16.05	1-Jul-21
Unweighted Bulls	C	Yes	22.45	22.75	1-Jul-21
Unit (Cow and Calf)	C	Yes	19.55	19.80	1-Jul-21
Calves	C	Yes	3.70	3.75	1-Jul-21
<b>Buyer / NLIS Fee</b>					
Store Sales, Wednesday Calf Sales	C	Yes	2.85	2.90	1-Jul-21
Clearing Sales	C	Yes	2.85	2.90	1-Jul-21
<b>Sheep Sales</b>					
Sheep Sales	C	Yes	1.91	1.95	1-Jul-21
<b>Other</b>					
Weigh Only	C	Yes	11.90	12.05	1-Jul-21
Scan Only	C	Yes	6.40	6.50	1-Jul-21
On Delivery Fee - Cattle	C	Yes	6.40	6.50	1-Jul-21
On Delivery Fee - Sheep	C	Yes	0.45	0.50	1-Jul-21
Post Breeder Tags - No Tag, Saleyard tag applied by GRLE	C	Yes	39.00	39.45	1-Jul-21
Agent Fee - Special Sales	C	Yes	162.50	165.00	1-Jul-21
Auctioneers Fees	C	Yes	137.50	140.00	1-Jul-21
Buyers Reports	C	Yes	0.15	0.15	1-Jul-20
Truck Wash	C	Yes	1.75	1.80	1-Jul-21
Unprocessed Compost	C	Yes	22.00	22.50	1-Jul-21
Stock Feed Fee	C	Yes	24.20	24.50	1-Jul-21
Sheep Scanning Fee	C	Yes	0.25	0.30	1-Jul-21
Call Outs (After Hours) - Feed Fee First Hour	C	Yes	212.00	220.00	1-Jul-21
Call Outs (After Hours) - Additional Hours	C	Yes	106.00	110.00	1-Jul-21
Shower Facilities	C	Yes	No Cost	No cost	1-Jul-21
<b>MAP SALES</b>					
Hardcopy - Standard Map (Dekho, Internet, VicRoads) A3 Colour	C	Yes	13.20	13.20	1-Jul-20
Hardcopy - Standard Map (Dekho, Internet, VicRoads) A2 Colour	C	Yes	19.40	19.40	1-Jul-20
Hardcopy - Standard Map (Dekho, Internet, VicRoads) A1 Colour	C	Yes	32.60	32.60	1-Jul-20
Hardcopy - Aerial Photo Plot A4	C	Yes	13.20	13.20	1-Jul-20
Hardcopy - Aerial Photo Plot A3	C	Yes	19.40	19.40	1-Jul-20
Hardcopy - Aerial Photo Plot A2	C	Yes	32.70	32.70	1-Jul-20
Hardcopy - Aerial Photo Plot A1	C	Yes	44.40	44.40	1-Jul-20
Softcopy - Aerial Photo - sent to email address	C	Yes	10.70	10.70	1-Jul-20
<b>TIPPING FEES</b>					
Commercial Tonne	C	Yes	175.00	213.00	1-Jul-21
Compacted Commercial	C	Yes	188.00	226.00	1-Jul-21
Commercial m3	C	Yes	70.00	89.00	1-Jul-21
Domestic m3	C	Yes	36.00	41.00	1-Jul-21
Greenwaste m3	C	Yes	15.00	15.00	1-Jul-17
Timber waste	C	Yes	30.00	30.00	1-Jul-18
Clean Concrete Tonne	C	Yes	33.00	33.00	1-Jul-20
Clean Concrete m3	C	Yes	47.00	48.00	1-Jul-21
Separated Recyclables m3	C	Yes	-	-	1-Jul-19
Asbestos per tonne	C	Yes	100.00	100.00	1-Jul-16
Single Mattress	C	Yes	13.00	15.00	1-Jul-21
Double Mattress	C	Yes	18.00	22.00	1-Jul-21
Gas bottles <10kg	C	Yes	-	13.00	1-Jul-21
Gas Bottles 10kg - 45kg	C	Yes	13.00	13.00	1-Jul-17

## 2021/22 Budget - Wellington Shire Council

TIPPING FEES Cont'd					
Cat/dog (Kilmany Only)	C	Yes	17.00	17.00	1-Jul-17
Cow/horse (Kilmany Only)	C	Yes	66.00	71.00	1-Jul-21
Sheep/calf (Kilmany Only)	C	Yes	33.00	35.00	1-Jul-21
Car Tyre (off Rim)	C	Yes	6.00	6.00	1-Jul-17
Car Tyre (on Rim)	C	Yes	12.00	12.00	1-Jul-17
4WD/Light Truck Tyre (off Rim)	C	Yes	15.00	15.00	1-Jul-17
4WD/Light Truck Tyre (on Rim)	C	Yes	30.00	30.00	1-Jul-17
Large Truck (off Rim) - (Kilmany Only)	C	Yes	30.00	30.00	1-Jul-17
Large Truck (on Rim) - (Kilmany Only)	C	Yes	60.00	60.00	1-Jul-17
Tractor Tyre (off Rim) - (Kilmany Only)	C	Yes	80.00	80.00	1-Jul-17
Tractor Tyre (on Rim) - (Kilmany Only)	C	Yes	160.00	160.00	1-Jul-17
Earthmoving Tyres (off Rim) - (Kilmany Only)	C	Yes	250.00	250.00	1-Jul-17
Earthmoving Tyres (off Rim) - (Kilmany Only)	C	Yes	500.00	500.00	1-Jul-17
E-Waste Fees	C	Yes	-	-	1-Jul-20
Recyclable Plastic Drums (Non Drummuster) <5lt	C	Yes	0.50	1.00	1-Jul-21
Recyclable Plastic Drums (Non Drummuster) 20lts	C	Yes	1.50	1.50	1-Jul-19
Clean Fill m3	C	Yes	46.00	75.00	1-Jul-21
Clean Fill Tonne	C	Yes	44.00	53.00	1-Jul-21
ROADS					
Rechargeable works	C	Yes	By Quote	By Quote	1-Jul-18
Consent for Works Within Road Reserve	L	No	\$88.90 - \$638.30	\$88.90 - \$638.30	1-Jul-20
Swing Bridge Special Openings (minimum of 7 days notification)	C	10	469.00	469.00	1-Jul-20
Electric Vehicle Charger (cents/kwh)	C	10		0.40	1-Jul-21
FIRE HAZARD RECOVERY					
Recovery cost for Fire Hazard Removal Contractor plus admin fee	C	Yes	Admin Cost \$107 + contractor cost		1-Jul-19
Recovery cost for Contractor "call out" plus an administration fee	C	Yes	Admin Cost \$107 + contractor cost		1-Jul-19
FINANCE					
Dishonoured Direct Debit Fees	C	No	30.00	30.00	1-Jul-16
Dishonoured Cheque Fees	C	No	35.00	35.00	1-Jul-09
Reissue Payment Fee	C	No	15.00	15.00	1-Jul-18
Land Information Certificates	L	No	27.00	27.00	1-Jul-19
Land Information Certificate – Urgent Fee	C	Yes	80.00	80.00	1-Jul-18
Duplicate Rate Notice	C	Yes	10.00	10.00	1-Jul-16
Rate Related Archive Search per hour	C	Yes	51.00	51.00	1-Jul-18
FREEDOM OF INFORMATION					
Freedom of Information Request	L	No	29.60	30.10	1-Jul-21
Freedom of Information Search Charges per hour or part of an hour (except if on a computer)	L	No	22.20	22.50	1-Jul-21
Freedom of Information Supervision Charges Per Quarter hour	L	No	5.60	5.60	1-Jul-17
Freedom of Information Photocopies-A4 (per page)	L	No	0.20	0.20	1-Jul-16

### 13.3. AUDIT & RISK COMMITTEE MINUTES

#### ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

#### PURPOSE

To receive and note the minutes of the Audit & Risk Committee meeting held on 26 May 2021.

#### PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

#### RECOMMENDATION

***That:***

- 1. Council receive and note the minutes in brief of the Audit & Risk Committee 26 May 2021 (Attachment 13.3.1) and the confidential attachment Audit & Risk Committee Minutes of 26 May 2021 (Attachment 13.3.3);***
- 2. The information contained in the confidential document Audit & Risk Committee Minutes of 26 May 2021 of this Council meeting agenda and designated confidential under Section 3(1) Confidential Information of the Local Government Act 2020 by the Chief Executive Officer on 1 June 2021 because it relates to the following grounds: e) legal privileged information; and l) information that was confidential information for the purposes of section 77 of the Local Government Act 1989; be designated confidential information under Section 3(1) Confidential Information of the Local Government Act 2020.***

#### BACKGROUND

Council maintains an Audit & Risk Committee in accordance with section 53 of the *Local Government Act 2020*. The Audit & Risk Committee is an independent advisory Committee to Council and its primary objective is to assist Council in the effective conduct of its responsibilities for financial reporting, management of risk, maintaining a reliable system of internal controls and facilitating the organisation's ethical development. Minutes of the Audit & Risk Committee are reported direct to Council.

A copy of the minutes in brief from the Audit & Risk Committee meeting of 26 May 2021 can be found at Attachment 13.3.1 of this report and is provided for the information of Council and the public in general.

#### ATTACHMENTS

1. Audit & Risk Committee Meeting Minutes In Brief - 26 May 2021 [**13.3.1** - 7 pages]
2. Confidential Header for ARC Minutes [**13.3.2** - 1 page]
3. CONFIDENTIAL REDACTED - Audit & Risk Committee Meeting Minutes [**13.3.3** - 274 pages]

## **OPTIONS**

Council has the following options available:

1. To receive and note the minutes from the Audit & Risk Committee meeting of 26 May 2021; or
2. To seek further information and consider the minutes at a future meeting.

## **PROPOSAL**

To receive and note the minutes of the Audit & Risk Committee meeting held on 26 May 2021.

## **CONFLICT OF INTEREST**

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

## **FINANCIAL IMPACT**

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

## **COMMUNICATION IMPACT**

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

## **LEGISLATIVE IMPACT**

The *Local Government Act 2020*, section 53(1) requires Council to establish an audit committee. Council's Audit & Risk Committee is an Advisory Committee to Council and operates within the Terms of Reference and Charter adopted by Council.

The Audit & Risk Committee Terms of Reference require the minutes of the Audit & Risk Committee to be forwarded to an ordinary meeting of the Council, including a report explaining any specific recommendations and key outcomes. The Audit & Risk Committee is also required to report bi-annually to the Council summarising the activities of the Committee during the previous period.

This report complies with the legislative requirements and the Audit & Risk Committee Terms of Reference requirements.

## **COUNCIL POLICY IMPACT**

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

## **COUNCIL PLAN IMPACT**

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.

## **RESOURCES AND STAFF IMPACT**

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

## **COMMUNITY IMPACT**

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

## **ENVIRONMENTAL IMPACT**

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

## **ENGAGEMENT IMPACT**

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

## **RISK MANAGEMENT IMPACT**

The Audit & Risk Committee Charter identifies the management of risk as one of the primary objectives of the Audit & Risk Committee. The Audit & Risk Committee monitors the risk exposure of Council by determining if management has appropriate risk management processes and adequate management information systems in place.

**AUDIT & RISK COMMITTEE MEETING MINUTES IN BRIEF –  
26 MAY 2021**

**1. Welcome**

**2. Apologies – David Morcom (CEO), Gordon Robertson (Crowe)**

**3. Closure of Meeting to Public**

***Councillor Stephens/Councillor McKenzie***

***That the meeting be closed to the public under Section 66(5) of the Local Government Act 2020 to discuss legal privileged information and information that was confidential information for the purposes of section 77 of the Local Government Act 1989.***

**CARRIED**

**4. Declaration of Conflict(s) of Interest**

Nil

**5. Adoption of Previous Minutes – 22 February 2021**

***Councillor Stephens/Kiah Cashman***

***That the Committee adopt the minutes of the previous meeting held on 22 February 2021.***

**CARRIED**

**6. In Camera session (to be conducted at 1.30pm)**

**7. Action Items for Previous Minutes**

***Councillor Stephens/Councillor McKenzie***

***That the Audit & Risk Committee recommend to Council that it receive the report. That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 May 2021 because it relates to the following grounds:***  
***(l) information that was confidential information for the purposes of section 77 of the Local Government Act 1989.***

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

**CARRIED**

**8. External Audit Plan**

***Kiah Cashman/Frank Evans***

***That the Audit & Risk Committee recommend to Council that it receive the report.***

*That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 May 2021 because it relates to the following grounds:*

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

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

**CARRIED**

**9. Strategic Internal Audit Plan**

*Councillor Stephens/Kiah Cashman*

*That the Audit & Risk Committee recommend to Council that it accept the draft Strategic Internal Audit report subject to the changes agreed to.*

*That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 May 2021 because it relates to the following grounds:*

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

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

**CARRIED**

**10. Melsafe OH&S Management System Review**

*Councillor Stephens/Cr McKenzie*

*That the Audit & Risk Committee recommend to Council that it receive the report.*

*That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 May 2021 because it relates to the following grounds:*

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

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

**CARRIED**

**11. Status of Audit Recommendations**

*Kiah Cashman/Councillor McKenzie*

*That the Audit & Risk Committee recommend to Council that it receive the report.*

*That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 May 2021 because it relates to the following grounds:*

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

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

**CARRIED**

**12. VAGO Report: Maintaining Local Roads**



**Councillor Stephens/Kiah Cashman**

*That the Audit & Risk Committee recommend to Council that it receive the report. That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 May 2021 because it relates to the following grounds:*  
*(l) information that was confidential information for the purposes of section 77 of the Local Government Act 1989.*  
*be designated confidential information under Clause 3(1) of the Local Government Act 2020.*

**CARRIED**

**13. VAGO Report: Results of 2019-20 Audits: Local Government**

**Frank Evans/Kiah Cashman**

*That the Audit & Risk Committee recommend to Council that it receive the report. That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 May 2021 because it relates to the following grounds:*  
*(l) information that was confidential information for the purposes of section 77 of the Local Government Act 1989.*  
*be designated confidential information under Clause 3(1) of the Local Government Act 2020.*

**CARRIED**

**14. Changes to Accounting policies/Accounting Standards**

**Councillor McKenzie/Councillor Stephens**

*That the Audit & Risk Committee recommend to Council that it receive the report. That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 May 2021 because it relates to the following grounds:*  
*(l) information that was confidential information for the purposes of section 77 of the Local Government Act 1989.*  
*be designated confidential information under Clause 3(1) of the Local Government Act 2020.*

**CARRIED**

**15. Status of Identified Improvements from various Agencies**

**Kiah Cashman/Frank Evans**

*That the Audit & Risk Committee recommend to Council that it receive the report. That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 May 2021 because it relates to the following grounds:*  
*(l) information that was confidential information for the purposes of section 77 of the Local Government Act 1989.*  
*be designated confidential information under Clause 3(1) of the Local Government Act 2020.*

**CARRIED**

**16. Review of Council Policies**

**Councillor Stephens/Councillor McKenzie**

*That the Audit & Risk Committee endorses the Investment Policy as attached.*

**CARRIED**

**Councillor Stephens/Kiah Cashman**

***That the Audit & Risk Committee endorses the Sexual Harassment Policy as attached.***

**CARRIED**

**Kiah Cashman/Frank Evans**

***That the Audit & Risk Committee recommend to Council that it receive the report.***

***That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 May 2021 because it relates to the following grounds:***

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

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

**CARRIED**

**17. Local Government's role in building control**

**Kiah Cashman/Frank Evans**

***That the Audit & Risk Committee recommend to Council that it receive the report.***

***That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 May 2021 because it relates to the following grounds:***

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

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

**CARRIED**

**18. Summary of Gifts Register**

**Councillor McKenzie/Councillor Stephens**

***That the Audit & Risk Committee recommend to Council that it receive the report.***

***That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 May 2021 because it relates to the following grounds:***

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

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

**CARRIED**

**19. Draft Council Plan**

**Councillor Stephens/Frank Evans**

***That the Audit & Risk Committee recommend to Council that it receive the report.***

***That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 May 2021 because it relates to the following grounds:***

*(I) information that was confidential information for the purposes of section 77 of the Local Government Act 1989.  
be designated confidential information under Clause 3(1) of the Local Government Act 2020.*

**CARRIED**

**20. Draft 2021/22 Budget**

*Kiah Cashman/Councillor McKenzie*

*That the Audit & Risk Committee recommend to Council that it receive the report.  
That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 May 2021 because it relates to the following grounds:  
(I) information that was confidential information for the purposes of section 77 of the Local Government Act 1989.  
be designated confidential information under Clause 3(1) of the Local Government Act 2020.*

**CARRIED**

**21. Evaluation of Audit & Risk Committee Performance**

*Kiah Cashman/Councillor Stephens*

*That the Audit & Risk Committee recommend to Council that it receive the report.  
That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 May 2021 because it relates to the following grounds:  
(I) information that was confidential information for the purposes of section 77 of the Local Government Act 1989.  
be designated confidential information under Clause 3(1) of the Local Government Act 2020.*

**CARRIED**

**22. Information Services & Cyber Security Update**

*Councillor Stephens/Frank Evans*

*That the Audit & Risk Committee recommend to Council that it receive the report.  
That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 May 2021 because it relates to the following grounds:  
(I) information that was confidential information for the purposes of section 77 of the Local Government Act 1989.  
be designated confidential information under Clause 3(1) of the Local Government Act 2020.*

**CARRIED**

**23. Financials, Council Plan Highlights and Progress of Major Initiatives and Initiatives**

There was general discussion about several actions that had a traffic light as “not progressing” but the comment suggested otherwise. Arthur undertook to ensure the report is correct in future.

**Councillor McKenzie/Kiah Cashman**

*That the Audit & Risk Committee recommend to Council that it receive the report. That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 May 2021 because it relates to the following grounds:*  
*(l) information that was confidential information for the purposes of section 77 of the Local Government Act 1989.*  
*be designated confidential information under Clause 3(1) of the Local Government Act 2020.*

**CARRIED**

#### **24. Fraud Report**

**Kiah Cashman/Frank Evans**

*That the Audit & Risk Committee recommend to Council that it receive the report. That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 May 2021 because it relates to the following grounds:*  
*(l) information that was confidential information for the purposes of section 77 of the Local Government Act 1989.*  
*be designated confidential information under Clause 3(1) of the Local Government Act 2020.*

**CARRIED**

#### **25. Excessive Staff Leave**

**Councillor McKenzie/Kiah Cashman**

*That the Audit & Risk Committee recommend to Council that it receive the report. That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 May 2021 because it relates to the following grounds:*  
*(l) information that was confidential information for the purposes of section 77 of the Local Government Act 1989.*  
*be designated confidential information under Clause 3(1) of the Local Government Act 2020.*

**CARRIED**

#### **26. Current Key Risk Matters**

**Councillor Stephens/Councillor McKenzie**

*That the Audit & Risk Committee recommend to Council that it receive the report. That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 May 2021 because it relates to the following grounds:*  
*e) legal privileged information, being information to which legal professional privilege or client legal privilege applies;*  
*(l) information that was confidential information for the purposes of section 77 of the Local Government Act 1989.*  
*be designated confidential information under Clause 3(1) of the Local Government Act 2020.*

**CARRIED**

**27. Insurance Report**

**Kiah Cashman/Frank Evans**

*That the Audit & Risk Committee recommend to Council that it receive the report. That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 May 2021 because it relates to the following grounds:*  
*(l) information that was confidential information for the purposes of section 77 of the Local Government Act 1989.*  
*be designated confidential information under Clause 3(1) of the Local Government Act 2020.*

**CARRIED**

**28. Register of Commissioned Reports**

**Frank Evans/Councillor McKenzie**

*That the Audit & Risk Committee recommend to Council that it receive the report. That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 May 2021 because it relates to the following grounds:*  
*(l) information that was confidential information for the purposes of section 77 of the Local Government Act 1989.*  
*be designated confidential information under Clause 3(1) of the Local Government Act 2020.*

**CARRIED**

**29. General Business**

Nil

**30. Rotating Assessment of and Feedback on Meeting – Frank Evans**

**THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 4.05PM.**



WELLINGTON  
SHIRE COUNCIL

*The Heart of Gippsland*

ORDINARY COUNCIL MEETING  
15 JUNE 2021

On this 1 June 2021, in accordance with Section 3(1) Confidential Information of the *Local Government Act 2020*; I, Arthur Skipitaris (Delegate) declare that the information contained in the attached document **WELLINGTON SHIRE COUNCIL AUDIT & RISK COMMITTEE - MINUTES** is confidential because it relates to the following grounds:

- e) legal privileged information, being information to which legal professional privilege or client legal privilege applies;
- l) information that was confidential information for the purposes of section 77 of the *Local Government Act 1989*.

.....  
General Manager Corporate Services (Delegate)

## 13.4. ADOPTION OF INVESTMENT POLICY

### ACTION OFFICER: MANAGER CORPORATE FINANCE

#### PURPOSE

For Council to approve and adopt Council's revised Investment Policy following reforms arising from the *Local Government Act 2020*.

#### PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

#### RECOMMENDATION

***That Council approve and adopt Council's revised Investment Policy, as attached.***

#### BACKGROUND

Section 103 of the *Local Government Act 2020* (the Act) governs how Council can invest money and comes into force on 1 July 2021.

The Act stipulates as follows:

#### **s103 Investments**

*A Council may invest any money—*

- (a) in Government securities of the Commonwealth; and*
- (b) in securities guaranteed by the Government of Victoria; and*
- (c) with an ADI; and*
- (d) with any financial institution guaranteed by the Government of Victoria; and*
- (e) on deposit with an eligible money market dealer within the meaning of the Corporations Act; and*
- (f) in any other manner approved by the Minister, either generally or specifically, to be an authorised manner of investment for the purposes of this section.*

Council's existing Investment Policy has been reviewed against section 103 of the Act and has been reviewed by the Audit & Risk Committee at a meeting held on 26 May 2021. The Committee endorsed the Investment Policy as attached.

#### ATTACHMENTS

1. Investment Policy June 2021\_reviewed [13.4.1 - 1 page]

#### OPTIONS

Council has the following options available:

1. Adopt the revised Investment Policy, as attached; or

2. Request further review and amendment of the revised Investment Policy, for consideration at a future Council meeting; or
3. Not adopt the revised Investment Policy, as attached.

## **PROPOSAL**

That Council adopt the revised Investment Policy, as attached.

## **CONFLICT OF INTEREST**

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

## **FINANCIAL IMPACT**

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

## **COMMUNICATION IMPACT**

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

## **LEGISLATIVE IMPACT**

Section 103 of the *Local Government Act 2020* (the Act) governs how Council can invest money and is proclaimed on 1 July 2021.

## **COUNCIL POLICY IMPACT**

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

## **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 6.3.1: *"Maintain processes and systems to ensure sound financial management."*

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

## **RESOURCES AND STAFF IMPACT**

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



**COMMUNITY IMPACT**

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

**ENVIRONMENTAL IMPACT**

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

**ENGAGEMENT IMPACT**

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

**RISK MANAGEMENT IMPACT**

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

## INVESTMENT POLICY

<b>Policy Number:</b>	2.2.2
<b>Approved by:</b>	Council
<b>Date Approved:</b>	June 2021
<b>Date of Next Review:</b>	June 2022
<b>Applicable to Unit(s):</b>	Finance
<b>Responsible Officer:</b>	Manager Corporate Finance
<b>Related Policies:</b>	Nil
<b>Related Documents:</b>	Investment Guidelines
<b>Statutory Reference:</b>	<i>Local Government Act 2020</i>

### OVERVIEW

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

### THE POLICY

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

1. The interest earned on investments should be maximised while minimising Council's exposure to financial risk.
2. All investments are to be made exercising care, diligence and skill that a prudent person of business would exercise in managing the affairs of other persons. When acting under the provisions of this policy Council staff should always maintain a professional balance of risk and return and act as a steward of Council funds.
3. Investments are to be denominated in Australian Dollars.
4. Investment of surplus funds shall only be through investment types as permitted by Section 103 of the *Local Government Act 2020* and will comply with all relevant regulations and Ministerial guidelines.
5. Short Term Investments (less than or equal to 12 months) will only be made with financial institutions with a minimum Short-Term Standard & Poor's rating of A-2.
6. Long Term Investments (more than 12 months) will only be made with financial institutions with a minimum Long-Term Standard & Poor's rating of AA-.
7. Any amendment to this policy will be reviewed by Council's Audit & Risk Committee prior to being presented to Council for consideration.

### 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.

### **13.5. APPROVAL OF INSTRUMENTS OF APPOINTMENT AND AUTHORISATION (PLANNING AND ENVIRONMENT ACT 1987 ONLY) - ALEX DUNCAN**

#### **ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES**

#### **PURPOSE**

This report seeks Council's approval for the designated Council Officer responsible for the administration and enforcement of the *Planning and Environment Act 1987* to be appointed and authorised as an Authorised Officer under the provisions and powers of the *Local Government Act 1989* and the *Planning and Environment Act 1987*.

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

#### **RECOMMENDATION**

***That Council, in the exercise of the powers conferred by section 224 of the Local Government Act 1989 (the Act), section 147(4) of the Planning and Environment Act 1987 and the other legislation referred to in the attached Instruments of Council Resolution and of Appointment and Authorisation, resolve that:***

- 1. Council Officer Alex Duncan be appointed and authorised as set out in the instruments as provided at Attachments 1 and 2; and***
- 2. The S11A Instrument of Appointment and Authorisation be signed and sealed by the Chief Executive Officer.***

#### **BACKGROUND**

Section 224 of the *Local Government Act 1989* (currently, this remains a saved provision under the 1989 Act and there is no provision under the 2020 Act at this time) provides for the appointment of a Council officer to be an authorised officer for the administration and enforcement of a number of Acts as set out in the S11A Instrument of Appointment and Authorisation. These Acts are allocated based on the responsibilities required of the Authorised Officer and detailed within the instrument.

Council Officers whose duties include administration and enforcement under the *Planning and Environment Act 1987* must now be authorised and appointed as an Authorised Officer by a resolution of Council using the S10A Council Resolution instrument (Attachment 1). Previously this authorisation and appointment was achieved through the "Council to Chief Executive Officer" delegation process.

Authorised Officers are appointed under s 147(4) to be an authorised officer for the purpose of the *Planning and Environment Act 1987* and authorised under s 313 of the *Local Government Act 2020*, either generally or in a particular case, to institute proceedings for offences against the Acts and regulations described in Attachment 2.

#### **ATTACHMENTS**

1. S10A Council Resolution for Appointment and Authorisation (Planning and Environment Act 1987) - Alex Duncan - Strategic Planner [13.5.1 - 1 page]

2. S11A Instrument of Appointment and Authorisation (Planning and Environment Act 1987 only) - Alex Duncan - Strategic Planner [13.5.2 - 2 pages]

## **OPTIONS**

Council has the following options available:

1. To appoint and authorise Alex Duncan as an Authorised Officer as outlined in the attached Instruments of Council Resolution and of Appointment and Authorisation, or;
2. To not appoint and authorise Alex Duncan and seek further clarification and or information.

## **PROPOSAL**

It is proposed that Council appoint and authorise Alex Duncan as an Authorised Officer as outlined in the attached Instrument of Appointment and Authorisation and under the powers set out in the S10A Council Resolution.

## **CONFLICT OF INTEREST**

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

## **FINANCIAL IMPACT**

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

## **COMMUNICATION IMPACT**

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

## **LEGISLATIVE IMPACT**

Section 147(4) of the *Planning and Environment Act 1987* provides Council with the authority to approve the S11A Instrument of Appointment and Authorisation and authorise the CEO to seal the instrument for immediate effect.

## **COUNCIL POLICY IMPACT**

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

## **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.

### **RESOURCES AND STAFF IMPACT**

Following adoption, our processes ensure that all staff are notified including updating of Council processes and procedures as required.

### **COMMUNITY IMPACT**

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

### **ENVIRONMENTAL IMPACT**

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

### **ENGAGEMENT IMPACT**

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

### **RISK MANAGEMENT IMPACT**

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



Maddocks

Maddocks Delegations and Authorisations

***S10A Council Resolution – Appointment and Authorisation  
(Planning and Environment Act 1987)***

**Council Resolution  
Appointment and Authorisation**

In the exercise of the powers conferred by s 147(4) of the *Planning and Environment Act 1987*,  
Wellington Shire Council (**Council**) **RESOLVES THAT –**

1. The member of Council staff referred to in the instrument attached be appointed and authorised as set out in the instrument.
2. The instrument comes into force immediately once it is signed by Council's Chief Executive Officer and the common seal of Council is affixed to the instrument and remains in force until Council determines to vary or revoke it.
3. The instrument be sealed.

Maddocks Delegations and Authorisations

*S11A Instrument of Appointment and Authorisation (Planning and  
Environment Act 1987)*

**Wellington Shire Council**

**Instrument of Appointment and Authorisation**  
***(Planning and Environment Act 1987 only)***

**Instrument of Appointment and Authorisation  
(*Planning and Environment Act 1987*)**

In this instrument "**officer**" means -

**Alex Duncan**

**By this instrument of appointment and authorisation** Wellington Shire Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

**It is declared that** this instrument -

- comes into force immediately upon its execution;
- remains in force until varied or revoked.

This instrument is authorised by a resolution of the Wellington Shire Council on 15 June 2021.

The Common Seal of WELLINGTON )  
SHIRE COUNCIL, was hereunto affixed )  
The day of June 2021 )  
In accordance with Local Law No.1 )  
In the presence of )

**DAVID MORCOM**  
**Chief Executive Officer**  
**Wellington Shire Council**

Date: .... / .... / 2021



## 14. GENERAL MANAGER DEVELOPMENT

### 14.1. QUARTERLY BUILDING REPORT - JANUARY TO MARCH 2021

#### ACTION OFFICER: MANAGER MUNICIPAL SERVICES

#### PURPOSE

To provide a report to Council on building permits issued in the Wellington Shire during the quarter 1 January 2021 to 31 March 2021.

#### PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

#### RECOMMENDATION

***That Council note the report of building permits issued from 1 January 2021 to 31 March 2021.***

#### BACKGROUND

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

Attachment "Wellington Permits Issued" to this report provides an overview by township, of the number of permits issued along with the estimated value of construction, for the three-month period ending 31 March 2021.

Attachment "Graph 1 - Number of Building Permits and Graph 2 - Value of Building Works" provides an historical representation of the number and value of permits issued in Wellington Shire and compares this data against the broader Gippsland region.

For the period 1 January 2021 to 31 March 2021 there were 341 permits issued with an estimated value of work at \$60,202,268.

The major projects include:

- Sale – New TAFE facility
- New land estate areas in Longford, Maffra, Sale and Stratford are continuing to show high levels in residential development.

In the previous quarter, 1 October 2020 to 31 December 2020 there were 345 permits issued with an estimated value of work at \$46,549,023.

#### ATTACHMENTS

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

## OPTIONS

Council has the following options available:

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

## PROPOSAL

That Council note the report on building permits issued within Wellington Shire from 1 January 2021 to 31 March 2021.

## CONFLICT OF INTEREST

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

## FINANCIAL IMPACT

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

## COMMUNICATION IMPACT

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

## LEGISLATIVE IMPACT

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

## COUNCIL POLICY IMPACT

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

## COUNCIL PLAN IMPACT

The Council Plan 2017-21 Theme 2 Services & Infrastructure states the following strategic objective and related strategy:

**Strategic Objective 2.3:** *"Wellington Shire is well planned, considering long term growth and sustainability."*

**Strategy 2.3.1:** *"Continue to provide strategic planning to encourage long term growth and sustainability in Wellington Shire."*

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

#### **RESOURCES AND STAFF IMPACT**

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

#### **COMMUNITY IMPACT**

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

#### **ENVIRONMENTAL IMPACT**

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

#### **ENGAGEMENT IMPACT**

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

#### **RISK MANAGEMENT IMPACT**

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

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

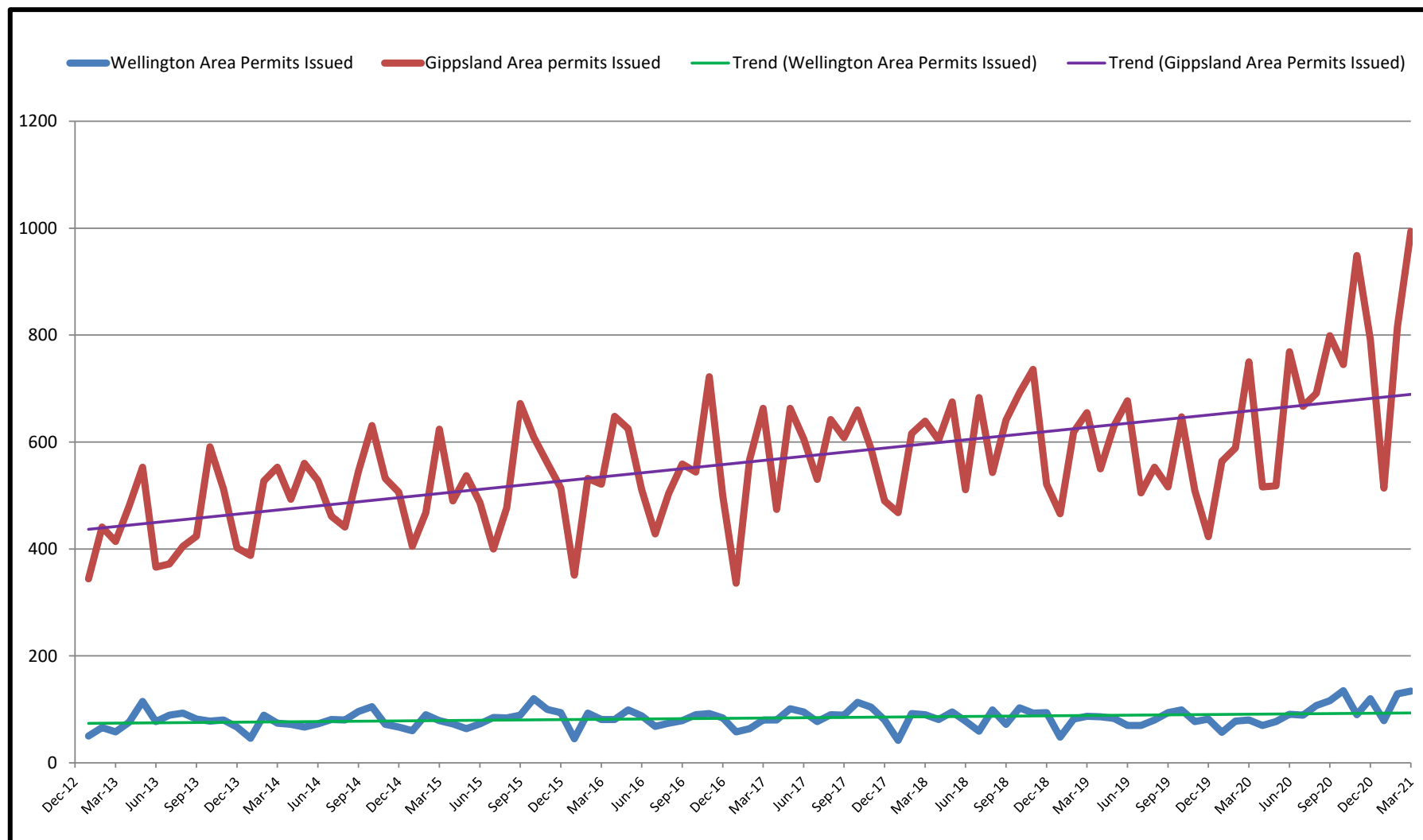
	January	February	March	Total
<b>ALBERTON</b>	0 \$0	1 \$10,000	2 \$44,212	3.00 \$54,212
<b>BLACKWARRY</b>	0 \$0	0 \$0	1 \$29,860	1.00 \$29,860
<b>BRIAGOLONG</b>	0 \$0	3 \$310,468	5 \$506,064	8.00 \$816,532
<b>CARRAJUNG LOWER</b>	0 \$0	2 \$42,024	0 \$0	2.00 \$42,024
<b>CLYDEBANK</b>	1 \$38,625	2 \$14,300	0 \$0	3.00 \$52,925
<b>COBAINS</b>	1 \$30,580	0 \$0	0 \$0	1.00 \$30,580
<b>COONGULLA</b>	1 \$12,872	2 \$206,734	2 \$20,050	5.00 \$239,656
<b>COWWARR</b>	0 \$0	1 \$36,000	1 \$3,000	2.00 \$39,000
<b>DARGO</b>	0 \$0	0 \$0	1 \$56,650	1.00 \$56,650
<b>DENISON</b>	0 \$0	1 \$181,950	1 \$3,524	2.00 \$185,474
<b>DEVON NORTH</b>	1 \$31,680	2 \$75,950	0 \$0	3.00 \$107,630
<b>DUTSON DOWNS</b>	0 \$0	1 \$200,000	0 \$0	1.00 \$200,000
<b>FULHAM</b>	0 \$0	0 \$0	1 \$101,400	1.00 \$101,400
<b>GIFFARD</b>	0 \$0	1 \$11,750	1 \$5,000	2.00 \$16,750
<b>GLENGARRY</b>	0 \$0	2 \$247,155	1 \$7,500	3.00 \$254,655
<b>GLENMAGGIE</b>	0 \$0	1 \$9,000	2 \$58,000	3.00 \$67,000
<b>GOLDEN BEACH</b>	1 \$58,344	0 \$0	0 \$0	1.00 \$58,344
<b>GORMANDALE</b>	1 \$35,426	1 \$341,801	1 \$70,000	3.00 \$447,227

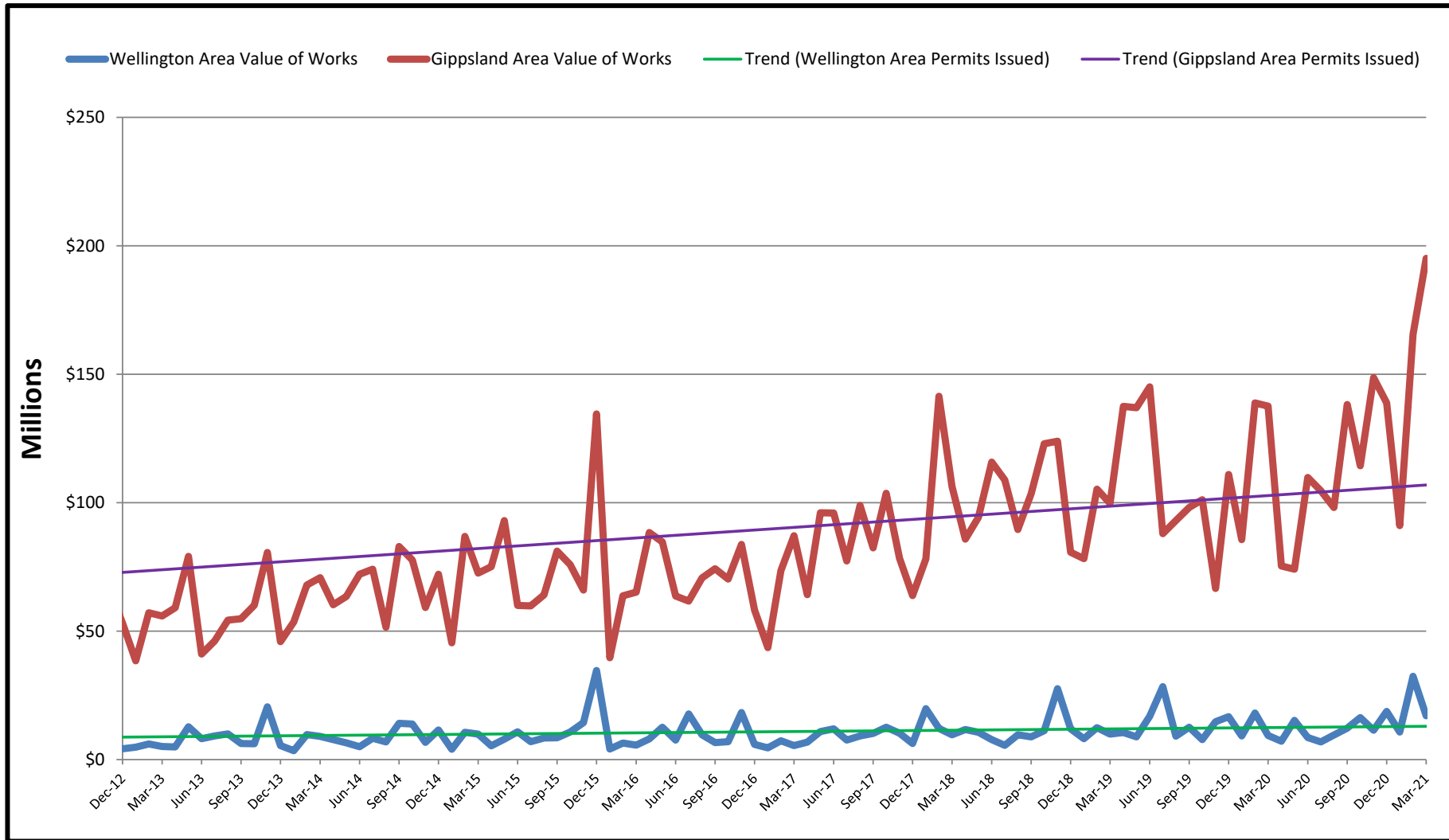
**ATTACHMENT 14.1.1**

	January	February	March	Total
<b>HEYFIELD</b>	3 \$68,665	5 \$474,520	4 \$556,910	12.00 \$1,100,095
<b>JACK RIVER</b>	0 \$0	1 \$22,500	1 \$14,800	2.00 \$37,300
<b>KILMANY</b>	0 \$0	0 \$0	1 \$56,000	1.00 \$56,000
<b>LICOLA</b>	0 \$0	1 \$40,393	0 \$0	1.00 \$40,393
<b>LLOWALONG</b>	1 \$110,000	0 \$0	0 \$0	1.00 \$110,000
<b>LOCH SPORT</b>	3 \$176,690	3 \$431,671	9 \$1,508,292	15.00 \$2,116,653
<b>LONGFORD</b>	4 \$478,053	4 \$1,294,179	10 \$2,256,119	18.00 \$4,028,351
<b>MACKS CREEK</b>	0 \$0	0 \$0	1 \$329,745	1.00 \$329,745
<b>MAFFRA</b>	7 \$522,791	12 \$1,079,195	12 \$714,027	31.00 \$2,316,013
<b>MCLOUGHLINS BEACH</b>	1 \$23,108	1 \$25,000	0 \$0	2.00 \$48,108
<b>MEERLIEU</b>	0 \$0	1 \$40,580	0 \$0	1.00 \$40,580
<b>MONTGOMERY</b>	0 \$0	1 \$11,500	0 \$0	1.00 \$11,500
<b>MYRTLEBANK</b>	0 \$0	0 \$0	1 \$100	1.00 \$100
<b>NAMBROK</b>	0 \$0	1 \$12,530	0 \$0	1.00 \$12,530
<b>NEWRY</b>	1 \$8,500	1 \$15,500	1 \$26,707	3.00 \$50,707
<b>PARADISE BEACH</b>	1 \$150,000	1 \$186,456	3 \$428,242	5.00 \$764,698
<b>PORT ALBERT</b>	2 \$496,675	3 \$570,751	4 \$632,000	9.00 \$1,699,426
<b>ROBERTSONS BEACH</b>	0 \$0	1 \$10,000	0 \$0	1.00 \$10,000
<b>ROSEDALE</b>	2 \$21,166	4 \$37,390	3 \$74,082	9.00 \$132,638
<b>SALE</b>	23 \$4,909,990	32 \$20,264,764	28 \$4,032,871	82.00 \$29,207,625

**ATTACHMENT 14.1.1**

	January	February	March	Total
<b>SEASPRAY</b>	2 \$149,350	3 \$181,300	2 \$28,170	7.00 \$358,820
<b>SEATON</b>	0 \$0	1 \$458,740	1 \$7,739	2.00 \$466,479
<b>STRATFORD</b>	17 \$3,070,098	21 \$4,629,263	21 \$3,946,470	59.00 \$11,645,831
<b>THE HONEYSUCKLES</b>	2 \$26,300	1 \$37,600	0 \$0	3.00 \$63,900
<b>TINAMBA</b>	2 \$308,842	0 \$0	0 \$0	2.00 \$308,842
<b>VALENCIA CREEK</b>	0 \$0	0 \$0	1 \$155,000	1.00 \$155,000
<b>WINNINDOO</b>	0 \$0	1 \$23,000	0 \$0	1.00 \$23,000
<b>WON WRON</b>	0 \$0	0 \$0	1 \$13,700	1.00 \$13,700
<b>WONYIP</b>	0 \$0	0 \$0	1 \$6,280	1.00 \$6,280
<b>WOODSIDE</b>	0 \$0	1 \$405,690	1 \$28,210	2.00 \$433,900
<b>WOODSIDE BEACH</b>	1 \$20,000	0 \$0	0 \$0	1.00 \$20,000
<b>WURRUK</b>	0 \$0	1 \$57,500	5 \$1,026,205	6.00 \$1,083,705
<b>YARRAM</b>	1 \$17,633	8 \$416,700	4 \$276,097	13.00 \$710,430
<b>Total</b>	79.00 10,765,388	129.00 32,413,854	134.00 17,023,026	341.00 60,202,268

**GRAPH: NUMBER OF BUILDING PERMITS**

**GRAPH: VALUE OF BUILDING WORKS**



## 14.2. APRIL 2021 PLANNING DECISIONS REPORT

### ACTION OFFICER: MANAGER LAND USE PLANNING

#### PURPOSE

To provide a report to Council on recent planning permit trends and planning decisions made under delegation by Statutory Planners during the month of April 2021.

#### PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

#### RECOMMENDATION

***That Council note the report on recent Planning Permit trends and Planning Application determinations between 1 April and 30 April 2021.***

#### BACKGROUND

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

A copy of planning permit decisions made between 1 April and 30 April 2021 is included in Attachment April 2021 Planning Decisions Report.

Attachment April 2021 Planning Trends Report provides an overview of recent planning permit trends including decisions made, efficiency of decision making and the estimated value of approved development (derived from monthly planning permit activity reporting data).

#### ATTACHMENTS

1. April 2021 Planning Decisions Report [**14.2.1** - 5 pages]
2. April 2021 Planning Trends Report [**14.2.2** - 3 pages]

#### OPTIONS

Council has the following options available:

1. Receive the April 2021 planning decisions report; or
2. Not receive the April 2021 planning decisions report and seek further information for consideration at a future Council meeting.

#### PROPOSAL

That Council note the report of recent planning permit trends and planning application determinations between 1 April and 30 April 2021.

## **CONFLICT OF INTEREST**

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

## **FINANCIAL IMPACT**

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

## **COMMUNICATION IMPACT**

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

## **LEGISLATIVE IMPACT**

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

## **COUNCIL POLICY IMPACT**

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

## **COUNCIL PLAN IMPACT**

The Council Plan 2017-21 Theme 2 Services & Infrastructure states the following strategic objective and related strategy:

**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."*

Strategy 2.3.3: *"Recognise and advocate for best practice land development which considers energy efficiency and sustainability for housing."*

This report supports the above Council Plan strategic objectives and strategies.

## **RESOURCES AND STAFF IMPACT**

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

## **COMMUNITY IMPACT**

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

## **ENVIRONMENTAL IMPACT**

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

## **ENGAGEMENT IMPACT**

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

## **RISK MANAGEMENT IMPACT**

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

**PLANNING APPLICATION DETERMINATIONS  
BETWEEN 1/04/2021 AND 30/04/2021**

<b>Application No/Year</b>	<b>Date Received</b>	<b>Property Title &amp; Address</b>	<b>Proposal</b>	<b>Status</b>
336-2/2010	15/02/2021	Assessment No. 23499 LOT: 3 PS: 22146 222-224 GUTHRIDGE PDE SALE	Subdivision of the land into 2 lots (amendment to buiding envelope).	Permit Issued by Delegate of Resp/Auth  29/04/2021
226-2/2017	19/03/2021	Assessment No. 228809 LOT: 1072 LP: 55692 16 DAVIES ST LOCH SPORT	Buildings and works associated with development of a single dwelling.	Permit Issued by Delegate of Resp/Auth  30/04/2021
100-2/2018	30/11/2020	Assessment No. 344259 LOT: 2 PS: 545543U 148 BREWERS HILL RD MAFFRA	Use & development of land for a renewable energy facility(Solar Farm).	Permit Issued by Delegate of Resp/Auth  23/04/2021
301-2/2018	11/11/2020	Assessment No. 442434 LOT: 1 PS: 637835T 1-9 STATION ST MAFFRA	Subdivision of the land into 3 lots.	Permit Issued by Delegate of Resp/Auth  8/04/2021
195-2/2020	19/03/2021	Assessment No. 283028 LOT: 1 TP: 414386D BREWERY RD ALBERTON	Use and development of a dwelling.	Permit Issued by Delegate of Resp/Auth  21/04/2021
418-1/2020	20/10/2020	Assessment No. 9373 LOT: 1 TP: 898835V 57 MARLEY ST SALE	Demolition of the existing dwelling.	Permit Issued by Delegate of Resp/Auth  23/04/2021
431-1/2020	27/10/2020	Assessment No. 246322 LOT: 2643 LP: 70943 30 WALLABY ST LOCH SPORT	Buildings and works associated with construction of 3 storey dwelling.	NOD issued by Delegate of Respon/Auth  22/04/2021
442-1/2020	30/10/2020	Assessment No. 284166 CA: 44 LANES RD GELLIONDALE	Removal of native vegetation.	Permit Issued by Delegate of Resp/Auth  23/04/2021
444-1/2020	5/11/2020	Assessment No. 188870 LOT: 20 LP: 64760 8 DAWSON ST ROSEDALE	Installation of a business identification sign.	Withdrawn  23/04/2021
460-1/2020	12/11/2020	Assessment No. 107441 CA: 6 SEC: B 596 SETTLEMENT RD KILMANY	Subdivision of the land into 2 lots.	Permit Issued by Delegate of Resp/Auth  19/04/2021
465-1/2020	13/11/2020	Assessment No. 207928 LOT: 1 PS: 130867 6,118 SOUTH GIPPSLAND LONGFORD	Subdivision of the land into 2 lots & removal of native vegetation.	Permit Issued by Delegate of Resp/Auth  19/04/2021

## ATTACHMENT 14.2.1

Application No/Year	Date Received	Property Title & Address	Proposal	Status
500-1/2020	2/12/2020	Assessment No. 259184 LOT: 1193 LP: 40160 152 THE BOULEVARD PARADISE BEACH	Buildings & works associated with construction of a dwelling.	Permit Issued by Delegate of Resp/Auth  30/04/2021
524-1/2020	16/12/2020	Assessment No. 329995 LOT: 1 PS: 705925Q 620 TINAMBA-SEATON RD TINAMBA	Re-subdivision of two existing lots.	Permit Issued by Delegate of Resp/Auth  6/04/2021
9-1/2021	11/01/2021	Assessment No. 12021 LOT: 1 TP: 834387H 356-362 RAYMOND ST SALE	Buildings and works for the construction of an awning.	Withdrawn  12/04/2021
14-1/2021	21/01/2021	Assessment No. 372771 CA: 44 HUFFERS LANE ROSEDALE	Use and development of the land for a Equine Rehabilitation centre.	Permit Issued by Delegate of Resp/Auth  9/04/2021
18-1/2021	25/01/2021	Assessment No. 237818 LOT: 1661 LP: 58872 205 NATIONAL PARK RD LOCH SPORT	Buildings & works associated with construction of a dwelling.	NOD issued by Delegate of Respon/Auth  19/04/2021
22-1/2021	29/01/2021	Assessment No. 200360 PCA: 16A SEC: B GARRETTTS RD LONGFORD	B&W/ co2 capture plant in association with existing gas plant.	Permit Issued by Delegate of Resp/Auth  23/04/2021
28-1/2021	1/02/2021	Assessment No. 273458 CA: 7A 42 GOLF LINKS RD YARRAM	B & W associated with an extension to an existing storage building.	Permit Issued by Delegate of Resp/Auth  1/04/2021
29-1/2021	2/02/2021	Assessment No. 61622 LOT: 3 PS: 504065M 6-10 STEPHENSON ST SALE	Buildings and works associated with construction of a farm shed.	Permit Issued by Delegate of Resp/Auth  1/04/2021
35-1/2021	3/02/2021	Assessment No. 184291 LOT: 254 LP: 82059 22 GRENFELL DR THE HONEYSUCKLES	Buildings and works associated with construction of a dwelling.	Permit Issued by Delegate of Resp/Auth  23/04/2021
36-1/2021	3/02/2021	Assessment No. 299289 LOT: 1 PS: 717851B 500A YARRAM-MORWELL JACK RIVER	Buildings and works associated with extension to existing dwelling.	Permit Issued by Delegate of Resp/Auth  1/04/2021
39-1/2021	4/02/2021	Assessment No. 53413 LOT: 2 LP: 205455F 79A CUNNINGHAME ST SALE	Development of land for a dwelling/restraunt and three retail spaces.	Permit Issued by Delegate of Resp/Auth  1/04/2021
44-1/2021	8/02/2021	Assessment No. 389569 LOT: 7 PS: 220275 29 GORMANDALE	Buildings & works associated with construction of a dwelling.	Permit Issued by Delegate of Resp/Auth  1/04/2021

## ATTACHMENT 14.2.1

Application No/Year	Date Received	Property Title & Address	Proposal	Status
50-1/2021	10/02/2021	Assessment No. 213181 LOT: 209 LP: 52647 81 RAINBOW RD GOLDEN BEACH	Buildings & works associated with construction of a dwelling.	Permit Issued by Delegate of Resp/Auth  6/04/2021
52-2/2021	31/03/2021	Assessment No. 258269 LOT: 1090 LP: 40160 142 SEVENTH AVE PARADISE BEACH	Buildings & works for the development of a dwelling.	Permit Issued by Delegate of Resp/Auth  1/04/2021
56-1/2021	15/02/2021	Assessment No. 447128 LOT: 6 PS: 637846N 49D BOGGY CREEK RD LONGFORD	Buildings & works associated with construction of a dwelling & shed.	Permit Issued by Delegate of Resp/Auth  6/04/2021
71-1/2021	3/03/2021	Assessment No. 197707 LOT: 11 LP: 127000 17 BELLE VIEW CT ROSEDALE	Buildings & works associated with construction of two outbuildings.	Permit Issued by Delegate of Resp/Auth  1/04/2021
75-1/2021	4/03/2021	Assessment No. 42051 LOT: 1 TP: 845320 2-4 MACALISTER ST SALE	Buildings & works associated with extension to existing dwelling.	Permit Issued by Delegate of Resp/Auth  1/04/2021
77-1/2021	4/03/2021	Assessment No. 214494 LOT: 354 LP: 52647 26 FAIRWAY AVE GOLDEN BEACH	Buildings & works associated with construction of a dwelling.	Permit Issued by Delegate of Resp/Auth  7/04/2021
81-1/2021	5/03/2021	Assessment No. 217943 LOT: 731 LP: 52648 18 PACIFIC CT GOLDEN BEACH	Buildings and works associated with construction of a dwelling.	Permit Issued by Delegate of Resp/Auth  27/04/2021
83-1/2021	9/03/2021	Assessment No. 409466 LOT: 7 PS: 623658S 49A BOGGY CREEK RD LONGFORD	Buildings and works associated with construction of a dwelling.	Permit Issued by Delegate of Resp/Auth  28/04/2021
88-1/2021	10/03/2021	Assessment No. 211128 PC: 354978K 8 STEPHENSON AVE PARADISE BEACH	B&W associated with construction of a dwelling & removal of easement.	Withdrawn  9/04/2021
91-1/2021	11/03/2021	Assessment No. 242131 LOT: 2254 LP: 70939 103 THE BOULEVARD LOCH SPORT	Buildings and works associated with construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth  1/04/2021
92-1/2021	11/03/2021	Assessment No. 446690 PC: 379248K 14 FISHER PDE LOCH SPORT	Buildings and works associated with construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth  23/04/2021
93-1/2021	11/03/2021	Assessment No. 103325 CA: 18 SEC: E 589 MAFFRA-ROSEDALE RD DENISON	Buildings and works associated with construction of a farm shed.	Permit Issued by Delegate of Resp/Auth  22/04/2021

## ATTACHMENT 14.2.1

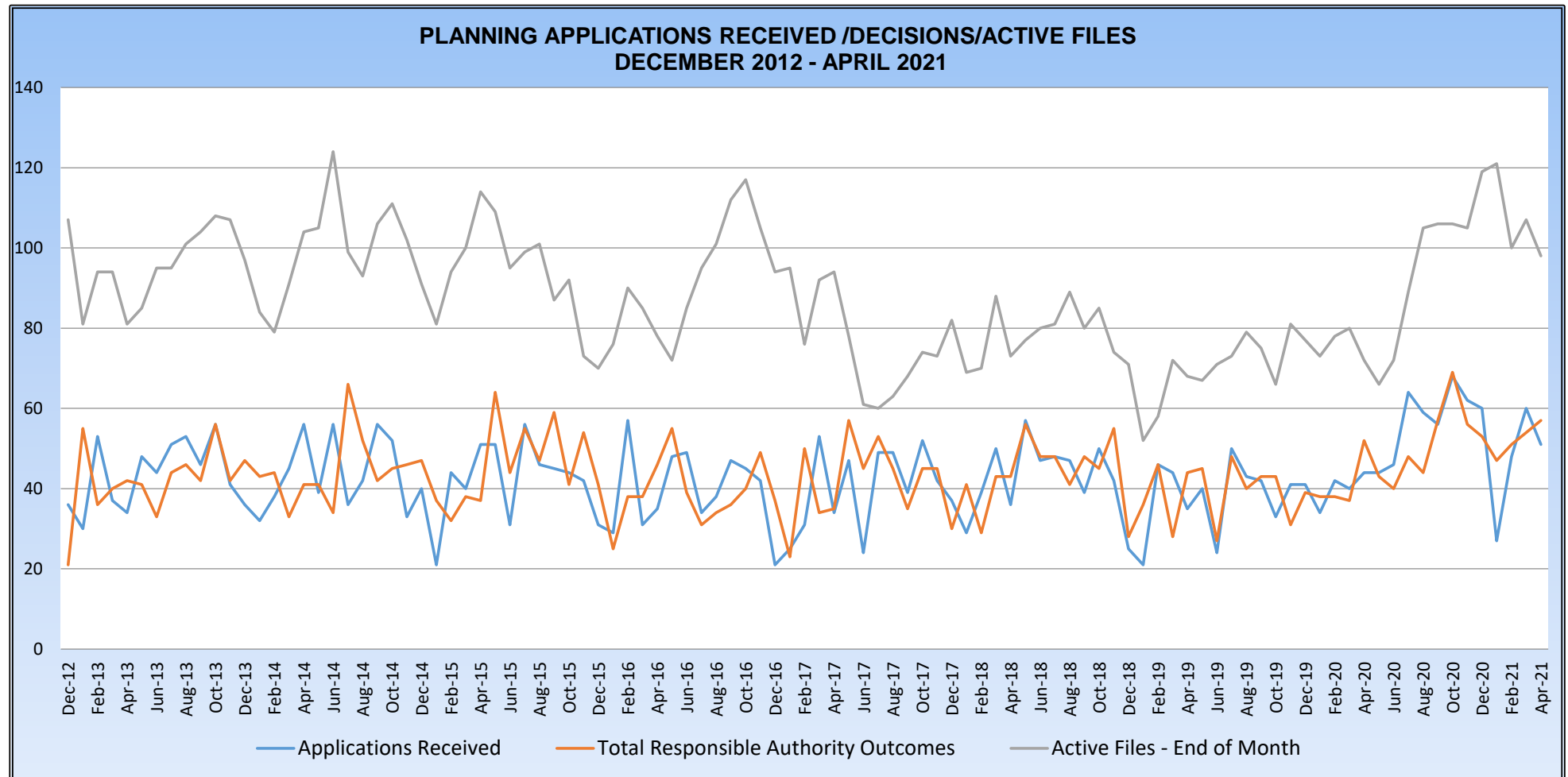
Application No/Year	Date Received	Property Title & Address	Proposal	Status
94-1/2021	11/03/2021	Assessment No. 226886 LOT: 1961 LP: 70938 18 CENTRAL AVE LOCH SPORT	Buildings and works associated with construction of a dwelling.	Permit Issued by Delegate of Resp/Auth  30/04/2021
98-1/2021	12/03/2021	Assessment No. 202457 LOT: 1 TP: 17086F 704 LONGFORD-LOCH SPORT LONGFORD	Buildings & works associated with an undercover structure for pool.	Permit Issued by Delegate of Resp/Auth  8/04/2021
99-1/2021	12/03/2021	Assessment No. 37853 CA: 1 SEC: A 190 FOSTER ST SALE	Buildings and works for additions to the building.	Permit Issued by Delegate of Resp/Auth  28/04/2021
101-1/2021	15/03/2021	Assessment No. 260083 LOT: 1 TP: 125193B 60 THE BOULEVARD PARADISE BEACH	Buildings and works associated with construction of a dwelling.	Permit Issued by Delegate of Resp/Auth  30/04/2021
104-1/2021	16/03/2021	Assessment No. 237453 LOT: 1694 LP: 58872 279 NATIONAL PARK RD LOCH SPORT	Buildings and works associated with construction of a dwelling & shed.	Permit Issued by Delegate of Resp/Auth  26/04/2021
105-1/2021	16/03/2021	Assessment No. 94383 PC: 355425Y 94 HOLLANDS LANDING RD HOLLANDS LANDING	Buildings and works for the development of a dwelling.	Permit Issued by Delegate of Resp/Auth  28/04/2021
107-1/2021	19/03/2021	Assessment No. 391557 CA: 79F 124 PORT PORT ALBERT	Buildings & works for an extension to the existing dwelling.	Permit Issued by Delegate of Resp/Auth  12/04/2021
108-1/2021	19/03/2021	Assessment No. 182998 PC: 379255N 2,334 SHORELINE DR THE HONEYSUCKLES	Buildings & works for the development of a dwelling & shed	Permit Issued by Delegate of Resp/Auth  16/04/2021
110-1/2021	22/03/2021	Assessment No. 359257 LOT: 1 PS: 631495Y 183 FAIRCHILDS LANE TINAMBA	Buildings and works for an extension to the existing dwelling.	Permit Issued by Delegate of Resp/Auth  7/04/2021
113-1/2021	24/03/2021	Assessment No. 214122 LOT: 314 LP: 52647 100 SHORELINE DR GOLDEN BEACH	Buildings & works associated with front and side fencing.	Permit Issued by Delegate of Resp/Auth  15/04/2021
118-1/2021	25/03/2021	Assessment No. 258269 LOT: 1090 LP: 40160 142 SEVENTH AVE PARADISE BEACH	Buildings and works associated with an outbuilding.	Permit Issued by Delegate of Resp/Auth  1/04/2021
123-1/2021	1/04/2021	Assessment No. 430975 LOT: 5 PS: 724770L 5/19 STEPHENSON ST SALE	Buildings & works associated with development of a dwelling.	No Permit Required  8/04/2021

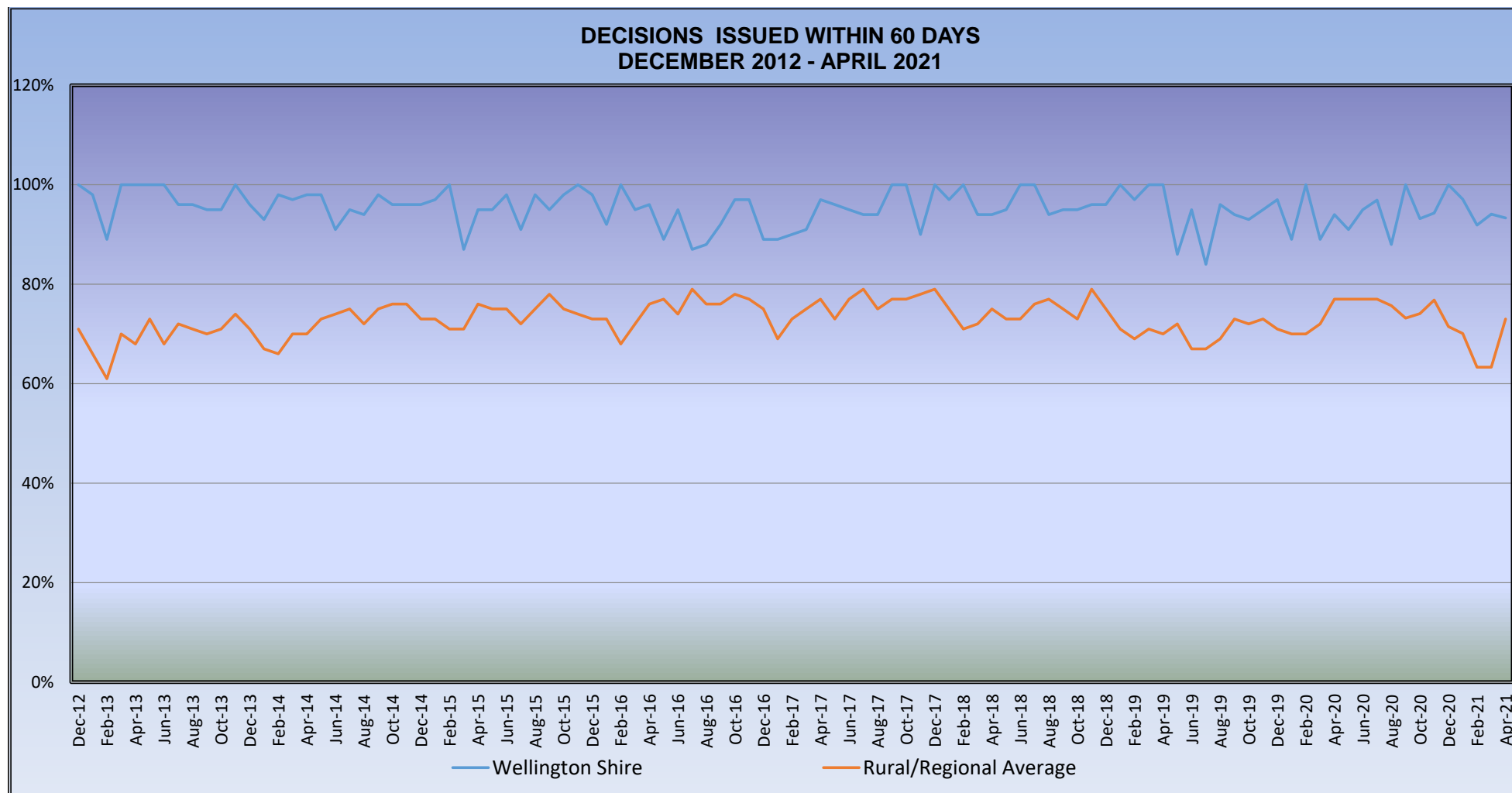
## ATTACHMENT 14.2.1

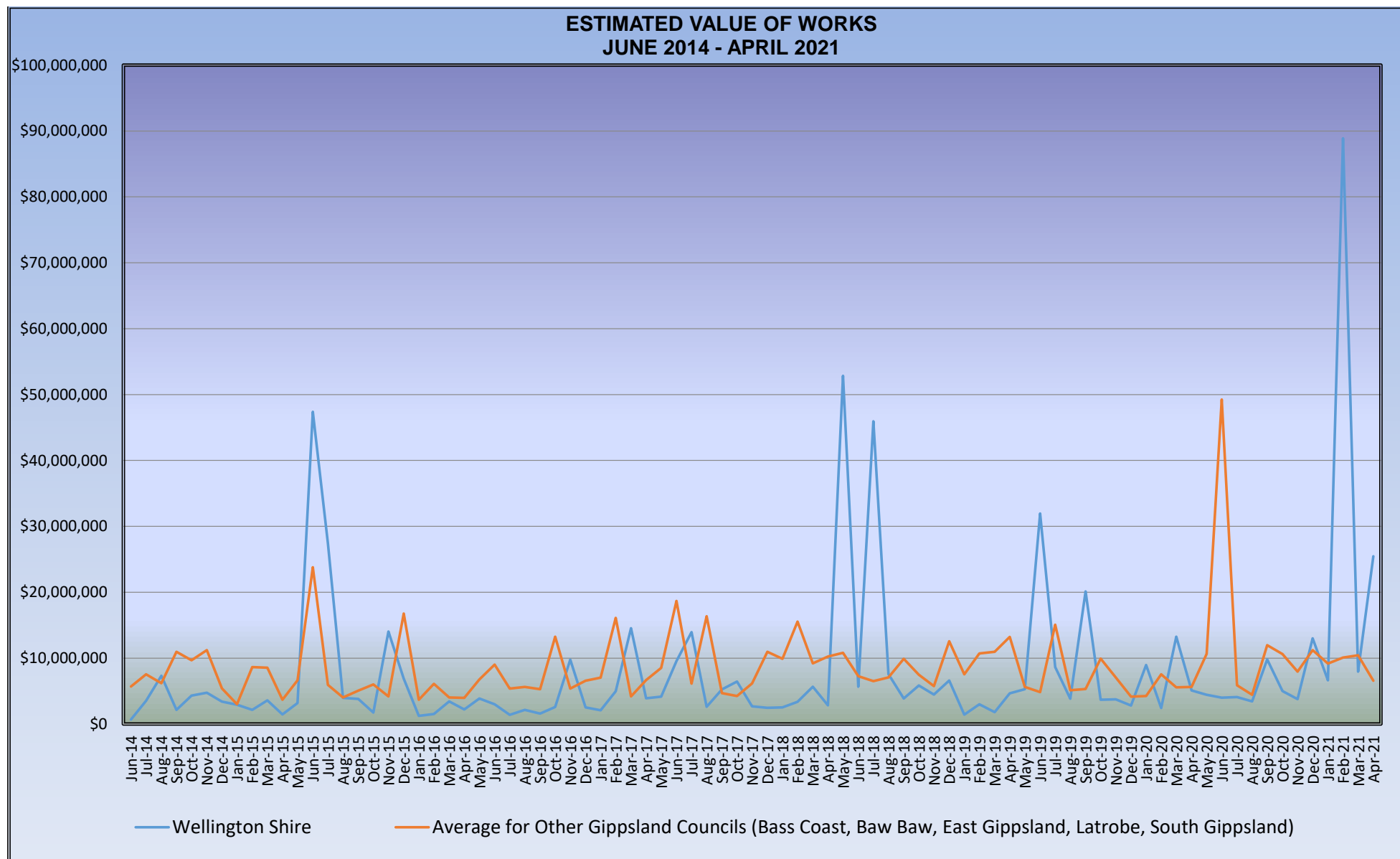
Application No/Year	Date Received	Property Title & Address	Proposal	Status
124-1/2021	1/04/2021	Assessment No. 444521 LOT: 21 PS: 736786C 47-49 WELLINGTON PARK SALE	Buildings & works associated with development of industrial building.	Permit Issued by Delegate of Resp/Auth  9/04/2021
126-1/2021	1/04/2021	Assessment No. 369546  PLANNING & BUILDING ST WELLINGTON	Buildings & works associated with the installation of a webcam.	Permit Issued by Delegate of Resp/Auth  28/04/2021
128-1/2021	6/04/2021	Assessment No. 193664 LOT: 35 LP: 74750 5 WALTON ST ROSEDALE	Buildings & works associated with development of two dwellings.	Permit Issued by Delegate of Resp/Auth  30/04/2021
130-1/2021	6/04/2021	Assessment No. 424788 LOT: 1 PS: 709709A 102 BASSETTS LANE GLENGARRY	Buildings & works associated with a farm shed.	Permit Issued by Delegate of Resp/Auth  23/04/2021
131-1/2021	7/04/2021	Assessment No. 221358 LOT: 1110 LP: 52648 106 MERIDAN RD GOLDEN BEACH	Buildings and works associated with an outbuilding.	Permit Issued by Delegate of Resp/Auth  15/04/2021
134-1/2021	12/04/2021	Assessment No. 208249 LOT: 2 PS: 548463B 163 TIP RD SEASPRAY	Buildings & works associated with a farm shed.	Permit Issued by Delegate of Resp/Auth  21/04/2021
135-1/2021	13/04/2021	Assessment No. 437558 LOT: 2 PS: 804048P 2/13-17 PRINCES HWY SALE	Buildings & works associated with construction of a mezzanine.	Permit Issued by Delegate of Resp/Auth  26/04/2021
137-1/2021	14/04/2021	Assessment No. 114199 PC: 355296H 19-21 STARGLOW WAY GOLDEN BEACH	Buildings & works associated with the development of a dwelling & shed	Permit Issued by Delegate of Resp/Auth  27/04/2021
143-1/2021	20/04/2021	Assessment No. 428433 PC: 376396K 2-4 SEA FOAM AVE GOLDEN BEACH	Buildings and works associated with an outbuilding.	Permit Issued by Delegate of Resp/Auth  30/04/2021
145-1/2021	19/04/2021	Assessment No. 90779 LOT: 1 TP: 752175E 11 COOPERS RD BRIAGOLONG	Buildings and works associated with an outbuilding.	Permit Issued by Delegate of Resp/Auth  30/04/2021

**Total No of Decisions Made: 57**









## 14.3. ADOPTION OF COMMUNITY LOCAL LAW 2021

### ACTION OFFICER: GENERAL MANAGER DEVELOPMENT

#### PURPOSE

For Council to adopt the Wellington Shire Council Community Local Law 2021 and associated documentation as attached.

#### PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

#### RECOMMENDATION

***That Council:***

- 1. Revoke Local Laws 2- 5 2011;***
- 2. Adopt the Community Local Law 2021 including the Community Impact Statement and Legal Certification, as attached;***
- 3. Publish a notice in the Government Gazette and on Council's website stating the title, objectives and effect of the Community Local Law 2021; and***
- 4. Make the Community Local Law 2021 available for public inspection at Council offices and on its website.***

#### BACKGROUND

At the Council meeting held on 2 February 2021 it was recommended:

- That Council resolve to give public notice of its intention to revoke:
  - Streets and Roads Local Law No.2 - 2011
  - Municipal Places, Local Law No. 3 - 2011
  - Environment, Local Law No. 4 - 2011
  - Livestock Local Law No. 5 - 2011
- That in accordance with Part 3 Division 3 of the *Local Government Act 2020* Council give notice in the Government Gazette and publish a public notice of the proposed Community Local Law 2021
- That all written submission received by Council before 5 pm on 22 April 2021 be considered in accordance with section 223 of the *Local Government Act 1989*
- That a person making a submission is entitled to request in the submission that the person wishes to appear in person, or to be represented by a person specified in the submission, at the meeting to be heard in support of the submission
- That Council receive the report on the consideration of the submission by the Local Law Review Group and in accordance with Section 223 of the *Local Government Act 1989* hear submission on the proposed Local Law at the Council meeting of 18 May 2021.

The proposed Community Local Law 2021 was advertised as being available for public comment from 16 February 2021 and Council received and considered submissions on 22 April 2021.

## **ATTACHMENTS**

1. Community Local Law 2021 [**14.3.1** - 92 pages]
2. Community Impact Statement 2021 [**14.3.2** - 33 pages]
3. Legal Certification WSC Local Law Endorsement 2021 [**14.3.3** - 1 page]

## **OPTIONS**

Council has the following options available:

1. To:
  - Revoke Local Laws 2- 5 2011;
  - Adopt the Community Local Law 2021 including the Community Impact Statement and Legal Certification, as attached;
  - Publish a notice in the Government Gazette and on Council's website stating the title, objectives and effect of the Community Local Law 2021; and
  - Make the Community Local Law 2021 available for public inspection at Council offices and on its website; or
2. Not to:
  - Revoke Local Laws 2- 5 2011;
  - Adopt the Community Local Law 2021 including the Community Impact Statement and Legal Certification, as attached;
  - Publish a notice in the Government Gazette and on Council's website stating the title, objectives and effect of the Community Local Law 2021;
  - Make the Community Local Law 2021 available for public inspection at Council offices and on its website; and
  - Seek further information for a future Council meeting.

## **PROPOSAL**

That Council adopt the Wellington Shire Council Community Local Law 2021 and associated documentation as attached.

## **CONFLICT OF INTEREST**

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

## **FINANCIAL IMPACT**

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

## **COMMUNICATION IMPACT**

Following adoption, the Community Local Law 2021 will be available on Council's website and Council Service Centres. Local Laws officers will provide an educational role in their day-to-day interactions with the community. Specific items within the law requiring a more focused education campaign will be identified and an appropriate program commenced.

## LEGISLATIVE IMPACT

In accordance with Division 3 Part 3 of the *Local Government Act 2020* Council has the power to make local laws. Council is required to give a notice in the Government Gazette and a public notice of the proposed Local Law in accordance with Part 3 Division 3 of the *Local Government Act 2020*. Under Section 223 of the *Local Government Act 1989* Council is to provide a 28-day submission period.

After a Local Law is made the Council must give a notice in the Government Gazette and a public notice specifying:

- (a) the title of the local law;
- (b) the purpose and general purport of the local law;
- (c) that a copy of the local law may be inspected at the Council office.

After a Local Law is made the Council must send a copy to the Minister for Local Government.

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 Community Impact Statements detail the compatibility of each proposed law with the Charter.

## COUNCIL POLICY IMPACT

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

## 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 1.1.2: *"Work in partnership to provide leadership and strategic direction on issues relating to community safety."*

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

## RESOURCES AND STAFF IMPACT

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

## COMMUNITY IMPACT

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

## ENVIRONMENTAL IMPACT

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

## **ENGAGEMENT IMPACT**

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

## **RISK MANAGEMENT IMPACT**

The Community Impact Statement 2021 examines the risks and details the methods in which Council plans to manage exposure.



# **Wellington Shire Council**

## **Community Local Law 2021**



## WSC COMMUNITY LOCAL LAW 2021

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## WSC COMMUNITY LOCAL LAW 2021

**PART 1 – PRELIMINARY****1.1 Title**

- 1) This Local Law is the Wellington Shire Council Community Local Law 2021 and is referred to as this Local Law.

**1.2 Authorising Provisions**

- 1) This Local Law is made under the provisions of Division 3 of the *Local Government Act 2020*, This Local Law was prepared following due consideration of the *Charter of Human Rights and Responsibilities Act 2006*.

**1.3 Objectives**

- 1) The objectives of this Local Law are to:
  - Provide for those matters that require a Local Law under the *Local Government Act 2020* and any other Act;
  - Prohibit, regulate and control activities, **events**, practices and behaviour in places throughout the municipality, so that no **nuisance** is caused and there is no detriment to the amenity of the neighbourhood, to a person or to a person's real or personal property;
  - Supports **Council's** objectives to promote a physical and social environment throughout the municipality in which residents and visitors can enjoy a safe quality of life, that meets the reasonable expectations of the community.
  - Provide for the administration and exercise of **Council** powers and functions;
  - Provide for the peace, order, and good government of the **municipal district** of the Wellington Shire; and
  - Repeal any redundant Local Laws.

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**1.4 Operation Date**

- 1) This Local Law comes into operation at the beginning of the day on which this Local Law is made, or at the beginning of such later day as is expressed in the Local Law as the day on which the Local Law comes into operation at which time, Local Laws 2-5 of 2011 are revoked.

**1.5 Revocation Date**

- 1) Unless this Local Law is revoked sooner, its operation will cease on the tenth anniversary of its making.

**1.6 Scope**

- 1) This Local Law applies to the whole of the **municipal district**, except where it is apparent from its wording that a clause or schedule applies to a specific area or areas. Its provisions apply to the extent that they are not inconsistent with any Act, Regulation or Planning Scheme applicable to the **Council** or to its **municipal district**.

**1.7 Division of Parts**

- 1) This Local Law is divided into Parts. Each Part is divided into separate clauses. Some of the clauses may be divided into paragraphs.
  - a. Standards and Schedules form a part of this Local Law.
  - b. References to a particular provision of this Local Law or one of its Standards or Schedules may appear abbreviated, for example:
    - i. S1 means Standard 1 of this Local Law
    - ii. 7.3 means clause 7.3 of this Local Law
    - iii. SCH1 means Schedule 1 of this Local Law
- 2) Local Law Provisions, Administration, Standards, and their Relationships
  - a. Parts 2 to 7 of this Local Law set out legal provisions.
  - b. Parts 8 to 10 of this Local Law sets out administration, enforcement, and fees and charges.

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- c. Part 11 of this Local Law explains the standards which are applicable to parts 2 to 7 and the criteria to which persons exercising discretions under this Local Law must take into consideration.
- d. Schedules and **Guidelines**
- e. Part 12 of this Local Law includes any forms and **Guidelines** for the purpose of this Local Law, that **Council** may adopt, modify, or revoke from time to time.

**1.8 Related Guidelines**

- 1) This Local Law is to be read in conjunction with the following guidelines:
  - o Wellington Shire Council Roadside training guidelines August 2018
  - o Wellington Shire Council Roadside footpath trading guidelines (2011)

**1.9 Definitions**

- 1) In this Local Law and any other incorporated documents, unless the context otherwise requires:

**“Act”** means the *Local Government Act 2020*

**“Advertising sign”** means any board, notice, structure, banner, flag or other similar device used for the purposes of soliciting sales, promoting a brand or person or notifying people of the presence of an adjacent property, organisation, business or **event** where goods and/or services may be obtained.

**“Alfresco Dining”** means an outdoor or open-air area which may be partially enclosed or covered, in which tables, chairs and other structures are provided for the purpose of the consumption of food and beverages.

**“Animal Boarding”** means land used to Board domestic pets, such as boarding kennels and a cattery.

**“Applicant”** means the person who applies for a permit under this Local Law.

**“Authorised Officer”** means a person authorised by the **council** under Section 313 of the **Act** and includes any member of the Victoria Police Force so appointed under the **Act**.



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“**Bin**” means a waste container for the removal and collection of waste by the **council** or other person.

“**Bulk**” means a number, volume, size or mass that is greater than for ordinary personal use.

“**Bulk Rubbish Container**” means a **bin**, skip, container, or other structure designed or used for holding a substantial quantity of rubbish and which is unlikely to be lifted without mechanical assistance. It does not include containers used in connection with the **council**'s regular domestic rubbish collections.

“**Busker**” means any person undertaking or proposing to undertake entertainment in a **public place**, whether by playing a musical instrument, singing, conjuring, juggling, miming, dancing operating puppets or otherwise, with or without collecting money.

“**Camp**” means and includes **camping** in tents, **caravans**, or similar temporary accommodation.

“**Camping**” means to make or set up a **camp**, including erecting or occupying a **caravan**, tent, or any temporary form of accommodation, for the purpose of staying for a period of time.

“**Camping Area**” means land that is set aside by the **council** for **camping**.

“**Caravan**” means any movable dwelling whether or not the wheels or axles thereof have been removed and whether it is resting directly on the ground or is placed on blocks or other supports and any structure annexed to the **caravan**.

“**Caravan Park**” means any public **caravan park** or **camping area** owned or under control of the **council** or land which is licenced pursuant to the provisions of the *Residential Tenancies Act 1997*.

“**Chief Executive Officer**” means the member of **council** staff appointed to be its principal executive.

“**Collector Road**” means a road which provides a principal route of access into a local **traffic** area or, in an area where the spacing of arterial roads is too great to cater for all major **traffic** movements, a **road** which performs a significant **traffic** carrying function.

“**Council**” means the Wellington Shire **Council**.

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**“Daylight Hours”** means the hours between sunrise and sunset.

**“Declared Road”** means a **road** for which Regional Roads Victoria is the **road** authority under the *Road Management Act 2004* as amended from time to time.

**“Disease”** means any contagious or infectious **disease** or any condition to which **livestock** is subject, or an exotic **disease** as declared by the Governor in **council** for the purposes of the *Livestock diseases Control Act 1994* as amended from time to time.

**“Drover”** means the person responsible for the **droving of livestock** and includes the owner of those **livestock** or an employee or contractor of that person engaged for the purposes of supervising the droving of those **livestock** or taking them from or to a market.

**“Droving of Livestock”** means a person or persons droving **livestock**, from one location to another for the purpose of changing their grazing area or moving **livestock** from their grazing areas to a location for purposes of sale or from a sale location to a grazing area but does not include **movement of Livestock**. It includes mere **droving of livestock** in or through a **municipal district** for the purpose of or including supplementing their feeding or taking them from or to a market.

**“Effective Control (Livestock)”** means control by person or persons alone or using dogs, devices, fences, or other equipment to ensure that **livestock** are not trespassing or endangering persons or objects.

**“Environmental Health Officer”** means an **Environmental Health Officer** appointed by the **Council** pursuant to Section 29 of the *Public Health and Wellbeing Act 2008* as amended from time to time.

**“Event”** means a planned or organised occasion for members of the public or a particular interest group.

**“Exemption”** means an **exemption** issued by or under the authority of **Council** under this Local Law.

**“Farming Zone”** means **land** so defined under the **Wellington Planning Scheme**.

**“Furniture”** means chairs, tables, waiter’ stations, planter boxes, umbrellas, screens, barriers, awnings and any other structure set up in the **Alfresco Dining** area.

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**“Footpath”** means any area open to the public that is designated for, or has as one of its main uses, use by pedestrians.

**“Grazing of Livestock”** means causing **livestock** to enter and remain on a **road** or roads within the **municipal district** for purposes of grazing rather than for purposes of droving or **movement of livestock**. It relates to grazing a particular or designated area and not to indiscriminate droving for purposes of or including supplementing feeding.

**“Guidelines”** means any guidelines adopted by resolution of the **Council** from time to time for the purposes of this Local Law and are included in Part 12 of this Local Law.

**“Heavy Vehicle”** means a **vehicle** with a Gross Vehicle Mass of 5 tonnes or more.

**“Incinerator”** means a structure, or device (not enclosed in a building) which:

- (a) is used or intended, adapted, or designed to be used or capable of being used for the purpose of burning any matter, material, or substance;
- (b) is not licensed or otherwise subject to control under the provisions of any other Act; and is not a barbecue.

**“Land”** means any **land** whether publicly or privately owned and includes buildings and other structures temporarily or permanently fixed to the **land**.

**“Large Cattle”** means cattle over 9 months of age.

**“Livestock”** means an animal of any species used in connection with primary production or kept or used for recreational purposes or for the purpose of recreational sport, other than a dog or cat.

**“Local Street”** means a street, which provides for local **traffic** access and circulation. It includes an access place and access street.

**“Long Vehicle”** means a vehicle that, together with any load or protection is 7.5 metres long, or longer.

**“Manager”** means the relevant person being the employee of the **Council** or an employee of a contractor to the **Council** who is from time to time in charge of the relevant **municipal place**.

**“Meal”** means a serving of food removed from pre-packaging and prepared and presented for consumption from a plate, bowl, or similar dish.

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**“Movement of Livestock”** means:

- (a) individual or regular **movement of Livestock**;
- (b) as part of normal farm management operations of **one farming enterprise** but not for purposes of grazing;
- (c) property within the **municipal district** or from or to one property in the **municipal district** to or from a property within an adjacent **municipal district**;
- (d) at the rate of not less than one kilometre per hour in the direction of movement between the two properties;
- (e) where the properties concerned are occupied by the **one farming enterprise**; and
- (f) the movement is completed on the day of commencement.

**“Municipal District”** means the **municipal district** of the Wellington Shire Council.

**“Municipal Facility”** means any building or **land** occupied, managed, or otherwise controlled by **Council** and includes **Council** offices, community facilities, open spaces and **Council** managed **roads**.

**“Municipal Place”** means a **public place** which is owned or occupied by the **Council** which the public has access whether an admittance fee is required or not.

**“Municipal Waste Facility”** means municipal landfill, transfer stations or any other **land** set outside for the deposit, collection and/or sorting of waste or recyclable products.

**“Nuisance”** as the same meaning as given in the *Public Health and Wellbeing Act 2008* as amended from time to time.

**“Occupy”** includes residing or living in any shed, tent, **Caravan, vessel**, or the like for any purpose including entertaining, resting, sleeping, cooking, eating or for any similar use, whether permanent or temporary.

**“Offensive”** has the same meaning as in the *Public Health and Wellbeing Act 2008* as amended from time to time

**“One Farming Enterprise”** means a business of farming **Livestock** run by one or more persons as one business.

**“Operator Onus”** has the same meaning as given in section 84BC of the *Road Safety Act 1986*.

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“**Penalty Unit**” has the same meaning as given in the *Sentencing Act 1991* as amended from time to time.

“**Permit**” means a **permit**, including any conditions, issued by the **Council** under this Local Law.

“**Permit Holder**” means a person to whom a **permit** has been issued under this Local Law.

“**Portable Advertising sign**” means a moveable free standing sign on public display used for advertising and includes signs which are known as “sandwich boards” and does not include any small free standing sign which is temporarily erected by a real estate agent for the primary purpose of directing the public to the pending sale or auction of a particular property.

“**Procession**” means an organised group of people proceeding along a **road** or gathering for a ceremony or function and includes fun runs and bicycle events.

“**Public Place**” has the same meaning as given in the *Summary Offences Act 1966* as amended from time to time.

“**Recreation Vehicle**” includes but is not restricted to off road vehicles, trail bikes, dune buggies, go carts and the like, but does not include motor vehicles used for farming purposes.

“**Residential Area**” means **land** which has been zoned as a Residential Zone under the **Wellington Planning Scheme**.

“**Reservation**” means anything constructed or located on a **road** which divides the **road** and includes a nature strip but excludes a line or series of lines marked on a carriageway.

“**Road**” has the same meaning as the *Road Management Act 2004* as amended from time to time, and includes:

- (a) a street; or
- (b) a **footpath**; or
- (c) nature strip; or
- (d) a public **road** under the *Road Management Act 2004*; or
- (e) a right of way; or
- (f) a bicycle path; or
- (g) a carriageway; or
- (h) any **land** reserved or proclaimed as a street or **road** under the *Crown Land (Reserves) Act 1978* or the *Land Act 1958*; or

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- (i) any culvert or curbing.

**“Road Rules”** means the *Road Safety Road Rules 2017* as amended from time to time.

**“Roadside Trading”** means selling or offering for sale or hire goods or services from a temporary location on a **road**, or from place to place or from a **vehicle** including where goods offered for sale or hire are carried by the person.

**“Rural Residential Area”** means **land** so defined under the **Wellington Planning Scheme**.

**“Service Authority”** means any company or public body responsible for the installation of telecommunications, gas, electricity, water, sewerage or drainage facilities in or on a **road**, or in the case of **livestock**; **Council**, Victoria Police, State Emergency Service or any government, semi government or non-profit agency involved in remedying a problem associated with **livestock** on a **road**.

**“Shopping Trolley”** means a hand operated, wheeled container or receptacle supplied by a retailer for enabling customers to transport goods.

**“Stock Crossing”** means a location on a **road** used regularly for the purpose of **livestock** crossing that **road** and to which the requirements of the **Road Rules**, and any **guidelines** or standards or the like referred to in them, apply.

**“Street Festival”** means an organised recreational, cultural, commercial or social gathering of people which is held on a **road**.

**“Street Party”** means an organised social gathering of people from one or several adjacent **roads** that is held on a **road**.

**“Toy Vehicle”** means a **vehicle** other than a bicycle, designed to be propelled by human power or a small motor. It includes a child's tricycle, scooter, skateboard, roller skates, roller blades and similar toys or devices.

**“Traffic”** means the movement of people by foot or in or on **vehicles**, along, across or within a **road**.

**“Vehicle”** has the same meaning as given in rule 15 of the *Road Safety Road Rules 2017*.

**“Vehicle Crossing”** means a point of vehicular access to **land** from a **road**.

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**“Vessel”** includes a ship, boat, or other waterborne craft.

**“Veterinary Centre”** means **land** used to:

- (a) diagnose animal **diseases** or disorders
- (b) surgically or medically treat animals; or
- (c) prevent animal **diseases** or disorders

**“Wellington Planning Scheme”** means the planning scheme which applies to the Shire of Wellington at the relevant time.

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**PART 2 – ACTIVITIES ON STREETS AND ROADS****2.1 Trees and Plants not to interfere or obstruct**

- 1) An owner or occupier of **land** must not allow any tree or part of a tree or any plant or other vegetation to grow on that **land**, so that it interferes or obstructs with the passage of **traffic** by:
  - a. overhanging onto or over any pavement abutting that **land** at a height of less than three (3) metres from the level of the adjacent **footpath** or nature strip;
  - b. overhanging onto or over any **road** abutting that **land** at a height of less than five (5) metres from the level of the adjacent **footpath** or nature strip;
  - c. obstructing or impairing the vision of the driver of a **vehicle** travelling along a **road** adjacent to or near the **land** or approaching the intersection adjacent to or near the **land**; or
  - d. otherwise impacting on the safe and convenient use of any pavement or **road** adjacent to or near the **land**;
- 2) An owner or occupier of **land** must not allow any tree or part of a tree or any plant or other vegetation to grow on that **land** so that it causes damage to or interference with any:
  - a. fixture or other structure in a **road**, or on **Council Land**;
  - b. drains vested in or under the control of **council**; or
  - c. obscures a **traffic** control item, street sign or street

**2.2 Placing of signs and posts not to interfere or obstruct**

- 1) A person must not place a sign, post, or other similar object in such a way that it causes an interference or obstruction of a type referred to in Clause 2.1.

**2.3 Discharge of irrigation water to Roads.**

- 1) An owner or occupier of **land**, his agent, employees, or contractors must not allow the discharge of irrigation water onto the **road** formation section of any **road**.



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- 2) A person guilty of a continuing offence under this clause will be liable to a penalty of not more than 3 **penalty units** for each day on which an offence is continued.
- 3) The owner or occupier of **land** will be responsible for damage caused to **roads** by the discharge of irrigation water.

**2.4 Property Numbers**

- 1) The owner or occupier of each property that has been allocated a street number by **Council**, must mark the property with the allocated number. These must be of sufficient size, in such a position, made of such material and kept in such state of repair to be clearly read from the **road** under all normal lighting conditions.

**2.5 Vehicle Crossing Requirements**

- 1) The owner or occupier of **land** must not allow any person to access their **land** by **vehicle** other than over a **Council** approved vehicle crossing.
- 2) A person must not without a **permit**, construct a **vehicle crossing**.
- 3) Every **vehicle crossing** must be constructed and situated to the satisfaction of **Council**.
- 4) **Council** or its delegates may by notice in writing to the owner or occupier of the **land** require the construction of a satisfactory **vehicle crossing** to any **land** with the full costs of such works to be borne by the owner or occupier.
- 5) **Council** or its delegates may by notice in writing to the owner or occupier of the **land** require the repair of a **vehicle crossing** which is in a state of disrepair with the full costs of such works to be borne by the owner or occupier.
- 6) **Council** or its delegates may by notice in writing to the owner or occupier of the **land** require the removal of a **vehicle crossing** and reinstatement of the kerb and channel and **footpath** where the **vehicle crossing**, in the opinion of **Council** is no longer required with the full costs of such works to be borne by the owner or occupier.
- 7) The owner or occupier of **land** must comply with any notice issued by **Council** under clause 2.5, paragraphs 4, 5 or 6.

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**2.6 Shopping Trolleys**

- 1) A person must not leave a **shopping trolley** on any **road**, or vacant or municipal **land** except in an area designated for the purpose, or cause or authorise another person to do so.

**2.7 Use of Toy Vehicles**

- 1) Any person who uses a **toy vehicle** or causes or authorises another person to use a **toy vehicle** on a **road** must ensure that the use does not inconvenience, obstruct, hinder, endanger, alarm or prevent the free passage of any pedestrian or other user of the **road**.
- 2) The **Council** may designate areas from time to time, by resolution or through an appointed delegate, in which **toy vehicles** must not be used.
- 3) The areas so designated by **Council**, which may be modified from time to time, are set out in Schedule 6.
- 4) If the **Council** designates areas in which **toy vehicles** must not be used, it must erect signs in or on the areas designated by it indicating that **toy vehicles** must not be used.
- 5) A person must not use a **toy vehicle** in an area designated by the **Council**.
- 6) Where the **Council** fails to erect and maintain signs as required under sub-clause (2) no person may be prosecuted for an offence under this Part.

**2.8 Stationary Heavy or Long Vehicles**

- 1) A person must not without a **permit** allow a **heavy vehicle** or **long vehicle** to be parked, kept, stored or repaired on any property which is zoned as a residential zone under any planning schemes currently in force within the Wellington Shire.

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**PART 3 – SECONDARY ACTIVITIES ON STREETS AND ROADS****3.1 Portable Advertising**

- 1) A person must not place a **portable advertising sign** on a **road** without a **permit**.
- 2) A **portable advertising sign** that may be placed on a **road** subject to a **permit** must:
  - a. be located on an existing **footpath** outside the premises to which the sign relates; or
  - b. where no **footpath** exists be located as near as possible to such premises.

**3.2 Real Estate Signage**

Unless inconsistent with the Wellington Planning Scheme

- 1) All Real Estate signs offering a property for sale must be placed on or within the property boundaries of the property being offered for sale unless a **permit** has been issued by **Council**.
- 2) For seven (7) days prior to a public auction of a property, additional signage of up to 0.3 square metres in area is permitted on **Council** property and in a position not affecting vehicular or pedestrian **traffic**. This additional signage, not on the property for sale is to have clear directional intention with only one sign permitted at the nearest **Collector Road** intersection.
- 3) The seven (7) daytime restriction in clause 3.2 (2) will not apply within rural zones of the municipality as defined in the planning scheme.
- 4) All Real Estate signs must be covered by extended public liability insurance of at least \$10 million and the policy. Any application must show the inclusion of a clause to the effect that Wellington Shire **Council** is indemnified against all claims, losses or demands made on Wellington Shire **Council** directly or indirectly resulting from any occurrence in connection with a sign placed on public **land**.
- 5) Real Estate signage must not be placed in the following positions:
  - a. nature strips;

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- b. trees;
- c. area of plantings;
- d. **traffic** islands;
- e. central median islands; or
- f. roundabouts.

### 3.3 Event Signage

Unless inconsistent with the Wellington Planning Scheme

- 1) A person must not place any sign advertising or providing directions to an **event** on any **Council** managed **road** or **municipal place** without obtaining a **permit** from **Council**.
- 2) All **event** sign **permit** applications must be covered by extended public liability insurance of at least \$10 million. The application must show the inclusion of a clause to the effect that Wellington Shire **Council** is indemnified against all claims, losses or demands made on Wellington Shire **Council** directly or indirectly resulting from any occurrence in connection with a sign placed on a **road** or **municipal place**.
- 3) **Event** signage must not be placed in the following positions:
  - a. nature strips;
  - b. trees;
  - c. area of plantings;
  - d. **traffic** islands;
  - e. central median islands; or
  - f. roundabouts.
- 4) Permitted **event** signs are to be installed no earlier than fourteen (14) days prior to the **event** and must be removed prior to two (2) days after the event.

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Note: A **permit** for the placement of **event signage** is not required if a **permit** has already been granted under clause 3.10 of this Local Law, provided the conditions in standard S5 of this Local Law have been met.

### 3.4 Roadside Trading and Trading to a Person on a Road

- 1) A person must not without a **permit** erect or place on any **road** a **vehicle, Caravan**, trailer, table, stall or other similar structure for the purpose of selling or hiring or offering for sale or hire any goods or services.
- 2) All proposed trading sites must be identified in the application for the **permit** and approved by **Council**.
- 3) The requirement to obtain a **permit** for **roadside trading** does not apply to:
  - a. newspapers or magazines being home delivered;
  - b. goods purchased at another location being home delivered; or
  - c. goods which have been requested to be home delivered by the occupier of the house.
- 4) Unless otherwise authorised by legislation and subject to clause 3.4, no person without a **permit** may sell or offer for sale any goods or services from a property or a **public place** adjacent to a **road** to any person who is on that **road** or **public place**.
- 5) This clause does not apply to any activities conducted from permanent premises such as a shop or office or other such business premises in compliance with the relevant planning scheme.
- 6) [Roadside Trading Guidelines](#)

### 3.5 Displaying Goods for Sale

- 1) A person must not place or display any goods for sale or cause or **permit** another person under his or her control to do so on any **footpath** or other part of a **road** without a **permit**.

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**3.6 Alfresco Dining on Roads**

- 1) A person must not without a **permit** establish an **Alfresco Dining** area on any **footpath** or other part of a **road**.
- 2) A person must not allow the consumption of alcohol within an **Alfresco Dining** area on any **footpath** or other part of a **road** without an endorsement to an **Alfresco Dining permit**.

**3.7 Bulk Rubbish Containers on a Road**

- 1) A person must not without a **permit** place or cause or **permit** another person to place a **bulk rubbish container** on a **road**.
- 2) Placement of a **bulk rubbish container** on a **road** is limited to a duration of no longer than six (6) continuous weeks unless otherwise agreed by **Council**.

**3.8 Occupation of Roads for Works**

- 1) No person without first obtaining a **permit** will, on a **road** under the control of the **Council** –
  - a. **occupy** or fence off part of a **road**;
  - b. use a mobile crane or travel tower for any building work;
  - c. make a hole or excavation; or
  - d. reinstate a hole or excavation
- 2) The reinstatement of any part of the **road** damaged or affected by works of a type listed in clause 3.8 (1) must be carried out in accordance with any conditions contained in the **permit**.
- 3) The fees to be applied in respect of reinstatement works will be those determined by the **Council** from time to time.
- 4) The provisions of this clause do not apply to the works of any **service authority** or works which a permit under the Road Management Act 2004 has been issued.

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**3.9 Repairs of Vehicles and Deposited Substances on Roads**

- 1) A person must not repair, paint, maintain or service a **vehicle** on any **road** or **Council Land** except where it is necessary to undertake minor repairs to get the **vehicle** underway or moving.
- 2) A person must not **permit** unreasonable amounts of grease, oil, mud, clay or other substance to fall or run off a **vehicle** or **livestock** onto a **road** into any drain on or under the **road**, or **permit** or authorise another person to do so.
- 3) A person in charge of a **vehicle** or **livestock** from which unreasonable amounts of any substance has fallen or run off onto a **road** must take all reasonable steps to promptly remove the substance, make good any damage and remove any consequent hazard. Where any damage or hazard remains, he or she must promptly notify the **Council** or member of Victoria Police of the damage or hazard.

**3.10 Street Parties, Festivals, Processions or Events**

- 1) A person must not, without a **permit** hold a **street party, street festival** or procession on a **Council** managed **road**.
- 2) A **street party, street festival** or procession must not be held on a **declared road** unless the written consent of both the Chief Commissioner of Police and the Chief Executive of Regional Roads Victoria (formally VicRoads) has been obtained.
- 3) Political, military, or industrial marches are exempt under this clause, provided Victoria Police are informed prior to the march

**3.11 Collection on Roads**

- 1) A person must not without a **permit** solicit or collect any waste materials, gifts of money or subscriptions from any **footpath** or from house to house adjacent to any **road** or cause or authorise another person to do so.
- 2) Intersection collections, for the purpose of collection donations for charitable or not-for-profit groups must not be held on a **declared road** unless the written consent of both the Chief Commissioner of Police and the Chief Executive of Regional Roads Victoria has been obtained.

**3.12 Busking Activities**

- 1) A person must not, without a **permit**, busk in a **municipal place**.

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- 2) A **Busker** must comply with directions given by any member of Victoria Police or an **authorised officer** to cease busking or move from a busking location where congestion, inconvenience or **nuisance** is being caused.
- 3) This clause does not apply if the busking activities are part of an authorised **street party**, festival, or **event**.



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**PART 4 – MUNICIPAL PLACES AND PUBLIC RESERVES****4.1 Behaviour in, and Access to Municipal Places**

- 1) A person must not whilst in or on a **municipal place**:
  - a. Behave in a manner that endangers others or unreasonably interferes with the quiet enjoyment of the **municipal place** by any other person
  - b. damage, destroy, write on, interfere with, or remove any thing to any building, improvement, or other structure of any kind.
  - c. distribute, leave, or post any pamphlet, poster, literature other than with the consent of the facility **manager**;
  - d. affix or display any item to any building, improvement, or other structure of any kind unless in accordance with a **permit** under the **Wellington Planning Scheme**.
  - e. use any lifesaving or firefighting device unless during an emergency or with the approval of a person in charge or an **authorised officer**.
  - f. Act contrary to any conditions of use, written notice or rules laid down by **Council** from time to time;
  - g. Act contrary to reasonable instructions from any **authorised officer** of **Council** or a member of **Council** staff;
  - h. Act contrary to any signage authorised and installed by **Council**;
  - i. use any computer or other device for the downloading or display of pornography, illegal or offensive picture, words, works or for transmitting viruses in a **municipal facility**.
- 2) The **Council** may from time to time by resolution determine any fees and charges for the use of a **municipal place**.
- 3) The **Council** may determine or change the time of which a **municipal place** is open to the public.
- 4) An **authorised officer** or **manager** may at any time close a **municipal place** or any part of it for any purpose, including maintenance and cleaning.

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- 5) A person must not:
- a. enter or remain in a **municipal place** without paying the appropriate fee (if any);
  - b. enter or leave a **municipal place** except through an entrance or exit provided for the purpose of the public unless in the event of an emergency or that person is one of a class for whose use the entrance or exit is specifically designated;
  - c. enter or remain in a **municipal facility** if that person has been excluded from the **municipal facility** by an **authorised officer** or **manager**;
  - d. re-enter a **municipal facility** within 24 hours (or such other time as directed) after being excluded from a **municipal facility**;
  - e. enter or remain in a **municipal facility** if that person is under the influence of alcohol;
  - f. eat or drink in a **municipal facility** unless in an area which may be designated for such a purpose;
  - g. have in their possession in or on a **municipal place** any liquor except:
    - i. in accordance with a **permit**; or
    - ii. in accordance with any other law.
- 6) A person must not enter or use any dressing room, shower or toilet in or at a **municipal facility**, or any passage leading to it, that is inappropriate for their sex unless that person is:
- a. a child under the age of 6 years; or
  - b. in the care of a responsible person; or
  - c. a person authorised by the **manager**.

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**4.2 Motor Vehicles on Public Reserves and Municipal Places**

- 1) A driver of a motor vehicle, must not drive or park a motor vehicle on any public reserve or **municipal place** within the **municipal district**, other than where existing roadways or car parks exist, unless:
  - a. the driver is a **Council** employee or contractor, carrying out duties in respect of **Council**;
  - b. the driver is a member of the Victoria Police or other emergency service acting in the course of their duties; or
  - c. the driver of a motor vehicle has been given written permission by the relevant **manager** or **Authorised Officer**.
  - d. An offence under paragraph (1) of this clause is deemed to be **operator onus** offence.

**4.3 Trees and Plants Not to Interfere with Public Reserves and Municipal Places**

- 1) No person who owns or occupies **land** in the **municipal district** may allow trees, plants, or any other matter on his or her **land** to cause damage to or interference with a **municipal place**.

**4.4 No Smoking in Smoke Free Areas**

- 1) The **Council** may by resolution declare any part of a **road** reserve or **municipal place** to be a smoke free area.
- 2) Where a declaration is made by resolution, the **Council** must erect and maintain, or cause to be erected or maintained, appropriate signage indicating the boundaries of the declared smoke free areas.
- 3) A person must not smoke on a **road** reserve or municipal area that has been declared as a smoke free area and has appropriate smoke free signage displayed.

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**4.5 Consumption of Liquor in Municipal Roads and Places**

- 1) Apart from in any licensed or authorised premises under the *Liquor Control Reform Act 1998*, a person must not, at any time on a **road** within the **municipal district**: -
  - a. consume any liquor; or
  - b. have in his or her possession or control any liquor, other than liquor in a packaged and sealed container.
- 2) Clause 4.5 (1) does not apply to any person who:
  - a. consumes liquor or who has liquor, in his or her possession or control, whilst taking part in a public ceremony or a function to which **Council** has given written permission or where a **permit** has been issued for street parties, **street festivals** and processions or other **events** pursuant to clause 3.10
  - b. is a patron of a business issued with a **permit** for an **Alfresco Dining** area with an endorsement for the consumption of alcohol and the person is within the designated area in accordance with the conditions of the **permit** and any liquor licence under the *Liquor Control Reform Act 1998*.
- 3) A person must not, between sunset and sunrise, in any public reserve, or in any motor vehicle on any public reserve (unless in accordance with a **permit**):
  - a. consume any Liquor; or
  - b. have in his or her possession or control, any Liquor other than liquor in a packaged and sealed container.

**4.6 Camping in Municipal Places and Public Reserves**

- 1) A person must not **Camp** on any **Council Land, municipal place** or reserve unless it is within a registered **Caravan Park** or **Camping Area**. Schedule 7 of this Local Law details designated **Camping Areas** self-contained **Caravans**.

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**4.7 Boat Launching Ramps**

- 1) The **Council** may:
  - a. set apart any portion of a public reserve as a boat launching ramp; and
  - b. fix and collect such fees or set conditions as it may from time to time determine for the use of such boat launching ramp.

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**PART 5 – AMENITY, SAFETY, PROPERTY AND ENVIRONMENT****5.1 Dangerous and Unsightly Land**

- 1) An owner or occupier of **land** must not at any time allow or permit the **land** to be kept in a manner which is dangerous or likely to cause danger to life or property and this includes **land** which is:
  - a. a haven for vermin, noxious weeds, insects, or excessive vegetation growth;
  - b. used without a **permit** for the storage of any substance, object or thing which is dangerous or likely to cause danger to a person or property; or
  - c. contains an unfenced or unsecured hole or excavation
- 2) An owner or occupier of any **land** must not cause or allow the **land** or any structure on the **land** to be kept or remain in a manner which:
  - a. Is unsightly or detrimental to the general amenity of the neighbourhood in which it is located; or
  - b. Through accumulation or hoarding of rubbish, waste, or other materials, gives the appearance of neglect and is out of character with other properties in the vicinity.
- 3) Subject to clause (4), a person must not without a **permit** use any **land** in the **municipal district** for the storage of **Bulk** quantities of machinery or **Bulk** quantities of second-hand goods of any kind or for the assembly or dismantling of such machinery or goods.
  - a. Clause (3) does not apply to the following:
    - i. **land** which is in a Business or Industrial Zone under the **Wellington Planning Scheme**; or
    - ii. persons authorised by a planning **permit** to carry out activities which would otherwise require a **permit** under clause (3).

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**5.2 Outdoor Fires**

- 1) A person must not, without a **permit**, light or allow to be lit or remain alight, any fire in the open air or in an **incinerator** on any **land** other than a rural living zone or a **Farming Zone**.
  - a. Clause (1) does not apply to:
    - i. a barbecue while being used for the purpose of cooking food; or
    - ii. a fire in a brazier or chiminea while it is being used for heating; or
    - iii. a fire lit during the course of duty by a member of a fire or emergency services agency.
- 2) A **permit** to light an outdoor fire will only be issued if the permit **applicant** has satisfied **Council** or an **authorised officer** that no other viable alternative to remove the material to be burnt is available.
- 3) A person who lights, allows to be lit a fire for which **Council** or an **authorised officer** has issued a permit, must comply with the conditions of the permit.
- 4) No outdoor fire permits will be issued by **Council** or an **authorised officer** during the Country Fire Authority (CFA) Declared Fire Danger Period.

**5.3 Burning of Offensive Materials**

- 1) Notwithstanding clause 5.2, A person must not light a fire in the open air, including in an incinerator, cause or allow to be burnt any materials that may result in the emission of fumes or odours, or discharge of dust, grit, ashes or smoke that is offensive or dangerous to health including, but not limited to:
  - a. non timber based building materials;
  - b. rubber or plastic, including plastic mulch, plant pots and packaging materials;
  - c. furnishings and carpets;
  - d. manufactured chemicals;
  - e. petroleum or oil products;

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- f. paint, including any container in which paint is kept;
- g. food waste;
- h. manure and straw;
- i. household waste; or
- j. other offensive, noxious, or toxic matter

**5.4 Recreation Vehicles**

- 1) A person must not without a **permit** use a recreation vehicle on any **Council land** unless the **land** has been designated by the **Council** for that purpose.
- 2) The **Council** may designate areas from time to time, by resolution, upon which **recreational vehicles** may be used. Initial areas so designated by the **Council**, which may be modified from time to time, are set out in SCH8.
- 3) A person must not without a **permit** use a recreation vehicle on any private **land** in a residential or town zone, within the **municipal district**.
- 4) An offence under paragraph 1 of this clause is deemed to be **operator onus** offence.

**5.5 Occupation of Caravan During Construction of a Dwelling**

- 1) A person must not without a **permit occupy** (or allow to be occupied) a **Caravan** on private property during the construction of a dwelling.
- 2) Any **permit** issued under this clause shall be issued for an initial period of 6 months and may be extended by periods of 6 months subject to substantial progress on building activities.
- 3) Any application for a **permit** must be accompanied by a current building certificate and must be approved by **Council's Municipal Building Surveyor** and an **Environmental Health Officer**.



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**5.6 Camping on Vacant Private Land**

- 1) A person must not **Camp** on any vacant private **land** in the **municipal district** for a period longer than 28 days in a calendar year.
- 2) A person **Camping** on any vacant private **land** in the **municipal district** for a period up to 28 days in a calendar year must do so in accordance with the requirements set out in S21 of this Local Law.
- 3) Notwithstanding clause (2) **Council** may require a **permit** to be obtained for **Camping** on vacant private property for a period up to twenty eight (28) days in a calendar year if an **Authorised Officer** forms the opinion that the location, size or suitability of the **land** is such that specific conditions should apply.
- 4) Where the occupation of a **Caravan** is permitted, the placement of the **Caravan** must be no less than six meters from the frontage of the property, and no less than two meters from any other boundary of the property.

**5.7 Camping or Caravans on Roads**

- 1) A person must not **Camp** in a **Caravan** on a **road** unless the area has been designated by **Council** as being available for this purpose. Initial areas so designated by the **Council**, which may be modified from time to time, are set out in SCH7.
- 2) A person must not keep, erect, or place a tent on any **road**.
- 3) To establish whether an offence has been committed under this Local Law the provisions set out in S22 should be considered.

**5.8 Circuses, Carnivals and Festivals**

- 1) A person must not without a **permit** conduct a circus, carnival, or other similar **event** on any **land** under the control of **Council**.

**5.9 Wastewater**

- 1) A person must not deposit any wastewater on any **land** or in water or a watercourse or drain or stormwater drain unless authorised and licensed under the *Environment Protection Amendment Act 2018*.

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**5.10 Domestic Waste Collection**

- 1) The owner of every dwelling or other property where the **Council** provides a domestic waste collection in the **municipal district** must comply with **Council** requirements for collection otherwise collection may be refused without notice.
- 2) All waste must be placed in **bins** ready for collection on the days and times from time to time specified by the **Council**.
- 3) Once the waste has been collected by the **Council**, the empty **bins** must be returned to the property by the occupier and any waste which has spilled onto the **road**, nature strip or surrounding area, must be removed by the occupier responsible for the **bin**, as soon as practicable.
- 4) **Bins** must be maintained by the occupier of the property to which the **bin** relates, in good order and in a clean and sanitary condition.
- 5) **Council** provided **bins** remain the property of **Council**.
- 6) An owner occupier of any property to which **Council** does not provide a waste collection service must remove any waste from the property and dispose of it into appropriate receptacle or to a waste disposal facility in a manner that is clean, inoffensive and does not harm the environment, and in compliance with any relevant Environmental Protection Authority guidelines.

**5.11 Depositing of Household or Commercial Waste in Public Litter Bins**

- 1) A person must not deposit any domestic or commercial waste in any public litter **bin** placed in a **municipal place** or reserve.

**5.12 Hard Waste and Recycling Collections**

- 1) Where the **Council** has notified occupiers of a recycling or hard waste collection, the material to be recycled and the hard waste to be collected must be left for collection in accordance with the **Council's** instructions otherwise collection may be refused without notice.

**5.13 Trade Waste, Skips and Bins**

- 1) An occupier of property may arrange for the collection of trade waste or for the placement of a waste hopper or recycling bin subject to compliance with the standards in S26 of this Local Law.

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- 2) A person must not place any waste or material in a container, waste hopper or recycling bin, contrary to any notice on the container, waste hopper or recycling bin required by the standards in S26 of this Local Law.

**5.14 Transportation of Waste**

- 1) A person must not convey or cause to be conveyed in any vehicle on any **road** in the **municipal district**, any manure, dead animal or remains, offal, bones, hides, skins, offensive matter, refuse, rubbish or other waste matter unless the vehicle is constructed, fitted, loaded and covered so that:
- 2) no leakage occurs or other material is dropped or deposited from the vehicle on any street or **road** or area near the **vehicle**; and
- 3) the possibility of escape of offensive odours is reduced.

**5.15 Depositing Waste at Municipal Waste Facilities**

- 1) Any person using the **municipal waste facility** must deposit waste in accordance with **Council** instructions, the directions of any person working, any signs erected at the **municipal waste facility** and must pay the applicable fees and charges.

**5.16 Scavenging at Municipal Waste Facilities and Other Places**

- 1) Subject to clause (3) a person must not remove material of any kind which has been deposited at such **municipal waste facility**.
- 2) Subject to clause (3), a person must not remove or interfere with any domestic waste, hard waste or recyclable material left out on any **road** or at any other collection point, for collection in accordance with any instruction determined by **Council**.
- 3) Clauses (1) & (2) do not apply to the following persons:
  - a. a person authorised by the **Council** to remove such material from the **municipal waste facility** or collection point or an employee of such person in the course of his or her employment;
  - b. an **authorised officer** in the course of that officer's duty.

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**5.17 Dumping of Refrigerators, Trunks or Similar Containers**

- 1) Any person must not place or leave or allow to remain, a disused refrigerator, ice-chest, ice-box, trunk, chest or any other similar article on any **land** in the **municipal district** without first:
  - a. removing every door and lid; and
  - b. removing every lock, catch and hinge attached to a door or lid; or
  - c. otherwise rendering every door and lid incapable of being fastened; and
  - d. safely removing chlorofluorocarbons,

**5.18 Prohibited Waste**

- 1) A person must not place in any domestic waste **bin** or any street litter **bin** collected by **Council**, the following material:
  - a. slops, liquid waste, animal carcasses or offensive material;
  - b. ashes or other like matter unless they have been mixed with water to form a stiff paste before being wrapped and placed in the **bin**;
  - c. electrical waste – any item with a battery or cord;
  - d. commercial industrial and trade waste of any kind;
  - e. material containing asbestos;
  - f. oil, paints, solvents or similar substance or any other substance which may damage the **bin** or reduce its strength or effectiveness;
  - g. medical waste, needles, syringes, chemicals, prescribed waste, or other hazardous materials;
  - h. objects over eight (8) kilograms in weight; or
  - i. any item that would prevent the lid from closing.
- 2) The following is prohibited from being placed in recycling bins for collection by **Council**:

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- a. any material prohibited from Domestic Waste Bins: and
- b. polystyrene, plastic bags and wrap and organic waste; or
- c. any recyclable product that is grossly contaminated with food or other product remnants.

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**PART 6 – ANIMALS****6.1 Keeping of Animals**

- 1) An owner or occupier of property must not keep or allow to be kept on that property without a **permit** a greater number of each type of animal other than as set out in the following table:

Type of Animal	Multi-dwelling and flat lots with an area less than 400 m <sup>2</sup>	<b>Farming Zone</b>	Rural Living Zone	Other (including Residential) Zones
Dogs	1	5*	3	2
Cats	1	5	3	5
Poultry	1	N/A	20	10
Roosters	0	N/A	1	Permit Required
Domestic Birds	No Limit	No Limit	No Limit	No Limit
Domestic Mice	2	No Limit	No Limit	10
Guinea Pigs	2	No Limit	No Limit	10
Domestic Rabbits	1	No Limit	No Limit	2
Ferrets	0	10	10	2
Horses, Donkeys, etc	0	N/A	N/A	Permit Required
Cattle	0	N/A	N/A	Permit Required
Sheep	0	N/A	N/A	Permit Required
Goats	0	N/A	N/A	Permit Required
Pigs	0	N/A	N/A	Permit Required

\* Other than dogs kept for working stock

NOTE: The references to zones in the table above refer to the relevant zone in the **Wellington Planning Scheme**.

- 2) Clause 6.1, Keeping of Animals, will not apply if planning permission exists for the property for **animal boarding**, animal breeding, a **veterinary centre** or like use under the **Wellington Planning Scheme**.
- 3) For the purpose of calculating the maximum limit of the numbers of animals kept the progeny of any dog or cat lawfully kept will be exempt for a period of 12 weeks after their birth.

**6.2 Animal Shelters**

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- 1) The owner or occupier of any **land** on which animals are kept must provide shelter in accordance with the standards or **guidelines** in S25 of this Local Law.
- 2) A person must not without a **permit** construct or reconstruct animal shelters on any property:
  - a. Within a distance of less than 20m from the frontage of the property to any street or **road**;
  - b. Within a distance of less than 6m from any **road** alignment other than the frontage of the property;
  - c. within a distance of less than 1.8 metres or in the case of domestic birds less than 1 metre from any boundary of the property not being a boundary to a **road**; or
  - d. within a distance of less than 9 metres from any dwelling on any adjoining property.

**6.3 Animal Excrement**

- 1) A person in charge of any animal on any **road** or **public place** within the **municipal district**, must carry a litter device suitable to clean up any excrement left by the animal and must produce such litter device upon request on any **authorised officer**.
- 2) Any person in charge of an animal must not allow any part of the animal's excrement to remain on any **land** owned, occupied, or managed by the **Council**.
- 3) This clause does not apply in such cases where a livestock permit has been granted under Part Seven of this Local Law

**6.4 Animal Nuisance**

- 1) An owner or occupier of **land** must not cause or allow to be caused any excessive or objectionable noises, smell or sounds to emanate from their **land** at any time from:
  - a. a domestic animal - except to the extent that s32 of the Domestic Animals Act applies
  - b. livestock;
  - c. poultry; or

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- d. a domestic bird;
- 2) A noise, smell or sound is excessive or objectionable where it adversely affects the comfort, convenience or privacy of any other persons residing in the locality.
- 3) A person commits an offence under this clause whether the noises, smell or sounds are caused or allowed to be caused by a conscious or unconscious act, omission, or default or by any other means or method whatsoever.
- 4) A person keeping animals on **land** must not allow any animal to damage any flora or fauna on the **land**, or pollute any drain, gutter watercourse, or water catchment on or through the **land**.

**6.5 Horses on Reservations**

- 1) Except where written permission has been obtained from the **Council**, a person must not ride or lead a horse or cause or authorise another person to ride or lead a horse:
  - a. on a **footpath** or nature strip; or
  - b. in or on a municipal reserve.
- 2) The **Council** may give written permission subject to any conditions considered by **Council** to be appropriate for a horse to be ridden or led upon a reservation where it is reasonably necessary for this to take place and there is no reasonable and safe alternative.



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**PART 7 – LIVESTOCK**

NOTE: Persons applying for a **Droving of Livestock** Permit, **Grazing of Livestock** Permit, or **Livestock** Movement Permit under this Part are encouraged to acquaint themselves with the *Livestock Disease Control Regulations 2017*. More information can be obtained from Agriculture Victoria.

NOTE: The provisions of clauses 7.1, 7.2 & 7.3 of this Part do not apply to **livestock** being transported by **vehicle** or other means in circumstances where there is no contact between the **livestock** and the road reserve or to a horse being ridden or driven or led by some attachment when the horse is being ridden driven or led by its owner or by a person authorised to do so by its owner.

**7.1 Livestock on Roads**

- 1) A person who owns or is in charge of **livestock** must not cause or allow the **livestock** to be on a **road** unless in accordance with a **permit** for:
  - a. **Droving of Livestock**;
  - b. **Grazing of Livestock**; or
  - c. **Livestock** movement.
  - d. **Grazing of Livestock on Roads**
- 2) An owner or person having charge of **livestock** must not allow or cause any **livestock** to graze on any **road** in the **municipal district** without obtaining a **permit**.
- 3) In determining whether to grant a **permit**, the **Council** must have regard to the standards of this Local Law and any **guidelines** determined by **Council** from time to time.

**7.2 Droving of Livestock**

- 1) The owner or occupier of a property in the **municipal district** must not allow the droving of any **livestock** along any **road** (whether or not the same **road**) without a **permit**.
- 2) In determining whether to grant a **permit** pursuant to paragraph (1) of this clause, the **Council** must have regard to the standards of this Local Law and any **guidelines** determined by **Council** from time to time.

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- 3) Upon the issue of a **permit** under this clause, the **Council** must notify the Department of Agriculture of the **permit** and of the **livestock** to be driven.

### 7.3 Movement of Livestock

- 1) An owner or person having charge of **livestock** must not allow or cause the **movement of Livestock** on any **road** (other than a **declared road**) in the **municipal district** without obtaining a **permit**.
- 2) In the event of **livestock** being moved at a rate of less than one kilometre per hour, a grazing permit must be obtained.
- 3) A person must not move **livestock** on a **declared road** within the **municipal district**, without obtaining a **stock crossing** permit from Regional Roads Victoria.

### 7.4 Right of Way

- 1) Travelling **livestock** (being **livestock** being driven in accordance with a valid livestock droving permit) have right of way over other stock on a **road**.
- 2) If a person responsible for **livestock** on a **road** is notified of the approach of travelling **livestock**, the person must move the **livestock** for which he or she is responsible to an adjoining location or keep them separate from the travelling **livestock** by means suitable for the purpose.

### 7.5 Warning Signage

- 1) A person involved in **droving of livestock**, **grazing of livestock** or **movement of Livestock** in the **municipal district** must ensure that adequate warning of the presence of **livestock** on the **road** is given to other **road** users or potential **road** users.
- 2) Apart from any other warnings considered appropriate by the person involved in such activities under paragraph (1) of this clause, such a person must display signs conforming with guidelines prepared by Regional Roads Victoria and referred to in the **Road Rules**.
- 3) A person involved in **droving of livestock** or **grazing of livestock** must ensure that any signs referred to in paragraph (2) of this clause are removed from the **road** at the time of completing such **droving of livestock** or **grazing of livestock** or otherwise deactivated as set out in the guidelines referred to in the **Road Rules**.

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- 4) A person involved in **movement of Livestock** across a **road** must comply with the crossing guidelines prepared by Regional Roads Victoria.
- 5) In addition to any other **permit** or **livestock** movement conditions relating to warning signs to other **road** users, lighting requirements and the location, size, contents and colour of such devices, the person in charge of **livestock** on **roads** must comply with:
  - a. any Australian Standards for such purposes;
  - b. any other requirements of Regional Roads Victoria communicated to the **Council** in respect of **Declared Roads**.

**7.6 Relocation of Livestock Other Than in Daylight Hours**

- 1) **Livestock** must not be driven or moved on **roads** other than in **daylight hours**, unless:
  - a. relocation of **livestock** by an **authorised officer**;
  - b. relocation of **livestock** in an emergency or to avoid or minimise danger; or
  - c. as provided in any **permit**.

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**PART 8 – ADMINISTRATION****8.1 Incorporation by Reference**

- 1) Any **guidelines** resolved by **Council** and incorporated by reference in this Local Law, must be maintained by the **Council** in a register kept for that purpose.
- 2) Any **guidelines** resolved by **Council** and incorporated by reference in this Local Law, must be made available for inspection at the office of **Council** during normal working hours, or on **Council**'s website.

**8.2 Application for Permits**

- 1) An application for a **permit** under this Local Law must be in a form approved by **Council** or its delegates and accompanied by the appropriate fee as prescribed by **Council**.
- 2) **Council** or its delegates may waive, reduce, or alter any fee.

**8.3 Considering Application for Permits**

- 1) The **Council** or its delegates may require an **applicant** to provide additional information before determining an application for a **permit**.
- 2) In considering an application for a **permit**, **Council** or an its delegates may consider any;
  - a. relevant standard, policy or guideline adopted by **Council** relating to the subject matter of the application for the **permit**. Policies or **guidelines** may be updated from time to time;
  - b. submission that may be received in respect of the application;
  - c. impacts, if any, on other persons or places within the municipality;
  - d. comments that may be made in respect of the application by any public body, community organisation or other person; and
  - e. other relevant matter.

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**8.4 Indemnity**

- 1) **Council** may request that an indemnity form indemnifying **Council** from any loss or damages may be completed. If an **applicant** is a company, the Indemnity must be guaranteed by an individual who is a director of that company.

**8.5 Insurance**

- 1) **Council** may request that prior to a **permit** being granted the **applicant** must provide a copy of a public liability insurance policy with a cover of no less than \$10 million per claim. The policy must be maintained for the duration of the **permit**.

**8.6 Conditional Permits**

- 1) A **permit** under this Local Law may be issued subject to the **Council** determining the conditions on which it is prepared to issue the **permit** including conditions relating to:
  - a. the payment of a fee or charge;
  - b. a standard to be applied;
  - c. a time limit to be applied which may specify the times, duration, commencement, or completion date;
  - d. that the **permit** is subject to the happening of an event;
  - e. the rectification, remedying or restoration of a situation or circumstance;
  - f. where the **applicant** is not the owner of the subject property, the consent of the owner;
  - g. the granting of some other **permit** which may be required by the **Council** whether under this Local Law or otherwise; or
  - h. any other condition as is required to give effect to the objectives of this Local Law.

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**8.7 Privacy**

- 1) Personal information that is requested on an application form is collected for the purpose of processing an application for a **permit** and will be used solely by **Council** for that primary purpose or directly related purposes.
- 2) The **Council** may disclose some of this information to relevant organisations or people (including property owners) if the nature of the activity for which the **permit** has been applied requires consent by parties other than **Council** or has the potential to affect neighbourhood amenity.

**8.8 Cancellation of Permits**

- 1) A **permit** may be cancelled or modified by the **Council** at any time, if a hazard or a danger to the public exists, or if any of the conditions under which the **permit** was issued have not been complied with.

**8.9 Duration of Permits**

- 1) Except where expressly stated in this Local Law or in the **permit**, the **permit** will operate from the date it is issued and will expire one year after the date of issue unless cancelled beforehand.

**8.10 Correction of Permits**

- 1) **Council** or its delegates may correct a **permit** issued if the **permit** contains:
  - a. a clerical mistake or an error arising from any accident, slip or omission; or
  - b. an evident and material miscalculation of figures or any evident and material mistake in the description of any person, item or object or property referred to in the **permit**.
- 2) **Council** or its delegates must note the correction in the register of **permits**.

**8.11 Exemptions from Permits**

- 1) A delegated officer of **Council**, may, with the written authority of the **Chief Executive Officer**, grant an **exemption** from any requirement to obtain a **permit**.
- 2) The **exemption** may be granted subject to conditions.
- 3) A person must comply with the conditions of an **exemption**.

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- 4) An **exemption** may be withdrawn or corrected as if it were a **permit**.

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**PART 9 – ENFORCEMENT****9.1 Offences**

- 1) A person is guilty of an offence if the person:
  - a. does something which a provision of this Local Law prohibits;
  - b. fails to do something which a provision of this Local Law requires;
  - c. engages in an activity without a current **permit**, where that activity requires a **permit**; or
  - d. breaches or fails to comply with a **permit**.
- 2) If a person charged with an offence against this Local Law is a corporation, any person who is concerned or takes part in the management of the corporation may be charged with the same offence.

**9.2 Operator Onus Offences**

- 1) Except as otherwise provided by this clause, the person who at the time of an offence involving a **vehicle** against his Local Law, is the responsible person in relation to the **vehicle** or trailer and is guilty of the offence as if that person were the driver or person in charge (as the case requires) of the motor vehicle or trailer at that time.
- 2) Nothing in paragraph (1) affects the liability of the person actually driving, or in charge of, as the case requires, the motor vehicle or trailer at the time of the offence.
- 3) The operator of a motor vehicle or trailer only ceases to be the responsible person in relation to the motor vehicle or trailer if another person is nominated the responsible person in relation to that **vehicle** or trailer.

**9.3 Exercise of Discretions**

- 1) In exercising any discretion contained in this Local Law the **Council** must have regard to:
  - a. the objectives of this Local Law;
  - b. the standards contained in this Local Law; and



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- c. any **guidelines** prepared by the **Council** from time to time.

**9.4 Notice to Comply**

- 1) **Council** or its delegate may by serving a notice to comply direct any owner, occupier, or other relevant person to remedy any situation which constitutes a breach of this Local Law.
- 2) A notice to comply must state the time and date by which the situation must be remedied.
- 3) The time required by a notice to comply served under this Local Law must be reasonable in the circumstances and what will be reasonable will vary depending on the matters to be remedied, but should consider if applicable:
  - a. the amount of work involved;
  - b. the degree of difficulty;
  - c. the availability of necessary materials or other necessary items;
  - d. climatic conditions;
  - e. the degree of risk or potential risk; or
  - f. any other relevant matter.
- 4) Any person who fails to remedy a situation in accordance with a notice to comply served under this Local Law is guilty of an offence and liable to the amount of the penalty specified by this Local Law.

**9.5 Council to Carry Out Work at Cost**

- 1) Where **Council** requires a person to carry out work under this Local Law and that person fails to carry out that work:
  - a. the **Council** may cause any other person to carry out the work; or
  - b. the **Council** may carry out the work.

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- 2) If a person carries out the work on behalf of the **Council**, or the **Council** carries out the work, the **Council** may recover the cost of carrying out the work from the person who failed to do it.

#### 9.6 Powers of Authorised Officers – Urgent Circumstances

- 1) If an **Authorised Officer** of **Council** is of the opinion that a person has breached any provision of this local law in respect of which a notice to comply may be issued and:
  - a. any person; or
  - b. any animal; or
  - c. any property; or
  - d. the environment of the **municipal district** is in danger of substantial detriment due to the breach; and
  - e. that danger may be exacerbated by the length of time it may take to serve and ensure compliance with a notice to comply, an **Authorised Officer** may take such action as he or she considers necessary to abate or minimise the danger without serving a notice to comply provided a subsequent notice in writing is given, if practicable.
- 2) The subsequent notice must include:
  - a. the reasons for taking the action; and
  - b. the action taken to the person in breach of the provision of this Local Law in respect of which the action was taken.

#### 9.7 Impounding

- 1) An **Authorised Officer** of **Council** may:
  - a. impound any item that encroached or obstructs the free use of **Council land**, a **public place** or a **road**, or any item which contravenes or is being used in contravention of this Local Law.
  - b. release the item to its owner on payment of a fee determined by **Council**, which is not to exceed an amount that reasonably represents the cost to **Council** of impounding, keeping, and releasing the item; and

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- c. sell, destroy, dispose, or give away the impounded item if the owner of the item has not paid the fee within the prescribed time as listed on the impoundment notice.
- 2) If an **Authorised Officer** impounds an item under this Local Law, he or she must serve on the owner a notice as soon as possible after the impoundment.
- 3) If the identity or whereabouts of the owner of an impounded item under this Local Law are unknown, **Council** must take reasonable steps to ascertain the owner's identity or whereabouts, prior to exercising its powers under paragraph (1) of this clause.
- 4) **Council** is entitled to retain out of the proceeds of any sale of impounded items, its reasonable costs incurred in impounding, keeping, and selling the item.

**9.8 Review Rights**

- 1) If any person is aggrieved by the level of fairness of any action taken by **Council** or an **Authorised Officer** under this Local Law, he or she may request **Council's Chief Executive Officer** to review the fairness or reasonableness of the action taken.
- 2) Where **Council's Chief Executive Officer** reviews the fairness or reasonableness of any action taken by **Council** or an **Authorised Officer**, the result of that review must be communicated to the person who made the request.

**9.9 Failure to Provide Name and Address**

- 1) A person is guilty of an offence if:
  - a. an **Authorised Officer** finds the person is committing or has committed an offence under this Local Law; and
  - b. the person fails to give his or her correct name and correct address to the **Authorised Officer** upon request.

**9.10 Penalties**

- 1) Except where otherwise indicated the penalty for breach of any provision of this Local Law is twenty (20) **penalty units**.

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**9.11            Infringement Notices**

- 1) An **Authorised Officer** of **Council** may serve an infringement notice on a person who has committed an offence under this Local Law.
- 2) Schedule 5 of this Local Law sets out penalties for infringement notices which may be issued in respect of offences against this Local Law where the **Council** or its **Authorised Officers** determine to issue an infringement notice.
- 3) The provisions of this clause are subject to the *Infringements Act 2006*, as amended from time to time.

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**PART 10 – FEES AND CHARGES**

**10.1           Setting Fees and Charges**

- 1) The **Council** may from time to time by resolution determine the fees and charges to apply under this Local Law which may include an administrative or processing fee or charge, and the **Council** must give public notice of its resolution to set or alter the fees and charges.

**10.2           Differential or Structured Fees and Charges**

- 1) In determining any fees and charges, the **Council** may establish a system or structure of fees and charges, including a minimum or maximum fee or charge, if it considers it is appropriate to do so.

**10.3           Waive or Alteration to Fees and Charges**

- 1) The Council may waive, reduce, or alter any fee or charge with or without conditions.

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**PART 11 – STANDARDS****S.1 Vehicles Using a Road Contrary to signage**

- 1) In determining whether to grant a **permit** to use a **road** contrary to any sign erected on it, the **Council** must consider:
  - a. the amount of the damage likely to be caused to the **road** by the **vehicle** requiring the **permit**;
  - b. the type of **vehicle**;
  - c. the goods to be transported and the weight of those goods
  - d. alternative **roads** which are available;
  - e. the necessity to impose speed limits; and
  - f. any other matter relevant to the circumstances of the application.

**S.2 Heavy/Long Vehicles Parked, Kept or Stored on Residential Land**

- 1) In determining whether to grant a **permit** to allow **heavy vehicles** or **long vehicles** to be parked, kept or stored on residential **land**, the **Council** must consider:
  - a. the likely impact on the residential amenity of the neighbourhood as a result of:
  - b. the intrusion of **heavy vehicle traffic**;
  - c. excessive noise from **heavy vehicles**;
  - d. pedestrian and motorist safety;
  - e. the likely damage to be caused to **Council** assets and street trees;
  - f. fumes or related smells resulting from the parking of **heavy vehicles**.
  - g. the **traffic** function, **traffic** volume and width of other **roads** in the vicinity;
  - h. whether the unobstructed sight distance when exiting forward from the property is capable of being a minimum of 80 metres;

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- i. whether the manoeuvring requirements of the **vehicle** and the roadway width will enable the **vehicle** to be turned within a maximum crossing width of 4 metres;
  - j. any load limit restriction in force on the relevant **road**;
  - k. whether the property is of sufficient size and layout to enable the **vehicle** to be properly garaged; and
  - l. any other matter relevant to circumstances of the application.
- 2) Unless otherwise stated the following conditions apply to all permits granted:
- a. It must be garaged in a locked garage.
  - b. It must not be driven in reverse from the property onto the **road**.
  - c. It must not be carrying a load when brought onto the property.
  - d. It must not be started, driven or have its engine running on the property before 7 a.m. or after 7 p.m. on any day.
  - e. It must not be repaired, washed, or maintained on the property or on any adjacent **road**.
  - f. It must not be parked on any adjacent **road** (or any other **road**) for more than one hour. If parked during the hours of darkness, its parking lights must be illuminated.
  - g. **Nuisance** to neighbours from noise or smell must be avoided.
  - h. The property must be kept in a clean and tidy condition. There are to be no oil drums, large **vehicle** parts or other large associated articles on the property. Small parts or small associated articles are not to be within view from any **road** at any time.
  - i. The requirements of the **Wellington Planning Scheme** or any planning permit for the site must be complied with.

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**S.3 Abandoned Vehicles**

- 1) In determining whether a **vehicle** has been abandoned, the **Council** must consider:
  - a. The **vehicle** is unregistered and/or not displaying registration plates;
  - b. The **vehicle** has not been moved for two (2) months

**S.4 Portable Advertising Signs on Roads**

- 1) In determining whether to grant a **permit** to allow a **portable advertising sign** to be placed on a **road**, the **Council** must consider:
  - a. whether an indemnity and evidence of public liability insurance has been provided to the **Council**;
  - b. the **guidelines**; and
  - c. any other matter relevant to the circumstances of the application.
- 2) A **permit** will not be issued where it is likely to introduce a hazard to **road** users or pedestrians due to:
  - a. boards or signs which obstruct a driver's line of sight at a corner or bend or between **roads** at a junction or at any point of vehicular egress from the property;
  - b. boards or signs which obstruct or detract or tend to interfere with a **road** user's view of a traffic sign or signal;
  - c. boards or signs which have insufficient clearance from **vehicles** on the carriageway or parking areas or from the points of access to premises for pedestrians;
  - d. boards or signs that interfere with free and easy pedestrian movement on **footpaths** or cause difficulty in opening **vehicle** doors; or
  - e. any other reason that is judged to be a threat to public safety.
- 3) A **permit** to allow a **portable advertising sign** to be placed on a **road** is subject to the conditions contained in the **guidelines**.



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**S.5 Event Signage on Roads and Municipal Places**

- 1) In determining whether to grant a **permit** to allow the placement of **event** signage on a **Council** managed **road** or **municipal place**, the **Council** must consider:
  - a. whether an indemnity and evidence of public liability insurance has been provided to the **Council**;
  - b. the size and proposed location of the sign.
- 2) A **permit** will not be issued where it is likely to introduce a hazard to **road** users or pedestrians due to:
  - a. signs which obstruct a driver's line of sight at a corner or bend or between **roads** at a junction or at any point of vehicular egress from the property;
  - b. signs which obstruct or detract or tend to interfere with a **road** user's view of a traffic sign or signal;
  - c. signs which have insufficient clearance from **vehicles** on the carriageway or parking areas or from the points of access to premises for pedestrians;
  - d. signs that interfere with free and easy pedestrian movement on **footpaths** or cause difficulty in opening **vehicle** doors; or
  - e. any other reason that is judged to be a threat to public safety.

**S.6 Use of Vehicle to Advertise**

- 1) In determining whether to grant a **permit** to allow advertising on **vehicles** on the **road**, the **Council** must consider:
  - a. the duration and location of the relevant **vehicle** or **vehicles**;
  - b. the nature of the advertising material;
  - c. the regularity of such placement;
  - d. whether any **vehicle** is so parked as to obstruct the view of other **road** users;
  - e. whether the location of the **vehicle** creates a **nuisance** to other **road** users or occupiers of adjacent premises;

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- f. whether an indemnity and evidence of public liability insurance has been provided to the **Council**;
- g. any **Council guidelines**; and
- h. any other matter relevant to the circumstances of the application.

**S.7 Roadside Trading/Trading to a Person on a Road**

- 1) In determining whether to grant a **permit** to allow **roadside trading** or to a person on a **road**, the **Council** must consider:
  - a. whether the safety of **road** users or the passage of **vehicles** will be affected by the placement;
  - b. whether a registration and/or **permit** required by the *Public Health and Wellbeing Act 2008* and/or the *Food Act 1984* or any other legislation has been obtained;
  - c. whether the activity will disturb, annoy, or disrupt adjacent property owners or occupiers;
  - d. whether the activity will be detrimental to the amenity of the area;
  - e. whether appropriate arrangements can be made for –
    - i. wastewater disposal
    - ii. litter and garbage
    - iii. lighting
    - iv. advertising signs
  - f. whether the consent of Regional Roads Victoria has been obtained where the **road** is a **Declared Road**
  - g. whether an indemnity and evidence of public liability insurance has been provided to the **Council**;
  - h. the **guidelines**; and

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- i. any other matter relevant to the circumstances of the application.
- 2) A **permit** to allow a **roadside trading** is subject to the conditions contained in the **guidelines**.

**S.8 Goods Displayed for Sale on a Road**

- 1) In determining whether to grant a **permit** to allow goods to be displayed for sale on a **road**, the **Council** must consider:
- a. whether the goods will be displayed outside the **applicant's** premises;
  - b. whether adequate lighting of the display area can be achieved if the normal business hours include hours of darkness;
  - c. whether the goods or the display may be of such material, layout or construction which could be a hazard to pedestrians;
  - d. whether an indemnity and evidence of public liability insurance has been provided to the **Council**;
  - e. the **guidelines**; and
  - f. any other matter relevant to the circumstances of the application.
- 2) A **permit** to allow goods to be displayed for sale on a **road** is subject to the conditions contained in the **guidelines**.

**S.9 Alfresco Dining Areas on Roads**

- 1) In determining whether to grant a **permit** for an **Alfresco Dining** area on a **road**, the **Council** must consider:
- a. whether the facility is conducted in conjunction with and as an extension of food premises located immediately abutting the facility, and the **applicant** is the person conducting such food premises;
  - b. whether the food premises is registered in accordance with the *Food Act 1984*;
  - c. whether a site plan detailing placement of **furniture** has been provided;

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- d. whether the facility would be located where it would obstruct the visibility at an intersection;
  - e. whether appropriate and safe pedestrian access can be maintained;
  - f. whether the tables, chairs, and other equipment to be used will be a hazard;
  - g. whether an indemnity and evidence of public liability insurance has been provided to the **Council**;
  - h. the **guidelines**; and
  - i. any other matter relevant to the circumstances of the application.
- 2) The following conditions will be applicable to all **Alfresco Dining** permits:
- a. Tables and chairs to be removed from the **footpath** area by 11.00 p.m. Barricades or screens to be removed unless permission has been granted for such structures to be permanently fixed;
  - b. the holder of the **Alfresco Dining** permit must move or remove the **Alfresco Dining** area when requested to by an **Authorised Officer** or a member of the police force or an emergency service; and
  - c. Conditions contained in the **guidelines**.
- 3) In determining whether to endorse an **Alfresco Dining** permit to allow the consumption of alcohol, the **Council** must consider:
- a. whether an indemnity and evidence of public liability insurance has been provided to the **Council**;
  - b. any **Council guidelines** and;
  - c. any other matter relevant to the circumstances of the application
- 4) The following conditions will be applicable to all **Alfresco permits**:
- a. **Permit** holders serving alcohol must operate in accordance with the rules and regulations of the *Liquor Control Reform Act 1998* and are responsible for the conduct of all persons in the approved area.

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- b. **Applicants** must obtain or have obtained permission from the Director of Liquor Licensing to serve alcohol in an **Alfresco Dining** area.
- c. **Applicants** must obtain a planning permit if necessary, before serving alcohol in **Alfresco Dining** areas. Site plans submitted with **permit** applications must show the licensed area proposed to be on public space.
- d. an endorsement will only be granted where the predominant activity is the consumption of a **meal** and alcohol can only be consumed during the process of partaking in a **meal**.
- e. **Permit holders** serving alcohol must, where appropriate, provide **Council** approved barricades or screens on at least three sides of the seating area, one side of which will be the kerbside.
- f. **Permit holders** serving alcohol must only permit alcohol to be consumed from a proper drinking glass. No cans or bottles are permitted (except bottles containing wine only and jugs of alcoholic drinks).
- g. **Permit holders** serving alcohol will be responsible for ensuring patrons consuming alcohol are properly seated on chairs at tables. There will be no standing while drinking in the designated area.
- h. alcohol must cease being consumed no later than one hour after the kitchen has finished serving the regular full menu or by 10pm, whichever is earlier.

**S.10 Bulk Rubbish Containers on a Road**

- 1) **Council** may permit the placement of **Bulk Rubbish Containers** on **roads** provided that **Council** considers it impracticable to place the container within the private property.
- 2) In determining whether to grant a **permit** for the placement of a **Bulk Rubbish Container** on a **road**, the **Council** must consider:
  - a. whether the placement will obstruct the passage of **vehicles** and pedestrians, obscure the view of motorists, or present a physical hazard;
  - b. whether the placement will contravene any traffic control signs;
  - c. whether there is insufficient room for placement within the private property of the owner;

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- d. whether reflectors can be securely attached on the side nearest passing **traffic** or placed on a carriageway, so as an approaching motorist can identify the extent and form of the container;
- e. protection of any **Council** assets;
- f. whether an indemnity and evidence of public liability insurance has been provided to the **Council**; and
- g. any other matter relevant to the circumstances of the application.

**S.11 Occupation of Roads for Works**

- 1) In determining whether to grant a **permit** for the occupation of **roads** for works, the **Council** must consider-
  - a. the nature and duration of the works;
  - b. the likely hazard that the works may constitute to users of the **road**;
  - c. the impact of the works on the amenity of the adjoining area;
  - d. whether an indemnity and evidence of public liability insurance has been provided to the **Council**; and
  - e. any other matter relevant to the circumstances of the application.

**S.12 Street Party on a Local Street**

- 1) In determining whether to grant a **permit** for a **street party**, the **Council** must consider:
  - a. whether the **road** can be closed to vehicular **traffic** for the duration of the **street party**;
  - b. whether all owners or occupiers of all properties with any vehicular access via the section of **road** to be closed have been advised by letter and given 7 days to comment or object;
  - c. whether a person on behalf of the **applicant** has been nominated to erect and remove the barriers which close the **road** at locations and times specified by the **Authorised Officer**;

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- d. whether the **footpath** on at least one side of the **road** can be kept clear of obstructions; and
- e. any other matter relevant to the circumstances of the application.

**S.13 Street Party on a Collector Road, Street Festival, Procession or Event.**

- 1) In determining whether to grant a **permit** for a **street party** on a **collector road**, **street festival**, procession or **event**, the **Council** must consider:
  - a. whether all owners or occupiers of properties with any vehicular access via the section of **road** to be closed have been advised by letter and given no less than seven (7) days to comment or object; and
  - b. any other matter relevant to the circumstances of the application.
- 2) The following conditions will apply to all **permits** issued:
  - a. a suitable **traffic** management plan completed by a suitably qualified person confirming that the **road** can be closed to vehicular **traffic**, or partly closed with safe and effective separation of vehicular **traffic** and festival/procession patrons and equipment is to be provided no less than seven (7) days prior to the commencement of the **event**.
  - b. evidence that the agreement of Victoria Police and Regional Roads Victoria (formally VicRoads) has been obtained and their requirements met, including an appropriate **traffic** detour signing scheme, is to be provided no less than seven (7) days prior to the commencement of the **event**.
- 3) Consideration has been given to allow access for emergency **vehicles** if required.

**S.14 Collection on Roads**

- 1) In determining whether to grant a **permit** to allow collections, the **Council** must consider:
  - a. the times and days that are proposed to collect;
  - b. the matter or thing to be collected;

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- c. the **roads** or areas in which the collections will take place;
- d. the impact on **traffic** and safety of pedestrians;
- e. the age and capacity to supervise participants;
- f. whether an indemnity and evidence of public liability insurance has been provided to the **Council**;
- g. any **Council guidelines**; and
- h. any other matter relevant to the circumstances of the application

NOTE: Any application for an intersection collection **permit** must be made in the first instance to Victoria Police and if on a **Declared Road**, Regional Roads Victoria. **Council** will (if it has no objections to the proposed intersection collection), provide the **applicant** with a letter to support the application.

#### **S.15          Busking**

- 1) In determining whether to grant a **permit** to allow busking, the **Council** must consider:
  - a. whether an indemnity has been provided to the **Council**;
  - b. any **Council guidelines**; and
  - c. any other matter relevant to the circumstances of the application.
- 2) The following conditions will be applicable to all busking whether a **permit** is required or not.
  - a. Buskers must not cause any annoyance or obstruction to persons or **traffic**;
  - b. Buskers must not obstruct doorways or other entrances;
  - c. Buskers must obtain the written consent from the proprietors of the business outside which they intend to busk;
  - d. Buskers must, at all times, leave clear a minimum of 1.5 metres of **footpath** for use by pedestrians;



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- e. Should any proprietor or occupier of any premises within hearing distance of the **Busker** request the **Busker** to move out of hearing distance, the **Busker** shall do so on direction from an **Authorised Officer**;
- f. Buskers must not perform within 20 metres of any school, kindergarten, child-minding centre, or hospital unless by advanced invitation of the facility **manager**.
- g. The use of fire, animals, materials, substances, or equipment that may pose a threat to public safety is subject to approval.

**S.16 Unsightly Properties**

- 1) In determining whether a property is unsightly, an **Authorised Officer** of **Council** must consider:
  - a. whether the property detracts from the general amenity of the surrounding area; or
  - b. whether the property, through the accumulation of rubbish, waste or other materials, gives the appearance of neglect and is out of character with other properties in the vicinity; or
  - c. whether the property has grass or weeds present on the **land**, which exceed 200 millimetres in height if the **land** is within a residential zone.

**S.17 Storage of Machinery or Second-Hand Goods on Property**

- 1) In determining whether to grant a **permit** for the storage of machinery or second-hand goods or for the assembly or dismantling of such machinery or goods, the **Council** must consider:
  - a. the zoning of the **land** under the **Wellington Planning Scheme**;
  - b. the proximity to adjoining properties;
  - c. the amenity of the area;
  - d. the capacity to screen the proposed use from adjoining **land** or from any street;
  - e. the nature of the machinery or second-hand goods; and

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- f. the nature and quantity of the machinery or second-hand goods.
- g. any other matter relevant to the circumstances associated with the **permit** application.

**S.18 Outdoor Fires/Incinerators**

- 1) In determining whether to grant a **permit** for the use of **incinerators**, burning of offensive materials or outdoor fires, the **Council** must consider:
  - a. the location of the proposed burning in proximity to adjoining **land**;
  - b. the zoning under the **Wellington Planning Scheme** and surrounds of the **land** on which the burning is to take place;
  - c. any alternative means of disposal;
  - d. any adequate means of supervising the burning;
  - e. any adequate means of controlling and extinguishing the spread of fire;
  - f. the degree to which the material to be burned may produce offensive, toxic, or unpleasant smells or smoke;
  - g. any policies of the Environment Protection and Country Fire Authorities; and
  - h. any other matter relevant to the circumstances associated with the **permit** application.

**S.19 Recreational Vehicles**

- 1) In determining whether to grant a **permit** for the use of a recreation vehicle, the **Council** must consider:
  - a. the location of the **land** where the **vehicle** is to be used;
  - b. the proximity of the **land** where the **vehicle** is to be used to neighbouring properties;
  - c. the suitability of the **land** for use by recreation vehicles;

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- d. the number of **vehicles** for which the **permit** is required;
- e. the days, times and hours the **vehicles** are to be used;
- f. the likely damage which may be caused to any **Council land**; and
- g. any other matter relevant to the circumstances associated with the **permit** application.

**S.20 Caravan Occupation During Construction of Dwelling**

- 1) The following requirements must be met, prior to a **permit** being issued:
  - a. A building permit under the *Building Act 1993* for the construction of a dwelling has been issued.
  - b. A site plan and proposal for the treatment and disposal of wastewater including grey water is provided. The site plan includes all existing and proposed structures and any proposed removing or re-planting of native vegetation on this site.
  - c. The **Caravan** can be located so the **Caravan** is no less than six metres from the frontage of the property, and no less than two metres from any other boundary of the property.
  - d. The application is considered and approved by the relevant building and health department before a Local Laws **permit** is issued.
  - e. The **land** on which the **Camping** is to take place is suitable for that use and the activity will not affect the amenity of the area.
  - f. Any **Caravan** used must be in good working order and be fitted with a smoke detector, an approved portable fire extinguisher and a fire blanket close to cooking facilities.

**S.21 Camping on Private Land for up to 28 Days in a Calendar Year**

- 1) **Camping** on private **land** for periods up to twenty-eight (28) days in a calendar year must be in accordance with the following requirements:
  - a. the **land** on which the **Camping** is to take place is suitable for that use and the activity will not affect the amenity of the area;

## WSC COMMUNITY LOCAL LAW 2021

- b. any **Caravan** used must be in good working order and be fitted with a smoke detector, an approved portable fire extinguisher and a fire blanket close to cooking facilities;
- c. no native vegetation should be cut down or removed to site the **Caravan** or tent unless in accordance with a **permit** under the **Wellington Planning Scheme**;
- d. any tent or **Caravan** can be located so the tent or **Caravan** is no less than six metres from the frontage of the property, and no less than two metres from any other boundary of the property;
- e. The **land** must be maintained (in the opinion of an **Authorised Officer**) in a clean and tidy condition;
- f. All wastewater is discharged to a system capable of collecting, removing, and disposing of wastewater, including grey water to the satisfaction of **Council**. Some waste disposal systems may require a **permit** from **Council**.

**S.22 Establishing if a Person is Camping**

- 1) If a person has disengaged the **Caravan** from a **vehicle** and/or has extended the stabilizers on the **Caravan** and/or has extended the awning and/or has placed furniture or other facility outside the **Caravan** and/or erected a tent; they would be considered to be setting up **Camp**.
- 2) If a person has not set up **Camp** but is sleeping in a **Caravan** or other form of transportable accommodation and has stopped for longer than eight hours, they would be considered to be **Camping**.

**S.23 Circuses, Carnivals and Festivals**

- 1) In determining whether to grant a **permit** for a circus, carnival or festival, the **Council** must consider:
  - a. the location of the **land**;
  - b. the suitability of the **land**;
  - c. the duration of the **event**;
  - d. the proposed hours of operation;
  - e. the availability of sanitary facilities to the **land**;

WSC COMMUNITY LOCAL LAW 2021

- f. the likely damage to be caused;
- g. the amenity of the area;
- h. the availability of parking;
- i. the likely effects on **traffic** in the area; and
- j. any other matter relevant to the circumstances associated with the **permit** application.

**S.24 Keeping of Animals**

- 1) In determining whether to grant a **permit** for the keeping of animals where the number exceeds that determined by the **Council**, the **Council** must consider:
  - a. the zoning of the **land**;
  - b. the proximity to adjoining properties;
  - c. the amenity of the area;
  - d. the type and additional numbers of animals to be kept;
  - e. the likely effects on adjoining owners;
  - f. the adequacy of animal shelters
  - g. any previous justified complaints regarding the keeping of animals on the property; and
  - h. any other matter relevant to the circumstances associated with the **permit** application.

**S.25 Animal Shelters**

- 1) In determining what may be reasonable shelter, consideration should be given to:
  - a. the type of animals to be kept;
  - b. the height of the shelter;

## WSC COMMUNITY LOCAL LAW 2021

- c. the distance from the street frontage of the property;
  - d. the distance from any other street or **road**;
  - e. the distance from the boundary of any adjoining property;
  - f. the distance from any neighbouring dwelling; and
  - g. any Code of Practice for the Keeping of Animals, published from time to time by Animal Welfare Victoria
- 2) All animal shelters must be maintained in accordance with the following standards so that:
- a. all manure and other waste is removed and/or treated as often as necessary so that it does not cause a **nuisance** or offensive condition;
  - b. all manure and other waste to be stored in a fly and vermin proof receptacle until removed from the premises or otherwise disposed of to the satisfaction of the **Authorised Officer**;
  - c. the ground surrounding the shelter is drained to the satisfaction of the **Authorised Officer**;
  - d. the area of **land** within 3 metres of the area or structure in which the animal is kept must be kept free from dry grass, weeds, refuse, rubbish, or other material capable of harbouring vermin;
  - e. all food, grain or chaff is kept in vermin proof receptacles; and
  - f. the area where animals are kept must always be thoroughly cleaned and maintained in a manner to the satisfaction of the **Authorised Officer**.

**S.26 Trade Waste and Waste Hoppers (Including Recycling Bins)**

- 1) Construction of **Bins** - waste hoppers or **bins** used for the collection and storage of trade waste must:
- a. be constructed of approved impervious material to the satisfaction of the **Authorised Officer** to prevent leakage, absorption or accumulation of any refuse or rubbish that may be deposited in it;
  - b. be water-tight, fly and vermin proof;

## WSC COMMUNITY LOCAL LAW 2021

- c. contain a removable drainage plug for the purpose of cleaning; and
  - d. be fitted with fly and vermin proof lid with overlapping flanges which must be kept continuously closed.
- 2) Emptying of Trade Waste **Bins** - Waste Hoppers or **Bins** must be emptied at least weekly or more regularly if the contents become offensive.
- 3) Cleanliness and Storage of **bins** - The occupier must ensure that:
- a. the **bin** is stored and maintained in a clean, sanitary, and inoffensive condition and at all times kept clear of any footway, pavement or ground adjoining the storage area, to the satisfaction of the **Authorised Officer**;
  - b. the surface upon which the **bin** is stored, is impervious, graded and drained to the sewer or an approved outlet with such silt traps or other treatment devices as required by the **Environmental Health Officer**;
  - c. the storage site is supplied with a tap connection and hose of a size approved by the **Environmental Health Officer**;
  - d. the **bin** is screened in such a way and with such material as approved by an **Environmental Health Officer**
  - e. the **bin** is adequately fenced or constructed in such a way to deny access to the public; and
  - f. the **bin** is cleaned thoroughly after each emptying.
- 4) Notice of Materials to be Deposited - Every waste hopper or recycling **bin** used for the collection of waste or recyclable material must display a notice indicating the type of waste or material which is permitted and stating that it is an offence to deposit any material contrary to the notice.

**S.27          Grazing of Livestock**

- 1) In determining whether to grant a **permit** for the **grazing of livestock**, the **Council** must consider:
- a. whether an indemnity and evidence of public liability insurance has been provided to the **Council**; and

## WSC COMMUNITY LOCAL LAW 2021

- b. the location of the **road** or roads in relation to the property where the cattle are kept;
  - c. **Council** Roadside Vegetation Management Plan as amended from time to time; and
  - d. any other matter relevant to the circumstances of the application.
- 2) The **Council** must not issue a **permit** for the grazing of a **road** by **livestock** unless:
- a. the **road** or **roads** or part of them proposed to be grazed can be grazed without threat to areas of medium and high conservation significance;
  - b. the **applicant** for the **permit** provides evidence to the satisfaction of **Council**;
  - c. that the **livestock** will be adequately supervised and effectively controlled;
  - d. there will be compliance with all conditions of a **permit**;
  - e. where required, of the health and fitness of the **livestock**;
  - f. of an ability to adequately feed and water the **livestock** on the **road/s** proposed;
  - g. the **road** or **roads** or part of them are at the time proposed suitable for grazing by **livestock** which can be undertaken without damage to surface, plants, road infrastructure or adjacent structures;
  - h. in respect of any roadside not adjacent to the property owned or occupied by the **applicant**, the **applicant** has first obtained, in writing, the approval of the adjacent property owner/occupier.
- 3) Unless otherwise stated the following conditions apply to all **permits** granted:
- a. A person who is in charge of **livestock** which are being grazed on a **road** must ensure that:
    - i. the **livestock** are supervised and under **effective control** at all times by a person who is competent in the management of **livestock**;



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- ii. the carcass of any **livestock** under that person's charge which dies on a **road** is properly disposed of;
- iii. **Livestock** are grazed only during **daylight hours**;
- iv. Signs conforming with guidelines prepared by Regional Roads Victoria and referred to in the **Road Rules** are in place;
- v. Appropriate precautions are taken to ensure that no damage occurs to **road** surfaces, furniture, drains, culverts, bridges, and private entrance ways or to trees and shrubs growing within the **road** reserve and that erosion is not caused by excessive grazing;
- vi. in the event that **livestock** are causing damage including where overgrazing occurs, they are removed from the **road** reserve;
- vii. the **livestock** are enclosed by an appropriate form of fencing or other control and removed from the **road** before **daylight hours** finish unless an **Authorised Officer** agrees to some other level of supervision or overnight arrangement;
- viii. an Inspector of Livestock of Agriculture Victoria administering the *Livestock Disease Control Act 1994* is notified if the person in charge of such **livestock** becomes aware or suspects that **livestock** (or any of them) have a **disease** or has died of a **disease** listed as a notifiable **disease** under that Act; and
- ix. he or she complies with the provisions of the *Livestock Disease Control Act 1994* and the *Prevention of Cruelty to Animals Act 1986*.

**S.28          Droving of Livestock**

- 1) In determining whether to grant a **permit** for the **droving of livestock** pursuant to clause 7.3, the **Council** must consider:
  - a. whether an indemnity and evidence of public liability insurance has been provided to the **Council**; and
  - b. **Council** Roadside Vegetation Management Plan as amended from time to time; and
  - c. any other matter relevant to the circumstances of the application.

## WSC COMMUNITY LOCAL LAW 2021

- 2) The **Council** must not issue a **permit** for the **droving of livestock** if:
- a. the **road** used to drive **livestock** is a **declared road** and permission has not been granted by Regional Roads Victoria.
  - b. there are more than:
    - i. 3,000 sheep, ewes, wethers, and rams; or
    - ii. 500 **large cattle**; or
    - iii. 200 of any other **livestock**; or
  - c. it is not satisfied that the **livestock** are able to travel:
  - d. eight kilometres each day (being **livestock** referred to in paragraph (a)(i) or (iii)) in one direction; or
  - e. ten kilometres each day (being **livestock** referred to in paragraph (a)(ii)) in one direction- towards their destination; or
  - f. the **roads** proposed to be travelled:
  - g. are or will be in use for the purpose of the droving of other **livestock** at the time proposed;
  - h. are carrying such an extent of **traffic** or in such a condition or being used for such other purposes at the time proposed for the droving that the droving is impracticable; or
  - i. contain areas of medium or high conservation significance and the **applicant** cannot or is not prepared to give an undertaking to take all reasonable measures proposed to ensure that such areas are protected; or
  - j. the owner or **drover** or person in charge of the **livestock** does not provide evidence, to the satisfaction of **Council**, of an ability to adequately water and feed the **livestock** and to safely contain them overnight; or
  - k. the owner or **drover** does not supply a declaration of his/her knowledge of the health and fitness of the **livestock** in a form acceptable to the **Council**; or
  - l. a person proposing to introduce cattle into Victoria has not first obtained permission in writing from an Inspector of **livestock** under the *Livestock Disease Control Act 1994*, provided certification regarding the **livestock** to the Inspector nearest the first point of entry and ensured that the **livestock**

## WSC COMMUNITY LOCAL LAW 2021

are ear tagged with approved ear tags prior to entry or otherwise complied with the *Livestock Disease Control Act 1994*.

- 3) Unless otherwise stated the following conditions apply to all **livestock** droving **permits** granted:
- a. A person who is in charge of **livestock** which are being driven on a **road** must ensure that:
  - b. the **livestock** are supervised and under **effective control** at all times by a person who is competent in the management of such **livestock**;
  - c. **Livestock** camped overnight are enclosed by a substantial and secure barrier (or otherwise isolated so as to prevent escape or danger to other **road** users)
  - d. proper disposal takes place of any carcass of any **livestock**, under that person's charge, which die on the **road**;
  - e. the **livestock** are only driven during **daylight hours**;
  - f. the **livestock** are not driven on **roads** which the **Council** or an **Authorised Officer** has notified the person must not be used for the **droving of livestock**;
  - g. an Inspector of Livestock of Agriculture Victoria administering the *Livestock Disease Control Act 1994* is notified if the person in charge of such **livestock** becomes aware or suspects that **livestock** (or any of them) have a **disease** or has died of a **disease** listed as a notifiable **disease** under that Act;
  - h. he or she complies with the provisions of the *Livestock Disease Control Act 1994* and the *Prevention of Cruelty to Animals Act 1986*;
  - i. in respect of any **declared roads**, the permission of Regional Roads Victoria has been obtained.
  - j. all **livestock** being driven along **roads** must be fitted with appropriate NLIS identification
- 4) The **Council** may impose any additional conditions as it considers appropriate including requirements that:

## WSC COMMUNITY LOCAL LAW 2021

- a. **livestock** are not camped in an area which is a declared or designated area of medium or high conservation value;
  - b. appropriate reflective signs or flashing lights be erected in front of, and at the rear of, any **livestock** camped overnight on a **road**;
  - c. the number of **livestock** which may be driven in the **municipal district** at any one time does not exceed the number specified in respect of the **permit**;
  - d. the **livestock** travel not less than the distances specified by an **Authorised Officer** (which distances may allow for a rest day in appropriate circumstances);
  - e. signs conforming with the guidelines prepared by the Regional Roads Victoria and referred to in the **Road Rules** are in place; and
  - f. **livestock** are only to be driven on any **road** during **daylight hours**.
  - g. the route to be travelled must be specifically determined by **Council** having regard to the route requested by the **applicant**.
- 5) the route to be travelled must be specifically determined by **Council** having regard to the practicality of that route or alternative routes given:
- a. the respective volume of **traffic** regularly using **roads** in the vicinity;
  - b. the proposed commencing and finishing locations;
  - c. the sensitivity of vegetation on that route;
  - d. the duration and/or frequency of **livestock** droving proposed;
  - e. the number of **livestock** involved in the droving or each **livestock** droving;
  - f. any **permits** already granted for **livestock** droving, grazing or movement on or adjacent to the proposed area;
  - g. the condition of the **road** and prevailing weather conditions at the time of the proposed **droving of livestock** or throughout the proposed **livestock** droving;
  - h. the availability of alternative routes;

## WSC COMMUNITY LOCAL LAW 2021

- i. the distance to be covered each day;
- j. the health and condition of the **livestock**;
- k. the nature of any weeds or growth along any proposed route and the potential for **livestock** to spread noxious or environmental weeds;
- l. the potential for safely accommodating any **livestock** overnight;
- m. the capacity to adequately warn other **road** users of the presence of **livestock** on the **road**;
- n. procedures for varying any route in situations of hardship;
- o. the availability of water and feed;
- p. the outcome of any consultation with the Department of Environment, Land, Water and Planning
- q. the views of Regional Roads Victoria concerning any driving on **declared roads**; and
- r. any other matters considered relevant by the **Council**.

**S.29 Movement of Livestock on Council Managed Roads**

- 1) In determining whether to grant a **permit** for the **movement of Livestock** on **Council** managed **roads**, the **Council** must consider:
  - a. whether an indemnity and evidence of public liability insurance has been provided to the **Council**; and
  - b. **Council** Roadside Vegetation Management Plan as amended from time to time and;
  - c. any other matter relevant to the circumstances of the application.
- 2) The **Council** must not issue a **permit** for **movement of Livestock** unless:
  - a. in respect of any movement or part of any movement before **daylight hours** commence or after **daylight hours** end, suitable warning lights

## WSC COMMUNITY LOCAL LAW 2021

conforming with guidelines prepared by Regional Roads Victoria and referred to in the Regulations are in place;

- b. the length of direct travel is minimised so far as is practicable to the satisfaction of an **Authorised Officer** of **Council**;
  - c. areas of medium or high conservation significance are avoided or protected as far as practicable;
  - d. the location of any **road** crossing is chosen having regard to the safety of all **road** users;
  - e. the location of any **road** crossing is chosen having regard to the safety of all **road** users; and
  - f. any **stock crossing** requirements of Regional Roads Victoria or the **Council** are met;
- 3) A person who is in charge of **livestock** being moved across or along a **road** must ensure that:
- a. the **livestock** are supervised and under effective control by a person who is competent in the management of **livestock**;
  - b. except where paragraph (e) applies, signs conforming with guidelines prepared by Regional Roads Victoria and referred to in the Regulations are in place and removed or deactivated following completion of the movement;
  - c. subject to paragraph (2) of this standard, the **livestock** are not moved other than during **daylight hours**;
  - d. the **livestock** are moved promptly, to prevent unnecessary grazing of **roads**;
  - e. for permanent **stock crossings** on any **declared road**, permission has been gained from Regional Roads Victoria;
  - f. if, due to the nature of the terrain, volume of **traffic** or visibility, drivers' vision may be restricted, additional warning is given to other **road** users;
  - g. where **livestock** are to be moved across or along and across any **road** in fog or other than in **daylight hours**, there is compliance with the **livestock**


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crossing guidelines prepared by Regional Roads Victoria and referred to in the Regulations as is appropriate to the circumstance of the crossing;

- h. any unreasonable amount of **livestock** deposits on any **road** pavement are removed as soon as practicable; and
- i. the **livestock** are healthy and free of **disease**.

## WSC COMMUNITY LOCAL LAW 2021

## SCHEDULE 1: NOTICE TO COMPLY



WELLINGTON  
SHIRE COUNCIL  
*The Heart of Gippsland*

**Our Ref:**

**Date of Notice:** Select Date

## NOTICE TO COMPLY

### Community Local Law 2021

(Clause)  
(Title)

**Name:** (Full name or Organisation/Business)

**Address:**

I, as an authorised officer of Wellington Shire Council, reasonably suspect that you are contravening the *Wellington Shire Council Community Local Law 2021*.

**The particulars of the contravention are as follows:**

**You are required to cease this contravention, by taking the following action:**

**Compliance with this notice must occur by** Select Date

If you fail to comply with this Notice, you may be guilty of an offence.

You may contact Wellington Shire Council Local Laws Staff on 1300 366 244 between the hours of 9.00am and 5.00pm for any further information about this Notice.

**NAME OF AUTHORISED OFFICER**

**Position**

ECM:

**Date:**

Sale Service Centre 18 Desailly Street (PO BOX 506), Sale VIC 3850 Telephone 1300 366 244

Yarram Service Centre 156 Grant Street, Yarram VIC 3971 Telephone (03) 5182 5100


Web [www.wellington.vic.gov.au](http://www.wellington.vic.gov.au) Email [enquiries@wellington.vic.gov.au](mailto:enquiries@wellington.vic.gov.au)





## WSC COMMUNITY LOCAL LAW 2021

## SCHEDULE 2: NOTICE OF IMPOUNDING



**WELLINGTON**  
SHIRE COUNCIL  
*The Heart of Gippsland*

## NOTICE OF IMPOUNDING

**Date of Notice:** Select Date

**To:** (Full name or Organisation/Business)

**Of:** (address)

Pursuant to clause 9.7 of the Wellington Shire Council Community Local Law 2021, you are hereby notified of the impoundment of:

**Description of item/s impounded:**

**From:**

The item/s are currently located at Wellington Shire Council and unless the item/s are claimed and fees paid within fourteen days by you, the impounding, moving, keeping and releasing the item/s (and anything on or attached) may be sold, destroyed or given away.

**Schedule of Fees:**

Transport from (Location) to Wellington Shire Council:	\$
Impound Release Fee:	\$
<b>Total Fees:</b>	<b>\$</b>

Payment can be made in person at Wellington Shire Council Customer Service Centre, 18 Desailly Street SALE VIC 3850 by either cash or EFTPOS (cheques not accepted) prior to claiming the impounded items.

For further information, please contact Wellington Shire Council's Local Laws Department on 1300 366 244

**NAME OF AUTHORISED OFFICER**

**Position**


ECM:

**Date:**

Sale Service Centre 18 Desailly Street (PO BOX 506), Sale VIC 3850 Telephone 1300 366 244


Yarram Service Centre 156 Grant Street, Yarram VIC 3971 Telephone (03) 5182 5100

Web [www.wellington.vic.gov.au](http://www.wellington.vic.gov.au) Email [enquiries@wellington.vic.gov.au](mailto:enquiries@wellington.vic.gov.au)



## WSC COMMUNITY LOCAL LAW 2021

## SCHEDULE 3: APPLICATION FOR A PERMIT



## Application for a Local Laws Permit

Ph: 1300 366 244 | 18 Desailly Street, Sale Victoria | 156 Grant Street, Yarram Victoria | PO Box 506, Sale Victoria 3850

*Wellington Shire Council Community Local Laws 2020*

If you have questions concerning your application or the permit conditions, please contact our Local Laws Department on 1300 366 244.

**i How to complete this form**

**Step 1 Complete**  
Complete all sections of the form

**Step 2 Sign**  
Check all information and sign the declaration

**Step 3 Submit**  
Submit a completed application form including any additional documentation and payment to Council  
**Note: Application of a Local Laws Permit is not complete until payment is made unless the fee is waived.**  
**DO NOT USE THIS FORM FOR COMPLETING AN APPLICATION FOR KEEPING ANIMALS PERMIT**

**i How to submit this form**

	<b>Sale Service Centre</b> 18 Desailly Street, Sale Monday-Friday 8:30am – 5:00pm	<b>Yarram Service Centre</b> 156 Grant Street, Yarram Monday, Tuesday, Thursday, Friday 10:00am – 2:00pm (closed Wednesday)
<b>In person</b>		
<b>By Post</b>	Wellington Shire Council, PO Box 506, Sale Victoria 3850	
<b>Email</b>	enquiries@wellington.vic.gov.au	

**i What happens next?**

Council's Local Laws Department will process the application. A Council staff member may contact you if any additional information is required.

**How long does this process take?**

- Allow up to 10 business days for your application to be assessed and processed.

If you have not heard anything after this time, please contact our Local Laws Department on 1300 366 244.

**What happens next?**

- Once the application is processed, you will be informed in writing that your permit is active.
- Some permits are required to be renewed yearly or every 3 years, if you are applying for this type of permit you will be notified by Council asking if you still need the permit.

**i Privacy**

Information requested on this form is collected for the purpose of applying and obtaining a permit for a related register. Any personal information will be used solely by Council for that primary purpose or directly related purposes. Council may disclose part or all of this information as required to do so by law (including third parties and/or other agencies). The applicant understands that the personal information provided is for the purpose of obtaining a permit, and they may apply to Council for access to/or amendment of the information.

## WSC COMMUNITY LOCAL LAW 2021

## ▼ S 1 Please tick one

Endorsement / Establish an Alfresco dining facility (Complete S2, S4 & S5)	<input type="checkbox"/>	Roadside Grazing Permit (Complete S2, S3, S4, S6 & S7)	<input type="checkbox"/>
Roadside Trading (S2, S4, S6, S7 & S8)	<input type="checkbox"/>	Movement of Livestock (Complete S2, S3, S4, S6 & S7)	<input type="checkbox"/>
Lighting an Outdoor Fire (Complete S2, S5, S6, S7 & S8)	<input type="checkbox"/>	Display Portable Advertising /Goods on Footpath	<input type="checkbox"/>
Occupation of Caravan during Construction of Dwelling (S2, S6, S7)	<input type="checkbox"/>	Other please specify (please see our local laws for details)	<input type="checkbox"/>

## ▼ S 2 Details of applicant

Name/Organisation			
Trading name (if different from above)			
Residential/business address			
Address/roads the permit applies to			
Postal Address (if different from above)			
Telephone		Email	
To opt out of having this permit issued to you by email please tick this box <input type="checkbox"/>			

## ▼ S 3 Livestock Details (if applicable)

Type & number of Livestock (eg cows 600)	
Description & Identification (eg Angus farm pick Number)	
Name & Address of owner of Livestock	
Name & Address of person in charge of Livestock Movement or droving)	
Proposed point of commencement	
Point of destination	
Date of commencement	

## ▼ S 4 Public Liability Insurance (if applicable)

If you are required to complete this section of the form please attach to this application a copy of your public liability insurance
--

## ▼ S 5 Adjoining Neighbour details (if applicable)

Neighbour 1 Details	
Name	
Address	
Neighbour 2 Details	
Name	
Address	

## ▼ S 6 Form of indemnity (if applicable)


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## WSC COMMUNITY LOCAL LAW 2021

[illegible]

## WSC COMMUNITY LOCAL LAW 2021

## SCHEDULE 4: APPLICATION FOR A KEEPING ANIMALS PERMIT



# Application for Keeping Animals Permit

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Ph: 1300 366 244 | 18 Desailly Street, Sale Victoria | 156 Grant Street, Yarram Victoria | PO Box 506, Sale Victoria 3850

*Wellington Shire Council Community Local Laws 2020*

If you have questions concerning your application or the permit conditions, please contact our Local Laws Department on 1300 366 244.

**How to complete this form**

Step 1

**Complete**  
 Complete all sections of the form

Step 2

**Sign**  
 Check all information and sign the declaration

Step 3

**Submit**  
 Submit a completed application form including any additional documentation and payment to Council

**Note: Application of a Local Laws Permit is not complete until payment is made unless the fee is waived.**

**How to submit this form**

	<b>Sale Service Centre</b> 18 Desailly Street, Sale Monday-Friday 8:30am – 5:00pm	<b>Yarram Service Centre</b> 156 Grant Street, Yarram Monday, Tuesday, Thursday, Friday 10:00am – 2:00pm (closed Wednesday)
<b>In person</b>		
<b>By Post</b>	Wellington Shire Council, PO Box 506, Sale Victoria 3850	
<b>Email</b>	enquiries@wellington.vic.gov.au	

**What happens next?**

Council's Local Laws Department will process the application. A Council staff member may contact you if any additional information is required.

**How long does this process take?**

- Allow up to 10 business days for your application to be assessed and processed.

If you have not heard anything after this time, please contact our Local Laws Department on 1300 366 244.

**What happens next?**

- Once the application is processed, you will be informed in writing that your permit is active.
- Some permits are required to be renewed yearly or every 3 years, if you are applying for this type of permit you will be notified by Council asking if you still need the permit.

**Privacy**

Information requested on this form is collected for the purpose of applying and obtaining a permit for a related register. Any personal information will be used solely by Council for that primary purpose or directly related purposes. Council may disclose part or all of this information as required to do so by law (including third parties and/or other agencies). The applicant understands that the personal information provided is for the purpose of obtaining a permit, and they may apply to Council for access to/or amendment of the information.

## WSC COMMUNITY LOCAL LAW 2021

## ▼ S 2 Details of applicant

Name		
Residential address		
Address that the permit applies to (if different from above)		
Postal Address (if different from above)		
Telephone		Email
To opt out of having this permit issued to you by email please tick this box <input type="checkbox"/>		
Do you currently have any domestic animals Yes <input type="checkbox"/> No <input type="checkbox"/>		

## ▼ Provide details of animals already registered with please use reverse of page if you require further room

Animal Number (can be found on your animal registration papers)	Type of Animal i.e. dog/cat	Breed	Age

## ▼ What additional animals are you applying for please use reverse of page if you require further room

Type of animal i.e. dog/cat	Name	Breed	Age



Are these animals for breeding and rearing purposes?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are these animals for training purposes (eg Greyhounds)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will your premises be used as a boarding establishment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## ▼ S 7 Declaration of person completing this form

I declare that the information I have given is true and correct. I agree to abide by all conditions specified in the permit and Local Law and any relevant Guidelines. I have attached the relevant documentation that this form

Name	Signature	Date

OFFICE USE:					
Receipt number		Processed by		Date:	
				Sent:	

## WSC COMMUNITY LOCAL LAW 2021

### SCHEDULE 5: FIXED PENALTIES FOR INFRINGEMENT NOTICES



#### FIXED PENALTIES FOR INFRINGEMENT NOTICES

Clause	Offence	Penalty Units
9.1	Engages in activity without current permit where activity requires permit	2
9.1	Breaches or fails to comply with permit conditions	2
9.4	Fail to remedy a situation in accordance with a Notice to Comply	2
9.9	Fail to give correct name and address to an authorised officer upon request	3
2.1	Trees and Plants Interfering or Obstructing	2
2.2	Interfere or Obstruct Signpost	2
2.3	Discharge Irrigation Water on to a Road	3
2.4	Not Display Property Number	2
2.5	Access Land Other Than Over Council Approved Crossing	2
2.7	Leave Shopping Trolleys on Roads or Council Land	1
2.8	Use Toy Vehicle in a Manner that Hinders, Obstructs, Endangers, Alarms	1
2.8	Use Toy Vehicle in Area Designated not to be Used	1
2.10	Leave Derelict, Abandoned, Unregistered Vehicle on a Road	2
3.9	Repair Vehicle/Deposit Substance on a Road	2
4.1	Behaviour in Municipal Places Offence	3
4.1	Access to Municipal Place Offence	3
4.2	Drive/Park vehicle on Municipal Reserve	3
4.3	Allow Tree/Plant to Damage/Interfere with Municipal Place	2
4.4	Smoke on a Designated Smoke-Free Area	2
4.5	Consume/Possess Alcohol on a Road	2
4.6	Camping on a Road/Municipal Place	2
5.1	Allow Dangerous/Unsafely Land	3
5.5	Camping on Vacant Private Land Offences	2
5.7	Deposit Wastewater on Land/Watercourse	3
5.8	Domestic Waste Collection Offences	2
5.9	Hard Waste and Recycling Collection Offences	2
5.10	Trade Waste and Waste Hoppers Offences	3
5.12	Depositing Waste at Municipal Facility Offences	2
5.13	Scavenging at Municipal Facilities and Other Places Offences	2
5.14	Dumping of Refrigerators, Trunks or Similar Containers Offences	3
6.3	Animal Excrement Offences	1
6.4	Animal Nuisance Offences	2
6.5	Ride/Lead Horse on Reservation	2
7.5	Fail to Give Way to Livestock (Droving)	2
7.6	Fail to Provide Warning Signage while Droving/Grazing/Moving Livestock	2
7.7	Relocating Livestock Other Than in Daylight Hours	2

Where no penalty is specified, two (2) penalty units apply.

Note: Section 110 of the Sentencing Act 1991 describes the value of a penalty unit.

WSC COMMUNITY LOCAL LAW 2021

**SCHEDULE 6: CONTROL OF TOY VEHICLES**

**Toy vehicles** are not permitted to be ridden on or otherwise used in the following areas: -

- Sale Pedestrian Mall
- Raymond Street Sale between Stawell and Foster Streets
- Cunninghame Street Sale between Reeve and York Streets
- Macarthur Street Sale between Reeve and York Streets
- Macalister Street Sale between Reeve and York Streets
- York Street Sale between Stawell and Foster Streets
- Desailly Street Sale between Stawell and Foster Streets
- Pearson Street Sale between Stawell and Foster Streets
- Johnson Street Maffra between Foster and McMillan Streets
- Commercial Road Yarram between James and Devon Streets
- Temple Street, Heyfield between Macfarlane and Harbeck Streets



WSC COMMUNITY LOCAL LAW 2021

**SCHEDULE 7: DESIGNATED AREAS FOR TEMPORARY CAMPING**

(Self-Contained Caravans and RVs)

Further detailed information regarding designated area for temporary camping within the Shire of Wellington is accessible via the link provided: [Recreational-Vehicle-Strategy](#)

WSC COMMUNITY LOCAL LAW 2021

**SCHEDULE 8: DESIGNATED AREAS FOR USE BY  
RECREATIONAL VEHICLES**

Further detailed information regarding designated areas for use by Recreational Vehicles (RV) within the Shire of Wellington is accessible via the link provided: [Recreational-Vehicle-Strategy](#)



**Sale Service Centre**

18 Desailly Street, Sale, Victoria 3850  
Telephone 1300 366 244

**Yarram Service Centre**

156 Grant Street, Yarram, Victoria 3971  
Telephone 03 5182 5100

[www.wellington.vic.gov.au](http://www.wellington.vic.gov.au)  
[enquiries@wellington.vic.gov.au](mailto:enquiries@wellington.vic.gov.au)





# **Community Impact Statement**

Community Local Law 2021

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## 1. Background

Wellington Shire Council Local Laws 2 – 5 commenced operation in July 2011 and are due to expire in July 2021.

The four Local Laws are titled:

Local Law 2-2011:	Streets and Roads
Local Law 3-2011:	Municipal Places
Local Law 4-2011:	Environment
Local Law 5-2011:	Livestock

The Local Laws are specific and related to activities associated with their title. It is proposed to combine all titles in one Local Law. A single reference document has been drafted, to be named Wellington Shire Council Community Local Law 2021.

A single Local Law provides the benefits of avoiding repetition, ease of navigation and provides a single source of reference for its users.

The draft Wellington Shire Council Community Local Law 2021 has been developed to support Wellington Shire Council's objectives to promote a safe physical and social environment, preserve amenity, regulate activities on roads and municipal places to ensure safe and unobstructed access for all, and protect council's assets and infrastructure. It has been reviewed by council's lawyers prior to publication for public consultation.

A consultation process has been developed in accordance with council's community engagement policy.

## 2. Objectives

The objectives of the proposed Local Law are set out in clause 1.3 of the Local Law and outlined below:

- a) Provide for those matters that require a local law under the *Local Government Act 2020* and any other Act;
- b) Prohibit, regulate and control activities, events, practices and behaviour in places throughout the municipality, so that no nuisance is caused and there is no detriment to the amenity of the neighbourhood, to a person or to a person's real or personal property;
- c) Supports Council's objectives to promote a physical and social environment throughout the municipality in which residents and

visitors can enjoy a safe quality of life, that meets the reasonable expectations of the community;

- d) Provide for the administration and exercise of Council powers and functions;
- e) Provide for the peace, order and good government of the municipal district of the Wellington Shire; and
- f) Repeal any redundant local laws.

### 3. Evaluation of the Local Law

Subject	Evaluation
Measures of Success of proposed Local Law	<p>The success of the proposed Local Law will be measured against the following:</p> <ul style="list-style-type: none"> <li>• Reduction in the number of customer complaints received;</li> <li>• Increased community satisfaction with community safety and amenity; resulting in the provisions of the proposed Local Law;</li> <li>• The number of breaches of the proposed Local Law detected by Authorised Officers;</li> <li>• The number of items impounded by Authorised Officers;</li> <li>• The number of Notices to Comply, Written Warnings and Infringement Notices issued annually;</li> <li>• The success rate of Court prosecutions undertaken by Council; and</li> <li>• The number of requests received annually to review decisions made under the provisions of the proposed Local Law.</li> </ul>
Existing legislation that might be used instead	<p>The following existing legislation has been identified which touches on issues dealt with or referred to in the proposed Local Law. The proposed Local Law compliments the existing legislation and provides for a more appropriate local response. Apart from referring to, or complying with the legislation listed below, the proposed Local Law is not intended to deal with matters already addressed in existing legislation.</p> <ul style="list-style-type: none"> <li>• <i>Environment Protection Act 2017</i></li> <li>• <i>Country Fire Authority Act 1958</i></li> <li>• <i>Road Management Act 2004</i></li> </ul>

Subject	Evaluation
	<ul style="list-style-type: none"> <li>• <i>Tobacco Act 1987</i></li> <li>• <i>Planning and Environment Amendment Act 2021</i></li> <li>• <i>Graffiti Prevention Act 2007</i></li> <li>• <i>Domestic Animals Act 1994</i></li> <li>• <i>Impounding of Livestock Act 1994</i></li> <li>• <i>Road Safety Act 1986</i></li> <li>• <i>Road Safety Rules 2017</i></li> <li>• <i>Local Government Act 2020</i></li> <li>• <i>Residential Tenancies Act 2021</i></li> <li>• <i>Livestock Diseases Control Act 1994</i></li> <li>• <i>Public Health and Wellbeing Act 2008</i></li> <li>• <i>Liquor Control Reform Act 1998</i></li> <li>• <i>Sentencing Act 1991</i></li> <li>• <i>Summary Offences Act 1966</i></li> <li>• <i>Liquor Control Reform Act 1998</i></li> <li>• <i>Building Act 1993</i></li> <li>• <i>Building Regulations 2018</i></li> <li>• <i>Infringements Act 2006</i></li> </ul>
Overlap of Existing Legislation	The proposed Local Law does not overlap, duplicate or conflict with existing legislation.
Overlap of Planning Scheme	The proposed Local Law does not overlap, duplicate or conflict with the Wellington Planning Scheme.
Risk Assessment	A thorough risk assessment was undertaken when drafting the proposed Local Law and is attached to this document.
Legislative Approach Adopted	The proposed Local Law adopts a medium impact regulatory approach and complies with Council's Enforcement policy, which adheres to the principles of natural justice, during the delivery of enforcement action by Council officers. The enforcement policy can be viewed on Council's website.
Restriction of Competition	<p>The proposed Local Law was drafted in accordance with the National Competition Principles.</p> <p>Any permit process, standard or requirement referred to in the proposed Local Law (including any standards or guidelines) will not restrict competition unless:</p> <ul style="list-style-type: none"> <li>• The benefits of the restriction to the community outweigh the costs; and</li> <li>• The objectives of the Local Law can only be achieved if competition is restricted.</li> </ul>



Subject	Evaluation
Penalties	<p>The maximum penalty for a Local Law offence is currently 20 penalty units. Section 110(2) of the <i>Sentencing Act 1991</i> sets the value of a penalty unit for Local Laws offences at \$100.00.</p> <p>Infringement notices offer an alternative method for dealing with minor offences, giving the person to whom a notice is issued the option of paying a fixed penalty, rather than proceeding to a court hearing. This system used inducements such as convenience of payment, lower penalties than court prosecutions, the avoidance of a conviction being recorded, and the saving of legal costs to dispose of matters in an efficient and timely manner.</p> <p>The administration of infringement notices is governed by the <i>Infringement Act 2006</i>.</p> <p>Schedule 5 of the proposed Local Law details the fixed penalties for infringement offences. The penalties were set after an extensive benchmarking exercise with other similar councils and are consistent with neighbouring councils.</p>
Permits	The proposed Local Law requires some activities to be regulated by a permit, rather than a blanket prohibition.
Permits continued	<p>Where a permit is required for an activity, performance standards have been included in the proposed Local Law for the assessment of permit applications and to determine whether any permit conditions are required to ensure the activity is conducted in a safe manner, with minimal impacts on amenity or access.</p> <p>Permit conditions have been benchmarked against neighbouring councils and are similar in substance.</p>
Fees	<p>The proposed Local Law allows Council by resolution to determine any fees and charges that apply to the Local Law. Fees are set annually, in consultation with the community as part of Council's annual budget process.</p> <p>Fees have been benchmarked against neighbouring councils and are in the main similar.</p>
Standards	<p>Part 11 of the proposed Local Law sets standards that set out any objective that needs to be achieved to comply with the specific provision of the Local Law.</p> <p>While most of the standards can be described as performance based (what actions need to be done to achieve compliance), some rely on prescriptive provisions, such as the maximum</p>

Subject	Evaluation
	height of grass or weeds on a property within a residential zone.
Comparison with Neighbouring and Like Councils	<p>An extensive benchmarking exercise was conducted when drafting the Local Law. The following Local Laws were reviewed:</p> <ul style="list-style-type: none"> <li>• Baw Baw Shire Council</li> <li>• Bass Coast Shire Council</li> <li>• Latrobe City Council</li> <li>• Cardinia Shire Council</li> <li>• South Gippsland Shire Council</li> <li>• Glenelg Shire Council</li> <li>• City of Ballarat</li> </ul> <p>The proposed Local Law is similar to those benchmarked.</p>
Charter of Human Rights	<p>In accordance with Council policy, the proposed Local Law has been reviewed in accordance with the requirements of the <i>Victorian Charter of Human Rights and Responsibilities Act 2006 (The Charter)</i>.</p> <p>Some provisions in clause 4.1 of the proposed Local Law could be considered as impacting on the right to freedom of movement, which is recognised in section 12 of the Charter, in that entry to and remaining municipal places is subject to certain conditions. The provisions are considered reasonable and proportionate to the purpose and objectives of the Local Law.</p> <p>Clause 9.7 of the proposed Local Law allow the seizure, impoundment, disposal or destruction of impounded property and could be considered as impacting on the right to property, which is recognised in section 20 of the Charter. It is considered that any impact is reasonable and proportionate to the purpose and objectives of the Local Law.</p>
Consultation	The proposed Local Law has been developed in consultation with key stakeholders, including Councillors, Council staff from various departments and an external legal firm. Public consultation will be undertaken as part of the statutory Local Law review process.
Community Engagement and Submissions	To be completed after community engagement process.

## COMMENTS ON SPECIFIC PARTS OR PROVISIONS OF THE PROPOSED LOCAL LAW

## 4. Key Changes to Proposed Community Local Law 2021

Clause	Title	Proposed Wording or Amendment	Reason for Change
1.1	Title	Community Local Law 2021	New single Local Law rather than four separate Local Laws. Single source of reference.
1.3	Objectives	c. Supports <b>Council's</b> objectives to promote a physical and social environment throughout the municipality in which residents and visitors can enjoy a safe quality of life, that meets the reasonable expectations of the community.	To align the proposed Local Law with Council's objectives as stated in <i>Wellington 2030 Community Vision</i> and <i>2017-2021 Council Plan</i> documents.
1.4	Operation Date	1) This Local Law comes into operation at the beginning of the day on which this local law is made, or at the beginning of such later day as is expressed in the local law as the day on which the local law comes into operation at which time, Local Laws 2-5 of 2011 are revoked.	To indicate the commencement date of the Local Law, once adopted by Council.
1.7	Division of Parts	1) This Local Law is divided into Parts. Each Part is divided into separate clauses. Some of the clauses may be divided into paragraphs.	To reflect single a local law.
1.8	Definitions	Various definitions have been updated or deleted.	Definitions no longer relevant have been deleted. Some definitions have been updated to improve clarity.
2.5	Vehicle Crossings	1) The owner or occupier of <b>land</b> must not allow any person to access their <b>land</b> by vehicle other than over a <b>Council</b> approved <b>vehicle crossing</b> . 2) A person must not without a <b>permit</b> , construct a <b>vehicle crossing</b> . 3) Every <b>vehicle crossing</b> must be constructed and situated to the satisfaction of <b>Council</b> .	Replaces Local Law 2-2011: Streets and Roads, Division 3; Vehicle Crossing Requirements.  Provides clearer requirements for the construction of vehicle crossings.

Clause	Title	Proposed Wording or Amendment	Reason for Change
		<p>4) <b>Council</b> or its delegates may by notice in writing to the owner or occupier of the <b>land</b> require the construction of a satisfactory <b>vehicle crossing</b> to any <b>land</b> with the full costs of such works to be borne by the owner or occupier.</p> <p>5) <b>Council</b> or its delegates may by notice in writing to the owner or occupier of the <b>land</b> require the repair of a <b>vehicle crossing</b> which is in s state of disrepair with the full costs of such works to be borne by the owner or occupier.</p> <p>6) <b>Council</b> or its delegates may by notice in writing to the owner or occupier of the <b>land</b> require the removal of a <b>vehicle crossing</b> and reinstatement of the kerb and channel and <b>footpath</b> where the <b>vehicle crossing</b>, in the opinion of <b>Council</b> is no longer required with the full costs of such works to be borne by the owner or occupier.</p>	
2.7	Shopping Trolleys	1) A person must not leave a <b>shopping trolley</b> on any <b>road</b> , or vacant or municipal <b>land</b> except in an area designated for the purpose, or cause or authorise another person to do so.	Clause extended to include municipal land.
3.3	Event Signage	<p>1) A person must not place any sign advertising or providing directions to an <b>event</b> on any <b>Council</b> managed <b>road</b> or <b>municipal place</b> without obtaining a <b>permit</b> from <b>Council</b>.</p> <p>2) All <b>event</b> sign permit applications must be covered by extended public liability insurance of at least \$10 million. The application must show the inclusion of a clause to the effect that Wellington Shire <b>Council</b> is indemnified against all claims, losses or demands made on Wellington Shire <b>Council</b> directly or indirectly resulting from any occurrence in connection with a sign placed on a <b>road</b> or <b>municipal place</b>.</p>	New clause to allow and regulate the placement of event signage on Council managed roads, and municipal places.

Clause	Title	Proposed Wording or Amendment	Reason for Change
		<p>3) <b>Event</b> signage must not be placed in the following positions:</p> <ul style="list-style-type: none"> <li>a) nature strips;</li> <li>b) trees;</li> <li>c) area of plantings;</li> <li>d) <b>traffic</b> islands;</li> <li>e) central median islands; or</li> <li>f) roundabouts.</li> </ul> <p>4) Permitted <b>event</b> signs are be installed no earlier than fourteen (14) days prior to the <b>event</b> and must be removed prior to two (2) days after the <b>event</b>.</p>	
3.4	Roadside Trading	5) All proposed trading sites must be identified in the application for the <b>permit</b> and approved by <b>Council</b> .	New paragraph to reflect designated trading sites as defined in Council's <i>Roadside Trading Guidelines</i>
3.9	Repair of Vehicles	1) A person must not repair, paint, maintain or service a vehicle on any <b>road</b> or <b>Council land</b> except where it is necessary to undertake minor repairs to get the vehicle underway or moving.	Clause updated to include Council land
3.10	Events on Roads	1) A person must not, without a <b>permit</b> hold a <b>street party</b> , <b>street festival</b> or <b>procession</b> on a <b>Council</b> managed <b>road</b> .	Updated to indicate clause relates to Council managed roads only, as opposed roads managed by Regional Roads Victoria.
3.10	Events on Roads	3) Political, military, or industrial marches are exempt under this clause, provided Victoria Police are informed prior to the march.	New paragraph to exempt political, military or industrial marches from obtaining a permit, provided Victoria Police are informed prior to the march.
3.11	Collection on Roads	2) Intersection collections, for the purpose of collection donations for charitable or not-for-profit groups must not be held on a declared <b>road</b> unless the written consent of both the	New paragraph to advise of requirements for intersection collections on roads managed by Regional Roads Victoria.

Clause	Title	Proposed Wording or Amendment	Reason for Change
		Chief Commissioner of Police and the Chief Executive of Regional Roads Victoria has been obtained.	
3.12	Busking	1) A person must not, without a <b>permit</b> , busk in a <b>municipal place</b> .	Clause simplified to improve clarity  Clause updated to exempt busking activities which are part of an authorised street party, festival or event.
		2) A <b>busker</b> must comply with directions given by any member of Victoria Police or an <b>authorised officer</b> to cease busking or move from a busking location where congestion, inconvenience or <b>nuisance</b> is being caused.  3) This clause does not apply if the busking activities are part of an authorised <b>street party</b> , festival, or <b>event</b> .	Clause simplified to improve clarity.  Clause updated to exempt busking activities which are part of an authorised street party, festival or event.
4.1	Behaviour in Municipal Places	1) A person must not whilst in or on a <b>municipal place</b> :  a) Behave in a manner that endangers others or unreasonably interferes with the quiet enjoyment of the <b>municipal place</b> by any other person.	Clause updated to include behaviour that endangers others.
4.2	Vehicles in Public Reserves	1) A driver of a motor vehicle, must not drive or park a motor vehicle on any public reserve or <b>municipal place</b> within the <b>municipal district</b> , other than where existing roadways or car parks exist, unless:  a) the driver is a <b>Council</b> employee or contractor, carrying out duties in respect of <b>Council</b> ;  b) the driver is a member of the Victoria Police or other emergency service acting in the course of their duties; or	Clause updated to include paragraph 2, which makes the registered owner of any vehicle breaching this clause liable if the vehicle driver cannot be identified.  The addition of the operator onus offence is supported by section 84BC of the <i>Road Safety Act 1986</i> .

Clause	Title	Proposed Wording or Amendment	Reason for Change
		<p>c) the driver of a motor vehicle has been given written permission by the relevant <b>manager</b> or <b>authorised officer</b>.</p> <p>d) An offence under paragraph (1) of this clause is deemed to be <b>operator onus</b> offence.</p>	
4.4	Smoking in No-Smoking Areas	<p>1) The <b>Council</b> may by resolution declare any part of a <b>road</b> reserve or <b>municipal place</b> to be a smoke free area.</p> <p>2) Where a declaration is made by resolution, the <b>Council</b> must erect and maintain, or cause to be erected or maintained, appropriate signage indicating the boundaries of the declared smoke free areas.</p> <p>3) A person must not smoke on a <b>road</b> reserve or municipal area that has been declared as a smoke free area and has appropriate smoke free signage displayed.</p>	Clause simplified to improve clarity.
4.5	Consumption of Liquor	<p>1) Apart from in any licensed or authorised premises under the <i>Liquor Control Reform Act 1998</i>, a person must not, at any time on a <b>road</b> within the <b>municipal district</b>: -</p> <p>a) consume any liquor; or</p> <p>b) have in his or her possession or control any liquor, other than liquor in a packaged and sealed container.</p>	Clause simplified to improve clarity.
4.6	Camping	<p>1) A person must not <b>camp</b> on any <b>Council land, municipal place</b> or reserve unless it is within a registered <b>caravan park</b> or <b>camping area</b>. Schedule 7 of this local law details</p>	Clause updated to include municipal places.

Clause	Title	Proposed Wording or Amendment	Reason for Change
		designated camping areas self-contained caravans.	
5.1	Dangerous/Unsightly Land	<p>1) An owner or occupier of <b>land</b> must not at any time allow or permit the <b>land</b> to be kept in a manner which is dangerous or likely to cause danger to life or property and this includes <b>land</b> which is:</p> <p>a) a haven for vermin, noxious weeds, insects or excessive vegetation growth;</p> <p>b) used without a <b>permit</b> for the storage of any substance, object or thing which is dangerous or likely to cause danger to a person or property; or</p> <p>c) contains an unfenced or unsecured hole or excavation</p> <p>2) An owner or occupier of any <b>land</b> must not cause or allow the <b>land</b> or any structure on the <b>land</b> to be kept or remain in a manner which:</p> <p>a) Is unsightly or detrimental to the general amenity of the neighbourhood in which it is located; or</p> <p>3) Through accumulation or hoarding of rubbish, waste or other materials, gives the appearance of neglect and is out of character with other properties in the vicinity.</p>	Clause updated to include both dangerous and unsightly land and to better define both.
5.2	Outdoor Fires	<p>1) A person must not, without a <b>permit</b>, light or allow to be lit or remain alight, any fire in the open air or in an <b>incinerator</b> on any <b>land</b> other than a rural living zone or a <b>farming zone</b>.</p>	Clause updated to include incinerators and to refer to restrictions during the Fire Danger Period.



Clause	Title	Proposed Wording or Amendment	Reason for Change
5.3	Burning of Offensive Materials	<p>1) Notwithstanding clause 5.2, A person must not light a fire in the open air, including in an incinerator, cause or allow to be burnt any materials that may result in the emission of fumes or odours, or discharge of dust, grit, ashes or smoke that is <b>offensive</b> or dangerous to health including, but not limited to:</p> <p>a) non timber based building materials;  b) rubber or plastic, including plastic mulch, plant pots and packaging materials;  c) furnishings and carpets;  d) manufactured chemicals;  e) petroleum or oil products;  f) paint, including any container in which paint is kept;  g) food waste;  h) manure and straw;  i) household waste; or  j) other <b>offensive</b>, noxious or toxic matter.</p>	Clause updated list further offensive materials, such as manufactured chemicals, manure and straw and household waste.
5.4	Recreation Vehicles	<p>1) A person must not without a <b>permit</b> use a <b>recreation vehicle</b> on any <b>Council land</b> unless the <b>land</b> has been designated by the <b>Council</b> for that purpose.</p> <p>2) The <b>Council</b> may designate areas from time to time, by resolution, upon which recreational vehicles may be used. Initial areas so designated by the <b>Council</b>, which may be modified from time to time, are set out in SCH8.</p> <p>3) A person must not without a <b>permit</b> use a <b>recreation vehicle</b></p>	<p>Clause updated to include paragraph 4, which makes the registered owner of any vehicle breaching this clause liable if the vehicle driver cannot be identified.</p> <p>The addition of the operator onus offence is supported by section 84BC of the <i>Road Safety Act 1986</i>.</p>

Clause	Title	Proposed Wording or Amendment	Reason for Change
		on any private <b>land</b> in a residential or town zone, within the <b>municipal district</b> .	
		4) An offence under paragraph 1 of this clause is deemed to be <b>operator onus</b> offence.	
5.5	Occupy Caravan During construction of a Dwelling	1) A person must not without a <b>permit occupy</b> or allow to be occupied a <b>caravan</b> on private property during the construction of a dwelling.	Clause updated to include paragraph 3, requiring approval from the Municipal Building Surveyor and Environmental Health Officer.
		2) Any <b>permit</b> issued under this clause shall be issued for an initial period of 6 months and may be extended by periods of 6 months subject to substantial progress on building activities.	
		3) Any application for a <b>permit</b> must be accompanied by a current building certificate and must be approved by <b>Council's Municipal Building Surveyor</b> and an <b>Environmental Health Officer</b> .	
5.15	Animal Keeping	1) Any person using the <b>municipal waste facility</b> must deposit waste in accordance with <b>Council</b> instructions, the directions of any person working, any signs erected at the <b>municipal waste facility</b> and must pay the applicable fees and charges.	Clause updated to include the requirement to pay applicable fees and charges.
6.1	Animal Keeping	NOTE: The references to zones in the table above refer to the relevant zone in the Wellington Planning Scheme.	Explanatory note added to clause.
6.3	Animal Excrement	1) A person in charge of any animal on any <b>road</b> or <b>public place</b> within the <b>municipal district</b> , must carry a litter device suitable to clean up any excrement left by the animal and must produce such litter device upon request on any <b>authorised officer</b> .	New clause requiring persons in charge of any animal to carry a litter device to clean up after the animal.

Clause	Title	Proposed Wording or Amendment	Reason for Change
6.5	Horses on Reservations	<p>1) Except where written permission has been obtained from the <b>Council</b>, a person must not ride or lead a horse or cause or authorise another person to ride or lead a horse:</p> <p>a) on a <b>footpath</b> or nature strip; or</p> <p>b) in or on a municipal reserve.</p>	Clause updated to include municipal reserves.
7	Livestock	NOTE: Persons applying for a Droving of Livestock Permit, Grazing of Livestock Permit, or Livestock Movement Permit under this Part are encouraged to acquaint themselves with the <i>Livestock Disease Control Regulations 2017</i> . More information can be obtained from Agriculture Victoria.	Explanatory note added.
7	Livestock	NOTE: The provisions of clauses 7.1, 7.2 & 7.3 of this Part do not apply to livestock being transported by vehicle or other means in circumstances where there is no contact between the livestock and the road reserve or to a horse being ridden or driven or led by some attachment when the horse is being ridden driven or led by its owner or by a person authorised to do so by its owner.	Explanatory note added.
7.4	Movement of Livestock	<p>1) An owner or person having charge of <b>livestock</b> must not allow or cause the <b>movement of livestock</b> on any <b>road</b> (other than a declared <b>road</b>) in the <b>municipal district</b> without obtaining a <b>permit</b>.</p> <p>2) In the event of <b>livestock</b> being moved at a rate of less than one kilometre per hour, a grazing <b>permit</b> must be obtained.</p> <p>3) A person must not move <b>livestock</b> on a declared <b>road</b> within the <b>municipal district</b>, without obtaining a stock crossing</p>	Clause updated to include paragraph 3, requiring Roads corporation approval to move livestock on a declared (arterial) road.

Clause	Title	Proposed Wording or Amendment	Reason for Change
		<b>permit</b> from the Roads Corporation.	
8.1	Incorporation by Reference	<ol style="list-style-type: none"> <li>1) Any <b>guidelines</b> resolved by <b>Council</b> and incorporated by reference in this local law, must be maintained by the <b>Council</b> in a register kept for that purpose.</li> <li>2) Any <b>guidelines</b> resolved by <b>Council</b> and incorporated by reference in this local law, must be made available for inspection at the office of <b>Council</b> during normal working hours, or on <b>Council's</b> website.</li> </ol>	New clause inserted to include council guidelines in the proposed Local Law and to ensure any guidelines are made available for public viewing.
8.2	Application for Permits	<ol style="list-style-type: none"> <li>1) An application for a <b>permit</b> under this local law must be in a form approved by <b>Council</b> or its delegates and accompanied by the appropriate fee as prescribed by <b>Council</b>.</li> <li>2) <b>Council</b> or its delegates may waive, reduce or alter any fee.</li> </ol>	Clause simplified to improve clarity.
8.5	Insurance	<ol style="list-style-type: none"> <li>1) <b>Council</b> may request that prior to a <b>permit</b> being granted the <b>applicant</b> must provide a copy of a public liability insurance policy with a cover of no less than \$10 million per claim. The policy must be maintained for the duration of the <b>permit</b>.</li> </ol>	Clause simplified to improve clarity.
8.9	Duration of Permits	<ol style="list-style-type: none"> <li>1) Except where expressly stated in this local law or in the <b>permit</b>, the <b>permit</b> will operate from the date it is issued and will expire one year after the date of issue unless cancelled beforehand.</li> </ol>	Clause simplified to improve clarity.
9.1	Offences	<ol style="list-style-type: none"> <li>1) A person is guilty of an offence, if the person: <ol style="list-style-type: none"> <li>a) does something which a provision of this local law prohibits;</li> <li>b) fails to do something which a provision of this local law requires;</li> </ol> </li> </ol>	Clause simplified to improve clarity.

Clause	Title	Proposed Wording or Amendment	Reason for Change
		<p>c) engages in an activity without a current <b>permit</b>, where that activity requires a <b>permit</b>; or</p> <p>d) breaches or fails to comply with a <b>permit</b>.</p> <p>2) If a person charged with an offence against this local law is a corporation, any person who is concerned or takes part in the management of the corporation may be charged with the same offence.</p>	
9.2	Operator Onus Offences	<p>1) Except as otherwise provided by this clause, the person who at the time of an offence involving a vehicle against this local law, is the responsible person in relation to the vehicle or trailer and is guilty of the offence as if that person were the driver or person in charge (as the case requires) of the motor vehicle or trailer at that time.</p> <p>2) Nothing in paragraph (1) affects the liability of the person actually driving, or in charge of, as the case requires, the motor vehicle or trailer at the time of the offence.</p> <p>3) The operator of a motor vehicle or trailer only ceases to be the responsible person in relation to the motor vehicle or trailer if another person is nominated the responsible person in relation to that vehicle or trailer.</p>	<p>New clause inserted which makes the registered owner of any vehicle breaching a clause of the proposed Local Law liable if the vehicle driver cannot be identified.</p> <p>The addition of the operator onus offence is supported by section 84BC of the <i>Road Safety Act 1986</i>.</p>
9.5	Council to Carry out Work	<p>1) Where <b>Council</b> requires a person to carry out work under this local law and that person fails to carry out that work:</p>	<p>Clause updated to include paragraph 2, which allows council to recover any costs incurred by a person who carries out the work for Council.</p>

Clause	Title	Proposed Wording or Amendment	Reason for Change
		a) the <b>Council</b> may cause any other person to carry out the work; or  b) the <b>Council</b> may carry out the work.  2) If a person carries out the work on behalf of the <b>Council</b> , or the <b>Council</b> carries out the work, the <b>Council</b> may recover the cost of carrying out the work from the person who failed to do so.	
9.7	Impounding	1) An <b>authorised officer</b> of <b>Council</b> may:  a) impound any item that encroached or obstructs the free use of <b>council land</b> , a <b>public place</b> or a <b>road</b> , or any item which contravenes or is being used in contravention of this local law.  b) release the item to its owner on payment of a fee determined by <b>Council</b> , which is not to exceed an amount that reasonably represents the cost to <b>Council</b> of impounding, keeping and releasing the item; and  c) sell, destroy, dispose or give away the impounded item if the owner of the item has not paid the fee within the prescribed time as listed on the impoundment notice.	Clause updated to better define impounding process.
9.11	Infringement Notices	1) An <b>authorised officer</b> of <b>Council</b> may serve an infringement notice on a person who has committed an offence under this local law.	Clause updated to reflect the provisions of this clause are subject to the <i>Infringements Act 2006</i> .

Clause	Title	Proposed Wording or Amendment	Reason for Change
		<p>2) Schedule 5 of this local law sets out penalties for infringement notices which may be issued in respect of offences against this local law where the <b>Council</b> or its <b>authorised officers</b> determine to issue an infringement notice.</p> <p>3) The provisions of this clause are subject to the <i>Infringements Act 2006</i>, as amended from time to time.</p>	
S3	Abandoned Vehicles	<p>1) In determining whether a vehicle has been abandoned, the <b>Council</b> must consider:</p> <p>a) The vehicle is unregistered and/or not displaying registration plates;</p> <p>b) The vehicle has not been moved for two (2) months.</p>	New standard defining an abandoned vehicle.
S5	Event Signage	<p>1) In determining whether to grant a <b>permit</b> to allow the placement of event signage on a <b>Council</b> managed <b>road</b> or <b>municipal place</b>, the <b>Council</b> must consider:</p> <p>a) whether an indemnity and evidence of public liability insurance has been provided to the <b>Council</b>;</p> <p>b) The size and proposed location of the sign.</p> <p>2) A <b>permit</b> will not be issued where it is likely to introduce a hazard to <b>road</b> users or pedestrians due to:</p> <p>a) signs which obstruct a driver's line of sight at a corner or bend or between <b>roads</b> at a junction or at any point of vehicular egress from the property;</p>	New standard for the placement of event signage on Council managed roads, and municipal places.

Clause	Title	Proposed Wording or Amendment	Reason for Change
		<ul style="list-style-type: none"> <li>b) signs which obstruct or detract or tend to interfere with a <b>road</b> user's view of a <b>traffic</b> sign or signal;</li> <li>c) signs which have insufficient clearance from vehicles on the carriageway or parking areas or from the points of access to premises for pedestrians;</li> <li>d) signs that interfere with free and easy pedestrian movement on <b>footpaths</b> or cause difficulty in opening vehicle doors; or</li> <li>e) any other reason that is judged to be a threat to public safety.</li> </ul>	
S13	Street Events etc	<p>2) The following conditions will apply to all <b>permits</b> issued:</p> <ul style="list-style-type: none"> <li>a) a suitable <b>traffic</b> management plan completed by a suitably qualified person confirming that the <b>road</b> can be closed to vehicular <b>traffic</b>, or partly closed with safe and effective separation of vehicular <b>traffic</b> and festival/<b>procession</b> patrons and equipment is to be provided no less than seven (7) days prior to the commencement of the event;</li> <li>b) evidence that the agreement of Victoria Police and Regional Roads Victoria has been obtained and their requirements met, including an appropriate <b>traffic</b> detour signing scheme, is to be provided no less than seven (7) days prior to the commencement of the event; and</li> </ul>	Sub paragraph c) added to ensure consideration is given to allow access for emergency vehicles during a street event.



Clause	Title	Proposed Wording or Amendment	Reason for Change
		c) Consideration has been given to allow access for emergency vehicles if required.	
S14	Collection on Roads	NOTE: Any application for an intersection collection permit must be made in the first instance to Victoria Police and if on a declared road, the Roads Corporation. Council will (if it has no objections to the proposed intersection collection), provide the applicant with a letter to support the application.	Explanatory note inserted.
S16	Unsightly Properties	<p>1) In determining whether a property is unsightly, an <b>authorised officer of Council</b> must consider:</p> <p>a) whether the property detracts from the general amenity of the surrounding area; or</p> <p>b) whether the property, through the accumulation of rubbish, waste or other materials, gives the appearance of neglect and is out of character with other properties in the vicinity; or</p> <p>c) whether the property has grass or weeds present on the <b>land</b>, which exceed 200 millimetres in height if the <b>land</b> is within a residential zone.</p>	Sub paragraphs b) and c) inserted to standard to more clearly define what determines a property as unsightly.
S18	Outdoor Fires	<p>a) In determining whether to grant a <b>permit</b> for the use of <b>incinerators</b>, burning of <b>offensive</b> materials or outdoor fires, the <b>Council</b> must consider:</p> <p>b) the location of the proposed burning in proximity to adjoining <b>land</b>;</p> <p>c) the zoning under the <b>Wellington Planning Scheme</b> and</p>	Standard updated to include sub paragraph h): when determining whether to grant a permit, Council must consider any policies of the Environment Protection and Country Fire Authorities.

Clause	Title	Proposed Wording or Amendment	Reason for Change
		<p>surrounds of the <b>land</b> on which the burning is to take place;</p> <p>d) any alternative means of disposal;</p> <p>e) any adequate means of supervising the burning;</p> <p>f) any adequate means of controlling and extinguishing the spread of fire;</p> <p>g) the degree to which the material to be burned may produce <b>offensive</b>, toxic or unpleasant smells or smoke;</p> <p>h) any policies of the Environment Protection and Country Fire Authorities; and</p> <p>i) any other matter relevant to the circumstances associated with the permit application.</p>	
S19	Recreational Vehicles	<p>1) In determining whether to grant a <b>permit</b> for the use of a <b>recreation vehicle</b>, the <b>Council</b> must consider:</p> <p>a) the location of the <b>land</b> where the vehicle is to be used;</p> <p>b) the proximity of the <b>land</b> where the vehicle is to be used to neighbouring properties;</p> <p>c) the suitability of the <b>land</b> for use by <b>recreation vehicles</b>;</p> <p>d) the number of vehicles for which the <b>permit</b> is required;</p>	Standard updated to include sub paragraph b); when determining whether to grant a permit, Council must consider the location of the land where vehicle is to be used to neighbouring properties.

Clause	Title	Proposed Wording or Amendment	Reason for Change
		e) the days, times and hours the vehicles are to be used;  f) the likely damage which may be caused to any <b>Council land</b> ; and  g) any other matter relevant to the circumstances associated with the <b>permit</b> application.	
S22	Camping	1) If a person has disengaged the <b>caravan</b> from a vehicle and/or has extended the stabilizers on the <b>caravan</b> and/or has extended the awning and/or has placed <b>furniture</b> or other facility outside the <b>caravan</b> and/or erected a tent; they would be considered to be setting up <b>camp</b> .  2) If a person has not set up <b>camp</b> but is sleeping in a <b>caravan</b> or other form of transportable accommodation and has stopped for longer than eight hours, they would be considered to be <b>camping</b> .	Standard updated to better define camping.
S24	Keeping of Animals	1) In determining whether to grant a <b>permit</b> for the keeping of animals where the number exceeds that determined by the <b>Council</b> , the <b>Council</b> must consider:  a) the zoning of the <b>land</b> ;  b) the proximity to adjoining properties;  c) the amenity of the area;  d) the type and additional numbers of animals to be kept;	Standard updated to include sub paragraph g); when determining whether to grant a permit, Council must consider any previous justified complaints regarding the keeping of animals on the property.

Clause	Title	Proposed Wording or Amendment	Reason for Change
		<ul style="list-style-type: none"> <li>e) the likely effects on adjoining owners;</li> <li>f) the adequacy of animal shelters;</li> <li>g) any previous justified complaints regarding the keeping of animals on the property; and</li> <li>h) any other matter relevant to the circumstances associated with the <b>permit</b> application.</li> </ul>	
S25	Animal Shelters	<p>1) In determining what may be reasonable shelter, consideration should be given to:</p> <ul style="list-style-type: none"> <li>a) the type of animals to be kept;</li> <li>b) the height of the shelter;</li> <li>c) the distance from the street frontage of the property;</li> <li>d) the distance from any other street or <b>road</b>;</li> <li>e) the distance from the boundary of any adjoining property;</li> <li>f) the distance from any neighbouring dwelling; and</li> <li>g) any Code of Practice for the Keeping of Animals, published from time to time by Animal Welfare Victoria.</li> </ul>	Standard updated to include sub paragraph g); when determining whether to grant a permit, Council must consider any Code of Practice for the Keeping of Animals, published from time to time by Animal Welfare Victoria.
S27	Grazing of Livestock	<p>1) In determining whether to grant a <b>permit</b> for the <b>grazing of livestock</b>, the <b>Council</b> must consider:</p>	Standard updated to include sub paragraph b); when determining whether to grant a permit, Council must consider the location of the road

Clause	Title	Proposed Wording or Amendment	Reason for Change
		<ul style="list-style-type: none"> <li>a) whether an indemnity and evidence of public liability insurance has been provided to the <b>Council</b>; and</li> <li>b) The location of the <b>road</b> or <b>roads</b> in relation to the property where the cattle are kept;</li> <li>c) <b>Council</b> Roadside Vegetation Management Plan as amended from time to time; and</li> <li>d) any other matter relevant to the circumstances of the application.</li> </ul>	or roads in relation to the property where the cattle are kept.
S28	Droving of Livestock	<ul style="list-style-type: none"> <li>2) The <b>Council</b> must not issue a <b>permit</b> for the <b>droving of livestock</b> if: <ul style="list-style-type: none"> <li>a) The <b>road</b> used to drove <b>livestock</b> is a declared <b>road</b> and permission has not been granted by the Roads Corporation.</li> </ul> </li> </ul>	Standard updated to include sub paragraph a); Council must not issue a permit for the droving of livestock is the road used to drove livestock is a declared (arterial) road and permission has not been granted by the Roads Corporation.
S29	Livestock Movement	<ul style="list-style-type: none"> <li>1) In determining whether to grant a <b>permit</b> for the <b>movement of livestock</b> on <b>Council</b> managed <b>roads</b>, the <b>Council</b> must consider: <ul style="list-style-type: none"> <li>a) whether an indemnity and evidence of public liability insurance has been provided to the <b>Council</b>; and</li> <li>b) <b>Council</b> Roadside Vegetation Management Plan as amended from time to time and;</li> <li>c) Any other matter relevant to the circumstances of the</li> </ul> </li> </ul>	Paragraph 1 of the standard updated to include the wording 'Council managed roads'.

Clause	Title	Proposed Wording or Amendment	Reason for Change
		application.	
S29	Livestock Movement	<p>1) A person who is in charge of <b>livestock</b> being moved across or along a <b>road</b> must ensure that:</p> <p>a) the <b>livestock</b> are supervised and under <b>effective control</b> by a person who is competent in the management of <b>livestock</b>;</p>	Standard updated to include sub paragraph e) requiring Roads Corporation permission for permanent stock crossings on declared (arterial) roads.
		<p>b) except where paragraph (e) applies, signs conforming with guidelines prepared by the Roads Corporation and referred to in the Regulations are in place and removed or deactivated following completion of the movement;</p> <p>c) subject to paragraph (2) of this standard, the <b>livestock</b> are not moved other than during <b>daylight hours</b>;</p> <p>d) the <b>livestock</b> are moved promptly, to prevent unnecessary grazing of <b>roads</b>;</p> <p>e) For permanent <b>stock crossings</b> on any declared <b>road</b>, permission has been gained from the Roads Corporation.</p>	

**5. Risk Assessment of Proposed Local Law**

<b>Problem</b>	<b>Impact on Council Objective</b>	<b>How Does the Local Law Deal with The Problem</b>
Trees, plants, signs or posts interfering, or obstructing passage of traffic introduces hazards to road users, may reduce local area amenity and damage council assets.	Significant	Prohibits trees and plants on private property and the placement of signs and posts that interfere with the safe passage of traffic on roads.
Discharge of irrigation water to roads introduces hazards to road users, may reduce local area amenity and damage council assets.	Major	Prohibits the discharge of discharge of irrigation water onto a road, causing a hazard to the safe passage of traffic and damage to Council assets.
Properties not properly identified may lead to council or emergency services not being able to identify properties.	Major	Requires the owner or occupier of each property that has been allocated a street number by Council, to mark the property with the allocated number.
Vehicle crossings not being constructed to appropriate standards introduces hazards to road users, may reduce local area amenity and damage council assets.	Significant	Requires the owner or occupier of land to access their land by vehicle over a Council approved vehicle crossing.
Vehicles that are Likely to damage a road introduces hazards to road users, may reduce local area amenity and presents a public liability risk to Council.	Significant	Allows Council to prohibit such vehicles from using that road or part of the road for as long as it considers is necessary to prevent the damage.
Shopping trolleys abandoned on roads and municipal land may reduce local area amenity.	Significant	Prohibits shopping trolleys from being left on roads or municipal land.
Unregulated use of toy vehicles in public places obstructs, hinders, endangers, alarms or prevents the free passage of any pedestrian or other user of the road.	Significant	Regulates the use of toy vehicles in public places.

Problem	Impact on Council Objective	How Does the Local Law Deal with The Problem
Unregulated parking of stationary heavy or long vehicles in residential zones introduces hazards to road users, may reduce local area amenity.	Significant	Prohibits a person without a permit to allow a heavy vehicle or long vehicle to be parked, kept, stored or repaired on any property zoned residential.
Abandoned and unregistered vehicles left on any road, council land or municipal place introduces hazards to road users, may reduce local area amenity.	Significant	Prohibits any person leaving any derelict, abandoned or unregistered vehicle on any road, council land or municipal place.
Unregulated portable advertising, real estate and event signage placed in roads introduces hazards to road users, may reduce local area amenity and presents a public liability risk to Council.	Major	Regulates the placement of signage on roads, to ensure the safe passage of pedestrians and traffic, the preservation of local area amenity and minimises any public liability risk to council.
Unregulated placement of items on roads introduces hazards to road users, may reduce local area amenity and presents a public liability risk to Council.	Major	Regulates roadside trading, alfresco dining, the placement of goods for sale, bulk rubbish containers on roads to ensure the safe passage of pedestrians and traffic, the preservation of local area amenity and to minimise any public liability risk to council.
Unregulated activities on roads introduces hazards to road users, may reduce local area amenity and presents a public liability risk to Council.	Significant	Regulates the occupation of roads for works, busking and street events, festivals, processions or events to ensure the safe passage of pedestrians and traffic, the preservation of local area amenity and minimises any public liability risk to council. Prohibits the repair of vehicles and the depositing of substances on roads to ensure the safe passage of pedestrians and traffic, the preservation of local area amenity, and the protection of council assets.
Behaviour in public places that interferes with the quiet enjoyment, safety or amenity of a municipal place and/or facility.	Significant	Prohibits behaviour in public that interferes with the quiet enjoyment, safety or amenity of a municipal place and/or facility.



Problem	Impact on Council Objective	How Does the Local Law Deal with The Problem
Land kept in a manner that is unsightly or dangerous or likely to cause danger to life or property is a risk to the general community and reduces amenity and safety.	Major	Prohibits any owner or occupier of land to allow or permit the land to be unsightly or dangerous to such an extent that it likely to be a risk to the general community and reduces amenity and safety.
Fires burning in outdoor areas often lead to significant reduction in local air quality and community amenity. This is a particularly an issue in residential areas.	Major	Regulates the lighting of any fire in the open air or in an incinerator on any land other than a rural living zone or a farming zone.
Burning of offensive materials is highly likely to lead to the emission of offensive odours and toxic chemicals into the air and therefore reduce local air quality and present a risk to public health.	Major	Prohibits the burning of offensive materials that are likely to lead to the emission of offensive odours and toxic chemicals into the air and therefore reduce local air quality and present a risk to public health.
Recreational vehicles (defined as including but not restricted to off road vehicles, trail bikes, dune buggies, go carts and the like, but does not include motor vehicles used for farming purposes or caravans) operated on Council land and/or on private land in residential areas are a general nuisance due to noise and potential damage to assets.	Significant	Regulates the use of recreational vehicles on council owned and private land in a manner designed to reduce nuisance due to noise and potential damage to assets.
The use and placement of a caravan while building a dwelling need to be undertaken in accordance with guidelines to reduce the likelihood of the caravan becoming a de-facto permanent dwelling or not being operated in accordance with health requirements.	Significant	Regulates the use and placement of caravans in private property while building a dwelling in a manner which reduces the likelihood of the caravan becoming a de-facto permanent dwelling or not being operated in accordance with health requirements.

Problem	Impact on Council Objective	How Does the Local Law Deal with The Problem
Camping on private vacant land may present a viable short-term shelter option during certain times of the year, such as holidays. Camping that occurs in a manner that resembles more permanent shelter arrangement leads to reduced community amenity, is a potential risk to health and may have an impact on the local environment.	Significant	Prohibits a person from camping on any vacant private land in the municipal district for a period longer than 28 days in a calendar year. If camping for less than 28 days in a calendar year regulates the activity by providing guidelines aimed at preserving health, amenity and the environment.
The placement of caravans and tents on roads reduces access to locations for use by the wider community, may lead to a safety hazard and may cause damage to Council assets.	Significant	Prohibits a person from camping in a Caravan on a road unless the area has been designated by Council as being available for this purpose in an effort to reduce any safety hazard, maintain public access and protect any council assets.
Unless properly regulated circuses, carnivals and festivals held on land controlled by Council may have a major impact on the general amenity of a local area, damage assets, and/or present a risk to the health and safety of the general public.	Significant	Regulates circus, carnivals or other similar events on any land under the control of Council in a manner designed to preserve amenity, protect the safety of the general public and protect council assets.
The discharge of wastewater into stormwater drains is detrimental to the environment and may reduce local amenity through odours, blockages or damage to assets.	Major	Prohibits the deposit any wastewater on any land or in water or a watercourse or drain or stormwater drain unless authorised and licensed under the <i>Environment Protection Act 1970</i> to ensure protection of the environment, assets and preserve the amenity of the area.
Inappropriate transportation and disposal of waste could be detrimental to the environment, public safety and the general amenity of an area.	Major	Prohibits/regulates the transportation and disposal of waste to ensure the protection of the environment, safety of the general public and the preservation of general amenity.

Problem	Impact on Council Objective	How Does the Local Law Deal with The Problem
The keeping of excessive animals on a property and inadequate housing for the animals could cause a nuisance to neighbouring properties, detract from the amenity of an area or present a health and/or safety risk to those close by.	Significant	Regulates the number and type of animal permitted to be kept on properties, depending on their zoning status plus the type of housing used to keep the animals to minimise any adverse impact on neighbouring properties, amenity, and the health and safety of others.
Animal litter deposited on any road or public place reduces the amenity of the local area where the litter has been deposited and leads to environmental pollution if the litter enters into waterways or stormwater drains.	Significant	Compels animal owners to carry a suitable device to collect animal excrement and remove it from a road or public place to minimise any adverse impact to the amenity of the area or environmental pollution.
Horse riding on roads, footpaths, nature strips or public reserves in built up areas presents a high risk to road users and could be detrimental to council assets.	Significant	Prohibits the riding or leading of horses on roads, footpaths, nature strips or public reserves in built up areas unless council permission has been obtained in advance, in an effort to minimise any risk to road users and council assets.
Unregulated, roadside grazing, livestock movement or droving of livestock on roads presents a high risk to road users and may result in significant damage to the environment Council assets.	Major	Regulates roadside grazing, livestock movement or droving of livestock on roads activities in order to minimise any risk to road users or damage to the environment or council assets.



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# ELLIOTT STAFFORD

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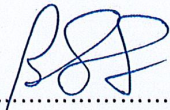
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## CERTIFICATE PURSUANT TO SECTION 74 OF THE LOCAL GOVERNMENT ACT 2020

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I certify that I am of the opinion that the proposed Local Law "Community Local Law 2021" is consistent with Local Law requirements and including Local Government Act 2020, Local Government Act 1989, including minister's Guidelines for Local Laws Manual, Resource Book for Council Officers, Victorian Guide to Regulation, Attorney-General's guidelines to the Infringements Act, Parliamentary Counsel Guidelines and relevant publications of the Human Rights' Commission and Victorian Equal Opportunity



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## 15. GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT

### 15.1. ADOPTION OF THE ROAD MANAGEMENT PLAN

#### ACTION OFFICER: MANAGER BUILT ENVIRONMENT

##### PURPOSE

For Council to adopt the Road Management Plan 2021, as attached, following a review pursuant to provisions of the Road Management (General) Regulations 2016.

#### PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

##### RECOMMENDATION

*That Council adopt the Road Management Plan 2021, following a review pursuant to provisions of the Road Management (General) Regulations 2016.*

##### BACKGROUND

At the ordinary meeting of Council held on 16 March 2021, Council authorised the issue of a notice to amend the Road Management Plan, pursuant with Section 10 of the Road Management (General) Regulations 2016.

A notice was published in line with Council's resolution inviting submissions from all members of the community. As a result, 12 submissions were received which were subsequently reviewed by Council Officers and Councillors.

Submissions related to requests to be added to Council's Register of Public Roads as well as other matters in relation to the draft plan. None of the requests to be included in Council's Register of Public Roads meet the criteria in the draft Road Management Plan 2021 for inclusion. No changes are proposed to the criteria as a result of this review.

Additional feedback from both Council's civil liability insurer, MAV Insurance, and legal representatives was also sought in relation to the draft Road Management Plan 2021.

Following consideration of the submissions received and feedback from MAV Insurance, further amendments have been made to the draft Road Management Plan 2021, including:

- Further refinement of terminology in main document and appendices, particularly for intervention levels for both roads and paths;
- Information regarding maintenance responsibility of private driveways;
- Additional information on Council's Road and path inspection process; and
- Additional information regarding Council's Road Management Plan review process.

All amendments made to the draft Road Management Plan 2021, further to those identified in the Council report dated 16 March 2021, have maintained the proposed level of service for the community.

## ATTACHMENTS

1. 2021 Draft RMP with Appendices - Council Report v1 [15.1.1 - 32 pages]

## OPTIONS

Council has the following options available:

1. That Council adopt the Road Management Plan 2021, following a review pursuant to provisions of the Road Management (General) Regulations 2016; or
2. That Council do not adopt the Road Management Plan 2021 at this time.

## PROPOSAL

That Council adopt the Road Management Plan 2021, following a review pursuant to provisions of the Road Management (General) Regulations 2016.

## 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 changes to the Roadside Vegetation intervention levels as identified in Appendix C of the draft Road Management Plan 2021, specifically the intervention stating 'Trees, shrubs and grasses restricting design sight distance for intersections, or restricting viewing of regulatory or warning signs and guideposts on roads' is estimated to have a financial impact of \$50,000 per annum to maintain the new service standard. This is due to this intervention level being altered to now consider both sealed and unsealed roads. This cost will be reviewed as part of Council's ongoing operational budget reviews.

The proposed inclusion of an inspection program and intervention levels for gravel paths within a road reserve is expected to have minor financial impact. This proposed alteration has been included to further mitigate Council's liability for part of its gravel path network. The ongoing costs, in terms of both staff and financial resources, are to be assessed by Council Officers as part of the 2022/23 operational budget review.

## COMMUNICATION IMPACT

As required by the *Road Management Act (General) Regulations 2016*, notice to amend the Road Management Plan has been published in the Victorian Government Gazette, the Gippsland Times, and the Latrobe Valley Express

A copy of the draft Road Management Plan 2021 was made available online via the Your Wellington Your Say project page and in hard copy at the Sale and Yarram Service Centres.

Should the recommendation be adopted, the Road Management Plan 2021 will be made available on Council's website and in hard copy at the Sale and Yarram Service Centres, in addition to copies of the Register of Public Roads.



## LEGISLATIVE IMPACT

The review of the Road Management Plan has been undertaken in accordance with the *Road Management Act 2004* and the *Road Management Act (General) Regulations 2016*.

It is a requirement of the *Road Management Act (General) Regulations 2016* that municipal councils who have made a Road Management Plan must conduct a review of that plan in the same period as they are required to conduct a review of the Council Plan, six months after each general election or by the next 30 June, whichever is later.

## COUNCIL POLICY IMPACT

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

## COUNCIL PLAN IMPACT

The Council Plan 2017-21 Theme 2 Services & Infrastructure states the following strategic objective and related strategy:

**Strategic Objective 2.2:** “Council assets are responsibly, socially, economically and sustainably managed.”

Strategy 2.2.3: “Continue to maintain and enhance Council’s built environment for public amenity and long-term sustainability.”

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

## RESOURCES AND STAFF IMPACT

The Road Management Plan review has accounted for existing resources available to discharge Council’s duties to inspect, repair and maintain public roads established within the *Road Management Act 2004*.

## COMMUNITY IMPACT

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

## ENVIRONMENTAL IMPACT

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

## ENGAGEMENT IMPACT

Notice of Wellington Shire Council’s Road Management Plan review was published in the Victorian Government Gazette on Thursday 25 March 2021, in the Gippsland Times on both Friday 26 March 2021 and Tuesday 30 March 2021, and in the Latrobe Valley Express on Monday 29 March 2021.

12 submissions were received in relation to the draft Road Management Plan 2021 through both Council’s Your Wellington Your Say project page and via Council’s customer request



system. All submissions were considered in developing the amended Road Management Plan 2021 as attached.

## **RISK MANAGEMENT IMPACT**

A Road Management Plan can provide a policy defence from litigation under the *Road Management Act 2004*, and subsequently minimise Council's exposure to risk.

A compliant Road Management Plan is an audited requirement of Council's insurers.



WELLINGTON  
SHIRE COUNCIL

*The Heart of Gippsland*

# Road Management Plan

2021

**SCHEDULE OF CHANGES AND AMENDMENTS**

<b>Version No.</b>	<b>Description</b>	<b>Date</b>	<b>Comment</b>	<b>Authorised</b>
No. 1	Road Management Plan 2004	5 October 2004	Original	Council
No. 2	Road Management Plan 2009	19 May 2009	Whole Document Review	Council
No. 3	Road Management Plan 2012	18 September 2012	Whole Document Review	Council
No.4	Road Management Plan 2013	2 July 2013	Alterations to Intervention Levels, Hierarchy Description alterations, General formatting	Council
No.5	Road Management Plan 2017	20 June 2017	Alterations to <i>Appendix A: Reasonably Required for General Public Use Criteria</i> , alteration to inspection frequencies, alteration to intervention levels for Vegetation Clearance Zone, additional defects listed in Appendix C, lowering of road defect response times, changes to footpath and shared path defects and lowering of response times, inclusion of audit and review time frames, general formatting and editing of document structure.	Council
No.6	Road Management Plan 2021		Whole Document Review including: additional information under section 2. Key Consideration and section 10. Audit and Review, alteration to Appendix C for roadside vegetation intervention levels, changes to Appendix D for shared path and footpath defect intervention levels, general formatting and editing.	Council

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## 1. Introduction

Wellington Shire Council manages the public roads for which it is the Coordinating Road Authority or Responsible Road Authority under the *Road Management Act 2004* in accordance with this Road Management Plan (RMP).

The primary objective of this RMP is to establish a management system for the road management functions of Wellington Shire Council, based on policy and operational objectives and to set the relevant standard in relation to these objectives.

Wellington Shire Council manages a public road network in excess of 3100km. The RMP is based on establishing objectives that allow the safe and efficient management of this road network.

Wellington Shire Council will make all reasonable endeavors to meet the requirements set out in this RMP. However, in events beyond Wellington Shire Council's control, such as natural disasters, including but not limited to fires, floods and droughts, or other factors including limited financial, human or other resources, Wellington Shire Council reserves the right to suspend compliance with its RMP.

If the Chief Executive Officer of Wellington Shire Council considers it appropriate to suspend this RMP they will write to the Council Officer with responsibility of enacting this RMP, advising that some or all of the timeframes and other commitments documented, are to be suspended.

**See Appendix G – Request to suspend Road Management Plan.**

Once the events beyond the control of Wellington Shire Council have abated, or partially abated, Wellington Shire Councils Chief Executive Officer will write to the Council Officer with responsibility of enacting this RMP which parts of the RMP are reactivated and when.

## 2. Key Considerations

The road network in Wellington is significant and varies throughout the municipality in standard of construction, maintenance requirements, and topographic constraints. Wellington's road asset network comprises of 3,078 kilometres of formed roads (of which 1,512 kilometres are sealed), 173 bridges, 283 kilometres of footpaths, 387 kilometres of kerb and channel and 272 major culverts. In addition, there are numerous other existing road features which are maintained by Wellington Shire Council including minor culverts, drainage infrastructure, traffic signs and road pavement markings.

### 2.1 Stakeholders

Key stakeholder groups who use the road network and/or are affected by this RMP include:

- Residents & businesses who reside within the municipality of Wellington Shire Council.
- Users of vehicles such as trucks, buses, commercial vehicles, cars and motor cycles.
- Pedestrians, including those with disabilities and the elderly with restricted mobility.
- Users of a range of miscellaneous smaller, lightweight vehicles such as cyclists, mobility scooters, wheel chairs, prams, etc.
- Tourists & visitors to the municipality of Wellington Shire Council.
- Emergency service authorities (e.g. Victoria Police, CFA, Ambulance, SES).
- Utility agencies that use the road reserve for their infrastructure (e.g. water, sewerage, gas, electricity, telecommunications).
- State & Federal Government that periodically provide support funding to assist with management of the road network.

### 2.2 Relationships with other documents

#### Council Plan 2017 – 2021:

Council's relevant areas of focus and goals in its Council Plan are:

**Communities** - "We know and support each other and have a strong sense of community belonging. Diversity is respected and there are many social and community activities providing opportunities for all people to interact. We strive for good health, feel safe in our communities and are prepared for natural disasters."

Strategic Objective 1.4 - Enhance resilience in our towns and our communities.

**Services & Infrastructure** - "Wellington has a built environment that is sustainable, appropriate, accessible and responsive to the community. Transport connects people to communities and places. Events and services support our strong communities."

Strategic Objective 2.1 - Council services and infrastructure are responsive to identified current and future community needs within budgeted parameters.

Strategic Objective 2.2 - Council assets are responsibly, socially, economically and sustainably managed.

Strategic Objective 2.3 - Continued improvement to Wellington Shire's connectivity with further developed, accessible transport networks.

Other key documents:

- Annual Budget

### **2.3 Policy and Budgetary Framework**

The Road Management Plan is developed and reviewed in consideration of the financial resources available in line with Council's Policy and Budgetary Framework, which forms the basis for providing assets and resources to support service delivery.

Routine road maintenance activities and defect rectification works, with defects being defined in Appendix C and D of this Road Management Plan, are undertaken by Wellington Shire Council utilising its operational maintenance budgets. These form the basis of Council's level of service for road users.

Routine and proactive maintenance activities are planned on a case-by-case basis for each road asset and considers the number and frequency of customer requests, rate of asset deterioration and the level of public use. The Road Management Plan influences the operational budget required to ensure Wellington Shire Council's road network remains within the intervention levels set by this Road Management Plan.

Road renewal and rehabilitation works are generally funded through Council's annual capital program via either rates or external funding sources. Current sources of funding for road maintenance include:

- General rate revenue
- Funding from external bodies (e.g. Roads to Recovery, Black Spot funding)
- Bridges Renewal Program
- Heavy Vehicle Safety and Productivity Program
- Special charge schemes under Council's Residential Road and Street Construction Plan.

### **2.4 Analysis of traffic information**

Wellington Shire Council considers traffic accidents and traffic data when determining road maintenance and capital works program, to promote a safe and efficient road network for all road users. Key locations are generally highlighted through routine inspections and road condition audits, as well as from members of the public through Council's customer enquiry system.

Traffic accident history and traffic counts assist to inform Council's future capital works program and identify projects for external funding opportunities.

## **2.5 Internal Reporting Requirements**

Wellington Shire Council officers are required to undertake monthly, quarterly, and annual reports through Council's internal reporting system. This documents Council's level of compliance with its Road Management Plan through Key Performance Indicators. This information is compiled and provided to Council management for review and assists to inform any required changes to maintenance practices or operational budgets to improve compliance.



### 3. Register of Public Roads

The *Road Management Act 2004* determines a road authority must keep a Register of Public Roads specifying the public roads for which it is the Coordinating Road Authority.

The Wellington Shire Council Register of Public Roads includes the roads that are managed in accordance with this RMP. Public roads in which Wellington Shire Council is the Coordinating Road Authority are determined in conjunction with Section 17 of the *Road Management Act 2004*.

The Wellington Shire Council Register of Public Roads is available to access via download from:

[www.wellington.vic.gov.au](http://www.wellington.vic.gov.au)

The Wellington Shire Council Register of Public Roads is available to access in hard copy from:

- Wellington Shire Council Sale Service Centre – 18 Desailly Street, Sale, Victoria
- Wellington Shire Council Yarram Service Centre – 156 Grant Street, Yarram

#### 3.1 Other Road Authorities

Wellington Shire Council is not the sole Coordinating Road Authority or Responsible Road Authority within the municipality. Other roads authorities include VicRoads, Department of Environment, Land, Water and Planning and private & corporate bodies.

VicRoads is the coordinating road authority for all declared arterial roads within the municipality.

The Road Management Act 2004 Code of Practice – Operational Responsibility for Public Roads, details the operational responsibilities between Road Authorities.

Wellington Shire Council shares road and bridge assets with four surrounding road authorities of East Gippsland Shire Council, South Gippsland Shire Council, Latrobe City Council, and the Department of Environment, Land, Water and Planning (DELWP). Boundary Road Agreements have been previously developed between Wellington Shire Council and the appropriate road authority to ensure the effective and efficient management of the road network. Boundary Road Agreements identify shared road assets between two road authorities and outline the maintenance responsibilities of each road authority.

#### 3.2 Roads Reasonably Required for General Public Use

Section 17(3) of the Road Management Act requires that the relevant Coordinating Road Authority must register on its Register of Public Roads a road in respect of which the road authority has made a decision that the road is *reasonably required for general public use*.

Upon receipt of a written request to include a road on Wellington Shire Council's Register of Public Roads, the Public Use Assessment Criteria (**see Appendix A**) is used to assist in the determination by a council officer, with appropriate delegation applicable to this decision, whether the road is *reasonably required for general public use*. Should the road be determined *reasonably required for general public use*, it shall be applied to the Register of Public Roads and managed in conjunction with this RMP.

### 3.3 Public Highways

A road may be a Public Highway without necessarily being included on the Register of Public Roads. The non-inclusion of a Public Highway on the Register of Public Roads does not affect the rights of the public to use that road, however indicates that Wellington Shire Council has not determined the road *reasonably required for general public use* and it is not managed in conjunction with this RMP.

### 3.4 Infrastructure for which this Road Management Plan does not apply

- Any road, driveway or pedestrian pathway on private property and/or providing access from private property to a public road.
- Any named unconstructed road which Council does not maintain but which provides access from private property to a public road.
- Roads or tracks, regardless of whether the road or track is located within a road reserve, that are not constructed to Council's minimum standards and are not listed on Council's Register of Public Roads.
- Any access track or driveway location within a road reserve, that was not constructed by or on behalf of Council that only provides access to adjoining private property and are not already listed on Council's Register of Public Roads.
- Any Arterial Road, National Highway or Freeway.
- Roads or tracks maintained by the Department of Environment Land Water and Planning.
- Railway Structures and associated assets set out in a Rail Safety Interface Agreement as being the responsibility of others.
- Any utility infrastructure or assets located within the road reserve.
- Any non-road infrastructure as defined by the *Road Management Act 2004*.

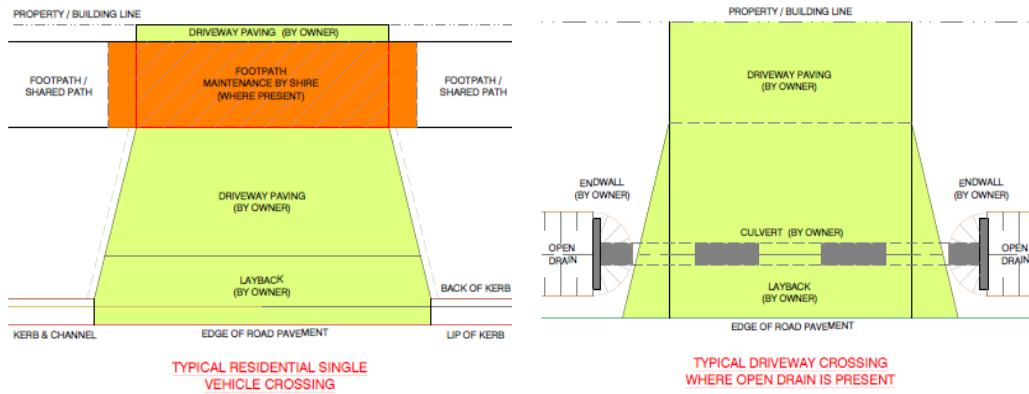
#### 3.4.1 Responsibility for private driveways

As mentioned above in section 3.4, driveways are not covered under Council's Road Management Plan. It is the responsibility of the property owner to install and maintain their driveway infrastructure. Wellington Shire does not undertake work to private driveways as part of its regular road maintenance program.

Driveway infrastructure includes:

- Kerb layback
- Crossover between kerb and footpath
- Culvert when crossing an open drain

Below is a diagram which identifies the areas of a driveway which are the responsibility of the property owner.



## **4. Responsibilities of Road Users**

Road users have obligations and duties when travelling on Wellington Shire Councils public roads, in accordance with the provisions documented in the Road Safety Act 1986 and summarised below.

A person who drives a motor vehicle must drive in a safe manner having regard to all relevant factors including (but not limited to) the:

- Physical characteristics of the road
- Prevailing weather conditions
- Level of visibility
- Condition of the motor vehicle
- Prevailing traffic conditions
- Relevant road laws and advisory signs
- Physical and mental condition of the driver

A road user other than a person driving a motor vehicle must use a road in a safe manner having regard to all the relevant factors.

A road user must have regard to the rights of other road users and the community, taking reasonable care to avoid conduct that may:

- Endanger the safety and welfare of other road users
- Damage any infrastructure on the road reserve
- Harm the environment of the road reserve

## 5. Type of Infrastructure

The type of infrastructure covered in this plan includes road infrastructure (e.g. physical roadways, footpaths, road shoulders) and road related infrastructure (e.g. road drainage assets & formations, traffic control devices, warning & regulatory signage).

Infrastructure not covered under this plan includes any area of public road that has not been developed by a road authority for use by the public as a roadway or pathway and any other non-road related infrastructure (e.g. roadside bushland, utility assets, private driveways).

Wellington Shire Council may undertake works on Public Roads and non-Public Roads for other purposes, including fire mitigation and management and noxious weed control. These activities are not performed in line with this RMP and determined by other Council strategies, plans and procedures.

## 6. Asset Hierarchies

Road and footpath assets are classified into hierarchies. The role which each asset plays within the road or footpath network determines its hierarchy. The more central the asset is within the network, the higher its utilisation. This position is supported by average daily vehicle and pedestrian counts.

Asset hierarchies allow a risk-based approach to resource allocation and prioritisation that sees those assets receiving the most utilisation receiving a higher priority for inspection, maintenance, and repair. This is driven by the presumption that defects on assets with greater utilisation have a higher likelihood of consequence.

### 6.1 Road Hierarchy Description

Hierarchy Classification	Description	Indicative Daily Traffic
<b>Link</b>	Link between Arterial Roads, major community nodes or activity centres.	> 1500
<b>Collector</b>	Collects traffic from the local road network and directs traffic to Link or declared arterial roads. Through or major destination roads.	> 1000
<b>Local Access A</b>	A major access road for local residential or commercial traffic or public facility. Must be a through road or road to significant destination.	150 – 1500
<b>Local Access B</b>	A minor access road for local residential or commercial traffic.	30 - 500
<b>Local Access C</b>	Generally a no through road servicing limited stakeholders, however may continue as an unmaintained road into bushland etc. Limited public use.	< 40

## 6.2 Footpath Hierarchy Description

Classification	Description
<b>Shared Paths</b>	Paths that provide for shared use between both pedestrians and cyclists. Can include recreational routes or links between key community destinations. Shared Paths are likely to have a diverse range of users. Shared paths have specific maintenance and management requirements.
<b>High Activity Footpaths</b>	High Activity footpaths provide connections within CBD and Town Centres. These paths also link major public transportation hubs including bus stops and railway stations to town centres. High Activity paths are likely to have a diverse range of users and are most likely to have the highest traffic volumes.
<b>Medium Activity Footpaths</b>	Medium Activity paths provide connections to major destinations including schools, recreation facilities, hospitals, aged care facilities, libraries, community centres and residential nodes. These can also include major recreational paths. These paths are likely to have a diverse range of users. These routes are likely to have high traffic volumes at certain times.
<b>Low Activity Footpaths</b>	Low Activity paths provide connections to and within residential and industrial areas. These paths are likely to be used less frequently.

## 7. Road & Path Management

### 7.1 Management Process

An illustrated management process for roads and path assets is included as **Appendix B**. The management process includes proactive and reactive inspections, repairs of defects found to exceed stated intervention levels a program of capital renewal and upgrade works.

### 7.2 Inspection

Wellington Shire Council has a statutory duty to inspect public roads for which it is the responsible authority. These roads are included within the Wellington Shire Council Register of Public Roads. These inspections relate to the types of infrastructure detailed in Section 5 of this RMP.

There are two primary types of inspections employed as part of this Road Management Plan:

- Defect Inspections
- Condition Inspections

Proactive Road and Footpath inspection frequencies are documented in **Appendix E**.

#### 7.2.1 Defect Inspections

The primary purpose of a Defect Inspection is to inspect the asset for defects exceeding nominated intervention levels as documented in **Appendix C - Roads** and **Appendix D - Footpaths**. The inspection can be generated from:

- 1) A proactive inspection program which includes kerb and channel, footpaths and shared footpaths, and signage
- 2) A Customer Request, as detailed in Section 8 of this RMP
- 3) Notification of an incident or accident on the road or footpath network

Council's proactive road inspections consider:

- Road surface
- Kerb and channel
- Associated regulatory and warning signage
- Line marking
- Roadside Vegetation
- Intersection sight lines
- Minor Culverts
- Guardrail

Council's proactive footpath inspections consider:

- Footpath surface
- Associated shared path signage
- Pram Crossings
- Associated drainage infrastructure



Council's proactive bridge and major culvert inspections consider:

- Bridges
- Major Culverts

### **7.2.2 Condition Inspections**

Condition inspections are undertaken to ascertain information relating to remaining useful life of an asset or asset component. This information is used for renewal programming and Asset Management purposes. Condition Inspections intended to provide a high-level assessment of the overall network, as opposed to identifying individual or specific defects.

## **7.3 Road Maintenance Standards and Process**

A schedule of intervention levels for defects and corresponding response times for repair has been established for roads managed in conjunction with this RMP (**Appendix C**).

**The *Road Management Act 2004* does not require roads or paths to be upgraded to a higher standard to which they were originally constructed, and it is not the intention of this plan to upgrade any road.** The upgrade of assets is limited to Council's capital works program, special charge schemes or private development.

### **Proactive Maintenance**

Proactive maintenance activities are cyclic and are performed in conjunction with predetermined proactive maintenance programs. These works are in addition to works specifically generated from proactive and reactive defect inspections (see Section 7.2).

Proactive maintenance activities may include but are not limited to:

- Gravel Road Grading
- Sealed Road Patrol
- Shoulder and Drainage Maintenance
- Roadside Grass Slashing
- Street Sweeping
- Line Marking

The allocation of resources directed to individual assets as part of proactive maintenance programs may consider:

- Asset Hierarchy
- Vehicles Per Day (estimated where unknown)
- School Bus Use
- Industry Use
- Topography
- Knowledge of other localised deterioration factors

Roads with a hierarchy classification of Local Access C will receive limited proactive maintenance.

### **7.3.1 Reactive Repairs**

Intervention levels are used in Defect Inspections (see Section 7.2). All defects identified exceeding the nominated intervention levels are to be repaired or treated with temporary measures within the corresponding response time. Temporary measures are only utilised and intended as a means of reducing the risk of injury and/or property damage until such time as permanent repairs can be completed. These may include, but are not limited to:

- Erecting warning signage
- Performing a temporary repair
- Closing the road to traffic

### **7.4 Footpath Maintenance Standards and Process**

A schedule of defect intervention levels and corresponding response times is listed in **Appendix E**.

These are recorded as a part of footpath programmed Defect Inspections (see Section 7.2) or as a result of a Customer Request.

## 8. Customer Requests & Notification

Customer requests and/or notification or complaint relating to a defect listed in Appendix C of this RMP will result in a reactive defect inspection taking place within a period of no later than 10 working days. However, if on being informed of a particular defect arising from a customer request or complaint, it is the opinion of the responsible and authorised delegated officer of Council that the particular defect requires a more urgent response from Council, then an inspection will ordinarily be conducted in a lesser timeframe in order for Council to ensure that, in the public interest and safety, a proper response to any hazard, deterioration or risk is made and appropriate action taken, being whether or not to remove the hazard or to repair the defect or deterioration in the road or pathway or to give warning of the hazard, defect or deterioration in the road or pathway.

If, at first contact with a customer, there is notification of a defect listed in **Appendix F**, communication with the relevant depot supervisor or works coordinator, or if unavailable another Built Environment Operations team member, must be made by telephone in addition to recording the customer request.

## **9. Management System**

Wellington Shire Council uses a centralised asset system for:

- All asset data
- Inspections, Defects and corresponding Actions
- Works completed

Customer requests and notifications are recorded in Wellington Shire Council's document management system, with a record of works available linked in the central asset system.

The systems that assist in delivering the objectives of this Road Management Plan are under continuous development and improvement.

## 10. Audit & Review

Wellington Shire Council undertakes the review of its Road Management Plan in accordance with section 54 of the Road Management Act 2004 and part 3 of the Road Management (General) Regulations 2016.

The Road Management Plan will be reviewed every four years within the period of 6 months after each general election or by the next 30 June, whichever is later. The review shall reflect changes in processes and practices, or changes in level of service standards identified for consideration or adopted since the last review.

Before adopting or amending this plan Council must undertake a process of:

- Giving notice of the Plan or amendment;
- Allow 28 days for submissions;
- Consider any submissions from the public;
- Council adopts the final Road Management Plan via a Council report

The notice must be published in the Government Gazette and a local daily newspaper, which provides further information on the location of the proposed Plan amendments and where copies may be inspected or obtained. During the public submission phase, copies of the draft version of the plan will be located at the following locations:

- Sale and Yarram customer service centres
- Online on the Council's Your Wellington Your Say website at [your.wellington.vic.gov.au](http://your.wellington.vic.gov.au)

Aspects of the Road Management Plan will be reviewed on a regular basis, to monitor compliance with established standards and to create a history of relevant information to inform decision making.

Road Management Plan Component	Audit / Review Frequency
Monitoring of compliance with inspection frequency, as specified in Appendix E.	Monthly
Monitoring of compliance with response times, as specified in Appendices C & D.	Monthly
Review of customer requests received, considering responsible Maintenance Team and Request Type.	Each Month and Annual Total (Financial Year and Calendar Year)
Review of defects collected, considering asset type, responsible maintenance team, defect type and response time compliance.	Annual Total (Financial Year and Calendar Year)

## **11. Index of Appendices**

Appendix A - Reasonably Required for General Public Use Assessment Criteria  
Appendix B - Road Management Process  
Appendix C - Road Defect Intervention Levels and Response Times  
Appendix D - Footpath and Shared Path Defect Intervention Levels and Response Times  
Appendix E - Inspection Frequencies  
Appendix F - Priority Response Defects  
Appendix G - Request to Suspend the Road Management Plan Form

## APPENDIX A - REASONABLY REQUIRED FOR GENERAL PUBLIC USE ASSESSMENT CRITERIA

### 1 Background

- 1.1 Wellington Shire Council (WSC) currently has Public Road network of approximately 3100km. These roads are inspected, maintained and repaired in conjunction with the Road Management Act 2004 (*the Act*) and WSC Road Management Plan.
- 1.2 All Public Roads are listed in the WSC Register of Public Roads.
- 1.3 All Public Roads are allocated an asset hierarchy in line with the WSC Road Management Plan.
- 1.4 WSC roads that have not been determined Public Roads since the Introduction of *the Act* have been allocated a road hierarchy of Non Council Maintained (NCM). These roads are not inspected, maintained or repaired by WSC.
- 1.5 Section 17(3) of *the Act* specifies that where a road authority has made a decision that a road is *reasonably required for general public use*, the road must be registered on its Register of Public Roads.
- 1.6 When assessing whether an existing NCM road is *reasonably required for general public use* (e.g. in response to a request from a member of the public), it is important to validate against standard criteria for an equitable and consistent outcome for the whole of community.

### 2 Reasonably Required for General Public Use Evaluation Criteria

- 2.1 The following criteria is used to determine if a road is reasonably required for general public use and therefore subsequently deemed a Public Road:
  - a) **The road is essential for at least two discrete land owners. Crown land is considered a discrete land owner in instances where the road is utilised on a daily basis for public access.**
  - b) **Of the two discrete land owners who require the road for access noted in point (a), a minimum of one of the land owners must require the road for:**
    - i. **Essential access to a principal place of residence, or;**
    - ii. **Essential access to a commercial operation, which is in operation for a minimum of 5 days per week.**
  - c) **There is no reasonable alternative access to the road.**
  - d) **The road must have been previously developed for use as a road, free from any physical obstruction and capable of being maintained.**
  - e) **The physical road must be located in a designated road reserve or other land where Council has appropriate authority to undertake its relevant duties.**
  - f) **The road reserve must be fenced with clear boundaries between adjoining private land.**
  - g) **The road will require a registered name.**

### 3 Determination & Review

- 3.1 A delegated Council officer with authority to alter the Register of Public Roads will make a determination taking into account the evaluation criteria listed in Section 2.

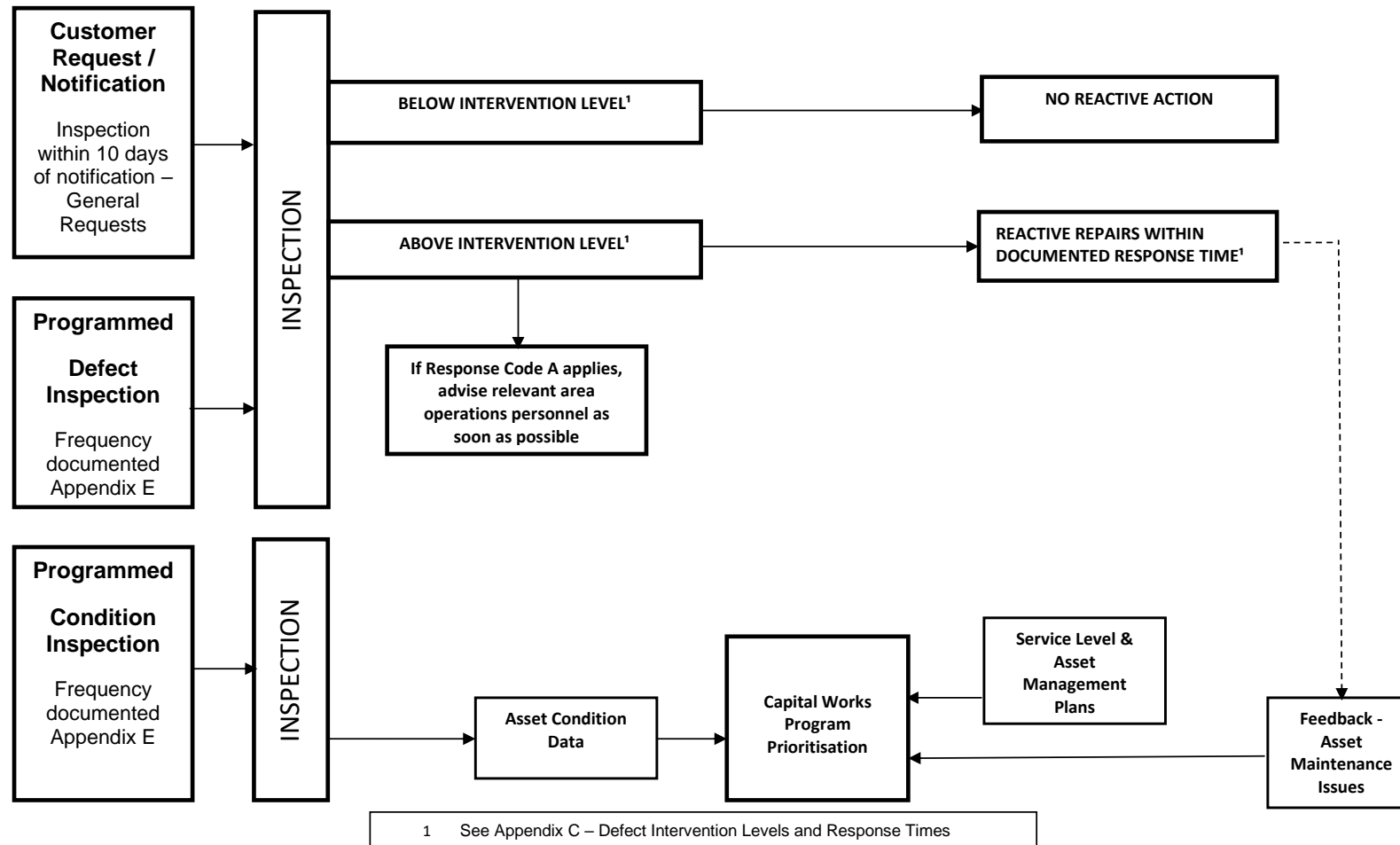
- 3.2 If a road is deemed to be reasonably required for general public use for part of its length only, the point where it ceases to meet the above criteria will generally be the point where it ceases to be designated as a Public Road. If there is a principal place of residence within 500m of this location, the area of Public Road may be extended to its access point.
- 3.3 A member of the public may request a further review by Council in instances where a road is not determined to meet the evaluation criteria listed in Section 2. In this instance Council officers will table a report at an ordinary meeting of Council for determination.

#### **4 Road Management**

- 4.1 If as a result of using the criteria, a determination is recommended that a road be designated as a Public Road, a road hierarchy shall be applied in conjunction with the road hierarchy descriptions within the Road Management Plan.
- 4.2 Maintenance and repair of assets is limited to the standard in which roads have been originally constructed. The upgrade of assets is limited to the WSC capital works program, special charge schemes and approved private upgrades works or private development projects (e.g. subdivisions).



## APPENDIX B - ROAD MANAGEMENT PROCESS



**APPENDIX C – ROAD DEFECT INTERVENTION LEVELS AND RESPONSE TIMES**

Defect	Severity	Extent	Response Code
<b>Obstructions or Immediate Hazards on Roadway</b>			
Materials that present an imminent and significant threat to the safety of reasonable road users	Area greater than 5m <sup>2</sup>	Any location in traffic lane	A
Fallen Trees and Fallen Limbs	Height of obstacle greater than 100mm	Across traffic lane, reducing clear width to less than 6m	A
Water	Depth greater than 100mm	Any location in traffic lane, reducing clear width to less than 6m	A
Obstacle on roadway or shoulder	Height of obstacle greater than 100mm	Any location in traffic lane	A
Damaged or Missing Pit Lid	Crevice greater than 50mm in width or likely to fail further	Any location	A
Damaged or Missing Bridge Deck section	Crevice greater than 50mm in width	Any location	A
Pavement deformation in sealed road	Depth greater than 150mm	In trafficked area, diameter greater than 400mm	A
<b>Sealed Roads</b>			
Pothole	Depth greater than 50mm	Diameter greater than 200mm	B
Edge drop off onto shoulder	Drop off greater than 75mm	Distance greater than 10m	C
Edge Break	Encroaching seal by distance greater than 100mm	Distance greater than 500mm	C
Gravel Shoulders	Potholes or scoring with a depth greater than 75mm	Diameter greater than 300mm for potholes or distance greater than 10m for scouring	D
Pavement Failure	Sealed surface has broken up and extensive shoving / displacement has occurred creating a defect greater than 75mm in height or drop	In trafficked area	B
Wheel Ruts and depressions	Deformation of depths greater than 75mm under a straight edge	In trafficked area	C
Shoulder Build-Up	Shoulder material height above seal preventing water run-off	Distance greater than 30m	D
Vegetation Growth on Seal	Encroaching sealed surface by distance greater than 100mm	Distance greater than 50m	D
Kerb & Channel Raised or Rolled	Channel raised greater than 50mm in comparison to road surface	Distance greater the 300mm	D

<b>Gravel Road Pavement</b>			
Pothole	Depth greater than 100mm	Diameter greater than 300mm	B
Rutting	Ruts with depth greater than 100mm	In trafficked area	C
Corrugations	Depth greater than 50mm	Distance greater than 20m	C
Scouring	Depth greater than 100mm	In trafficked area	C
Rock or object protruding through pavement surface	Greater than 50mm above pavement surface	In trafficked area	B
Vegetation Growth on Pavement	Encroaching pavement by distance greater than 300mm	Length greater than 20m	D
<b>Roadside Vegetation</b>			
Vegetation cover intruding over a carriageway	Minimum height clearance of 4.5 m	- Over traffic lanes - 2.5m each side of centre of road (5.0m total) – Local Access urban roads	D
Vegetation growth on verge of sealed road	Grass length greater than 300mm	1.5m from edge of seal, where no physical obstruction exists	D
Trees, shrubs and grasses restricting design sight distance for intersections, or restricting viewing of regulatory or warning signs and guideposts on roads	Minimum sight distance for intersections based on the prevailing operating speed of the road <sup>1</sup> Restricted viewing of regulatory signs or warning signs and guideposts on roads	Any location	C
<b>Traffic Control Devices</b>			
Intersection Control	Missing, illegible or damaged Intersection Control Sign (e.g. Stop or Give Way) that makes it substantially ineffective	Any location	B
Missing, illegible or damaged Warning Sign	Missing, illegible or damaged sign to an extent that makes it substantially ineffective	Any location	C
Ineffective Delineation	Missing or defective guide-post or reflector making it substantially ineffective	Culvert crossing or at site of roadside hazard	C
Ineffective Safety Barrier	Missing barrier or damaged to significantly reduce effectiveness	Culvert crossing or at site of roadside hazard	D
Missing or illegible Pavement Marking	Missing or illegible pavement markings	At Intersections, Rail Crossings and Pedestrian Crossings	C

## Wellington Shire Council Draft Road Management Plan 2021

Missing or illegible Pavement Marking - other	Missing or illegible pavement markings	At all locations apart from intersections, rail crossings or pedestrian crossings	D
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Drainage			
Blocked Pipe or Culvert	Preventing adequate drainage		C
Damaged Pipe or Culvert	Preventing adequate drainage		C
Blocked Drainage Pit	Preventing adequate drainage		B
Blocked Open Drain	Preventing adequate drainage		C

## RESPONSE TIME MATRIX

		RESPONSE CODE			
		A	B	C	D
ROAD HIERARCHY	LINK	24 hours	7 days	14 days	30 days
	COLLECTOR	24 hours	14 days	30 days	60 days
	LOCAL ACCESS A	24 hours	30 days	60 days	90 days
	LOCAL ACCESS B	48 hours	60 days	90 days	120 days
	LOCAL ACCESS C	48 hours	90 days	120 days	180 days

<sup>1</sup> Due to the construction history, resourcing and location of some Wellington Shire Council managed roads, a significant proportion of these roads cannot comply with all the recommended characteristics of the assigned classification for every part of any road. For example, in undulating or mountainous country it may not be physically possible to achieve the desired stopping sight distance on some sections of roads.

## APPENDIX D - FOOTPATH AND SHARED PATH DEFECT INTERVENTION LEVELS AND RESPONSE TIMES

### 1. DEFECTS

Sealed and Concrete Shared Path Hazards				
	Tripping	Cracking and Height Differences	Obstructed Clearance Zone	Defective Signage (Shared Paths)
Intervention Level	20mm	<ul style="list-style-type: none"> <li>Cracks 10mm wide or greater, or;</li> <li>On paved or asphalt surfaces, undulation of 40mm or greater measured with a 1.2m straight edge, or;</li> <li>Vertical uplifts of 20mm or greater.</li> </ul>	<ul style="list-style-type: none"> <li>Clearance 2.5m above path</li> <li>Vegetation restricting line of sight for signage, intersections or around tight corners</li> </ul>	Missing or eligible shared path signage

Sealed and Concrete Footpath Hazards			
	Tripping	Cracking and Height Differences	Obstructed Clearance Zone
Intervention Level	20mm	<ul style="list-style-type: none"> <li>Cracks 10mm wide or greater, or;</li> <li>On paved or asphalt surfaces, undulation of 40mm or greater measured with a 1.2m straight edge, or;</li> <li>Vertical uplifts of 20mm or greater.</li> </ul>	<ul style="list-style-type: none"> <li>Clearance 2.0m above path</li> <li>Vegetation restricting line of sight for signage, intersections or around tight corners</li> </ul>

Gravel Path Hazards					
	Pothole	Undulation/ Uneven surface	Scouring/ Erosion	Obstructed Clearance Zone	Grass/Weeds/ Vegetation Encroaching on the Surface
Intervention Level	Diameter greater than 200mm Depth greater than 50mm	Depth of 50mm or greater measured with a 1.2m straight edge	Depth greater than 50mm for 2m	<ul style="list-style-type: none"> <li>• Footpaths - Clearance 2.0m above path</li> <li>• Shared paths - Clearance 2.5m above path</li> <li>• Vegetation restricting line of sight for signage, intersections or around tight corners</li> </ul>	Encroachment of 300mm for 5m, measured from edge of path

## 2. DEFECT RESPONSE TIMES

Path Hierarchy	Response Time
High Activity	30 days
Shared Paths	60 days
Medium Activity	90 days
Low Activity	120 days

## APPENDIX E – INSPECTION FREQUENCIES

### 1.1 Road Inspections Frequencies

Proactive Road Inspections, as a minimum, will be undertaken at frequencies in the timeframes as indicated in the following table:

ROAD HIERARCHY	DEFECT INSPECTION FREQUENCY	CONDITION INSPECTION FREQUENCY
Link	Once in a 4-month period	3 Years
Collector	Once in a 7-month period	3 Years
Local Access A	Once in a 14-month period	3 Years
Local Access B	Once in a 14-month period	3 Years
Local Access C	Once in a 24-month period	3 Years

### 1.2 Footpath Inspections Frequencies

Proactive Footpath Inspections, as a minimum, will be undertaken at frequencies in the timeframes as indicated in the following table:

FOOTPATH HIERARCHY	HAZARD INSPECTION FREQUENCY	CONDITION INSPECTION FREQUENCY
HIGH ACTIVITY	Once in a 7-month period	3 Years
SHARED PATHS	Once in a 7-month period	3 Years
MEDIUM ACTIVITY	Once in a 14-month period	3 Years
LOW ACTIVITY	Once in a 24-month period	3 Years

### 1.3 Bridge Inspections Frequencies

Bridge Inspections, as a minimum, will be undertaken at frequencies in the timeframes as indicated in the following table:

INSPECTION DESCRIPTION	TIMBER BRIDGE FREQUENCY – ALL ROADS	CONCRETE BRIDGE, MAJOR CULVERTS AND FLOODWAY FREQUENCY – ALL ROADS
VicRoads Standard – Level One Inspection	Once in a 12-month period	Once in a 2-year period
Load test or structural assessment	As required by findings of level one inspection	As required by findings of level one inspection

**APPENDIX F – PRIORITY RESPONSE DEFECTS**

The list below provides examples of defects that warrant a priority response. If there is notification of a defect listed below, communication with the relevant depot supervisor or works coordinator, or if unavailable another Built Environment Operations team member, must be made by telephone in addition to recording the customer request.

**Roads**

- Spill, creating slippery or other hazardous situation
- Road work site unsafe (i.e. missing signing, hazardous plant or materials)
- Severe subsidence or surface damage
- Obstacles on roadway or shoulder
- Flooding.

**Bridges**

- Guard rail broken or missing
- Deck plank missing or broken
- Deck spike protruding hazard
- Structural damage reducing capacity

**Drainage**

- Pit lid missing or unserviceable
- Blocked water causing flooding

**Footpaths and Shared Paths**

- Surface collapse or significant obstacle

**Traffic control devices**

- Missing or illegible regulatory signage
- Malfunctioning Traffic Signals

If the works required cannot be undertaken within resources currently available, temporary measures must be implemented to decrease the likelihood of an incident until such time as repair works can be implemented.



**APPENDIX G – REQUEST TO SUSPEND ROAD MANAGEMENT PLAN FORM****TO: MANAGER BUILT ENVIRONMENT**

I, the Chief Executive Officer of Wellington Shire Council, consider, due to the following reasons beyond the control of Wellington Shire Council:

1)

2)

3)

...limiting the resources available to Wellington Shire Council and its other conflicting priorities, meaning the following requirements of the Wellington Shire Council Road Management Plan cannot be met and will be suspended:

WELLINGTON SHIRE COUNCIL ROAD MANAGEMENT PLAN REQUIREMENT	ITEM SUSPENDED (Yes or No)
Inspection Frequencies per Appendix E of Road Management Plan	
Road Defect Intervention Levels & Response Times per Appendix C Road Management Plan	
Footpath Defect Intervention Levels & Response Times per Appendix D Road Management Plan	
Reactive inspections within 7 days of Customer Request or Notification per Section 8 of Road Management Plan	

Once the events beyond the control of Wellington Shire Council have abated, or partially abated, I will advise the Manager of Built Environment which parts of the Road Management Plan are to be reactivated and when.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

## 15.2. TENDER AWARD EMPTYING AND CLEANING OF TOWN LITTER BINS 2021-081

### ACTION OFFICER: MANAGER NATURAL ENVIRONMENT AND PARKS

#### PURPOSE

The purpose of this report is for Council to consider entering into a contract for the Emptying and Cleaning of Town Litter Bins Contract 2021-081.

#### PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

#### RECOMMENDATION

- 1. That Council adopt the recommendations contained in the attached confidential Tender Evaluation Report of the Council Meeting Agenda for Contract 2021-081 Emptying and Cleaning of Town Litter Bins; and***
- 2. That the information contained in the confidential attachment Contract 2021-081 Emptying and Cleaning of Town Litter Bins and designated confidential under Section 3(1) Confidential Information of the Local Government Act 2020 by the General Manager Built and Natural Environment on 25 May 2021 because it relates to the following grounds: (g) private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage;  
be designated confidential information under Section 3(1) Confidential Information of the Local Government Act 2020, except that once this recommendation has been adopted the name of the successful tenderer can be made public.***

#### BACKGROUND

Council provides litter bin collection services across a number of towns in the Shire. The Emptying and Cleaning of Town Litter Bins Contract seeks to engage a suitably qualified private contractor to carry out emptying and cleaning of Litter Bins and Bin Enclosures in the townships of Alberton, Boisdale, Briagolong, Cowwarr, Golden Beach, Gormandale, Heyfield, Hollands Landing, Loch Sport, Maffra, Marlay Point, McLoughlins Beach, Newry, Port Albert, Rosedale, Sale, Seaspray, Stratford, Tinamba, Woodside, Woodside Beach and Yarram.

#### ATTACHMENTS

1. Confidential Header Tender Award Emptying and Cleaning of town Litter Bins 2021 [15.2.1 - 1 page]
2. CONFIDENTIAL REDACTED - Tender Evaluation Emptying and Cleaning of Town Litter Bins 2021-081 [15.2.2 - 6 pages]

## OPTIONS

Council has the following options available:

1. Adopt the recommendations contained in the attached confidential Tender Evaluation Report for contract 2021-081 Emptying and Cleaning of Town Litter Bins; or
2. Not enter a contract at this time and seek further information at a future Council meeting.

## PROPOSAL

That Council adopt the recommendations contained in the attached confidential Tender Evaluation Report for contract 2021-081 Emptying and Cleaning of Town Litter Bins.

## CONFLICT OF INTEREST

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

## FINANCIAL IMPACT

Budget allowance for emptying and cleaning of town litter bins is contained within Council's forward operating budgets.

## COMMUNICATION IMPACT

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

## LEGISLATIVE IMPACT

Wellington Shire Council is committed to ensuring the Contract tendering process complies with the *Local Government Act 1989*, *Local Government Act 2020* and the Victorian Local Government Code of Tendering.

## COUNCIL POLICY IMPACT

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

## COUNCIL PLAN IMPACT

The Council Plan 2017-21 Theme 3 Natural Environment states the following strategic objective and related strategy:

**Strategic Objective 3.1:** *"Conserve and protect our natural environment through responsible and sustainable management practices."*

Strategy 3.1.3: *"Manage Council's high quality, attractive open spaces and streetscapes in accordance with agreed service levels."*

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

### **RESOURCES AND STAFF IMPACT**

This contract will be managed with the resources of the Natural Environment and Parks unit.

### **COMMUNITY IMPACT**

To provide the community with clean, regularly serviced litter bins.

### **ENVIRONMENTAL IMPACT**

The proposed contract allows for proper disposal of litter bin waste as per Environment Protection Authority requirements.

### **ENGAGEMENT IMPACT**

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

### **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.



WELLINGTON

SHIRE COUNCIL

*The Heart of Gippsland*

## ORDINARY COUNCIL MEETING 15 June 2021

On this day, 25 May 2021, in accordance with Section 66 Clause (2)(a) of the *Local Government Act 2020*; I, Chris Hastie, General Manager Built and Natural Environment declare that the information contained in the attached document **TENDER AWARD EMPTYING AND CLEANING OF TOWN LITTER BINS 2021-081** is confidential because it relates to the following grounds under Section 3(1) of the *Local Government Act 2020*:

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

.....  
CHRIS HASTIE, GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT

### 15.3. EXTENSION OF WASTE SERVICES CONTRACT 2008-155

#### ACTION OFFICER: MANAGER NATURAL ENVIRONMENT AND PARKS

#### PURPOSE

The objective of this report is for Council to authorise the Chief Executive Officer to execute a Deed of Agreement for the extension of the existing Waste Services Contract No. 2008/155 for one year and provide a variation certificate for transport and processing of recyclables as described in this report.

#### PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

#### RECOMMENDATION

***That Council;***

- 1. Authorise the Chief Executive Officer to sign a Deed of Agreement for the extension of the existing Waste Services Contract No. 2008/155 from 1 July 2021 to 30 June 2022; and***
- 2. Authorise the Chief Executive Officer to provide a Variation Certificate to Towards Zero Pty Ltd for the transport and processing of recyclables for the period 1 July 2021 to 30 June 2022 under Contract No. 2008/155.***

#### BACKGROUND

Wellington Shire Council are a participant in the Gippswide Kerbside initiative. The initiative is being coordinated by Resource Recovery Gippsland (RRG) in collaboration with adjoining municipalities to jointly procure kerbside waste collection and other waste processing services. Tendering documentation is currently being finalised and waste services under this initiative are intended to commence by July 2022. An extension of the existing waste services contract is required to allow appropriate time to participate in the Gippswide Kerbside initiative.

The Minister for Local Government, under section 186(5)(c) of the *Local Government Act 1989*, has granted an exemption to extend the Waste Services Contract to 30 June 2022.

In line with a previous briefing to Council, the need to alter the Waste Services Contract to account for increased costs associated with transport and processing of recycling was in response to issues with global recycling. The recommendation provided in this report will allow for recycling services to continue in their current fashion until 30 June 2022.

#### ATTACHMENTS

1. Confidential Header Waste Services Contract No 2008-155 [15.3.1 - 1 page]
2. CONFIDENTIAL REDACTED - Letter and Instrument Regarding Section 186 Exemption [15.3.2 - 3 pages]

## **OPTIONS**

Council has the following options available:

1. Authorise the Chief Executive Officer to sign a Deed of Agreement for the extension of the existing Waste Services Contract and to provide a Variation Certificate to cover the costs for the transport and processing of recyclables for the period 1 July 2021 to 30 June 2022; or
2. Not approve the extension of the Waste Services Contract or to provide a Variation Certificate to cover the costs of transport and processing of recyclables. This option would cease provision of existing waste services including kerbside rubbish and recycling collection across Wellington Shire.

## **PROPOSAL**

That Council authorise the Chief Executive Officer to sign a Deed of Agreement for the extension of the existing Waste Services Contract No. 2008/155 from 01 July 2021 to 30 June 2022 and authorise the Chief Executive Officer to provide a Variation Certificate to Towards Zero Pty Ltd for the transport and processing of recyclables for the period 1 July 2021 to 30 June 2022 under Contract No. 2008/155.

## **CONFLICT OF INTEREST**

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

## **FINANCIAL IMPACT**

Council's 2021/22 budget provides for expenditure associated with the waste services contract including increased costs associated with transport and processing of recyclables. No change is required to the budget as a result of the recommendations contained within this report.

## **COMMUNICATION IMPACT**

Officers will continue to provide regular updates to Council regarding waste services.

## **LEGISLATIVE IMPACT**

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

## **COUNCIL POLICY IMPACT**

The request for Council to authorise the Chief Executive Officer to alter contract parameters is in accordance with Council's Procurement Policy.

## **COUNCIL PLAN IMPACT**

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

### Strategic Objective 3.2

*Demonstrate leadership in waste and water management, and energy efficiency.*

### Strategy 3.2.1

*Review Council's provision of waste services.*

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

## **RESOURCES AND STAFF IMPACT**

Recommendations can be implemented within existing resources.

## **COMMUNITY IMPACT**

The variation to the contract will enable Council to achieve an appropriate outcome for the community in relation to the procurement of waste services and processing of recycling into the future.

## **ENVIRONMENTAL IMPACT**

Extending the existing Waste Services Contract, including the recycling variation, will have a positive impact on the environment.

## **ENGAGEMENT IMPACT**

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

## **RISK MANAGEMENT IMPACT**

The recommended actions will lock in an agreed cost for the transportation and processing of recyclables for the next 12 months.

It is considered that progressing the joint procurement model and seeking approval to vary the current contract for one year will ensure the continuation of waste management services and Wellington Shire Council's continued commitment to ensuring best value principles and outcomes for the community.





WELLINGTON

SHIRE COUNCIL

*The Heart of Gippsland*

## ORDINARY COUNCIL MEETING 15 June 2021

On this day, 25 May 2021, in accordance with Section 66 Clause (2)(a) of the *Local Government Act 2020*; I, Chris Hastie, General Manager Built and Natural Environment declare that the information contained in the attached document **WASTE SERVICES CONTRACT NO 2008/155** is confidential because it relates to the following grounds under Section 3(1) of the *Local Government Act 2020*:

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

.....  
CHRIS HASTIE, GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT

## 16. GENERAL MANAGER COMMUNITY AND CULTURE

### 16.1. PARLIAMENTARY INQUIRY - USE OF SCHOOL BUSES IN RURAL AND REGIONAL VICTORIA

#### **ACTION OFFICER: MANAGER COMMUNITIES, FACILITIES AND EMERGENCIES**

#### **PURPOSE**

For Council to approve the attached submission to the Victorian Legislative Council's Inquiry into the Use of School Buses to Get Rural and Regional Victoria Moving.

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

#### **RECOMMENDATION**

***That Council approves the attached submission to the Victorian Legislative Council's Inquiry into the Use of School Buses to Get Rural and Regional Victoria Moving.***

#### **BACKGROUND**

On 2 September 2020 the Victorian Legislative Council agreed to the following motion:

That this house requires the Economy and Infrastructure Committee to inquire into, consider and report, by no later than November 2021, on extending school buses for use by the wider public to enhance the mobility of regional and rural Victorians, including, but not limited to:

- (1) an independent analysis of the transport disadvantages experienced by regional and rural Victorians, specifically youth, the elderly and low-income households;
- (2) investigating the potential social and community impacts of improving mobility options by widening the mainstream school bus system and an analysis of the examples and trials from other jurisdictions both locally and overseas;
- (3) investigating technology and systems that would be effective in ensuring child safety on mainstream school buses;
- (4) identifying any existing or potential barriers to allowing public access to the mainstream school bus network;
- (5) identifying the spare capacity of existing assets in the school bus program and how that might be used to enhance public transport options in regional and rural Victoria; and
- (6) investigating the costs of extending mainstream school buses to the general public and how a fare system would function.

Submissions to the inquiry are due by 25 June 2021.

The submission developed for this inquiry builds on previous work undertaken by Wellington Shire Council in advocating for transport services to support community connection, access to services, access to employment and training and recreational activities including:

- advocacy for Sale bus routes review, Public Transport Victoria 2019;
- Regional Network Development Plan consultation, Public Transport Victoria, 2015; and
- Wellington Shire Council Transport Priorities Paper 2013.

## **ATTACHMENTS**

1. School Bus Inquiry Submission June 2021\_v2 [**16.1.1** - 11 pages]

## **OPTIONS**

Council has the following options available:

1. Approve the attached submission to the Victorian Legislative Council's Inquiry into the Use of School Buses to get Rural and Regional Victoria Moving; or
2. Seek further information to be considered at a future council meeting.

## **PROPOSAL**

That Council approves the attached submission to the Victorian Legislative Council's Inquiry into the Use of School Buses to Get Rural and Regional Victoria Moving.

## **CONFLICT OF INTEREST**

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

## **FINANCIAL IMPACT**

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

## **COMMUNICATION IMPACT**

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

## **LEGISLATIVE IMPACT**

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

## **COUNCIL POLICY IMPACT**

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

## **COUNCIL PLAN IMPACT**

The Council Plan 2017-21 Theme 2 Services & Infrastructure states the following strategic objective and related strategy:

**Strategic Objective 2.4:** *“Continued improvement to Wellington Shire's connectivity with further developed, accessible transport networks.”*

Strategy 2.4.1: *“Continue to lobby and advocate for improved public transport connectivity.”*

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

## **RESOURCES AND STAFF IMPACT**

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

## **COMMUNITY IMPACT**

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

## **ENVIRONMENTAL IMPACT**

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

## **ENGAGEMENT IMPACT**

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

## **RISK MANAGEMENT IMPACT**

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

## **Victorian Legislative Council Inquiry into Expanded Use of School Buses in Rural and Regional Victoria – Wellington Shire Council Submission**

Wellington Shire Council is located east of Melbourne in the heart of Gippsland with a population of 44,000. The major service centre is Sale and there are towns along the Princes Highway, 90 Mile Beach, within the high country and in between these locations.

The need to utilise school bus routes for additional transport services within Wellington shire is based on the following gaps in the existing public transport network.

### **Current transport gaps**

The need for public transport in Wellington shire varies from:

- Young adults needing to attend post-secondary and tertiary education
- People with a disability who are unable to drive needing to attend social, employment and educational activities
- Older adults not willing or able to drive, due to being worried to drive on rural roads, unable to drive long distances and/or unable to drive during certain times in the day such as at dusk
- Vulnerable adults who do not have access to a vehicle or current driver's licence. This is more prevalent in parents and carers in Sale, Wurruk and Loch Sport who have challenges connecting their children to education, health and community services. Adults whose circumstances have resulted in them not having a driver's licence, such as recently exiting prison or experiencing housing insecurity, contributes to transport difficulties.

There are no on-demand community transport services operating across Wellington shire. There are some organisations with community buses that are used for their specific services and programs.

There are minimal to no public transport options for people in the following towns to access services and facilities in Sale, Yarram, Traralgon or Bairnsdale:

- Dargo
- Golden Beach / Paradise Beach
- Woodside
- Briagolong
- Licola
- Coongulla
- Newry
- Boisdale
- Port Albert

There is no public transport route (including V/Line service) between Wellington shire's two key service centres of Yarram and Sale.

### **Current public transport services**

Sale is the main service centre in the municipality located approximately 200km east of Melbourne on the Princes Highway.

V-Line services provide daily connections through Sale from the following outlying towns:

- Rosedale

- Stratford
- Maffra
- Heyfield

A second service centre for the municipality is Yarram, located 76km southwest of Sale. Yarram is the start of the line for V-Line services travelling daily to Melbourne through South Gippsland shire (not Wellington shire) and also has daily Public Transport Victoria (PTV) services, three buses to and from Traralgon (not in Wellington shire).

During recent community engagement as part of council planning for Wellington Shire Council's council plan and municipal public health and wellbeing plan, residents in Yarram and surrounding towns identified that their preference is to have public transport connect to Sale for their medical and other service needs and connection within Yarram to social and community activities.

There are several PTV services for residents to access Sale and move around within Sale:

- Six routes within Sale
- Three days per week service Loch Sport to Sale return
- Thursday Stratford to Sale
- Thursday Seaspray to Sale and return (not accessible)

These town services utilise school buses during downtime however not all of them are universally accessible which means that many people with mobility issues cannot physically get on these buses.

The current school bus program services the following schools:

- Three public secondary schools
- 30 private and public primary schools

The current school bus program does not, or has a limited capacity to, serve the following students:

- TAFE / university
- Two private secondary schools (schools provide a private service)
- Kindergartens

The current school bus program also limits access for students not registered to a route due to limited availability and pre-booking needing to occur days prior.

The current school bus program has limitations on eligibility of students who can travel on buses including only being available to students who are located close to a school, which is problematic for students who may attend a school further away.

Wellington Shire Council makes the following recommendations to the inquiry.

## Recommendation 1

### **Support the Department of Transport to allow discretionary conversion of dedicated school buses to route services.**

The following population groups, residing in Dargo, Golden Beach, Paradise Beach, Woodside, Briagolong, Licola, Coongulla, Newry, Boisdale and Port Albert where there are no public transport options to key service centres, would benefit from conversion of dedicated school buses to route services:

- **Older people:** Wellington's population is rapidly ageing, almost 30% of the population will be aged over 60 by 2041. Ageing can contribute to limited mobility and no longer being able to drive.
- **People from lone person households:** Wellington has a higher than Victorian average of lone person households which can influence transport access, especially car ownership.
- **Post-secondary school leavers:** young people without a current driver's licence or access to a vehicle experience difficulties accessing post-secondary education and career opportunities. Not all rural young people thrive in transitioning to metropolitan areas for career and further study where they are away from their support networks. Increasing options, including access to transport for tertiary education allows young people to remain in their home communities to continue study and career opportunities.

During recent consultations with Wellington shire residents to develop the new four-year council plan and municipal public health and wellbeing plan, community feedback emphasised the need for increased public transport services to facilitate connections to health, medical, recreation and social services and support. This was also a key finding from PTV's 2015 public transport review (see Attachment 1).

Wellington Shire Council acknowledges the substantial cost of adding new buses and services to public transport and school bus networks. Better use of existing services is the most cost-effective way for rural communities to access essential transport services.

This recommendation to allow discretionary conversion of dedicated school buses to route services is supported by school bus route contractors who have identified the following challenges in allowing the public to access to school bus routes:

- Contractors are unclear how bus drivers would manage public access to school bus routes, particularly where there is limited spare seating capacity. Where a bus becomes full before the route has been completed, contractors are unsure how this is to be dealt with. Contractors have queried whether passengers could be standing in the aisles (as occurs on metropolitan bus routes) while there are other seated passengers are using seat belts.
- Introduces additional role for bus driver to collect fares from the public accessing the service.

## Recommendation 2

### **Convert key school bus routes between the key locations into public bus routes as it is acknowledged that duty of care requirements for Department of Education and Training Victoria as coordinators of the school bus network cannot be removed.**

Department of Education and Training Victoria school bus coordinators within Wellington shire have identified that they have limited capacity to facilitate a public access program while

maintaining duty of care requirements. To reduce this burden, administrative 'red tape' and to improve access to public transport for towns within Wellington shire without public transport services, Council recommends converting the following school bus routes to public transport routes:

- Woodside to Sale (and extend this service to Yarram)
- Briagolong to Sale via Maffra
- Coastal route: review which coastal bus route could be converted to increase patronage.

Evidence for conversion of these school bus routes into public bus routes comes from continuous and sustained advocacy over many years from the Yarram community and pinpointing strategic locations where public transport access is limited or non-existent.

Council recognises that these converted routes would accommodate various types of users, both casuals and regulars. This would increase flexibility of options for population groups wanting to access:

- Hydrotherapy facilities at Aqua Energy indoor aquatic facility in Sale
- Senior-specific exercise classes in Sale
- TAFE campus in Sale
- Port of Sale cultural precinct and performing arts complex
- Services not available in the smaller townships across the shire
- Hobbies and interest groups

From previous involvement in advocating for public transport route trials, Council is aware that passenger numbers do not always reflect the anticipated need that prompts establishing a new service. Social change messaging is required to encourage people within rural communities, who are accustomed to using their own vehicle for transport, to change practices and use public transport as their life circumstances change.

Social change messaging would also need to address fears of parents of primary school students whose school bus route may transition to a public bus route. Parents may have fears about children's safety with additional members of the public utilising the service. Council suggests that learnings from the experiences in metropolitan areas of children using public transport to travel to and from school could be valuable to address this fear.

Significant sporting, cultural and recreational complexes are available in Sale, Maffra and Yarram. Having public transport services to these areas matching daily school closure times can reduce the significant hours spent by rural and regional parents away from their usual duties (work, study, caring) to transport students to and from after school activities.

### **Recommendation 3**

**Change Department of Education and Training Victoria policy to permit students who hold student passes from post-secondary vocational and tertiary institutions to travel as authorised travellers on the school bus network and ensure that allowance is provided for this in anticipated loadings.**

Council strongly advocates increasing capacity on **ALL** the school buses that come into Sale, Yarram and Maffra on weekdays. For Sale especially, it is important all young people to have the opportunity to access the new multi-million-dollar TAFE facility currently under construction as well as other regional services. The only way to ensure post-secondary students have access is to have post-secondary vocational and tertiary students counted in the anticipated loadings each year. There are positives for young people to remain in their home community for post-secondary school options.



This recommendation of narrowly defining the types of additional passengers who can access school bus routes is supported by Department of Education and Training Victoria school bus coordinators and school bus route contractors within Wellington shire. In this recommendation, duty of care requirements for school bus routes can continue to be met with minimal administrative burden.

Feedback from school bus contractors has identified that having an extra adult on the bus does assist with indirect supervision via passive surveillance of passengers and maintaining positive behaviour on buses.

Wellington Shire Council has been unable to access a full picture of the breadth of the school bus network within Wellington shire nor understand the full extent of spare seating in the network. As the closest level of government to the local community and due to councils' legislated role in ensuring appropriate services and supports are available to local communities, Council is requesting that all local governments be given free access to this annual data to support planning.

#### **Recommendation 4**

**Provide incentives for school bus operators to offer public transport services outside of the school bus timetabling to improve people being able to access services and supports (inter-town services).**

Wellington Shire Council would like to see better use of school buses during times that they are idle outside of school bus timetabling such as between 10am and 2pm and/or 4pm and 6pm, reducing the need for purchase of additional buses to increase public transport routes.

School bus contractors within Wellington shire have identified that school bus drivers are generally retirees who are not seeking additional hours of work per week. Providing additional public transport routes with the existing buses in the network would require incentives as additional drivers would be required.

#### **Recommendation 5**

**Review the exemption for Disability Discrimination Act 1992 (DDA) compliance for school buses, given that many are / will be also used for public transport routes.**

In rural areas, removing the current DDA exemption for school buses would make a significant improvement for all in terms of universal accessibility which is essential as a minimum standard for all public transport services.

Wellington Shire Council's current understanding is that school buses are still exempt from DDA standards. For as long as these exemptions continue, rural areas will not see needed improvements in universal accessibility.

Feedback received through recent consultation for Council's municipal public health and wellbeing plan identified that some public transport buses within the Wellington network are inaccessible. Some community members remain unable to board buses or get mobility equipment onto buses.

From 2016 census data, there were over 2,500 people within Wellington shire requiring need for assistance with core activities, being 5.9% of the entire population and similar to the Victorian figure of 6.0%.

## **Recommendation 6**

**The transport challenges experienced by rural and regional Victorians needs to be broader than increasing access to school buses.**

There is no one 'magic bullet' solution to transport challenges experienced in rural and regional Victoria. Cooperation needs to occur across all levels of government and within communities to enhance public, community and ride-share transport options and ensure that an equitable transport fare system is in place, that is not based on the number of kilometres travelled during a journey.

Wellington Shire Council would like to see further analysis and promotion of successful community transport schemes that provide on-demand services. This would need to include improving incentives for organisations to manage community transport services where public transport services are not feasible or sustainable.

## ATTACHMENT 1

REGIONAL NETWORK  
DEVELOPMENT PLAN

# Conversation Summary

## Gippsland Region

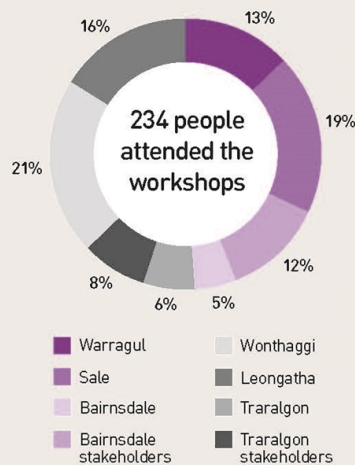
The Victorian Government is preparing the Regional Network Development Plan to set out priorities for regional public transport services, infrastructure and investment over the next 20 years.

Public Transport Victoria (PTV) is leading a program of engagement with communities and stakeholders across regional Victoria to seek their feedback on ideas, issues, opportunities and priorities, through an online discussion portal, survey and facilitated workshops.

This document captures the key issues discussed at workshops held across the Gippsland region from 23 June to 16 July 2015 as well as from feedback collected online and through surveys. We would like to thank everyone who has participated to date.

### Who participated

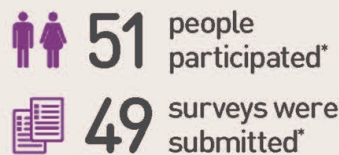
#### COMMUNITY & STAKEHOLDER WORKSHOPS



#### LOCAL STAKEHOLDERS

- > All councils in Gippsland attended workshops
- > Mayors, councillors, CEOs and key officers
- > Bus, taxi and rail operators
- > Business and trader organisations
- > Resident associations
- > Education providers

#### ONLINE DISCUSSION AND EMAILS



\*Current as at the time of initial analysis

LOCATION	KEY TOPICS OF DISCUSSION
Warragul	Reliability of train services, particularly when travelling into Melbourne
Sale	Improving accessibility and servicing outlying towns
Bairnsdale	Greater integration around ticketing and improving connections to smaller communities
Traralgon	Providing broader coverage and frequency of services, particularly for the counter peak
Wonthaggi	Improving bus shelter facilities and providing faster journey times to Melbourne
Leongatha	Providing more reliability and improving the customer experience

## Building on existing services to meet local needs

While people in Gippsland told us they appreciated their current public transport services, there was strong feedback that existing services could be improved. Gippsland locals would like to see more frequent services within the current timetable but also more services running earlier and later in the day to get people where they need to go. People commented about overcrowding, which naturally led to suggestions of more frequent services and additional connections, particularly to smaller towns, to meet local needs.

### ISSUES & SUGGESTIONS

- > One of the most common topics raised was the need for more frequent buses between regional centres and smaller towns such as Maffra, Newlands Arm, Yarram, Rosedale, Heyfield, Stratford, Mirboo North, Korumburra, Venus Bay and Foster. These don't need to be traditional bus services but could be smaller, flexible services to meet local needs.
- > 65 per cent of survey respondents from Gippsland identified service frequency, capacity, geographic reach and span of hours as their highest priority for improvement.
- > A town bus service in Drouin and town and tourist bus for Phillip Island was requested.
- > Many participants identified the need for more bus services to connect people with medical services in regional centres and Melbourne, educational institutions and for shopping on weekends.
- > Several people said that bus services need to operate for a longer period across the day, with earlier morning services to get to work and later evening services to get home from work and social events.
- > South Gippsland participants emphasised their desire for reinstatement of rail services, with a short term request for express coaches instead of stopping services to Melbourne.
- > Overcrowding, particularly on evening trips from Melbourne to Gippsland, was commonly raised, with requests for more frequent rail services and extra carriages.
- > A common suggestion for improving town bus frequency, particularly to connect older people with services, was using school buses during school hours.
- > Requests for more frequent train services to Sale and Bairnsdale were common.



## What you told us

### EFFICIENCY AND COORDINATION OF CONNECTIONS

People told us that public transport could work more efficiently if there was better coordination between trains, buses and taxis.

- > Participants in several areas said buses and rail services don't coordinate well, with earlier and later services needed.
- > Some scheduled connections were not made because of late-running arrival.

"I like having a service that goes from Melbourne to Bairnsdale. The issue is the coordination of bus and train – they need to link up more seamlessly."

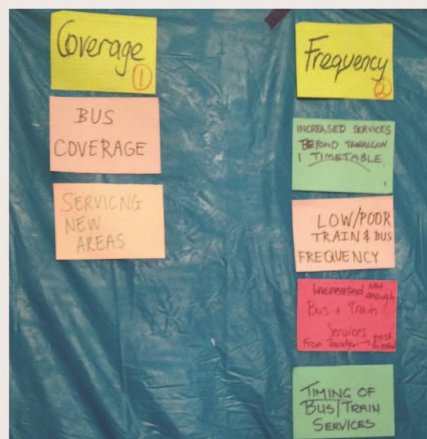
"There are too many connections to get from Southern Cross to Wonthaggi and Cape Paterson."



### INVESTING TO PROVIDE QUICKER AND MORE RELIABLE TRIPS

People told us they like using public transport (particularly train services) as it's a comfortable and relaxing way to travel. However, longer than desired journey times and unreliable services can cause frustration amongst public transport users. When there are problems on the network, people would like to see clearer communication so they know what is going on.

- > The competing challenge of service frequency and faster journeys was strongly illustrated in discussions in the west of Gippsland, with some participants wanting fewer stops to get them to Melbourne faster, and others wanting more services from their station.
- > Many participants raised the concern that journey times are long and services are often delayed in the metropolitan area. A common suggestion was that more tracks are needed in the metropolitan area and single track sections of the Gippsland line. Additional tracks were also seen by some as a way of enabling more frequent rail services.
- > Several participants in East Gippsland requested works on the Avon River bridge to improve travel times.



"We need an express coach from Wonthaggi to Southern Cross."

"There is no real express train to Melbourne."

"More tracks – duplication/triplication would prevent delays and allow more frequent services."



## What you told us

### CUSTOMER EXPERIENCE

When we asked people what worked well on public transport, we had a lot of good feedback about the conductors and other frontline staff running the system. We also heard some great ideas for improving the customer experience from start to finish such as making it easier to book tickets, integrating the ticketing systems, enhancing facilities and offering a better service once onboard.

**"We need a clearer bus stop strategy and funding for infrastructure at bus stops"**

**"We need access to wifi, power, mobile phone coverage, a silent carriage"**

**"Staff are friendly, courteous & competent"**

**"A myki sales point is needed at Sale and Bairnsdale Stations"**

- > A wide range of matters affecting people's everyday experience of public transport were raised, including ticketing access and prices, inadequate signage, lack of toilets and shelter, onboard comfort and service and passenger announcements.
- > Several people commented that having myki and a separate local ticketing system is confusing and that trips to Melbourne are expensive.
- > Ease of access to ticketing and booking was a priority concern for many participants.
- > In Wonthaggi, there was a strong desire to see the current bus shelter relocated and improved.



## FACILITIES AND SERVICES THAT ENABLE ACCESS FOR ALL

Inclusion was an important topic discussed with a particular focus on making sure public transport is accessible for everyone. This includes people who have mobility issues or people who live in more remote areas. Many people noted that regional Victoria has an ageing population and public transport needs to adapt to cater for this change.

- > People appreciate the low floor buses as it makes it easier for them to board.
- > Equity of access and poor facilities for people with disabilities was a strong theme in Sale and raised as a significant interest by several participants and stakeholders across Gippsland.
- > Several Gippsland participants said better facilities for bikes are needed, especially on buses.

**“People in rural areas need to travel to connect with a service – it’s essential that safe, convenient, accessible car parking and bike infrastructure is provided”**

**“Everyone should be able to use the same services that the wider community can.”**



## What's next?

You can contribute your ideas until **11 September 2015**. From there, we will collate and analyse all of the information we've gathered and work with key stakeholders to discuss possible initiatives and priorities for each region.

Please keep visiting our website to be a part of the conversation.

Visit [ptv.vic.gov.au/getinvolved](http://ptv.vic.gov.au/getinvolved) or phone **1800 800 007** (6am – midnight) to have your say.



Note, this Conversation Summary represents a summary of feedback received in Gippsland to date. This document is not a complete record of feedback collected and we recognise there are differing views within communities. At our Gippsland workshops alone, we received around 2,800 individual comments, which are all being considered as part of the development of the Regional Network Development Plan.



## 17. FURTHER GALLERY AND ONLINE COMMENTS

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

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

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

ONLINE COMMENTS –

FURTHER GALLERY COMMENTS –

Meeting declared closed at:

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



## **18. IN CLOSED SESSION**

### **COUNCILLOR**

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

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

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**IN CLOSED SESSION**

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### **COUNCILLOR**

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