



**WELLINGTON**  
SHIRE COUNCIL

*The Heart of Gippsland*

## **COUNCIL MEETING AGENDA ORDINARY MEETING**

**Meeting to be held at**

**Wellington Centre – Wellington Room**

**Foster Street, Sale and via MS Teams**

**Tuesday 20 September 2022, 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

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

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

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

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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 Ordinary Council Meeting of 6 September 2022.

**PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY**

**RECOMMENDATION**

*That Council adopt the minutes and resolutions of the Ordinary Council Meeting of 6 September 2022.*

**CONFLICT OF INTEREST**

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

#### **4. BUSINESS ARISING FROM PREVIOUS MEETINGS**

**ACTION OFFICER: CHIEF EXECUTIVE OFFICER**

ITEM	FROM MEETING	COMMENTS	ACTION BY
NIL			

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

#### **6. NOTICE/S OF MOTION**

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

##### **7.1. OUTSTANDING PETITIONS**

**ACTION OFFICER: CHIEF EXECUTIVE OFFICER**

ITEM	FROM MEETING	COMMENTS	ACTION BY
NIL			

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

#### **9. QUESTION/S ON NOTICE**

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

**ACTION OFFICER: CHIEF EXECUTIVE OFFICER**

ITEM	FROM MEETING	COMMENTS	ACTION BY
NIL			

## 10. MAYOR AND COUNCILLORS REPORT

### 10.1. MAYOR AND COUNCILLORS REPORT - AUGUST 2022

**ACTION OFFICER: COUNCILLOR IAN BYE**

#### RECOMMENDATION

*That the Mayor and Councillors report be noted.*

#### 1 AUGUST TO 31 AUGUST 2022

1 August	WIN News Interview with Jack Morgan regarding Council's view on the importance of the Federal Government declaring Gippsland as Australia's first offshore wind development zone.	Mayor attended.
	Yarram Eisteddfod.	Cr Stephens attended.
	Gordon Street Recreation Reserve Community Asset Committee Meeting, Heyfield.	Cr Ripper attended.
	Maffra Recreation Reserve Community Asset Committee Meeting.	Cr Tatterson attended.
	Port of Sale event space discussion.	Cr Crossley attended.
	Gippsland New Energy Website Hosting Platform.	Cr Crossley attended.
3 August	The Middle of Everywhere Update with Ashley Smirl.	Cr Ripper attended.
	Newry Hall AGM - Committee Elections.	Cr Ripper attended.
4 August	Committee for Wellington Monthly General Meeting.	Mayor attended.
	Tour Loch Sport with Central Gippsland Health CEO Mark Dykgraaf.	Mayor and CEO attended.
5 August	Telstra Finalist Breakfast	Cr Ripper attended.
6 August	Maffra Neighbourhood House Open Day at new premises.	Cr Ripper attended.
9 August	Place Names Committee meeting.	Cr Maher and Cr Rossetti attended.
	Catch up with GM Community & Culture, Clem Gillings.	Cr Maher and

		Cr Stephens attended.
10 August	MAV Online Course: Dealing with Difficult People.	Cr Ripper attended.
11 August	Day 1, Gippsland Renewable Energy Conference.	Mayor, Cr Maher, Cr Stephens, Cr Ripper, Cr Wood and Cr Crossley attended.
	SEATS Executive Meeting, AGM and Quarterly Meeting.	Cr Tatterson attended.
12 August	Day 2, Gippsland Renewable Energy Conference.	Mayor, Cr Maher, Cr Stephens, Cr Wood and Cr Crossley attended.
	SEATS Quarterly Meeting.	Cr Tatterson attended.
	MAV Online Course: Conflict Management.	Cr Ripper attended.
13 August	Radio Interview	Mayor attended.
15 August	Tour Central Gippsland Health Sites (Sale, Maffra & Heyfield) with CEO Mark Dykgraaf.	Mayor and CEO in attendance.
	Land release timeline & RE readiness study - Council Toms Cap day.	Mayor attended.
	Catch up with GM Community & Culture, Clem Gillings.	Cr Ripper attended.
16 August	Business Reference Group Meeting.	Cr Maher and Cr Wood attended.
17 August	Attended DELWP online briefing regarding planning development of Renewable Energy Zones and Victoria's Future Grid.	Mayor and Cr Crossley attended. CEO also in attendance.
	Yarram Pool Site Tour & Programming Options Meeting.	Cr Maher, Cr Stephens and Cr McKenzie attended.
	Councillor Training with Governance Officer.	Cr Wood attended.
	Star of the South CAG Meeting #14.	Cr McKenzie attended.
18 August	3TRFM radio interview, Nakunbalook.	Mayor attended.

	Official Opening of Nakunbalook Environmental Centre, Lake Guyatt.	Mayor, Cr Ripper, Cr Wood, Cr Tatterson and Cr Crossley attended. CEO also in attendance.
	Pre Meet - Grant Street Yarram Objection.	Cr Stephens, Cr McKenzie, Cr Tatterson and Cr Crossley attended.
	Rescheduled Remuneration Committee meeting - via MS Teams.	Mayor, Cr McKenzie and Cr Crossley attended. CEO also in attendance.
	Regenerating Australia Free Screening, Nakunbalook.	Cr Ripper attended.
	Cameron Sporting Complex Community Asset Committee Meeting.	Cr Tatterson attended.
19 August	One Gippsland Closed Mayoral Discussion, August Board Meeting and August Local Government Meeting, in person at Latrobe City Council.	Mayor in attendance.
	Heyfield Community Resource Centre, Lunch time talks.	Cr Ripper attended.
	Local Development Strategy Progress Report.	Cr Ripper attended.
	Gippsland Climate Change Network Board Meeting.	Cr Crossley attended.
21 August	Maffra Golf Club – Club Meeting	Cr Tatterson attended.
22 August	Photo Op Stratford Rec Reserve/Memorial Park	Mayor attended.
	Photo train station	Mayor attended.
	WSC Audit & Risk Committee and In Closed Session.	Mayor and Cr Stephens in attendance. CEO also in attendance.
	Rosedale Town Meeting.	Mayor and Cr Ripper in attendance.
	Objection Meeting Grant Street, Yarram.	Cr Stephens, Cr Tatterson and Cr Crossley attended.

	Port Albert Caravan Park Feasibility Study Report - Information Session.	Cr Maher, Cr Stephens and Cr McKenzie attended.
23 August	Visit Andrew & Laura Considine - Truffle Venture.	Mayor attended.
	Wellington Renewable Energy Forum (No.7).	Mayor, Cr Maher, Cr McKenzie, Cr Wood and Cr Crossley attended.
	Gippsland Veterans Welfare Centre.	Cr Ripper attended.
	Rotary Club of Yarram - 75th Anniversary Dinner.	Mayor attended.
	Stratford Courthouse AGM.	Cr Ripper attended.
24 August	TAFE Port of Sale Campus Opening.	Mayor, Cr Maher, Cr Stephens, Cr Wood, Cr Tatterson and Cr Crossley attended.
	Councillor Training with Governance Officer.	Cr Wood attended.
	CEO Performance Review.	Mayor, Cr Stephens and Cr McKenzie attended.
25 August	Gippsland Rally (VIP & Media Rides Function)	Mayor attended.
	Municipal Emergency Management Planning Committee Meeting.	Cr Wood and Cr Crossley attended.
	Conversation with Vikki Petraits, Port of Sale.	Cr Ripper attended.
26 August	Maffra Dog Show - Gippsland International Winter Festival - All Breeds Championship Dog Shows.	Mayor, Cr Tatterson and Cr Ripper attended.
	Photo Op Yarram EV Charger.	Mayor attended.
	Gippsland one stop shop RE portal - next steps.	Cr Crossley attended.
	Gippsland Business Awards presentation evening.	Mayor attended.
	Wellington Youth Art Prize Opening.	Cr Crossley attended.
27 August	Gippsland Rally (Ceremonial Start).	Mayor attended.

28 August	Gippsland Rally (EROAD Power Stage) 7Plus Interview.	Mayor attended.
29 August	Photo Op Rosedale Recreation Reserve.	Mayor attended.
	Stratford Tennis Club AGM.	Cr Ripper attended.
30 August	Councillor Community Conversation - Gippsland Ag Group / Riviera Farms.	Mayor, Cr Stephens, Cr Ripper, Cr McKenzie and Cr Crossley attended.
31 August	ABC interview - Yarram EV Charger.	Mayor attended.
	Federal Offshore Wind Engagement Meeting – DELWP/Council.	Mayor, Cr Stephens and Cr Crossley attended.
	Meeting: Port of Sale moorings discussion.	Mayor attended.
	Offshore Wind Engagement, Regent Theatre.	Cr Stephens and Cr McKenzie attended.
	Councillor Training with Governance Officer.	Cr Wood attended.

**COUNCILLOR IAN BYE**  
**MAYOR**

## 11. YOUTH COUNCIL REPORT

### 11.1. YOUTH COUNCIL MAYOR'S REPORT

**ACTION OFFICER: YOUTH MAYOR, NICOLLA WOOLFORD**

#### **RECOMMENDATION**

***That Council receive the Youth Mayor's Quarterly Report.***

Good evening Councillors and thank you for taking the time to hear about the recent updates from Youth Council. Following the success of the Sale Skate Competition, the All-Ages Tour and various workshops, Youth Council has jumped right into the planning portion of the year. This is usually our toughest time of year, and while we will miss the few that have respectfully resigned this term, we have persisted. This term we have supported other organisations in their events and openings, as well as our own.

#### **Wellington Youth Art Prize**

In August we held our annual Wellington Youth Art Prize, an event that many of us were proud to see brought to life with the collaboration of the Gippsland Art Gallery. We had the opportunity for one of our youngest Youth Councillors to speak on the ABC radio before the night. It was a wonderful night and had a great turn out, filling the foyer upstairs of the library. Everybody enjoyed themselves and there were many who worked tirelessly to organise the unforgettable opening night; we are beyond lucky to have had things run so smoothly.

#### **East Gippsland Youth Ambassadors**

The East Gippsland Youth Ambassadors have been working on an LGBTQIA+, and ally inclusive ball this year, the Rainbow Ball. Multiple Youth Councillors attended in support of our friends in East Gippsland. Since first meeting in December on our leadership camp, we have also attended a YacVic panel discussion alongside the group. We find the relationships between Youth Council and the Youth Ambassadors to be a vital connection and hope to continue working with them in the future.

#### **Nakunbalook Opening**

Another vital relationship we have formed is with none other than Nakunbalook, the education centre next to the community Seed Garden in Sale. I attended the first school workshop held there, the screening of the film 'Regenerating Australia'. It was lovely to see so many young people share their ideas, questions and hope for the future of sustainability in the Wellington Shire. Youth Council hopes to plan future events, meetings or workshops at Nakunbalook as the atmosphere perfectly captures the heart of one of our main pillars this year, environment.

#### **Youth Illustrated**

We have been trying to devise a way to connect directly with our peers and inform the youth of upcoming events and local updates. We have just released a single issue of mini online magazine as a way to get real life feedback on what an issue could look like for complete magazine. This is something that has taken a lot of time to plan and organise but we're confident that by the time I am standing here at the end of the year doing my next report, we will have a successful line of communication with youth from across the Wellington Shire.

#### **LYS**

During July, we were lucky enough to have the Latrobe Youth Space host us in Morwell for a day to discuss an upcoming project of theirs. There will be a youth focused bus introduced to both the Wellington Shire and the East Gippsland Shire. These will be designed by a



committee from both shires, which right now are temporarily made up of either Youth Councillors, or Youth Ambassadors. This project is something that we have been very fortunate to have been a part of, and in our two meetings so far, we have already accomplished a lot.

### **Upswing**

Looking forward, we are currently in the planning and waiting stage for our most anticipated event of the year, Upswing. This is an annual event that not only Youth Councillors but also the general public look forward to each year. We will be holding a young makers market again this year, the ideal way for us to interact with youth led businesses that benefit the community. With this project well underway, the anticipation is quickly rising.

While there have been plenty of challenges this term, the Youth Council team has endured and continues to work hard to see our work pay off at each event. We are eager to finish off this year with multiple successful events and milestones under our belts and cannot wait for Council to watch our plans unfold and come to fruition.

**NICOLLA WOOLFORD**  
**YOUTH MAYOR**

## 12. DELEGATES REPORT

## 13. CHIEF EXECUTIVE OFFICER

### 13.1. CHIEF EXECUTIVE OFFICER'S REPORT - AUGUST 2022

#### ACTION OFFICER: CHIEF EXECUTIVE OFFICER

##### RECOMMENDATION

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

#### 1 AUGUST 2022 TO 31 AUGUST 2022

- |           |  |
|-----------|--|
| 3 August  | Attended online CEO's and Municipal Association of Victoria forum with Department of Jobs, Precincts & Regions.                                    |
|           | Meet and Greet with GM Clem Gillings and Mark Dykgraaf, CEO Central Gippsland Health.  |
| 4 August  | Meet and Greet with GM Clem Gillings and Nancy Binotto, CEO Ramahyuck.   |
|           | Tour Loch Sport with Central Gippsland Health CEO Mark Dykgraaf. Mayor also in attendance.   |
| 5 August  | Coffee catch up with Julie Foat.   |
| 8 August  | Federation University Gippsland's Clean Energy Future online session.  |
| 9 August  | Met with Darren Chester MP to discuss the Wedge and Aqua Energy redevelopments.  |
|           | Bi-monthly meeting with Sara Rhodes-Ward (Regional Development Victoria, Gippsland).   |
| 10 August | Introductory meeting with South Gippsland Water Managing Director, Robert Murphy.  |
|           | Introductory meeting with Ørsted representatives, a Danish multinational power company visiting Wellington. GM Brent McAlister also in attendance. |
| 11 August | Day 1, Gippsland Renewable Energy Conference.  |
|           | Meeting with Vanya Kumar, Executive Director DELWP, regarding offshore wind in the Gippsland region.   |
| 12 August | Day 2, Gippsland Renewable Energy Conference.  |

15 August	Tour Central Gippsland Health Sites (Sale, Maffra & Heyfield) with CEO Mark Dykgraaf. Mayor also in attendance.
17 August	Attended DELWP online briefing regarding planning development of Renewable Energy Zones and Victoria's Future Grid.
18 August	Attended official opening of Nakunbalook Environmental Centre, Lake Guyatt.  Meet and Greet with GM Clem Gillings and Kate Graham, CEO Gippsland Women's Health.
19 August	One Gippsland Closed CEO Discussion, August Board Meeting and August Local Government Meeting, in person at Latrobe City Council.
22 August	Attended Sale Ladies Probus Club Meeting as their Guest Speaker.  Attended WSC Audit & Risk Committee and In Closed Session.
23 August	Attended Wellington Renewable Energy Forum (No.7) online.
24 August	Coffee meeting with Sara Rhodes-Ward regarding West Sale Airport.  Attended TAFE Port of Sale Campus Opening.  Meet and Greet with GM Clem Gillings and CEO Yarram District Health Service, Paul Head.
25 August	Attended Gender Equality Committee Meeting.
26 August	Coffee catch up with East Gippsland CEO Anthony Basford, in Stratford.  Online catch up with South Gippsland CEO Kerryn Ellis.  Coffee catch up with VicPol Acting Inspector Mel McLennan, in Sale.
30 August	Attended Councillor Community Conversation – Gippsland Ag Group and Riviera Farms.

## 14. GENERAL MANAGER CORPORATE SERVICES

### 14.1. ASSEMBLY OF COUNCILLORS

#### ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

#### OBJECTIVE

To report on all assembly of Councillor records received for the period 29 August 2022 to 11 September 2022.

#### PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

#### RECOMMENDATION

*That Council note and receive the attached Assembly of Councillor records for the period 29 August 2022 to 11 September 2022.*

#### BACKGROUND

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

Following is a summary of all Assembly of Councillor records received for the period 29 August 2022 to 11 September 2022.

#### ATTACHMENTS

1. Assembly of Councillors - 6 September 2022 - Council Day [14.1.1 - 2 pages]

#### OPTIONS

Council has the following options:

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

#### PROPOSAL

That Council note and receive the attached assembly of Councillors records during the period 29 August 2022 to 11 September 2022.

## **CONFLICT OF INTEREST**

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

## **FINANCIAL IMPACT**

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

## **COMMUNICATION IMPACT**

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

## **LEGISLATIVE IMPACT**

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

## **COUNCIL POLICY IMPACT**

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

## **COUNCIL PLAN IMPACT**

This impact has been assessed and while it does not meet a specific Council Plan strategic outcome, it does align with Council's good governance framework.

## **RESOURCES AND STAFF IMPACT**

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

## **COMMUNITY IMPACT**

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

## **ENVIRONMENTAL IMPACT**

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

## **ENGAGEMENT IMPACT**

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

## **RISK MANAGEMENT IMPACT**

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

## ASSEMBLY OF COUNCILLORS – 6 SEPTEMBER 2022

MEETING	COUNCILLORS AND OFFICERS IN ATTENDANCE (NAME AND POSITION)				CONFLICT/S OF INTEREST OR ACTION ITEMS
IT / Diary Meeting	Name	Attendance	Name	Attendance	
	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 <i>(via MS Teams)</i>	Yes	Denise Teo, Coordinator Governance and Council Business	Yes	N/A
	Cr Rossetti	Yes	Damian Norkus, ICT Operations Officer Stephen Bendall, ICT Support Services Contractor	Yes	N/A

MEETING	COUNCILLORS AND OFFICERS IN ATTENDANCE				CONFLICT/S OF INTEREST OR ACTION ITEMS
Workshops	Name	Attendance	Name	Attendance	
	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 <i>(via MS Team)</i>	Yes	Brent McAlister, GM Development	Yes	N/A
	Cr Rossetti	Yes	Chris Hastie, GM Built & Natural Environment	Yes	N/A
	Cr Stephens	Yes	Clemence Gillings, GM Community & Culture	No	N/A



Workshops (cont.)	MATTERS/ITEMS CONSIDERED AT THE MEETING	OTHERS IN ATTENDANCE
	1. PORT OF SALE EVENTS SPACE – PART 1	<ul style="list-style-type: none"> <li>Jamie Smith, Manager Arts and Culture</li> </ul> <i>Conflict of Interest: Nil</i>
	2. SOUTH EAST MELBOURNE AIRPORT	<ul style="list-style-type: none"> <li>Debbie Tyson, GM Governance, Facilities and Economy - Cardinia Shire Council (external)</li> <li>Andrew Pomeroy, Manager Arts, Advocacy and Economy (external)</li> </ul> <i>Conflict of Interest: Nil</i>
	3. FULHAM PRISON UPDATE	<ul style="list-style-type: none"> <li>Natalie Greenfield, General Manager – Fulham Prison (external)</li> </ul> <i>Conflict of Interest: Nil</i>
	4. AMENDMENT C109 - PRESENTATION OF SUBMISSIONS	<ul style="list-style-type: none"> <li>Barry Hearsey, Coordinator Strategic Planning</li> <li>Alex Duncan, Strategic Planner</li> </ul> <i>Conflict of Interest: Nil</i>
	5. GIPPSWIDE JOINT PROCUREMENT - ORGANICS TENDER	<ul style="list-style-type: none"> <li>Alison Taylor, Strategic Projects – Recycling Victoria (external)</li> <li>Matthew Peake, Project Lead – Recycling Victoria (external)</li> </ul> <i>Conflict of Interest: Nil</i>
	6. WASTE, RECYCLING AND SUSTAINABILITY UPDATE	<ul style="list-style-type: none"> <li>Tim Rowe, Manager Natural Environment and Parks</li> <li>Joanne Rule, Sustainability Projects Officer</li> </ul> <i>Conflict of Interest: Nil</i>
	7. PORT OF SALE EVENTS SPACE – PART 2	<ul style="list-style-type: none"> <li>Jamie Smith, Manager Arts and Culture</li> </ul> <i>Conflict of Interest: Nil</i>

## 14.2. 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 22 August 2022.

#### PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

#### RECOMMENDATION

***That:***

- 1. Council receive and note the minutes in brief of the Audit & Risk Committee 22 August 2022 (as attached) and the confidential attachment Audit & Risk Committee Minutes of 22 August 2022 ;***
- 2. The information contained in the confidential document Audit & Risk Committee Minutes of 22 August 2022 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 29 August 2022 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 22 August 2022 is attached and is provided for the information of Council and the public in general.

#### ATTACHMENTS

1. Audit & Risk Committee - Minutes in Brief - 22 August 2022 [**14.2.1** - 6 pages]
2. Confidential Header Audit & Risk Committee [**14.2.2** - 1 page]
3. CONFIDENTIAL REDACTED - Audit & Risk Committee - Full Minutes - 22 August 2022 [**14.2.3** - 171 pages]

## **OPTIONS**

Council has the following options available:

1. To receive and note the minutes from the Audit & Risk Committee meeting of 22 August 2022; 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 22 August 2022.

## **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 biannually to the Council via a Workshop 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 2021-25 Theme 4 “Services and Infrastructure” states the following strategic outcome:

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

This report supports the above Council Plan strategic outcome.

## **RESOURCES AND STAFF IMPACT**

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

## **COMMUNITY IMPACT**

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

## **ENVIRONMENTAL IMPACT**

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

## **ENGAGEMENT IMPACT**

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

## **RISK MANAGEMENT IMPACT**

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.

**WELLINGTON SHIRE COUNCIL AUDIT & RISK COMMITTEE MEETING MINUTES IN BRIEF  
– 22 AUGUST 2022**

Present: Mr Chris Badger (Chair) (via Teams)  
Ms Sarah Heath (via Teams)  
Mr Tony Smith (via Teams)  
Councillor Garry Stephens (via Teams)  
Councillor Ian Bye

In attendance: Mr David Morcom (Chief Executive Officer)  
Mr Ian Carroll (Manager Corporate Finance) (via Teams)  
Mr Kapil Kukreja, HLB Mann Judd (via Teams)  
Mrs Sheryl Saynor (Executive Support Officer)

**1. Welcome**

**2. Apologies -** Councillor Marcus McKenzie  
Mr Arthur Skipitaris (General Manager Corporate Services)

**3. Closure of Meeting to Public:-**

***Councillor Stephens/Tony Smith***

***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:-**

**5. Adoption of Previous Minutes – 26 May 2022:-**

**Councillor Stephens/Sarah Heath**

***That the Committee adopt the minutes of the previous meeting held on 26 May 2022.***

**CARRIED**

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

**7. Action Items from Previous Minutes**

***Tony Smith/Sarah Heath***

***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 15 August 2022 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**

**8. Internal Audit Report – Review of Tendering and Contract Management**

**Tony Smith/Sarah Heath**

*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 15 August 2022 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. Internal Audit Report – Follow-up Review**

**Sarah Heath/Councillor Bye**

*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 15 August 2022 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. Status of Audit Recommendations**

**Councillor Bye/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 15 August 2022 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 Identified Improvements from various Agencies**

**Councillor Bye/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 15 August 2022 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. Risk Management Program Plan 2022**

**Councillor Stephens/Tony Smith**

*That the Audit & Risk Committee recommend to Council that the Chief Executive Officer be asked to convene a Risk Management Workshop within 8 weeks involving the Audit & Risk Committee. 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 15 August 2022 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**

Kapil Krukeja left the meeting at 3.12pm.

**13. Review of Council Policies**

**Councillor Stephens/Sarah Heath**

*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 15 August 2022 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. VAGO Report: Offsetting Native Vegetation Loss on Private Land**

**Councillor Stephens/Councillor Bye**

*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 15 August 2022 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. VAGO Report: Fraud Control over Local Government Grants**

**Tony Smith/Sarah Heath**

*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 15 August 2022 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. Draft Annual Report**

**Councillor Stephens/Councillor Bye**

*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 15 August 2022 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. Related Party Transactions**

**Councillor Stephens/Sarah Heath**

*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 15 August 2022 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. CEO Credit Card Expenditure**

David Morcom left the meeting at 3.25pm.

**Councillor Bye/Sarah Heath**

*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 15 August 2022 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**

David Morcom returned to the meeting at 3.28pm.

**19. Reimbursements made to Councillors and members of delegated Committees**

Councillor Stephens and Councillor Bye left the meeting at 3.30pm.

**Sarah Heath/Tony Smith**

*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 15 August 2022 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**



Councillor Stephens and Councillor Bye returned to the meeting at 3.35pm.

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

**Councillor Bye/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 15 August 2022 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. Financials**

**Councillor Stephens/Councillor Bye**

*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 15 August 2022 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. Fraud Report**

**Councillor Bye/Tony Smith**

*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 15 August 2022 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. Excessive Staff Leave**

**Tony Smith/Councillor Bye**

*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 15 August 2022 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**

**24. Current Key Risk Matters**

***Councillor Stephens/Tony Smith***

***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 15 August 2022 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***

**25. Insurance Report**

***Councillor Bye/Sarah Heath***

***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 15 August 2022 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. Register of Commissioned Reports**

***Tony Smith/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 15 August 2022 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***

**27. General Business**

***Nil***

**28. Rotating Assessment of and Feedback on Meeting**

**THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 4.18PM.**



WELLINGTON  
SHIRE COUNCIL

*The Heart of Gippsland*

## ORDINARY COUNCIL MEETING 20 SEPTEMBER 2022

On this 29 August 2022, 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)

### 14.3. APPROVAL OF UPDATED S6 INSTRUMENT OF DELEGATION TO MEMBERS OF COUNCIL STAFF

#### ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

#### PURPOSE

The purpose of this report is for Council to adopt recent amendments to the *S6 Instrument of Delegation to Members of Council Staff* relating to officers who hold, act in, or perform the duties of the office or position relating to the *Planning and Environment Act 1987*.

#### PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

#### RECOMMENDATION

***That Council:***

- 1. adopt the attached updated S6 Instrument of Delegation;***
- 2. revoke the previous S6 Instrument of Delegation made; and***
- 3. authorise the Chief Executive Officer to sign and seal the attached S6 Instrument of Delegation.***

#### BACKGROUND

Section 11(1) of the *Local Government Act 2020* provides Council with the ability to delegate power, duties and functions of the Council to a member of its staff.

There have been changes to the *S6 Instrument of Delegation to Members of Council Staff* which require the current instrument to be updated. A summary of the below mentioned updates/amendments is attached.

#### **S6 Instrument of Delegation - Council to Other Members of Council Staff**

- Section 4I of the Act has been **amended** to refer to the duty to make a copy of the Victorian Planning Provisions and other documents available in accordance with the public availability requirements.
- **Amendment** of a typographical error at s 14 of the Act.
- Sections 18, 21(2), 26(2) and 46V(3) of the Act have been **amended** to include a note as to the period the documents must be made available in accordance with the public availability requirements.
- Section 22(1) of the Act has been **amended** to clarify which submissions must be considered.
- Section 22(2) of the Act has been **inserted** in two parts, which relate to the power to consider late submissions and the separate duty to consider late submissions.
- Section 96J of the Act has been **amended** to refer to the duty rather than as a power.
- Section 185B of the Act has been **inserted**, which relates to the duty to comply with a request from the Minister for information.

## **ATTACHMENTS**

1. S6 Instrument of Delegation Members of Staff including change tables [**14.3.1** - 13 pages]

## **OPTIONS**

Council has the following options:

1. Adopt the attached updated S6 Instrument of Delegation, revoke the previous S6 Instrument of Delegation made and authorise the Chief Executive Officer to sign and seal the attached S6 Instrument of Delegation; or
2. Not adopt the attached updated S6 Instrument of Delegation, revoke the previous S6 Instrument of Delegation made and authorise the Chief Executive Officer to sign and seal the attached S6 Instrument of Delegation, and request further revisions for consideration at a future Council meeting.

## **PROPOSAL**

It is proposed that Council adopt recent amendments to the *S6 Instrument of Delegation to Members of Council Staff* relating to officers who hold, act in, or perform the duties of the office or position relating to the *Planning and Environment Act 1987*.

## **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 11(1) of the *Local Government Act 2020* provides Council with the authority to delegate to a member of Council staff certain powers and duties.

## **COUNCIL POLICY IMPACT**

This impact has been assessed and satisfies the requirements of Council's Delegations Policy.

## **COUNCIL PLAN IMPACT**

This impact has been assessed and while it does not meet a specific Council Plan strategic outcome, it does align with Council's good governance framework.

## **RESOURCES AND STAFF IMPACT**

Upon notification of the legislative changes, all relevant staff were consulted and have contributed to the updating of these Instruments of Delegation. Following adoption, our processes ensure that all staff with altered or new delegations 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**

The *S6 Instrument of Delegation to Members of Council Staff* contained within this report have been prepared in consultation with appropriate business units at Council.

## **RISK MANAGEMENT IMPACT**

The utilisation of Instruments of Delegation and Sub-Delegation allow for the provision of powers to be allocated to relevant personnel to allow them to carry out various duties and actions as an extension of Council.



Maddocks

Maddocks Delegations and Authorisations

### ***S3 Council Resolution – Delegation to members of staff***

#### **Council Resolution Delegation to members of Council staff**

In the exercise of the powers conferred by the legislation referred to in the attached instrument of delegation, Wellington Shire Council (**Council**) **RESOLVES THAT –**

1. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached *Instrument of Delegation to members of Council staff*, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument.
2. The instrument comes into force immediately the common seal of Council is affixed to the instrument.
3. On the coming into force of the instrument all previous delegations to members of Council staff (other than the Chief Executive Officer) are revoked.
4. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.



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Maddocks Delegations and Authorisations

***S6 Instrument of Delegation – Members of Staff***

**Wellington Shire Council**

**Instrument of Delegation**

**to**

**Members of Council Staff**





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## Instrument of Delegation

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. declares that:
  - 2.1 this Instrument of Delegation is authorised by a resolution of Council passed on 20 September 2022; and
  - 2.2 the delegation:
    - 2.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
    - 2.2.2 remains in force until varied or revoked;
    - 2.2.3 is subject to any conditions and limitations set out in sub-paragraph 2.3, and the Schedule; and
    - 2.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
  - 2.3 the delegate must not determine the issue, take the action or do the act or thing:
    - 2.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
    - 2.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
      - (a) policy; or
      - (b) strategy
 adopted by Council;
    - 2.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
    - 2.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.



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The Common Seal of WELLINGTON )  
SHIRE COUNCIL, was hereunto affixed )  
The        day of                      2022 )  
In accordance with Local Law No.1 )  
In the presence of                      )

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

Date: ..... / ..... / 2022



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**Changes to the S6 Instrument of Delegation, Council to other Members of Council staff (S6)**

- The following changes have been made to the *Planning and Environment Act 1987*:
  - Section 4I of the Act has been **amended** to refer to the duty to make a copy of the Victorian Planning Provisions and other documents available in accordance with the public availability requirements.
  - **Amendment** of a typographical error at s 14 of the Act.
  - Sections 18, 21(2), 26(2) and 46V(3) of the Act have been **amended** to include a note as to the period the documents must be made available in accordance with the public availability requirements.
  - Section 22(1) of the Act has been **amended** to clarify which submissions must be considered.
  - Section 22(2) of the Act has been **inserted** in two parts, which relate to the power to consider late submissions and the separate duty to consider late submissions.
  - Section 96J of the Act has been **amended** to refer to the duty rather than as a power.
  - Section 185B of the Act has been **inserted**, which relates to the duty to comply with a request from the Minister for information.



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**NEW**

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	POSITION CODE & NAME	CONDITIONS & LIMITATIONS
s 22(2)	Power to consider a late submission Duty to consider a late submission, if directed by the Minister	724   General Manager Development  730   Manager Land Use Planning  971   Major Projects and Principal Strategic Planner  746   Major Land Use Planning Project Coordinator  640   Coordinator Strategic Planning  656   Strategic Planner  706   Strategic Planner  907   Principal Planner	
s 185B(1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice	724   General Manager Development  730   Manager Land Use Planning  971   Major Projects and Principal Strategic Planner	

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		907   Principal Planner	
		573   Coordinator Statutory Planning	
		552   Senior Statutory Planner	
		142   Statutory Planner	
		524   Statutory Planner	
		541   Statutory Planner	
		22   Environmental Planner	



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**AMENDED**

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	POSITION CODE & NAME	CONDITIONS & LIMITATIONS
s 4I(2)	Duty to <del>keep</del> make a copy of the Victorian Planning Provisions and other documents available in accordance with public availability requirements	724   General Manager Development  730   Manager Land Use Planning  746   Major Land Use Planning Project Coordinator  971   Major Projects and Principal Strategic Planner  640   Coordinator Strategic Planning  656   Strategic Planner  706   Strategic Planner  907   Principal Planner	
s 14	<del>D</del> uties of a Responsible Authority as set out in s 14(a) to (d)	724   General Manager Development  730   Manager Land Use Planning  746   Major Land Use Planning Project Coordinator  971   Major Projects and Principal Strategic Planner	



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		573   Coordinator Statutory Planning 524   Statutory Planner 142   Statutory Planner 640   Coordinator Strategic Planning 552   Senior Statutory Planner 22   Environmental Planner 499   Compliance Officer 907   Principal Planner	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	724   General Manager Development 730   Manager Land Use Planning 746   Major Land Use Planning Project Coordinator 971   Major Projects and Principal Strategic Planner 640   Coordinator Strategic Planning 656   Strategic Planner 706   Strategic Planner 907   Principal Planner	Until the proposed amendment is approved or lapsed



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s 21(2)	Duty to make submissions available in accordance with public availability requirements	<p>724   General Manager Development</p> <p>730   Manager Land Use Planning</p> <p>746   Major Land Use Planning Project Coordinator</p> <p>971   Major Projects and Principal Strategic Planner</p> <p>640   Coordinator Strategic Planning</p> <p>656   Strategic Planner</p> <p>706   Strategic Planner</p> <p>907   Principal Planner</p>	Until the end of 2 months <b>after the amendment comes into operation or lapses</b>
s 22(1)	Duty to consider all submissions <b>received before the date specified in the notice</b>	<p>724   General Manager Development</p> <p>730   Manager Land Use Planning</p> <p>971   Major Projects and Principal Strategic Planner</p> <p>746   Major Land Use Planning Project Coordinator</p>	Except submissions which request a change to the items in s 22(5)(a) and (b)





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		640   Coordinator Strategic Planning 656   Strategic Planner 706   Strategic Planner 907   Principal Planner	
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	724   General Manager Development 730   Manager Land Use Planning 746   Major Land Use Planning Project Coordinator 971   Major Projects and Principal Strategic Planner 640   Coordinator Strategic Planning 656   Strategic Planner 706   Strategic Planner 907   Principal Planner	During the inspection period
s 46GZF(3)	<del>s 46GZF(3)(a)</del> Function of receiving proceeds of sale	724   General Manager Development	Where Council is the collection agency under an approved infrastructure contributions plan



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		<p>730   Manager Land Use Planning</p> <p>971   Major Projects and Principal Strategic Planner</p> <p>552   Senior Statutory Planner</p> <p>640   Coordinator Strategic Planning</p> <p>907   Principal Planner</p>	This provision does not apply where Council is also the development agency
s 84(6)	Duty to issue permit on receipt of advice within 3 <b>working business</b> days	<p>724   General Manager Development</p> <p>730   Manager Land Use Planning</p> <p>971   Major Projects and Principal Strategic Planner</p> <p>573   Coordinator Statutory Planning</p> <p>552   Senior Statutory Planner</p> <p>524   Statutory Planner</p> <p>142   Statutory Planner</p> <p>22   Environmental Planner</p> <p>907   Principal Planner</p>	



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		541   Statutory Planner	
s 96J	<b>Power Duty</b> to issue permit as directed by the Minister	724   General Manager Development  730   Manager Land Use Planning  971   Major Projects and Principal Strategic Planner  573   Coordinator Statutory Planning  552   Senior Statutory Planner  524   Statutory Planner  142   Statutory Planner  640   Coordinator Strategic Planning  656   Strategic Planner  706   Strategic Planner  907   Principal Planner	

**REMOVED**

NIL

## 15. GENERAL MANAGER DEVELOPMENT

### 15.1. MONTHLY PLANNING DECISIONS (JULY 2022)

#### 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 July 2022

#### PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

#### RECOMMENDATION

***That Council note the report on recent Planning Permit trends and Planning Application determinations between 1 July and 31 July 2022.***

#### 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 July and 31 July 2022 is included in Attachment July 2022 Planning Decisions Report.

Attachment July 2022 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. July 2022 Planning Decisions Report [**15.1.1** - 7 pages]
2. July 2022 Planning Trends Report [**15.1.2** - 3 pages]

#### OPTIONS

Council has the following options available:

1. Receive the July 2022 planning decisions report; or
2. Not receive the July 2022 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 July and 31 July 2022.

## CONFLICT OF INTEREST

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

## FINANCIAL IMPACT

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

## COMMUNICATION IMPACT

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

## LEGISLATIVE IMPACT

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

## COUNCIL POLICY IMPACT

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

## COUNCIL PLAN IMPACT

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

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

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

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

This report supports the above Council Plan strategic outcomes.

## **RESOURCES AND STAFF IMPACT**

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

## **COMMUNITY IMPACT**

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

## **ENVIRONMENTAL IMPACT**

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

## **ENGAGEMENT IMPACT**

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

## **RISK MANAGEMENT IMPACT**

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

**PLANNING APPLICATION DETERMINATIONS  
BETWEEN 1/07/2022 AND 31/07/2022**

<b>Application No/Year</b>	<b>Date Received</b>	<b>Property Title &amp; Address</b>	<b>Proposal</b>	<b>Status</b>
225-3.00/2019	30/05/2022	Assessment No. 445007 CA: 8 SEC: 18 41-43 WELLSFORD ST STRATFORD	Use and development of a childcare centre.	Permit Issued by Delegate of Resp/Auth  5/07/2022
53-2.00/2020	6/05/2022	Assessment No. 260224 LOT: 1317 LP: 40160 27 SEVENTH AVE PARADISE BEACH	Buildings and works associated with the construction of a dwelling.	Permit Issued by Delegate of Resp/Auth  25/07/2022
87-2.00/2021	22/07/2022	Assessment No. 385963 LOT: 1595 LP: 58872 57 SEAGULL DR LOCH SPORT	Buildings and works associated with an extension to existing dwelling.	Permit Issued by Delegate of Resp/Auth  26/07/2022
309-2.00/2021	30/03/2022	Assessment No. 42796 LOT: 1 TP: 345129H 163 MACALISTER ST SALE	Buildings and works associated with extension to existing dwelling.	Permit Issued by Delegate of Resp/Auth  25/07/2022
322-1.00/2021	28/07/2021	Assessment No. 50252 PC: 170877E 153-161 YORK ST SALE	Erection and display of an electronic promotion sign.	NOD issued by Delegate of Respon/Auth  29/07/2022
516-2.00/2021	24/05/2022	Assessment No. 455071 LOT: 17 PS: 736786C 63-65 WELLINGTON PARK SALE	5 lot subdivision/3 industrial buildings/dispensation for car parking.	Permit Issued by Delegate of Resp/Auth  5/07/2022
535-1.00/2021	19/11/2021	Assessment No. 73460 CA: 6 SEC: 39 32 BOLDEN ST STRATFORD	Subdivision of the land into 2 lots.	Permit Issued by Delegate of Resp/Auth  20/07/2022
544-1.00/2021	23/11/2021	Assessment No. 319269 LOT: 6 PS: 203875 95 MAFFRA RD HEYFIELD	Display of a Promotional sign	Permit Issued by Delegate of Resp/Auth  20/07/2022
583-1.00/2021	9/12/2021	Assessment No. 356477 LOT: CM1 PS: 709700U SALE RD MAFFRA	Display of an externally illuminated major promotion sign.	Permit Issued by Delegate of Resp/Auth  29/07/2022
595-1.00/2021	15/12/2021	Assessment No. 193185 CA: 8 SEC: 10 71 QUEEN ST ROSEDALE	Subdivision of the land into 2 lots.	Permit Issued by Delegate of Resp/Auth  22/07/2022
597-1.00/2021	16/12/2021	Assessment No. 336875 LOT: 14 PS: 148602 6 CREIGHTON CT MAFFRA	Subdivision of the land into 2 lots.	Permit Issued by Delegate of Resp/Auth  1/07/2022

# ATTACHMENT 15.1.1

Application No/Year	Date Received	Property Title & Address	Proposal	Status
602-1.00/2021	17/12/2021	Assessment No. 217448 LOT: 680 LP: 52648 56 ASTRO AVE GOLDEN BEACH	B & W associated with construction of a dwelling and an outbuilding	NOD issued by Delegate of Respon/Auth  25/07/2022
610-1.00/2021	23/12/2021	Assessment No. 190967 LOT: 1 TP: 389638M ROSEDALE-LONGFORD RD ROSEDALE	Subdivision 26 lots, create a TRZ2 & the remove of nat veg.	Permit Issued by Delegate of Resp/Auth  13/07/2022
29-1.00/2022	21/01/2022	Assessment No. 426387 LOT: 2 PS: 605235A 360 COLEMANS RD MAFFRA	Re-subdivision of the land into two lots.	Permit Issued by Delegate of Resp/Auth  29/07/2022
46-1.00/2022	3/02/2022	Assessment No. 323881 LOT: 1 LP: 217055F 19 WEIR RD HEYFIELD	Multi lot subdivision and removal of native vegetation.	Withdrawn  15/07/2022
83-1.00/2022	28/02/2022	Assessment No. 26799 LOT: 1 TP: 365108 178-180 MACARTHUR ST SALE	Subdivision of the land into 2 lots.	Permit Issued by Delegate of Resp/Auth  29/07/2022
84-1.00/2022	28/02/2022	Assessment No. 212654 LOT: 152 LP: 52647 33 SUNGLOW CRES GOLDEN BEACH	Buildings and works associated with construction of a dwelling.	Permit Issued by Delegate of Resp/Auth  7/07/2022
96-1.00/2022	7/03/2022	Assessment No. 307595 LOT: 1 TP: 217449E 66 KENT ST MAFFRA	Subdivision of the land into 2 lots.	Permit Issued by Delegate of Resp/Auth  4/07/2022
103-1.00/2022	10/03/2022	Assessment No. 207449 LOT: 2 PS: 308185U 25 TALBOT LANE LONGFORD	Subdivision of the land into 2 lots.	Permit Issued by Delegate of Resp/Auth  7/07/2022
132-1.00/2022	23/03/2022	Assessment No. 172171 PC: 363665G 73-77 GLOMAR DR GLOMAR BEACH	Use and development of a dwelling.	Withdrawn  12/07/2022
136-1.00/2022	28/03/2022	Assessment No. 182469 PC: 355211U 19 MANDALAY DR THE HONEYSUCKLES	Buildings and works/extension to existing dwelling.	Permit Issued by Delegate of Resp/Auth  22/07/2022
141-1.00/2022	30/03/2022	Assessment No. 62687 CA: 29 SEC: B2 SOUTH GIPPSLAND HWY SALE	Construction of a boardwalk and removal of native vegetation.	Permit Issued by Delegate of Resp/Auth  29/07/2022
142-1.00/2022	30/03/2022	Assessment No. 11916 LOT: 1 TP: 748126S 312-314 RAYMOND ST SALE	Use of the land to sell and consume liquor.	Permit Issued by Delegate of Resp/Auth  7/07/2022



## ATTACHMENT 15.1.1

Application No/Year	Date Received	Property Title & Address	Proposal	Status
147-1.00/2022	31/03/2022	Assessment No. 274043 LOT: 1 LP: 213870W 272 KEMPS RD YARRAM	Subdivision of the land from 2 lots into 3 new lots.	Permit Issued by Delegate of Resp/Auth  15/07/2022
155-1.00/2022	4/04/2022	Assessment No. 78303 PCA: 8 SEC: 2 25 TYERS ST STRATFORD	Display of non-illuminated promotion sign.	Permit Issued by Delegate of Resp/Auth  8/07/2022
156-1.00/2022	4/04/2022	Assessment No. 257121 LOT: 954 LP: 40160 10 NINTH ST PARADISE BEACH	Buildings and works associated with the construction of a dwelling.	Permit Issued by Delegate of Resp/Auth  6/07/2022
157-1.00/2022	4/04/2022	Assessment No. 453936 PC: 375548T 6-8 CALLADALE CT GORMANDALE	Buildings and works associated with construction of a dwelling.	Permit Issued by Delegate of Resp/Auth  12/07/2022
159-1.00/2022	5/04/2022	Assessment No. 278853 LOT: 1 PS: 220616 12 VICTORIA ST PORT ALBERT	Buildings & Works associated with construction of 2 dwellings on a lot	Permit Issued by Delegate of Resp/Auth  18/07/2022
168-1.00/2022	8/04/2022	Assessment No. 190926 LOT: 6 PS: 81205 32-42 ROSEDALE-LONGFORD ROSEDALE	Buildings&works associated with the construction of a dwelling & fence	Permit Issued by Delegate of Resp/Auth  15/07/2022
169-1.00/2022	11/04/2022	Assessment No. 233213 PC: 163838 14-16 KOOKABURRA ST LOCH SPORT	Two Lot subdivision of the land.	Permit Issued by Delegate of Resp/Auth  6/07/2022
173-1.00/2022	12/04/2022	Assessment No. 255323 LOT: 733 LP: 40160 4 SEVENTH AVE PARADISE BEACH	Buildings & works associated with construction of a dwelling.	Permit Issued by Delegate of Resp/Auth  22/07/2022
175-1.00/2022	13/04/2022	Assessment No. 325878 LOT: 4 PS: 143645 31 BRICKHILL RD HEYFIELD	Two Lot subdivision of the land.	Permit Issued by Delegate of Resp/Auth  29/07/2022
180-1.00/2022	19/04/2022	Assessment No. 358333 LOT: 1 TP: 324782V 834 BUNDALAGUAH RD BUNDALAGUAH	Buildings & works associated with the extension to existing dwelling.	Permit Issued by Delegate of Resp/Auth  22/07/2022
182-1.00/2022	21/04/2022	Assessment No. 439794 LOT: 2 PS: 717785M 183 BRIAGOLONG RD STRATFORD	Buildings and works associated with the construction of a driveway.	Permit Issued by Delegate of Resp/Auth  6/07/2022
185-1.00/2022	21/04/2022	Assessment No. 262725 PC: 168678 62 HIGH ST WOODSIDE	Use land to sell or consume liquor (red line extension).	Permit Issued by Delegate of Resp/Auth  6/07/2022

# ATTACHMENT 15.1.1

Application No/Year	Date Received	Property Title & Address	Proposal	Status
191-1.00/2022	28/04/2022	Assessment No. 384396 LOT: 5 PS: 436898N 32 MARK AVE SALE	2 Lot Subdivision of the land.	Permit Issued by Delegate of Resp/Auth  7/07/2022
196-1.00/2022	29/04/2022	Assessment No. 383133 PTL: 16B BLK: 10 LP: 3222 22 RAGLAN ST PORT ALBERT	Re-Subdivision of the land into three lots.	Permit Issued by Delegate of Resp/Auth  18/07/2022
199-1.00/2022	2/05/2022	Assessment No. 84301 LOT: 1 PS: 205119 22 BAY RD THE HEART	2 lot Re-subdivision of the land.	Permit Issued by Delegate of Resp/Auth  20/07/2022
208-1.00/2022	5/05/2022	Assessment No. 83980 LOT: 1 TP: 626947F 99 INVERBROOM RD STRATFORD	Building & works associated with a replacement dwelling.	Permit Issued by Delegate of Resp/Auth  28/07/2022
209-1.00/2022	5/05/2022	Assessment No. 199273 LOT: 5 LP: 110211 3 COCHRANES RD SEASPRAY	Buildings & works associated with a replacement dwelling.	Permit Issued by Delegate of Resp/Auth  15/07/2022
214-1.00/2022	9/05/2022	Assessment No. 361097 PCA: 3A 150 LOWER NEWRY RD NEWRY	2 Lot subdivision of the land.	Permit Issued by Delegate of Resp/Auth  14/07/2022
216-1.00/2022	10/05/2022	Assessment No. 287466 CA: 8A1 456 MANNS BEACH RD TARRAVILLE	Buildings and works associated with an agricultural shed.	Permit Issued by Delegate of Resp/Auth  22/07/2022
217-1.00/2022	10/05/2022	Assessment No. 450478 LOT: 1740 LP: 58872 323 NATIONAL PARK RD LOCH SPORT	Buildings and works associated with the construction of a dwelling.	Permit Issued by Delegate of Resp/Auth  27/07/2022
222-1.00/2022	12/05/2022	Assessment No. 26765 LOT: 1 TP: 222472F 170-172 MACARTHUR ST SALE	2 Lot Subdivision and the construction of a second dwelling.	Permit Issued by Delegate of Resp/Auth  29/07/2022
223-1.00/2022	12/05/2022	Assessment No. 215228 LOT: 436 LP: 52647 31 FAIRWAY AVE GOLDEN BEACH	Buildings and works associated with the construction of a dwelling.	Permit Issued by Delegate of Resp/Auth  6/07/2022
224-1.00/2022	12/05/2022	Assessment No. 86629 LOT: 2 PS: 339668X 161 YUILL RD BUNDALAGUAH	3 Lot Re-Subdivision of the land.	Permit Issued by Delegate of Resp/Auth  29/07/2022
225-1.00/2022	12/05/2022	Assessment No. 400663 LOT: 1 LP: 547911F 326 YUILL RD BUNDALAGUAH	2 Lot Re-Subdivision of the land.	Permit Issued by Delegate of Resp/Auth  5/07/2022

# ATTACHMENT 15.1.1

Application No/Year	Date Received	Property Title & Address	Proposal	Status
226-1.00/2022	17/05/2022	Assessment No. 30114 LOT: 6 LP: 10213 213 RAGLAN ST SALE	Subdivision of the land into 2 lots.	Permit Issued by Delegate of Resp/Auth  5/07/2022
231-1.00/2022	19/05/2022	Assessment No. 53975 LOT: 1 TP: 134236 65-67 TOPPING ST SALE	Subdivision of the land into 2 lots.	Permit Issued by Delegate of Resp/Auth  8/07/2022
236-1.00/2022	24/05/2022	Assessment No. 104968 LOT: 1 PS: 746123X 3,966 PRINCES HWY KILMANY	Subdivision of land from 2 to 2 new lots & to create access to TZ2.	Permit Issued by Delegate of Resp/Auth  19/07/2022
237-1.00/2022	24/05/2022	Assessment No. 74526 LOT: 1 PS: 97560 1 FITZROY ST STRATFORD	Subdivision of the land into 2 lots.	Permit Issued by Delegate of Resp/Auth  15/07/2022
240-1.00/2022	24/05/2022	Assessment No. 401042 LOT: 4 PS: 532284Q 14 ST CLAIR CT SALE	Use of land for indoor recreation facility (group fitness class&gym.	NOD issued by Delegate of Respon/Auth  1/07/2022
245-1.00/2022	27/05/2022	Assessment No. 71043 CA: 8 SEC: A 1 BRAYAKAULUNG WAY SALE	B&W associated with an existing restricted recreation facility.	Permit Issued by Delegate of Resp/Auth  15/07/2022
246-1.00/2022	27/05/2022	Assessment No. 363119 LOT: 20 PS: 5046 299 MEWBURN PARK RD TINAMBA	Subdivision of the land into 2 lots.	Permit Issued by Delegate of Resp/Auth  8/07/2022
251-1.00/2022	3/05/2022	Assessment No. 357830 LOT: 4 PS: 11068 128 BOGGY CREEK RD TINAMBA	Buildings and works associated with a farm shed.	Permit Issued by Delegate of Resp/Auth  4/07/2022
252-1.00/2022	30/05/2022	Assessment No. 357798 LOT: 1 TP: 757482S 239 BOGGY CREEK RD RIVERSLEA	Buildings and works associated with a farm shed.	Permit Issued by Delegate of Resp/Auth  4/07/2022
255-1.00/2022	31/05/2022	Assessment No. 269555 CA: 13 SEC: B 528 OWENS LANE GIFFARD	Buildings and works associated with construction of a dwelling.	Permit Issued by Delegate of Resp/Auth  20/07/2022
259-1.00/2022	2/06/2022	Assessment No. 391854 LOT: 1000 LP: 55692 20 WILHELM ST LOCH SPORT	Buildings and works associated with the construction of a dwelling.	Permit Issued by Delegate of Resp/Auth  1/07/2022
268-1.00/2022	9/06/2022	Assessment No. 360313 LOT: 1 TP: 821107Q 735A UPPER MAFFRA RD MAFFRA WEST UPPER	B&W associated with the extension to an existing dwelling.	Permit Issued by Delegate of Resp/Auth  6/07/2022

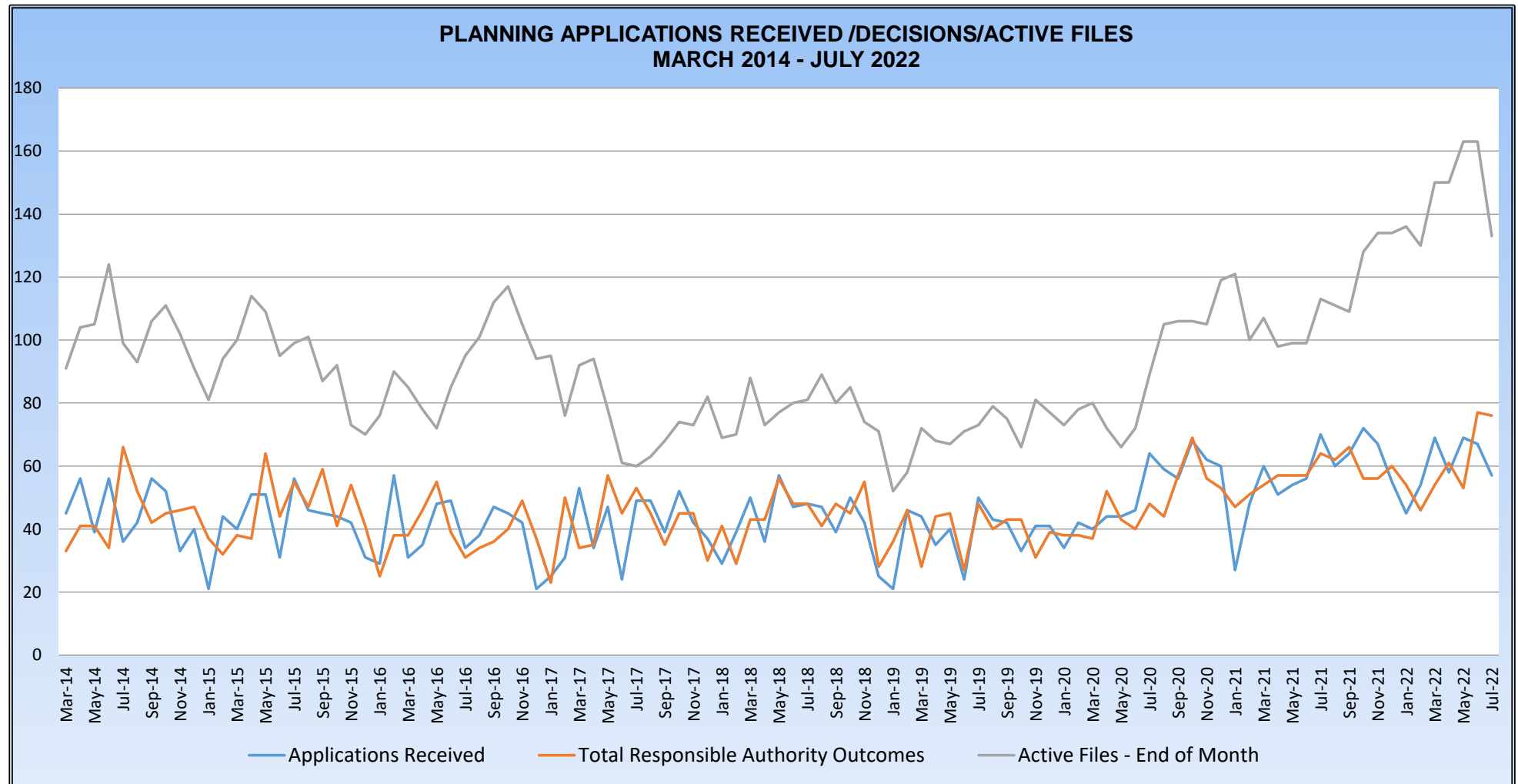
# ATTACHMENT 15.1.1

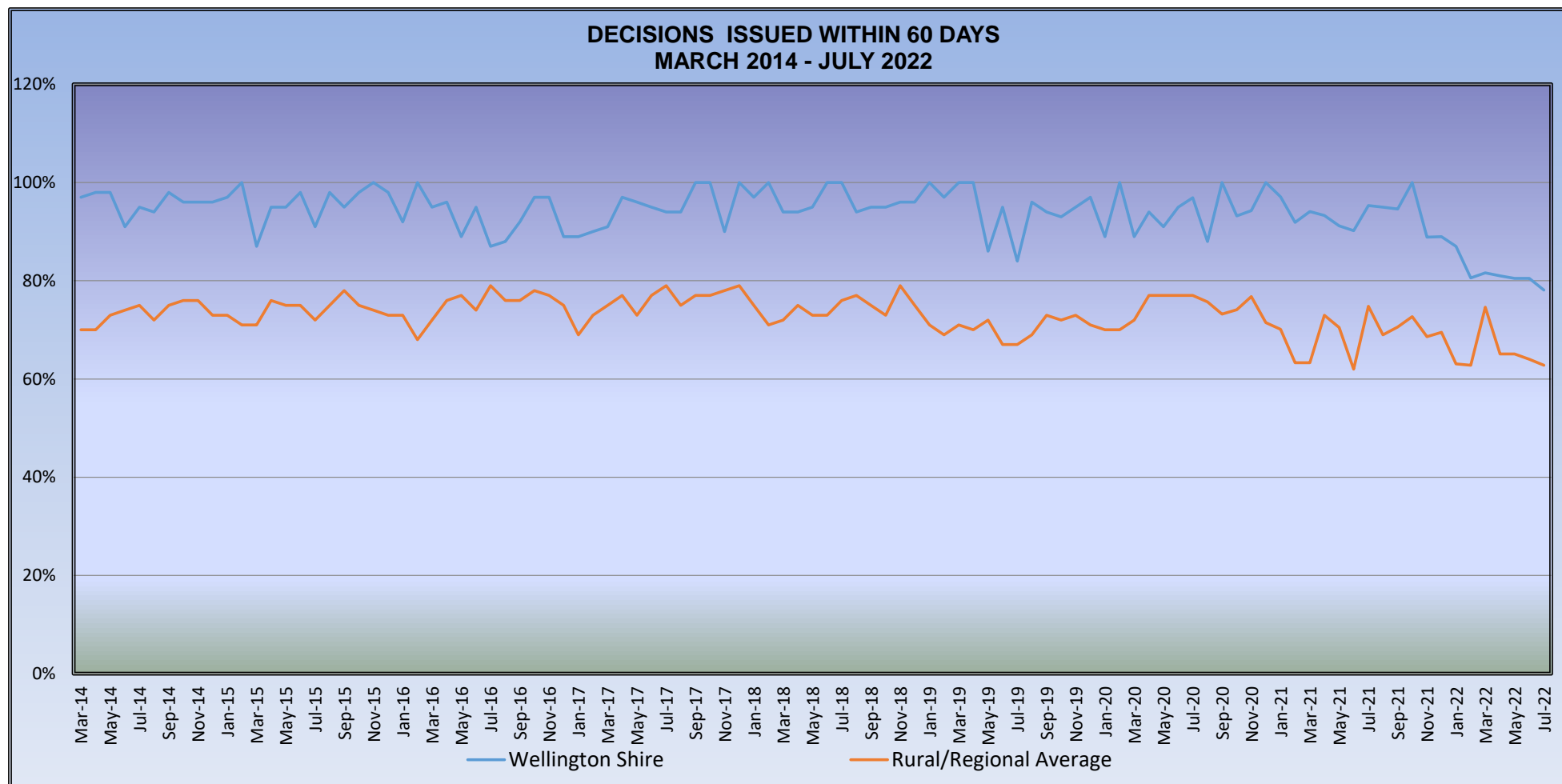
Application No/Year	Date Received	Property Title & Address	Proposal	Status
269-1.00/2022	10/06/2022	Assessment No. 345397 LOT: 1 PS: 616512N 18 FOOTBALL LANE BOISDALE	3 Lot Re-Subdivision of the land (Boundary Realignment).	Permit Issued by Delegate of Resp/Auth  11/07/2022
275-1.00/2022	15/06/2022	Assessment No. 114561 PC: 355282U 52 TI-TREE DR GOLDEN BEACH	Buildings & works associated with construction of a dwelling.	Permit Issued by Delegate of Resp/Auth  25/07/2022
285-1.00/2022	20/06/2022	Assessment No. 445205 LOT: 1 TP: 422527R 204 CHRISTIES-ALBERT HIAWATHA	Buildings & works associated with construction of a farm shed.	Permit Issued by Delegate of Resp/Auth  5/07/2022
286-1.00/2022	20/06/2022	Assessment No. 82842 LOT: 1 LP: 140428 357 COBAINS RD COBAINS	Buildings & works associated with extension to an existing dwelling.	Permit Issued by Delegate of Resp/Auth  1/07/2022
300-1.00/2022	24/06/2022	Assessment No. 186734 PC: 372945Y 44-48 SELLARS ST THE HONEYSUCKLES	B&W assoc with construction of an outbuilding (2 shipping containers).	Permit Issued by Delegate of Resp/Auth  13/07/2022
302-1.00/2022	23/06/2022	Assessment No. 328427 CA: 14 215 MUSTONS LANE HEYFIELD	Buildings & works assoc with the construction of a second dwelling.	Permit Issued by Delegate of Resp/Auth  27/07/2022
306-1.00/2022	28/06/2022	Assessment No. 431247 LOT: 3 PS: 82538 4-8 MCMILLAN ST SALE	Removal of Native Vegetation	Permit Issued by Delegate of Resp/Auth  5/07/2022
308-1.00/2022	29/06/2022	Assessment No. 40295 CA: 11B 24 HUNT PL WURRUK	Buildings and works associated with the construction of an office.	Permit Issued by Delegate of Resp/Auth  13/07/2022
310-1.00/2022	1/07/2022	Assessment No. 173690 PC: 352621 21-27 BARCELONA WAY GLOMAR BEACH	Buildings & works associated with construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth  15/07/2022
314-1.00/2022	4/07/2022	Assessment No. 276907 LOT: 1 PS: 134544 4 BRISBANE ST PORT ALBERT	Buildings & works associated with construction of a dwelling.	Permit Issued by Delegate of Resp/Auth  14/07/2022
317-1.00/2022	7/07/2022	Assessment No. 220913 LOT: 1059 LP: 52648 65 MERIDAN RD GOLDEN BEACH	Buildings & works associated with the construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth  14/07/2022
321-1.00/2022	11/07/2022	Assessment No. 195529 CA: 24 SEC: 2 19 FORESHORE RD SEASPRAY	Buildings & works associated with construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth  13/07/2022

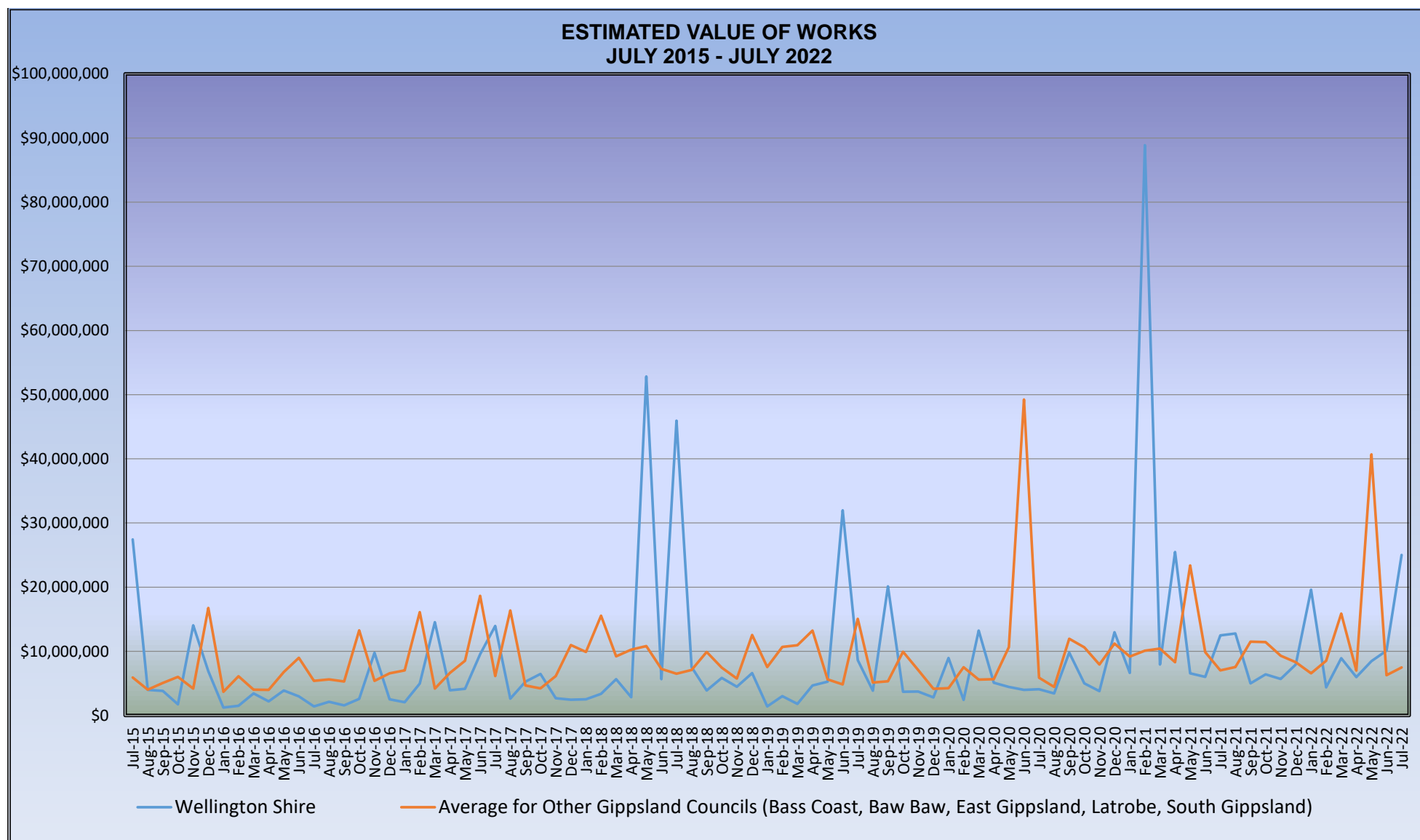
**ATTACHMENT 15.1.1**

<b>Application No/Year</b>	<b>Date Received</b>	<b>Property Title &amp; Address</b>	<b>Proposal</b>	<b>Status</b>
324-1.00/2022	11/07/2022	Assessment No. 86041 PC: 361615J 85 SOMERTON PARK ESTATE COBAINS	Buildings and works associated with construction of a farm shed.	Permit Issued by Delegate of Resp/Auth  19/07/2022
325-1.00/2022	13/07/2022	Assessment No. 185124 LOT: 1 TP: 166621 30 ABELS RD LONGFORD	Buildings and works associated with the construction of an outbuilding	Permit Issued by Delegate of Resp/Auth  18/07/2022
334-1.00/2022	20/07/2022	Assessment No. 248104 LOT: 2689 LP: 70943 53 WHITE CRES LOCH SPORT	Buildings and works associated with the construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth  27/07/2022
335-1.00/2022	20/07/2022	Assessment No. 110999 LOT: 2 PS: 149555 181 GUYATTS RD TOONGABBIE	Buildings and works associated with the construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth  22/07/2022
340-1.00/2022	22/07/2022	Assessment No. 346288 LOT: 1 PS: 141960 94 LOCKS RD BOISDALE	Buildings and works associated with construction of a dwelling.	Permit Issued by Delegate of Resp/Auth  28/07/2022

**Total No of Decisions Made: 76**









## 15.2. OFFSHORE WIND DECLARATION

### ACTION OFFICER: MANAGER LAND USE PLANNING

#### PURPOSE

For Council to endorse the attached submission in support of the Commonwealth Government's proposal to declare Bass Strait as the first area suitable for renewable energy (offshore wind) investment.

#### PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

#### RECOMMENDATION

***That Council endorse the attached submission in support of the Commonwealth Government's proposal to declare Bass Strait as the first area suitable for renewable energy (offshore wind) investment.***

#### BACKGROUND

Significant renewable energy investment (more than \$40 billion) is currently planned in the Wellington Shire, including four major offshore wind projects off the Wellington coast.

As a first step in establishing the regulatory environment to facilitate offshore wind in Australian waters, the Commonwealth Government is currently calling for submissions to the Attached 'Notice of Proposal to Declare - Gippsland' as the first area suitable for renewable energy (offshore wind).

Further information about the 'Notice of Proposal' is outlined in the attached 'Overview of the Proposal Area - Gippsland' document.

The 2021-2025 Council Plan identifies that climate change is the biggest challenge and priority facing the Wellington Shire. The Council Plan specifically identifies and advocates for the Wellington Shire coast to be declared as the first renewable energy area (see Major Initiative 1.2.3 [Council Plan \(wellington.vic.gov.au\)](https://www.wellington.vic.gov.au)) to support renewable energy investment in the municipality.

On this basis, a supportive submission to the Commonwealth Government's 'Notice of Proposal' as attached, which is recommended for Council endorsement.

On the basis that Bass Strait in Gippsland becomes the first declared area for offshore wind, subsequent regulatory processes will need to be advanced prior to commercial licenses ultimately being granted for offshore wind development.

#### ATTACHMENTS

1. Notice of Proposal to Declare - Gippsland [**15.2.1** - 2 pages]
2. Overview of the Proposed Area Gippsland Victoria [**15.2.2** - 4 pages]
3. Submission to Commonwealth Redesignated Offshore Wind Area [**15.2.3** - 3 pages]

## OPTIONS

Council has the following options available:

1. That Council endorse the attached submission in support of the Commonwealth Government's proposal to declare Bass Strait as the first area suitable for renewable energy (offshore wind) investment; or
2. That Council does not endorse the attached submission and seek further information for consideration at a future Council meeting.

## PROPOSAL

That Council endorse the attached submission in support of the Commonwealth Government's proposal to declare Bass Strait as the first area suitable for renewable energy (offshore wind) investment.

## 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 2021-25 Theme 1 "Environment and Climate Change" states the following strategic outcome:

**Strategic Outcome 1.2:** *"Assist community to transition to a low carbon economy via adoption of sustainable practices and renewable energy."*

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

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

This report supports the above Council Plan strategic outcomes.

## **RESOURCES AND STAFF IMPACT**

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

## **COMMUNITY IMPACT**

The 'Notice of Proposal to Declare Gippsland' is currently open for community/stakeholder submissions. Further opportunity for community input will be provided should Gippsland be formally declared as the first suitable area for offshore wind.

## **ENVIRONMENTAL IMPACT**

Environmental impacts associated with offshore wind development will need to be comprehensively investigated prior to any commercial licenses being granted.

## **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.



Australian Government

Department of Climate Change, Energy,  
the Environment and Water

## Notice of Proposal to Declare an Area Bass Strait off Gippsland, Victoria

I, The Honourable Chris Bowen MP, the responsible Commonwealth Minister for the *Offshore Electricity Infrastructure Act 2021* (the Act), make the following notice under section 18 of the Act:

- (a) I propose to declare an area off the coast of Gippsland, Victoria, as identified by the dataset titled '*Offshore Electricity Infrastructure Act 2021 - Proposed Area - Gippsland, Victoria*' available on the [Department of Climate Change, Energy, the Environment and Water's website](#).
- (b) I invite submissions from the public on this proposal.
- (c) Submissions are to be made via the [Consultation Hub](#).
- (d) Submissions must be received by 7 October 2022 in order to be considered.

**All areas declared as suitable for offshore renewable energy will be multi-user spaces. Offshore renewable energy projects must share the area with other users and interests.**

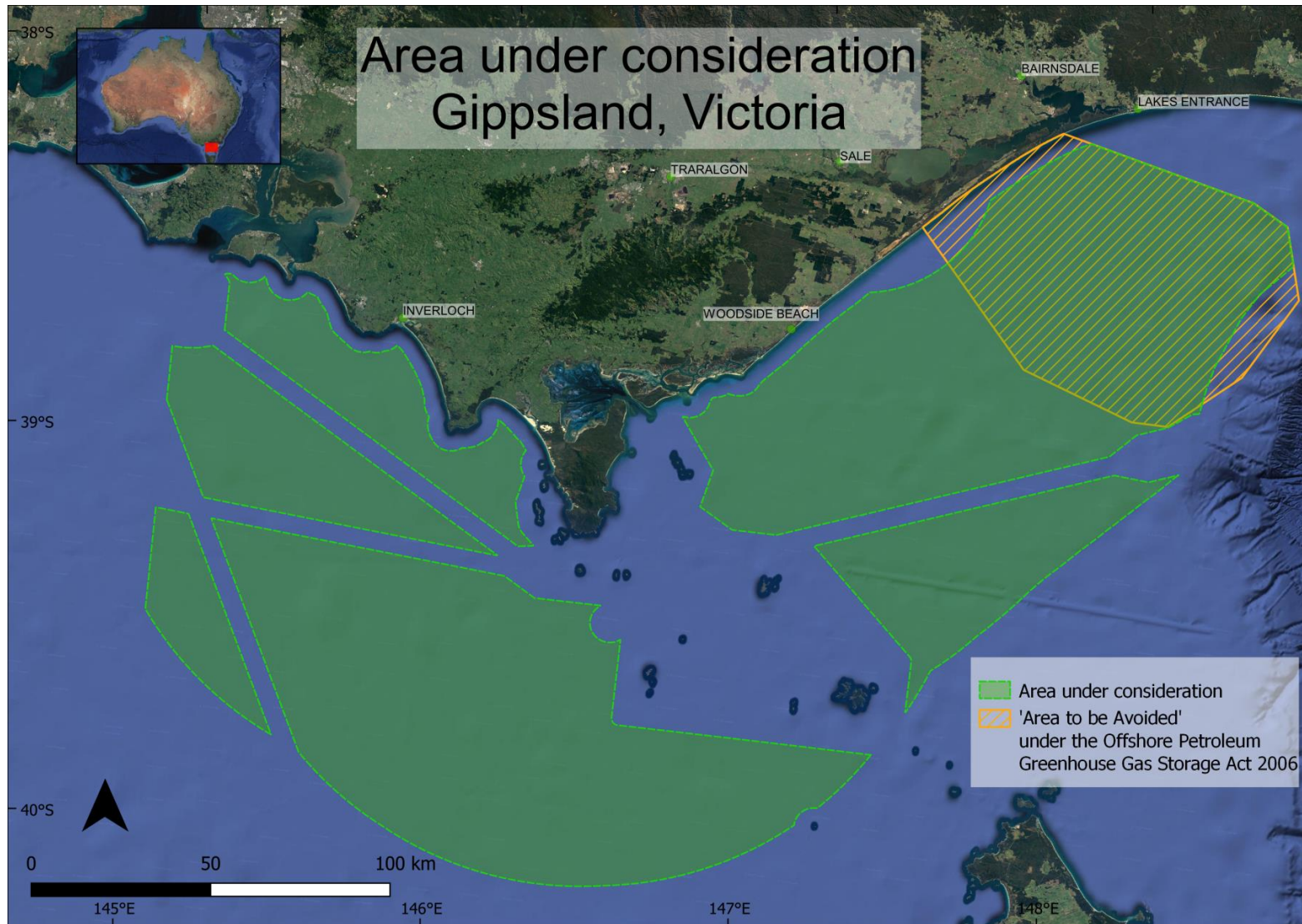
### Further Information

For more information on the area under consideration, please see supporting documents '*Overview of the Proposed Area*', '*Supporting Information for the Region*' and '*Marine Users and Interests*' available on the [Consultation Hub](#).

A [map](#) has also been developed that allows users to interact with the area and geographic information of other users and interest in the area. Other tools, visualisations and data relevant to Offshore Renewable Energy in Australian waters are also available on the [Australian Marine Spatial Information System](#) portal.

### Indicative map of area

This map is provided as a guide only, and is not a definitive representation of the area proposed to be declared. The exact series of geospatial coordinates for the area is available in the dataset titled '*Offshore Electricity Infrastructure Act 2021– Proposed Area – Gippsland, Victoria*' available on the [Department of Climate Change, Energy, the Environment and Water's website](#).





Australian Government

Department of Climate Change, Energy,  
the Environment and Water

## Overview of the Proposed Area - Gippsland, Victoria

An area off Gippsland, Victoria is being considered for possible offshore renewable energy projects, such as wind energy.

### Starting the conversation

This is your first opportunity to provide feedback.

Developers must also seek feedback on their projects and demonstrate how they will share the area with existing users.

### The benefits of offshore renewable energy

The Australian Government has set a target of net zero emissions by 2050 and is looking to reduce emissions by 43%, and reach 82 per cent of Australia's electricity generated from renewable sources, by 2030.

Offshore renewable energy projects off Gippsland can help the Australian Government meet these targets. The Gippsland region is well suited for potential projects, particularly offshore wind, because:

- It has strong, consistent winds.
- It is close to electricity markets and existing connections to the grid.
- Industry is very interested in developing projects in the area.
- The Victorian Government has prioritised the area for development of an offshore wind industry.

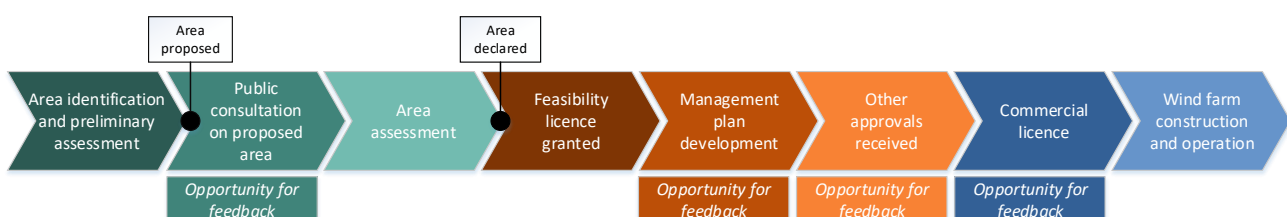
Gippsland offshore wind projects can help decarbonise the economy with year-round clean energy generation and drive regional jobs growth, with a need for skills in engineering and construction, as well strong transferable skills from other sectors including high-voltage electrical, logistics and offshore work.

### The offshore renewable energy process

The Minister for Climate Change and Energy has proposed an area in the Commonwealth waters off Gippsland, Victoria for offshore renewable energy projects, such as offshore wind. Consultation on this proposal is now open and we seek your feedback on the proposal and how offshore renewable energy projects could share the area with other users and interests.

The construction, maintenance and ongoing operations of offshore renewable energy projects must maximise integration and support of the local Gippsland economy.

**This is your first opportunity to provide feedback.** Developers are required to seek feedback on their projects and must demonstrate, to the satisfaction of the Offshore Infrastructure Regulator, how they will share the area with existing users. A process diagram, with consultation points identified, is provided below.





Once the consultation period has ended, the Minister will consider all submissions and the potential impacts offshore renewable energy projects may have on other users and interests. Your feedback will help inform the Minister's decision on whether the proposed area is suitable for offshore renewable energy.

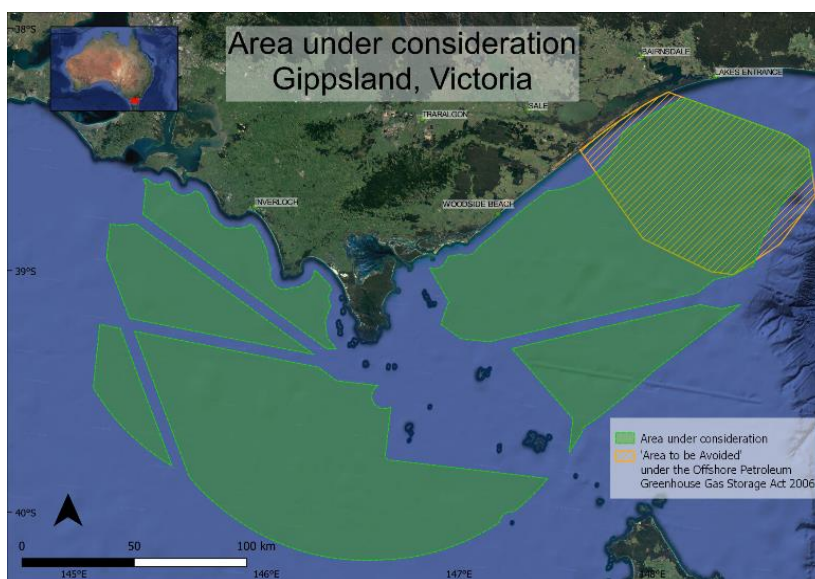
If the Minister declares the area, and feasibility licences are granted, developers will be allowed to investigate an area and begin planning their project. During the feasibility licence period, which is up to 7 years, developers must develop a management plan. As part of the preparation of these plans, **developers will need to consult with the local community and demonstrate how they will share the area with other users.** Licence holders will also need to have a plan for gathering and responding to ongoing feedback from stakeholders throughout the life of the project.

The management plan must be approved by the Offshore Infrastructure Regulator before an application for a commercial licence can be granted. Before deciding whether to grant a commercial licence, **the Minister may require the developer to conduct specific kinds of consultation.** Developers must also ensure they have received all other relevant approvals, and undertake any other consultation processes, before they can apply for a commercial licence. This includes environmental approvals. If the commercial licence is granted, which is for a period of 40 years, the construction of the wind farm can commence.

### The area under consideration

An area off the coast of Gippsland, Victoria is being proposed for future offshore renewable energy projects.

In defining the boundaries a number of factors have been considered, including feedback received from Commonwealth and Victorian Government agencies, and technical limitations identified in the Blue Economy CRC report into Offshore Wind in Australia.



The 'Area to be Avoided' indicates a high concentration of existing offshore oil and gas titles.

The area is broken into a number of smaller sections. This is because high vessel traffic areas, Restricted Defence Areas and the Beagle Marine Park have been excluded.

Some sections of the area may not be suitable for some offshore renewable energy activities because of high biodiversity and environmental constraints. Approval under the [Environment Protection and Biodiversity Conservation Act 1999](#) is required for all prospective projects. This includes an assessment of the relevant impacts and proposed avoidance, management, mitigation and, where appropriate, offset measures, to demonstrate appropriate environmental outcomes can be achieved.

The Beagle Australian Marine Park is outside, but next to, the area. The Director of National Parks will determine if development activities may have an impact on the values of the Park and whether effective mitigation measures may be required.

## Offshore renewable energy off Gippsland - Sharing the area

### The Gippsland region

The Bidwell-Maap, Bunurong/Boon Wurrung, Gunaikurnai, Taungurung and Wurundjeri peoples are the Traditional Owners of the land in the broader Gippsland region, and have been for thousands of years.

The region is renowned for its natural attractions. From beaches and rainforests, to snowfields and hiking trails. It is home to the iconic Wilsons' Promontory, the Gippsland Lakes, the Strzelecki Ranges and Ninety Mile Beach. Gippsland boasts a wealth of natural resources and commodities, with key industry sectors such as agriculture, fishing, forestry, dairy, mining, oil and gas extraction and tourism, which supports around 10% of the region's employment.

Historically, energy generation in Gippsland has been closely linked to coal. However, the focus is shifting to renewable energy and the role it could play as the region transitions away from coal-fired electricity generation.

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Future offshore renewable energy projects must demonstrate how they will share the area with existing users and interests.

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### Marine users and interests

The Australian Government wants to manage the offshore marine environment in a way that recognises all users and balances competing interests. **Future offshore renewable energy projects must share the area with other users and interests.**

For detailed information on existing users and interests in the vicinity of the area, please read *Marine Users and Interests – Gippsland, Victoria*.

Offshore renewable energy projects have operated in Europe for many years, including the North Sea. Learnings from these regions has shown that offshore wind may benefit local interests. The installation of wind turbines may increase fish stocks by functioning as fish nurseries and could increase tourist numbers by attracting sightseers and recreational fishers to the area.

As with any infrastructure in the marine environment (such as navigation buoys, and oil and gas platforms), there may be restricted areas placed around offshore renewable infrastructure, such as individual wind turbines and offshore substations. These restricted areas are to ensure the safety of offshore workers and other users of the marine environment, and to protect the infrastructure from damage. There may be larger restricted areas while any approved offshore wind projects are under construction to ensure safety for marine users and construction workers. The exact details of these restricted areas will be determined on a project-by-project basis.

We have developed a [map](#) that allows users to interact with the Gippsland area under consideration and geographic information relevant to other users and interests in the area. Other tools, visualisations and data relevant to Offshore Renewable Energy in Australian waters are also available on the [Australian Marine Spatial Information System](#) portal.



## Provide your feedback

### **This is your first opportunity to provide feedback.**

We want your feedback on the proposal and how offshore renewable energy projects could share the area with other users and interests. We encourage your feedback through a submission in our [Consultation Hub](#). Your feedback will help inform the Minister's decision on whether the proposed area is suitable for offshore renewable energy.

### **Your feedback must be provided through the Consultation Hub by the submissions deadline.**

We understand that the visibility of wind turbines may be of particular interest to local communities. This may be especially so if there are multiple offshore wind projects in the area. While the exact locations of future projects are not yet known, we encourage you to make a submission if you have suggestions as to how visual impacts could be managed.

We want to make sure everyone understands the proposal and process for providing feedback. We will be running a series of information sessions virtually, and in person across the Gippsland region.

## Further Information

For more information on the area under consideration off Gippsland, Victoria, please read *Supporting Information for the Region – Gippsland, Victoria*.

For information on the *Offshore Electricity Infrastructure Act 2021* please visit the [Establishing offshore renewable energy infrastructure web page](#). If you have any questions, you can [email our team](#).



20 September 2022

Department of Climate Change, Energy, the Environment and Water  
By email: [offshorerenewables@industry.gov.au](mailto:offshorerenewables@industry.gov.au)

Dear Sir/Madam

**SUBMISSION TO OFFSHORE RENEWABLE ENERGY INFRASTRUCTURE AREA PROPOSAL – BASS STRAIT, GIPPSLAND COAST**

Thank you for the opportunity for Wellington Shire Council (Council) to lodge a submission to the notice of proposal to declare Bass Strait, off the Gippsland Coast under the *Offshore Electricity Infrastructure Act 2021*.

Council welcomes the Minister's notice of proposal to declare Bass Strait as the first offshore renewable energy area in the country. As identified in the consultation material, the Gippsland coast is well suited to offshore wind given its shallow waters and consistent strong winds.

**Wellington Shire context**

The 2021-2025 Council Plan identifies that climate change is the biggest challenge and priority facing the Wellington Shire. The Council Plan specifically identifies and advocates for the Wellington Shire coast to be declared as the first renewable energy area (see Major Initiative 1.2.3 [Council Plan \(wellington.vic.gov.au\)](https://www.wellington.vic.gov.au) to support renewable energy investment in the municipality.

There is currently more than \$40 billion of planned renewable energy investment in the region (including four major offshore windfarms off the Wellington coast), providing significant economic opportunity for the Wellington Shire.

In terms of Council's recent commitment to the growth of the renewable energy sector Council:

- Is currently preparing the Wellington Renewable Energy Impact and Readiness Study to help capitalise on planned renewable energy investment.
- Has initiated the Renewable Energy Forum with key renewable energy proponents and stakeholders as a networking platform to facilitate, support and progress projects within the Wellington Shire, including offshore wind.
- Has held a two-day Gippsland New Energy Conference in August 2022 (attended by approximately 400 people) bringing together heads of industry, government, business, and training to share the models, technology innovations and trends driving energy transformation and the opportunities it brings for local business, community, and education.

**Gippsland Renewable Energy Zone (G-REZ) project – SP AusNet**

Council has welcomed the advancement of the Gippsland Renewable Energy Zone (G-REZ) project by SP AusNet. This project is a critical step to help realise planned transmission investment in the renewable energy sector. Council supports the need for the AusNet transmission but has urged AusNet to consider all options, including alternate routes and undergrounding of lines, to ensure minimum impact on residents and the environment.

**Victorian Government Transmission Investment Framework/Renewable Energy Zones**

Council strongly supports the need for a strategically prepared investment plan to activate the Victorian Government's commitment to renewable energy zones. The proposed formal identification and 'declaration' of key infrastructure to be delivered in the first 10-year time horizon is supported, which Council submits must involve planned investment in Gippsland.

**Proposed Commonwealth declaration off Bass Strait, Gippsland**

Council supports the 'shared usage' approach outlined in the consultation material, including recognition of the significant oil and gas assets in Bass Strait. Following declaration, the proposed feasibility license and preparation of management plans (with required consultation) provides an orderly approach to the future planning and development of renewable energy infrastructure in offshore waters.

To provide market certainty, Council is eager to see these steps (with associated regulations) advance expeditiously. It is hoped that a sufficient level of resource within relevant Commonwealth Departments will be established to allow for swift resolution of the regulatory environment, with Bass Strait to be the first prioritised area for investment.

**Local buy and Community/Infrastructure Grants Scheme**

Council wants to see the maximum 'local buy' spending from the offshore wind development boom. Evidence of this is that Council initiated and partnered with the Victorian State Government to complete a Renewable Energy Readiness Study. One of the key components of this Study, includes how Council and our local businesses can position themselves to attract as much of the spending, housing and industry from offshore wind developments to the local community.

Wellington Shire has a very proud history of servicing the oil and gas industry. As we transition away from these industries our local businesses are extremely well positioned to service the new offshore wind sector as both involve working on platforms at sea. Even though we are well positioned, it is important that proponents work with local businesses and that a proportion of this multi-billion-dollar investment is required to be spent within our economy. Covid-19 has also taught us the lesson of the importance of local buy and not being dependent upon overseas supply chains.

Therefore, as part of the declaration, regulatory or licencing process, Council would like the Federal Government to ensure local buy provisions are put in place to require offshore wind proponents to work with local businesses and to spend a certain proportion within the Victorian, Gippsland and Wellington regional economy. I understand this was raised at the Senate Select Committee hearing when the proposed Offshore Electricity Infrastructure Bill was being considered.

- 3 -

Unlike onshore renewable energy projects such as solar and wind developments, offshore wind projects because of their location will not contribute directly to Council rates. We would strongly advocate the Federal Government as part of the declaration, regulatory or licencing process, to require proponents to establish a community and infrastructure grants scheme. Such a scheme would require proponents to provide funding towards community and infrastructure projects. Council would like to be consulted in the design of such a scheme.

**Conclusion**

In conclusion, Council strongly supports the proposed declaration of Bass Strait as a renewable energy area as a critical first step to facilitate an orderly transition to offshore renewable energy investment in Australia. Council is also eager to see the regulatory environment finalised in a timely manner to allow for commercial licenses to be granted, which in turn will provide significant environmental, social, and economic benefit and opportunity for the Wellington Shire and broader Gippsland region.

Yours sincerely

**CR IAN BYE**  
**Mayor**

## 15.3. PORT ALBERT CARAVAN AND CAMPING PARK FEASIBILITY STUDY

### ACTION OFFICER: GENERAL MANAGER DEVELOPMENT

#### PURPOSE

The purpose of the report is to finalise the Port Albert Caravan and Camping Park Feasibility Study and to recommend the next step.

#### PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

#### RECOMMENDATION

***That:***

- 1. Council note the attached 'Port Albert Caravan and Camping Park Feasibility Study' along with its assessment of potential sites and key findings; and***
- 2. The Study be made available to relevant caravan/camping ground operators and developers along with larger destination holiday park operators/investors, noting that the Council will have no financial involvement with any proposal and not have a committee of management role for those potential sites on Crown land.***

#### BACKGROUND

Leading up to the closure of the Port Albert Caravan Park in the Rutter Park location, the Council at the time made a commitment to only close it subject to a replacement caravan park being developed in Port Albert. When the Council finally resolved to close the caravan park the resolution did not include that commitment. However, the community's expectation was that this would occur given previous correspondence from the Council. Given a replacement did not happen there has been unresolved bad feeling in the Port Albert community.

With this background in mind, Council in the 21/22 budget allocated \$50,000 to engage a consultant to complete a feasibility study into re-establishing a camping ground in Port Albert. The aim was to honour the commitment made by Council by finally resolving the issue about a replacement caravan park.

A consultant was engaged to complete the Study which is attached. The contents and key findings will not be repeated in this report. A drop-in session was held in Port Albert where community members could ask questions of the consultant.

#### ATTACHMENTS

1. Port Albert Caravan and Camping Park Feasibility Study\_FINAL [15.3.1 - 67 pages]

## OPTIONS

Council has the following options available:

1. To note the Study and make it available to relevant operators and developers as recommended; or
2. To note the Study and to not make it available to relevant operators and developers as recommended.

## PROPOSAL

It is proposed that once Council notes the report, it is recommended that the report is made available to relevant caravan/camping ground operators and developers along with larger destination holiday park operators/investors. This will be done via Stafford Strategy consultants. It will be made clear to any interested developers that Council will have no financial involvement with any proposal and not have a committee of management role for those potential sites on Crown land.

## CONFLICT OF INTEREST

Staff and Councillors have declared general perceived conflicts of interest however resolved that these were not actual conflicts and remained involved in the project.

## 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 2021-25 Theme 2 "Economy and Sustainable Growth" states the following strategic outcome:

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

This report supports the above Council Plan strategic outcome.

**RESOURCES AND STAFF IMPACT**

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

**COMMUNITY IMPACT**

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

**ENVIRONMENTAL IMPACT**

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

**ENGAGEMENT IMPACT**

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

**RISK MANAGEMENT IMPACT**

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





JUNE 2022 | PREPARED FOR WELLINGTON SHIRE COUNCIL

# PORT ALBERT CARAVAN AND CAMPING PARK FEASIBILITY STUDY







Date of last modification: 13/07/22

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# EXECUTIVE SUMMARY

## Introduction

Stafford Strategy (Stafford) was commissioned by Wellington Shire Council (the Council) to develop a Feasibility Study (the Study) for a Caravan and Camping Park at Port Albert. The primary purpose of the Study is to enable **developers** to consider the feasibility of the private sector establishing a caravan and camping park development within Port Albert. While there are several existing caravan and camping parks within the region, many are older style facilities and with permanent accommodation facilities included. There are no destination holiday parks (branded or unbranded) within the region currently.

The brief also requested:

- a separate assessment of Port Albert Seabank Caravan Park (Seabank) to identify what changes may be required to enable it to be reopened as a fully operational park, as its currently not registered as an operational caravan park; and
- to offer comment on the current supply of free short-stay caravan sites by the Council (noting there are five of these within the region).

With respect to Seabank, a separate report has been provided due to the commercial sensitivities involved. The issue of free short stay caravan sites funded by Council is covered in this report.

## Key Findings

The research and analysis undertaken for this Study identified the following.

- Port Albert is well-located on the Gippsland coast to attract a number of niche visitor markets including those specifically coming for fishing, a transiting grey nomad market of interstate and intrastate visitors, a family market coming for school holiday longer stay periods particularly, a potential itinerant worker market coming for various projects, and then an existing permanent stayer market.
- Much of the existing caravan and camping park stock comprises older style parks. While some are well-maintained, many are now of an age where they would benefit from refurbishment and/or replacement of facilities.
- Port Albert especially appears to be well-regarded by the fishing market as a great location to get easier access to deeper offshore fishing grounds and as a safe and enjoyable location to be based at.
- The town does not currently have a destination holiday park to attract a stronger, higher-yielding visitor market who stays longer (for example, the family market or a grey nomad market wanting to base themselves and undertake a variety of day trips/excursions).
- Although the potential should exist to offer facilities to attract the above-identified niche visitor markets, it is challenging to try and accommodate all of these on one caravan and camping site because market needs differ and family markets, in particular, do not always enjoy being located next to a very male-orientated fishing market or itinerant workers, and permanent stayers do not always enjoy having to share facilities with many other niche markets. Being able to separate facilities for different niche markets is, therefore, important.
- A consumer sentiment assessment (based on an extensive online data scrape of online comments and perceptions) indicates a highly variable range of net promoter scores meaning that while there are some caravan and camping parks that consumers rate highly, there is also a number that received very low scores and therefore drags down the average for the region.
- The various free camping and caravan short term stay sites available throughout the Shire offer a product that the market likes because they are free. However, while these may offer free options to the consumer, the cost to Council and ratepayers to provide these free sites may not be insignificant, particularly once all likely operating related costs are included. These costs need to be carefully balanced against the actual economic benefits generated (this is yet to be quantified).

## The Preferred Model

Several different models have been considered for a new/enhanced caravan and camping facility in Port Albert. These included:

- a traditional caravan/transit style caravan park facility focused purely on the leisure market;
- a traditional caravan/transit style caravan park facility focused on a variety of markets including the leisure market as well as a longer stay permanent market;
- a regulated RV/caravan facility with boom games to enable greater regulation of use; and
- a destination holiday park facility that is complementary to the size, scale, and surrounding environment that Port Albert offers.
- And ideally, a destination holiday park which is a nationally branded property, so it comes with an existing strong client – customer base to leverage off from day 1.

The analysis undertaken as part of this Study indicates that there is a gap in the market for a destination holiday park facility and that there is likely pent-up demand for this style of accommodation offering. The challenge, however, is finding a site able to deliver this.

Of the 21 holiday/caravan parks identified in the Shire, almost all of these (86% or 18 properties) reflect a more traditional caravan park model. Many also have a significant number of permanents who reside at the parks year-round. We are not discounting the importance of these facilities – they fill a gap in the market and provide lower-cost residential housing for some of the Shire's population. However, facilitating stronger market demand for any proposed new facility is likely going to require offering a unique product that is not already saturated in the Shire. Destination holiday parks offer this product. And offering this different form of accommodation in Port Albert will ensure that visitor markets are being grown, rather than cannibalising existing visitor markets and accommodation providers.

The recommended development model, therefore, comprises:

- capacity for approximately 50+ powered and unpowered sites to accommodate caravans, camping, and RVs, and potentially 10-20 light weight all weather glamping pods which could be easily removed from sites relatively quickly rather than cabins;
- the park should be focused on tourists as opposed to permanent stay caravaners-campers as we often find these two niche markets are very different and far harder to mix;
- the park needs to be family friendly to encourage a greater number of families to stopover and visit the region throughout much of the year but especially over spring, summer, and autumn;
- the park should have ample camping spaces which can be used during major events, including for cycling events for example, etc;
- development should be designed by a highly experienced designer who is considered to be an industry leader in holiday parks to make sure it is well rated for facilities;
- consideration should be given to the provision of amenities such as BBQ facilities, camp kitchen, bike hire/loan, and daily children's activities on site; and
- as most sites investigated have a number of environmental overlay challenges which will restrict most forms of built development, we would not be suggesting a typical destination holiday park with swimming pool, water features, café etc but rather, trying to create a much higher environmentally focussed lower impact park but which can still allow for sufficient capacity of sites to be commercially viable.

If this last point cannot be offered, then there would appear to be no viable site to consider.

## Site Assessment

In total, six sites (Figure 1) have been assessed for the development of a new destination holiday park. These sites were identified based on discussions with Council and a site visit by Stafford. These sites included the following:

- Cricket Reserve
- Racecourse Reserve
- Seabank
- RV Overnight Stop
- Rutter Park
- The Coates Site

Figure 1: The Sites Assessed

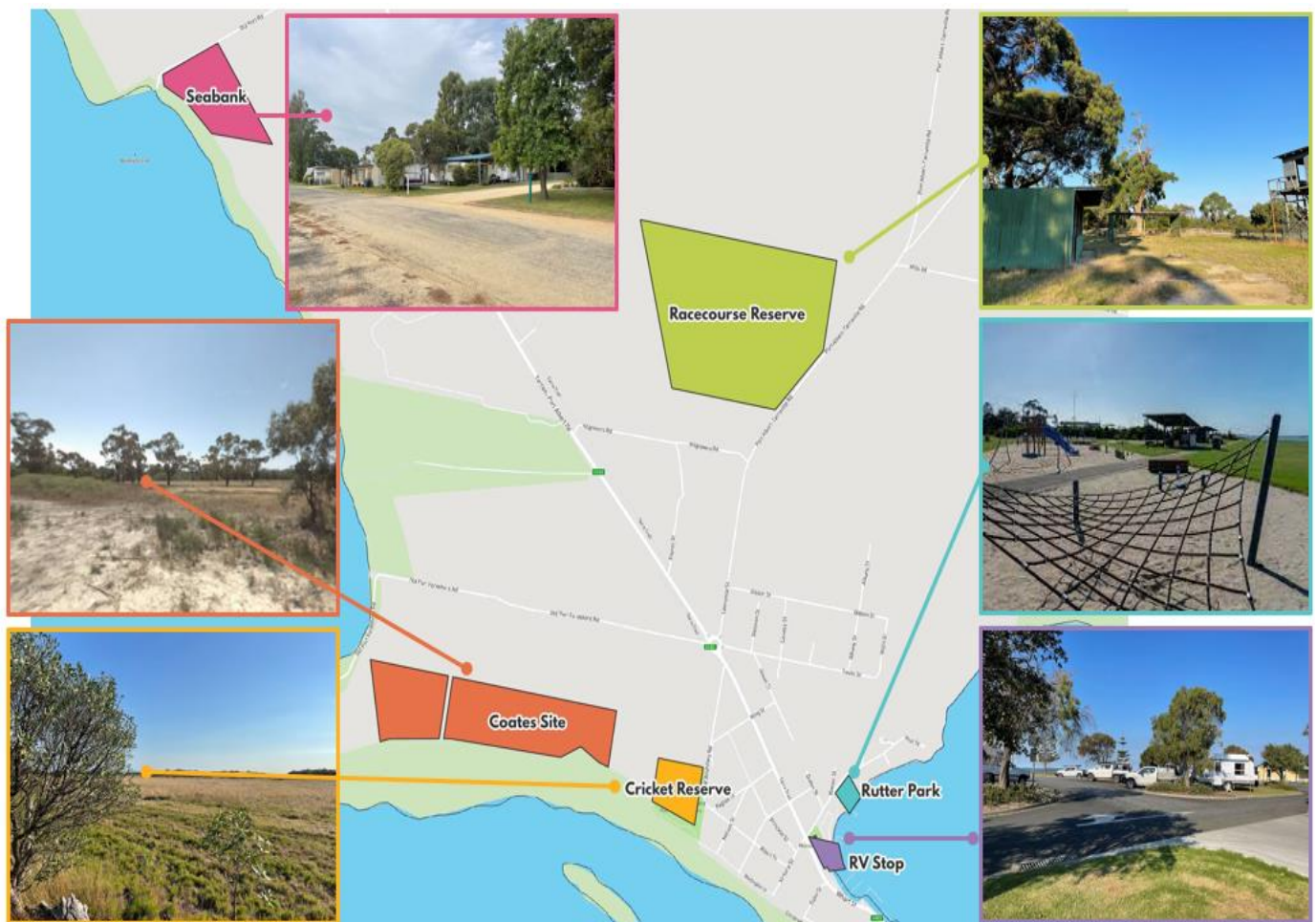


Table 1 provides a ranking of key variables that have been used to assess which site may offer up the best options for a destination park as per the recommended model described. It demonstrates that, based on this assessment, the preferred site is the **Coates site**, with a total score of **41**. This site ranks highest because it offers:

- a large enough footprint to develop a destination holiday park as outlined in Section 4 (and the potential to possibly expand the site's footprint through integration with other part of the Coates' site);
- a strategic site location – close to Port Albert town centre, the Old Port Walking Track, the beach foreshore, and several attractive natural areas;

- adjacent land uses that are complementary/supportive of a quality destination holiday park;
- its existing access and not through residential areas;
- its current private ownership which may offer an easier pathway to secure and develop the site; and
- the potential to possibly extend the site if required with the additional adjoining Coates land.

This is followed by the **Cricket Reserve site** with a score of **40** (noting that its rating could lower pending what the cost of remediating parts of this site are and if there is a native title claim on the site). The **Seabank site** is rated at **39**, and while it offers an existing caravan park with many amenities, much of the site requires refurbishment and/or replacement.

Table 1: Site Ratings

Site Name	Cricket Reserve	Racecourse Reserve	Seabank	RV Overnight Stop	Rutter Park	Coates Site
Land Owner	3	3	3	3	3	3
Current Use	3	3	3	3	1	3
Caravan park permissibility?	2	3	2	2	3	2
Size (sqm)	2	3	3	0	0	3
Adjacent Land Uses	3	3	3	3	2	3
Proximity to town centre	3	1	1	3	3	3
Cost to Secure	3	3	2	3	3	3
Cost to Develop/Remediate	1	1	2	2	2	1
Strategic Fit with Council Vision	3	2	2	1	0	3
Likely community support	3	1	2	0	0	3
Vistas	3	1	1	3	3	3
Access	3	1	1	3	3	3
Bushfire Risk	1	1	1	1	1	1
Environmental Overlay	1	1	1	3	3	1
Flooding Risk	1	2	3	1	1	1
Heritage Overlay	2	2	3	1	1	2
Aboriginal Cultural Significance Overlay	1	1	1	1	1	1
Type of facility able to be accommodated	1	1	2	1	1	1
Site features	1	0	3	1	1	1
Score	40	33	39	35	32	41



The two Crown land sites managed by DELWP (the Cricket Reserve and the Racecourse Reserve) are both impacted by native title, flooding, or bush fire management) and could take some time to find a workable way forward for either site.

The Coates site is also impacted by potential flooding and the risk of rising sea levels along with bush fire management.

**Advice from Council indicates that any private sector proponent who sought to establish a caravan and camping park use on any of the sites would need to further investigate and resolve the**

**various constraints through relevant technical assessments (servicing reports, flora and fauna assessments, bushfire risk assessments, cultural heritage investigations etc); obtain consent of relevant landowners (the Crown or private owners); and seek all relevant statutory approvals from relevant authorities. Given these complexities and associated costs, the establishment of a destination holiday park is likely to be a significant challenge (or indeed unviable subject to further investigation).**

Table 2: Site Constraints as Identified by DELWP, CMA and Council

<b>Cricket Reserve (Crown Land Managed by DELWP)</b>	<ul style="list-style-type: none"> <li>→ Crown land, with native title to be resolved/extinguished.</li> <li>→ Land affected by cultural heritage sensitivity mapping (with a requirement for a Cultural Heritage Management Plan)</li> <li>→ Land affected by flooding, with the West Gippsland Catchment Management Authority advising that a "low-intensity" camping/caravan park facility could be supported but not one which had permanent caravan sites or cabins.</li> <li>→ Land affected by the Bushfire Management Overlay</li> <li>→ Marine and Coastal Act consent required from the Department of Environment, Land, Water and Planning (DELWP), along with an assessment of biodiversity values</li> <li>→ Services (water, sewer etc) required</li> <li>→ DELWP would expect Council to be the committee of management to oversee any camping ground lease. Council would not want to take on this responsibility, so this is a major barrier for this site.</li> </ul>
<b>Racecourse Reserve (Crown Land Managed by DELWP)</b>	<ul style="list-style-type: none"> <li>→ Crown land, with native title to be resolved/extinguished.</li> <li>→ Land affected by cultural heritage sensitivity mapping (with a requirement for a Cultural Heritage Management Plan)</li> <li>→ Land affected by the Bushfire Management Overlay</li> <li>→ Native vegetation coverage, with flora and fauna assessment required</li> <li>→ Services (water, sewer etc) required</li> <li>→ DELWP would expect Council to be the committee of management to oversee any camping ground lease. Council would not want to take on this responsibility, so this is a major barrier for this site.</li> </ul>
<b>Coates Site (Privately Owned Land)</b>	<ul style="list-style-type: none"> <li>→ Land affected by cultural heritage sensitivity mapping (with a requirement for a Cultural Heritage Management Plan)</li> <li>→ Land partly affected by flooding, with the West Gippsland Catchment Management Authority advising that a camping and caravan park facility would be viable if structures are located outside current flood extents, but when accounting for future sea level rise impacts only a low-intensity facility could be supported (i.e. not a facility with permanent caravan sites or cabins)</li> <li>→ Significant native vegetation coverage, with flora and fauna assessment required</li> <li>→ Land affected by Bushfire Management Overlay</li> <li>→ Services (water, sewer etc) required</li> </ul>

## Financial Appraisal of the Preferred Model & Site

Based on our analysis, Table 3 reflects the key results from a cost benefit model of the preferred site's development assuming the identified site constraints could be resolved.

**Table 3: Preferred Model & Site Feasibility Findings**

Summary	
Required Yield	5%
Discount Rate	5%
Visitors - Year 1	38k
Visitors - Year 10	52k
Revenue - Year 1	\$1.1m
Revenue - Year 10	\$1.7m
Expenditure - Year 1	\$786k
Expenditure - Year 10	\$1.0m
EBITDA - Year 1	\$288k
EBITDA - Year 10	\$649k
CAPEX	\$11.6m
Cashflow - Year 1	\$288k
Cashflow - Year 10	\$349k
IRR	5%
NPV	\$739k

The results demonstrate the following.

- A positive financial outcome should be possible even with the capital development cost of \$11.6m.
- The product gap in the regional market is for a quality destination holiday park rather than a more utilitarian caravan and camping park which already exist but a number of more traditional destination holiday park features may not be able to be accommodated on site, so revenue streams and market demand are likely to be curtailed as a result.
- Visitation is based on establishing a true destination holiday park with 25 quality eco-glamping pods, 50 powered and 25 unpowered sites along with other amenities assuming these can be accommodated on areas which are not flood prone or unduly constrained.
- Positive economic and financial metrics are achieved including a return on capital of circa 6% on average per annum, over ten years, shown in cash flow modelling, but stronger in later years.
- The preferred location (the Coates site) is privately owned, so a sale which offers a freehold arrangement is possible unlike the DELWP managed sites which would need to be leased to Council (to operate as a committee of management) and then sublet to a third party by Council, which we understand is not a desired option for Council.
- Though not factored in, we note that the Coates Family also own additional land adjacent to the site they are offering and could be

persuaded to lease or sell some of this land, should it be needed to offer a third party a larger site, to enable a destination holiday park to be established and to potentially address any site constraints on their site from possible flood inundation, rising sea level impacts etc..

■ Please note that whilst these indicative results show a positive outcome, they are modest and may not be sufficient to secure market interest. This is because the site constraints limit many of the potential revenue streams which destination holiday parks traditionally have.

## Next Steps

In summary, we would suggest that Council consider and note the following.

- Consider the findings of this Study and, if in agreement, look to assess the next steps required (focused on testing private sector interest) to activate the caravan and camping park opportunity even though several constraints are identified.
- Note that the Coates site is rated as the best site for a quality caravan and camping park to appeal to a broad family holiday market and the transiting grey nomad market, and the potential may exist to secure the Coates site, at an attractive price, but with a requirement for including several environmental and related improvements to the site which the Coates family are keen to secure as a legacy project for them.
- Note the findings of the separate appraisal of the Seabank caravan and camping site and the suggestions offered for this.
- Note that while offering free camping and caravan parks is attractive to encourage a number of visitors, Council should undertake its own economic appraisal on the actual costs and benefits of providing these free park sites, to ensure they are fully informed of the cost and economic implications of offering these and noting they will probably be viewed as competition by a commercial operator, and because they are free and provided by Council, the issue of competitive neutrality may arise.
- If accepted as a preferred site option, discussions would need to be held by a prospective developer with the Coates family to investigate how best to move this option forward.
- Council has made it very clear that it will have no financial involvement with any proposed development or be the committee of management on the sites that are Crown land.
- Council's role beyond this report is to make the key caravan and camping ground developers aware of the report, provide any developers with the same level of support as any other new business prospects and provide Council's regulatory/planning role.
- We would also suggest that a follow up piece of work be undertaken to test the market interest in developing a destination holiday park at Port Albert with major operating

companies. This will offer a market sounding to enable Council to then determine if there is interest or not.

- There is also the need to offer an information session to the community to understand that Council have had an independent study undertaken on the feasibility for a new caravan and camping park, to inform them of the findings, and to explain the next steps, which will focus on determining if there is any private sector interest in establishing a holiday park in Port Albert.

## Conclusion

The focus of this feasibility study has been the Port Albert area, and the need by Council to consider the feasibility of the private sector establishing a caravan and camping park. The analysis and research undertaken including site assessments, reflects that there are options to consider with a preferred site identified but there are several site constraints which may make result in a non-viable commercial outcome.

It is important to also note that from the outset, Council have been clear that they are merely the facilitator in this process; they have no desire to purchase or lease sites for a new or existing caravan or camping park at Port Albert. Once this study is complete and any next steps required are undertaken, they have effectively discharged their obligation to try and establish a replacement caravan and camping park to the one which was closed in Port Albert some time ago.

For a variety of reasons, including potential market demand for new forms of destination holiday parks and noting the current commercial accommodation mix within the Wellington Shire region, Council has seen the potential to help facilitate the development of a new caravan and camping park to support Port Albert and a wider region with a new product offering, to add to the

mix of existing facilities, assuming this is shown to be commercially viable.

The top line commercial appraisal we have provided indicates that a new commercial caravan and camping park could possibly be financially viable. This is based on several assumptions, however, which would need to be further tested and which have been set out as part of this feasibility study. These reflect challenges with:

- Seasonality impacting on average annual occupancy levels and market demand able to be achieved
- Recognising the various niche markets who already come to the region along with other niche markets which can be grown but which require the addition of new facilities to better cater to their needs
- Finding sites zoned fit for purpose and which are also attractive for this purpose
- Finding sites which have fewer constraints such as flood, heritage, cultural and bush fire overlays etc. and noting that the preferred site and alternatives are all constrained by a mix of environmental, cultural, and related constraints which will be very challenging to address
- And finding sites where landowners are receptive to either leasing or selling sites for caravan and camping park development and are also realistic on financial returns possible.

Feedback from DELWP, CMA and from Council, indicates that many of the environmental and culturally based constraints which exist on the sites identified, will make it very challenging for any caravan and camping park operator-developer, to create a viable commercial operation.

In addition, we note that Council has advised it will have no financial involvement with any proposal, or committee of management role for Crown land sites.





# 1. INTRODUCTION & CONTEXT

## 1.1. The Brief

Stafford Strategy (Stafford) was commissioned by Wellington Shire Council (the Council) to develop a Feasibility Study (the Study) for a Caravan and Camping Park at Port Albert. The primary purpose of the Study is to enable the Council to make an informed decision regarding any future caravan and camping park development within Port Albert.

The core objectives of the Study include the following.

- Provide a high-level project context/background.
- Complete a Tourism Impact Assessment.
- Site option analysis including a recommended location having consideration of Land Use Planning and environmental context and constraints; Operational and capital budgets; and Competitor review of surrounding caravan/camping grounds
- Complete an evaluation of the existing private Seabank Caravan Park and identify a capital budget so it can satisfy regulations and customer expectations ("bring it up to standard").
- Provide advice regarding whether free (self-contained) RV Camping in Port Albert has to be discontinued.
- Forecast market interest in establishing any new facility.
- Summary of overall commercial viability.
- Consult with the Port Albert community.

## 1.2. About Port Albert

Port Albert is a coastal town in Victoria, situated 236 kilometres southeast of Melbourne in the Shire of Wellington. Port Albert was one of Victoria's first established ports, dating back to the mid-1800s. Initially, the area was known as Seabank or Old Port but was changed to New Leith when the town started developing, and later changed to Alberton and Port Albert in honour of Prince Albert of Saxe-Coburg and Gotha, the husband of Queen Victoria.

As of the 2016 Census, Port Albert was home to 293 residents.

Today, Port Albert is still a commercial port. It has a strong reputation for recreational fishing which sees the town's population swell considerably during summer.

Major tourism attractions within the town include the Port Albert Maritime Museum, the Old Port Walking Trail, as well as fishing and

bird watching. Robertson Beach is a popular location for birdwatching and fishing.

## 1.3. The context for the Project

The strong community interest in the development of a caravan park facility in Port Albert dates back to 2002 (and beyond). In 2002, Council engaged Chris Dance Land Design to complete a Port Albert Development Masterplan. The Masterplan was developed to provide guidance and direction to the future development of the Port Albert township in both the public and private realm. One of the recommendations in the Masterplan was to relocate the caravan park (which was located on foreshore) to a new site<sup>1</sup>. This was recommended for several reasons, including providing public open space and parkland along the foreshore; and improving the visual qualities of the precinct (there were several disused/derelict caravans that impacted the visual qualities of the foreshore).

At workshop sessions with the community, the consultants suggested that the foreshore parkland should only be developed once a new suitable site for a caravan park has been identified and developed.

In 2002, this was confirmed by the Council's Manager of Property who stated in a letter, "I wish to advise that Council has indicated "in principle" agreement with the draft recommendation to eventually close the existing caravan park; but only if a new caravan park was first developed".<sup>2</sup>

Despite this in-principle agreement, the foreshore caravan park was subsequently closed before a new site was identified and developed. While a free RV site<sup>3</sup> has been developed along the foreshore (and near where the old foreshore caravan park was located), the community believes that the loss of the caravan park facility, which attracted strong visitation from those with permanent holiday sites, has significantly affected the town's prosperity leading to the closure of several businesses. The lack of accommodation facilities in the town generally has also contributed to this decline.

There is, therefore, a strong desire by the community to increase the economic vibrancy of Port Albert through growing both overnight visitation and visitor dwell time in the town. It is considered that a paid, high-quality caravan park may offer opportunities to achieve this.

<sup>1</sup> The action in the Masterplan included: "Relocate the existing foreshore caravan park (once current lease arrangements have expired) to a new site within the new development of the saltmarsh area or on the site of the old football oval."

<sup>2</sup> Letter by John Hirt (Manager Property, Wellington Shire Council) dated 27, February 2002

<sup>3</sup> This was developed because the community identified that there was a need for places for RVs to pull up and stop in town, and the only caravan parks in Port Albert was not ideal for this as it was located outside the town centre.







## 2. THE VISITOR ECONOMY

### 2.1. Port Albert's (and Wellington Shire's) Visitor Economy

#### 2.1.1. How the data was derived

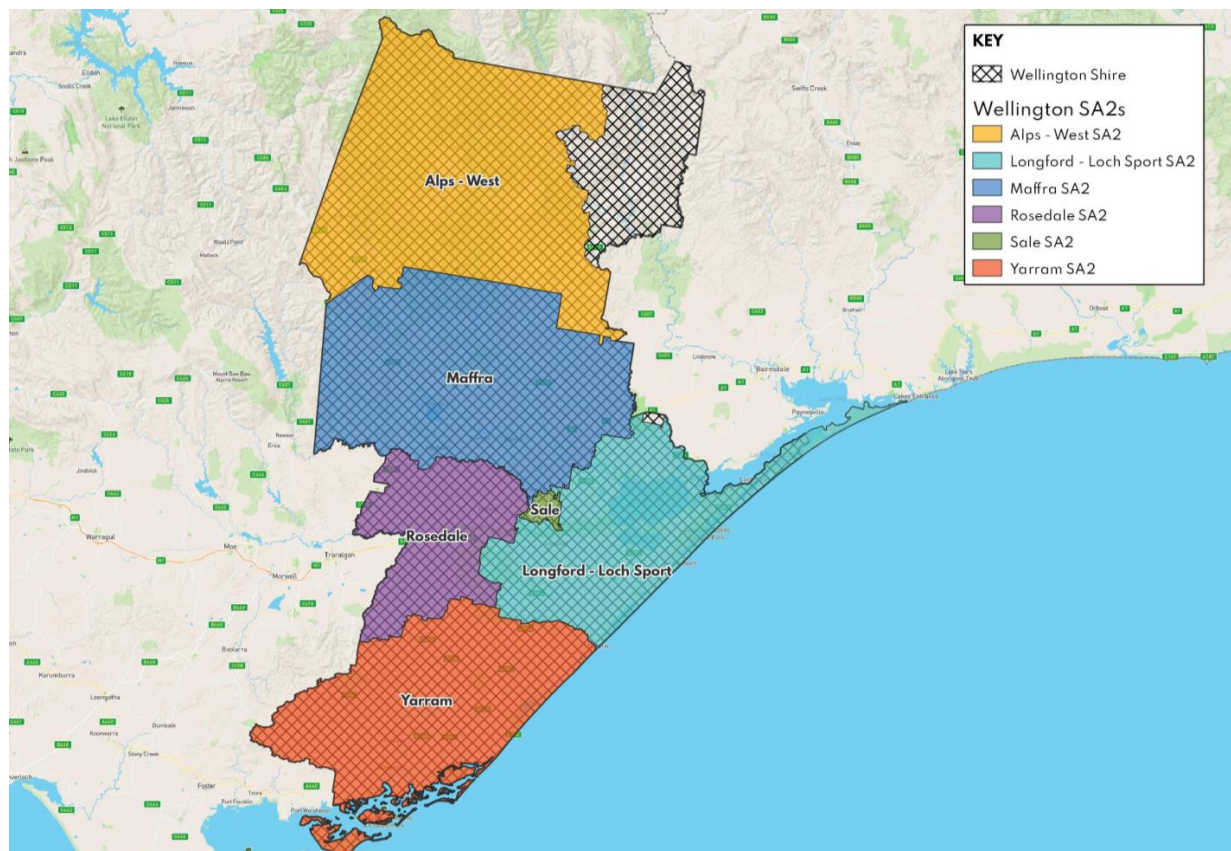
Visitor data has been compiled for the district using the National and International Visitor Survey (NVS and IVS) data published by Tourism Research Australia (TRA). The NVS and IVS provide visitation data based on 'Statistical Area 2' (SA2) boundaries. Every LGA in Australia is made up of one or more SA2s. The SA2s included in Wellington Shire are outlined in Figure 2. Port Albert falls within the Yarram SA2.

As per the methodology applied by TRA for LGAs<sup>4</sup>, visitation data is averaged over three-year periods, rather than being provided on an annual basis, as this minimises the impact of variability in estimates from year to year and provides more robust estimates. The periods assessed in this report include:

- December 2011 to December 2013, referred to as **2013**;
- December 2014 to December 2016, referred to as **2016**;
- December 2017 to December 2019, referred to as **2019**; and
- December 2020 to December 2021<sup>5</sup>, referred to as **2021**.

December YE data (unless otherwise specified) has been applied as this is the most recent iteration of data released by TRA via the NVS and IVS at the time of report writing.

Figure 2: SA2s in East Gippsland Shire<sup>6</sup>



<sup>4</sup> <https://www.tra.gov.au/research/regional-tourism/local-government-area-profiles/local-government-area-profiles>

<sup>5</sup> Only two years' worth of data has been included in this period as it reflects the primary COVID-19 impacted period. This has been separated out from other years to avoid skewing the dataset.

<sup>6</sup> The northeastern part of Wellington Shire includes the Orbost SA2. However, because the majority of this SA2 falls in East Gippsland Shire, this has been excluded from the data.

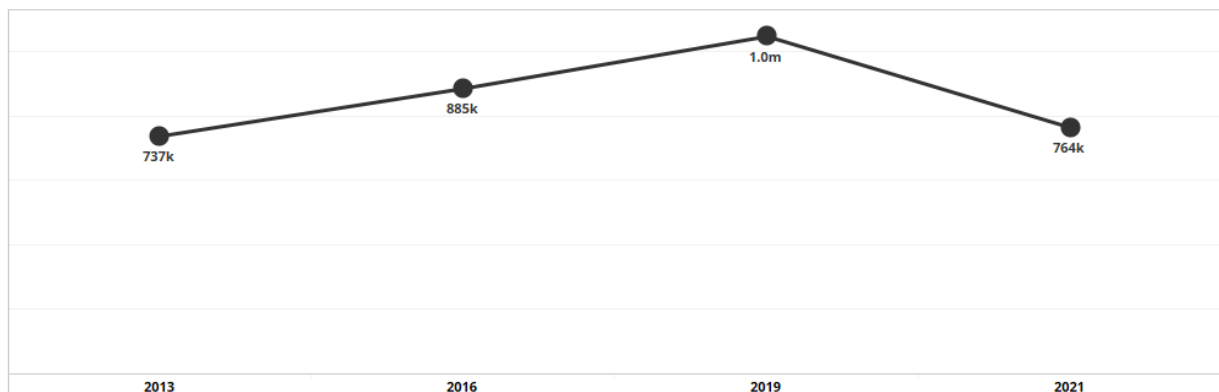
### 2.1.2. Visitation to Wellington Shire

Figure 3 provides a summary of total visitation to Wellington Shire from 2013 to 2021. Before COVID-19, visitation to the Shire had been growing, increasing by 36% (263,000) visitors. However, like the vast majority of destinations nationwide, COVID-19 resulted in a sharp decline in domestic and international visitation due to international and state border closures and lockdowns. The Shire did not see as strong a drop in visitation as some other destinations, particularly when compared with major cities and national tourism destinations (such as Cairns) which rely heavily on international visitor markets.

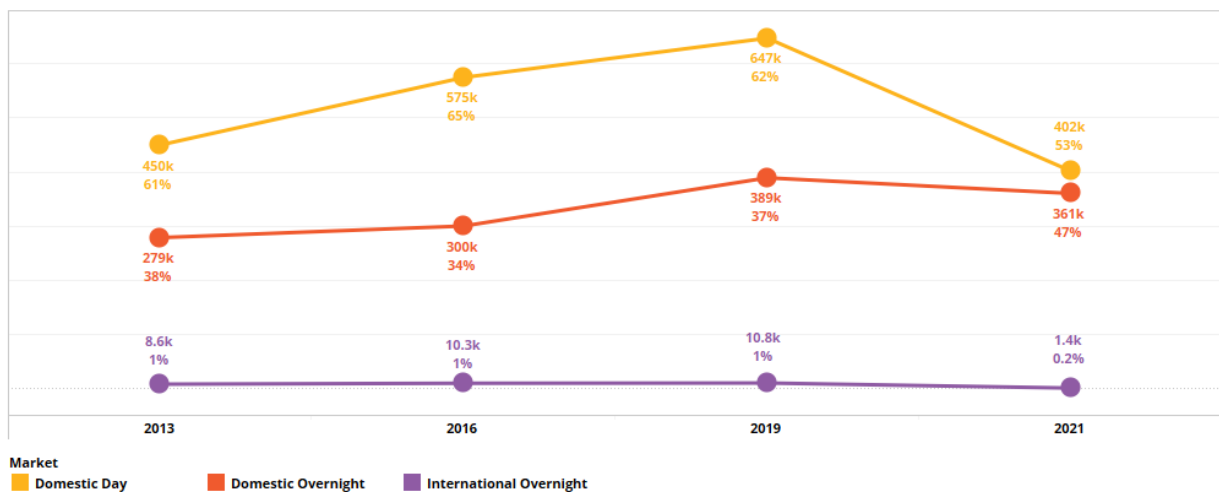
For the Shire, the primary decline in visitation stemmed from the domestic day trip market, falling by 245,000 visits and which is very likely due to lockdown restrictions.

Figure 3: Visitation to Wellington Shire, 2013 – 2021 (December YE)<sup>7</sup>

#### Total Visitation to Wellington Shire



#### Visitation by Market to Wellington Shire



<sup>7</sup> Tourism Research Australia National and International Visitor Surveys, compiled by Stafford.

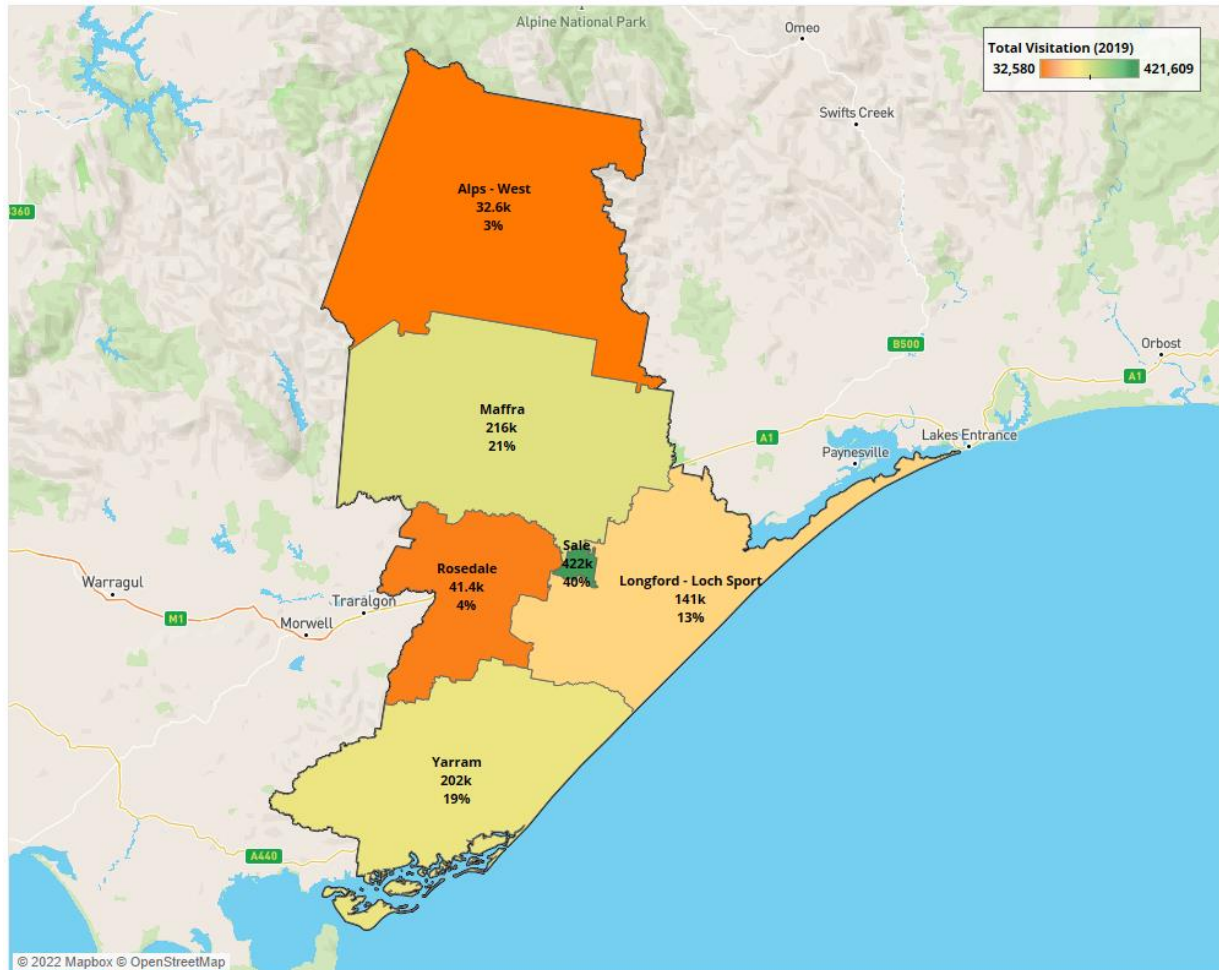


### 2.1.3. Visitation to Wellington Shire SA2s

As of 2019<sup>8</sup>, the most visited SA2 in the Shire was Sale, generating 40% of the Shire's total visitation (Figure 4). This is not surprising, given that Sale is the primary service centre for the Shire and offers the bulk of products and services.

Port Albert is situated within the Yarram SA2 which generated 19% of all visits to the Shire.

Figure 4: Visitation to Wellington Shire SA2s, 2019 (December YE)<sup>9</sup>



<sup>8</sup> 2019 is used here because it reflects pre-COVID-19 data and is, therefore, a more accurate reflection of the visitor profile to the Shire.

<sup>9</sup> Tourism Research Australia National and International Visitor Surveys, compiled by Stafford.

### 2.1.4. Visitation to Yarram SA2

As identified above, Port Albert falls within the Yarram SA2. SA2s are the smallest geographic level of visitor data that is provided by TRA. As a result, we are unable to provide a breakdown of data for Port Albert specifically. To achieve this breakdown would require a visitor survey to be undertaken during different parts of the year to identify a breakdown of where visitors to Yarram SA2 are travelling to.

Based on conversations with a variety of stakeholders, along with the research/analysis undertaken, we note the following.

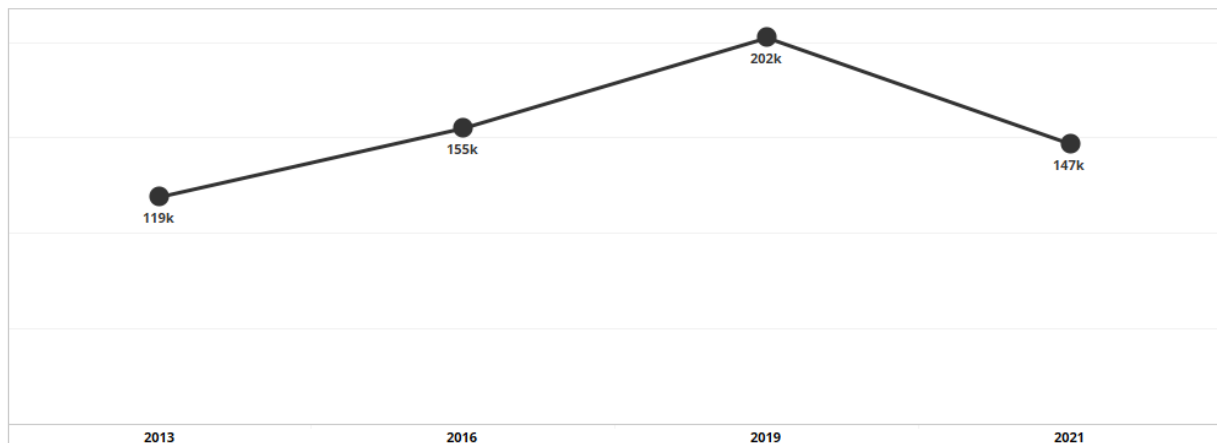
- Port Albert is likely to have a larger day trip market than Yarram SA2 generally because there is a lack of overnight accommodation facilities within the town.
- This is also likely to be influenced by the limited tourism product on offer.
- Spend in Port Albert is also likely to be lower than Yarram SA2s average due to the limited amount of commissionable tourism products and supporting services on offer.

In line with trends for the Shire, visitation to Yarram SA2 was growing before COVID-19, increasing from 119,000 visits in 2013 to 202,000 in 2019 (Figure 5). COVID-19 saw visitation to the SA2 drop to 147,000.

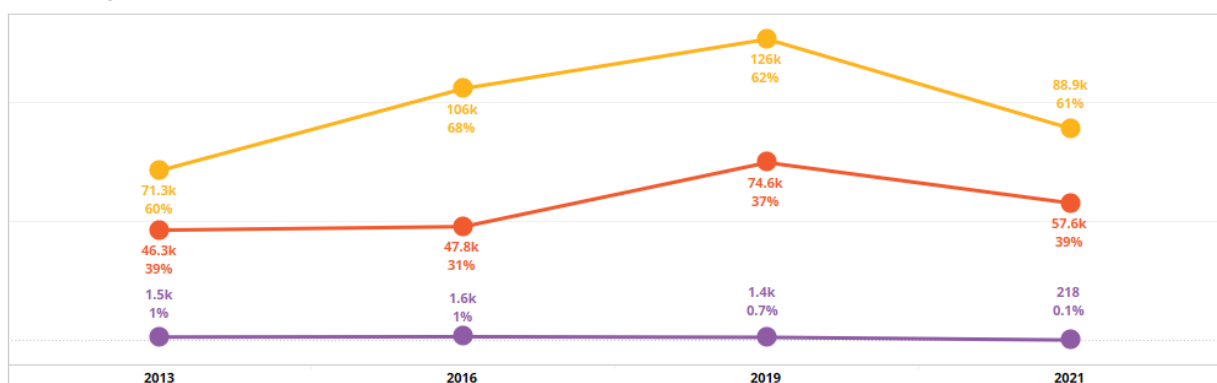
Most visitors to Yarram SA2 are domestic day trippers, comprising 62% of all visitation in 2019. As noted previously, we suspect that the domestic day trip proportion for Port Albert is even stronger than this broader figure for Yarram SA2.

Figure 5: Visitation to Yarram SA2, 2013 – 2021 (December YE)<sup>10</sup>

#### Total Visitation to Yarram



#### Visitation by Market to Yarram



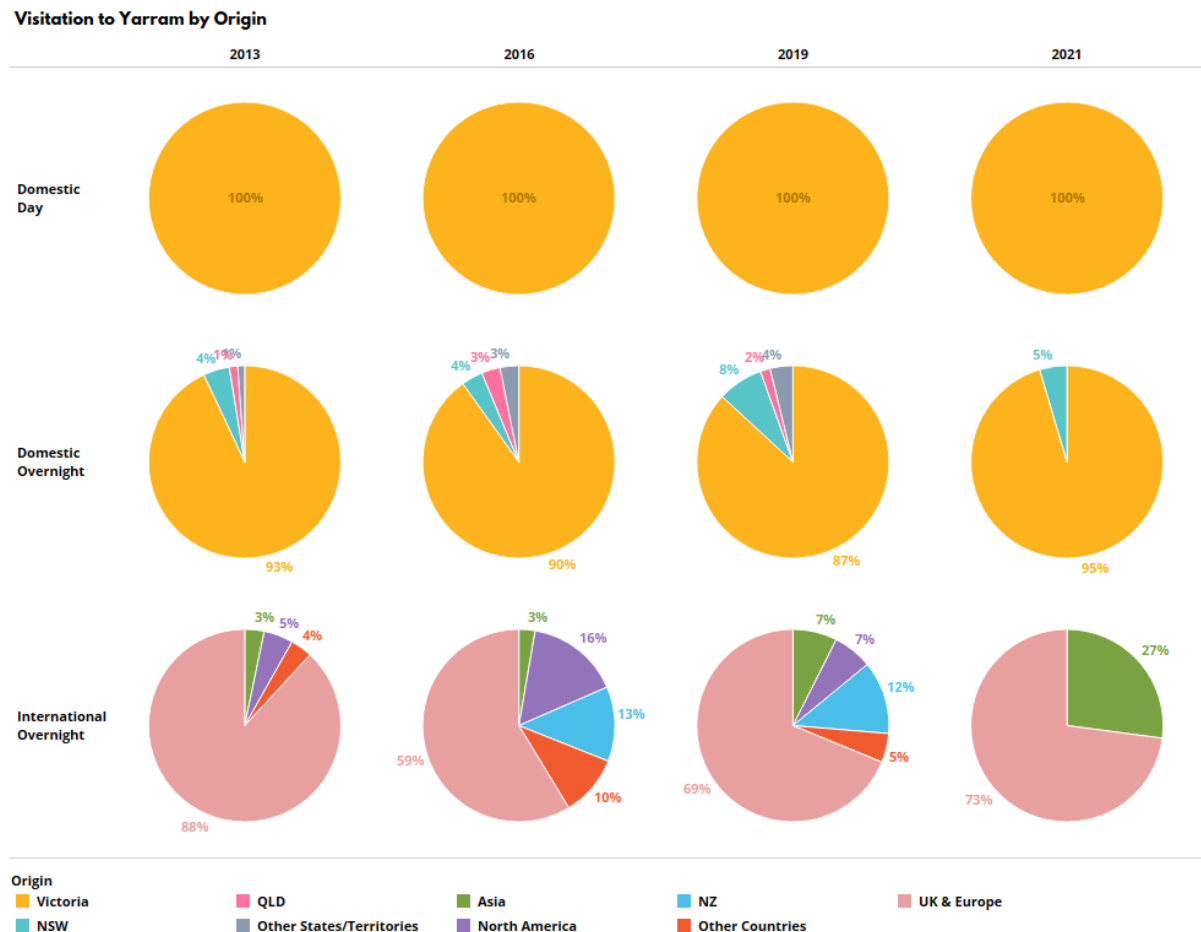
Market  
■ Domestic Day  
■ Domestic Overnight  
■ International Overnight

<sup>10</sup> Tourism Research Australia National and International Visitor Surveys, compiled by Stafford.

Figure 6 summarises visitation to Yarram SA2 by visitor origin. It demonstrates the following.

- The domestic day trip market is entirely made up of intrastate visitors travelling from Victoria.
- The intrastate market also comprises the vast majority of domestic overnight visitation – accounting for 87% of domestic overnight travel in 2019.
- International visitation makes up a very small share of overall visitation to Yarram SA2. Of the international travellers who do visit Yarram SA2, most come from the UK or Europe (69% in 2019), followed by NZ (12%). These two markets are far more experiential than other international markets and are more likely to venture off traditional tourism routes.

Figure 6: Visitation to Yarram SA2 by visitor origin, 2013 – 2021 (December YE)<sup>11</sup>



<sup>11</sup> Tourism Research Australia National and International Visitor Surveys, compiled by Stafford.

Yarram SA2 is predominantly a leisure destination, with most visitors travelling for a holiday or to visit friends and relatives (VFR). In 2019, these markets combined accounted for 81% of all travel to the SA2. Business travel represented a small but growing proportion of visitation, increasing from 7% of all travel to 12% in 2019.

Figure 7: Visitation to Yarram SA2 by visitor motivation, 2013 – 2021 (December YE)<sup>12</sup>

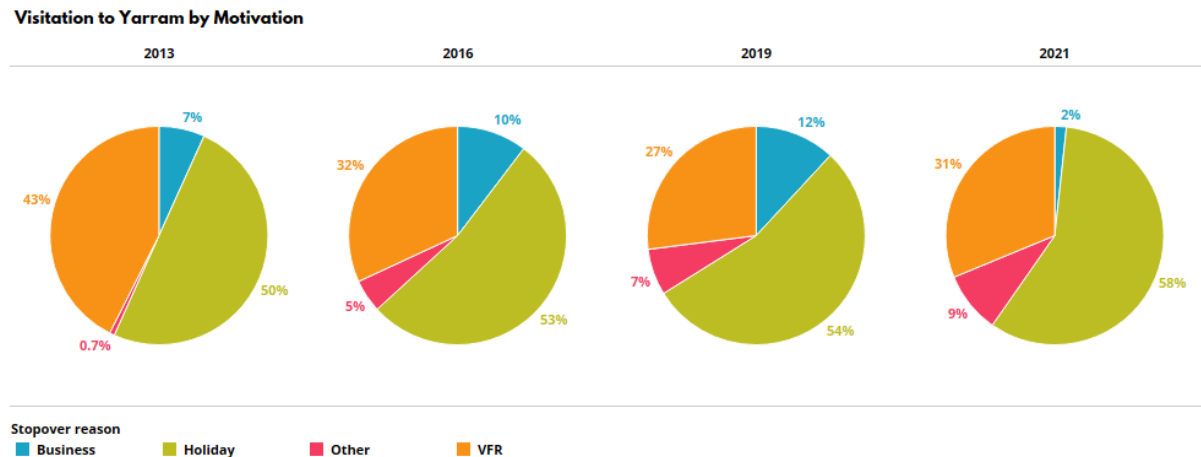
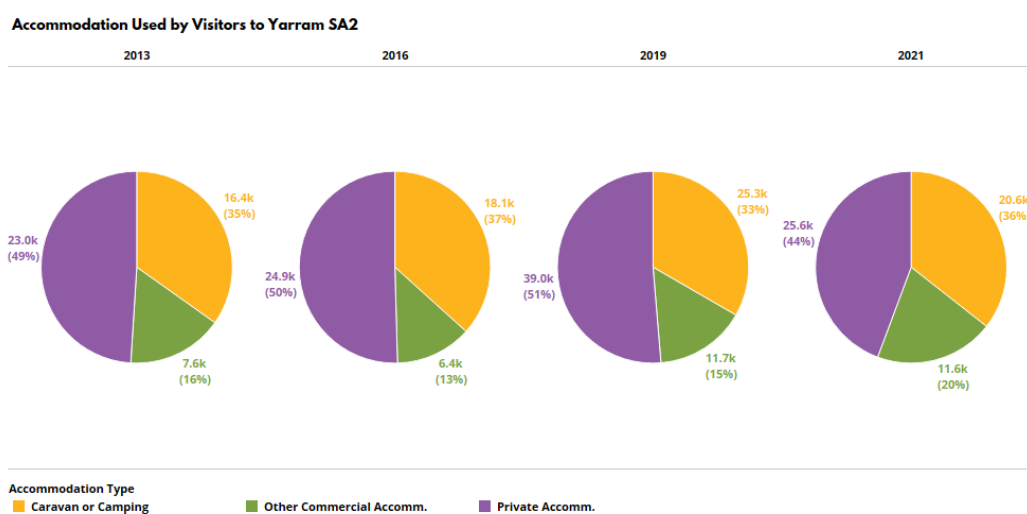


Figure 8 provides a breakdown of the common types of accommodation used by visitors to Yarram SA2 and shows the following.

- Private accommodation is the most common type of accommodation used. In 2019, 51% of visitors used this form of accommodation when visiting Yarram SA2. This does not necessarily reflect that it is the most popular product on offer – it could be that visitors are opting to stay with friends/family or other forms of private accommodation because of a lack of commercial accommodation options available; and/or because the commercial product on offer does not meet their needs or expectations.
- In terms of commercial accommodation options, caravan/camping options were the most popular form of accommodation. In 2019, 33% of visitors stayed in a caravan park/camping ground, while only 15% stayed in another form of accommodation (including hotels, motels, resorts etc.).
- Before COVID-19, the number of visitors staying in caravan/camping accommodation was growing, increasing from 16,400 visitors in 2013 to 25,300 visitors in 2019.

Figure 8: Visitation to Yarram SA2 by accommodation used, 2013 – 2021 (December YE)<sup>13</sup>



<sup>12</sup> Tourism Research Australia National and International Visitor Surveys, compiled by Stafford.

<sup>13</sup> Tourism Research Australia National and International Visitor Surveys, compiled by Stafford.

## 2.2. Caravan & Camping Trends

### 2.2.1. Emerging Markets

The direction of caravan & camping in Australia has two key market focuses, including:

- A market looking for increased comfort, safety, and facilities – providing for their everyday needs, including a growing family market.
- A market looking to explore but keep it simple and low cost.

Most caravan and camping travellers are generally seeking better facilities along with a higher standard of accommodation, including in-park cabins or their own caravan/RV. There is also a desire to experience non-degraded natural and constructed landscapes and travellers are more environmentally conscious.

For those who are more cost-conscious, their needs and wants are mostly captured by:

- A dump point (with toilets if possible) and a tap to refill freshwater tanks.
- A welcome and an appreciation of their business (i.e., a friendly, hospitable town atmosphere).
- Quality visitor information that shows local tourism attractions and facilities.
- Short-term parking close to the CBD/town shopping area.
- A location to park (including longer vehicle bays) for longer terms stays that is safe, quiet, and somewhat away from the main population.

### 2.2.2. Shifting Demographics

A growing interest in caravanning and camping is happening around the world, particularly amongst younger generations. New technologies, increased positive perceptions, as well as overall infrastructural improvements (such as national roadways), are driving increased interests, further accelerated by the development of vehicle technology, manufacturing and fuel efficiency.

As Australia's demographics shift, so too does the profile and structure of the RV, caravan, and camping market. Research undertaken by KPMG on behalf of the Caravan Industry Association of Australia indicates the following:

- The young family life segment (persons aged 30-39 years) may present one of the most significant opportunities for the industry over the coming decade.

- Couple families with children households are projected to remain the largest segment in Australia in the medium term.
- The sociability of caravanning and camping and the appeal of affordability and safety may go some way in meeting the needs of the growing market segment of lone person households.
- Opportunities exist to increase participation rates amongst the Asian-born and culturally linked Australian residents, as well as international Asian visitors.
- Online retailing presents both an opportunity and a challenge for the industry.
- Workforce planning is set to become an increasingly important focus for the industry.
- Young travellers are far more likely to use the internet as a source of information for their travel and for booking accommodation and experiences.
- Workforce planning is likely to become an increasingly important focus for the industry.
- Young travellers are far more likely to use the internet as a source of information for their travel and for booking accommodation and experiences.

### 2.2.3. Conscious Consumers

Interest in regenerative tourism is growing as consumers become increasingly conscious of their footprint. There is a desire by visitors for the travel behaviours to have an overall positive impact, leaving the destination in a better condition than how they found it.

This trend is likely to impact the RV, caravan and camping market as travellers increasingly look for options and opportunities to offset their footprint through the use of electric vehicles, solar-powered utilities, carbon reduction kits, and engaging in experiences that negate their carbon impact.

### 2.2.4. The 'Sharing' Economy

Millennials have embraced online peer-to-peer sharing and eagerly disrupt established industries where innovation is of consumer benefit. The sharing economy continues to make significant gains in the caravan and camping market, where increased bookings (despite COVID-19) reflect the ongoing strength of the sector and also highlights the lack of existing capacity to meet market demand. Opportunities exist to enhance the market offering to specifically target this growing market.

## 2.3. Barriers Facing the Sector

The following planning, environmental and site management challenges are projected to continue to impact the caravan and camping sector over the next 10-year period.

<b>Planning Issues</b>	<ul style="list-style-type: none"> <li>■ Statutory requirements of caravan/holiday park operators, for example, the conditional prerequisites surrounding the supply of toilet and ablution facilities, are much greater than those of non-commercial sites such as camping reserves.</li> <li>■ Illegal camping activities present an issue for local government in terms of both public liability and the impact on local businesses. Challenges associated with illegal camping include the potential for liability regarding the risk areas of fire; health and sanitation; personal security; vehicle incidents arising from the overcrowding of public areas; and the impact on local businesses that illegal camping has in key tourism areas.</li> <li>■ A reduction in the red tape may assist in easing the burden on commercial caravan park operators. A reduction in red tape and related compliance costs may assist in making commercial operations more sustainable.</li> <li>■ A reduction in caravan/holiday parks nationally is being experienced due to alternative best use of higher value land, particularly in city and coastal areas.</li> </ul>
<b>Environmental Concerns &amp; Diminishing Social License</b>	<ul style="list-style-type: none"> <li>■ The overcrowding of rest areas creates the issue of publicly available facilities unavailable to visitors who possess a genuine need for them.</li> <li>■ While some campers abide by the 'leave no trace' policy, there are still some travellers who create noise, and environmental and visual pollution. In countries such as New Zealand, which has extensive freedom camping, this has created significant social license issues with some communities wanting to ban freedom camping.<sup>14</sup></li> </ul>
<b>Site Management</b>	<ul style="list-style-type: none"> <li>■ The management and maintenance of designated non-commercial camping areas can be costly for local governments, national park bodies and ratepayers. Costs include removing waste, adhering to compliance standards, performing regulation patrols, and supplying services (such as electricity, water, and toilet amenities).</li> </ul>
<b>Competition</b>	<ul style="list-style-type: none"> <li>■ Though the sector is characterised by strong annual growth trends, there is constant growth in competition from other destinations that are keen to grab greater market share. So, the industry and Council are going to need to be constantly looking for ways to value add to encourage constant growth and repeat visitation from the RV sector.</li> </ul>

<sup>14</sup> <https://www.stuff.co.nz/environment/112397980/community-rails-against-freedom-camping-sites-in-kaikura>





## 3. AUDIT OF EXISTING FACILITIES

### 3.1. Overview

The following section provides a product audit focused on caravan and camping products throughout the Shire and surrounding areas. The purpose of the audit is twofold: firstly, to ascertain where product gaps may exist in the caravan and camping product mix; and secondly, to complete sentiment analysis on the existing product offered.

Although the audit has narrowed in on Port Albert's product offering, a broader, top-line assessment has been undertaken on products in the Shire and surrounds more generally. This is because visitors do not recognise district or local government boundaries and product gaps may exist more broadly that could potentially be filled in the Port Albert District.

The audit is primarily based on an extensive 'data scraping' exercise that leveraged the following sources: Visit West Gippsland, TripAdvisor, Booking.com, Google Travel and Google Maps.<sup>15</sup>

When reviewing the accommodation audit findings, it is important to note that:

- it excludes unofficial camping areas (such as those listed on peer-to-peer sharing sites such as WikiCamps); and
- where room or site numbers were not available, estimates have been included based on average rooms/sites per property type.

### 3.2. Spatial Assessment

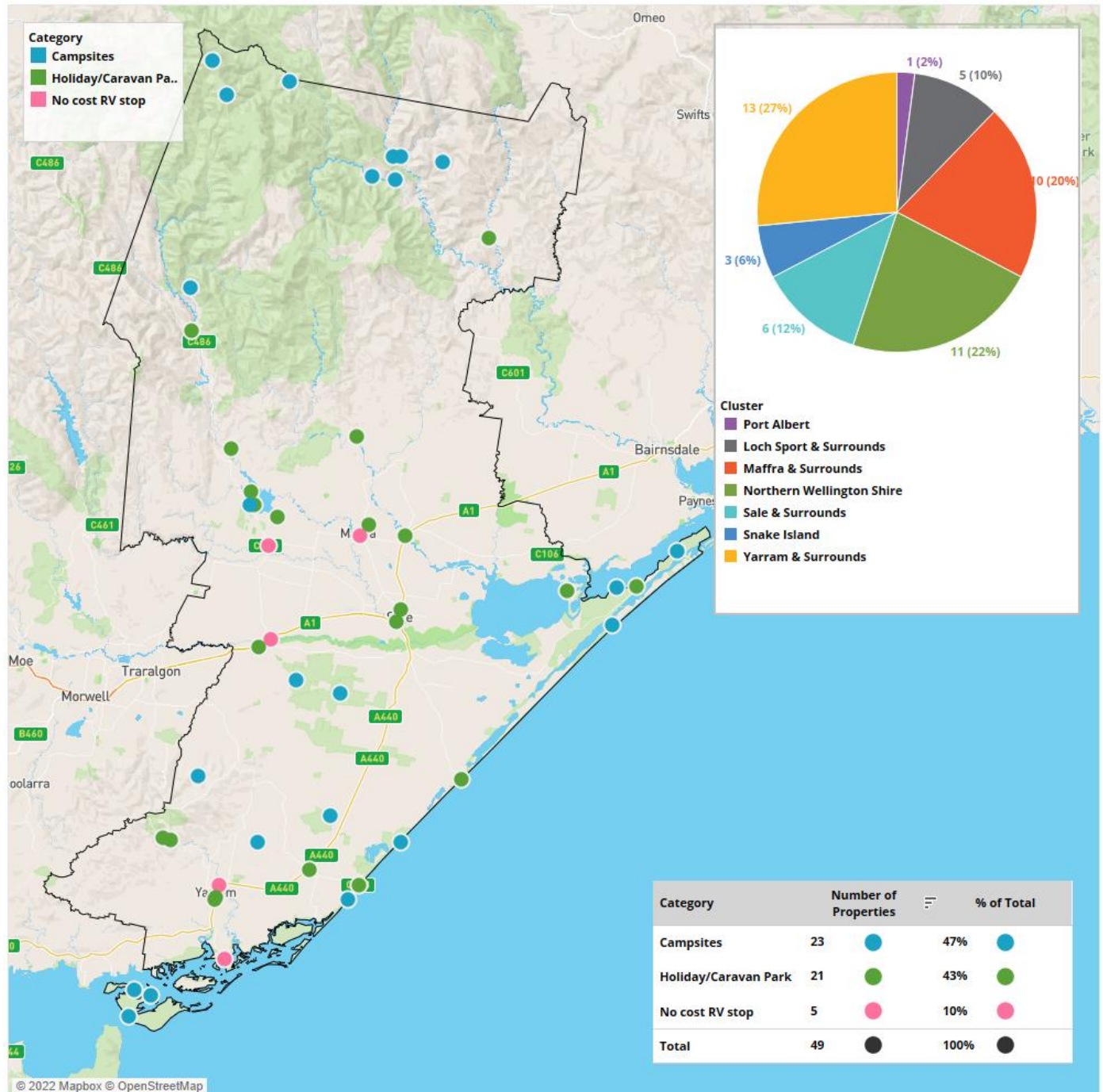
The Shire offers a range of different caravan and camping options for visitors. These are spread throughout the Shire, rather than being clustered around town centres. Figure 9 provides a spatial audit of caravan and camping facilities that were identified for the Shire and demonstrates the following.

- In total, there are 49 different caravan/camping properties throughout the Shire.
- This is primarily distributed amongst campsites (23) and holiday/caravan parks (21).
- There are five no cost RV stops, each of which is supported by the Council. These are situated in Port Albert, Rosedale, Maffra, Heyfield, and Yarram.
- While the Shire does have several holiday/caravan parks, there is a significant variance in the quality and style of parks offered. Most reflect a more traditional transit caravan park model and/or are more focused on a permanent market rather than a tourist market. This is important to distinguish as what the visitor market wants from holiday/caravan parks is very different to the needs/desires of a permanent market.
- Of the 23 camping sites, 16 are managed by either Parks Victoria or DELWP.
- There is currently only one property in Port Albert which comprises the Council-managed no cost RV Stop. While there previously was a privately owned caravan park in Port Albert (Seabank Caravan Park) this has had to close as its currently not registered as an operational caravan park and has, therefore, been excluded from the audit.
- Yarram and Surrounds has the most properties, comprising 27% of the product identified. This is followed by those falling within the Northern part of the Shire (22%).

<sup>15</sup> It is important to note, therefore, that the audit may not be fully comprehensive, particularly for those operators who are not listed online.



Figure 9: Spatial audit of caravan and camping properties in Wellington Shire



### 3.3. No Cost RV Stops

As identified in Section 3.2, there are several no-cost RV stops that are supported by the Council. The facilities offered at each site and the length of stay vary slightly. Figure 10 provides a summary of these.

The site in Port Albert is situated on Wharf Street, adjacent to Memorial Park and the jetty area. It offers sites for RVs and caravans – camping is not permitted.

Figure 10: Spatial audit of no cost RV stops



### 3.4. Sentiment Assessment

To undertake a top-line assessment of the quality of the area's caravan and camping offering, a Net Promoter Score (NPS) metric has been used. This is a measurement of consumer assessment and loyalty. In a tourism accommodation context, this translates to a visitors' willingness to not only return for another stay but also make a recommendation to their family, friends, and colleagues. NPS scores are reported with a number from -100 to +100, with a score above 0 considered okay, a score above 30 considered good and a score above 50 considered excellent.

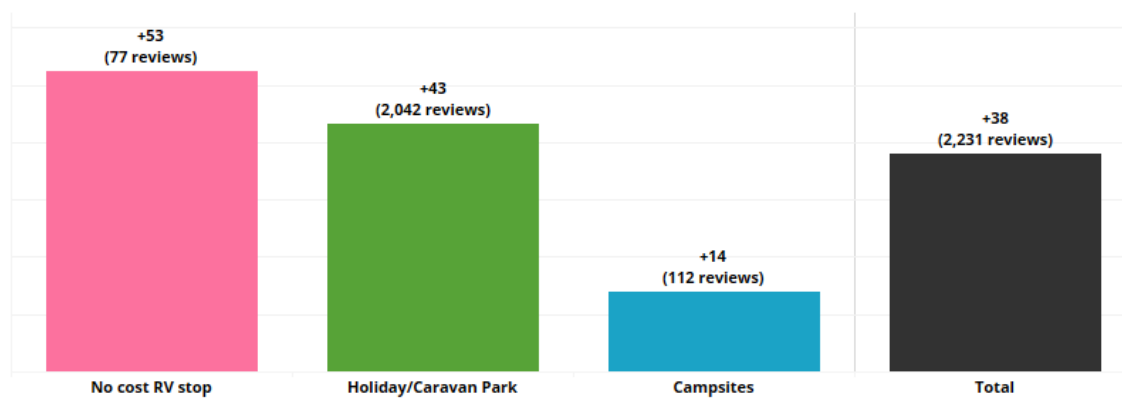
The NPS is calculated using a scale (see Figure 11), with: a score between 0-6 being considered unhappy customers who are unlikely to return, and may even discourage others from staying with the provider; a score between 7-8 being passives, meaning they are satisfied with the provider but not happy enough to be considered promoters, and a score between 9-10 are considered promoters who are typically loyal and enthusiastic customers and who are likely to return and strongly promote the provider.

TripAdvisor<sup>16</sup> and Google use a scale of 1-5 for consumer ratings on accommodation products. Converting this to the NPS scale means that a rating of 1-3 is considered "detractors" for the product, a score of 4 are the product's "passives" and a score of 5 is the product's "promoters".<sup>17</sup>

Figure 11: NPS Score Scale



Figure 12: Accommodation NPS Summary



Of the 49 properties identified throughout the Shire, NPS ratings were able to be obtained for 23 properties (47%). This is a robust sample size for calculating NPS scores by category. *Only those properties with more than 5 reviews have been included in the assessment to provide a more robust sample size for individual reviews.* Many of the properties which did not fulfil this criterion were campsites managed by Parks Victoria or DELWP and which do not have a strong online presence.

Figure 12 provides a summary of the NPS results<sup>18</sup> for the Shire's accommodation mix. The Shire-wide findings are as follows.<sup>19</sup>

- The Shire's caravan and camping product receives an overall NPS of +38 based on 2,231 reviews.
- While this is an average-to-good NPS rating reflecting existing facilities, it is brought down by lower scores for campsite products which received a low NPS of +14 (based on 112 reviews).
- The Shire's no cost RV Stops receive a higher NPS of +53 (based on 77 reviews) which reflects consumer satisfaction with the product and amenities provided. This is also likely influenced by the fact that they are free for consumers to use.
- The Shire's holiday/caravan parks also received a good NPS of +43 (based on 2,042 reviews).
- Properties that received particularly strong NPS scores include:
  - Montana on the Macalister Caravan Park & Campground: +89 (based on 112 reviews).
  - Best Friend Holiday Retreat: +80 (based on 168 reviews).
  - Dargo River Inn: +70 (107 reviews).
- Properties that received particularly low NPS scores include:
  - 90 Mile Beach Holiday Retreat: -17 (based on 46 reviews).
  - Rosedale Caravan Park: -9 (based on 57 reviews).
  - Red Bluff Campground: 0 (based on 13 reviews).

<sup>16</sup> Booking.com has not been used to derive a NPS because it does not provide a scale of scores, but rather, only provides an overall score. Therefore, an NPS is unable to be calculated from Booking.com listings.

<sup>17</sup> <https://birdseye.com/blog/net-promoter-score-explained/>

<sup>18</sup> It is important to recognise that a high NPS reflects that the quality of product on offer matches the price and consumer expectation. The NPS is calculated based on user-

generated ratings on both Google and TripAdvisor for individual businesses. It assesses "promoters" and "detractors" (based on ratings from excellent - poor, or, 1-5) and calculates an NPS.

<sup>19</sup> The data scraping for NPS scores was undertaken in April 2022. The number of reviews therefore is reflective of this period.







## 4. THE PROPOSED MODEL

### 4.1. A destination holiday park

#### 4.1.1. Destination holiday parks versus traditional caravan parks

The following section offers the rationale for why a destination holiday park has been recommended for Port Albert rather than a traditional transit caravan park or camping ground.

The caravan and camping industry is constantly evolving. Many parks have responded to consumer demand for better standards and facilities by transforming from traditional transit caravan parks (Figure 13) into holiday/destination parks (Figure 14).

Figure 13: Examples of traditional caravan parks<sup>20</sup>



Figure 14: Examples of destination holiday parks<sup>21</sup>



Holiday parks differ from traditional caravan parks as they offer a full holiday experience providing facilities such as swimming pools and aquatic parks, kids clubs, camp kitchens, mini-golf, group entertainment and shops etc. Consequently, these parks are attracting a growing number of families who utilise the park as their holiday destination rather than solely utilising them as a means of accommodation.

One of the primary benefits of destination parks is the scale of accommodation they can provide, from higher-yielding luxury cabins to lower-yielding camping spots.

While there are several parks throughout the Shire and further afield, many of these reflect more traditional caravan/transit styles of parks. The opportunity exists for Port Albert to differentiate itself and appeal to the growing number of caravan and camping travellers who are seeking destination parks.

Of the 21 holiday/caravan parks identified in the Shire, almost all of these (86% or 18 properties) reflect a more traditional caravan park model. Many also have a significant number of permanents who reside at the parks year-round. We are not discounting the importance of these facilities – they fill a gap in the market and provide lower-cost residential housing for some of the Shire's

<sup>20</sup> Wonnangatta Caravan Park, VIC; Batlow Caravan Park, NSW; Bridgewater Public Caravan Park, VIC.

<sup>21</sup> BIG4 Traralgon Park Lane Holiday Park, VIC; BIG4 Adventure Whitsunday Resort, QLD; NRMA Ocean Beach Holiday Park, NSW.

population. However, facilitating stronger market demand for any proposed new facility is likely going to require offering a unique product that is not already saturated in the Shire. Destination holiday parks offer this product.

#### 4.1.2. The recommended model

Port Albert, with its seaside location, also offers a strategic location advantage. Major operators of destination holiday parks strongly desire locations with access to water (beach or river). These are desired because increasingly sea-side land is unavailable due to residential demand and subsequent purchase of many caravan park sites which have been repurposed as seaside apartment developments or resorts.

When developing the new park, the following should be considered:

- capacity for approximately 50+ powered and unpowered sites, 10-20 eco-glamping pods and additional spaces for camping;
- the park should be focused on tourists as opposed to permanent stay caravaners-campers as we often find these two niche markets are very different and far harder to mix;
- the park needs to be family friendly to encourage a greater number of families to stopover and visit the region;
- the park should have ample camping spaces which can be used during major events, such as cycling events, triathlons etc;
- development designed by a highly experienced designer who is considered to be an industry leader in holiday parks is important and someone with strong understanding of environmental technology and the need to create soft construction so facilities can easily be moved quickly off site if required; and
- consideration should be given to the provision of amenities such as a BBQ facilities, camp kitchen, bike hire/loan, daily children's activities.
- With the preferred site having a lot of environmentally sensitive vegetation, potential may also exist for a series of walking trails throughout the surrounding areas to enable cycling as well and with the potential for bush regeneration programs and/or regenerative tourism programs which stimulate the opportunity for "giving back" as part of the site's uniqueness.

Demand for a holiday park is expected to be strong from several visitor markets. Importantly, there are two peak seasons for holiday park users being the peak summer period for the grey nomad market segment, and the school holiday focused period to cater to the family market.

For Port Albert, there is also a distinct fishermen's niche market with many coming to take advantage of the strategic location of Port Albert to head out to offshore fishing grounds at different times of the year. This niche market is very different from the traditional grey nomad market or the family market as it is generally singular activity focussed, and very heavily skewed toward a male-dominated niche sector. This niche sector is also less likely to want the various recreational components of a traditional destination holiday park and therefore is less likely to want to pay for them.

The issue is whether Port Albert could offer two distinctly different camping/caravan park facilities, to cater for these very different niche markets and/or whether one dedicated destination holiday park could attract both of these niche markets but keep them well separated so different products were offered to them.

Our assessment is that Seabank Caravan Park is already well established to cater for the niche fishermen market and may be better suited to focus on this niche as the market is likely to be more interested in this site due to its size and ability to allow for boats to be easily parked alongside caravans and camping facilities. As previously stated, Seabank has sufficient land to cater for the family market and grey nomads and the fishing market but would need to undertake significant redevelopment to make this work.



In the interim at least, we would see the Coates site (dependent on any land sale price) as being the preferred site for an environmentally focused destination holiday park to attract the broad family market and the grey nomad market as well as special interest groups associated with environmental programs and regenerative tourism.

What is clear, is that certain niche visitor markets struggle to be co-located within the same facility, such as trying to put accommodation for a male-dominated niche fishing market, itinerant workers, and permanent stayers, in with family holiday visitors and grey nomads.





## 4.2. Examples of Best Practice Holiday Parks

Table 4 provides a summary of several existing, higher-quality destination holiday parks. The purpose of this is to offer examples of the types of accommodation and facilities that are typically included in these higher-quality destination holiday parks.

Table 4: Comparative Assessment

Name	Units	Accommodation types	Activities / Attractions
<b>BIG4 Traralgon Park Lane Holiday Park</b> 	<ul style="list-style-type: none"> <li>48 cabins</li> <li>31 caravan &amp; camping sites</li> </ul>	<ul style="list-style-type: none"> <li>Cabins (superior, family, studio, standard, budget, outdoor spa)</li> <li>Powered caravan &amp; camping sites</li> <li>Pet-friendly options</li> <li>Ensuite sites</li> </ul>	<ul style="list-style-type: none"> <li>3 level adventure ropes course</li> <li>18-hole mini-golf course</li> <li>Giant jumping cushion</li> <li>Indoor play centre</li> </ul>
<b>Ingenia Holidays Queenscliff Beacon</b> 	<ul style="list-style-type: none"> <li>~64 self-contained cabins/villas/apartments</li> <li>37 caravan &amp; camping sites (mix of short- and longer-term)</li> </ul>	<ul style="list-style-type: none"> <li>Studio, two- and three-bedroom villas, apartments, and cabins</li> <li>Three-bedroom beach house</li> <li>Powered caravan &amp; camping sites</li> <li>Ensuite sites</li> </ul>	<ul style="list-style-type: none"> <li>Mud day spa</li> <li>Yoga and pilates</li> <li>Indoor heated pool and adventure centre</li> <li>Go-kart and bike hire</li> <li>Giant jumping pillow</li> <li>Kids clubhouse</li> <li>Tennis and basketball courts</li> <li>Private function room for hire</li> <li>Giant chessboard</li> </ul>
<b>All Seasons Holiday Park, Mildura</b> 	<ul style="list-style-type: none"> <li>~35 self-contained cabins/villas</li> <li>37 caravan &amp; camping sites</li> </ul>	<ul style="list-style-type: none"> <li>Standard, deluxe, family, executive and superior cabins</li> <li>Aqua rise villas</li> <li>Powered &amp; unpowered sites</li> <li>Ensuite sites</li> </ul>	<ul style="list-style-type: none"> <li>Go-kart and bike hire</li> <li>Jumping pillow</li> <li>Kids clubhouse</li> <li>Giant chessboard</li> <li>5 hole putting green</li> <li>Pump track</li> <li>Splash waterpark</li> </ul>
<b>Ingenia Holidays Hunter Valley</b> 	<ul style="list-style-type: none"> <li>26 self-contained</li> <li>41 caravan &amp; camping short-term</li> </ul>	<ul style="list-style-type: none"> <li>Villas (2 bedroom &amp; 3 bedroom)</li> <li>Standard (2 bedroom &amp; 1 bedroom)</li> <li>Budget cabin (2 bedroom &amp; 1 bedroom)</li> <li>Powered caravan/motorhome site</li> </ul>	<ul style="list-style-type: none"> <li>Pool/spa</li> <li>Onsite café/restaurant</li> <li>Kids club &amp; kids' playground</li> <li>Giant chessboard</li> <li>Giant jumping pillows</li> <li>BBQ</li> </ul>
<b>Ingenia Holidays Mudgee</b> 	<ul style="list-style-type: none"> <li>33 self-contained</li> <li>42 caravan &amp; camping</li> </ul>	<ul style="list-style-type: none"> <li>Deluxe unit (1 bedroom)</li> <li>Standard Cabin (1 bedroom &amp; 2 bedroom)</li> <li>Family studio cabin</li> <li>Powered caravan &amp; camping sites</li> <li>Ensuite sites</li> </ul>	<ul style="list-style-type: none"> <li>Games room</li> <li>Inflatable trampoline</li> <li>Kids playground</li> <li>Pool &amp;</li> <li>Sauna</li> <li>BBQ</li> </ul>
<b>Ingenia Holidays Lake Macquarie</b> 	<ul style="list-style-type: none"> <li>21 self-contained</li> <li>50 caravan &amp; camping short-term</li> </ul>	<ul style="list-style-type: none"> <li>Waterview cottage (2 bedroom)</li> <li>Waterfront villa (2 bedroom)</li> <li>Poolside villa (2 bedroom)</li> <li>Parkside cabin (2 bedroom)</li> <li>Cottage (1 bedroom)</li> <li>Waterfront powered camping &amp; caravan site</li> <li>Powered camping &amp; caravan site</li> </ul>	<ul style="list-style-type: none"> <li>BBQ</li> <li>Bike hire</li> <li>Giant jumping pillows</li> <li>Boat ramp</li> <li>Jetty</li> <li>Kids activities/kid's playground</li> <li>Pool</li> </ul>



Name	Units	Accommodation types	Activities / Attractions
<b>Ingenia Holidays Sydney Hills</b> 	▪ np <sup>22</sup>	<ul style="list-style-type: none"> <li>▪ Cabins</li> <li>▪ Ensuite cabins</li> <li>▪ Ensuite sites</li> <li>▪ Motorhome sites</li> <li>▪ Powered/unpowered camping &amp; caravan site</li> </ul>	<ul style="list-style-type: none"> <li>▪ Swimming Pool</li> <li>▪ Children's Playground</li> <li>▪ Barbecues</li> <li>▪ Camp Kitchen</li> <li>▪ Pet friendly</li> </ul>
<b>NRMA Ocean Beach Holiday Park</b> 	▪ np	<ul style="list-style-type: none"> <li>▪ Villas (3 bedroom &amp; 2 bedroom)</li> <li>▪ Seabreeze townhouse (2 bedroom)</li> <li>▪ Playground cabin (2 bedroom)</li> <li>▪ Cottages (2 bedroom)</li> <li>▪ Loft (2 bedroom)</li> <li>▪ Tent (1 bedroom)</li> <li>▪ Ensuite caravan site</li> <li>▪ Premium caravan site</li> <li>▪ Powered &amp; unpowered tent site</li> <li>▪ Powered caravan site</li> </ul>	<ul style="list-style-type: none"> <li>▪ Basketball/netball ring</li> <li>▪ Conference facilities</li> <li>▪ Kiosk and BBQ facilities</li> <li>▪ Function and games rooms</li> <li>▪ Giant jumping pillows</li> <li>▪ Go-karts</li> <li>▪ Kid's playground</li> <li>▪ Pool, toddler pool &amp; spa</li> <li>▪ Recreation lounge</li> <li>▪ Tennis court</li> <li>▪ Waterpark</li> </ul>
<b>NRMA Sydney Lakeside Holiday Park</b> 	▪ np	<ul style="list-style-type: none"> <li>▪ Villa (2 bedroom)</li> <li>▪ Cabin (2 bedroom &amp; 1 bedroom)</li> <li>▪ Bungalow (2 bedroom)</li> <li>▪ Bunkhouse (1 bedroom)</li> <li>▪ Ensuite powered caravan site</li> <li>▪ Powered caravan site</li> <li>▪ Powered and unpowered tent site</li> </ul>	<ul style="list-style-type: none"> <li>▪ Conference facilities</li> <li>▪ Kiosk &amp; BBQ facilities</li> <li>▪ Function and games rooms</li> <li>▪ Boat ramp</li> <li>▪ Kids activities &amp; playground</li> <li>▪ Lending library</li> <li>▪ Recreation lounge</li> <li>▪ TV/video room</li> <li>▪ Water playground</li> </ul>
<b>NRMA Bathurst Panorama Holiday Park</b> 	▪ np	<ul style="list-style-type: none"> <li>▪ Miner's hut (2 bedroom)</li> <li>▪ Cottage (2 bedroom)</li> <li>▪ Cabin (1 bedroom)</li> <li>▪ Homestead (2 bedroom)</li> <li>▪ Ensuite caravan site</li> <li>▪ Powered caravan site</li> <li>▪ Unpowered tent site</li> </ul>	<ul style="list-style-type: none"> <li>▪ BBQ</li> <li>▪ Games room</li> <li>▪ Giant jumping pillows</li> <li>▪ Lending library</li> <li>▪ Playground</li> <li>▪ Pool</li> <li>▪ Recreation lounge</li> <li>▪ Toddler playground &amp; pool</li> <li>▪ TV/video room</li> </ul>

<sup>22</sup> Note: 'np' denotes not published



### 4.3. Major Operators

There are several major destination holiday park operators/marketing chains across Australia who are keen to secure additional locations to establish quality branded destination holiday parks, to keep pace with market demand and sector growth. These are summarised in Table 5.

There are several advantages to having a branded destination holiday park. These include but are not limited to the following.







- Strong marketing budgets.
- Visitor databases for ongoing marketing campaigns.
- Support for community events etc.
- Reinvestment ability (and the ability to introduce new amenities over time).
- Ability to be part of holiday park networks – circuits so a facility can be placed on a drive circuit to encourage both intrastate and interstate travellers.

In addition to those listed above, there are numerous sole operators and family groups who have high-quality destination holiday parks in their portfolios.

There are also smaller sole traders who offer a mix of more basic traditional style caravan and camping parks, rather than the higher quality fully integrated destination holiday parks that the major branded operators are more focused on delivering.

There is clearly a need for both, though opportunities to grow Port Albert's visitor economy are more likely to be better met by major operators (including branded operators as well as those larger-scale sole operators/family groups) with the capital investment capacity, marketing and management structures, and networks to help generate stronger outcomes and consistent quality standards.

Table 5: Major destination holiday park operators and marketing chains in Australia

Operator	Description
	<ul style="list-style-type: none"> <li>■ Operator of parks</li> <li>■ Over 60 parks across Australia, located near ski fields, beaches and nature reserves</li> <li>■ Head office based in Adelaide</li> </ul>
	<ul style="list-style-type: none"> <li>■ Operator of parks</li> <li>■ 22 parks across Australia</li> <li>■ Located in NSW, Queensland, Victoria, South Australia, and Tasmania</li> </ul>
	<ul style="list-style-type: none"> <li>■ Operator of parks</li> <li>■ 21 holiday parks in Australia</li> <li>■ Located across coastal and inland NSW and Queensland</li> </ul>
	<ul style="list-style-type: none"> <li>■ Marketing chain of independent parks</li> <li>■ Over 180 holiday parks across Australia</li> <li>■ Located in every state and territory (except ACT)</li> </ul>
	<ul style="list-style-type: none"> <li>■ Marketing chain of independent parks</li> <li>■ Australia's largest group of holiday parks in Australia</li> <li>■ Offers three styles of parks – Top Caravan, Holiday, and Resort Parks</li> <li>■ Located in every state and territory (except ACT)</li> </ul>
	<ul style="list-style-type: none"> <li>■ Marketing chain of independent parks</li> <li>■ Located in every state and territory (except ACT and NT) and New Zealand</li> <li>■ 75% of parks are pet friendly</li> </ul>

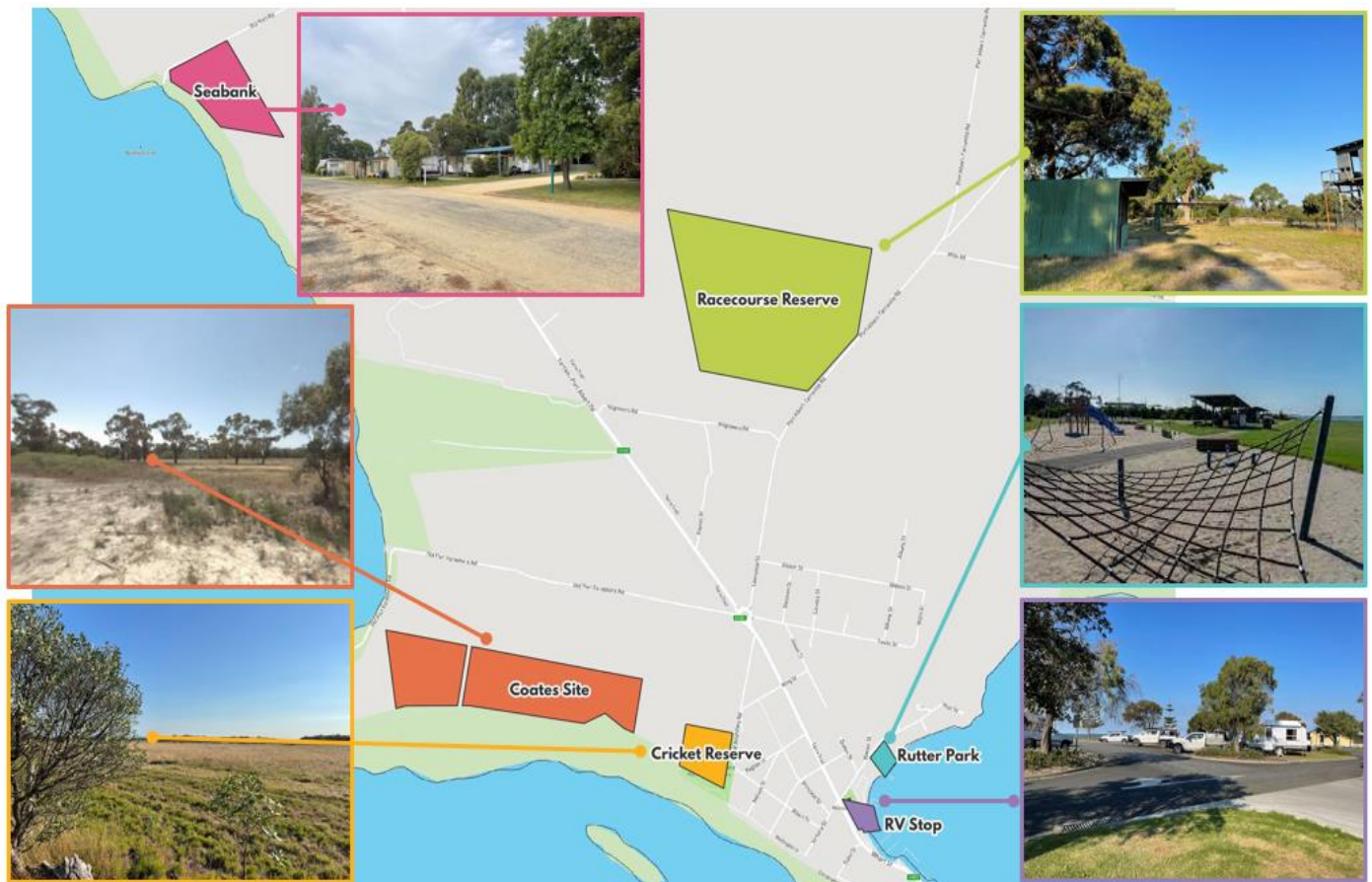


## 5. SITE ASSESSMENT

### 5.1. The Sites Assessed

Several sites (six in total, see Figure 15) have been identified that offer the opportunity for a potential caravan park development. These have been identified based on a site visit and with the assistance of the Council. Only sites situated within Port Albert have been included.

Figure 15: The sites assessed





Site attributes and characteristics are summarised in Table 6. Site zoning and overlays, which support this assessment, have been included in Appendix 1.

Some key observations include the following.

- DELWP own both the **cricket reserve site** and the **racecourse reserve site**. Although the **cricket reserve site** rates highly as a potential site for a destination holiday park, because part of the site is susceptible to flood inundation along with other site environmental constraints and cultural overlays, development potential is likely to be heavily constrained. In confidential discussions with the Coates Family who own land adjoining the cricket reserve, the potential may exist to acquire part of their land to create a larger land parcel to cater for a quality destination holiday park facility to be developed and to potentially avoid some challenges with the site.
- While the **Seabank** site covers a large area and may offer the potential to attract several niche markets, it will require major upgrades regardless of which markets it is looking to attract. Our analysis illustrates that to merely continue to attract a fishing market, itinerant workers and offer facilities for permanent stayers is likely to require reinvestment into facilities and infrastructure. If, however, there is a desire to try and attract wider and more diverse visitor markets, the capital development cost is likely to be high. And if there is a desire to repurpose Seabank as a true destination holiday park with associated amenities etc., the capital cost is likely to be significantly high noting that these types of facilities often require development budgets in excess of \$20m. A separate confidential assessment is provided for Seabank as part of this project brief.
- **Rutter Park** (which was the previous foreshore caravan and camping site that was closed) and the **RV Stop** have been provided to merely illustrate that neither of these options rates highly for several reasons (i.e., they have been included to illustrate why they have been discounted as options).
- Although the **racecourse reserve** site offers a large land parcel, it has several site constraints and challenges including

its overall location, its distance from Port Albert town centre, cultural overlays etc., and therefore does not rate as strongly.

- **The Coates site** offers a far larger privately owned land parcel that a destination holiday park would require. It is currently zoned for farming, though we understand from the landowner that the land is not desirable grazing country and traditionally has offered a site for holding livestock only. The owners are keen to ensure the land is developed with a high conservation/environmental outcome and appreciate that, to achieve this, the price they may put on parts of the land may be lower than what may normally be charged. From this, we understand that desired outcomes could be:
  - Offering a much larger site than the 5-7 ha. usually required for a destination holiday park/ major caravan/camping facility with the option of dispersing the caravan, camping, and cabin sites so visitors get far more privacy than usual, and the area takes on a far stronger environmentally sensitive and sustainable approach to site development etc.; or
  - Offering a much larger site but with the destination holiday park designed with a more traditional layout (i.e. consolidated), but with the potential creation of environmental corridors to protect the landscape, encourage the protection of fauna and flora, to introduce eco-products such as walkways and cycle ways etc. so the facility offers visitors several eco-friendly recreational pursuits as value adders to what a traditional destination holiday park offers.

The Coates family are keen to offer a legacy project which reflects their desire for part of their available land to be protected for environmental purposes, rather than development. Ideally, an experienced destination holiday park developer and operator can be found to take over the entire site, which may designate part of the site for commercial purposes for a caravan and camping park, and the remaining parts of the site for environmental site protection and restoration of possible bush regeneration corridors etc.

Table 6: Site attributes and characteristics

Site Name	Cricket Reserve	Racecourse Reserve	Seabank	RV Overnight Stop	Rutter Park	The Coates Site
<b>Landowner</b>	DELWP	DELWP	Private	Council	Council	Private
<b>Current Use</b>	Reserve	Reserve	Residential	Free RV parking	Park	Vacant land
<b>Zoning</b>	PPRZ - Public Park and Recreation	PPRZ - Public Park and Recreation	RAZ - Rural Activity	PUZ6 - Public Use-Local Government	PPRZ - Public Park and Recreation	FZ - Farming
<b>Caravan Park permissibility?</b>	Permissible with permit	Permissible with permit	Permissible with permit	Permissible with permit	Permissible	Permissible with permit
<b>Size (sqm)</b>	38,609	432,425	87,285	11,701	8,250	238,144
<b>Adjacent Land Uses</b>	Farming, Residential & Public Conservation & Resource	Farming, Rural Living	Public Conservation and Resource, Farming	Commercial 1, General Residential, Public Park and Recreation	General Residential, Public Use - Local Government	Farming, Rural Living & Public Conservation & Resource
<b>Proximity to town centre</b>	650m	3.2km	4.8km	85m	200m	1.7km
<b>Cost to Secure</b>	Low	Low	Medium	Low	Low	Medium - High
<b>Cost to Develop/ Remediate</b>	High	Very high	Medium	Medium	Medium	High
<b>Strategic Fit with Council Vision</b>	High	Medium	Medium	Low	Low	High
<b>Likely community support</b>	High	Low	Medium	Low	Very low	Medium-high
<b>Vistas</b>	Strong	Weak	Weak	Strong	Strong	Strong
<b>Access</b>	Strong	Weak	Weak	Strong	Strong	Strong
<b>Bushfire Risk</b>	High	High	High	medium	medium	High
<b>Environmental Overlay</b>	Minor	Medium	High	None	None	Major
<b>Flooding Risk</b>	High	Low	Low	High	High	High
<b>Heritage Overlay</b>	No	No	No	Yes	Yes	No
<b>Aboriginal Cultural Significance Overlay</b>	High	High	High	High	High	High
<b>Type of facility able to be accommodated</b>	Destination Park but no cabins and very limited built infra	Destination Park and very limited built infra	Destination Park	Small overnight RV stop (could be paid)	Small overnight RV stop (could be paid)	Destination Park but no cabins and very limited built infra
<b>Site features</b>	Adjacent to coastal walk	Landlocked & access is through residential areas	Beach access, adjacent to coastal walk, existing infrastructure	Existing infrastructure	Existing park infrastructure & parking	Adjacent to coastal walk

## 5.2. The Preferred Site

To prioritise the sites for the development of an eco-focussed destination holiday park, each of the results in Table 6 has been assigned a score and, from this, an overall site ranking has been determined. This enables an objective assessment of the sites based on a comprehensive criterion.

The results are summarised in Table 7 and demonstrate the preferred site to be the **Coates site** located off the Old Port Foreshore Road, with a total score of **41** (noting that its rating may change pending what the cost of acquiring this site is). This site ranks highest because it offers:

- a large enough footprint to develop an eco-focussed destination holiday park as outlined in Section 4;
- a strategic site location – close enough to Port Albert town centre via a walking-cycling track, the Old Port Walking Track, the beach foreshore, and a number of attractive natural areas;
- adjacent land uses that are complementary/supportive of a quality destination holiday park with a strong eco focus;
- its existing access via road and not through major residential areas;
- its current private ownership which may offer a preferred pathway to secure/develop the site.
- The site is easily accessible off the existing Old Port Foreshore Road

This is followed by the **Cricket Reserve site** located on W Boundary Road with a score of **40** (noting that its rating may change pending what the cost of acquiring this site is).

The **Seabank site** is rated at **38**, and while it offers an existing caravan park with many amenities, much of the site requires refurbishment and/or replacement. As noted previously, if the owner of Seabank was prepared and able to upgrade not only the utility requirements which currently need immediate work (including the installation of a new sewage treatment facility etc.) but also many of the built facilities including cabins etc., its ranking could improve significantly. This would come at a considerable capital cost, however. The owner of Seabank has expressed his desire to upgrade the entire site and make the caravan and camping park desirable for several niche markets including the existing permanent site users, the fishing community, workers coming to participate in various projects proposed for the region, and the more traditional holiday-leisure family and grey nomad caravan park, coming to enjoy the area mostly over school holiday periods. To upgrade facilities to meet the needs of all these various niche markets will take significant refurbishment and redevelopment capital.

Table 7: Site ranking

Site Name	Cricket Reserve	Racecourse Reserve	Seabank	RV Overnight Stop	Rutter Park	Coates Site
Land Owner	3	3	3	3	3	3
Current Use	3	3	3	3	1	3
Caravan park permissibility?	2	3	2	2	3	2
Size (sqm)	2	3	3	0	0	3
Adjacent Land Uses	3	3	3	3	2	3
Proximity to town centre	3	1	1	3	3	3
Cost to Secure	3	3	2	3	3	3
Cost to Develop/Remediate	1	1	2	2	2	1
Strategic Fit with Council Vision	3	2	2	1	0	3
Likely community support	3	1	2	0	0	3
Vistas	3	1	1	3	3	3
Access	3	1	1	3	3	3
Bushfire Risk	1	1	1	1	1	1
Environmental Overlay	1	1	1	3	3	1
Flooding Risk	1	2	3	1	1	1
Heritage Overlay	2	2	3	1	1	2
Aboriginal Cultural Significance Overlay	1	1	1	1	1	1
Type of facility able to be accommodated	1	1	2	1	1	1
Site features	1	0	3	1	1	1
Score	40	33	39	35	32	41

### 5.3. Preferred Site Initial and Indicative Concept Design

The following concept design plan has been offered for the Coates site to illustrate the potential for locating a destination holiday park set further back from the coast and on higher land to try and avoid the flood and sea rise impacts noted by CMA. This designated area is 16.5 ha. and offers a much larger site for a holiday park but which may also offer greater flexibility for spreading caravan and camping sites on areas which attempt to avoid conflict with bush fire overlays and cultural heritage where possible.

The proposed area designated for coastal reserve is a larger 25ha. area which is proposed for walkways and grassed picnic areas but no hard development.

It is important to note that this is just an initial concept design to help illustrate how the preferred site might be able to be developed (subject to statutory approvals), to help address some of the environmental and cultural site constraints which would need to be mitigated.

Figure 16: Preferred Site Concept Design



Proposed Plan for Tourism Land Use  
Old Port Foreshore Road, Port Albert, Victoria



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JUNE 2022







## 6. FINANCIAL APPRAISAL

The following financial appraisal is focused on the preferred site<sup>23</sup> (the Coates site) and the development of a quality destination holiday park on this site noting the need to offer a number of solutions to avoid heavier infrastructure and building sites which would likely be objected to by CMA and possibly other government agencies.

### 6.1. CAPEX

Table 8 summarises the various capital cost items involved, which may total **\$11.6 million**, possibly staged over two-three years. This excludes any land purchase cost. The capital cost estimate is based on a destination holiday park development providing:

- 20 standard-sized eco-glamping pods and a further 5 larger family pods.
- 50 powered sites for caravans and RVs.

- 25 unpowered sites for campers etc.
- Dedicated spaces for 30 car spaces separate to spaces for those towing caravans etc.
- Vegetated buffer zones to help screen areas and allow for landscaping.
- Camp kitchen, shower, and toilet block
- Provision for utility supply (potable water, electricity, gas, waste management, sewer, Wi-Fi, and telecommunications).
- Provision of a contingency for cost and design escalation, consultant (design etc.) and legal fees and government compliance charges.

Of the \$11.6m capital cost, \$9.8m comprises construction and development costs and \$1.8m is project fees and contingencies. The numbers of powered and unpowered sites and eco pods should be used as a guide only and are purely indicative.

Table 8: Estimated Capital Cost

Item	Size / Qty.	Unit	Rate per sqm	Total	Subtotal
<b>eco glamping pods</b>					<b>\$3,924,000</b>
Star Rating	3-4 star				
No. pods	20				
Size of cabins	25	sqm	\$3,800	\$95,000	\$1,900,000
No. larger family pods	5				
Size of larger pods	30	sqm	\$3,800	\$114,000	\$570,000
Open space	700	sqm	\$220	\$154,000	\$154,000
Construction Cost					
Fitout Cost	650	sqm	\$2,000	\$1,300,000	\$1,300,000
<b>Powered and unpowered sites</b>					<b>\$687,500</b>
No. powered sites	50				
Size of sites	22.5	sqm	\$500	\$11,250	\$562,500
No. unpowered sites	25				
Size of sites	20	sqm	\$250	\$5,000	\$125,000
<b>Car park</b>					<b>\$62,500</b>
Number of car spaces	50				
Car space area	25	sqm			
Carpark construction	1,250	sqm	\$50	\$62,500	
<b>Supporting infrastructure/misc.</b>					<b>\$500,000</b>
M&E Services	-	-	-	\$200,000	
Incoming Hv/Lv Power Supply, Water Suppl	1	-	-	\$300,000	
<b>Contingency &amp; fees</b>					<b>\$1,771,176</b>
Contingency	10%				\$978,550
Consultancy Charges (Financial, Legal, Planning)	8%				\$733,913
Government Compliance Charges & Approvals	0.6%				\$58,713
<b>Total development and fitout costs</b>					<b>\$9,785,500</b>
<b>Total fees and contingencies</b>					<b>\$1,771,176</b>
<b>Total CAPEX</b>					<b>\$11,556,676</b>

<sup>23</sup> While the preferred site is the Coates site, it is noted that it may be constrained by flood inundation etc. and other constraints imposed by CMA & other govt. agencies.

## 6.2. Demand

Figure 17 provides a summary of estimated bookings for the destination holiday park, broken down according to the type of accommodation used. It demonstrates that overall demand is anticipated to grow quite strongly as interest in the new facility is strong, and then gradually plateauing.

Bookings are anticipated to be strongest for the eco glamping pods as they offer attractive all year-round demand and will also offer a new fresh alternative to more traditional motels which are dominant in the region. These would be followed by powered sites because of the number of sites (50 in total, compared with 25 unpowered) and because these are generally the most sought after (compared with unpowered sites) as users want to be able to run all forms of electrical appliances etc.

The demand forecasts are based on occupancy levels achieved at similar, quality destination holiday parks around Australia.

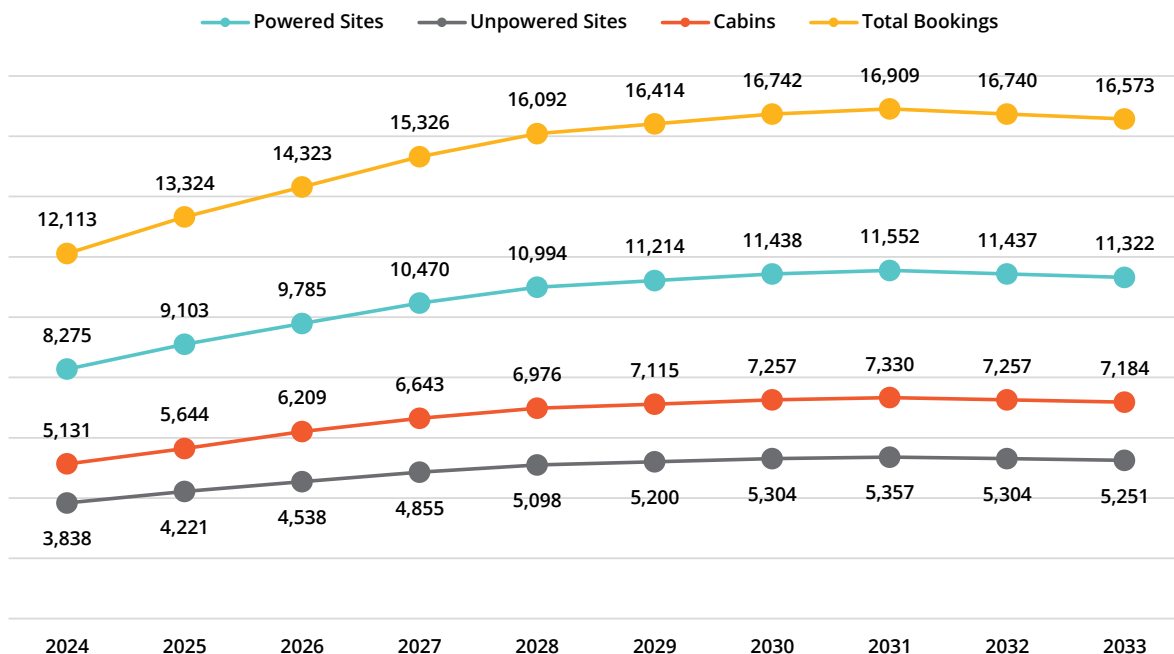
Because of local weather characteristics and a fairly wet and cool winter period, we have assumed that site occupancy rates will reflect:

- For powered sites, 18% occupancy over the low winter season, 40% over the shoulder season and 75% over the peak season
- For unpowered sites, 10% occupancy over the low season, 40% over the shoulder season and 75% over the peak season
- For the eco glamping pods, 38% occupancy over the low season, 55% over the shoulder season and 75% over the peak season

The higher achieved occupancy level for the glamping pods reflects that this is a product which can replace older and more traditional style motels and hotel rooms which are prevalent in the region, and which also provide a product for a far wider market including holiday – leisure visitors, those coming to the region on business and potentially itinerant workers.

In addition, if the destination holiday park was operated by one of the major corporate brands, they would come with a significant member-client data base who they market to, which helps support stronger market demand and associated occupancy levels. Potential regional events and festivals held in shoulder and low season periods, may also boost visitation and associated occupancy during these low and shoulder seasons.

Figure 17: Demand forecasts - bookings



### 6.3. Revenue Streams

Table 9 provides a top line estimate of potential revenue streams which reflects the following.

- A current standard charge for powered sites in many locations of \$45 per night.
- A much lower charge for non-powered sites of \$20 per night.
- An average charge of \$105 per glamping pod (accounting for \$100 for standard pods and \$110 for larger family-sized pods).
- An estimated 15% of visitors would rent bike hire and water park use for non-staying guests of \$20 on average.

Over time, additional revenue streams are likely to be developed and potential may exist to expand the use of the walking and cycling trails to offer services to more day visitors not staying within the facility.

### 6.4. Expenditure Items

Expenditure items reflect those for a quality branded destination holiday park (see Table 10). These illustrate the following.

- Staffing of an estimated 6 full-time equivalent personnel which may include several casual/part-time staff to cover site maintenance and management, café and retail store services, general cleaning etc.
- A realistic budget for marketing and promotions.
- A realistic budget for site maintenance and cleaning Utility charges reflecting the need for quality and well-maintained sewerage treatment facilities, waste management generally, potable water supply, gas, electricity, Wi-Fi connectivity and telecommunications etc.

Table 9: Revenue streams for the preferred model

Revenue		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
<b>Direct Revenue</b>	p/site 2024										
50 x powered RV/caravan sites	\$45	\$372,375	\$409,613	\$462,350	\$471,157	\$568,922	\$609,315	\$591,906	\$597,825	\$591,847	\$585,929
25 x unpowered sites	\$20	\$76,750	\$84,425	\$95,295	\$97,110	\$101,965	\$109,205	\$106,085	\$107,146	\$106,074	\$105,013
25 x glamping pods	\$105	\$538,781	\$592,659	\$674,743	\$697,560	\$842,304	\$859,150	\$876,333	\$885,096	\$876,245	\$867,483
<b>Direct Revenue Subtotal</b>		<b>\$987,906</b>	<b>\$1,086,697</b>	<b>\$1,232,388</b>	<b>\$1,265,827</b>	<b>\$1,513,191</b>	<b>\$1,577,670</b>	<b>\$1,574,324</b>	<b>\$1,590,067</b>	<b>\$1,574,166</b>	<b>\$1,558,425</b>
<b>Additional Revenue</b>											
Estimated spend on bike hire, water park use (15% visitors)	\$15	\$85,773	\$94,350	\$102,061	\$109,206	\$114,666	\$116,959	\$119,298	\$120,491	\$119,286	\$118,094
<b>Additional Revenue Subtotal</b>		<b>\$85,773</b>	<b>\$94,350</b>	<b>\$102,061</b>	<b>\$109,206</b>	<b>\$114,666</b>	<b>\$116,959</b>	<b>\$119,298</b>	<b>\$120,491</b>	<b>\$119,286</b>	<b>\$118,094</b>
<b>Total Revenue</b>		<b>\$1,073,679</b>	<b>\$1,181,047</b>	<b>\$1,334,449</b>	<b>\$1,375,032</b>	<b>\$1,627,857</b>	<b>\$1,694,629</b>	<b>\$1,693,622</b>	<b>\$1,710,559</b>	<b>\$1,693,453</b>	<b>\$1,676,518</b>

Table 10: Expenditure items for the preferred model

Expenditure		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Staff salaries (6 FTE staff)		\$415,000	\$424,130	\$433,461	\$442,997	\$452,743	\$462,703	\$472,883	\$483,286	\$493,918	\$504,785
Staff on costs (holiday, sick leave, superannuation)	25%	\$103,750	\$106,033	\$108,365	\$110,749	\$113,186	\$115,676	\$118,221	\$120,822	\$123,480	\$126,196
Marketing and promotions	5%	\$53,684	\$59,052	\$66,722	\$68,752	\$81,393	\$84,731	\$84,681	\$85,528	\$84,673	\$83,826
Cleaning and maintenance	7.5%	\$80,526	\$88,579	\$100,084	\$103,127	\$122,089	\$127,097	\$127,022	\$128,292	\$127,009	\$125,739
Utility charges (gas, elec, water, sewer charges)	9%	\$96,631	\$106,294	\$120,100	\$123,753	\$146,507	\$152,517	\$152,426	\$153,950	\$152,411	\$150,887
Council levies and rates		\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
IT support and accounting services		\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000
<b>Total Expenditure</b>		<b>\$785,591</b>	<b>\$820,088</b>	<b>\$864,733</b>	<b>\$885,378</b>	<b>\$951,918</b>	<b>\$978,724</b>	<b>\$991,232</b>	<b>\$1,007,878</b>	<b>\$1,017,490</b>	<b>\$1,027,432</b>



## 6.5. Cost Benefit Assessment

Table 11 offers a cost benefit assessment for an eco-focussed destination holiday park, as per the model described in Section 4. The key findings from the cost benefit modelling reflect the following:

- A required yield of 5% has been set though we note that the estimated return on capital over the 10-year cash flow period modelled, is between 6-7%. It needs to be noted that this is based on a capital development cost of \$11.6m which may be able to be reduced if contingencies costs are lower than expected and/or operating costs can be more tightly managed. What we have offered are therefore deliberately higher cost estimates to reflect higher operating and development costs.
- The discount rate reflects the likely cost of capital which is expected to rise to between 4-6% over the next 2-3 years
- Inflation has been set at 3% as an annual average for the next 10 years though we note that the CPI in 2022 could be closer to 5.5% but it is questionable if this high level of inflation would continue post-2024
- Importantly, the cash flow modelling illustrates a positive annual cash flow position should be possible each year with estimated revenue exceeding estimated operating costs. This results in an annual EBITDA (earnings before interest, tax, depreciation, and amortisation) averaging from \$288k to \$716k per annum over the 10 years.
- A positive internal rate of return of 5% is generated and a positive net present value of \$0.74m reflects the positive financial and economic returns able to be generated. If the capital development cost was able to be reduced by say 10% to \$10.4m, the IRR increases to 7% and the NPV significantly increases to \$1.85m. and the return on capital increases to 5.5%.
- A payback period has not been provided as this will be dependent on any debt capital required and the tax implications, including any offsets possible dependent on the investors tax status. In addition, at this preliminary stage, we have assumed that a site sale arrangement is preferred, though a long-term lease arrangement for possibly the coastal reserve part of the site may be an option as it would not be revenue generating.
- Importantly, the new facilities which a destination holiday park could offer would position it as filling a higher quality product gap (for both glamping pods and caravan park facilities) than other caravan and camping facilities on offer in the region and will also offer a refreshed new alternative to much of the older and more traditional style motel and hotel stock which exists.

Table 11: Cost benefit assessment for the preferred model – indicative top line only

Cost Benefit Assessment for Potential Port Albert Caravan and Camping Park											
<b>Assumptions</b>											
Required Yield		5%									
Discount rate		5%									
Inflation		3.0%									
<b>Demand</b>		<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>	<b>2032</b>	<b>2033</b>
<b>Site Bookings</b>											
Powered caravan sites (50)	18,250	8,275	9,103	9,785	10,470	10,994	11,214	11,438	11,552	11,437	11,322
Unpowered caravan sites (25)	9,125	3,838	4,221	4,538	4,855	5,098	5,200	5,304	5,357	5,304	5,251
glamping pod with ensuite (25)	9,125	5,131	5,644	6,209	6,643	6,976	7,115	7,257	7,330	7,257	7,184
<b>Total number of bookings</b>	<b>27,375</b>	<b>12,113</b>	<b>13,324</b>	<b>14,323</b>	<b>15,326</b>	<b>16,092</b>	<b>16,414</b>	<b>16,742</b>	<b>16,909</b>	<b>16,740</b>	<b>16,573</b>
<b>Visitors</b>											
RV/caravan site visitors (powered & unpowered)	2.3	27,859	30,645	32,943	35,249	37,011	37,752	38,507	38,892	38,503	38,118
glamping pod visitors	2.0	10,263	11,289	12,418	13,287	13,951	14,230	14,515	14,660	14,513	14,368
<b>Total Estimated Site Visitors</b>		<b>38,121</b>	<b>41,933</b>	<b>45,361</b>	<b>48,536</b>	<b>50,963</b>	<b>51,982</b>	<b>53,022</b>	<b>53,552</b>	<b>53,016</b>	<b>52,486</b>
<b>Revenue</b>		<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>	<b>2032</b>	<b>2033</b>	<b>2034</b>
<b>Direct Revenue</b>											
50 x powered RV/caravan sites	\$45	\$372,375	\$409,613	\$462,350	\$471,157	\$568,922	\$609,315	\$591,906	\$597,825	\$591,847	\$585,929
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<b>Direct Revenue Subtotal</b>		<b>\$987,906</b>	<b>\$1,086,697</b>	<b>\$1,232,388</b>	<b>\$1,265,827</b>	<b>\$1,513,191</b>	<b>\$1,577,670</b>	<b>\$1,574,324</b>	<b>\$1,590,067</b>	<b>\$1,574,166</b>	<b>\$1,558,425</b>
<b>Additional Revenue</b>											
Estimated spend on bike hire, water park use (15% visitors)	\$15	\$85,773	\$94,350	\$102,061	\$109,206	\$114,666	\$116,959	\$119,298	\$120,491	\$119,286	\$118,094
<b>Additional Revenue Subtotal</b>		<b>\$85,773</b>	<b>\$94,350</b>	<b>\$102,061</b>	<b>\$109,206</b>	<b>\$114,666</b>	<b>\$116,959</b>	<b>\$119,298</b>	<b>\$120,491</b>	<b>\$119,286</b>	<b>\$118,094</b>
<b>Total Revenue</b>		<b>\$1,073,679</b>	<b>\$1,181,047</b>	<b>\$1,334,449</b>	<b>\$1,375,032</b>	<b>\$1,627,857</b>	<b>\$1,694,629</b>	<b>\$1,693,622</b>	<b>\$1,710,559</b>	<b>\$1,693,453</b>	<b>\$1,676,518</b>
<b>Expenditure</b>		<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>	<b>2032</b>	<b>2033</b>	<b>2034</b>
Staff salaries (6 FTE staff)		\$415,000	\$424,130	\$433,461	\$442,997	\$452,743	\$462,703	\$472,883	\$483,286	\$493,918	\$504,785
Staff on costs (holiday, sick leave, superannuation)	25%	\$103,750	\$106,033	\$108,365	\$110,749	\$113,186	\$115,676	\$118,221	\$120,822	\$123,480	\$126,196
Marketing and promotions	5%	\$53,684	\$59,052	\$66,722	\$68,752	\$81,393	\$84,731	\$84,681	\$85,528	\$84,673	\$83,826
Cleaning and maintenance	7.5%	\$80,526	\$88,579	\$100,084	\$103,127	\$122,089	\$127,097	\$127,022	\$128,292	\$127,009	\$125,739
Utility charges (gas, elec, water, sewer charges)	9%	\$96,631	\$106,294	\$120,100	\$123,753	\$146,507	\$152,517	\$152,426	\$153,950	\$152,411	\$150,887
Council levies and rates		\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
IT support and accounting services		\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000
<b>Total Expenditure</b>		<b>\$785,591</b>	<b>\$820,088</b>	<b>\$864,733</b>	<b>\$885,378</b>	<b>\$951,918</b>	<b>\$978,724</b>	<b>\$991,232</b>	<b>\$1,007,878</b>	<b>\$1,017,490</b>	<b>\$1,027,432</b>
<b>EBITDA</b>		<b>\$288,088</b>	<b>\$360,959</b>	<b>\$469,716</b>	<b>\$489,654</b>	<b>\$675,939</b>	<b>\$715,905</b>	<b>\$702,390</b>	<b>\$702,681</b>	<b>\$675,962</b>	<b>\$649,086</b>
<b>Capital Costs</b>											
Total development and fitout costs	\$9,785,500										
Total fees and contingencies	\$1,771,176										
Upgrades/refresh year 5 and year 10						-\$300,000					-\$300,000
<b>Total Establishment Costs</b>	<b>\$11,556,676</b>										
<b>Centre Value</b>											<b>\$12,981,722</b>
<b>Cash Flow</b>	<b>-\$11.6m</b>	<b>\$288,088</b>	<b>\$360,959</b>	<b>\$469,716</b>	<b>\$489,654</b>	<b>\$375,939</b>	<b>\$715,905</b>	<b>\$702,390</b>	<b>\$702,681</b>	<b>\$675,962</b>	<b>\$13,330,808</b>
<b>IRR</b>	<b>5%</b>										
<b>NPV</b>	<b>\$739k</b>										





## 6.6. Free facilities

We understand that, currently, there are five free sites across the Shire where travellers can stay for limited periods only (limit of 48 hours). Council tourism staff consider that these free facilities are particularly important to attract an overnight caravan and RV visitor market who come and stay within the region for free, but who support local retail and hospitality providers through the purchase of fuel, groceries, and other supplies.

There is reliance on an assertion that the visitor spend in the region from those staying in free facilities, outweighs any costs associated with taking care of free caravan and camping sites. This assertion is based on generic research (not from a regional study) which indicated that likely spend would outweigh likely costs.

Every region and every location are different. We would suggest that Council undertake a small economic research exercise to verify what the spend of free campers and caravaners actually is, and at the same time, identify the true cost of providing facilities for them.

In many regional locations, the likely costs include the following.

- The cost of setting aside land for this purpose which may actually have higher or better uses available so there could be an opportunity cost being lost.
- The cost of maintaining the sites tends to mostly fall to a Council so there is the cost of having staff mow sites, clean facilities, etc.
- There are sometimes security and related costs that can be associated with anti-social behaviour.
- There are overhead costs associated with the supply of goods and services needed to maintain these freedom camping sites which may include landscaping, vegetation maintenance, etc.
- There are often costs associated with putting in signage, waste facilities, dumpsites, picnic tables etc.
- There are associated site management costs.
- There are often online/web-based booking and profiling costs to advise caravaners etc that there are facilities and rules to apply.
- Where there are policies for allowing visitors to only stay a maximum number of nights, there are often enforcement costs involving Council staff.

From a caravan and/or camping user perspective, the argument often put forward is that these visitors spend on fuel, groceries etc. We suggest that for different destination locations, the actual level of spending differs quite markedly. Some remote locations find visitor spending to be far higher while more accessible regions (with various places to purchase goods etc. within say a 1-hour drive radius, such as Wellington Shire), may find actual spending to be lower. Hence, we would suggest that a small economic impact study be undertaken to better understand if free campers and caravaners actually are spending well in the region.

Points to note include:

- Fuel purchased in the region is often via a multi-national fuel provider so spending on fuel specifically may have limited local benefit.
- Caravaners and campers tend to purchase grocery and related items at the lowest possible price so will look for savings within a broad radius where different major shopping centres-super markets may exist.
- Those requiring vehicle repairs etc tend to get their vehicles serviced at home before they travel so in a less remote location (such as Wellington Shire) the chance of repair work being undertaken is expected to be negligible.
- There are relatively few restaurants and cafes and bars for these free campers-caravaners to use so it is questionable how much business they generate for these establishments.
- Studies of freedom camping and caravan sites and spending have often been from very remote regional locations in more outback destinations where caravaners have a far greater compulsion to fill up with supplies just in case they can't access more supplies in other locations, or where the next town is quite a distance away, or in case they get stuck enroute. This is not the case for easily accessible regions like Gippsland, so this argument doesn't apply.

In addition to the above, there is also a philosophical argument that if something is for free, it may not be seen to be good and may not be fully appreciated by visitor markets. Even if the camping and caravan sites required a minimum charge (\$5 or \$10 per site per night) this would reflect that there was a value and the market appreciated it.

Finally, and regarding the Council's desire to attract private sector investment into a quality caravan and camping parks to support stronger economic benefit to the regional visitor economy, offering several free caravan and camping facilities puts the Council in direct competition with a private provider of services. Though the services able to be offered may vary considerably, offering free camping and caravan park facilities does risk the Council putting out a message that caravaners can choose between free facilities subsidised by Council or paid facilities provided by private operators. Competitive neutrality is a sensitive issue which Council may wish to seek a legal opinion on, should a private caravan and camping park provider decide to complain about.

Although we fully appreciate the desire of Council to try and attract as many overnight caravaners and campers as possible and to accommodate them in a range of facilities (free and charge for), we would merely suggest that Council verify through its own economic study, if the benefits allegedly being accrued through the spend in the region from these free caravaners and campers, actually outweighs the costs of providing the free services to them, as they are at a cost to Council and the ratepayers.







## 7. APPENDICES

### Appendix 1 Site Overlays

#### + The Cricket Reserve

Figure 18: Cricket reserve site zoning

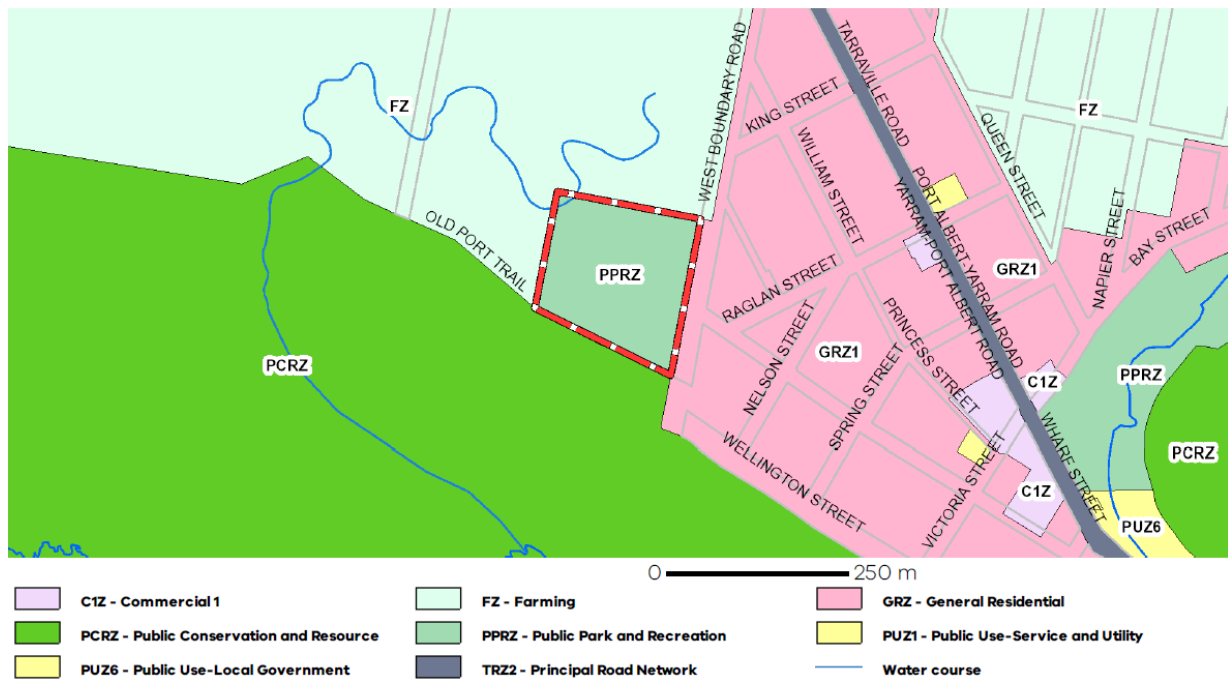


Figure 19: Cricket reserve bushfire management overlay

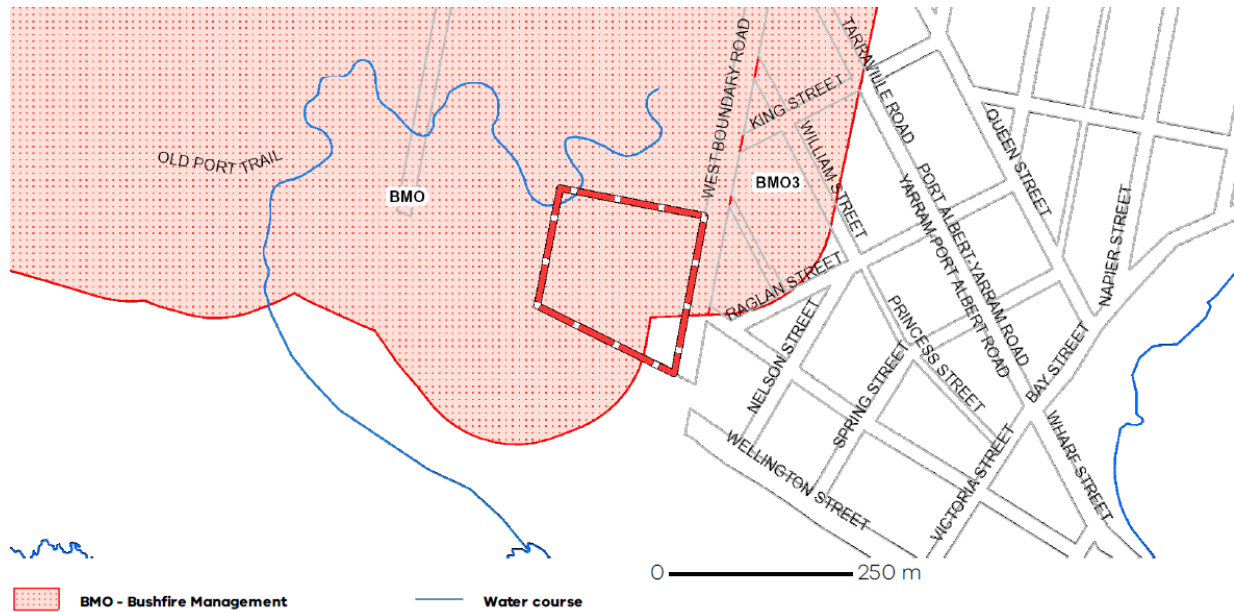


Figure 20: Cricket reserve environmental significance overlay



Note: due to overlaps, some overlays may not be visible, and some colours may not match those in the legend

Figure 21: Cricket reserve land subject to inundation overlay

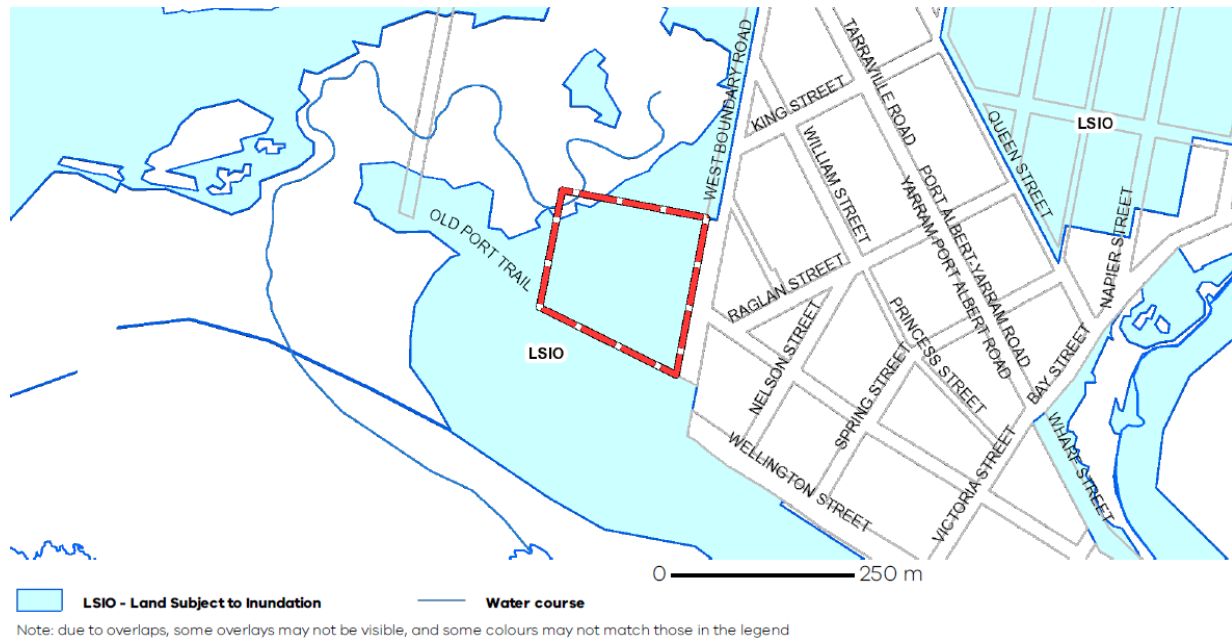


Figure 22: Cricket reserve heritage overlay

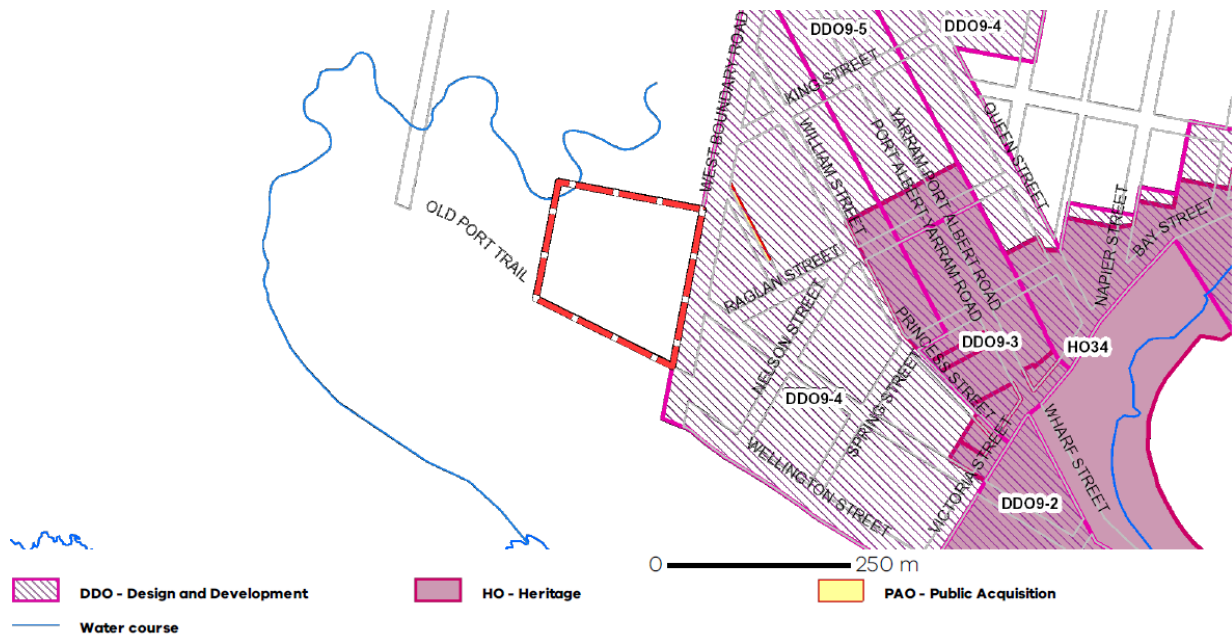


Figure 23: Cricket reserve Aboriginal cultural heritage overlay



## + Racecourse Reserve

Figure 24: Racecourse reserve site zoning

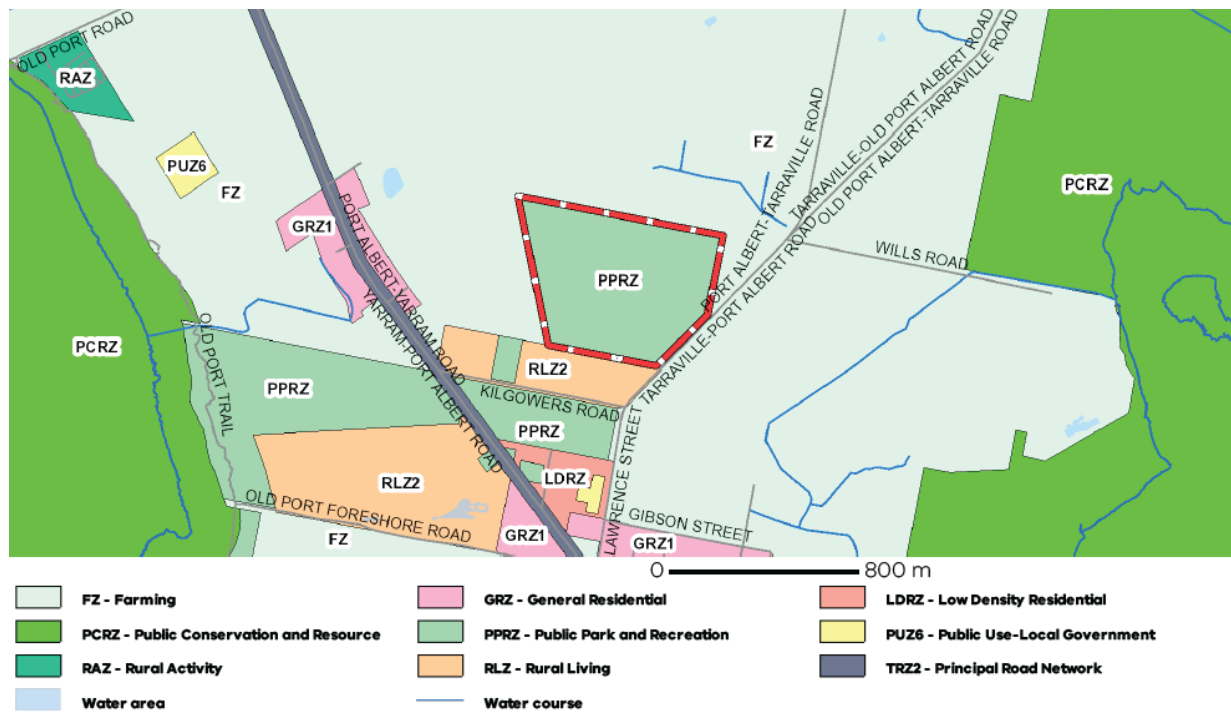


Figure 25: Racecourse reserve bushfire management overlay

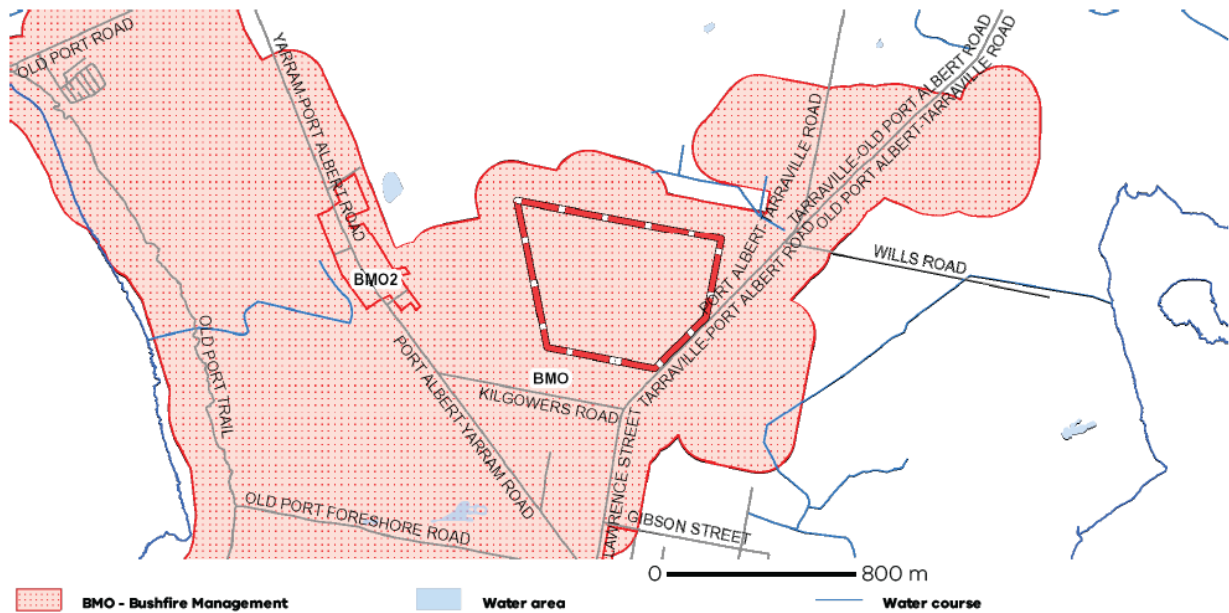




Figure 26: Racecourse reserve environmental significance overlay

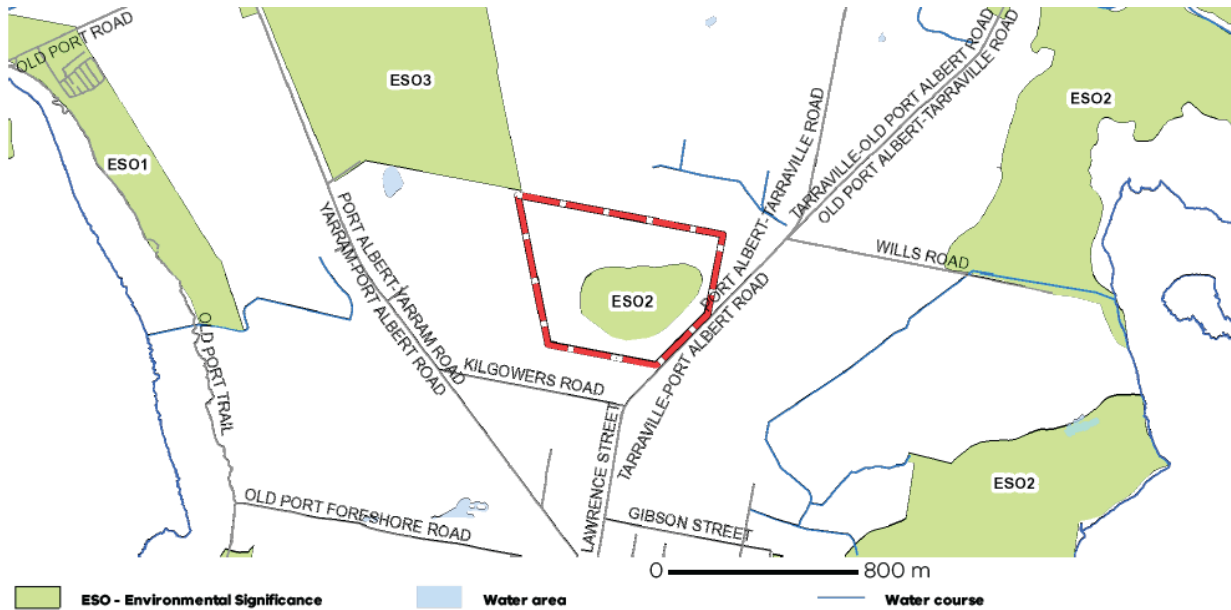


Figure 27: Racecourse reserve land subject to inundation &amp; heritage overlay

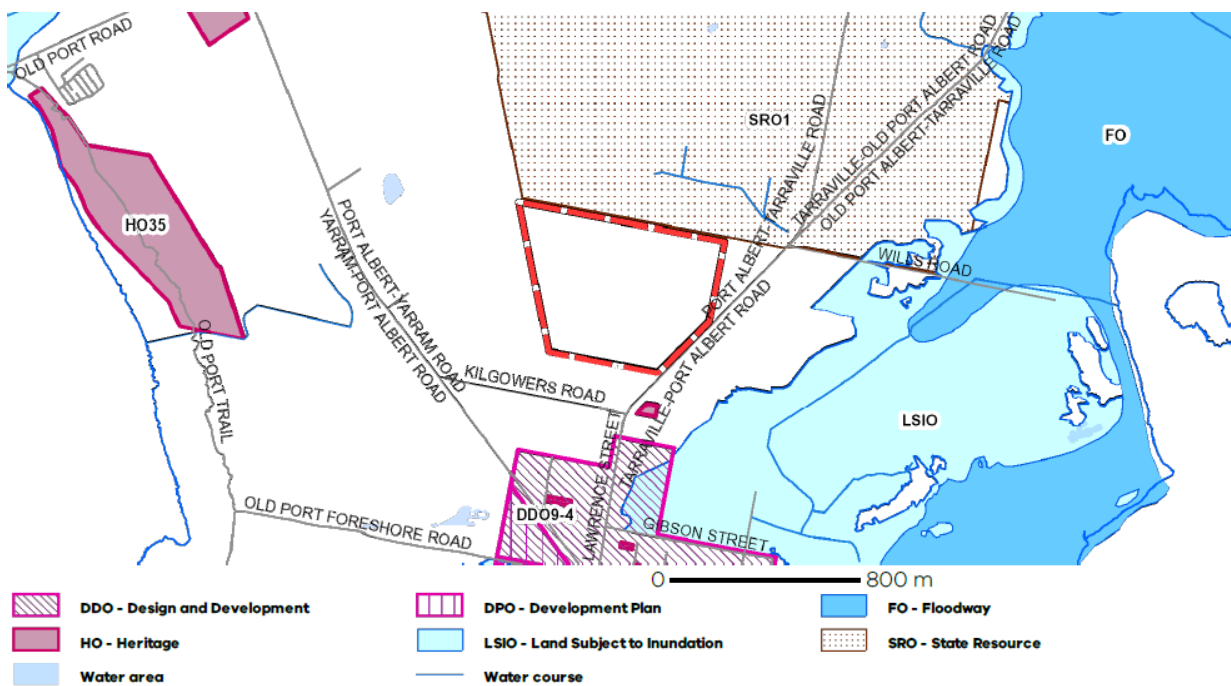


Figure 28: Racecourse reserve Aboriginal cultural heritage overlay

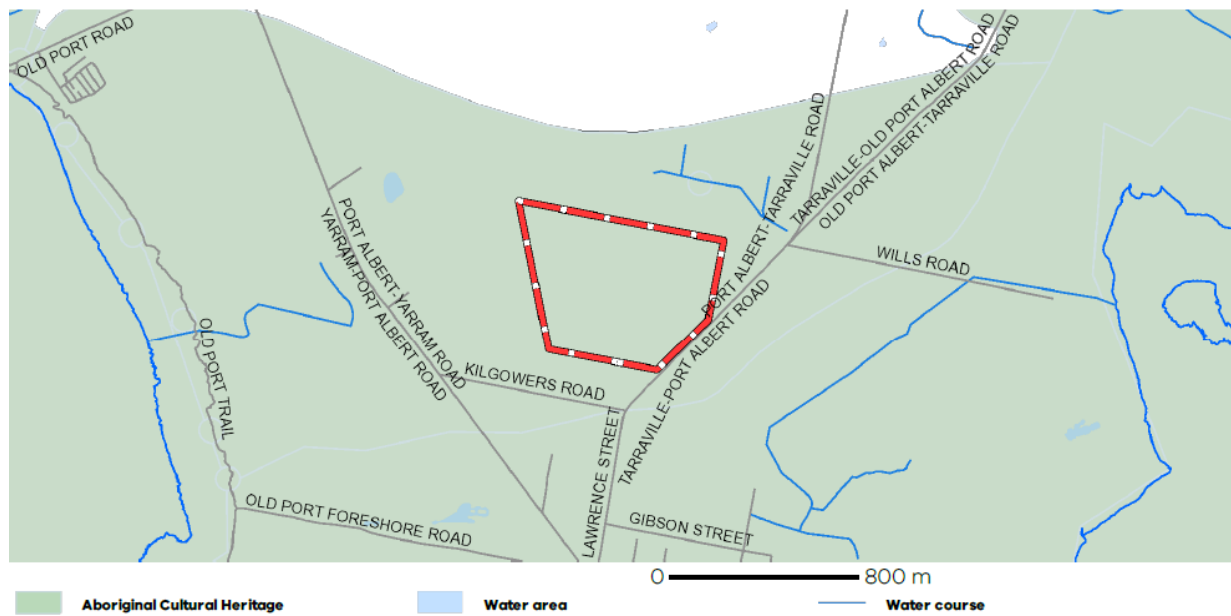




Figure 31: Seabank environmental significance overlay

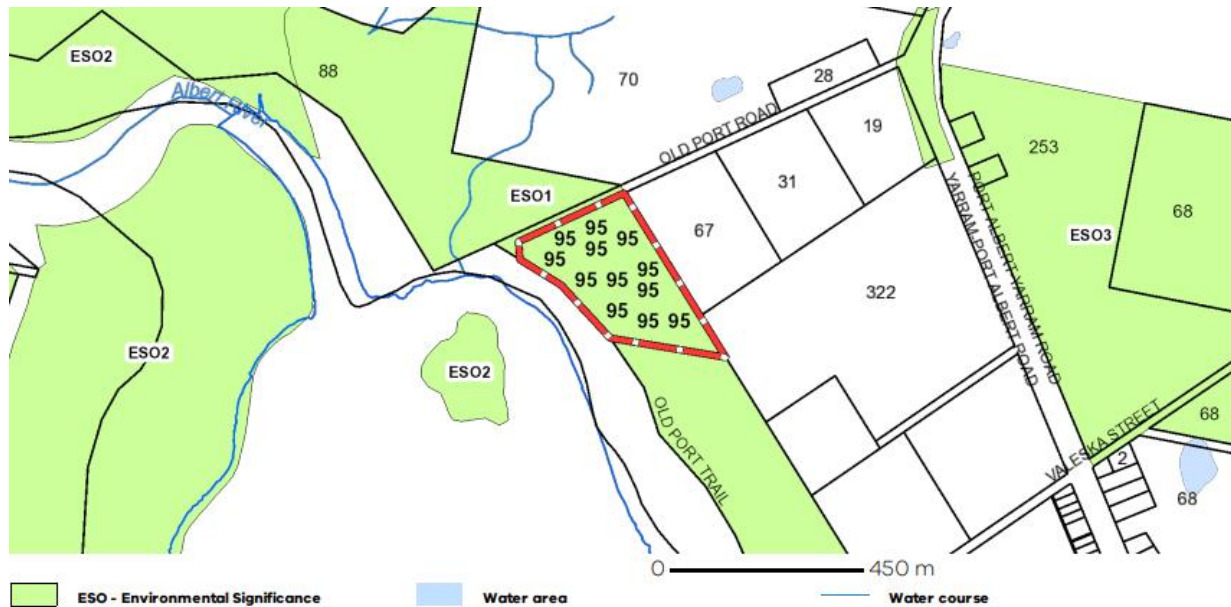


Figure 32: Seabank land subject to inundation &amp; heritage overlay

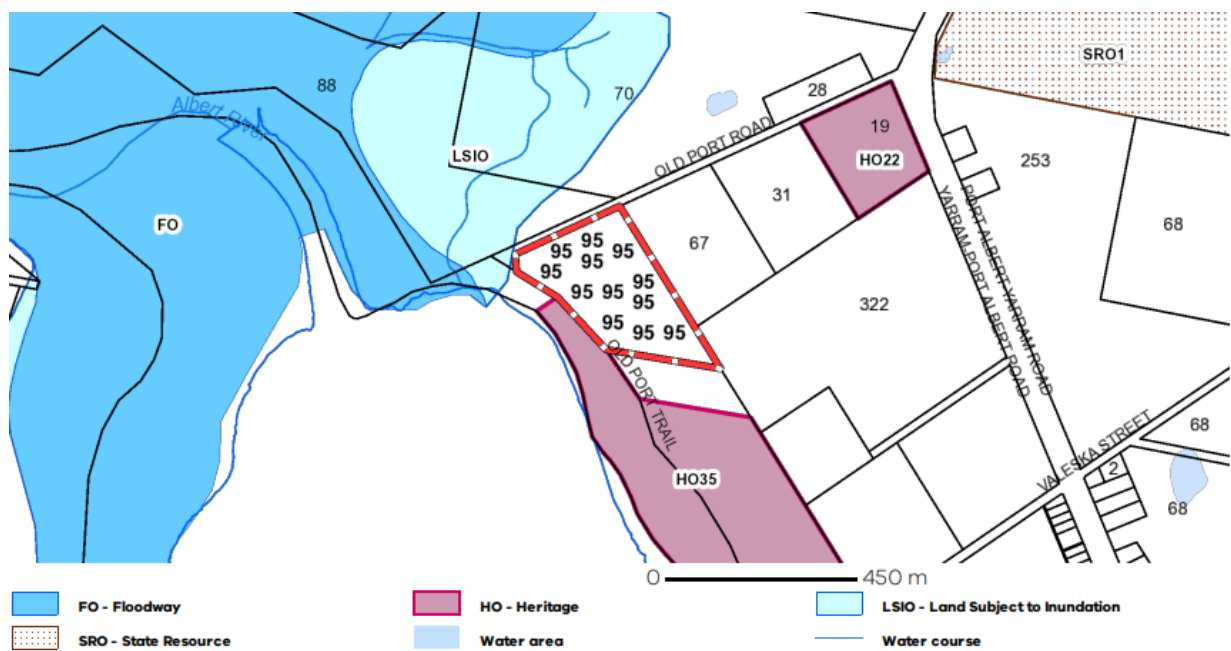
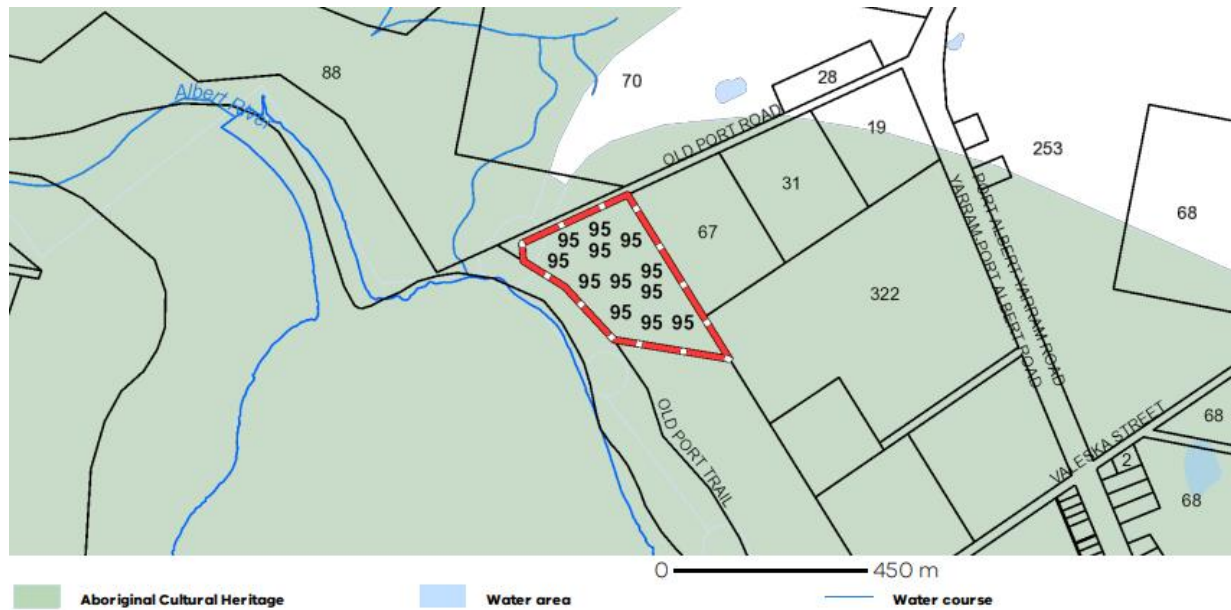


Figure 33: Seabank Aboriginal cultural heritage overlay





### + RV Overnight Stop & Rutters Park

These are combined because they are the one property on Vicmap.

Figure 34: RV overnight stop site zoning

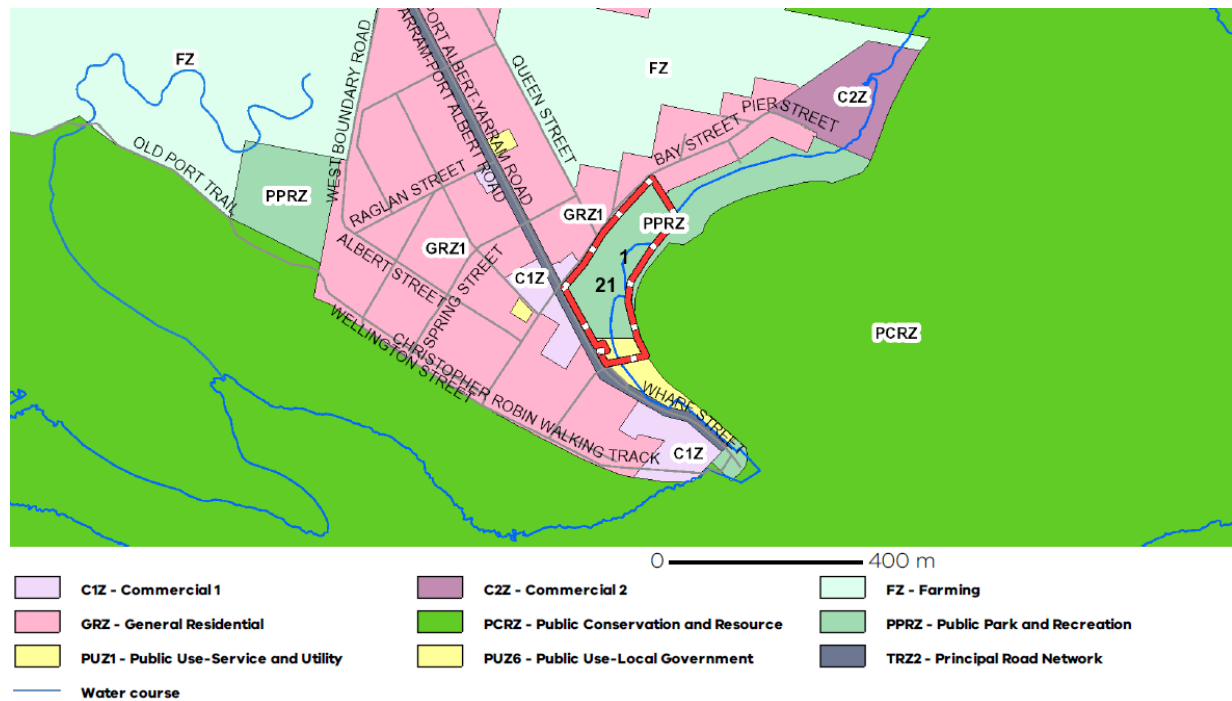


Figure 35: RV overnight stop environmental significance & bushfire overlay

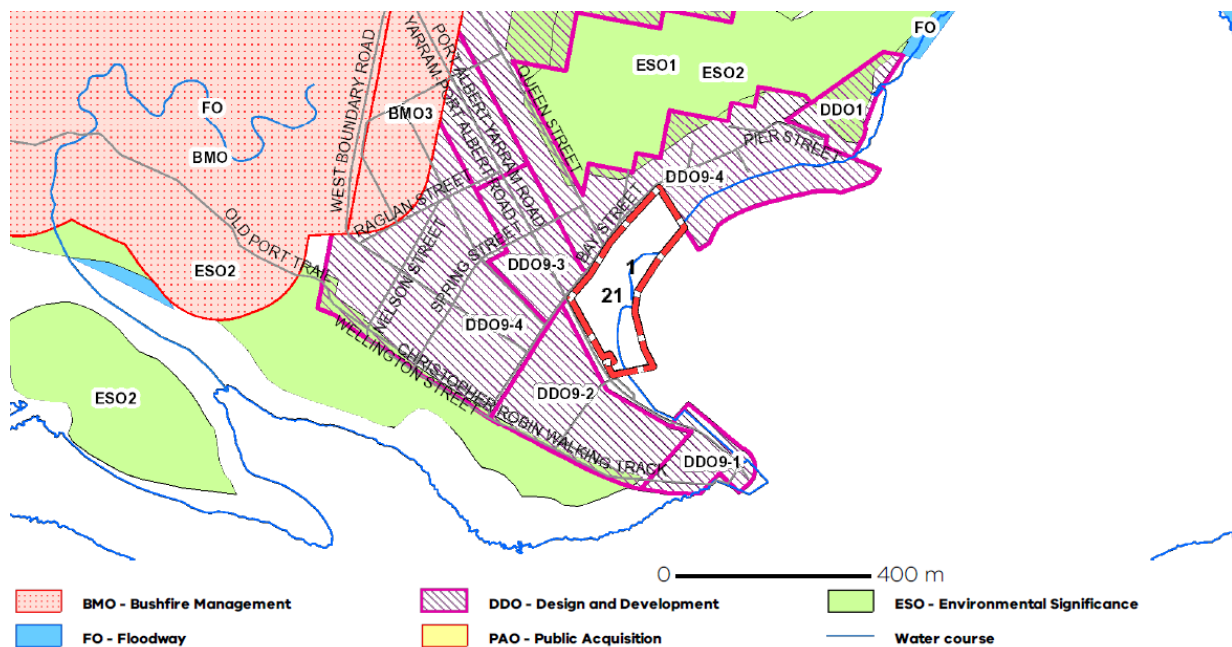


Figure 36: RV overnight stop land subject to inundation overlay

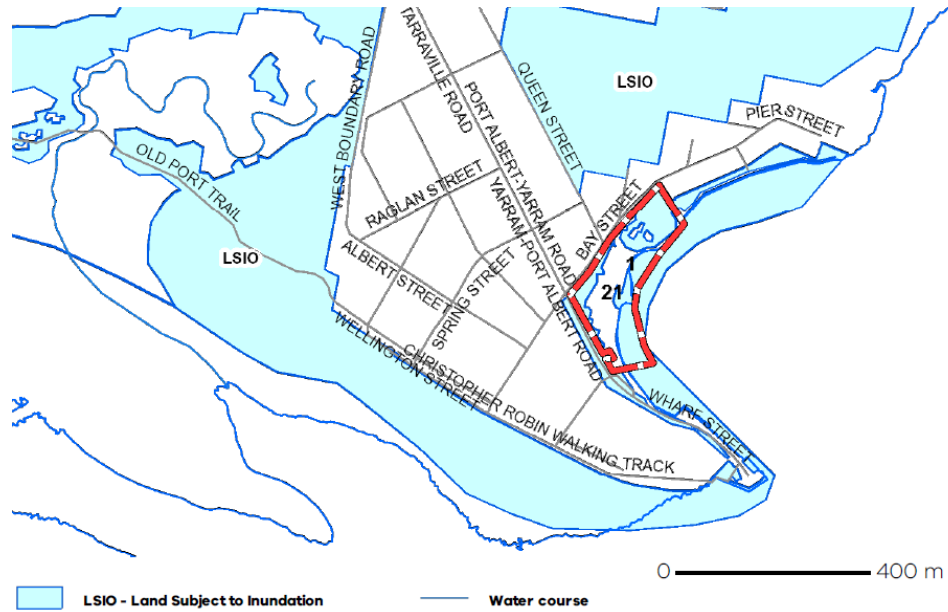


Figure 37: RV overnight stop heritage overlay

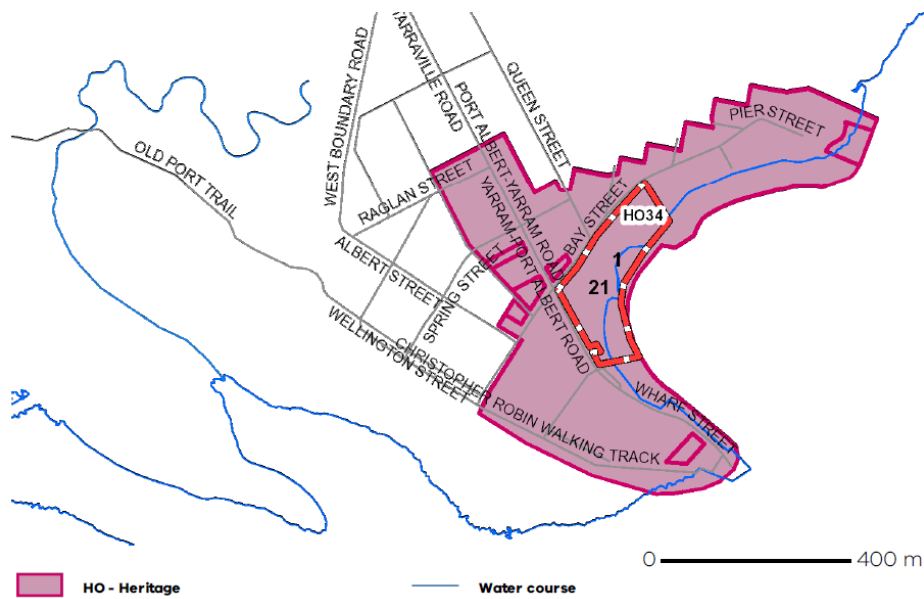
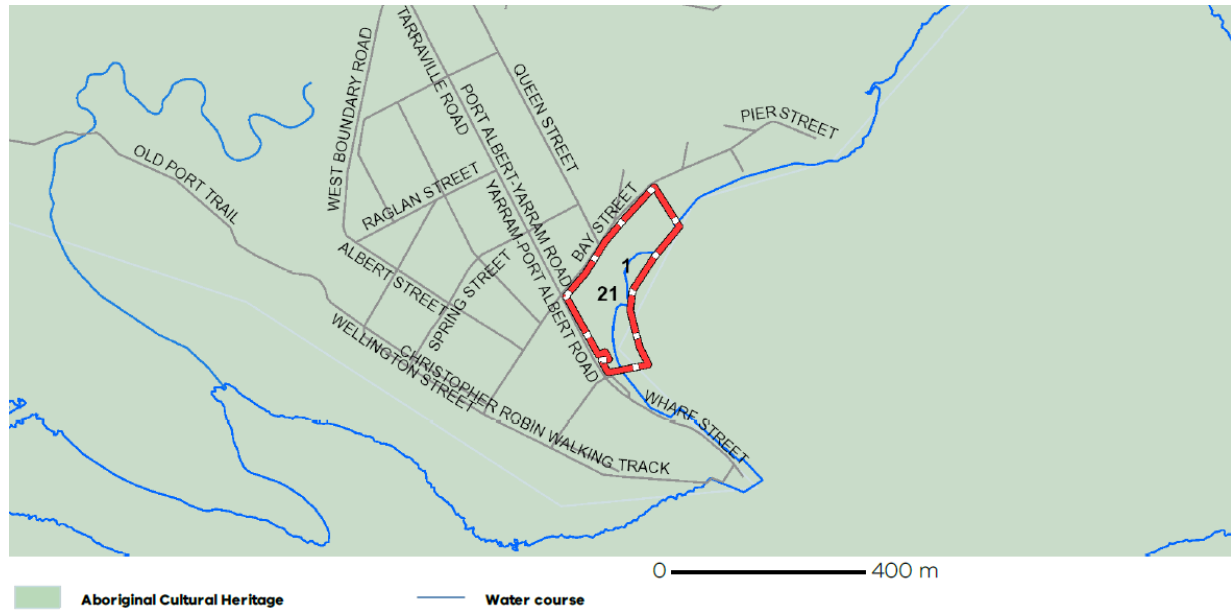


Figure 38: RV overnight stop Aboriginal cultural heritage overlay



## The Coates Site

Figure 39: The Coates site zoning

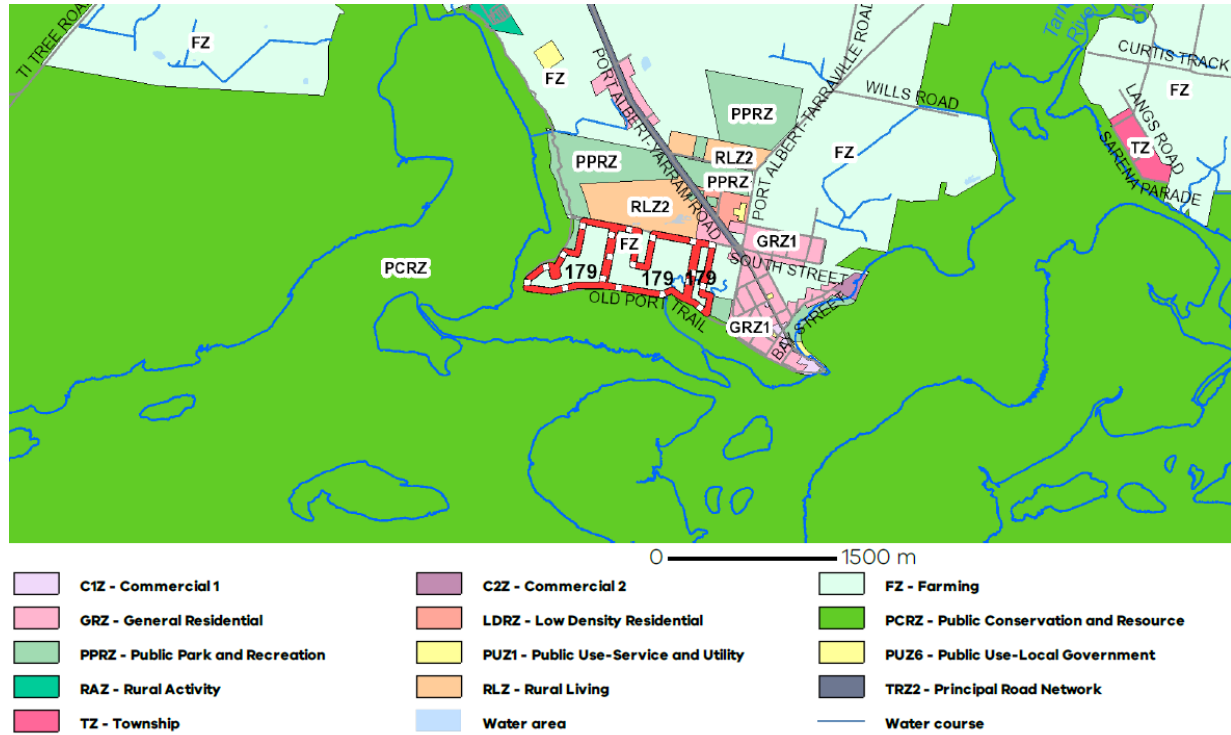


Figure 40: The Coates site bushfire management overlay

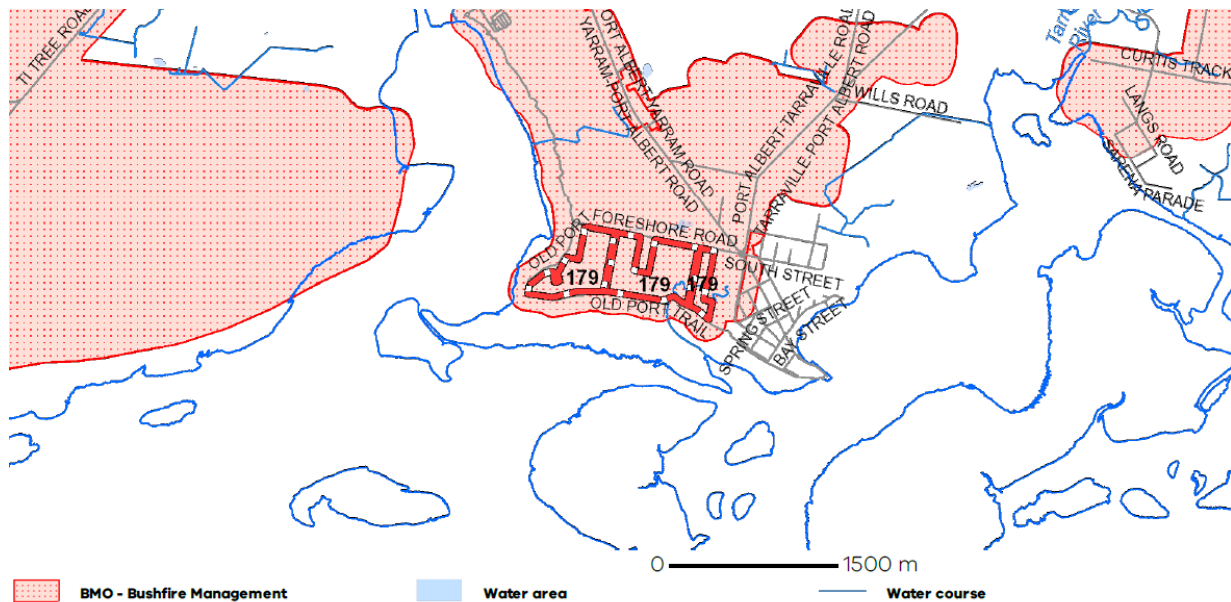


Figure 41: The Coates site environmental significance overlay

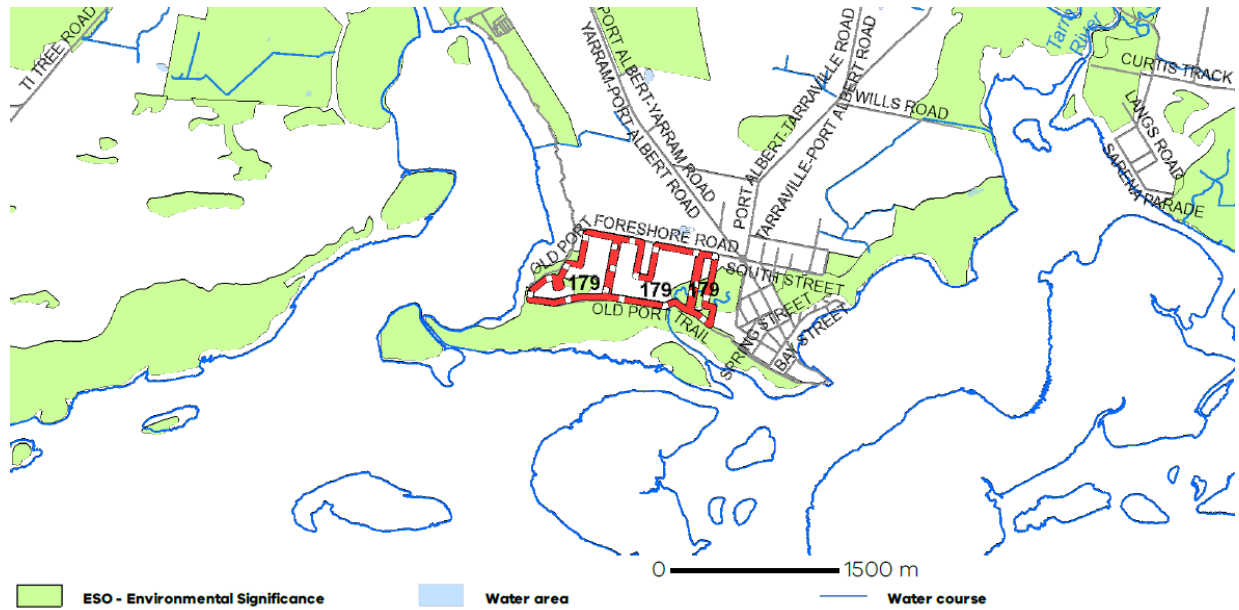
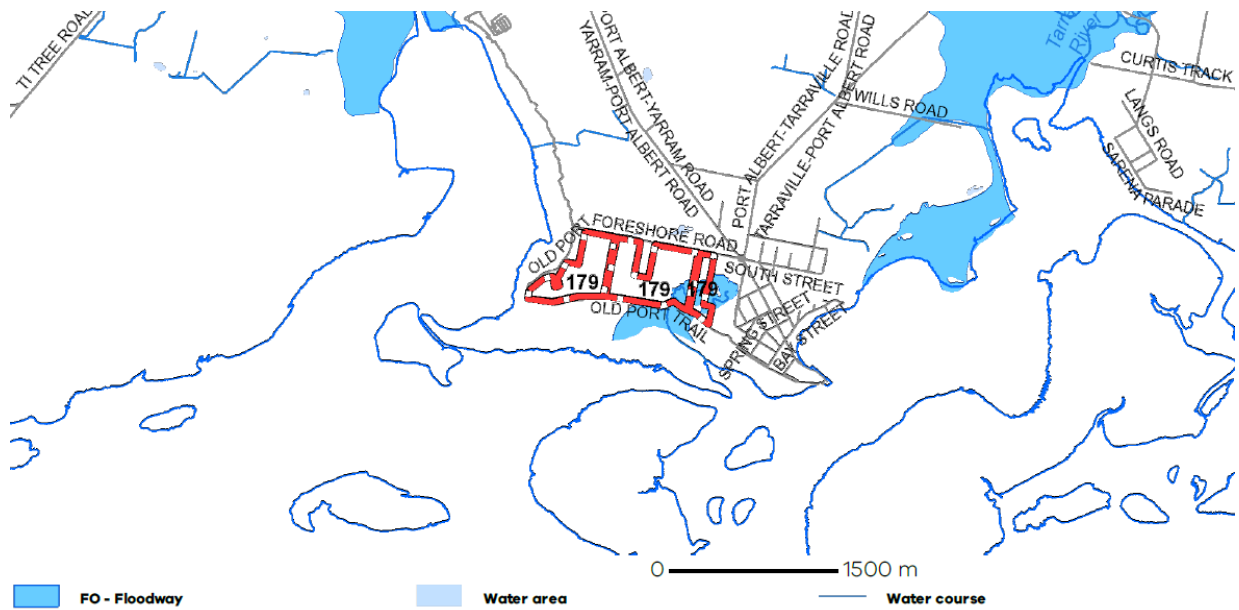


Figure 42: The Coates site land subject to inundation overlay





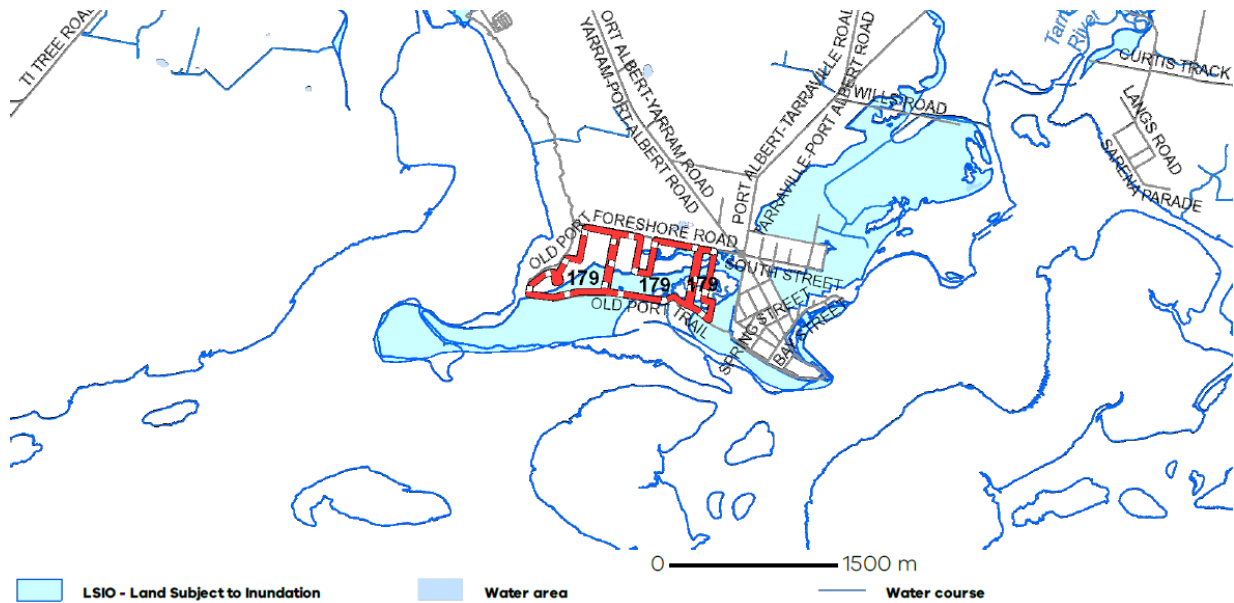


Figure 43: The Coates site heritage overlay

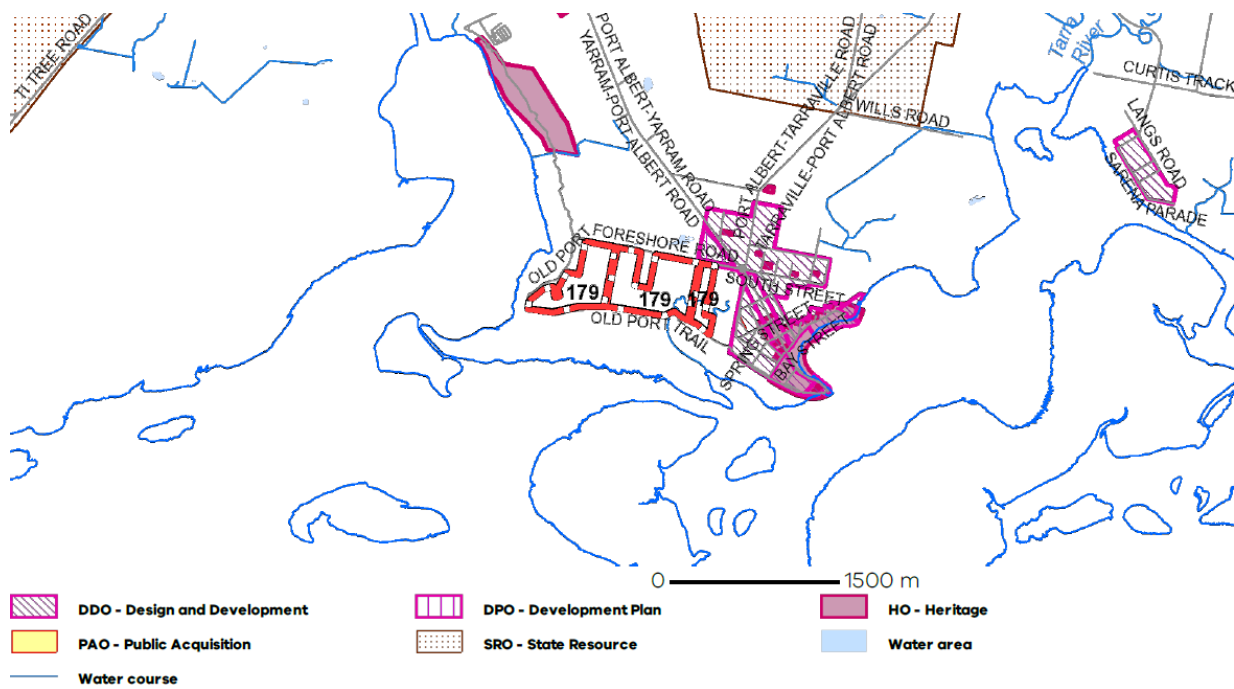
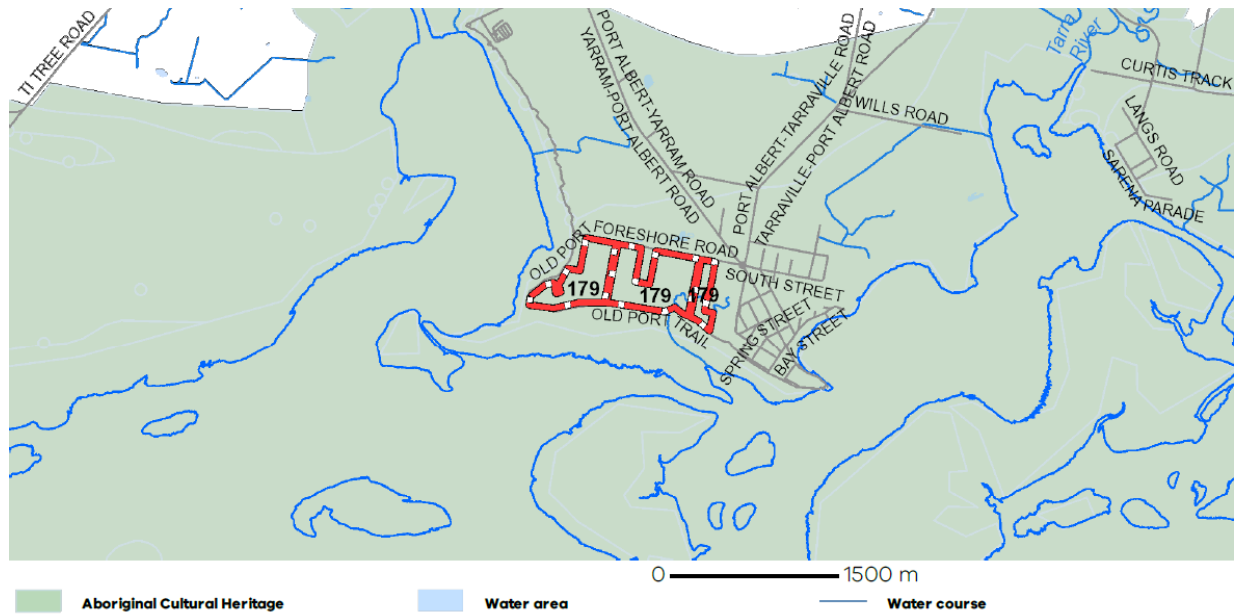
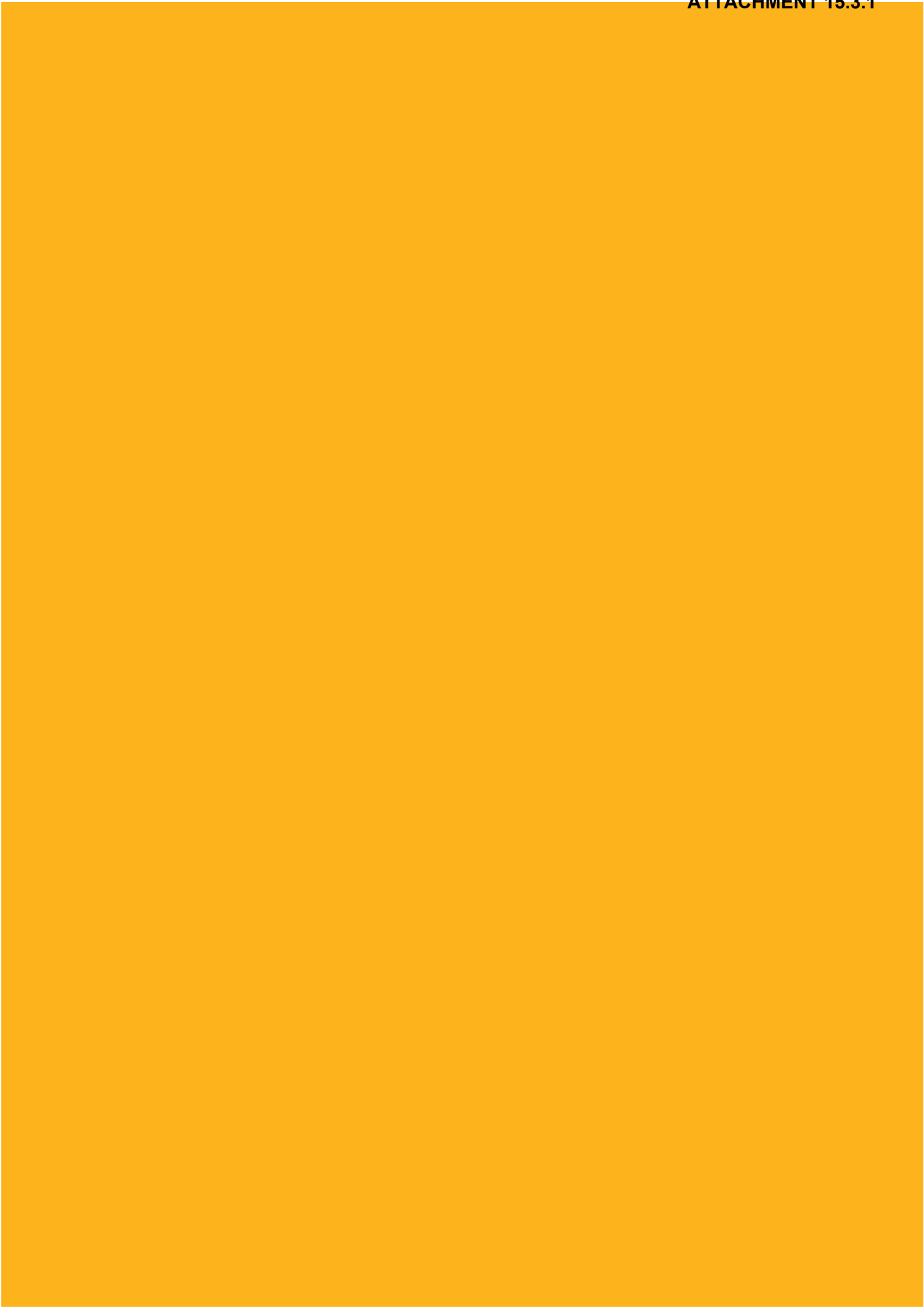


Figure 44: The Coates site Aboriginal cultural heritage overlay





## 16. GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT

### 16.1. PLACE NAMES COMMITTEE

#### ACTION OFFICER: MANAGER ASSETS AND PROJECTS

#### PURPOSE

The purpose of this report is for Council to receive the minutes of the Place Names Committee meeting held on 9 August 2022 and to consider the recommendations from that meeting.

#### PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

#### RECOMMENDATION

*That:*

- 1. Council receive and note the minutes of the Place Names Committee meeting held on 9 August 2022; and*
- 2. The Sale Oval and the netball facility at the Sale Oval retain their current names, being the Sale Oval and the K.J. Hogan Netball Facility respectively; and*
- 3. The name Hulse Place be approved for Stage 3 of the Daly Park subdivision in Maffra.*

#### BACKGROUND

The Place Names Committee is an advisory committee of Council that meets quarterly to make recommendations to Council on geographical place name issues.

#### ATTACHMENTS

1. Place Names Committee Meeting Minutes - 9 August 2022 [16.1.1 - 32 pages]

#### OPTIONS

Council has the following options available:

1. To receive the minutes of the Place Names Committee and consider the recommendations; or
2. Not to receive the minutes of the Place Names Committee and consider the recommendations and seek further information for consideration at a future meeting.

## **PROPOSAL**

That:

1. Council receive and note the minutes of the Place Names Committee meeting held on 9 August 2022; and
2. The Sale Oval and the netball facility at the Sale Oval retain their current names, being the Sale Oval and the K.J. Hogan Netball Facility respectively; and
3. The name Hulse Place be approved for Stage 3 of the Daly Park subdivision in Maffra.

## **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* provides Council the power to approve, assign or change the name of a road, but in doing so Council must act in accordance with the guidelines provided for under the *Geographical Place Names Act 1998*.

## **COUNCIL POLICY IMPACT**

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

## **COUNCIL PLAN IMPACT**

The Council Plan 2021-25 Theme 3 “Liveability and Wellbeing” states the following strategic outcome:

**Strategic Outcome 3.2:** *“An actively engaged community.”*

This report supports the above Council Plan strategic outcome.

## **RESOURCES AND STAFF IMPACT**

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



**COMMUNITY IMPACT**

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

**ENVIRONMENTAL IMPACT**

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

**ENGAGEMENT IMPACT**

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

**RISK MANAGEMENT IMPACT**

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



**PLACE NAMES COMMITTEE MEETING  
9 AUGUST 2022 AT 2:00 PM  
MACALISTER RIVER ROOM / TEAMS  
MINUTES**

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**ATTENDEES:**

Councillor Scott Rossetti (Chair)  
Councillor Gayle Maher  
Dean Morahan (Manager Assets & Projects)  
Sandra Rech (Coordinator Asset Management)  
James Blythe (GIS Officer)

**APOLOGIES:**

Councillor Carolyn Crossley

**MEETING OPENED:** 2:00 p.m.

**CONFLICT OF INTEREST:** Nil

**1.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETING**

It was moved:  
Cr Maher / Cr Rossetti

That the minutes of the previous Place Names Committee meeting on 10 May 2022 be accepted.

**2.0 CURRENT ISSUES**

**2.1 Street addressing issues, Earl Street, Woodside**

There are several issues regarding Earl Street, Woodside. The street numbering is not consistent and the constructed road segments are not contiguous.

It was moved at the May 2016 Place Names Committee meeting that a letter be sent to the Yarram Historical Society, Woodside Cemetery Trust and Woodside Primary School asking for road name submissions with a connection to the Woodside area and that Councillors arrange a road trip to visit the area.

Suggested names:

- Brennan – large property owner in Woodside
- Collins – large property owner in Woodside and local hotelier
- Buntine – prominent settler in the district. His wife gave birth to the first white child born in Gippsland.

It was moved at 8 August 2017 Place Names Committee meeting that the proposed names BRENNAN, COLLINS and BUNTINE be considered, along with the name LEAR from the ANZAC Commemorative Project; and  
That the Committee visit the Woodside area to view the roads.

It was moved at 14 November 2017 Place Names Committee meeting that:  
the section of Earl Street east of High Street and ending at Queen Street, remain named as EARL STREET; and

That the trafficable section of Earl Street west of High Street, Woodside, be renamed BUNTINE ROAD after a prominent settler in the district; and

That the section of Earl Street north of Victoria Street be renamed LEAR LANE after Eric Nightingale Lear, who died in France during the First World War and is commemorated on the Won Wron State School honour roll; and

That all properties accessing these sections of road be advised of this proposal and that it be advertised and that if no negative response is received within 30 days then apply to the Registrar of Geographic Names to formalise these names.

Letters were sent to the affected residents and one letter of objection has been received.

It was moved at 27 February 2018 Place Names Committee meeting that

- (i) Apply to the Registrar of Geographic Names for the trafficable section of Earl Street west of High Street to be renamed Buntine Road; and
- (ii) The section of Earl Street north of Victoria Street be renamed Lear Lane; and
- (iii) Letters be sent to affected property owners outlining the history behind the names selected.

On 20 March 2018, Council endorsed the above and the names were submitted to the Office of Geographic Names and are awaiting approval.

It was moved at 8 May 2018 Place Names Committee meeting that  
a letter be sent to the objector advising of the appeals process of Geographic Names Victoria as outlined in the Naming Rules for Places in Victoria and that this item remains open.

A letter was sent to the objector advising of the appeals process. Geographic Names Victoria has received a letter of appeal and no further advice has been received.

It was moved at 14 August 2018 Place Names Committee meeting  
that this item remains open.

Correspondence was received from Geographic Names Victoria and in response at the November 2018 Place Names Committee meeting it was decided that Councillor McCubbin

and Councillor Maher make contact with local historians for further information and at the February 2019 Place Names Committee meeting that this item remains open.

Following historical information received from several local historians that Agnes Buntine was worthy of recognition, it was moved at the 25 May 2019 Place Names Committee meeting that a letter be written to Geographic Names Victoria to reaffirm the decision to rename the trafficable section of Earl Street west of High Street, Woodside, BUNTINE ROAD. No further correspondence has been received.

It was moved at the 3 December 2019 Place Names Committee meeting that this item remains open.

Geographic Names Victoria has noted that there is a similar sounding name 'Bunting Track' in Blackwarry, 25km away from the proposed Buntine Lane, which under the duplicate name rule may be considered a potential risk to public safety.

It was moved at the 11 February 2020 Place Names Committee meeting that Councillor McCubbin contact the Woodside Primary School and request that the school children or school council propose road name suggestions to add to the Council Approved Road Names Register for use on roads in the Woodside area.

Due the coronavirus pandemic and the forced closure of schools, the above action was put on hold.

It was moved at the 12 May 2020 Place Names Committee meeting that this item remains open.

It was moved at the 11 August 2020 Place Names Committee meeting that the name BUNTINE be added to the Council Approved Road Names Register and that the recommendation from 11 February 2020 be actioned.

The Woodside Primary School has been contacted and the grade 5 & 6 students have submitted a list of names for consideration.

It was moved at the 23 February 2021 Place Names Committee meeting that:

- The trafficable section of Earl Street, west of High Street, be renamed Blue Wren Way; and
- A letter be sent to adjoining property owners and it be advertised that the trafficable section of Earl Street, west of High Street, be renamed BLUE WREN WAY, and if no objections are received within 30 days, then the name be registered with Geographic Names Victoria; and
- The Woodside Primary School be thanked for its contribution to the naming project and notified of the outcome.

The proposed name Blue Wren Way was advertised and adjoining property owners and Woodside Primary School contacted in writing.

One submission opposing the proposal was received.

The Committee considered the objection. As the proposed name conforms to the principles and statutory requirements of the naming rules and addresses the issue of public safety, the Committee upheld its decision to rename the western section of Earl Street, Blue Wren Way.

It was moved at the 12 August 2021 Place Names Committee meeting that:

- the trafficable section of Earl Street, west of High Street, be renamed Blue Wren Way; and
- a letter be sent to the objector informing them of the outcome and the reasons supporting it; and
- the name BLUE WREN WAY be registered with Geographic Names Victoria.

At the Council meeting of 21 September 2021 the above recommendation was ratified.

A submission was made to Geographic Names Victoria for BLUE WREN WAY to be registered and Geographic Names have advised that an appeal has been received and it is being reviewed.

It was moved at the 9 November 2021 Place Names Committee meeting that this item remain open pending the determination of the appeal by Geographic Names Victoria.

A reply has been received from the Registrar of Geographic Names which will require a response.

It was moved at the 10 May 2022 Place Names Committee meeting that the naming proposal be referred to the land manager, Parks Victoria, for their action and a letter be written to Geographic Names Victoria informing them that the naming proposal has been referred to Parks Victoria.

A letter was sent to Parks Victoria referring the naming matter to them as land manager, and a response was provided to Geographic Names Victoria who have since made further enquiries regarding this section of Earl Street.

Refer to Attachment 2.1.

As the naming proposal has been referred to Parks Victoria, no further action is required by Council at this time and the matter may now be closed.

**It was moved:  
Cr Rossetti / Cr Maher**

**That this item be closed.**

**CARRIED**

## **2.2 Recognition of indigenous females**

The names of three indigenous women were nominated by a local historian. The names have been forwarded to Gunaikurnai Land and Waters Aboriginal Corporation for endorsement.

**Parley** – one of two wives of Thomas Bungelene. Imprisoned with the rest of his family in Dandenong Police Paddocks. In June 1848 she and her two young sons were separated from the family, to the Merri Creek Orphanage.

**Mumbalk** (died 5 August 1848) – one of two wives of Thomas Bungelene. Died in captivity during imprisonment of Bungelene and his family in the search for the White Woman.

Bessie **Cameron** nee **Flower** (1851-1895) Aboriginal educator at Ramahyuck.

Refer to Attachment 2.2.

A response has not been received from GLaWAC.

### 2.3 Proposed road names for subdivision PS904015 off Mill Lane, Rosedale

The following road names are proposed by the developer for a subdivision off Mill Lane, Rosedale:

- Angus Place;
- Edith Street;
- Rhys Crescent;

The developer has been asked to provide background information on the names to ensure that they meet 'Principle H - Using Commemorative Names' of the Naming Rules for places in Victoria.

Furthermore, confirmation is sought as to whether the roads designated as Street and Crescent will eventually be open-ended roads in future stages of subdivision.

It should be noted that the use of first names in road naming is now permitted under the revised naming rules although last name is still preferred.

No response has been received from the developer to date.

Refer to Attachment 2.3 for the plan of subdivision.

### 2.4 Recognition of the Rule family, Stratford

A request has been received to name a road or feature within the Stratford area in recognition of the Rule family, which settled in the area from the early 1900s. They lived and owned farms at Redbank and Nuntin-Stratford district: Leonard Francis (Bill) Rule and Peggy Irene Rule and Eric James (Squib) Rule and Annie Kitty (Kit) Rule.

They served the community on various charities and committees. Some descendants of the Rules still own and are farming on these properties and are active members in the Stratford community to this day.

A duplicate name search in VicNames resulted in Rileys Road in the Stratford/Munro area.

The Stratford and District Historical Society has been contacted for further information on the Rule family and the following is a summary:

- The families moved to this area in the early 1900s.
- Eric & Bill were involved in the now defunct Stratford and Nuntin Racing Club.
- Eric was a Vice-President of our society when we moved into our existing premises.
- Kit and Peg were both very committed to community organizations, as most ladies of that time were. Kit was a valued member of our Historical Society for many years and President of the Stratford Bowls Club.
- Peg was a long-time member of the 'Red Cross', joining in 1945 and holding many positions, along with involvement in many other organisations. She received many citizenship awards, culminating with the awarding of an OAM in 2003.

It was moved at the 10 May 2022 Place Names Committee meeting that the name RULE, in recognition of the Rule family as early settlers of Stratford and their services to the community, be added to the Council Approved Name Register and be available to be used when appropriate subject to compliance with the duplicate name rule, and the proponent be notified of the outcome.



The name has been added to the Council Approved Name Register and the proponent notified.

**It was moved:  
Cr Maher / Cr Rossetti**

**That this item be closed.**

**CARRIED**

## **2.5 Proposal to rename Sale Oval in commemoration of Kevin Hogan**

Sale Football Netball Club Committee and Past Players Committee, in conjunction with the Sale Cricket Club, have made submission to rename Sale Oval with the name "Kevin Hogan" incorporated in the name.

While the groups involved are still to determine the specific wording for said name, they are seeking in-principle support from the Council's Place Names Committee.

Edited extract of submission:

*Kevin Hogan was an exceptional footballer and cricketer and his dedication, commitment and unwavering support to the sporting clubs beyond his playing years is worthy of such an honour and a fitting reward these bodies feel very strongly toward. Sale Oval is where Kevin's main focus and heart lives, therefore it is our belief that it be only fitting his name be proudly placed on this facility.*

The SNFC has sought permission from the Hogan family on the proposal and permission has been granted.

It should be noted that the netball facility at Sale Oval has been informally named 'K. J. Hogan Netball Facility'. Kevin Hogan has also been commemorated by way of a street named Hogan Drive in the estate off Cobains Road, Sale.

It was moved at the 10 May 2022 Place Names Committee meeting that this item be held over to allow for further discussion.

Refer to Attachment 2.5.

The naming proposal was raised with the Councillor group. As the netball facility at the site is already named in memory of Kevin Hogan, Council was supportive of this current arrangement and not supportive of renaming the Sale Oval as a significant community asset.

**It was moved:  
Cr Rossetti / Cr Maher**

**That:**

- **Kevin Hogan is worthy of having a facility named in his honour and that the netball facility at the Sale Oval is currently named the K.J. Hogan Netball Facility and that remain in place; and**
- **The Sale Oval to retain its current name.**

**CARRIED**

## 2.6 Proposal to rename section of Gordon St, Heyfield

As a result of street number allocation issues, it is proposed that the section of Gordon St north of George St, be renamed as a continuation of George St. The proposed renaming would also follow the current road alignment.

Whilst the physical datum of Gordon St is currently Mary St, the existing street addresses and current road layout suggest that the datum should be George St.

The only street address affected is the CFA shed which was previously addressed as 2A Gordon St. This property is to be re-addressed due to a subdivision along Gordon St that requires the numbers 2A and 2B to be assigned. The CFA has agreed to have its property renumbered to 33 George Street.

It was moved at the 10 May 2022 Place Names Committee meeting that the section of Gordon Street north of George Street be renamed as an extension of George Street, and to advertise this intention and if no objections are received within 30 days, then the name be registered with Geographic Names Victoria.

The proposal was advertised with submissions closing on 22 July 2022.

No submissions were received and the name change has been registered with Geographic Names Victoria.

**It was moved:  
Cr Maher / Cr Rossetti**

**That this item be closed.**

**CARRIED**

## 2.7 Naming of unnamed road off Swing Bridge Drive, Sale

Sale Field and Game Association Inc has requested that the unnamed road off Swing Bridge Drive, Sale, be named so that a street number can be assigned to a property for identification in the event of emergency.

Sale Field and Game Association Inc was invited to propose names but instead suggested that Sale Rotary Club be contacted for names due to their involvement in the upgrade/maintenance of the unnamed road.

Sale Rotary Club was contacted for naming suggestions and the name 'Heart Morass Lane' was proposed, on the basis that the road provides direct access to the southern side of the Sale Common (contiguous with the Heart Morass) and is the main access to the Heart Morass managed by Field and Game Inc.

Furthermore, historian and author Patrick Morgan in "The Settling of Gippsland " writes that the Heart took its name from three meanings including being the central area between the Latrobe and Avon Rivers. The Morass (or marsh) takes its name from the adjacent Heart squatting run which evolved with closer settlement and subdivision, in 1856, into a distinct farming area.

The name Heart Morass Lane will not meet the duplicate name rule and therefore will not be accepted by Geographic Names Victoria.

It was moved at the 10 May 2022 Place Names Committee meeting that this item remains open.

Refer to Attachment 2.7.

**It was moved:  
Cr Maher / Cr Rossetti**

**That the Sale Rotary Club be informed that Heart Morass Lane is an unsuitable name as it does not meet the duplicate name rule and be asked for new naming suggestions.**

**CARRIED**

### **3.0 GENERAL BUSINESS**

#### **3.1 Names reserved for subdivision in Stratford**

A developer has selected the names McNally Court and Hazlett Way from the Council Approved Names Register for the Avon Views subdivision in Stratford. After a duplicate name search was conducted, consent was given for this name to be used.

This is for the Committee's information only and no further action is required.

#### **3.2 Names reserved for subdivision in Yarram**

A developer has selected the following names from the Council Approved Names Register for a subdivision off Campbell Street, Yarram.

- Beaufort Street
- Gemmill Court
- Marrett Avenue
- Wirraway Street
- Chevalier Way
- Anson Lane
- Willman Street

After a duplicate name search was conducted, consent was given for the names Beaufort, Gemmill, Marrett and Wirraway to be used.

The names Chevalier Way, Anson Lane and Willman Street were not approved as they do not meet the duplicate name rule. The developer was requested to suggest alternative names in keeping with the military theme. A reply has not been received.

This is for the Committee's information only and no further action is required.

#### **3.3 Proposed street name for Daly Park Stage 3 subdivision, Maffra**

A developer has proposed the name 'Brown', in commemoration of James (Jim) Brown (1933-2007) for a road in Stage 3 of the Daly Park subdivision in Maffra.

A duplicate name search found Browns Lane in Tinamba, 5km away. The developer was requested to consider an alternative name and has thus proposed 'Hulse Place' (the naming

rules have recently been updated to allow first and middle names to be used, where a duplicate name exists).

Summary of biography:

- Great grandson of James Randle Hulse Brown (Publican of Star Hotel, Sale) and grandson of Frances Randle Hulse Brown (Publican of Star Hotel, Sale); great nephew of William Pearson (Kilmany Park);
- Jim & Maureen moved to Maffra in early 1963. He laid bricks at Sion College and Maffra Telephone Exchange. With work expanding, he employed many men reaching a total of 75 at one time. His crew bricklaying at Mid Valley, Traralgon Plaza, Sale Shire offices, Esso, Sale Complex, dairies, power stations, houses, motels, factories and shopping complexes;
- Jim & Maureen were involved with Maffra Football Club: on the Committee, goal umpire and became life members. He worked on the old clubrooms & donated bricklayers to do the Boisdale canteen.
- Jim had 4 Sons:
  - Ted took over the family bricklaying business until his death in 2021. Now his son Matt has taken over.
  - Richard started as a bricklayer then truck driver for local transport companies over the years; died in 2022
  - David died 1966
  - Peter is a local builder who has been self-employed for 38 years.

Refer to Attachment 3.3.

The name Hulse meets the duplicate name criteria.

**It was moved:**

**Cr Rossetti / Cr Maher**

**That the name Hulse Place be approved for Stage 3 of the Daly Park subdivision in Maffra and that this item be closed.**

**CARRIED**

### **3.4 Naming themes in subdivisions**

When approving names for developments, further guidance is sought from the Committee as to whether road names in a subdivision should have a consistent theme e.g. military, indigenous, flora and fauna names.

The Committee identified various subdivisions where a naming theme has been applied. Whilst the Committee encouraged naming themes in subdivisions, it should not be made mandatory as to make the process onerous for developers.

**It was moved:**

**Cr Rossetti / Cr Maher**

**That a guideline be developed and presented at the next meeting for further discussion.**

**CARRIED**

### **3.5 Revised Naming rules for places in Victoria**

Following a review of the naming rules in 2021, the State Government has released the new version of the *Naming rules for places in Victoria* document.

Some of the changes include:

- an individual to be associated with an area for 25 years (reduced from 50 years);
- allowing first and middle names to be used where a duplicate name exists, and also allow for easier recognition of female names;
- commemorative name of a deceased person to be considered two years posthumously; and
- names taken from a language other than English are acceptable and represent Victoria's diverse multicultural society as long as they are written in Australian English.

The Committee acknowledged the new naming rules which have taken effect.

### **4.0 NEXT MEETING**

9 November 2022

### **5.0 CLOSE**

Meeting closed at 2:20pm.

**Attachment for item 2.1**

Department of Environment,  
Land, Water and Planning

Geographic Names Victoria

Level 11, 2 Lonsdale Street  
Melbourne, Victoria 3000  
Telephone: 03 9194 0282  
DX 250639  
[www.delwp.vic.gov.au](http://www.delwp.vic.gov.au)

Our Reference: CR142015

[REDACTED]  
Wellington Shire Council  
PO Box 506  
SALE VIC 3850

Dear [REDACTED]

**WELLINGTON SHIRE COUNCIL'S PROPOSAL TO RENAME EARL STREET TO BLUE WREN WAY**

I refer to the council's naming proposal lodged on 30 September 2021 to rename Earl Street (west of High Street), to Blue Wren Way in Woodside.

I have reviewed the naming proposal in the context of the Naming rules for places in Victoria 2016 and considered issues raised in an appeal received by Geographic Names Victoria.

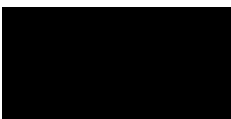
The following issues have been identified:

- Earl Street (west of High Street, Woodside) does NOT currently have 'road' status.
- The formed track currently bisects Crown Allotments administered by Parks Victoria.
- 'Earl Street' does not appear on Wellington Shire Council's Register of Public Roads.

The relevant naming authority is Parks Victoria. Clarification is required as to why the council believes it has naming rights, and if there has been consultation with Parks Victoria about renaming the formed track. Confirmation is also required as to the extent of Earl Street (west of High Street). The council's map displays this as a no-through road. Please confirm the road's extent to ensure an appropriate road type descriptor is assigned.

Furthermore, we require the council's rationale as to why the west side of High Street has been chosen for renaming as opposed to Earl Street, east of High Street.

Yours sincerely



Registrar of Geographic Names

20 April 2022

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OFFICIAL



6 July 2022



Geographic Names Victoria  
Department of Environment, Land, Water, and Planning  
Level 11, 2 Lonsdale Street  
Melbourne VIC 3000

Dear [REDACTED]

**RE: WELLINGTON SHIRE COUNCIL'S PROPOSAL TO RENAME EARL STREET TO BLUE WREN WAY**

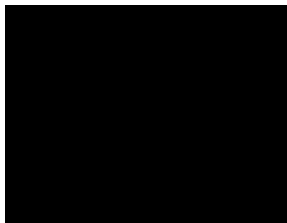
Thankyou for your letter of 20 April 2022, regarding the proposal to rename a section of Earl Street, Woodside following your review of the proposal and subsequent appeal received by Geographic Names Victoria.

You identified that Earl Street, west of High Street, does not currently have road status and does not appear on Wellington Shire Council's Register of Public Roads, and the majority of the trafficable portion of this section of Earl Street does indeed bisect Crown Allotments administered by Parks Victoria. It is Wellington Shire Council's understanding that a road does not need to be on the Register to be named and in fact the Naming Rules for Places in Victoria, state that a road is considered to be any public or private land-based thoroughfare or course navigable by vehicle or foot. As you have identified that the majority of this section of road is on Parks Victoria land, then the need to rename this section of Earl Street will be referred to Parks Victoria for their consideration.

In 2016 it was identified that some street addresses are not contiguous and some sections of roads are not trafficable. In the event of an emergency it would be confusing to identify the correct property in a call. Likewise it would be difficult to determine the correct access route. Discussions with residents resulted in Lear Lane being renamed from Earl Street for this reason. The majority of properties addressed to Earl Street, west of High Street are not actually on Earl Street and so the Place Names Committee of Council determined that there would be less impact renaming that section of road.

The Place Names Committee has now decided to refer this matter to Parks Victoria and Wellington Shire Council will take no further action in regard to renaming this section of Earl Street.

Yours sincerely



14 July 2022



[REDACTED]  
Regional Director - Eastern Region  
Parks Victoria  
71 Hotham Street  
Traralgon VIC 3844

Dear [REDACTED]

**RE: PROPOSAL TO RENAME SECTION OF EARL STREET, WOODSIDE**

On behalf of Council's Place Names Committee, I am writing this letter to you concerning Wellington Shire Council's former proposal to rename the section of Earl Street, Woodside, west of High Street/South Gippsland Highway.

Earl Street is comprised of two detached segments located either side of High Street/South Gippsland Highway. The street addressing along Earl Street is not contiguous thus may cause difficulties in identifying properties in the event of an emergency.

As the western section of Earl Street is not actually within the road reserve that was intended for it and less properties would be impacted by renaming than the eastern section, Council proposed to rename the western section Blue Wren Way.

In making a submission to Geographic Names Victoria, it was then brought to Council's attention that this section of Earl Street is located on land owned by Parks Victoria and consequently Council does not have the authority to rename the road as it is not the land manager.

Council is now referring the renaming proposal to Parks Victoria (the naming authority) for consideration. Wellington Shire Council will take no further action in the renaming proposal.

The renaming proposal has a complex history dating back six years and I have included in another attachment to this e-mail the applicable background information to assist your organisation to make an informed decision in relation to this matter.

If you require any further background information please feel free to contact me on [REDACTED] or you can send an e-mail to [placenames@wellington.vic.gov.au](mailto:placenames@wellington.vic.gov.au).

Yours sincerely,

[REDACTED]



## BACKGROUND INFORMATION

### Street addressing issues, Earl Street, Woodside

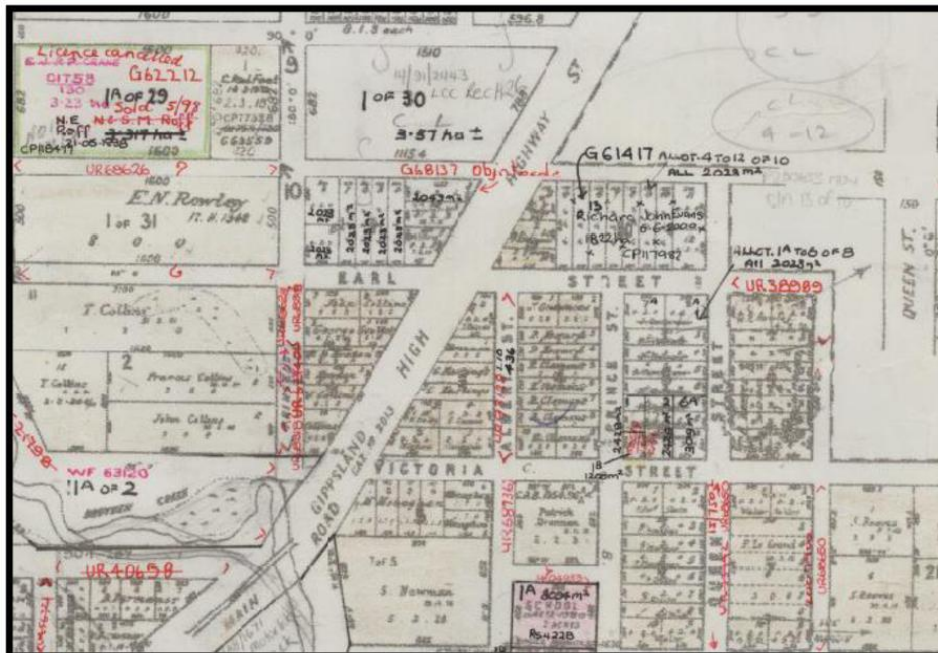
There are several issues regarding Earl Street, Woodside. The street numbering is not consistent and the constructed road segments are not contiguous.

In May 2016, the Place Names Committee of Council considered various roads in Woodside where some road segments were not trafficable and considered renaming some roads. In considering road names, the following organisations were consulted for general road name suggestions; Yarram Historical Society, Woodside Cemetery Trust and Woodside Primary School as well as affected residents in the area.

In February 2018, the trafficable section of Earl Street west of High Street, Woodside, was proposed to be renamed Buntine Road after a prominent settler in the district who gave birth to the first European child in Gippsland and at the same time a section of Earl Street east of the highway and north of Victoria Street was renamed Lear Lane.

Following one objection, Geographic Names Victoria noted that there was a road with a similar sounding name 'Bunting Track' in Blackwarry, 25km away from the proposed Buntine Lane, which under the duplicate name rule may be considered a potential risk to public safety.

In February 2021 it was decided to rename the trafficable section of Earl Street, west of High Street, Blue Wren Way, with one further objection received upon advertising the proposal. Geographic Names Victoria have advised that as the majority of this section of Earl Street runs through Parks Victoria Land, Wellington Shire Council is not the naming authority and hence it is now being passed onto Parks Victoria for consideration.



**From:** [REDACTED]  
**Sent:** Thursday, 28 July 2022 11:40 AM  
**To:** [REDACTED]  
**Subject:** RE: OFFICIAL-Sensitive: FW: Change Request 142015 - Naming Proposal - Renaming Earl Street, Woodside

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Good morning [REDACTED]

Geographic Names Victoria, have the following questions, are you able to assist in providing a short/brief response.

- Does the Council service and maintain the road in question known as Earl Street, West of High Street?
- If so where is the rubbish collection point exactly for the property on this road?
- Is the road name currently signposted?

Thanking you in advance.

Kind regards

[REDACTED]  
**SGV Project Officer** | Surveyor-General Victoria  
[Surveying and Spatial](#) | [Land Use Victoria](#) | [Department of Environment, Land, Water and Planning](#)

Working remotely .

[REDACTED]

**Attachment for item 2.2**

From: [REDACTED]  
 Sent: Wednesday, 19 August 2020 12:31 PM  
 To: [REDACTED]  
 Subject: Putting her Name on it - Wellington - Indigenous

Hello [REDACTED],

Here is a formal nomination of three names for Indigenous Women. However I believe the first two at least should be subject to consultation with someone with speciality in 1840s Indigenous History. Possibly [REDACTED] may be the one to consult as to where that would be best sourced. I know [REDACTED] sourced their names from original documents, but I think it will still need some sort of corroboration / support.

So I am sending this in earlier than others, so that can commence.

[REDACTED]

---

**Names of Indigenous Women for consideration for recognition**

**Parley** – one of two wives of Bungelene. Imprisoned with the rest of his family in Dandenong Police Paddocks. June 1848 she and her two young sons were separated from the family, to the Merri Creek Orphanage.

**Mumbalk** (died 5 August 1848) – one of two wives of Thomas Bungelene – died in captivity during imprisonment of Bungelene and his family in the search for the White Woman.

Both the above should be referred to an appropriate Indigenous authority for a formal response as to their history and support for naming.

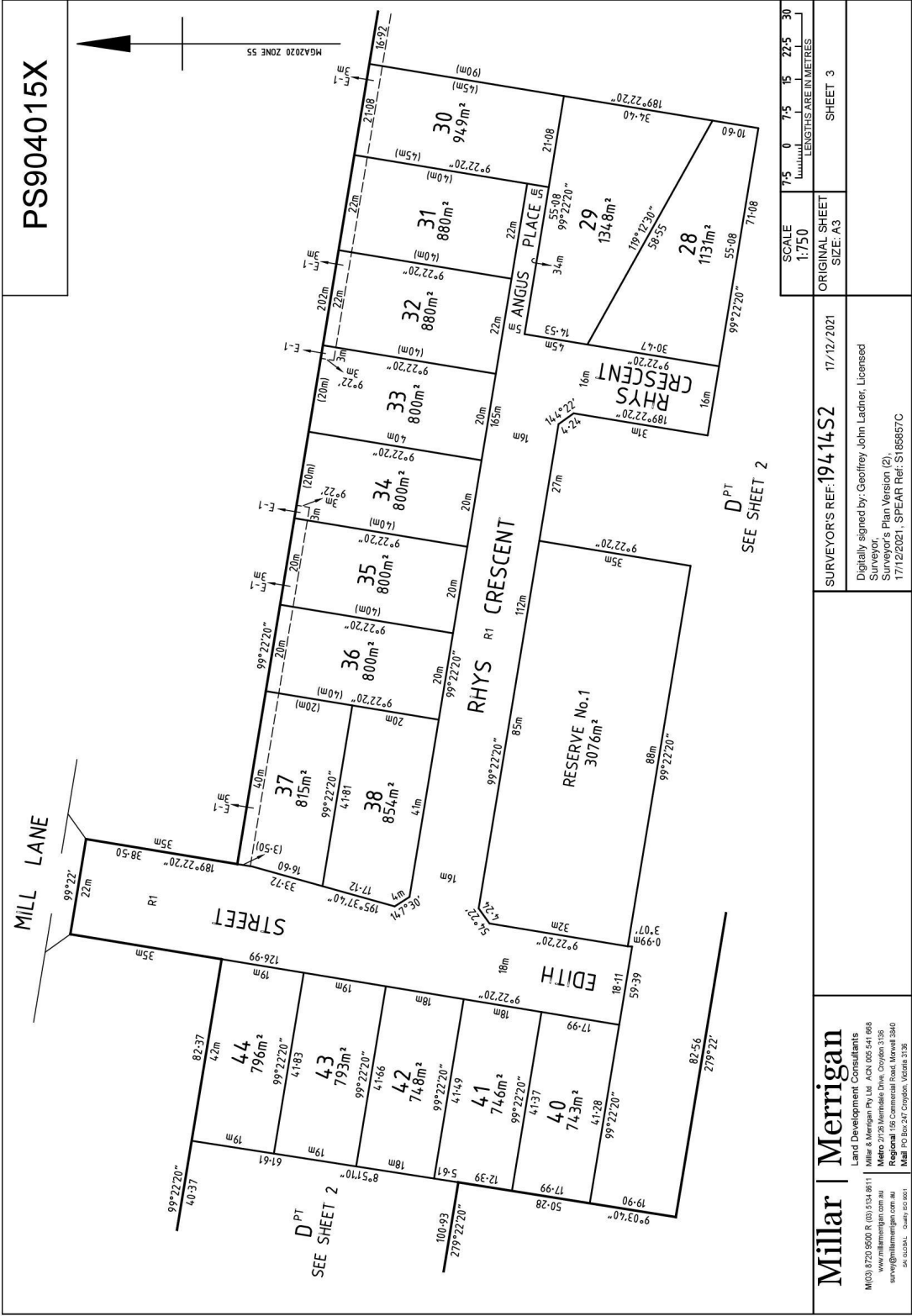
My source: Peter Gardner "Gippsland Biographies: Bungelene (died 1848)" in *Gippsland Heritage Journal* #10, June 1991, page 58. Primary sources are given there.

Bessie **Cameron** nee **Flower** (1851-1895) Aboriginal educator at Ramahyuck. The Cameron name may be in use, but Flower may not. I am in contact with family who are providing a biography.

In the meantime, see Australian Dictionary of Biography online:  
<http://adb.anu.edu.au/biography/cameron-elizabeth-bessy-12834>

I am sure local consultation would lead to more names being suggested.

Attachment for item 2.3





**Attachment for item 2.5**

From: [REDACTED]  
Date: Fri, 18 Feb 2022, 10:57 am  
Subject: Consideration of Renaming of the Sale Oval  
To: [REDACTED]

Dear Wellington Shire Councillors & Associates,

On behalf of the Sale Football Netball Club Committee and Past Players Committee and in conjunction with the Sale Cricket Club, I have been asked to formally submit a request for your consideration in the renaming of the Sale Oval (Palmerston St.) to have the name "Kevin Hogan" included in the structure of the title.

While the groups involved are still to determine the specific wording for said name, they would firstly like to know if this proposal has the possibility of being agreed to by the Councils Place Names Committee.

The groups would certainly be guided by and be happy to incorporate any requirements the Council have in this request.

In his own right he was an exceptional footballer & cricketer, he was a family man of the highest values, his dedication, commitment and unwavering support to the sporting clubs beyond his playing years is worthy of such an honour and a fitting reward these bodies feel very strongly toward.

We are all well aware of the many years Kevin dedicated his time to the Sale community, not only as a player but later as an administrator, visionary, advisor and later simply supporter. I think we all still see him with a camera or two around his neck.

While he touch the lives of many within the District, we believe the Sale Oval is where Kevin's main focus and heart lives, therefore it is our belief that it be only fitting his name be proudly placed on this facility.

The user groups firmly understand this is a substantial decision and something not to be taken lightly but we also believe this is a worthy name for a fitting venue, something all before and all going forward will be proud of.

In advance, thanks for your time and consideration and we look forward to hearing from you following your next Names Place Committee meeting.

Regards,

[REDACTED]

M [REDACTED]

E: [REDACTED]

**From:** [REDACTED]  
**Sent:** Thursday, 21 April 2022 9:47 AM  
**To:** [REDACTED]  
**Subject:** Fwd: Hogan Response

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Hi [REDACTED],

Just an update on the latest development in our quest to rename the Sale main oval/reserve in honour of Kevin Hogan.

As per an attached email from one of Kevin's sons [REDACTED], permission by the Hogan family has been given for us too proceed with this desire.

I believe your Committee will be meeting in few weeks and we look forward to hearing from you.

Thanks for your time and consideration.

Regards,

[REDACTED]

----- Forwarded message -----

**From:** [REDACTED]  
**Date:** Wed, 20 Apr 2022, 11:08 am  
**Subject:** Hogan Response  
**To:** [REDACTED]

Hi [REDACTED] after talking to the rest of the Hogan clan they were all delighted with what the SFNC past players are proposing and therefore on behalf of the family I can state the following:

To the Past Players of SFNC,

On behalf of the Hogan family I give the permission of the SFNC to pursue the options of either having the current Sale Oval name changed or part of the complex to be named after our father Kevin John Hogan. I am happy to be contacted at any time to discuss the content of this email. Once again and on behalf of the Hogan family I would like to thank the past players of the SFNC on this undertaking.

Regards [REDACTED].

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**Attachment for item 2.7***Sale Field and Game Association Inc.*

ABN 42 758 454 627



PO Box 790  
 SALE VIC 3850  
[secretary@salefga.com.au](mailto:secretary@salefga.com.au)

17<sup>th</sup> March 2022

Chief Executive Officer  
 Wellington Shire Council  
 18 Desailly Street  
 SALE VIC 3850

[enquiries@wellington.vic.gov.au](mailto:enquiries@wellington.vic.gov.au)

Dear Sir

**ROAD NAMING & PROPERTY IDENTIFICATION.**

Sale Field and Game Association Inc., either owns, or partly owns two properties located within the Wellington Shire. Access to both of these properties is via unnamed roads, which has recently created considerable difficulty and delay in relation to emergency response.

In this regard, it is my understanding that every property should be allocated a unique identifying number, which should be displayed at the primary entrance to the property.

It is my further understanding, that the unique identifying number is recorded and recognised by all service organisations, including emergency service organisations to assist in response to issues and emergencies.

The two properties referred to above, are more particularly described as follows:

**Property # 1 - Refer to Photo Map showing road route to access property.**

Sale Field and Game Association – Clay Target Shooting Range.  
 Lot 1 PS 424868Q Parish of Coolungoolun  
 C/Title Vol 10669 Fol 926  
 Google Earth Ref: 38° 12.050' S 146° 59.743' E

Access to this property is generally from **ROSEDALE-LONGFORD ROAD**, via **CHESSUM ROAD**, thence via a HVP named road known as **5 WAYS TRACK**, thence via another HVP named road, known as **SHOTGUN TRACK**.



**Property # 2 - Refer to Photo Map showing road access to property.**

WET Trust (Field and Game Association of Australia) property known as "The Heart".  
(Unfortunately I do not have relevant Title information).  
Google Earth Ref: 38° 8.719'S 147° 6.064'E

Access to this property is generally from the **SOUTH GIPPSLAND HIGHWAY**, thence via **SWING BRIDGE DRIVE**, thence via an **UNNAMED ROAD** from the Swing Bridge, roughly parallel with the North bank of the Latrobe River, to the property entry, located just east of Flooding Creek.

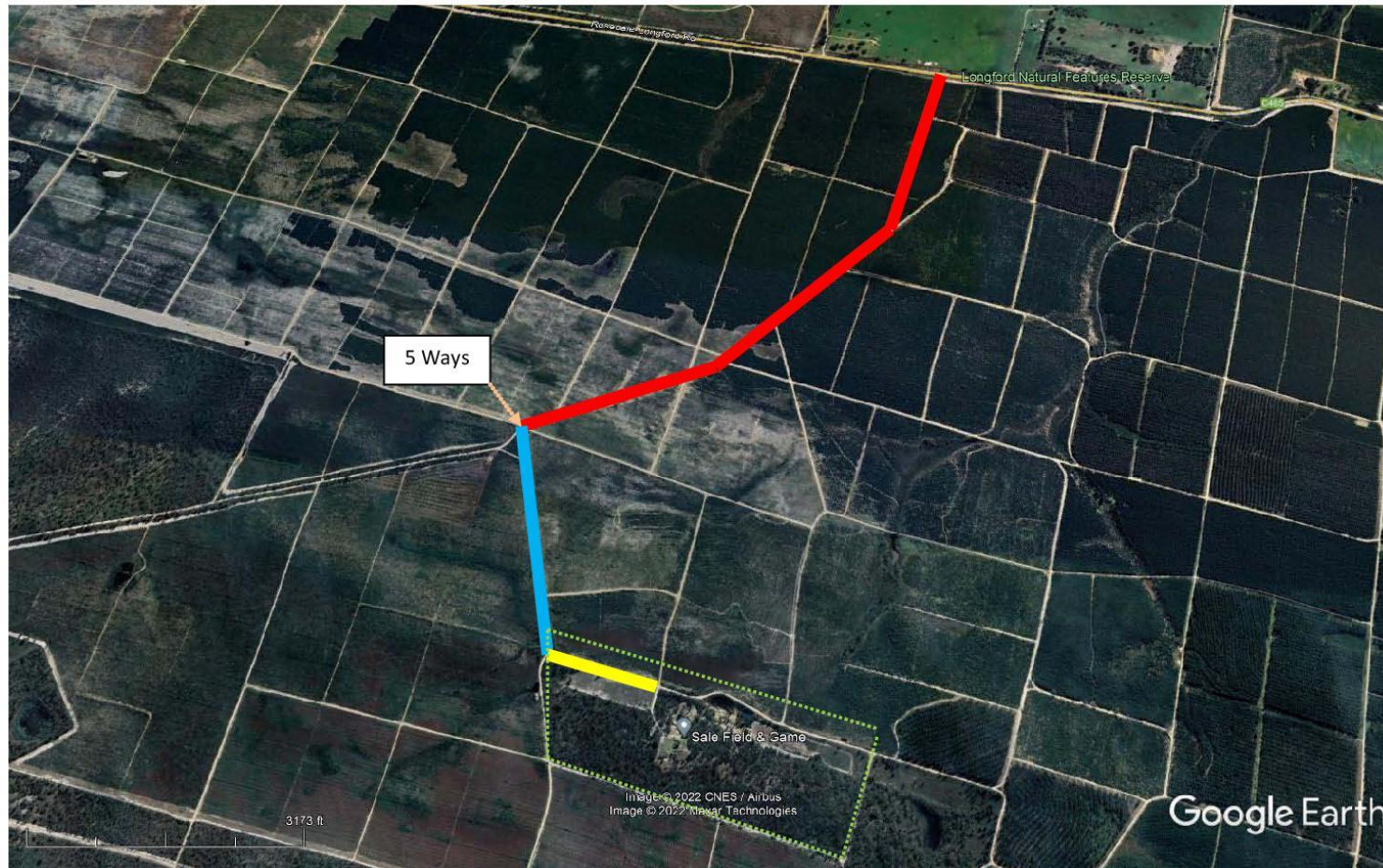
Your assistance in this matter is requested and will be appreciated. I will be happy to discuss further with relevant staff, if this will be of assistance and may be contacted as follows;

Mobile Telephone: [REDACTED]  
Email: [REDACTED]

Yours faithfully,

[REDACTED]

SALE FIELD AND GAME ASSOCIATION Inc. Road route to property from Rosedale-Longford Road, Longford  
Lot 1 PS 424868Q Parish of Coolungoolun - C/Title Vol 10669 Fol 926



FGA/Road Route to Range

Chessum Road (RED)

5 Ways Track (BLUE)

Shotgun Track (YELLOW)

Approx. Property boundary



Map showing access to WET Trust (Field and Game Association of Australia) property known as "The Heart".



FGA/Road from Swing Bridge to Heart prop

**From:** [REDACTED]  
**Sent:** Thursday, 24 March 2022 2:17 PM  
**To:** [REDACTED]  
**Subject:** Re: ROAD NAMING & PROPERTY IDENTIFICATION

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G'day [REDACTED]

Following our telephone discussion yesterday, the matter of a possible name for the (unnamed road) serving The Heart property was discussed at Sale Field and Game Association Meeting last night.

Members were grateful for the opportunity to suggest possible name/s, but decided to decline to do so, believing it was better for Council to determine a suitable road name.

The recent involvement of the Sale Rotary Club in upgrade/maintenance of this road was however noted. It was further noted that the Sale Rotary Club may have some thoughts in this regard.

I therefore wish to draw this information to your attention, and suggest contact be made with the Sale Rotary Club.

Kindly let me know if you require any further information.

Regards

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** Wednesday, 23 March 2022 11:48 AM  
**To:** [REDACTED]  
**Subject:** FW: ROAD NAMING & PROPERTY IDENTIFICATION

Good morning [REDACTED],

Following on from our telephone discussion this morning, I am attaching some documents to assist Sale Field and Game Association Inc. in making suggestions for naming the unnamed road used to access the property at The Heart.

One of these documents is the Council Approved Names Register, a list of names already approved by the Place Names Committee and Council for use in naming roads and features. You may select a name from this list, appropriate to the locality (subject to meeting the 15km duplicate name criteria). Alternatively, Sale Field and Game Association Inc. may suggest its own names, which must meet the naming criteria in the *Naming Rules for places in Victoria* document, also attached. Refer specifically to *Section 2 – General Principles* and *Section 3 – Roads*.

As for assigning a street number to the property off Chessum Road at Longford, Council will contact HVP to seek verification of the road names 5 WAYS TRACK and SHOTGUN TRACK and permission to formally register these road names with Geographic Names Victoria for the purposes of property identification. The only concern I have is that Geographic Names Victoria may not approve of 5 WAYS TRACK as the name does not meet the naming rules.

Please submit the naming suggestions no later than Friday 29 April 2022, to allow for sufficient time for the proposal to be included on the Place Names Committee meeting agenda for 10 May 2022. Submissions may be made to either myself or [PlaceNames@wellington.vic.gov.au](mailto:PlaceNames@wellington.vic.gov.au). The selected name, once approved by PNC and Council, will then be publicly advertised and if no objections are received, registered with Geographic Names Victoria.

If you require any further information on the naming process, please don't hesitate to contact me by email or telephone [REDACTED].

Kind regards,

[REDACTED]



[REDACTED]

[REDACTED]



♻️ Consider the environment. Do you really need to print this email?

Council acknowledges the Gunaikurnai People as the Traditional Owners of the land that is now Wellington Shire.

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**From:** [REDACTED]  
**Sent:** Monday, 25 April 2022 3:39 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Invitation for Naming Suggestions - Unnamed Road Off Swing Bridge Drive Sale.

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Dear [REDACTED]

On behalf of the Rotary Club of Sale I am responding to your invitation to submit naming proposals for the unnamed road off Swing Bridge Drive to the entrance to the property managed by Field and Game Australia Inc.

We understand that Field and Game Australia Inc. have suggested that the Rotary Club of Sale be given an opportunity to make naming suggestions given our involvement in providing significant funding support for maintenance of this unnamed road. We are supporting this road upgrade including resheeting as a part of the Wetlands Trails Project which aims to complete the network of trails around the Sale Common. This is a project undertaken in partnership with the Wellington Shire Council (ref. Tim Rowe) and Parks Victoria as the relevant land managers.

Thank you for providing useful feedback on some of the options canvassed with you over the past few weeks. We have also consulted directly with Field and Game Australia Inc. and local historians such as Peter Synan. While disappointed that the original common name, Punt Lane, used for many years to describe the route from Sale to Longford via Aitkens Punt (later Gerrards) crossing of the Latrobe River near the junction of the Flooding Creek tributary, is unlikely to obtain approval, our preference is to retain a close naming connection to the obvious historic and geographic features of the area. This will assist in achieving the purpose of the road naming which is to provide relevant reference for way finding to and within the area.

Therefore we propose that the unnamed road be titled: **Heart Morass Lane.**

Rationale:

1. The road provides direct access to wetlands managed by both Parks Victoria and Field and Game Australia Inc.
2. The road is an extension of the Swing Bridge Drive and provides access directly to the southern side of the Sale Common (contiguous with the Heart Morass) managed by Parks Victoria and is the main access to the Heart Morass managed by Field and Game Inc.
3. These wetlands have been known since the early settlement of the Sale (originally Flooding Creek) district of the Central Plain of Gippsland in 1841.
4. Historian and author Patrick Morgan at p.45 in "The Settling of Gippsland " published by the Gippsland Municipalities Association in 1997, writes that the Heart took its name from three meanings including being the central area between the Latrobe and Avon Rivers.
5. The Morass (or marsh) takes its name from the adjacent Heart squatting run which evolved with closer settlement and subdivision, in 1856, into a distinct farming area.
6. The Heart Morass is mentioned on more than 3 dozen occasions in the publication "The Heart of Gippsland" authored by Janice Wise and Judy Hirst, published in 2011 by the Sale and District Family History Group.
7. On its face the common use of the name "Heart Morass" is a straightforward identifier for the locality and provides a name for what is an obvious boundary to the Morass.
8. The unnamed road is unlikely to become more than an access track to the two parcels of land and for access to fishing spots along the Latrobe River, thus the term "Lane" is more fitting than the designation of Road.

Please do not hesitate to contact me if you require any further information.

Regards,

[REDACTED]

**Rotary Club of Sale**

[REDACTED]

**Attachment for item 3.3****From:** [REDACTED]**Sent:** Friday, 5 August 2022 1:19 PM**To:** [REDACTED]**Cc:** [REDACTED]**Subject:** RE: Place Names Committee - Next meeting

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Hi [REDACTED]

Thanks for the update on the Naming Rules.

Can you please submit the name “**Hulse**” for acceptance by the place names committee at the meeting next Tuesday?

If accepted, this name will be use in Stage 3 as shown below as “Hulse Place”.

**From:** [REDACTED]**Sent:** Tuesday, 2 August 2022 2:35 PM**To:** [REDACTED]**Cc:** [REDACTED]**Subject:** Re: Place Names Committee - Next meeting

Thanks for that [REDACTED]. I'll add it to the agenda for next week's meeting. I take it that the family has given consent to the proposed name?

The only issue with the proposed name is that there is currently Browns Road in Tinamba, 5km away, so it doesn't meet the duplicate name criteria. I just discovered that the State Government released a revised set of Naming Rules earlier this year, which now allows for use of first/middle names if a name is already duplicated. As Jim/James is already in use, then either Randle or Hulse may be an option that meets the duplicate name criteria whilst retaining a connection to the family name.

Let me know by end of the week if your client wishes to consider these other names as backup options.

Regards,

[REDACTED]



**From:** [REDACTED]  
**Sent:** Tuesday, 2 August 2022 12:49 PM  
**To:** [REDACTED] PlaceNames <placenames@wellington.vic.gov.au>  
**Cc:** [REDACTED]  
 [REDACTED]

**Subject:** RE: Place Names Committee - Next meeting

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Hi [REDACTED]

The proposed road name for the place names committee for consideration is "Brown".  
 The name is to be used in Stage 3 of Daly Park in Maffra.  
 A biography is provided below.  
 Please advise if this name is acceptable and can be presented to council for approval.

**James (Jim) Brown: Born 14/8/1933 - Died 19/12/2007**

Great grandson – James Randle Hulse Brown (Publican of The Turf Club Hotel Buln Buln, then the Star Hotel Sale).

Grandson – Frances Randle Hulse Brown (Publican Star Hotel Sale)

Great Nephew of William Pearson (Kilmany Park)

Married Maureen Willis, They 4 son's Edward (Ted)Dec, Peter, Richard Dec & David Dec.

Jim & Maureen moved to Maffra Early 1963. As there was more Brickwork in the area. He layed Bricks at the Sion College Sale 2 storey classrooms, Maffra Telephone Exchange. With work expanding he employed many men of all ages reaching a Total of 75 at one time. Laying Bricks for Dairy's to Power stations, House's to Motel's, Factorie's to Shopping Complexes.

Traveling From Maffra to Mildura, Warrnambool, Hamilton, Camperdown, Waurn Ponds, Rosebud, Pakenham, Cowes, Tidal River, Yarram, Warragul, Morwell, Traralgon, Sale, Bairnsdale, Lakes Entrance, Mount Hotham, Merimbula, Jindabyne and many more places.

His crew Bricklaying at Midvalley, Traralgon Plaza, Sale Shire offices, Esso, Sale Complex where the Designers wanted a weatherboard look. So Jim went to Stratblox in Stratford to see if they could make a block mould with a sloping Face for the Job and they did.

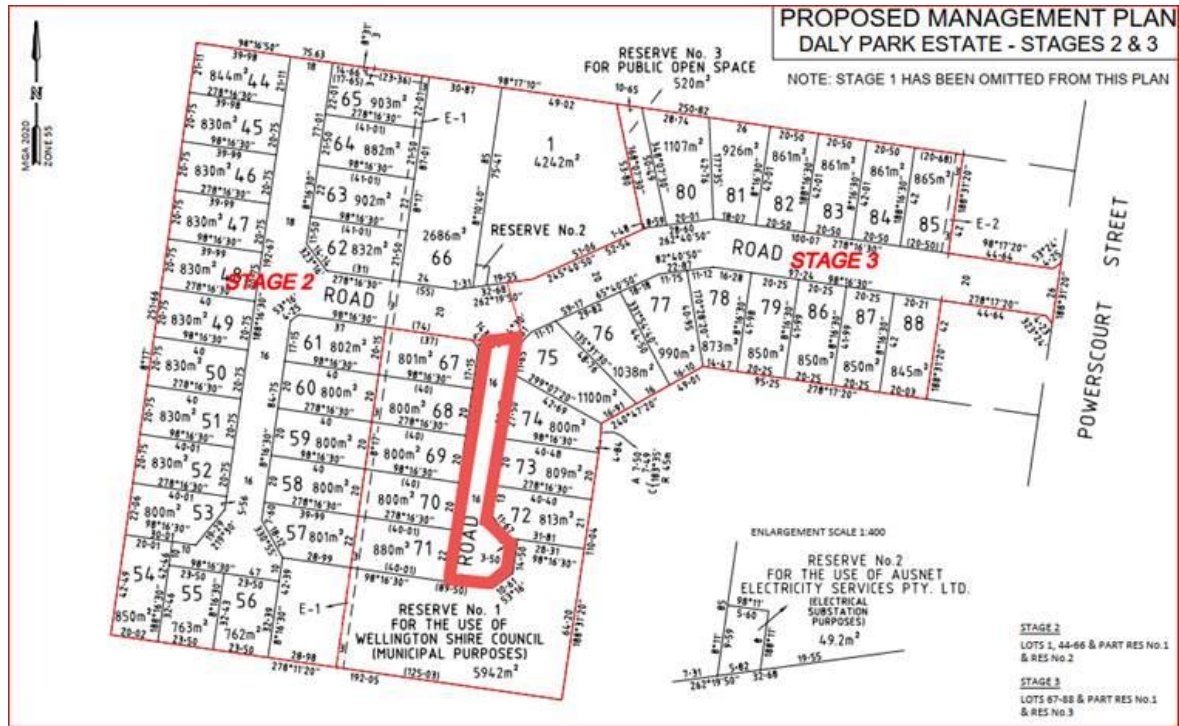
Local school Teacher [REDACTED] would often ring Jim to see if he had work for boys who where losing interest in school.

Jim & Maureen got involved with Maffra Football Club, On the Committee, Goal Umpire & selling many raffle Ticket's also employing many Footballer's with them both being Life Members to the Football Club. He worked on the old clubroom's & Donated the Bricklayers to do the Boisdale Canteen.

At one stage Jim had 3 Sons working for him & he was proud of that

- Ted took over the Family Bricklaying business Died 21/6/2021. Now his son [REDACTED] has taken over.
- Richard started as a Bricklayer then Truck Driver for local transport companies over the year's Died 12/3/2022
- David Died 1966
- Peter is a local Builder who has Self employed for 38 years.

Jim purchased a few farms over time Boisdale, Valencia Creek & Freestone Park Briagolong.



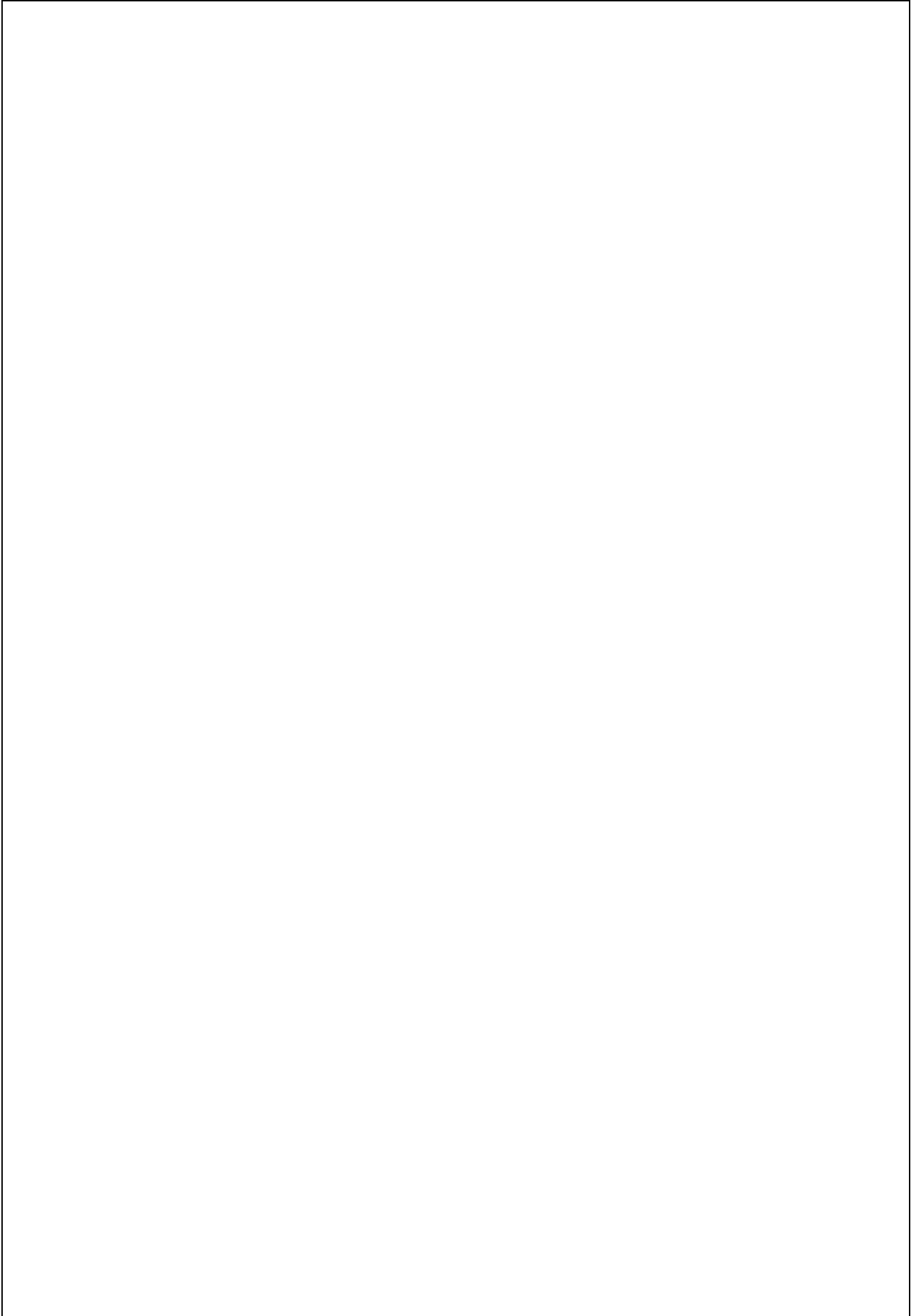
**BW**

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A \_\_\_\_\_

W \_\_\_\_\_

P \_\_\_\_\_



## 16.2. UNUSED ROAD LICENCE - ROAD OFF EREMIN COURT WURRUK

### ACTION OFFICER: MANAGER BUILT ENVIRONMENT

#### PURPOSE

The objective of this report is for Council to consider an application received to provide consent for a section Government Road off Eremim Court in Wurruk to be deemed an unused road for the granting of an unused road licence by the Department of Environment, Land, Water and Planning (DELWP).

#### PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

#### RECOMMENDATION

***That Council, pursuant to section 400 of the Land Act 1958, gives notice that Government Road south of Crown Allotment 1A in the Parish of Wurruk Wurruk is not required for public traffic and is therefore an unused road.***

#### BACKGROUND

The property owner of 36 Eremim Court (CA 1A) in Wurruk whose land abuts a Government Road is seeking to obtain an unused road licence over of this section of Government Road from the DELWP and is requesting Council determine that this road is unused and not required for public traffic, in order to facilitate their licence application.

The section of the Government Road south of Crown Allotment 1A in the Parish of Wurruk Wurruk is currently unused as a road and is fenced within the property and has been this way for a number of years.

The road is not listed on Councils register of public roads and the road is not maintained by Council under its Road Management Plan. Through the applicant, DEWLP is seeking confirmation from Council that this section of Government Road is unused and is not required for public traffic before issuing an unused road licence. The section of road subject to this application is shown in Attachment 1.

The property owner application process through DELWP requires their application for an unused road grazing licence to be publicly advertised. A public notice was placed by the property owner in the Gippsland Times newspaper on 28 June 2022 and subsequently DEWLP have advised that no submissions were received. A copy of the Schedule for signing to provide consent is shown in Attachment 2.

Road licences for unused roads are issued by DELWP on either an annual, triennial, or 99-year licence basis and they may be revoked (fully or in part) on written request from Council to DELWP should the road be required for public traffic in the future.

#### ATTACHMENTS

1. Locality Map [16.2.1 - 1 page]
2. Schedule 4 [16.2.2 - 1 page]

## OPTIONS

Council has the following options available:

1. Pursuant to section 400 of the *Land Act 1958*, advise the Department of Environment Land Water and Planning its approval of issuing the licence as this section of the government road is not required for public traffic, or;
2. Not agree to the issuing of the licence as the government road is required for public traffic.

## PROPOSAL

That Council pursuant to section 400 of the *Land Act 1958*, gives notice that Government Road south of Crown Allotment 1A in the Parish of Wurruk Wurruk is not required for public traffic and is therefore an unused road.

## CONFLICT OF INTEREST

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

## FINANCIAL IMPACT

There is no financial impact for Council as the road is a government road and any licence fee will be paid to DELWP.

## COMMUNICATION IMPACT

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

## LEGISLATIVE IMPACT

Application for issue of the licence(s) has been made pursuant to section 400 of the *Land Act 1958*.

## COUNCIL POLICY IMPACT

There is no Council policy on the closure of unused roads to public traffic, with each application being treated on merit.

## COUNCIL PLAN IMPACT

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

**Strategic Outcome 4.2:** *"Services deliver operating efficiencies and best value."*

This report supports the above Council Plan strategic outcome.

## **RESOURCES AND STAFF IMPACT**

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

## **COMMUNITY IMPACT**

The section of unused Government Road (off Eremin Court, Wurruk) is currently fenced within the applicant's property. The section of road is not listed on the Public Road Register and is not maintained by Council under our Road Management Plan. There will not be an identifiable community impact.

## **ENVIRONMENTAL IMPACT**

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

## **ENGAGEMENT IMPACT**

A public notice in the prescribed format was printed in the Gippsland Times on 28 June 2022 as required and subsequently DELWP have advised that no submissions or objections were received. The abutting neighbour on Spencers Road has provided written consent to the proposal.

## **RISK MANAGEMENT IMPACT**

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



Attachment

**PROPOSED UNUSED GOVERNMENT ROAD LICENCE  
ROAD OFF EREMIN COURT, WURRUK**

South of Crown Allotment 1A in the Parish of Wurruk Wurruk



**GOVERNMENT ROAD SUBJECT TO THE APPLICATION**

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**DEPARTMENT OF ENVIRONMENT, LAND, WATER & PLANNING**

**SCHEDULE 4**

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**Notice of a municipal council under section 400 that a road is unused.**

Secretary to the Department of Environment, Land, Water & Planning

Under Section 400 of the Land Act 1958, the municipal council of the municipal district of

WELLINGTON

gives notice that \*the road / \*each of the roads described in the Schedule below is considered by Council to not be required for public traffic and is therefore an unused road.

**SCHEDULE**

<b>PARISH</b>	<b>DESCRIPTION OF LOCATION OF ROAD</b>
WURRUK WURRUK	SOUTH OF CROWN ALLOTMENT 1A
<i>As indicated by shading on the plan copy attached</i>	

\* Signed: .....

Dated: .....

witness .....

\* The seal of the municipal council of .....

as affixed to this on .....

by .....

witness .....

\* Delete whichever is not applicable

Our ref. 3001936

OFFICIAL

### 16.3. YARRAM MORWELL JACK RIVER VALLEY ROAD INTERSECTION CONSTRUCTION

#### ACTION OFFICER: MANAGER ASSETS AND PROJECTS

#### PURPOSE

The purpose of this report is for Council to consider entering into a contract for the rehabilitation of the Yarram Morwell – Jack River Valley Roads intersection.

#### PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

#### RECOMMENDATION

*That:*

- 1. Council adopt the recommendations contained in the attached confidential Tender Evaluation Report of the Council Meeting Agenda for Contract 2023-006 Yarram Morwell – Jack River Valley Intersection Rehabilitation Works; and***
- 2. The information contained in the confidential attachment Contract 2023-006 Yarram Morwell – Jack River Valley Intersection Rehabilitation Works and designated confidential under Section 3(1) Confidential Information of the Local Government Act 2020 by the General Manager Built and Natural Environment on 5th September 2022 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

The pavement at the intersection of Yarram Morwell Road, Albert River Road, Egans Road and Jack River Valley Road requires reconstruction of approximately 600 lineal metres of roadway due to pavement failures.

Rehabilitation works were planned in the 2021/22 financial year, however after pavement tests were conducted and the pavement design was completed the cost to rehabilitate the road exceeded the budget and the project was deferred. These rehabilitation works will provide a long term solution to the issues at this intersection.

Accordingly, a tender was advertised for these works and has been evaluated and a contract has now been prepared for Council's consideration.

## **ATTACHMENTS**

1. Confidential Header Contract 2023 006 Yarram Morwell Jack River Valley Inte [16.3.1 - 1 page]
2. CONFIDENTIAL REDACTED - Contract 2023-006 Yarram Morwell- Jack River Valley Intersection Tender Evaluation Report [16.3.2 - 5 pages]

## **OPTIONS**

Council has the following options available:

1. Adopt the recommendations contained in the attached confidential Tender Evaluation Report for Contract 2023-006 Yarram Morwell – Jack River Valley Intersection Rehabilitation Works; or
2. Not enter into a contract and not proceed with these works at this time.

## **PROPOSAL**

That Council adopt the recommendations contained in the attached confidential Tender Evaluation Report for Contract 2023-006 Yarram Morwell – Jack River Valley Intersection Rehabilitation Works.

## **CONFLICT OF INTEREST**

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

## **COLLABORATION**

Pursuant to section 109(2) of the *Local Government Act 2020*, no collaborative opportunities have been identified for this one-off project.

## **FINANCIAL IMPACT**

These works have been budgeted for under the 2022-2023 capital works program.

## **COMMUNICATION IMPACT**

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

## **LEGISLATIVE IMPACT**

Wellington Shire Council is committed to ensuring the Contract tendering process complies with the *Local Government Act 1989*, *Local Government Act 2020* and the Victorian Local Government Code of Tendering.

## **COUNCIL POLICY IMPACT**

These works are in line with Council's policies of maintaining and enhancing Council's infrastructure.

## **COUNCIL PLAN IMPACT**

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

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

This report supports the above Council Plan strategic outcome.

## **RESOURCES AND STAFF IMPACT**

This project will be undertaken with the resources of the Assets and Projects unit.

## **COMMUNITY IMPACT**

These works will have a positive community impact by ensuring roads that are the responsibility of Wellington Shire Council are maintained and kept in a good condition.

## **ENVIRONMENTAL IMPACT**

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

## **ENGAGEMENT IMPACT**

Wellington Shire Council's standard consultation practices will be implemented on this project.

## **RISK MANAGEMENT IMPACT**

It is considered that the proposed contract works will not expose Wellington Shire Council to any significant risks. All Occupational Health and Safety risks will be discussed with the contractor and allocated to the party in the best position to manage each risk.





WELLINGTON

SHIRE COUNCIL

*The Heart of Gippsland*

## ORDINARY COUNCIL MEETING 20 SEPTEMBER 2022

On this day, 5 September 2022, 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 **CONTRACT 2023-006 YARRAM MORWELL – JACK RIVER VALLEY INTERSECTION REHABILITATION WORKS** 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**



## 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.*

## 18.1. ORGANICS PROCESSING TENDER



WELLINGTON  
SHIRE COUNCIL  
*The Heart of Gippsland*

## ORDINARY COUNCIL MEETING 20 SEPTEMBER 2022

On this day, 12 September 2022, 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 **CONTRACT ORGANICS PROCESSING TENDER** 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