



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 5 December 2023, commencing at 5:00 PM

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

**ORDINARY MEETING OF COUNCIL
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COUNCIL MEETING INFORMATION

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

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

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

MISSION STATEMENT

Working together to make a difference. We listen and lead to provide quality services that improve life for all.

ACKNOWLEDGEMENT OF COUNTRY

“Wellington Shire Council acknowledges our offices are located on the traditional lands of the Gunaikurnai nation. We pay our deep respects to their Elders past, present and future and acknowledge their ongoing cultural and spiritual connections to their land and waters.”

1. APOLOGIES

2. DECLARATION OF CONFLICT/S OF INTEREST

3. CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING/S

3.1. ADOPTION OF MINUTES OF PREVIOUS COUNCIL MEETING

ACTION OFFICER: MANAGER ORGANISATIONAL PERFORMANCE AND GOVERNANCE

PURPOSE

To adopt the minutes of the Ordinary Council Meeting of 21 November 2023.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council adopt the minutes and resolutions of the Ordinary Council Meeting of 21 November 2023.

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
Cobains Feedlots	21 November 2023	Development Division is currently preparing a response, due by 19 December 2023.	General Manager Development

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. DELEGATES REPORT

11. GENERAL MANAGER CORPORATE SERVICES

11.1. ASSEMBLY OF COUNCILLORS REPORT

ACTION OFFICER: MANAGER ORGANISATIONAL PERFORMANCE AND GOVERNANCE

PURPOSE

To report on all assembly of Councillor records received for the period 13 November 2023 to 26 November 2023.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council note and receive the attached Assembly of Councillor records for the period 13 November 2023 to 26 November 2023.

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 13 November 2023 to 26 November 2023.

ATTACHMENTS

1. Assembly of Councillors 21 November 2023 Council Day [11.1.1 - 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 13 November 2023 to 26 November 2023.

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 – 21 NOVEMBER 2023

MEETING	COUNCILLORS AND OFFICERS IN ATTENDANCE (NAME AND POSITION)				CONFLICT/S OF INTEREST OR ACTION ITEMS
	Name	Attendance	Name	Attendance	
IT / Diary Meeting	Cr Bye	YES	Cr Stephens	YES	N/A
	Cr Crossley	YES	Cr Tatterson	YES	N/A
	Cr McKenzie	YES	Cr Wood	YES	N/A
	Cr Maher	YES	David Morcom, CEO	YES	N/A
	Cr Ripper	YES	Leah Carubia, EA	YES	N/A
	Cr Rossetti	YES	Justin Kimber, Senior Service Desk & Cyber Compliance Officer	YES	N/A

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

	MATTERS/ITEMS CONSIDERED AT THE MEETING	OTHERS IN ATTENDANCE
Workshops Cont.	1. COMMUNITY FACILITIES	<ul style="list-style-type: none"> • Sam McPherson, Manager Communities, Facilities & Emergencies <p><i>Conflict of Interest: Nil</i></p>
	2. DEVELOPMENT DIVISION UPDATE: PLANNING, MUNICIPAL SERVICES & ECONOMIC DEVELOPMENT	<ul style="list-style-type: none"> • Barry Hearsey, Manager Land Use Planning – Land Use Planning • Geoff Hay, Manager Economic Development – Business Development • Vanessa Ebsworth, Manager Regulatory Services – Municipal Services <p><i>Conflict of Interest: Nil</i></p>
	3. LOCAL DEVELOPMENT STRATEGY UPDATE	<ul style="list-style-type: none"> • Matt Langdon, Local Development Strategy Project Officer – Yarram • Petra Wood, Local Development Strategy Project Officer – Heyfield <p><i>Conflict of Interest: Nil</i></p>
	4. SALE INTEGRATED CENTRE FOR CHILDREN AND FAMILIES – GIBSONS ROAD HUB – CONCEPT DESIGN	<ul style="list-style-type: none"> • Sam McPherson, Manager Communities, Facilities & Emergencies • Natasha French, Senior Community Facilities Projects Officer • Ray Weber – Coordinator Projects, Project Services <p><i>Conflict of Interest: Nil</i></p>
	5. APPOINTMENT TO COMMITTEES 2023/24	<ul style="list-style-type: none"> • Arthur Skipitaris, General Manager – Corporate Services • Jessica Saunders, Coordinator Governance & Risk – Corporate Services <p><i>Conflict of Interest: Nil</i></p>

11.2. APPOINTMENT OF COMMITTEES & DELEGATES 2023/2024

ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

PURPOSE

To formally appoint Council Advisory Committees, Community Asset Committees and Committees of Other Organisations (Delegates) for 2023-2024 in accordance with the attached register.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Councillors be formally appointed to Council Committees in accordance with the Register of Council Committees and Advisory Groups 2023-2024.

BACKGROUND

Council operates a range of committees that require a Councillor nominee. Each year Council reviews the appointments.

A review was conducted in November 2023 and the updated Register of Council Committees and Advisory Groups 2023-2024 is now provided for Council endorsement.

ATTACHMENTS

1. Register of Council Committees and Advisory Groups 2023 24 [11.2.1 - 9 pages]

OPTIONS

Council has the following options available:

1. That Councillors be formally appointed to Council Committees in accordance with the Register of Council Committees and Advisory Groups 2023-2024; or
2. That Councillors not be formally appointed to Council Committees in accordance with the Register of Council Committees and Advisory Groups 2023-2024 and Council seek further information.

PROPOSAL

That Councillors be formally appointed to Council Committees in accordance with the Register of Council Committees and Advisory Groups 2023-2024.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

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

COMMUNICATION IMPACT

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

LEGISLATIVE IMPACT

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

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.



WELLINGTON
SHIRE COUNCIL
The Heart of Gippsland

**REGISTER OF
COUNCIL ADVISORY COMMITTEES,
COMMUNITY ASSET COMMITTEES
AND COMMITTEES OF OTHER
ORGANISATIONS (DELEGATES)**

2023/2024

**REGISTER OF COUNCIL ADVISORY COMMITTEES, COMMUNITY ASSET COMMITTEES AND
COMMITTEES OF OTHER ORGANISATIONS (DELEGATES) 2023/24**

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SECTION 1: COUNCIL MEETINGS

Purpose:

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

Members:

Mayor and all Councillors

Schedule:

Ordinary Meetings: As per Council approved Council Meeting schedule

Unscheduled Meetings: As required

SECTION 2: COUNCIL ADVISORY COMMITTEES

COUNCIL ADVISORY COMMITTEES/MEETINGS			
<p><i>Council has established Advisory Committees to assist Council and the community in a number of areas. Advisory Committees consist of community members, Council officers and Councillors. They provide advice on a range of issues including projects, planning, policy, resource planning, disability and community access, community amenity and many other strategic community issues. These Committees have no other authority or purpose other than to give information or advice to Council to assist it in its ultimate decision making role. The Mayor may attend any meeting.</i></p>			
NAME	DESIGNATED REPORTING OFFICER	SCHEDULE	CURRENT COUNCILLOR/S
<p>Aqua Energy Redevelopment – Project Reference Group</p> <p><i>Purpose: To implement community engagement, planning and review processes for the Aqua Energy Redevelopment Project, providing a forum for information to stakeholders in terms of project progress.</i></p>	Manager Leisure Services	As required. Changing between Monthly and Bi-Monthly	<p>Councillor Tatterson Councillor Bye</p>
<p>Audit & Risk Committee</p> <p><i>Purpose: To assist Council in the effective conduct of its responsibilities for financial and non-financial reporting and performance, management of risk, information services governance, maintaining a reliable system of internal controls and facilitating the organisation's ethical development.</i></p> <p><i>* Remuneration applies to independent members (non-Council)</i></p>	General Manager Corporate Services	Meets at least quarterly, with extra meetings scheduled if needed	<p>Councillor Stephens Councillor Maher Councillor McKenzie (alternate)</p>
<p>CEO Employment and Remuneration Committee</p> <p><i>Purpose: To oversee the review of the CEO's performance as per the terms and conditions of the contract of employment.</i></p> <p><i>* The CEO Employment and Remuneration Committee must include at least the Mayor, previous Mayor or Chair of Remuneration Committee. Or in event of a new Council being elected, the Committee will include the Mayor, Deputy Mayor and Remuneration Committee Chair.</i></p>	General Manager Corporate Services	As required	<p>Mayor - Councillor Bye Councillor Maher Councillor Stephens</p>
<p>Gippsland Art Gallery Advisory Group</p> <p><i>Purpose: To provide input to the Council on the operation, policy development and future planning of Gippsland Art Gallery.</i></p>	Manager Arts and Culture	1 st Monday at 5:00pm; March, June, September and December	<p>Councillor Crossley Councillor Rossetti (alternate)</p>

COUNCIL ADVISORY COMMITTEES/MEETINGS			
<i>Council has established Advisory Committees to assist Council and the community in a number of areas. Advisory Committees consist of community members, Council officers and Councillors. They provide advice on a range of issues including projects, planning, policy, resource planning, disability and community access, community amenity and many other strategic community issues. These Committees have no other authority or purpose other than to give information or advice to Council to assist it in its ultimate decision making role. The Mayor may attend any meeting.</i>			
NAME	DESIGNATED REPORTING OFFICER	SCHEDULE	CURRENT COUNCILLOR/S
Gippsland Regional Sports Complex User Group Committee <i>Purpose: To provide advice, information, and feedback in relation to operational, maintenance and use of Gippsland Regional Sports Complex. Also, to share information with other users of the Gippsland Regional Sports Complex.</i>	GRSC Operations Leader	<i>Bi-Annually, Term 2 and Term 4 , usually a Wednesday at 6:00pm</i>	Councillor Tatterson Councillor Bye (alternate)
Place Names Committee <i>Purpose: Make recommendations to Council on naming issues.</i>	Manager Assets and Projects	3 rd Tuesday every three (3) months	Councillor Maher Councillor Rossetti Councillor Crossley
Port of Sale Masterplan Implementation Steering Committee <i>Purpose: To facilitate the coordinated implementation of the key elements of the Port of Sale Masterplan (September 2021).</i>	General Manager Development	As required	Councillor Bye Councillor Crossley Councillor Wood
Remuneration Committee <i>Purpose: To monitor and review Councillor expenses, Councillor allowances in line with the Victorian Independent Remuneration Tribunal determinations for adjustments, Enterprise Bargaining Agreements and any other related matters that may arise.</i> <i>* The Remuneration Committee is chaired by the Mayor, and must include two other Councillors on the committee</i>	General Manager Corporate Services	Quarterly or more frequently if required	Mayor - Councillor Bye Councillor Tatterson Councillor McKenzie
Strategic Land Use Planning Project Review Group <i>Purpose: To provide local Councillor input into and review the range of current strategic planning projects and Planning Scheme Amendments.</i>	Manager Land Use Planning	Quarterly or additional meetings scheduled if required	Councillor Bye Councillor Maher Councillor Tatterson
The Wedge Advisory Group <i>Purpose: To provide input to the Council on the operation, policy development and future planning of The Wedge performing arts centre, with current focus on the redevelopment of the centre.</i>	Manager Arts and Culture	Quarterly, usually 3 rd Wednesday at 6:00pm; February, May, August and November	Councillor Bye Councillor Rossetti Councillor Crossley Councillor Tatterson (alternate)

COUNCIL ADVISORY COMMITTEES/MEETINGS

Council has established Advisory Committees to assist Council and the community in a number of areas. Advisory Committees consist of community members, Council officers and Councillors. They provide advice on a range of issues including projects, planning, policy, resource planning, disability and community access, community amenity and many other strategic community issues. These Committees have no other authority or purpose other than to give information or advice to Council to assist it in its ultimate decision making role. The Mayor may attend any meeting.

NAME	DESIGNATED REPORTING OFFICER	SCHEDULE	CURRENT COUNCILLOR/S
Wellington Disability Advisory Committee <i>Purpose: To provide advice to Wellington Shire Council on matters relating to access and inclusion for people living with a disability</i>	Positive Ageing and Disability Partnerships Officer	Four formal meetings a year	Councillor Crossley Councillor Wood (alternate)
Wellington Youth Service Network (WYSN) <i>Purpose: To optimise the quality of life of all young people within the Wellington Shire.</i>	Youth Liaison Coordinator	Two face-to-face meetings per year and seven online meetings.	Councillor Wood
Wellington Shire Youth Council <i>Purpose: To develop and deliver projects and campaigns, and advocate for young people in Wellington</i>	Youth Project Officer – FreeZA Youth Liaison Coordinator	Fortnightly	Councillor Crossley Councillor Wood (alternate)

SECTION 3: COMMUNITY ASSET COMMITTEES (VOLUNTARY APPOINTMENT)

COMMUNITY ASSET COMMITTEES			
<i>Under section 65 of the Local Government Act 2020 the Council may establish one or more Community Asset Committees, made up of any combination of Councillors, Council Officers and community members or organisations as determined by Council.</i>			
NAME	DESIGNATED REPORTING OFFICER	SCHEDULE	CURRENT COUNCILLOR/S
Briagolong Recreation Reserve Committee <i>Purpose: To protect, promote and develop the Briagolong Recreation Reserve.</i>	Coordinator Community Committees	3 rd Monday monthly Briagolong Recreation Reserve	No current Councillor appointed
Cameron Sporting Complex Committee <i>Purpose: To protect, promote and develop the Cameron Sporting Complex, Maffra</i>	Coordinator Community Committees	3 rd Thursday bi-monthly Cameron Sporting Complex	Councillor Tatterson
Gordon Street Reserve Committee <i>Purpose: To protect, promote and develop the Gordon Street Reserve.</i>	Coordinator Community Committees	1 st Monday of every third month Gordon Street Recreation Reserve	Councillor Ripper
Maffra Recreation Reserve Committee <i>Purpose: To protect, promote and develop the Maffra Recreation Reserve.</i>	Coordinator Community Committees	1 st Monday monthly Maffra Recreation Reserve Meeting Room	Councillor Ripper
Newry Recreation Reserve Committee <i>Purpose: To protect, promote and develop the Newry Recreation Reserve.</i>	Coordinator Community Committees	3 rd Monday quarterly (February, May, August and November)	Councillor Ripper

SECTION 4: OTHER GROUPS AND COMMITTEES

OTHER GROUPS AND COMMITTEES		
<i>These groups are subject to formal Council approval processes.</i>		
NAME	SCHEDULE	CURRENT COUNCILLOR/S
<p>Wellington Shire Municipal Emergency Management Planning Committee (MEMPC)</p> <p><i>To develop, implement, maintain and monitor a Municipal Emergency Management Plan in accordance with the Emergency Management Legislation Amendment Act 2018.</i></p> <p><i>Council CEO is required to chair, or nominate a Council officer to chair, this committee.</i></p>	Quarterly	<p>Councillor Wood Councillor Crossley (alternate)</p>
<p>Business Boost Reference Group (Business Recovery Sub-committee)</p> <p><i>Purpose: To provide a forum for representatives of the business community and Council to provide feedback and input relating to economic development across Wellington Shire.</i></p>	<p>Online meetings held approximately every 6 to 8 weeks.</p> <p>Meetings are usually held from 7:30am to 8:30am</p>	<p>Councillor Maher Councillor Wood</p>
<p>Wellington Renewable Energy Forum</p> <p><i>Purpose: To demonstrate support and provide input to the Renewable Energy projects and proposals in Wellington Shire.</i></p>	<p>Bi-monthly meetings</p> <p>Meetings are held Tuesdays 2:00-3:30pm</p>	<p>Councillor Bye Councillor Crossley Councillor Stephens Councillor McKenzie Councillor Maher Any Councillors that wish to attend</p>
<p>Sale Performance Space Fundraising Committee</p> <p><i>Purpose: To maintain a public fund into which the public may contribute towards the construction, maintenance, upgrade and expansion of Council owned cultural spaces, facilities and equipment.</i></p>	As required	Cr Crossley

SECTION 5: COMMITTEES OF OTHER ORGANISATIONS (DELEGATES)

COMMITTEES OF OTHER ORGANISATIONS (DELEGATES)		
<i>Councillors are often requested or required to represent Council via participation on Committees formed by other organisations.</i>		
NAME	SCHEDULE	CURRENT COUNCILLOR/S
Gippsland Climate Change Network Incorporated <i>Purpose: To provide Gippsland, at an individual and 9rganizational level; information, consultation, and facilitation to enable action on climate change, whilst also providing a voice for Gippsland on climate change issues.</i>	1 st Monday from 10:00am – 1:00pm of each month unless otherwise noted	Councillor Crossley
Municipal Association of Victoria (MAV) <i>Purpose: The legislated peak body for local government in Victoria.</i>	Monthly meetings and as required	Councillor Rossetti Councillor Tatterson (alternate)
South East Australian Transport Strategy (SEATS) <i>Purpose: Integrated transport strategy for South East Australia. Includes representatives of municipalities and other organisations from Dandenong to Wollongong.</i>	Quarterly, 2 nd Thursday and Friday (February, May, August, November) Meeting venue rotates between VIC, ACT and NSW	Councillor Tatterson
National Timber Council Association Inc <i>Purpose: To pursue a variety of issues relevant to local governments that have forest industries/timber issues with the Federal Government.</i>	Quarterly teleconferences Twice yearly in person at the ALGA Conference and Annual Meeting in November	<i>No current Councillor delegate</i>
Timber Towns Victoria <i>Purpose: To pursue a variety of issues relevant to local governments which have forest industries in Victoria and keep abreast of the issues and trends in forestry development that may have an impact upon rural communities.</i>	2 nd Friday each month (Executive) 2 nd Friday bi-monthly (Ordinary Members)	<i>No current Councillor delegate</i>

12. GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT

12.1. QUARTERLY CAPITAL REPORT

ACTION OFFICER: MANAGER ASSETS AND PROJECTS

PURPOSE

The purpose of this report is to provide Council with an update and seek approval of the changes to the Capital Works Program to the end of October for the 2023/2024 financial year.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council approve changes to the 2023/2024 Adopted Capital Works Budget of \$5,904,052 resulting in an Adjusted Capital Works Budget of \$48,596,057 as described below:

- 1. Approve the Budget Changes to the current Adjusted Capital Works Budget 2023/2024 as shown in attachment 12.1.1; and***
- 2. Remove projects that are to be deferred or removed for reasons as per attachment 12.1.2.***

BACKGROUND

Council adopts a program of capital works and budgets accordingly for these works every year. The initial budget for these works is known as the Adopted Budget and this is the figure that Council is required to report against.

The budget is modified when projects are added due to carry forwards from the previous year, new grants, emergency works, or when projects are deferred or deleted due to changing circumstances or market forces throughout the year. This modified budget is known as the Adjusted Budget and in most years is several million dollars higher than the Adopted Budget. A factor to take into account when adding budget and projects throughout the year, is that focus and resources are taken away from the original program and impact on the original project program is inevitable. Adding resources when new projects are added helps, however planning/designs are usually not immediately available and new staff take time to recruit.

One new project currently being scoped and added to the current program, expected to be funded by Emergency Management Victoria, is for road repairs to the Upper Dargo Road that was impacted by flooding of the Dargo River in October. Approval for this project has not yet been granted and the resources required to undertake this work will impact on other projects which is also being assessed.

Attachment 12.1.1 details all of the changes made to the Capex Budget since the start of the financial year with a brief description of each. Attachment 12.1.2 lists the projects that have

been cancelled and will not proceed in this financial year. Any further changes to the capital works program will be updated in the next quarterly report.

ATTACHMENTS

1. Budget adjustments 23-24 - Adjusted Capital Works Budget Changes [**12.1.1** - 3 pages]
2. Budget adjustments 23-24 - Cancelled Projects (Not Proceeding This Financial Year) [**12.1.2** - 1 page]

OPTIONS

Council has the following options available:

1. Accept the recommendations, noting the Adjusted Budget is now \$48,596,057; or
2. Not accept the recommendations.

PROPOSAL

That Council approve changes to the 2023/2024 Adopted Capital Works Budget of \$5,904,052 resulting in an Adjusted Capital Works Budget of \$48,596,057 as described below:

1. Approve the Budget Changes to the current Adjusted Capital Works Budget 2023/2024 as shown in attachment 12.1.1; and
2. Remove projects that are to be deferred or removed for reasons as per attachment 12.1.2.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

The Adjusted Budget presented is the total of the Adopted Budget plus carry forward funds from the previous year's budget plus any additional grants received less projects cancelled throughout the year to date.

COMMUNICATION IMPACT

Any impact associated with the budget changes detailed in this report will be communicated as required.

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 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

The new project on the Upper Dargo Road will impact the resources to complete the capital works program this year and the effect is still being assessed.

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.

Attachment One

Adjusted Capital Works Budget Changes

Project	Current Project Budget	New Budget	Budget Change	Comment
Art Gallery Acquisitions	40,000	50,000	10,000	John Leslie Foundation Donation
Capital Buildings, Rosedale Prince St Reserve Old School, Contractors	180,000	90,000	(90,000)	Community Projects Separated out of the Place Holders
Capital Buildings, Gippsland Regional Maritime Museum, Contractors	0	90,000	90,000	Community Projects Separated out of the Place Holders
Capital Communities Facilities and Emergencies, Port Albert Water Sports & Safety, Contractors	140,000	20,000	(120,000)	Community Projects Separated out of the Place Holders
Capital Communities Facilities and Emergencies, Quarry Reserve Roadway, Contractors		70,000	70,000	Community Projects Separated out of the Place Holders
Capital Communities Facilities and Emergencies, Capital Projects	50,000	50,000	0	Moved to opex
Capital Unsealed Roads, Jamieson-Licola Road Slip LRCI, Contractors	0	583,944	583,944	LRCI Project
Capital Unsealed Roads, Wonnangatta Rd/Short Cut Lanslips LRCI, Contractors	0	298,062	298,062	LRCI Project
Capital Unsealed Roads, Willung Road Merrimans Creek Road, Contractors	0	510,000	510,000	LRCI Project
Capital Unsealed Roads, Gravel Resheets LRCI, Contractors	0	325,000	325,000	LRCI Project
Capital Sealed Roads & Kerb & Channel, Sealed Road Emergency Repairs LRCI, Contractors	0	300,000	300,000	LRCI Project
Capital Buildings, Gumnuts Child Care Centre Roof, Contractors	0	150,000	150,000	LRCI Project
Capital Buildings, Munro Hall - Extend Outdoor Area, Contractors	0	9,000	9,000	LRCI Project
Capital Buildings, Yarram Regent Theatre Sound System, Contractors	0	47,500	47,500	LRCI Project
Capital Communities Facilities and Emergencies, Maffra Recreation Reserve Operable Wall, Contractors	0	37,000	37,000	LRCI Project
Capital Communities Facilities and Emergencies, Sale Oval Improvements, Contractors	0	50,000	50,000	LRCI Project
Capital Buildings - Public Toilets, Port Albert - Boat Ramp Toilet Block, Contractors	250,000	318,161	68,161	LRCI Project

Attachment One

Adjusted Capital Works Budget Changes

Capital Other Property Infrastructure, Maffra Tfer Station - Resource Recovery, Land Purchases	0	166,000	166,000	Carried Forward
Capital - Leisure, Aqua Energy, Sale - Redevelopment, Land Purchases	0	366,999	366,999	Carried Forward
Capital Communities Facilities and Emergencies, Gibsons Rd Hub, Contractors	750,000	766,842	16,842	Carried Forward
Capital Buildings, Upgrade CCTV Network, Contractors	0	7,000	7,000	Carried Forward
Capital Buildings, Rosedale Prince St Reserve Old School, Contractors	180,000	206,647	26,647	Carried Forward
Fleet and Plant, Fleet Renewal, Purchases	1,147,000	2,176,401	1,029,401	Carried Forward
Plant, Purchases, Purchases	0	346,377	346,377	Carried Forward
Capital Parks & Environmental Services Unit, Sale CBD Renewal Program (York Street), Contractors	0	79,563	79,563	Carried Forward
Capital Footpaths & Cycleways, Great Southern Rail Trail Extension, Contractors	1,439,000	1,927,452	488,452	Carried Forward
Capital Drainage, George Street Drainage Renewal Maffra, Contractors	950,000	978,300	28,300	Carried Forward
Capital Drainage, Sale - North East Drainage Development, Contractors	1,840,500	1,887,500	47,000	Carried Forward
Capital Communities Facilities and Emergencies, Cameron SC Clubroom Redev - Design, Contractors	0	3,338	3,338	Carried Forward
Capital Parks & Environmental Services Unit, Victoria Park Rotunda Heritage Renewal, Contractors		25,351	25,351	Carried Forward
Capital Buildings, Port Albert Mechanics Institute Hall, Contractors	0	150,000	150,000	Carried Forward
Capital - Leisure, Yarram Pool Water Treatment Plant Design, Contractors	350,000	397,027	47,027	Carried Forward
Capital Other Property Infrastructure, Seaspray Levee Upgrade, Contractors	0	533,386	533,386	Carried Forward
Capital Other Property Infrastructure, Port of Sale Mooring Access Project, Contractors	1,600,000	1,696,505	96,505	Carried Forward
Capital Other Property Infrastructure, Wellington Centre Fence, Contractors	0	12,000	12,000	Carried Forward
Saleyards, GRLE Truckwash Chemical System Upgrades, Contractors	0	9,183	9,183	Carried Forward
Capital Parks & Environmental Services Unit, Heyfield EV Charger Project, Contractors	0	54,014	54,014	Carried Forward
Gordon St Heyfield Netball Courts	0	75,000	75,000	Rectification Works from Fleet Savings
Fleet and Plant, Fleet Renewal, Purchases		1,072,000	(75,000)	Rectification Works from Fleet Savings
Elevated Work Platform	33,000	0	(33,000)	Cancelled Project
The Wedge Trailer Stage Replacement	121,000	154,000	33,000	Funds from Elevated Work Platform

Attachment One

Adjusted Capital Works Budget Changes

Tractor & Mower Replacement	120,000	142,000	22,000	Additional funds for trade in
Capital Unsealed Roads	1,700,000	1,690,000	(10,000)	Funds to Quarry Reserve
Capital Communities Facilities and Emergencies, Quarry Reserve Roadway, Contractors	70,000	80,000	10,000	Additional funds required
Capital Communities, Cameron SC Clubroom Redevelopment	3,338	13,338	10,000	Take up Govt Grant
Capital Unsealed Road Woorara Road	0	150,000	150,000	Carried Forward from Fleet Savings
Fleet and Plant, Fleet Renewal, Purchases	1,951,401	1,801,401	(150,000)	Carried Forward
Special Charge Schemes Residential	800,000	450,000	350,000	Allocate Special Charge Schemes
Hodges Road Coongulla	0	150,000	(150,000)	Allocate Special Charge Schemes
Park Avenue Cowsarr	0	200,000	(200,000)	Allocate Special Charge Schemes
Capital Buildings , Gumnuts Child Care Centre Roof	150,000	250,000	100,000	Additional funds required
Capital Buildings, Yarram Early Years Expansion	300,000	200,000	(100,000)	Funds to Gumnuts Roof
Capital Other Property Infrastructure, Acquisition of Former Police Station	10,000	0	(10,000)	Cancelled Project funds to GRLE Truckwash Chemicals
	9,183	19,183	10,000	Cancelled Project funds Received GRLE Truckwash Chemicals
			\$5,904,052	Budget Changes
Adopted Budget	\$42,692,005			
Budget Changes	\$5,904,052			
Total Adjusted Capital Budget	\$48,596,057	\$48,596,057	\$0	

Attachment Two
Cancelled Projects (Not Proceeding This Financial Year)

Project	Current Project Budget	New Budget	Budget Change	Comment
Elevated Work Platform	33,000	0	(33,000)	Project not proceeding as available Elevated Work Platforms not suitable for task and current platform will be recertified.
Capital Other Property Infrastructure, Acquisition of Former Police Station	10,000	0	(10,000)	Project not proceeding
			-\$43,000	Deleted Projects

12.2. ASPHALT URBAN STREETS – TENDER AWARD

ACTION OFFICER: MANAGER ASSETS AND PROJECTS

PURPOSE

The purpose of this report is for Council to consider entering into a contract for the asphalt resheeting of urban streets in various locations throughout the shire.

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 2024-040 Asphalt Resheeting of Urban Streets 2023-24 Annual Program; and***
- 2. The information contained in the confidential attachment Contract 2024-040 Asphalt Resheeting of Urban Streets 2023-24 Annual Program and designated confidential under Section 3(1) Confidential Information of the Local Government Act 2020 by the General Manager Built and Natural Environment on 15 November 2023 because it relates to the following grounds: (g)(ii) private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage;***
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 asphalt resheeting urban streets program is an annual program targeted at highly trafficked streets, carparks or reserves where a spray sealing treatment is not cost effective. The works comprise, but are not limited to major patching, asphalt resurfacing and linemarking of the resurfaced pavement.

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

ATTACHMENTS

1. Confidential Header - Contract 2024-040 Asphalt Resheeting of Urban Streets 2023/24 Annual Program [12.2.1 - 1 page]
2. CONFIDENTIAL REDACTED - 2024-040 Tender Evaluation Report

OPTIONS

Council has the following options available:

1. Adopt the recommendations contained in the attached confidential Tender Evaluation Report for Contract 2024-040 Asphalt Resheeting of Urban Streets 2023-24 Annual Program;
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 2024-040 Asphalt Resheeting of Urban Streets 2023-24 Annual Program.

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 2023-2024 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 4.4: *"Safe and well-used transport connections across all modes of travel."*

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

There will be little impact on the community in delivering this project. There will be some short term impact to road users while the works are in progress, however the long term benefits will be positive with upgraded road surfaces resulting in increased amenity and safer roads.

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
5 December 2023

On this day, 15 November 2023, in accordance with section 3(1) of the *Local Government Act 2020*; I, Chris Hastie, General Manager Built and Natural Environment declare that the information contained in the attached **CONTRACT 2024-040 ASPHALT RESHEETING OF URBAN STREETS 2023/24 ANNUAL PROGRAM** in section 3(1) of the *Local Government Act 2020* is confidential because it relates to the following grounds:

- (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;***

A handwritten signature in blue ink, appearing to be 'CHAS', is written over a light blue circular stamp.

.....
CHRIS HASTIE
GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT

12.3. PROPOSED SALE OF ROAD – 16 WILLOW COURT, SALE

ACTION OFFICER: MANAGER ASSETS AND PROJECTS

PURPOSE

The purpose of this report is for Council to consider the proposed sale of land, being the road at the rear of 16 Willow Court Street in Sale.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That:

- 1. Pursuant to Section 114 of the Local Government Act 2020, section 206(1) including clause 3 of schedule 10 and section 223 of the Local Government Act 1989, Council resolve to advertise its intention to discontinue and to sell the road abutting the rear of 16 Willow Court St in Sale by private treaty; and***
- 2. Council place a public notice of the proposal, in a local newspaper and serve a copy of the notice on abutting property owners and statutory authorities; and***
- 3. Council appoint three Councillors plus an alternative representative to form the 'Road Discontinuance Committee – 16 Willow Court' that is established by Council under section 223(1)(b)(i) of the Local Government Act 1989, to consider written submissions/objections and to hear any persons who in their written submission under section 223 of the Local Government Act 1989, have requested that they be heard in support of their submission/objection; and***
- 4. In the event of no objections, Council resolve to discontinue the road abutting the rear of 16 Willow Court, Sale and place a notice in the Victoria Government Gazette; and***
- 5. Council authorise the Chief Executive Officer to sell the land from the road to the abutting property owner at no less than current market value in accordance with the confidential attachment and Wellington Shire Council Policy 3.3.5 - Sale, Exchange and Acquisition of Land and to sign and seal any documents to facilitate the transfer of land; and***
- 6. The information contained in the confidential documents at Item 12.3.3 Proposed Sale of Land Rear 16 Willow Ct Sale and designated confidential under section 3(1) Confidential Information of the Local Government Act 2020 by the General Manager Built and Natural Environment on 27 November 2023 because it relates to the following grounds: (f) personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs; be designated confidential information under section 3(1) Confidential Information of the Local Government Act 2020.***

BACKGROUND

The owner(s) of the property at 16 Willow Court, Sale have made application to Council regarding a proposal to acquire the abutting road to the rear of their property, and for them to purchase this road and to include this land into their property.

The road is a non-maintained road under Council's Road Management Plan which commences at Macalister Street. This road provides formal vehicular access for service authorities to access the power pole and sewerage pump station located within this road reserve. The road provides a pedestrian connection to McMillan Park. The road also provides an alternate access to the rear of properties along 104 – 122 York Street, the side 102 Macalister Street and to the rear of 14 & 16 Willow Court.

The proposal is for a section of road approximately 3.66m in width and 20m in length abutting the rear of 16 Willow Court to be closed and sold whilst ensuring service authorities are still able to access their assets from Macalister Street. The plan shown in the attachments outlines the proposed area forming the proposal, the extents are subject to survey.

The road is the land described as Lot 2 on TP436627 and contained on Certificate of Title 3394/765 held in the name of Wellington Shire Council.

Following an internal review by Council Officers, the proposal was considered reasonable as the land is not seen as being required for current Council or community purposes in the immediate or foreseeable future. The land to be sold would be subject to its consolidation into the abutting land, as such the road to be closed will be consolidated with 16 Willow Court to form one lot.

In proceeding with the proposal, a public notice will be placed in the local paper and copies of the public notice be served on adjacent property owners. It is proposed to notify relevant Statutory Authorities as a sewer line is contained within the road reserve and will likely require to be protected with an easement.

Subject to the consideration of public submissions and objections the section of road reserve will be discontinued, and the land sold to the abutting landowner(s) by private treaty at no less than the current market value in accordance Council Policy 3.3.5 - Sale, Exchange and Acquisition of Land.

ATTACHMENTS

1. Plan - Rear 16 Willow Court, Sale [**12.3.1** - 2 pages]
2. Confidential Header - Proposed Sale of Land Rear 16 Willow Court Sale [**12.3.2** - 1 page]
3. CONFIDENTIAL REDACTED - Proposed Sale of Land Rear 16 Willow Ct Sale

OPTIONS

Council has the following options available:

1. Support the sale of road reserve at the rear of 16 Willow Court, Sale and confirm that the section of road is not required for public traffic pursuant to section 114 of the *Local Government Act 2020* and sections 206 and 223 and schedule 10 of the *Local Government Act 1989*; or

2. Not agree to the sale and discontinuance and advise the property owners that the road reserve at the rear of 16 Willow Court, Sale is required for public traffic.

PROPOSAL

That:

1. Pursuant to section 114 of the *Local Government Act 2020*, section 206(1) including clause 3 of schedule 10 and section 223 of the *Local Government Act 1989*, Council resolve to advertise its intention to discontinue and to sell the road abutting the rear of 16 Willow Court in Sale by private treaty; and
2. Council place a public notice of the proposal, in a local newspaper and serve a copy of the notice on abutting property owners and statutory authorities; and
3. Council appoint three Councillors plus an alternative representative to form the 'Road Discontinuance Committee – 16 Willow Court' that is established by Council under section 223(1)(b)(i) of the *Local Government Act 1989*, to consider written submissions/objections and to hear any persons who in their written submission under section 223 of the *Local Government Act 1989*, have requested that they be heard in support of their submission/objection; and
4. In the event of no objections, Council resolve to discontinue the road abutting the rear of 16 Willow Court, Sale and place a notice in the Victoria Government Gazette; and
5. Council authorise the Chief Executive Officer to sell the land from the road to the abutting property owner at no less than current market value in accordance with the confidential attachment and Wellington Shire Council Policy 3.3.5 - Sale, Exchange and Acquisition of Land and to sign and seal any documents to facilitate the transfer of land.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

There are no costs to Council, with all costs borne by the property owner. Compensation for the land will be payable to Wellington Shire Council utilising a current market value prepared by an independent licenced valuer in accordance with the confidential attachment.

COMMUNICATION IMPACT

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

LEGISLATIVE IMPACT

Community engagement is being undertaken pursuant to section 114 *Local Government Act 2020*. Any submissions will be considered under section 223 of the *Local Government Act 1989*. The proposed road discontinuance is being undertaken pursuant to section 206(1) of the *Local Government Act 1989* including clause 3 of schedule 10.

COUNCIL POLICY IMPACT

There is no Council policy on the closure of roads to public traffic, with each application being treated on merit. Council's policy on the Sale, Exchange and Acquisition of Land Council outlines the principles in dealing with land transactions.

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

There will be no negative identifiable community impact. The road at the rear of 16 Willow court Steet is a non-maintained road under Council's Road Management Plan. Maintenance access to the Sewer Pump Station and Power Line will not be impacted by the proposal

ENVIRONMENTAL IMPACT

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

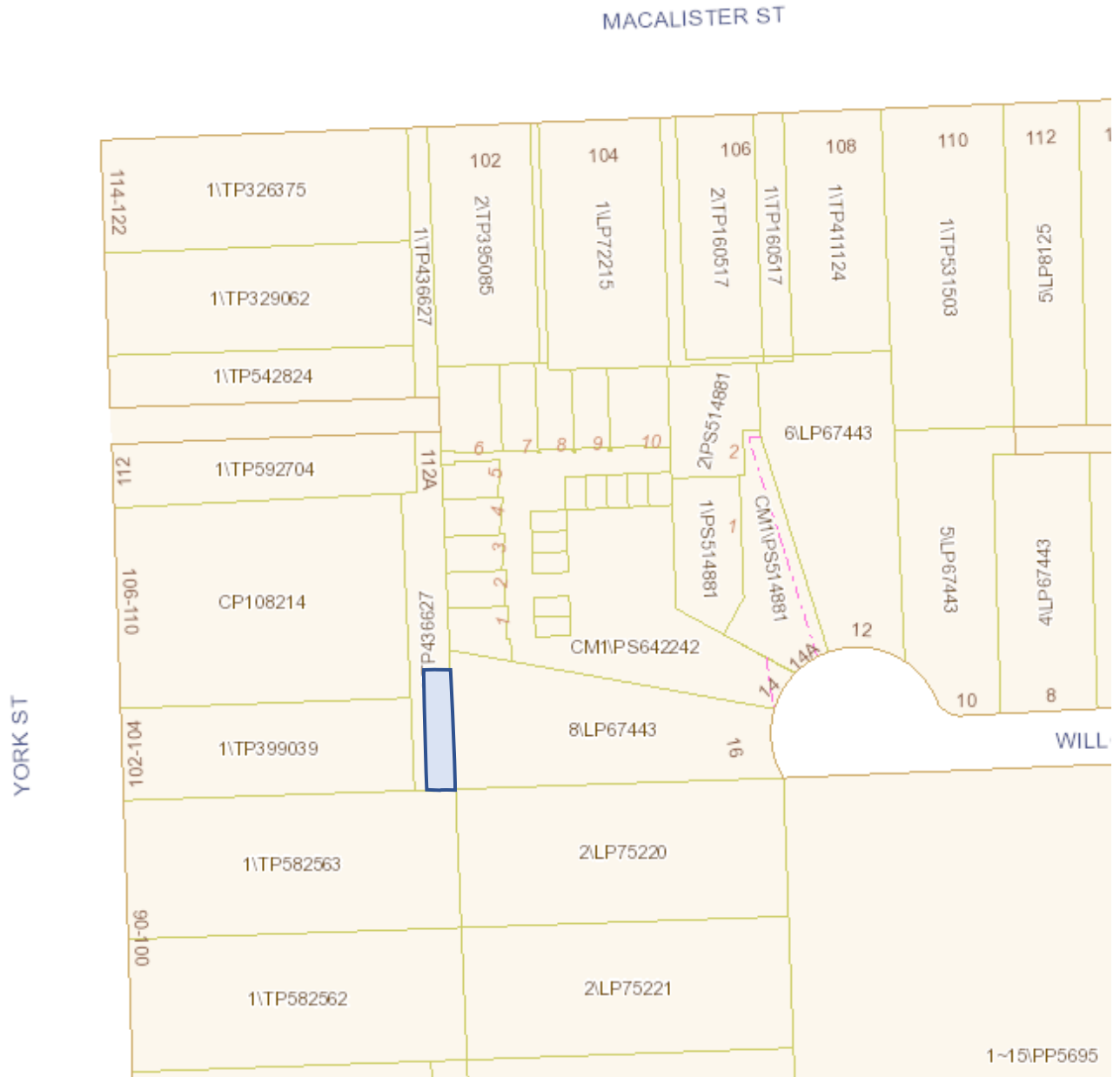
ENGAGEMENT IMPACT

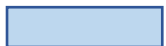
A public notice will be published in the local newspapers and served on the abutting property owners and statutory authorities.

RISK MANAGEMENT IMPACT

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

**PROPOSED SALE OF LAND (ROAD)
REAR 16 WILLOW COURT, SALE**



PROPOSED SECTION OF LAND (ROAD) TO BE CLOSED AND SOLD SHOWN – 

NOTE – FINAL DIMENSIONS SUBJECT TO SURVEY

AREA – 75sq.m approx

**PROPOSED SALE OF LAND (ROAD)
REAR 16 WILLOW COURT, SALE**



PROPOSED SECTION OF LAND (ROAD) TO BE CLOSED AND SOLD SHOWN –

(Note – misalignment between cadastre linework and aerial image)



WELLINGTON
SHIRE COUNCIL
The Heart of Gippsland

**ORDINARY COUNCIL MEETING
5 DECEMBER 2023**

On this day, 27 November 2023, in accordance with section 3(1) of the *Local Government Act 2020*; I, Chris Hastie, General Manager Built and Natural Environment declare that the information contained in the attached **PROPOSED SALE OF LAND (ROAD) – REAR 16 WILLOW COURT, SALE** is confidential because it relates to the following grounds under section 3(1) of the *Local Government Act 2020*:

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

A handwritten signature in blue ink, appearing to be 'CHAS HASTIE', is written over a faint circular stamp.

.....
CHRIS HASTIE
GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT

13. GENERAL MANAGER COMMUNITY AND CULTURE

13.1. QUICK RESPONSE GRANTS – JULY TO OCTOBER 2023

ACTION OFFICER: MANAGER COMMUNITIES, FACILITIES AND EMERGENCIES

PURPOSE

For Council to note the information regarding applications received under the Quick Response Grant Scheme (QRGS) for the period July 2023 to October 2023 as shown in 13.1.1.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council note the information regarding applications received under the Quick Response Grant Scheme (QRGS) for the period July 2023 to October 2023 as listed in attachment 13.1.1.

BACKGROUND

The QRGS aims to fulfil community need by providing a quick turnaround for funding and provides an opportunity for the community to access funding outside the community grants timeline. The QRGS supports the delivery of projects that demonstrate positive impacts on the wider Wellington community. Eligible projects submitted under this program are assessed within two weeks.

Not-for-profit community groups operating in Wellington Shire can apply for up to \$2,500. Up to \$500 is available in the Individual Sponsorship category, and up to \$1,500 is available in the Teams and Community groups category.

Applications included in this Council report were assessed between July 2023 to October 2023.

Applications are assessed by an internal assessment panel. Each application is assessed on its benefit to the community, ability to fulfil a community need, project planning and the capacity of the applicant to deliver the project. The panel allocates funding based on assessment criteria and funding guidelines as shown in attachment 13.1.2.

ATTACHMENTS

1. Quick Response Grants applications - July 23 to October 23 [**13.1.1** - 6 pages]
2. Quick Response Grants 2023/24 - Guidelines Assessment Criteria [**13.1.2** - 5 pages]
3. Quick Response Grants 2023/24 - Individual Team/Community Group Guidelines [**13.1.3** - 4 pages]
4. Quick Response Grants Energy Audit Rebate - Guidelines and Criteria [**13.1.4** - 3 pages]

OPTIONS

Council has the following options available:

1. Note the information regarding successful and unsuccessful applications received under the Quick Response Grant Scheme for the period July 2023 to October 2023 (as attached); or
2. Request further information and reconsider at a future Council meeting.

PROPOSAL

For Council to receive the information regarding successful and unsuccessful applications under the Quick Response Grant Scheme for the period July 2023 to October 2023 (as attached).

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

These applications have been funded through the Community Grant Scheme within the Community Wellbeing budget. A total of \$75,646.84 was allocated to successful QRG applications for the period July 2023 to October 2023.

Together with Community Assistance Grants that have been funded in the August 2023 round, \$144,160.00, a total of \$219,806.84 has been expended from the Community Grant Scheme \$373,990 annual 2023/24 budget.

The table below is a summary of the funding allocation including a comparison to the same period last year. A detailed list of applications is shown in attachment 13.1.1.

Successful applications		Amount requested	Amount recommended	Unsuccessful Applications	
Activities	32	\$71,275.25	\$70,146.84	3	\$5,950.00
Individual and Team/Community Group Sponsorship	5	\$5,500.00	\$5,500.00	nil	
TOTAL Jul 2023 - Oct 2023	37	\$76,775.25	\$75,646.84	3	\$5,950.00
<i>TOTAL Jul 2022 – Oct 2022</i>	<i>19</i>	<i>\$36,969.07</i>	<i>\$36,819.07</i>	<i>2</i>	<i>\$5,000</i>

COMMUNICATION IMPACT

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

LEGISLATIVE IMPACT

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

COUNCIL POLICY IMPACT

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

COUNCIL PLAN IMPACT

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

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

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

This report supports the above Council Plan strategic outcomes.

RESOURCES AND STAFF IMPACT

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

COMMUNITY IMPACT

The funding of these grants will have a significant positive effect on the community, providing assistance to increase the range of events and activities that the wider Wellington community can access. Successful applicants have demonstrated a community need that will be filled through receiving the funding and show a community benefit through expected project outcomes.

ENVIRONMENTAL IMPACT

All events and projects are encouraged to consider the waste that will be produced through delivering their grant outcomes and have appropriate measures in place to manage waste. Assistance from Council is offered to all events to minimise landfill waste through the use of recycle bins.

ENGAGEMENT IMPACT

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

RISK MANAGEMENT IMPACT

The events industry is strongly legislated, and all events are encouraged to comply with current OH&S and best practice safety standards. It is the responsibility of applicants to ensure their project complies with all current rules and regulations.

Quick Response Grant Scheme Applications – July 2023 to October 2023

Successful applications					
Organisation		Activity Title	Amount requested	Amount approved	Activity Description
1	Golden Paradise Beach Community	Built in Book Shelves	\$1,800.00	\$1,800.00	Replace overcrowded and unsafe bookshelves with purpose-built bookcases secured into the wall.
2	Gippsland Lakes Roller Derby	Semi-Finals Round- Statewide Stampede Victorian Roller Derby Tournament	\$2,500.00	\$2,500.00	The Statewide Stampede Victorian Roller Derby Tournament, showcases roller derby's athleticism, our local talent and encourages community involvement in roller sports.
3	Port Albert Water Sports and Safety Centre Committee	GVBR relax and unwind	\$1,800.00	\$1,800.00	GVBR Relax and Unwind, is an event showcasing local music and the Port Albert Waterfront.
4	Gwenfa Hampton Kindergarten	Solution to Footpath Drainage	\$2,330.89	\$2,330.89	Installation of a trench grate with connection to existing stormwater drainage to prevent flooding of the entrance to the kindergarten.
5	Veronica Maybury Memorial Recreation Reserve	Disability Parking Spaces	\$1,850.00	\$1,850.00	Construct 2 disability vehicle spaces with a central space for entry and exit of vehicles.
6	Yarram Neighborhood House	Community photo pop-up and BBQ: 16 days of Activism Against gender-based violence	\$2,500.00	\$2,500.00	A community BBQ at Yarram Memorial Park to promote "Activism Against gender-based violence".
7	Lake Wellington Yacht Club	Safer Clubhouse Verandah	\$2,500.00	\$2,500.00	Upgrade of the clubhouse veranda, which currently requires significant repair of steel joists and new boards to make it safe.
8	Maffra Neighbourhood House	Maffra Community Expo	\$2,124.20	\$2,124.20	Maffra Community Expo is an event to showcase all local groups, activities and services that are available in Maffra.
9	Wellington Eight Ball Association	Sporting Legends Gippy Cup	\$2,500.00	\$2,500.00	The Gippy Cup is an eight-ball tournament. To display and promote high-class eight ball in our community aiming to raise the profile of this sport with a tournament of 450 plus people competing for trophies and recognition of achievement.

Successful applications					
Organisation		Activity Title	Amount requested	Amount approved	Activity Description
10	Yarram Basketball Association	Yarram Basketball season	\$2,500.00	\$2,500.00	Yarram Basketball Association hosts a domestic season of Basketball for all age groups through our hoops program, junior, intermediate and adult open sections.
11	Segue Community Hub and Arts Cafe, Stratford's Neighbourhood House	Point of Sale and Stock Tracking System	\$2,500.00	\$2,500.00	Purchase of a "Square" register, receipt printer, cash drawer, barcode printer and barcode scanner to replace our current old style till and pen and paper forms and calculations, along with a small laptop computer to dedicate to date entry for the new system.
12	Sale Senior Citizens' Centre	Defibrillator	\$2,464.75	\$2,464.75	Provision of a defibrillator for the use of the Senior Citizens Centre members, venue users and the wider community.
13	Dargo Flat Cemetery Trust	Ashes Interment Area	\$2,500.00	\$2,500.00	To begin an ashes interment area in the Cemetery using Bedrocks from Phoenix Foundry .
14	Woodside Primary School Parents and Friends Club	Woodside Primary School 150th Year Celebrations	\$2,500.00	\$2,500.00	To celebrate 150 years since Woodside Primary School opened in 1873.
15	The Newry Hall	Organising social badminton and table tennis	\$1,502.41	\$1,624.00	Aiming to start a social badminton & table tennis club at the Newry Hall. Please note that the requested amount had been entered incorrectly by the community group in the initial application. Text entry has them asking for \$1,502.41, but the budget has an ask of \$1,624. Based on the budget and funding guidelines, they are eligible for the \$1,624.
16	Wellington Big Blokes BBQ	Wellington BBQ Prostate Cancer Fundraiser and Awareness	\$2,500.00	\$2,500.00	We have 420 men going to an event that raises awareness of prostate cancer. The event is designed to bring together a group that can spread awareness and is also a fundraiser to help with raising money for research and paying for a dedicated prostate nurse for the Wellington Shire.
17	Heyfield Community Resource Centre	Womens Health Forum	\$2,088.00	\$2,088.00	The Women's Health Forum is targeted at women over 40 years of age. A range of health experts will lead discussions on the many changes that occur in women's bodies as they move into menopause and beyond. This forum will provide a safe, relaxed environment for information to be shared.

Successful applications					
Organisation		Activity Title	Amount requested	Amount approved	Activity Description
18	Boisdale & District Progress Assoc. Inc.	Official Opening of the Boisdale Stables	\$2,500.00	\$1,250.00	The official opening of the Boisdale Stables will acknowledge and celebrate the culmination of a fifteen-year project to restore this community-owned building.
19	Maffra Municipal Band Inc	Halloween Dance Party	\$1,600.00	\$1,600.00	It's a fun-filled afternoon of games, fancy-dress parades, pantomime skits and dancing along to spooky, Halloween music, presented by the 35-piece Maffra Concert Band.
20	The Newry Hall	Newry Hall Bush Dance	\$1,600.00	\$1600.00	The Hall committee wish to welcome people back to the hall after the new floor upgrade in both the main hall and the supper room. They will host a bush dance to christen the new floor for the next 100 years of use!
21	The Stratford Courthouse Inc	The Stratford Courthouse Outdoor Stage Opening	\$2,500.00	\$2,500.00	The Stratford Courthouse will celebrate with the community the opening of the newly built outdoor stage.
22	Yarram & District Traders & Tourism Association	Event - Yarram Halloween	\$2,500.00	\$2,500.00	A fun and inclusive Halloween event which will bring families out and about on Halloween
23	Maffra Lawn Tennis Club	Grounds curation	\$2,500.00	\$2,500.00	Acquire a lawn and synthetic court maintenance system, including a ride-on mower, trailer, spray unit and court brush.
24	The Art Colt Stratford	Lost Trade Workshops	\$2,100.00	\$2,100.00	To host a weekend of lost trades workshops across Nov 11th and 12th in the historic Stratford Police Stables using local artisans and makers.
25	Mann's Beach Improvement Committee	Mann's Beach family fishing competition	\$2,300.00	\$2,300.00	Mann's Beach family fishing competition is held annually to bring community and families together to enjoy what we have to offer and increase kid's safety in the water.
26	Carrajung Community Group Inc.	Community Recommission of Community Facilities Family Fun Day	\$2,500.00	\$2,500.00	Carrajung Community Group Inc. to recommission the toilet block and now is usable. We wish to have an official opening for the community to celebrate the toilets are back and use and now Community events are able to go ahead at The Memorial Park with the use of toilet facilities.
27	Stratford Tennis Club	Pine Lodge Mower Cage	\$2,500.00	\$2,500.00	A number of lawnmowers have been stolen from underneath the clubrooms. This project will replace the timber door with a steel frame gate that will be significantly more durable than

Successful applications					
Organisation		Activity Title	Amount requested	Amount approved	Activity Description
					the previous one with a locking mechanism. walls will be fortified with steel mesh further deterring theft of property.
28	Gippsland Forest Dialogue	Yarram 'Plantations in the landscape' Dialogue	\$2,235.00	\$2,235.00	The Gippsland Forest Dialogue (GFD) is a new organisation that aims to bring together Gippslanders from all backgrounds to have respectful conversation about how to manage our forests for future generations. Our fifth dialogue will be held at Yarram and will explore 'plantations in the landscape'
29	Rotary Club of Yarram	Yarram Rotary Reimagined	\$1,830.00	\$1,830.00	We plan to launch a completely new model of the Rotary Club for Yarram. The new club is perfect for younger members of the community, family-oriented, and run by the younger members in a model designed and built by them. We seek support for the launch event of the new club.
30	The Inspire Tribe: Youth Ministry St Mary's Cathedral Parish Sale	Community Day	\$2,500.00	\$2,500.00	Community Fun Day, is a free event with sports, and activities to bring the community and families together to celebrate the festive season. This event is directed towards low socio-economic families to celebrate and feel a part of the wider community.
31	GPBRR	2023 End of Year Celebration	\$1,150.00	\$1,150.00	This is an event for the community to come together and celebrate the end of another year with a focus on family and social networking.
32	Sale Pistol Club	Victorian State Titles Selection Match #3	\$2,500.00	\$2,500.00	The State Selection Match is for competitors all over Victoria to compete in the International Practical Shooting Confederation match.
TOTAL			\$71,275.25	\$70,146.84	

Successful Individual Sponsorship and Team/Community Group Sponsorship				
Individual or Group Name		Supporting Organisation	Activity Title	Amount
1	Ava Harrington	UIPM	World Championships Laser/Run	\$500.00
2	Lylah Hiskins	School Sports Victoria	Qualified against Victoria's top runners in the 100 and 200m sprint and the 100m girls relay team to represent Victoria in Tasmania.	\$500.00
3	East Gippsland Netball Region Inc	Netball Victoria	State titles	\$1,500.00
4	Maffra Amateur Basketball Association	Basketball Victoria	Country Victoria Basketball Jamboree	\$1,500.00
5	Ramahyuck District Aboriginal Corporation	Victorian Aboriginal Community Services Association Ltd (VASCAL)	2023 Victorian Aboriginal Community Services Association Ltd (VASCAL) Carnival	\$1,500.00
TOTAL				\$5,500.00

Successful Energy Audit Rebate applications				
Organisation		Facility	Amount	
1	NA (no applications submitted)	NA	\$000.00	
TOTAL				\$00.00

Quick Response Grant Scheme - Unsuccessful Applications – March 2023 to June 2023

Organisation	Activity Title	Activity Description	Comment
Port Albert Progress Association	TAP Event - Tunes, Ales and Pizza	A pop-up brewery providing a tasting of locally brewed beer, with pizza and live music to be held as a community event in the Port Albert Mechanics Institute Hall	<ul style="list-style-type: none"> • Ineligible – Did not meet funding guideline requirements
Golden Beach Motorcycle Club	Easter Carnival	Road maintenance. Provide gravel/road base for Track three Dutson Downs before our annual event	<ul style="list-style-type: none"> • Ineligible – application submitted after due date. • Event Coordinator assigned to follow up.
Combat Flights Gippsland	Combats Day	An approved combat warbird dogfighting flying over Gippsland at West Sale as a build up towards the West Sale Airshow.	<ul style="list-style-type: none"> • Ineligible – private company not a NFP or incorporated community group.

Quick Response Grants 2023/24

Guidelines and Assessment Criteria



Introduction

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

It aims to build community capacity by encouraging:

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

Overview

- Not for profit community groups operating in the Wellington Shire can apply for a Quick Response Grant of up to \$2,500.
- The grants are open all year round. Applications must be received 3 weeks prior to the commencement of your activity.

Important things to note

- What will not be funded:
 - Scholarships, awards, trophies or prizes for participating and/or attending.
 - Activities that deliver a direct and focused religious or political party message.
 - Activities associated with or hosted at areas/facilities with or designed for gaming machines, gambling and betting.
- Wages will not be funded but can be used as evidence of contribution towards the project.
- The not-for-profit community group applying for the grant will be referred to as the 'organisation' throughout the application.
- The applicant is the organisation, not the individual representative or person completing the application form.
- The event or project will be referred to as 'activity' in the Assessment Criteria and Guidelines, Application Form, Funding Agreement and Acquittal Report

Criteria – General

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

1. Grants are available to not for profit community groups operating in the Wellington Shire.
2. Schools are not eligible to be an applicant, however, can be a community partner in project proposal.
 - a. Grants are available to Volunteer groups associated with Schools are eligible to apply, applicants will be required to demonstrate the benefits and outcomes to the broad community outside the school community.
3. Applicants must be incorporated bodies or have an established legal entity. If your organisation is not incorporated or doesn't have an ABN you will be required to provide the details of an auspice organisation. The auspice organisation will receive the grant funding on your behalf and will ultimately be responsible for the Acquittal Report.
4. If your organisation is incorporated but does not have an ABN, a 'Statement by a Supplier – Reason for Not Quoting an ABN' form must be included with your funding agreement. This form is available from the Australian Tax Office website.
5. Activities must be administered in the Wellington Shire, please note activities at licensed venues, applicants will be asked to demonstrate that there is no appropriate alternative venue and that they have considered the potential impact to participants.
6. **Applicants who have previously been successful in receiving funding MUST have completed all Acquittal Reports and complied with Council requirements prior to being considered for the current funding round.**
7. All applicants must provide a copy of a current Public Liability Insurance certificate of currency with activity/event details, where applicable. (For an event the P/L certificate of currency must include the event name, date and location).
8. All activities **MUST** align with Key Council Plans and Strategies:
 - a. Wellington Shire Council's Plan 2021-25
 - b. Healthy Wellington 2021-2025
 - c. Sustainability Strategy 2020-25
9. All activities must ensure inclusivity, social connectedness and accessibility has been considered.
10. All activities are encouraged to consider the waste that will be produced through delivering their grant outcomes and have appropriate measures in place to manage waste.
11. Multiple applications for the same activity will not be accepted.
12. A limit of three Quick Response Grant applications per financial year for different activities will be accepted.
13. Applications must be completed in full and have sufficient evidence to make a reasonable assessment of the application. Council reserves the right to further investigate aspects of the application. Applications and Acquittal Reports must be on the correct form.
14. Where possible, the goods and services used in the funded activity (suppliers and contractors) be sourced from within the Wellington Shire.
15. Activities that are primarily for the purpose of fundraising will be required to demonstrate the Community benefits in addition to the fundraising outcome.
16. No set amount of contribution will be required. A contribution (monetary, donated or volunteer labour) will assist with assessment. Applicants will be required to identify their contribution capacity.

17. For all expenditure items of \$1,000 or more you must include a quote or evidence of the item cost.
18. Applications deemed to be for commercial benefit will not be considered. This will be determined on a case-by-case basis. This will include applications where the main beneficiary is a business.
19. Funding must not be regarded as a recurrent commitment from Council. There is no guarantee a recurring activity will be funded in the future. Funding is limited.
20. The applicant is responsible for all ongoing maintenance and running costs of any equipment purchases resulting from a successful application.
21. Council may reduce the amount allocated to you if the funding applied for is considered unsubstantiated and/or excessive.
22. Council may reduce the amount allocated to you if the funding allocation is oversubscribed; additionally, if Council is aware of an alternative option available to you, it will recommend it as an alternative to funding.
23. Successful applicants will be required to complete a Funding Agreement, which includes the conditions of grant funding. You may also be asked to comply with additional conditions.
24. You are required to acknowledge Wellington Shire Council's support of your activity as specified in the Funding Agreement.
25. Funding must be returned if the activity is not completed in line with the Funding Agreement. Any excess funding must be returned.
26. Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the Charter of Human Rights and Responsibilities Act 2006 (Vic) and has referred to Council's Human Rights Policy to develop the WSC CAG & QRG program Guidelines and Assessment Criteria.
27. Applications must be completed and returned 3 weeks prior to the commencement date of your project. You will be notified in writing of the outcome of your grant 10 business days after the submission date. You are welcome to contact the Grants officer for further feedback. Once you receive confirmation it can take 6 to 8 working weeks for the funding to arrive in your bank.

Assessment Process

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

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

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

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

Assessment Criteria and Assessment scoring details

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

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

Contact

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

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

Quick Response Grant Scheme 2023/24

Individual Sponsorship & Team/Community Group Guidelines



Introduction and Aim

The Quick Response Grant scheme aims to fulfil community need by providing a quick turnaround for funding and provides an option for the community to access funding outside the Community Assistance Grant timeline. This scheme supports the delivery of outcomes that have positive impact on the wider Wellington community. Eligible projects submitted under this program will be assessed within two weeks.

We understand that there are circumstances where the community may need some financial assistance to complete a project, run an event or undertake some maintenance on their facility. This grant is provided to support minor initiatives that encourage partnerships, celebrate an occasion, and assist with maintenance of community assets. It is also available for individuals or groups requiring support to attend or participate in a recognised activity or event.

Overview

Wellington based sporting teams and Community groups can apply for a Quick Response Grant up to \$1,500 under the Team/Community Group category. **The grants are open all year round.** Applications must be received 3 weeks prior to the commencement of your project or event.

Categories	Funding Available For	Funding Amount
Individual Sponsorship	Participation costs - Funding for costs associated with attending and participating in a recognised activity or event.	Up to \$500
Team/ Community group	Participation costs - Funding for costs associated with attending and participating in a recognised activity or event.	Up to \$1,500



Overview

Council funding provides assistance to allow teams or community groups to participate in activities that would not be possible without financial support.

Funding can be used for costs associated with attending and participating in the activity including travel costs, entrance costs associated with participation and accommodation allowances.

Successful applications will be able to demonstrate a community benefit that will be achieved by sharing information and skills learnt through their experiences.

A team or community group will need to decide which is the best way to support those who are participating in the proposed event or activity. There are only two options available, and a team or group is not eligible for both;

1. Up to 3 individuals apply separately to attend or participate in an activity ([use the Individual Sponsorship application form](#)).
- or
2. The team or group apply for group funding and shares it amongst those participating ([use the team/group application form](#)).

Criteria

1. Grants are available to not for profit community or sports group operating in the Wellington Shire.
Schools are not eligible, although they could be partners in projects.
2. The activity or event must be officially recognised by a national/international governing body or peak body in the field.
3. Application forms must be completed and returned 3 weeks prior to the commencement date of your project. You will be notified in writing of the outcome of your grant 10 business days after the submission date. Once you receive confirmation it can take six working weeks to receive funding. Applications will be accepted a maximum of 3 months prior to the event or activity.
4. Applicants will be eligible for one Quick Response Grant over a 12-month period. Applicants who have previously been successful in receiving Council funding will need to have completed all acquittals and have previously complied with Council requirements
5. Applications must be on a current and correct form. Applications must be completed in full and have sufficient evidence to make a reasonable assessment of the application.
6. Applicants are required to list the financial contribution being made by themselves or others to participate in the event or activity.
7. A representative of the Team or Community group will be required to sign the application form and will be accountable for managing and acquitting the funds.
8. Successful applicants will be required to sign a Funding Agreement, which includes the conditions of grant funding. You may also be asked to comply with additional conditions.



- 9.** Applicants must attach a copy of confirmation of participation in the event activity eg, letter of offer, letter from organisation holding the activity, membership details.
- 10.** Acknowledgment must be given for the support provided by the Wellington Shire Council in any public relations opportunities undertaken by the funded individual.
 - Applicants must be willing to brief Council on their activity if they are successful in receiving funding.
- 11.** The applicant must spend the grant funding as detailed in the application unless written approval of Council is obtained prior to any variation.
- 12.** The applicant will be required to reimburse the Wellington Shire Council the full amount awarded if:
 - The applicant withdraws from the activity or is no longer able to participate.
 - The activity is cancelled.
 - Should it be found that any of the information in the application form was incorrect or misleading?
 - Non-compliance with the Funding Agreement.
- 13.** You will be notified in writing of the outcome of your grant. You are welcome to contact the Grants officer for further feedback.
- 14.** Participation in activities that may be perceived to portray a negative image eg, association with alcohol, gambling or smoking are not eligible. This will be determined on a case-by-case basis.
- 15.** Applications deemed to be for commercial benefit will be considered ineligible. This will be determined on a case-by-case basis. This will include applications where the main beneficiary is a business/es.
- 16.** Unsuccessful applications will be ineligible to apply for the same project in the future, unless otherwise advised.
- 17.** The Wellington Shire reserves the right to refuse funding. Once the allocated funds are exhausted during a funding period, no additional funding will be available for sponsorship within that set period.
- 18.** Funding must not be regarded as a recurrent commitment from council.
- 19.** Council encourages the sharing of resources in the community as a way of creating partnerships. If Council is aware of an alternative option to you, they will recommend it as an alternative to funding.
- 20.** Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the Charter of Human Rights and Responsibilities Act 2006 (Vic) and has referred to Council's Human Rights Policy to develop the QRG Guidelines and Assessment Criteria.



Application Process / Assessment

Your application will be assessed by two Wellington Shire Council coordinators.

Your application will be initially assessed against the criteria above, and then scored out of 30 for the following assessment criteria:

Assessment Criteria	Maximum Points
The applicant has made a reasonable contribution or is being resourceful in seeking financial support.	30
The applicant is applying for funding because it will assist them in attending the event or activity.	
The applicant has demonstrated disadvantage. There are current barriers to participate and/or attend the event or activity.	
The applicant has demonstrated that they will fulfil a community benefit through the sharing of skills and sharing of information learnt by attending the event or activity.	
The applicant is affiliated with an officially recognised national/international governing body or peak body in the field.	
Relevant support material has been included with the application.	

Contact

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

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



Quick Response Grants Energy Audit Rebate Guidelines and Criteria



Introduction

Wellington Shire Council is committed to achieving positive environmental outcomes through sustainable practices, which achieves value for money while minimising impact to the environment. Many of our community facilities may have an impact on our environment. By planning ahead, we can minimise our impact by adopting sustainable practices.

An energy audit can clarify your facilities' energy consumption and identify areas for potential savings. It can lead to reduced energy use, improved productivity, and opportunities to innovate.

Overview

- The rebate of **up to \$500** is available to Wellington based community groups who engage an auditor and receive a report for their facility.
- The rebate is available to Community facilities with yearly energy bills (can include both gas and electric) over \$1000 can apply.
- The application is a pre-approval and is open until 30 March 2024 or once allocated funds are expended.
- An Energy Audit report and receipt of auditor payment must be presented by 1 June 2024.

Finding and selecting an energy auditor

An energy audit typically costs between \$400 and \$1000 depending on the size and location of the facility. Energy audits or assessments are conducted by professionals that have industry accepted credentials. They understand how to undertake the assessment in line with Australian Standards.

Council has engaged locally based auditors to assess council managed buildings. These have included:

Ecodecisions

Metung
Graeme@ecodecisions.com.au
03 9770 5686

Rhys Freeman Energy Auditing

Gippsland
0409 536 995
Info@rhysfreeman.com.au

Baw Baw Sustainability Network

Yarragon
0490 485 370
Bawbawsn@gmail.com.au

Guest Energy

Bairnsdale
Guestenergy@icloud.com
0438 530 130

You are not required to use one of the above contractors and Sustainability Victoria has also compiled a list of consultants who have delivered audits to businesses under their energy efficiency grant programs. [Click here for the list.](#)

Important things to note

- What will not be funded:

- Venues used to deliver a direct political party message.
- School facilities
- Venues with or designed for gaming machines, gambling and betting.

- The not-for-profit community group applying for the grant will be referred to as the 'organisation' throughout the pre-approval application.

- The applicant is the organisation, not the individual representative or person completing the application form.

Criteria – General

After reading the rebate guidelines, please contact the **Grants Officer 1300 366 244** if you have any questions. This will ensure you are eligible to apply, and your application meets the guidelines.

1. Grants are available to not-for-profit community groups operating in the Wellington Shire.
2. Schools are not eligible to be an applicant.
3. Applicants must be incorporated bodies or have an established legal entity (ABN). If your organisation is not incorporated or does not have an ABN, you will be required to provide the details of an auspice organisation. The auspice organisation will receive the grant funding on your behalf and will ultimately be responsible for the Acquittal Report.
4. If your organisation is incorporated but does not have an ABN, a 'Statement by a Supplier – Reason for Not Quoting an ABN' form must be included with your funding agreement. This form is available from the Australian Tax Office website
5. **Applicants who have previously been successful in receiving funding MUST have completed all Acquittal Reports and complied with Council requirements prior to being considered for the Energy Audit Rebate round.**
6. Multiple applications for the same facility will not be accepted.
7. Applications must be completed in full and have sufficient evidence to make a reasonable assessment of the application. Council reserves the right to further investigate aspects of the application. Applications and Acquittal Reports must be on the correct form.
8. Where possible, the goods and services used in the funded activity (suppliers and contractors) be sourced from within the Wellington Shire.
9. A quote or evidence of the item cost must be included in application.
10. Funding must not be regarded as a recurrent commitment from Council. There is no guarantee a recurring activity will be funded in the future. Funding is limited.
11. The applicant is responsible for all ongoing maintenance and running costs of any equipment purchases resulting from a successful application.

12. Applicants will receive a Pre-approval notification and applicants will be required to present the Energy Audit report and auditors receipt to receive rebate. You may also be asked to comply with additional conditions.
13. All approved energy reports and receipt of payment must be submitted by 1 June 2023 to receive rebate.
14. You will be notified via online grant program of the outcome of your application 10 business days after the submission date. You are welcome to contact the Grants officer for further feedback. Rebate payments (report and receipt is submitted) can take 6 to 8 working weeks to arrive in your bank.
15. You are required to acknowledge Wellington Shire Council's support of your activity, where possible.
16. Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the Charter of Human Rights and Responsibilities Act 2006 (Vic) and has referred to Council's Human Rights Policy to develop the WSC CAG & QRG program Guidelines and Assessment Criteria.

Contact

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

Community Facilities Planning and Grants Officer

Phone: 1300 366 244

Email: enquiries@wellington.vic.gov.au

14. 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.

15. IN CLOSED SESSION

COUNCILLOR

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

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

IN CLOSED SESSION

COUNCILLOR

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