



**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 16 May 2023, commencing at 6:00 PM**

**or join Wellington on the Web:**

**[www.wellington.vic.gov.au](http://www.wellington.vic.gov.au)**

**ORDINARY MEETING OF COUNCIL  
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## **COUNCIL MEETING INFORMATION**

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

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

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

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## **MISSION STATEMENT**

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

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## **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 2 May 2023.

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

#### **RECOMMENDATION**

*That Council adopt the minutes and resolutions of the Ordinary Council Meeting of 2 May 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
NIL			

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

#### 9. QUESTION/S ON NOTICE

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

**ACTION OFFICER: CHIEF EXECUTIVE OFFICER**

ITEM	FROM MEETING	COMMENTS	ACTION BY
NIL			

## 10. MAYOR AND COUNCILLORS REPORT

### 10.1. MAYOR AND COUNCILLORS REPORT - APRIL 2023

#### ACTION OFFICER: COUNCILLOR IAN BYE

#### RECOMMENDATION

*That the Mayor and Councillors report be noted.*

#### 1 APRIL TO 30 APRIL

1 April	Port of Sale Boat Club 30 Year Celebration, Sale	Mayor Bye attended
2 April	Race the Rubeena, Sale	Mayor Bye attended
3 April	Tarra Festival Committee meeting	Cr McKenzie attended
5 April	One Gippsland - Delegation Meeting with Minister McBain MP	Mayor Bye and David Morcom, Chief Executive Officer attended
	Youth Council meeting, Sale	Cr Wood attended
6 April	Committee for Wellington monthly meeting, Sale	Mayor Bye and David Morcom, Chief Executive Officer attended
	Fulham Correctional Centre Graduation Ceremony, Fulham	Mayor Bye attended
	Gippsland New Energy Web Portal Working Group meeting	Cr Crossley attended
11 April	Strategic Land Use Planning Project meeting, Sale	Mayor Bye, Cr Tatterson and Cr Maher attended
12 April	Online Innovation Breakfast: Shifting the Dial on Health	Cr Maher attended
	Ellen Avenue Objections meeting with members of the public, Sale	Cr Tatterson, Cr McKenzie and Cr Maher attended
	Longford Central Objections meeting with members of the public, Sale	Cr Tatterson, Cr McKenzie and Cr Maher attended

13 April	Meeting with Mr Darren Chester MP, Sale	Mayor Bye and David Morcom, Chief Executive Officer attended
	Wellington Shire Council Citizenship Ceremony, Sale	Mayor Bye, Cr Maher and David Morcom, Chief Executive Officer attended
	Gippsland New Energy Web Portal Working Group meeting	Cr Crossley attended
14 April	Introductory meeting with Mistral Energy	Mayor Bye and David Morcom, Chief Executive Officer attended
19 April	Yarram Water Tower Mural, Heesco Town Ceremony, Yarram	Mayor Bye, Cr McKenzie, Cr Stephens and Cr Maher attended
20 April	Introductory meeting with Iberdrola Australia, Sale	Mayor Bye and David Morcom, Chief Executive Officer attended
	Management of Yarram Regent Theatre meeting	Cr McKenzie, Cr Maher and Cr Stephens and David Morcom, Chief Executive Officer attended
	Gippsland New Energy Web Portal Working Group meeting	Cr Crossley attended
21 April	One Gippsland Mayoral meeting, April Board meeting and Local Government meeting, Morwell	Mayor Bye and David Morcom, Chief Executive Officer attended
	MAV Gippsland Regional Board meeting, Morwell	Mayor Bye, Cr Tatterson and David Morcom, Chief Executive Officer attended
25 April	ANZAC Day Service, Gormandale	Cr Stephens attended



	ANZAC Day Service, Heyfield	Cr Ripper attended
	ANZAC Day Dawn Service, Maffra	Cr Crossley attended
	ANZAC Day Service, Maffra	Cr Wood attended
	ANZAC Day Dawn Service, Meerlieu	Cr Rossetti attended
	ANZAC Day Dawn Service, Port Albert	Cr Maher attended
	ANZAC Day Service, Rosedale	Cr Crossley attended
	ANZAC Day Dawn Service, Sale	Mayor Bye attended
	ANZAC Day March & Service, Sale	Mayor Bye attended
	ANZAC Day Service, Stratford	Cr Wood and Cr Ripper attended
	ANZAC Day Service, Yarram	Cr Maher attended
	ANZAC Day Service, Seaspray	Cr McKenzie attended
26 April	Councillor Community Conversation: Wellington Shire Pound & Animal Aid and West Sale Airport	Cr McKenzie, Cr Maher and David Morcom, Chief Executive Officer attended
	Fulham Correctional Centre Community Advisory Committee meeting, Fulham	Cr Wood and Cr Ripper attended
27 April	AICD Company Directors Course - Introduction Session	Cr McKenzie attended
	Municipal Emergency Management meeting	Cr Wood attended
	Gippsland New Energy Web Portal Working Group meeting	Cr Crossley attended
28 April	Stratford Shakespeare Festival Official Opening, Stratford	Cr Crossley, Cr McKenzie, Cr Ripper and David Morcom, Chief Executive Officer attended

**COUNCILLOR IAN BYE  
MAYOR**

## 11. YOUTH COUNCIL REPORT

### 11.1. YOUTH MAYOR'S REPORT

**ACTION OFFICER: YOUTH MAYOR, CHLOE BETHUNE**

#### **RECOMMENDATION**

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

Good evening Council members, I am Chloe Bethune and this year I was elected as Youth Mayor for the Wellington Shire Youth Council.

So far this year we have achieved quite a few things in a short amount of time. Our leadership team was elected after our induction in February at which we presented our 2023 Action Plan. The plan for this year has a strong focus on mental wellbeing and ties closely with the 5 Ways to Wellbeing.

The theme for the 2023 Wellington Youth Art Prize is Future Memories and is something everyone on the team was very excited and passionate to develop. Entries are now open, and we hope this challenges local young artists to show what the world looks like to them in the years to come.

Another project developed by a previous Youth Council which this year's team are continuing is the *Youth Illustrated Zine*. We felt that the purpose of the zine in providing a space for us to share good stories, current stories, share experiences – basically shine a light on young people - is worth pursuing. The working group is currently curating, and work on the autumn edition is nearly finished and will be ready to publish this month.

Maffra Secondary College invited us out to their leadership day mid last term and three councillors attended and ran games to work on team building. We hope to continue to work with all local high schools across the shire this term. Five Youth Councillors completed a first aid course at Aqua Energy with East Gippsland Youth ambassadors, giving those that attended their first aid certificate. In the school holidays eleven of us went to the FReeZA summit in Melbourne which was a big hit as we learnt about live music production, how to set up a microphone and design our dream all ages event. On Anzac Day Youth Councillors attended the services at Sale and Stratford, along with Councillor Bye and Councillor Wood.

Next, we turn our attention to helping young people get active and finding ways to help our community. We have been approached to help run a colour run in Yarram and see this as the perfect opportunity for a fun active event for young people in the coastal ward. We will work on the Winter edition of Youth Illustrated encouraging others to contribute and share their voice. We are also aiming to participate in events that celebrate Reconciliation and NAIDOC week and begin our planning for UPSWING.

Tomorrow morning, I will stand at the raising of the rainbow flag in acknowledgment of International Day Against Homophobia, Biphobia and Transphobia (IDAHOBIT) Day, as I believe it is important for us to be inclusive of all.

Thank you for your time.

**CHLOE BETHUNE**  
**YOUTH MAYOR**

## 12. DELEGATES REPORT

## 13. CHIEF EXECUTIVE OFFICER

### 13.1. CHIEF EXECUTIVE OFFICER'S REPORT - APRIL 2023

#### ACTION OFFICER: CHIEF EXECUTIVE OFFICER

##### RECOMMENDATION

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

#### 1 APRIL TO 30 MAY

3 April	Attended a Gippsland New Energy Coordination Group meeting
5 April	Attended The Future of School Crossings meeting Attended a Joint State/Local Government Monthly Forum  Attended a OneGippsland Delegation Meeting with Minister McBain MP. In attendance was Mayor Bye  Met with Minister McBain MP, Traralgon
6 April	Attended a Committee for Wellington Monthly General Meeting, Sale. In attendance was Mayor Bye
12 April	Attended a Department of Transport and Wellington Shire Council Liaison and Strategy Meeting, Traralgon
13 April	Met with Mr Daniel Miller, Chief Executive Officer of Gunaikurnai Land and Waters Aboriginal Corporation  Met with Darren Chester MP, Sale alongside Mayor Bye  Hosted a Citizenship Ceremony, Sale. In attendance was Mayor Bye, Mr Tim Bull MP and Mr Danny O'Brien MLA
14 April	Attended an Introductory Meeting with Mistral Energy alongside Mayor Bye
18 April	Met with Rural Councils Victoria representatives to discuss a Housing Briefing Paper
20 April	Introductory meeting with Iberdrola Australia representatives, Sale. In attendance was Mayor Bye
21 April	Attended One Gippsland CEO meeting, April Board meeting and Local Government meeting, Morwell. In attendance was Mayor Bye  Attended a MAV Gippsland Regional Meeting, Morwell. In attendance was Mayor Bye

26 April Held a Councillor Community Conversation tour of the Wellington Shire Pound & Animal Aid Shelter and West Sale Airport. In attendance was Cr Maher and Cr McKenzie

28 April Met with Mr Dean Rizzetti, Minister for Energy and Resources, Climate Action and the SEC

Attended the Stratford Shakespeare Festival Official Opening, Stratford. In attendance was Cr Crossley, Cr Ripper and Cr McKenzie

## 14. GENERAL MANAGER CORPORATE SERVICES

### 14.1. ASSEMBLY OF COUNCILLORS

#### **ACTION OFFICER: MANAGER ORGANISATIONAL PERFORMANCE AND GOVERNANCE**

##### **OBJECTIVE**

To report on all assembly of Councillor records received for the period 24 April 2023 to 7 May 2023.

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

#### **RECOMMENDATION**

*That Council note and receive the attached Assembly of Councillor records for the period 24 April 2023 to 7 May 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 24 April 2023 to 7 May 2023.

##### **ATTACHMENTS**

1. Assembly of Councillors - 2 May 2023 - Council Day [14.1.1 - 2 pages]

##### **OPTIONS**

Council has the following options:

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

##### **PROPOSAL**

That Council note and receive the attached assembly of Councillors records during the period 24 April 2023 to 7 May 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 – 2 MAY 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	Damian Norkus, ICT Operations Officer	YES	N/A

MEETING	COUNCILLORS AND OFFICERS IN ATTENDANCE				CONFLICT/S OF INTEREST OR ACTION ITEMS
	Name	Attendance	Name	Attendance	
Workshops	Cr Bye	YES	Cr Tatterson	YES	N/A
	Cr Crossley	YES	Cr Wood	YES	N/A
	Cr McKenzie	YES	David Morcom, CEO	YES	N/A
	Cr Maher	YES	Arthur Skipitaris, GM Corporate Services	YES	N/A
	Cr Ripper	YES	Chris Hastie, GM Built & Natural Environment	YES	N/A
	Cr Rossetti	YES	Clemence Gillings, GM Community & Culture	YES	N/A
	Cr Stephens	YES	Andrew Pomeroy, GM Development	YES	Item 3: Cr Stephens declared a conflict due to a general interest (section 127) and has completed the conflict of interest declaration form

	MATTERS/ITEMS CONSIDERED AT THE MEETING	OTHERS IN ATTENDANCE
Workshops (cont.)	1. DESTINATION GIPPSLAND UPDATE	<ul style="list-style-type: none"> <li>• Terry Robinson, CEO – Destination Gippsland (external)</li> </ul> <i>Conflict of Interest: Nil</i>
	2. CUSTOMER SERVICE TRENDS	<ul style="list-style-type: none"> <li>• Vanessa Ebsworth, Manager Regulatory Services</li> <li>• Leanne Dempster, Coordinator Customer Service</li> </ul> <i>Conflict of Interest: Nil</i>
	3. COMMUNITY ASSISTANCE GRANTS – MARCH ROUND	<ul style="list-style-type: none"> <li>• Sam McPherson, Managers Communities, Facilities and Emergencies</li> <li>• Sharon MacGowan, Community Facilities Planning and Grants Officer</li> </ul> <i>Conflict of Interest: Nil</i>
	4. THE MIDDLE OF EVERYWHERE SURVEY UPDATE	<ul style="list-style-type: none"> <li>• Ingrid Huitema – Gemini Communications Consulting (external)</li> </ul> <i>Conflict of Interest: Nil</i>

## 15. GENERAL MANAGER DEVELOPMENT

### 15.1. MONTHLY PLANNING DECISIONS - MARCH 2023

#### ACTION OFFICER: MANAGER LAND USE PLANNING

#### PURPOSE

To provide a report to Council on recent planning permit trends and planning decisions made under delegation by Statutory Planners during the month of March 2023.

#### PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

#### RECOMMENDATION

***That Council note the report on recent Planning Permit trends and Planning Application determinations between 1 March and 31 March 2023.***

#### BACKGROUND

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

A copy of planning permit decisions made between 1 March and 31 March 2023 is included in Attachment, '*Planning Decisions Report - March 2023*'.

Attachment, '*Planning Trends Report - March 2023*' provides an overview of recent planning permit trends including decisions made, efficiency of decision making and the estimated value of approved development (derived from monthly planning permit activity reporting data).

#### ATTACHMENTS

1. Planning Decisions Report - March 2023 [**15.1.1** - 5 pages]
2. Planning Trends Report - March 2023 [**15.1.2** - 3 pages]

#### OPTIONS

Council has the following options available:

1. Receive the 1 March - 31 March 2023 planning decisions report; or
2. Not receive the 1 March - 31 March 2023 planning decisions report and seek further information for consideration at a future Council meeting.

## **PROPOSAL**

That Council note the report of recent planning permit trends and planning application determinations between 1 March – 31 March 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**

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

## **LEGISLATIVE IMPACT**

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

## **COUNCIL POLICY IMPACT**

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

## **COUNCIL PLAN IMPACT**

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

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

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

This report supports the above Council Plan strategic outcomes.

## **RESOURCES AND STAFF IMPACT**

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

**COMMUNITY IMPACT**

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

**ENVIRONMENTAL IMPACT**

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

**ENGAGEMENT IMPACT**

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

**RISK MANAGEMENT IMPACT**

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

**PLANNING APPLICATION DETERMINATIONS  
BETWEEN 1/03/2023 AND 31/03/2023**

<b>Application No/Year</b>	<b>Date Received</b>	<b>Property Title &amp; Address</b>	<b>Proposal</b>	<b>Status</b>
56-2.00/2015	17/02/2022	Assessment No. 82909 PC: 173099 529 COBAINS RD COBAINS	Construction of new kennels & increase in number of dogs.	Permit Issued by Delegate of Resp/Auth  15/03/2023
436-2.00/2020	5/09/2022	Assessment No. 436493 LOT: 1 TP: 750307A 102 FIREBRACE RD HEYFIELD	Use & development of the land for a caretaker's dwelling.	Withdrawn  31/03/2023
52-3.00/2021	20/02/2023	Assessment No. 258269 LOT: 1090 LP: 40160 142 SEVENTH AVE PARADISE BEACH	Buildings and works for development of a dwelling.	Permit Issued by Delegate of Resp/Auth  2/03/2023
107-2.00/2021	7/03/2023	Assessment No. 391557 CA: 79F 124 PORT PORT ALBERT	B&W associated with construction of extension to an existing dwelling.	Permit Issued by Delegate of Resp/Auth  20/03/2023
204-2.00/2021	10/02/2023	Assessment No. 307603 LOT: 1 TP: 196360 68 KENT ST MAFFRA	Two lot subdivision of the land (building envelope plan).	Permit Issued by Delegate of Resp/Auth  21/03/2023
252-3.00/2021	28/02/2023	Assessment No. 204958 LOT: 9 PS: 704991G 18 SMITHS LANE ROSEDALE	Buildings & works associated with a replacement dwelling.	Permit Issued by Delegate of Resp/Auth  9/03/2023
297-2.00/2021	14/03/2023	Assessment No. 299727 LOT: 1 TP: 341477 157 BOLGERS RD DEVON NORTH	Use of the land for a 1000 chicken free range egg farm.& the use & dev	Permit Issued by Delegate of Resp/Auth  27/03/2023
30-1.00/2022	21/01/2022	Assessment No. 443192 LOT: 5 PS: 812047V 2,321 SEASPRAY RD SEASPRAY	Subdivision of the land into two lots.	Permit Issued by Delegate of Resp/Auth  31/03/2023
141-2.00/2022	3/01/2023	Assessment No. 62687 CA: 29 SEC: B2 SOUTH GIPPSLAND HWY SALE	Construction of a boardwalk.	Permit Issued by Delegate of Resp/Auth  3/03/2023
239-1.00/2022	24/05/2022	Assessment No. 199273 LOT: 5 LP: 110211 3 COCHRANES RD SEASPRAY	Use of land for dog breeding (10 fertile females and 2 stud males).	Permit Issued by Delegate of Resp/Auth  20/03/2023
303-2.00/2022	24/02/2023	Assessment No. 119032 PC: 363658D 59 GOLDEN BEACH DR GOLDEN BEACH	B/W assoc with construction of dwelling & outbuilding.	Permit Issued by Delegate of Resp/Auth  31/03/2023

**ATTACHMENT 15.1.1**

<b>Application No/Year</b>	<b>Date Received</b>	<b>Property Title &amp; Address</b>	<b>Proposal</b>	<b>Status</b>
318-1.00/2022	7/07/2022	Assessment No. 455352 LOT: 3 PS: 839151A 226 HALLS RD STRAITFORD	Use and development of the land for a dwelling.	Permit Issued by Delegate of Resp/Auth  7/03/2023
386-1.00/2022	12/08/2022	Assessment No. 186494 CA: 20 41 BRENNANS RD LONGFORD	Two lot subdivision of the land.	Withdrawn  16/03/2023
413-1.00/2022	31/08/2022	Assessment No. 393496 LOT: 30 PS: 514882V 161-163 DAWSON ST SALE	Two lot subdivision & use & development of a childcare centre.	Permit Issued by Delegate of Resp/Auth  8/03/2023
481-1.00/2022	17/10/2022	Assessment No. 200394 LOT: 24 LP: 201995 100 GERRAND DR LONGFORD	2 Lot Subdivision of the Land.	Permit Issued by Delegate of Resp/Auth  31/03/2023
490-1.00/2022	27/10/2022	Assessment No. 334458 PC: 356540T 48-50 SMITH ST BRIAGOLONG	2 Lot Subdivision of the land.	Permit Issued by Delegate of Resp/Auth  7/03/2023
491-1.00/2022	27/10/2022	Assessment No. 450601 LOT: 2 PS: 747767U 85 BOUNDARY CREEK RD LONGFORD	2 Lot Subdivision of the land.	Permit Issued by Delegate of Resp/Auth  17/03/2023
512-1.00/2022	15/11/2022	Assessment No. 216945 LOT: 627 LP: 52648 21 MERIDAN RD GOLDEN BEACH	Buildings & works associated with the construction of a dwelling.	Permit Issued by Delegate of Resp/Auth  22/03/2023
517-1.00/2022	16/11/2022	Assessment No. 439612 LOT: 1 PS: 613333E 26 COBAINS RD SALE	8 lot subdivision of the land.	Permit Issued by Delegate of Resp/Auth  8/03/2023
528-1.00/2022	24/11/2022	Assessment No. 367540 LOT: 1 PS: 131995 32 VARDYS RD RIVERSLEA	2 Lot Subdivision of the land.	Permit Issued by Delegate of Resp/Auth  8/03/2023
551-1.00/2022	8/12/2022	Assessment No. 458679 LOT: 6 PS: 812047V 2,321 SEASPRAY RD SEASPRAY	Multi lot subdivision & create an access to a transport zone 2.	NOD issued by Delegate of Respon/Auth  8/03/2023
564-1.00/2022	14/12/2022	Assessment No. 292649 LOT: 1 TP: 898672X 25 DOUGHERTY ST YARRAM	Buildings and works associated with the construction of two dwellings.	NOD issued by Delegate of Respon/Auth  27/03/2023
565-1.00/2022	14/12/2022	Assessment No. 270207 LOT: 6 PS: 4384 130 MERRIMANS CREEK RD GORMANDALE	2 Lot subdivision of the land.	Permit Issued by Delegate of Resp/Auth  6/03/2023



**ATTACHMENT 15.1.1**

<b>Application No/Year</b>	<b>Date Received</b>	<b>Property Title &amp; Address</b>	<b>Proposal</b>	<b>Status</b>
567-1.00/2022	16/12/2022	Assessment No. 352914 LOT: 48 LP: 54201 49 TAMBORITHA TCE COONGULLA	Buildings & works associated with the construction of extension.	Permit Issued by Delegate of Resp/Auth  22/03/2023
10-1.00/2023	17/01/2023	Assessment No. 113167 LOT: 2 LP: 113730 2,493 TRARALGON-MAFFRA COWWARR	Use & development of the land for a dwelling.	Permit Issued by Delegate of Resp/Auth  31/03/2023
13-1.00/2023	19/01/2023	Assessment No. 352062 PC: 357245Q 2 TAMBORITHA TCE COONGULLA	Buildings & works associated with the relocation of a dwelling.	Permit Issued by Delegate of Resp/Auth  8/03/2023
14-1.00/2023	19/01/2023	Assessment No. 306233 LOT: 22 PS: 316750T 122 JOHNSON ST MAFFRA	Alteration of the existing liquor licence (red line plan).	Permit Issued by Delegate of Resp/Auth  2/03/2023
15-1.00/2023	23/01/2023	Assessment No. 37275 LOT: 1 TP: 957237R 8-10 DUNDAS ST SALE	B&W associated with an extension to an existing dwelling.	Permit Issued by Delegate of Resp/Auth  20/03/2023
17-1.00/2023	24/01/2023	Assessment No. 428763 LOT: 1 PS: 616531J 512 MEWBURN PARK RD MAFFRA	B&W associated with an extension to an existing dwelling.	Permit Issued by Delegate of Resp/Auth  6/03/2023
23-1.00/2023	1/02/2023	Assessment No. 453886 LOT: 5 LP: 44259 1 DAWSON ST NEWRY	Buildings and works associated with the construction of a dwelling.	Permit Issued by Delegate of Resp/Auth  23/03/2023
25-1.00/2023	2/02/2023	Assessment No. 273946 CA: 20 788 SOUTH GIPPSLAND YARRAM	Buildings and works associated with construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth  20/03/2023
34-1.00/2023	8/02/2023	Assessment No. 430116 CA: 6 SEC: 2 29-31 DAWSON ST NEWRY	Buildings & works associated with construction of an extension.	Permit Issued by Delegate of Resp/Auth  10/03/2023
36-1.00/2023	8/02/2023	Assessment No. 348003 LOT: 2 PS: 537845X 68 MORGANS RD BOISDALE	Buildings and works associated with the construction of a dwelling.	No Permit Required  29/03/2023
40-1.00/2023	8/02/2023	Assessment No. 314468 LOT: 17 LP: 63947 7 NERRIGUNDAH DR GLENMAGGIE	Buildings & works associated with the construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth  15/03/2023
41-1.00/2023	10/02/2023	Assessment No. 390799 LOT: 2 PS: 440231A FULTON RD MAFFRA	Use and development of the land for a transfer station.	Withdrawn  7/03/2023

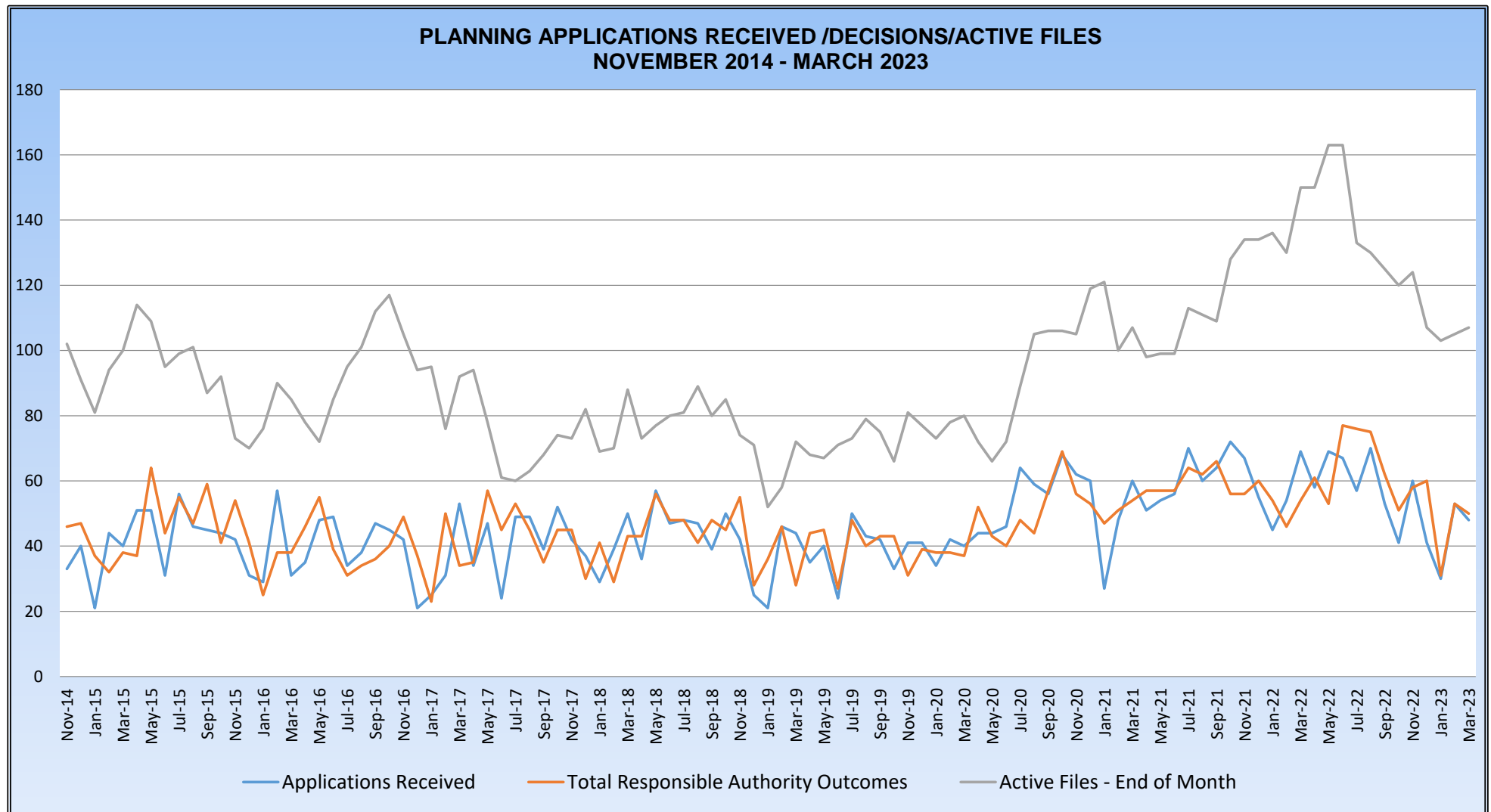
**ATTACHMENT 15.1.1**

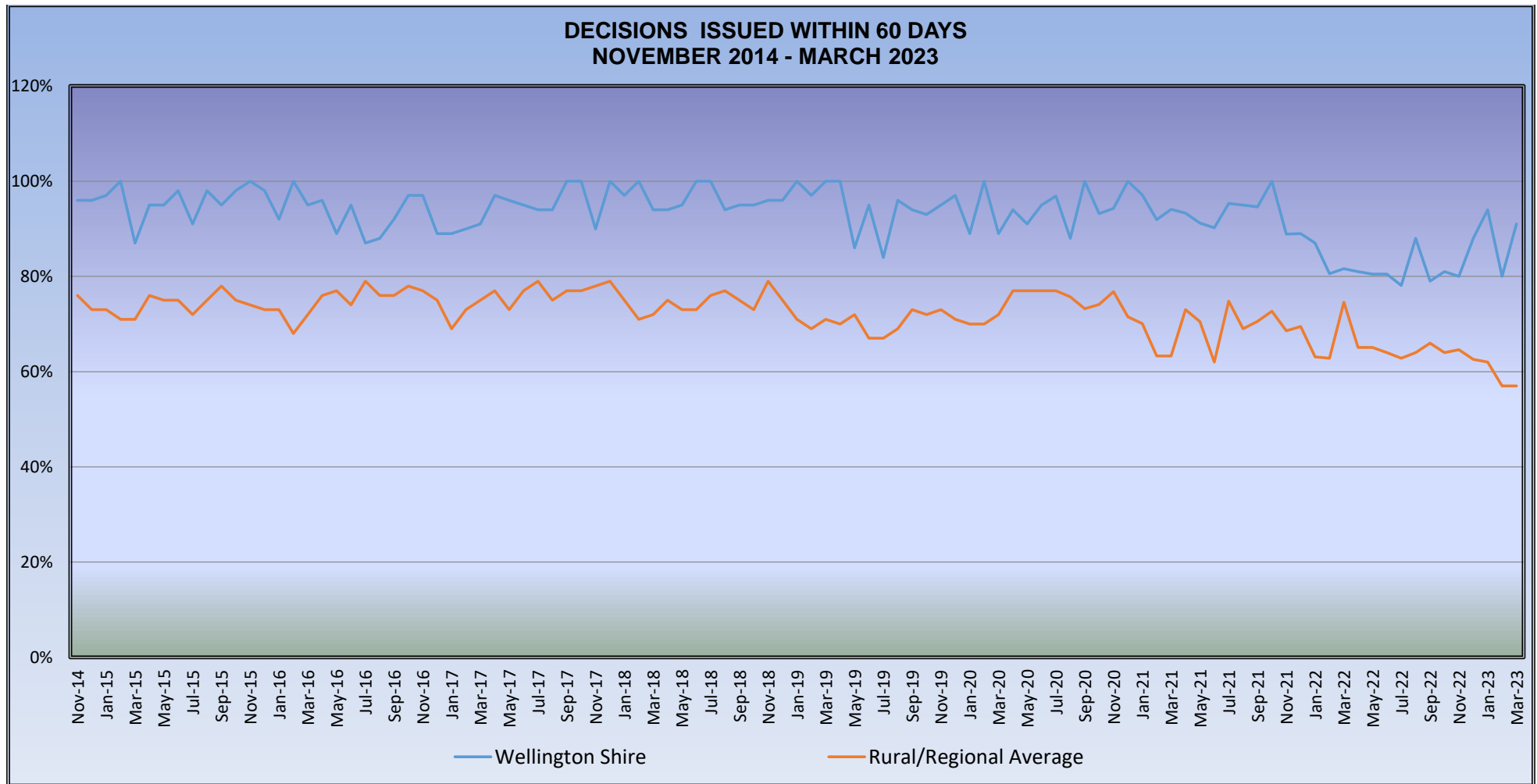
<b>Application No/Year</b>	<b>Date Received</b>	<b>Property Title &amp; Address</b>	<b>Proposal</b>	<b>Status</b>
47-1.00/2023	14/02/2023	Assessment No. 291112 PC: 356897Y 375 COMMERCIAL RD YARRAM	Buildings and works associated with the installation of 4 cabins.	Permit Issued by Delegate of Resp/Auth  17/03/2023
48-1.00/2023	14/02/2023	Assessment No. 186445 CA: 5A 2 MADELINE ST LONGFORD	Use and development of the land for a dwelling.	Permit Issued by Delegate of Resp/Auth  24/03/2023
52-1.00/2023	21/02/2023	Assessment No. 280693 PC: 154425 79 MCLOUGHLINS RD MCLOUGHLINS BEACH	Buildings & works associated with construction of a dwelling.	Permit Issued by Delegate of Resp/Auth  17/03/2023
56-1.00/2023	22/02/2023	Assessment No. 38034 CP: 174182V 169-173 FOSTER ST SALE	B/W assoc with the construction of an extension to existing dwelling.	Permit Issued by Delegate of Resp/Auth  20/03/2023
57-1.00/2023	22/02/2023	Assessment No. 330795 LOT: 7 PS: 13737 42-44 MAIN ST BOISDALE	B/W assoc with const of extension to existing building.	Permit Issued by Delegate of Resp/Auth  30/03/2023
58-1.00/2023	23/02/2023	Assessment No. 189159 LOT: 14 LP: 56833 9 DAWSON ST ROSEDALE	B/W assoc with construction of an extension to existing dwelling.	Permit Issued by Delegate of Resp/Auth  17/03/2023
59-1.00/2023	23/02/2023	Assessment No. 321299 PTP: 2 TP: 231092Q 1A PORTAS MILL LANE HEYFIELD	B/W assoc with construction of an industrial building.	Permit Issued by Delegate of Resp/Auth  2/03/2023
60-1.00/2023	24/02/2023	Assessment No. 16857 LOT: 1 LP: 2884 308-310 YORK ST SALE	Installation of business signage.	Permit Issued by Delegate of Resp/Auth  8/03/2023
63-1.00/2023	24/02/2023	Assessment No. 337493 PC: 363596Y 1-67 FULTON RD MAFFRA	B/W associated with the construction of a pump shed.	Permit Issued by Delegate of Resp/Auth  3/03/2023
65-1.00/2023	27/02/2023	Assessment No. 191668 CA: 4A SEC: 3A 109 DUKE ST ROSEDALE	Buildings & works associated with construction of a storage shed.	Permit Issued by Delegate of Resp/Auth  10/03/2023
66-1.00/2023	27/02/2023	Assessment No. 267930 LOT: A LP: 202579C 553 TARRA VALLEY RD DEVON NORTH	Buildings & works associated with construction of an outbuilding.	No Permit Required  7/03/2023
67-1.00/2023	28/02/2023	Assessment No. 233098 LOT: 1434 LP: 58872 13 KOALA CT LOCH SPORT	Buildings and works associated with construction of a fence.	Permit Issued by Delegate of Resp/Auth  9/03/2023

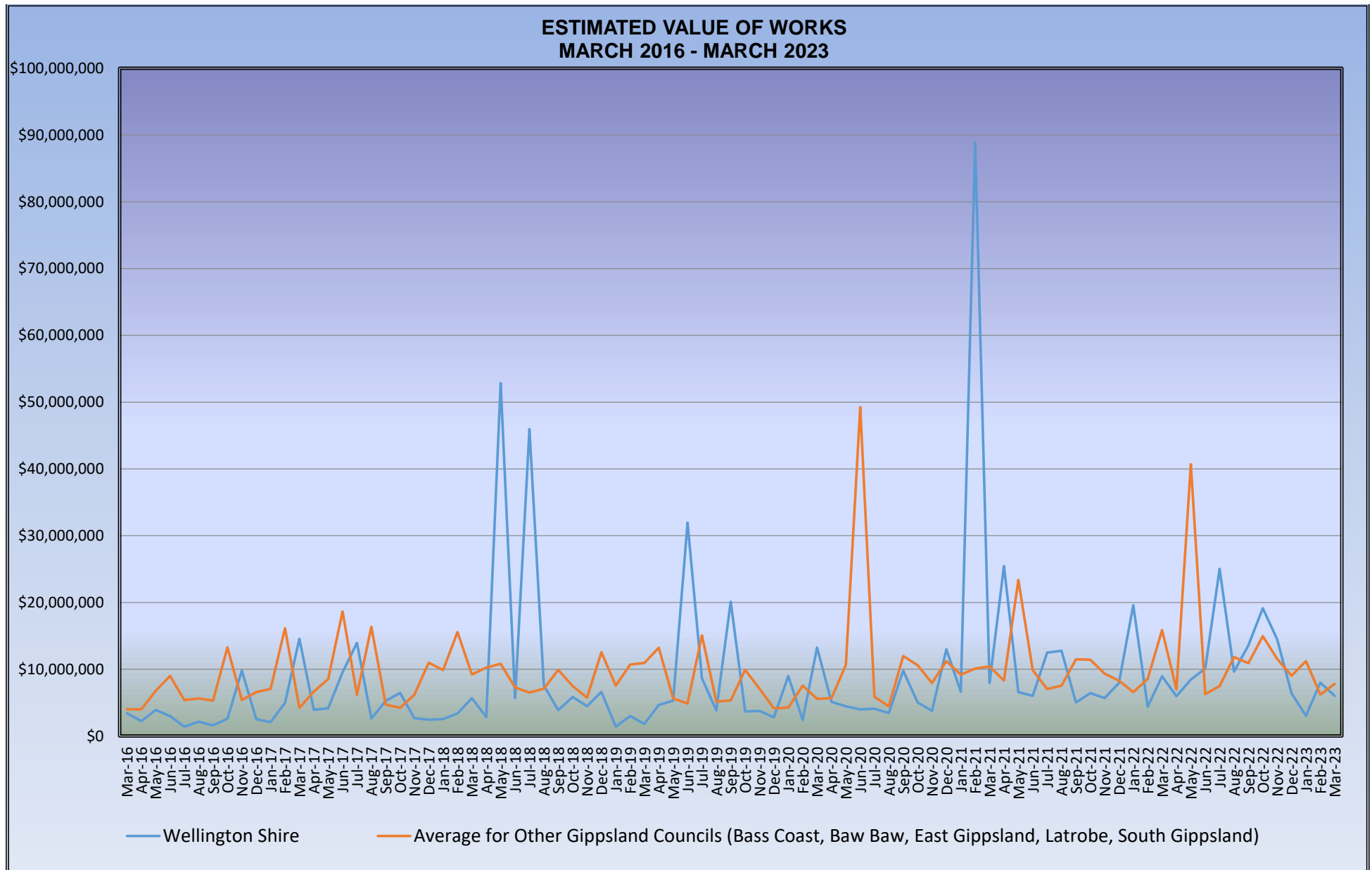
**ATTACHMENT 15.1.1**

<b>Application No/Year</b>	<b>Date Received</b>	<b>Property Title &amp; Address</b>	<b>Proposal</b>	<b>Status</b>
74-1.00/2023	7/03/2023	Assessment No. 436055 CA: 11A 224 HAGANS RD AIRLY	B&W associated with the construction of an agricultural building.	Permit Issued by Delegate of Resp/Auth  17/03/2023
75-1.00/2023	6/03/2023	Assessment No. 278879 LOT: 1 TP: 3604 18 VICTORIA ST PORT ALBERT	B&W associated with the extension of an existing dwelling.	Permit Issued by Delegate of Resp/Auth  28/03/2023
82-1.00/2023	15/03/2023	Assessment No. 282723 CA: 88F WILLS RD PORT ALBERT	B&W associated with the construction of an agricultural shed.	Permit Issued by Delegate of Resp/Auth  28/03/2023

**Total No of Decisions Made: 50**







## **15.2. PROPOSED SALE OF COUNCIL PROPERTY - 32 PARADISE BEACH ROAD, PARADISE BEACH**

### **ACTION OFFICER: GENERAL MANAGER DEVELOPMENT**

#### **PURPOSE**

For Council to determine that the above land is surplus to Council requirements and to authorise the sale of property located at 32 Paradise Beach Road, Paradise Beach, being Lot 1 on Title Plan 93699P.

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

#### **RECOMMENDATION**

***That:***

- 1. Council determines property located at 32 Paradise Beach Road, Paradise Beach, being Lot 1 on Title Plan 93699P, more particularly described as Volume 10098 Folio 230, is surplus to Council requirements and therefore may be considered for sale;***
- 2. Council authorise the Chief Executive Officer to offer to sell by private treaty, 32 Paradise Beach Road, Paradise Beach for an amount not less than 75% of the following consolidation market value as determined by a certified independent valuer;***
- 3. Council advertises its intention to sell 32 Paradise Beach Road, Paradise Beach at below market value, subject to the provisions of the Local Government Act 2020 section 114, including calling for submissions in relation to the proposed sale;***
- 4. The information contained in the confidential document at Item 15.2.2 Valuation 32 Paradise Beach Road, Paradise Beach and designated confidential under Section 3(1) Confidential Information of the Local Government Act 2020 by the General Manager Development on 27 April 2023 because they relate 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.***

## BACKGROUND

Wellington Shire Council has been approached by the owner of 30 Paradise Beach Road, Paradise Beach requesting to purchase adjoining Council owned property described as 32 Paradise Beach Road, Paradise Beach, being Lot 1 on Title Plan 93699P, more particularly described as Volume 10098 Folio 230.

The Council owned lot is one of four lots which comprise Restructure Lot 1423. The remaining three lots are all owned by the interested party.

Council records indicate that Lot 1 was acquired from a previous owner by Council circa 1992 pursuant to the provisions of the *Land Acquisition and Compensation Act 1986*.

Subject land is zoned Low Density Residential Zone (LDRZ) and is subject to Bushfire Management Overlay (BMO), Design Development Overlay (DDO), Environmental Significance Overlay (ESO), Restructure Overlay (RO), Aboriginal Cultural Heritage Sensitivity.



**32 Paradise Beach Road (Council Owned)**  
**Area 858 m<sup>2</sup>**  
**Lot 1 of 4 Lots comprising Restructure Lot 1423**



## ATTACHMENTS

1. Confidential Header - 32 Paradise Beach Road Paradise Beach - Proposed Sale of Council Land [15.2.1 - 1 page]
2. CONFIDENTIAL REDACTED - 32 Paradise Beach Road Paradise Beach - Valuation Report [15.2.2 - 3 pages]

## OPTIONS

Council has the following options available:

1. Progress the sales process; or
2. Not progress any sales process at this time.

## PROPOSAL

That:

1. Council determine property located at 32 Paradise Beach Road, Paradise Beach, being Lot 1 on Title Plan 93699P, more particularly described as Volume 10098 Folio 230, is surplus to Council requirements and therefore may be considered for sale;
2. Council authorise the Chief Executive Officer to offer to sell by private treaty, 32 Paradise Beach Road, Paradise Beach for an amount not less than 75% of the following consolidation market value as determined by a certified independent valuer;
3. Council advertise its intention to sell 32 Paradise Beach Road, Paradise Beach at below market value, subject to the provisions of the *Local Government Act 2020* section 114, including calling for submissions in relation to the proposed sale;
4. The information contained in the confidential document at Item 15.2.2 Valuation 32 Paradise Beach Road, Paradise Beach and designated confidential under Section 3(1) Confidential Information of the *Local Government Act 2020* by the General Manager Development on 27 April 2023 because they relate 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*.

## CONFLICT OF INTEREST

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

## FINANCIAL IMPACT

This report recommends the sale of property at not less than 75% of market value where completing the sale will produce a positive financial impact for Council.

An assessment of market value has been conducted by an independent certified valuer. The valuation considers the value of the land "as is" and secondly following consolidation into the restructure lot. The value following consolidation has been adopted for the purposes of negotiating the proposed sale.

It is considered that offering a concession of up to 25% will incentivise the sale and is consistent with the recommendations contained within the Ombudsman Report dated August 2019, inter alia, that Council should *actively facilitate the sale of single allotments within the urban nodes*. The proposed concession may also mitigate any perception that Council is profiteering from such sale.

Justification for a sale at below market value is based on:

- Aligning with the Ombudsman recommendation of actively facilitating the sale of lots between landowners
- Acknowledges the future cost and effort for the purchaser in consolidating and developing the property
- Interested party having expressed interest in purchasing the Council land for a considerable period
- Council lot is of highest value to the owner of other lots within the Restructure Lot and has limited value on the open market as any development requires consolidation and therefore common ownership
- Council will receive some financial consideration for land surplus to requirements;  
and
- Not having any identified corporate, community or operational use.

It is to be noted that there will be some costs associated with the sale including legal, survey and valuation.

## **COMMUNICATION IMPACT**

It is anticipated that proposed sale may generate interest from other owners of property within the coastal restructure lot overlay area and those associated with the wider Ninety Mile Beach area.

In accordance with the requirements of the *Local Government Act 2020*, Council will advertise its intention to sell this property. A second report will be presented to Council to consider any submission/s and to further consider whether or not to proceed with any sale.

## **LEGISLATIVE IMPACT**

The sale of this property is required to comply with relevant legislative requirements, including the *Local Government Act 2020 (Vic)*.

## **COUNCIL POLICY IMPACT**

Wellington Shire Council Policy for the Sale, Exchange and Acquisition of Land accords with best practice guidelines. It states that transactions should be in the best interests of the community and provide the best result (financial and non-financial) for the Council and the community.

In instances where transactions are at less than market value, an explanation of the circumstances, reasons or factors should be provided. These details are provided within the Financial Impact section of this report.

## **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 matter is being handled by resources, including casual resources, within the Development Division.

Proceeds from the sale of surplus lots will be used to fund the required resource to complete the recommendations of the Ombudsman's report.

## **COMMUNITY IMPACT**

Progressing the sale of this property is anticipated to facilitate development of the restructure lot and produce a positive community impact.

## **ENVIRONMENTAL IMPACT**

All development on the restructure lot, including removal of native vegetation, will be subject to the grant of a Planning Permit. It is to be noted that removal of native vegetation is not prohibited under the Planning Scheme.

## **ENGAGEMENT IMPACT**

The recommendation contained within this report has been considered in light of the Victorian Ombudsman Report (August 2019), subsequent correspondence and Council consideration thereof.

The Ombudsman Report followed an investigation into the Council's handling of land sales within the Ninety Mile Beach area. In supporting the recommendations, Council has established improved processes to allow the exchange of information between landowners within the restructure overlay area. Ongoing engagement will continue where appropriate with relevant parties, including within the Ninety Mile Beach area.

## **RISK MANAGEMENT IMPACT**

This impact has been assessed and potential risks have been considered in the development of this report and recommendations.



**WELLINGTON**  
SHIRE COUNCIL  
*The Heart of Gippsland*

**ORDINARY COUNCIL MEETING  
16 MAY 2023**

On this day, Thursday 27 April 2023, in accordance with Section 3 Clause (1) of the *Local Government Act 2020*; I, Andrew Pomeroy, General Manager Development declare that the information contained in the attached document **VALUATION REPORT (EXCERPT) 32 PARADISE BEACH ROAD, PARADISE BEACH** is confidential because it relates to the following grounds under Section 3(1) of the *Local Government Act 2020*:

- (g) (ii) ***private commercial information, being information by a business, commercial or financial undertaking that - if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.***

A handwritten signature in black ink, appearing to be 'AP', written in a cursive style.

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**ANDREW POMEROY, GENERAL MANAGER DEVELOPMENT**

### **15.3. PROPOSED SALE OF COUNCIL PROPERTY - 12 FIREFLY ROAD AND 9 -11 SHOREWARD WAY, GOLDEN BEACH**

#### **ACTION OFFICER: GENERAL MANAGER DEVELOPMENT**

#### **PURPOSE**

For Council to determine that land located at 12 Firefly Road and 9 - 11 Shoreward Way, Golden Beach described as Lots 3029, 3030 and 3048 of LP 56682, is surplus to Council requirements and to authorise the sale of the above described property.

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

#### **RECOMMENDATION**

***That:***

- 1. Council determine property located at 12 Firefly Road and 9 - 11 Shoreward Way, Golden Beach, being Lots 3029, 3030 and 3048 of LP 56682 more particularly described as Volume 08391 Folio 636, Volume 08391 Folio 637 and Volume 08391 Folio 655, is surplus to Council requirements and therefore may be considered for sale;***
- 2. Council authorise the Chief Executive Officer to offer to sell by private treaty the property described as 12 Firefly Road and 9 - 11 Shoreward Way, Golden Beach for an amount not less than 75% of the following consolidation market value as determined by a certified independent valuer;***
- 3. Council advertise its intention to sell 12 Firefly Road and 9 - 11 Shoreward Way, Golden Beach at below market value, subject to the provisions of the Local Government Act 2020 section 114, including calling for submissions in relation to the proposed sale;***
- 4. The information contained in the confidential document at Item 15.3.2 Valuations 12 Firefly Road and 9 - 11 Shoreward Way, Golden Beach and designated confidential under Section 3(1) Confidential Information of the Local Government Act 2020 by the General Manager Development on 27 April 2023 because they relate 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.***



## BACKGROUND

Wellington Shire Council has been approached by the owner of 10 Firefly Road, Golden Beach requesting to purchase adjoining Council owned properties described as 12 Firefly Road and 9 - 11 Shoreward Way, Golden Beach, being Lots 3029, 3030 and 3048 of LP 56682 more particularly described as Volume 08391 Folio 636, Volume 08391 Folio 637 and Volume 08391 Folio 655.

The Council owned lots are three of four lots which comprise Restructure Lot 302. The remaining lot is owned by the interested party.

Council records indicate that Lots 3029 and 3030 were transferred to Council in lieu of unpaid rates, with Title issuing in Council name on 8/7/1996. Lot 3048 also appears to have transferred to Council in lieu of unpaid rates, with Title issuing in Council name on 4/2/1999.

Subject land is zoned Low Density Residential Zone (LDRZ) and is subject to Bushfire Management Overlay (BMO), Design and Development Overlay (DDO), Environmental Significance Overlay (ESO), Restructure Overlay (RO) and Aboriginal Cultural Heritage Sensitivity.

Firefly Road is a non-maintained road but is serviceable and is considered to provide acceptable access to Restructure Lot 302.



**12 Firefly Road (618 m<sup>2</sup>) and 9 & 11 Shoreward Way (604m<sup>2</sup> each), Golden Beach (Council owned). Restructure Lot 302 outlined red**

## ATTACHMENTS

1. Confidential Header -12 Firefly Road and Shoreward Way Golden Beach - Proposed Sale of Council Land [15.3.1 - 1 page]
2. CONFIDENTIAL REDACTED - 12 Firefly Road Golden Beach and Shoreward Way Golden Beach - Valuation Reports [15.3.2 - 4 pages]

## OPTIONS

Council has the following options available:

1. Progress the proposed sale process; or
2. Not progress any sale at this time.

## PROPOSAL

That:

1. Council determine property located at 12 Firefly Road and 9 - 11 Shoreward Way, Golden Beach, being Lots 3029, 3030 and 3048 of LP 56682 more particularly described as Volume 08391 Folio 636, Volume 08391 Folio 637 and Volume 08391 Folio 655, is surplus to Council requirements and therefore may be considered for sale;
2. Council authorise the Chief Executive Officer to sell by private treaty the property described as 12 Firefly Road and 9 - 11 Shoreward Way, Golden Beach for an amount not less than 75% of the following consolidation market value as determined by a certified independent valuer;
3. Council advertise its intention to sell 12 Firefly Road and 9 - 11 Shoreward Way, Golden Beach at below market value, subject to the provisions of the *Local Government Act 2020* sections 114, including calling for submissions in relation to the proposed sale;
4. The information contained in the confidential document at Item 15.3.2 Valuations 12 Firefly Road and 9 - 11 Shoreward Way, Golden Beach and designated confidential under Section 3(1) Confidential Information of the *Local Government Act 2020* by the General Manager Development on 27 April 2023 because they relate 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*.

## CONFLICT OF INTEREST

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

## FINANCIAL IMPACT

This report recommends the sale of property at not less than 75% of market value where completing the sale will produce a positive financial impact for Council.

An assessment of market value has been conducted by an independent certified valuer. The valuation considers the value of the land “as is” and secondly following consolidation into a complete restructure lot. The value following consolidation has been adopted for the purposes of negotiating the proposed sale.

It is considered that offering a concession of up to 25% will incentivise the sale and is consistent with the recommendations contained within the Ombudsman Report dated August 2019, inter alia, that Council should *actively facilitate the sale of single allotments within the urban nodes*. The proposed concession may also mitigate any perception that Council is profiteering from such sale.

Justification for a sale at below market value is based on:

- Aligning with the Ombudsman recommendation of actively facilitating the sale of lots between landowners
- Acknowledges the future cost and effort for the purchaser in consolidating and developing the property
- Council lot is of highest value to the owner of other lots within the Restructure Lot and has limited value on the open market as any development requires consolidation and therefore common ownership
- Council will receive some financial consideration for land surplus to requirements; and
- Not having any identified corporate, community or operational use.

It is to be noted that there will be some costs associated with the sale including legal, survey and valuation.

## COMMUNICATION IMPACT

It is anticipated that the proposed sale may generate interest from other owners of property within the coastal restructure lot overlay area and with those associated with the wider Ninety Mile Beach area.

In accordance with the requirements of the *Local Government Act 2020*, Council will advertise its intention to sell this property. A second report will be presented to Council to consider any submission/s and to further consider whether or not to proceed with any sale.

## LEGISLATIVE IMPACT

The sale of this property is required to comply with relevant legislative requirements, including the *Local Government Act 2020 (Vic)*.

## COUNCIL POLICY IMPACT

Wellington Shire Council Policy for the Sale, Exchange and Acquisition of Land accords with best practice guidelines. It states that transactions should be in the best interests of the



community and provide the best result (financial and non-financial) for the Council and the community.

In instances where transactions are at less than market value, an explanation of the circumstances, reasons or factors should be provided. These details are provided within the Financial Impact section of this report.

### **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 matter is being handled by resources, including casual resources, within the Development Division.

Proceeds from the sale of surplus lots will be used to fund the required resource to complete the recommendations of the Ombudsman's report.

### **COMMUNITY IMPACT**

Progressing the sale of this property is anticipated to facilitate development of the restructure lot and produce a positive community impact.

### **ENVIRONMENTAL IMPACT**

All development on the restructure lot, including removal of native vegetation, will be subject to the grant of a Planning Permit. It is to be noted that removal of native vegetation is not prohibited under the Planning Scheme.

### **ENGAGEMENT IMPACT**

The recommendation contained within this report has been considered in light of the Victorian Ombudsman Report (August 2019) subsequent correspondence and Council consideration thereof.

The Ombudsman Report followed an investigation into the Council's handling of land sales within the Ninety Mile Beach area. In supporting the recommendations, Council has established improved processes to allow the exchange of information between landowners within the restructure overlay area. Ongoing engagement will continue with relevant parties, including within the Ninety Mile Beach area.

### **RISK MANAGEMENT IMPACT**

This impact has been assessed and potential risks have been considered in the development of this report and recommendations.



WELLINGTON  
SHIRE COUNCIL  
*The Heart of Gippsland*

**ORDINARY COUNCIL MEETING  
16 MAY 2023**

On this day, Thursday 27 April 2023, in accordance with Section 3 Clause (1) of the *Local Government Act 2020*; I, Andrew Pomeroy, General Manager Development declare that the information contained in the attached document **VALUATION REPORT (EXCERPT) 12 FIREFLY ROAD AND 9 – 11 SHOREWARD WAY, GOLDEN BEACH** is confidential because it relates to the following grounds under Section 3(1) of the *Local Government Act 2020*:

- (g) (ii) ***private commercial information, being information by a business, commercial or financial undertaking that - if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.***

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**ANDREW POMEROY, GENERAL MANAGER DEVELOPMENT**

## 15.4. CROWN LAND CARAVAN PARK LEASES - WOODSIDE BEACH CARAVAN PARK AND LOCH SPORT CARAVAN PARK

### ACTION OFFICER: MANAGER ECONOMIC DEVELOPMENT

#### PURPOSE

For Council acting in its capacity as Committee of Management to authorise the finalisation of new leases on Crown Land Reserves for the Lease, Development and Management of Woodside Beach Caravan Park and Loch Sport Caravan Park.

#### PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

#### RECOMMENDATION

***That:***

- 1. Council authorise the Chief Executive Officer to finalise the negotiation of new leases on Crown Land Reserves for the Lease, Development and Management of Woodside Beach Caravan Park and Loch Sport Caravan Park, and obtain all required approvals including from the Department of Energy, Environment and Climate Action.***
- 2. The information contained in the confidential document at Item 15.4.2 Evaluation Report for New Crown Land Caravan Park Leases at Woodside Beach Caravan Park and Loch Sport Caravan Park and designated confidential under Section 3(1) Confidential Information of the Local Government Act 2020 by the General Manager Development on 28 April 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 names of the recommended lessees can be made public.***

#### BACKGROUND

On behalf of the Department of Energy, Environment, and Climate Action (DEECA) Wellington Shire Council is the appointed Committee of Management under the *Crown Land Reserves Act 1978* (Vic) (CLRA) and acts as lessor (landlord) for leases at Loch Sport Caravan Park and Woodside Beach Caravan Park.

In accordance with DEECA policy and guidelines, public advertising and a tender process commenced in January 2023 to seek new leases for both parks noting the existing leases expired in November 2022.

A number of Council workshops regarding Crown Land Caravan Park Leases have been completed (7 September 2021 and 9 July 2022) where key issues and topics discussed included:

- A general outline of Crown Land Caravan Park Leases and specific details of each park;
- The competitive public tender process as required by DEECA;
- Engaging a specialist consultant to coordinate tenders including managing marketing and advertising;
- Evaluation criteria;
- Market rental reviews undertaken by the Valuer General Victoria; and
- Evaluation panel composition (consistent with DEECA guidelines).

The tenders opened on Monday 16 January 2023 and closed 5pm Monday 27 February 2023 and were promoted through:

- Industry networks;
- Industry Associations; and
- Print advertising in local publications.

Tenderers were required to address the following criteria:

- Maximise the financial and/or economic stimulus to the Wellington Shire Council and the community;
- Procure a quality caravan park service including the investment in capital upgrades for the development of caravan park facilities;
- Select a well credentialed partner and financially credible applicant to operate the caravan park with appropriate experience and capability;
- Achieve a relevant and mutually beneficial lease including development options;
- Deliver a range of accommodation and caravan and camping options;
- Park Management, Maintenance and Cleaning; and
- Complete a suitable capital works program.

A Council workshop was also completed on 4 April 2023 following the close of tenders where the following details were discussed:

- Tender submissions received for each park;
- Overview of the evaluation panel's assessment; and
- Preferred Applicants for each park.

The two attached confidential Evaluation Reports set out how the preferred applicants for each park satisfied the selection criteria based on their tender submission.

It should be noted that the Lease document is a 'Model Lease Template' Section 17D Crown Land Lease provided by DEECA and adopted for Crown Land Reserves including caravan parks.

Consistent with discussions at previous Council workshops, lease terms and special conditions together with standard conditions to be incorporated into the new leases are summarised below:

Term:	21 years (with no options or renewals)
Commencement:	1 July 2023

Rental:	Benchmarked against Valuer General Victoria assessed current market rental
Capital Investment:	By tenant in accordance with agreed masterplan.
Rental reviews:	CPI Annually and Market review every five years.
Security:	Deposit/Bank Guarantee to the value of six months' rent.
Outgoings:	Tenant to pay all outgoings.
Assignment:	Not permitted within first three years.

On the basis Council accept the evaluation reports, the establishment of new leases can be progressed in accordance with this report's recommendation and will include Sustainable Park Solutions facilitating:

- DEECA Approval in Principal.
- The lease being executed by new tenant(s) and Council as lessor.
- Final DEECA approval and signing by the Minister for Environment (or their delegate).
- Any other actions required to establish the new leases.

In the event of any delays a revised lease commencement date will need to be adopted.

## ATTACHMENTS

1. Confidential Header - Woodside Beach and Loch Sport - Crown Land Caravan Park Leases [15.4.1 - 1 page]
2. CONFIDENTIAL REDACTED - New Crown Land Caravan Park Leases at Woodside Beach and Loch Sport Caravan Park - Evaluation Reports [15.4.2 - 10 pages]

## OPTIONS

Council has the following options available:

1. Progress establishing new leases at Woodside Beach Caravan Park and Loch Sport Caravan Park; or
2. Not progress establishing new leases at this time noting this will require alternate arrangements for the management and operation of the two caravan parks.

## PROPOSAL

That:

1. Council authorise the Chief Executive Officer to finalise the negotiation of new leases on Crown Land Reserves for the Lease, Development and Management of Woodside Beach Caravan Park and Loch Sport Caravan Park, and obtain all required approvals including from the Department of Energy, Environment and Climate Action.
2. The information contained in the confidential document at Item 15.4.2 Evaluation Report for New Crown Land Caravan Park Leases at Woodside Beach Caravan Park

and Loch Sport Caravan Park and designated confidential under Section 3(1) Confidential Information of the *Local Government Act 2020* by the General Manager Development on 28 April 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 names of the recommended lessees can be made public.

## **CONFLICT OF INTEREST**

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

## **FINANCIAL IMPACT**

Under the terms of the new leases, each park will benefit from significant investment allowing upgrades and new infrastructure to be delivered. This will be identified and planned based on each park's agreed Master Plan which must be developed within the first six months of the lease.

All rental and any other financial payments received under the lease are held in a Crown Land Caravan Park Reserve Fund (Reserve Fund). Revenue is then directed towards capital works for the parks. The Reserve Fund is separate to Council's consolidated revenue.

Over the term of the lease investment at Woodside Beach Caravan Park is estimated to exceed \$5.4M and at Loch Sport Caravan Park \$2.8M.

As raised with DEECA, from the commencement of the new leases, reasonable administrative costs including staff time will be deducted from the Reserve Fund.

## **COMMUNICATION IMPACT**

All communications with key stakeholders have been managed through Sustainable Park Solutions during the Caravan Park Tender Process with updates provided throughout. Annual Permit Holders will be updated based on the outcome of this report.

## **LEGISLATIVE IMPACT**

The tender and establishment of new Section 17D Crown Land Leases will be undertaken in accordance with the *Crown Land Reserves Act 1978* (Vic), DEECA policy and guidelines.

## **COUNCIL POLICY IMPACT**

The recommendations contained in this report are generally consistent with Council's policy on *Rental and Leasing of Council Owned Properties*.

## **COUNCIL PLAN IMPACT**

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

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

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

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

This report supports the above Council Plan strategic outcomes.

## **RESOURCES AND STAFF IMPACT**

The implementation of this report’s recommendation will be undertaken within the resources of the Development Division including engaging specialist advice from Sustainable Park Solutions.

As noted in the Financial Impact section above, reasonable costs associated with the administration and management of Crown Land Caravan Park Leases will be deducted from the Reserve Fund.

## **COMMUNITY IMPACT**

The flow-on effect of implementing this report will result in a positive community impact. Through the evaluation process, tenderers’ responses on community impacts were assessed as to how the caravan park will:

- work with local community groups and the local business community; and
- support ‘local buy’ within the Shire and promote The Middle of Everywhere campaign.

It is recognised that each caravan park is an integral part of their community and support other local businesses, tourism and the visitor economy sectors.

## **ENVIRONMENTAL IMPACT**

Tenderers responses on environmental impacts in the form of promoting environmental sustainability were considered through the tender evaluation process. Crown Land Leases typically manage environmental impacts through relevant planning and environmental approvals being required when completing works.

In addition, obligations regarding compliance with applicable laws and regulations covering environmental issues exist.

## **ENGAGEMENT IMPACT**

An open public tender process was conducted by Sustainable Park Solutions seeking submissions for the Lease, Development and Management of each park.

As Council is acting within its capacity as Committee of Management under the CLRA, public notice of the intention to lease and consideration of submissions under the *Local Government Act 2020* (Vic) is not required to be completed.

**RISK MANAGEMENT IMPACT**

Risks will be managed within the context of the lease document.





WELLINGTON  
SHIRE COUNCIL  
*The Heart of Gippsland*

**ORDINARY COUNCIL MEETING  
16 MAY 2023**

On this day, Friday 28 April 2023, in accordance with Section 3 Clause (1) of the *Local Government Act 2020*; I, Andrew Pomeroy, General Manager Development declare that the information contained in the attached document **EVALUATION REPORT FOR NEW CROWN LAND CARAVAN PARK LEASES AT WOODSIDE BEACH CARAVAN PARK AND LOCH SPORT CARAVAN PARK** is confidential because it relates to the following grounds under Section 3(1) of the *Local Government Act 2020*:

- (g) (ii) ***private commercial information, being information by a business, commercial or financial undertaking that - if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.***

A handwritten signature in black ink, appearing to be 'AP', written over a horizontal line.

**ANDREW POMEROY, GENERAL MANAGER DEVELOPMENT**

## 15.5. PROPOSED SALE - (PART) 110-112 GRANT (LAWLER) STREET, YARRAM

### ACTION OFFICER: MANAGER ECONOMIC DEVELOPMENT

#### PURPOSE

For Council to authorise the sale of land assessed as surplus to requirements described as (Part) 110-112 Grant (Lawler) Street, Yarram.

#### PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

#### RECOMMENDATION

***That:***

- 1. Council resolve that property described as (Part) 110-112 Grant (Lawler) Street, Yarram as shown on the plan within and more specifically referred as Lots 6, 7 and 8 PS 9386 Volume 6858 Folio 459 is not required for Council purposes.***
- 2. Council authorise the Chief Executive Officer to offer for sale the land to the Victorian Health Building Authority at the current market value and execute necessary documents.***
- 3. The information contained in the confidential documents at Item 15.5.2 Valuation Reports 1 and 2 – (Part) 110-112 Grant (Lawler) Street, Yarram and Item 15.5.3 Heads of Agreement – (Part) 110-112 Grant (Lawler) Street, Yarram and designated confidential under Section 3(1) Confidential Information of the Local Government Act 2020 by the General Manager Development on 8 May 2023 because they relate 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.***

#### BACKGROUND

Wellington Shire Council owns 110-112 Grant Street, Yarram which fronts both Grant and Lawler Streets. Whilst the entire site can be used for informal vehicle parking, the portion fronting Lawler Street has been identified as surplus to Council requirements.

The subject property comprises undeveloped vacant land and is not known to have supported any previous development. It has historically been used as informal vehicle parking. The subject land is zoned Commercial 1 Zone (C1Z) and is subject to Design and Development Overlay (DDO11). The property is located within a mixed-use context, with residential uses adjoining to the north, commercial uses to the immediate south and parkland to the west.



**110-112 Grant Street, Yarram (2221m<sup>2</sup>)**

In 2021 the Victorian Health Building Authority (VHBA) on behalf of Ambulance Victoria approached Council seeking assistance with identifying a suitable site to construct a new Ambulance Station within Yarram. Following this a number of Council Workshops have been completed discussing:

- VHBA's interest in the site and how it ranked highest after completing a site options assessment.
- Current use of site as informal vehicle parking.
- The process undertaken to determine the land being surplus to Council requirements (and not being required for any corporate, community or operational purpose).
- How the site would function if developed for a new ambulance station including consideration of any traffic or noise impacts.
- Process for obtaining a joint valuation from Valuer General Victoria to determine the current market value of the site.
- The plan for Ambulance Victoria to engage with adjoining properties.

Subsequently a non-binding Heads of Agreement (HoA) was signed by both parties. The HoA identified the terms of the proposed sale and that it would be conditional on formal Council approval.

Ambulance Victoria arranged contact with a number of adjoining properties and had the opportunity to provide the following information to assist in understanding what any future use of the site would involve if operating as a new ambulance station.

Ambulance Victoria (AV) responds to over 1,300 emergency calls every day across Victoria. The location of each Ambulance branch is carefully selected and evaluated against a number of driving factors to ensure the best possible coverage is provided for the community to deliver the best Ambulance Service.

In order to maintain the necessary response time performance with areas of significant caseload demand, modelling is undertaken by AV's Strategy, Research and Innovation

Division. The modelling specifies a narrowly defined target area for which to best locate an emergency response team in order to deliver a high level of service.

To meet the need for emergency response within the local community, AV proposes to operate an Ambulance branch from 110-112 Grant Street, Yarram. The proposed location is ideally located to provide best emergency response performance. It is planned to accommodate the teams known as Yarram and Woodside.

The Yarram Team call out statistics average less than two calls per day; of these approximately 70% are Code 1 (categorised as a life-threatening emergency).

Whilst it is not uncommon for an Ambulance team to be away from the site attending to call outs for a large portion of a shift and returning, in some cases, only at the end of the shift. The Yarram team is dispatched from the branch approximately 75% of cases. The rest of the time, the teams are dispatched whilst on the road or to and from hospitals.

All AV branches are generally designed to have growth capacity and flexibility built in to house a maximum four response vehicles (currently Mercedes Sprinters) for future proofing.

It is essential for AV's ongoing resource planning that the facility is available for a potential increase in future use as determined by community needs.

The Yarram team have operated from 132 Commercial Rd, Yarram for 59 years and there have been no complaints regarding the branch operation during this time.

When occupied, a branch generates a similar amount of noise as a normal domestic residence. When paramedics are present their usual tasks are attendance to administrative duties, restocking or cleaning of Ambulance vehicles, resting or attending to their own personal care.

It is anticipated that use of vehicle lights and sirens is necessary only on an infrequent basis when exiting from a branch. At night when traffic volumes are lower, the need to use the sirens is rare.

Subject to the outcome of this report, VHBA have advised designs have been finalised and they are ready to commence a tender process for the construction of the new Ambulance Station.

## **ATTACHMENTS**

1. Confidential Header Part 110 112 Grant Street Lawler Street Yarram Proposed Sale [15.5.1 - 1 page]
2. CONFIDENTIAL REDACTED - (Part) 110-112 Grant Street (Lawler) Street, Yarram - Valuation Report [15.5.2 - 6 pages]
3. CONFIDENTIAL REDACTED - (Part) 110-112 Grant Street (Lawler) Street, Yarram - Heads of Agreement [15.5.3 - 8 pages]

## **OPTIONS**

Council has the following options available:

1. Progress the sale of (Part) 110-112 Grant (Lawler) Street, Yarram; or
2. Not progress any sale at this time.

## **PROPOSAL**

That:

1. Council resolve that property described as (Part) 110-112 Grant (Lawler) Street, Yarram as shown on the plan within and more specifically referred as Lots 6, 7 and 8 PS 9386 Volume 6858 Folio 459 is not required for Council purposes.
2. Council authorise the Chief Executive Officer to offer for sale the land to the Victorian Health Building Authority at the current market value and execute necessary documents.
3. The information contained in the confidential documents at Item 15.5.2 Valuation Reports 1 and 2 – (Part) 110-112 Grant (Lawler) Street, Yarram and Item 15.5.3 Heads of Agreement – (Part) 110-112 Grant (Lawler) Street, Yarram and designated confidential under Section 3(1) Confidential Information of the Local Government Act 2020 by the General Manager Development on 8 May 2023 because they relate 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.

## **CONFLICT OF INTEREST**

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

## **FINANCIAL IMPACT**

This report recommends a sale of surplus property at market value. Completing the sale will result in a positive financial impact for Council. It is noted there will be some minor costs associated with the sale including legal.

## **COMMUNICATION IMPACT**

In accordance with s114 and s116 of *Local Government Act 2020 (Vic)* LGA, Council is not required to provide public notice of its intention to sell land when the sale is to another (government) authority.

As outlined within the Background section, Ambulance Victoria have engaged with adjoining properties and provided information regarding the proposed new ambulance station.

## **LEGISLATIVE IMPACT**

The sale of this property is required to comply with relevant legislative requirements including the *Local Government Act 2020 (Vic)*.

## **COUNCIL POLICY IMPACT**

Wellington Shire Council's Policy for the Sale, Exchange and Acquisition of Land accords with best practice guidelines. It states that transactions should be in the best interests of the community and provide the best result (financial and non-financial) for Council and the community.

## **COUNCIL PLAN IMPACT**

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

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

**Strategic Outcome 2.2:** *"A community that has the capacity and skills to meet our economic needs."*

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

**Strategic Outcome 3.4:** *"Improved access to and participation in support services focussing on those who are vulnerable including: young children, youth, people living with a disability and seniors."*

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

## **RESOURCES AND STAFF IMPACT**

This matter is being addressed within the existing resources of the Economic Development Business Unit.

## **COMMUNITY IMPACT**

Progressing this sale will result in a higher and better use of the site. The construction and operation of a new Ambulance Station will support current and future health services provided by Ambulance Victoria to the Yarram and surrounding communities.

## **ENVIRONMENTAL IMPACT**

This impact has been assessed and there are no immediate environmental impacts associated with the sale of this land.

## **ENGAGEMENT IMPACT**

As outlined above Ambulance Victoria have engaged with a number of adjoining land owners.



## **RISK MANAGEMENT IMPACT**

The recommendation within this report is considered to have addressed any risk management impacts.



**WELLINGTON**  
SHIRE COUNCIL  
*The Heart of Gippsland*

**ORDINARY COUNCIL MEETING  
16 MAY 2023**

On this day, Tuesday 9 May 2023, in accordance with Section 3(1) of the *Local Government Act 2020*; I, Andrew Pomeroy, General Manager Development declare that the information contained in the attached documents **VALUATION REPORT – (PART) 110-112 GRANT STREET (LAWLER STREET), YARRAM AND HEADS OF AGREEMENT – (PART) 110-112 GRANT STREET (LAWLER STREET), YARRAM** are confidential because they relate to the following grounds under Section 3(1) of the *Local Government Act 2020*:

- (g) (ii) ***private commercial information, being information by a business, commercial or financial undertaking that - if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.***

A handwritten signature in black ink, appearing to be 'AP', written over a dotted line.

.....  
**ANDREW POMEROY, GENERAL MANAGER DEVELOPMENT**



## 15.6. ADOPTION OF UPDATED FUNDING AND PROCUREMENT OF PUBLIC INFRASTRUCTURE WORKS POLICY

### ACTION OFFICER: MANAGER LAND USE PLANNING

#### PURPOSE

For Council to adopt the updated Funding and Procurement of Public Infrastructure Works Policy (with only one minor change to the review period) as attached.

#### PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

#### RECOMMENDATION

*That Council adopt the updated Funding and Procurement of Public Infrastructure Works Policy (with only one minor change to the review period) as attached.*

#### BACKGROUND

On 3 May 2022 Council adopted the Funding and Procurement of Public Infrastructure Works Policy to provide a framework to help stimulate development across the municipality, particularly to assist with high 'pioneer' development costs where major infrastructure works (e.g. new road intersections and drainage basins) are required.

The Funding and Procurement of Public Infrastructure Works Policy remains current, however is subject to annual review. Given the complexities involved in implementing the Funding and Procurement of Public Infrastructure Works Policy, it is considered appropriate to review the Policy every two years (instead of annually) and the attached Policy has been updated to reflect this.

#### ATTACHMENTS

1. 2023 Funding and Procurement of Public Infrastructure Works Policy [**15.6.1** - 4 pages]

#### OPTIONS

Council has the following options available:

1. Adopt the updated Funding and Procurement of Public Infrastructure Works Policy as attached; or
2. Seek further information for consideration at a future Council meeting.

#### PROPOSAL

That Council adopt the updated Funding and Procurement of Public Infrastructure Works Policy as attached.

## **CONFLICT OF INTEREST**

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

## **FINANCIAL IMPACT**

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

## **COMMUNICATION IMPACT**

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

## **LEGISLATIVE IMPACT**

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

## **COUNCIL POLICY IMPACT**

As outlined under 'Background' above, the Funding and Procurement of Public Infrastructure Works Policy provides a framework to help better stimulate development across the municipality and is proposed to be updated to require review at two yearly intervals (instead of annually).

## **COUNCIL PLAN IMPACT**

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

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

**Strategic Outcome 2.4:** *"Infrastructure investment is targeted to maximise jobs and housing growth."*

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

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

This report supports the above Council Plan strategic outcomes.

## **RESOURCES AND STAFF IMPACT**

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

**COMMUNITY IMPACT**

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

**ENVIRONMENTAL IMPACT**

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.

## FUNDING AND PROCUREMENT OF PUBLIC INFRASTRUCTURE WORKS POLICY

<b>Policy Number:</b>	3.1.3
<b>Approved by:</b>	Council
<b>Date Approved:</b>	May 2023
<b>Date of Next Review:</b>	May 2025
<b>Applicable to Unit(s):</b>	Land Use Planning Built Environment
<b>Responsible Officer:</b>	Manager Land Use Planning Manager Built Environment
<b>Related Policies:</b>	Procurement Policy
<b>Related Documents:</b>	Any Council adopted strategic document (including the Residential Stocktake and Facilitation Strategy) Infrastructure Funding (Developer Contribution) document Wellington Planning Scheme Any relevant planning permit/section 173 agreement
<b>Statutory Reference:</b>	<i>Local Government Act 2020</i> <i>Planning and Environment Act 1987</i> <i>Subdivision Act 1988</i>

### OVERVIEW

This Policy provides for a consistent, orderly and equitable approach to the funding and procurement of Public Infrastructure Works required to facilitate desired urban growth outcomes.

Via this Policy, Council will consider forward funding of key Public Infrastructure Works to be assessed on a 'case by case' basis with funds to be recovered from developers as development progresses.

This Policy aims to better facilitate a diversity of residential and employment land release across the municipality to achieve the strategic growth directions identified in the 2021-2025 Council Plan.

### THE POLICY

#### Overall Policy Objective

To facilitate a diversity of residential and employment land release across the main urban centres of the municipality by supporting the forward funding and orderly procurement of Public Infrastructure Works.

#### Background

The need for housing and employment land release is a key strategic objective of the 2021-2025 Council Plan.

At the 1 February 2022 Council meeting, Council adopted the Residential Stocktake and Facilitation Strategy Report ('Report'). This Report identified the challenges in bringing residential and employment land to market in a Wellington Shire context, particularly where costly infrastructure items of shared benefit (e.g., drainage retention basins and road intersection upgrades) are required at initial stages of development. The Report recommended that Council

take a forward funding approach to key infrastructure items of shared benefit, with funds to be equitably recovered from developers as stages of development progress.

This Policy provides assessment criteria for future decisions to be made in relation to Council's forward funding of infrastructure of shared benefit (Public Infrastructure Works) and also provides for a consistent and orderly approach to the procurement and implementation of required infrastructure.

### **Scope**

This Policy applies to residential and employment land across the main urban areas (or future urban areas) of the municipality which require significant new infrastructure investment of shared benefit to activate development and bring land to market.

The Policy applies in circumstances where Public Infrastructure Works are required by Council as a result of, or in association with, a new use and/or development approved or required by Council under an approved development plan, planning permit, section 173 agreement or other adopted Council document such as an Infrastructure Funding Arrangement (Developer Contribution) Report.

### **Definitions**

Under this Policy, Public Infrastructure Works means key public infrastructure items (and any associated land requirement) of shared benefit such as drainage retention basins and road intersection upgrades. Public Infrastructure Works do not include usual subdivision permit works (e.g., internal subdivision roads and service connections) required to be provided directly by the developer.

### **Policy Criteria for Forward Funding of Public Infrastructure Works**

Council (or an Officer delegated under this Policy) may elect to forward fund Public Infrastructure Works subject to a documented evaluation against the criteria below.

- Are the Public Infrastructure Works located in a clearly identified (or Council adopted) growth area?
- Are the Public Infrastructure Works identified in a Council adopted Infrastructure Funding Mechanism (Developer Contribution) document and has the developer agreed to contribute their share of required costs (or via works in kind)?
- Are the Public Infrastructure Works considered to be essential infrastructure of shared benefit, providing for the orderly and logical development of the growth area?
- Will delivery of the Public Infrastructure Works support Council's policy objectives and adopted strategic documents?
- Does the developer have a track record in successful delivery of subdivisional/infrastructure development and an appropriate business case/financial credentials?
- Will delivery of the Public Infrastructure Works assist in the creation of an appropriate lot yield (delivered in stages); a diversity of lot sizes to meet changing demographic needs; any social or affordable housing outcomes; and/or job creation?
- Are there broader community benefits (outside of the immediate development catchment) which may result?
- Will delivery of the Public Infrastructure Works enable delivery of related infrastructure to achieve cost and timing efficiencies?
- Are the Public Infrastructure Works appropriately costed and budgeted?

### **Procurement Policy**

In procuring Public Infrastructure Works, the principles and requirements of Council's Procurement Policy 2.2.4 must be considered, in addition to the matters contained in this Policy.

### **Record keeping**

It is policy that an Officer's report (or Council report) for funding and procurement supported via this Policy be kept which includes:

- the basic facts of the procurement
- the Council Officers responsible
- the amount of Council funding provided and details of required developer contributions (or infrastructure works to be provided in kind)
- the process followed, including preparing and costing the final design of Public Infrastructure Works and a review/independent probity audit of the business case submitted.
- any conflicts of interest declared
- any other relevant matters.

### **Implementation**

The delivery of Public Infrastructure Works approved via this Policy should be managed via a legal agreement with the developer to manage relevant facts and circumstances including:

- the tender process for the provision of Public Infrastructure Works
- the purchase or acquisition of any land required for Public Infrastructure Works
- details of all infrastructure works, responsibilities, timings and costs
- details of financial contributions required by the developer, Council or any other party
- any other matters relating to implementation.

### **Delegations**

Under this Policy, the following delegations are provided:

- Chief Executive Officer - \$400,000
- General Manager Development/General Manager Built and Natural Environment - \$250,000 for payments/services and \$300,000 for contracts

All monetary amounts specified in this Policy are inclusive of GST.

### **Compliance**

In any circumstance where the relevant Council Officer responsible for funding, procurement or implementation of Public Infrastructure Works is concerned regarding compliance with any legislation, this Policy or any other matter, legal advice should be obtained or the matter be referred to Council's Audit and Risk Committee.

**HUMAN RIGHTS**

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

**REVISION HISTORY**

VERSION	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	Not applicable	Policy remains current
2.0	Minor update	Increased review period to 2 yearly from annually

## 16. GENERAL MANAGER COMMUNITY AND CULTURE

### 16.1. COMMUNITY ASSISTANCE GRANTS - MARCH 2023

#### **ACTION OFFICER: MANAGER COMMUNITIES, FACILITIES AND EMERGENCIES**

##### **PURPOSE**

For Council to approve the allocation of Community Assistance Grants March 2023 round, as detailed in *Attachment 1 – Community Assistant Grants March 2023 – Recommendations* and applicants being notified of the outcome of their applications.

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

#### **RECOMMENDATION**

***That Council approve the allocation of Community Assistance Grants March 2023 funds, as detailed in Attachment 1 – Community Assistant Grants March 2023 – Recommendations and applicants being notified of the outcome of their applications.***

##### **BACKGROUND**

Our Community Assistance 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, promoting inclusion, growing partnerships, providing learning opportunities, and supporting social connectedness by utilising and activating our open spaces, community, and cultural facilities.

Not for profit community groups operating in the Wellington Shire can apply for a Community Assistance Grant of over \$2,501 to \$6,000. There are annually two Community Assistance Grant rounds in March and August.

Applications which successfully meet the criteria are eligible to be prioritised for funding.

For the March 2023 round, 34 applications totalling \$190,802.30 received, 21 applications recommended for funding of \$115,981.70. Full application and recommendation details are at Attachment 1.

Applications are assessed by a panel made up of staff from Council's leadership team. The applications are initially assessed against guidelines and then prioritised using assessment criteria, as outlined in Attachment 2.

Each application is assessed on its benefit to the community, ability to fulfil a community need, project planning and capacity of the applicant to deliver the project. The panel provides advice and recommendations to Council based on assessment criteria and funding guidelines.



## **ATTACHMENTS**

1. Community Assistant Grants March 2023 - Recommendations [16.1.1 - 5 pages]
2. Community Assistant Grants March 2023 - Guidelines and Assessment Criteria [16.1.2 - 5 pages]

## **OPTIONS**

Council has the following options available:

1. Approve the allocation of Community Assistance Grants – March 2023 funds, as detailed in *Attachment 1 – Community Assistant Grants March 2023 – Recommendations* and applicants being notified of the outcome of their applications;  
or
2. Seek further information for consideration at a future meeting of Council.

## **PROPOSAL**

That Council approve the allocation of Community Assistance Grants March 2023 funds, as detailed in *Attachment 1 – Community Assistant Grants March 2023 - Recommendations* and applicants being notified of the outcome of their applications.

## **CONFLICT OF INTEREST**

Manager Communities, Facilities and Emergencies has declared a general conflict of interest at Application “*East Gippsland Hockey Association Inc, Staging the Gippsland Championships*” due to a conflict of committee involvement.

Manager Corporate Finance has declared a general conflict of interest at Application “*Maffra Dramatic Society Inc, Charlie and the Chocolate Factory*” due to a conflict of staff relationship.

## **FINANCIAL IMPACT**

Funding will be through the Community Assistance Grant Scheme within the Community Wellbeing budget. The total available budget for the 2022/23 Community Assistance Grant and the Quick Response Grant Scheme is \$367,400. Currently, Quick Response Grant funding that has been distributed is \$96,782.72.

21 applications are recommended for the Community Assistance Grants March 2023 funding round total funding \$115,981.70.

## **COMMUNICATION IMPACT**

The funding of these events and projects will facilitate positive community relationships with 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 outcome:

**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 activities will have a significant positive impact on the community and provide help to increase the range of activities that the wider Wellington community can access and be a part of. Successful applicants have demonstrated a community need that will be filled through receiving the funding and show a community benefit through activity outcomes.

## **ENVIRONMENTAL IMPACT**

All Community Assistance Grant applicants are encouraged to consider the environmental impacts that will be produced through delivering their grant outcomes and have appropriate measures in place to manage them.

## **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 ensure public liability insurance is applicable to the activity conducted, comply with current occupational health and safety legislative and best practice safety standards. It is the responsibility of applicants to ensure that their activity complies with all current rules and regulations.

## COMMUNITY ASSISTANCE GRANTS MARCH 2023

## Applications

	Organisation	Activity	Activity Description	Amount requested	Amount recommended	Recommended
1	The Maffra & District Agricultural Pastoral & Horticultural Society Inc.	Everything Dairy - Food & Entertainment Court Maffra Show	The Maffra Show in October 2023 will showcase Wellington's dairy industry in their food & entertainment court.	\$6,000.00	\$6,000.00	✓
2	Maffra Dramatic Society Inc	Charlie and the Chocolate Factory	To produce the musical 'Charlie & the Chocolate Factory' at The Wedge Performing Arts Centre in Sale in August 2023.	\$6,000.00	\$6,000.00	✓
3	Yarram Yarram Landcare Network	Connecting Community to Nature	To provide 50 seedling propagation kits for community & Landcare members to grow 25,000 plants.	\$6,000.00	\$6,000.00	✓
4	ArtHouse Gippsland	Inward Goods Festival	Two-day music & arts camping festival set on a natural amphitheatre in the Moornappa Forest.	\$6,000.00	\$6,000.00	✓
5	Yarram Eisteddfod	Yarram Eisteddfod	Eight-day music competition providing opportunity for individual performers, school groups and bands from Gippsland and further afield to perform and compete	\$5,255.00	\$5,255.00	✓
6	Sale-Maffra & District Kennel Club Inc & Macalister All Breeds Kennel & Obedience Club Inc	Gippsland International Winter Festival - All Breeds Championship Dog Shows	Three day all breeds Championship Dog Show with International judges.	\$6,000.00	\$6,000.00	✓
7	Briagolong Uniting Early Learning	Outdoor learning and breakaway space	Create a sensory garden and build a new shed storage shed to store children's play equipment and gardening tools.	\$6,000.00	\$6,000.00	✓

	Organisation	Activity	Activity Description	Amount requested	Amount recommended	Recommended
8	Sale Memorial Hall Youth & Civic Centre	Kitchen Update	Purchase of crockery and cutlery to cater for 400 people. Replacing the old and assorted mix of current crockery and cutlery.	\$6,000.00	\$6,000.00	✓
9	Gormandale Mechanics Institute	Replacement of hall seating	Replacement of hall seating to improve accessibility for all.	\$4,077.70	\$4,077.70	✓
10	Cowwarr Football and Netball club	Chill out!	Build one central cool room to replace multiple fridges to save energy costs.	\$6,000.00	\$6,000.00	✓
11	East Gippsland Hockey Association Inc	Staging the Gippsland Championships	Gippsland Hockey Championships in October 2023, attracting visitors to the region for a two-day tournament.	\$5,000.00	\$5,000.00	✓
12	Sale Tennis Club Inc.	Healthy Shade	Install shade sail to north of clubhouse providing sun protection for the safety and comfort of players, spectators and reduction of clubroom energy costs.	\$6,000.00	\$6,000.00	✓
13	St John Ambulance Australia (Victoria) Inc	Volunteer Recruitment - St John Ambulance Wellington Division	Recruitment drive of new volunteers from across Wellington Shire and provide essential training.	\$3,670.00	\$3,670.00	✓
14	Southern Cross Harness Club Inc	Member and community safety and amenity	Purchase safety equipment for safety improvements for members, road and forest users.	\$5,036.00	\$5,036.00	✓
15	Longford Cricket Club	Ladies T20 Cricket	Purchase specialised women's equipment and uniforms for the 2023/2024 season and beyond.	\$6,000.00	\$6,000.00	✓
16	Port Albert Progress Association	NYE twilight Market and Fireworks event	New Years' Eve fireworks display with market stall, food trucks and family friendly activities.	\$6,000.00	\$6,000.00	✓

	Organisation	Activity	Activity Description	Amount requested	Amount recommended	Recommended
17	Paradise & Golden Beach Senior Citizens Club Inc	Seniors Friendship and Trips	Improve social connections and support for older adults in Golden Beach, Paradise Beach and surrounding areas.	\$5,293.00	\$5,293.00	✓
18	Wurruk Community House Inc	Wurruk Food Pantry (WFP) at Wurruk Community House (WCH)	Food relief service for the vulnerable community of Wurruk.	\$6,000.00	\$4,900.00	✓
19	The Gumboot Collective	StoryFest 2023	Annual Writers' Festival, August 2023 hosted in Yarram to celebrate storytelling, reading and writing.	\$6,000.00	\$6,000.00	✓
20	Longford Adult Riding Club	Longford Adult Riding Club Working Equitation Obstacle Build and Hire	Build 6 mobile equestrian obstacles to be hired to equestrian horse riders. The obstacles will be used to train riders and horses on the safe approach to trail obstacles.	\$4,750.00	\$4,750.00	✓
21	Sale Food Support INC	Sale Food Support & Food Security	Purchase of energy efficient fridges, a computer & printer and a chemical storage cabinet.	\$6,000.00	\$6,000.00	✓
22	Longford Horse and Pony Club	Longford Horse and Pony Club Arena Upgrade and Horse Yard Gates	100 cubic metres of arena sand mix to be delivered then spread and levelled.	\$6,000.00	\$0.00	✗
23	Seed Lakeside Community Garden	Propagation and potting area	Construction of a purpose-built all-weather propagation and potting area.	\$5,600.00	\$0.00	✗
24	Maffra Golf Club Inc	Renovating Clubrooms	Painting '70's pine panelling, rendering dark brick interior walls and replacing 20 old round tabletops with new square tops.	\$6,000.00	\$0.00	✗

	<b>Organisation</b>	<b>Activity</b>	<b>Activity Description</b>	<b>Amount requested</b>	<b>Amount recommended</b>	<b>Recommended</b>
<b>25</b>	Glenmaggie Mechanics Institute Hall	Kitchen improvements	Install air conditioning, screen back door and servery shutter.	\$6,000.00	\$0.00	<b>x</b>
<b>26</b>	Stratford Bowling Club	Facility Refresh Stage 2	Painting of the clubroom ceiling.	\$6,000.00	\$0.00	<b>x</b>
<b>27</b>	Sale Golf Club Inc	Sun Smart Shade Sails	Installation of SunSmart Shade Sails over the western facing clubhouse social forecourt and which overlooks the golf course.	\$6,000.00	\$0.00	<b>x</b>
<b>28</b>	Carrajung Community Group Inc.	Repair plumbing to toilet block at Carrajung Memorial Oval	To make the existing toilet facilities operational.	\$5,970.00	\$0.00	<b>x</b>
<b>29</b>	Port Albert Water Sports and Safety Centre	Concrete outdoor area	To provide an outdoor area for existing seating currently on grass. The concreting will improve the safety of entering and exiting the building.	\$6,000.00	\$0.00	<b>x</b>
<b>30</b>	Rosedale Football Netball Club Inc	Replace Storage-User Shed	Replace existing deteriorating shed with a new shed in the same location, on the western side of the netball courts at the Reserve.	\$6,000.00	\$0.00	<b>x</b>
<b>31</b>	Loch Sport Golf Club Inc.	Course Improvement and Development	Purchase of equipment for course management, maintenance and address health and safety issues.	\$5,363.60	\$0.00	<b>x</b>
<b>32</b>	Sale Amateur Basketball Association	2024 Basketball Tournament	Annual basketball tournament in February 2024.	\$6,000.00	\$0.00	<b>x</b>
<b>33</b>	Gormandale Mechanics Institute	Replacement of hall Tables	Replacement of 11 hall tables to improve accessibility and OHS issues.	\$4,587.00	\$0.00	<b>x</b>
<b>34</b>	Gippsland East Local Learning and	Wellington Careers Expo	Expo will involve students from all the secondary schools in Wellington Shire (including the Specialist	\$4,200.00	\$0.00	<b>x</b>

	<b>Organisation</b>	<b>Activity</b>	<b>Activity Description</b>	<b>Amount requested</b>	<b>Amount recommended</b>	<b>Recommended</b>
	Employment Network Inc.		School) & a broad spectrum of traditional & emerging businesses.			
<b>TOTAL AMOUNT REQUESTED</b>					<b>\$190,802.30</b>	
<b>TOTAL AMOUNT RECOMMENDED</b>					<b>\$115,981.70</b>	

# Community Assistance Grants

## Guidelines and Assessment Criteria



### Introduction

Our Community Assistance 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 Community Assistance Grant of \$2,501 to \$6,000.

Applications Open: **9.00am Thursday 12 January 2023**  
 Applications Close: **4.00pm Wednesday 1 March 2023**

### 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.
  - Requests for ongoing operational costs such as but not limited to, insurance, salaries, electricity, water and other utilities.
  - Appliances that do not meet minimum 4-star energy rating; consideration can be made for specialised appliances/equipment - see Climate Change and Sustainability Guidance Sheet.
- 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 two Community Assistance Grant applications per round (2 rounds per financial year) for different activities will be accepted, although applicants must prioritise applications before submission.
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 round 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 program Guidelines and Assessment Criteria.
27. Applications must be completed and returned by 4.00pm on Wednesday 1 March 2023. The closing date will apply for all applications. No late applications will be accepted.
28. You will be notified via SmartyGrants of the outcome of your grant by 20 May 2023. You are welcome to contact the Grants Officer for further feedback. Please note once a completed Funding Agreement is received it can take up to six weeks for the funding to arrive in your bank.
29. Activities must commence after 1 June 2023 and take place by 30 June 2024. Acquittal Report forms must be submitted to Council within 8 weeks of the activity completion.

## **Assessment Process**

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

<b>Criteria</b>	<b>Maximum Points 100%</b>
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

<b>Planning, Capacity and Benefit to the Community</b> 90% of the application assessment	
<b>Organisation and/or Committee details</b>	
Poor details and information provided about the organisation.	<b>1</b>
Limited details and information provided about the organisation.	<b>2</b>
Standard details and information provided about the organisation.	<b>3</b>
Above standard details and information provided about the organisation	<b>4</b>
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.	<b>5</b>
<b>Activity details</b>	
Poor demonstration of activity details and how the activity will benefit the community.	<b>1</b>
Limited demonstration of activity details and how the activity will benefit the community.	<b>2</b>
Standard demonstration of activity details and how the activity will benefit the community.	<b>3</b>
Above standard demonstration of activity details and how the activity will benefit the community.	<b>4</b>
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.	<b>5</b>
<b>Marketing</b>	
Poor details of promotion and marketing initiatives.	<b>1</b>
Limited details of promotion and marketing initiatives.	<b>2</b>
Adequate details of promotion and marketing initiatives.	<b>3</b>
Above standard details of promotion and marketing initiatives.	<b>4</b>
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.	<b>5</b>
<b>Evaluation</b>	
Poor details of evaluation planning have been presented and considered.	<b>1</b>
Limited details of evaluation planning have been presented and considered.	<b>2</b>
Standard details of evaluation planning have been presented and considered.	<b>3</b>
Above standard details of evaluation planning have been presented and considered.	<b>4</b>
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	<b>5</b>
<b>Accessibility and Inclusivity</b>	
Poor demonstration of Access and Inclusion considerations.	<b>1</b>
Limited demonstration of Access and Inclusion considerations.	<b>2</b>
Standard demonstration of Access and Inclusion considerations.	<b>3</b>
Above standard demonstration of Access and Inclusion considerations.	<b>4</b>
Very high demonstration of Access and Inclusion considerations. Detailed and evidence provided, additional information provided eg accessible action plan, images, signage, etc	<b>5</b>

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

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

## 17. FURTHER GALLERY AND ONLINE COMMENTS

*Gallery comments are an opportunity for members of the public to raise any particular matter they wish. This allows those in the gallery to speak directly to Councillors but is not a forum designed for open discussion or debate. We will listen respectfully to what you have to say and make the commitment that if your query requires a written response, we will advise you that a response will be forthcoming, and a copy of that response will be circulated to all Councillors.*

*This is not a forum for members of the public to lodge complaints against individuals, including Councillors and staff, particularly as that individual gets no public right of reply to any matter raised. We take complaints seriously, and in line with the guidance from the Victorian Ombudsman and the local Government Inspectorate, we request that any specific complaint against an individual be put in writing. This way, your concern can be properly dealt with while ensuring fairness to all parties concerned.*

*If you wish to speak, we remind you that this part of the meeting is being recorded and broadcast on our website. Council's official Minutes will record that you have spoken to Council and the subject you spoke to Council about but will not record specific comments. We ask you to state your name in full, where you are from, and you have three minutes.*

ONLINE COMMENTS -

FURTHER GALLERY COMMENTS -

Meeting declared closed at:

The live streaming of this Council meeting will now come to a close.

## **18. IN CLOSED SESSION**

### **COUNCILLOR**

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

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

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**IN CLOSED SESSION**

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### **COUNCILLOR**

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