



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 3 December 2024, commencing at 5:00 PM

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

**ORDINARY MEETING OF COUNCIL
TABLE OF CONTENTS**

0.1. TABLE OF CONTENTS	2
1. APOLOGIES	5
2. DECLARATION OF CONFLICT/S OF INTEREST	5
3. CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING/S.....	5
3.1. ADOPTION OF MINUTES OF PREVIOUS COUNCIL MEETING	5
4. BUSINESS ARISING FROM PREVIOUS MEETINGS	6
5. ACCEPTANCE OF LATE AND URGENT ITEMS	6
6. NOTICE/S OF MOTION	6
7. RECEIVING OF PETITION OR JOINT LETTERS.....	6
7.1. OUTSTANDING PETITIONS	6
8. INVITED ADDRESSES, PRESENTATIONS OR ACKNOWLEDGEMENTS	6
9. QUESTION/S ON NOTICE	6
9.1. OUTSTANDING QUESTION/S ON NOTICE	6
10. DELEGATES REPORT.....	7
11. GENERAL MANAGER CORPORATE SERVICES	8
11.1. ASSEMBLY OF COUNCILLORS REPORT	8
11.2. ADOPTION OF 2025 COUNCIL MEETING DATES	15
11.3. REMUNERATION COMMITTEE MINUTES	19
11.4. APPOINTMENT TO COMMITTEES & DELEGATES 2024/2025	23
12. GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT	33
12.1. GEOGRAPHICAL INFORMATION SERVICES (GIS) – PANEL OF PROVIDERS	33
12.2. RE-OPENING OF SLAVINS LANE (PART) STRATFORD	37
12.3. COONGULLA SPECIAL CHARGE SCHEME WORKS	43
12.4. QUICK RESPONSE GRANTS – JULY TO OCTOBER 2024	47

13. FURTHER GALLERY AND ONLINE COMMENTS.....70

14. IN CLOSED SESSION71

COUNCIL MEETING INFORMATION

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

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

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

MISSION STATEMENT

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

ACKNOWLEDGEMENT OF COUNTRY

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

1. APOLOGIES

2. DECLARATION OF CONFLICT/S OF INTEREST

3. CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING/S

3.1. ADOPTION OF MINUTES OF PREVIOUS COUNCIL MEETING

ACTION OFFICER: MANAGER ORGANISATIONAL PERFORMANCE AND GOVERNANCE

OBJECTIVE

To adopt the minutes of the Special Council Meeting of 18 November 2024 and the Ordinary Council Meeting of 19 November 2024.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council adopt the minutes and resolutions of the Special Council Meeting of 18 November 2024 and the Ordinary Council Meeting of 19 November 2024.

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. DELEGATES REPORT

11. GENERAL MANAGER CORPORATE SERVICES

11.1. ASSEMBLY OF COUNCILLORS REPORT

ACTION OFFICER: MANAGER ORGANISATIONAL PERFORMANCE AND GOVERNANCE

PURPOSE

To report on all assembly of Councillor records received for the period 11 November 2024 to 24 November 2024.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council note and receive the attached Assembly of Councillor records for the period 11 November 2024 to 24 November 2024.

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, in accordance with good governance, 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 11 November 2024 to 24 November 2024, involving the first three days of the 2024 Councillor Induction program.

ATTACHMENTS

1. Assembly of Councillors 18 November 2024 - Councillor Induction Day 1 [11.1.1 - 1 page]
2. Assembly of Councillors 19 November 2024 - Councillor Induction Day 2 [11.1.2 - 1 page]
3. Assembly of Councillors 21 November 2024 - Councillor Induction Day 3 [11.1.3 - 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 11 November 2024 to 24 November 2024.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

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

COMMUNICATION IMPACT

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

LEGISLATIVE IMPACT

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 in accordance with good governance.

COUNCIL POLICY IMPACT

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

COUNCIL PLAN IMPACT

While this report does not meet a specific Council Plan strategic outcome, it aligns with good governance.

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 AND OFFICERS IN ATTENDANCE – INDUCTION AND TRAINING

COUNCIL INDUCTION – 18 NOVEMBER 2024			
COUNCILLOR	ATTENDANCE	OFFICERS IN ATTENDANCE	
Cr Scott Rossetti (Mayor)	YES	David Morcom	Chief Executive Officer
Cr Cindy Madeley (Deputy Mayor)	YES	Arthur Skipitaris	General Manager Corporate Services
Cr Catherine Bannerman	YES	Andrew Pomeroy	General Manager Development
Cr Liz Foat	YES	Chris Hastie	General Manager Built and Natural Environment
Cr Edward Lowe	YES		
Cr Carmel Ripper	YES		
Cr Garry Stephens	YES		
Cr John Tatterson	YES		
Cr Geoff Wells	YES		
CONFLICTS OF INTEREST NOTED*			
NIL			

* In accordance with Rule 18.5 of the Wellington Shire Council Governance Rules a Councillor who has a conflict of interest must not participate in discussion of matters that will come before Council for a decision, or if a decision will be made by a member of staff acting under delegation.

COUNCIL INDUCTION – 18 NOVEMBER 2024		
ITEM NO.	WORKSHOP TITLE	PRESENTERS
1.1	WELCOME, INTRODUCTIONS AND INDUCTION OVERVIEW	<ul style="list-style-type: none"> David Morcom, Chief Executive Officer
1.2	ICT EQUIPMENT	<ul style="list-style-type: none"> Phill Phillipou, Chief Information Officer
1.3	COUNCILLOR ONLINE RESOURCES	<ul style="list-style-type: none"> Jessica Saunders, Coordinator Governance and Risk
1.4	INTRODUCTION TO THE SHIRE	<ul style="list-style-type: none"> David Morcom, Chief Executive Officer
1.5	MODEL COUNCILLOR CODE OF CONDUCT	<ul style="list-style-type: none"> Arthur Skipitaris, General Manager Corporate Services
1.6	ROLES AND ELECTION OF MAYOR AND DEPUTY MAYOR	<ul style="list-style-type: none"> David Morcom, Chief Executive Officer
1.7	ALLOWANCES & REIMBURSEMENTS	<ul style="list-style-type: none"> Carly Bloomfield, Manager Organisational Performance and Governance
1.8	WALKTHROUGH OF THE SPECIAL COUNCIL MEETING	<ul style="list-style-type: none"> David Morcom, Chief Executive Officer

ASSEMBLY OF COUNCILLORS AND OFFICERS IN ATTENDANCE – INDUCTION AND TRAINING

COUNCIL INDUCTION – 19 NOVEMBER 2024			
COUNCILLOR	ATTENDANCE	OFFICERS IN ATTENDANCE	
Cr Scott Rossetti (Mayor)	YES	David Morcom	Chief Executive Officer
Cr Cindy Madeley (Deputy Mayor)	YES	Arthur Skipitaris	General Manager Corporate Services
Cr Catherine Bannerman	YES	Andrew Pomeroy	General Manager Development
Cr Liz Foat	YES	Chris Hastie	General Manager Built and Natural Environment
Cr Edward Lowe	YES		
Cr Carmel Ripper	YES		
Cr Garry Stephens	YES		
Cr John Tatterson	YES		
Cr Geoff Wells	YES		
CONFLICTS OF INTEREST NOTED*			
NIL			

* In accordance with Rule 18.5 of the Wellington Shire Council Governance Rules a Councillor who has a conflict of interest must not participate in discussion of matters that will come before Council for a decision, or if a decision will be made by a member of staff acting under delegation.

COUNCIL INDUCTION – 19 NOVEMBER 2024		
ITEM NO.	WORKSHOP TITLE	PRESENTERS
2.1	CONDUCT OF COUNCIL MEETINGS AND WORKSHOPS	<ul style="list-style-type: none"> Phil Shanahan, Local Government Consultant
2.2	THE KEY PRINCIPLES OF GOOD GOVERNANCE AND THE ROLES COUNCILLORS PLAY	<ul style="list-style-type: none"> Phil Shanahan, Local Government Consultant
2.3	PRACTICE MEETING AGENDA	<ul style="list-style-type: none"> Phil Shanahan, Local Government Consultant
2.4	MAYORAL AND COUNCILLOR SUPPORT ROLES	<ul style="list-style-type: none"> David Morcom, Chief Executive Officer Viktoria Pope, Executive Assistant
2.5	CUSTOMER ACTION REQUESTS	<ul style="list-style-type: none"> Vanessa Ebsworth, Manager Regulatory Services
2.6	COUNCILLOR FORMS	<ul style="list-style-type: none"> Jessica Saunders, Coordinator Governance and Risk

ASSEMBLY OF COUNCILLORS AND OFFICERS IN ATTENDANCE – INDUCTION AND TRAINING

COUNCIL INDUCTION – 21 NOVEMBER 2024			
COUNCILLOR	ATTENDANCE	OFFICERS IN ATTENDANCE	
Cr Scott Rossetti (Mayor)	YES	David Morcom	Chief Executive Officer
Cr Cindy Madeley (Deputy Mayor)	YES	Arthur Skipitaris	General Manager Corporate Services
Cr Catherine Bannerman	YES	Andrew Pomeroy	General Manager Development
Cr Liz Foat	YES	Chris Hastie	General Manager Built and Natural Environment
Cr Edward Lowe	YES		
Cr Carmel Ripper	YES		
Cr Garry Stephens	YES		
Cr John Tatterson	YES		
Cr Geoff Wells	YES		
CONFLICTS OF INTEREST NOTED*			
NIL			

* In accordance with Rule 18.5 of the Wellington Shire Council Governance Rules a Councillor who has a conflict of interest must not participate in discussion of matters that will come before Council for a decision, or if a decision will be made by a member of staff acting under delegation.

COUNCIL INDUCTION – 21 NOVEMBER 2024		
ITEM NO.	WORKSHOP TITLE	PRESENTERS
3.1	WELCOME BACK	<ul style="list-style-type: none"> David Morcom, Chief Executive Officer
3.2	ENGAGEMENT AND RECONCILIATION WITH THE GUNAIKURNAI	<ul style="list-style-type: none"> David Morcom, Chief Executive Officer
3.3	LAND USE PLANNING	<ul style="list-style-type: none"> Barry Hearsey, Manager Land Use Planning
3.4	LOCAL GOVERNMENT FUNDAMENTALS	<ul style="list-style-type: none"> Mark Hayes, Partner - Maddocks
3.4.1	GUIDANCE ON THE MODEL COUNCILLOR CODE OF CONDUCT	<ul style="list-style-type: none"> Mark Hayes, Partner - Maddocks

ASSEMBLY OF COUNCILLORS AND OFFICERS IN ATTENDANCE – INDUCTION AND TRAINING

COUNCIL INDUCTION – 21 NOVEMBER 2024

ITEM NO.	WORKSHOP TITLE	PRESENTERS
3.5	DIVISION OVERVIEWS	<ul style="list-style-type: none"> • <i>David Morcom, Chief Executive Officer</i> • <i>Andrew Pomeroy, General Manager Development</i> • <i>Arthur Skipitaris, General Manager Corporate Services</i> • <i>Chris Hastie, General Manager Built and Natural Environment</i> • <i>Sam McPherson, Manager Communities, Facilities and Emergencies</i>
3.6	COMMUNITY REPRESENTATION AND KEY STAKEHOLDERS	<ul style="list-style-type: none"> • <i>David Morcom, Chief Executive Officer</i>
3.7	DEMOGRAPHIC DATA OF WELLINGTON SHIRE	<ul style="list-style-type: none"> • <i>Lily Tatterson, Social Connection and Inclusion Officer – Data and Planning</i> • <i>Gemma Elston, Coordinator Social Connection and Inclusion</i>

11.2. ADOPTION OF 2025 COUNCIL MEETING DATES

ACTION OFFICER: MANAGER ORGANISATIONAL PERFORMANCE AND GOVERNANCE

PURPOSE

To adopt the 2025 Council meeting dates, times and place as attached and publish these on Council's website.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council:

- 1. Adopt the 2025 Council meeting dates and times as attached; and***
- 2. Publish the 2025 Council meeting dates, times and place on Council's website.***

BACKGROUND

Council's Governance Rules provide that 'at or before the last Meeting each calendar year, Council must fix the date, time and place of all Council Meetings and any Delegated Committee Meetings for the following calendar year.'

Scheduled Council meetings are held regularly to conduct the ongoing business of the Council. It is important that the community is made aware of the dates, times and place of Council meetings and the matters Council will consider. This summary of meeting dates provides the community with adequate notice should they plan to attend the meeting or watch via the livestream.

Council currently meets on the first and third Tuesday of each month commencing at 5:00pm, except for January when there are no Council meetings held, and in November when the Council Meeting is moved to the first Wednesday instead of Tuesday. The change to a Wednesday is required to account for the Melbourne Cup public holiday which falls on the Tuesday. It is proposed that this schedule continue.

In addition to scheduled meetings, unscheduled meetings may be held from time to time to address an urgent item of business.

ATTACHMENTS

1. 2025 Workshop and Council Meeting Dates [**11.2.1** - 1 page]

OPTIONS

Council has the following options available:

1. Adopt the dates, times and place of the proposed 2025 Council meetings as attached and publish the 2025 Council meeting dates on Council's website; or
2. Not adopt the dates and times of the proposed 2025 Council meetings as attached and seek further information for consideration at a future Council meeting.

PROPOSAL

For Council to adopt the 2025 Council meeting dates and times as attached and publish the 2025 Council meeting dates and times on Council's website.

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

Per Council's Governance Rules, at or before the last meeting each calendar year, Council must fix the date, time and place of all Council meetings for the following year.

Council may also change the date, time and place of any Council meeting which has been fixed and must provide reasonable notice of the changes to the public.

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 good governance.

RESOURCES AND STAFF IMPACT

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

COMMUNITY IMPACT

Council's meeting schedule has been designed to enable maximum opportunity for input and participation from members of the community.

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.



Workshop and Council Meeting Dates 2025

First and third Tuesday of each month

Meetings commence at 5.00pm at the Wellington Centre – Wellington Room,
Foster Street, Sale and via MS Teams

4 February
18 February
4 March
18 March
1 April
15 April
6 May
20 May
3 June
17 June
1 July
15 July
5 August
19 August
2 September
16 September
7 October
21 October
5 November*
18 November
2 December
16 December

Council does not convene in January.

** The 5 November meeting is on Wednesday due to the Melbourne Cup holiday.*

Additional Unscheduled Council meetings may need to be convened as required to meet any other statutory legislative requirements. e.g. consideration of budget submissions, oath or affirmation of office by new councillors.

11.3. REMUNERATION COMMITTEE MINUTES

ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

PURPOSE

For Council to note and receive the minutes and endorse the actions of the Remuneration Committee meeting held on 15 October 2024.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council:

- 1. Note and receive the minutes from the Remuneration Committee meeting held on 15 October 2024 as attached; and***
- 2. Endorse the actions from the Remuneration Committee meeting held on 15 October 2024 as detailed in the attached minutes.***

ATTACHMENTS

1. Remuneration Committee minutes 15 October 2024 [11.3.1 - 2 pages]

OPTIONS

Council has the following options available:

1. Note and receive the minutes from the Remuneration Committee meeting held on 15 October 2024 and endorse the actions from the meeting; or
2. Not note and receive the minutes from the Remuneration Committee meeting held on 15 October 2024 or endorse the actions from the meeting and seek further information for consideration at a future Council meeting.

PROPOSAL

It is proposed that Council:

1. Note and receive the minutes from the Remuneration Committee meeting held on 15 October 2024 as attached; and
2. Endorse the actions from the Remuneration Committee meeting held on 15 October 2024 as detailed in the attached minutes.

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

The Remuneration Committee reviews Councillor entitlements, expenses, reimbursements and gifts and ensures alignment with Council policy direction and governance in relation to Councillor benefits.

COUNCIL PLAN IMPACT

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

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

This report supports the above Council Plan strategic outcome.

RESOURCES AND STAFF IMPACT

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

COMMUNITY IMPACT

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

ENVIRONMENTAL IMPACT

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

ENGAGEMENT IMPACT

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

RISK MANAGEMENT IMPACT

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



REMUNERATION COMMITTEE

Tuesday 15 October 2024 – 10.45am

MINUTES

PRESENT: Councillor Marcus McKenzie
Councillor John Tatterson
David Morcom (Chief Executive Officer)
Arthur Skipitaris (General Manager Corporate Services)

APOLOGIES: Councillor Ian Bye

1. **Declaration of Conflicts of Interest:**
No Conflicts of Interest were declared.
2. **Minutes of Previous Meeting:**
The minutes of the previous meeting on 6 August 2024 were accepted.
3. **Actions from previous minutes**
Nil.
4. **Councillor Costs and Reimbursements**
Councillor Costs and Reimbursements spreadsheets were reviewed, discussed and accepted.
 - Councillor Expense Summary Report YTD – 30 September 2024 (Attachment 1)
5. **Superannuation Overpayment Update**
Verbal update noted - matter is now complete.
6. **General Business**
Nil.

The meeting closed at 10.50am

Attachment 1 – Councillor Expense Summary Report YTD – 30 September 2024

Councillor Expenses and Reimbursements - Period 01 July 2024 to 30 September 2024					
	2024/25 Actuals	Commitments	Left to spend/ receive after commitments	2024/25 Adopted Budget	2024/25 Adjusted Budget
Councillor and Mayoral Allowances	129,564.13	-	245,420.87	374,985.00	374,985.00
Other Councillor expenses	11,447.52	-	99,227.48	110,675.00	110,675.00
Grand Total	141,011.65	-	344,648.35	485,660.00	485,660.00

11.4. APPOINTMENT TO COMMITTEES & DELEGATES 2024/2025

ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

PURPOSE

To formally appoint Council Advisory Committees, Community Asset Committees and Committees of Other Organisations (Delegates) for 2024-2025 in accordance with the attached register.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Councillors be formally appointed to Council Committees in accordance with the attached Register of Council Committees and Advisory Groups 2024-2025.

BACKGROUND

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

A review was conducted in November 2024 with the new Council and the updated Register of Council Committees and Advisory Groups 2024-2025, as attached, is now provided for Council approval.

ATTACHMENTS

1. Register of Council Committees and Advisory Groups 2024-25 [11.4.1 - 8 pages]

OPTIONS

Council has the following options available:

1. That Councillors be formally appointed to Council Committees in accordance with the attached Register of Council Committees and Advisory Groups 2024-2025; or
2. That Councillors are not formally appointed to Council Committees in accordance with the attached Register of Council Committees and Advisory Groups 2024-2025 and Council seek further information.

PROPOSAL

That Councillors be formally appointed to Council Committees in accordance with the attached Register of Council Committees and Advisory Groups 2024-2025.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

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

COMMUNICATION IMPACT

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

LEGISLATIVE IMPACT

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

COUNCIL POLICY IMPACT

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

COUNCIL PLAN IMPACT

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

Strategic Outcome 3.2: *"An actively engaged community."*

This report supports the above Council Plan strategic outcome.

RESOURCES AND STAFF IMPACT

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

COMMUNITY IMPACT

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

ENVIRONMENTAL IMPACT

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

ENGAGEMENT IMPACT

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

RISK MANAGEMENT IMPACT

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



WELLINGTON
SHIRE COUNCIL
The Heart of Gippsland

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

2024/2025

**REGISTER OF COUNCIL ADVISORY COMMITTEES, COMMUNITY ASSET COMMITTEES AND
COMMITTEES OF OTHER ORGANISATIONS (DELEGATES) 2024/25**

Table of Contents

SECTION 1: COUNCIL MEETINGS	3
SECTION 2: COUNCIL ADVISORY COMMITTEES	4
Aqua Energy Redevelopment – Project Reference Group	4
Audit & Risk Committee	4
CEO Employment and Remuneration Committee.....	4
Gippsland Art Gallery Advisory Group	4
Gippsland Regional Sports Complex User Group Committee.....	4
Place Names Committee	5
Port of Sale Masterplan Implementation Steering Committee.....	5
Remuneration Committee	5
Strategic Land Use Planning Project Review Group	5
Wellington Disability Advisory Committee.....	5
Wellington Youth Service Network (WYSN)	5
Wellington Shire Youth Council	5
SECTION 3: COMMUNITY ASSET COMMITTEES (VOLUNTARY APPOINTMENT).....	6
Briagolong Recreation Reserve Committee	6
Cameron Sporting Complex Committee	6
Gordon Street Reserve Committee	6
Maffra Recreation Reserve Committee	6
Newry Recreation Reserve Committee	6
SECTION 4: OTHER GROUPS AND COMMITTEES.....	7
Wellington Shire Municipal Emergency Management Planning Committee (MEMPC).....	7
Business Boost Reference Group (Business Recovery Sub-committee)	7
Wellington Renewable Energy Forum	7
Sale Performance Space Fundraising Committee	7
SECTION 5: COMMITTEES OF OTHER ORGANISATIONS (DELEGATES)	8
Gippsland Climate Change Network Incorporated	8
Municipal Association of Victoria (MAV)	8
Rural Councils Victoria (RCV) Committee.....	8
South East Australian Transport Strategy (SEATS)	8
Star of the South Community Advisory Group	8
National Timber Council Association Inc	8
Timber Towns Victoria	8

SECTION 1: COUNCIL MEETINGS

Purpose:

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

Members:

Mayor and all Councillors

Schedule:

Ordinary Meetings: As per Council approved Council Meeting schedule

Unscheduled Meetings: As required

SECTION 2: COUNCIL ADVISORY COMMITTEES

COUNCIL ADVISORY COMMITTEES/MEETINGS			
<p><i>Council has established Advisory Committees to assist Council and the community in a number of areas. Advisory Committees consist of community members, Council officers and Councillors. They provide advice on a range of issues including projects, planning, policy, resource planning, disability and community access, community amenity and many other strategic community issues. These Committees have no other authority or purpose other than to give information or advice to Council to assist it in its ultimate decision making role. The Mayor may attend any meeting.</i></p>			
NAME	DESIGNATED REPORTING OFFICER	SCHEDULE	CURRENT COUNCILLOR/S
<p>Aqua Energy Redevelopment – Project Reference Group</p> <p><i>Purpose: To implement community engagement, planning and review processes for the Aqua Energy Redevelopment Project, providing a forum for information to stakeholders in terms of project progress.</i></p>	Manager Leisure Services	As required. Changing between Monthly and Bi-Monthly	<p><i>Councillor Tatterson</i></p> <p><i>Councillor Madeley (Deputy Mayor)</i></p>
<p>Audit & Risk Committee</p> <p><i>Purpose: To assist Council in the effective conduct of its responsibilities for financial and non-financial reporting and performance, management of risk, information services governance, maintaining a reliable system of internal controls and facilitating the organisation's ethical development.</i></p> <p><i>* Remuneration applies to independent members (non-Council)</i></p>	General Manager Corporate Services	Meets at least quarterly, with extra meetings scheduled if needed	<p><i>Councillor Bannerman</i></p> <p><i>Councillor Lowe</i></p> <p><i>Councillor Wells (alternate)</i></p>
<p>CEO Employment and Remuneration Committee</p> <p><i>Purpose: To oversee the review of the CEO's performance as per the terms and conditions of the contract of employment.</i></p> <p><i>* The CEO Employment and Remuneration Committee must include the Mayor, Deputy Mayor and a previous Mayor (or a nominated Councillor if no previous Mayor).</i></p>	General Manager Corporate Services	As required	<p><i>Councillor Rossetti (Mayor)</i></p> <p><i>Councillor Madeley (Deputy Mayor)</i></p> <p><i>Councillor Stephens</i></p>
<p>Gippsland Art Gallery Advisory Group</p> <p><i>Purpose: To provide input to the Council on the operation, policy development and future planning of Gippsland Art Gallery.</i></p>	Manager Arts and Culture	1 st Monday at 5:00pm; March, June, September and December	<p><i>Councillor Madeley (Deputy Mayor)</i></p> <p><i>Councillor Foat (alternate)</i></p>
<p>Gippsland Regional Sports Complex User Group Committee</p> <p><i>Purpose: To provide advice, information, and feedback in relation to operational, maintenance and use of Gippsland Regional Sports Complex. Also, to share information with other users of the Gippsland Regional Sports Complex.</i></p>	GRSC Operations Leader	<i>Bi-Annually, Term 2 and Term 4, usually a Wednesday at 6:00pm</i>	<p><i>Councillor Lowe</i></p> <p><i>Councillor Wells (alternate)</i></p>

COUNCIL ADVISORY COMMITTEES/MEETINGS			
<i>Council has established Advisory Committees to assist Council and the community in a number of areas. Advisory Committees consist of community members, Council officers and Councillors. They provide advice on a range of issues including projects, planning, policy, resource planning, disability and community access, community amenity and many other strategic community issues. These Committees have no other authority or purpose other than to give information or advice to Council to assist it in its ultimate decision making role. The Mayor may attend any meeting.</i>			
NAME	DESIGNATED REPORTING OFFICER	SCHEDULE	CURRENT COUNCILLOR/S
Place Names Committee <i>Purpose: Make recommendations to Council on naming issues.</i>	Manager Assets and Projects	3 rd Tuesday every three (3) months	<i>Councillor Ripper</i> <i>Councillor Foat</i> <i>Councillor Madeley (Deputy Mayor)</i>
Port of Sale Masterplan Implementation Steering Committee <i>Purpose: To facilitate the coordinated implementation of the key elements of the Port of Sale Masterplan (September 2021).</i>	General Manager Development	As required	<i>Councillor Ripper</i> <i>Councillor Foat</i> <i>Councillor Wells</i>
Remuneration Committee <i>Purpose: To monitor and review Councillor expenses, Councillor allowances in line with the Victorian Independent Remuneration Tribunal determinations for adjustments, Enterprise Bargaining Agreements and any other related matters that may arise.</i> <i>* Chaired by the Mayor, and must include two other Councillors on the committee</i>	General Manager Corporate Services	Quarterly or more frequently if required	<i>Councillor Rossetti (Mayor)</i> <i>Councillor Bannerman</i> <i>Councillor Ripper</i>
Strategic Land Use Planning Project Review Group <i>Purpose: To provide local Councillor input into and review the range of current strategic planning projects and Planning Scheme Amendments.</i>	Manager Land Use Planning	Quarterly or additional meetings scheduled if required	<i>Councillor Foat</i> <i>Councillor Tatterson</i> <i>Councillor Bannerman</i>
Wellington Disability Advisory Committee <i>Purpose: To provide advice to Wellington Shire Council on matters relating to access and inclusion for people living with a disability</i>	Positive Ageing and Disability Partnerships Officer	Four formal meetings a year	<i>Councillor Madeley (Deputy Mayor)</i> <i>Councillor Stephens (alternate)</i>
Wellington Youth Service Network (WYSN) <i>Purpose: To optimise the quality of life of all young people within the Wellington Shire.</i>	Youth Partnerships Officer	Two face-to-face meetings per year and seven online meetings.	<i>Councillor Bannerman</i>
Wellington Shire Youth Council <i>Purpose: To develop and deliver projects and campaigns, and advocate for young people in Wellington</i>	Youth Project Officer – FreeZA Youth Partnerships Officer	Fortnightly	<i>Councillor Madeley (Deputy Mayor)</i> <i>Councillor Bannerman (alternate)</i>

SECTION 3: COMMUNITY ASSET COMMITTEES (VOLUNTARY APPOINTMENT)

COMMUNITY ASSET COMMITTEES			
<i>Under section 65 of the Local Government Act 2020 the Council may establish one or more Community Asset Committees, made up of any combination of Councillors, Council Officers and community members or organisations as determined by Council.</i>			
NAME	DESIGNATED REPORTING OFFICER	SCHEDULE	CURRENT COUNCILLOR/S
Briagolong Recreation Reserve Committee <i>Purpose: To protect, promote and develop the Briagolong Recreation Reserve.</i>	Coordinator Community Committees	2 nd Monday monthly Briagolong Recreation Reserve	<i>Nil</i>
Cameron Sporting Complex Committee <i>Purpose: To protect, promote and develop the Cameron Sporting Complex, Maffra</i>	Coordinator Community Committees	3 rd Thursday bi-monthly Cameron Sporting Complex	<i>Councillor Tattersson</i>
Gordon Street Reserve Committee <i>Purpose: To protect, promote and develop the Gordon Street Reserve.</i>	Coordinator Community Committees	1 st Monday of every third month Gordon Street Recreation Reserve	<i>Nil</i>
Maffra Recreation Reserve Committee <i>Purpose: To protect, promote and develop the Maffra Recreation Reserve.</i>	Coordinator Community Committees	1 st Monday monthly Maffra Recreation Reserve Meeting Room	<i>Councillor Wells</i>
Newry Recreation Reserve Committee <i>Purpose: To protect, promote and develop the Newry Recreation Reserve.</i>	Coordinator Community Committees	3 rd Monday of September, December, March, May & June)	<i>Nil</i>

SECTION 4: OTHER GROUPS AND COMMITTEES

OTHER GROUPS AND COMMITTEES		
<i>These groups are subject to formal Council approval processes.</i>		
NAME	SCHEDULE	CURRENT COUNCILLOR/S
Wellington Shire Municipal Emergency Management Planning Committee (MEMPC) <i>Purpose: A multi-agency collaboration group whose members bring organisational, industry or personal expertise to the task of emergency management planning for Wellington Shire. Councillors fulfill the role of Community Representatives on the Committee</i>	Quarterly	<i>Councillor Stephens</i> <i>Councillor Lowe (alternate)</i>
Business Boost Reference Group (Business Recovery Sub-committee) <i>Purpose: To provide a forum for representatives of business associations and Council to share information and feedback relating to economic development activity across Wellington Shire.</i>	Online meetings held approximately every 6 to 8 weeks. Meetings are usually held from 7:30 to 8:30am	<i>Councillor Foat</i> <i>Councillor Tatterson</i>
Wellington Renewable Energy Forum <i>Purpose: To demonstrate support and provide input to the Renewable Energy projects and proposals in Wellington Shire.</i>	Bi-monthly meetings Meetings are held Tuesdays 2:00-3:30pm	<i>Councillor Madeley (Deputy Mayor)</i> <i>Councillor Foat</i> <i>Councillor Wells</i>
Sale Performance Space Fundraising Committee <i>Purpose: To maintain a public fund into which the public may contribute towards the construction, maintenance, upgrade and expansion of Council owned cultural spaces, facilities and equipment.</i>	As required	<i>Councillor Madeley (Deputy Mayor)</i>

SECTION 5: COMMITTEES OF OTHER ORGANISATIONS (DELEGATES)

COMMITTEES OF OTHER ORGANISATIONS (DELEGATES)		
<i>Councillors are often requested or required to represent Council via participation on Committees formed by other organisations.</i>		
NAME	SCHEDULE	CURRENT COUNCILLOR/S
<p>Gippsland Climate Change Network Incorporated</p> <p><i>Purpose: To provide Gippsland, at an individual and organizational level; information, consultation, and facilitation to enable action on climate change, whilst also providing a voice for Gippsland on climate change issues.</i></p>	1 st Monday from 10:00am – 1:00pm of each month unless otherwise noted	<i>Councillor Madeley (Deputy Mayor)</i>
<p>Municipal Association of Victoria (MAV)</p> <p><i>Purpose: The legislated peak body for local government in Victoria.</i></p>	Monthly meetings and as required	<i>Councillor Rossetti (Mayor)</i> <i>Councillor Tatterson (alternate)</i>
<p>Rural Councils Victoria (RCV) Committee</p> <p><i>Purpose: RCV is a representative body and has both CEOs and Councillors on its Committee. RCV has six regions and a CEO and Councillor from each region is elected onto the Committee for a four year term. This process will occur at the end of 2024. The Committee meets 6-8 times per year.</i></p> <p><i>Each member council can nominate a Councillor for a position on the Committee.</i></p>	Committee meets 6-8 times per year. Annual forum.	<i>Councillor Bannerman</i> <i>Nominations open 29 Nov – close 9 Dec</i> <i>(If more than one nominee is received for each region, then an election will be undertaken.)</i>
<p>South East Australian Transport Strategy (SEATS)</p> <p><i>SEATS (South East Australian Transport Strategy Inc) is a membership based organisation, originally formed in the mid 1990s by Local Government Authorities in Victoria and NSW to advocate for improved freight transport networks in south east Australia. Delegates can be elected officials or technical staff with expertise in transport, freight logistics or major capital works.</i></p>	August – two day meeting held in Victoria November – 1 day workshop/meeting in NSW and 1 day workshop/meeting in Vic February – two day meeting held in NSW May – 1 day workshop/meeting in Vic and 1 day workshop/meeting in NSW	<i>Councillor Tatterson</i>
<p>Star of the South Community Advisory Group</p> <p><i>Purpose: The Star of the South Community Advisory Group (the Group) is one avenue for community involvement in the Star of the South project (the Project) and will be an important point of connection between the Project and the Gippsland community.</i></p>	Meetings held approximately every 6-8 weeks	<i>Councillor Bannerman</i>
<p>National Timber Council Association Inc</p> <p><i>Purpose: To pursue a variety of issues relevant to local governments that have forest industries/timber issues with the Federal Government.</i></p>	Quarterly teleconferences Twice yearly in person at the ALGA Conference in November	<i>Councillor Bannerman</i>
<p>Timber Towns Victoria</p> <p><i>Purpose: To pursue a variety of issues relevant to local governments which have forest industries in Victoria and keep abreast of the issues and trends in forestry development that may have an impact upon rural communities.</i></p>	2 nd Friday each month (Executive) 2 nd Friday bi-monthly (Ordinary Members)	<i>Councillor Bannerman</i>

12. GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT

12.1. GEOGRAPHICAL INFORMATION SERVICES (GIS) – PANEL OF PROVIDERS

ACTION OFFICER: MANAGER ASSETS AND PROJECTS

PURPOSE

The purpose of this report is for Council to consider forming a panel of providers through a contract for Geographical Information System platform provision over the next 3 years plus the opportunity for two one-year extensions.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council:

- 1. Adopt the recommendations contained in the attached confidential Tender Contract 2025-064 Evaluation Report for Geographical Information System Services Panel of Providers; and***
- 2. Note that the information contained in the attached confidential Tender Contract 2025-064 Evaluation Report for Geographical Information System Services Panel of Providers, was designated confidential by the General Manager Built and Natural Environment on 20 November 2024 because it contains confidential information as defined in section 3(1) of the Local Government Act 2020;
(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;
except that once this recommendation has been adopted the name of the successful tenderer can be made public.***

BACKGROUND

Both Wellington Shire Council and East Gippsland Shire Council (EGSC) are approaching the end of their current service agreements for Geographical Information System services in the first half of 2025.

Accordingly, a joint tender was advertised for these services which has been evaluated and recommendation for the formation of a panel of suppliers that are under individual contracts that can be accessed for these services has now been prepared for Council's consideration.

Services included in the panel includes - Platform Provision, Cloud Hosting; and Consulting Services.

ATTACHMENTS

1. Confidential Header - Geographical Information System (GIS) Services Panel of Providers [12.1.1 - 1 page]
2. CONFIDENTIAL REDACTED - Tender Contract Evaluation 2025-064 Geographical Information System (GIS) Services Panel of Providers [12.1.2 - 7 pages]

OPTIONS

Council has the following options available:

1. Adopt the recommendations contained in the attached confidential Tender Contract 2025-064 Evaluation Report for Geographical Information System (GIS) Services Panel of Providers; or
2. Not enter into contracts and not proceed with this panel arrangement at this time.

PROPOSAL

That Council adopt the recommendations contained in the attached confidential Tender Contract 2025-064 Evaluation Report for Geographical Information System (GIS) Services Panel of Providers.

CONFLICT OF INTEREST

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

COLLABORATION

Pursuant to section 109(2) of the *Local Government Act 2020*, collaborative opportunities have been identified for this tender and collaboration will be occurring with East Gippsland Shire Council and Wellington Shire Council will be the lead Council for this contract.

FINANCIAL IMPACT

These works have been budgeted for under the 2024-2025 capital works program.

COMMUNICATION IMPACT

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

LEGISLATIVE IMPACT

Wellington Shire Council is committed to ensuring the Contract tendering process complies with the *Local Government Act 2020* and the Best Practice Procurement Guidelines for Victorian Local Government.

COUNCIL POLICY IMPACT

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

COUNCIL PLAN IMPACT

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

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

This report supports the above Council Plan strategic outcome.

RESOURCES AND STAFF IMPACT

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

COMMUNITY IMPACT

These works will have a positive community impact because it will enable staff to quickly access integrated data from across the organisation.

ENVIRONMENTAL IMPACT

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

ENGAGEMENT IMPACT

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

RISK MANAGEMENT IMPACT

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



WELLINGTON
SHIRE COUNCIL

The Heart of Gippsland

**ORDINARY COUNCIL MEETING
03 DECEMBER 2024**

I declare that the information contained in the attached document **TENDER CONTRACT 2025-064 EVALUATION REPORT** relating to **GEOGRAPHICAL INFORMATION SYSTEM (GIS) SERVICES PANEL OF PROVIDERS** is confidential because it contains confidential information as defined in section 3(1) of the *Local Government Act 2020*;

(g) private commercial information, being information provided by a business, commercial or financial undertaking that - relates to trade secrets; or - if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage

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CHRIS HASTIE
General Manager Built and Natural Environment
20/11/2024

12.2. RE-OPENING OF SLAVINS LANE (PART) STRATFORD

ACTION OFFICER: MANAGER BUILT ENVIRONMENT

PURPOSE

The purpose of this report is for Council to consider a request to re-open part of the unused road licence held over Slavins Lane from Redback Road to Crockett Street in Stratford to public traffic.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That:

- 1. Pursuant to section 223 of the Local Government Act 1989, which remains a saved provision under the transition to the Local Government Act 2020, Council authorise the Chief Executive Officer or their delegate to write to the licensee of the unused road licence 1506699 of its intention to re-open to public traffic part of their licence over Slavins Lane from Redbank Road to Crockett Street, Stratford; and***
- 2. Council appoint three Councillors _____, _____ and _____ plus an alternative representative _____ to form the Slavins Lane Unused Road Licence Committee that is established by Council under section 223(1)(b)(i) of the Act, to consider written submissions/objections and to hear any persons who in their written submission under section 223 of the Act have requested that they be heard in support of their submission/objection; and***
- 3. In the event that there are no objections or submissions and pursuant to section 407(1) of the Land Act 1958, as it is desirable in the public interest, the Department of Energy Environment and Climate Action be requested that part of the unused road licence 1506699 held over Slavins Lane from Redbank Road to Crockett Street, Stratford be revoked, as it is required for public traffic.***

BACKGROUND

The property owner of land on the west side of Lee Street in Stratford is subdividing land for residential purposes and has requested Council re-open part of Slavins Lane by revoking in part, an unused road licence to enable supporting infrastructure for the subdivisional works to be completed.

Unused road licences are issued and administered by the Department of Energy, Environment and Climate Action (DECCA) with the prior consent of Council when a road is not required for public traffic. Likewise, an unused road licence may be revoked (fully or in part) on the written request from Council when the road is required for public traffic.

The unused road licence has a DECCA reference number 1506699. The part of the unused road licence proposed to be re-opened along Slavins Lane is from Redbank Road to Crockett Street. This supporting infrastructure required by the subdivision approval includes

the provision of walking paths and drainage infrastructure along Crockett Street and Slavins Lane. There is no unused road licence currently held over Crockett Street from Lee Street to Slavins Lane.

An initial letter outlining the proposal was prepared by Council Officers and was sent to the holder of the unused road licence on 16 September 2024. This letter also indicated that a report would be tabled at a future meeting of Council for resolution. A phone conversation was later held with the licence holder, who was generally supportive of the proposal.

To open the road, the process requires Council to resolve that the Slavins Lane (from Redbank Road to Crockett Street), is required to be open for public traffic and formally request the Department of Energy, Environment and Climate Action (DECCA), pursuant to section 407(1) of the *Land Act 1958*, to revoke in part, the unused road licence 1506699 held over this road.

The revocation of this unused road licence does not obligate Council to declare this road on its register of Public Roads, or, to undertake any road maintenance on this road. Subject to Council approval, once open to public traffic, the road will remain a non-maintained road. The infrastructure works required by the residential development west of Lee Street will be completed by the developer at their cost.

ATTACHMENTS

1. Map Image - Proposed Revocation of Unused Road Licence Slavins Road [12.2.1 - 2 pages]

OPTIONS

Council has the following options available:

1. Agree to the request pursuant to section 407(1) of the *Land Act 1958*, to revoke the part of the unused road licence 1506699 held over the Slavins Lane (from Redbank Road to Crockett Street) as the road is required for public traffic; or
2. Not agree to the revocation of the unused road licence as the road is not required for public traffic.

PROPOSAL

That:

1. Pursuant to section 223 of the Local Government Act 1989, which remains a saved provision under the transition to the Local Government Act 2020, Council authorise the Chief Executive Officer or their delegate to write to the licensee of the unused road licence 1506699 of its intention to re-open to public traffic part of their licence over Slavins Lane from Redbank Road to Crockett Street, Stratford; and
2. Council appoint three Councillors plus an alternative representative to form the Slavins Lane Unused Road Licence Committee that is established by Council under section 223(1)(b)(i) of the Act, to consider written submissions/objections and to hear any persons who in their written submission under section 223 of the Act have requested that they be heard in support of their submission/objection; and
3. In the event that there are no objections or submissions and pursuant to section 407(1) of the *Land Act 1958*, as it is desirable in the public interest, the Department

of Energy Environment and Climate Action be requested that part of the unused road licence 1506699 held over Slavins Lane from Redbank Road to Crockett Street, Stratford be revoked, as it is required for public traffic.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

The revocation of the unused road licence and opening of the road to public traffic will not incur any cost to Council. It is not proposed to include this section of Slavins Lane onto Council's Register of Public Roads.

COMMUNICATION IMPACT

A letter on the proposal to undertake a part opening of Slavins Lane, Stratford was sent to the holder of the unused road licence on 16 September 2024.

LEGISLATIVE IMPACT

An application for the revocation of the unused road licence will be made pursuant to Section 407(1) of the *Land Act 1958*.

COUNCIL POLICY IMPACT

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

COUNCIL PLAN IMPACT

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

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

This report supports the above Council Plan strategic outcome.

RESOURCES AND STAFF IMPACT

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

COMMUNITY IMPACT

The revocation of the unused road licence will allow the use of this section of road reserve for public purposes.

ENVIRONMENTAL IMPACT

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

ENGAGEMENT IMPACT



The licence holder and the applicant are the only persons directly affected by the licence. A letter of the proposal to undertake a part re-opening of Slavins Lane, Stratford was sent to the holder of the unused road licence on 16 September 2024. No response has been received.

RISK MANAGEMENT IMPACT

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

**PROPOSED REVOCATION OF UNUSED ROAD LICENCE
SLAVINS LANE - BETWEEN REDBANK ROAD AND CROCKETT STREET**



Applicants properties – shown as 
Road proposed to be opened to public traffic – shown as 

**DEECA MAPPING
SHOWING UNUSED ROAD LICENCES**



12.3. COONGULLA SPECIAL CHARGE SCHEME WORKS

ACTION OFFICER: MANAGER ASSETS AND PROJECTS

PURPOSE

The purpose of this report is for Council to consider entering into a contract for the Coongulla Special Charge Scheme Works Tender Contract 2024-071.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council:

- 1. Adopt the recommendations contained in the attached confidential Tender Contract 2024-071 Evaluation Report for Coongulla Special Charge Scheme Works; and***
- 2. Note that the information contained in the attached confidential Tender Contract 2024-071 Evaluation Report for Coongulla Special Charge Scheme Works, was designated confidential by the General Manager Built and Natural Environment on 18 November 2024 because it contains confidential information as defined in section 3(1) of the Local Government Act 2020; (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;***
except that once this recommendation has been adopted the name of the successful tenderer can be made public.

BACKGROUND

The majority of roads within the township of Coongulla are formed, unsealed gravel roads and primarily of a rural type in appearance.

Council have declared two Special Charge Street Construction Schemes for the construction and improvements of the unsealed streets within the Township of Coongulla:

- Eastern was declared at the Council meeting of 20 April 2021. Road Sections include Ben Crauchan Parade, Mt Bradley Street, Skene Court and parts of Narrobuk Street, Tamboritha Terrace and Blores Street. Total length of 1.1km
- Central was declared at the Council meeting of 1 March 2022. Road Sections include Wellington Street, Macalister Drive, Avon Court and part of Tamboritha Terrace. Total Length of 850m.

The street construction schemes do not include improvements to the drainage of the township and retains the existing road drainage with minor improvements.

Following the declaration of the schemes, designs were finalised to provide for the formation and sealing of the roads to a five-metre width (where possible) with concrete edge strip or kerb proposed at most intersections. The construction and sealing of vehicular crossings including the installation of driveway culverts where required with some minor table drain improvements is also part of the works.

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

ATTACHMENTS

1. Confidential Header - Coongulla Special Charge Scheme Works [12.3.1 - 1 page]
2. CONFIDENTIAL REDACTED - Tender Contract 2024-071 Evaluation Report Coongulla Special Charge Scheme Works [12.3.2 - 5 pages]

OPTIONS

Council has the following options available:

1. Adopt the recommendations contained in the attached confidential Tender Contract 2024-071 Evaluation Report for Coongulla Special Charge Scheme Works; or
2. Not enter into a contract and not proceed with these works at this time.

PROPOSAL

That Council adopt the recommendations contained in the attached confidential Tender Contract 2024-071 Evaluation Report for Coongulla Special Charge Scheme Works.

CONFLICT OF INTEREST

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

COLLABORATION

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

FINANCIAL IMPACT

These works have been budgeted for under the 2024-2025 capital works program with property owners contributing \$475,200 through contributions to both Special Charge Schemes and the remainder being funded from Wellington Shire Council's allocation from the Federal Government's Roads to Recovery Program.

COMMUNICATION IMPACT

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

LEGISLATIVE IMPACT

Wellington Shire Council is committed to ensuring the Contract tendering process complies with the *Local Government Act 2020* and the Best Practice Procurement Guidelines for Victorian Local Government.

COUNCIL POLICY IMPACT

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

COUNCIL PLAN IMPACT

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

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

This report supports the above Council Plan strategic outcome.

RESOURCES AND STAFF IMPACT

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

COMMUNITY IMPACT

These works will have a positive community impact with all of the trafficable roads in the Central and Eastern sections of Coongulla being constructed and sealed to improve amenity within the town.

ENVIRONMENTAL IMPACT

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

ENGAGEMENT IMPACT

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

RISK MANAGEMENT IMPACT

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



WELLINGTON
SHIRE COUNCIL

The Heart of Gippsland

**ORDINARY COUNCIL MEETING
03 DECEMBER 2024**

I declare that the information contained in the attached document **TENDER CONTRACT 2024 – 071 EVALUATION REPORT** relating to **COONGULLA SPECIAL CHARGE SCHEME WORKS** is confidential because it contains confidential information as defined in section 3(1) of the *Local Government Act 2020*;

(g) private commercial information, being information provided by a business, commercial or financial undertaking that - relates to trade secrets; or - if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage

.....
CHRIS HASTIE
General Manager Built and Natural Environment
18/11/2024

12.4. QUICK RESPONSE GRANTS – JULY TO OCTOBER 2024

ACTION OFFICER: MANAGER COMMUNITIES, FACILITIES AND EMERGENCIES

PURPOSE

For Council to note the information regarding applications received under the Quick Response Grant Scheme (QRGS) for the period July 2024 to October 2024 – refer to attachment 12.4.1 *Quick Response Grants applications July to October 2024*.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council note the information regarding applications received under the Quick Response Grant Scheme (QRGS) for the period July 2024 to October 2024 as per Attachment 12.4.1.

BACKGROUND

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

Not-for-profit community groups operating in Wellington Shire can apply for up to \$2,500. Up to \$500 is available in the Individual Sponsorship category, and up to \$1,500 is available in the Teams and Community groups category. Up to a \$500 rebate is available to community groups who engage an approved auditor to undertake an Energy Efficiency Audit of their facility - refer attachment 12.4.4 *Energy Audit Rebate Guidelines and Criteria 2024-25*.

Applications included in this Council report were assessed between July 2024 to October 2024.

Applications are assessed by an internal assessment panel. Each application is assessed on its benefit to the community, ability to fulfil a community need, project planning and the capacity of the applicant to deliver the project. The panel allocates funding based on assessment criteria and funding guidelines – refer to attachments 12.4.2 *Quick Response Grants 2024-25 Guidelines Assessment Criteria* and 12.4.3 *Quick Response Grants 2024-25 Individual Team/Community Group Guidelines*.

ATTACHMENTS

1. Quick Response Grants applications July to October 2024 [**12.4.1** - 7 pages]
2. Quick Response Grants 2024-25 Guidelines Assessment Criteria [**12.4.2** - 6 pages]
3. Quick Response Grants 2024-25 Individual Team / Community Group Guidelines [**12.4.3** - 4 pages]
4. Energy Audit Rebate Guidelines and Criteria 2024-25 [**12.4.4** - 3 pages]

OPTIONS

Council has the following options available:

1. Note the information regarding successful and unsuccessful applications received under the Quick Response Grant Scheme for the period July 2024 to October 2024 (as per attachment 12.4.1); or
2. Request further information and reconsider at a future Council meeting.

PROPOSAL

For Council to receive the information regarding successful and unsuccessful applications under the Quick Response Grant Scheme for the period July 2024 to October 2024.

CONFLICT OF INTEREST

The Coordinator Community Facilities Planning declared a general Conflict of Interest for the application from the Wellington BBQ Inc and took no part in the assessment or decision relating to that application.

FINANCIAL IMPACT

These applications have been funded through the Community Grant Scheme within the Communities, Facilities, and Emergencies budget. A total of \$65,287.96 was allocated to 37 successful QRG applications for the period July 2024 to October 2024.

Together with the \$126,661.02 Community Assistance Grants that was funded in the July 2024 round, a total of \$191,948.98 has been expended from the Community Grant Scheme's \$382,000.00 annual 2024/25 budget.

The table below is a summary of the funding allocation including a comparison to the same period last year. A detailed list of applications is shown in attachment 12.4.1

	Amount requested		Successful applications / Amount Approved		Unsuccessful Applications	
Activities	33	\$74,127.96	30	\$62,287.96	3	\$7,500.00
Individual and Team/Community Group Sponsorship	4	\$3,000.00	4	\$3,000.00	nil	\$0.00
TOTAL Jul 2024 – Oct 2024		\$69,627.96		\$65,287.96		\$7,500.00
<i>TOTAL Jul 23 – Oct 23</i>	<i>37</i>	<i>\$76,775.25</i>	<i>34</i>	<i>\$75,646.84</i>	<i>3</i>	<i>\$5,950.00</i>

COMMUNICATION IMPACT

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

LEGISLATIVE IMPACT

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

COUNCIL POLICY IMPACT

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

COUNCIL PLAN IMPACT

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

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

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

This report supports the above Council Plan strategic outcomes.

RESOURCES AND STAFF IMPACT

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

COMMUNITY IMPACT

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

ENVIRONMENTAL IMPACT

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

ENGAGEMENT IMPACT

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

RISK MANAGEMENT IMPACT

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

QUICK RESPONSE GRANT SCHEME APPLICATIONS – JULY 2024 TO OCTOBER 2024

SUCCESSFUL APPLICATIONS					
No	Organisation	Activity Title	Amount requested	Amount approved	Activity Description
1	Nambrok Hall and Recreation Reserve	Court Cleaning	\$ 1,990.00	\$ 1,990.00	To purchase an industrial leaf blower to clean the newly renovated tennis courts. We are currently using a blower that can be both time-consuming and demanding of our volunteers.
2	Sale North Kindergarten	Replacement of Sandpit Sand	\$ 2,016.00	\$ 2,016.00	We are digging out the old sand in the sandpit and replacing it with new clean sand.
3	YARRAM/TARRA RED CROSS BRANCH	110 Year Celebrations	\$ 2,500.00	\$ 2,500.00	Luncheon at Yarram Country Club for present and past members, Zone 7 Office Bearers, Chairman, sec and reps from Marlo, Lindenow, Stratford etc. Members of local volunteer service groups- CFA, SES, VIC POL, Head Office representatives, and Shire reps. Gifts for long-serving members. Service Award presentation.
4	Sale Netball Association	Junior Umpire Safety Vests Pilot Program	\$ 1,700.00	\$ 1,700.00	Seeking the purchase of vests for junior/learning umpires to supplement the green hair tie system currently in place for underage umpires. The vest will clearly identify the wearer as a learning umpire. The association is currently experiencing umpire retention difficulties due to ongoing abuse from players, coaches and spectators.
5	Wellington Eight Ball Association Inc	Sporting Legends Gippy Cup	\$ 2,500.00	\$ -	<i>*Funded by Middle of Everywhere</i> The Gippy Cup is an eight-ball tournament. To display and promote hi class eight ball in our community aiming to raise the profile of this sport with a tournament of 450 plus people competing for trophies and recognition of achievement.

SUCCESSFUL APPLICATIONS					
No	Organisation	Activity Title	Amount requested	Amount approved	Activity Description
6	Sale Golf Club Inc	Encouraging Growth of Junior and Women Golfers	\$ 2,290.00	\$ 2,290.00	Sale Golf Club has obtained the services of a Teaching Professional to work with us, to encourage and teach golfing skills to younger players and women in our local community. To assist Paul with this we wish to purchase golf teaching aides and equipment.
7	Dargo Landcare Group Inc	Farmers thrive. Pests don't.	\$ 2,000.00	\$ 2,000.00	Continuation of a thirteen-year program of Chilean Needle Grass, noxious weeds, disease and pest control in the Dargo Valley through a 50% chemical subsidy to landholders. This program aims to encourage landowners to manage issues on their properties in an ongoing, environmentally responsible manner.
8	Friends of Heesco Town	Maps for Yarram Street Art Trail	\$ 1,985.00	\$ 1,985.00	Visitors to Yarram love to explore the awesome street art known as 'HeescoTown'. We regularly produce maps featuring the murals to help them on their visit. We need to secure 5,000 copies of the maps to meet the needs of the next 6 months.
9	Yarram Neighbourhood house	Women's Health Night	\$ 2,500.00	\$ 2,500.00	Event to promote better health and well-being in the Yarram district by providing a community dinner with speakers on topics relevant to women's health and well-being. Local organisations that provide health and other forms of support and a wide cross-section of women will be encouraged to attend.
10	Golden Paradise Beach Bowls Club	Green Surround Replacement Stage 3	\$ 2,500.00	\$ 2,500.00	Replacement of the synthetic turf surround to the North and South sides of the Bowling Green.
11	Maffra Gymnastic Club	Maffra Gymnastic Club 40-Year Celebration	\$ 2,500.00	\$ 2,500.00	Maffra Gymnastic Club is celebrating its 40th Birthday. The club wants to celebrate the incredible contribution it has made to many members of the local community for the last 40 years. The funds will go towards creating an event to celebrate and reflect on the amazing things achieved so far.

SUCCESSFUL APPLICATIONS					
No	Organisation	Activity Title	Amount requested	Amount approved	Activity Description
12	Maffra Municipal Band Inc	Halloween Dance Party	\$ 1,200.00	\$ 1,200.00	It's a lively, fancy-dress, Halloween Dance Party for the whole family. Our 35-piece Senior Concert Band performs groovy, spooky dance tunes to jive along to.
13	Yarram Agricultural Society	Yarram Agricultural Show	\$ 2,500.00	\$ 2,500.00	The Yarram Agricultural Show is a local, iconic community event that showcases our local talent. We are seeking funding to help subsidise the cost of entertainment acts for our Show. We do not get support from the Showman's Guild with rides for the public, so the committee need to seek alternatives.
14	Yarram & District Progress Association - Halloween subcommittee	Event - Yarram Halloween	\$ 2,500.00	\$ 2,500.00	An inclusive Halloween event with spooky costumes, trick-or-treating, fun games and a movie night. The event offers a safe environment with a registered map, allergy-conscious treats, and quiet zones for sensory needs, ensuring all families can enjoy a fun-filled evening together. A BBQ with gluten-free food included.
15	Airly Clydebank Hall	120th Birthday Celebration	\$ 1,500.00	\$ 1,500.00	Afternoon community drop to celebrate 120th Birthday of the Airly Clydebank Hall. Welcoming visitors from far and wide, old and new.
16	Wellington Warriors Football Club Incorporated	Servery area refit	\$ 2,500.00	\$ 2,500.00	The servery in our shared area is old, cluttered and not fit for purpose anymore. A new, more functional counter area, with secure storage, will be installed to better meet the needs of all club users.
17	Victorian Reining Horse Association	November 2024 Victorian Reining Horse Association Show	\$ 2,500.00	\$ 2,500.00	VRHA reining show at Cairnbrook Park offering inclusive competition for new and experienced riders in the western riding discipline of Reining. Come and try classes, beginner classes, children and youth classes, para classes, and non-professional and professional categories.

SUCCESSFUL APPLICATIONS					
No	Organisation	Activity Title	Amount requested	Amount approved	Activity Description
18	Wellington BBQ Inc.	Wellington's Biggest Blokes BBQ	\$ 2,500.00	\$ 2,500.00	Fundraiser for Men's Health. In particular prostate cancer awareness. We have raised funds to help cover 50% of a prostate nurse in Sale. There are over 400 men that attend the event. It's the only event of its type aimed at men.
19	Maffra Golf Club	Safety Fence	\$ 2,500.00	\$ 2,500.00	A safety fence has been on our 6th tee block for some years to protect golfers from those hitting off the 16th tee toward them. During the last week the strong winds have snapped a post effectively pulling down the fence and creating a potential risk to players.
20	Gumboot Collective	Flix in the Stix	\$ 2,500.00	\$ 2,500.00	Yarram's first local short film screening, showcasing films under five minutes from across Gippsland.
21	Briagolong Mechanics' Institute Hall Committee of Management	Community Evening at the Hall	\$ 1,675.00	\$ 1,675.00	It's the halls 150th anniversary year and we would like to have an end-of-year/Christmas celebration. It is planned for a 5pm start on a Friday with free activities for children.
22	Collegians Cricket Club Inc	Replace cricket wicket covers tube	\$ 2,431.00	\$ 2,431.00	The club needs to replace the damaged turf wicket cover tube which has holes in the seals on the ends.
23	Lake Wellington Yacht Club	First Aid Training 2024	\$ 1,980.00	\$ 1,980.00	Provide first aid training for 12 club volunteers. Training is required for volunteers manning the race day rescue boat and the sailability program assistants have the skills and knowledge to provide immediate first aid when required.
24	Yarram & District Progress Association	Yarram & District Progress Association – Christmas in Yarram	\$ 2,500.00	\$ 2,500.00	Christmas markets, Santa, street entertainment.
25	Gumnuts Early Learning Centre	4-Year Old Kinder Graduation	\$ 2,500.00	\$ 660.00	Gumnuts Early Learning Centre is hosting a 4s kinder graduation. We seek funding for gowns, decorations, nibbles and a celebratory cake to create a memorable event for our 40 graduating children, including those from vulnerable backgrounds, fostering community unity and pride.

SUCCESSFUL APPLICATIONS					
No	Organisation	Activity Title	Amount requested	Amount approved	Activity Description
					*Reduced Funding recommended to \$660 -Funding is for material to make graduation gowns that can then be used for future years. The event itself is deemed part of their operational expenses for the organisation.
26	Glenmaggie Mechanics Institute	Technology Upgrade	\$ 2,118.00	\$ 2,118.00	Purchase a 75" smart television, a stand and sound bar. This will be a significant upgrade to our technology, allowing us to increase use of the hall for movie nights, information sessions, funerals etc. Our first event is to screen the Melbourne Cup at a Cup Day Luncheon this year.
27	Heyfield & District Historical Society Inc.	New fence	\$ 2,500.00	\$ 2,500.00	During the recent stormy weather, our side fence has become damaged and unsafe. We are looking at replacing a section. Our museum is used by members, volunteers and the public and we endeavour to keep all facilities safe for use.
28	GPBRRA	Letts Beach News Community Newspaper	\$ 2,500.00	\$ 2,500.00	The Letts Beach News provides a quarterly community newspaper in both electronic and hardcopy form, as well as relevant news articles as they arise, via electronic opt-in subscription. Local community groups have guaranteed space in the LBN to reach out to their membership and local business is encouraged to advertise.
29	Sale Art Circle	Sale Art Circle - Art Fair	\$ 1,482.96	\$ 1,482.96	Our Art Group will be holding an Art Fair in November where we will showcase and celebrate our Members' artwork, encourage new membership from the Community and provide an opportunity for members to sell their items if there is interest. The funds will help to support the day's expenses.

SUCCESSFUL APPLICATIONS					
No	Organisation	Activity Title	Amount requested	Amount approved	Activity Description
30	Maffra & District Landcare Network	Regenerative Agriculture Demonstration Field Day - 19 November 2024	\$ 2,260.00	\$ 2,260.00	Field Day for dairying / grazing communities to update farmers on progress at the five year mark on the regenerative agriculture demonstration sites on Kate Mirams' and Peter Neaves' farm at Newry. Provision of food & water, toilet facilities, expert guest speaker and videography will maximise participation, extension and learning.
TOTAL			\$ 66,627.96	\$ 62,287.96	

SUCCESSFUL INDIVIDUAL SPONSORSHIP AND TEAM/COMMUNITY GROUP SPONSORSHIP				
No	Individual or Group Name	Supporting Organisation	Activity Title	Amount
1	Isla Graham-Caffrey	Equestrian Victoria	Marcus Oldham National Interschool Equestrian Championships	\$ 500.00
2	Gippsland Christian Broadcasters Inc Trading as Life FM Gippsland	Christian Media & Arts Australia (CMAA)	Connect 24 Conference	\$ 1,500.00
3	Lylah Hiskins	School Sports Victoria (SSV)	To represent Victoria at Nationals track and field 12-year-old girls	\$ 500.00
4	Kobe Hiskins	School Sports Victoria (SSV)	Kobe will compete in the 800m track and field for team Victoria.	\$ 500.00
TOTAL				\$3,000.00

SUCCESSFUL INDIVIDUAL SPONSORSHIP AND TEAM/COMMUNITY GROUP SPONSORSHIP		
Organisation	Facility	Amount
1 NA (no application's submitted)	NA	\$ -
TOTAL		\$ -

QUICK RESPONSE GRANT SCHEME - UNSUCCESSFUL APPLICATIONS – JULY 2024 TO OCTOBER 2024				
Organisation	Activity Title	Activity Description	Amount Requested	Comment
Gippsland Trials and Enduro Club inc	Maffra Mayhem Hard Enduro	A 2 day motorcycle race (hard enduro) with entrants from 13 to 65 years of age racing over 2 days at the foothills of the Great Dividing Range	\$ 2,500.00	<ul style="list-style-type: none"> • Ineligible – No permit obtained • Event Cancelled
East Gippsland Performance and Quarter Horse Association	EGPQHA Western Performance Show	EGPQHA performance show at Cairnbrook Park offering inclusive competition for all riders in western riding disciplines.	\$ 2,500.00	<ul style="list-style-type: none"> • While the event is being held in Wellington there isn't sufficient details and evidence that the Wellington Shire Community has a demonstrated need and a resultant benefit. • Limited evidence and details have been provided about the organisation. There is another submission recently received from another group which is near identical.
The Anglican Parish of Heyfield in the Diocese of Gippsland	Replacement of the Shade Sail for the children's playground	12 years ago we received funding for the construction of fencing and shade sail for a children's playground. The shade sail needs replacing to enable children to play safely during use of the adjacent park on market days and for families, using the Op Shop and picnicking in the park.	\$ 2,500.00	<ul style="list-style-type: none"> • Limited evidence on demonstrating community need and benefit. The submission requires further detail on how the broader community utilise the space. • Poor demonstration of current usage & future participation increase.
TOTAL			\$ 7,500.00	

Quick Response Grants 2024/25

Guidelines and Assessment Criteria



Introduction

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

It aims to build community capacity by encouraging:

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

Overview

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

Important things to note

- What will not be funded:

- Scholarships, awards, trophies or prizes for participating and/or attending.
- Activities that deliver a direct and focused religious or political party message.
- Activities associated with or hosted at areas/facilities with or designed for gaming machines, gambling and betting.
- 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.
- Activities which focus on or promote unhealthy food, sugary drinks, alcohol consumption, gambling or tobacco, e-cigarette or vaping industries.

- 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. Sub-groups of umbrella organisations are eligible to apply. Umbrella organisation definition: An umbrella organisation is a centralised entity that oversees and coordinates the activities of multiple affiliated sub-groups, typically sharing a common purpose, mission, or interest. An organisation that consolidates administrative duties and expenses while still maintaining separate roles and functions within the community.
5. 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.
6. In December 2023 the Wellington Shire Council adopted a Fair Access Policy (the Policy) that seeks to address known barriers experienced by women and girls in accessing and using community and sporting infrastructure. The Policy aims to progressively build capacity and capabilities of Wellington Shire Council in the identification, and elimination of systemic causes of gender inequality in policy, programs, communications, and delivery of services in relation to community sports infrastructure. The Policy is designed to comply with the Gender Equality Act 2020, and the wider Victorian Government gender equality strategy and the Wellington Shire Council Gender Equality Action Plan (GEAP). Council will undertake take the necessary and proportionate steps towards implementation of the Fair Access Policy which includes collecting and analysing data to ensure diverse representation on Committee's. The community group/committee purpose and committee numbers questions are mandatory, remaining gender and diversity questions are optional. Responses are not used as part of the application assessment but will help inform industry training to committees and sporting clubs in partnership with key stakeholder including Change Our Game, GippsSport and Gippsland Women's Health to inform them of Council's Fair Access Policy.
7. Activities must be administered in the Wellington Shire. Please note for 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.
8. **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.**
9. 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).

10. All activities are encouraged to align with Key Council Plans:
 - a. Wellington Shire Council's Plan 2021-25
 - b. Healthy Wellington 2021-2025
 - c. Sustainability Strategy 2020-25
11. All activities must ensure inclusivity, social connectedness and accessibility has been considered. This includes improved opportunities for inclusion for groups who can sometimes be excluded due to gender, age, cultural background, sexual orientation, financial vulnerability, or disability.
12. Multiple applications for the same activity will not be accepted.
13. A limit of three Quick Response Grant applications per financial year for different activities will be accepted.
 - a. Each demonstrated subgroup of an umbrella organisation may apply for 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.
14. 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.
15. Where possible, the goods and services used in the funded activity (suppliers and contractors) be sourced from within the Wellington Shire.
16. Activities that are primarily for the purpose of fundraising will be required to demonstrate the Community benefits in addition to the fundraising outcome.
17. 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.
18. For all expenditure items of \$1,000 or more you must include a quote or evidence of the item cost.
19. 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.
20. 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.
21. The applicant is responsible for all ongoing maintenance and running costs of any equipment purchases resulting from a successful application.
22. Council may reduce the amount allocated to you if the funding applied for is considered unsubstantiated and/or excessive.
23. Council may reduce the amount allocated to you if the funding allocation is oversubscribed; additionally, if Council is aware of an alternative option available to you, it will recommend it as an alternative to funding.
24. 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.
25. You are required to acknowledge Wellington Shire Council's support of your activity as specified in the Funding Agreement
26. Funding must be returned if the activity is not completed in line with the Funding Agreement. Any excess funding must be returned.
27. Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the Charter of Human Rights and Responsibilities Act 2006 (Vic) and has referred to Council's Human Rights Policy to develop the WSC CAG & QRG program Guidelines and Assessment Criteria.

28. Applications must be completed and returned 3 weeks prior to the commencement date of your project. You will be notified in writing of the outcome of your grant 10 business days after the submission date. You are welcome to contact the Grants officer for further feedback. Once you receive confirmation it can take 6 to 8 working weeks for the funding to arrive in your bank.
29. Applicants must complete a harmful Industries Declaration as part of their application. Harmful industries include any businesses deriving significant benefit or income from any one or more of the following: unhealthy foods (high in saturated fats, sugar, salt and/or energy), sugary drinks, alcohol, tobacco, e-cigarettes and vaping, and gambling. Council is collecting this information to help form educational opportunities on the impacts of harmful industries for wellington shire community groups.

Assessment Process

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

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

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

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

Assessment Criteria and Assessment scoring details

Planning, Capacity and Benefit to the Community 90% of the application assessment	
Organisation and/or Committee details	
Poor details and information provided about the organisation.	1
Limited details and information provided about the organisation.	2
Standard details and information provided about the organisation.	3
Above standard details and information provided about the organisation	4
Very high standard of details and information provided about the organisation. Detailed evidence provided, additional information provided eg strategic plan, alignment with strategic plan, participation plan, governance overview, succession plan, copies of articles, etc.	5
Activity details	
Poor demonstration of activity details and how the activity will benefit the community.	1
Limited demonstration of activity details and how the activity will benefit the community.	2
Standard demonstration of activity details and how the activity will benefit the community.	3
Above standard demonstration of activity details and how the activity will benefit the community.	4

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

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

Contact

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

Community Facilities Planning and Grants Officer

Phone: 1300 366 244

Email: enquiries@wellington.vic.gov.au

Quick Response Grant Scheme 2024/25

Individual Sponsorship & Team/Community Group Guidelines



Introduction and Aim

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

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

Overview

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

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



Overview cont

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

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

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

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

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

Criteria

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



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



Application Process / Assessment

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

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

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

Contact

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

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



Quick Response Grants Energy Audit Rebate Guidelines and Criteria



Introduction

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

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

Overview

- The rebate of **up to \$500** is available to Wellington based community groups who engage an auditor and receive a report for their facility.
- The rebate is available to Community facilities with yearly energy bills (can include both gas and electric) over \$1000 can apply.
- The application is a pre-approval and is open until 30 March 2025 or once allocated funds are expended.
- An Energy Audit report and receipt of auditor payment must be presented by 1 June 2025.

Finding and selecting an energy auditor

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

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

Ecodecisions

Metung
Graeme@ecodecisions.com.au
03 9770 5686

Rhys Freeman Energy Auditing

Gippsland
0409 536 995
Info@rhysfreeman.com.au

Baw Baw Sustainability Network

Yarragon
0490 485 370
Bawbawsn@gmail.com.au

Guest Energy

Bairnsdale
Guestenergy@icloud.com
0438 530 130

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

Important things to note

- What will not be funded:
 - Venues used to deliver a direct political party message.
 - School facilities
 - Venues with or designed for gaming machines, gambling and betting.
- The not-for-profit community group applying for the grant will be referred to as the 'organisation' throughout the pre-approval application.
- The applicant is the organisation, not the individual representative or person completing the application form.

Criteria – General

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

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

12. Applicants will receive a Pre-approval notification and applicants will be required to present the Energy Audit report and auditors receipt to receive rebate. You may also be asked to comply with additional conditions.
13. All approved energy reports and receipt of payment must be submitted by 1 June 2025 to receive rebate.
14. You will be notified via online grant program of the outcome of your application 10 business days after the submission date. You are welcome to contact the Grants officer for further feedback. Rebate payments (report and receipt is submitted) can take 6 to 8 working weeks to arrive in your bank.
15. You are required to acknowledge Wellington Shire Council's support of your activity, where possible.
16. Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the Charter of Human Rights and Responsibilities Act 2006 (Vic) and has referred to Council's Human Rights Policy to develop the WSC CAG & QRG program Guidelines and Assessment Criteria.

Contact

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

Community Facilities Planning and Grants Officer

Phone: 1300 366 244

Email: enquiries@wellington.vic.gov.au

13. 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.

14. IN CLOSED SESSION

COUNCILLOR

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

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

IN CLOSED SESSION

COUNCILLOR

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