



**WELLINGTON**  
SHIRE COUNCIL

*The Heart of Gippsland*

## **AGENDA ORDINARY COUNCIL MEETING**

**Meeting to be held at**

**Wellington Centre – Wellington Room**

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

**Tuesday 1 April 2025, commencing at 5:00 PM**

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

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

*Members of the public gallery should note that the Council records and publishes Council meetings via YouTube to enhance the accessibility of Council meetings to the broader Wellington community. These recordings are also published and archived on Council's Website for viewing by the public. Recordings may be used for publicity or information purposes.*

*Members of the public in attendance at the Council meeting who wish to communicate with the Council regarding an agenda item or any other matter should advise the Mayor, ideally prior to the meeting starting, to ensure that their submission is called at the appropriate time during the meeting.*

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

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## **MISSION STATEMENT**

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

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## **ACKNOWLEDGEMENT OF COUNTRY**

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

## 1. APOLOGIES

## 2. DECLARATION OF CONFLICT/S OF INTEREST

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

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

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

#### **OBJECTIVE**

To adopt the minutes of the Ordinary Council Meeting of 18 March 2025.

#### **RECOMMENDATION**

*That Council adopt the minutes and resolutions of the Ordinary Council Meeting of 18 March 2025.*

#### **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**

<b>ITEM</b>	<b>FROM MEETING</b>	<b>COMMENTS</b>	<b>ACTION BY</b>
NIL			

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

## 6. NOTICE/S OF MOTION

### 6.1. NOTICE OF MOTION - UNDERGROUND TRANSMISSION LINES

#### ACTION OFFICER: COUNCILLOR FOAT

I, Councillor Foat, hereby give notice that at the Ordinary Meeting of Council on Tuesday 1 April 2025 I will propose the following notice of motion.

#### Motion

***That Council writes to the State Energy Minister, Hon. Lily D'Ambrosio and VicGrid confirming its position for the undergrounding of electricity infrastructure in relation to Offshore Wind transmission as its preferred method, for the following reasons:***

1. **Enhanced Aesthetic and Safety:** Underground electricity transmission infrastructure conserves the visual appeal of our region, preserving our natural landscapes and reducing visual clutter. It also minimizes the risk of bushfire ignition during extreme weather conditions of which our region is very prone to experiencing in Gippsland.
2. **Improved Reliability:** Underground cables are less susceptible to weather-related disruptions such as storms and high winds, thereby improving the reliability of electricity supply to our residents and businesses throughout Victoria.
3. **Long-Term Cost Efficiency:** Despite higher initial installation costs, underground transmission lines require less maintenance and have a longer lifespan compared to overhead lines, leading to cost savings over the long term.
4. **Community Preference:** Our community has expressed a preference, as have all of us during our election period in running for council, for underground electricity transmission due to its minimal impact on the wider community, and overall quality of life for our residents. I have heard time and time again from community members their preference for underground transmission in Gippsland and we as Council should also formally take on this position



.....  
**COUNCILLOR FOAT**  
Dated: 24 March 2025

#### BACKGROUND

As the State Government agency responsible for coordinating the planning and development of Victoria's Renewable Energy Zones and transmission infrastructure to support the transition to renewable energy, VicGrid is currently investigating the location for a new transmission line, which in Gippsland is proposed to be via an overhead transmission line from a connection hub near Giffard to a grid connection point at the Loy Yang Power Station.

## 6.2. NOTICE OF MOTION - EMERGENCY SERVICES AND VOLUNTEERS FUND (ESVF)

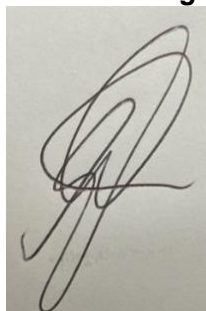
### ACTION OFFICER: COUNCILLOR WELLS

I, Councillor Wells, hereby give notice that at the Ordinary Meeting of Council on Tuesday 1 April 2025 I will propose the following notice of motion.

#### Motion

***That Council writes to the Premier of Victoria, the Victorian Minister for Local Government and Municipal Association of Victoria (to advocate for Councils), to remove the requirement for Victorian Councils to collect the increased emergency services tax - the Emergency Services and Volunteers Fund - on behalf of the State Government, on the basis that the;***

- 1. Victorian Government should utilise the State Revenue Office to directly manage the collection of the new tax;***
- 2. Emergency Services and Volunteers Fund represents a state tax reform and a doubling of the levy, which will unfairly impact regional ratepayers, particularly Victorian farmers;***
- 3. Administrative burden and increased complexity places too great of an impact on council staff and the reconfiguration of council systems to manage the collection of the State Government tax.***



.....  
**COUNCILLOR WELLS**

Dated: 24 March 2025

### BACKGROUND

On 13 December 2024, the Victorian Government announced significant changes to the Fire Services Property Levy. The current Fire Services Property Levy will be renamed to the Emergency Services and Volunteer Fund (ESVF).

The ESVF will be calculated using two components: a fixed amount and a variable rate. From 1 July 2025 the prescribed variable rate component of the Emergency Services and Volunteers Fund will significantly increase as follows:

- Residential — from 8.7 to 17.3 cents (approx. 99%)
- Commercial land — from 66.4 to 133 cents (approx. 100%)
- Industrial land — from 81.1 to 133 cents (approx. 64%)
- Primary production land — from 28.7 to 83 cents (approx. 189%)



From 1 July 2026 the ESVF requires council to administer and collect different levies dependent on a residence being a Principal Place of Residence or not.

In our Shire, the largest impact of this change will be on primary producers. We have 3,101 primary producers that will have increases due to the changes in the levy. The increase in the levy will be a substantial and unbudgeted price increase.

As a regional Council with agriculture being one of the top three industries in our Shire, there are significant concerns about the new levy and its impact on the Shire's farming and commercial community.

This new obligation introduces significant administrative complexity and diverts valuable resources away from essential local government functions. Assigning councils the responsibility for collecting a state-wide tax like the ESVF places an unnecessary burden on them, potentially leading to inefficiencies in service delivery and fund collection.

The process of collecting the ESVF is inefficient, requiring additional payments and very complicated reporting. The situation is exacerbated further by the provision of refunds for eligible volunteers. While this is a great incentive for community members who volunteer, it requires a substantial increase in time and resources to assess and determine waiver requests.

Moreover, the State Government holds the accuracy of the Principal Place of Residence data, already used for Land Tax services.

The proposed motion calls for the State Government to administer the ESVF.

## 7. RECEIVING OF PETITION OR JOINT LETTERS

### 7.1. OUTSTANDING PETITIONS

**ACTION OFFICER: CHIEF EXECUTIVE OFFICER**

ITEM	FROM MEETING	COMMENTS	ACTION BY
Get lights installed at Stead Street Reserve, Sale.	4 March 2025	Response at Item 13.2 of this Agenda.	General Manager Built and Natural Environment

### 7.2. RECEIPT OF PETITION: COMMUNITY INTEREST IN SEALING THE ROAD AT MANN'S BEACH

**ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES**

#### PURPOSE

To present Council with a petition in relation to Community Interest in Sealing the Road at Mann's Beach.

#### RECOMMENDATION

*That Council receive the attached petition regarding Community Interest in Sealing the Road at Mann's Beach and refer it to the General Manager Built & Natural Environment for a report to a future Council Meeting.*

#### BACKGROUND

A petition with 49 names, signatures and associated residential addresses was received by Wellington Shire Council on 19 March 2025.

The attached petition sets out the community interest in sealing in the road (no curb and channel) at Fisher Street, Wight Street, David Street and Fry Street in Manns Beach.

#### ATTACHMENTS

1. Petition - Community Interest in Sealing Road at Manns Beach - Redacted addresses [7.2.1 - 2 pages]

## **OPTIONS**

Council has the following options available:

1. Receive the attached petition regarding Community Interest in Sealing the Road at Mann's Beach and refer it to the General Manager Built & Natural Environment for a report to a future Council Meeting; or
2. Receive the attached petition regarding Community Interest in Sealing the Road at Mann's Beach and refer it to the General Manager Built & Natural Environment for consideration and response.

## **PROPOSAL**

That Council receive the attached petition regarding Community Interest in sealing the Road at Mann's Beach and refer it to the General Manager Built & Natural Environment for a report to a future Council Meeting.

Community Interest in Sealing the Road (no curb and channel) at Manns Beach:

- Fisher Street
- <sup>Wright</sup>Wright Street
- David Street
- Fry Street

Date: 26 /01/2024

1/x

Name	Signature	Address
ANDREW PICE	[Signature]	[Redacted]
ANDREW PICE	[Signature]	[Redacted]
James Dempsey	[Signature]	[Redacted]
DILL VAN NES	[Signature]	[Redacted]
Brian Van-Nes	[Signature]	[Redacted]
John King	[Signature]	[Redacted]
Chris McKillop	[Signature]	[Redacted]
Paul McKillop	[Signature]	[Redacted]
MAL M'LEOD	[Signature]	[Redacted]
ROS M'LEOD	[Signature]	[Redacted]
Robbie Moore	[Signature]	[Redacted]
CLIFF ELMERS	[Signature]	[Redacted]
Karen Beecher	[Signature]	[Redacted]
JENNIFER ELMERS	[Signature]	[Redacted]
Paul OGRADY	[Signature]	[Redacted]
Lee Armstrong	[Signature]	[Redacted]
Ray Musgrove	[Signature]	[Redacted]
Sue Musgrove	[Signature]	[Redacted]
ELSIE OLIVIER	[Signature]	[Redacted]

Community Interest in Sealing the Road (no curb and channel) at Manns Beach:

- Fisher Street
- Wright Street
- David Street
- Fry Street

Date: 26 /01/2024

Name	Signature	Address
Jill Ward	[Signature]	[Redacted]
TONY LEEN	[Signature]	[Redacted]
- Adam Downes	[Signature]	[Redacted]
- Alan Kehoe	[Signature]	[Redacted]
Lynette Robbarts	[Signature]	[Redacted]
Terese Beck	[Signature]	[Redacted]
- J. CLARANCE	[Signature]	[Redacted]
Ry chimney	[Signature]	[Redacted]
Don Dunkley	[Signature]	[Redacted]
KEN STEPHENSON	[Signature]	[Redacted]
STEPHEN BLAND	[Signature]	[Redacted]
MICHAEL RAMLOSE	[Signature]	[Redacted]
MICHAEL RAMLOSE	[Signature]	[Redacted]
Kylie Nicholls	[Signature]	[Redacted]
Margaret Kilmartin	[Signature]	[Redacted]
300 B. DARRAUGH	[Signature]	[Redacted]
K. BRIDGEMAN	[Signature]	[Redacted]
Jane Shantland	[Signature]	[Redacted]



**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 10 March 2025 to 23 March 2025.

#### **RECOMMENDATION**

***That Council note and receive the attached Assembly of Councillor records for the period 10 March 2025 to 23 March 2025.***

#### **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 10 March 2025 to 23 March 2025.

#### **ATTACHMENTS**

1. Assembly of Councillors - 11 March 2025 - Strategic Land Use Planning Project [11.1.1 - 1 page]
2. Assembly of Councillors - 18 March 2025 - Council Day [11.1.2 - 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 10 March 2025 to 23 March 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**

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 - MEETING ORGANISED, HOSTED OR SUPPORTED BY COUNCIL

<b>NAME OF MEETING</b>	STRATEGIC LAND USE PLANNING PROJECT REVIEW GROUP
<b>DATE OF MEETING</b>	11 MARCH 2025

## ASSEMBLY OF COUNCILLORS AND OFFICERS IN ATTENDANCE

COUNCILLOR	ATTENDANCE	OFFICERS IN ATTENDANCE	
<i>Cr Catherine Bannerman</i>	YES	<b>Andrew Pomeroy</b>	<b>General Manager Development</b>
<i>Cr Liz Foat</i>	YES	<b>Chris Hastie</b>	<b>General Manager Built and Natural Environment</b>
<i>Cr John Tatterson</i>	YES	<b>Barry Hearsey</b>	<b>Manager Land Use Planning</b>
		<b>Sam Pye</b>	<b>Manager Built Environment</b>
		<b>Lucy Spooner</b>	<b>Coordinator Infrastructure Development</b>
		<b>Caragh Button</b>	<b>Strategic Planner</b>
		<b>Miriam Turner</b>	<b>Strategic Planner</b>

## MATTERS CONSIDERED IN THE MEETING

**Meeting Agenda**

- Meeting Minutes
- Outstanding Actions
- Strategic Planning Work
- Incoming Correspondence
- Planning Scheme Amendment Requests
- General Business / Other Business
- Next Meeting

## CONFLICTS OF INTEREST NOTED\*

NIL

\* In accordance with Rule 18.5(1) 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.

## ASSEMBLY OF COUNCILLORS AND OFFICERS IN ATTENDANCE - COUNCIL DAY

COUNCIL WORKSHOPS – 18 MARCH 2025			
COUNCILLOR	ATTENDANCE	OFFICERS IN ATTENDANCE	
<i>Cr Scott Rossetti (Mayor)</i>	YES	<b>David Morcom</b>	Chief Executive Officer
<i>Cr Cindy Madeley (Deputy Mayor)</i>	YES	<b>Arthur Skipitaris</b>	General Manager Corporate Services
<i>Cr Catherine Bannerman</i>	YES	<b>Chris Hastie</b>	General Manager Built and Natural Environment
<i>Cr Liz Foot</i>	YES	<b>Andrew Pomeroy</b>	General Manager Development
<i>Cr Edward Lowe</i>	YES		
<i>Cr Garry Stephens</i>	YES		
<i>Cr Carmel Ripper (online)</i>	YES		
<i>Cr John Tatterson</i>	YES		
<i>Cr Geoff Wells</i>	NO (apology)		
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.

WORKSHOP DETAILS – 18 MARCH 2025		
ITEM NO.	WORKSHOP TITLE	PRESENTERS
1.1	<b>UPDATED FLOOD MAPPING</b>	<ul style="list-style-type: none"> <li><i>Barry Hearsey, Manager Land Use Planning</i></li> </ul> <i>Conflicts of Interest: NIL</i>
1.2	<b>SALE INTEGRATED CENTRE FOR CHILDREN AND FAMILIES (GIBSONS ROAD HUB PROJECT BRIEFING)</b>	<ul style="list-style-type: none"> <li><i>Sam McPherson, Manager Community, Facilities, Community and Emergencies</i></li> <li><i>Mark Benfield, Coordinator Community Facilities Planning</i></li> <li><i>Natasha French, Senior Community Facilities Projects Officer</i></li> </ul> <i>Conflicts of Interest: NIL</i>

## ASSEMBLY OF COUNCILLORS AND OFFICERS IN ATTENDANCE - COUNCIL DAY

WORKSHOP DETAILS – 18 MARCH 2025		
ITEM NO.	WORKSHOP TITLE	PRESENTERS
1.3	<b>POLICE UPDATE</b>	<ul style="list-style-type: none"> <li>Inspector McLennan, Victorian Police</li> </ul> <i>Conflict of Interest: NIL</i>
1.4	<b>DRAFT WEST SALE INDUSTRIAL DEVELOPMENT PLAN</b>	<ul style="list-style-type: none"> <li>Andrew Pomeroy, General Manager Development</li> <li>Barry Hearsey, Manage Land Use Planning</li> <li>Brett Hannah, Senior Associate - Urban Enterprise</li> <li>Paul Ship, Director - Urban Enterprise</li> </ul> <i>Conflict of Interest: NIL</i>
1.5	<b>REVENUE AND RATING PLAN</b>	<ul style="list-style-type: none"> <li>Ian Carroll, Manager Finance</li> <li>Mat Dyce, Coordinator Rates and Revenue</li> </ul> <i>Conflict of Interest: NIL</i>
1.6	<b>CAPITAL WORKS PROGRAM – SESSION 3</b>	<ul style="list-style-type: none"> <li>Ray Weber, Manager Assets and Projects</li> </ul> <i>Conflict of Interest: NIL</i>
1.7	<b>FUTURE WELLINGTON: DEVELOPMENT OF COUNCIL PLAN AND SUB-PLANS</b>	<ul style="list-style-type: none"> <li>Caz McLean, Caz McLean Consulting</li> </ul> <i>Conflict of Interest: NIL</i>
-	<b>NATIONAL VOLUNTEERS WEEK – VERBAL UPDATE</b>	<ul style="list-style-type: none"> <li>Sharon Willison, Wellington Centre Support Officer</li> </ul> <i>Conflict of Interest: NIL</i>

## 11.2. C6 INSTRUMENTS OF DELEGATION - COMMUNITY ASSET COMMITTEES

### ACTION OFFICER: MANAGER ORGANISATIONAL PERFORMANCE AND GOVERNANCE

#### PURPOSE

For Council to adopt the *C6 Instruments of Delegation to Community Asset Committees* as attached.

#### RECOMMENDATION

***In exercise of the power conferred by s65 of the Local Government Act 2020, Council resolves that:***

- 1. All current C6 Instruments of Delegation to Community Asset Committees are revoked;***
- 2. That from the date of this resolution, there be established five Community Asset Committees as detailed in the attached C6 Instruments of Delegation to Community Asset Committees; and***
- 3. The power to approve committee member appointments to these Community Asset Committees is delegated to the Chief Executive Officer.***

#### BACKGROUND

Under section 65 of the *Local Government Act 2020* (the Act), Council may establish a Community Asset Committee for the purpose of managing a community asset in the municipal district. Section 11 of the Act requires Council to review all delegations within the period of 12 months after a general election, the most recent general election being 26 October 2024.

Five community assets are currently managed by committees under section 65 of the Act:

1. Briagolong Recreation Reserve Committee;
2. Cameron Sporting Complex Committee;
3. Gordon Street Reserve Committee;
4. Maffra Recreation Reserve Committee; and
5. Newry Recreation Reserve Committee.

These committees are established and appointed by Council and the processes that they operate under are delegated by Council's Chief Executive Officer.

As required by the Act, the *C6 Instruments of Delegation to Community Asset Committees* by Council are now prepared for review and approval.

Once the above Committees have been formally established by Council resolution, a separate *C7 Instruments of Delegation by CEO to Community Asset Committee* will be executed by the Chief Executive Officer to delegate committee member roles and responsibilities under the Act.

## **ATTACHMENTS**

1. C6 Delegation - Briagolong Recreation Reserve [11.2.1 - 3 pages]
2. C6 Delegation - Cameron Sporting Complex [11.2.2 - 3 pages]
3. C6 Delegation - Gordon Street Recreation Reserve [11.2.3 - 3 pages]
4. C6 Delegation - Maffra Recreation Reserve [11.2.4 - 3 pages]
5. C6 Delegation - Newry Recreation Reserve [11.2.5 - 3 pages]

## **OPTIONS**

Council has the following options available:

1. That Council revoke the current C6 Instruments of Delegation to Community Asset Committees and establish five community asset committees as provided in the attached C6 Instruments of Delegation to Community Asset Committees; or
2. That Council does not revoke the current C6 Instruments of Delegation to Community Asset Committees and seek further information for a future Council meeting.

## **PROPOSAL**

In exercise of the power conferred by s65 of the Local Government Act 2020, Council resolves that:

1. All current C6 Instruments of Delegation to Community Asset Committees are revoked;
2. That from the date of this resolution, there be established five Community Asset Committees as detailed in the attached C6 Instruments of Delegation to Community Asset Committees; and
3. The power to approve committee member appointments to these Community Asset Committees is delegated to the Chief Executive Officer.

## **CONFLICT OF INTEREST**

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

## **FINANCIAL IMPACT**

Council provides a Risk and Maintenance subsidy to each Community Asset Committee which is to be used to address the safety, risk and maintenance of each facility. The amount allocated to each facility is strategically calculated by Council and is subject to the committee meeting essential reporting obligations and conditions. The Committee is also supported by 60/40 maintenance funding, subject to application.

## **COMMUNICATION IMPACT**

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

## **LEGISLATIVE IMPACT**

Under section 65 of the *Local Government Act 2020* (the Act), Council may establish a Community Asset Committee for the purpose of managing a community asset in the municipal district. Section 11 of the Act requires Council to review all delegations within the period of 12 months after a general election.

## **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**

Community asset committees are formed of volunteer community members, including Councillors, who directly manage community property and facilities on behalf of Council. They are often local residents or belong to the facility’s user group.

Section 47(6) of the *Local Government Act 2020* requires Council be provided with an annual update on the activities and performance of each Community Asset Committee.

## **ENVIRONMENTAL IMPACT**

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

## **ENGAGEMENT IMPACT**

The Instruments of Delegation contained within the report have been prepared in consultation with appropriate business units at Council.

## **RISK MANAGEMENT IMPACT**

The Instruments of Delegation allow for the provision of Council powers to be allocated to bodies to allow them to carry out various duties and actions.

Risk is further addressed by regular Council officer inspections and site visits to facilities managed by Community Asset Committees, and the provision of governance support to volunteers.



WELLINGTON  
SHIRE COUNCIL

# **C6**

# ***Community Asset***

# ***Committee***

**Briagolong Recreation Reserve Community  
Asset Committee**





## Council Resolution – Appointment and Delegation (Community Asset Committee)

In exercise of the power conferred by s 65 of the Local Government Act 2020 (the Act), Council resolves that:

1. From the date of this resolution, there be established as a Community Asset Committee the Briagolong Recreation Reserve Community Asset Committee (**Committee**).
2. The purpose of the Committee is set out in the Schedule to this resolution.
3. The Committee, unless otherwise approved by Council, shall comprise a minimum of five members to be appointed annually at the Committee’s Annual General Meeting.

Committee membership shall be comprised of any combination of the following:

- One Councillor
- Two representatives from the Briagolong Junior Football Netball Club
- Two representatives from the Briagolong Tennis Club
- Two representatives from the Boisdale-Briagolong Cricket Club
- Two representatives from the Briagolong & District Pony Club
- Five representatives of the community of Briagolong

4. As far as is practicable, all user groups are to be equally represented on the Committee. Each meeting must have a quorum comprising of greater than 50% of appointed member positions in attendance.
5. All members of the Committee have voting rights on the Committee.

**This Instrument of Sub-Delegation** is dated April 2025 and is made by the Chief Executive Officer under authority of an instrument of delegation authorised by Resolution of Council made on 1 April 2025.

Signed by the Chief Executive Officer or Council )  
in the presence of: )

.....  
**Witness name:**  
.....

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

Date: / 04 / 2025

## SCHEDULE

### **Briagolong Recreation Reserve Community Asset Committee**

#### Purpose

- To manage, operate and maintain the Briagolong Recreation Reserve for the community in an efficient, effective and practical manner.
- To undertake activities designed to protect, promote, utilise and develop the Briagolong Recreation Reserve for the use and enjoyment of the local community in line with Council policy and relevant Council strategic documents.
- To keep the Council informed on the operations, improvements and advancements of the Briagolong Recreation Reserve by forwarding copies of all minutes of all ordinary and extraordinary meetings and the Annual Report.
- To set, maintain and collect appropriate user charges.
- To ensure that the Briagolong Recreation Reserve capital assets are adequately maintained.
- To provide advice to Council on matters relating to the Briagolong Recreation Reserve.



WELLINGTON  
SHIRE COUNCIL

# **C6**

# ***Community Asset***

# ***Committee***

**Cameron Sporting Complex Community  
Asset Committee**



## Council Resolution – Appointment and Delegation (Community Asset Committee)

In exercise of the power conferred by s 65 of the Local Government Act 2020 (the Act), Council resolves that:

1. From the date of this resolution, there be established as a Community Asset Committee the Cameron Sporting Complex Community Asset Committee (**Committee**).
2. The purpose of the Committee is set out in the Schedule to this resolution.
3. The Committee, unless otherwise approved by Council, shall comprise of a minimum of five members to be appointed annually at the Committee’s Annual General Meeting.

Committee membership shall be comprised of any combination of the following:

- One Councillor
- One representative from Maffra Gymnastics Inc
- One representative from Maffra & District Basketball Association
- One representative from Maffra Cricket Club
- One representative from Maffra Junior Football Club
- Five representatives of the community of Maffra

4. As far as is practicable, all user groups are to be equally represented on the Committee. Each meeting must have a quorum comprising of greater than 50% of appointed member positions in attendance.
5. All members of the Committee have voting rights on the Committee.

**This Instrument of Sub-Delegation** is dated April 2025 and is made by the Chief Executive Officer under authority of an instrument of delegation authorised by Resolution of Council made on 1 April 2025.

Signed by the Chief Executive Officer or Council )  
in the presence of: )

.....  
**Witness name:**  
.....

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

Date: / 04 / 2025

## SCHEDULE



### **Cameron Sporting Complex Community Asset Committee**

#### Purpose

- To manage, operate and maintain the Cameron Sporting Complex for the community in an efficient, effective and practical manner.
- To undertake activities designed to protect, promote, utilise and develop the Cameron Sporting Complex for the use and enjoyment of the local community in line with Council policy and relevant Council strategic documents.
- To keep the Council informed on the operations, improvements and advancements of the Cameron Sporting Complex by forwarding copies of all minutes of all ordinary and extraordinary meetings and the Annual Report.
- To set, maintain and collect appropriate user charges.
- To ensure that the Cameron Sporting Complex capital assets are adequately maintained.
- To provide advice to Council on matters relating to the Cameron Sporting Complex.



WELLINGTON  
SHIRE COUNCIL

# **C6**

# ***Community Asset***

# ***Committee***

**Gordon Street Recreation Reserve  
Community Asset Committee**



## Council Resolution – Appointment and Delegation (Community Asset Committee)

In exercise of the power conferred by s 65 of the Local Government Act 2020 (the Act), Council resolves that:

1. From the date of this resolution, there be established as a Community Asset Committee the Gordon Street Recreation Reserve Community Asset Committee (**Committee**).
2. The purpose of the Committee is set out in the Schedule to this resolution.
3. The Committee, unless otherwise approved by Council, shall comprise of a minimum of five members to be appointed annually at the Committee’s Annual General Meeting.

Committee membership shall be comprised of any combination of the following:

- One Councillor
- One representative from the Heyfield Cricket Club
- One representative from the Heyfield Football Netball Club
- One representative from the Heyfield Junior Football Club
- One representative from the Heyfield Junior Netball Club
- One representative from the Heyfield Basketball Club
- One representative from the Heyfield Vintage Machinery Group
- One representative from the Heyfield Community Garden
- One representative from the Heyfield Tennis Club
- One representative from the Heyfield Angling Club
- One representative from the Heyfield Traders & Tourism Association
- Five representatives of the community of Heyfield

4. As far as is practicable, all user groups are to be equally represented on the Committee. Each meeting must have a quorum comprising of greater than 50% of appointed member positions in attendance.
5. All members of the Committee have voting rights on the Committee.

**This Instrument of Sub-Delegation** is dated April 2025 and is made by the Chief Executive Officer under authority of an instrument of delegation authorised by Resolution of Council made on 1 April 2025.

Signed by the Chief Executive Officer or Council )  
in the presence of: )

.....  
**Witness name:**  
.....

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

Date: / 04 / 2025



## SCHEDULE

### Gordon Street Recreation Reserve Community Asset Committee

#### Purpose

- To manage, operate and maintain the Gordon Street Recreation Reserve and Middle Oval for the community in an efficient, effective and practical manner.
- To undertake activities designed to protect, promote, utilise and develop the Gordon Street Recreation Reserve and Middle Oval for the use and enjoyment of the local community in line with Council policy and relevant Council strategic documents.
- To keep the Council informed on the operations, improvements and advancements of the Gordon Street Recreation Reserve and Middle Oval by forwarding copies of all minutes of all ordinary and extraordinary meetings and the Annual Report.
- To set, maintain and collect appropriate user charges.
- To ensure that the Gordon Street Recreation Reserve and Middle Oval capital assets are adequately maintained.
- To provide advice to Council on matters relating to the Gordon Street Recreation Reserve and Middle Oval.





WELLINGTON  
SHIRE COUNCIL

# **C6**

# ***Community Asset***

# ***Committee***

**Maffra Recreation Reserve Community  
Asset Committee**



## Council Resolution – Appointment and Delegation (Community Asset Committee)

In exercise of the power conferred by s 65 of the Local Government Act 2020 (the Act), Council resolves that:

1. From the date of this resolution, there be established as a Community Asset Committee the Maffra Recreation Reserve Community Asset Committee (**Committee**).
2. The purpose of the Committee is set out in the Schedule to this resolution.
3. The Committee, unless otherwise approved by Council, shall comprise of a minimum of five members to be appointed annually at the Committee’s Annual General Meeting.

Committee membership shall be comprised of any combination of the following:

- One Councillor
- Two representatives from the Maffra Football Club
- Two representatives from the Maffra Agricultural Society
- One representative from the District Kennel Club
- One representative from the Poultry Club
- One representative from the Maffra Municipal Band
- One representative from the Maffra Rockhounds
- One representative from the Eastern Victorian Pleasure Harness Club Inc
- One representative from the American Truck Historical Society (Australian Charter)
- Four representatives of the Community of Maffra

4. As far as is practicable, all user groups are to be equally represented on the Committee. Each meeting must have a quorum comprising of greater than 50% of appointed member positions in attendance.
5. All members of the Committee have voting rights on the Committee.

**This Instrument of Sub-Delegation** is dated April 2025 and is made by the Chief Executive Officer under authority of an instrument of delegation authorised by Resolution of Council made on 1 April 2025.

Signed by the Chief Executive Officer or Council )  
in the presence of: )

.....  
**Witness name:**  
.....

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

Date: / 04 / 2025



## SCHEDULE

### **Maffra Recreation Reserve Community Asset Committee**

#### Purpose

- To manage, operate and maintain the Maffra Recreation Reserve for the community in an efficient, effective and practical manner.
- To undertake activities designed to protect, promote, utilise and develop the Maffra Recreation Reserve for the use and enjoyment of the local community in line with Council policy and relevant Council strategic documents.
- To keep the Council informed on the operations, improvements and advancements of the Maffra Recreation Reserve by forwarding copies of all minutes of all ordinary and extraordinary meetings and the Annual Report.
- To set, maintain and collect appropriate user charges.
- To ensure that the Maffra Recreation Reserve's capital assets are adequately maintained.
- To provide advice to Council on matters relating to the Maffra Recreation Reserve.



WELLINGTON  
SHIRE COUNCIL

# **C6**

# ***Community Asset***

# ***Committee***

**Newry Recreation Reserve Community  
Asset Committee**



## Council Resolution – Appointment and Delegation (Community Asset Committee)

In exercise of the power conferred by s 65 of the Local Government Act 2020 (the Act), Council resolves that:

1. From the date of this resolution, there be established as a Community Asset Committee the Newry Recreation Reserve Community Asset Committee (**Committee**).
2. The purpose of the Committee is set out in the Schedule to this resolution.
3. The Committee, unless otherwise approved by Council, shall comprise of a minimum of five members to be appointed annually at the Committee’s Annual General Meeting.

Committee membership shall be comprised of any combination of the following:

- One Councillor
- One representative from the Newry Golf Club
- One representative from the Maffra-Sale Motorcycle Club
- One representative from the Wellington V8 Car Club
- One representative from the Upper Maffra Mechanics Institute
- Five representatives of the community of Newry

4. As far as is practicable, all user groups are to be equally represented on the Committee. Each meeting must have a quorum comprising of greater than 50% of appointed member positions in attendance.
5. All members of the Committee have voting rights on the Committee.

**This Instrument of Sub-Delegation** is dated April 2025 and is made by the Chief Executive Officer under authority of an instrument of delegation authorised by Resolution of Council made on 1 April 2025.

Signed by the Chief Executive Officer or Council )  
in the presence of: )

.....  
**Witness name:**  
.....

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

Date: / 04 / 2025



## SCHEDULE

### **Newry Recreation Reserve Community Asset Committee**

#### Purpose

- To manage, operate and maintain the Newry Recreation Reserve for the community in an efficient, effective and practical manner.
- To undertake activities designed to protect, promote, utilise and develop the Newry Recreation Reserve for the use and enjoyment of the local community in line with Council policy and relevant Council strategic documents.
- To keep the Council informed on the operations, improvements and advancements of the Newry Recreation Reserve by forwarding copies of all minutes of all ordinary and extraordinary meetings and the Annual Report.
- To set, maintain and collect appropriate user charges.
- To ensure that the Newry Recreation Reserve's capital assets are adequately maintained.
- To provide advice to Council on matters relating to the Newry Recreation Reserve.

### 11.3. UPDATED RISK MANAGEMENT STRATEGY AND RISK APPETITE STATEMENTS

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

##### **PURPOSE**

For Council to review and consider the adoption of the updated Risk Management Strategy and Risk Appetite Statements, which are key strategic documents forming the basis of Council's Risk Management Framework.

##### **RECOMMENDATION**

*That Council adopt the updated Risk Management Strategy and Risk Appetite Statements as attached.*

##### **BACKGROUND**

###### **Risk Management Framework**

Council's Risk Management Framework identifies why the organisation undertakes risk management and how staff are expected to do so. Council performs a lead role by defining and approving our Risk Management Strategy, Risk Management Policy and Risk Appetite Statements.

The Risk Management Strategy and Risk Appetite Statements are key parts of Council's Risk Management Framework. The two documents guide Council's decision making and strategy development.

Council's Risk Management Policy is due for review later in the year.

###### **Risk Management Strategy**

The Risk Management Strategy supports the implementation of Council's risk management policy, detailing outcomes, frameworks and how we monitor progress.

After review by Council, the Audit & Risk Committee and staff, the following minor updates are recommended to the Risk Management Strategy:

- The review timeframe of the Risk Management Framework documents has been updated to align with operational requirements and the four-year Council term structure; and
- Considering the level of input already provided by the Audit & Risk Committee in the development of the Risk Management Framework, the committee will no longer receive all framework documents on an annual basis – only the Risk Management Policy & Annual Risk Management Action Plan.

###### **Risk Appetite Statements**

The Risk Appetite Statements play a key role in relation to reputation, developing strategy and day-to-day decision making across the organisation. The current Risk Appetite Statements were adopted by Council on 20 June 2023. The Audit & Risk Committee received a report against key indicators and provided feedback in August 2024.

The Risk Appetite Statements are not an exhaustive list addressing every possible situation but provide overall guidance to management and staff. The Risk Appetite Statements are a forward-looking expression of risk appetite, reflecting our tolerance for accepting new or developing risks (in addition to current risks) in achieving the Council's strategic directions.

Some minor refinements are recommended to the tolerance levels of the Risk Appetite Statements, based on feedback from the Audit & Risk Committee, Councillors and learnings over the last 20 months of Council's current Risk Management Framework's operation.

It is also noted that Council will revisit the Risk Appetite Statements again in 2026 to review alignment with the new Council Plan 2025 – 2029.

## **ATTACHMENTS**

1. Risk Management Strategy [11.3.1 - 9 pages]
2. Risk Appetite Statements [11.3.2 - 15 pages]

## **OPTIONS**

Council has the following options available:

1. That Council adopt the updated Risk Management Strategy and Risk Appetite Statements as attached.
2. That Council does not adopt the updated Risk Management Strategy and Risk Appetite Statements and seek further information for consideration at a future meeting.

## **PROPOSAL**

That Council adopt the updated Risk Management Strategy and Risk Appetite Statements as attached.

## **CONFLICT OF INTEREST**

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

## **FINANCIAL IMPACT**

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

## **COMMUNICATION IMPACT**

Updates to the Risk Management Strategy and Risk Appetite Statements were developed in consultation with Councillors, the Audit & Risk Committee and the Corporate Management Team. The Audit & Risk Committee endorsed these documents for Council's approval at their meeting on 29 August 2024.



## **LEGISLATIVE IMPACT**

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

## **COUNCIL POLICY IMPACT**

The Local Government Performance Reporting Framework (LGPRF) is a Victorian Government requirement, ensuring that all Councils are measuring and reporting on their performance in a consistent way. The LGPRF contains three annual reporting obligations in relation to the requirement to have a Risk Management Framework, a Risk Policy, and undertake risk reporting.

## **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.”*

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

This report supports the above Council Plan strategic outcomes.

## **RESOURCES AND STAFF IMPACT**

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

## **COMMUNITY IMPACT**

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

## **ENVIRONMENTAL IMPACT**

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

## **ENGAGEMENT IMPACT**

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

## **RISK MANAGEMENT IMPACT**

The Risk Management Framework is a suite of core risk management documents for Council, designed to promote best practice risk management.



WELLINGTON  
SHIRE COUNCIL

# Risk Management Framework - Section 1 Risk Management Strategy

Version 1.1, 2025

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**Purpose of this strategy**

Our risk management strategy is designed to support the implementation of the risk management policy of Wellington Shire Council. Together, our policy and strategy, will help us embed risk management into day-to-day decision making across our organisation.

The strategy details:

- the outcomes we want to achieve when it comes to the management of risk
- the frameworks and processes we will put in place to achieve those outcomes
- the culture we want to create
- resources allocated to the work of change
- how we will monitor the progress of the strategy; and
- how we will measure success.

An action plan will be developed each year to set out the tasks to deliver the outcomes defined in our risk management policy. By carrying out these tasks, we will become more 'risk mature' and be able to confidently demonstrate that we meet the requirements of the Risk Management Framework (the Framework).

### Chief Executive Officer's Commitment



The Risk Management Strategy provides a commitment to how Wellington Shire Council implements our risk management policy.

The action plan demonstrates the actions we take to apply the requirements within the framework, allowing Council to demonstrate a systematic approach to the management of risk, which clearly focuses on driving our risk management culture.

We are committed to the proactive and systematic management of all risks, enhancing our operations as one unified organisation embracing a culture of action.

The protection of our people, assets, reputation, and the provision of services to our community are the key objectives of this Council. The effective identification and management of risks in accordance with this strategy will assist us to achieve these objectives.

By understanding and adopting the principles identified in the framework, we deliver a methodical approach to enterprise risk management. We also continue to demonstrate an understanding and acceptance of the need to ensure that risk is identified and managed in all areas of our organisation, and that risk management is embedded as an inherent part of our daily work activities and decision making.

We acknowledge that by applying robust and structured risk management practices, we add security and value to the services that Wellington Shire Council provides to our staff and our thriving and sustainable region.

**David Morcom**  
**Chief Executive Officer**

**The vision and purpose of the organisation**

Risk management is critical to the effective performance of our organisation. At Council, we strive to be an organisation that is willing to manage risk and perform well across a broad range of situations, from the predictable to the unplanned. This is particularly important given our frequent involvement in emergency situations including floods and bushfires.

An embedded risk management culture will assist our organisation to perform well because our people will be:

- capable and know how to use resources and systems effectively and flexibly in a wide range of situations
- accountable even when roles and responsibilities are stretched; and
- open to realise the benefits of uncertainty through innovation and productive change.

We are committed to achieving effective and responsible risk management in accordance with Australian Standard AS ISO 31000:2018 Risk Management – Guidelines which provides an internationally accepted basis for best practice risk management. We believe that a formal approach to risk management improves decision-making, performance and accountability.

Council will ensure that its activities and assets do not place people, property or the environment at unreasonable levels of risk. An integrated and consistent approach will be adopted to ensure that significant risks are identified and addressed during planning, decision-making and everyday operations. Risks are identified through consultation with staff, the leadership group and the Audit & Risk Committee and recorded in the Risk Register.

The aim of risk management is to minimise losses and maximise opportunities.

**Objectives**

Council's risk management objectives are to:

- Demonstrate best practice in risk management and proactively respond to increased risk compliance requirements
- Continually improve the Framework and processes
- Implement a structured framework which supports the organisation to:
  - Proactively identify, assess and manage risk in a consistent, effective and timely manner.
  - Make informed decisions so that we can deliver the Council Plan and organisational objectives.
  - Identify and capture opportunities that benefit Council without exposing us to unacceptable levels of risk.
  - Embed risk management into all aspects of our corporate planning and governance.

- Foster a culture that embraces accountability for risk management throughout the organisation.
- Equip staff and management with the knowledge and ability to identify, analyse and prioritise areas of risk and continually identify emerging risks.
- Implement effective processes to reduce and/or manage high-level threat risk.
- Continuously improve risk assessment, monitoring and reporting standards.
- Undertake risk assessments for key operations, projects and strategies and maintain a comprehensive and regularly updated risk register to identify and monitor operational and strategic risks.
- Allow for the effective allocation and use of resources.
- Provide a basis for higher standards of accountability through the creation of effective performance objectives and measurement of performance against these objectives.
- Manage appropriate insurance cover and minimise costs associated with claims and litigation.

### **Risk Appetite Statements**

Our risk appetite statements send a clear signal to everyone in the organisation about how much risk and what type of risk we may take on to meet our strategic directions.

It helps us to:

- protect our reputation and pursue opportunities confidently;
- recognise that our appetite to risk will vary according to the activity undertaken; and
- make it clear to decision-makers how they should allocate the organisation's limited resources to controlling risks.

### **Risk Culture**

- Risk culture is a component of the overall culture of Council. It refers to the behaviours that lead to how every person thinks about and manages risk.
- Leadership, policy, frameworks, and procedures provide guidance to management and staff regarding risk culture expectations.
- The Council, with the support of our CEO, and the Corporate Management Team (CMT) is responsible for setting and leading the 'tone at the top' and plays a key role in influencing and articulating the desired risk culture. Developing a positive risk culture is essential to developing risk maturity and building capability. It is important because it will:
  - create the tone and set expectations
  - modify behaviour to what is expected within the Council's values and behaviours

- underpin risk-based decision making
- support an environment where there is a freedom to record, report and openly discuss risks without fear of blame or reprisal.
- Risk culture encompasses how risk management is embodied and includes:
  - Accountability – the way in which accountabilities are communicated and managed;
  - Awareness – how aware people are of the risk management framework; and
  - Attitudes – the attitude towards risk management and its value proposition.

**Reporting on tasks in the strategy**

To help drive progress on the risk management strategy, our progress against actions will be reported on an annual basis to Council and the Audit & Risk Committee. The action plan contains a description of success factors. These measures will allow Council to evaluate if these success factors have been delivered upon.

**Monitoring achievement of outcomes**

From an operational perspective, the effective management of controls provides CMT, the Audit & Risk Committee and Council with assurance that residual risks are being managed effectively through process design and oversight. It also provides management with a structured approach to assessing the effectiveness of controls in what is traditionally a subjective exercise.

The risk management procedure outlines the monitoring, review, recording and reporting processes to achieve the outcomes defined in the policy.

**Review of the Risk Management Framework**

The timeline for the review of the Framework is detailed here:

Element	Review
<b>Section 1: Risk Management Strategy</b>	<p><b>Review:</b> at least twice between council general elections, including by 31 December in the year following a general election and not less than twelve months before a general election is held.</p> <p><b>Approval:</b> Changes will require adoption by Council.</p>
<b>Section 1.1: Risk Management Action Plan</b>	<p><b>Annually:</b> Actions for the next 12-month period will be generated annually.</p> <p><b>Endorsement:</b> Audit &amp; Risk Committee.</p> <p><b>Approval:</b> Actions will require approval by the CEO.</p>



Element	Review
<b>Section 2: Risk Management Policy</b>	<p><b>Annual review</b> by July each year.</p> <p><b>Endorsement:</b> Audit &amp; Risk Committee.</p> <p><b>Approval:</b> Any changes will require adoption by Council.</p>
<b>Section 3: Risk Appetite Statements</b>	<p><b>Review:</b> at least twice between council general elections, including by 31 December in the year following a general election and not less than twelve months before a general election is held.</p> <p>Events that may trigger a further review:</p> <ul style="list-style-type: none"> <li>• Material changes to the purpose of Council (significant expansion, external impacts).</li> <li>• Change to Council’s strategic directions</li> <li>• Changes to the key indicators, risk tolerances, measures and targets</li> <li>• Compliance and legislative changes.</li> </ul> <p><b>Approval:</b> Changes will require adoption by Council.</p>
<b>Section 4: Risk Management Procedure</b>	<p><b>Annual review</b> by 31 August each year.</p> <p><b>Approval:</b> Any changes will require endorsement by the CEO.</p>
<p><b>Section 5: Risk Management Toolkit</b></p> <ul style="list-style-type: none"> <li>• Risk Consequence Scale</li> <li>• Risk Categories and descriptions</li> <li>• Likelihood Rating Scale</li> <li>• Risk Matrix</li> <li>• Escalation Conditions and Response</li> <li>• Risk Treatment Options</li> <li>• Control Effectiveness</li> <li>• Definitions</li> </ul>	<p><b>Annual review</b> to consider any flow on effects from updates to the policy and strategy (if relevant).</p> <p>To ensure consistency, amendments to supporting documents in the Risk Management Toolkit must be endorsed and approved by the CEO before being implemented.</p>
<b>Section 6: Risk Register</b>	<p><b>Six monthly review:</b> Operational risk reviews will be undertaken by the Risk Owners.</p> <p><b>Six monthly review:</b> Strategic risk reviews will be undertaken by the Risk Owners. Feedback will be provided by the Audit &amp; Risk Committee.</p>

### Document Ownership

<b>Document Name:</b>	Wellington Shire Council Risk Management Strategy
<b>Authorised by:</b>	Council
<b>Effective Date:</b>	April 2025
<b>Next Review Date:</b>	October 2027
<b>Document Owner:</b>	Arthur Skipitaris, General Manager Corporate Services 5142 3181   arthurs@wellington.vic.gov.au
<b>Document Manager:</b>	Carly Bloomfield, Manager Organisation Performance and Governance 5142 3262   carlyb@wellington.vic.gov.au
<b>Status</b>	Active

### Document Control

Version	Date	Adopted By	Summary of changes
Version 1	20 June 2023	Council Resolution	New document
Version 1.1	April 2025	Council Resolution	Formatting update. Review dates for each of the Risk Management Framework documents updated.




WELLINGTON  
SHIRE COUNCIL

## **Risk Management Framework - Section 3**




# **Risk Appetite Statements**

Version 1.1, 2025

 <p><b>WELLINGTON</b> SHIRE COUNCIL</p>	<p><b>Our Values:</b> Cooperation, Integrity, Balance, Professionalism and Sustainability.</p> <p><b>Our Vision:</b> As outlined in the Wellington Shire Council Community Vision.</p> <p><b>Our Priorities and Strategic Directions:</b> As per the commitments made in the Council Plan 2021 – 2025.</p>
<p><b>Definition of the Risk Appetite Statements</b></p>	<p>Risk appetite is the type and amount of risk that Council is prepared to accept in delivering our core services and strategic directions established in the Council Plan 2021 – 2025. The types of risk facing Council have been divided into 11 categories as outlined on the following pages. The risk categories recognise that depending on the risk being considered, there are differing risk appetite statements and tolerances. Once established, our risk appetite statements provide guidance to staff making risk management decisions and the expected reasonable level of controlled risk to be achieved. Recognising that risk appetite varies depending on the context in which the assessment is undertaken and the internal and external environment at the time of the assessment, it is critical that our risk appetite is reviewed regularly to consider changing conditions.</p>
<p><b>Risk Appetite Statement Parameters</b></p>	<ul style="list-style-type: none"> <li>• The Risk Appetite Statements are not an exhaustive list that addresses every situation but provides overall guidance to management and staff.</li> <li>• Everyone is empowered to interpret the Risk Appetite Statements to make pragmatic, risk-based decisions in the best interest of the Council and its stakeholders. Specifically, we are willing to engage with higher levels of risk where the outcomes would benefit our community. Conversely, we have little to no appetite for engaging with risk that could harm our community.</li> <li>• The Risk Appetite Statements are a forward-looking expression of risk appetite. It reflects our tolerance for accepting new or developing risks (in addition to current risks) in achieving the Council’s strategic directions.</li> <li>• Our risk appetite and risk tolerance are dynamic and will be reviewed regularly.</li> <li>• All decisions align with the Council Plan 2021 – 2025.</li> <li>• Our risk appetite informs and assists Council with the development of future plans.</li> <li>• We use our Risk Appetite Statements to understand what are acceptable and unacceptable risks to Council for each risk category. This is a key factor in determining risk priorities and the appropriate treatment options available. For example, a risk may be considered acceptable if the likelihood and/or negative consequences are so low that further risk treatment becomes counterproductive. A risk may also be acceptable if a risk assessment deems that the potential benefits outweigh the potential adverse impacts.</li> </ul>

## Risk Appetite Scale and Definitions

This four-point risk appetite scale recognises that our appetite to risk will vary according to the activity undertaken, and that our acceptance of risk is subject to always ensuring that the potential benefits and risks are fully understood before work is undertaken and that sensible measures to manage risk are established where required.

 <p><b>Minimal willingness to take on any risk</b></p>	<p><b>Controlled Appetite (very low)</b> - Minimisation of risk and uncertainty is the key Council objective and the main risk management treatment.</p> <p><i>Council is willing to accept only minimal to zero risks in situations that may result in disruption to service delivery, some reputational impacts, financial loss or exposure, loss of experienced staff and degradation of assets. All reasonably practical measures to eliminate risk must be taken.</i></p>
 <p><b>Willingness to take on a limited level of risk</b></p>	<p><b>Cautious Appetite (low)</b> - Preference for safe delivery options that have a low degree of inherent risk, little risk of adverse exposure and may only have some potential for reward.</p> <p><i>Council is willing to accept only a limited risk of potential disruption to service delivery, some reputational impacts, financial loss or exposure, loss of experienced staff and degradation of assets. Reasonably practical measures to mitigate or minimise uncertainty must be taken.</i></p>
 <p><b>Willingness to take on a moderate level of risk</b></p>	<p><b>Accepting Appetite (medium)</b> - Willing to consider all options and choose the one most likely to result in successful delivery, while also providing an acceptable level of reward and value for money to Council and the community.</p> <p><i>Council is willing to accept a medium risk of potential disruption to service delivery, some reputational impacts, financial loss or exposure, loss of experienced staff and degradation of assets as long as risks have been effectively mitigated to pursue opportunities.</i></p>
 <p><b>Willingness to take on risk for an acceptable level of reward</b></p>	<p><b>Open Appetite (high)</b> – Willing to engage with risks, opportunities and innovation and choose those options offering potentially high benefits.</p> <p><i>Council is willing to accept a high risk of potential disruption to service delivery, some reputational impacts, financial loss or exposure, loss of experienced staff and degradation of assets as long as all risk mitigation options have been considered with the most appropriate action selected for an acceptable level of reward.</i></p>

## Explanation of Risk Categories



WSC Risk Category	Description
<a href="#">Assets, Facilities and Security</a>	Asset maintenance, security of assets, plant management, facility management
<a href="#">Corporate Governance, Compliance and Legal</a>	Legal, liability, legislative requirements, <i>Local Government Act</i> , policy, process, insurance, fraud and corruption, conflicts of interest
<a href="#">Environmental</a>	Contamination, health, flora and fauna, water, waste, natural disasters, climate change adaption
<a href="#">Financial and Economic</a>	Budgeting, financial reporting, grants funding, investment, growth, tourism
<a href="#">Health and Safety</a>	<i>Occupational Health and Safety Act</i> , public safety, risk management, welfare, claims, care
<a href="#">Human Resources</a>	Employee succession planning, workforce planning, code of conduct
<a href="#">Leadership and Political Awareness</a>	Strategic plan, organisational growth, adaptation to environmental changes, innovation
<a href="#">Procurement</a>	Contractors, contract management, suppliers, purchasing, supply chain
<a href="#">Project, Product and Service Delivery</a>	Infrastructure development, services, business continuity, customer relations, emergency management
<a href="#">Reputation and Corporate Image</a>	Media, adverse publicity, branding, public relations
<a href="#">Technological and Information Management</a>	IT systems, networks, connectivity, cyber security, IT disaster recovery, information retention, information security, privacy

## Risk Appetite Statements and Tolerances

Council Plan outcomes	Risk category	Risk Appetite Statement	Key Indicators	Risk tolerance range		
				Generally, within Risk Appetite (Council will accept)	Generally, tolerable within Risk Appetite (Council will tolerate)	Generally, outside of Risk Appetite (Council will not tolerate)
4.1 A financially sustainable, high performing organisation. 4.2 Services deliver operating efficiencies and best value. 4.3 Well planned and sustainable towns, facilities, and infrastructure that service community need.	<b>Assets, Facilities and Security</b>	<p>Council understands the needs of the community in relation to our maintained and managed assets, facilities and security throughout the municipality and will progress appropriate projects in harmony with its budget and long-term financial sustainability.</p> <p><b>Cautious Appetite</b> – for substandard assets and facilities infrastructure that do not meet functionality, condition, operation, established standards and guidelines, compliance and financial performance.</p> <p><b>Accepting Appetite</b> – for design, development and operational outcomes that improve infrastructure sustainability and community accessibility.</p>	Asset renewal and upgrade expense compared to depreciation (LGPRF – Indicator O5) <u>Baseline</u> <b>1.116</b>	A ratio $\geq 1.0$	Maintain a ratio of 1.0	A ratio of $< 1.0$
			Percentage of defect inspections in line with the frequencies specified in the Road Management Plan <u>Baseline</u> <b>99%</b>	>95%	85-94%	<84%
			Percentage of sealed local roads maintained to condition standards (LGPRF – Indicator R2) <u>Baseline</u> <b>99.72%</b>	>90%	80-89%	<79%

Council Plan outcomes	Risk category	Risk Appetite Statement	Key Indicators	Risk tolerance range		
				Generally, within Risk Appetite (Council will accept)	Generally, tolerable within Risk Appetite (Council will tolerate)	Generally, outside of Risk Appetite (Council will not tolerate)
<p>3.2 An actively engaged community.</p> <p>3.3 Opportunities for everyone to work, learn, create, play, and share.</p>	<p><b>Corporate Governance, Compliance and Legal</b></p>	<p>We will endeavour to ensure compliance with all legislative and regulatory requirements.</p> <p><b>Controlled Appetite</b> – for fraud or proven ethical complaints and deviations from our standards and legislative responsibilities.</p>	<p>Percentage of full time/part time staff who have completed the e-learning compliance allocated.</p> <p><b><u>Baseline</u></b> <b>80%</b></p>	>90%	80-89%	<79%






Council Plan outcomes	Risk category	Risk Appetite Statement	Key Indicators	Risk tolerance range		
				Generally, within Risk Appetite (Council will accept)	Generally, tolerable within Risk Appetite (Council will tolerate)	Generally, outside of Risk Appetite (Council will not tolerate)
<p>1.1 A climate and disaster resilient community.</p> <p>1.2 Assist community to transition to a low carbon economy via adoption of sustainable practices and renewable energy.</p> <p>1.3 The natural environment is valued, protected and accessible.</p> <p>1.4 Council is an environmental steward with a reducing carbon footprint.</p>	Environmental	<p>Climate change is the biggest challenge and priority facing our Shire. We are committed to reducing emissions and strengthening our resilience to the growing impacts of climate change. We will role model and lead best practice climate change adaptation within local government. We will act responsibly in relation to the take up of environmentally sustainable practices within the resources available to it – but not at the expense of its long-term financial sustainability or in contravention of environmental legislation.</p> <p> <b>Cautious Appetite</b> – for long-term risks to environmental sustainability that can negatively impact the community.</p> <p> <b>Open Appetite</b> – for creativity and innovation to pursue environmental sustainability and willing to explore design and delivery of services to adapt to climate change.</p>	<p>Community satisfaction with Council Performance in Environmental sustainability (Community Satisfaction Survey (CSS))</p> <p><b>Baseline</b> <b>62 (WSC)</b> <b>59 (Large Rural Councils)</b></p>	Higher than large rural Councils	Equal to large rural Councils	Lower than large rural Councils
			<p>Wellington Shire community greenhouse gas emissions intensity (emissions per person)</p> <p><b>Baseline</b> <b>41.57 tonnes per person</b></p>	Decrease on baseline indicator	Maintain baseline indicator	Increase on baseline indicator
			<p>Percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill (LGPRF – Indicator WC5)</p> <p><b>Baseline</b> <b>33.51%</b></p>	Increase on baseline indicator	Maintain baseline indicator	Decrease on baseline indicator



Council Plan outcomes	Risk category	Risk Appetite Statement	Key Indicators	Risk tolerance range		
				Generally, within Risk Appetite (Council will accept)	Generally, tolerable within Risk Appetite (Council will tolerate)	Generally, outside of Risk Appetite (Council will not tolerate)
4.1 A financially sustainable, high performing organisation. 4.2 Services deliver operating efficiencies and best value.	Financial and Economic	<p>We will carefully manage expenses, financial and economic growth to improve organisation efficiency and community benefit in harmony with our budget and long-term financial sustainability.</p> <p><b>Controlled Appetite</b> – ensure fraud controls are in place and risk has been reduced significantly.</p> <p><b>Open Appetite</b> – for opportunities that could provide a substantial return and diversify our organisation and transition our economy.</p>	<p>Value of current assets at the end of the year (i.e. assets that can easily be converted to cash within 12 months) divided by the value of current liabilities at the end of year (i.e. obligations due or payable by cash within the next 12 months) (LGPRF – Indicator L1)</p> <p><b>Baseline</b> <b>3.24</b></p>	Maintain a ratio $\geq 1$	Maintain a ratio of 1.0	A ratio of $< 1.0$
			<p>Rates raised for the year divided by total revenue excluding non-recurrent government grants received for capital purposes, contributions for capital works and the value of assets received from developers (Financial stability) (LGPRF – Indicator S1)</p> <p><b>Baseline</b> <b>59% (WSC)</b> <b>56% (Large Rural Councils)</b></p>	Maintain at a level equal to large rural councils	5% less than large rural Councils	10% less than large rural Councils

Council Plan outcomes	Risk category	Risk Appetite Statement	Key Indicators	Risk tolerance range		
				Generally, within Risk Appetite (Council will accept)	Generally, tolerable within Risk Appetite (Council will tolerate)	Generally, outside of Risk Appetite (Council will not tolerate)
3.3 Opportunities for everyone to work, learn, create, play, and share.	Health and Safety (physical and psychological)	<p>Council places a high priority on providing a safe environment for staff, visitors, volunteers, community, and contractors and will do so in harmony with legislative obligations.</p> <p><b>Controlled Appetite</b> – for loss of life or serious harm to individuals. Processes are in place to identify and control hazards.</p> <p><b>Accepting Appetite</b> – for innovative enhancements to recreational and cultural facilities to provide the community with experiences where risk is controlled through risk assessments and mitigation plans.</p>	<p>Lost time injury frequency rates</p> <p><b>Baseline</b>  <b>12 (Source LG industry average 2019-2021 – Safework Australia)</b></p>	Equal or less than industry average	1% greater than industry average	>1% greater than industry average
			<p>Notifiable incidents as classified by the <i>Occupational Health and Safety Act 2004</i>.</p> <p><b>Baseline</b>  <b>0</b></p>	0	0	>0

Council Plan outcomes	Risk category	Risk Appetite Statement	Key Indicators	Risk tolerance range		
				Generally, within Risk Appetite (Council will accept)	Generally, tolerable within Risk Appetite (Council will tolerate)	Generally, outside of Risk Appetite (Council will not tolerate)
4.2 Services deliver operating efficiencies and best value	Human Resources	<p>We will continue to build and develop our internal resources while also seeking out expertise in key functions and new ways of working, to best serve the Council and community.</p> <p><b>Controlled Appetite</b> – for conduct inconsistent to our values.</p> <p><b>Accepting Appetite</b> – for applying new approaches to ensure we remain an employer of choice in our sector, while maintaining safety and service levels.</p> <p><b>Open Appetite</b> – for operating models that benefit both the organisation, staff and the community.</p>	<p>Percentage of staff turnover (LGPRF – Indicator C7)</p> <p><b>Baseline</b>  <b>15% (WSC)</b>  <b>20% (Large rural councils)</b></p>	Lower than large rural Councils	Equal to large rural Councils	Above large rural Councils
			<p>Employee Engagement Score</p> <p><b>Baseline</b>  <b>75%</b></p>	Maintain within 5% of baseline	Decrease between 6% - 10% of baseline	Decrease of ≥ 11% from baseline

Council Plan outcomes	Risk category	Risk Appetite Statement	Key Indicators	Risk tolerance range		
				Generally, within Risk Appetite (Council will accept)	Generally, tolerable within Risk Appetite (Council will tolerate)	Generally, outside of Risk Appetite (Council will not tolerate)
2.2 A community that has the capacity and skills to meet our economic needs.	<b>Leadership and Political Awareness</b>	<p>We will strive to establish strong frameworks to maintain or improve corporate culture and drive significant change that benefits Council and the community.</p> <p> <b>Accepting Appetite</b> – for actions that support the pursuit of business/corporate development activities that improve outcomes.</p> <p> <b>Open Appetite</b> – to undertake transformation projects that support Council Plan emerging opportunities and priorities.</p>	<p>Community satisfaction rating (out of 100) with how we have performed in making decisions in the interests of the community (LGPRF – Indicator G5)</p> <p><b>Baseline</b> <b>59 (WSC)</b> <b>51(Large rural councils)</b></p>	Equal to or higher than large rural Councils	5% below large rural Councils	10% below large rural Councils
4.2 Services deliver operating efficiencies and best value.	<b>Procurement</b>	<p>We will follow all procurement requirements, legislation, and policies to ensure fair and equal tendered and contracted works.</p> <p> <b>Controlled Appetite</b> – for any deviations from our standards and legislative responsibilities.</p>	<p>Instances of failure to investigate non-compliance with procurement requirements.</p> <p><b>Baseline</b> <b>0</b></p>	0	0	>0

Council Plan outcomes	Risk category	Risk Appetite Statement	Key Indicators	Risk tolerance range		
				Generally, within Risk Appetite (Council will accept)	Generally, tolerable within Risk Appetite (Council will tolerate)	Generally, outside of Risk Appetite (Council will not tolerate)
4.2 Services deliver operating efficiencies and best value.	Project, Product and Service Delivery	<p>We will deliver projects, products and services in a methodical and efficient manner in harmony with our budget and long-term financial sustainability.</p> <p><b>Cautious Appetite</b> – for compromising our valued position of trust with our community for products and service delivery.</p> <p><b>Accepting Appetite</b></p> <ul style="list-style-type: none"> <li>- to innovate through projects and revised service delivery models to benefit our community.</li> <li>- for supporting high-quality community led programs and services that increase community connection and engagement.</li> </ul>	<p>Community satisfaction rate with our overall performance (CSS)</p> <p><b>Baseline</b> <b>61 (WSC)</b> <b>55 (Large rural councils)</b></p>	Equal to or better than large rural Councils	5% below large rural Councils	10% below large rural Councils
			<p>Scheduled Business Continuity Planning exercises undertaken</p> <p><b>Baseline</b> <b>100%</b></p>	All planned exercises proceeded	Planned exercise rescheduled	Planned exercises did not proceed

Council Plan outcomes	Risk category	Risk Appetite Statement	Key Indicators	Risk tolerance range		
				Generally, within Risk Appetite (Council will accept)	Generally, tolerable within Risk Appetite (Council will tolerate)	Generally, outside of Risk Appetite (Council will not tolerate)
3.2 An actively engaged community.	<b>Reputation and Corporate Image</b>	<p>We will continue to build our credibility through consistent and transparent communications, leadership strategy and decisions. We recognise that unfavourable publicity may occur where there are competing priorities and interests in the community.</p> <p> <b>Cautious Appetite</b> – for open lines of communication and/or engagement with the community for decisions and plans that affect the broader community where such disclosures do not prejudice commercial negotiations, agreements and/or personal information.</p> <p> <b>Accepting Appetite</b> – for activities that could potentially maintain or increase the value of our reputational standing (activities that reinforce, sustain or improve our reputation).</p>	<p>Satisfaction with community consultation and engagement (community satisfaction rating out of 100 with the consultation and engagement efforts of Council) (LGPRF – Indicator G2)</p> <p><b><u>Baseline</u></b> <b>55</b></p>	Maintain or improve on baseline indicator	5% decrease on baseline indicator	10% decrease on baseline indicator

Council Plan outcomes	Risk category	Risk Appetite Statement	Key Indicators	Risk tolerance range		
				Generally, within Risk Appetite (Council will accept)	Generally, tolerable within Risk Appetite (Council will tolerate)	Generally, outside of Risk Appetite (Council will not tolerate)
4.2 Services deliver operating efficiencies and best value.	Technological and Information Management	<p>We will carefully manage our IT infrastructure, information retention and IT innovation to ensure it delivers services and functions to best serve the needs of the Council and the community in harmony with our budget and long-term financial sustainability.</p> <p><b>Controlled Appetite</b> – for the compromise of personal information, data and systems security.</p> <p><b>Cautious Appetite</b> – for any business interruptions that may jeopardise our standards of operations or could lead to a loss of confidence by our stakeholders, community, or government authorities.</p> <p><b>Open Appetite</b> – to undertake transformational projects to share technology, business systems and IT resources that result in a benefit to Council and/or our community.</p>	<p>Scheduled Disaster Recovery exercises undertaken.</p> <p><b>Baseline</b> 100%</p>	All planned exercises proceeded	Planned exercise rescheduled	Planned exercises did not proceed
			<p>Cyber events that have disrupted council infrastructure, data, financial compensation or reputation.</p> <p><b>Baseline</b> 0</p>	0	0	>0
			<p>Instances of failure to report and investigate data security breaches.</p> <p><b>Baseline</b> 0</p>	0	0	>0



## Document Ownership

<b>Document Name:</b>	Wellington Shire Council Risk Appetite Statements
<b>Authorised by:</b>	Council
<b>Effective Date:</b>	April 2025
<b>Next Review Date:</b>	October 2027
<b>Document Owner:</b>	Arthur Skipitaris, General Manager Corporate Services 5142 3181   arthurs@wellington.vic.gov.au
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<b>Status</b>	Active

## Document Control

Version	Date	Adopted By	Summary of changes
Version 1.0	20 June 2023	Council Resolution	Significant review to achieve further alignment with AS ISO 31000:2018 – <i>Risk Management-Guidelines</i>
Version 1.1	April 2025	Council Resolution	Amendment to reference of Community Vision, Council Plan and Mission. Risk tolerance ranges updated across risk categories. Update to baseline data for Wellington Shire community greenhouse gas emissions intensity due to previous incorrect data.

## 12. GENERAL MANAGER DEVELOPMENT

### 12.1. QUARTERLY BUILDING REPORT - OCTOBER TO DECEMBER 2024

#### ACTION OFFICER: MANAGER REGULATORY SERVICES

#### PURPOSE

To provide a report to Council on building permits issued in the Wellington Shire during 1 October to 31 December 2024, for information.

#### RECOMMENDATION

*That Council note the report of building permits issued from 1 October 2024 to 31 December 2024.*

#### BACKGROUND

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

Attachment 12.1.1 Wellington Permits Issued, in this report, provides an overview by township of the number of permits issued along with the estimated value of construction, for the three-month period ending 31 December 2024.

The second and third attachments to this report, Attachments 12.1.2 Number of Building Permits - Graph 1 and Value of Building Works - Graph 2, provides an historical representation of the number and value of permits issued in Wellington Shire and compares this data against the broader Gippsland region.

For the period 1 October to 31 December 2024 there were 221 permits issued with an estimated value of work at \$26,370,403.

The major projects include:

- HEYFIELD – Warehouse extension at ASH Timber
- WINNINDOO – Dog Boarding Kennels
- YARRAM – Yarram Pool – Plant Room & Balance Tank
- YARRAM – Hotel alterations/renovations (Club Hotel)

In the previous Quarter from 1 July 2024 to 30 September 2024, there were 211 permits issued with an estimated value of work at \$30,411,968.

#### ATTACHMENTS

1. Wellington Permits Issued [12.1.1 - 3 pages]
2. Number of Building Permits - Graph 1 [12.1.2 - 1 page]
3. Value of Building Works - Graph 2 [12.1.3 - 1 page]

## OPTIONS

Council has the following options available:

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

## PROPOSAL

That Council note the report on building permits issued within Wellington Shire from 1 October 2024 to 31 December 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

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

## LEGISLATIVE IMPACT

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

## COUNCIL POLICY IMPACT

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

## COUNCIL PLAN IMPACT

The Council Plan 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**

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

## **ENVIRONMENTAL IMPACT**

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

## **ENGAGEMENT IMPACT**

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

## **RISK MANAGEMENT IMPACT**

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

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

	October	November	December	Total
<b>ALBERTON</b>	0 \$0	1 \$15,835	0 \$0	1 \$15,835
<b>ALBERTON WEST</b>	0 \$0	1 \$40,000	0 \$0	1 \$40,000
<b>BOISDALE</b>	1 \$37,000	0 \$0	0 \$0	1 \$37,000
<b>BRIAGOLONG</b>	1 \$89,420	1 \$492,387	2 \$31,700	4 \$613,507
<b>BUNDALAGUAH</b>	0 \$0	1 \$40,000	0 \$0	1 \$40,000
<b>CARRAJUNG LOWER</b>	1 \$400,000	0 \$0	0 \$0	1 \$400,000
<b>CARRAJUNG SOUTH</b>	1 \$506,785	0 \$0	0 \$0	1 \$506,785
<b>CLYDEBANK</b>	1 \$32,000	1 \$278,624	1 \$15,000	3 \$325,624
<b>COBAINS</b>	2 \$84,850	0 \$0	1 \$30,195	3 \$115,045
<b>COONGULLA</b>	1 \$26,200	0 \$0	0 \$0	1 \$26,200
<b>COWWARR</b>	0 \$0	3 \$183,543	3 \$709,276	6 \$892,819
<b>DARGO</b>	0 \$0	0 \$0	1 \$65,791	1 \$65,791
<b>DENISON</b>	1 \$64,350	0 \$0	0 \$0	1 \$64,350
<b>DEVON NORTH</b>	2 \$377,000	0 \$0	1 \$65,000	3 \$442,000
<b>DUTSON DOWNS</b>	1 \$150,000	0 \$0	0 \$0	1 \$150,000
<b>EAST SALE</b>	1 \$71,519	0 \$0	0 \$0	1 \$71,519
<b>FLYNN</b>	1 \$539,124	0 \$0	0 \$0	1 \$539,124
<b>FULHAM</b>	0 \$0	0 \$0	1 \$162,000	1 \$162,000

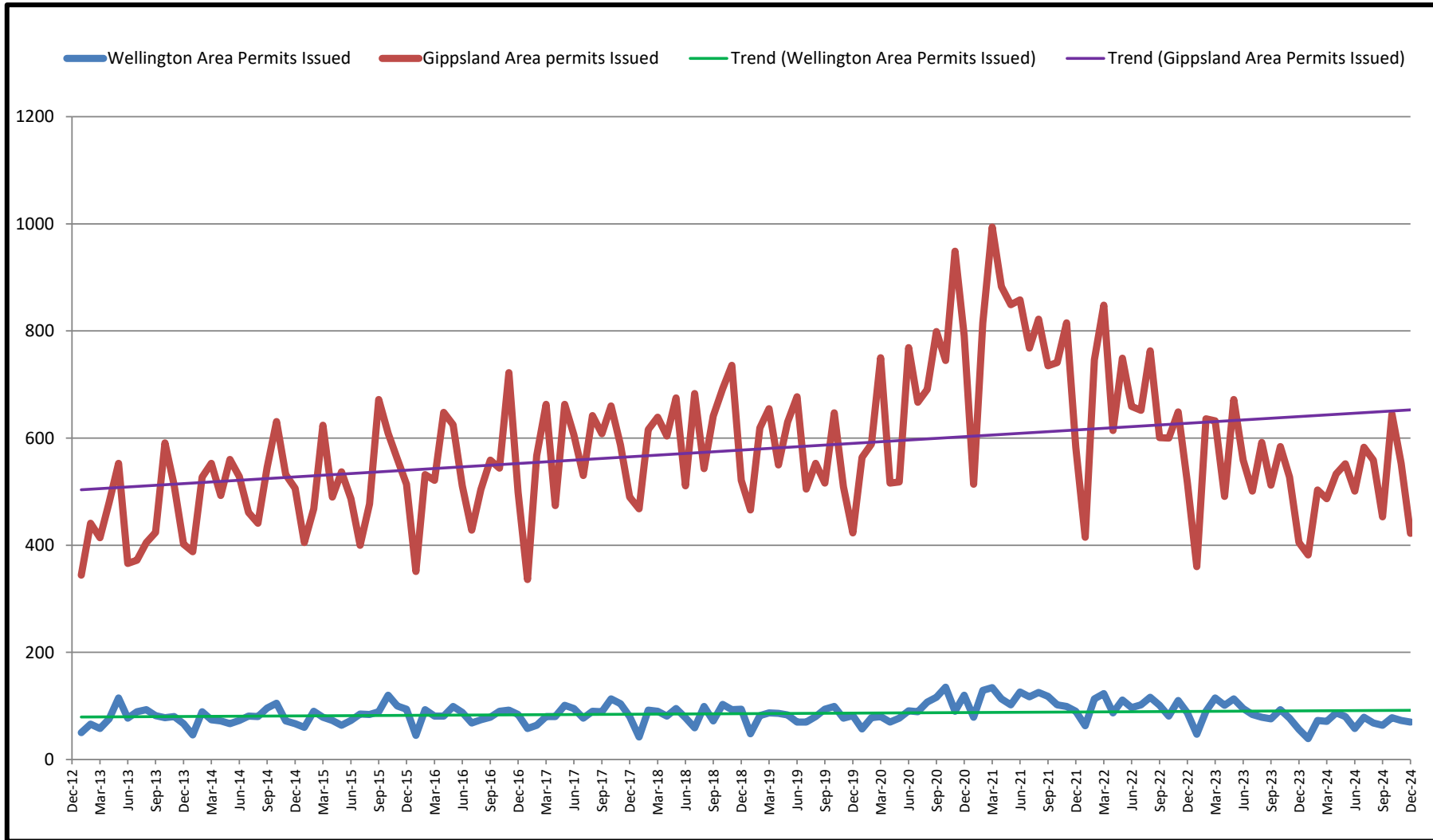
**ATTACHMENT 12.1.1**

	<b>October</b>	<b>November</b>	<b>December</b>	<b>Total</b>
<b>GLENFALLOCH</b>	2 \$267,846	0 \$0	0 \$0	2 \$267,846
<b>GLENMAGGIE</b>	1 \$56,992	0 \$0	0 \$0	1 \$56,992
<b>GOLDEN BEACH</b>	3 \$142,400	1 \$260,000	0 \$0	4 \$402,400
<b>GORMANDALE</b>	0 \$0	0 \$0	1 \$5,500	1 \$5,500
<b>HEDLEY</b>	0 \$0	1 \$389,521	0 \$0	1 \$389,521
<b>HEYFIELD</b>	1 \$42,361	1 \$266,500	1 \$142,500	3 \$451,361
<b>HOLLANDS LANDING</b>	1 \$38,600	0 \$0	0 \$0	1 \$38,600
<b>HUNTERSTON</b>	0 \$0	0 \$0	1 \$498,483	1 \$498,483
<b>LANGSBOROUGH</b>	0 \$0	0 \$0	1 \$350,000	1 \$350,000
<b>LOCH SPORT</b>	2 \$216,190	1 \$287,358	2 \$50,800	5 \$554,348
<b>LONGFORD</b>	2 \$63,000	5 \$1,893,601	2 \$1,103,667	9 \$3,060,268
<b>MADALYA</b>	0 \$0	1 \$275,584	0 \$0	1 \$275,584
<b>MAFFRA</b>	8 \$300,811	14 \$635,681	10 \$1,326,973	32 \$2,263,465
<b>MAFFRA WEST UPPER</b>	1 \$195,950	1 \$47,710	0 \$0	2 \$243,660
<b>MEERLIEU</b>	0 \$0	0 \$0	1 \$49,300	1 \$49,300
<b>MUNRO</b>	0 \$0	2 \$87,650	2 \$12,000	4 \$99,650
<b>NAMBROK</b>	0 \$0	1 \$562,932	0 \$0	1 \$562,932
<b>PARADISE BEACH</b>	1 \$350,000	0 \$0	0 \$0	1 \$350,000
<b>PEARSONDALE</b>	2 \$163,495	0 \$0	1 \$123,200	3 \$286,695
<b>PORT ALBERT</b>	3 \$111,119	3 \$519,191	0 \$0	6 \$630,310

**ATTACHMENT 12.1.1**

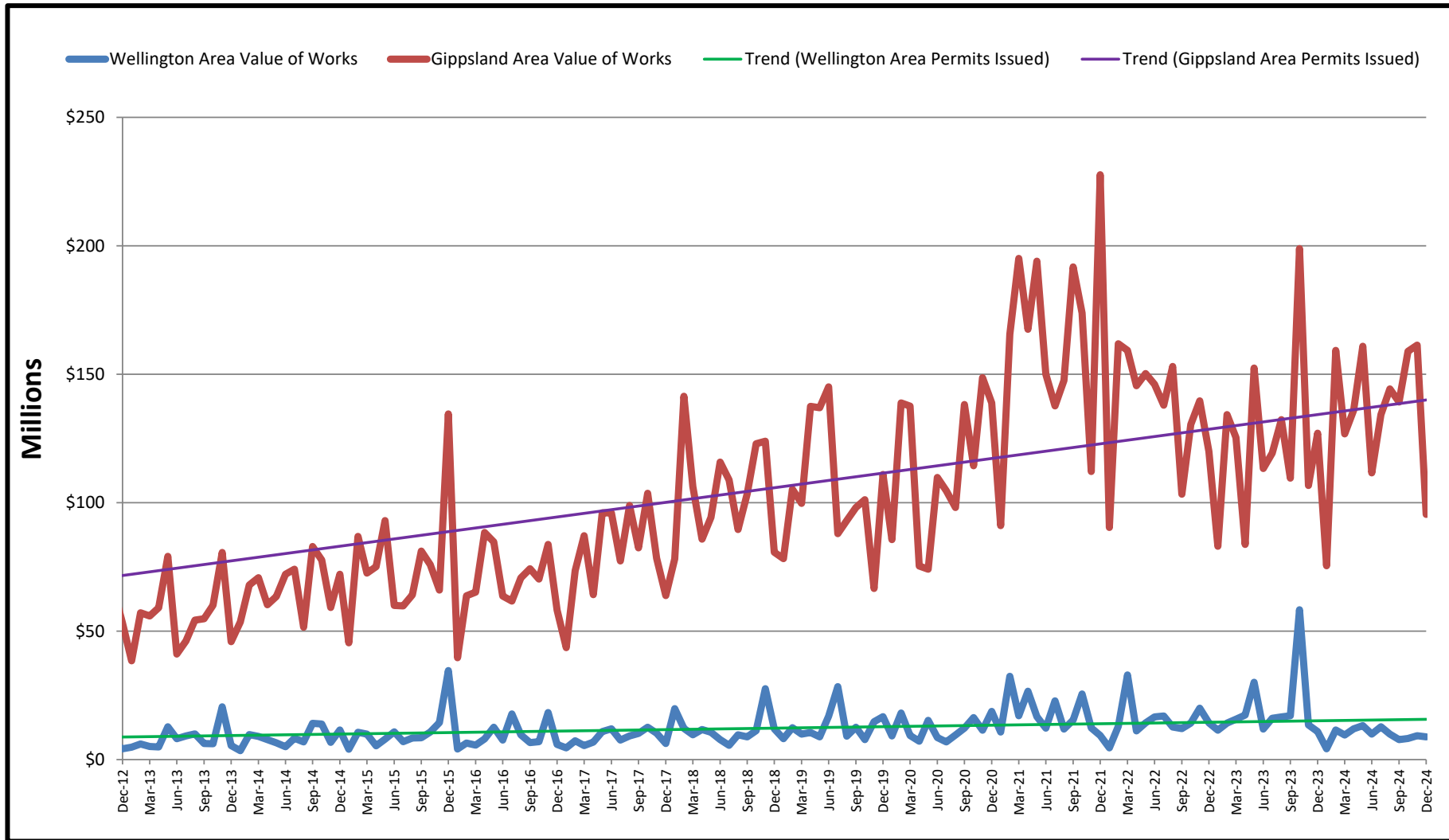
	<b>October</b>	<b>November</b>	<b>December</b>	<b>Total</b>
<b>ROSEDALE</b>	6 \$1,023,035	4 \$164,696	4 \$189,900	14 \$1,377,631
<b>SALE</b>	11 \$872,888	17 \$1,252,570	17 \$1,402,900	45 \$3,528,358
<b>SEASPRAY</b>	2 \$85,989	1 \$15,800	1 \$140,000	4 \$241,789
<b>SEATON</b>	1 \$125,400	0 \$0	0 \$0	1 \$125,400
<b>STRADBROKE</b>	0 \$0	0 \$0	1 \$60,000	1 \$60,000
<b>STRATFORD</b>	3 \$886,263	8 \$1,102,037	5 \$404,465	16 \$2,392,765
<b>TARRAVILLE</b>	0 \$0	0 \$0	2 \$335,000	2 \$335,000
<b>THE HEART</b>	1 \$24,990	0 \$0	0 \$0	1 \$24,990
<b>THE HONEYSUCKLES</b>	1 \$298,650	0 \$0	0 \$0	1 \$298,650
<b>TINAMBA</b>	1 \$36,296	1 \$86,000	0 \$0	2 \$122,296
<b>TINAMBA WEST</b>	1 \$10,000	0 \$0	0 \$0	1 \$10,000
<b>TOONGABBIE</b>	0 \$0	0 \$0	1 \$322,750	1 \$322,750
<b>VALENCIA CREEK</b>	1 \$129,250	1 \$9,900	1 \$500,000	3 \$639,150
<b>WINNINDOO</b>	0 \$0	0 \$0	2 \$243,000	2 \$243,000
<b>WOODSIDE</b>	2 \$188,021	1 \$200,000	0 \$0	3 \$388,021
<b>WURRUK</b>	0 \$0	0 \$0	2 \$89,800	2 \$89,800
<b>YARRAM</b>	7 \$207,163	1 \$220,000	2 \$399,126	10 \$826,289
<b>Total</b>	78.00 8,214,957	73.00 9,327,120	70.00 8,828,326	221.00 26,370,403

**GRAPH 1: NUMBER OF BUILDING PERMITS**





**GRAPH 2: VALUE OF BUILDING WORKS**



## 12.2. REGIONAL HOUSING SUPPLY - PARLIAMENTARY ENQUIRY

### ACTION OFFICER: MANAGER LAND USE PLANNING

#### PURPOSE

For Council to note Council officer correspondence made to the Parliamentary inquiry into the supply of homes in regional Victoria in response to a call for submissions from the Victorian Legislative Assembly Environment and Planning Committee.

#### RECOMMENDATION

*That Council note the officer submission (refer Attachment 12.2.1) made to the Victorian Legislative Assembly Environment and Planning Committee in relation to the Parliamentary inquiry into the supply of homes in regional Victoria.*

#### BACKGROUND

The Victorian Legislative Assembly Environment and Planning Committee is looking at the methods of building homes and the mix of housing forms and types in regional Victoria.

It is also examining a range of housing issues including areas in most need, workforce challenges in the construction industry and accommodation for regional workers in key sectors.

The Committee invited submissions to the inquiry by 31 March 2025.

Council officers prepared and submitted the submission (refer Attachment 12.2.1) to highlight some of the key challenges in effectively and efficiently delivering housing supply in regional areas – including the Wellington Shire.

#### ATTACHMENTS

1. Letter - Support for Regional Housing Supply Inquiry - March 2025 [12.2.1 - 2 pages]

#### OPTIONS

Council has the following options available:

1. That Council note the officer submission to the Parliamentary inquiry into the supply of homes in regional Victoria;
2. That Council does not note the officer submission to the Parliamentary inquiry into the supply of homes in regional Victoria.

#### PROPOSAL

That Council note the officer submission to the Parliamentary inquiry into the supply of homes in regional Victoria.

## **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 2 “Economy and Sustainable Growth” states the following strategic outcomes:

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

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

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

This report supports the above Council Plan strategic outcomes.

## **RESOURCES AND STAFF IMPACT**

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

## **COMMUNITY IMPACT**

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

## **ENVIRONMENTAL IMPACT**

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.



31 March 2025

Via email: [RegionalHousing@parliament.vic.gov.au](mailto:RegionalHousing@parliament.vic.gov.au)

Dear Sir/Madam

### **INQUIRY INTO THE SUPPLY OF HOMES IN REGIONAL VICTORIA - LEGISLATIVE ASSEMBLY ENVIRONMENT AND PLANNING COMMITTEE**

I refer to the above inquiry and lodge this submission on behalf of Wellington Shire Council ('Council').

Council welcomes the inquiry and would support future State Government reforms to more readily bring housing supply to market in regional Victoria. Like much of regional Victoria, there is currently a significant housing supply shortage across the Wellington Shire, which has far-reaching impacts such as rental scarcity and affordability, an inability to meet workforce needs, and a lack of housing choice and diversity to support growth and changing demographic needs.

Whilst there is no single mechanism which will solve the current housing crisis, Council considers that there are a range of priority actions (as set out below), which if reformed would have significant impacts on the current challenges facing the Wellington Shire.

#### **1. Simplified Planning Scheme Amendment (rezoning) process**

The current Planning Scheme Amendment (PSA) process to rezone land is costly, slow and of ever-increasing complexity. The PSA process requires urgent reform to allow for expedited land release within regional townships.

Bold initiatives need to be introduced by the State Government to enable a Council to undertake a 'fast-tracked' rezoning process when a PSA aligns with State policy and a previously adopted Council document (e.g. a Structure Plan), which has already been subject to thorough stakeholder and community review.

*Requested action: State Government support to urgently reform the PSA (rezoning) process to give Councils direct ability to rezone land when the rezoning aligns with State, regional and local planning policy.*

#### **2. Establishment of a Rolling Infrastructure Fund**

Provision of required physical infrastructure (e.g. costly drainage and road intersection upgrades), particularly at the initial stages of subdivision, is particularly challenging in a regional context where the scale of demand and underlying land values (hence developer returns) is lower than those within a metropolitan setting.

- 2 -

The Gippsland region has previously called for State leadership to establish a rolling regional development infrastructure fund to fast-track infrastructure provision and land release in priority regional centres, with developers to return funds to the State Government at each stage of development. Without such a rolling infrastructure fund, high 'pioneer' developer costs in a regional context will continue to stifle or delay much needed land release and housing supply.

While the recently established Windfall Gains Tax (WGT) will adversely impact regional growth, this impact could be offset by WGT proceeds directly funding the establishment of a rolling regional development infrastructure fund, rather than WGT funds being allocated to consolidated revenue.

*Requested action: State Government support to establish a rolling regional development infrastructure fund, to be funded by WGT proceeds.*

### **3. Financial/policy reforms**

Recent feedback from the development sector indicates that Victoria is becoming uncompetitive with other States, particularly due to current taxation and financial settings (Land Tax, WGT, stamp duty, rental standards etc). If land supply, housing diversity and affordability challenges are to be overcome in regional Victoria, a broader review of current taxation, financial and policy settings should be undertaken.

Systemic challenges including availability of trades people, increased difficulty in obtaining developer finance, escalating building costs and supply challenges also need to be tackled as part of a broader review.

Rate capping is also impacting on Council's ability to resource strategic and infrastructure planning and implementation which is central to land release and housing development.

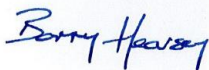
*Requested action: State Government support to undertake a broader review of current taxation and policy settings to better support development viability in regional Victoria.*

### **Summary**

Challenges with land supply and housing development in regional settings are multi-faceted. Urgent and significant 'cutting red tape' State Government reforms are needed to let Local Government and the development sector prioritise local land release and development expeditiously.

Please contact me directly on (03) 5142 3083 should you wish to discuss this submission in further detail.

Yours sincerely



**BARRY HEARSEY**  
**Manager Land Use Planning**

## 13. GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT

### 13.1. PLANT AND EQUIPMENT SERVICES PANEL TENDER 2025-147

#### ACTION OFFICER: MANAGER BUILT ENVIRONMENT

#### PURPOSE

The purpose of this report is for Council to consider entering into a Schedule of Rates panel contract for Plant and Equipment Services, Contract 2025-147.

#### RECOMMENDATION

##### ***That Council:***

- 1. Receives and considers this report and all attachments pertaining to this report; and***
- 2. Accepts the Schedule of Rates for Plant and Equipment Services for a two-year term with two extension options of twelve months to be made available solely at Council's discretion as outlined in the confidential attachment as submitted by:***
  - *Whelans Group Investments Pty Ltd*
  - *Cranes Asphaltting & Bitumen Sealing Pty Ltd*
  - *RP&JM Orchard*
  - *Conways Earthmoving*
  - *Kiernan Tilt Tray Service*
  - *Macalister Earthmoving*
  - *McInnes Earthmoving Pty Ltd*
  - *Gippsland Directional Drilling*
  - *CD Willox Pty Ltd*
  - *Heathfield Building Group Pty Ltd*
  - *Bryco Civil construction Pty Ltd*
  - *D & J O'Brien Plumbing & Gasfitting*
  - *Dirt Maintenance Pty Ltd*
  - *East Vic Land Management*
  - *MJMEXC Pty Ltd*
  - *Total Drain Cleaning Services Pty Ltd*
  - *R. C. Elliott Excavations Pty Ltd*
  - *A1 Crane Hire Pty Ltd*
  - *Smolenaars Plumbing Pty Ltd*
  - *H & H Contracting Pty Ltd*
  - *Hallam Earthworks*
  - *GMA Waste Water Services Pty. Ltd.*
  - *Rollers Australia*
  - *Bairnsdale Road Services*
  - *Kirkham Farms*
  - *Schuback Excavations and;*
- 3. The information contained in the confidential attachment Contract 2025-147 Tender Evaluation Plant and Equipment Supply is designated confidential under Section 3(1) Confidential Information of the Local Government Act 2020 by the General Manager Built and Natural Environment on 21 March 2025 because it relates to the following grounds:***

***(g)(ii) private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage;  
be designated confidential information under Section 3(1) Confidential Information of the Local Government Act 2020, except that once this recommendation has been adopted the name of the successful tenderers can be made public.***

## **BACKGROUND**

Council provides road services across the entire municipality. The Plant and Equipment Services contract seeks to establish a panel of suitably qualified private contractors for the provision of plant and equipment, including qualified operators to operate the machinery. Successful tenderers will be included in a panel of suppliers to provide services to locations within Wellington Shire and works depots at Maffra and Yarram.

## **ATTACHMENTS**

1. Confidential Header - 2025 147 Plant and Equipment Services Panel Tender [13.1.1 - 1 page]
2. CONFIDENTIAL REDACTED - 2025 147 Plant and Equipment Services Panel Tender Evaluation Report [13.1.2 - 6 pages]

## **OPTIONS**

Council has the following options available:

1. Receives and considers this report and all attachments pertaining to this report, and accepts the Schedule of Rates for Plant and Equipment Services for a two-year term with two extension options of twelve months to be made available solely at Council's discretion as outlined in the Confidential Attachment and as submitted by:
  - Whelans Group Investments Pty Ltd
  - Cranes Asphaltting & Bitumen Sealing Pty Ltd
  - RP&JM Orchard
  - Conways Earthmoving
  - Kiernan Tilt Tray Service
  - Macalister Earthmoving
  - McInnes Earthmoving Pty Ltd
  - Gippsland Directional Drilling
  - CD Willox Pty Ltd
  - Heathfield Building Group Pty Ltd
  - Bryco Civil construction Pty Ltd
  - D & J O'Brien Plumbing & Gasfitting
  - Dirt Maintenance Pty Ltd
  - East Vic Land Management
  - MJMEXC Pty Ltd
  - Total Drain Cleaning Services Pty Ltd
  - R. C. Elliott Excavations Pty Ltd
  - A1 Crane Hire Pty Ltd



- Smolenaars Plumbing Pty Ltd
  - H & H Contracting Pty Ltd
  - Hallam Earthworks
  - GMA Waste Water Services Pty. Ltd.
  - Rollers Australia
  - Bairnsdale Road Services
  - Kirkham Farms
  - Schuback Excavations; or
2. Not approve the Plant and Equipment Services Panel Contract at this time and seek further information at a future Council meeting.

## **PROPOSAL**

That Council receives and considers this report and all attachments pertaining to this report, and accepts the Schedule of Rates Plant and Equipment Services for a two-year term with two extension options of twelve months to be made available solely at Council's discretion as outlined in the Confidential Attachment and as submitted by:

- Whelans Group Investments Pty Ltd
- Cranes Asphaltting & Bitumen Sealing Pty Ltd
- RP&JM Orchard
- Conways Earthmoving
- Kiernan Tilt Tray Service
- Macalister Earthmoving
- McInnes Earthmoving Pty Ltd
- Gippsland Directional Drilling
- CD Willox Pty Ltd
- Heathfield Building Group Pty Ltd
- Bryco Civil construction Pty Ltd
- D & J O'Brien Plumbing & Gasfitting
- Dirt Maintenance Pty Ltd
- East Vic Land Management
- MJMEXC Pty Ltd
- Total Drain Cleaning Services Pty Ltd
- R. C. Elliott Excavations Pty Ltd
- A1 Crane Hire Pty Ltd
- Smolenaars Plumbing Pty Ltd
- H & H Contracting Pty Ltd
- Hallam Earthworks
- GMA Waste Water Services Pty. Ltd.
- Rollers Australia
- Bairnsdale Road Services
- Kirkham Farms
- Schuback Excavations;

## **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 panel contract.

## **FINANCIAL IMPACT**

Budget allowance for material supply is contained within Council's current and forward operating budgets.

## **COMMUNICATION IMPACT**

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

## **LEGISLATIVE IMPACT**

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

## **COUNCIL POLICY IMPACT**

These works are in line with Council's policies of maintaining 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 Built Environment unit; however, other Council business units may engage contractors via this panel and will therefore be required to provide their own resources and staff as required.

## **COMMUNITY IMPACT**

The service provides the community with a well-managed road network in line with Council's Road Management Plan.

## **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**

Risk will be managed in accordance with Wellington Shire Councils risk management processes. 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**  
**01 April 2025**

I declare that the information contained in the attached document **PLANT AND EQUIPMENT SUPPLY** relating to **PANEL TENDER CONTRACT TENDER 2025 - 147** is confidential because it contains confidential information as defined in section 3(1) of the *Local Government Act 2020*;

***(a) Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released***

A handwritten signature in black ink, appearing to read 'CHH'.

**CHRIS HASTIE**  
**General Manager Built and Natural Environment**  
**21/03/2025**

## 13.2. RESPONSE TO PETITION - LIGHTS AT STEAD STREET OVAL RESERVE

### ACTION OFFICER: MANAGER NATURAL ENVIRONMENT AND PARKS

#### PURPOSE

For Council to consider the response to a petition received at the Ordinary Council meeting of 04 March 2025 requesting lighting at Stead Street Oval Reserve.

#### RECOMMENDATION

***That the Chief Executive Officer write to the head petitioner advising that Council will undertake further planning work to program the installation of lighting into Stead Street Oval Reserve, Sale.***

#### BACKGROUND

At the Council meeting held on 04 March 2025 Council received a petition regarding Lighting at Stead Street Oval Reserve. The petition requested that Wellington Shire Council put lighting up at Stead Street Oval Reserve for safety reasons.

Stead Street Reserve was identified to be developed into a district open space through Council's Public Open Space Plan 2014-2024. With the addition of a playspace, ball sports area, and refurbishment of toilet facilities attached to the hall, the reserve has become a popular destination for surrounding residents of all ages.

Adjoining residents, including Ashleigh House Aged Care facilities, are active users of the open space. Situated behind houses with limited passive surveillance, Stead Street Reserve has narrow entrance points which can limit access and make users feel unsafe.

With plans in place to enhance and increase activation of the community facility, including evening use by the Girl Guides of Sale, lighting the reserve will add programming ability as well as provide a sense of security.

"Good lighting makes public places and paths visible and inviting at night. It also encourages their use and assists in natural surveillance. The more people who use public spaces at night, the safer and less threatening they become" – Safer Design Guidelines (Victorian State Government).

Lighting of public open spaces is demonstrated to increase activation, allowing for recreation to take place before sunrise and after sunset. Lighting and creating safe active open spaces are key determinates in female participation, providing a level of security and allowing greater passive surveillance.

Not all spaces warrant lighting, and when responding to requests, consideration is given to the open space hierarchy, as well as level of use. With lighting around Sale Botanic Gardens and other key open space destinations complete, Council's Natural Environment and Parks team have identified a small number of other open spaces that warrant lighting installed – this includes Stead Street Reserve under the proposed "Safer Spaces Project".

Undertaking a high-level assessment of the reserve, Council's Natural Environment and Parks team recommendation would be to install 7 lights (potentially solar) around the looping walking track. Installed, these lights would provide sufficient lighting within the reserve and coupled with adequate street lighting and lighting from the community facility, encourage greater activation of the space into the evening and before dawn.

## **ATTACHMENTS**

Nil

## **OPTIONS**

1. That Council will undertake further planning work to program the installation of lighting into Stead Street Reserve, Sale
2. That Council notify the head petitioner and inform them that lighting of the reserve will not proceed at this time.

## **PROPOSAL**

That Council contact the head petitioner and inform them of further planning works required to program lighting installation around the walking track in Stead Street Reserve, Sale.

## **CONFLICT OF INTEREST**

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

## **FINANCIAL IMPACT**

Budget approval will be formally sought as part of Councils future capital works budgeting process. Estimated costs for the installation of solar lights would be around \$100,000. Generally solar lighting requires only minor maintenance, with a number already installed for more than 2 years with no work undertaken on them since.

Ongoing maintenance, based off other installations, have not seen an increase requirement in resources or budgets. Lifecycle replacements of batteries is planned for 10-15 years at a cost currently of \$500 per battery.

## **COMMUNICATION IMPACT**

The nominated Council officer will respond to the head petition in line with the adopted resolution of Council.

## **LEGISLATIVE IMPACT**

There is no single legislative impact of the lighting initiative, although Council contributing towards improved public and community safety outcomes would have multiple touch points.

## **COUNCIL POLICY IMPACT**

Council Policy 4.1.3. Open Space Policy:

*Ensure adequate provision of lighting/cleaning of Council managed public facilities to ensure that open space areas and supporting infrastructure are welcoming, safe and inclusive.*

This report supports the above Council Policy aim.

## **COUNCIL PLAN IMPACT**

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

### **Strategic Outcome Key Initiatives and Priorities 4.4.3:**

*“Address community road safety and connection issues via active travel projects (education) and road and footpath improvements which build a physically active, safe, and connected community.”*

This report supports the above Council Plan strategic outcome.

## **RESOURCES AND STAFF IMPACT**

Following Council’s investigation outcome for public lighting in Stead Street Reserve, Sale, funding allocation can be identified in Council’s Annual Capital Works Program.

## **COMMUNITY IMPACT**

Lighting of public open spaces is demonstrated to increase activation, allowing for recreation to take place before sunrise and after sunset. Lighting and creating safe active open spaces are key determinates in female participation, providing a level of security and allowing greater passive surveillance.

## **ENVIRONMENTAL IMPACT**

Solar public lighting has been demonstrated to be successful in lighting up public open spaces and by being solar is a sustainable option using renewable energy. Lighting design will consider both impacts to wildlife and light spill to unintended spaces.

## **ENGAGEMENT IMPACT**

Given demonstrated public interest, most recently with the community petition, Council will undertake a suitable level of community information sharing and consultation on its lighting proposal following the outcome of its investigations.

## **RISK MANAGEMENT IMPACT**

Situated behind houses with limited passive surveillance, Stead Street Reserve has narrow entrance points which can limit access and make users feel unsafe. Lighting the reserve will provide an increased sense of security and add programming opportunity for the reserve.

## 14. GENERAL MANAGER COMMUNITY AND CULTURE

### 14.1. QUICK RESPONSE GRANTS – NOVEMBER 2024 TO FEBRUARY 2025

#### **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 November 2024 to February 2025 – refer to attachment 14.1.1 *Quick Response Grants Applications November 2024 to February 2025*.

##### **RECOMMENDATION**

***That Council note the information regarding applications received under the Quick Response Grant Scheme (QRGS) for the period November 2024 to February 2025 as per Attachment 14.1.1.***

##### **BACKGROUND**

The QRGS aims to fulfil community need by providing a quick turnaround for funding and provides an opportunity for the community to access funding outside the community assistance 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 working 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 14.1.4 *Energy Audit Rebate Guidelines and Criteria 2024/25*.

Applications included in this Council report were assessed between November 2024 to February 2025.

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 14.1.2 *Quick Response Grants 2024-25 Guidelines Assessment Criteria* and 14.1.3 *Quick Response Grants 2024-25 Individual Team/Community Group Guidelines*.

##### **ATTACHMENTS**

1. Quick Response Grants Applications November 2024 to February 2025 [**14.1.1** - 6 pages]
2. Quick Response Grants 2024/25 Guidelines Assessment Criteria [**14.1.2** - 6 pages]
3. Quick Response Grants 2024/25 Individual Team Community Group Guidelines [**14.1.3** - 4 pages]
4. Energy Audit Rebate Guidelines and Criteria 2024/25 [**14.1.4** - 3 pages]

## OPTIONS

Council has the following options available:

1. Note the information regarding successful and unsuccessful applications received under the Quick Response Grant Scheme for the period November 2024 to February 2025 (as per attachment 14.1.1); or
2. Request further information in relation to the Quick Response Grant Scheme for the period November 2024 to February 2025 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 November 2024 to February 2025.

## CONFLICT OF INTEREST

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

## FINANCIAL IMPACT

These applications have been funded through the Community Grant Scheme within the Communities, Facilities, and Emergencies budget. A total of \$37,300.00 was allocated to 20 successful Quick Response Grants applications for the period November 2025 to February 2025.

Together with the \$126,661.02 Community Assistance Grants that was funded in the July 2024 round, a total of \$243,301.98 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 14.1.1

	Amount requested		Successful applications / Amount Approved		Unsuccessful Applications	
Activities	22	\$45,800.00	20	*\$37,300.00 (some projects awarded less money than requested at \$3500)	2	\$5,000.00
Individual and Team/Community Group Sponsorship	3	\$2,500.00	3	\$2,500.00	nil	\$0.00
Energy Audit	0	\$0.00	Nil	\$0.00	Nil	\$0.00
<b>TOTAL Nov 2024 – Feb 2025</b>	<b>25</b>	<b>\$48,300.00</b>	<b>3</b>	<b>\$39,800.00</b>	<b>2</b>	<b>\$5,000.00</b>
<i>TOTAL Nov 23 – March 24</i>	<i>34</i>	<i>\$56,323.37</i>	<i>28</i>	<i>\$56,023.37</i>	<i>6</i>	<i>\$11,874.20</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 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 and 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 – Nov 2024 TO Feb 2025

SUCCESSFUL APPLICATIONS					
	Organisation	Activity Title	Amount requested	Amount approved	Activity Description
1	Sale Tennis Club Inc.	Grandstand Seating	\$2,500.00	\$2,500.00	We are seeking to put a series of four 2-tier grandstand seats between our show courts 2 and 3 to provide shade, shelter and comfort for spectators and players from the summer sun. This will provide comfortable seating for up to 60 spectators and resting players in a 100% UV protected environment. Our shade structure is also waterproof allowing players to shelter during rain.
2	Port Albert Progress Association	Port Summer Swing	\$2,190.00	*\$1,690.00	We will be providing high quality live music and entertainment for the local community. We will be providing courtesy buses from Yarram, via Tarraville and for locals in Port Albert. We will have food vans and be providing refreshments. We are providing an event for the local community to come to and relax after the very busy Christmas New Year period. <i>*Reduced funding due to event selling "Low Cost" tickets which was not reflected in their budget as income.</i>
3	GPBRRRA	2024 End of Year Celebration	\$650.00	\$650.00	The requested funding will be used to contribute towards the running costs of the community 2022 End of Year celebrations. The event is an evening gathering including live music, a sausage sizzle, 'Santa on the Fire truck' for the children and Christmas carols presented by the local Church.
4	Meerlieu Public Hall Committee	Meerlieu Christmas Party	\$2,500.00	\$2,500.00	Running a social event for residents in an isolated area of Wellington Shire to build community spirit and participation. We run a free social community Christmas event annually. It takes the form of a free dinner, with spit-roasted meat and vegetables supplied, a free jumping castle, and a visit from Santa in the local CFA truck.

SUCCESSFUL APPLICATIONS					
	Organisation	Activity Title	Amount requested	Amount approved	Activity Description
5	Lions Club of Sale	Sale Carols by Candlelight	\$2,000.00	\$2,000.00	Hosting a Sale Carols by Candlelight event for residents of Wellington Shire and the general public. The Lions Club of Sale, in partnership with community leader Christine Morris, will manage all aspects of the event, including venue selection, entertainment, children's activities, food provision, first aid, event insurance, and alternatives for adverse weather conditions.
6	The Country Womens Association of Vic. Inc North Gippsland Group	North Gippsland Creative Arts Exhibition	\$2,000.00	\$2,000.00	CWA North Gippsland Group are holding an Arts & Crafts exhibition, this event is open to CWA members and all members of the public. This is to showcase a variety of articles made by senior through to junior members, to be judged by official CWA judges.
7	Gippsland Disability Advocacy Inc.	Making the Invisible Visible Artwork Postcards	\$860.00	\$860.00	The Making the Invisible Visible exhibition will be facilitated by Gippsland Disability Advocacy Inc in partnership with Gippsland Art Gallery and Wellington shire community members. Postcards of artist's work will be printed locally, in Wellington and be a part of the exhibition and ensure the artworks endure beyond the exhibition end date.
8	Heyfield Community Resource Centre	Gippsland Open Gardens	\$2,500.00	\$2,500.00	We will run a weekend of garden events around the Wellington Shire to coincide with Parks Week 2025 called Gippsland Open Gardens Trail. This will involve: - 8 x gardens open to the public around Heyfield, Maffra, Briagolong and Stratford - 4 x garden-related/sustainability workshops at Neighbourhood Houses in Heyfield, Maffra, Briagolong and Stratford.
9	Seed Lakeside Community Garden Inc.	Safety and Visibility	\$1,400.00	*\$0.00	Seed Community Garden will update its first aid kit to a modular kit and 2 EpiPens. Purchase more high vis vests for volunteers to wear during events. A new noticeboard and a new metal sign to display at the entrance of the community garden.

SUCCESSFUL APPLICATIONS					
	Organisation	Activity Title	Amount requested	Amount approved	Activity Description
					*Please note that no payment was made as these approved items will be purchased with leftover funds of \$1,400.00 from a successful Community Assistance Grant March 2024 round with application number CAGMAR24_05.
10	Anglican Parish of Avon	Stratford Community Christmas Carols & Family Fun Time	\$2,500.00	\$2,500.00	Stratford Community Christmas Carols & Family Fun Day which will be all-inclusive and accessible for all people of Stratford, Munro, Briagolong, Airly, Boisdale and surrounding rural areas.
11	Golden Paradise Beach Community Centre CoM	Technology upgrade	\$2,500.00	\$2,500.00	Activating a Community Hub to assist the community in recovery & resilience we identified specific needs and lack of IT resources at the centre. We believe upgrading technology will improve access to communications and resources and offer better support for vulnerable people in the community.
12	The Gumboot Collective	Yarram Wearable Art Festival	\$1,650.00	\$1,650.00	The Yarram Wearable Art Festival is a community-driven celebration of creativity, sustainability and artistic innovation focused on transforming recycling materials into stunning works of wearable art.
13	Collegians Cricket Club Inc	Cricket	\$2,500.00	\$2,500.00	The funding will enable Collegians Cricket Club to purchase a commercial refrigerator for use in the clubrooms and club canteen for the benefit of all members and the wider community in the sale of cold drinks and enable catering for social events and visiting teams.
14	Segue Community Hub (Stratford Neighbourhood House)	Art/Craft Community Activities	\$1,650.00	\$1,650.00	We provide a welcoming space for community members to gather and create. Last year we held art group activities on a Thursday morning open to all. It was so successful and well received, that we would like to continue to provide equipment for the group.
15	Maffra Gymnastic Club	Purchase of two wall-mounted fans	\$2,500.00	\$2,500.00	Maffra Gymnastic Club has a very large facility, and we would like to improve the amenities by purchasing two large fans.

SUCCESSFUL APPLICATIONS					
	Organisation	Activity Title	Amount requested	Amount approved	Activity Description
16	Dargo Bush Nursing Centre Inc (Trading as Dargo Community House)	Excursion to The Wedge Theatre	\$900.00	\$900.00	The Dargo Community House is organising a day trip for local residents to visit the Wedge Theatre in Sale on 20th March, with a stop at the Sale Bowls Club for lunch.
17	Sale Food Support Inc	Improving Sale Food Support Infrastructure and Capability	\$2,500.00	\$2,500.00	Sale Food Support (SFS) seeks funding to install a hot water service and tap at its office. This upgrade will provide access to hot water, improving hygiene practices and increase the comfort and well-being of both volunteers and clients.
18	Woodside and District Football Netball Club Inc	Family Fun Day	\$2,500.00	\$2,500.00	WDFNC (Woodside & District Football Netball Club) will be hosting our annual Family Fun Day as a way of bringing the community together to share in some free fun activities, along with having football and netball practice matches with seniors and juniors on display against a visiting Club.
19	Uniting Vic Tas	Wellington Early Years Expo	\$2,500.00	\$2,500.00	This free community event for Wellington families, with children 0-9yrs, aims to increase access and participation in early childhood programs and family supports. Services and organizations come together to facilitate information stalls and interactive activities that showcase what their services offer to support families and improve outcomes for children.
20	Yarram Neighbourhood House	Yarram 16 Days of Activism Against Family Violence Event 2024	\$2,500.00	*\$900.00	An event to contribute to family violence prevention: community walk around town to visit sites displaying photographs taken at 2023 16 Days Photo Ups followed by a smoking ceremony and BBQ at Yarram Memorial Park. <i>*Reduced Funding due to: 1. No details of what the orange figures will be used for or what they were to be made from. Also no quote provided with a cost of \$1000. No details were provided as to why they needed to be replaced after being funded last year. This information was requested but no response provided.</i>

SUCCESSFUL APPLICATIONS					
	Organisation	Activity Title	Amount requested	Amount approved	Activity Description
					2. No details of how photos would be used and no quote provided at a cost of \$4,000 with all items over \$1,000 requiring a quote.
<b>TOTAL</b>			<b>\$40,800.00</b>	<b>\$37,300.00</b>	

SUCCESSFUL INDIVIDUAL SPONSORSHIP AND TEAM/COMMUNITY GROUP SPONSORSHIP				
	Individual or Group Name	Supporting Organisation	Activity Title	Amount
1	Australian Breastfeeding Association, Gippsland Group	Australian Breastfeeding Association	Education of volunteers	\$1,500.00
2	Eshana Cheema	School sports Victoria	To represent Victoria in 100m and relay 4x100	\$500.00
3	Gracie Szarek	Australian Cheer Union	Representing Australia at the cheerleading worlds in Orlando Florida	\$500.00
<b>TOTAL</b>				<b>\$2,500.00</b>

SUCCESSFUL ENERGY AUDIT REBATE			
	Organisation	Facility	Amount
1	NA (no application's submitted)	NA	\$0.00
<b>TOTAL</b>			<b>\$0.00</b>

QUICK RESPONSE GRANT SCHEME - UNSUCCESSFUL APPLICATIONS – JULY 2024 TO OCTOBER 2024				
Organisation	Activity Title	Activity Description	Amount Requested	Comment
Central Gippsland Health	Central Gippsland Health	Health Promotion and Awareness	\$2,500.00	<ul style="list-style-type: none"> <li>• Ineligible – No permit obtained</li> <li>• Event Cancelled</li> </ul>
Macks Creek Hall	Electrician/plumber	We need to hire a plumber to install our new water filter and hot water system and an electrician to wire the hot water system and power points for a fridge	\$2,500.00	<ul style="list-style-type: none"> <li>• Ineligible – Applicant was applying for works that had already been completed.</li> </ul>
<b>TOTAL</b>			<b>\$5,000.00</b>	

# 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 for 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. Grants are subject to GST. If your club/organisation is registered for GST, you will be paid the grant amount, plus GST. If your club/organisation is not registered for GST, you will be paid the grant amount only (no GST applies). Please take this into consideration when calculating your funding request.
7. 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, Gippsport and Gippsland Women's Health to inform them of Council's Fair Access Policy.
8. Activities must be administered in the Wellington Shire, please note activities at licensed venues, applicants will be asked to demonstrate that there is no appropriate alternative venue and that they have considered the potential impact to participants.

9. **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.**
10. 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).
11. 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
12. 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.
13. Multiple applications for the same activity will not be accepted.
14. 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.
15. 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.
16. Where possible, the goods and services used in the funded activity (suppliers and contractors) be sourced from within the Wellington Shire.
17. Activities that are primarily for the purpose of fundraising will be required to demonstrate the Community benefits in addition to the fundraising outcome.
18. 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.
19. For all expenditure items of \$1,000 or more you must include a quote or evidence of the item cost.
20. 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.
21. 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.
22. The applicant is responsible for all ongoing maintenance and running costs of any equipment purchases resulting from a successful application.
23. Council may reduce the amount allocated to you if the funding applied for is considered unsubstantiated and/or excessive.
24. 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.
25. 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.
26. You are required to acknowledge Wellington Shire Council's support of your activity as specified in the Funding Agreement

27. Funding must be returned if the activity is not completed in line with the Funding Agreement. Any excess funding must be returned.
28. 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.
29. 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.
30. 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.

<b>Criteria</b>	<b>Maximum Points 100%</b>
Planning and Capacity	45%
Benefits to the Community	45%
Contribution	10%

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

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

## Assessment Criteria and Assessment scoring details

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

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

## Contact

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

Community Facilities Planning and Grants Officer  
 Phone: 1300 366 244  
 Email: [enquiries@wellington.vic.gov.au](mailto:enquiries@wellington.vic.gov.au)

# 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	<b>Participation costs</b> - Funding for costs associated with attending and participating in a recognised activity or event.	Up to \$500
Team/ Community group	<b>Participation costs</b> - Funding for costs associated with attending and participating in a recognised activity or event.	Up to \$1,500



## **Overview**

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

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

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

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

1. Up to 3 individuals apply separately to attend or participate in an activity ([use the Individual Sponsorship application form](#)).

or

2. The team or group apply for group funding and shares it amongst those participating ([use the team/group application form](#)).

## **Criteria**

1. Grants are available to not for profit community or sports group operating in the Wellington Shire.  
Schools are not eligible, although they could be partners in projects.
2. The activity or event must be officially recognised by a national/international governing body or peak body in the field.
3. Application forms must be completed and returned 3 weeks prior to the commencement date of your project. You will be notified in writing of the outcome of your grant 10 business days after the submission date. Once you receive confirmation it can take six working weeks to receive funding. Applications will be accepted a maximum of 3 months prior to the event or activity.
4. Applicants will be eligible for one Quick Response Grant over a 12-month period. Applicants who have previously been successful in receiving Council funding will need to have completed all acquittals and have previously complied with Council requirements
5. Applications must be on a current and correct form. Applications must be completed in full and have sufficient evidence to make a reasonable assessment of the application.
6. Applicants are required to list the financial contribution being made by themselves or others to participate in the event or activity.
7. Grants are subject to GST. If your club/organisation is registered for GST, you will be paid the grant amount, plus GST. If your club/organisation is not registered for GST, you will be paid the grant amount only (no GST applies). Please take this into consideration when calculating your funding request.



- 8.** 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.
- 9.** 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.
- 10.** 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.
- 11.** 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.
- 12.** The applicant must spend the grant funding as detailed in the application unless written approval of Council is obtained prior to any variation.
- 13.** 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.
- 14.** You will be notified in writing of the outcome of your grant. You are welcome to contact the Grants officer for further feedback.
- 15.** 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.
- 16.** 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.
- 17.** Unsuccessful applications will be ineligible to apply for the same project in the future, unless otherwise advised.
- 18.** 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.
- 19.** Funding must not be regarded as a recurrent commitment from council.
- 20.** 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.
- 21.** 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](mailto: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](mailto:enquiries@wellington.vic.gov.au)

## 15. 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.

## 16. IN CLOSED SESSION

### COUNCILLOR

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

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

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**IN CLOSED SESSION**

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### COUNCILLOR

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