



WELLINGTON
SHIRE COUNCIL

Agenda Ordinary Council Meeting

Tuesday 5 August 2025, commencing at 5:00 PM

Meeting to be held at

Wellington Centre – Wellington Room, Foster Street, Sale MS

Teams

or stream online at <https://www.youtube.com/@wellingtonshire>

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.

MISSION STATEMENT

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

ACKNOWLEDGEMENT OF COUNTRY

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

1. APOLOGIES

2. DECLARATION OF CONFLICT/S OF INTEREST

3. CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING/S

3.1. ADOPTION OF MINUTES OF PREVIOUS COUNCIL MEETING

ACTION OFFICER: MANAGER GOVERNANCE

OBJECTIVE

To adopt the minutes of the Ordinary Council Meeting of 15 July 2025.

RECOMMENDATION

That Council adopt the minutes and resolutions of the Ordinary Council Meeting of 15 July 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

ITEM	FROM MEETING	COMMENTS	ACTION BY
NIL			

5. ACCEPTANCE OF LATE AND URGENT ITEMS

6. NOTICE/S OF MOTION

7. RECEIVING OF PETITION OR JOINT LETTERS

7.1. OUTSTANDING PETITIONS

ACTION OFFICER: CHIEF EXECUTIVE OFFICER

ITEM	FROM MEETING	COMMENTS	ACTION BY
NIL			

8. INVITED ADDRESSES, PRESENTATIONS OR ACKNOWLEDGEMENTS

9. QUESTION/S ON NOTICE

9.1. OUTSTANDING QUESTION/S ON NOTICE

ACTION OFFICER: CHIEF EXECUTIVE OFFICER

ITEM	FROM MEETING	COMMENTS	ACTION BY
NIL			

10. YOUTH COUNCIL REPORT

10.1. YOUTH MAYOR REPORT AUGUST

ACTION OFFICER: YOUTH MAYOR, DARCIE WRIGHT

RECOMMENDATION

That Council receive the Youth Mayor's Quarterly Report.

Good evening Councillors,

Thank you for the opportunity to present to you the activities of Youth Council from the past three months.

May was a busy month of events. We hosted a stall at the Volunteer Expo, where five Youth Councillors shared their experience of being on Youth Council. In addition to enjoying Big Bear's Donuts, we also helped Council's Comms team with their community engagement survey.

On May 30, Devin, Nate, Isabel and I ran lawn games at the Live4Life Launch Day. The GRSC hosted 563 Year 8 students from across the Shire. It was great to see all our local secondary schools come together for this unique and important event. The day was full of positive messages to help with young people's mental health and wellbeing.

This year, more than ever, Youth Council has received regular requests to present at our formal and action meetings.

At our May action meeting, we attended a workshop by Steve Tong of Latrobe Community Health Service on Gaming to Gambling. Many of us had not connected the close link between video games and gambling apps, but can now see how loot boxes and other elements in our games are setting us up to be gamblers from a young age. We also learnt some troubling statistics on the prevalence of gambling by young adults in this area and the huge amount of money that is lost.

Also that night, Nicole Danks, the Council Community Engagement Officer, ran an hour-long session to gain insight from Youth Councillors about how best to engage a diverse range of people for Council's projects, policies and programs.

The June formal meeting included Kimberley from KF Consulting, who ran a workshop to gather youth-specific insights on the barriers, aspirations, and inclusive strategies that impact young people with disabilities. We look forward to seeing the results of this in Council's Disability Accessibility & Inclusion Plan.

July saw a visit from a Blue Mackerel consultant, who wanted our input into big ideas for their community benefits scheme should they be successful in next year's Offshore Wind project.

This week is Homelessness Awareness Week. We partnered with Uniting to highlight this issue and fold paper houses. Our origami houses are a small symbol made to represent the number of dwellings needed to ensure everyone has a place to call home. The aim was to make 60,000 across all of Victoria; as a group, we uploaded more than 250 to the state website tally.

Looking ahead – we were successful in our grant for YouthFest and are now busy planning a video gaming event for Rosedale in the September school holidays.

Entries are steadily coming in for this year's Youth Art Prize, with a couple of weeks left to enter. Our small art prize working group has loved collaborating with Meg from the gallery to design the look for the exhibition. All will be revealed at the Spring season launch of the gallery on Friday, September 12.

In October, we are planning a live music gig at The Bundy Hall for local young performers – it will be another Mini Upswing with a young makers market and food trucks.

In conclusion, this has felt like a busy and productive quarter. As a group, we strive to be good leaders and be inclusive in all our actions. We look forward to continuing to represent all young people of our region.

Thank you for your time.

Darcie Wright
Youth Mayor

11. DELEGATES REPORT

12. GENERAL MANAGER CORPORATE SERVICES

12.1. ASSEMBLY OF COUNCILLORS REPORT

ACTION OFFICER: MANAGER GOVERNANCE

PURPOSE

To report on all assembly of Councillor records received for the period 7 July to 27 July 2025.

RECOMMENDATION

That Council note and receive the attached Assembly of Councillor records for the period 7 July to 27 July 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 7 July to 27 July 2025.

ATTACHMENTS

1. Assembly of Councillors - 15 July 2025 Council Day [12.1.1 - 2 pages]

OPTIONS

Council has the following options:

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

PROPOSAL

That Council note and receive the attached assembly of Councillors records during the period 7 July to 27 July 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 AND OFFICERS IN ATTENDANCE - COUNCIL DAY

COUNCIL WORKSHOPS – 15 JULY 2025			
COUNCILLOR	ATTENDANCE	OFFICERS IN ATTENDANCE	
Cr Scott Rossetti (Mayor)	YES	David Morcom	Chief Executive Officer
Cr Cindy Madeley (Deputy Mayor)	YES (Apology for items 1.1, 1.2 & commencement of 1.4)	Carly Bloomfield	Acting General Manager Corporate Services
Cr Catherine Bannerman (Apology)	NO	Chris Hastie	General Manager Built and Natural Environment
Cr Liz Foat (Apology)	NO	Andrew Pomeroy	General Manager Development
Cr Edward Lowe	YES		
Cr Garry Stephens	YES		
Cr Carmel Ripper	YES		
Cr John Tatterson	YES		
Cr Geoff Wells	YES		
CONFLICTS OF INTEREST NOTED*			
NIL			

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

WORKSHOP DETAILS – 15 JULY 2025		
ITEM NO.	WORKSHOP TITLE	PRESENTERS
1.1	2025 COMMUNITY SATISFACTION SURVEY REPORT	<ul style="list-style-type: none"> • Billie-Jo Thorburn, Performance and Reporting Coordinator • External Presenter: Mark Zuker, Managing Director – JWS Research Conflict of Interest: NIL

ASSEMBLY OF COUNCILLORS AND OFFICERS IN ATTENDANCE - COUNCIL DAY

WORKSHOP DETAILS – 15 JULY 2025		
ITEM NO.	WORKSHOP TITLE	PRESENTERS
1.2	COUNCIL RATES TRAINING AND EMERGENCY SERVICES & VOLUNTEERS FUND LEVY UPDATE	<ul style="list-style-type: none"> • <i>Ian Carroll, Manager Corporate Finance</i> <i>Conflict of Interest: NIL</i>
1.3	OUTDOOR POOLS DEBRIEF	<ul style="list-style-type: none"> • <i>Ross McWhirter, Manager Culture and Leisure</i> <i>Conflict of Interest: NIL</i>
1.4	DANNY O'BRIEN MP BRIEFING	<ul style="list-style-type: none"> • <i>Danny O'Brien, MP</i> <i>Conflict of Interest: NIL</i>
1.5	PUBLIC SECTOR GENDER EQUALITY COMMISSIONER ONLINE ADDRESS – DR NIKI VINCENT	<ul style="list-style-type: none"> • <i>Public Sector Gender Equity Commissioner - Dr Niki Vincent</i> <i>Conflict of Interest: NIL</i>
1.6	DEVELOPMENT DIVISION UPDATE – ECONOMIC DEVELOPMENT, PLANNING & BUILDING, CULTURE & LEISURE AND COMMUNITY DEVELOPMENT	<ul style="list-style-type: none"> • <i>Andrew Pomeroy, General Manager Development</i> • <i>Ashley Smirl, Acting Manager Economic Development</i> • <i>Barry Hearsey, Manager Planning and Building</i> • <i>Jonathan Joseph, Deputy Building Surveyor</i> • <i>Ross McWhirter, Manager Culture and Leisure</i> • <i>Gemma Elston, Coordinator Social Connection and Inclusion</i> <i>Conflict of Interest: NIL</i>

12.2. S11A INSTRUMENT OF APPOINTMENT AND AUTHORISATION (PLANNING AND ENVIRONMENT ACT 1987)

ACTION OFFICER: MANAGER GOVERNANCE

PURPOSE

For Council to approve an update to the Council Officers responsible for administration and enforcement of the *Planning and Environment Act 1987* to be appointed and authorised as Authorised Officers under the *Planning and Environment Act 1987*.

RECOMMENDATION

- 1. That Council appoint and authorise the Council Officers referred to in the attached instrument titled 'S11A Instrument of Appointment and Authorisation (Planning and Environment Act 1987)'.**
- 2. That the instrument come into force immediately upon being signed by Council's Chief Executive Officer and remain in force until Council determines to vary or revoke the instrument.**
- 3. That Council revoke the previous S11A Instrument of Appointment and Authorisation (Planning and Environment Act 1987) made by resolution of Council on 15 April 2025.**

BACKGROUND

The Authorised Officers involved are Council officers requiring authorisation and appointment by Council under section 147(4) of the *Planning and Environment Act 1987* and section 313 of the *Local Government Act 2020* to institute proceedings for offences against the Acts and regulations described in the attached instrument of authorisation.

The update to the instrument of authorisation involves the addition of:

- Council officer Joshua Clydesdale who is in the role of Major Projects and Principal Strategic Planner requiring appointment and authorisation under section 147(4) of the *Planning and Environment Act 1987* as required.

ATTACHMENTS

1. S11A Instrument of Appointment and Authorisation by Council July 2025 [**12.2.1** - 3 pages]

OPTIONS

Council has the following options available:

1. Appoint and authorise the Council officers referred to in the attached S11A Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) and revoke the previous S11A Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) made by resolution of Council on 15 April 2025; or
2. Not appoint and authorise the Council officers referred to in the attached S11A Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) and seek further clarification and report at a future meeting.

PROPOSAL

It is proposed that Council appoint and authorise the Council officers referred to in the attached 'S11A Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)' and revoke the previous S11A Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) made by resolution of Council on 15 April 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

Section 147(4) of the *Planning and Environment Act 1987* provides Council with the authority to approve the S11A Instrument of Appointment and Authorisation.

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

Following adoption, our processes ensure that affected Council officers are notified and Council procedures updated as required.

COMMUNITY IMPACT

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

ENVIRONMENTAL IMPACT

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

ENGAGEMENT IMPACT

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

RISK MANAGEMENT IMPACT

The utilisation of Instruments of Authorisation allow for the provision of powers to be allocated to relevant council officers to allow them to carry out various duties and actions as an extension of Council.



WELLINGTON
SHIRE COUNCIL

S11A Instrument of Appointment and Authorisation (Planning and Environment Act 1987)



Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)

In this Instrument 'officer' means –

Andrew Wolstenholme
Amie Hill
Barry Hearsey
Caragh Button
Francois Theron
Joshua Clydesdale
Kim Phillips
Klaus Schneider
Kritsaya Jintakom
Mark Bayly
Miriam Turner
Nicole Reynolds
Russell Searle
Saitharun Yadav

By this Instrument of Appointment and Authorisation Wellington Shire Council –

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officers to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2. under s 313 of the *Local Government Act 2020* authorises the officers either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this Instrument -

- revokes all previous *S11A Instruments of Appointment and Authorisation (Planning and Environment Act 1987)*;
- comes into force immediately upon its execution;
- remains in force until varied or revoked.



This Instrument is made by the Chief Executive Officer of Wellington Shire Council in the exercise of his authority to act on Council's behalf, which includes the authority conferred by resolution of Council made on **5 August 2025**.

DAVID MORCOM
Chief Executive Officer
Wellington Shire Council

Date: **10 / 08 / 2025**

13. GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT

13.1. QUICK RESPONSE GRANTS – MARCH TO JUNE 2025

ACTION OFFICER: MANAGER FACILITIES AND EMERGENCIES

PURPOSE

For Council to note the information regarding applications received under the Quick Response Grant Scheme (QRGS) for the period March 2025 to June 2025, refer to Attachment 13.1.4 - Quick Response Grants Applications March 2025 to June 2025.

RECOMMENDATION

That Council note the information regarding applications received under the Quick Response Grants Scheme (QRGS) for the period March 2025 to June 2025 as per Attachment 13.1.4.

BACKGROUND

The Quick Response Grant Scheme (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 to Attachment 13.1.1 - Energy Audit Rebate Guidelines and Criteria.

Applications included in this Council report were assessed between March 2025 to June 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 Attachment 13.1.2 - Quick Response Grants 2024-25 Guidelines Assessment Criteria and Attachment 13.1.3 - Quick Response Grants 2024-25 Individual Team / Community Group Guidelines.

ATTACHMENTS

1. Energy Audit Rebate Guidelines and Criteria 2025 [13.1.1 - 3 pages]
2. Quick Response Grants 2024 25 Guidelines Assessment Criteria [13.1.2 - 6 pages]
3. Quick Response Grants 2024 25 Individual Team / Community Group Guidelines [13.1.3 - 4 pages]
4. Quick Response Grants Applications March 2025 to June 2025 [13.1.4 - 2 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 March 2025 to June 2025 as per Attachment 13.1.4; or
2. Request further information in relation to the Quick Response Grant Scheme for the period March 2025 to June 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 March 2025 to June 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 Facilities and Emergencies budget. A total of \$14,968.00 was allocated to seven successful Quick Response Grants applications for the period March 2025 to June 2025. After this allocation the year-to-date total of successful July 2024 to June 2025 QRG applications is \$118,890.86.

Together with Community Assistance Grants that have been funded in the July 2024 and March 2025 rounds, a total of \$396,080.34 has been funded through the Community Grant Scheme 2024/25 budget.

For a detailed list of applications, refer to Attachment 13.1.4 – Quick Response Grants Applications March 2025 to June 2025.

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 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

Quick Response Grants 2024/25

Guidelines and Assessment Criteria



Introduction

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

It aims to build community capacity by encouraging:

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

Overview

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

Important things to note

- What will not be funded:
 - Scholarships, awards, trophies or prizes for participating and/or attending.
 - Activities that deliver a direct and focused religious or political party message.
 - Activities associated with or hosted at areas/facilities with or designed for gaming machines, gambling and betting.
 - Requests for ongoing operational costs such as but not limited to, insurance, salaries, electricity, water and other utilities.
 - Appliances that do not meet minimum 4-star energy rating; consideration can be made for specialised appliances/equipment - see Climate Change and Sustainability Guidance Sheet.
 - Activities which focus on or promote unhealthy food, sugary drinks, alcohol consumption, gambling or tobacco, e-cigarette or vaping industries.
- Wages will not be funded but can be used as evidence of contribution towards the project.
- The not-for-profit community group applying for the grant will be referred to as the 'organisation' throughout the application.
- The applicant is the organisation, not the individual representative or person completing the application form.
- The event or project will be referred to as 'activity' in the Assessment Criteria and Guidelines, Application Form, Funding Agreement and Acquittal Report

Criteria – General

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

1. Grants are available to not for profit community groups operating in the Wellington Shire.
2. Schools are not eligible to be an applicant, however, can be a community partner in project proposal.
 - a. Grants are available to Volunteer groups associated with Schools are eligible to apply, applicants will be required to demonstrate the benefits and outcomes to the broad community outside the school community.
3. Applicants must be incorporated bodies or have an established legal entity. If your organisation is not incorporated or doesn't have an ABN you will be required to provide the details of an auspice organisation. The auspice organisation will receive the grant funding on your behalf and will ultimately be responsible for the Acquittal Report.
4. Sub-groups of umbrella organisations are eligible to apply. Umbrella organisation definition: An umbrella organisation is a centralised entity that oversees and coordinates the activities of multiple affiliated sub-groups, typically sharing a common purpose, mission, or interest. An organisation that consolidates administrative duties and expenses while still maintaining separate roles and functions within the community.
5. If your organisation is incorporated but does not have an ABN, a 'Statement by a Supplier – Reason for Not Quoting an ABN' form must be included with your funding agreement. This form is available from the Australian Tax Office website.
6. 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.

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

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

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

Assessment Criteria and Assessment scoring details

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

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

Contact

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

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

Quick Response Grant Scheme 2024/25

Individual Sponsorship & Team/Community Group Guidelines



Introduction and Aim

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

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

Overview

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

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



The Heart of Gippsland

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



The Heart of Gippsland

QUICK RESPONSE GRANT SCHEME APPLICATIONS – March to June 2025

SUCCESSFUL APPLICATIONS					
	Organisation	Activity Title	Amount requested	Amount approved	Activity Description
1	Yarram and District Cricket Club	Ground Remedial Works	\$2,500.00	\$2,500.00	Undertake remedial works to repair areas on the Yarram Recreation Reserve oval that cannot grow grass. Grass ridges create an unsafe situation when playing cricket. Repairs are from recommendations by Living Turf Hallam.
2	Maffra Bowls Recreation Inc.	Recycle Container Lockable Storage Area	\$1,760.00	\$1,760.00	Provision of a lockable bin area for the collection of recyclable drink containers.
3	Sale Maffra Badminton Association	2025 Sale Maffra Veterans Badminton Tournament	\$2,500.00	\$2,500.00	Annual Badminton tournament for Veteran players (aged 35+) held over two days in March in Sale. Players also bring partners/family/friends and all stay locally throughout the weekend, and support local venues and explore the local area.
4	Rosedale Community Care Inc.	Rosedale Foodbank	\$2,500.00	\$2,500.00	The Rosedale Foodbank provides food relief and emergency food packages to locals and refers them to other support services as required. The application is for a mobile phone which will provide a primary contact for the service and internet access, and a commercial fridge to store perishable goods.
5	Boisdale Public Hall	Laser Projector	\$1,498.00	\$1,498.00	Purchase of a laser projector to replace our now collapsed 20-year-old one. It is an essential item for meetings, gatherings, information nights and general entertainment. The laser projector operates even in a light-filled hall, which is essential for us as we do not have blinds.
6	Munro Public Hall Committee of Management	Awnings in the BBQ area	\$1,960.00	\$1,960.00	To purchase and install awnings on the BBQ area.

SUCCESSFUL APPLICATIONS					
	Organisation	Activity Title	Amount requested	Amount approved	Activity Description
7	Sale Baseball Club	Gippy Champs Baseball Tournament	\$2,250.00	\$2,250.00	Gippy Champs is a Baseball round robin that brings teams together from across Melbourne and Gippsland. Over one weekend each team will play a round robin tournament against each other until there is a winner on the Sunday afternoon. The event brings over 250 players, officials and spectators to Sale.
TOTAL			\$14,968.00	\$14,968.00	

SUCCESSFUL INDIVIDUAL SPONSORSHIP AND TEAM/COMMUNITY GROUP SPONSORSHIP				
	Individual or Group Name	Supporting Organisation	Activity Title	Amount
	NA (no application submitted)	NA	NA	\$0.00
TOTAL				\$0.00

SUCCESSFUL ENERGY AUDIT REBATE		
	Organisation	Facility
1	NA (no applications submitted)	NA
TOTAL		\$0.00

QUICK RESPONSE GRANT SCHEME - UNSUCCESSFUL APPLICATIONS – March 2025 TO June 2025				
Organisation	Activity Title	Activity Description	Amount Requested	Comment
NA (no unsuccessful applications)	NA	NA	NA	NA
TOTAL				\$0.00

13.2. RE-OPENING UNUSED ROAD OFF ARNUP ROAD, WURRUK

ACTION OFFICER: MANAGER BUILT ENVIRONMENT

PURPOSE

The purpose of this report is for Council to consider a request to re-open in part the unused road licences held over the unused government road off Arnup Road at Wurruk to public traffic.

RECOMMENDATION

That pursuant to section 407(1) of the Land Act 1958, as it is desirable in the public interest, Council authorise the Chief Executive Officer or their delegate to write to the Department of Energy Environment and Climate Action, requesting the unused road licences 1502256 and 1502359 held over the government road off Arnup Road at Wurruk be revoked alongside abutting Reserves Res 1 and 2 PS518800 and Res 1 PS518806, as they are required for public traffic.

BACKGROUND

In 2024, Council received correspondence from the Department of Energy, Environment and Climate Action (DEECA) regarding the transfer of unused road licences held over an unused government road off Arnup Road, Wurruk. The licences in question—1502256 and 1502359 are currently held by the original developer responsible for the Sovereign Estate subdivision. As per DEECA's licensing protocols, unused road licences may only be held by abutting property owners. Following the completion of the subdivision and sale of lots, the developer no longer meets this criterion.

Although the road was licensed for grazing purposes, it has been fully open to the public since the subdivision's completion. Initially, DEECA proposed transferring the licences to Council. However, Council Officers determined that holding grazing licences was inappropriate, given the current public use and management of the road reserve.

Subsequent discussions led to a revised proposal from DEECA:

- Transfer of licence sections abutting Council reserves (Res 1 and 2 PS518800 and Res 1 PS518806) to Council.
- Offer the remaining sections of the unused road to abutting property owners within the estate.

Council Officers agreed in principle to the transfer of licence sections abutting private properties but maintained that the sections adjoining Council reserves should not be held under grazing licences. These road sections function as extensions of the reserves and have done so since the subdivision was completed.

Following further consideration, it is proposed that the three sections of unused road abutting the Council reserves be formally reopened to public traffic. This report has been prepared on the basis of Council making a formal resolution to DEECA to re-open the road to public traffic where the road abuts Council reserves Res 1 and 2 PS518800 and Res 1 PS518806, and to revoke the unused licences 1502256 and 1502359 in part, pursuant to section 407(1) of the *Land Act 1958*.

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

Revocation of the unused road licences does not obligate Council to declare the road on its Register of Public Roads, nor does it impose any maintenance responsibilities. The road will remain a non-maintained public road.

ATTACHMENTS

1. Proposed Revocation of Unused Road Licences (In Part) Government Road off Arnup Road [**13.2.1** - 2 pages]

OPTIONS

Council has the following options available:

1. Agree to the request pursuant to section 407(1) of the *Land Act 1958*, to revoke the parts of the unused road licences 1502256 and 1502359 held over the unused government road off Arnup Road at Wurruk where they abut council reserves Res 1 and 2 PS518800 and Res 1 PS51880, as the road is required for public traffic; or
2. Not agree to the revocation of the unused road licences as the road sections is not required for public traffic.

PROPOSAL

That pursuant to section 407(1) of the Land Act 1958, as it is desirable in the public interest, Council authorise the Chief Executive Officer or their delegate to write to the Department of Energy Environment and Climate Action, requesting the unused road licences 1502256 and 1502359 held over the government road off Arnup Road at Wurruk be revoked alongside abutting Reserves Res 1 and 2 PS518800 and Res 1 PS518806, as they are required for public traffic.

CONFLICT OF INTEREST

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

FINANCIAL IMPACT

The revocation of the unused road licences in part and the opening of the road to public traffic will not incur any cost to Council. It is not proposed to include these sections of the road onto Council's Register of Public Roads. The section adjoining the reserves will continue to be maintained as part of the overall reserve and the section to the north will continue to be maintained by nearby property owners to suit their needs.

COMMUNICATION IMPACT

No public notification process has been undertaken in relation to this proposal, as it does not alter the current use or public accessibility of the road sections in question. The intent of the proposal is to rectify an administrative matter concerning the licence holder, who no longer qualifies as an abutting property owner following the completion and sale of lots within the Sovereign Estate subdivision.

LEGISLATIVE IMPACT

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

COUNCIL POLICY IMPACT

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

COUNCIL PLAN IMPACT

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

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

This report supports the above Council Plan strategic outcome.

RESOURCES AND STAFF IMPACT

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

COMMUNITY IMPACT

The partial revocation of the unused road licences supports the continued public use of the road reserve sections adjoining each Council reserve. This action formalises the existing use and ensures alignment with current land management practices. No additional impacts or changes to public access or use are anticipated at this time.

ENVIRONMENTAL IMPACT

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

ENGAGEMENT IMPACT

The only parties directly affected by the unused road licences are the current licence holder and Council. As the developer of the Sovereign Estate is no longer an abutting property owner, they are no longer eligible to hold the licences under DEECA's requirements. This proposal seeks to resolve that administrative inconsistency. No additional impacts are anticipated as a result of this action.

RISK MANAGEMENT IMPACT

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

PROPOSED REVOCATION OF UNUSED ROAD LICENCES (IN PART)
GOVERNMENT ROAD OFF ARNUP ROAD



Unused Road Licences – shown as



Road proposed to be opened to public traffic – shown as



DEECA MAPPING
SHOWING UNUSED ROAD LICENCES



13.3. PLANT PURCHASE GRADER AND ROLLER RURAL EAST

ACTION OFFICER: MANAGER BUILT ENVIRONMENT

PURPOSE

The purpose of this report is for Council to consider approval for the purchase of a Grader and Roller for the Rural East Road Maintenance team, tender reference VP462363.

RECOMMENDATION

That Council:

- 1. Adopt the recommendations contained in the attached confidential Tender Evaluation Report for Supply and Delivery of one Motor Grader and Roller for the Maffra Depot (Rural East Road Maintenance team), Tender VP462363.***
- 2. Note that the information contained in the attached confidential documents 14.3.2 Grader and Roller Restricted Assessment and 14.3.3 Tender Evaluation Report as designated confidential under section 3(1) of the Local Government Act 2020 by the General Manager Built and Natural Environment on 25 July 2025 because they relate to the following grounds:
(g)(ii) private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage;
except that once this recommendation has been adopted the name of the successful tenderer can be made public.***

BACKGROUND

To support the ongoing delivery of road maintenance activities, Council has implemented an annual capital program for the renewal of Council's major road maintenance plant and equipment such as heavy machinery and vehicles.

As part of the 2025-26 Plant Replacement Program, Council's existing Komatsu GD555_5 motor grader (plant number 22046) and multi-tyred roller (plant number 22022) located within the Rural East Road Maintenance team, were identified as nearing the end of their asset lives and are required to be replaced. On average graders are replaced every seven years and rollers every fifteen years.

Tender submissions were requested from three suppliers via Vendor Panel, an online procurement program. Of the three invited, two suppliers submitted tenders for review. The tender assessment report outlining the recommended supplier has been included for Council's consideration.

ATTACHMENTS

1. Confidential Header - Plant Purchase Grader and Roller Rural East [**13.3.1** - 1 page]
2. CONFIDENTIAL REDACTED - Grader and Roller Restricted Assessment - SV25-584D-V1-DJ Wellington Shire Council [**13.3.2** - 18 pages]
3. CONFIDENTIAL REDACTED - 2025/26 Plant Replacement Program - Supply and Delivery of One Motor Grader and Roller for Maffra Depot - Tender Evaluation Report - VP462363 [**13.3.3** - 5 pages]

OPTIONS

Council has the following options available:

1. Adopt the recommendations contained in the attached confidential Tender Evaluation Report for Supply and Delivery of one Motor Grader and Roller for the Maffra Depot (Rural East Road Maintenance team), Tender VP462363; or
2. Not enter into a contract and not proceed with purchase at this time.

PROPOSAL

That Council adopt the recommendations contained in the attached confidential Tender Evaluation Report for Supply and Delivery of one Motor Grader and Roller for the Maffra Depot (Rural East Road Maintenance team), Tender VP462363.

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 the purchase is contained within Council's current capital 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 purchase tendering process complies with the *Local Government Act 1989*, *Local Government Act 2020* and the Victorian Local Government Code of Tendering.

COUNCIL POLICY IMPACT

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

COUNCIL PLAN IMPACT

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

Strategic Outcome 4.2: *"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.

COMMUNITY IMPACT

These works will have a positive community impact in that this purchase will support maintenance works to proceed in a more efficient and cost-effective manner.

ENVIRONMENTAL IMPACT

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

ENGAGEMENT IMPACT

Wellington Shire Council's standard consultation practices have been implemented on this project.

RISK MANAGEMENT IMPACT

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



WELLINGTON
SHIRE COUNCIL

The Heart of Gippsland

ORDINARY COUNCIL MEETING 05 AUGUST 2025

I declare that the information contained in the attached document **GRADER AND ROLLER RESTRICTED ASSESSMENT and TENDER EVALUATION REPORT** relating to **PLANT PURCHASE GRADER AND ROLLER RURAL EAST** is confidential because it contains confidential information as defined in section 3(1) of the *Local Government Act 2020*;

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

.....
CHRIS HASTIE
GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT
25/07/2025

14. FURTHER GALLERY AND ONLINE COMMENTS

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

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

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

ONLINE COMMENTS –

FURTHER GALLERY COMMENTS –

Meeting declared closed at:

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

15. IN CLOSED SESSION

COUNCILLOR

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

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

IN CLOSED SESSION

COUNCILLOR

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