WELLINGTON
SHIRE COUNCIL

Agenda
Ordinary Council Meeting

Tuesday 21 October 2025, commencing at 5:00 PM

Meeting to be held at

Wellington Centre – Wellington Room, Foster Street, Sale via

Microsoft 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 7 October 2025.

RECOMMENDATION
That Council adopt the minutes and resolutions of the Ordinary Council Meeting of 7 October 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. MAYOR AND COUNCILLORS REPORT

ACTION OFFICER: COUNCILLOR SCOTT ROSSETTI

RECOMMENDATION
That the Mayor and Councillors report be noted for September 2025.

SEPTEMBER 2025

DATE	EVENT	ATTENDEES
1 September	Maffra Recreation Reserve Community Asset Committee Meeting. Audit & Risk Committee Meeting interviews. CEO also in attendance. Gippsland Art Gallery Advisory Group Meeting.	Cr Wells Mayor Rossetti Deputy Mayor Madeley
3 September	Councillor 30 Year Civic Reception meeting. Youth Council - September Formal Meeting.	Cr Ripper Deputy Mayor Madeley
4 September	Community Facilities Strategies Review - pre workshop discussion. St Johns Thank You Presentation for Lorraine Glover. Gippsland Water - Joint Media Photo Op | New Water Fountain Installation in Stead St Reserve, Sale - Sarah Cumming MD.	Cr Tatterson Mayor Rossetti Mayor Rossetti
6 September	Yarram Landcare Network 30 Year Celebration.	Cr Bannerman and Cr Stephens.
8 September	Yarram Jobs & Industry Online Meeting.	Cr Stephens
9 September	Gippsland New Energy Conference 2025. Australia Flag Notice of Motion Meeting.	Deputy Mayor Madeley, Cr Wells and Cr Foat. Mayor Rossetti and Cr Lowe
10 September	Gippsland New Energy Conference. Welcome Speech and Council Leaders. Private Briefing and Networking Event.	Mayor Rossetti
12 September	Art Gallery Exhibition Opening, Launch of 60 Years.	Mayor Rossetti and Deputy Mayor Madeley.

DATE	EVENT	ATTENDEES
13 September	Seaspray committee meeting.	Cr Wells
15 September	Strategic Land Use Planning Projects (SLUPP) Review Group Meeting. Place Names Committee Meeting. Maffra Recreation Reserve - Terms of Agreement Meeting.	Cr Bannerman and Cr Foat. Deputy Mayor Madeley and Cr Foat. Cr Wells
16 September	OA Ruff Site Visit.	Cr Wells and Cr Foat.
17 September	The Mayors Institute - State Election Roundtable. Meeting with Tim Bull, MP. Citizenship ceremony - Citizenship Day.	Mayor Rossetti Cr Wells Mayor Rossetti, Cr Wells and Cr Foat.
19 September	Rural Councils Victoria Committee Meeting #5. One Gippsland Closed Mayor and Councillor Discussion, One Gippsland Board Meeting and One Gippsland Local Government Meeting.	Cr Bannerman Mayor Rossetti
22 September	WSC Audit & Risk Committee meeting.	Cr Wells
23 September	Councillor Community Conversation - Northern Sale Expansion | Pine Lodge Tennis Club | Briagolong Visit | Stratford Volunteers Thankyou Afternoon Tea.	Mayor Rossetti, Deputy Mayor Madeley, Cr Ripper, Cr Bannerman and Cr Foat.
24 September	General Manager Development and Cr Foat Catch Up.	Cr Foat
25 September	VLGA Connect interview. Global Executive Live Panel - Tackling the housing and homelessness crisis.	Deputy Mayor Madeley Deputy Mayor Madeley
29 September	Stratford Water Tower Video Screening Community Event.	Deputy Mayor Madeley
30 September	U3A Sale Meeting - Guest Speaker: My Life	Deputy Mayor Madeley

DATE	EVENT	ATTENDEES
30 September	CoPilot Training Session.	Mayor Rossetti, Deputy Mayor Madeley, Cr Lowe and Cr Foat.

11. DELEGATES REPORT

12. CHIEF EXECUTIVE OFFICER

12.1. CHIEF EXECUTIVE OFFICER REPORT

ACTION OFFICER: CHIEF EXECUTIVE OFFICER

RECOMMENDATION

That the Chief Executive Officer's report be received for September 2025.

SEPTEMBER 2025

1 September	Attended Audit and Risk Committee Interviews. Meeting with Henry Noble, Maffra.
4 September	Executive Liaison Meeting with Sarah Cumming (Managing Director) and Danny McDonald (Executive Manager Corporate Affairs, Governance & Risk), Gippsland Water.
5 September	Attended roundtable with Australian Energy Infrastructure Commissioner, Tony Maher.
9 – 10 September	Acting CEO Andrew Pomeroy attended Gippsland New Energy Conference, including Council Leaders Private Briefing at GNEC25.
15 September	Acting CEO Andrew Pomeroy attended: - Local Government Industry Advisory Group meeting; and - MAV | Monday Connect.
17 September	Acting CEO Andrew Pomeroy attended APAC Wind Energy Summit Cocktail Reception, Melbourne.
18 September	Acting CEO Andrew Pomeroy attended UK Gov O&M roundtable hosted by Arup.
19 September	Acting CEO Andrew Pomeroy attended One Gippsland CEO Meeting, One Gippsland Board Meeting and One Gippsland Local Government Meeting.

Note: Chief Executive Officer David Morcom on leave from 8 September 2025 and returned to the office on 6 October 2025.

13. GENERAL MANAGER CORPORATE SERVICES

13.1. ASSEMBLY OF COUNCILLORS REPORT

ACTION OFFICER: MANAGER GOVERNANCE

PURPOSE

To report on all assembly of Councillor records received for the period 29 September to 12 October 2025.

RECOMMENDATION
That Council note and receive the attached Assembly of Councillor records for the period 29 September to 12 October 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 29 September to 12 October 2025.

ATTACHMENTS

1. Assembly of Councillors - 7 Oct 2025 Council Day [**13.1.1** - 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 29 September to 12 October 2025.

CONFLICT OF INTEREST

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

COUNCIL PLAN 2025-29

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

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.

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 – 7 OCTOBER 2025			
COUNCILLOR	**ATTENDANCE**	**OFFICERS IN ATTENDANCE**	
Cr Scott Rossetti (Mayor)	YES	**David Morcom**	Chief Executive Officer
Cr Cindy Madeley (Deputy Mayor)	YES	**Arthur Skipitaris**	General Manager Corporate Services
Cr Catherine Bannerman *(Leave)*	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 *(Leave)*	NO		
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 – 7 OCTOBER 2025		
ITEM NO.	**WORKSHOP TITLE**	**PRESENTERS**
1.1	**AUDIT & RISK COMMITTEE UPDATE**	• *Chris Badger, Audit & Risk Committee Chair* *Conflict of Interest: NIL*
1.2	**SOUTHERN RURAL WATER – MACALISTER FRESH STRATEGY**	• *Cameron Fitzgerald, Managing Director* *Conflict of Interest: NIL*
1.3	**PROPOSED AMENDMENT C126WELL (8 GRASSDALE ROAD, SALE)**	• *Miriam Turner, Strategic Planner* • *Nicole Reynolds, Coordinator Strategic Planning and Building* *Conflict of Interest: NIL*

ASSEMBLY OF COUNCILLORS AND OFFICERS IN ATTENDANCE - COUNCIL DAY

WORKSHOP DETAILS – 7 OCTOBER 2025		
ITEM NO.	**WORKSHOP TITLE**	**PRESENTERS**
1.4	**FACILITIES AND EMERGENCIES UPDATE**	• *Sam McPherson, Manager Facilities and Emergencies* *Conflict of Interest, NIL*
1.5	**QUARTERLY WASTE MANAGEMENT SERVICES UPDATE**	• *David Harper, Manager Natural Environment and Parks* • *Samantha Nock, Coordinator Waste and Sustainability* *Conflict of Interest: NIL*
1.6	**WELLINGTON GROWTH MANAGEMENT STRATEGY - IMPLEMENTATION**	• *Joshua Clydesdale, Major Projects and Principle Strategic Planner* *Conflict of Interest: NIL*
1.7	**DRAFT DOMESTIC ANIMAL MANAGEMENT PLAN 2026 – 2029: CONSIDERATION OF COMMUNITY FEEDBACK**	• *Carly Bloomfield, Manager Governance* • *Craig Stewart, Acting Coordinator Local Laws* *Conflict of Interest: NIL*
1.8	**COMMUNITY ASSISTANCE GRANTS – AUGUST 2025**	• *Sam McPherson, Manager Facilities and Emergencies* • *Jessica Bland, Community Facilities Planning and Grants Officer* *Conflict of Interest, NIL.*

13.2. BIANNUAL AUDIT & RISK COMMITTEE UPDATE - APRIL TO SEPTEMBER 2025

ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

PURPOSE

To provide Council with an overview of the activities of Council's Audit & Risk Committee, including findings and recommendations, for the period April 2025 to September 2025.

RECOMMENDATION

That Council receive the biannual report on the Audit & Risk Committee's activities, findings and recommendations for the period April 2025 to September 2025, as attached.

BACKGROUND

Under section 54(5)(b) of the *Local Government Act 2020*, Councils are required, biannually, to receive a report from their Audit and Risk Committee that describes the activities of the Committee, including its findings and recommendations, at a Council meeting.

Accordingly, the Audit & Risk Committee have provided the report that details their activities, findings and recommendations for the period April 2025 to September 2025 for Council's review – refer Attachment 13.2.1 - Audit & Risk Committee Summary report to Council April 2025 to September 2025.

ATTACHMENTS

1. Audit & Risk Committee Summary report to Council April 2025 to September 2025 [**13.2.1** - 11 pages]

OPTIONS

Council has the following options available:

1. Receive the biannual report on the Audit & Risk Committee's activities, findings and recommendations for the period April 2025 to September 2025; or
2. Not receive the biannual report on the Audit & Risk Committee's activities, findings and recommendations for the period April 2025 to September 2025 and seek further information for consideration at a later Council meeting.

PROPOSAL

That Council receive the biannual report on the Audit & Risk Committee's activities, findings and recommendations for the period April 2025 to September 2025.

CONFLICT OF INTEREST

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

COUNCIL PLAN 2025-29

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

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

Under Section 54(5) of the *Local Government Act 2020*, an Audit & Risk Committee must

a. prepare a biannual audit and risk report that describes the activities of the Audit & Risk Committee and includes its findings and recommendations; and

b. provide a copy of the biannual audit and risk report to the Chief Executive Officer for tabling at the next Council meeting.

COUNCIL POLICY IMPACT

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

RESOURCES AND STAFF IMPACT

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

COMMUNITY IMPACT

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

ENVIRONMENTAL IMPACT

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

ENGAGEMENT IMPACT

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

RISK MANAGEMENT IMPACT

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

WELLINGTON
SHIRE COUNCIL

AUDIT & RISK COMMITTEE REPORT TO COUNCIL
April 2025 – September 2025

INTRODUCTION

The Audit and Risk Committee's objective is to provide appropriate independent advice and recommendations to Council on matters relevant to the Committee's Charter to support Council in discharging its oversight responsibilities. The Audit and Risk Committee (Committee) is also responsible for ensuring that Council's policies and procedures comply with the over-arching Governance Principles, the relevant Acts, Regulations and any Ministerial Directions. The Committee acts in this capacity by monitoring, reviewing, endorsing and advising on matters as set out in the Audit and Risk Committee Charter, developed in accordance with Section 54 of the *Local Government Act 2020.*

The Committee is an advisory committee to the Council and does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any delegated financial responsibility. Neither does the Committee have any management functions and is therefore independent of management.

As per Section 54(5) of the *Local Government Act 2020* the Audit and Risk Committee must prepare a biannual report that describes the activities of the Audit and Risk Committee including its findings and recommendations and table a copy of the biannual report at the next Council meeting.

REPORTING OBLIGATIONS

The Committee exists and functions as required by the *Local Government Act 2020* (Vic) (the "Act"). The Committee's objectives, authority, composition, tenure, roles and responsibilities along with reporting, administrative and governance arrangements are detailed in the Audit and Risk Committee Charter, updated and adopted by Council on 4 February 2025.

The Chairman of the Committee reports bi-annually to Council on the following matters –

- A summary of the work of the Committee performed to discharge its responsibilities;
- A summary of Management's progress in addressing the findings and recommendations made in internal, external and Parliamentary Committee reports;
- An overall assessment of the Council's risk, control and compliance framework, including details of any significant emerging risks or legislative changes impacting Council; and

- A summary of the Committee's performance review (annually).

COMMITTEE MEMBERSHIP

The Committee consists of five members appointed by Council: three independent members and two Councillors. Independent members may be reappointed for subsequent terms, to a maximum of nine years. The Chair of the Committee is an independent member.

Member	Date appointed	Conclusion of Term	Meetings attended during period	Meetings eligible during period
Independent Members				
Chris Badger (Chair)	6 Dec 2016	28 Oct 2025	3	3
Tony Smith	2 Feb 2022	28 Oct 2026	3	3
Craig Nisbet	29 Oct 2024	28 Oct 2027	2	3
Council Members				
Cr Catherine Bannerman	3 Dec 2024		1	3
Cr Edward Lowe	3 Dec 2024	17 Jun 2025	0	1
Cr Geoff Wells	17 Jun 2025		2	2
Management				
David Morcom (CEO)	-	-	2	3
Arthur Skipitaris (GMCS)	-	-	3	3
Ian Carroll (MCF)	-	-	3	3

COMMITTEE MEETINGS

The Committee met three times during the reporting period: on 26 May 2025, 25 August 2025 and 22 September 2025. A quorum is three (with a minimum of 2 independent members). A quorum of Councillors and Independent Members was achieved for all meetings as outlined in the table above.

Committee Minutes Reported to Council
Minutes of each Committee meeting were presented to Council, at the next practicable ordinary meeting of Council.

Internal Auditor
Representatives from Council's Internal Auditors, HLB Mann Judd, attended two meetings during the period and presented the findings of the Cyber Training, Council Building Asset Maintenance Services, Emergency Management and Follow Up reviews. All audit issues identified are risk rated. Recommendations are assigned to the responsible officer and tracked in the *Audit Plan* module within Council's reporting software, Pulse.

External Auditor
External Audit representatives (Crowe) from the Victorian Auditor General's Office (VAGO) attended the May meeting to present the Audit Strategy Memorandum and the September meeting to present the Independent Audit report for 2024/25 including the Financial Report and Performance Statement. The External Auditor gave an unmodified audit opinion, the finance report and performance statement were represented accurately and fairly, and that management were well prepared and provided information in a timely manner. No new actions or improvements were

identified and there were no issues in relation to fraud, inefficiencies, probity or prudence. A clean external result was achieved. The External auditor commented that "WSC Finance team were leading other Councils in terms of preparation of the financial accounts (quality and timeliness) and Asset Valuation process."

SUMMARY OF THE WORK OF THE COMMITTEE

The Committee meets on a quarterly basis to consider those matters within the scope of its Charter with an additional meeting in September to consider the draft Financial Report, Performance Statement and Council's Annual Report.

At each meeting of the Committee, the following standard items were considered:

- Council policies that are considered strategic in nature;
- Monitoring the progress of internal and external audit recommendations;
- Report of Council financials;
- Register of Commissioned Reports;
- Report of any known instances of fraud;
- Update on information services and cyber security;
- Current legal matters;
- Report of insurance claims;
- OH&S matters across the organisation;
- Summary of the Gifts Register (bi-annually);
- Credit card expenditure of the Chief Executive Officer (bi-annually);
- Related Party Transactions (bi-annually); and
- Assessment of meeting conduct.

Highlights of the period

Key Committee highlights during the period were:

- Received the Audit Strategy Memorandum for the 2024/25 financial year;
- Considered changes to accounting policies/accounting standards;
- Reviewed the Asset Revaluation Methodology Report;
- Reviewed the draft Strategic Internal Audit Plan;
- Reviewed the findings of the internal audits on –
  - Cyber Training (with a specific focus on Awareness & Survey);
  - Council Building Asset Maintenance Services;
  - Emergency Services; and
  - Annual Follow Up
- Endorsed the Strategic Risks;
- Reviewed operational risks that have a rating of extreme or high;
- Received the VAGO report *Results of the 2023-24 Local Government Audits;*
- Reviewed the performance of internal auditor;
- Received an update on the Parliamentary Inquiry into fraud and corruption control in local government;
- Received the draft 2025/26 Budget;
- Welcomed Councillor Geoff Wells as a Council representative on the Committee;
- Received a report on the Risk Management Action Plan;
- Conducted the annual evaluation of the Committee's performance;

- Received a report on non-compliance with the Local Government Act 2020;
- Received a report on the review of Library Services;
- Received a report on reimbursements made to Councillors;
- Received a report on the draft Council Plan 2025-29;
- Reviewed and agreed in principle to the draft Financial Report and Performance Statements 2024/25;
- Received the Final Management Letter for year ending 20 June 2025;
- Received the amended Asset Revaluation Methodology Report; and
- Reviewed the draft Annual Report 2024/25.

Council Risk, Control and Compliance Framework

The Committee members have completed their review of individual strategic risks at each meeting and will continue to review and endorse the suite of risks on a six monthly basis, as per the Local Government Performance Reporting Framework.

CHAIR'S CLOSING REMARKS

I would like to thank the management team for their support and diligence in the running of the Committee and the Members for their oversight in ensuring a well functioning committee.

Since the last update we have focussed on:

- the ongoing reduction of previous internal and external audit actions of which good progress has been made;
- review of risk framework and strategic risks;
- the implementation of suggested improvements that continue to come from recent VAGO and IBAC investigations across numerous sectors, which the Audit & Risk Committee and Management believe can be utilised to further strengthen organisational governance and culture;
- Reviewing the OH&S action plan progress;
- Review of several council policies including Prevention of Sexual Harassment, Conflict of Interest;
- Review of strategic risks;
- Review of Strategic Internal audit Plan; and
- Selection of a new Independent Member.

The Committee's annual performance review (refer attached) indicated that the Committee is meeting all Charter requirements under the *Local Government Act 2020*, has appropriate expertise, and is operating effectively and collaboratively within the committee, with management, internal and external auditors.

The Committee looks forward to contributing to the review of the strategic risks associated with the new Council Plan and the review of the next External Audit Strategy Plan, Financial Report and Performance Statement.

Given this is my last 6 monthly report as Chair (6 years tenure) having served on the committee for 9 years (maximum tenure) I would like to express my gratitude to Council, Management/Sheryl and Committee members for their support and collaboration over this time.

I have previously stated, based on my experience on other A&RC Committees, that Wellington

Shire's Audit & Risk Committee is a leader in good governance, compliance and performance, largely due to the caliber of Staff, Management, A&RC members, and a culture of openness, transparency, and continual improvement.

I wish everyone all the best for the future.

Mr. Chris Badger
Chair
Wellington Shire Council Audit & Risk Committee

WELLINGTON SHIRE COUNCIL

RESULTS OF AUDIT & RISK COMMITTEE ANNUAL PERFORMANCE EVALUATION SURVEY 2025

		Favourable	Neutral	Unfavourable
1. The Audit & Risk Committee has a Charter which sets out its role, responsibilities, composition, structure and membership requirements and is reviewed annually.		6		
Comments	• We have regular reviews of the charter to ensure compliance to relevant legislation and good practice.			
2. The Audit & Risk Committee is adequately resourced (receives timely agendas and minutes and has sufficient key Council staff attendance at meetings).		6		
Comments	• Papers are always timely, of good quality, management provide strong support, minutes are distributed in a timely manner.			
3. The Audit & Risk Committee is independent and has the technical expertise to perform its functions.		6		
Comments	• Independent members have a high level of expertise and cover functions well.			
4. The members have the necessary qualifications and attributes (basic financial literacy, being, amongst other things, honest, accountable, dedicated, objective and possess reasonable knowledge of the Council's risks and controls).		6		
Comments	• Independent members provide the relevant expertise. Council reps are still learning.			

		Favourable	Neutral	Unfavourable
5. The Audit & Risk Committee has direct access to internal and external auditors without Management present.		6		
Comments	• This is included in agendas and occurs several times a year.			
6. The Audit & Risk Committee checks that the audit function has free and effective access to personnel and information.		6		
Comments	• This is discussed as part of Internal Audit annual performance review and as via each internal audit as appropriate.			
7. The Audit & Risk Committee is able to seek independent advice and ensure the audit function is independent of the management function.		6		
Comments	• Whilst this is available this has not been required thus far.			
8. The Audit & Risk Committee ensures the scope of internal audits are adequate.		6		
Comments	• The committee has the opportunity to review internal audit annual plan, 3 year work plan, and associated scopes.			
9. The Audit & Risk Committee approves an annual internal audit plan addressing their risk profile.		6		
Comments	• The committee critically reviews, questions and endorses the annual internal audit plan for approval by Council. • A key input into the IA plan is the review of strategic risks and associated mitigation controls/actions.			

	Favourable	Neutral	Unfavourable
10. The Audit & Risk Committee considers internal audit reports, reviews management responses to issues raised and monitors resolution of those issues.	6		
Comments	• IA actions are reviewed as part of each IA report and actions are reviewed/tracked at each meeting.		
11. The Audit & Risk Committee reviews major changes to policies and internal control systems.	6		
Comments	• The committee reviews each strategic policy/procedures and associated controls.		
12. The Audit & Risk Committee oversees compliance with non-financial legislation and policy.	6		
Comments	• The committee reviews and endorses the annual performance report, 3rd party reports from VAGO, Ombudsman and have access to audit universe information. • Within the scope of our Charter.		
13. The Audit & Risk Committee reviews all reported issues of fraud or suspected fraud.	6		
Comments	• None reported during my committee engagement to date. Red flag reporting is in place and is reviewed by the committee. • The committee regularly reviews red flag indicators, comments from both Internal and External Auditors. No issues of Fraud have been identified.		
14. The Audit & Risk Committee reviews the financial statements and other financial information submitted to the Council.	6		

		Favourable	Neutral	Unfavourable
Comments	• At each meeting the financial statements are reviewed with associated Q&A. As part of the external audit process Financial and performance statements are reviewed.			
15. The Audit & Risk Committee liaises appropriately with the Auditor General or their representative (External Auditor) to, amongst other things, ensure the best use of audit resources.		6		
Comments	• The external audit plan is presented to the A&RC and reviewed in terms of scope, timing, changes in accounting standards/regulations and implications, outstanding actions, use of internal audits, etc.			
16. The Audit & Risk Committee fosters an environment in which members are comfortable challenging each other and the Audit & Risk Committee Chair, as appropriate.		6		
Comments	• Openness, transparency and effective listening are utilized to encourage constructive contribution from members. Agendas are discussed and items prioritized pre meeting. In- camera sessions are utilized to encourage discussion and establish consensus on key matters.			
17. The Committee members spend adequate time individually, and as a Committee, on committee responsibilities.		6		
Comments	• The committee uses external email/calls, agenda reviews, Q&A, in-camera and attendance at special session in this regard e.g. reviewing external audit outcomes, risk workshops, budget and business plan sessions. This is still a learning process for new Council members. • Note the two 'new' Councillors on the committee still need to 'find their feet'.			

		Favourable	Neutral	Unfavourable
18. The Audit & Risk Committee has private executive sessions with Management and the internal and external auditors that result in candid discussion of pertinent issues.		5		1
Comments	• Each meeting has the opportunity for internal and external auditor discussions with the committee in-camera, and with the CEO in camera. Discussions include papers, audits, and performance reviews.			
19. Audit & Risk Committee meetings are well run and productive.		6		
Comments	• The meetings have a good balance between compliance and performance. The Q&A is effectively utilized as well as prioritizing agenda items, and in camera discussion. Given this the meetings are run effectively and in general to time allotted.			

20. Does the Committee have the capacity to fully acquit its obligations under the Charter, or is there a need to review its role, structure and/or operational arrangements?	• Yes • Committee has capacity to fully acquit its obligations • Has the capacity • Committee meets s.54(2) of Local Government Act obligations • The committee has the expertise to deliver its responsibilities under the Charter. • Yes. Independent members support newly appointed Councillors as they gain experience in the A&RC role.
21. How do you believe the Audit & Risk Committee is functioning?	• I believe that the current committee functions well & maintains solid relationships with management, internal and external audit while maintain our independence and questioning as appropriate. • Well • Its functioning extremely well • Its effective and efficient • Committee is meeting obligations. Attendance by one Councillor Committee member was poor. • The committee is functioning well and will further develop with input from new members.

22. Are there things that the Committee could be doing better?	• As above • Identification by Councillor Committee member of issue with attendance and appointment of new Councillor Committee member will improve Committee performance. • None identified at this time • Sometimes there can be a tendency to 'get stuck in the weeds' a bit • Nothing • No

13.3. AUDIT & RISK COMMITTEE MINUTES

ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

PURPOSE

To receive and note the minutes of the Audit & Risk Committee meeting held on 22 September 2025.

RECOMMENDATION

That Council:

1. ***Receive and note the minutes in brief of the Audit & Risk Committee meeting 22 September 2025 as attached and the confidential attachment Audit & Risk Committee Minutes of 22 September 2025; and***
2. ***Note that the information contained in the confidential document Audit & Risk Committee Minutes of 22 September 2025 of this Council meeting agenda was designated confidential under Section 3(1) Confidential Information of the Local Government Act 2020 by the General Manager Corporate Services on 2 October 2025 because it relates to the following grounds:***
   l) information that was confidential information for the purposes of section 77 of the Local Government Act 1989.

BACKGROUND

Council maintains an Audit & Risk Committee in accordance with section 53 of the Local Government Act 2020. The Audit & Risk Committee is an independent advisory Committee to Council and its primary objective is to assist Council in the effective conduct of its responsibilities for financial reporting, management of risk, maintaining a reliable system of internal controls and facilitating the organisation’s ethical development. Minutes of the Audit & Risk Committee are reported direct to Council.

A copy of the minutes in brief from the Audit & Risk Committee meeting of 22 September 2025 is attached and is provided for the information of Council and the public in general.

ATTACHMENTS

1. Audit & Risk Committee minutes in brief 22 September 2025 [**13.3.1** - 3 pages]
2. Confidential Header - Audit & Risk Committee minutes 22 September 2025 [**13.3.2** - 1 page]
3. CONFIDENTIAL REDACTED - Audit & Risk Committee minutes - 22 September 2025 [**13.3.3** - 265 pages]

OPTIONS

Council has the following options available:

1. Receive and note the minutes from the Audit & Risk Committee meeting of 22 September 2025; or
2. Not receive or note the minutes from the Audit & Risk Committee meeting of 22 September 2025 and seek further information and consider the minutes at a future meeting.

PROPOSAL

To receive and note the minutes of the Audit & Risk Committee meeting held on 22 September 2025.

CONFLICT OF INTEREST

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

COUNCIL PLAN 2025-29

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

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 *Local Government Act 2020*, section 53(1) requires Council to establish an audit committee. Council's Audit & Risk Committee is an Advisory Committee to Council and operates within the Terms of Reference and Charter adopted by Council.

The Audit & Risk Committee Terms of Reference require the minutes of the Audit & Risk Committee to be forwarded to an ordinary meeting of the Council, including a report explaining any specific recommendations and key outcomes.

This report complies with the legislative requirements and the Audit & Risk Committee Terms of Reference requirements.

COUNCIL POLICY IMPACT

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

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 Audit & Risk Committee Charter identifies the management of risk as one of the primary objectives of the Audit & Risk Committee. The Audit & Risk Committee monitors the risk exposure of Council by determining if management has appropriate risk management processes and adequate management information systems in place.

AUDIT & RISK COMMITTEE MINUTES IN BRIEF – 22 SEPTEMBER 2025

Present: Mr Chris Badger (Chair) (via Teams)
Mr Tony Smith (via Teams)
Mr Craig Nisbet (via Teams)
Councillor Geoff Wells

In attendance: Mr Arthur Skipitaris (Acting Chief Executive Officer)
Mr Ian Carroll (Manager Corporate Finance)
Ms Peta Crawford (Coordinator Accounting & Payroll)
Mr Gordon Robertson (Crowe)
Ms Sheryl Saynor (Executive Support Corporate Services)

1 Welcome

2 Apologies

Cr Catherine Bannerman

3 Closure of Meeting to Public

Tony Smith/Craig Nisbet
That the meeting be closed to the public under Section 66(5) of the Local Government Act 2020 to discuss information that was confidential information for the purposes of section 77 of the Local Government Act 1989.

CARRIED

4 Declaration of Conflict(s) of Interest

Nil

5 Adoption of Previous Minutes – 25 August 2025

Tony Smith/Chris Badger
That the Committee adopt the minutes of the previous meeting held on 25 August 2025.

CARRIED

6 In Camera Session (conducted at 1.00pm)

7.1 In Principle Agreement to the Draft Financial Report and Performance Statement 2024/25

Craig Nisbet/Tony Smith
That the Audit & Risk Committee, having considered the draft Financial Report and Performance Statement for the year ended 30 June 2025, recommend to Council that it give its in principle agreement to sign the draft Financial Report and Performance Statement subject to finalising by the Auditor General or their Agents.
That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 September 2025 because it relates to the following grounds:

(l) information that was confidential information for the purposes of section 77 of the Local Government Act 1989.

be designated confidential information under Clause 3(1) of the Local Government Act 2020.

CARRIED

7.2 Final Management Letter for year ending 30 June 2025

Tony Smith/Councillor Wells
That the Audit & Risk Committee recommend to Council that it receive the report.
That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 September 2025 because it relates to the following grounds:

- ***(l) information that was confidential information for the purposes of section 77 of the Local Government Act 1989.***

be designated confidential information under Clause 3(1) of the Local Government Act 2020.
CARRIED

7.3 Follow up review of Asset Revaluation Methodology Report Paper after end of financial year

Councillor Geoff Wells/Craig Nisbet
That the Audit & Risk Committee recommend to Council that it receive the report.
That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 September 2025 because it relates to the following grounds:

- ***(l) information that was confidential information for the purposes of section 77 of the Local Government Act 1989.***

be designated confidential information under Clause 3(1) of the Local Government Act 2020.
CARRIED

7.4 Draft Annual Report 2024/25

Tony Smith/Councillor Wells
That the Audit & Risk Committee recommend to Council that it receive the report.
That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 September 2025 because it relates to the following grounds:

- ***(l) information that was confidential information for the purposes of section 77 of the Local Government Act 1989.***

be designated confidential information under Clause 3(1) of the Local Government Act 2020.
CARRIED

7.5 General Business

1. Chris Badger's term on Committee

Tony Smith/Craig Nisbet
That the Audit & Risk Committee recommend to Council that it receive the report.
That the information contained in this document and designated under Section 3(1) Confidential Information of the Local Government Act 2020 as confidential by the Chief Executive Officer on 17 September 2025 because it relates to the following grounds:

- ***(l) information that was confidential information for the purposes of section 77 of the Local Government Act 1989.***

be designated confidential information under Clause 3(1) of the Local Government Act 2020.
CARRIED

8.1 Rotating Assessment of and Feedback on Meeting

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 2.35PM.

WELLINGTON
SHIRE COUNCIL
The Heart of Gippsland

ORDINARY COUNCIL MEETING
21 OCTOBER 2025

I declare that the information contained in the attached document **WELLINGTON SHIRE COUNCIL AUDIT & RISK COMMITTEE MINUTES – 22 SEPTEMBER 2025** is confidential because it contains confidential information as defined in section 3(1) of the *Local Government Act 2020*:

l) information that was confidential information for the purposes of section 77 of the *Local Government Act 1989*.

……………………………………………………….
ARTHUR SKIPITARIS
General Manager Corporate Services
02 October 2025

13.4. COUNCIL PERFORMANCE REPORT - SEPTEMBER 2025

ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

PURPOSE

For Council to receive and note the September 2025 Council Performance Report.

RECOMMENDATION
That Council receive and note the September 2025 Council Performance Report as attached.

BACKGROUND

The September 2025 Council Performance Report comprises an overview of Council finances. This includes an Income Statement, a Balance Sheet with commentary regarding any major variances, information on cash balances, the level of rates outstanding and a progress update on Council's Capital Works program.

Sections 97(1) and 97(2) of the *Local Government Act 2020* (the Act) requires that at least every three months, the Chief Executive Officer must ensure that a statement comparing budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date is presented to Council at a Council meeting which is open to the public.

ATTACHMENTS

1. Quarterly Finance Report - September 25 [**13.4.1** - 6 pages]

OPTIONS

Following consideration of the attached September 2025 Performance Report, Council can resolve to either:

1. Receive and note the September 2025 Council Performance Report; or
2. Not receive and note the September 2025 Council Performance Report and seek further information for consideration at a later Council meeting.

PROPOSAL

That Council receive and note the attached September 2025 Council Performance Report.

CONFLICT OF INTEREST

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

COUNCIL PLAN 2025-29

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

FINANCIAL IMPACT

Provision of a monthly financial report to the community facilitates accountability and transparency and ensures that Council and management are able to make informed decisions in a timely manner.

COMMUNICATION IMPACT

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

LEGISLATIVE IMPACT

Sections 97(1) and 97(2) of the *Local Government Act 2020* requires that at least every three months, the Chief Executive Officer must ensure that a statement comparing budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date is presented to Council at a Council meeting which is open to the public.

COUNCIL POLICY IMPACT

The September 2025 Council Performance Report has been prepared in the context of existing Council policies.

RESOURCES AND STAFF IMPACT

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

COMMUNITY IMPACT

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

ENVIRONMENTAL IMPACT

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

ENGAGEMENT IMPACT

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

RISK MANAGEMENT IMPACT

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

WELLINGTON
SHIRE COUNCIL

September 2025

Quarterly Finance Summary

Incorporated in Quarterly Performance Report

OPERATING RESULT STATEMENT
For the period ending 30 September 2025

	YEAR TO DATE			FULL YEAR 2025-26		
	Actual	Adopted Budget	Variance	Forecast	Adopted Budget	Variance
	$000's	$000's	$000's	$000's	$000's	$000's
Income						
Rates and charges	75,031	74,600	431	75,988	75,513	475
Statutory fees & fines	330	266	64	1,017	1,017	-
User fees	2,101	2,286	(185)	11,664	11,664	-
Grants - operating	3,254	2,625	629	21,368	21,368	-
Grants - capital	200	200	-	13,775	13,575	200
Contributions - operating (monetary)	1,235	113	1,122	563	563	-
Contributions - capital (monetary)	-	40	(40)	735	735	-
Contributions - non monetary	-	-	-	1,670	1,670	-
Other income	2,476	1,512	964	7,388	7,388	-
Total Income (Inc capital income)	84,627	81,642	2,985	134,168	133,493	675
Expenditure						
Employee costs	9,874	10,115	241	38,404	38,404	-
Materials and services	11,502	11,662	160	41,356	41,356	-
Bad and doubtful debts	27	4	(23)	16	16	-
Depreciation and amortisation	7,538	7,530	(8)	35,200	35,200	-
Borrowing costs	53	56	3	224	224	-
Finance cost leases	1	18	17	73	73	-
Other expenses	156	173	17	787	787	-
Net loss/(gain) on disposal of property, infrastructure, plant & equipment	367	174	(193)	350	426	76
Total Expenditure	29,518	29,732	214	116,410	116,486	76
Surplus for the year	**55,109**	**51,910**	**3,199**	**17,758**	**17,007**	**751**

Note: The forecast figures reflect any known changes that have arisen since the adoption of the original budget. The forecast enables Council to more accurately monitor financial performance during the year and predict the end of year position. However, Council must report publicly against the original adopted budget on a quarterly basis.

Adopted Budget to YTD Actuals

The result for the quarter ending 30 September 2025 reflects a surplus of $55.1M against an adopted budget surplus of $51.9M, resulting in a favourable variance of $3.2M. The variance is a combination of operating result (operating income less operating expense of $2.6M and the impact of capital grants and contributions (non-monetary) of $0.6M.

A summary of major variances that have occurred to date include:

Operating Income

- **$0.43 million** — **Rates & charges** - The favourable variance represents additional supplementary rates of $0.34M raised since the 2025/26 budget adoption, mainly due to increased activity for new residential developments throughout the Shire.
- **$0.63 million** — **Grants (operating)** - Annual grant of $0.35M received for library support services was earlier than projected. New funding have been received for Flooding Creek Restoration Project, Vaccine Helpers and Safer Together programs totalling $0.15M.
- **$1.12 million** — **Contributions - Operating (monetary)** - The variance primarily relates to external contributions received towards Council adopted North Sale Infrastructure development. This contribution will be transferred to reserve and used to fund future infrastructure projects.
- **$0.96 million** — **Other income** - The majority of the variance represents a donation income recognised for Aqua Energy Redevelopment project in 2025/26.

Operating Expenditure

- **$0.24 million** — **Employee costs -** The underspends in employee costs are mainly due to staff vacancies throughout the organisation and varied leave arrangements which impact the timing of expenses for the first quarter of the financial year.
- **$0.17 million** — **Contractors, materials and services variance includes:**
  All variances listed below are related to the timing of expenditure and are not expected to impact the year end results;

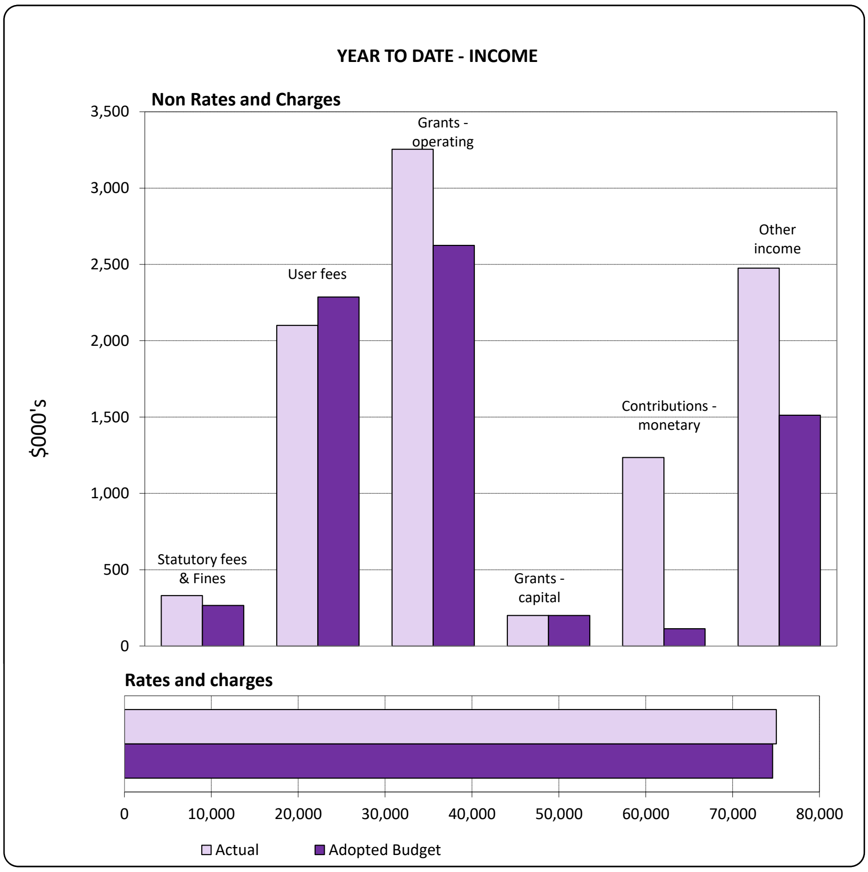
  a. **$0.22M** - Insurance premiums incurred were lower than expected.

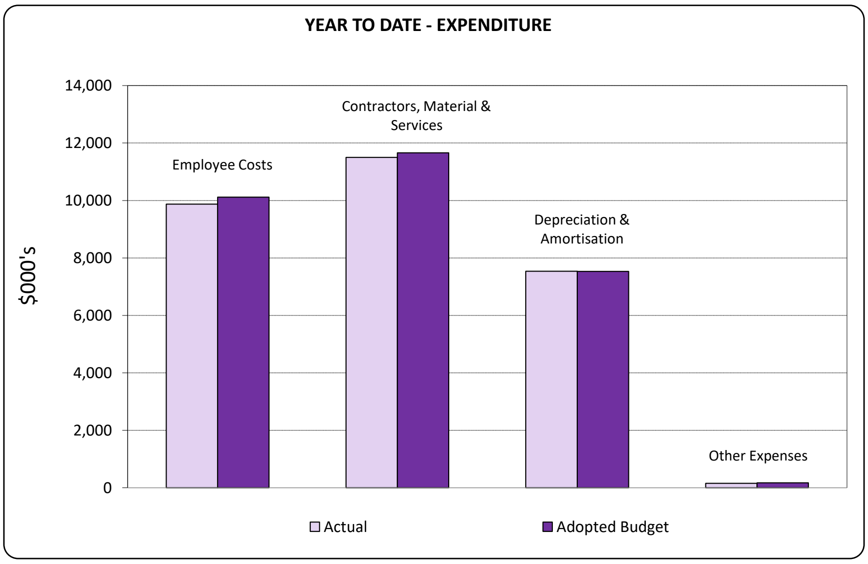
  b. **$0.19M** - IT software renewals and maintenance expenses were less than projected.

  c. **$0.15M** - Underspends in consultancy expenses mainly for planning projects, strategic planning and economic development programs that were budgeted for the quarter.

  d. **($0.39M)** - EPA landfill waste levy payment for the final quarter of 2024/25 was paid in August 2025,slightly ahead than planned.

SEPTEMBER 2025
COMPONENTS AT A GLANCE

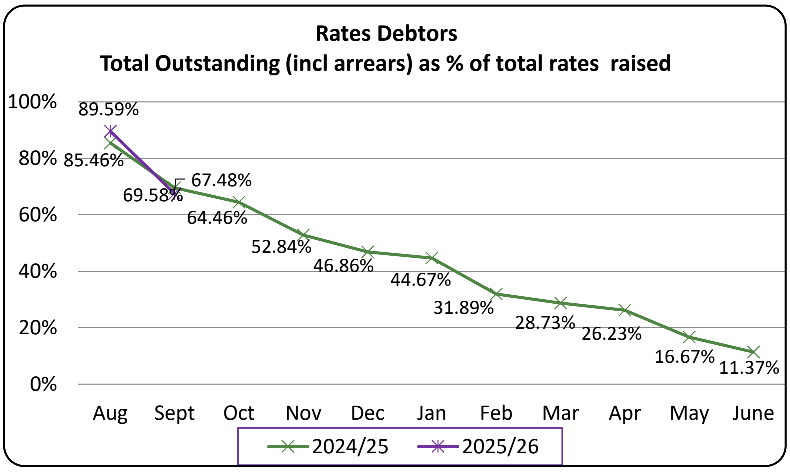




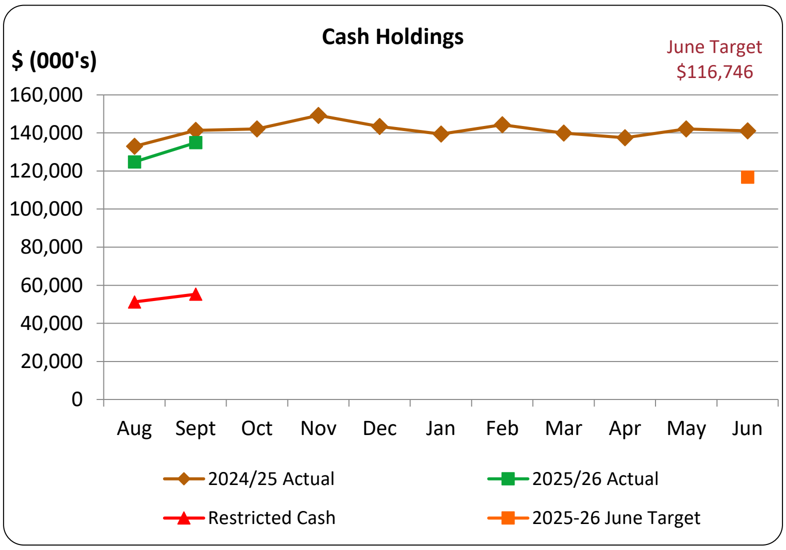
4

BALANCE SHEET
As at 30 September 2025

Actual September 24 $000's		Actual September 25 $000's	Forecast June 26 $000's	Adopted Budget June 26 $000's
	Assets			
180,434	Total Current Assets	179,462	123,739	123,739
1,435,393	Total Non Current Assets	1,482,047	1,502,235	1,502,235
1,615,827	**Total Assets**	1,661,509	1,625,974	1,625,974
	Liabilities			
29,386	Total Current Liabilities	27,493	29,151	29,151
19,211	Total Non Current Liabilities	20,561	20,629	20,629
48,597	**Total Liabilities**	48,054	49,780	49,780
1,567,230	**Net Assets**	**1,613,455**	**1,576,194**	**1,576,194**



The rate debtors outstanding at the end of 30 September 2025 were $50.7M (67.5%) compared to 30 September 2024 of $56.1M (69.6%). The first rate instalment was due on 30 September 2025 and second instalment rate notice will be sent in October 2025 (due 30 November 2025).
Last year with the introduction of the new rates payment platform called "Payble", it is expected to have positive impact on the rate collections in 2025/26.



Council cash holdings at the end of September 2025 are $134.8M, lower than September 2024 of $141.3M, due to less term deposits greater than 90 days on 30 September 2025.

Current cash holdings include $55.2M in restricted funds: $16.2M to cover reserves, $34.8M to cover provisions and trusts, $35.5M associated with carried forwards.

The balance is generally working capital for ongoing operations.

Restricted cash is money that is reserved for specific purposes and therefore not available for general business use.

CAPITAL EXPENDITURE PROGRAM

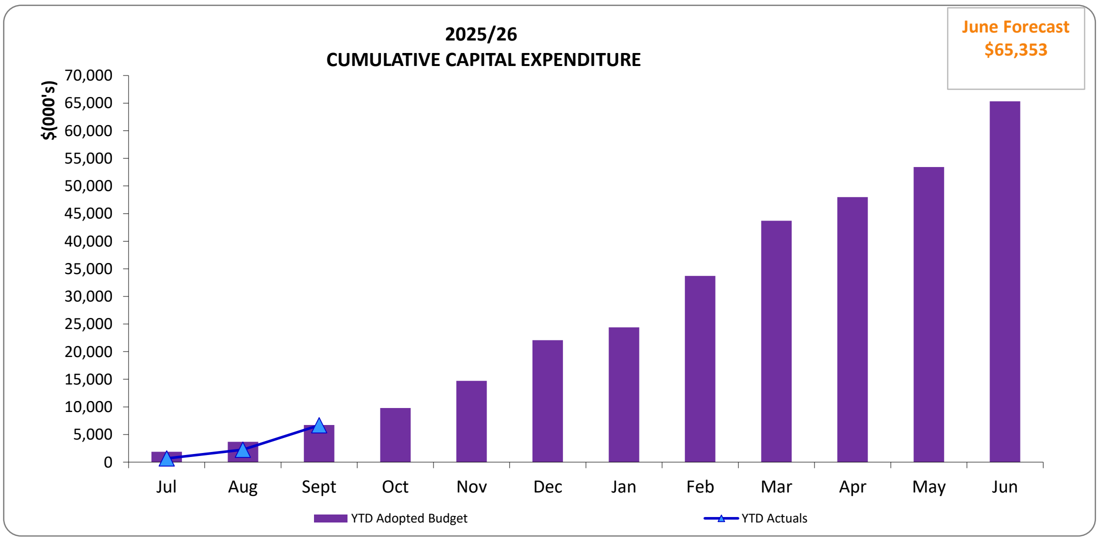
FOR THE PERIOD ENDING 30 SEPTEMBER 2025

	YEAR TO DATE 2025-26			FULL YEAR 2025-26		
	Actual $000's	Adopted Budget $000's	Variance $000's	Year End Forecast $000's	Adopted Budget $000's	Actual Variance to Adopted $000's
Property	3,467	3,119	(348)	13,109	12,593	(516)
Infrastructure	2,599	2,879	280	45,699	43,945	(1,754)
Plant and Equipment	606	722	116	5,550	5,099	(451)
Intangibles	-	-	-	995	995	-
Grand Total	**6,672**	**6,720**	**48**	**65,353**	**62,632**	**(2,721)**

	YEAR TO DATE 2025-26			FULL YEAR 2025-26		
	Actual $000's	Adopted Budget $000's	Variance $000's	Year End Forecast $000's	Adopted Budget $000's	Actual Variance to Adopted $000's
Renewal	4,130	4,154	24	44,901	43,507	(1,394)
Upgrade	1,649	1,714	65	10,822	10,058	(764)
Expansion	893	852	(41)	9,630	9,067	(563)
New Assets	-	-	-	-	-	-
Grand Total	**6,672**	**6,720**	**48**	**65,353**	**62,632**	**(2,721)**

Capital Works Summary - Period Ending 30 September 2025

- Overall 4 projects are at practical completion, 35 more projects are underway and 14 projects have had contracts awarded but not yet commenced. 82 projects are in pre-planning (development of the concept design, the detail design, community consultation and seeking quotes or tenders).
- The multi year Aqua Energy Sale works continued with the official opening scheduled for October 2025.
- Yarram pool water treatment plant works continued with expected completion in November 2025 before the commencement of the pools summer season.
- Works have been completed on the Cooongulla Special Charge .
- Glencairn road works are progressing well with the road being open and minor works to be completed.
- Work has commenced on the Annual Footpath renewal program.



13.5. CONSIDERATION OF 2024/25 ANNUAL REPORT

ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

PURPOSE

To consider and receive Wellington Shire Council's Annual Report 2024/25 as attached.

RECOMMENDATION

That Council consider and receive the Annual Report 2024/25 as attached, as presented by the Mayor in accordance with Section 100(1) of the Local Government Act 2020.

BACKGROUND

Each financial year Council prepares an annual report which meets legislative requirements and informs the community about Councils previous year's financial performance and achievements, particularly against the strategic objectives and initiatives, outlined in the Council Plan.

The Annual Report contains a Report of Council's Operations, audited Performance and audited Financial Statements.

ATTACHMENTS

1. Consideration of 2024/25 Annual Report [**13.5.1** - 1 page]

OPTIONS

Council has the following options available:

1. To consider and receive the Annual Report 2024/25; or
2. Not receive the Annual Report 2024/25 at this meeting and refer it to another council meeting.

PROPOSAL

That Council consider and receive the Annual Report 2024/25 in accordance with the *Local Government Act 2020.*

CONFLICT OF INTEREST

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

COUNCIL PLAN 2025-29

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

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 Annual Report is being presented in accordance with Council's obligations under Section 100 of the *Local Government Act 2020* which states *'the Mayor must report on the implementation of the Council Plan by presenting the annual report at a Council meeting open to the public within 4 months of the end of the financial year'.*

Council's Annual Report 2024/25 has been prepared in accordance with the *Local Government Act 2020*, the Local Government (Governance and Integrity) Regulations 2020 and the Local Government (Planning and Reporting) Regulations 2020.

COUNCIL POLICY IMPACT

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

RESOURCES AND STAFF IMPACT

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

COMMUNITY IMPACT

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

ENVIRONMENTAL IMPACT

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

ENGAGEMENT IMPACT

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

RISK MANAGEMENT IMPACT

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

WELLINGTON
SHIRE COUNCIL

Consideration of 2024/25 Annual Report

Link to attachment: Draft 2024/25 Annual Report

14. GENERAL MANAGER DEVELOPMENT

14.1. MONTHLY PLANNING DECISIONS - AUGUST 2025

ACTION OFFICER: MANAGER PLANNING AND BUILDING

PURPOSE

To provide a report to Council on recent planning permit trends and planning decisions made under delegation by Statutory Planners during the month of August 2025.

RECOMMENDATION
That Council note the report on recent Planning Permit trends and Planning Application determinations between 1 and 31 August 2025.

BACKGROUND

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

A copy of planning permit decisions made between 1 and 31 August 2025 is included in Attachment 14.1.1 - Planning Decisions Report - August 2025.

An overview of recent planning permit trends including decisions made, efficiency of decision making and the estimated value of approved development (derived from monthly planning permit activity reporting data) is included in Attachment 14.1.2 - Planning Trends Report – August 2025.

ATTACHMENTS

1. Planning Decisions Report - August 2025 [**14.1.1** - 4 pages]
2. Planning Trends Report - August 2025 [**14.1.2** - 3 pages]

OPTIONS

Council has the following options available:

1. Receive 1 to 31 August 2025 planning decisions report; or
2. Not receive 1 to 31 August 2025 planning decisions report and seek further information for consideration at a future Council meeting.

PROPOSAL

That Council note the report of recent planning permit trends and planning application determinations between 1 and 31 August 2025.

CONFLICT OF INTEREST

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

COUNCIL PLAN 2025-29

This report supports the achievement of the following Council Plan 2025-29 Strategic Objective/s:

Strategic Objective Two: Dynamic and Diverse Economy – *An economy that enables sustainable growth, and enhances the social environment, lifestyle and unique characteristics of our communities* – states the following strategy:

- *Supporting job growth and diversification of our economy*
- *Planning to support future growth and changing needs of our community*
- *Guiding responsible, sustainable development that protects, values and celebrates our unique heritage.*

FINANCIAL IMPACT

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

COMMUNICATION IMPACT

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

LEGISLATIVE IMPACT

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

COUNCIL POLICY IMPACT

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

RESOURCES AND STAFF IMPACT

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

COMMUNITY IMPACT

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

ENVIRONMENTAL IMPACT

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

ENGAGEMENT IMPACT

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

RISK MANAGEMENT IMPACT

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

Application No/Year	Date Received	Property Title & Address	Proposal	Status

PLANNING APPLICATION DETERMINATIONS BETWEEN 1/08/2025 AND 31/08/2025

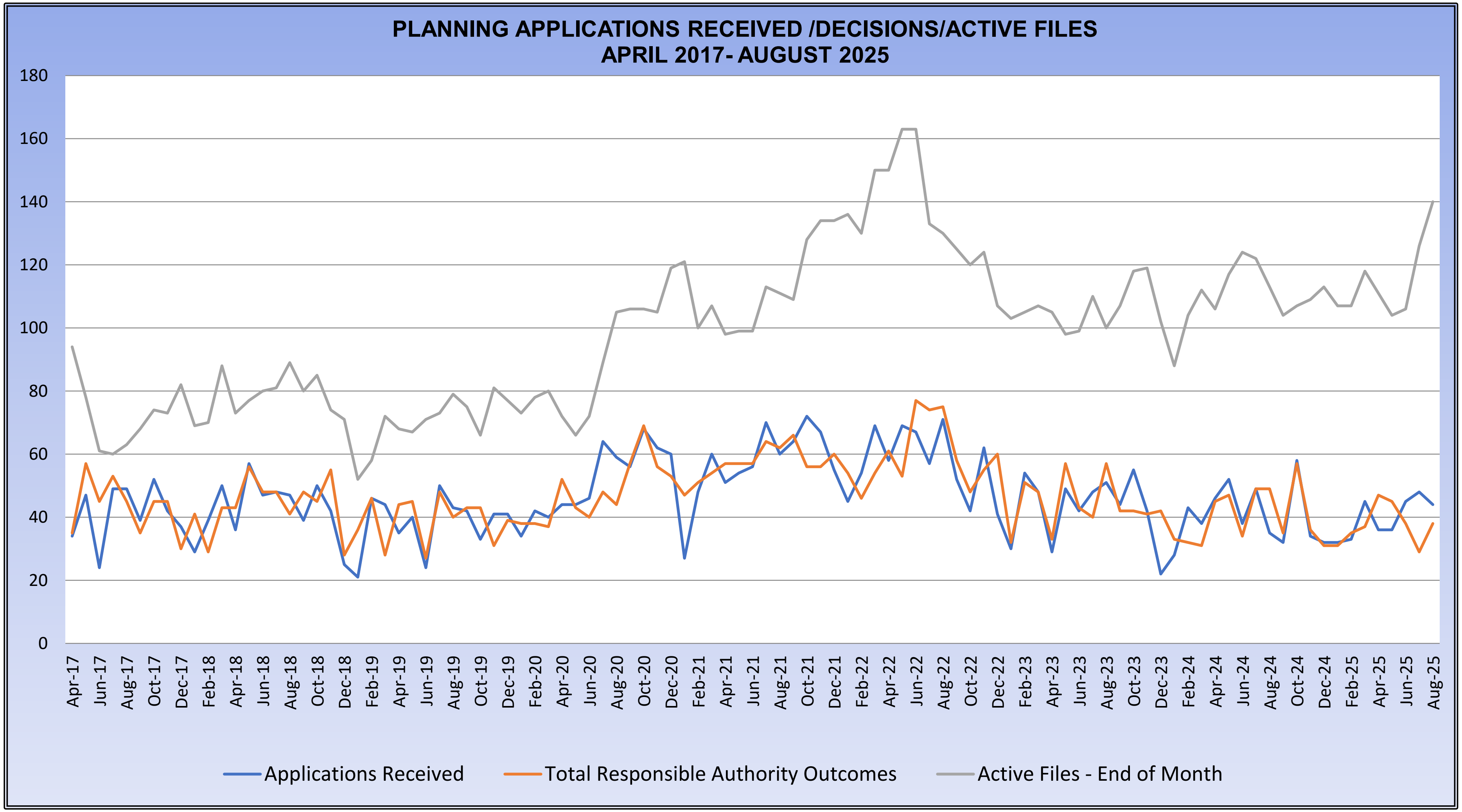
347-3.00/2021	26/06/2025	Assessment No. 452342 LOT: 2 TP: 85370Y MCEWAN RD COWWARR	Subdivision of the land into 7 lots.	Permit Issued by Delegate of Resp/Auth 1/08/2025
411-1.00/2022	31/08/2022	Assessment No. 451708 PC: 375223Y LICOLA RD GLENMAGGIE	Use & dev of land for a dwelling & the removal of native vegetation.	Permit Issued by Delegate of Resp/Auth 28/08/2025
516-2.00/2022	11/07/2025	Assessment No. 424515 LOT: 2 PS: 709716D 127 ROSEDALE-FLYNNS CREEK RD ROSEDALE	Three lot subdivision of the land.	Permit Issued by Delegate of Resp/Auth 20/08/2025
286-1.00/2023	25/08/2023	Assessment No. 383737 LOT: 4 PS: 433845C 25 BASIN BVD LOCH SPORT	U & D of the land for accommodation (30 serviced apartments).	Withdrawn 12/08/2025
75-1.00/2024	19/03/2024	Assessment No. 299552 CA: 40 76 BEAGLEYS RD DEVON NORTH	Use of the land for a home-based business firewood processing service.	Permit Issued by Delegate of Resp/Auth 21/08/2025
130-2.00/2024	11/07/2025	Assessment No. 428425 PC: 383364J 8 SEA FOAM AVE GOLDEN BEACH	Buildings and works associated with the construction of a dwelling.	Permit Issued by Delegate of Resp/Auth 1/08/2025
233-1.00/2024	17/07/2024	Assessment No. 192146 CA: 6 SEC: 8 92 PRINCE ST ROSEDALE	Use and Development of the land for an existing service station in the	Permit Issued by Delegate of Resp/Auth 25/08/2025
257-2.00/2024	8/07/2025	Assessment No. 228692 LOT: 520 LP: 53108 1 COVE ST LOCH SPORT	Buildings & works / construct extension to an existing dwelling.	Permit Issued by Delegate of Resp/Auth 8/08/2025
272-1.00/2024	28/08/2024	Assessment No. 328872 LOT: 4 PS: 129249 121 PRITCHETTS RD SEATON	2 lot subdivision of the land.	NOD issued by Delegate of Respon/Auth 4/08/2025
304-1.00/2024	25/09/2024	Assessment No. 460410 LOT: 13 LP: 5529 5 CARPENTER ST YARRAM	Three lot re-subdivision of the land.	Permit Issued by Delegate of Resp/Auth 25/08/2025
24-1.00/2025	29/01/2025	Assessment No. 42663 LOT: 2 PS: 84032	Buildings & works /construct new dwelling.	Permit Issued by Delegate of Resp/Auth

Application No/Year	Date Received	Property Title & Address	Proposal	Status
		184 MACALISTER ST SALE		22/08/2025
43-2.00/2025	22/05/2025	Assessment No. 276907 LOT: 1 PS: 134544 4 BRISBANE ST PORT ALBERT	B&Ws demo of the existing dwelling & construct new dwelling & shed.	Permit Issued by Delegate of Resp/Auth 12/08/2025
52-1.00/2025	20/02/2025	Assessment No. 202390 LOT: 2 TP: 861526S 216 LONGFORD-LOCH SPORT RD LONGFORD	Staged Multi Lot subdivision of the land and removal of native veg,	Permit Issued by Delegate of Resp/Auth 12/08/2025
111-1.00/2025	21/03/2025	Assessment No. 50377 CA: 1 SEC: 2A 34A YORK ST SALE	Four lot re-subdivision of the land.	Permit Issued by Delegate of Resp/Auth 19/08/2025
112-1.00/2025	8/04/2025	Assessment No. 103440 LOT: 1 PS: 142410 1,098 MAFFRA-ROSEDALE RD NAMBROK	Two lot subdivision of the land (house excision).	Permit Issued by Delegate of Resp/Auth 1/08/2025
129-1.00/2025	28/04/2025	Assessment No. 75168 CA: 6 SEC: 48 41-57 HOBSON ST STRATFORD	Multi lot staged subdivision of the land.	Permit Issued by Delegate of Resp/Auth 20/08/2025
144-1.00/2025	14/05/2025	Assessment No. 462549 CA: 2A SEC: C 557A MUNRO-STOCKDALE RD MUNRO	Buildings & works associated with the construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth 6/08/2025
151-1.00/2025	22/05/2025	Assessment No. 449959 LOT: RES1 PS: 837800Y 1,151 ROSEDALE-HEYFIELD RD WINNINDOO	Use and development of land for an Emergency Services Facility (CFA).	Permit Issued by Delegate of Resp/Auth 21/08/2025
154-1.00/2025	26/05/2025	Assessment No. 192757 PC: 100135 12 QUEEN ST ROSEDALE	Buildings & works associated with the construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth 7/08/2025
159-1.00/2025	2/06/2025	Assessment No. 30148 LOT: 1 TP: 538047 205-207 RAGLAN ST SALE	2 Lot subdivision & construction of access driveways to road in TZ2.	Withdrawn 28/08/2025
173-1.00/2025	10/06/2025	Assessment No. 10959 LOT: 1 PS: 323478S 25-41 PRINCES HWY SALE	Use of the land for indoor recreation facility (arcade and bowling)	Permit Issued by Delegate of Resp/Auth 15/08/2025
175-1.00/2025	10/06/2025	Assessment No. 430769 LOT: 1333 LP: 58872 19 BREAM RD	Buildings & works / construction of dwelling and outbuilding.	Permit Issued by Delegate of Resp/Auth

Application No/Year	Date Received	Property Title & Address	Proposal	Status
		LOCH SPORT		14/08/2025
184-1.00/2025	17/06/2025	Assessment No. 363671 LOT: 1 PS: 532294M 241 MONTGOMERY RD BUNDALAGUAH	Buildings and works associated with the construction of a small second	Permit Issued by Delegate of Resp/Auth 27/08/2025
187-1.00/2025	25/06/2025	Assessment No. 25957 LOT: 35 LP: 137160 13 KING AVE SALE	Two lot re-subdivision (boundary realignment).	Permit Issued by Delegate of Resp/Auth 20/08/2025
188-1.00/2025	25/06/2025	Assessment No. 283705 LOT: 2 TP: 943340 7,618 SOUTH GIPPSLAND HWY GELLIONDALE	Subdivision of the land from 4 lots into 2 new lots.	Permit Issued by Delegate of Resp/Auth 27/08/2025
197-1.00/2025	1/07/2025	Assessment No. 447045 LOT: 2 PS: 627850E TRARALGON-MAFFRA RD TINAMBA	Buildings and works associated with the construction of a dwelling.	Permit Issued by Delegate of Resp/Auth 22/08/2025
205-1.00/2025	4/07/2025	Assessment No. 345397 LOT: 1 PS: 909809F 18 FOOTBALL LANE BOISDALE	Buildings & works / construction of an agricultural shed.	Permit Issued by Delegate of Resp/Auth 20/08/2025
206-1.00/2025	3/07/2025	Assessment No. 94383 PC: 355425Y 94 HOLLANDS LANDING RD HOLLANDS LANDING	Buildings and works associated with the construction of a dwelling.	Permit Issued by Delegate of Resp/Auth 7/08/2025
216-1.00/2025	14/07/2025	Assessment No. 290304 LOT: 15 LP: 1893 121 COMMERCIAL RD YARRAM	Use of the land as a Retail Premises.	Withdrawn 20/08/2025
227-1.00/2025	24/07/2025	Assessment No. 390005 LOT: 3 TP: 820515E 243 SETTLEMENT RD AIRLY	Buildings & works / construction of an agricultural building.	Permit Issued by Delegate of Resp/Auth 11/08/2025
229-1.00/2025	28/07/2025	Assessment No. 278721 LOT: 2 LP: 221589R 68 TARRAVILLE RD PORT ALBERT	Buildings and works associated with the construction of an outbuilding	Permit Issued by Delegate of Resp/Auth 6/08/2025
231-1.00/2025	28/07/2025	Assessment No. 392621 LOT: 8 PS: 514892S 104 LICOLA RD HEYFIELD	Buildings and works associated with the construction of an outbuilding	Permit Issued by Delegate of Resp/Auth 8/08/2025
233-1.00/2025	30/07/2025	Assessment No. 248963 PC: 383945M 56 WILHELM ST	Buildings and works associated with the construction of an outbuilding	Permit Issued by Delegate of Resp/Auth 7/08/2025

Application No/Year	Date Received	Property Title & Address	Proposal	Status
		LOCH SPORT		
234-1.00/2025	30/07/2025	Assessment No. 82446 LOT: 2 PS: 534186E 291A MARLAY POINT RD CLYDEBANK	B&Ws associated with construction of extension to existing dwelling.	Permit Issued by Delegate of Resp/Auth 15/08/2025
236-1.00/2025	30/07/2025	Assessment No. 255927 LOT: 805 LP: 40160 16 FIFTEENTH ST PARADISE BEACH	Buildings and works associated with the construction of an outbuilding	Permit Issued by Delegate of Resp/Auth 21/08/2025
240-1.00/2025	4/08/2025	Assessment No. 451633 LOT: 258 LP: 50201 103 CAMPBELL ST LOCH SPORT	Buildings and works associated with the construction of a dwelling.	Permit Issued by Delegate of Resp/Auth 26/08/2025
242-1.00/2025	5/08/2025	Assessment No. 378653 LOT: 2 PS: 329458R 8 VICTORIA ST LOCH SPORT	Buildings and works associated with the construction of an outbuilding	No Permit Required 12/08/2025
243-1.00/2025	5/08/2025	Assessment No. 228627 PC: 108840 15-17 COVE ST LOCH SPORT	Buildings and works associated with the construction of an outbuilding	Permit Issued by Delegate of Resp/Auth 13/08/2025
249-1.00/2025	12/08/2025	Assessment No. 225615 LOT: 301 LP: 50201 78 CAMPBELL ST LOCH SPORT	Buildings & works / construct extension to an existing dwelling.	Permit Issued by Delegate of Resp/Auth 21/08/2025
252-1.00/2025	13/08/2025	Assessment No. 427559 LOT: 2 PS: 713657T 222 BALGONIE LANE STRATFORD	Buildings and works / construction of an agricultural building.	Permit Issued by Delegate of Resp/Auth 21/08/2025
256-1.00/2025	14/08/2025	Assessment No. 240374 LOT: 276 LP: 50201 101 SANCTUARY RD LOCH SPORT	Buildings & works associated with the construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth 20/08/2025

Total No of Decisions Made: 41


PLANNING APPLICATIONS RECEIVED /DECISIONS/ACTIVE FILES
APRIL 2017- AUGUST 2025
180
160
140
120
100
80
60
40
20
0
Apr-17
Jun-17
Aug-17
Oct-17
Dec-17
Feb-18
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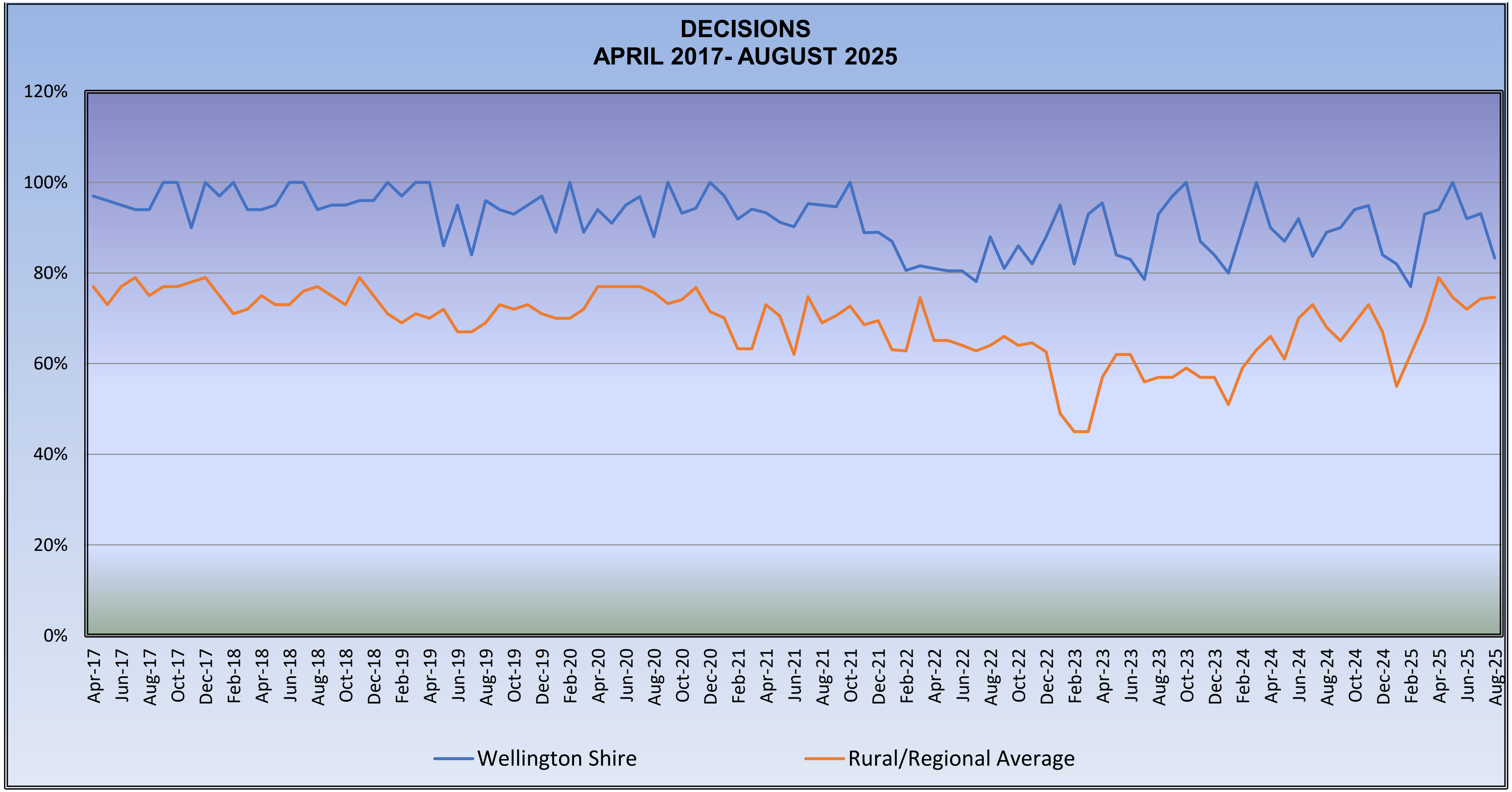
Applications Received
Total Responsible Authority Outcomes
Active Files - End of Month


DECISIONS
APRIL 2017- AUGUST 2025
120%
100%
80%
60%
40%
20%
0%
Apr-17
Jun-17
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Oct-17
Dec-17
Feb-18
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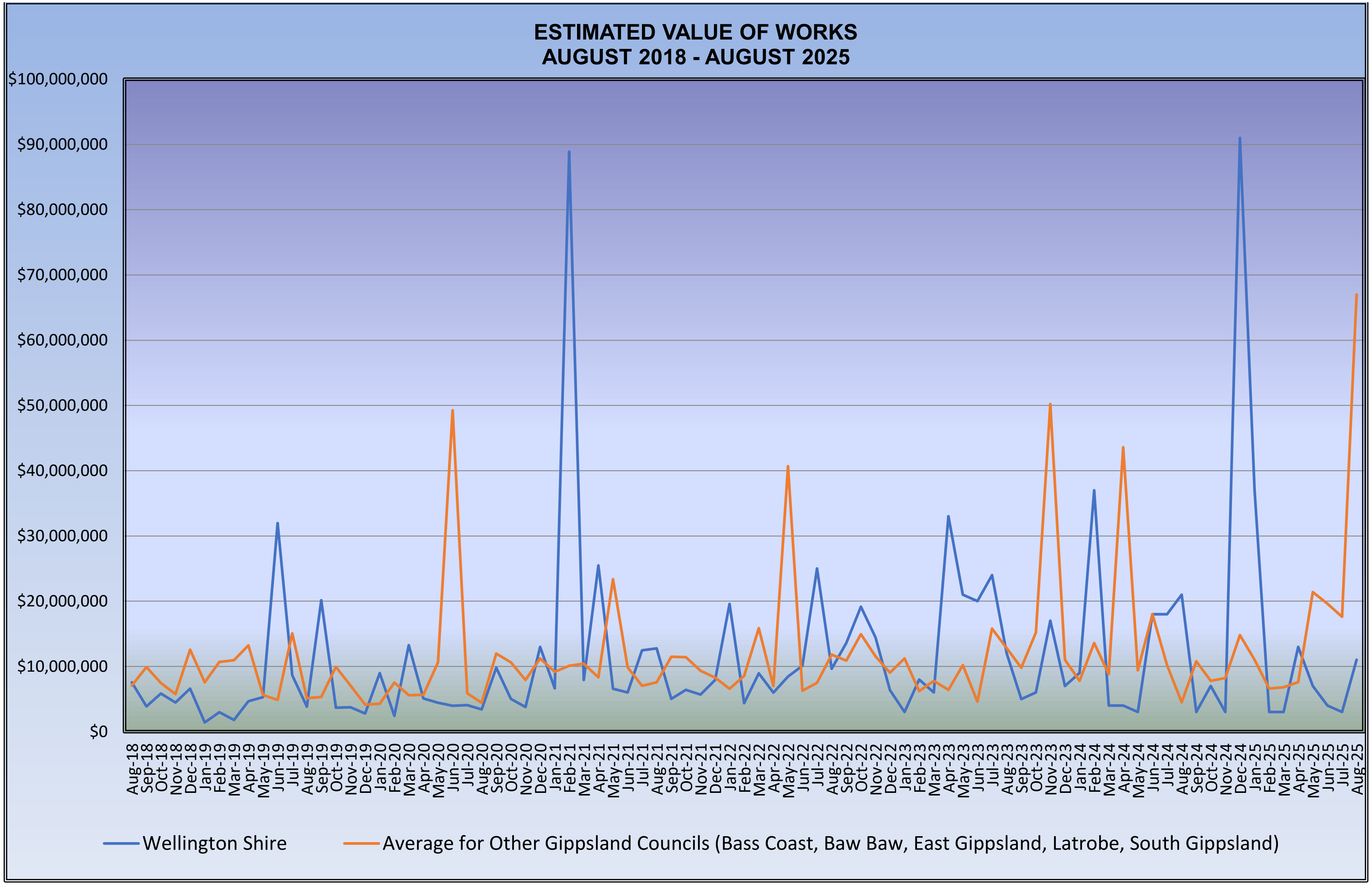
Wellington Shire
Rural/Regional Average


ESTIMATED VALUE OF WORKS
AUGUST 2018 - AUGUST 2025
$100,000,000
$90,000,000
$80,000,000
$70,000,000
$60,000,000
$50,000,000
$40,000,000
$30,000,000
$20,000,000
$10,000,000
$0
Aug-18 Sep-18 Oct-18 Nov-18 Dec-18 Jan-19 Feb-19 Mar-19 Apr-19 May-19 Jun-19 Jul-19 Aug-19 Sep-19 Oct-19 Nov-19 Dec-19 Jan-20 Feb-20 Mar-20 Apr-20 May-20 Jun-20 Jul-20 Aug-20 Sep-20 Oct-20 Nov-20 Dec-20 Jan-21 Feb-21 Mar-21 Apr-21 May-21 Jun-21 Jul-21 Aug-21 Sep-21 Oct-21 Nov-21 Dec-21 Jan-22 Feb-22 Mar-22 Apr-22 May-22 Jun-22 Jul-22 Aug-22 Sep-22 Oct-22 Nov-22 Dec-22 Jan-23 Feb-23 Mar-23 Apr-23 May-23 Jun-23 Jul-23 Aug-23 Sep-23 Oct-23 Nov-23 Dec-23 Jan-24 Feb-24 Mar-24 Apr-24 May-24 Jun-24 Jul-24 Aug-24 Sep-24 Oct-24 Nov-24 Dec-24 Jan-25 Feb-25 Mar-25 Apr-25 May-25 Jun-25 Jul-25 Aug-25
Wellington Shire
Average for Other Gippsland Councils (Bass Coast, Baw Baw, East Gippsland, Latrobe, South Gippsland)

14.2. QUARTERLY STRATEGIC LAND USE PLANNING UPDATE REPORT - THIRD QUARTER 2025

ACTION OFFICER: MANAGER PLANNING AND BUILDING

PURPOSE

To update Council on the strategic land use planning work program for the third quarter - July to September 2025.

RECOMMENDATION
That Council receive the third quarterly update on the strategic land use planning work program included in Attachment 14.2.1 - Current Strategic Planning Work Quarter 3 - July to September 2025.

BACKGROUND

The strategic land use planning work program is regularly reviewed by Council's Strategic Land Use Planning Projects Review Group (Review Group), the Councillor representation for which is appointed by Council as per the Register of Council Committees and Advisory Groups.

The Review Group considered it beneficial to provide Council and the community with a quarterly update of the strategic land use planning work program, which comprises various prioritised projects and planning scheme amendments as outlined in Attachment 14.2.1 - Current Strategic Planning Work Quarter 3.

ATTACHMENTS

1. Current Strategic Planning Work Quarter 3 - July to September 2025 [**14.2.1** - 6 pages]

OPTIONS

Council has the following options available:

1. Receive the third quarterly update, July to September 2025, on the strategic land use planning work program; or
2. Not receive the third quarterly update, July to September 2025, on the strategic land use planning work program and seek further information for consideration at a future Council meeting.

PROPOSAL

To receive the third quarterly update, July to September 2025, on the strategic land use planning work program.

CONFLICT OF INTEREST

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

COUNCIL PLAN 2025-29

This report supports the achievement of the following Council Plan 2025-29 Strategic Objective/s:

> **Strategic Objective Two: Dynamic and Diverse Economy** – *An economy that enables sustainable growth, and enhances the social environment, lifestyle and unique characteristics of our communities* – states the following strategy:
>
> - *Supporting job growth and diversification of our economy*
> - *Planning to support future growth and changing needs of our community*
> - *Guiding responsible, sustainable development that protects, values and celebrates our unique heritage.*

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

All strategic land use planning matters are considered in accordance with the *Planning and Environment Act 1987* and/or any relevant legislation.

COUNCIL POLICY IMPACT

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

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.

Current Strategic Planning Work
Status: July – September 2025

1. STRATEGIC PLANNING PROJECTS

WEST SALE INDUSTRIAL LAND – DEVELOPMENT PLAN
Priority: High
Anticipated Completion: 2026

Project Details:
A recommended action of the *'West Sale and Wurruk Industrial Land Supply Strategy'* was the preparation of several detailed technical reports to address issues relating to cultural heritage, vegetation, drainage and traffic in the West Sale Industrial precinct. A Development Plan is also required to guide the layout and form of future development of the West Sale Industrial precinct.

Current Status:
A draft Development Plan has been prepared and informed by technical studies. Next steps include landowner consultation and finalising a drainage assessment prior to seeking formal adoption of the Development Plan by Council.

NORTH SALE DEVELOPMENT PLAN/INFRASTRUCTURE FUNDING ARRANGEMENT REPORT REVIEW
Priority: High
Anticipated Completion: 2026

Project Details:
Following the 2018 Council adoption of the North Sale Development Plan and the 2022 adoption of the related North Sale Infrastructure Funding Arrangement Report, both these documents now require review and updating to reflect current strategic land use intentions in the North Sale Growth Area and to ensure that current infrastructure cost estimates are applied moving forward.

Current Status:
A consultant has recently been appointed to undertake the review.

MAFFRA STRUCTURE PLAN IMPLEMENTATION - DEVELOPMENT CONTRIBUTIONS
Priority: High
Anticipated Completion: 2026/2027

Project Details:
An 'Action' of the adopted *Maffra Structure Plan* (Mesh 2022) includes the investigation and implementation of a development contributions mechanism that will facilitate the funding and delivery of key infrastructure items – such as drainage and road intersections.

Current Status:
Work is nearing completion on the costings of key infrastructure items associated with a development contributions mechanism to support the future growth areas identified within the Structure Plan. These costings are expected to be finalised by late 2025 / early 2026.

The next step is to prepare funding mechanism to equitably apportion the costs across land associated with the provision of these key infrastructure items will commence with landowner consultation.

SALE WESTERN GROWTH AREA – WURRUK DEVELOPMENT PLAN – INFRASTRUCTURE CONTRIBUTIONS
Priority: High
Anticipated Completion: 2026/2027

Project Details:
Council approved the Sale West Growth Area Wurruk Development Plan at the Ordinary meeting of 21 June 2022.

Current Status:
A Development Contributions Mechanism is required for the funding of key infrastructure items. Discussions with the developer's representative regarding this remain ongoing and are yet to be finalised.

FUNDING AND PROCUREMENT OF PUBLIC INFRASTRUCTURE WORKS POLICY
Priority: High
Anticipated Completion: Ongoing

Project Details:
At the Council Meeting of 1 February 2022, Council resolved to adopt the *'Residential Stocktake and Facilitation Strategy Report' ('Report')*. Arising from this Report, Council adopted the *'Funding and Procurement of Public Infrastructure Works Policy'*, at the Ordinary Meeting of 3 May 2022 to better support new greenfield development with costly infrastructure requirements/challenges.

Current Details:
No formal applications for forward funding support have currently been submitted.

RENEWABLE ENERGY IMPACT AND READINESS STUDY IMPLEMENTATION
Priority: High
Anticipated Completion: 2026/2027

Project Details:
The primary focus of this Study was to determine the 'readiness' of key towns in the southern area of the Shire to service and support new renewable energy project proposals. This includes residential and industrial land demand and existing infrastructure challenges.

A secondary focus of the Study was to investigate economic issues and opportunities associated with planned investment, such as skills needs, business opportunities and supply chain requirements across the municipality and broader region.

Current Status:
Council has recently been advised of a successful $4.7M funding grant from the Commonwealth Government to advance the required strategic and infrastructure planning studies. The scope of required studies is now being finalised while Council awaits a formal funding agreement from Government.

WELLINGTON GROWTH MANAGEMENT STRATEGY – PLANNING SCHEME AMENDMENT IMPLEMENTATION **Priority:** Medium **Anticipated Completion:** 2026/2027
Project Details: The previously adopted Growth Management Strategy develops a long-term framework to direct and manage future urban growth, with a focus on the role and growth potential of the six (6) main urban centres (Sale/Wurruk/Longford, Maffra, Stratford, Heyfield, Rosedale and Yarram). The Strategy does not rezone land but instead identifies preferred strategic directions and township roles to meet long-term growth needs. The Strategy also identifies priority economic development opportunities across the Shire to support future job creation and investment. ***Current Status:*** Background work is currently underway on a Planning Scheme Amendment to implement the Council adopted Growth Management Strategy recommendations into the Wellington Planning Scheme.
DRAFT STRATFORD STRUCTURE PLAN **Priority:** High **Anticipated Completion:** 2026
Project Details: The Stratford Structure Plan will provide a 20 year 'strategic vision' to guide future growth, infrastructure, local services, and better connectivity to define the preferred direction for future growth and how change will be managed. The Stratford Structure Plan will: • Articulate a sustainable vision for Stratford and provide clear, achievable directions for the growth of the town which are consistent with state and local land use planning policy directions. • Define a study area and identify a strategically justified settlement boundary to consolidate growth within logical town boundaries and protect valued land outside of the settlement boundary. • Assess the suitability and proposed locations of future residential growth. • Identify the key infrastructure required to facilitate future growth. • Identify opportunities for further retail, entertainment, office, industrial and other commercial and business services/activities. • Protect environmental and heritage features within the town for example: creeks, parks, open spaces, and public land. ***Current Status:*** Mesh Planning have been appointed to prepare a Structure Plan for Stratford. The Stratford Structure Plan will include a number of objectives, strategies and actions to help guide and coordinate the town's growth over the next 20 years. Community consultation and engagement has commenced and is ongoing. Following a Council Workshop on 3 June 2025, a Draft Structure Plan is currently being prepared and is anticipated to be presented to Council in early 2026.

2. CURRENT COUNCIL INITIATED PLANNING SCHEME AMENDMENTS

C120WELL: MAFFRA STRUCTURE PLAN TRANSLATION (AND ASSOCIATED WORK)

Priority: High
Anticipated Completion: 2026

Project Details:

Planning Scheme Amendment C120well proposes to translate the adopted *Maffra Structure Plan* (Mesh, 2022) into the Wellington Planning Scheme.

The *Maffra Structure Plan* (Mesh, 2022) provides a framework to support potential future residential growth areas, commercial, and industrial development translated through the updated planning policy. The amendment supports the long-term growth of Maffra and acknowledges its role as the second largest township within the Wellington Shire by:

- Introducing policy, which guides the growth of Maffra to 2042.
- Rezoning land in a new Maffra specific Schedule to the General Residential Zone Schedule 2 (Maffra Residential Area) (GRZ2).
- Updating the Development Plan Overlay - Schedule 1 (DPO1) (which applies to other parcels of land across Wellington Shire).
- Correcting policy neutral zone and overlay anomalies.
- Adding future projects (potential Planning Scheme Amendments) to the list of further strategic work required to be undertaken.

Current Status:

Planning Scheme Amendment C120well was on public exhibition from Thursday 12 December 2024 to Friday 24 January 2025 as per the requirements of the *Planning and Environment Act 1987*.

10 written submissions have been received in response to the Planning Scheme Amendment. Council Officers are currently reviewing all submissions, with the view to make post exhibition changes as relevant. The matter will be presented to Council later in the year / early next year to obtain a resolution to formally progress the Amendment.

C122WELL: PUBLIC ACQUISITION OVERLAY (PAO) – COBAINS ROAD WIDENING

Priority: High
Anticipated Completion: 2026

Project Details:

Council is proposing to compulsorily acquire a 10m strip of land north of Cobains Road, Sale, for the purposes of facilitating infrastructure upgrades for the North Sale Growth Area, including road widening, underground infrastructure and shared pedestrian pathways.

This requirement has been identified within the *North Sale Development Plan (2018)* and *North Sale Infrastructure Funding Arrangement (November 2022).*

The 10m of land required is located within 37A, 49 and 65 Cobains Road, Sale.

Officers are liaising with the relevant landowners as part of the ongoing process.

A Council Report was presented to Council at the meeting of 17 June 2025 where a resolution to request Authorisation from the Minister for Planning to proceed with the Amendment was carried.

Current Status:
On 29 August 2025, DTP, under delegation from the Minister for Planning, in accordance with section 8A of the *Planning and Environment Act 1987* (the Act) authorised council as the planning authority to prepare the amendment.

The Strategic Planning team is currently preparing the amendment documentation to proceed to formal public notice, which is expected to occur in late 2025.

3. PRIVATELY INITIATED PLANNING SCHEME AMENDMENTS

There are currently no privately initiated Planning Scheme Amendments formally in progress.

4. DEVELOPMENT PLANS

DPO1: 28 REDBANK ROAD, STRATFORD

Project Details:
The Development Plan application has been submitted to meet the requirements of Development Plan Overlay Schedule 1 (DPO1) of the Wellington Planning Scheme.

The Development Plan application seeks approval for the use and development of land for the construction of 17 single storey dwellings with associated carparking, landscaping and subdivision of the proposed residential dwellings.

The Development Plan application has undergone a period of public notification as per the requirements of the Development Plan Overlay 1 (DPO1).

A total of seven stakeholders (community members and statutory agencies) submitted comments/feedback relating to the Development Plan application.

The Applicant has responded to the comments and made required changes in relation to the comments/feedback.

Current Status:
Development Plan application approved on 28 July 2025.

DPO8: RURAL LIVING AREA BOUND BY WILLIAMS ROAD, WILLUNG ROAD, HOOPERS ROAD AND FRIENDS ROAD, ROSEDALE - DEVELOPMENT PLAN

Project Details:
A draft Development Plan to meet the requirements of Clause 43.04 Development Plan Overlay Schedule 8 (DPO8) has been submitted for Council to assess.

As a long-established area identified for future rural living growth within the *'Rosedale Structure Plan (2012)'*, the land subject to the draft Development Plan was rezoned to allow rural living development to occur with the approval of the Minister for Planning via Planning Scheme Amendment C86, in October 2015. The fundamental principle of rural living development on the land has therefore been formally established in legislation.

The draft Development Plan has been prepared to demonstrate, in detail, how the land can be developed for rural living purposes, in accordance with the relevant planning provisions contained in DPO8. The draft Development Plan proposes 85 rural residential lots (average lot size 8,279m^2 in area) in the Rural Living Zone 1 (RLZ1).

From Thursday 1 December 2022 to Monday 23 January 2023, Council undertook a formal period of public notification of the draft Development Plan. Comments / feedback received during this initial notification period have necessitated updates / changes to the original draft Development Plan documentation / reports.

<u>Current Status:</u>
Council undertook a second round of notification from Thursday 3 July 2025 to Thursday 17 July 2025.

The applicant and Council Officers are currently reviewing all comments / feedback received from both rounds of notification (community consultation).

15. GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT

15.1. COMMUNITY ASSISTANCE GRANTS - AUGUST 2025

ACTION OFFICER: MANAGER FACILITIES AND EMERGENCIES

PURPOSE

That Council approve the recommendations to allocate funds for the Community Assistance Grants August 2025 as detailed in Attachment 15.1.2 - Community Assistance Grants Recommendations August 2025 with the applicants to be notified of the outcome of their applications.

RECOMMENDATION

That Council –

1. ***Receive and note this report;***
2. ***Approve the allocation of Community Assistance Grants for August 2025, as detailed in the confidential attachment 15.1.2 - Community Assistance Grants - Recommendations August 2025, with the outcome of submissions being notified to applicants; and***
3. ***Note that the information contained in the confidential attachment 15.1.2 Community Assistance Grants - Recommendations August 2025, was designated confidential under section 3(1) of the Local Government Act 2020 by the General Manager Built and Natural Environment on 8 October 2025 because it relates to the following grounds:***
   (f) personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs;
   except that once this recommendation has been adopted the name of the successful applicants can be made public.

BACKGROUND

The Community Assistance Grants Scheme encourages the development of initiatives in the community in line with Council's vision, Wellington 2031, and the Wellington Shire Council Plan 2021-25. The scheme aims to build community capacity, encourage participation in cultural development and support community initiatives that promote participation.

Not for profit community groups operating in the Wellington Shire can apply for a Community Assistance Grant of over $2,501 to $6,000.

Each year there are two funding rounds being in January and June.

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

The following applications were received and recommended for the August 2025 funding round:

- 36 applications received totalling $200,120 and 27 recommended totalling $130,997

Applications are assessed by a Community Assistance Grants Panel (the panel), which comprises staff at a management and/or coordinator level.

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 provides advice and recommendations to Council based on published Community Assistance Grants Scheme Guidelines and Assessment Criteria.

ATTACHMENTS

1. Confidential Header - Community Assistance Grants - August 2025 [**15.1.1** - 1 page]
2. CONFIDENTIAL REDACTED - Community Assistance Grants - Recommendations August 2025 [**15.1.2** - 8 pages]
3. Community Assistance Grants August 2025 Guidelines and Assessment Criteria [**15.1.3** - 5 pages]

OPTIONS

Council has the following options available:

1. Approve the recommendations to allocate the funds for the Community Assistance Grants August 2025 as detailed in Attachment 15.1.2 - Community Assistance Grants – Recommendations August 2025 with applicants to be notified of the outcome of their applications; or
2. Not approve the recommendations to allocate the funds and seek further information for consideration at a future meeting of Council.

PROPOSAL

That Council approve the recommendations to allocate Community Assistance Grants August 2025 funds as detailed in Attachment 15.1.2 - Community Assistance Grants - Recommendations August 2025 and that applicants be notified of the outcome of their applications.

CONFLICT OF INTEREST

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

COUNCIL PLAN 2025-29

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

FINANCIAL IMPACT

Funding will be through the Community Assistance Grant Scheme within the Community Wellbeing budget. The total available budget for the 2025-26 Community Assistance Grant and Quick Response Scheme is $390,000.

The following applications are recommended for the August 2025 funding round:

- 27 applications totalling $130,997

COMMUNICATION IMPACT

The funding of these events and projects will facilitate positive community relationships for the Wellington Shire, 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.

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 Events, Projects and Facilities projects will have a significant positive impact on the community and provide assistance to increase the range of activities that the wider Wellington community can access and be a part of. Successful applicants have demonstrated a community need that will be filled through receiving the funding and show a community benefit through project outcomes.

ENVIRONMENTAL IMPACT

All Events, Projects and Facilities projects’ applicants are encouraged to consider the environmental impacts that will be produced through delivering their grant outcomes and have appropriate measures in place to manage them.

ENGAGEMENT IMPACT

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

RISK MANAGEMENT IMPACT

The events industry is strongly legislated, and all events are encouraged to comply with current occupational health and safety legislative and best practice safety standards. It is the responsibility of applicants to ensure that their projects comply with all current rules and regulations.

WELLINGTON
SHIRE COUNCIL
The Heart of Gippsland

ORDINARY COUNCIL MEETING
21 OCTOBER 2025

I declare that the information contained in the attached document **COMMUNITY ASSISTANCE GRANTS – RECOMMENDATIONS AUGUST 2025** relating to **COMMUNITY ASSISTANCE GRANTS** is confidential because it contains confidential information as defined in section 3(1) of the *Local Government Act 2020*;

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

…………………………………………………………..

CHRIS HASTIE
GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT
8/10/2025

WELLINGTON
SHIRE COUNCIL

Community Assistance Grants August 2025 Guidelines and Assessment Criteria

Introduction

Our Community Assistance Grants Scheme encourages community outcomes in line with Wellington Shire Council Community Vision, the Council Plan, and Municipal Health & Wellbeing Plan.

It aims to build community capacity by encouraging:

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

Overview

Not-for-profit community groups operating in the Wellington Shire can apply for a Community Assistance Grant of $2,501 to $6,000.

Applications Open:	**9.00am Monday 16 June 2025**
Applications Close:	**4.00pm Tuesday 5 August 2025**

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

Sale Service Centre 18 Desailly Street (PO BOX 506), Sale VIC 3850 Telephone 1300 366 244
Yarram Service Centre 156 Grant Street, Yarram VIC 3971 Telephone (03) 5182 5100
Web www.wellington.vic.gov.au
Email enquiries@wellington.vic.gov.au

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 who 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.
    a. 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 submitting your budget and 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 due 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 **MUST** align with Key Council Plans and Strategies:

   a. Wellington Shire Council Plan
   b. Municipal Health & Wellbeing Plan
   c. Sustainability Strategy
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. All activities are encouraged to consider the waste that will be produced through delivering their grant outcomes and have appropriate measures in place to manage waste.
14. All activities are encouraged to consider the waste that will be produced through delivering their grant outcomes and have appropriate measures in place to manage waste.
15. Multiple applications for the same activity will not be accepted.
16. 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.
    a. Each demonstrated sub-group 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.
17. Priority will be given to groups who haven't received Council funding during the current financial year.
18. 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.
19. Where possible, the goods and services used in the funded activity (suppliers and contractors) be sourced from within the Wellington Shire.
20. Activities that are primarily for the purpose of fundraising will be required to demonstrate the Community benefits in addition to the fundraising outcome.
21. 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.
22. For all expenditure items of $1,000 or more you must include a quote or evidence of the item cost.
23. 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.
24. 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.
25. The applicant is responsible for all ongoing maintenance and running costs of any equipment purchases resulting from a successful application.
26. Council may reduce the amount allocated to you if the funding applied for is considered unsubstantiated and/or excessive.
27. Council may reduce the amount allocated to you if the funding round is oversubscribed; additionally, if Council is aware of an alternative option available to you, it will recommend it as an alternative to funding.
28. 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.
29. You are required to acknowledge Wellington Shire Council's support of your activity as specified in the Funding Agreement.
    a. This may include the Middle of Everywhere.
30. Funding must be returned if the activity is not completed in line with the Funding Agreement. Any excess funding must be returned.
31. Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the Charter of Human Rights and Responsibilities Act 2006 (Vic) and has referred to Council's Human Rights Policy to develop the WSC CAG program Guidelines and Assessment Criteria.
32. Applications must be completed and returned by 4.00pm on Tuesday 5 August 2025. The closing date will apply for all applications. No late applications will be accepted.

33. You will be notified via SmartyGrants of the outcome of your grant by 22 October 2025. You are welcome to contact the Grants Officer for further feedback. Please note once a completed Funding Agreement is received it can take up to six weeks for the funding to arrive in your bank.
34. Activities must commence after 1 November 2025 and take place by 30 November 2026. Acquittal Report forms must be submitted to Council within 8 weeks of the activity completion.
35. 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: • 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: grants@wellington.vic.gov.au

15.2. UNUSED ROAD LICENCE - SIGNBOARD LANE & JIMMYS CREEKS ROAD, DUTSON

ACTION OFFICER: MANAGER BUILT ENVIRONMENT

PURPOSE

The objective of this report is for Council to consider an application received to provide consent for Signboard Lane and Jimmys Creek Road at Dutson to be considered not required for public traffic for the granting of a licence by the Department of Energy, Environment and Climate Action.

RECOMMENDATION

That Council, pursuant to section 400 of the Land Act 1958, gives notice that Signboard Lane and Jimmys Creek Road – adjoining CA 41A, CA 41B Section C, CA 42A & CA 42C Section C, CA 3E & 3F Section C, CA 7 & 8 Section A, and Lot 1 TP609500 in the Parish of Glencoe, Glencoe South, and Dulungalong – is not required for public traffic, and is therefore classified as an unused road.

BACKGROUND

Gippsland Water has formally requested Council to consent to their application made to the Department of Energy, Environment and Climate Action (DEECA) for the issue of a general licence over portions of Signboard Lane and Jimmys Creek Road.

The licence area includes:

- Signboard Lane, from approximately 1.9 km south of the Longford Loch Sport Road to Carrs Creek Road.
- The full length of Jimmys Creek Road (Government Road portions).

Signboard Lane is currently the only open road reserve providing a connection between Longford - Loch Sport Road and Carrs Creek Road. The southern 2.7 km section of Signboard Lane, extending from Jimmys Creek Road, remains unconstructed and is vegetated. Historically, access through this area was gained via a track located on Gippsland Water land; however, this access was gated and locked by Gippsland Water around 2012 effectively denying public access.

A formed access track exists along Signboard Lane from the 1.9 km point to Jimmys Creek Road, and along Jimmys Creek Road itself. This track is primarily used by Gippsland Water and is not maintained by Wellington Shire Council under its Road Management Plan.

Jimmys Creek Road consists of two parts, being a section of government road and a section of council road (held in two parts). The section of council road was created from a previous road exchange undertaken c1974 by the Rosedale Shire at the request of the then Latrobe Valley Water and Sewerage Board. The section of Council Road does not form part of this request.

At a Council Meeting held on 19 November 2013 Council considered a report following a request from Gippsland Water to discontinue Signboard Lane and Jimmys Creek Road, Dutson Downs. At this meeting Council resolved to:

"*The discontinuance of Signboard Lane and Jimmys Creek Road not be pursued at this time until access to the Sentosa Safaris property is resolved*."

This resolution has guided Council Officers in responding to subsequent road discontinuance requests from Gippsland Water. Since approximately 2012, access to the Sentosa Safaris property has been via Carrs Creek Road, with the final 6 km of this road being unconstructed. The property was sold to new owners in 2022.

The current request from Gippsland Water seeks a general licence, which closes the road to public traffic but retains the underlying road reserve status. It is on this basis that Council Officers have directed the requests from Gippsland Water with consideration to the past resolution of Council. Gippsland Water have also confirmed their acceptance of Council consent to this proposal being subject to a requirement for a 3m wide gate(s) that remains unlocked.

DEECA's licence application process requires public notification. A notice was published in the *Gippsland Times* on 16 April 2025, and DEECA has advised that no public submissions were received.

The roads subject to this licence request are shown in Attachment 15.2.1 – Locality Map – Proposed Licence Signboard Lane & Jimmys Creek Road, which outlines the relevant sections of Signboard Lane and Jimmys Creek Road proposed for inclusion under Gippsland Water's application.

A copy of the schedule for signing to formalise Council's consent is provided in Attachment 15.2.2 – DECCA Consent Schedule.

General licences for unused roads may be issued by DEECA on an annual, triennial, or 99-year basis. These licences can be revoked, in full or in part, upon written request from Council should the road be required for public use in the future.

ATTACHMENTS

1. Locality Map - Proposed Licence Signboard Lane & Jimmys Creek Road [**15.2.1** - 2 pages]
2. DEECA Consent Schedule [**15.2.2** - 3 pages]

OPTIONS

Council has the following options available:

1. Pursuant to section 400 of the *Land Act 1958*, advise the Department of Energy, Environment and Climate Action its approval of issuing the licence as this section of the government road is not required for public traffic, or;
2. Not agree to the issuing of the licence at this time.

PROPOSAL

That Council, pursuant to section 400 of the Land Act 1958, gives notice that Signboard Lane and Jimmys Creek Road (adjoining CA 41A, CA 41B SECTION C, CA 42A & CA 42C SECTION C, CA 3E & 3F SECTION C, CA 7 & 8 SECTION A and Lot 1 TP609500 in the Parish of Glencoe, Glencoe South and Dulungalong) are not required for public traffic and is therefore an unused road.

CONFLICT OF INTEREST

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

COUNCIL PLAN 2025-29

This report supports the achievement of the following Council Plan 2025-29 Strategic Objective/s:

Strategic Objective Three: Infrastructure, Spaces and Places – *Strategically planned, designed and well-maintained infrastructure, spaces and places* – states the following strategy:

Coordinating facilities and infrastructure to meet growth and evolving needs.

COLLABORATION

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

FINANCIAL IMPACT

There is no financial impact for Council as the roads are government roads, and any licence fee will be paid to DEECA.

COMMUNICATION IMPACT

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

LEGISLATIVE IMPACT

Application for issue of the licence(s) has been made pursuant to section 400 of the *Land Act 1958.*

COUNCIL POLICY IMPACT

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

RESOURCES AND STAFF IMPACT

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

COMMUNITY IMPACT

The section of Signboard Lane from 1.7 km south of Longford - Loch Sport Road and Jimmys Creek Road are generally used only by Gippsland Water as part of their operation at Dutson. The sections of road are not listed on the Public Road Register and are not maintained by Council under our Road Management Plan. Properties impacted by this change access their land via other means, either through existing landholdings and/or other unlicensed road reservations. As such, there will not be any identifiable community impact.

ENVIRONMENTAL IMPACT

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

ENGAGEMENT IMPACT

A public notice in the prescribed format was printed in the Gippsland Times on 16 April 2025 as required and subsequently DEECA have advised that no submissions or objections were received.

RISK MANAGEMENT IMPACT

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

PROPOSED LICENCE
SIGNBOARD LANE & JIMMYS CREEK ROAD

Government Road adjoining the following Crown Allotments CA 41A, CA 41B SECTION C, CA 42A & CA 42C SECTION C, CA 3E & 3F SECTION C, CA 7 & 8 SECTION A and Lot 1 TP609500 in the Parish of Glencoe, Glencoe South and Dulungalong

GOVERNMENT ROAD SUBJECT TO LICENCE APPLICATION

Attachment 1 (Continued)

GOVERNMENT ROAD SUBJECT TO LICENCE APPLICATION

DEECA CONSENT SCHEDULE

DEPARTMENT OF ENERGY, ENVIRONMENT & CLIMATE ACTION

SCHEDULE 4

Notice of a municipal council under section 400 that a road is unused.

Secretary to the Department of Environment, Land, Water & Planning

Under Section 400 of the Land Act 1958, the municipal council of the municipal district of

Wellington

gives notice that *the road / *each of the roads described in the Schedule below is considered by Council to not be required for public traffic and is therefore an unused road.

SCHEDULE

PARISH	DESCRIPTION OF LOCATION OF ROAD

GENERAL LICENCE – ADJOINING CROWN ALLOTMENTS 41B,41A SECTION C, 42C 42A SECTION C, LOT 1 ON TP609500, CROWN ALLOTMENT 3E 3F SECTION C AND CROWN ALLOTMENTS 7 & 8 SECTION A – PARISH OF GLENCOE, GLENCOE SOUTH & DULUNGALONG

As indicated by shading on the plan copy attached

* Signed: ....

Dated: ....

witness ....

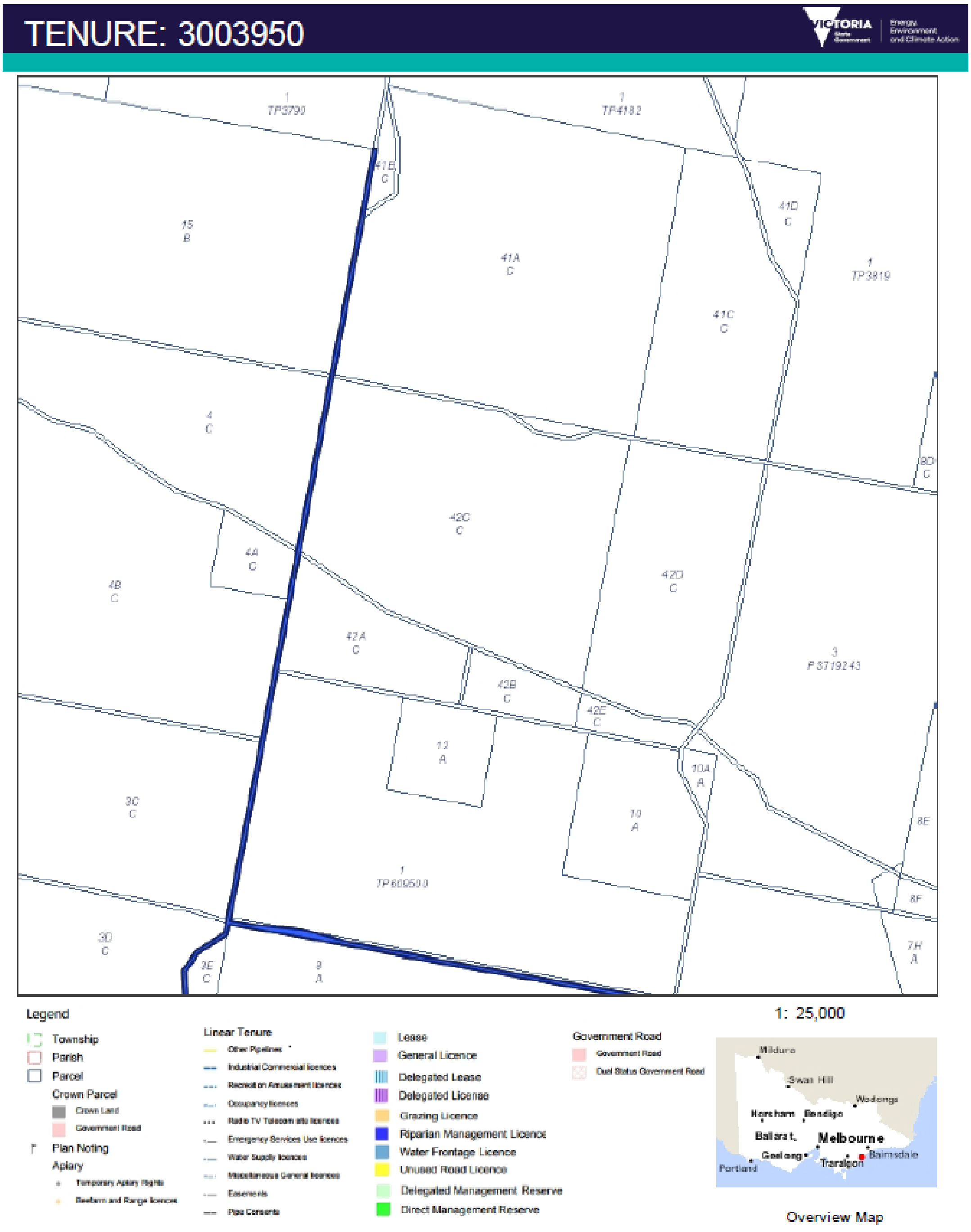
* The seal of the municipal council of
....

as affixed to this on ....

by ....

witness ....

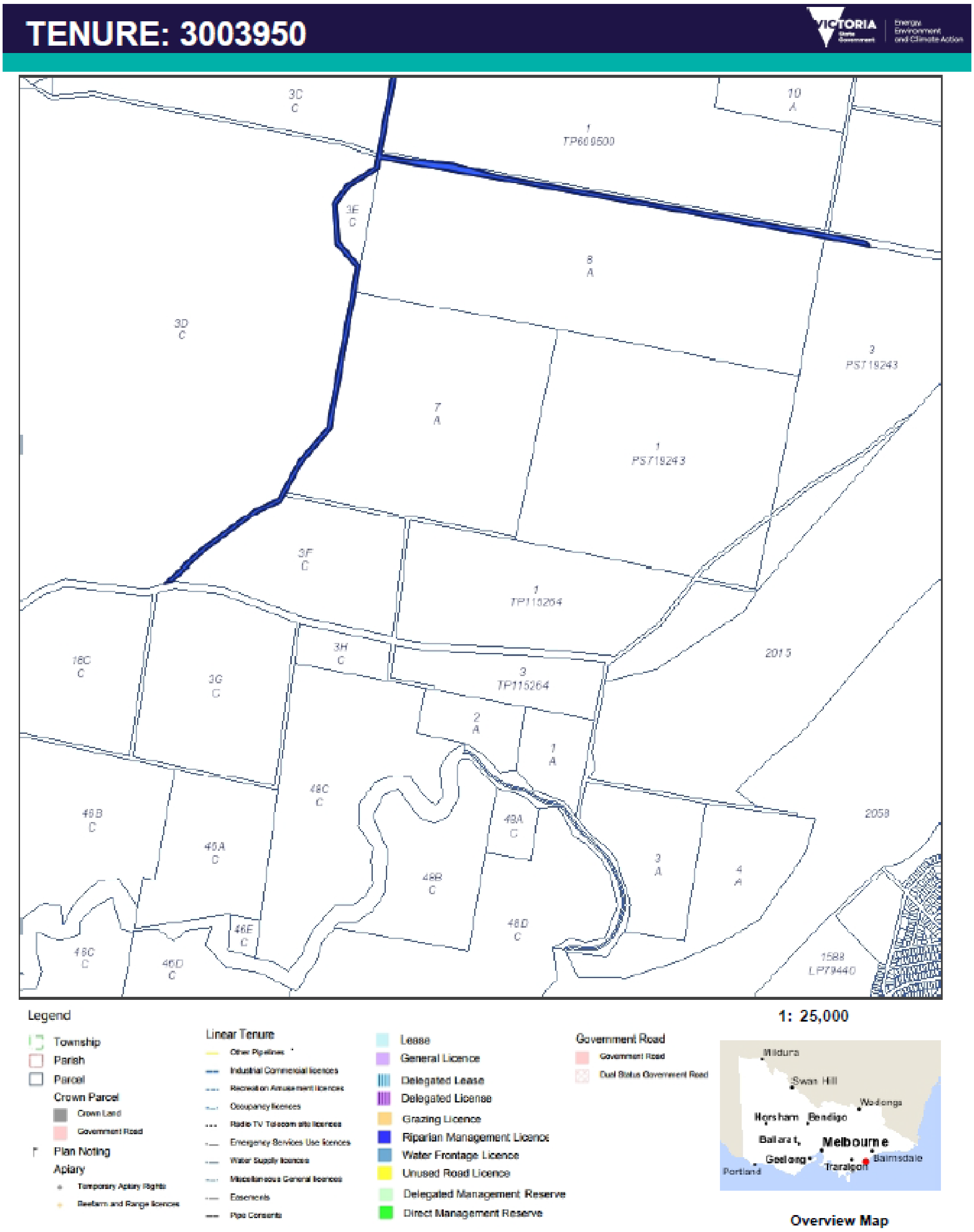
Attachment 2 (Continued)



Disclaimer: This map is a snapshot generated from Victorian Government data. This material may be of assistance to you but the State of Victoria does not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for error, loss or damage which may arise from reliance upon it. All persons accessing this information should make appropriate enquiries to assess the currency of the data.

Crown Land Manager A4 Portrait Map Created on 18-Feb-2025

Attachment 2 (Continued)



Disclaimer: This map is a snapshot generated from Victorian Government data. This material may be of assistance to you but the State of Victoria does not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for error, loss or damage which may arise from reliance upon it. All persons accessing this information should make appropriate enquiries to assess the currency of the data.

Crown Land Manager A4 Portrait **Map Created on 18-Feb-2025**

15.3. 2026 - 033 AQUA ENERGY CARPARK

ACTION OFFICER: MANAGER ASSETS AND PROJECTS

PURPOSE

The purpose of this report is for Council to consider entering into a contract for the Aqua Energy Carpark.

RECOMMENDATION

That Council

1. ***Adopt the recommendations contained in the confidential attachment 15.3.2 - 2026 – 033 Tender Evaluation Report for Aqua Energy Carpark and;***
2. ***Note that the information contained in the confidential attachment 15.3.2 - 2026 –033 Tender Evaluation Report for Aqua Energy Carpark, was designated confidential by the General Manager Built and Natural Environment on 24 September 2025 because it contains confidential information as defined in section 3(1) of the Local Government Act 2020 (g)(ii) private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage***
   except that once this recommendation has been adopted the name of the successful tenderer can be made public.

BACKGROUND

As part of the Aqua Energy Redevelopment Council previously resolved to purchase an unused bowling green from the Sale Bowls Club for the purpose of improving accessibility to the venue. This area was used as the site compound during the construction of the pool which opened to the public on 7 October 2025. The additional carpark will increase Carparking to the facility by 39% with 41 additional carparking spaces bringing the total to 147 precinct carparks.

Accordingly, a tender was advertised for these works with a recommendation prepared for Council's consideration.

ATTACHMENTS

1. Confidential Header - 2026 033 Tender Evaluation Report - Aqua Energy Carpark [**15.3.1** - 1 page]
2. CONFIDENTIAL REDACTED - 2026-033 Tender Evaluation Report - Aqua Energy Carpark [**15.3.2** - 7 pages]

OPTIONS

Council has the following options available:

1. Adopt the recommendations contained in the attached confidential 2026 – 033 Tender Evaluation Report for Aqua Energy Carpark;
2. Not enter into a contract and not proceed with these works at this time.

PROPOSAL

That Council adopt the recommendations contained in the confidential 2026 – 033 Tender Evaluation Report for Aqua Energy Carpark.

CONFLICT OF INTEREST

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

COUNCIL PLAN 2025-29

This report supports the achievement of the following Council Plan 2025-29 Strategic Objective/s:

Strategic Objective Three: Infrastructure, Spaces and Places – *Strategically planned, designed and well-maintained infrastructure, spaces and places* – states the following strategy:

Coordinating facilities and infrastructure to meet growth and evolving needs.

COLLABORATION

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

FINANCIAL IMPACT

These works have been budgeted for under the 2025-2026 capital works program.

COMMUNICATION IMPACT

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

LEGISLATIVE IMPACT

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

COUNCIL POLICY IMPACT

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

RESOURCES AND STAFF IMPACT

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

COMMUNITY IMPACT

These works will have a positive community impact because it will increase carparking and improve accessibility to the venue for swim school and hydrotherapy pool users.

ENVIRONMENTAL IMPACT

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

ENGAGEMENT IMPACT

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

RISK MANAGEMENT IMPACT

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

WELLINGTON

SHIRE COUNCIL

The Heart of Gippsland

ORDINARY COUNCIL MEETING
21 OCTOBER 2025

I declare that the information contained in the confidential attachment **15.3.2 2026 – 033 TENDER EVALUATION REPORT** relating to **AQUA ENERGY CARPARK** 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
24/09/2025

15.4. SALE TENNIS CLUB - SALE HARDCOURT REDEVELOPMENT

ACTION OFFICER: GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT

PURPOSE

The purpose of this report is for Council to approve entering into an agreement with the Sale Tennis Club to deliver the Sale Tennis Hardcourt Redevelopment and LED Lighting Upgrade Project.

RECOMMENDATION

That Council:

1. ***Authorise the Chief Executive Officer to enter into an agreement with the Sale Tennis Club for the delivery of the Sale Tennis Hardcourt Redevelopment project, and;***
2. ***Note that this agreement details milestone payments to be made by Council to the Sale Tennis Club from grant funding provided by the Victorian Government for the project.***

BACKGROUND

Wellington Shire Council was successful with a funding application to the Victorian Government's Regional Community Sports Infrastructure Fund, Round 2. This application was submitted by Council on behalf of the Sale Tennis Club. The approved funding amount for this project is $613,910. The Sale Tennis Club are contributing the remaining funding towards the delivery of this project.

Sale Tennis Club will assume the role of Project Manager and provide detailed designs and a proposed construction methodology to Council which:

- is prepared and specified by a suitable, qualified, and experienced construction contractor;
- includes detailed information and nominated hold points (where relevant);
- will be reviewed for approval by Council;
- includes an overall site plan identifying access point(s), construction zone(s), storage area(s).

Sale Tennis Club will manage the tendering and awarding of this project and must procure the works in accordance with Council's Procurement Policy.

Council has entered into a Funding Agreement with the Victorian Government for the project and will assume to role of fund manager. Council will transfer the $613,910, provided by the Victorian Government, to Sale Tennis Club at agreed milestones to fund the completion of the works.

The Payment must be paid in instalments by Council no later than 60 Business Days after the later of:

- Each Milestone on the terms set out in the Project Agreement being reached; and
- Provision by Sale Tennis Club to Council of a valid tax invoice(s) inclusive of GST, ledger(s) or transaction report(s) and any additional conditions Council is required to satisfy under the terms of this Agreement for the relevant Payment Amounts.

ATTACHMENTS

Nil

OPTIONS

Council has the following options available:

1. Authorise the Chief Executive Officer to enter into an agreement with the Sale Tennis Club for the delivery of the Sale Tennis Hardcourt Redevelopment project which includes milestone payments for which Council has received funding from the Victorian Government on behalf of the Sale Tennis Club.
2. Not approve the recommendations of this report and seek further information for consideration at a future meeting of Council.
3. Not approve the recommendations of this report and take no further action.

PROPOSAL

That Council authorise the Chief Executive Officer to enter into an agreement with the Sale Tennis Club for the delivery of the Sale Tennis Hardcourt Redevelopment project which includes milestone payments for which Council has received funding from the Victorian Government on behalf of the Sale Tennis Club.

CONFLICT OF INTEREST

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

COUNCIL PLAN 2025-29

This report supports the achievement of the following Council Plan 2025-29 Strategic Objective/s:

Strategic Objective Three: Infrastructure, Spaces and Places – *Strategically planned, designed and well-maintained infrastructure, spaces and places* – states the following strategy:

Coordinating facilities and infrastructure to meet growth and evolving needs.

FINANCIAL IMPACT

There is no financial contribution required from Council towards this project. Council holds the Funding Agreement with the Victorian Government and will assume the role of fund manager for this project.

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

Sale Tennis Club will manage the tendering and awarding of this project and must procure the works in accordance with Council's Procurement Policy.

The total amount of funding to be provided to the Sale Tennis Club as a result of this agreement exceeds the financial delegation provided to the Chief Executive Officer, hence Council approval is required.

RESOURCES AND STAFF IMPACT

Council will provide technical and governance support to the Sale Tennis Club.

COMMUNITY IMPACT

These works will have a positive community impact, by ensuring that community infrastructure is maintained and remained in good condition.

ENVIRONMENTAL IMPACT

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

ENGAGEMENT IMPACT

Wellington Shire Councils standard community consultation practices will be implemented for this project.

RISK MANAGEMENT IMPACT

It is considered that the proposed agreement will not expose Wellington Shire Council to any significant risks. A Risk Management Plan has been developed for this project.

16. 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.

17. 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*.

Meeting declared closed at: