WELLINGTON
SHIRE COUNCIL

# Agenda
# Ordinary Council Meeting

**Tuesday 1 December 2026, commencing at 5:00 PM**

**Meeting to be held at**

**Wellington Centre – Wellington Room, Foster Street, Sale**

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

# ORDINARY MEETING OF COUNCIL
## TABLE OF CONTENTS

**0.1. TABLE OF CONTENTS ..... 2**

**1. APOLOGIES ..... 5**

**2. DECLARATION OF CONFLICT/S OF INTEREST ..... 5**

**3. CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING/S ..... 5**

3.1. ADOPTION OF MINUTES OF PREVIOUS COUNCIL MEETING ..... 5

**4. BUSINESS ARISING FROM PREVIOUS MEETINGS ..... 5**

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

**6. NOTICE/S OF MOTION ..... 6**

6.1. NOTICE OF MOTION - REQUEST FOR A REVIEW OF THE VICTORIAN CODE FOR BROILER FARMS 2009 AND 2018 AMENDMENTS ..... 6

**7. RECEIVING OF PETITION OR JOINT LETTERS ..... 8**

7.1. OUTSTANDING PETITIONS ..... 8

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

**9. QUESTION/S ON NOTICE ..... 8**

9.1. OUTSTANDING QUESTION/S ON NOTICE ..... 8

**10. DELEGATES REPORT ..... 8**

**11. GENERAL MANAGER CORPORATE SERVICES ..... 8**

11.1. RECORD OF COUNCIL WORKSHOPS ..... 8

11.2. ADOPTION OF 2027 COUNCIL MEETING DATES ..... 13

11.3. PROGRESS UPDATE ON THE DOMESTIC ANIMAL MANAGEMENT PLAN 2026-2029 - YEAR 1 ..... 17

**12. GENERAL MANAGER DEVELOPMENT ..... 32**

12.1. QUARTERLY BUILDING REPORT – JULY TO SEPTEMBER 2026 ..... 32

**13. GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT ..... 40**

13.1. CONTRACT 2027-065 GRIMMES ROAD RECONSTRUCTION, DENISON ..... 40

13.2. CONTRACT 2027-054 BOISDALE HARD COURT RENEWAL .....44
13.3. CONTRACT 2027-063 MUSTONS LANE, HEYFIELD RECONSTRUCTION .....48
13.4. QUICK RESPONSE GRANTS .....52
**14. FURTHER GALLERY AND ONLINE COMMENTS .....76**
**15. IN CLOSED SESSION .....77**

## COUNCIL MEETING INFORMATION

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

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

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

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## MISSION STATEMENT

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

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## ACKNOWLEDGEMENT OF COUNTRY

*We acknowledge the Traditional Custodians of the land, the Gunaikurnai people. We pay our respects to their Elders past and present and acknowledge their ongoing cultural and spiritual connections to their land and waters.*

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## RECOGNITION OF COMMUNITY

*We recognise the entire Wellington Shire community, including visitors to our shire, for their collective efforts in protecting and preserving the land, water, air, and history, and for making this a better place to live and work for current and future generations.*

# 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 17 November 2026.

| RECOMMENDATION |
| --- |
| ***That Council adopt the minutes and resolutions of the Ordinary Council Meeting of 17 November 2026.*** |

**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 |
| --- | --- | --- | --- |
| | | | |

# 5. ACCEPTANCE OF LATE AND URGENT ITEMS

# 6. NOTICE/S OF MOTION

## ACTION OFFICER: COUNCILLOR YOUNGER

I, Councillor Catherine Younger, hereby give notice of my intention to move the following motion at the Ordinary Meeting of Council on 1 December 2026.

### Motion

***That Council:***

1. ***Write to the Minister for Agriculture, requesting that the Victorian Government undertake a comprehensive review of the Victorian Code for Broiler Farms 2009 and 2018 Amendments (the Code), having regard to its age, contemporary agricultural practices and the changing nature of rural land use across Victoria.***
2. ***Request that the review include;***
    a) ***an examination of the adequacy of the Code in addressing land use planning conflicts arising from the increasing establishment and intensification of rural residential uses within and adjoining Farming Zone areas, particularly where those uses interface with existing or proposed intensive broiler farming operations; and***
    b) ***consultation with local government, rural communities, the poultry industry, relevant government agencies and agricultural representatives; and***
    c) ***consideration by the Minister of whether consequential amendments to relevant planning policy, statutory controls or assessment guidelines are necessary to ensure a more contemporary and consistent approach to managing the interface between intensive broiler farming and rural residential land uses.***

**COUNCILLOR CATHERINE YOUNGER**
Dated: 23 November 2026

## BACKGROUND

The Victorian Code for Broiler Farms 2009 and 2018 Amendments (the Code) provides an important framework for the establishment and operation of intensive poultry production facilities. However, the Code was developed in a different rural land-use context, and the circumstances in which it is now being applied have evolved considerably over time.

The Code, first introduced in 2001 and substantially revised in 2009, has not been subject to a comprehensive contemporary review for approximately 17 years. Given significant changes in rural land use patterns, agricultural technology, environmental expectations and the increasing interface between intensive animal production and rural residential development, a comprehensive review is warranted.

Across regional Victoria, including Wellington Shire, there is increasing demand for rural residential living within areas zoned for farming. While the Farming Zone is intended to

protect and support agricultural production, the changing pattern of rural land ownership and occupation is creating increasingly complex interfaces between legitimate agricultural activities and residential expectations.

These competing land uses can give rise to significant planning and amenity challenges, particularly where intensive broiler farming operations are proposed in proximity to existing rural residences or where multiple poultry farms operate within the same locality.

Local government is frequently required to assess and manage these competing interests through the planning permit process. However, planning authorities must do so within the context of State Government policy and the existing Code, which may not adequately reflect contemporary rural settlement patterns or the cumulative impacts associated with intensive agricultural operations.

There is a need for a contemporary and balanced framework that recognises the economic and agricultural importance of the poultry industry while also providing appropriate consideration of rural residential amenity, environmental impacts and the long-term sustainability of competing land uses.

A review would provide an opportunity to improve certainty for agricultural operators, rural residents, prospective landowners and planning authorities, and ensure that the Code remains fit for purpose and to achieve better land-use compatibility.

A full and comprehensive review could consider:

- Whether the existing separation distances remain appropriate having regard to contemporary rural settlement patterns and land use expectations.
- The cumulative impacts of multiple broiler farm operations within a locality, including the potential for overlapping odour, dust, noise, traffic and other amenity and health impacts.
- The adequacy of existing requirements for assessing odour emissions and potential impacts on sensitive land uses, including consideration of prevailing climatic conditions and cumulative impacts.
- The respective responsibilities and expectations placed on broiler farm operators, prospective rural residential landowners and planning authorities in managing land use interface conflicts.
- Whether the Code adequately addresses the potential for land use conflicts to arise where rural residential development is occurring in areas historically characterised by agricultural production.
- Opportunities to improve coordination between agricultural policy, environmental regulation and the Victorian planning system to provide greater certainty for current residents, industry, landowners, prospective residents and local government.

# 7. RECEIVING OF PETITION OR JOINT LETTERS

## 7.1. OUTSTANDING PETITIONS

**ACTION OFFICER: CHIEF EXECUTIVE OFFICER**

| ITEM | FROM MEETING | COMMENTS | ACTION BY |
|---|---|---|---|
| NIL | | | |

# 8. INVITED ADDRESSES, PRESENTATIONS OR ACKNOWLEDGEMENTS

# 9. QUESTION/S ON NOTICE

## 9.1. OUTSTANDING QUESTION/S ON NOTICE

**ACTION OFFICER: CHIEF EXECUTIVE OFFICER**

| ITEM | FROM MEETING | COMMENTS | ACTION BY |
|---|---|---|---|
| NIL | | | |

# 10. DELEGATES REPORT

# 11. GENERAL MANAGER CORPORATE SERVICES

## 11.1. RECORD OF COUNCIL WORKSHOPS

**ACTION OFFICER: MANAGER GOVERNANCE**

**PURPOSE**

To provide a summary of Council workshops held on Tuesday 17 November 2026.

**RECOMMENDATION**

***That Council receive and note the attached Council Workshop records for Tuesday 17 November 2026.***

## BACKGROUND

Council workshops are informal sessions held regularly to provide Councillors with information and updates, including general briefings and matters that may be the subject of future Council decisions.

A summary of each workshop is provided, capturing the workshop title, attendance, and any declared conflicts of interest.

## ATTACHMENTS

1. Record of Council Workshops - 17 November 2026 [**11.1.1** - 2 pages]

## OPTIONS

Council has the following options:

1. Receive and note the attached Council Workshop records; or
2. Not receive and note the attached Council Workshop records.

## PROPOSAL

That Council receive and note the attached Council Workshop records for Tuesday 17 November 2026.

## 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.

## GENDER IMPACT ASSESSMENT (GIA)

Officers understand the requirements in relation to conducting GIA's to ensure Council remains compliant with obligations outlined in the *Gender Equality Act 2020*.

The following determination was made.

A Gender Impact Assessment was not conducted as the policy, program or service does not meet the assessment requirement criteria.

## FINANCIAL IMPACT

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

## COMMUNICATION IMPACT

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

## LEGISLATIVE IMPACT

Section 9 of the *Local Government Act 2020* requires Council, in performing its role, to give effect to the overarching governance principles.

While there is no statutory requirement to provide a summary of Council workshops, this report supports these principles, particularly section 9(i) relating to transparency and accountability.

Councillors and staff attending workshops are required to declare any conflicts of interest, including the nature of the interest, in relation to matters discussed. These disclosures are maintained in the Conflicts of Interest Register, with the name of the Councillor(s) making the declaration included in the Record of Council Workshop.

Recording Councillor attendance at workshops is a requirement under GOV-G6 of the Local Government Performance Reporting Framework. Councillors are recorded as present, on approved leave of absence, or an apology. This data is aggregated over a 12-month period and reported in accordance with Local Government Performance Reporting Framework 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

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

# RECORD OF COUNCIL WORKSHOPS - COUNCIL DAY

| COUNCIL WORKSHOPS – 17 NOVEMBER 2026 | | | |
|---|---|---|---|
| **COUNCILLOR** | **ATTENDANCE** | **OFFICERS IN ATTENDANCE** | |
| ***Cr Cindy Madeley*** *(Mayor)* | YES | **David Morcom** | Chief Executive Officer |
| ***Cr Liz Foat*** *(Deputy Mayor)* | YES | **Renae Littlejohn** | General Manager Development |
| ***Cr Catherine Younger*** | YES | **Chris Hastie** | General Manager Built & Natural Environment |
| ***Cr Scott Rossetti*** | YES | **Emilie Davine** | Acting General Manager Corporate Services |
| ***Cr Edward Lowe*** | YES | | |
| ***Cr Garry Stephens*** | YES | | |
| ***Cr Carmel Ripper*** *(online)* | 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 – 17 NOVEMBER 2026 | | |
|---|---|---|
| **ITEM NO.** | **WORKSHOP TITLE** | **PRESENTERS** |
| 1.1 | **ITEM 1**<br>**ELECTION OF THE MAYOR AND DEPUTY MAYOR AND COUNCIL MEETING DATES 2027** | • *Carly Bloomfield, Manager Governance*<br>• *Keisha Roy, Coordinator Governance and Strategy*<br>*Conflict of Interest: NIL* |
| 1.2 | **ITEM 2**<br>**STRATEGY CONSULTATION UPDATE – THRIVING WELLINGTON** | • *Ross McWhirter, Manager Culture & Leisure*<br>• *Shae Hansen, Manager Economic Development*<br>• *Caz McLean (Consultant)*<br>*Conflict of Interest: NIL* |

# RECORD OF COUNCIL WORKSHOPS - COUNCIL DAY

| WORKSHOP DETAILS – 17 NOVEMBER 2026 | | |
|---|---|---|
| **ITEM NO.** | **WORKSHOP TITLE** | **PRESENTERS** |
| 1.3 | **ITEM 3**<br>**SUMMER PREPAREDNESS BRIEFING** | • *Andy Gillham, Manager Bushire & Emergency Management Preparedness Gippsland, Bushfire and Forest Services, DEECA*<br>• *Tamika Clark, Acting Coordinator Emergency Managemnt*<br>• *Billie-Jo Thorburn, Acting Manager Facilities and Emergencies*<br>*Conflict of Interest: NIL* |
| 1.4 | **ITEM 4**<br>**MANDATORY PROFESSIONAL DEVELOPMENT PROGRAM – THEME: WORKING TOGETHER IN COUNCIL** | • *Sally Clarke, External Facilitator*<br>*Conflict of Interest: NIL* |
| 1.5 | **ITEM 5**<br>**GENDER EQUALITY ACTION PLAN (GEAP) UPDATE** | • *Emilie Davine, Manager People and Capability*<br>• *Erin O'Neill, Coordinator Human Resources*<br>• *Kelly Morris, Free from Violence Officer*<br>*Conflict of Interest: NIL* |

## 11.2. ADOPTION OF 2027 COUNCIL MEETING DATES

### ACTION OFFICER: MANAGER GOVERNANCE

#### PURPOSE

To adopt the 2027 Council meeting dates, times and place as attached and publish these on Council's website.

**RECOMMENDATION**

***That Council:***

1. ***Adopt the 2027 Council meeting dates, times and place as attached; and***
2. ***Publish the adopted 2027 Council meeting dates, times and place on Council's website.***

#### BACKGROUND

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

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

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

A slight variation is proposed for November and December dates with the final two Council days for 2027 proposed for Tuesday 30 November 2027 and Tuesday 14 December 2027.

These dates bring the usual December meeting schedule forward to allow sufficient time to action Council resolutions and prepare reports before the Christmas closure period. The recommended schedule is set out in Attachment 11.2.1 – Council Meeting Dates 2027.

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

#### ATTACHMENTS

1. Council Meeting Dates 2027 [**11.2.1** - 1 page]

## OPTIONS

Council has the following options available:

1. Adopt the dates, times and place of the proposed 2027 Council meetings as attached and publish the adopted 2027 Council meeting dates on Council's website; or
2. Not adopt the dates, times and place of the proposed 2027 Council meetings as attached and seek further information for consideration at a future Council meeting.

## PROPOSAL

For Council to adopt the 2027 Council meeting dates, times and place as attached and publish the adopted 2027 Council meeting dates, times and place on Council's website.

## CONFLICT OF INTEREST

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

## COUNCIL PLAN 2025-29

This impact has been assessed and while it does not meet a specific Council Plan strategic outcome, it does align 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

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

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

## COUNCIL POLICY IMPACT

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

## 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

# Workshop and Council Meeting Dates 2027

## First and third Tuesday of each month

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

2 February

16 February

2 March

16 March

6 April

20 April

4 May

18 May

1 June

15 June

6 July

20 July

3 August

17 August

7 September

21 September

5 October

19 October

3 November*

16 November

30 November**

14 December

*Council does not convene in January.*

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

** The 3 November meeting is on Wednesday due to the Melbourne Cup holiday.*

*** Final two Council days for 2027 are scheduled for Tuesday 30 November 2027 and Tuesday 14 December 2027. These dates bring the usual December meeting schedule forward to allow sufficient time to action Council resolutions and prepare reports before the Christmas shutdown period.*

## 11.3. PROGRESS UPDATE ON THE DOMESTIC ANIMAL MANAGEMENT PLAN 2026-2029 - YEAR 1

### ACTION OFFICER: MANAGER GOVERNANCE

#### PURPOSE

For Council to receive and note progress against the Year 1 Actions of the Wellington Shire Council Domestic Animal Management Plan 2026–2029 and the outcomes of the annual review.

**RECOMMENDATION**

***That Council receive and note the attached Year 1 Progress Report for the Wellington Shire Council Domestic Animal Management Plan 2026–2029 and note that the annual review identified no amendments to the Plan are required.***

#### BACKGROUND

Section 68A of the *Domestic Animals Act 1994* requires every Council to prepare a Domestic Animal Management (DAM) Plan every four years. In addition, the following must occur annually:

- The DAM Plan must be reviewed and, where appropriate, amended. If the DAM Plan is amended, a copy of the updated Plan must be provided to Animal Welfare Victoria.
- An evaluation of the implementation of the plan must occur and be published in the Annual Report.

An evaluation of the implementation of the Wellington Shire Council Domestic Animal Management Plan 2026–2029, was conducted during October 2026.

The evaluation measured progress against the ten objectives:

1. Maintain a trained and experienced workforce
2. Continue to promote and encourage responsible pet ownership
3. Reduce overpopulation and euthanasia rates of unwanted pets
4. Increase pet registrations
5. Act on animal nuisance reports
6. Reduce the number of dog attacks
7. Maintain compliance with declared and restricted breed dog legislation
8. Monitor domestic animal businesses
9. Assist in any emergency impacting people and their pets
10. Maintain compliance with section 68A of the *Domestic Animals Act 1994.*

Progress has been achieved across all objectives, with key outcomes including fewer cat impoundments, increased pet registration compliance, high pet reunification and adoption rates, the successful prosecution of an illegal domestic animal business, and a significant decline in reported dog attacks.

An annual review of the Wellington Shire Council Domestic Animal Management Plan 2026–2029 was also undertaken. The review confirmed that the Plan remains appropriate and that no amendments are required at this time.

## ATTACHMENTS

1. Year 1 Progress Report for the Wellington Shire Council Domestic Animal Management Plan 2026–2029 [**11.3.1** - 12 pages]

## OPTIONS

Following consideration of the attached report, Council has the following options available:

1. Receive and note the attached Year 1 Progress Report for the Wellington Shire Council Domestic Animal Management Plan 2026–2029 and note that the annual review identified no amendments to the Plan are required; or
2. Not receive the Year 1 Progress Report for the Wellington Shire Council Domestic Animal Management Plan 2026–2029 at this time and request further information or amendments before the matter is presented to Council for further consideration.

## PROPOSAL

That Council receive and note the attached Year 1 Progress Report for the Wellington Shire Council Domestic Animal Management Plan 2026–2029 and note that the annual review identified no amendments to the Plan are required.

## 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 One: Healthy and Connected Communities** – *Vibrant, healthy, connected and inclusive communities. Quality services accessible to everyone* – states the strategy:

- *Aligning services through a community-centred organisation.*

## GENDER IMPACT ASSESSMENT (GIA)

Officers understand the requirements in relation to conducting GIAs to ensure Council remains compliant with obligations outlined in the *Gender Equality Act 2020*.

The following determination was made.

A Gender Impact Assessment was conducted as the Plan meets the assessment requirement criteria. Officers undertook the GIA in accordance with the *Gender Equality Act 2020* to ensure potential gendered impacts were identified, considered and appropriately addressed.

## FINANCIAL IMPACT

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

## COMMUNICATION IMPACT

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

## LEGISLATIVE IMPACT

Section 68A of the *Domestic Animals Act 1994* requires every Council to prepare a Domestic Animal Management (DAM) Plan every four years. In addition, the following must occur annually:

- The DAM Plan must be reviewed and, where appropriate, amended. If the Plan is amended, a copy of the updated Plan must be provided to Animal Welfare Victoria.

- An evaluation of the implementation of the plan must occur and be published in the Annual Report.

## 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

# DOMESTIC ANIMAL MANAGEMENT PLAN 2026-2029

# Progress Report Achievement of Year 1 Actions



# Table of Contents



**YEAR 1** **2026**


**Objective 1:** Achievement of Actions ..... 3

**Objective 2:** Achievement of Actions ..... 4

**Objective 3:** Achievement of Actions ..... 5

**Objective 4:** Achievement of Actions ..... 6

**Objective 5:** Achievement of Actions ..... 7

**Objective 6:** Achievement of Actions ..... 8

**Objective 7:** Achievement of Actions ..... 9

**Objective 8:** Achievement of Actions ..... 10

**Objective 9:** Achievement of Actions ..... 11

**Objective 10:** Achievement of Actions ..... 12

# 1 OBJECTIVE 1

**To maintain a trained and experienced workforce by developing and maintaining individual training, professional development, and performance plans for all Local Laws staff.**



## OBJECTIVE 1

## Achievement of Year 1 Actions

- Individual performance and development plans, identifying any training or development requirements completed April and October 2026.
- Staff training plan developed and uploaded to the Wellington Shire Council Learning and Development System.
- Industry training, such as Canine Anatomy, Barking Management (RSPCA), Animal3RS (Recognise + Respond + Refer to suspected family violence) attended by local laws staff.
- Internal training, such as Occupational Health and Safety, First Aid, CPR, Prevention of Workplace Bullying and Harassment, Record Keeping and Privacy, Fraud and Corruption Awareness, Community Engagement Awareness, Manual Handling, Mental Health First Aid, and Situational Awareness training provided to staff.
- Monthly one on one and team meetings held and recorded

# 2 OBJECTIVE 2

**Continue to promote and encourage responsible pet ownership and compliance with legislation.**



**OBJECTIVE 2**

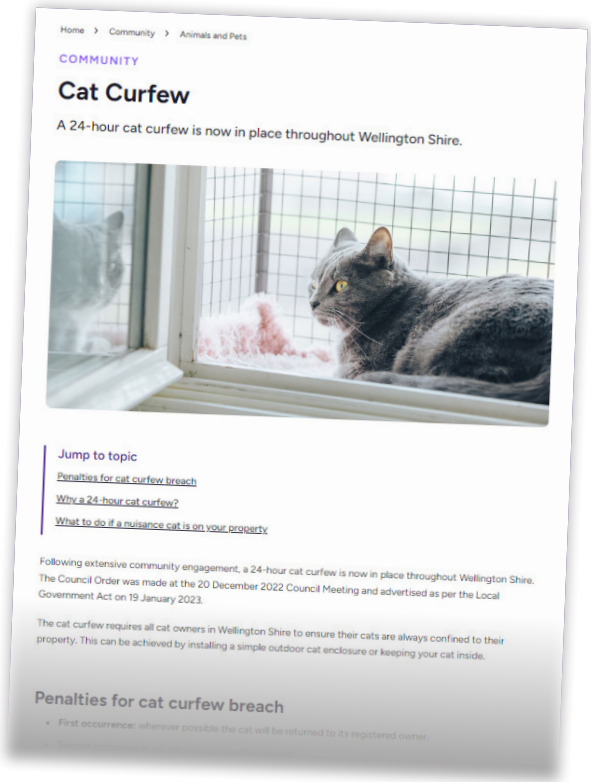
## Achievement of Year 1 Actions

- Council's website reviewed in July 2026 to ensure responsible pet ownership information was current and correct.
- A cat curfew reminder article was published in February 2026, advising cat owners about the benefits of keeping their cats contained.
- Cat curfew information available on Council's website.
- Domestic cat impoundments continue to decline:

  1 January–31 December 2025:
  **267 cats impounded (22 per month)**.

  1 January–1 October 2026:
  **158 cats impounded (16 per month)**.

  If this trend continues, **72** fewer cats are expected to be impounded in 2026.
- Responsible pet ownership articles, covering topics such as Pets in Public Spaces, Benefits of Registration, Pick Up After Your Dog, and Pets in Hot Weather were published on Council's social media pages.



Home › Community › Animals and Pets

COMMUNITY

Cat Curfew

A 24-hour cat curfew is now in place throughout Wellington Shire.

Jump to topic

Penalties for cat curfew breach

Why a 24-hour cat curfew?

What to do if a nuisance cat is on your property

Following extensive community engagement, a 24-hour cat curfew is now in place throughout Wellington Shire. The Council Order was made at the 20 December 2022 Council Meeting and advertised as per the Local Government Act on 19 January 2023.

The cat curfew requires all cat owners in Wellington Shire to ensure their cats are always confined to their property. This can be achieved by installing a simple outdoor cat enclosure or keeping your cat inside.

Penalties for cat curfew breach

# 3 OBJECTIVE 3

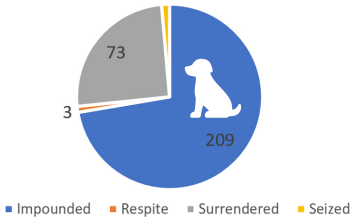
**Reduce overpopulation and euthanasia rates of unwanted cats and dogs by maintaining feral cat and pet rehoming programs.**

## Current Situation

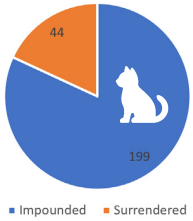
Over the past twelve months[1] **532** registerable domestic animals were received at Council's pound and animal shelter.

The following charts track pound admissions and the outcomes of impounded cats and dogs:

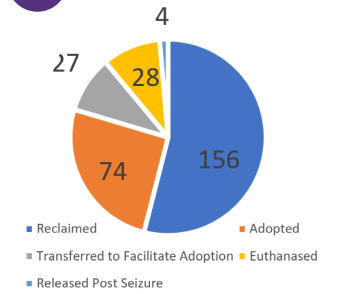
### DOG ADMISSIONS



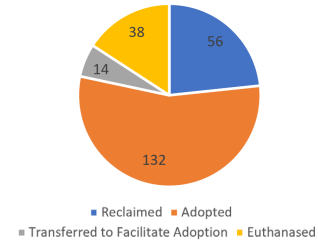

### CAT ADMISSIONS



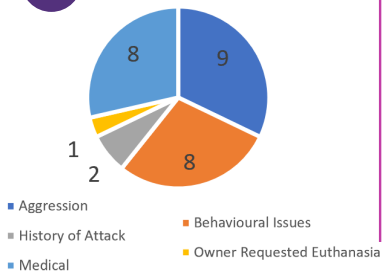

### DOG OUTCOMES



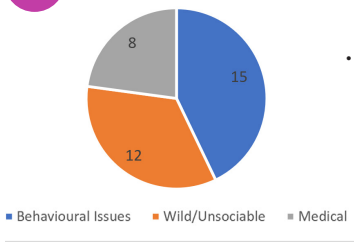

### CAT OUTCOMES




### REASONS FOR EUTHANASIA



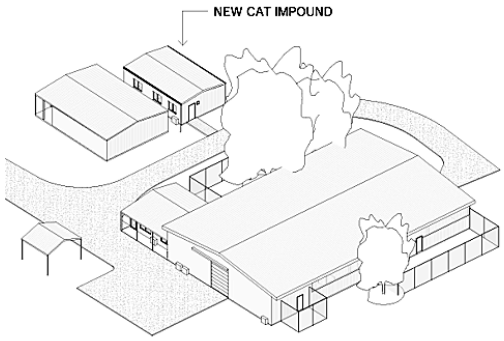

### REASONS FOR EUTHANASIA




[1] Unless otherwise stated, data is collated from the 2025-2026 Financial Year

## OBJECTIVE 3

## Achievement of Year 1 Actions




- Council's website includes a link to Animal Aid's adoption page, promoting opportunities for residents to adopt pets in need of a home.
- Feral cat trapping program for residents continues to be maintained. 173 feral cats removed from the environment.
- In partnership with Victorian Animal Aid Trust, Council is offering free microchipping and registration of cats at neighbourhood houses throughout the shire during September – November 2026, with a view to boost cat traceability and registration compliance.
- Commencing late 2026, a $580,000 pound refurbishment program will be undertaken, including:
  * New and separate cat holding area;
  * Reconfiguration of dog pens to reduce stress on staff and dogs;
  * Dog isolation pens;
  * New public reception area;
  * Refurbished staff and veterinary facilities.

# 4 OBJECTIVE 4

**To increase the number of pet registrations within Wellington Shire Council each year for the duration of the plan, with a continued emphasis on increasing compliance with cat owners.**

Animal registration compliance remains a priority; however, Council acknowledges pet ownership involves a significant financial commitment with annual ongoing costs averaging around **$3,218** for a dog and **$1,715** for a cat, driven largely by rising expenses for food and veterinary care.[2] Additional registration costs compound an already tight financial situation for many pet owners.

| | | | |
|---|---|---|---|
| Number of registered dogs (Oct 2025) | **7,426** | Number of registered cats (Oct 2025) | **1,850** |
| Number of registered dogs (Oct 2026) | **7,691** | Number of registered cats (Oct 2026) | **2,005** |

While it is pleasing to note a slight increase in dog and cat registration compliance, it is acknowledged there is more work to do, particularly with cat registration compliance.






## OBJECTIVE 4

## Achievement of Year 1 Actions

- Annual pet registration renewal process completed.
- Registration follow-ups throughout Wellington Shire commenced in June 2026. As a result, **2,185** pets were registered or had their registration renewed.
- Follow-ups on change of ownership conducted and recorded.
- While voluntary compliance is the preferred option, enforcement proceedings are considered as a last resort if pet registrations remain unpaid. Year to date enforcement activity includes, **23** Notices to Comply, **9** Infringements and **17** Prosecutions for failing to register or renew registration of pets. Prosecutions normally result from unpaid infringements.
- All pets released from the pound are registered as required by legislation.

[2] Animal Medicines Australia 2022

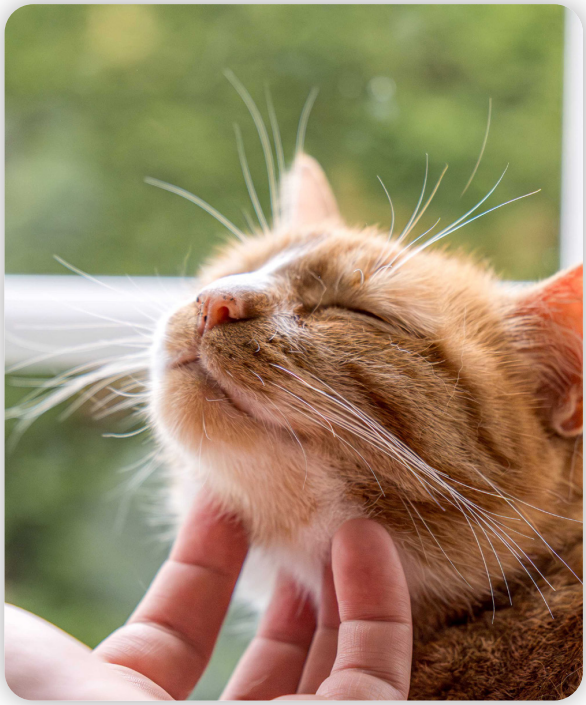
# 5 OBJECTIVE 5

**Continue to encourage responsible pet ownership throughout Wellington Shire by responding to, investigating and acting on animal nuisance reports in a timely and effective manner.**

OBJECTIVE 5

## Achievement of Year 1 Actions

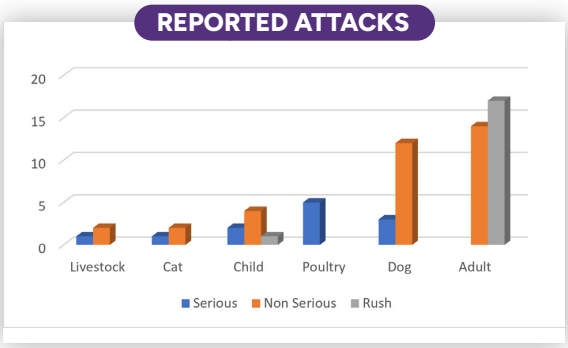
- **1,302** domestic animal requests received over the past twelve months, with an average initial response time of **1.3** days.
- Domestic cat impoundments continue to decline as (see objective 2)
- Cat curfew information and educational resources available on Council's website **Cat Curfew** (wellington.vic.gov.au)
- **11** infringements issued to owners of wandering/nuisance dogs.
- Dog bag dispensers restocked as required.
- **170** barking dog reports received over the past twelve months, with an initial resolution rate of **78%**.
- Responsible pet ownership brochures are readily available and disseminated as required.

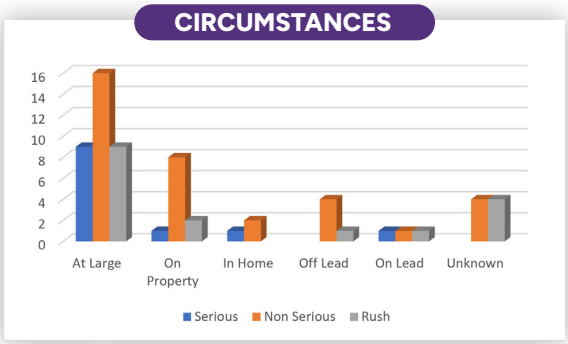


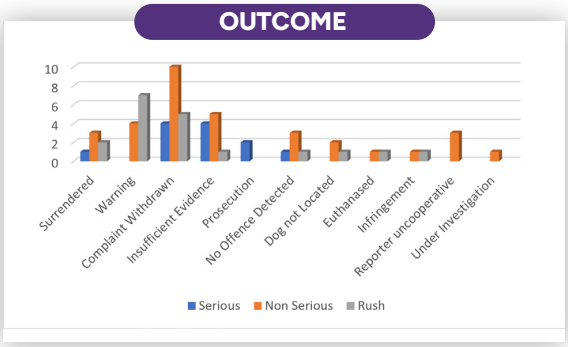
# OBJECTIVE 6

**Reduce the number of serious and non-serious dog attacks by encouraging responsible pet ownership, maintaining a rapid and thorough response to dog attack reports and vigorously pursue legislative recourses such as warning, infringements and prosecution for dogs at large and dog attacks.**

- **64** serious and non-serious dog attack reports were received and investigated over the past twelve months, down from **93** the previous twelve months.
- While a reduction in the number of dog attacks (particularly serious attacks) reported is encouraging, an analysis of the reports received provides some valuable insights, particularly around the circumstances.
- **34 (53%)** of the reported attacks occurred while a dog was at large/not contained to the property.
- **14 (22%)** of the reported attacks occurred while the dog was on its property or in the home.
- Secure containment of dogs and the close supervision of dogs around children/visitors in the home are the two main takeaways from the analysis of the data below.




OBJECTIVE 6

## Achievement of Year 1 Actions

- All dog attack reports thoroughly investigated and recorded
- **2** serious dog attack matters prosecuted in the Sale Magistrates' Court
- **11** Official warnings issued for non-serious dog attacks or dog rushes.
- **2** infringements issued for non-serious dog attacks
- Media release 'avoiding dog attacks' released October 2026, with two main messages; securely contain your dogs and supervise dogs around children and visitors in your home.
- Patrols of areas identified as having a high incidence of wandering dogs continues.

# 7 OBJECTIVE 7

**Maintain continued compliance with legislation relating to declared and restricted breed dogs.**

## Current Situation

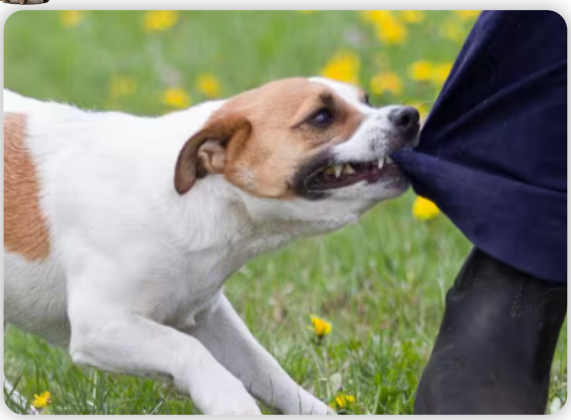
| | |
|---|---|
| DECLARED DANGEROUS | 3 |
| DECLARED MENACING | 3 |
| RESTRICTED BREED | 0 |



**OBJECTIVE 7**

## Achievement of Year 1 Actions

- All properties housing declared dogs inspected in May 2026 and results recorded.
- Victorian Declared Dog Registry reviewed and updated as required.
- Reports of dangerous dogs investigated, and results recorded in Council's record management system.
- **1** dog declared menacing after multiple instances of rushing while being at large.
- **2** local laws staff attended a Canine Anatomy and Identification training session facilitated by Animal Welfare Victoria in July 2026.



# OBJECTIVE 8

**Ensure all domestic animal businesses within Wellington Shire are identified and regulated in accordance with the *Domestic Animals Act 1994* and relevant codes of practice.**

## Current Situation

| | |
|---|---|
| BREEDING AND REARING ESTABLISHMENTS | 4 |
| BOARDING ESTABLISHMENTS | 7 |
| TRAINING ESTABLISHMENTS | 5 |
| POUNDS AND SHELTERS | 2 |
| PET SHOPS | 2 |



**OBJECTIVE 8**

## Achievement of Year 1 Actions

- In March 2026, after investigating an anonymous report of illegal dog breeding, the proprietor of an unregistered dog breeding establishment was convicted on **26** charges, including operating an unregistered domestic animal business, multiple breaches of the relevant Code of Practice and multiple breaches of the Prevention of Cruelty to Animals Act 1986 (failing to provide adequate food and water). The proprietor was fined **$10,000**, banned from owning or being in charge of domestic animals for **5** years and ordered to pay costs of **$18,923** to cover prosecution costs, veterinary care, rehabilitation and rehoming of the 21 dogs seized from the property. The Magistrate's observations included 'conditions described as disgusting, no evidence of required veterinary checks, and doubts that the pens had ever been cleaned'.
- All registered domestic animal businesses were inspected/audited over the past twelve months.
- A register of all domestic animal businesses is maintained and updated as required.
- All Animal Welfare Victoria requests for commercial breeder information were responded to within **5** working days.
- All reports of unregistered/illegal pet breeding establishments were investigated and recorded.

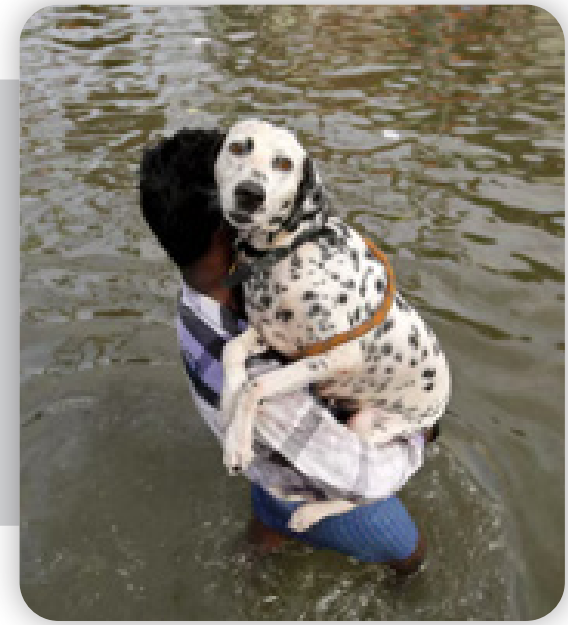
# 9 OBJECTIVE 9

**Remain in a constant state of readiness to respond rapidly and appropriately to any emergency impacting people, their pets and animals.**

Wellington Shire's primary role in emergencies is to facilitate community preparedness and to coordinate relief and recovery.

The Local Laws team plays an important part in emergency responses by providing support to affected pet/animal owners.

Temporary care for pets is also offered when a person needs to leave an unsafe situation, such as family violence.



**OBJECTIVE 9**

## Achievement of Year 1 Actions

- **2** staff completed Municipal Emergency Management Officer training during the past twelve months.
- **2** staff completed Animal3RS (Recognise + Respond + Refer to suspected family violence) during the past twelve months.
- To date this year, **3** pets have been provided with temporary respite care.
- Emergency management equipment stocktake conducted prior to the commencement of the Fire Danger Period.
- Safe refuge inspections conducted prior to the commencement of the Fire Danger Period.
- Wellington Shire Council Emergency Animal Welfare Plan reviewed for currency prior to the commencement of the Fire Danger Period.

# OBJECTIVE 10

**Maintain compliance with Section 68a of the *Domestic Animals Act 1994* by preparing a Domestic Animal Management Plan every four years and conducting annual reviews of the plan.**




OBJECTIVE 10

## Achievement of Year 1 Actions

- Wellington Shire Council Domestic Animal Management Plan 2026 -2029 endorsed by Council on 18 November 2025 and submitted to the Secretary Animal Welfare Victoria on 19 November 2025.
- Annual review conducted October 2026, with no changes to the Domestic Animal Management Plan 2026 -2029 recommended.
- Evaluation of the Domestic Animal Management Plan has been included in the Annual Report to be presented for adoption by Council in October.

# 12. GENERAL MANAGER DEVELOPMENT

## 12.1. QUARTERLY BUILDING REPORT – JULY TO SEPTEMBER 2026

### ACTION OFFICER: MANAGER PLANNING AND BUILDING

#### PURPOSE

To provide a report to Council on building permits issued in the Wellington Shire between 1 July to 30 September 2026.

**RECOMMENDATION**

***That Council receive and note the report of building permits issued within Wellington Shire between 1 July and 30 September 2026.***

#### BACKGROUND

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

In this report, an overview is provided by township, of the number of permits issued along with the estimated value of construction, for the three-month period ending 30 September 2026. Refer to Attachment 12.1.1 - Wellington Permits Issued.

A historical representation has been provided of the number and value of permits issued in Wellington Shire and compares this data against the broader Gippsland region - refer to Attachment 12.1.2 - Graph 1 - Number of Building Permits and Attachment 12.1.3 – Graph 2 - Value of Building Works.

For the period 1 July 2026 to 30 September 2026 there were 212 permits issued with an estimated value of work at $60,919,661.

Some major projects include:

FULHAM
- Fulham Solar Farm – Modular Office Building

LOCH SPORT
- Loch Sport Marina Hotel – Hotel Renovations

MAFFRA
- Maffra Hospital – Extension to residential aged care facility – Stage 5 (main works)

In the previous quarter, 1 April 2026 to 30 June 2026, there were 221 permits issued with an estimated value of work at $49,750,331.

## ATTACHMENTS

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

## OPTIONS

Council has the following options available:

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

## PROPOSAL

That Council receive and note the report on building permits issued within Wellington Shire between 1 July to 30 September 2026.

## 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:

- *Planning to support future growth and changing needs of our community.*

**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.*

## GENDER IMPACT ASSESSMENT (GIA)

Officers understand the requirements in relation to conducting GIA's to ensure Council remains compliant with obligations outlined in the *Gender Equality Act 2020*.

The following determination was made.

A Gender Impact Assessment was not conducted as the policy, program or service does not meet the assessment requirement criteria.

## FINANCIAL IMPACT

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

## COMMUNICATION IMPACT

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

## LEGISLATIVE IMPACT

Building permits are issued in accordance with *Building Act 1993*, *Building Regulations 2018* and the Wellington Planning Scheme.

## COUNCIL POLICY IMPACT

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

## RESOURCES AND STAFF IMPACT

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

## COMMUNITY IMPACT

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

## ENVIRONMENTAL IMPACT

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

## ENGAGEMENT IMPACT

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

## RISK MANAGEMENT IMPACT

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

# WELLINGTON PERMITS ISSUED

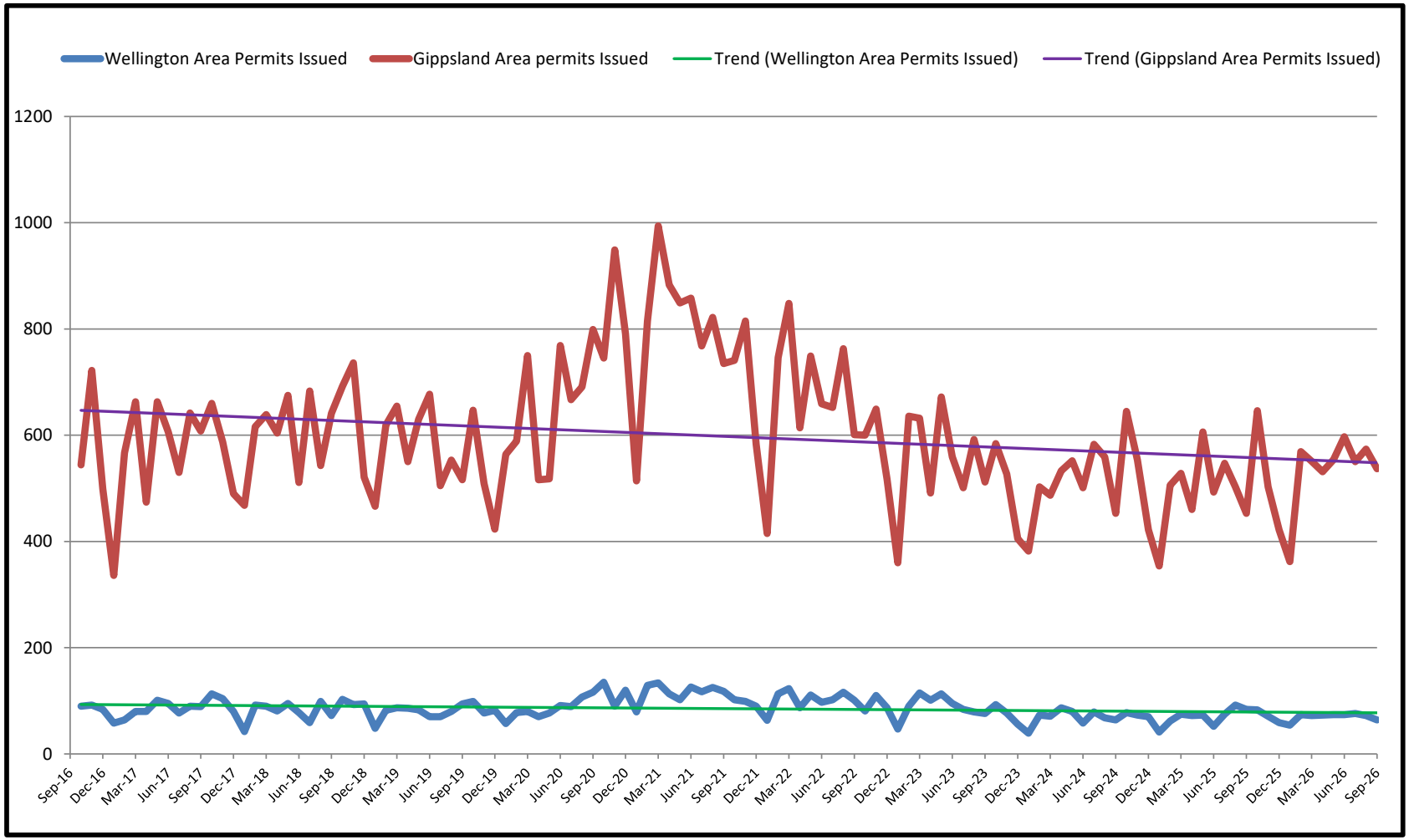
**Number of Applications and their Estimated Value Each Month**

| | July | August | September | Total |
|---|---|---|---|---|
| **ALBERTON** | 1<br>$183,500 | 1<br>$338,615 | 0<br>$0 | 2<br>$522,115 |
| **BOISDALE** | 2<br>$289,600 | 0<br>$0 | 0<br>$0 | 2<br>$289,600 |
| **BRIAGOLONG** | 1<br>$4,800 | 3<br>$100,164 | 0<br>$0 | 4<br>$104,964 |
| **BUNDALAGUAH** | 0<br>$0 | 1<br>$96,900 | 0<br>$0 | 1<br>$96,900 |
| **CARRAJUNG SOUTH** | 0<br>$0 | 0<br>$0 | 1<br>$155,000 | 1<br>$155,000 |
| **CLYDEBANK** | 1<br>$30,920 | 0<br>$0 | 0<br>$0 | 1<br>$30,920 |
| **COONGULLA** | 2<br>$123,928 | 3<br>$808,405 | 1<br>$68,970 | 6<br>$1,001,303 |
| **COWWARR** | 1<br>$46,403 | 0<br>$0 | 0<br>$0 | 1<br>$46,403 |
| **DARGO** | 2<br>$105,736 | 0<br>$0 | 1<br>$219,458 | 3<br>$325,194 |
| **DENISON** | 1<br>$18,899 | 0<br>$0 | 0<br>$0 | 1<br>$18,899 |
| **DEVON NORTH** | 0<br>$0 | 1<br>$98,326 | 0<br>$0 | 1<br>$98,326 |
| **FLYNN** | 0<br>$0 | 0<br>$0 | 1<br>$33,000 | 1<br>$33,000 |
| **FULHAM** | 2<br>$1,146,597 | 1<br>$330,000 | 0<br>$0 | 3<br>$1,476,597 |
| **GIFFARD** | 0<br>$0 | 1<br>$46,750 | 0<br>$0 | 1<br>$46,750 |
| **GOLDEN BEACH** | 2<br>$700,000 | 2<br>$68,335 | 1<br>$127,800 | 5<br>$896,135 |
| **GORMANDALE** | 0<br>$0 | 1<br>$50,000 | 0<br>$0 | 1<br>$50,000 |
| **HEDLEY** | 0<br>$0 | 0<br>$0 | 1<br>$82,145 | 1<br>$82,145 |
| **HEYFIELD** | 0<br>$0 | 6<br>$2,491,326 | 5<br>$1,278,322 | 11<br>$3,769,648 |

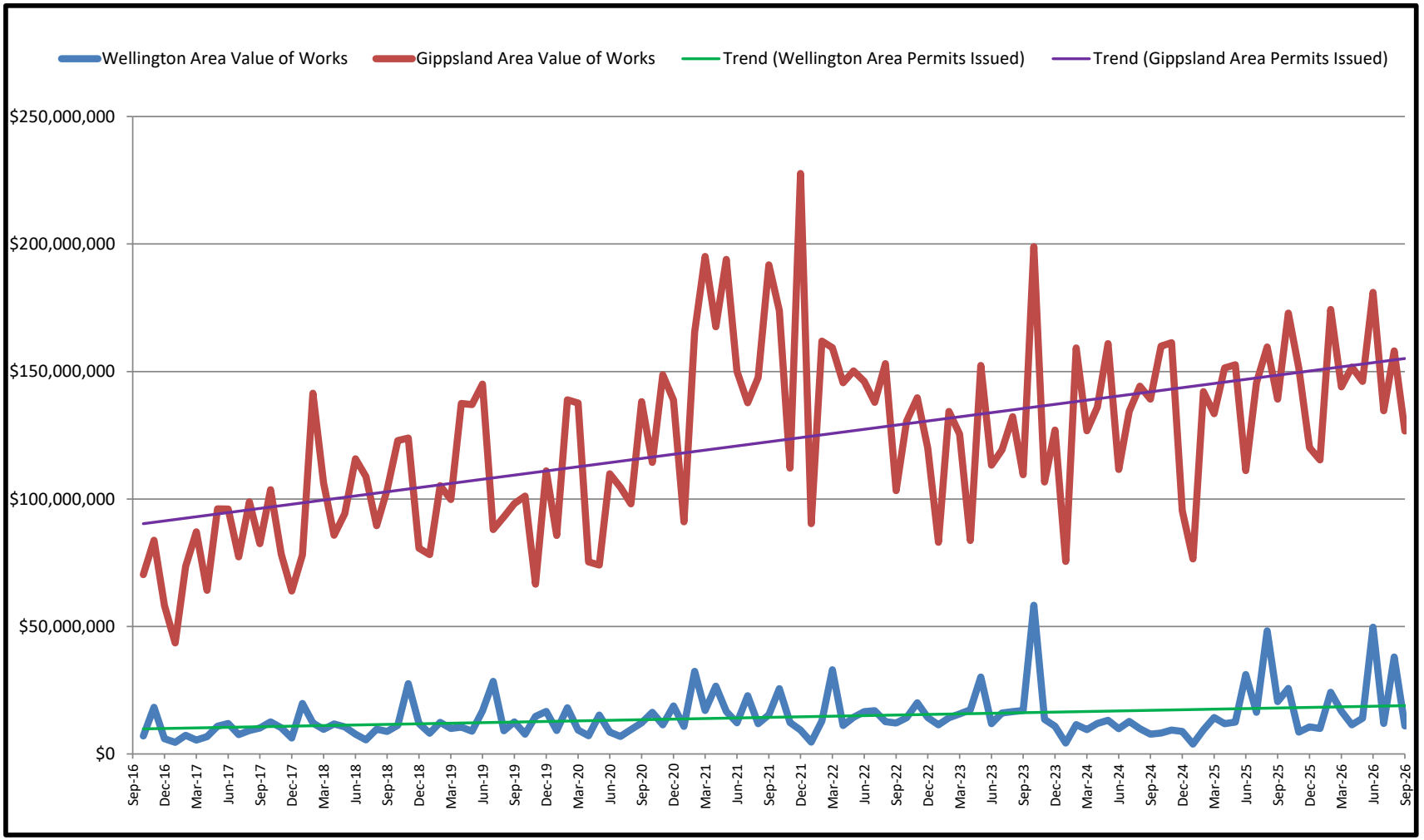
| | July | August | September | Total |
|---|---|---|---|---|
| **LOCH SPORT** | 4<br>$53,788 | 1<br>$14,000 | 4<br>$789,650 | 9<br>$857,438 |
| **LONGFORD** | 3<br>$696,919 | 1<br>$525,500 | 5<br>$275,391 | 9<br>$1,497,810 |
| **MACKS CREEK** | 1<br>$20,000 | 0<br>$0 | 0<br>$0 | 1<br>$20,000 |
| **MAFFRA** | 14<br>$2,011,511 | 5<br>$25,457,027 | 7<br>$1,229,642 | 26<br>$28,698,180 |
| **MAFFRA WEST UPPER** | 1<br>$75,685 | 0<br>$0 | 0<br>$0 | 1<br>$75,685 |
| **MCLOUGHLINS BEACH** | 0<br>$0 | 1<br>$504,950 | 0<br>$0 | 1<br>$504,950 |
| **MEERLIEU** | 1<br>$14,500 | 0<br>$0 | 0<br>$0 | 1<br>$14,500 |
| **MONTGOMERY** | 0<br>$0 | 0<br>$0 | 1<br>$124,850 | 1<br>$124,850 |
| **NAMBROK** | 0<br>$0 | 1<br>$63,000 | 1<br>$200,000 | 2<br>$263,000 |
| **NEWRY** | 1<br>$45,500 | 1<br>$37,000 | 1<br>$20,000 | 3<br>$102,500 |
| **PARADISE BEACH** | 1<br>$8,500 | 2<br>$36,130 | 1<br>$39,347 | 4<br>$83,977 |
| **PEARSONDALE** | 0<br>$0 | 1<br>$25,950 | 0<br>$0 | 1<br>$25,950 |
| **PERRY BRIDGE** | 0<br>$0 | 1<br>$12,000 | 0<br>$0 | 1<br>$12,000 |
| **PORT ALBERT** | 1<br>$466,560 | 0<br>$0 | 1<br>$8,000 | 2<br>$474,560 |
| **RIVERSLEA** | 0<br>$0 | 1<br>$255,200 | 0<br>$0 | 1<br>$255,200 |
| **ROSEDALE** | 4<br>$613,564 | 1<br>$3,000 | 3<br>$1,201,027 | 8<br>$1,817,591 |
| **SALE** | 17<br>$3,813,681 | 17<br>$3,204,503 | 19<br>$3,225,227 | 53<br>$10,243,411 |
| **SEASPRAY** | 0<br>$0 | 4<br>$622,834 | 0<br>$0 | 4<br>$622,834 |
| **STOCKDALE** | 0<br>$0 | 1<br>$82,000 | 0<br>$0 | 1<br>$82,000 |
| **STRADBROKE** | 0<br>$0 | 1<br>$22,240 | 0<br>$0 | 1<br>$22,240 |

| | July | August | September | Total |
|---|---|---|---|---|
| **STRATFORD** | 11<br>$1,348,569 | 8<br>$1,069,499 | 3<br>$78,600 | 22<br>$2,496,668 |
| **THE HONEYSUCKLES** | 1<br>$118,236 | 0<br>$0 | 1<br>$69,604 | 2<br>$187,840 |
| **TINAMBA** | 0<br>$0 | 0<br>$0 | 1<br>$648,925 | 1<br>$648,925 |
| **TINAMBA WEST** | 0<br>$0 | 1<br>$1,554,388 | 0<br>$0 | 1<br>$1,554,388 |
| **WOODSIDE** | 0<br>$0 | 1<br>$59,500 | 1<br>$2,000 | 2<br>$61,500 |
| **WURRUK** | 0<br>$0 | 1<br>$26,190 | 3<br>$1,009,475 | 4<br>$1,035,665 |
| **YARRAM** | 1<br>$26,000 | 2<br>$16,600 | 1<br>$49,500 | 4<br>$92,100 |
| **Total** | 76.00<br>11,963,396 | 72.00<br>38,020,332 | 64.00<br>10,935,933 | 212.00<br>60,919,661 |

## GRAPH 1: NUMBER OF BUILDING PERMITS



## GRAPH 2: VALUE OF BUILDING WORKS



# 13. GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT

## 13.1. CONTRACT 2027-065 GRIMMES ROAD RECONSTRUCTION, DENISON

### ACTION OFFICER: MANAGER ASSETS AND PROJECTS

#### PURPOSE

The purpose of this report is for Council to consider entering into a contract for the reconstruction of a section of Grimmes Road – Denison.

**RECOMMENDATION**

***That Council:***

1. ***Adopt the recommendations contained in the confidential Attachment 13.1.2- 2027–065 Contract Tender Evaluation Report - Grimmes Road Reconstruction, Denison; and***
2. ***Note that the information contained in the confidential Attachment 13.1.2- 2027–065 Contract Tender Evaluation Report - Grimmes Road Reconstruction, Denison, was designated confidential by the General Manager Built and Natural Environment on 6 November 2026 because it contains confidential information as defined in section 3(1) of the Local Government Act 2020, namely***
   ***(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

Grimmes Road is part of Wellington Shire Council's sealed road network and provides an important local transport link in Denison. A 1.5-kilometre section between Rosedale-Heyfield Road and Andersons Road has reached a condition where ongoing maintenance interventions are no longer sufficient to maintain the required level of service.

To address this deterioration, Council proposes to reconstruct and reseal the affected section, improving road condition, safety, and long-term asset performance.

A public tender process has been completed in accordance with Council's procurement requirements. Following evaluation of submissions, the preferred tenderer is now presented to Council for consideration and award.

#### ATTACHMENTS

1. Confidential Header - 2027-065 Contract Tender Evaluation Report - Grimmes Road Reconstruction, Denison [**13.1.1** - 1 page]
2. CONFIDENTIAL REDACTED - 2027-065 Contract Tender Evaluation Report - Grimmes Road Reconstruction, Denison [**13.1.2** - 6 pages]

## OPTIONS

Council has the following options available:

1. To adopt the recommendations contained in the confidential Attachment 13.1.2-2027-065 Contract Tender Evaluation Report - Grimmes Road Reconstruction, Denison; or
2. To not enter into a contract and not proceed with these works at this time.

## PROPOSAL

That Council adopt the recommendations contained in the confidential Attachment 13.1.2-2027–065 Contract Tender Evaluation Report - Grimmes Road Reconstruction, Denison.

## 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.*

## GENDER IMPACT ASSESSMENT (GIA)

Officers understand the requirements in relation to conducting GIA's to ensure Council remains compliant with obligations outlined in the *Gender Equality Act 2020*.

The following determination was made.

A Gender Impact Assessment was not conducted as the policy, program or service does not meet the assessment requirement criteria.

## COLLABORATION

Pursuant to section 109(2) of the *Local Government Act 2020*, collaborative opportunities have been identified for this tender as follows:

Considering value for money, complexities and requirements, Council will not be considering collaboration.

## FINANCIAL IMPACT

These works have been budgeted for under the 2026-2027 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 they will improve road safety, ride quality and reliability for residents, landowners and road users, while reducing ongoing maintenance requirements and associated disruptions.

## 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
# 01 DECEMBER 2026

I declare that the information contained in the attached document **CONTRACT 2027-065 TENDER EVALUATION REPORT** relating to **GRIMMES ROAD RECONSTRUCTION** 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**
**6/11/2026**

## 13.2. CONTRACT 2027-054 BOISDALE HARD COURT RENEWAL

### ACTION OFFICER: MANAGER ASSETS AND PROJECTS

#### PURPOSE

The purpose of this report is for Council to consider entering into a contract for the Boisdale Hard Court Renewal Project.

**RECOMMENDATION**

***That Council:***

1. ***Adopt the recommendations contained in the confidential Attachment 13.2.2- 2027-054 Contract Tender Evaluation Report - Boisdale Hard Court Renewal; and***
2. ***Note that the information contained in the confidential Attachment 13.2.2- 2027-054 Contract Tender Evaluation Report - Boisdale Hard Court Renewal, was designated confidential by the General Manager Built and Natural Environment on 6 November 2026 because it contains confidential information as defined in section 3(1) of the Local Government Act 2020, namely***
   ***(g)(ii) private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage***
   ***except that once this recommendation has been adopted the name of the successful tenderer can be made public.***

#### BACKGROUND

The Boisdale Recreation Reserve Hardcourt Redevelopment project seeks to renew and upgrade the existing netball and multipurpose court facilities at the Boisdale Recreation Reserve.

The existing court infrastructure is approaching the end of its useful life and no longer meets contemporary sporting standards. The project will deliver a renewed court surface, supporting infrastructure and improved lighting to provide a safer, more accessible and compliant facility for sporting and recreational use by the Boisdale community.

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

#### ATTACHMENTS

1. Confidential Header - 2027-054 Contract Tender Evaluation Report - Boisdale Hard Court Renewal [**13.2.1** - 1 page]
2. CONFIDENTIAL REDACTED- 2027-054 Contract Tender Evaluation- Boisdale Hard Court Renewal [**13.2.2** - 7 pages]

## OPTIONS

Council has the following options available:

1. To adopt the recommendations contained in the confidential Attachment 13.2.2-2027-054 Contract Tender Evaluation Report - Boisdale Hard Court Renewal; or
2. To not enter into a contract and not proceed with these works at this time.

## PROPOSAL

That Council adopt the recommendations contained in the confidential Attachment 13.2.2-2027-054 Contract Tender Evaluation Report - Boisdale Hard Court Renewal.

## 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.*

## GENDER IMPACT ASSESSMENT (GIA)

Officers understand the requirements in relation to conducting GIA's to ensure Council remains compliant with obligations outlined in the *Gender Equality Act 2020*.

The following determination was made.

A Gender Impact Assessment was conducted as the policy, program or service meets the assessment requirement criteria. Officers undertook the GIA in accordance with the *Gender Equality Act 2020* to ensure potential gendered impacts were identified, considered and appropriately addressed.

## COLLABORATION

Pursuant to section 109(2) of the *Local Government Act 2020*, collaborative opportunities have been identified for this tender as follows:

Considering value for money, complexities and requirements, Council will not be considering collaboration.

## FINANCIAL IMPACT

These works have been budgeted for under the 2026-2027 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 they will provide a safer and more accessible recreation facility, support increased participation in sport and physical activity for people of all ages and abilities, particularly women and girls, and strengthen community wellbeing and social connection within Boisdale.

## 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
# 01 DECEMBER 2026

I declare that the information contained in the attached document **CONTRACT 2027-054 TENDER EVALUATION REPORT** relating to **BOISDALE HARD COURT RENEWAL** 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**
**6/11/2026**

## 13.3. CONTRACT 2027-063 MUSTONS LANE, HEYFIELD RECONSTRUCTION

### ACTION OFFICER: MANAGER ASSETS AND PROJECTS

#### PURPOSE

The purpose of this report is for Council to consider entering into a contract for the construction and sealing of a section of Mustons Lane, Heyfield.

**RECOMMENDATION**

***That Council:***

1. ***Adopt the recommendations contained in the confidential Attachment 13.3.2- 2027–063 Contract Tender Evaluation Report - Mustons Lane, Heyfield Reconstruction.***
2. ***Note that the information contained in the confidential Attachment 13.3.2- 2027–063 Contract Tender Evaluation Report - Mustons Lane, Heyfield Reconstruction, was designated confidential by the General Manager Built and Natural Environment on 6 November 2026 because it contains confidential information as defined in section 3(1) of the Local Government Act 2020, namely***
   ***(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

Mustons Lane is an unsealed rural road located on the outskirts of Heyfield, extending between Licola Road and the Heyfield Golf Course. The road provides access to 27 rural properties and experiences increasing traffic volumes.

To improve road accessibility, safety, amenity, and long-term maintenance outcomes, Council resolved to undertake the sealing and upgrade of Mustons Lane through a Special Charge Scheme. The scheme was declared by Council at its meeting of 19 July 2022 and includes 27 benefiting properties contributing towards the project cost.

Detailed design and project planning have now been completed, and a public tender process has been undertaken in accordance with Council's Procurement Policy and legislative requirements. Tender submissions were evaluated against the approved assessment criteria, and the preferred tenderer is now presented to Council for consideration and award.

#### ATTACHMENTS

1. Confidential Header - 2027-063 Contract Tender Evaluation Report - Mustons Lane, Heyfield Reconstruction [**13.3.1** - 1 page]
2. CONFIDENTIAL READACTED- 2027-063 Contract Tender Evaluation Report - Mustons Lane, Heyfield Reconstruction [**13.3.2** - 5 pages]

## OPTIONS

Council has the following options available:

1. To adopt the recommendations contained in the confidential Attachment 13.3.2-2027–063 Contract Tender Evaluation Report - Mustons Lane, Heyfield Reconstruction; or
2. To not enter into a contract and not proceed with these works at this time.

## PROPOSAL

That Council adopt the recommendations contained in the confidential Attachment 13.3.2-2027–063 Contract Tender Evaluation Report - Mustons Lane, Heyfield Reconstruction.

## 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.*

## GENDER IMPACT ASSESSMENT (GIA)

Officers understand the requirements in relation to conducting GIA's to ensure Council remains compliant with obligations outlined in the *Gender Equality Act 2020*.

The following determination was made.

A Gender Impact Assessment was not conducted as the policy, program or service does not meet the assessment requirement criteria.

## COLLABORATION

Pursuant to section 109(2) of the *Local Government Act 2020*, collaborative opportunities have been identified for this tender as follows:

Considering value for money, complexities and requirements, Council will not be considering collaboration.

## FINANCIAL IMPACT

These works have been budgeted for under the 2026-2027 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 improve the standard of infrastructure by sealing the roadway which will improve amenity for the local residents.

## 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
# 01 DECEMBER 2026

I declare that the information contained in the attached document **CONTRACT 2027-063 TENDER EVALUATION REPORT** relating to **MUSTONS LANE, HEYFIELD 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**
**6/11/2026**

## 13.4. QUICK RESPONSE GRANTS

### ACTION OFFICER: MANAGER FACILITIES AND EMERGENCIES

#### PURPOSE

For Council to note the information regarding applications received under the Quick Response Grant Scheme (QRGS) for the period July 2026 to October 2026, as set out in Attachment 13.4.1 - Quick Response Grants Scheme July 2026 to October 2026.

**RECOMMENDATION**

***That Council receive and note the information regarding applications received under the Quick Response Grant Scheme (QRGS) for the period July 2026 to October 2026, as set out in Attachment 13.4.1 - Quick Response Grants Scheme July 2026 to Oct 2026.***

#### BACKGROUND

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

Not-for-profit community groups operating in Wellington Shire can apply for up to $2,500. Up to $500 is available in the Individual Sponsorship category, and up to $1,500 is available in the Teams and Community groups category. Up to a $500 rebate is available to community groups who engage an approved auditor to undertake an Energy Efficiency Audit of their facility, refer to Attachment 13.4.4 - Quick Response Grants 2026/27 - Energy Audit Rebate.

Applications included in this Council report were assessed between July 2026 to October 2026.

Applications are assessed by an internal assessment panel. Each application is assessed on its benefit to the community, ability to fulfil a community need, project planning and the capacity of the applicant to deliver the project.

The panel allocates funding based on assessment criteria and funding guidelines. For further details, refer to Attachment 13.4.2 - Quick Response Grants 2026/27 - Guidelines and Assessment Criteria and Attachment 13.4.3 - Quick Response Grants 2026/27 - Individual Team/Community Group Guidelines and Assessment Criteria.

#### ATTACHMENTS

1. Quick Response Grants Scheme July 2026 to October 2026 [**13.4.1** - 7 pages]
2. Quick Response Grants 2026/27 - Guidelines and Assessment Criteria [**13.4.2** - 7 pages]
3. Quick Response Grants 2026/27 - Individual Team/Community Group Guidelines and Assessment Criteria [**13.4.3** - 3 pages]
4. Quick Response Grants 2026/27 - Energy Audit Rebate [**13.4.4** - 3 pages]

## OPTIONS

Council has the following options available:

1. To receive and note the information regarding successful and unsuccessful applications received under the Quick Response Grant Scheme for the period July 2026 to October 2026, as set out in Attachment 13.4.1 - Quick Response Grants Scheme July 2026 to October 2026; or
2. Not receive the information regarding applications received under the Quick Response Grant Scheme (QRGS) for the period July 2026 to October 2026 and request further information and reconsider at a future Council meeting.

## PROPOSAL

That Council receive and note the information regarding applications received under the Quick Response Grant Scheme (QRGS) for the period July 2026 to October 2026, as set out in Attachment 13.4.1 - Quick Response Grants Scheme July 2026 to Oct 2026.

## CONFLICT OF INTEREST

**Wellington BBBQ Inc – Wellington's Biggest Blokes BBQ 2026**
Conflict for assessor Mark Benfield, assessment completed by alternate assessor Lisa Lyndon.

**East Gippsland Hockey Association Incorporated - Gippsland Championships**
Conflict for assessor Mark Benfield, assessment completed by alternate assessor Lisa Lyndon.

## 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:

- *Planning to support future growth and changing needs of our community.*

## FINANCIAL IMPACT

These applications have been funded through the Community Grant Scheme within the Facilities and Emergencies budget. A total of $65,208.94 was allocated to successful QRGS applications for the period of July 2026 to October 2026.

Together with the $154,976.90 of Community Assistance Grants that were funded in the August 2026 round, a total of $220,185.84 has been expended from the Community Grant Scheme's $402,000.00 annual 2026/27 budget.

The table below provides a summary of the funding allocation including a comparison to the same period last year.

| | Amount requested | | Successful applications / Amount Approved | | Unsuccessful Applications | |
|---|---|---|---|---|---|---|
| Activities | 40 | $77,012.94 | 34 | $65,208.94 | 6 | $11,804.00 |
| Individual and Team/Community Group Sponsorship | 1 | $1,500.00 | Nil | $0.00 | 1 | $1500.00 |
| Energy Audit | Nil | $0.00 | Nil | $0.00 | Nil | $0.00 |
| **TOTAL Jul 26 – Oct 26** | **41** | **$78,512.94** | **34** | $65,208.94 | **7** | **$13,304.00** |
| TOTAL Jul 25 – Oct 25 | 35 | $64,314.83 | 32 | $58,814.83 | 3 | $5,000.00 |

**COMMUNICATION IMPACT**

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

**LEGISLATIVE IMPACT**

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

**COUNCIL POLICY IMPACT**

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

**RESOURCES AND STAFF IMPACT**

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

**COMMUNITY IMPACT**

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

## ENVIRONMENTAL IMPACT

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

## ENGAGEMENT IMPACT

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

## RISK MANAGEMENT IMPACT

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

| SUCCESSFUL QUICK RESPONSE GRANT SCHEME APPLICATIONS - JUL 2026 TO OCT 2026 | | | | |
|---|---|---|---|---|
| | **Organisation** | **Activity Title** | **Amount Approved** | **Activity Description** |
| 1 | Boisdale Public Hall | Vocal Nosh | $ 1,500.00 | The Boisdale Hall in conjunction with Stratford Singers, Boisdale Tai Chi Group, with the support of the Bairnsdale Choral Group are putting on a "Vocal Nosh" afternoon. We are also inviting the Islander community from Bairnsdale to come and join in. This is a community event of singing and food. |
| 2 | Maffra Cemetery Trust | Mobile Phone for the group | $ 999.00 | The cemetery currently has a second hand mobile phone. We have recently 'gone live' with a software company that allows us to look up cemetery information but the old phone does not have the capacity to work with this new system. The new phone will enable the trust to respond to enquiries sooner and more efficiently. |
| 3 | Gormandale Community House Inc | Christmas in July | $ 1,200.00 | A community event to reduce social isolation and boost community wellbeing during the colder winter months, bringing residents together for a festive Christmas in July celebration. Providing an opportunity for people of all ages to connect, enjoy a traditional meal, and participate in music, dancing in a warm, inclusive environment. |
| 4 | Gippsland Forest Dialogue | Stratford Fire Dialogue | $ 1,500.00 | To conduct a forest dialogue on fire and how it is managed in our forests. The dialogue is a one day event open to any interested Gippslander. |
| 5 | Yarram & District Progress Association | Christmas in Yarram | $ 2,500.00 | Christmas in Yarram is an event that celebrates a joyous time of the year, it does not focus on the religious significance of Christmas - but on the coming together during the holiday season. |
| 6 | Monday Tucker Inc. | Defibrillator | $ 1,999.00 | We meet everyone Monday 4:30pm - 6:00pm and provide a free meal to anyone in the Community that is in need. It could be someone that is lonely, alone or homeless. We have high risk clients and the defibrillator will increase safety in an emergency. |
| 7 | Rosedale Rifle Clubs Inc. | Defibrillator for the club | $ 1,999.00 | The Rosedale Rifle Club is seeking grant funding to purchase and install an Automated External Defibrillator (AED) at our club facilities. The AED will be permanently located in a clearly marked, easily accessible position within the clubhouse and available during all club activities, competitions, training days, working bees, and major events. |
| 8 | Maffra Woman's Shed | Extractor fan | $ 1,947.34 | We are seeking funding to install a extraction system to safely remove smoke and fumes generated during laser cutting and engraving. This essential safety upgrade will protect members' health, ensure safe operation of the equipment, and expand opportunities for women to learn practical skills in a safe environment |
| 9 | Maffra Bowls Recreation nc | Maintenance of New Bowling Greens | $ 1,000.00 | To efficiently and effectively maintain the greens and clear from wind-blown leaves and dust, we are in need of a back-pack operated blower. At present, we use an older hand pushed type roller sweeper which is very time consuming and tedious work. We are also in need of an edge trimmer to use to provide a very well kept and maintained appearance of the club environment. |

| SUCCESSFUL QUICK RESPONSE GRANT SCHEME APPLICATIONS - JUL 2026 TO OCT 2026 | | | | |
|---|---|---|---|---|
| | **Organisation** | **Activity Title** | **Amount Approved** | **Activity Description** |
| 10 | Sale and District Orchid Club Inc | Orchid Shows and Monthly Meetings | $ 625.00 | SADOC meets monthly (except December) with a growing membership (currently 110) and holds two Orchid Shows per year, in Sale, open to the public. The funds will be used to replace very old microphone/speaker set, so members and general public, can hear any presentations we hold at meetings and shows. |
| 11 | Yarram Wearable Art 2027 Committee | Yarram Wearable Art 2027 | $ 2,500.00 | The Yarram Wearable Art Festival 2027 is a volunteer-led community arts event featuring a wearable art catwalk at the Regent Theatre and a two-week town-wide exhibition. It celebrates creativity, sustainability and inclusion while increasing community participation, supporting local artists and businesses, and attracting visitors to Yarram. |
| 12 | Rosedale Neighbourhood House | Rosedale Kinder Community Fun day | $ 1,395.00 | Our Rosedale Kinder Community Fun Day will bring families and community together to boost connection, inclusion, and a strong sense of belonging. Hosted by Rosedale Early Learning Centre, the day brings children, parents, grandparents, carers, community and family friends together to enjoy an afternoon of fun, food, activity and enjoyment. |
| 13 | Sale Little Athletics Centre | Timing Gate Starting Device | $ 1,050.00 | SLAC currently uses timing-gate technology to record sprint times. These gates provide an efficient way to capture results and help athletes track their PBs. Our starting device, that triggers the gates, is aging, and its connection is unreliable. This causes the system to drop out and prevents it from functioning. |
| 14 | Rotary Club of Yarram | Yarram Halloween Extravaganza 2026 | $ 2,500.00 | The Yarram Halloween Extravaganza is a free, family-friendly community event featuring children's activities, town-wide Trick or Treat, a community barbecue and a live music Family Ball. Hosted by the Yarram Halloween Committee and Rotary Club of Yarram, the event strengthens community connections, attracts visitors and supports local businesses. |
| 15 | Woodside Community Hall Committee of Management | Replace Fixtures in Bathrooms | $ 1,801.00 | The provision fixtures for the amenities that are being refurbished. |
| 16 | Maffra Golf Club | Golf Holiday Program for Kids | $ 2,500.00 | The Golf Holiday Program for Kids will provide a fun, welcoming one-day introduction to golf for children aged 7–16. Participants will receive coaching in putting, chipping and full-swing skills, enjoy modified games and challenges, and learn about golf in a safe, inclusive and supportive club environment. |
| 17 | Yarram & District Canine Club Inc. | All Breeds Championship Dog Show | $ 2,500.00 | The exhibition and promotion of pedigree dogs, registered with Dogs Victoria (Victorian Canine Association Inc.) determining conformation to a breed standard, presentation and breed type |

| SUCCESSFUL QUICK RESPONSE GRANT SCHEME APPLICATIONS - JUL 2026 TO OCT 2026 | | | | |
|---|---|---|---|---|
| | **Organisation** | **Activity Title** | **Amount Approved** | **Activity Description** |
| 18 | The Country Women's Association of Vic. Inc North Gippsland | North Gippsland Creative Arts Exhibition | $ 2,000.00 | This public event is to showcase works completed by members. The exhibits will be judged by official CWA judges and prizes awarded. The items on display will be floral, cookery, sewing, knitting etc. There will be demonstrations to encourage people to try a new craft. |
| 19 | Munro Public Hall Committee of Management | Ferret Racing Fundraising Day | $ 1,946.60 | A combined fundraising and social gathering for the community with some fun ferret races to keep the crowd entertained. Martin White, semi-professional ferret racing person, will bring his custom built racing tubes to the hall, running 6 races for the afternoon. Food provided and wonderful raffles. |
| 20 | Denison Recreation Reserve Committee Incorporated | Equestrian sand arena base repair | $ 2,500.00 | The Committee urgently requests grant funding to assist with the repair of the compromised sand arena base. The damage presents a critical OH&S hazard to riders and horses, significantly restricting facility use especially during wet periods. Immediate repairs will eliminate safety risks, safeguard users, and restore this vital community asset. |
| 21 | Newry Golf Club | Outdoor facilities upgrade project. | $ 2,500.00 | We are seeking assistance to implement a project based on the upgrading of our mowing equipment to enable our members and visitors to continue enjoying golf and recreation at our club. This will enable our volunteers to keep our course in top condition. |
| 22 | Loch Sport Boat Club Inc | Revamping the Loch Sport Boat Club Facade | $ 2,000.00 | Revamping the Loch Sport Boat Club will refresh the exterior of the Loch Sport Boat Club through repainting, protecting the building from coastal weather while creating a welcoming, attractive community facility. The improvements will enhance community pride, increase visitor appeal, and extend the life of these important assets. |
| 23 | Heyfield Community Resource Centre | The Big Little Day Out | $ 1,850.00 | The Resource Centre is seeking funding to deliver The Big Little Day Out, a community event focused on raising awareness of early childhood and parent supports in Heyfield. The event will connect young families and carers with local services, resources and supports, helping new families feel informed, connected and supported. |
| 24 | Maffra and Districts Landcare Network | Unlocking Pasture Potential with Foliar Nutrition | $ 2,500.00 | This practical workshop and farm visit will help dairy farmers understand plant nutrition, identify nutrient deficiencies, select and apply foliar products, and monitor pasture responses. Participants will gain confidence in designing, implementing and evaluating foliar nutrition programs within conventional dairy farming systems to improve their farm resilience and productivity. |
| 25 | Maffra Municipal Band Inc | Maffra Community Carols by Candlelight Singalong | $ 2,000.00 | To celebrate the Christmas season, a Free event giving the Maffra & District Community an opportunity to gather together for a Carols by Candlelight Singalong and Dance Party. Held indoors to create a festive atmosphere and featuring our 35-piece Concert Band, dance area, and visit from Santa. |
| 26 | Valencia Creek Centenary Committee | Valencia Creek Centenary Celebrations and book launch | $ 2,500.00 | The Valencia Soldiers Memorial Hall and the Valencia Creek Fire Brigade are celebrating 100 years of service to the community with a weekend of celebrations on 14th and 15th November 2026. A book is being written on the history of Valencia Creek and will be launched at the centenary celebrations. |

| SUCCESSFUL QUICK RESPONSE GRANT SCHEME APPLICATIONS - JUL 2026 TO OCT 2026 | | | | |
|---|---|---|---|---|
| | **Organisation** | **Activity Title** | **Amount Approved** | **Activity Description** |
| 27 | Stratford CFA | Enhancing CFA Emergency Response Capability | $ 2,500.00 | The project will purchase a Thermal Imaging Camera and 20 intrinsically safe torches to strengthen CFA volunteer safety and emergency response capability. The equipment will improve visibility, hazard identification, search and firefighting operations during night-time, smoke-filled and low-visibility incidents, enhancing protection for volunteers and the local community. |
| 28 | Seed Community Garden | Community Picnic | $ 2,500.00 | Seed Lakeside Community Garden celebrates Mental Health Month with a free community picnic.—an event rooted is the very reason Seed was founded: to nurture good mental health through connection and care. We are bringing people together with free food, live music, and entertainment. |
| 29 | East Gippsland Hockey Association Incorporated | Gippsland Championships | $ 1,782.00 | East Gippsland Hockey Association (EGHA) will run the 2026 Gippsland Championships at GRSC Sale. EGHA will compete with Latrobe Valley HA and West Gippsland HA over two days. The championship showcases the best junior and senior players in Gippsland, and includes a talent identification component managed by Gippsland Sports Academy. |
| 30 | Lions Club of Maffra Inc | Lions District 201V3 Annual Conference | $ 2,500.00 | Delegates from 58 Lions clubs in V 3 (Dandenong to Mallacoota) meeting to discuss business related to the operation of the Lions district. Approximately 120 Lions plus family will be attending. |
| 31 | Segue Community Hub and Arts Cafe Inc. | Segue Community Planting Day | $ 715.00 | Community Planting Day is a free community event that celebrates spring and Stratford's loved green spaces around Segue and the Library. There will be spring themed activities as well as planting out Council donated planter boxes. |
| 32 | Sale Art Circle | Sale Art Circle Christmas lunch | $ 900.00 | The members of Sale Art Circle would like to have Christmas lunch together to celebrate the successful year we have all had as a group. The diversity of our members means that some people will not be able to afford it. We would like to change that for them |
| 33 | Wellington BBBQ Inc. | Wellington's Biggest Blokes BBQ 2026 | $ 2,500.00 | Fundraiser for Men's Health. In particular prostate cancer awareness. We have raised funds to help cover 50% of a prostate nurse in Sale. There are over 420 men that attend the event. It's the only event of its type aimed at men in the local area. |
| 34 | Yarram Agricultural Society | Equipment for staging | $ 2,500.00 | The Yarram Agricultural Society are seeking funding to help purchase equipment to assist in better staging our indoor exhibits. Some items are also to enhance the kitchen space, making it easier to help cater for judges and provide better options for other groups using the space. |
| | | **TOTAL** | **$ 65,208.94** | |

| UNSUCCESSFUL QUICK RESPONSE GRANT SCHEME APPLICATIONS – JUL 2026 TO OCT 2026 | | | | | |
|---|---|---|---|---|---|
| | **Organisation** | **Activity Title** | **Activity Description** | **Comment** | **Amount requested** |
| 1 | Sale Art Circle Inc. | Sale Art Circle - Art Fair | Our Art Group will be holding an Art Exhibition in November, to provide an opportunity for members to showcase and celebrate their artwork, encourage new membership from the community, and provide an opportunity for members to sell their items. | The assessment panel was supportive of the event and agreed that it would be a valuable activity. However, the panel was unable to recommend funding for the event in its current venue, due to the event being associated with or hosted at areas/facilities with or designed for gaming machines, gambling and betting, as per the grant guidelines. The assessors would welcome a future application based on an alternative venue. | $ 2,064.00 |
| 2 | Heyfield Trader's and Tourism Association | Cosmic Adventure Night | The activity is a local stargazing experience delivered by the Heyfield Adventure Hub in partnership with the Latrobe Valley Astronomical Society and Blue Gables Vineyard. Our aim is to offer an unforgettable evening for local farming and lower-socioeconomic families to experience Gippsland's pristine dark skies through powerful telescopes. | The panel was supportive of the event's concept and agreed that the opportunity for the community to learn about astronomy would be a valuable activity. However, the panel was unable to recommend funding for the event in its current format, primarily due to the high catering and venue costs relative to the number of community members who would benefit. The assessors would welcome a future application based on an alternative delivery model that provides the stargazing experience to a broader section of the community. | $ 2,500.00 |
| 3 | Maffra Artisan Market | Maffra Artisan Market | Our market is held annually to showcase local small business vendors that make, bake or grow their own products. This was previously known as the Maffra Makers Market.. All proceeds go to a local organization or charity, this year we are fundraising for A Better Life For Foster Kids. | The organisation does not meet the eligibility requirements, it is a private company, we are unable to assess the application further, and it has therefore been unsuccessful. | $ 2,500.00 |
| 4 | Licola Wilderness Village | Replacement of Bathroom Floor in cabin 6 | During investigation of damage to the floor of the bathroom in Cabin 6 at the Licola Wilderness Village it was discovered that the floor was completely rotten and needed to be replaced. The purpose of this grant is to fund the purchase of the materials required to replace the floor. | The application received an unsuccessful assessment score when assessing community need and benefit. Limited details of how the Licola Wilderness Village benefits the broader Wellington Shire Community. | $ 1,240.00 |
| 5 | Lions club of Sale | Skin Check for Community | Lions District has a large mobile vehicle, staffed by trained volunteer thermoscopes who map a person's full body for the detection of abnormal skin lesions that are potentially cancerous. This free service is being offered to Sale and district residents, with capacity for 102 people over 2 days. | The application received an unsuccessful assessment score as the budget items were all ineligible items for funding. While we support the initiative, funding for the staff meals, refreshments and accommodation would be considered operational expenses and therefore not eligible as these expenses relate to staffing of the van. Review of budget items recommended for a resubmission. | $ 1,000.00 |

| UNSUCCESSFUL QUICK RESPONSE GRANT SCHEME APPLICATIONS – JUL 2026 TO OCT 2026 | | | | | |
|---|---|---|---|---|---|
| | **Organisation** | **Activity Title** | **Activity Description** | **Comment** | **Amount requested** |
| 6 | Alberton West Recreation Reserve Committee of Management Inc | Purchase of Laptop computer | We have been using our personal equipment for the last fifteen years, this will be an asset to hand over to the new Committee in the future as everything will be stored on the laptop and it would be an easy transition. | The application received an unsuccessful assessment score when assessing community need and benefit, and overall project delivery details. A future resubmission recommended, which needs to address what, why and how in greater detail. Provide details of what the reserve is used for, what the laptop will be used for, and how this will benefit the broader community. | $ 2,500.00 |
| 7 | Life FM | Connect 26 Conference | CONNECT 26 , Christian Media & Arts Australia's (CMAA) national conference is designed to be a catalyst, helping advance individual and collective excellence, unity, reach and influence. The conference goal is to support and inspire participants to "think well, create well and speak well into people's lives, society and culture". | The application received an unsuccessful assessment score when assessing community need and benefit that isn't tied to religious messaging. | $ 1,500.00 |
| | | | | **TOTAL** | $ 13,304.00 |

| SUCCESSFUL INDIVIDUAL SPONSORSHIP AND TEAM/COMMUNITY GROUP SPONSORSHIP - JUL 2026 TO OCT 2026 | | | | |
|---|---|---|---|---|
| | **Organisation** | **Supporting Organisation** | **Amount Awarded** | **Activity Title** |
| 1 | N/A | N/A | $ - | N/A |
| | | **TOTAL** | **$ -** | |

WELLINGTON
SHIRE COUNCIL

# Quick Response Grants 2026/27
# Guidelines and Assessment Criteria

## Introduction

Our Quick Response 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 Quick Response Grant of up to $2,500.
- The grants are open all year round, or until all allocated funds are exhausted. Applications must be received 3 weeks prior to the commencement of your activity.

**Important things to note**

What will not be funded:

- Scholarships, awards, trophies or prizes for participating and/or attending.
- Activities that deliver a direct and focused religious or political party message.
- Activities associated with or hosted at areas/facilities with or designed for gaming machines, gambling and betting.
- Requests for ongoing operational costs such as but not limited to, insurance, salaries, electricity, water and other utilities.
- Appliances that do not meet minimum 4-star energy rating; consideration can be made for specialised appliances/equipment - see Climate Change and Sustainability Guidance Sheet.
- Activities which focus on or promote unhealthy food, sugary drinks, alcohol consumption, gambling or tobacco, e-cigarette or vaping industries.

- Wages will not be funded but can be used as evidence of contribution towards the project.

- The not-for-profit community group applying for the grant will be referred to as the 'organisation' throughout the application.

- The applicant is the organisation, not the individual representative or person completing the application form.

- The event or project will be referred to as 'activity' in the Assessment Criteria and Guidelines, Application Form, Funding Agreement and Acquittal Report

## Criteria – General

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

1. Grants are available to not-for-profit community groups operating in the Wellington Shire.
2. Schools are not eligible to be an applicant, however, can be a community partner in project proposal.
    a. Grants are available to Volunteer groups associated with Schools 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. Acquittal Report forms must be submitted to Council within 8 weeks of the activity completion.
6. 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.
7. Grants are subject to GST. If your club/organisation is registered for GST, you will be paid the grant amount, plus GST. If your club/organisation is not registered for GST, you will be paid the grant amount only (no GST applies). Please take this into consideration when submitting your budget and calculating your funding request.
8. In December 2025 the Wellington Shire Council adopted a Fair Access Policy (the Policy) https://www.wellington.vic.gov.au/policies/fair-access-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.
9. Applicants providing services to children must complete the Child Wellbeing and Safety Declaration in the application form. Organisations must comply with the Child Safety and Wellbeing Act 2005, which includes implementing child safe standards. All children have the right to feel safe and be safe, but safety does not just happen. Victorian organisations that provide services or facilities for children (anyone under 18 years old) are required by law to implement Child Safe Standards to protect children from harm. A child safe organisation takes deliberate steps to safeguard children from physical, sexual, emotional and psychological abuse and neglect. It puts children's safety and wellbeing first and embeds a commitment to child safety in every aspect of the organisation. Victoria's mandatory Child

Safe Standards (the Standards) have been in effect since 2016. Following a Royal Commission, the Victorian Government reviewed the Standards. The review found strong support for the Standards and recommended a number of changes to better align the Standards with the National Principles for Child Safe Organisations, and to strengthen administration of the Standards. In line with these recommendations, the new Standards were released by the Victorian Government in 2021. They consist of 11 updated Standards and apply from 1 July 2022. More information on the Child Safe Standards and the Reportable Conduct Scheme can be found on the Commission for Children and Young People website or at https://ccyp.vic.gov.au/child-safety/

Within the grant application, applicants will need to confirm the following two statements.

- *Our project involving direct contact with children and young people under the age of 18 will be compliant with legislation and regulations relating to child safety including but not limited to the Child Wellbeing Safety Act (2005). In addition, I have read and understand Council's Child Wellbeing and Safety Policy and I agree to work in compliance with Wellington Shire Council's requirements and /or Victorian Child Safe Standards.*
- *All staff, committee/board members and volunteers who have direct contact with children via the funded project understand the Child Safe Standards and their requirements and will have a Working With Children Check (WWCC) in place prior to the commencement of the funded project. Routine systems are also in place to monitor WWCC's including that your organisation details are registered on individuals WWCC.*

10. 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.
11. **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**.
12. 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).
13. All activities **MUST** align with Key Council Plans and Strategies:
    a. Wellington Shire Council Plan
    b. Municipal Health & Wellbeing Plan
    c. Sustainability Strategy
14. 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.
15. 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.
16. Multiple applications for the same activity will not be accepted.
17. A limit of three Quick Response Grant applications per financial year for different activities will be accepted.
    a. Each demonstrated subgroup of an umbrella organisation may apply for a limit of three Quick Response Grant applications per financial year for different activities will be accepted.
18. Priority will be given to groups who haven't received Council funding during the current financial year.
19. 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.

20. Where possible, the goods and services used in the funded activity (suppliers and contractors) be sourced from within the Wellington Shire.
21. Activities that are primarily for the purpose of fundraising will be required to demonstrate the Community benefits in addition to the fundraising outcome.
22. 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.
23. For all expenditure items of $1,000 or more you must include a quote or evidence of the item cost.
24. 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.
25. 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.
26. The applicant is responsible for all ongoing maintenance and running costs of any equipment purchases resulting from a successful application.
27. Council may reduce the amount allocated to you if the funding applied for is considered unsubstantiated and/or excessive.
28. Council may reduce the amount allocated to you if the funding allocation is oversubscribed; additionally, if Council is aware of an alternative option available to you, it will recommend it as an alternative to funding.
29. 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.
30. 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.
31. Funding must be returned if the activity is not completed in line with the Funding Agreement. Any excess funding must be returned.
32. Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the Charter of Human Rights and Responsibilities Act 2006 (Vic) and has referred to Council's Human Rights Policy to develop the WSC CAG & QRG program Guidelines and Assessment Criteria.
33. Applications must be completed and submitted 3 weeks prior to the commencement date of your project.
34. You will be notified in writing of the outcome of your grant 10 business days after the submission date. You are welcome to contact the Grants officer for further feedback. Once you receive confirmation it can take 6 to 8 working weeks for the funding to arrive in your bank.
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% |
|---|---|
| Community Benefit and Alignment to Council Initiatives | **40%** |
| Planning and Capacity to Deliver | **20%** |
| Accessibility and Inclusion | **20%** |
| Marketing, Promotion and Evaluation | **10%** |
| Contribution | **10%** |

Applications are then assessed by an internal assessment panel. Each application is assessed on its community benefit and alignment to council initiatives, planning and capacity to deliver, accessibility and inclusion, marketing, promotion and evaluation and contribution.

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

| **Community Benefit and Alignment to Council Initiatives**<br>40% of the application assessment | |
|---|---|
| **Benefit to the Community** | |
| Poor demonstration of community needs and how the activity will benefit the community. | **1** |
| Limited demonstration of community needs and how the activity will benefit the community. | **2** |
| Standard demonstration of community needs and how the activity will benefit the community. | **3** |
| Above standard demonstration of community needs and how the activity will benefit the community. | **4** |
| Very high standard demonstrated of community needs 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** |
| **Alignment to Council Plan Initiatives** | |
| Poor demonstration of how the activity aligns to council initiatives. | **1** |
| Limited demonstration of how the activity aligns to council initiatives. | **2** |
| Standard demonstration of how the activity aligns to council initiatives. | **3** |
| Above standard demonstration of how the activity aligns to council initiatives. | **4** |
| Very high standard demonstrated of how the activity aligns to council initiatives. Detailed evidence provided outlining strong alignment to Council Plan and Live Well in Wellington initiatives. | **5** |
| **Planning and Capacity to Deliver**<br>20% 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** |
| **Project Planning** | |
| Poor details and information provided about planning undertaken to deliver the activity. | **1** |
| Limited details and information provided about planning undertaken to deliver the activity. | **2** |
| Standard details and information provided about planning undertaken to deliver the activity. | **3** |
| Above standard details and information provided planning undertaken to deliver the activity. | **4** |
| Very high standard of details and information provided planning undertaken to deliver the activity. Detailed evidence provided, additional information provided eg project plan, engagement plan, risk assessment, required approvals, etc. | **5** |
| **Accessibility and Inclusion**<br>20% of the application assessment | |
| **Accessibility and Inclusivity** | |
| Poor demonstration of Access and Inclusion considerations, and how the activity engages with broad segments of the community. | **1** |
| Limited demonstration of Access and Inclusion considerations and how the activity engages with broad segments of the community. | **2** |
| Standard demonstration of Access and Inclusion considerations and how the activity engages with broad segments of the community. | **3** |
| Above standard demonstration of Access and Inclusion considerations and how the activity engages with broad segments of the community. | **4** |
| Very high demonstration of Access and Inclusion considerations and how the activity engages with broad segments of the community. Detailed and evidence provided, additional | **5** |

| | |
|---|---|
| information provided eg accessible action plan, gender impact assessment, images, signage, etc | |
| **Marketing, Promotion and Evaluation**<br>10% of the application assessment | |
| 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.<br>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.<br>Detailed evidence provided; additional information provided eg. Survey examples, previous survey results, committee review meeting notes, etc | **5** |
| **Contribution**<br>10% of the application assessment | |
| Has the applicant:<br><br>• Demonstrated other contributions towards the activity? (Contributions can be monetary, volunteer hours, in-kind support, and/or sponsorship.<br>• Demonstrated sufficiently the restricted access to funds towards the activity.<br>• Sourced goods and services for the delivery of the activity (suppliers and contractors) from within the Wellington Shire, where possible.<br>• 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** | |
| No evidence of contribution provided. | **1** |
| Minimal evidence of contribution provided. | **2** |
| Standard evidence of contribution provided. | **3** |
| Above standard evidence of contribution provided. | **4** |
| Significant evidence of contribution provided. | **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

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# Quick Response Grants 2026/27
# Individual Sponsorship & Team/Community Group Guidelines and Assessment Criteria

## Introduction

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

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

## Overview

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

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

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

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

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

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

1. Up to 3 individuals apply separately to attend or participate in an activity.

   or

2. The team or group apply for group funding and shares it amongst those participating.

## Criteria – General

1. Grants are available to not for profit community or sports group operating in the Wellington Shire. Schools are not eligible, although they could be partners in projects.
2. The activity or event must be officially recognised by a national/international governing body or peak body in the field.
3. Application forms must be completed and returned 3 weeks prior to the commencement date of your project. You will be notified in writing of the outcome of your grant 10 business days after the submission date. Once you receive confirmation it can take six working weeks to receive funding. Applications will be accepted a maximum of 3 months prior to the event or activity.
4. Applicants will be eligible for one Quick Response Grant over a 12-month period. Applicants who have previously been successful in receiving Council funding will need to have completed all acquittals and have previously complied with Council requirements
5. Applications must be on a current and correct form. Applications must be completed in full and have sufficient evidence to make a reasonable assessment of the application.
6. Applicants are required to list the financial contribution being made by themselves or others to participate in the event or activity.
7. Grants are subject to GST. If your club/organisation is registered for GST, you will be paid the grant amount, plus GST. If your club/organisation is not registered for GST, you will be paid the grant amount only (no GST applies). Please take this into consideration when calculating your funding request.
8. A representative of the Team or Community group will be required to sign the application form and will be accountable for managing and acquitting the funds.
9. Successful applicants will be required to sign a Funding Agreement, which includes the conditions of grant funding. You may also be asked to comply with additional conditions.
10. Applicants must attach a copy of confirmation of participation in the event activity eg, letter of offer, letter from organisation holding the activity, membership details.
11. Acknowledgment must be given for the support provided by the Wellington Shire Council in any public relations opportunities undertaken by the funded individual.
    - Applicants must be willing to brief Council on their activity if they are successful in receiving funding.
12. The applicant must spend the grant funding as detailed in the application unless written approval of Council is obtained prior to any variation.
13. The applicant will be required to reimburse the Wellington Shire Council the full amount awarded if:
    - The applicant withdraws from the activity or is no longer able to participate.
    - The activity is cancelled.
    - Should it be found that any of the information in the application form was incorrect or misleading.
    - Non-compliance with the Funding Agreement.
14. You will be notified in writing of the outcome of your grant. You are welcome to contact the Grants officer for further feedback.

15. Participation in activities that may be perceived to portray a negative image eg, association with alcohol, gambling or smoking are not eligible. This will be determined on a case-by-case basis.
16. Applications deemed to be for commercial benefit will be considered ineligible. This will be determined on a case-by-case basis. This will include applications where the main beneficiary is a business/es.
17. Unsuccessful applications will be ineligible to apply for the same project in the future, unless otherwise advised.
18. The Wellington Shire reserves the right to refuse funding. Once the allocated funds are exhausted during a funding period, no additional funding will be available for sponsorship within that set period.
19. Funding must not be regarded as a recurrent commitment from council.
20. Council encourages the sharing of resources in the community as a way of creating partnerships. If Council is aware of an alternative option to you, they will recommend it as an alternative to funding.
21. Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the Charter of Human Rights and Responsibilities Act 2006 (Vic) and has referred to Council's Human Rights Policy to develop the QRG Guidelines and Assessment Criteria.

## Assessment Process

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

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

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

### Contact

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

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

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# Quick Response Grants Energy Audit Rebate 2026/27 Guidelines and Assessment Criteria

## Introduction

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

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

## Overview

- The rebate of **up to $500** is available to Wellington based community groups who engage an auditor and receive a report for their facility.
- The rebate is available to Community facilities with yearly energy bills (can include both gas and electric) over $1000 can apply.
- The application is a pre-approval and is open until 30 March 2027 or once allocated funds are expended.
- An Energy Audit report and receipt of auditor payment must be presented by 1 June 2027.

## Finding and selecting an energy auditor

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

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

**Ecodecisions**
Metung
Graeme@ecodecisions.com.au
03 9770 5686

**Baw Baw Sustainability Network**
Yarragon
0490 485 370
Bawbawsn@gmail.com.au

**Rhys Freeman Energy Auditing**
Gippsland
0409 536 995
Info@rhysfreeman.com.au

**Guest Energy**
Bairnsdale
Guestenergy@icloud.com
0438 530 130

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

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

## Criteria - General

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

1. Grants are available to not-for-profit community groups operating in the Wellington Shire.
2. Schools are not eligible to be an applicant.
3. Applicants must be incorporated bodies or have an established legal entity (ABN). If your organisation is not incorporated or does not have an ABN, you will be required to provide the details of an auspice organisation. The auspice organisation will receive the grant funding on your behalf and will ultimately be responsible for the Acquittal Report.
4. If your organisation is incorporated but does not have an ABN, a 'Statement by a Supplier – Reason for Not Quoting an ABN' form must be included with your funding agreement. This form is available from the Australian Tax Office website
5. **Applicants who have previously been successful in receiving funding MUST have completed all Acquittal Reports and complied with Council requirements prior to being considered for the Energy Audit Rebate round**.
6. Multiple applications for the same facility will not be accepted.
7. Applications must be completed in full and have sufficient evidence to make a reasonable assessment of the application. Council reserves the right to further investigate aspects of the application. Applications and Acquittal Reports must be on the correct form.
8. Where possible, the goods and services used in the funded activity (suppliers and contractors) be sourced from within the Wellington Shire.
9. A quote or evidence of the item cost must be included in application.

WELLINGTON
SHIRE COUNCIL

10. Funding must not be regarded as a recurrent commitment from Council. There is no guarantee a recurring activity will be funded in the future. Funding is limited.
11. The applicant is responsible for all ongoing maintenance and running costs of any equipment purchases resulting from a successful application.
12. Applicants will receive a Pre-approval notification and applicants will be required to present the Energy Audit report and auditors receipt to receive rebate. You may also be asked to comply with additional conditions.
13. All approved energy reports and receipt of payment must be submitted by 1 June 2027 to receive rebate.
14. You will be notified via online grant program of the outcome of your application 10 business days after the submission date. You are welcome to contact the Grants officer for further feedback. Rebate payments (report and receipt is submitted) can take 6 to 8 working weeks to arrive in your bank.
15. You are required to acknowledge Wellington Shire Council's support of your activity, where possible.
16. Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the Charter of Human Rights and Responsibilities Act 2006 (Vic) and has referred to Council's Human Rights Policy to develop the WSC CAG & QRG program Guidelines and Assessment Criteria.

**Contact**

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

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

# 14. FURTHER GALLERY AND ONLINE COMMENTS

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

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

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

**ONLINE COMMENTS**

**FURTHER GALLERY COMMENTS**

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

## 15. IN CLOSED SESSION

**COUNCILLOR**

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

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

**IN CLOSED SESSION**

**COUNCILLOR**

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