

SOUTH GIPPSLAND SHIRE COUNCIL

Council Meeting Agenda

Wednesday 15 October 2025



Council Chambers, Leongatha
Commencing at 2:00 PM



*South Gippsland
Shire Council*

OUR COUNCIL PLAN VISION STATEMENT

Our South Gippsland community is connected, resilient and empowered. We value our unique townships, our rural and coastal landscapes, while balancing growth.

A prosperous region, we draw strength from: visitor experience, emerging and creative industries, our agricultural sector and natural environment. We lead with purpose, are forward thinking, and deliver consolidated and sustainable services for our community.

The Council Agenda relates to the following Strategic Objectives of the Council Plan 2025-2029.



Leading with Integrity



Developing a Sustainable Future



Empowering Communities

SOUTH GIPPSLAND SHIRE COUNCIL

Notice is hereby given that Council Meeting of the
South Gippsland Shire Council will be held on Wednesday 15 October 2025
in the Council Chambers, Leongatha, commencing at 2:00pm

TABLE OF CONTENTS

1. PRELIMINARY MATTERS	5
1.1. LIVE-STREAMING COUNCIL MEETING DISCLAIMER	5
1.2. WELCOME TO THE COUNCIL MEETING	5
1.3. OPENING PRAYER.....	5
1.4. ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS	6
1.5. APOLOGIES	6
1.6. CONFIRMATION OF MINUTES	6
1.7. DECLARATION OF CONFLICTS OF INTEREST FOR COUNCILLORS	7
1.8. DECLARATION OF CONFLICTS OF INTEREST FOR STAFF.....	8
2. COUNCIL REPORTS.....	9
2.1. 2024/25 ANNUAL REPORT	9
2.2. 2026 ADVOCACY PRIORITIES.....	15
2.3. RENAMING PROPOSAL - KORUMBURRA RECREATION RESERVE OVAL - CONSIDERATION OF COMMUNITY FEEDBACK.....	18
2.4. DOMESTIC ANIMAL MANAGEMENT PLAN (DAMP) FOR COMMUNITY CONSULTATION.....	22
2.5. DRAFT COMMUNITY ENGAGEMENT POLICY AND COMMUNITY ENGAGEMENT STRATEGY.....	25
2.6. REVIEW OF COUNCIL PROCESS, COMMUNITY INTERACTIONS AND GOVERNANCE RULES	27
2.7. FOSTER SKATEPARK AND STAKEHOLDER CONSULTATION TO DETERMINE FINAL SITE LOCATION	32
2.8. AWARD PANEL CONTRACT CON/444 – SUPPLY AND DELIVERY OF QUARRY AND ROAD MAKING MATERIAL.....	35
2.9. KORUMBURRA INDOOR RECREATION CENTRE LEASE.....	39
2.10. MEMORANDUM OF UNDERSTANDING SUMMARY REPORT.....	42
2.11. PETITION RESPONSE - KORUMBURRA SENIOR CITIZENS BUILDING.....	49
2.12. INTERNATIONAL URBAN AND REGIONAL COOPERATION - ONE GIPPSLAND INVITATION	52
2.13. AUDIT AND RISK COMMITTEE - 17 JUNE 2025 MINUTES.....	56

2.14. SUMMARY OF STRATEGIC BRIEFINGS - 13 AUGUST 2025 - 12 SEPTEMBER 2025.....	58
2.15. DOCUMENTS SEALED, CONTRACTS VARIED, AWARDED OR EXTENDED BY CEO - 13 AUGUST 2025 - 12 SEPTEMBER 2025	62
3. NOTICES OF MOTION AND/OR RESCISSION.....	65
3.1. NIL	65
4. COUNCILLOR REPORTS.....	66
4.1. REQUESTS FOR LEAVE OF ABSENCE	66
4.2. COUNCILLOR UPDATES.....	66
5. URGENT BUSINESS	67
6. PUBLIC QUESTIONS.....	68
6.1. PETITIONS AND JOINT LETTERS	68
6.2. ANSWERS TO PREVIOUS QUESTIONS ON NOTICE	69
6.3. SUBMITTED PUBLIC QUESTIONS	70
7. CLOSED SESSION	71
8. MEETING CLOSED.....	73



Allison Jones
Chief Executive Officer

Privacy Statement

Council is required to keep minutes of each Council meeting. The minutes contain details of proceedings which may include personal information about community members disclosed as part of presentations, submissions and questions. The minutes of Council meetings are a public record and can be inspected by members of the public.

1. PRELIMINARY MATTERS

1.1. LIVE-STREAMING COUNCIL MEETING DISCLAIMER

This Council Meeting is being streamed live, recorded and published in accordance with Council's *Live Streaming in Council Meetings Policy*.

Access to the live stream through Council's Internet is an option to view the 'open' component of a Council Meeting. Link to the Live Stream on Council's website: [Live Streaming | Live Streaming | South Gippsland Shire Council](#)

The Chair and/or the CEO have the discretion and authority at any time to direct the termination or interruption of live streaming. Such direction will only be given in exceptional circumstances where deemed relevant. Circumstances may include instances where the content of debate is considered misleading, defamatory or potentially inappropriate to be published.

Today's Meeting is being streamed live as well as recorded and published on Council's website.

Thank you

1.2. WELCOME TO THE COUNCIL MEETING

Public Questions

In accordance with *Governance Rules (C82)*, clause 56.4(d) the placement of public questions has now closed. Questions must be received prior to the commencement of the Council Meeting and placed in the receptacle at Governance Officers table. Questions received after the commencement of the Meeting will be considered at the next Council Meeting.

1.3. OPENING PRAYER

As we gather here from diverse backgrounds and beliefs, may we hold privilege with good care and trust. As we deliberate and discuss, may we be wise in our discernment, fair in our decisions and visionary in our planning. May we be guided by our common goal of a strong and united South Gippsland.

1.4. ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS

We acknowledge the Bunurong and Gunaikurnai people as the Traditional Custodians of South Gippsland and pay respect to their Elders, past, present, and future, for they hold the memories, traditions, culture, and hopes of Aboriginal and Torres Strait Islander people of Australia.

1.5. APOLOGIES

Councillor Sarah Gilligan was granted request of leave at the 17 September Council Meeting.

1.6. CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the South Gippsland Shire Council Meeting held on 17 September 2025 in the Council Chambers, Leongatha be confirmed.

1.7. DECLARATION OF CONFLICTS OF INTEREST FOR COUNCILLORS

The *Local Government Act 2020* (the Act), Division 2 sets out the requirements relating to Conflict of Interest. Disclosure of a conflict of interest in respect of a matter to be considered at a Council Meeting is required under section 130(1)(a) and specifically applies to a relevant person being a Councillor, member of a delegated committee who is not a Councillor and a member of Council staff.

Council's *Governance Rules (C82)* (the Rules), clause 3.0 Disclosure of a Conflict of Interest at a Council Meeting sets out the prescribed manner required to disclose a conflict of interest at South Gippsland Shire Council.

The Rules require a Councillor and/ or staff member who has a conflict of interest in a matter being considered at a Council Meeting to announce before the matter is considered and disclose this in a written notice to the Chief Executive Officer. The details included in the disclosure, explain the nature conflict of interest, whether it is classified as general or material (s.127 and s.128), the name of the relevant person(s) and their relationship to them.

Failure to comply with disclosures of conflict of interest (s.130) may be subject to penalty points and/ or other disciplinary measures depending on the nature of the conflict.

The *Local Government Act 2020* can be accessed from the Victorian Legislation and Parliamentary documents website at www.legislation.vic.gov.au.

Council's *Governance Rules (C82)* can be accessed from [Council's Policies](#) webpage.

Councillor Clare Williams has declared a conflict of interest for agenda item 2.8 - Award Panel Contract CON/444 – Supply and Delivery of Quarry and Road Making Material.

1.8. DECLARATION OF CONFLICTS OF INTEREST FOR STAFF

The *Local Government Act 2020* (the Act), Division 2 sets out the requirements relating to Conflict of Interest. Disclosure of a conflict of interest in respect of a matter to be considered at a Council Meeting is required under section 130(1)(a) and specifically applies to a relevant person being a Councillor, member of a delegated committee who is not a Councillor and a member of Council staff.

Council's *Governance Rules (C82) (the Rules)*, Chapter 5, clause 7, 8 and 9 sets the prescribed manner required for staff to disclose a conflict of interest when:

- Preparing Reports for Meetings
- Exercise of Delegated Power
- Exercise of a Statutory Function

Council staff must immediately upon becoming aware of a conflict of interest provide a written notice to the Chief Executive Officer disclosing the conflict of interest, explain the nature of the conflict and how it will be managed. Upon becoming aware and declaring a conflict of interest, a staff member may not exercise a power or perform a function in the matter. All prepared reports will record that staff member(s) have considered a conflict of interest and include if any, the details of a disclosure.

Failure to comply with disclosures of conflict of interest (s.130) may be subject to penalty points and/ or other disciplinary measures depending on the nature of the conflict.

The *Local Government Act 2020* can be accessed from the Victorian Legislation and Parliamentary documents website at www.legislation.vic.gov.au.

Council's *Governance Rules (C82)* can be accessed from [Council's Policies](#) webpage.

2. COUNCIL REPORTS

2.1. 2024/25 ANNUAL REPORT

Directorate:	Strategy & Partnerships
Department:	Governance and Integrity

Council Plan

Theme - Leading with Integrity

The 2024/25 Annual Report finalises Council's reporting against the 2024/25 Report of Operations, Financial Statements and Performance Statement. The Annual Report provides an overview of Council's performance for the 2024/25 financial year and aligns with the Local Government Act 2020.

EXECUTIVE SUMMARY

The purpose of this report is to provide Council and the community with Council's audited financial and operational position as of 30 June 2025 via the 2024/25 Annual Report (**Attachment [2.1.1]**).

Following the 17 September 2025 Council Meeting, the Financial and Performance Statements (Statements) were signed and sent to the Victorian Auditor General's Office (VAGO) for certification. VAGO advised that there were no changes to the Financial and Performance Statements.

RECOMMENDATION

That Council receives and endorses the South Gippsland Shire Council 2024/25 Annual Report (Attachment [2.1.1]) prepared in accordance with the *Local Government Act 2020*.

REPORT

Council has completed a highly successful financial year in 2024/25, the last year of the 2022-2026 Council Plan. The major highlights include:

- Financial and Performance Statements were prepared well in advance of scheduled timeframes, audited by VAGO and compliant with regulations.
- Council delivered 43 capital works projects totally \$34.7M including but not limited to:
 - Sealed Road Rehabilitation: Mount Lyall Road Nyora
 - Street Reconstruction: Nelson Street Foster
 - Gravel to Seal: North Poowong Road, Poowong

- Castle Street Mirboo North: Footpath extension
- Yarragon Road Leongatha: Footpath extension
- Leongatha Railway Precinct Redevelopment Footbridge - Footpath renewal
- Korumburra Railway Pedestrian Underpass Upgrade - Footpath renewal.
- Meeniyan Community Hub
- Bena Public Toilet
- Meeniyan Stadium Accessible Bathroom Upgrade
- Leongatha Railway Precinct Redevelopment: New Public Toilets and BBQ Shelter
- Korumburra Railway Precinct Redevelopment: New Public Toilets and BBQ Shelter
- Korumburra Showgrounds Changerooms Project
- Port Welshpool Old Ferry Terminal Re-roof Project
- Poowong Stadium Re-roof Project
- Meeniyan Stadium Re-roof Project
- Korumburra Streetscape Project
- Leongatha Railway Precinct Redevelopment: New Playground
- All 21 Council Plan annual initiatives achieved, including but not limited to:
 - Continued developing designs for sealing priority gravel roads - Walkerville South Road design is complete and North Poowong Road gravel to seal project has been constructed.
 - Planned for and supported our community to maximise the benefits of the emerging renewable energy industry including adoption of the South Gippsland and Latrobe City Renewable Energy Impact and Readiness Study 2024 and successfully advocating for changes to the Victorian Transmission Plan.
 - Implemented the annual actions from the 2021-2031 Economic Development Strategy, Arts, Culture and Creative Industries Strategy, 2021–2031 Visitor Economy Strategy and 2022–2026 Municipal Public Health and Wellbeing Plan.

- Delivered the Live4Life program 2024/25, which provides mental health education and suicide prevention for young people in rural communities.
- Continued to facilitate community plan development, to support South Gippsland communities to develop and grow.
- Delivered Council's biannual Community Leadership Program to strengthen community expertise and volunteering.
- Increased awareness and advocacy for heritage preservation - Council has secured budget and external funding to prepare heritage precinct plans in the 2025/26 financial year. The project represents a proactive step toward strengthening heritage protection and guiding appropriate development within identified precincts.
- Council adopted the following strategic plans at the 18 June 2025 Council meeting:
 - 2025–2029 Council Plan
 - 2024/26–2034/35 Financial Plan
 - 2025/26–2028/29 Annual Budget
 - 2025–2029 Revenue and Rating Plan
 - 2025–2035 Asset Plan
 - 2025–2029 Municipal Public Health and Wellbeing
- Local Government Service Performance Indicators continue to have strong positive results with improvements across several indicators including:
 - Statutory Planning
 - Maternal and Child Health
 - Food Safety
- Council conducted a successful Councillor Transition Program to assist the new incoming Council in November 2024.

As per ss. 98 and 99 of the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*, Council must prepare an Annual Report that provides a succinct end-of-year summary of Council's performance. Council is required to adopt an *Annual Report* for each financial year by 31 October (**Attachment [2.1.1]**).

The Annual Report must contain the following:

- Financial Statements (subject to audit by VAGO);

- Performance Statement Indicators (subject to audit by VAGO);
- Governance and Management Checklist, signed by Mayor and CEO;
- Report of Operations including a recap on key achievements against the 2022-2026 Council Plan Strategic Objectives and 2024/25 Annual Initiatives and the Local Government Performance Reporting Framework (LGPRF) Indicators as outlined in Council's 2024/25 Annual Budget; and
- A copy of the Victorian Auditor General's Office (VAGO) auditor's report for the Performance and Financial Statements.

These documents are presented to Council for endorsement.

The Audit and Risk Committee met on 19 August 2025 to review the draft Financial and Performance Statements, as audited by Council's auditor, VAGO.

At the Council Meeting held on 17 September 2025, Council provided an in-principle approval of the Financial and Performance Statements for the year ended 30 June 2025.

Local Government Victoria annually provide the *Local Government Better Practice Guides* to support the preparation of the Annual Report. These guides have informed the structure and content of each section of the *2024/25 Annual Report*.

Local Government Performance Reporting Framework (LGPRF) Indicators

Council's LGPRF indicators and results are presented under each Strategic Objective of the Council Plan in the *Our Performance* section. These indicators are compared against the previous three-year results as per guidelines and will be up-loaded to the 'Know Your Council' website managed by the State Government for each Council.

As part of the Council's annual budget, Councils are required to set targets for the eight service and financial measures outlined below.

Service measures

- G2 - Governance – Consultation and engagement
- SP2 - Statutory Planning – Service standard
- R2 - Roads – Condition
- WC5 - Waste management – Waste diversion

Financial measures

- E2 - Financial efficiency – Expenditure level
- S1 - Financial stability – Rates concentration
- L1 - Financial liquidity – Working capital

- 05 - Financial obligations – Asset renewal

Governance Management Checklist

The Governance Management Checklist was endorsed at the 17 September 2025 Council Meeting and is consistent with the *Local Government (Planning and Reporting) Regulations 2020* and the Act. This has been certified by the Mayor and the CEO and included in the final *2024/25 Annual Report*.

CONSULTATION / COMMUNITY ENGAGEMENT

The audited Financial and Performance Statements were endorsed by the Audit and Risk Committee on 19 August 2025.

The final *2024/25 Annual Report* will be published on Council's website and includes the certification from VAGO.

RESOURCES / FINANCIAL VIABILITY

Costs associated with the publication of the Annual Report are covered within approved budget allocations. The Annual Report is developed and designed in-house, with limited printing to keep the costs of publishing and printing as low as possible.

RISKS

Completion of the Annual Report along with certified Financial and Performance Statements is an annual legislative requirement of the *Local Government Act 2020*. To not complete the Annual Report and requirements would be a breach of s.98 and 99 of the *Local Government Act 2020*.

STAFF DISCLOSURE

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

ATTACHMENTS

1. 2024/25 Annual Report [2.1.1 - 171 pages]

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 8. Monitoring & Performance Review

Council Policy / Strategy / Plans

Documents are available on Council's website at the following [LINK](#).

Long-Term Financial Strategies

Annual Budget

Long Term Financial Plan

Legislative Provisions

Local Government (Governance and Integrity) Regulations 2020

Local Government Act 2020

Local Government Better Practice Guide – Annual Report – Report of Operations 2024/25

Local Government Better Practice Guide – Annual Report – Performance Statement 2024/25

Local Government Better Practice Guide – Annual Report Local Government Better Practice Guide – Annual Report – Performance Reporting Indicator Workbook 2024/25

Overview of changes to LGPRF for 2023/24 – Practice Note 18

Regional, State and National Plan and Policies

Nil

2.2. 2026 ADVOCACY PRIORITIES

Directorate:	Strategy & Partnerships
Department:	Communications, Engagement and Advocacy

Council Plan

Theme - Leading with Integrity

The report aligns with Strategy 1.6 in the 2025 – 2029 Council Plan: To partner with our community to advocate for our shared interests to the Victorian and Australian governments.

EXECUTIVE SUMMARY

The purpose of this report is to seek endorsement of Council's 2026 Advocacy Priorities.

RECOMMENDATION

That Council endorse the following 2026 Advocacy Priorities:

- a. **Increase rural road funding**
- b. **Disaster Recovery Infrastructure Funding**
- c. **Telecommunications and Transport**
- d. **Support for Community Groups**
- e. **Coastal Resilience**
- f. **Support for Local Industry**
- g. **Community Facility Upgrades**
- h. **Increased Mental Health Services**
- i. **Early Years Infrastructure**

REPORT

Council has achieved significant success in progressing its current advocacy priorities, with several key requests either fully or partially delivered, including:

Increase Road Funding to Rural Councils

- Secured \$3.03 million for bridge replacement and \$2.4 million to realign the Simons Lane intersection with the Bass Highway. These

projects were funded via the Australian Government's *Safer Local Roads and Infrastructure Program*.

- Welcomed increased funding for the *Roads to Recovery Program* to support ongoing local road maintenance.

Disaster Recovery Infrastructure and Community Energy Hubs

- Received funding from AusNet for a generator and a vehicle to provide support during power outages and emergencies.
- Partnered with the Mirboo North and District Community Foundation to establish a Resilience Hub in Mirboo North, funded by the Victorian Government's *Tiny Towns* grant. The hub will offer emergency food, charging stations, and communication access in emergency events that may result in power outages.

Early Years Infrastructure

- A new childcare and kindergarten facility for Meeniyan has been announced, set to open in 2026, to support growing demand linked to the expanded three-year-old kinder and pre-prep programs.

Coastal Resilience

- Secured \$200,000 in funding through the Victoria's *Resilient Coasts* grants program for Coastal Hazard Risk Assessments along key sections of the South Gippsland coastline.

Connectivity and Community Transport

- Supported upgrades to broadband and mobile coverage, including:
 - Fibre-to-the-Premises rollout in Foster and design planning for Venus Bay.
 - NBN fixed wireless upgrades to towers across several localities.
 - Installation of a new mobile phone tower in Walkerville.

Renewable Energy Investment: Barry Beach Marine Terminal and Port Anthony

- Secured \$4.7M in funding via the Australian Government's *Regional Precincts and Partnerships Program*, in partnership with Wellington Shire Council.

The funding will facilitate crucial land use and infrastructure planning for the offshore wind industry, helping to ensure the region is workforce and investment ready.

To determine the advocacy priorities for 2026 proposed requests were measured against the principles outlined in Council's Advocacy Strategy, including

Community Consultation, Research, Policy and Strategy, Geographic Spread/Diversity and Financial Implications.

As a result, some existing advocacy priorities have been retained, others have been merged, and new priorities have been introduced to reflect the evolving needs of the South Gippsland community, and in preparation for the 2026 Victorian Election.

CONSULTATION / COMMUNITY ENGAGEMENT

Significant community consultation on Council's advocacy priorities occurred as part of the *Shaping South Gippsland* community engagement that informed development of the *Council Plan 2025-29*.

RESOURCES / FINANCIAL VIABILITY

Advocacy support can be accommodated within existing resources.

RISKS

Nil

STAFF DISCLOSURE

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

ATTACHMENTS

1. 2026 Advocacy Priorities [2.2.1 - 20 pages]

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 1. Direction & Leadership

Council Policy / Strategy / Plans

Documents are available on Council's website at the following [LINK](#).

Nil

Legislative Provisions

Nil

Regional, State and National Plan and Policies

Nil

2.3. RENAMING PROPOSAL - KORUMBURRA RECREATION RESERVE OVAL - CONSIDERATION OF COMMUNITY FEEDBACK

Directorate:	Strategy & Partnerships
Department:	Governance and Integrity

Council Plan

Theme – Leading with Integrity

Theme - Empowering Communities

Ensuring that Council meets its statutory obligations to consult with the community before making decisions as the naming authority.

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider submissions received from the community consultation on the proposal to name the oval at Korumburra Recreation Reserve to be 'Summerfield Oval' in honour of Allen Victor Summerfield.

Community consultation was held from 21 August to 21 September 2025. Council received 12 submissions with all of them in support or not opposing the naming proposal.

RECOMMENDATION

That Council:

- 1. Determines the naming of the oval at Korumburra Recreation Reserve to be named as 'Summerfield Oval' in honour of Allen Victor Summerfield;**
- 2. Writes to all submitters advising them of Council's decision and notifies any objectors that they have an opportunity to appeal South Gippsland Shire Council's decision with Geographic Names Victoria;**
- 3. Registers the proposed naming of the oval at Korumburra Recreation Reserve to be 'Summerfield Oval' with Geographic Names Victoria for final consideration and approval;**
- 4. Requests Geographic Names Victoria to officially register the name of the Korumburra Recreation Reserve in the VICNAMES register; and**
- 5. Subjects to Geographic Names Victoria's approval and Gazettal, update Council's signage as required.**

REPORT

At its August 2025 Council Meeting, Council resolved to undertake community consultation from 21 August 2025 to 21 September 2025 on the proposed

naming of the oval at Korumburra Recreation Reserve to 'Summerfield Oval' in honour of Allen Victor Summerfield.

Council's YourSay Online Survey registered 97 visits for this item and Council received 12 submissions. All submissions were in support or did not oppose the naming of the oval at Korumburra Recreation Reserve to be 'Summerfield Oval'.

Based on the submissions received via the community consultation process it is proposed to name the oval at Korumburra Recreation Reserve to be 'Summerfield Oval' in honour of Allen Victor Summerfield and register this with Geographic Names Victoria (GNV).

Background

The naming of roads, assets or any other geographic feature in Victoria is governed by the *Geographic Place Names Act 1998* (the Act) and associated *Naming Rules* issued by Geographic Names Victoria (GNV). The *Naming Rules* are the statutory guidelines provided under Section 5 of the Act and are mandatory for all naming authorities in Victoria.

The Act also provides for the naming or renaming of geographic places and the registration of place names. Any proposed changes to a geographic place or asset within the South Gippsland municipality must follow statutory processes.

Naming Proposal

Council received an original proposal from the Korumburra Recreation Reserve Committee to change the name of the Korumburra Recreation Reserve to 'Summerfield Recreation Reserve'.

As per the *Naming Rules - Principle I – Using Commemorative Names*, if a place is named after a person;

"that person should be or have been held in strong regard by the community, with preference given to unofficial names used by the immediate community. When deciding on the assignment of a commemorative name, naming authorities should consider:

- i. the person's achievements,*
- ii. relevant history and association to the area,*
- iii. the significance of the family/person to the area/land."*

As part of this Principle I, Council is also required to seek an exemption from Geographic Names Victoria to change the place name prior to the two years elapsing following the passing of Mr Summerfield on 5 December 2023.

As per the *Naming Rules*:

"Commemorative names of a deceased person should be applied no less than two years posthumously. If a naming authority wishes to name within two years, it is required to seek an exemption from Geographic Names Victoria."

The rationale for this exemption is due to the following reasons:

- A significant contribution by the individual through the positions held to the local clubs based at the Reserve.
- The support of the family.
- The letters of support received by various associated Clubs.
- To enable the requestor to prepare for the timing of installation around the sporting seasons.

Advice received

Council consulted with the Registrar of Geographic Names and was advised by the Registrar that it could not provide an exemption in this case as the current name of Korumburra Recreation Reserve is longstanding.

The preference of the Registrar would be to officially register the name of the Korumburra Recreation Reserve in the VICNAMES register and that Mr Summerfield be commemorated through another naming such as a building or the oval. Highlighting that the oval is a significant feature in the Reserve and in that way both names would be registered.

GNV also advised that if an unnamed place be chosen to be named, the Registrar will provide an exemption to *Principle 1* (two years wait after death).

Revised Proposal

Following this advice from GNV, the Korumburra Recreation Reserve Committee further consulted with various community sporting clubs and has proposed the naming of the oval at the Korumburra Recreation Reserve to be 'Summerfield Oval'.

This honour is to recognise the tireless contribution and commitment to the wider community by Allen Victor Summerfield.

Council has also consulted with the Department of Energy, Environment and Climate Action (DEECA) regarding the request due to the property location at 6 Richard Street, Korumburra and they advised they had no objections.

Next Steps

If Council resolves to approve the naming of the Korumburra Recreation Reserve oval to be 'Summerfield Oval':

- Write to all submitters advising them of Council's decision and notifies any objectors that they have an opportunity to appeal South Gippsland Shire Council's decision with Geographic Names Victoria;
- Registers the proposed naming of the oval at Korumburra Recreation Reserve to be 'Summerfield Oval' with Geographic Names Victoria for final consideration and approval;

- To officially register the name of the Korumburra Recreation Reserve in the VICNAMES register with Geographic Names Victoria; and
- Subject to Geographic Names Victoria's approval and Gazettal, update Council's signage as required.

CONSULTATION / COMMUNITY ENGAGEMENT

Council undertook community consultation via its YourSay online survey platform on Council's website for a period of four weeks from 21 August 2025 to 18 September 2025.

RESOURCES / FINANCIAL VIABILITY

The community consultation and possible naming of the Korumburra Recreation Reserve oval will be managed within existing operational budgets for the relevant Council department.

RISKS

Council as a Naming Authority must undertake its responsibilities in accordance with the *Naming Rules* to ensure it complies with the guidelines and as the relevant naming authority to change a name of an asset, such as an oval.

STAFF DISCLOSURE

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

ATTACHMENTS

Attachments are available on Council's website at the following [LINK](#).

Nil

REFERENCE DOCUMENTS

Council's Good Governance Framework

Nil

Council Policy / Strategy / Plans

Documents are available on Council's website at the following [LINK](#).

Community Engagement Policy

Legislative Provisions

Geographic Place Names Act 1998

Local Government Act 1989

Regional, State and National Plan and Policies

Naming rules for places in Victoria 2022 - Statutory requirements for naming roads, features and localities

2.4. DOMESTIC ANIMAL MANAGEMENT PLAN (DAMP) FOR COMMUNITY CONSULTATION

Directorate:	Future Communities
Department:	Community, Health and Safety

Council Plan

Theme - Developing a Sustainable Future

The Domestic Animal Management Plan (DAMP) will ensure domestic animals are managed effectively protecting the environment and the health and safety of the community.

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider the draft Domestic Animal Management Plan 2026-2029 (draft DAMP) (**Attachment [2.4.1]**) and endorse it for a period of community consultation from 17 October to 4 November 2025. The draft DAMP outlines the strategies that Council has developed to manage domestic animals within the municipality.

RECOMMENDATION

That Council endorse the proposed draft Domestic Animal Management Plan 2026- 2029 (Attachment [2.4.1]) for a period of community consultation from 17 October to 4 November 2025.

REPORT

Pet ownership has many benefits for health and wellbeing. The welfare of pets and protection of the community and the environment from nuisance dogs and cats are also important.

Pursuant to *Domestic Animals Act 1994*, every Victorian local government must prepare a Domestic Animal Management Plan (DAMP) outlining how it will manage dogs and cats across the municipality. The current DAMP 2022-2025 comes to its completion at the end of this year and as such is due to be reviewed, with a new DAMP to cover the next four years be endorsed.

The draft DAMP 2026-2029 sets key actions to support a strategic approach towards promotion of responsible pet ownership and providing balance to the needs of pet owners and non-pet owners in our community. The document has a strong focus on communication and education, as well as building on the actions of the current DAMP.

The areas of focus are set by Agriculture Victoria. Each area of focus looks at specific priorities for the welfare and management of cats and dogs across the municipality. They cover officer training, responsible pet ownership, nuisance, identification and registration, dog attacks, dangerous, menacing and restricted breeds and domestic animal businesses.

CONSULTATION / COMMUNITY ENGAGEMENT

Extensive engagement activities were undertaken to inform the development of the DAMP 2022-2025. The response rate to the consultation was a resounding success with 583 valid survey responses received through Council's survey (530 online and 53 hard copy). This represents a statistically significant sample of the population.

The community consultation undertaken in the development of the General Local Law 2024, and the Council Plan 2025-2029 further confirmed that the community's priorities remain around dog leash and cat containment orders, responsible pet ownership, and nuisance issues. Officer experience during service delivery and working with the community strongly indicates that these remain a priority. These have been used to inform and develop the actions that have been included in the DAMP.

The next stage of the development process is to release the draft DAMP 2026-2029 for the period 7 October to 4 November 2025 for further community consultation. Feedback received will be considered and used to finalise the DAMP.

RESOURCES / FINANCIAL VIABILITY

The development and implementation of a Domestic Animal Management Plan is a requirement of all Councils under the *Domestic Animals Act 1994*. The plan:

- Promotes responsible pet ownership and the welfare of dogs and cats in the community;
- Protects the community and the environment from nuisance dogs and cats;
- Identifies a method to evaluate whether the animal management services provided by them are adequate; and
- Outlines the training programs for their Authorised Officers to ensure these officers are capable in administering and enforcing the provisions of the Act.

The plan will be implemented using existing resources and budget. Grant funding will be applied for where available to support any appropriate actions.

RISKS

Domestic animals can pose a public health, environmental, legal and economic risk. South Gippsland is an area that prides itself on its natural assets as well as living amenity. Inadequate management of domestic animals by Council poses a reputational risk to Council by possibly threatening these values and undermining the municipality's ability to attract more residents, businesses and tourists to the area.

Failure to have an endorsed Domestic Animal Management Plan 2026-2029 submitted to the State Government (Animal Welfare Victoria) by 31 December 2025 will place Council in breach of s.68A of the *Domestic Animals Act 1994*.

STAFF DISCLOSURE

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

ATTACHMENTS

Attachments are available on Council's website at the following [LINK](#).

1. Domestic Animal Management Plan 2025-2029 - DRAFT [2.4.1 - 13 pages]

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 1. Direction & Leadership

Council Policy / Strategy / Plans

Documents are available on Council's website at the following [LINK](#).

Council Plan 2025-2029

Domestic Animal Management Plan

Legislative Provisions

Domestic Animals Act 1994

Local Government Act 2020

Regional, State and National Plan and Policies

Nil

2.5. DRAFT COMMUNITY ENGAGEMENT POLICY AND COMMUNITY ENGAGEMENT STRATEGY

Directorate:	Strategy & Partnerships
Department:	Governance and Integrity

Council Plan

Theme - Leading with Integrity

A review Council's Community Engagement Policy and Community Engagement Strategy is an action outlined in the 2025-29 Council Plan.

EXECUTIVE SUMMARY

The purpose of this report is to present to Council the *draft Community Engagement Policy (Attachment [2.5.1])* and *draft Community Engagement Strategy (Attachment [2.5.2])* for consideration, and to endorse both documents for a period of community consultation from 16 October to 21 November 2025.

RECOMMENDATION

That Council endorses the community consultation period for the *Community Engagement Policy (Attachment [2.5.1])* and *Community Engagement Strategy (Attachment [2.5.2])* to be held from 16 October to 21 November 2025.

REPORT

Council's draft *Community Engagement Policy* and *Community Engagement Strategy* outline the organisation's approach to meaningful engagement with the South Gippsland community. The development of these documents has been informed by feedback received during the *Shaping South Gippsland* engagement held in February 2025. This engagement was the most significant undertaken by Council in 2024/25 and involved 23 in-person community engagement activities and resulted in 1,200 Council Plan suggestions. *Shaping South Gippsland* was one of 15 community engagements undertaken during the financial year.

Under the *Local Government Act 2020*, Council is required to maintain a Community Engagement Policy that sets out how engagement will be undertaken. The Act's principles establish requirements for deliberative and participatory practices and provide guidance on ensuring participants have access to relevant information, as well as clarity about their role in Council's decision-making processes.

Council's current *Community Engagement Policy* was adopted in 2021. Key changes proposed in the draft documents include a greater commitment to 'closing the loop' when it comes to providing feedback back to the community, and improved engagement evaluation.

Reviewing the Policy and Strategy is an action in the *2025/29 Council Plan*.

CONSULTATION / COMMUNITY ENGAGEMENT

Community engagement on the draft *Community Engagement Policy* and *Community Engagement Strategy* is proposed to occur from 16 October to 21 November 2025 via Council's *Your Say* platform and a range of in-person activities.

RESOURCES / FINANCIAL VIABILITY

Council will use existing resources to undertake this community engagement.

RISKS

Good decision making relies on effective community engagement. Council will continue to support new opportunities and approaches to engage with the community.

STAFF DISCLOSURE

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

ATTACHMENTS

1. Community Engagement Policy - Draft 2025 [2.5.1 - 5 pages]
2. Community Engagement Strategy - Draft 2025 [2.5.2 - 12 pages]

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 5. Communications & Community Engagement

Council Policy / Strategy / Plans

Documents are available on Council's website at the following [LINK](#).

Community Engagement Policy (C06)

Legislative Provisions

Local Government Act 2020

Regional, State and National Plan and Policies

Nil

2.6. REVIEW OF COUNCIL PROCESS, COMMUNITY INTERACTIONS AND GOVERNANCE RULES

Directorate:	Strategy & Partnerships
Department:	Governance and Integrity

Council Plan

Theme - Leading with Integrity

Council's governance is strengthened by reviewing its council meeting practices and procedures.

EXECUTIVE SUMMARY

The purpose of this report is to highlight changes to be introduced for Council meeting and community interactions processes of Council, approve the commencement of community submissions to support the development of Council Annual Budget for 2026/27 and to approve community consultation for the draft *Governance Rules 2025 (C82)* (**Attachment [2.6.1]**).

It is proposed that Council commence community consultation on the Draft *Governance Rules 2025* and seek from community submissions to support the development of Council Annual Budget for 2026/27 from 16 October 2025 to 21 November 2025.

RECOMMENDATION

That Council:

- 1. Notes the changes to Council meeting and community interactions processes of Council;**
- 2. Approves commencement of community submissions to support the development of the Council Annual Budget for 2026/27 from the 16 October 2025 to 21 November 2025;**
- 3. Endorses the Draft Governance Rules 2025 (C82) (Attachment [2.6.1]) for community consultation; and**
- 4. Approves commencement of community consultation for the Draft Governance Rules 2025 (C82) (Attachment [2.6.1]) from 16 October 2025 to 21 November 2025 for the Draft Governance Rules 2025 (C82), in accordance with Council's *Community Engagement Policy (C06)*.**

REPORT

Council Meeting and Community Interactions Processes

Council conducted a review of current practices on the way the community can engage with Council and process which occur for Council meetings. The changes

below are viewed as trials which may change over time based on feedback and how well they are utilised by the community.

Council Meeting processes

Council will make several changes to how Council meetings are conducted which do not require any changes to the Governance Rules. These changes are aimed at supporting the orderly management of business at Council meetings, transparency and community participation through petitions/joint letters and public questions.

- Reordering the below items in the Council Meeting Agenda to be after Preliminary Matters:
 - Notice of Motion and/or Rescission
 - Councillor Reports
 - Petitions/Joint Letters
 - Public Questions/Answers to Previous Questions on Notice, Submitted Questions
- Where appropriate and feasible, contract and tender reports will be considered in Open Council. The use of confidential attachments and other practices will be used to continue to protect commercial in confident information. If required, on case by case basis, contract and tender reports will still be considered in Closed Council.

Community Interactions

Council will be introducing further opportunities for the community to engage with Councillors. These include:

- Coffee with a Councillor Sessions;
- Ward Focus Days; and
- Expression of Interest to Present to Councillors in a closed or open (public) forum.

Coffee with Councillor Sessions

A Coffee with Councillor Sessions will be held on the first Wednesday of the month, every four months at 3.00pm with all Councillors. These sessions aim to provide an opportunity for community members to engage with Councillors and ask questions and/or provide feedback in person. The first of these sessions will occur on the 22 October 2025 from 12noon to 1pm at the Venus Bay Community Centre.

Ward Focus Days

Ward Focus Days will be arranged to provide an opportunity for Councillors to interact with their Ward community on set days in the year.

These sessions will be held on the fourth Wednesday of the month, every three months and dates will be published on Council's website.

Changes to Expressions of Interest to present to Councillors

The revised process will allow the option to present to Councillors in a closed or open public forum. This aims to allow businesses, groups and individuals an opportunity to meet with Councillors in an open or closed setting, as requested by the Presenter.

A closed setting allows for community members not accustomed to public speaking to speak in a closed relax forum or to have open discussion and questions that is not necessarily for public communication.

While an open public forum will include a dedicated one-hour session held on the first Wednesday of each month at 2.00pm whereby Presenters may present in an open forum open to the public. The scheduling of open community presentations will aim to align with Coffee with Councillor Sessions to encourage community attendance.

All Expressions of Interest to present to Councillors will be assessed by the Chief Executive Officer in consultation with Council's Mayor and expression of interest to present to Council is to be submitted via Council's website.

Community submissions to support the development of the Council Annual Budget for 2026/27

After reviewing the process in developing the Council Annual Budget for 2025/26, it is proposed that Council seek community submissions earlier in the process to support development of the Council Annual Budget for 2026/27.

Community submissions and insights are critical to the successful development of Council's Annual budget each year. On this basis, it is proposed to have two community engagement/consultation periods for the 2026/27 process, these include:

- Stage 1 – Community Submission - 16 October 2025 to 21 November 2025
- Stage 2 – Community consultation on the Draft Annual Budget document – April/May 2026

Community submissions will be sought via Council's YourSay Online platform and in-person pop-ups will be held across the Shire with the first scheduled for 22 October 2025 from 12noon to 1pm at the Venus Bay Community Centre.

Draft Governance Rules 2025

As per s.60 of the *Local Government Act 2020* (the Act), Council is required to develop, adopt and keep in force Governance Rules to be used for Council meetings and delegated and/or joint delegated committees of Council.

Council's *Governance Rules* inform the Council meeting process, including public questions, petitions, and election period legislative obligations and has been in place since endorsement at the 19 October 2022 Council Meeting.

The review of Council's *Governance Rules* aims to improve and clarify processes, address previous inconsistencies and strengthen good governance practices. The changes are outlined as follow:

- Formatting and updated sub-Rule references;
- Updated reference to the Model Councillor Code of Conduct;
- Clarified process when introducing a motion or an amendment;
- Changes to Mayor and Deputy Mayor election and the way Councillors vote for the candidate in the order in which the nomination is received, including an updated process should no candidate for Mayor or Deputy Mayor receive an absolute majority of votes and as a result is a tie;
- Updated process to receiving and noting Petitions;
- Public Questions to relate to Council Meeting Agenda Topics and be submitted 48 hours prior to the start of the Council Meeting, with a limit of 100 words per question; and
- Public Questions may be read out when the Questioner is present at the Council Meeting.

Community members are encouraged to review the draft *Governance Rules* and provide feedback during the consultation period of 16 October 2025 to 21 November 2025 via Council's YourSay Online platform.

CONSULTATION / COMMUNITY ENGAGEMENT

Council is required to undertake a process of community engagement when adopting or making changes to the Governance Rules. It is recommended that the updated Draft Governance Rules be made available for public feedback for the period commencing from 16 October 2025 to 21 November 2025.

A report considering community feedback will be presented at the 11 December 2025 Council Meeting recommending the final Draft to Council for consideration.

Community submissions to support development of the Council Annual Budget for 2026/27 will be sought via Council's YourSay Online platform and in-person pop-ups will be held across the Shire with the first scheduled for 22 October 2025 from 12noon to 1pm at the Venus Bay Community Centre.

RESOURCES / FINANCIAL VIABILITY

There are no financial or resource implications to this report.

RISKS

Engaging and consulting with the community and reviewing and updating processes supports Good Governance reducing the risks associated with decision making.

STAFF DISCLOSURE

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

ATTACHMENTS

Attachments are available on Council's website at the following [LINK](#).

1. Governance Rules (C82) - Draft - 15 October 2025 [2.6.1 - 63 pages]
2. Governance Rules - Table Changes - Final - 15 October 2025 [2.6.2 - 4 pages]

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 1. Direction & Leadership

Pillar 4. Structure, Systems & Policies

Council Policy / Strategy / Plans

Documents are available on Council's website at the following [LINK](#).

Councillor Code of Conduct Policy (C14)

Governance Rules (C82)

Legislative Provisions

Local Government Act 2020

Regional, State and National Plan and Policies

Nil

2.7. FOSTER SKATEPARK AND STAKEHOLDER CONSULTATION TO DETERMINE FINAL SITE LOCATION

Directorate:	Sustainable Infrastructure
Department:	Infrastructure Planning

Council Plan

Theme - Empowering Communities

The Foster Skatepark Design Project aims to provide compliant, accessible and safe local/district level skate facilities for Foster and surrounding communities.

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider endorsing the site location of the proposed new Foster Skate Park and to enable design works to be completed. The proposed new facility will replace the current Skate Park asset which has reached its end-of-life located at Pioneer Street, Foster.

RECOMMENDATION

That Council endorses Foster Show Grounds (Site 3) for the reasons outlined in the Site Selection Report (Attachment [2.7.1]) and undertakes stakeholder consultation to determine the final site within the Foster Show Grounds.

REPORT

Council has received an overview of the community consultation undertaken, site selection process and preferred location for the new Foster skate park. There has been considerable work undertaken by Officers to guide the project to this point and the location has been narrowed to two sites.

Foster Showgrounds

Although recommencing another community consultation process is an option, regardless of the results, the Foster Showgrounds would remain the standout location for a new skatepark as per the following attributes:

- Appropriate space to cater for a local/district facility
- Good natural surveillance
- At least 50 metres from housing/residential areas
- Public transport and emergency vehicle access available
- Existing site infrastructure including toilets, rubbish bins, drink fountains, shelter and seating areas

- Proximity to youth interest areas (recreation spaces & schools)

Foster Station

Foster Station which is adjacent to the Great Southern Rail Trail, may seem a logical and popular alternate location however would come at a significantly increased cost due to the lack of supporting infrastructure. An estimated \$500,000 extra would be required to provide the following:

- Extended pedestrian link to CBD
- Public Toilets
- Services - sewer, water & electricity
- Rubbish Bins
- Street Furniture
- Lighting
- Formalised parking (including accessible)

There have been delays due to concerns raised by users of the Showgrounds which has required further consultation, specifically regarding the site location within the grounds. A letter received from the Foster & District Agricultural and Pastoral (A&P) Society in the days preceding the briefing, raised concerns.

Representatives, whilst supportive of a new Foster Skatepark, are resistant to having it located at the Showgrounds due to the perceived impact it may have on the annual Foster Agricultural Show – one weekend a year. However, they did concede if it must be located there, they will work with officers to determine the best location.

Officers acknowledge the Foster & District A&P Society's concerns; however, they are only one user group of the Foster Showgrounds, and their views may not be representative of the broader community.

CONSULTATION / COMMUNITY ENGAGEMENT

In January 2025, officers engaged CONVIC Skate Parks Pty Ltd to undertake the design works with the first phase of the project being community consultation, which was undertaken utilising the following methods:

- Face to Face drop-in sessions, held in Foster on 27 February 2025.
- Online survey – 21 March – 4 April 2025.

There was a low turn out to the drop-in sessions with the exception of a large contingent of Foster & District Agricultural & Pastoral (A&P) Society members who advocated strongly against a new skatepark located at the showgrounds. In contrast, the online survey had a very good response with over fifty respondents.

RESOURCES / FINANCIAL VIABILITY

The design works currently being undertaken are included in the 2025/26 Capital Renewal Program.

Once designed construction costs are estimated to be in the vicinity of \$500,000. The project could be funded through a combination of grant funding and Capital Renewal in future years.

RISKS

- Lesser outcome for community by not selecting the best location.
- Missed grant funding opportunities the longer the site location issue remains unresolved.

STAFF DISCLOSURE

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

ATTACHMENTS

1. Convic Site Selection Report [2.7.1 - 24 pages]

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 3. Decision Making

Council Policy / Strategy / Plans

Documents are available on Council's website at the following [LINK](#).

Nil

Legislative Provisions

Nil

Regional, State and National Plan and Policies

Nil

2.8. AWARD PANEL CONTRACT CON/444 – SUPPLY AND DELIVERY OF QUARRY AND ROAD MAKING MATERIAL

Directorate:	Sustainable Infrastructure
Department:	Infrastructure Planning

Council Plan

Theme - Developing a Sustainable Future

This report recommends the awarding of a tender which will allow Council to continue to source road making materials that provide best value in terms of cost and quality, supporting the delivery of sustainable infrastructure.

EXECUTIVE SUMMARY

The purpose of this report is to seek Councillor consideration to award a joint tender for the supply of quarry and road-making materials. A joint tender was undertaken in partnership with Bass Coast Shire Council to establish and secure a panel contract that ensures reliable, cost-effective supply of materials essential for road maintenance activities.

In accordance with ss. 108, 109 of the *Local Government Act 2020* (the Act), which encourages collaborative procurement, the joint process delivers value for money and reduces duplication. Bass Coast Shire Council will commence using the new contract in 2025, while South Gippsland Shire Council will transition from 1 July 2026, when its current panel contract expires.

RECOMMENDATION

That Council:

- 1. Approves the award of Panel Contract CON/444 - Supply and Delivery of Quarry and Road-Making Materials to:**
 - a. Contractor A and Contractor B as per Confidential Attachment [10.1.1.] based on the schedule of rates outlined in their submissions, for a three-year (3) contract term, with two one-year (1) extension options based on satisfactory performance; and**
 - b. Commence the contract from 1 July 2026 following expiry of Council's current contract arrangement.**
- 2. Advises all tenderers the outcome of the request for tender RFT/444 - Supply and Delivery of Quarry and Road-Making Materials process;**
- 3. Authorises the signing of the contract documents by the Chief Executive Officer;**

4. **Authorises the Chief Executive Officer to approve extensions to the contract with two one-year (1) extension options on the satisfactory performance of the contractor at the sole discretion of Council; and**
5. **Publishes on Council's website the names of the successful contractors and contract details once the contract has been formally awarded.**

REPORT

South Gippsland Shire Council and Bass Coast Shire Council jointly conducted a public tender to establish a panel contract for the annual supply of quarry and road-making materials. This joint approach supported both Councils in delivering essential road maintenance material, consistent with ss. 108, 109 of the Act, which encourages collaborative procurement to achieve value for money and reduce duplication.

A joint Evaluation Panel was formed, comprising three representatives from each Council. The purpose of the tender was to establish a register of approved suppliers through a shared evaluation process. A panel arrangement was selected to provide flexibility, with provisions for suppliers to be added through a reopened tender process or removed where performance does not meet contract requirements. The contract also specifies that there is no guarantee of work, with materials ordered on an as-needed basis.

The contract term is three years, with the option of up to two one-year extensions. The tender was advertised via eTender, with 31 companies registering interest and downloading documents. The tender closed on 8 August 2025, and four conforming submissions were received. No late tenders were lodged.

The Evaluation Panel reviewed all submissions against mandatory criteria, sought clarifications where required, and undertook comparative pricing analysis using standardised scenarios to assess material and cartage costs. This analysis confirmed that subcontracted cartage services were not cost-effective for South Gippsland operations, particularly given Council's practice of managing collection and haulage internally. Quarry location and associated transport costs were also significant factors in overall value-for-money outcomes.

At the conclusion of the evaluation, the Panel determined that Contractor A and Contractor B achieved the highest overall scores and represent the best value-for-money outcome. Establishing the panel arrangement with these suppliers will ensure South Gippsland Shire Council has reliable access to high-quality quarry and road-making materials to support delivery of its road maintenance program.

Confidential Attachment [10.1.1] provides a summary and detailed breakdown of all conforming tender scores.

CONSULTATION / COMMUNITY ENGAGEMENT

A joint Evaluation Panel with representatives from both Councils assessed all submissions in line with the advertised criteria. Clarifications were sought from tenderers where required. Internal consultation confirmed operational requirements and budget coverage. No external community consultation was undertaken as this was a confidential tender process.

RESOURCES / FINANCIAL VIABILITY

The contract is based on a schedule of agreed rates, with no commitment for Council to purchase a specified volume of materials. Expenditure under the contract will be managed within Council's approved current and future budgets.

RISKS

The key risks associated with this contract are low and manageable. A panel arrangement reduces reliance on a single supplier and provides flexibility to secure materials from multiple sources. While only four submissions were received, Council retains the ability to reopen the tender to add further suppliers if required.

There is no guarantee of work under the contract, which means suppliers may not receive allocations in every instance. All purchases will be made on an as-needed basis within approved current and future budgets, ensuring Council is not exposed to unplanned financial commitments.

The risk of supply constraints, cost escalation, or performance issues has been mitigated through the contract terms, which require compliance with specifications, allow rejection of non-conforming materials, and enable removal of suppliers where performance is unsatisfactory.

STAFF DISCLOSURE

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

ATTACHMENTS

Attachments are available on Council's website at the following [LINK](#).

Nil

CONFIDENTIAL ATTACHMENTS

The consideration of confidential information in a closed session of Council is in accordance with s.66(2)(a) and s.66(5)(a) and (b) of the *Local Government Act 2020*.

Confidential Attachment [10.1.1] – Open Item 2.8 - Award Panel Contract CON/444– Supply and Delivery of Quarry and Road Making Material is

designated confidential information pursuant to the *Local Government Act 2020*, s.3(1)(g) - private commercial information, being information provided by a business, commercial or financial undertaking that: (i) relates to trade secrets; or (ii) if released would unreasonably expose the business, commercial or financial undertaking to disadvantage.

The grounds for designation have been made as the information is deemed commercial-in-confidence to protect the privacy of the contractors tender information submitted for consideration.

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 3. Decision Making

Council Policy / Strategy / Plans

Documents are available on Council's website at the following [LINK](#).

Procurement Policy (C32)

Road Management Plan

Legislative Provisions

Local Government Act 2020

Road Management Act 2004

Regional, State and National Plan and Policies

Nil

2.9. KORUMBURRA INDOOR RECREATION CENTRE LEASE

Directorate:	Sustainable Infrastructure
Department:	Infrastructure Planning

Council Plan

Theme - Leading with Integrity

Providing support to a voluntary Committee of Management to operate and manage a Council owned facility for community benefit.

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider endorsing the proposed model for the operation and lease of the Korumburra Indoor Recreation Centre (KIRC).

RECOMMENDATION

That Council:

- 1. Enters into negotiations with the Korumburra Indoor Recreation Centre Committee of Management for the lease of the Centre - being for a 5-year term with one further term of 4 years without advertising the proposed lease; and**
- 2. Includes the ongoing annual allocation of maintenance funds in the terms of the lease.**

REPORT

KIRC is located at 20/30 Charles Street in Korumburra and consists of two stadiums (one of which operates as a 'defacto' hall for the town), meeting rooms and a former drill hall used for indoor cricket/sports.

KIRC is managed by a voluntary Management Committee of nine members. The Committee comprises elected community members and representatives from major user groups.

The Management Committee employ two people: a manager (reporting to the committee) that is responsible for the day to day running of the centre including but not restricted to bookings, liaising with users and user groups, overseeing during open times, safety procedures, grounds upkeep, and liaising with shire for maintenance and future projects and a cleaner who reports to the Centre Manager.

KIRC, (along with other Council owned stadiums), receives an annual maintenance allocation from Council. The annual allocation of maintenance funds is included in the terms of the lease and is a historic agreement dating back to the commencement of the lease on 1 February 2006.

The existing lease arrangements have worked extremely well resulting in a well patronised, affordable community facility that is utilised by all ages. The Management Committee's level of service has been excellent with minimal complaints received, with the overall internal presentation of the building being very good.

Options Summary

- 1. Council enters into a lease of the premises for a 5-year term with one further term of 4 years without advertising the proposed lease.**
(Officer preferred option)

Continue with the current model with annual Maintenance Allocation included in lease. Removing the Maintenance Allocation would present a significant risk to Committee of Management as they would be committing to the obligations of the lease with no guarantee that adequate funds would be available to meet these obligations. There is a significant risk that the committee would decline to enter into the lease agreement without the allocation of maintenance funds being included in the lease agreement.

- 2. Advertising for expressions of interest from not-for-profit incorporated associations to operate the facility.**

This option is likely to only be of interest to the local basketball association. While they are the major user of the facility, they are not the only user. Giving control to this group potentially risks decisions being made that are in the best interests of basketball, not necessarily in the interests of all users and the community.

- 3. Tendering in the open market for a commercial operator to run the facility.**

With the current usage and income producing potential of the venue, the contract is likely to be of limited interest to the major recreation and leisure facility management companies. Greatly reducing the market options to smaller or local operators. It would be expected that a "for profit" operator would come at a greater cost to Council and the community, with no guarantees of improved service provision.

- 4. Council to take over the day-to-day management and operations of the facility.**

This option would require an increase to EFT for staff to operate the facility as well as the additional resources to provide supervision, financial management, information technology and human resources management. This option likely to have the highest cost of the options considered.

CONSULTATION / COMMUNITY ENGAGEMENT

Officers met with the Korumburra Indoor Recreation Centre (KIRC) Committee of Management (COM) on 29 July 2025 to review the operation of the existing lease arrangements and discuss the annual allocation of maintenance funds.

Officers will continue to work with the COM to assist in developing a maintenance program that provides oversight and accountability for the expenditure of the annual allocation of maintenance funds.

RESOURCES / FINANCIAL VIABILITY

- KIRC receives an annual maintenance allocation from Council, the 2025 grant amount was \$55,884 exc. GST.
- The annual maintenance allocation increases incrementally each year in line with the Consumer Price Index (CPI).
- Officers will review the sum of the annual maintenance allocation prior to entering into a new lease.
- Officers estimate Council management and operation of the facility would be in the vicinity of \$200K annually.

RISKS

- The current lease does not have an overholding clause and is due to expire 31 January 2026.
- Commercial operation of the facility would come at a greater cost to council and the community.
- Council management and operation of the facility is not viable due to the additional financial and human resources required.

STAFF DISCLOSURE

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

ATTACHMENTS

Nil

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 3. Decision Making

Council Policy / Strategy / Plans

Documents are available on Council's website at the following [LINK](#).

Leasing Policy (C62)

Legislative Provisions

Nil

2.10. MEMORANDUM OF UNDERSTANDING SUMMARY REPORT

Directorate:	Future Communities
Department:	Community, Customer and Visitor

Council Plan

Theme – Leading with Integrity

Build community confidence through transparency, inclusivity and accountability.

EXECUTIVE SUMMARY

The purpose of this report is to provide information on current and/or proposed Memoranda of Understanding. This information includes existing agreements and those expected to be established within the next six months and are provided for noting.

RECOMMENDATION

That Council receives and notes the Memorandum of Understanding summary report.

REPORT

This report provides information for Council to note, following its resolution carried at Council's June 2025 meeting.

3.1 That Council receive a report that provides a summary of all the active Memorandum of Understandings (MOUs) Council is currently engaged in, or proposing to enter in, within the next six months, with information to include:

- a. the terms of the MOU that details length of time, agreement timeframes and process to cease; and*
- b. details on Council's funding commitments and operational costs to support the MOUs.*

Definition

A Memorandum of Understanding (MOU) is a formal, often preliminary, written agreement between two or more parties. It outlines the framework, shared goals, and mutual expectations for a collaborative working relationship or a future formal contract, commonly clarifying roles and responsibilities without necessarily creating legally binding obligation.

This report has considered a broad interpretation of Memorandum of Understanding and includes the following types of agreements:

- Memorandum of Understanding;
- Agreement (funding /partner /general);
- Letter of Understanding; and
- Membership/Sponsorship

Sponsorships and Memberships have been included where the agreement provides regional representation for South Gippsland, contains an ongoing budget allocation and/or provides Council with membership as an organisation.

Exclusions

This report does not include contracts, service agreements or deeds. It does not include professional/individual memberships or subscription agreements.

This report does not provide commentary on agreement suitability or need.

Summary Overview

The following tables provide a summary of agreement types, organisations, terms and aims. More detail is provided in **Confidential Attachment [10.2.1]** Memoranda of Understandings inc (LOU-Agreements-Membership-Sponsorship) Sep 2025.

Memorandum of Understanding

MOU With	Term	Aim
South Gippsland Landcare Network	3 years	The purpose of formalising the Landcare / Council partnership is to ensure continuity and integration of programs and projects and increase the potential for both organisations to achieve their agricultural sustainability and environmental objectives.
Bass Coast Shire Council	Effective completion	Formalised agreement to investigate Gippsland Odyssey Trail - Woolamai to Nyora Feasibility Study.
Wellington Shire Council	Effective completion	Construction of the Great Southern Rail Trail Extension Project Alberton to Welshpool The purpose of the memorandum is to agree on key principles and respective obligations for management, administration, and funding of the project.
Meeniyah Hall Association	To completion of Hub	Manage construction impacts on Meeniyah Hall during Meeniyah Community Hub construction.
Registry of Births Deaths and Marriages	Ongoing	The purpose of this MOU is to formalise an arrangement between the parties, in relation to the provision, maintenance, use, and destruction of data provided by the Registry.

Maternal and Child Health (MCH) - MoU with Dept Health and MAV	3 years	Outline the partnership principles for the delivery of high quality and safe MCH services. Agree that a shared and transparent cost methodology will be established to determine the cost of universal MCH service delivery.
(Prospective) GACA - Gippsland Alliance for Climate Action	5 years	
Victorian Food Regulators	Annual	Collaboration to achieve food safety
Environmental Protection Authority	Annual	Collaboration to support protection of human and environmental health.

Agreements

Agreement Type	Partner	Aim	Term
Demarcation Agreement	Department of Transport	South Gippsland Shire Council take on the routine maintenance of listed roadside sites, such as entrances to townships.	Annual
Agreement (no specified terms)	One Gippsland – Local Government and Agencies of Gippsland / TAFE Gippsland / Federation Uni / GLaWAC	One Gippsland is the peak regional advocacy body representing the Gippsland region.	Annual
Funding Agreement	Destination Gippsland	Support Destination Gippsland to deliver the following across Gippsland • Regional marketing and promotion, • Product development, • Industry development including skills training and mentoring, • Facilitating public and private tourism investment opportunities, • Tourism research, • Advocacy efforts, and • Strategic planning.	2 Years
Lead Agent Agreement	Live4Life, Secondary Colleges, Various Health	Agreement sets out a framework for communication, information sharing and collaboration between Youth L4L and South Gippsland	Annual

	organisations and Community Partners	Shire Council (the Parties) so that, working together collaboratively, they can effectively and efficiently implement Live4Life in the South Gippsland area.	
Heads of Agreement -	Bass Coast Shire Council and South Gippsland Shire Council	Provision of Pre-School Inclusion Services across Bass Coast and South Gippsland. BCSC's contribution is to support their proportion of the overheads and oncosts for delivering the Pre-School Inclusion program within their municipality.	2 years
Partnership Agreement	Bass Coast Shire Council	Provide a community leadership program across South Gippsland and Bass Coast	1 year Ends this calendar year - December 2025
Partner Agreement	Garage Sale Trail Inc.	Promotion of a month of garage sales, marketing materials, provision of community training in waste reduction in September/October each year to support circular economy and reduction in waste.	3 years Ends this calendar year – December 2025

Letter of Understanding

Partner	Term	Aim
Friends of Coal Creek (FOCC)	Annual	To support FOCC and Council with approved activities within Coal Creek Park
Friends of Woodford Reserve	Ongoing	To support Council with maintenance at Woodford Reserve
Friends of Mossvale Park	Ongoing	To support Council with maintenance at Mossvale Park (Berrys Creek)
Walkerville Ratepayer and Residents Association	Ongoing – life of project	Walkerville Street Library maintenance and removal agreement.
Meeniyan Progress Association	Ongoing – life of project	Signage project at Meeniyan Hub
Friends of Korumburra Botanical Park	Ongoing	Collaborate and partner on maintenance and planning to achieve a great outcome for the community and an inviting and activated space for all to enjoy.

Membership

Organisation	Term	Aim
Gippsport Council Membership	Annual	Participation in GippSport activation
Municipal Association of Victoria (MAV)	Annual	The Municipal Association of Victoria (MAV) is a membership association and the legislated peak body for Victoria's local councils.
Victorian Local Governance Association (VLGA)	Annual	The VLGA is the peak body for councillors and Victoria's councillor support network.
Rural Councils Victoria - Council Membership	Annual	RCV was established in 2005 to coordinate the network of rural councils across Victoria in their efforts to better understand, articulate and address the issues affecting them.
Australian Local Government Women's Association (ALGWA)	Annual	ALGWA has been the enduring collective voice for women in Local Government since the 1960s. Our mission is to support, encourage participation and promote women in local government through mentoring, advocacy, advice and collaboration.
Local Government Infrastructure Design Association Membership	Annual	THE LGIDA includes 44 member councils from regional Victoria and maintains the Infrastructure Design Manual and associated standard drawings.
Integrated Water Management Forum	3 years	Gippsland IWM forum provides a collaborative tool for key regional stakeholders involved in the management of the water cycle.
Regional Australia Institute (Membership)	Annual	To learn more about economic development in regional areas across Australia. Network with similar regional LGAs and receive regional data prepared by the Institute
Food and Fibre Gippsland (Sponsorship/Membership)	Annual	To provide support for agricultural and fibre industries, particularly the horticultural sector. They also lead the long-term preparedness for drought and other impacts on agriculture.
South East Australia Transport Strategy (SEATS)	Annual	Advocacy body for transport infrastructure in South East Australia

Sponsorship Agreement

Agreement Name	Term	Aim
----------------	------	-----

Gippstar Awards/Sports Academy	Annual	Provision of award and Academy sponsorship - All Gippsland councils participate.
Gippsland Community Leadership Program	Annual	Annual sponsorship for the GCLP (Gippsland Community Leadership Program)
Federation University Scholarship Agreement	Annual	To support two South Gippsland based students in obtaining Civil Engineering degree
Gippsland Business Awards (Sponsorship)	Annual	Council presents a category at the awards night which celebrates business in Gippsland.
Cows Create Careers (Sponsorship)	Annual	To encourage careers in dairy and retention of young people in agriculture.
Dairy Expo (Sponsorship)	Annual	To highlight Council's support of the local agriculture industries. Largest trade show in the Shire.
Gippsland New Energy Conference (Sponsorship)	Annual	To provide information on the renewable energy industry in Gippsland. Promote business opportunities in South Gippsland.
Gippsland Wine Awards	Annual	Highlight Council support of wine industry and showcase a growing agricultural and tourism sector.

CONSULTATION / COMMUNITY ENGAGEMENT

All Departments within Council have been consulted and provided information for this report.

RESOURCES / FINANCIAL VIABILITY

All existing agreements are supported within existing budgets. Agreements are considered within the relevant authorising environment before they are entered.

RISKS

There are risks associated with entering and exiting agreements that may have impacts on budget planning, resource planning and organisation reputation.

Risks are mitigated through supporting policies, such as the Procurement Policy, through outcome reporting at Executive and Council level and through maintaining collaborative relationships with organisations and associations.

STAFF DISCLOSURE

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

ATTACHMENTS

Nil

CONFIDENTIAL ATTACHMENTS

The consideration of confidential information in a closed session of Council is in accordance with s.66(2)(a) and s.66(5)(a) and (b) of the *Local Government Act 2020*.

Confidential Attachment [10.2.1] – Open Item 2.10 - Commercial Information - Memorandum of Understanding Summary Report is designated confidential information pursuant to the *Local Government Act 2020*, s.3(1)(g) - private commercial information, being information provided by a business, commercial or financial undertaking that: (i) relates to trade secrets; or (ii) if released would unreasonably expose the business, commercial or financial undertaking to disadvantage

The grounds for designation have been due to the information being deemed commercial-in-confidence to protect the privacy of the contractor's tender information submitted for consideration.

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 1. Direction & Leadership

Pillar 3. Decision Making

Pillar 4. Structure, Systems & Policies

Council Policy / Strategy / Plans

Documents are available on Council's website at the following [LINK](#).

Nil

Legislative Provisions

Nil

Regional, State and National Plan and Policies

Nil

2.11. PETITION RESPONSE - KORUMBURRA SENIOR CITIZENS BUILDING

Directorate:	Sustainable Infrastructure
Department:	Infrastructure Planning

Council Plan

Theme - Leading with Integrity

Ensure Council's financial sustainability through prudent management and strategic planning.

EXECUTIVE SUMMARY

The purpose of this report is to respond to the petition submitted by Ms. Angela Bowen of Korumburra regarding 14-16 Radovick Street, Korumburra VIC 3950.

RECOMMENDATION

That Council:

- 1. Thanks the Lead Petitioner for their submitted Petition;**
- 2. Advise the Lead Petitioner that Council will consider the petition regarding 14-16 Radovick Street, Korumburra pending resolution of legal proceedings with Korumburra Senior Citizens Inc.**
- 3. Notifies the Lead Petitioner regarding the outcome of this report.**

REPORT

At the 17 September 2025 Council meeting, a petition containing 414 signatures was tabled from Ms Angela Bowen of Korumburra requesting that Council return the building at 14-16 Radovick Street Korumburra to Korumburra Senior Citizens Inc. for their use.

At the meeting, Council resolved to 'Receive and note the petition and receive a report on the matter at its 15 October 2025 Meeting of Council'.

The petition prayer is available in the figure below and a full copy of the petition is available in **Confidential Attachment [10.3.1] - Petition – Korumburra Senior Citizens Building**.

The Community of Korumburra and the SENIOR CITIZENS request that South Gippsland Council return the SENIOR CITIZENS HALL 14-16 Radovick St .to the Senior Citizens for the importance of purposeful engagement , activity and place of belonging, alongside the public use of the general Korumburra community.

Topic: RETURN OF THE SENIOR CITIZENS HALL
TO THE PUBLIC OF KORUMBURRA

What do you want the Council to do?:* WE WANT ALL THE COUNCILLORS
TO RECOGNISE THE DESIRE OF THE COMMUNITY
TO SEE THEIR SENIOR CITIZENS BACK IN THEIR
SAFE COMFORTABLE ACCESSIBLE SENIOR CITIZENS HALL
AT 14-16 RADOVICK ST KORUMBURRA.
WE WOULD ALSO LIKE THE COUNCILLORS TO CONSIDER THE
LITIGATION AT THE EXPENSE OF THE RATEPAYERS.

As Council is currently participating in legal action regarding this property, the petition is pending. Council cannot respond until that action has been resolved.

CONSULTATION / COMMUNITY ENGAGEMENT

There is no community consultation associated with this petition whilst Council is engaged in legal action.

RESOURCES / FINANCIAL VIABILITY

Not applicable.

RISKS

Not applicable.

STAFF DISCLOSURE

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

ATTACHMENTS

Nil

CONFIDENTIAL ATTACHMENTS

The consideration of confidential information in a closed session of Council is in accordance with s.66(2)(a) and s.66(5)(a) and (b) of the Local Government Act 2020.

Confidential Attachment [10.3.1] - Open Item 2.11 - Petition - Korumburra Senior Citizens Building is designated confidential information pursuant to the *Local Government Act 2020*, s.3(1)(f) - personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.

The grounds for designation have been made to protect the privacy of an individual's personal information.

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 3. Decision Making

Council Policy / Strategy / Plans

Documents are available on Council's website at the following [LINK](#).

Governance Rules (C82)

Legislative Provisions

Nil

Regional, State and National Plan and Policies

Nil

2.12. INTERNATIONAL URBAN AND REGIONAL COOPERATION - ONE GIPPSLAND INVITATION

Directorate:	Strategy & Partnerships
Department:	Regional Partnerships

Council Plan

Developing a Sustainable Future

This report relates to Council's role in supporting regional advocacy through One Gippsland and the delivery of initiatives and actions from the Economic Development Strategy, which encourages new industry and investment in Gippsland.

EXECUTIVE SUMMARY

The purpose of this report to Council is to consider the International Urban and Regional Cooperation (IURC) European Union - Asia and Australasia invitation to One Gippsland to participate in the Smart City Expo World Congress (SCEWC) 2025 in Barcelona, Spain.

Councillors undertaking international travel in relation to Council business require Council endorsement prior to the event. As South Gippsland Shire Council's Councillor representative and Chair of One Gippsland, Councillor Nathan Hersey has been nominated to attend.

RECOMMENDATION

That Council:

- 1. Endorse Councillor Hersey to attend the Smart City Expo World Congress (SCEWC) 2025 in Barcelona, Spain as South Gippsland Shire Council's Councillor representative and Chair of One Gippsland; and**
- 2. Councillor Hersey provides a report back on the outcomes from One Gippsland's participation at the Smart City Expo World Congress (SCEWC) 2025 to Council after the travel occurs, as per Council's Councillor Support and Expenditure Policy (C51).**

REPORT

The International Urban and Regional Cooperation (IURC) is a program of the European Union (EU) promoting multi-city cooperation on sustainable urban development, building partnerships between EU and non-EU cities.

The IURC is implemented in the Americas, China, Asia, and Australasia, with a central coordination service in Brussels, the EU capital.

The IURC EU-Asia and Australasia project operates in Japan, the Republic of Korea, China, Hong Kong SAR, Taiwan, Singapore, Australia, New Zealand, India, and Malaysia.

Activities to be implemented include geographic and thematic partnerships, training, advanced cooperation visits, networking events, and thematic reports. Activities have started in September 2025 and will continue for two years.

One Gippsland

One Gippsland was approached by the IURC to lead the Gippsland participation in the Program. At its September 2025 Board Meeting, One Gippsland members unanimously supported involvement on a provisional basis, entering discussions in good faith, with a six-month review to occur. One condition includes that there is no-cost to One Gippsland members (Councils) to participate.

The Program is consistent with One Gippsland's position to encourage new industry and investment in the region.

Since August 2025, One Gippsland members have participated in several events and discussions through the IURC Program, including an online international launch, in-person Australian launch, (hosted by Melbourne City Council), introductory presentations and several online meetings.

Outcomes

The IURC Program promotes the following outcomes for participating regions:

- **Dissemination of Best Practices:** Publications on best practices in regional development will be developed and disseminated throughout the project. These publications will serve as valuable resources for pilot cities/regions, promoting knowledge sharing and informing future initiatives.
- **Concrete Action Plans:** The project will facilitate the creation of concrete and operational cooperation action plans (U-RCAPs) between pilot cities/regions. These action plans will identify potential joint pilot projects between relevant stakeholders in the selected regions that are economically viable and address shared priorities.
- **Long-Term Partnerships and subnational diplomacy (decentralised cooperation):** By fostering collaboration, the project will support the establishment of long-term partnerships between cities/regions. These partnerships, formalised through Memorandums of Understanding (MoUs) Letters of Intent (LoIs) or Twinning Agreements, are expected to extend beyond the project timeframe, ensuring lasting collaboration

IURC invitation

As a part of the IURC Program, One Gippsland has been invited to send two representatives to attend the Smart City Expo World Congress (SCEWC) 2025 in Barcelona, Spain.

As Chair of One Gippsland, Councillor Nathan Hersey has been selected to attend as a One Gippsland representative for the region with the second Gippsland

attendee to be confirmed. The Congress is in November 2025 with Gippsland to participate in discussions on the following topics:

- Industrial Modernisation
- Agri-Food
- Clean Energy
- Blue Economy

The Congress states itself to be the world's biggest and most influential event on urban innovation. The IURC workshop/s will convene up to 138 participating cities and regions from Latin America, the Caribbean, Asia and Australasia. The event aims to support cities and regions to initiate pilot project activities.

Gippsland is one of only three regions in Australia that has been selected to be involved, which is an opportunity to participate, share and learn about innovation, challenges and opportunities.

CONSULTATION / COMMUNITY ENGAGEMENT

IURC has engaged with Council through its representation on One Gippsland and with other member Gippsland Councils.

Council Officers have contacted both Invest Victoria and Austrade for advice on participating and Australia's presence at the Smart City Expo World Congress (SCEWC).

At the time of writing this report there had not been any confirmation from Invest Victoria; however, Austrade representatives confirmed that their Business Development Manager based in Madrid is planning to attend the event and where possible facilitate some business introductions for Australian representatives and companies attending.

Austrade indicated their interest in One Gippsland's attendance and have also offered their support while at the event.

RESOURCES / FINANCIAL VIABILITY

Under its *Councillor Support and Expenditure Policy (C51)*, Councillors undertaking international travel in relation to Council business require Council endorsement prior to the event.

Travel and accommodation costs related to the event will be covered through the Program. This includes:

- Accommodation in Barcelona for three nights from Monday 3 November to Thursday 6 November 2025;
- Air travel expenses for return economy flight from Australian City to Barcelona Airport in Spain;
- Access to the Expo and World Congress and IURC organised activities;

- Lunch meals during Day One and Day Two activities as well as evening IURC reception on Day One; and
- Selected transportation expenses within Barcelona, including bus for site visits on Day Three and possibly transportation to the IURC reception night.

Incidental costs to cover taxi fares, telephone and some meals are not included and would be reimbursed by Council. These costs could be accommodated within the existing budget.

Not included are any other expenses than those mentioned above.

RISKS

South Gippsland Shire Council is a member of One Gippsland, and its Councillor representative is also Chair.

Council may wish to consider this opportunity and support the invitation offered by IURC, representing the region and attending the Congress. To not attend may limit some opportunities to learn from other international regions in pursuing agri-food and energy related initiatives and foster partnerships to benefit the region.

International travel for Council related business is rarely required. One consideration is cost. IURC has offered to cover most of the travel and accommodation costs associated with the trip.

STAFF DISCLOSURE

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

ATTACHMENTS

Nil

REFERENCE DOCUMENTS

Council's Good Governance Framework

Nil

Council Policy / Strategy / Plans

Documents are available on Council's website at the following [LINK](#).

C51 - Councillor Support and Expenditure Policy

Legislative Provisions

Local Government Act 2020

Regional, State and National Plan and Policies

Gippsland Regional Plan

2.13. AUDIT AND RISK COMMITTEE - 17 JUNE 2025 MINUTES

Directorate:	Performance and Innovation
Department:	Financial Strategy

Council Plan

Objective - Leading with Integrity

Council's risk management and governance is strengthened by effectively monitoring and reporting on the activities and advice provided by the Audit and Risk Committee.

EXECUTIVE SUMMARY

The minutes of the Audit and Risk Committee meeting held on 17 June 2025 (refer to **Attachment [2.13.1]**) are provided to Council for noting.

Audit and Risk Committee members at the meeting included:

- Ms Jen Johanson (Audit and Risk Committee Chair)
- Mr Mick Jaensch
- Ms Marilyn Kearney
- Cr Sarah Gilligan (Council member)
- Cr Steve Finlay (Council member)
- Cr John Schelling (Mayor) (Ex-officio Council Member)

RECOMMENDATION

That Council receives and notes the Audit and Risk Committee Minutes – 17 June 2025 (Attachment [2.13.1]).

REPORT

The matters considered by the Audit and Risk Committee at the 17 June 2025 meeting are contained in (refer to **Attachment [2.13.1]**).

CONSULTATION / COMMUNITY ENGAGEMENT

The Audit and Risk Committee Minutes for 17 June 2025 (refer to **Attachment [2.13.1]**) have been presented to the Audit and Risk Committee for feedback and were formally accepted by the Audit and Risk Committee at the 19 August 2025 Meeting.

RESOURCES / FINANCIAL VIABILITY

Budget allowances for Council's three Independent Audit and Risk Committee Members' attendance fees are included within Council's current and forward budgets.

RISKS

Council must establish an Audit and Risk Committee under s.53 of the *Local Government Act 2020*. The Committee supports Council in discharging its oversight responsibilities as set out in the Audit and Risk Committee Charter, including risk management.

STAFF DISCLOSURE

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

ATTACHMENTS

1. Audit and Risk Committee Minutes 17 June 2025 Final [2.13.1 - 17 pages]

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 7. Risk & Compliance

Council Policy / Strategy / Plans

Documents are available on Council's website at the following [LINK](#).

Audit and Risk Committee Charter (C08)

Audit and Risk Committee Charter and Terms of Reference

Legislative Provisions

Local Government Act 2020

Regional, State and National Plan and Policies

Nil

2.14. SUMMARY OF STRATEGIC BRIEFINGS - 13 AUGUST 2025 - 12 SEPTEMBER 2025

Directorate:	Strategy & Partnerships
Department:	Governance and Integrity

Council Plan

Theme - Leading with Integrity

Council's transparency and governance is strengthened by regularly reporting on summaries of briefings held, that assist Council to make informed decisions in Council Meetings on behalf of the community.

EXECUTIVE SUMMARY

The purpose of this report is to provide a summary of the information presented to Councillors between 13 August 2025 and 12 September 2025.

This aligns with the principles of the *Local Government Act 2020* and supports transparency around Council decisions and actions.

RECOMMENDATION

That Council receives and notes this report, the Summary of Strategic Briefings - 13 August 2025 – 12 September 2025.

REPORT

Meeting Title	Details
Wednesday 13 August 2025	
Planning - Monthly Briefing Update – August	Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Clare Williams, Bron Beach, Nathan Hersey, John Kennedy, Steve Finlay and Scott Rae Conflict of Interest: Nathan Hersey
Aquatic Strategy Workshop	Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Clare Williams, Bron Beach, Nathan Hersey, John Kennedy, Steve Finlay and Scott Rae Conflict of Interest: Nil
Sustainable Building Asset Management	Councillor Attending

Meeting Title	Details
Strategy (Intro/ Workshop 1)	John Schelling, Sarah Gilligan, Brad Snell, Clare Williams, Bron Beach, Nathan Hersey, John Kennedy, Steve Finlay and Scott Rae Conflict of Interest: Nil
Wednesday 20 August 2025	
Audit and Risk Committee Bi-annual Chair Report	Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Clare Williams, Bron Beach, Nathan Hersey, John Kennedy, Steve Finlay and Scott Rae Conflict of Interest: Nil
Leongatha Memorial Hall Precinct Update	Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Clare Williams, Nathan Hersey, John Kennedy, Steve Finlay and Scott Rae Conflict of Interest: Bron Beach
Wednesday 27 August 2025	
Bus Tour Site Visits Port Anthony Qube and Exxon Mobil/Esso Fish Creek Streetscape Nanjet Offsite	Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Clare Williams, John Kennedy, Steve Finlay and Scott Rae Conflict of Interest: Nil
Wednesday 3 September 2025	
Planning Briefing	Councillor Attending Sarah Gilligan, Brad Snell, Bron Beach, Nathan Hersey, John Kennedy, Steve Finlay Conflict of Interest: Nil
Korumburra Indoor Recreation Centre Lease	Councillor Attending Sarah Gilligan, Brad Snell, Clare Williams, Bron Beach, Nathan Hersey, John Kennedy, Steve Finlay and Scott Rae

Meeting Title	Details
	Conflict of Interest: Nil
Leongatha - Koonwarra Rotary Club Project	Councillor Attending Sarah Gilligan, Brad Snell, Clare Williams, Bron Beach, Nathan Hersey, John Kennedy, Steve Finlay and Scott Rae Conflict of Interest: Nil
Coal Creek Community Park and Museum Business Case – Draft	Councillor Attending Sarah Gilligan, Brad Snell, Clare Williams, Bron Beach, Nathan Hersey, John Kennedy, Steve Finlay and Scott Rae Conflict of Interest: Nil
2025 Advocacy Priorities	Councillor Attending Sarah Gilligan, Brad Snell, Clare Williams, Bron Beach, Nathan Hersey, John Kennedy, Steve Finlay and Scott Rae Conflict of Interest: Nil
Wednesday 10 September 2025	
Domestic Animal Management Plan (DAMP) - Workshop/Engagement	Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Clare Williams, Bron Beach, Nathan Hersey, John Kennedy, Steve Finlay and Scott Rae Conflict of Interest: Nil
DRAFT 2024/25 Annual Report - Financial and Performance Statement	Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Clare Williams, Bron Beach, Nathan Hersey, Steve Finlay and Scott Rae Conflict of Interest: Nil

Meeting Title	Details
Council Briefing 1 - 2026/27 Integrated Planning - Update on Timeline and Process	Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Clare Williams, Bron Beach, Nathan Hersey, Steve Finlay and Scott Rae Conflict of Interest: Nil
Community Engagement Strategy Review	Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Clare Williams, Bron Beach, Nathan Hersey, Steve Finlay and Scott Rae Conflict of Interest: Nil

STAFF DISCLOSURE

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

ATTACHMENTS

Nil

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 3. Decision Making

Council Policy / Strategy / Plans

Documents are available on Council's website at the following [LINK](#).

Public Transparency Policy (C75)

Legislative Provisions

Local Government Act 2020

2.15. DOCUMENTS SEALED, CONTRACTS VARIED, AWARDED OR EXTENDED BY CEO - 13 AUGUST 2025 - 12 SEPTEMBER 2025

Directorate:	Performance and Innovation
Department:	Financial Strategy

Council Plan

Theme - Leading with Integrity

Council's transparency of financial decisions made and overall financial sustainability is strengthened by regularly reporting on documents sealed, contracts awarded, varied or extended under the CEO's delegation.

EXECUTIVE SUMMARY

The purpose of this report to Council is to document the following actions undertaken by the Chief Executive Officer (CEO) which occurred during the period 13 August 2025 - 12 September 2025. Council's *Procurement Policy (C32)* requires the CEO to report to Council any of the following actions undertaken to the next appropriate Meeting:

- Documents sealed;
- Contracts awarded after a public tender process within the CEO's delegation; and
- Contracts varied or extended by the CEO which exceeded the CEO's delegation.

RECOMMENDATION

That Council receives and notes this report Documents Sealed, Contracts Varied, Awarded or Extended by CEO - 13 August 2025 - 12 September 2025.

REPORT

Under the *Local Government Act 2020* (the Act), s.14 states that each Council is a body corporate with perpetual succession; and must have a common seal. Sealing a document makes it an official document of Council as a corporate body. Documents that require sealing include agreements, leases or any other contractual or legally binding document that binds Council to another party.

Use of the *General Local Law 2024*, Part 5 - Administration, clause 65 – Common Seal of Council, states that if the Chief Executive Officer (CEO) uses the Common Seal in a manner described by sub-clause (5), this means on the authority of a Council resolution, then Council must be advised of such use on a regular basis.

In accordance with the *General Local Law 2024*, Part 5 - Administration, clause 65 (6), the following are presented to Council as documents sealed during the period from 13 August 2025 - 12 September 2025.

Nil

Section 173 Agreements are prepared in accordance with s.173 of the *Planning and Environment Act 1987*, allowing Council to enter into agreements relating to the use or development of land, conditions to which the land be used or developed or any matter that relates to planning or planning schemes in Victoria. Section 174 of the *Planning and Environment Act 1987* requires that such an agreement be under seal and must bind the owner to the covenants specified in the agreement.

Nil

In accordance with the *General Local Law 2024*, Instrument of Delegation and *Planning and Environment Act 1987*, the following are presented to Council as documents sealed during the period from 13 August 2025 - 12 September 2025.

Contracts Awarded, Varied or Extended

In accordance with Council's Procurement Policy where contracts are awarded under delegation, varied or extended, they are required to be reported to the next practicable Council Meeting.

1. Contracts awarded by Council after a public tender process, signed by the CEO between 13 August 2025 - 12 September 2025.
 - a. Nil
2. Contracts awarded after a public tender process within the CEO's delegation between 13 August 2025 - 12 September 2025.
 - a. CON/443-A for the 2025/26 Resheet Program awarded to David Harris Earthmoving Pty Ltd for the Lump Sum \$658,348.94, signed by the CEO 16 August 2025.
 - b. CON/443-B for the 2025/26 Resheet Program awarded to ACE Earthmoving (Victoria) Pty Ltd for the Lump Sum \$864,307.52, signed by the CEO 13 August 2025.
3. Contract variations approved by the CEO above contingency between 13 August 2025 - 12 September 2025.
 - a. Nil
4. Contract extensions approved by the CEO 13 August 2025 - 12 September 2025.
 - a. Nil

STAFF DISCLOSURE

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

ATTACHMENTS

Nil

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 3. Decision Making

Council Policy / Strategy / Plans

Documents are available on Council's website at the following [LINK](#).

Governance Rules (C82)

General Local Law 2024

Procurement Policy (C32)

Legislative Provisions

Local Government Act 1989

Local Government Act 2020

Planning and Environment Act 1987

3. NOTICES OF MOTION AND/OR RESCISSION

3.1. NIL

4. COUNCILLOR REPORTS

4.1. REQUESTS FOR LEAVE OF ABSENCE

4.2. COUNCILLOR UPDATES

5. URGENT BUSINESS

Normally no motion should be debated by Councillors unless the matter is already included as an item on the Agenda. However, in some circumstances it is possible to raise urgent motions.

Council's *Governance Rules 2020* (clause 22 - Urgent Business) adopted on 19 October 2022, allows for where a situation has not been provided for under the *Governance Rules*, the Council may determine the matter by resolution. Established practice has provided for urgent motions to be raised at Council provided the matter cannot be dealt with at the next Council Meeting or by Officers under delegation.

It is necessary for the Councillor wishing to raise a matter of urgent business to raise a motion similar to the following:

'That consideration of (the issue) be dealt with as a matter of urgent business and Councillor....be allowed a 'short period' to indicate the reason(s) why the matter should be considered as a matter of urgent business.' If the Chairperson accepts the motion as meeting the urgent business criteria, normal meeting procedures in Council's *Governance Rules 2020*, clause 22 will apply.

If the motion to accept the item as a matter of urgent business is passed by Council, the motion relating to the specific issue can then be put and debated in the normal way.

6. PUBLIC QUESTIONS

6.1. PETITIONS AND JOINT LETTERS

Petitions and Joint Letters are written requests that have been signed by a number of community members. According to the *Governance Rules (C82)*, *clause 57*, members of the community may submit a valid petition or joint letter to a Councillor or to Council addressed to the Chief Executive Officer.

At the Meeting a petition or joint letter is presented, Council will consider a motion to receive it, the matter itself will not be considered unless determined as urgent business.

The Councillor presenting the petition or joint letter is responsible for ensuring that they are familiar with the contents and purpose of the petition or joint letter and that it does not contain language disrespectful to Council.

The requirements of the lead petitioner are detailed in the *Governance Rules (C82)*, *clause 57*.

Source: [Governance Rules \(C82\)](#) – adopted 19 October 2022.

6.2. ANSWERS TO PREVIOUS QUESTIONS ON NOTICE

Answers to previous questions taken on notice at a former Council Meeting, are included in the Minutes of this Meeting.

Background material submitted with a question will not be recorded in the Council Meeting Minutes.

Source: [Governance Rules \(C82\)](#) – adopted 19 October 2022.

Council received two sets of public questions that were taken on notice. Responses to these questions will be provided in the minutes of the Council Meeting.

6.3. SUBMITTED PUBLIC QUESTIONS

All community member questions for Council Meetings are to be written and submitted to the Governance Team by 9.00am on the Monday morning preceding the Council Meeting to allow time for a response to be prepared, where possible, for the Council Meeting. All reasonable attempts will be made to answer pre-submitted questions at the Meeting. When further time is required to prepare an answer, questions may be taken on notice and responses will be provided at the next Council Meeting.

On the day of the Meeting, questions on the prescribed form must be received prior to the commencement of the Council Meeting by 2.00pm and placed in the receptacle at the Governance Officers table. These questions will be taken on notice, included in the Minutes and responses provided at the next Council Meeting.

Public Question Time in Council Meetings is to be used for matters that are relevant to the business or functions of Council and are clear and legible. Questions may not be allowed where the question(s) is deemed to be:

- Related to a matter beyond or outside the powers of Council;
- Trivial or frivolous;
- Defamatory, indecent, abusive or objectionable;
- Derogatory or designed to embarrass a Councillor, a member of Council staff or a member of the community;
- Related to subject matter previously received and responded to;
- Related to a matter already considered and resolved upon by Council;
- Breach Council's confidentiality obligations; and/or
- Illegible, vague or not make sense.

A person may submit a maximum of three (3) questions for any one Council Meeting, this includes a combined total of three (3) questions for related parties or groups. The total word count of all questions submitted is to be 100 words or fewer.

Background material submitted with a question will not be read out or recorded in the Council Meeting Minutes.

The CEO retains the discretion, in consultation with the Mayor, to not refer questions to Council meetings if there is a more effective or appropriate way to respond to the matters raised. Answers to questions from a member of the community who is present in the gallery will be read out at the Council Meeting by the CEO or Mayor.

Source: [Governance Rules \(C82\)](#) – adopted 19 October 2022.

7. CLOSED SESSION

The *Local Government Act 2020* (the Act), section 66 provides that if a council or delegated committee determines that a meeting is to be closed to the public to consider confidential information, the Council or delegated committee must record in the minutes of the meeting that are available for public inspection –

- a) the ground or grounds for determining to close the meeting to the public by reference to the grounds specified in the definition of **confidential information** in section 3(1); and
- b) an explanation of why the specified ground or grounds applied.

The Act defines **confidential information** in s.3(1)(a)-(l), and includes information that may prejudice or impact; commercial negotiations, the security of Council, land use planning, law enforcement, legal privilege, personal information, private commercial information, confidential meeting information, internal arbitration, Councillor conduct panel information and information specified under s.77 of the previous *Local Government Act 1989*.

Once confidential information has been considered and decided in a closed session of a Council Meeting, a further resolution to resume open Council is required.

RECOMMENDATION

That Council pursuant to section 66(5)(a) and (b) of the *Local Government Act 2020* close the Council Meeting to the public to consider the following confidential information:

1. **Per s.3(1)(g) Agenda item 9.1 – PRIVATE COMMERCIAL INFORMATION - Award Contract - CON/445 - Glass and Mixed Recycling Processing Service to Cleanaway Pty Ltd,**
 - a. **being information provided by a business, commercial or financial undertaking that –**
 - b. **Relates to trade secrets; or**
 - c. **If released, would unreasonably expose the business, commercial or financial undertaking to disadvantage; and**
 - d. **The grounds for designation have been made as the information is deemed commercial-in-confidence to protect the privacy of the contractor's tender information submitted for consideration.**
2. **Per s.3(1)(f) Agenda item 9.2 – PERSONAL INFORMATION - Audit and Risk Committee Independent Member Re-appointments, designated personal information,**

- a. **being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs; and**
 - b. **The grounds for designation have been made to protect the privacy of an individual's personal information.**
- 3. **Per s.3(1)(f) Agenda item 9.3 - PERSONAL INFORMATION - Appointment of Chair of the Audit and Risk Committee 2026, designated personal information,**
 - a. **being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs; and**
 - b. **The grounds for designation have been made to protect the privacy of an individual's personal information.**

8. MEETING CLOSED

NEXT MEETING

The next Council Meeting open to the public will be held on Wednesday, 19 November 2025 commencing at 2:00pm in the Council Chambers, Leongatha.