

SOUTH GIPPSLAND SHIRE COUNCIL

Council Meeting Agenda

Wednesday 19 November 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 19 November 2025
in the Council Chambers, Leongatha, commencing at 2:00pm

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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

As this meeting has been held for the Mayoral and Deputy Mayoral Election, Public Question time has not been included in this agenda. Any public questions submitted will be considered at the next scheduled Council Meeting on 26 November 2025.

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

1.6. CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the South Gippsland Shire Council Meeting held on 15 October 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.

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.

Allison Jones, Chief Executive Officer has declared a material conflict of interest in Agenda Item 2.5. Councillor Appointments 2025 – 2026, as one of the Committees relates directly to the Chief Executive Officer role.

1.9. REQUEST FOR LEAVE OF ABSENCE

1.10. END OF TERM REMARKS - MAYOR AND DEPUTY MAYOR

2. COUNCIL REPORTS

2.1. TERM OF OFFICE FOR THE MAYOR

Directorate:	Strategy and Integrity
Department:	Governance and Integrity

Council Plan

Objective - Leading with Integrity

Council is required to abide by the Local Government Act 2020 and Council's Governance Rules when determining the term of office for the Mayor.

EXECUTIVE SUMMARY

The purpose of this report to Council is to determine the length of term for the office of the Mayor. The length of term may be for one or two years and must be in accordance with the *Local Government Act 2020* (the Act) and Council's *Governance Rules*.

RECOMMENDATION

That Council determines the length of term for the Office of the Mayor to be a <one-year> or <two-year term> in accordance with ss.25 and 26 of the *Local Government Act 2020*.

REPORT

Prior to the election of a Mayor, Council must determine via resolution whether the Mayoral term is to be set for either one or two years in accordance with s.26(3) of the *Local Government Act 2020*

Council's *Governance Rules* sub-Rule 5.4(a) states that Council:

'Must determine whether the Mayor is to be elected for a one-year or a two-year term, before the election of the Mayor takes place. If no such resolution is passed the term of the Mayor remains at one year'

It has been the practice of South Gippsland Shire Councillors to elect the Mayor for a one-year term with the next election of the Mayor and Deputy Mayor to be held as close as possible to the end of that one-year term.

The election of the Mayor must be chaired by the Chief Executive Officer (CEO) until the Mayor is elected and subject to s.25 of the Act, be conducted in accordance with Council's *Governance Rules*.

CONSULTATION / COMMUNITY ENGAGEMENT

There was no consultation or community engagement in relation to this report.

RESOURCES / FINANCIAL VIABILITY

There are no resource or financial implications associated with this report.

RISKS

Council would be non-compliant with Act and *Governance Rules*, if this item is not considered prior to the election of the Mayor and Deputy Mayor.

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.

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](#).

Governance Rules (C82)

Legislative Provisions

Local Government Act 2020

2.2. ELECTION OF MAYOR

Directorate:	Strategy and Integrity
Department:	Governance and Integrity

Council Plan

Objective - Leading with Integrity

Council is required to abide by the Local Government Act 2020 and Council's Governance Rules in the proceedings of appointing a Mayor.

EXECUTIVE SUMMARY

The purpose of this report to Council is to facilitate the election of the Mayor.

Under Section 25 of the *Local Government Act 2020* (the Act), Councillors must elect a Mayor at a Council meeting that is open to the public. In accordance with Section 26(4) of the Act, the election must be held as close as reasonably practicable to the end of the current Mayoral term.

The election is to be chaired by the Chief Executive Officer (CEO), in accordance with Section 25 of the Act and the Council's *Governance Rules*. Once elected, the Mayor will immediately assume the role of Chair.

RECOMMENDATION

That Council:

- 1. Duly elects Councillor < Name > to be appointed as Mayor of South Gippsland Shire Council in accordance with ss. 25 and 26 of the *Local Government Act 2020* for the duration resolved in the 'Term of Office for the Mayor'; and**
- 2. The term of the Mayor will conclude on a day determined by the Council that is as close to the end of the term as possible, unless the Office of the Mayor becomes vacant earlier as prescribed under sections 20, 22, 23, 26 or 35 of the *Local Government Act 2020*.**

REPORT

Background

Councils are required to elect a Mayor to ensure effective leadership, accountability, and good governance within the organisation. The Mayor plays a central role in presiding over Council Meetings, maintaining order, and ensuring that discussions and decisions are conducted in accordance with legislative requirements and the Council's *Governance Rules*.

Beyond chairing meetings, the Mayor acts as the official spokesperson and representative of the Council, fostering relationships with community,

government, and external stakeholders. The role also carries the responsibility of providing strategic leadership, supporting the integrity and unity of the Council, and guiding the organisation in achieving its goals and serving the public interest.

Election of Mayor

Section 25(3)(a)(b) of the Act states that Council's Chief Executive Officer (CEO) presides as Temporary Chair at the Meeting until the Mayor is elected. This is also in accordance with Council's *Governance Rules*, Part B Sub-Rule 5.3.

The election of the Mayor will be supervised by Allison Jones, CEO who will be the Returning Officer for this Mayoral election.

Section 26(4) of the Act requires that the election of the Mayor (and Deputy Mayor) is to be held as close to the end of one-year terms as is reasonably practicable.

As defined in s.18 of the Act:

1. *The role of the Mayor is to—*
 - a. *chair Council meetings; and*
 - b. *be the principal spokesperson for the Council; and*
 - c. *lead engagement with the municipal community on the development of the Council Plan; and*
 - d. *report to the municipal community, at least once each year, on the implementation of the Council Plan; and*
 - e. *promote behaviour among Councillors that is consistent with the Model Councillor Code of Conduct; and*
 - f. *assist Councillors to understand their role; and*
 - g. *take a leadership role in ensuring the regular review of the performance of the Chief Executive Officer; and*
 - h. *provide advice to the Chief Executive Officer when the Chief Executive Officer is setting the agenda for Council meetings; and*
 - i. *perform civic and ceremonial duties on behalf of the Council.*
2. *The Mayor is not eligible to be elected to the office of Deputy Mayor.*

As defined in s.19 of the Act:

1. *The Mayor has the following specific powers—*
 - a. *To appoint a Councillor to be the chair of a delegated committee;*

- b. to direct a Councillor, subject to any procedures or limitations specified in the Governance Rules, to leave a Council meeting if the behaviour of the Councillor is preventing the Council from conducting its business;*
 - c. to require the Chief Executive Officer to report to the Council on the implementation of a Council decision.*
- 2. An appointment under subsection (1)(a) prevails over any appointment of a chair of a delegated committee by the Council.*

As per the *Governance Rules*, sub-Rule 7.3, all nominations for the office of Mayor can be made by any Councillor and are to be submitted in writing to the CEO prior to the meeting. The nomination form must be seconded by another Councillor prior to it being submitted.

All nominees will indicate their acceptance of the nomination during the Council meeting. Any nominees not present at the meeting held to elect the Mayor, must have provided their acceptance in writing to the CEO, prior to the meeting.

Once nominations have been accepted, all Councillors contesting the election of the Mayor shall be known as candidates. The CEO will declare nominations closed before the meeting begins. If no nominations are received prior, the CEO will call for nominations at the meeting.

If there is only one nomination, the candidate nominated must be declared to be duly elected. If there is more than one nomination, the Councillors present at the meeting must vote for one of the candidates.

Section 61 of the Act requires that voting must not be in secret, unless the meeting is closed to the public. Section 62 of the *Governance Rules* requires voting on any matter to be carried out by a show of hands by each Councillor.

It is determined by the *absolute majority* which is greater than half the total number of the Councillors present at the meeting. With the exception of the voting method, the general provisions of Council's *Governance Rules* apply in regard to the election of Mayor and counting of votes.

Candidates may address Council for up to three minutes prior to the vote for the election of Mayor being conducted.

The term of office for the Mayor will commence on 19 November 2025 upon appointment by Council and will conclude at 6:00am on a day determined by the Council that is as close to the end of the term as possible.

CONSULTATION / COMMUNITY ENGAGEMENT

There was no consultation or community engagement in relation to this report.

RESOURCES / FINANCIAL VIABILITY

The Mayor and Councillors are provided with an allowance to assist them in undertaking their civic duties. Section 39 of the Act sets out the requirements for Councillor allowances.

The Mayoral allowance is higher than the Councillors' allowance to reflect the increased workload and responsibilities required of the Mayor.

These allowances are funded in the annual budget for each four-year term.

RISKS

Under legislation, Council is required to elect a Mayor. Failing to appoint a Mayor would result in a breach of the Act.

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.

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](#).

Governance Rules (C82)

Legislative Provisions

Local Government Act 2020

2.3. DETERMINATION AND TERM OF OFFICE FOR THE DEPUTY MAYOR

Directorate:	Strategy and Integrity
Department:	Governance and Integrity

Council Plan

Objective - Leading with Integrity

Council is required to abide by the Local Government Act 2020 and Council's Governance Rules when determining the appointment of a Deputy Mayor.

EXECUTIVE SUMMARY

The purpose of this report to Council is to consider if the position of Deputy Mayor is to be established and if the length of term is for one or two years. This is in accordance with the *Local Government Act 2020* (the Act) and Council's *Governance Rules*.

RECOMMENDATION

That Council:

- Determines in accordance with section 20A of the *Local Government Act 2020* that an Office of Deputy Mayor be established; and**
- Resolves to elect a Deputy Mayor for a term of <one year> or <two year> in accordance with ss.25, 26 and 27 of the *Local Government Act 2020*.**

REPORT

Councils may determine to establish the role of Deputy Mayor to ensure continuity of leadership and support for the Mayor in fulfilling Council's governance and community obligations.

Council's *Governance Rules* provides for the appointment of a Deputy Mayor if determined by resolution of Council. This role helps to strengthen the leadership capacity of the organisation and promotes stability in decision-making.

Section 20A of the Act allows for Council to establish an office of Deputy Mayor by resolution of Council.

Part 5 and Clause 5.4(c)(d) of Council's *Governance Rules* also provides the facilitation for the election of a Deputy Mayor:

'Sub-Rule 5.4 - At the Meeting to elect the Mayor (and Deputy Mayor), Council:

- May by resolution of Council agree to elect a Deputy Mayor;*
- and*

- d. *If a Deputy Mayor is to be elected, determine whether the Deputy Mayor is to be elected for a 1 or 2 year term. If no such resolution is passed the term of the Deputy Mayor remains at 1 year.'*

Section 26(4) of the Act requires that the election of the Deputy Mayor is to be held as close to the end of one-year term as is reasonably practicable.

Section 27 of the Act, indicates that ss.25 and 26 applies to the election of a Deputy Mayor as if any reference in those sections to the Mayor was a reference to the Deputy Mayor.

It has been the practice of South Gippsland Shire Councillors to elect the Deputy Mayor for a one-year term with the next election of the Mayor and Deputy Mayor to be held as close as possible to the end of that one-year term.

CONSULTATION / COMMUNITY ENGAGEMENT

There was no consultation or community engagement in relation to this report.

RESOURCES / FINANCIAL VIABILITY

There are no resource or financial implications associated with this report.

RISKS

Establishing the role of a Deputy Mayor provides Council with leadership and representation in the event the Mayor is incapable for any reason to attend a Council meeting or attend an event on behalf of Council.

An issue may occur if Council determines not to appoint a Deputy Mayor and representation is required, as a Councillor may only act as Mayor through a resolution of Council.

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.

REFERENCE DOCUMENTS ATTACHMENTS

Council's Good Governance Framework

Pillar 1. Direction & Leadership

Council Policy / Strategy / Plans

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

Governance Rules (C82)

Legislative Provisions

Local Government Act 2020

2.4. ELECTION OF DEPUTY MAYOR

Directorate:	Strategy and Integrity
Department:	Governance and Integrity

Council Plan

Objective - Leading with Integrity

Council is required to abide by the Local Government Act 2020 and Council's Governance Rules in the proceedings of appointing a Deputy Mayor.

EXECUTIVE SUMMARY

The purpose of this report to Council is to consider the election of the Deputy Mayor. The role of the Deputy Mayor is to assist the Mayor and represent Council on behalf of the Mayor when required.

Under Section 20A of the *Local Government Act 2020* (the Act), Council may determine to establish an office of Deputy Mayor. The election is to be chaired by the newly elected Mayor in accordance with Section 25 of the Act and the Council's *Governance Rules*.

RECOMMENDATION

That Council:

- 1. Duly elects Councillor < Name > to be appointed as Deputy Mayor of South Gippsland Shire Council in accordance with ss. 25 and 26 of the *Local Government Act 2020* for the duration resolved in the 'Term of Office for the Deputy Mayor'; and**
- 2. The term of the Deputy Mayor will conclude on a day determined by the Council that is as close to the end of the term as possible, unless the Office of the Deputy Mayor becomes vacant earlier as prescribed under sections 20, 22, 23, 26 or 35 of the *Local Government Act 2020*.**

REPORT

Background

Councils may choose to elect a Deputy Mayor to ensure continuity of leadership and support for the Mayor in fulfilling Council's governance and community obligations. This role helps to strengthen the leadership capacity of the organisation and promotes stability in decision-making.

The Deputy Mayor may deputise for the Mayor and provide leadership and formal representation at civic, ceremonial and public engagements and to Chair Council

Meetings when the Mayor is unavailable. The Deputy Mayor may act in the Mayor's place during periods of absence or when delegated.

Election of Deputy Mayor

Section 26(4) of the Act requires that the election of the Deputy Mayor is to be held as close to the end of one-year terms as is reasonably practicable.

If Council determines to appoint a Deputy Mayor, s.27 of the Act indicates that s.25 (excluding (3)(a)) and s.26 applies to the election of a Deputy Mayor as if any reference in those sections to the Mayor was a reference to the Deputy Mayor.

As defined in s.21 of the Act:

1. *The Deputy Mayor must perform the role of the Mayor and may exercise any of the powers of the Mayor if—*
 - a. *the Mayor is unable for any reason to attend a Council meeting or part of a Council meeting; or*
 - b. *the Mayor is incapable of performing the duties of the office of Mayor for any reason, including illness; or*
 - c. *the office of Mayor is vacant.*

The election of a Deputy Mayor is to occur in accordance with Part seven of the *Governance Rules, Determining the election of the Mayor*.

All nominations for the office of Deputy Mayor can be made by any Councillor and are to be submitted in writing to the Chief Executive Officer (CEO) prior to the meeting. The nomination form must be seconded by another Councillor prior to it being submitted.

All nominees will indicate their acceptance of the nomination during the meeting. Any nominees not present at the meeting held to elect the Deputy Mayor, must have provided their acceptance in writing to the CEO, prior to the meeting.

Once nominations have been accepted, all Councillors contesting the election of the Deputy Mayor shall be known as candidates. The CEO will declare nominations closed before the meeting begins. If no nominations are received prior to the meeting, the Chair will call for nominations at the meeting.

If there is only one nomination, the candidate nominated must be declared to be duly elected as Deputy Mayor. If there is more than one nomination, the Councillors present at the meeting must vote for one of the candidates.

Section 61 of the Act requires that voting is to be carried out by a show of hands by each Councillor and is determined by the *absolute majority* which is greater than half the total number of the Councillors present at the meeting. With the exception of the voting method, the general provisions of Council's *Governance Rules* apply in regard to the election of Deputy Mayor and counting of votes.

Candidates may address Council for up to three minutes prior to the vote for the election of the Deputy Mayor being conducted.

If a Deputy Mayor is not elected, then Council will be required to make a Council resolution each time the Mayor is unable to fulfil their role. This may cause problems for the Council if faced with a situation where an Acting Mayor is required at short notice and a resolution is unable to be made at a Council Meeting.

The term of office for the Deputy Mayor will commence on 19 November 2025 upon appointment by Council and will conclude at 6:00am on a day determined by the Council that is as close to the end of the term as possible, unless circumstances arise under s.22, s.23 and s.35 of the Act which leads to the position of Deputy Mayor becoming vacant.

CONSULTATION / COMMUNITY ENGAGEMENT

There was no consultation or community engagement in relation to this report.

RESOURCES / FINANCIAL VIABILITY

The Deputy Mayor and Councillors are provided with an allowance to assist them in undertaking their civic duties. Section 39 of the Act sets out the requirements for Councillor allowances.

The Deputy Mayor allowance is higher than the Councillors' allowance to reflect the increased workload and responsibilities required to assist the Mayor.

These allowances are funded in the annual budget for each four-year term.

RISKS

Establishing the role of a Deputy Mayor provides Council with leadership and representation in the event the Mayor is unable for any reason to attend a Council meeting or attend an event on behalf of Council. An issue may occur if Council determines not to appoint a Deputy Mayor and representation is required, as a Councillor may only act as Mayor through a resolution of Council.

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.

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](#).

Governance Rules (C82)

Legislative Provisions

Local Government Act 2020

2.5. COUNCILLOR APPOINTMENTS 2025 - 2026

Directorate: Strategy and Partnerships

Department: Governance and Integrity

Council Plan

Objective - Leading with Integrity

This report ensures Councillors are represented on internal and external committees, boards and advisory committees to provide leadership, advocacy, support and active engagement with the community and to have access to relevant strategic advice and information that can inform Council.

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider appointments for the Mayor and Councillors to internal Council Committees and to external organisations that require a Council representative.

RECOMMENDATION

That Council:

- Appoint the nominated Councillors for the terms determined for the External and Internal Committees shown below:**

External Committees	Councillor Representative	Term	Councillor Substitute
Australian Coastal Council Association	One Councillor <Cr Name>	2025/26	One substitute <Cr Name>
ONE Gippsland	One Councillor <Cr Name>	2025/26	
South-East Australian Transport Strategy (SEATS)	One Councillor <Cr Name>	2025/26	One Substitute <Cr Name>
Victorian Local Governance Association (VLGA)	One Councillor <Cr Name>	2025/26	

Internal Committees	Councillor Representative	Term of Appointment	Councillor Substitute
Access & Inclusion Advisory Committee	One Councillor <Cr Name>	2025/26	One substitute <Cr Name>
Arts Advisory Committee	One Councillor <Cr Name>	2025/26	One substitute <Cr Name>
Australia Day Awards Committee	Mayor Deputy Mayor	2025/26	
South Gippsland Youth Council	One Councillor <Cr Name>	2025/26	One substitute <Cr Name>
Municipal Emergency Management Planning Committee	One Councillor <Cr Name>	2025/26	One Substitute <Cr Name>
Myli Board	One Councillor <Cr Name>	2025-2027	
Audit & Risk Committee	Two Councillor <Cr Name> <Cr Name>	Two-year term 2025-2027	Mayor is an ex officio member at meetings and has the right to speak.

2. Appoints Councillors to the Chief Executive Officer Employment and Remuneration Committee as shown below; and

External Committees	Councillor Representative	Term of Appointment	Councillor Substitute
CEO Employment & Remuneration Committee	Three Councillors Mayor <Cr Name> <Cr Name> <Cr Name>	2025/26	

3. Disbands the Active Retirees Advisory Committee (ARAC) as its functions have been incorporated into the Access and Inclusion Advisory Committee.

REPORT

Background

Councils may resolve to appoint Councillors as representatives on internal advisory Committees and external organisations to strengthen collaboration, transparency, and informed decision-making.

These appointments ensure that Council's views are effectively communicated and that feedback from community groups, industry bodies, and partner organisations is shared with the broader Council.

By participating in committees and external forums, Councillors gain valuable insights into emerging issues, foster partnerships, and help align external initiatives with Council's strategic priorities.

This representation enhances governance, builds community trust, and supports the efficient and coordinated delivery of services and outcomes for the municipality.

South Gippsland Shire Council is represented in a number of internal and external advisory groups, boards and committees where the Mayor and/or Councillors are invited to participate across a broad interest area.

Some of these representational positions have legislated requirements but most operate in an advisory capacity.

Councillors appointed to represent Council, do so to provide leadership, advocacy, support and active engagement with the community and to have access to relevant strategic advice and information that can inform Council.

During the year, Council may nominate to form internal Council advisory and/or delegated committees or consider additional requests for representation on external groups.

Any further Councillor appointments arising throughout the year or term of Council will be referred to Council for consideration and determination.

Once appointed there is an expectation and obligation that the nominated Councillor/s will attend as many scheduled meetings as practicable, then report back to Council on their attendance and any significant or noteworthy outcomes; this is usually in the form of a verbal report in the Council Meeting.

A 'substitute' attendance role requires the second Councillor nominated as 'Substitute' to provide back-up support should the first Councillor be unable to attend a meeting. The primary appointed Councillor is to advise the substitute Councillor in advance of the meeting if they are unable to attend.

Committees Not Requiring Appointments This Year

The following Councillor Appointment to Committees were appointed for a two- or three-year term at the 20 November 2024 Council Meeting and continue for the next twelve months.

External Committees	Councillor Representative	Term of Appointment	Councillor Substitute
Municipal Association of Victoria (MAV)	One nominated Councillor Cr Hersey	Two-year term (Nov 2026)	1 substitute Mayor
Rural Councils Victoria	One nominated Councillor Cr Rae	Two-year term (Nov 2026)	

Revocation of the Active Retirees Advisory Committee (ARAC)

The Active Retirees Advisory Committee was formed in 2014. The objectives of the Committee were to formulate recommendations to Council which ensured the suitability and relevance of planning and activities for active retirees, and to support Council Officers in formulating such activities or plans.

In 2018 the Active Retirees Advisory Committee originally held eight meetings per year that were then reduced to quarterly in 2019. Meetings were held until 2020 when the Committee ceased meetings due to COVID-19 Pandemic.

The last meeting of the ARAC was held on 21 July 2022, the Committee has not formally been disbanded via a resolution of Council. It is recommended that this be considered as a resolution to revoke the Committee.

The Access and Inclusion Advisory Committee as part of their Terms of Reference may consider any future items that would previously have been discussed by the Active Retirees Advisory Committee.

CONSULTATION / COMMUNITY ENGAGEMENT

There was no consultation or community engagement in relation to this report.

RESOURCES / FINANCIAL VIABILITY

Funds are allocated in current and forward annual budgets for required membership fees and any subscriptions, as part of the memberships of the approved committees.

RISKS

The investment of Councillors' time and resources returns positive outcomes and opportunities for Council and the community through access to strategic information and supports Councillors in their community advocacy and leadership roles.

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.

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

Local Government Act 2020

3. 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.

Nil

4. MEETING CLOSED

NEXT MEETING

The next Council Meeting open to the public will be held on Wednesday, 26 November 2025 commencing at 2:00pm in the Council Chambers, Leongatha.