

SOUTH GIPPSLAND SHIRE COUNCIL

Council Meeting Minutes

Wednesday 26 November 2025



Council Chambers, Leongatha
Commenced 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

Wednesday 26 November 2025,
Council Chambers, Leongatha, commenced 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.

PRESENT

COUNCILLORS:	<i>Coastal Promontory Ward</i> Councillor Sarah Gilligan Councillor Steve Finlay Councillor Scott Rae <i>Strzelecki Ward</i> Councillor Nathan Hersey, Mayor Councillor John Kennedy <i>Tarwin Valley Ward</i> Councillor Brad Snell, Deputy Mayor Councillor John Schelling
NOT PRESENT:	Councillor Bron Beach Councillor Clare Williams
OFFICERS:	Allison Jones, Chief Executive Officer Tony Peterson, Executive Director, Strategy and Integrity Lucas Gardiner, Executive Director, Empowering Communities David Fice, Executive Director, Infrastructure Sustainability Michelle Jorgensen, Executive Manager, Culture and Capability Rhys Matulis, Manager Governance and Integrity Jodi Cumming, Governance Coordinator Corinne Garton, Desktop Support Officer

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.

The Opening Prayer was read by Councillor Rae

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.

The Acknowledgment of Traditional Custodians was read by Councillor Snell

1.5. APOLOGIES

Councillor Bron Beach was granted requested leave of absence at the 19 November Council Meeting.

Councillor Clare Williams was granted requested leave of absence at the 19 November Council Meeting.

1.6. CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the South Gippsland Shire Council Meeting held on 19 November 2025 (Mayor and Deputy Mayor Election) in the Council Chambers Leongatha be confirmed.

RESOLUTION

MOVED: Councillor Rae

SECONDED: Councillor Schelling

That the Minutes of the South Gippsland Shire Council Meeting held on 19 November 2025 (Mayor and Deputy Mayor Election) in the Council Chambers Leongatha be confirmed.

CARRIED UNANIMOUSLY

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 material conflict of interest for agenda item 5.3 - Award Contract CON/424 - Construction of Korumburra Tennis Clubrooms as it is noted that a price has been provided by a family-owned business for a portion of the proposed works and a declared material conflict of interest for agenda item 5.4 2024/25 Councillor Reimbursement Claims as it relates to individual expenses.

Councillor Nathan Hersey has declared a general conflict of interest for agenda item 5.3 - Award Contract CON/424 - Construction of Korumburra Tennis Clubrooms as a family member is a subcontractor to one of the tenderers and has provided a quote to that tenderer as part of a tender submission.

Councillor Brad Snell has declared a material conflict of interest for agenda item 5.4 2024/25 Councillor Reimbursement Claims as it relates to individual expenses.

Councillor Sarah Gilligan has declared a material conflict of interest for agenda item 5.4 2024/25 Councillor Reimbursement Claims as it relates to individual expenses.

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.

Nil

2. PUBLIC QUESTIONS

2.1. 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.

Nil

2.2. 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.

Nil

2.3. 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.

Nil

3. NOTICES OF MOTION AND/OR RESCISSION

3.0. NIL

4. 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.

Nil

5. COUNCIL REPORTS

5.1. ORGANISATIONAL PERFORMANCE REPORT – 1 JULY 2025 TO 30 SEPTEMBER 2025

Directorate:	Strategy and Integrity
Department:	Governance and Integrity

Council Plan

Objective - Leading with Integrity

Council's governance is strengthened by regular organisational performance reporting against the annual actions of the 2025-2029 Council Plan and annual budget.

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider the Organisational Performance Report for the period of 1 July 2025 to 30 September 2025 (Attachment [5.1.1]) which includes the financial and organisational performance against the adopted Annual Budget and highlights progress of the 2025/26 Annual Actions of the *2025-2029 Council Plan* (Council Plan).

Council adopted 31 Annual Actions for 2025/26, in which all of these actions are on-track to be completed by 30 June 2026.

RECOMMENDATION

That Council:

1. Receives and notes the Organisational Performance Report for the period July 2025 to September 2025 (Attachment [5.1.1]);
2. Publishes the Organisational Performance Report (Attachment [5.1.1]) to Council's website; and
3. Presents the Organisational Performance Report for the period July 2025 to September 2025 (Attachment [5.1.1]) to the 2 December 2025 Audit and Risk Committee.

RESOLUTION

MOVED: Councillor Hersey

SECONDED: Councillor Snell

That Council:

- 1. Receives and notes the Organisational Performance Report for the period July 2025 to September 2025 (Attachment [5.1.1]);**
- 2. Publishes the Organisational Performance Report (Attachment [5.1.1]) to Council's website; and**
- 3. Presents the Organisational Performance Report for the period July 2025 to September 2025 (Attachment [5.1.1]) to the 2 December 2025 Audit and Risk Committee.**

CARRIED UNANIMOUSLY

5.2. VENUS BAY SALTMARSH REHABILITATION STUDY FOR ENDORSEMENT

Directorate:	Infrastructure Sustainability
Department:	Open Space and Environment

Council Plan

Theme - Leading with Integrity

This report aligns with Council's commitment to partner with our community and advocate for our shared interests to the Victorian and Australian Governments.

EXECUTIVE SUMMARY

The purpose of this report to Council is to present the Feasibility Study – Venus Bay Saltmarsh Rehabilitation (Attachment [5.2.1]) for consideration. The Venus Bay Saltmarsh Project was a 2023 Advocacy Priority for Council, and is also listed as a proposed action in Council's Coastal Strategy. It involves the potential rehabilitation of 324ha of low lying grazing land, to a natural environment of saltmarsh and mangrove.

In July 2023, Council secured \$80,000 from Department Energy, Environment and Climate Action to develop a Study that investigated the potential rehabilitation, including risks and benefits, with a key focus on:

- Improved coastal resilience.
- Possible nature-based solution for coastal hazard asset protection; protecting transport infrastructure from inundation.
- Environmental risks and benefits.
- Potential for economic benefits through blue carbon crediting.
- Possible ways forward and modelling for rehabilitation.

This study has now been completed and is presented for Council's consideration.

RECOMMENDATION

That Council:

1. Endorse the Feasibility Study – Venus Bay Saltmarsh Rehabilitation (the Study) (Attachment [5.2.1]) and share a copy of the Study with key stakeholders.
2. Send a letter to the Minister for Environment and the Department of Energy, Environment and Climate Action, thanking them for the opportunity to undertake the work and sharing the outcomes of the Study for their interest.

RESOLUTION

MOVED: Councillor Gilligan

SECONDED: Councillor Snell

That Council:

- 1. Endorse the Feasibility Study – Venus Bay Saltmarsh Rehabilitation (the Study) (Attachment [5.2.1]) and share a copy of the Study with key stakeholders.**
- 2. Send a letter to the Minister for Environment and the Department of Energy, Environment and Climate Action, thanking them for the opportunity to undertake the work and sharing the outcomes of the Study for their interest.**

CARRIED UNANIMOUSLY

Mayor Hersey left the Council Meeting at 2:26PM due to a declared Conflict of Interest.

Deputy Mayor Snell assumed the Chair.

5.3. AWARD CONTRACT CON/424 - CONSTRUCTION OF KORUMBURRA TENNIS CLUBROOMS

Directorate:	Infrastructure Sustainability
Department:	Infrastructure Delivery

Council Plan

Theme - Leading with Integrity

Theme - Empowering Communities

The Korumburra Tennis Clubrooms Project supports Council's objective of supporting a healthy, connected and inclusive community by providing renewed recreation facilities that meet modern standards and support participation in tennis for people of all ages, genders and abilities.

Use of external funding to support the renewal of the existing tennis pavilion aligns with Council's strategy to maintain our assets through responsible financial management.

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider the approval to award Contract CON/424 for the Construction of the Korumburra Tennis Clubrooms Project.

At the February 2025 Meeting, Council endorsed an application to the Victorian Government's Regional Community Sports Infrastructure Fund for a \$1M contribution to the estimated \$1.5M Project. This application was successful, and the Korumburra Tennis Clubrooms has been readied to commence this financial year 2025/26.

Tenders for the majority of the Project scope have been sought via Request for Tender RFT/424 – Construction of the Korumburra Tennis Clubrooms and the evaluation panel have determined a recommended tenderer for award of the Contract. However, based on the Contract value, the Project is unable to be completed within the \$1.5M budget and requires an increase in Council's financial contribution of up to \$350,000 to successfully deliver the Project.

RECOMMENDATION

That Council:

1. Approves the award of Contract *CON/424 – Construction of the Korumburra Tennis Clubrooms* to Tenderer B for the lump sum amount of \$X,XXX,XXX (excluding GST);
2. Delegates the Chief Executive Officer (CEO) the power to approve variations up to the contingency amount identified in Confidential Attachment [10.1.1];
3. Authorises the Chief Executive Officer to sign the contract documents;
4. Approves an increase to the Budget for the Korumburra Tennis Clubrooms Project from \$1.5M to \$1.85M by increasing Council's financial contribution to the project from \$475,000 to \$825,000; and
5. The additional Budget of \$350,000 could be sourced through savings in the 2025/26 Capital Works Program.

Cr Gilligan moved a Motion different from the recommendation

MOVED: Councillor Gilligan

SECONDED: Councillor Finlay

That Council:

1. **Defers a decision on the award of Contract CON/424 – Construction of Korumburra Tennis Clubrooms and does not proceed with the Tender;**
2. **Investigates alternatives to a new build including a demountable;**
3. **Notifies the Korumburra Tennis Club of Council's reasons and work with the Club to determine options as part of Council's Sustainable Building Asset Management (SBAM) work;**
4. **Notifies the Victorian Department of Jobs, Skills, Industry and Regions via Sport and Recreation Victoria of Council's decision; and**
5. **Forfeits the external funding agreement administered through Sport and Recreation Victoria, as well as the current Council contribution to this building project, with the Council contribution to be reallocated and considered as part of the upcoming 2026/27 Council Annual Budget process.**

LOST

Councillor Schelling moved his foreshadowed Motion different from the recommendation

Moved: Councillor Schelling

Seconded: Councillor Rae

That Council:

- 1. Approves the award of Contract CON/424 – Construction of the Korumburra Tennis Clubrooms to Tenderer B – TS Constructions Pty Ltd for the lump sum amount of up to \$1,421,100.00 (excluding contingency and GST);**
- 2. Delegates the Chief Executive Officer (CEO) the power to approve variations up to the Contingency amount identified in Confidential Attachment [10.1.1];**
- 3. Authorises the Chief Executive Officer to sign the contract documents;**
- 4. Approves an increase to the Budget for the Korumburra Tennis Clubrooms Project from \$1.5M to \$1.75M by increasing Council's financial contribution to the project from \$475,000 to \$725,000; and**
- 5. The additional Budget of \$250,000 to be sourced through savings in the 2025/26 Capital Works Program.**

CARRIED

Mayor Hersey returned to the Council Meeting at 2:37PM and resumed the Chair.

Councillor Gilligan and Councillor Snell left the Council Meeting at 2.38PM due to a declared conflict of interest.

5.4. 2024/25 COUNCILLOR REIMBURSEMENT CLAIMS

Directorate:	Strategy and Integrity
Department:	Governance and Integrity

Council Plan

Objective - Leading with Integrity

This report ensures Councillors reimbursements are approved in compliance with the adopted Councillor Support and Expenditure Policy.

EXECUTIVE SUMMARY

The purpose of this report to Council is to consider the approval of Councillor financial reimbursements that were submitted for the previous 2024/25 financial year.

This is in accordance with the *Councillor Support and Expenditure Policy (C51)* that requires any reimbursement claims submit for a previous financial year to be approved by Council. All of these claims meet the requirements of *Councillor Support and Expenditure Policy (C51)* and have been reviewed and assessed by Council staff.

RECOMMENDATION

That Council approves the Councillor reimbursements below:

1. Cr Williams for Childcare cost from the 13/11/24 to 18/06/25 for the amount of \$1,712.00;
2. Cr Snell for Motor Vehicle Mileage from the 22/06/25 to 11/09/25 for the amount of \$1,475.76; and
3. Cr Gilligan for Travel Costs for ALGA Conference from the 24/06/25 to 27/06/25 for the amount of \$85.33.

RESOLUTION

MOVED: Councillor Schelling

SECONDED: Councillor Kennedy

That Council approves the Councillor reimbursements below:

- 1. Cr Williams for Childcare cost from the 13/11/24 to 18/06/25 for the amount of \$1,712.00;**
- 2. Cr Snell for Motor Vehicle Mileage from the 22/06/25 to 11/09/25 for the amount of \$1,475.76; and**
- 3. Cr Gilligan for Travel Costs for ALGA Conference from the 24/06/25 to 27/06/25 for the amount of \$85.33.**

CARRIED UNANIMOUSLY

Councillor Gilligan and Councillor Snell returned to Council Meeting at 2:40PM**5.5. COUNCIL MEETING TIMETABLE 2026**

Directorate:	Strategy and Integrity
Department:	Governance and Integrity

Council Plan

Objective - Leading with Integrity

Council's transparency and governance is demonstrated at its Council Meetings where decisions are made on behalf of the community.

EXECUTIVE SUMMARY

The purpose of this report is to seek Council's consideration and endorsement of the 2026 Council Meeting timetable.

The *Local Government Act 2020* outlines the requirements governing Council procedures and proceedings with one of the principal methods of Council decision-making being through resolutions passed at Council Meetings. This report sets the proposed schedule of Meetings for 2026.

RECOMMENDATION

That Council sets the Council Meeting Schedule for 2026 to be held in the Council Chambers, Leongatha on the following dates and times:

1. Wednesday 18 February 2026, 2.00pm
2. Wednesday 18 March 2026, 2.00pm
3. Wednesday 15 April 2026, 2.00pm
4. Wednesday 20 May 2026, 2.00pm
5. Wednesday 17 June 2026, 2.00pm
6. Wednesday 15 July 2026, 2.00pm
7. Wednesday 19 August 2026, 2.00pm
8. Wednesday 16 September 2026, 2.00pm
9. Wednesday 21 October 2026, 2.00pm
10. Wednesday 18 November 2026, 2.00pm (Mayoral Election)

11. Wednesday 25 November 2026, 2,00pm
12. Wednesday 9 December 2026, 2.00pm

RESOLUTION

MOVED: Councillor Rae

SECONDED: Councillor Gilligan

That Council sets the Council Meeting Schedule for 2026 to be held in the Council Chambers, Leongatha on the following dates and times:

1. **Wednesday 18 February 2026, 2.00pm**
2. **Wednesday 18 March 2026, 2.00pm**
3. **Wednesday 15 April 2026, 2.00pm**
4. **Wednesday 20 May 2026, 2.00pm**
5. **Wednesday 17 June 2026, 2.00pm**
6. **Wednesday 15 July 2026, 2.00pm**
7. **Wednesday 19 August 2026, 2.00pm**
8. **Wednesday 16 September 2026, 2.00pm**
9. **Wednesday 21 October 2026, 2.00pm**
10. **Wednesday 18 November 2026, 2.00pm (Mayoral Election)**
11. **Wednesday 25 November 2026, 2,00pm**
12. **Wednesday 9 December 2026, 2.00pm**

CARRIED UNANIMOUSLY

5.6. INSTRUMENT OF DELEGATION - S6 COUNCIL TO MEMBERS OF STAFF - NOVEMBER 2025

Directorate:	Strategy and Integrity
Department:	Governance and Integrity

Council Plan

Objective - Leading with Integrity

Council's governance is strengthened by maintaining currency in the delegations and authorisations to Officers, so they can undertake the functions they are required to perform on behalf of Council.

EXECUTIVE SUMMARY

The purpose of this report is to recommend that Council adopts an updated S6 Instrument of Delegation - Council to Members of Staff (Attachment [5.6.1]) to include adding a new provisions to the *Planning and Environment Act 2024* for relevant officers and updating alignment of positions to the revised organisational structure implemented on 3 November 2025.

RECOMMENDATION

That Council resolves that, in the exercise of the powers conferred by s.11(1) of the *Local Government Act 2020* and the other legislation referred to in the attached S6 Instrument of Delegation - Council to Members of Staff (Attachment [5.6.1]):

1. Members of Council staff holding, acting in or performing the duties of the officers or positions referred to in (Attachment [5.6.1]) be delegated with the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument of Delegation;
2. The Chief Executive Officer is authorised to sign the S6 Instrument of Delegation (Attachment [5.6.1]), to come into force immediately upon signing;
3. Upon this Instrument of Delegation (Attachment [5.6.1]) coming into force, all previous delegations from Council to members of Council staff (other than the Instrument of Delegation to the Chief Executive Officer) are revoked; and

4. The duties and functions set out in the Instrument of Delegation Attachment [5.6.1]) must be performed by Council officers delegated to do so, and the powers set out in the Instrument of Delegation must be executed by them, in accordance with any guidelines or policies that Council may adopt.

RESOLUTION

MOVED: Councillor Schelling

SECONDED: Councillor Rae

That Council resolves that, in the exercise of the powers conferred by s.11(1) of the *Local Government Act 2020* and the other legislation referred to in the attached S6 Instrument of Delegation - Council to Members of Staff (Attachment [5.6.1]):

- 1. Members of Council staff holding, acting in or performing the duties of the officers or positions referred to in (Attachment [5.6.1]) be delegated with the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument of Delegation;**
- 2. The Chief Executive Officer is authorised to sign the S6 Instrument of Delegation (Attachment [5.6.1]), to come into force immediately upon signing;**
- 3. Upon this Instrument of Delegation (Attachment [5.6.1]) coming into force, all previous delegations from Council to members of Council staff (other than the Instrument of Delegation to the Chief Executive Officer) are revoked; and**
- 4. The duties and functions set out in the Instrument of Delegation Attachment [5.6.1]) must be performed by Council officers delegated to do so, and the powers set out in the Instrument of Delegation must be executed by them, in accordance with any guidelines or policies that Council may adopt.**

CARRIED UNANIMOUSLY

5.7. SUMMARY OF STRATEGIC BRIEFINGS - 13 SEPTEMBER 2025 - 12 OCTOBER 2025

Directorate:	Strategy and Integrity
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 to Council is to provide a summary of the information presented to Councillors between 13 September 2025 and 12 October 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 September 2025 – 12 October 2025.

RESOLUTION

MOVED: Councillor Gilligan

SECONDED: Councillor Finlay

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

CARRIED UNANIMOUSLY

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

Directorate:	Strategy and Integrity
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 September 2025 - 12 October 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 the report of Documents Sealed, Contracts Varied, Awarded or Extended by CEO - 13 September 2025 - 12 October 2025 those being:

1. Contract extensions approved by the CEO
 - a. CON/347 for the Management of Korumburra Community Hub was awarded to Milpara Community House Incorporated.

RESOLUTION

MOVED: Councillor Schelling

SECONDED: Councillor Rae

That Council receives and notes the report of Documents Sealed, Contracts Varied, Awarded or Extended by CEO - 13 September 2025 - 12 October 2025 those being:

- 1. Contract extensions approved by the CEO**
 - a. CON/347 for the Management of Korumburra Community Hub was awarded to Milpara Community House Incorporated.**

CARRIED UNANIMOUSLY

6. COUNCILLOR REPORTS

6.1. REQUESTS FOR LEAVE OF ABSENCE

Nil

6.2. COUNCILLOR UPDATES

Councillor Kennedy, addressed Council by reporting on attendance at or made comments on:

- Congratulated and thanked the previous Mayor and Deputy Mayor for their contribution.
- Acknowledged Council's financial constraints

Councillor Finlay, addressed Council by reporting on attendance at or made comments on:

- Attended a numbering of community events. One key event was a Workshop focused on the up and coming under 16's social media band laws related to digital identification.

Councillor Schelling, addressed Council by reporting on attendance at or made comments on:

- Attended Gippsland Wine at Glengowrie awards with Councillor Rae.
- Congratulated the Eat, Drink and Play event
- Meet with the Meeniyan Progress Association with in Councillor Finlay
- Attended community lunch in Venus Bay with Councillor Gilligan
- Annual Port Welshpool Fishing Competition Annual General Meeting
- Attended SEATS and Myli Board meetings

Councillor Gilligan, addressed Council by reporting on attendance at or made comments on:

- Acknowledged attendance at community pop-ups for Council's pop-in sessions for the 2026/27 budget process in Foster and Tarwin Lower with Councillor Rae
- Walk through with residents of the Fish Creek Streetscape
- Attended the Venus Bay Angling Club Meeting
- Attended the Coastal Association AGM

- Attended a MAV Climate and Risk course for Councillors
- Attended the Access and Inclusion Advisory Committee
- Acknowledged Venus Bay receiving a National Award from Life Saving Victoria

Councillor Rae, addressed Council by reporting on attendance at or made comments on:

- Meet the Danish Ambassador with Food and Fibre Gippsland
- Attended U3A event in Foster
- Acknowledged attendance at community pop-ups for Council's pop-in sessions for the 2026/27 budget process
- Acknowledged the International Men's Health Day at Foster Health Service

Councillor Snell, addressed Council by reporting on attendance at or made comments on:

- Acknowledged the need to build on the services for our Youth
- Acknowledged the recent engagement for the Annual Budget process and encouraged the community to provide feedback
- Attended and highlighted the success of the Eat, Drink and Play event in Leongatha
- Congratulated and thanked previous Mayor John Schelling and Deputy Mayor Sarah Gilligan

Councillor Hersey, addressed Council by reporting on attendance at or made comments on:

- Acknowledged the commitment of the Councillor group
- Attended as the role of One Gippsland Chair in Canberra highlighting One Gippsland's priorities
- Meet with various Federal and Minister contacts
- Attended the Smart City Expo World Congress (SCEWC) Conference in Spain
- Presented and attended the Gippsland Regional Partnership in Warragul

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.

Nil

8. MEETING CLOSED

NEXT MEETING

The next Council Meeting open to the public will be held on Wednesday, 10 December 2025 commencing at 2:00pm in the Council Chambers, Leongatha.

The Council Meeting Closed at 3:18PM

Confirmed on this 10th Day of December 2025

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Councillor Nathan Hersey, Mayor