

SOUTH GIPPSLAND SHIRE COUNCIL

Council Meeting Minutes

Wednesday 17 June 2026



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

Council Meeting Wednesday 17 June 2026
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:	<p><i>Coastal Promontory Ward</i> Councillor Steve Finlay Councillor Sarah Gilligan</p> <p><i>Strzelecki Ward</i> Councillor Nathan Hersey, Mayor Councillor John Kennedy Councillor Bron Beach</p> <p><i>Tarwin Valley Ward</i> Councillor Brad Snell, Deputy Mayor Councillor John Schelling</p>
NOT PRESENT:	<p>Councillor Scott Rae Councillor Clare Williams</p>
OFFICERS:	<p>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 Ally Low, Governance Officer Thomas Hender, Senior Technology Support Officer</p>

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 Council's *Governance Rules, clause 57.6 the submission of agenda public questions has now closed. Questions must be received by Council, 24 hours prior to the commencement of the Council Meeting. Questions received within 24 hours of 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 Gilligan

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 Acknowledgement of Traditional Custodians was read by Councillor Schelling

1.5. APOLOGIES

Councillor Clare Williams

Councillor Scott Rae

1.6. CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the South Gippsland Shire Council Meeting held on 20 May 2026 in the Council Chambers, Leongatha be confirmed.

RESOLUTION

MOVED: Councillor Beach

SECONDED: Councillor Schelling

That the Minutes of the South Gippsland Shire Council Meeting held on 20 May 2026 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 declaring a 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, Chapter 5 – Clause 2 - 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.

Council's Governance 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 of the 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 can be accessed from [Council's Policies](#) webpage.

Councillor Gilligan had declared a conflict of interest for a reasonable apprehension of bias or actual bias for confidential Agenda Item 9.1 PERSONAL INFORMATION 2025/26 Community Grants Program Round 2, although following further Governance advice, it has been noted that a conflict no longer occurs for the decision of this item.

1.8. DECLARATION OF CONFLICTS OF INTEREST FOR STAFF

The *Local Government Act 2020* (the Act), Division 2 sets out the requirements relating to declaring a 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, Chapter 5, clause 6, 7 and 8* 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* can be accessed from [Council's Policies](#) webpage.

CEO Allison Jones declared a material conflict of interest for Confidential Agenda Item 9.2 - PERSONAL INFORMATION - Appointment of Independent Chair of CEO Employment and Remuneration Committee, as it relates directly to the Chief Executive Officer role at Council.

2. AGENDA 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 Division 9 - clause 58 – Petitions and Joint Letters*, members of the community may submit a valid petition or joint letter to a Councillor or to Council addressed to the Chief Executive Officer.

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*, available on Council's website.

Nil

2.2. ANSWERS TO PREVIOUS AGENDA PUBLIC QUESTIONS ON NOTICE

Answers to previous questions taken on notice at a former Council Meeting, may be included in the Minutes of this Meeting or alternatively responded to as a customer request inline with Council's *Customer Service Charter* and *Governance Rules*, available on Council's website.

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

Nil

2.3. SUBMITTED AGENDA PUBLIC QUESTIONS

All community member questions for Council Meetings are to be written and submitted 24 hours prior to the commencement of a Council Meeting to allow time for a response to be prepared. Reasonable efforts will be made to answer pre-submitted questions at the Meeting. Any question received after the closing time of 24 hours prior to the commencement of a Council Meeting, will be held over to the next scheduled Council Meeting.

When further time is required to prepare an answer, questions may be taken-on-notice and responses will be included in the minutes of the next Council Meeting or alternatively responded to as a customer request in line with Council's *Customer Service Charter* and *Governance Rules*, available on Council's website.

At the Meeting, the person submitting the question(s) may have the option to read out their question(s) and will be recorded in the minutes. Questions may not be allowed where the question(s) is deemed to be:

- is not relevant to any Council agenda topic
- relates to a matter outside the duties, functions and powers of Council;
- is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
- deals with a subject matter already publicly answered; or is repetitious or vexatious questions from the same *Questioner*;
- is aimed at embarrassing a Councillor or a member of Council staff;
- relates to personnel matters; personal hardship of any resident or ratepayer;
- industrial matters; contractual matters; proposed developments; legal advice; law enforcement matters; or
- relates to confidential information as defined under the Act; or
- relates to matters affecting the security of Council property;
- is illegible, vague, not make sense or not be a question;
- relates to council business information and operational matters not specific to Council meeting agenda topics; and/or
- relates to any other matter which Council considers would prejudice Council or any person

A person may submit up to three (3) questions, 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 200 words or fewer. Background material submitted with a question will not be read out or recorded in the Council Meeting minutes.

The CEO, in consultation with the Mayor, may decide not to refer a question to a Council Meeting if there is a more appropriate way to respond. Questions and responses may be read out by the Chair or a nominated Councillor or Council staff.

Public question time in the agenda will not exceed 15 minutes in duration, unless extended by a further 15 minutes by a resolution of Council.

Council received three public questions from Mr Gus Blaauw in relation to Agenda Item 5.1. 2026/27 Annual Budget.

Question 1

The 2026/27 Annual Report contains the total \$34,455,000 Employee costs of which \$2,360,000 is transferred to the Balance Sheet, leaving \$32,085,000 as an expense. Why is this not detailed in the Notes to the Accounts as required by Accounting Standards, and by Law?

Response:

In response to question 1, it is important to clarify that the document in question is the 2026/27 Budget, not an Annual Report. Council's Annual Report will be released in October as per the requirements of the Local Government Act 2020.

The Budget is prepared in accordance with the Local Government Act 2020 (Vic) and associated Local Government (Planning and Reporting) Regulations, as prescribed by Local Government Victoria. These statutory requirements govern the format and content of budget documents.

Specifically regarding the employee costs, the presentation of total employee costs and the portion that is capitalised reflects standard budgeting practice, where operational and capital components are identified at a summary level.

There is no breach of accounting standards or legislation.

Question 2

The 2026/27 Annual Report contains 275.3 Full Time Equivalent employee numbers which can only be calculated from the total number of employees. Why is the Total Number of Employees not included in this Budget when this is the most relevant and important part needed to calculate the total amount of the \$34,445,000 Employee Expense in the Payroll Ledger?

Response:

The document in question is the 2026/27 Budget, not an Annual Report. Council's Annual Report will be released in October as per the requirements of the Local Government Act 2020.

The Budget appropriately discloses 275.3 FTE as the key workforce metric, as this is the figure that:

- Drives the employee cost base
- Reflects approved resourcing levels
- Aligns with statutory and sector-wide budgeting practices

The total number of employees, otherwise known as headcount, is not included because it is a variable operational measure, not a determinant of budgeted expenditure, and is therefore not required nor the most relevant metric for financial planning purposes.

Question 3

The 2026/27 Annual Budget document shows the transfer of \$2,360,000 Employee Costs from the employee Payroll Ledger to the Balance Sheet and thus moved this amount from an Expense item to a Capital item, which I regard as unusual. Council has not explained this as required by Australian Accounting Standards and the Accounting Convention, in for instance, the Notes to the Accounts or anywhere else in this 2026/27 Budget Annual Budget document. How are these Employee Costs on the Balance Sheet used and accounted for since this represents 17.8 Full Time Equivalent employees? Please provide full details.

Response:

The \$2,360,000 represents internal labour costs directly attributable to capital works projects

- The associated FTE reflects the resourcing directly engaged in the planning, design, project management, and delivery of capital works projects
- These costs are capitalised in accordance with accounting standards
- This treatment is standard, appropriate, and consistent with both accounting standards and local government practice

3. NOTICES OF MOTION AND/OR RESCISSION

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 23 - Urgent Business*, 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 23* 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. 2026/27 ANNUAL BUDGET; INCLUDING LONG TERM FINANCIAL PLAN (10 YEAR PLAN) AND 2026/27 COUNCIL PLAN ACTIONS

Directorate:	Strategy and Integrity
Department:	Governance and Integrity

Council Plan

Theme - Leading with Integrity

The 2026/27 Annual Budget, including the Financial Plan 2026/27 - 2035/36 and the Year 2 Council Plan Actions, provide the resources to progress the achievement of the Strategic Objectives and Strategies outlined in the 2025 - 2029 Council Plan.

EXECUTIVE SUMMARY

The purpose of this report is to present the final *2026/27 Annual Budget (Attachment [5.1.1])*, including the *Financial Plan 2026/27 – 2035/36 (10 Year Plan)*, and the Year 2 Council Plan Actions (**Attachment [5.1.2]**) (*Plans*) for consideration and determination by Council.

RECOMMENDATION

That Council:

1. Adopts the 2026/27 Annual Budget (Attachment [5.1.1]) including the Financial Plan 2026/27 – 2035/36 and 2026/27 Council Plan Actions (Attachment [5.1.2]) in accordance with the *Local Government Act 1989* and *Local Government Act 2020*;
2. Adopts the 2026/27 Budget Engagement Report (Attachment [5.1.3]); and
3. Thanks community members who participated in the community engagement process to inform the 2026/27 Budget.

Councillor Beach requested an additional speaking time.

RESOLUTION

MOVED: Councillor Schelling

SECONDED: Councillor Gilligan

That Councillor Beach be granted an extension of speaking time for three minutes.

CARRIED

Councillor Schelling requested additional speaking time.

RESOLUTION

MOVED: Councillor Gilligan

SECONDED: Councillor Beach

That Councillor Schelling be granted an extension of speaking time for three minutes.

CARRIED

Councillor Gilligan requested additional speaking time.

RESOLUTION

MOVED: Councillor Beach

SECONDED: Councillor Snell

That Councillor Gilligan be granted an extension of speaking time for three minutes.

CARRIED

RESOLUTION

MOVED: Councillor Hersey

SECONDED: Councillor Snell

That Council:

- 1. Adopts the 2026/27 Annual Budget (Attachment [5.1.1]) including the Financial Plan 2026/27 – 2035/36 and 2026/27 Council Plan Actions (Attachment [5.1.2]) in accordance with the *Local Government Act 1989* and *Local Government Act 2020*;**
- 2. Adopts the 2026/27 Budget Engagement Report (Attachment [5.1.3]); and**
- 3. Thanks community members who participated in the community engagement process to inform the 2026/27 Budget.**

CARRIED

5.2. ACCESS AND INCLUSION ADVISORY COMMITTEE - ENDORSEMENT OF NEW MEMBERS

Directorate:	Empowering Communities
Department:	Community, Customer and Visitor

Council Plan

Theme - Empowering Communities

An active Access and Inclusion Advisory Committee supports the positive representation of people experiencing barriers to access and/or inclusion, and implementation of the Municipal Public Health and Wellbeing Plan.

EXECUTIVE SUMMARY

The purpose of this report is to consider expressions of interest received for membership of the South Gippsland Shire Council Access and Inclusion Advisory Committee (the Committee).

RECOMMENDATION

That Council:

1. Endorse the appointment of one community member nominee (Confidential Attachment [10.2.1] and one organisation member nominee (Confidential Attachment [10.2.2] to the South Gippsland Shire Council Access and Inclusion Advisory Committee; and

Thank the community and organisation nominees for their expression of interest.

RESOLUTION

MOVED: Councillor Snell

SECONDED: Councillor Gilligan

That Council:

1. **Endorse the appointment of one community member nominee (Confidential Attachment [10.2.1] and one organisation member nominee (Confidential Attachment [10.2.2] to the South Gippsland Shire Council Access and Inclusion Advisory Committee; and**
2. **Thank the community and organisation nominees for their expression of interest.**

CARRIED UNANIMOUSLY

5.3. SCHOOL CROSSING SUPERVISOR PROGRAM REVIEW

Directorate:	Empowering Communities
Department:	Community Health and Safety

Council Plan

Theme - Empowering Communities

Through the School Crossing Supervisor Program Council ensures it achieves its responsibilities under Victorian road safety legislation whilst contributing to improved road safety outcomes, encourages active transport such as walking and cycling to school. It supports the safe crossing needs of students and the broader school community.

EXECUTIVE SUMMARY

The purpose of this report is to provide a response to the Council resolution made at the 10 December 2025 Council meeting. Council resolved to assess whether the supervision hours of the children's crossing on Horn Street, Leongatha should be adjusted to better align with the early dismissal time of South Gippsland Specialist School, supporting the safe crossing needs of students and the broader school community.

The resolution stated:

"That Council:

- 1. Assess whether an interim adjustment to the Horn Street, Leongatha School Crossing supervisor's hours can be accommodated between the January to June 2026 school term period within current operational budget, noting that any ongoing changes will be considered through the 2026/27 Annual Budget process;*
- 2. Receive a report to Council detailing the operational feasibility, risks, costs, and implementation steps required to affect this reasonable adjustment which is 46 hours for the school year; and*
- 3. That the report, along with any advice received from the Access and Inclusion Advisory Committee, be made available for consideration in Council's upcoming 2026/27 Annual Budget process."*

RECOMMENDATION

That Council note the report in response to the Council resolution made at the 10 December 2025 Council Meeting.

RESOLUTION

MOVED: Councillor Gilligan

SECONDED: Councillor Beach

That Council note the report in response to the Council resolution made at the 10 December 2025 Council Meeting.

CARRIED UNANIMOUSLY

5.4. DEBT MANAGEMENT POLICY (C15) AND HARDSHIP POLICY (C53)

Directorate:	Strategy & Integrity
Department:	Financial Strategy

Council Plan

Theme - Leading with Integrity

The *Debt Management Policy (C15)* and the *Hardship Policy (C53)* ensure Council is meeting legislative requirements as well as providing sound debt management and hardship support.

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider the *Debt Management Policy (C15)* (**Attachment [5.4.1]**) and the *Hardship Policy (C53)* (**Attachment [5.4.2]**).

Both policies are required under the *Local Government Act 2020* and have been written to align with the recently gazetted Ministerial Guidelines relating to payment of rates and charges.

RECOMMENDATION

That Council:

1. Adopts the revised Debt Management Policy (C15) contained in Attachment [5.4.1]; and
2. Adopts the revised Hardship Policy (C53) contained in Attachment [5.4.2]).

RESOLUTION

MOVED: Councillor Schelling

SECONDED: Councillor Beach

That Council:

1. **Adopts the revised Debt Management Policy (C15) contained in Attachment [5.4.1]; and**
2. **Adopts the revised Hardship Policy (C53) contained in Attachment [5.4.2]).**

CARRIED UNANIMOUSLY

5.5. INSTRUMENT OF APPOINTMENT - S11A PLANNING AND ENVIRONMENT ACT 1987 - PLANNING SERVICES

Directorate:	Strategy and Integrity
Department:	Governance and Integrity

Council Plan

Objective - Leading with Integrity

Council's governance is strengthened by maintaining currency in the authorisations to Officers with the functions they are required to perform on behalf of Council.

EXECUTIVE SUMMARY

This report recommends that Council adopts S11A Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) for staff member, Noel Creed, Coordinator Building and Planning Compliance (**Attachment [5.5.1]**) under the *Planning and Environment Act 1987*.

RECOMMENDATION

That Council resolves, in the exercise of the powers conferred by s.147(4) of the *Planning and Environment Act 1987*, s.224 of the *Local Government Act 1989* and s.313 of the *Local Government Act 2020*:

1. The members of Council staff referred to in the Instruments of Appointment and Authorisation (Attachment [5.5.1]) be appointed and authorised as set out in the instrument and detailed in this report; and
2. The Instrument of Appointment and Authorisation come into force immediately when signed by Council's Chief Executive Officer. It will remain in force until such time as Council determines to vary it, or it is revoked by Council's Chief Executive Officer in the event:
 - a. the officer resigns from Council; or
 - b. is appointed to a position where this appointment and authorisation is not required or suitable.

RESOLUTION

MOVED: Councillor Gilligan

SECONDED: Councillor Beach

That Council resolves, in the exercise of the powers conferred by s.147(4) of the *Planning and Environment Act 1987*, s.224 of the *Local Government Act 1989* and s.313 of the *Local Government Act 2020*:

- 1. The members of Council staff referred to in the Instruments of Appointment and Authorisation (Attachment [5.5.1]) be appointed and authorised as set out in the instrument and detailed in this report; and**
- 2. The Instrument of Appointment and Authorisation come into force immediately when signed by Council's Chief Executive Officer. It will remain in force until such time as Council determines to vary it, or it is revoked by Council's Chief Executive Officer in the event:**
 - a. the officer resigns from Council; or**
 - b. is appointed to a position where this appointment and authorisation is not required or suitable.**

CARRIED UNANIMOUSLY

5.6. INSTRUMENT OF DELEGATION - S6 COUNCIL TO MEMBERS OF STAFF - JUNE 2026 - PLANNING AND BUILDING SERVICES STRUCTURE IMPLEMENTATION

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 – June 2026 (**Attachment [5.6.1]**) under the *Planning and Environment Act 2017*, due to the finalisation and new appointment of positions in the Planning and Building Services and ensuring any other positions requiring planning powers are compliant.

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 Beach

SECONDED: Councillor Gilligan

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 - 1 APRIL 2026 - 30 APRIL 2026

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 1 April 2026 and 30 April 2026.

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 – 1 April 2026 – 30 April 2026.

RESOLUTION

MOVED: Councillor Snell

SECONDED: Councillor Beach

That Council receives and notes this report, the Summary of Strategic Briefings – 1 April 2026 – 30 April 2026.

CARRIED UNANIMOUSLY

5.8. DOCUMENTS SEALED, CONTRACTS VARIED, AWARDED OR EXTENDED BY CEO - 1 APRIL - 30 APRIL 2026

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 1 April 2026 to 30 April 2026. Council's *Procurement Policy (C32)*, *General Local Law 2024* and *Planning and Environment Act 1987* requires the CEO to report to Council any of the following actions undertaken to the next appropriate Meeting:

- Documents sealed;
- Contracts awarded by Council after a public tender process;
- Contracts awarded after a public tender process within the CEO's delegation; and
- Contract variations approved by the CEO above contingency.

RECOMMENDATION

That Council receives and notes this report Documents Sealed, Contracts Varied, Awarded or Extended by CEO – 1 April 2026 – 30 April 2026 those being:

1. Documents Sealed:
 - a. Section 173 Agreement between South Gippsland Shire Council and the owner of 21 Couper Street, Mirboo North for a two lot subdivision. Seal applied 21 April 2026.
 - b. Section 173 Agreement between South Gippsland Shire Council and the owner of 30 & 48 Wareeny Road, Tarwin Lower for an amended Section 173 Agreement. Seal applied 30 April 2026.

2. Contracts awarded by Council after a public tender process:
 - a. Nil
3. Contracts awarded after a public tender process within the CEO's delegation:
 - a. CON/449 for the Construction of Nyora Public Toilet Facility awarded to The Building Club Pty Ltd T/A TBC Projects, \$236,433.05 signed by CEO 14 April 2026.
4. Contract variations approved by the CEO above contingency:
 - a. Nil
5. Contract extensions approved by the CEO:
 - a. CON/371 for the Management and Cleaning of Leongatha Memorial Complex was awarded in July 2023 for an initial three-year term. An extension of one-year has been approved and signed by CEO 15 April 2026.

RESOLUTION

MOVED: Councillor Gilligan
SECONDED: Councillor Schelling

That Council receives and notes this report Documents Sealed, Contracts Varied, Awarded or Extended by CEO – 1 April 2026 – 30 April 2026 those being:

1. **Documents Sealed:**
 - a. **Section 173 Agreement between South Gippsland Shire Council and the owner of 21 Couper Street, Mirboo North for a two lot subdivision. Seal applied 21 April 2026.**
 - b. **Section 173 Agreement between South Gippsland Shire Council and the owner of 30 & 48 Wareeny Road, Tarwin Lower for an amended Section 173 Agreement. Seal applied 30 April 2026.**
2. **Contracts awarded by Council after a public tender process:**
 - a. **Nil**
3. **Contracts awarded after a public tender process within the CEO's delegation:**
 - a. **CON/449 for the Construction of Nyora Public Toilet Facility awarded to The Building Club Pty Ltd T/A TBC Projects, \$236,433.05 signed by CEO 14 April 2026.**

4. Contract variations approved by the CEO above contingency:

- a. Nil**

5. Contract extensions approved by the CEO:

- a. CON/371 for the Management and Cleaning of Leongatha Memorial Complex was awarded in July 2023 for an initial three-year term. An extension of one-year has been approved and signed by CEO 15 April 2026.**

CARRIED UNANIMOUSLY

6. COUNCILLOR REPORTS

6.1. COUNCILLOR REPORTS

Nil

6.2. REQUESTS FOR LEAVE OF ABSENCE

Nil

6.3. COUNCILLOR UPDATES

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

- Spoke on a recent visit to a local school to learn more about its trainee program, highlighting the opportunities it provides for student apprenticeships.

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

- Met with Local Historical Society representative Lyn Skillern to discuss preparations for the centenary celebrations of Leongatha Memorial Hall, which will mark 100 years in August 2026.
- Attended the Annual General Meeting of the South Gippsland Brass Band, where community member Bruce Jarrett was recognised with Life Membership.
- Participated in discussions with a university student regarding social licence and its relevance to South Gippsland.
- Attended the Live4Life Dinner alongside Mayor Hersey and Council officers, supporting youth mental health initiatives across the region.
- Attended a smoking ceremony in Mirboo North at Baromi Park.
- Attended the opening of Marinus Link in Leongatha.
- Acknowledged the community fundraising event held at Koonwarra Hall, which successfully raised \$30,000 for cancer-related causes and support services.

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

- Spoke on the issue of homelessness in South Gippsland and acknowledged the work of the Leongatha Salvation Army and local removalists for their support.
- Attended the Municipal Emergency Management Planning Meeting.
- Attended Council's Audit and Risk Committee Meeting.
- Participated as a panel member in discussions relating to gender equity and opportunities to strengthen inclusion across Victorian Councils.
- Attended flood overlay information sessions in Tarwin Lower and Sandy Point.
- Spoke on an invitation to visit the saltmarsh at Bullock Island.
- Spoke on an upcoming visit to Canberra to advocate for South Gippsland at a Coastal Round Table.

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

- Attended Council's Audit and Risk Committee Meeting.
- Attended the Korumburra Round Table Meeting and acknowledged the group's valuable role in representing a wide range of community organisations.
- Attended the Nyora Community Development Group meeting and noted the group's community survey initiative.
- Acknowledged the Poowong Community Development Group on their successful application for a Tiny Towns Grant.
- Highlighted the current arts exhibition at Coal Creek and encouraged community members to visit and support local artists.

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

- Attended the Marinus Link opening in Leongatha
- Attended the Access and Inclusion Advisory Committee Meeting and encouraged community members to provide feedback on the draft Access and Inclusion Plan
- Visited St Laurence O'Toole Primary School alongside Mayor Hersey

- Highlighted Men’s Health Week and encouraged community members to embrace the theme, “See Your GP”, promoting the importance of regular health checks.

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

- Thanked fellow Councillors for their collaborative approach and willingness to attend events and meetings on behalf of one another when required.
- Attended the Small Halls Meeting facilitated by Council.
- Attended a One Gippsland meeting in Wellington Shire alongside CEO Jones.
- Attended Council’s National Reconciliation Week flag raising event.
- Attended the Municipal Association of Victoria (MAV) State Council Meeting and thanked Council officers for their assistance and support in preparing for the meeting.
- Attended the Live4Life Dinner Event, supporting youth mental health initiatives.
- Attended the Nyora Community Development Group meeting and highlighted the value of its community survey in helping to inform and shape the Community Plan.
- Attended a site meeting at Loch Primary School regarding school safety and student drop-off arrangements, discussing opportunities to improve safety outcomes for students and families.
- Highlighted Council’s Connect with a Councillor session at Loch Public Hall.
- Attended the Gippsland Emergency Relief Fund meeting.
- Officially opened the Loch Food and Wine Festival.
- Visited St Laurence O’Toole Primary School alongside Deputy Mayor Snell.
- Highlighted Men’s Health Week and encouraged community members to embrace the theme “See Your GP”, also acknowledging Council’s barbecue event at the depot as an opportunity to promote health and wellbeing conversations.
- Attended the Leongatha Council Depot with fellow Councillors for briefings and a site walk, recognising the positive work being undertaken by depot staff across the Shire.

- Attended the World Cities Summit in Singapore and acknowledged the contribution of Simon Johnson, CEO of Food & Fibre Gippsland, in representing the region and showcasing Gippsland's strengths on the international stage.

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)(f) Agenda item 9.1 PERSONAL INFORMATION 2025/26 Community Grants Program - Round 2, designated as personal information:
 - a. being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs;
 - b. The grounds for designation have been made to protect the privacy of an individual's personal information.
2. Per s.3(1)(f) Agenda item 9.2 – PERSONAL INFORMATION - Appointment of Independent Chair - CEO Employment and Remuneration Committee, designated as personal information:
 - a. being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs;
 - b. The grounds for designation have been made to protect the privacy of individual personal information.

RESOLUTION

MOVED: Councillor Gilligan
SECONDED: Councillor Snell

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)(f) Agenda item 9.1 PERSONAL INFORMATION 2025/26 Community Grants Program - Round 2, designated as personal information:**
 - a. being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs;**
 - b. The grounds for designation have been made to protect the privacy of an individual's personal information.**

- 2. Per s.3(1)(f) Agenda item 9.2 – PERSONAL INFORMATION - Appointment of Independent Chair - CEO Employment and Remuneration Committee, designated as personal information:**
 - a. being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs;**
 - b. The grounds for designation have been made to protect the privacy of individual personal information.**

CARRIED UNANIMOUSLY

The Council Meeting moved into closed session at 3:35PM

8. MEETING CLOSED

NEXT MEETING

The next Council Meeting open to the public will be held on Wednesday, 15 July 2026 commencing at 2:00pm in the Council Chambers, Leongatha.

The Council Meeting concluded at 3:56PM

These minutes were confirmed at the Council Meeting held 15 July 2026.

Councillor Nathan Hersey, Mayor