

SOUTH GIPPSLAND SHIRE COUNCIL

Council Meeting Agenda

Wednesday 16 September 2026



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 16 September 2026
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

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.

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 19 August 2026 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 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.

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.

Allison Jones, Chief Executive Officer has declared a Material Conflict of Interest in relation to Confidential Agenda Item 9.2 PRIVATE INFORMATION - CEO Employment and Remuneration Committee Report, as it directly relates 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.

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.

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 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.

5. COUNCIL REPORTS

5.1. AQUATICS OPTIONS PAPER

Directorate:	Infrastructure Sustainability
Department:	Infrastructure Planning

Council Plan

Theme - Leading with Integrity

Council engages widely in its stewardship role.

EXECUTIVE SUMMARY

This report seeks to release the Aquatic Options Paper (**Attachment [5.1.1]**) (the Paper) for community engagement from 21 September 2026 to 25 October 2026.

Council manages six aquatic facilities for 31,109 residents – one pool for every 5,184 people, against a national average of one per 12,826, and the highest level of provision in Gippsland.

Sustaining all six venues over the next fifteen years is estimated at \$78M: the \$37M already committed in the Long-Term Financial Plan for operations, maintenance and capital, plus a further \$41M is required for full renewal. Three of the sites are at, or near, the end of their useful life.

The Paper sets out the evidence – asset condition, twenty years of visitation, operating and maintenance costs, and the capital renewal required at each venue.

Council is seeking community feedback to inform future decisions on aquatics services, as it is considering options that may include reducing the number of aquatic facilities, including the potential closure of one or more pools.

RECOMMENDATION

That Council:

- 1. Notes the Aquatic Options Paper (Attachment [5.1.1]);**
- 2. Endorses the release of the Aquatic Options Paper (Attachment [5.1.1]) for community engagement from 21 September 2026 to 25 October 2026, in accordance with *Council's Community Engagement Strategy 2026-2029*; and**
- 3. Notes that a future report will be presented to Council outlining the outcomes of the community engagement process and feedback received.**

REPORT

The purpose of this report is to recommend that Council undertake a community engagement process to better understand community needs and preferences, and to inform future decisions regarding aquatic facilities.

The report is provided in line with Councils Year 2 Council Plan action:

Finalise the development of an options paper on the current and future needs of Council's aquatic facilities, informed by community engagement, to guide long-term investment and service provision.

Council manages six aquatic facilities: outdoor pools at Foster, Korumburra, Mirboo North, Poowong and Toora, and the South Gippsland SPLASH indoor leisure centre at Leongatha. Other than SPLASH, the pools are legacy assets that pre-date the council amalgamations of the 1990s. All five outdoor pools were built and initially managed by their local communities, generally through a swimming club, before responsibility for management, maintenance and improvement transferred to Council. Friends groups and clubs at Foster, Korumburra, Mirboo North, Poowong and Toora continue to contribute significantly to their local pools.

For the past decade Council's approach has been to maintain the status quo. Rising operating costs, declining use at some venues, rapidly ageing infrastructure and increasing capital renewal costs mean that this approach can no longer be sustained. Without a planned approach, the likelihood of infrastructure failure, or of compromising Council's financial sustainability, increases every year.

DISCUSSION / OPTIONS

Council is currently in a sound financial position, but maintaining that position will not be possible without change. Rate capping means rates rise below actual cost increases, compounding over successive years, while construction and materials costs have increased faster than the rate cap in recent years. Local government in Australia receives around four cents in every dollar of taxation while delivering about a quarter of all government services, with continued cost shifting from other levels of government. Aquatic facilities compete for the same capital as roads, bridges, community buildings, sporting facilities, parks and drainage.

Community Feedback on Potential Impacts

Council does not underestimate what a local pool means to a town. The Aquatic Options Paper is explicit that considering the potential closure of an outdoor pool extends well beyond the loss of a recreational facility, and the following impacts are matters Council wants to hear about and understand better through engagement:

- Physical activity and health, particularly for children, older adults and people who rely on swimming as a low-impact form of exercise.
- Water safety education and access to learn-to-swim programs, in a country with a strong swimming culture and a drowning prevention imperative.

- Social connection and cohesion, including swimming clubs, school programs and community events that depend on these venues.
- Economic impacts, including additional travel costs for families and lost employment or income for coaches, casual staff and swim teachers.
- Town identity, local pride and the legacy of the volunteers who built and sustained these facilities.
- Equity of access, noting that residents in towns without a pool already travel significant distances.

CONSULTATION / COMMUNITY ENGAGEMENT

Community engagement on the Aquatic Options paper is proposed to occur from 21 September 2026 to 25 October 2026 via Council's community engagement platform, letters and a survey to all households and distribution of the paper via a range of media channels.

Alignment with Council's Community Engagement Policy

The proposed approach is designed to meet Council's obligations under the *Local Government Act 2020* and the Community Engagement Policy (C06) and Community Engagement Strategy.

- **Level of engagement – Consult.** Council is seeking community views on a defined problem.
- **Informed participation.** The Options Paper provides the evidence base – asset condition, twenty years of visitation, operating and maintenance costs, and forecast capital renewal at each site, so that participants have the same information available to Council.

What the engagement will and will not do

The Aquatic Options Paper is intended to inform community discussion and gather feedback. It is important to clarify what the engagement process will and will not do. The Aquatic Options Paper:

- Does not identify any individual aquatic facility for closure. However, Council recognises that, to maintain the long-term financial sustainability of aquatic services, it should consider the potential closure of one or more facilities and is seeking community feedback.
- Is not a vote or poll. Survey responses will not be counted as votes for or against a particular facility, and the number of responses received from a particular town or locality will not in itself, determine an outcome.
- Will inform, but not replace, Council's decision-making process. Council will retain responsibility for any future decisions regarding aquatic services, with community feedback considered alongside factors such as asset condition, service provision, financial impacts, risks, and strategic priorities.

RESOURCES / FINANCIAL VIABILITY

A letter and a survey will be sent to each household, and the engagement activities will be met from existing departmental budgets and delivered within existing staff resources, with support from the Communications and Customer Service teams. No additional budget allocation is sought.

RISKS

Community distress and speculation: Pools carry significant emotional and historical value, and the release of the paper will be unsettling for pool towns.

Misinformation: Incomplete or inaccurate claims can spread quickly, particularly on social media.

Impact on the aquatics workforce, clubs and volunteer committees: Lifeguards, swim teachers, casual staff, swimming clubs and the friends groups at Foster, Mirboo North, Poowong, Korumburra and Toora will be directly affected by the discussion.

Risk of not proceeding: Deferring consideration of the future provision of aquatic services does not reduce Council's asset, financial or service delivery challenges. Several aquatic assets are approaching the end of their useful life and will require ongoing investment to remain operational. Failure to proactively plan for these challenges may result in unplanned service disruptions or facility closures, limiting Council's ability to undertake a considered transition and reducing opportunities for community input into future decisions.

Financial implications: The cost of six venues over the next fifteen years is estimated at \$78M: there is \$37M already committed in the Long-Term Financial Plan for operations, maintenance and capital, plus a further \$41M required for full renewal.

STAFF DISCLOSURE

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

ATTACHMENTS

1. Aquatic Options Paper [5.1.1 - 21 pages]

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 1. Direction & Leadership

Council Policy / Strategy / Plans

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

Community Engagement Policy (C06)

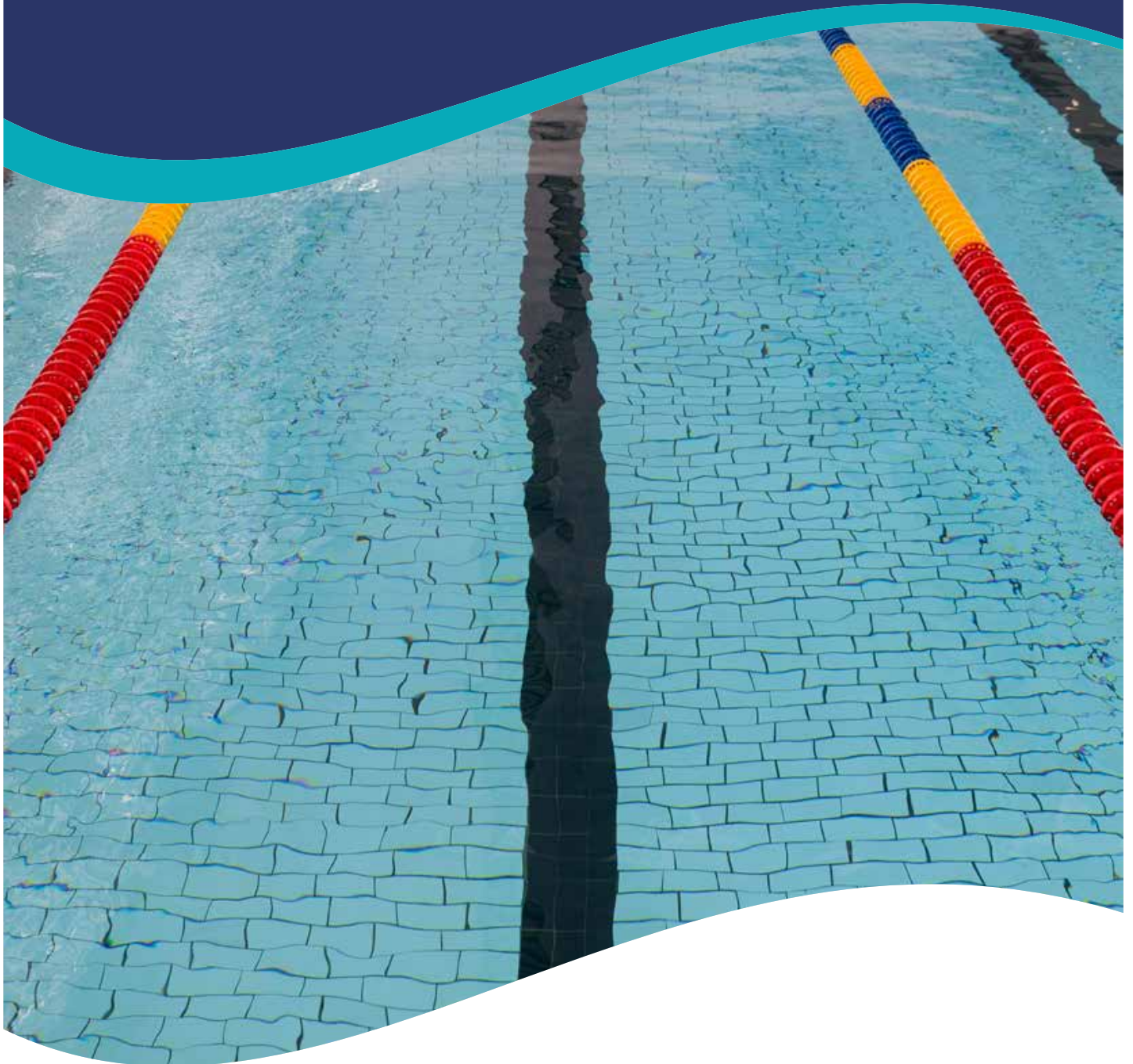
Community Engagement Strategy 2026-2029

Legislative Provisions

Local Government Act 2020

SOUTH GIPPSLAND SHIRE COUNCIL

Aquatics Options Paper



South Gippsland
Shire Council

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Acknowledgement of Country

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.



Eucalyptus, (genus Eucalyptus)

Summary

For generations, local pools have been part of summer in South Gippsland, providing a place to learn to swim, cool off on a hot day, and catch up with neighbours.

Council is proud to manage public pools and wants to keep providing great places to swim well into the future.

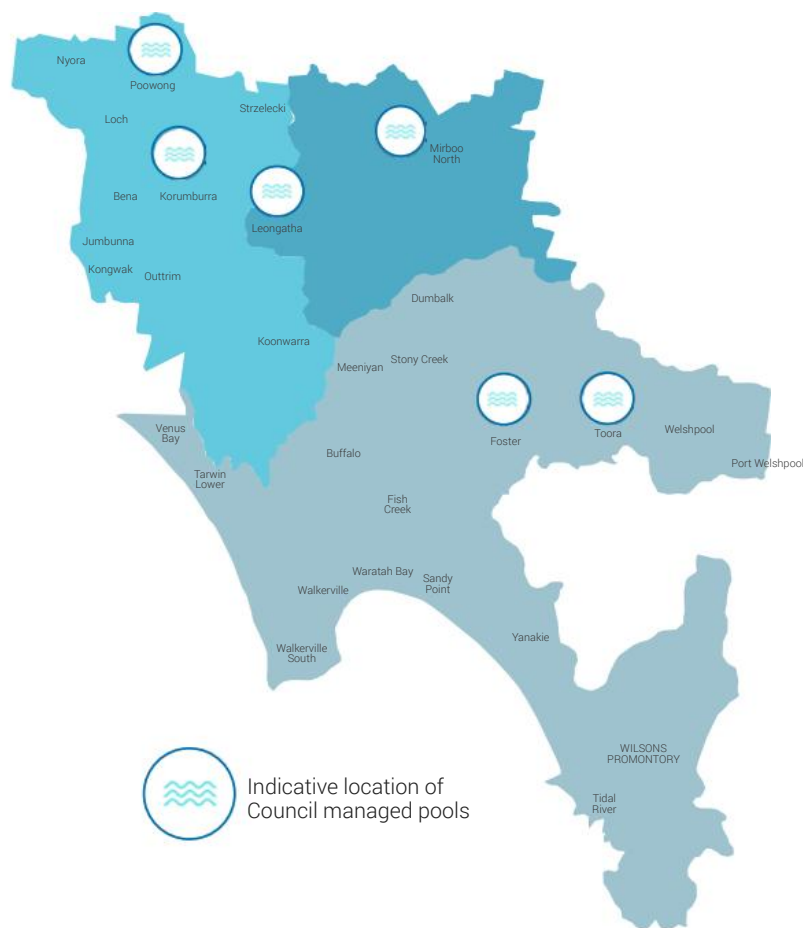
To continue to do this means confronting a difficult reality ahead. Pools are ageing, several are being used less than they once were, and the cost of running and renewing them rises every year.

This document sets out an open and transparent snapshot of where pools stand today, the challenges, the opportunities and choices ahead. It shows that several sites are nearing the end of their working life, and that the cost of each swim at some pools would be high because of the future investment they would need to keep the service running.

Council is facing increasing costs to maintain and renew its swimming pools. Sustaining the six venues over the next 15 years is estimated to cost \$78M: \$37M already committed in the Long-Term Financial Plan for operations, maintenance and capital, plus a further \$41M for full renewal. Three of the sites are at, or near, the end of their useful life.

We currently have many pools relative to the size of our population, with around one pool for every 5,184 residents. Some pools are used less than others and major investment will be needed in the future.

Council is considering options that may include reducing the number of aquatic facilities, including the potential closure of one or more pools.



This document is the starting point of an ongoing conversation with our community. It is intended to outline the current condition of the pools, and the costs involved in the operation of our aquatic facilities.

We are seeking feedback that will assist in informing future decisions that need to be made to ensure the financial sustainability of the municipality.

Council will engage further with the community about the long-term challenges Council is facing regarding the operation and renewal of all infrastructure assets. These conversations, along with feedback on this document, will help inform future decisions to be made by Council.

For six pools over 15 years



What Council would need = \$78M
What Council currently has = \$37M
What's the future GAP? = \$41M

Purpose

At the June 2026 Council Meeting the 2026/27 Annual Budget and Council Plan were adopted. The Council Plan actions focus on three main themes.

- **Leading with integrity**
- **Developing a sustainable future**
- **Empowering communities**

A key strategy of the 'Leading with Integrity' theme is to ensure Council's financial sustainability through prudent management and strategic planning.

To support this the following action was identified for the 2026/27 financial year:

Finalise development of an options paper on the current and future needs of Council's aquatic facilities, informed by community engagement, to guide long-term investment and service provision.

Over the past decade Council's approach to aquatic facilities has been to continue to maintain the status quo. However, with rising operational costs, declining use at some venues, rapidly ageing infrastructure and ever increasing capital renewal costs this approach needs to be reconsidered.

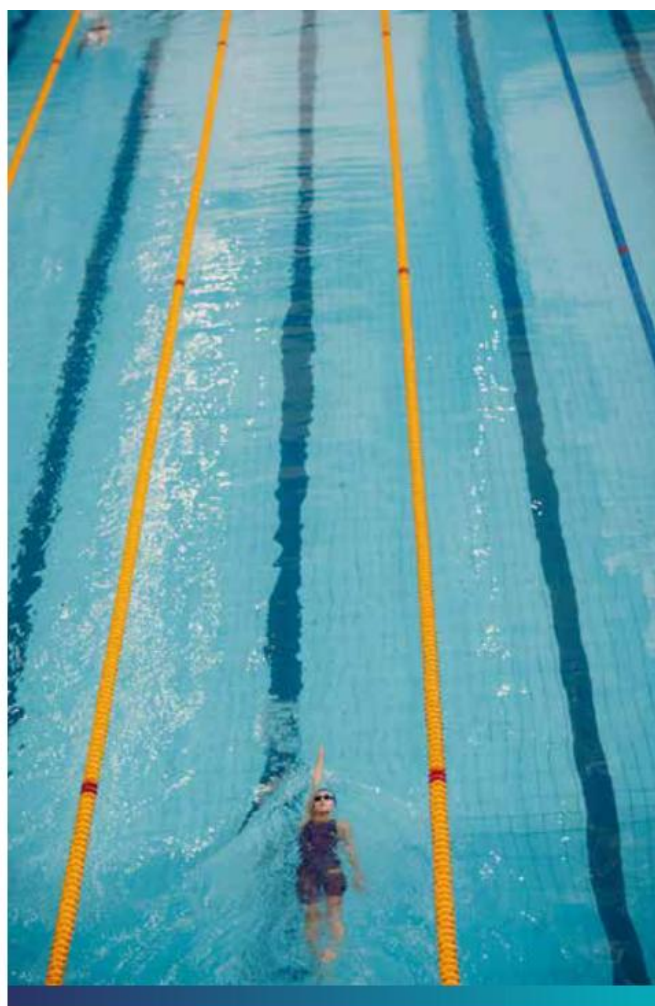
Without a planned approach to the provision of these facilities, the likelihood of infrastructure failure and/or compromising the financial sustainability of Council increases every year.

Role of Aquatic Facilities in the Community

For decades, Council's pools have been far more than concrete and water. They are where children take their first strokes, where families spend long summer afternoons, and where friendships are formed that last a lifetime. They have kept our communities healthy and active, brought people together, and taught generation after generation the water safety skills that save lives. Local communities have poured pride into these places, with dedicated volunteers giving thousands of hours to keep the pool in their town open.

The benefits of aquatic facilities include:

- Health and fitness, giving people the opportunity to enjoy the physical and mental benefits of being in active, safe and welcoming spaces that support social inclusion and a sense of connection for all members of the community.
- Opportunities to participate in aquatic activities for recreation, competition or sport.
- Community development, which adds to social capital and creates connections in communities.
- Water safety education and water confidence programs that can reduce the incidence of drowning.



Leisure:

- Family fun, play and relaxation
- Community events
- Social connection

Fitness

- Structured fitness classes
- Aqua aerobics
- Lap swimming
- Recovery and physiotherapy

Aquatic Facility Use

Sport

- Swimming clubs and schools
- Training and competitions

Education

- Swimming lessons
- Water safety
- Swimming sports

Aquatics Assets Portfolio

There are six pools managed by Council in South Gippsland:

- **Foster** Outdoor pool.
- **Korumburra** Outdoor pool.
- **Leongatha** South Gippsland SPLASH Indoor Leisure Centre.
- **Mirboo North** Outdoor pool.
- **Poowong** Outdoor pool.
- **Toora** Outdoor pool.

Other than SPLASH, the pools are legacy assets that pre-date council amalgamations in the 1990s. Six pools for approximately 31,109 people is a very high number of aquatic facilities per head of population, particularly when compared to other Gippsland municipalities.

It is important to recognise the dedication of previous generations to develop outdoor pools for their local communities.

The passion and dedication of volunteers to raise funds, construct, maintain and operate these facilities has resulted in venues that are highly valued by the community.

All five outdoor pools were initially managed directly by the local communities, generally via a local swimming club. Over time, the responsibility for ongoing management, maintenance and improvement of the pools has been transferred to Council.

These committees and groups have made a significant contribution to the pools in their towns:

- Friends of Foster Pool
- Korumburra Swimming Club.
- Friends of Mirboo North Pool.
- Friends of Poowong Pool
- Toora Pool Committee.

Korumburra Indoor Pool (Private Asset)

It is worth noting that the Korumburra Indoor Pool is operated by the Korumburra Swimming Club and is located on the outdoor pool site. The club has a land lease with Council and is responsible for the construction, operation and maintenance of the facility.

The club receives a financial maintenance contribution from Council of approximately \$6,000 per annum to support the maintenance of the facility. Along with other aquatic facilities, this pool is rapidly ageing, with no capital funds set aside by Council to support its renewal or eventual replacement. As such there can be no guarantee that the Korumburra Indoor Pool will be able to continue to operate in the long term.



Expenditure Categories

Aquatic facilities expenses are divided into the following categories:

Costs	Descriptions	Examples
Operations	The ongoing cost of opening the doors each day during a season.	Staffing, cleaning, utilities, water treatment, insurance, compliance.
Maintenance	Keeping what you have running properly and avoiding bigger failures.	Routine servicing, minor repairs, plant and equipment upkeep.
Capital Renewal	The eventual "big ticket" replacement of major components (often needed every 15 to 25+ years depending on the asset).	The ongoing cost of opening the doors each day during a season.

Current Visitation, Operation and Maintenance Cost summaries

Foster Pool

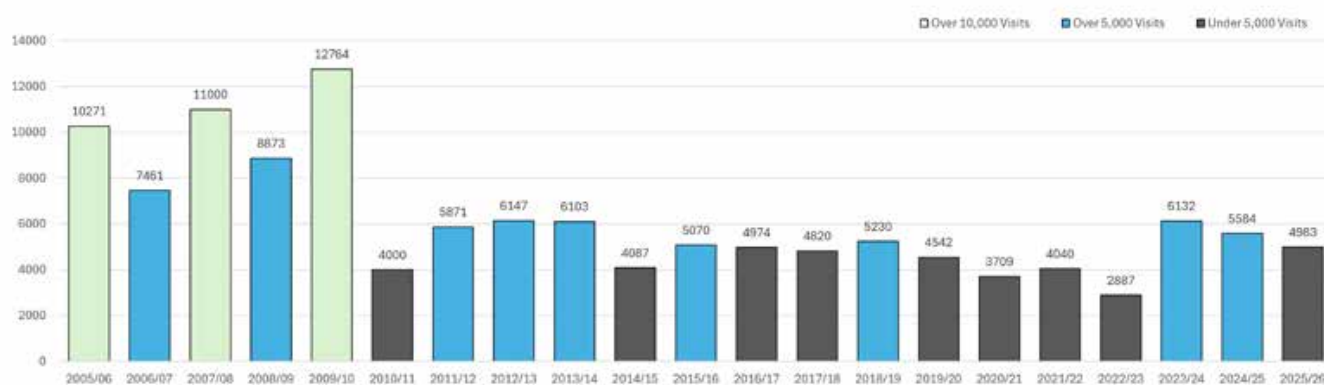
25m solar heated main pool and learn to swim heated pool.

Crown Land – Council as Committee of Management

Opened: 1990

Dates of operation: Mid-December until end of February

Pool Attendance



Year	Operations	Maintenance	Total	Attendance
2022/23	\$92,849	\$11,822	\$104,671	2,887
2023/24	\$120,127	\$37,388	\$157,515	6,132
2024/25	\$104,429	\$55,893	\$160,322	5,584
2025/26	\$110,109	\$18,764	\$128,873	4,983



Current Visitation, Operation and Maintenance Cost summaries

Korumburra Pool

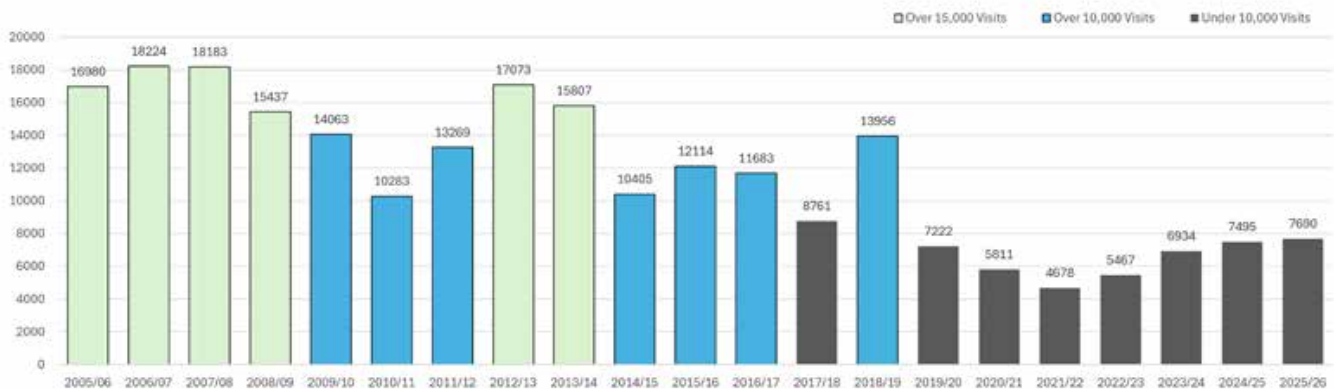
50m solar heated pool and solar heated toddler pool.

Council Owned Land

Opened: 1964

Dates of operation: Early December until Labour Day

Pool Attendance



Year	Operations	Maintenance	Total	Attendance
2022/23	\$95,843	\$30,954	\$126,797	5,467
2023/24	\$128,380	\$18,861	\$147,241	6,934
2024/25	\$128,895	\$5,310	\$134,205	7,495
2025/26	\$133,801	\$29,200	\$163,001	7,690



Current Visitation, Operation and Maintenance Cost summaries

SPLASH (Pool Only)

Gas heated 25m main pool, learn to swim heated pool and heated toddler pool.

Crown Land – Council as Committee of Management

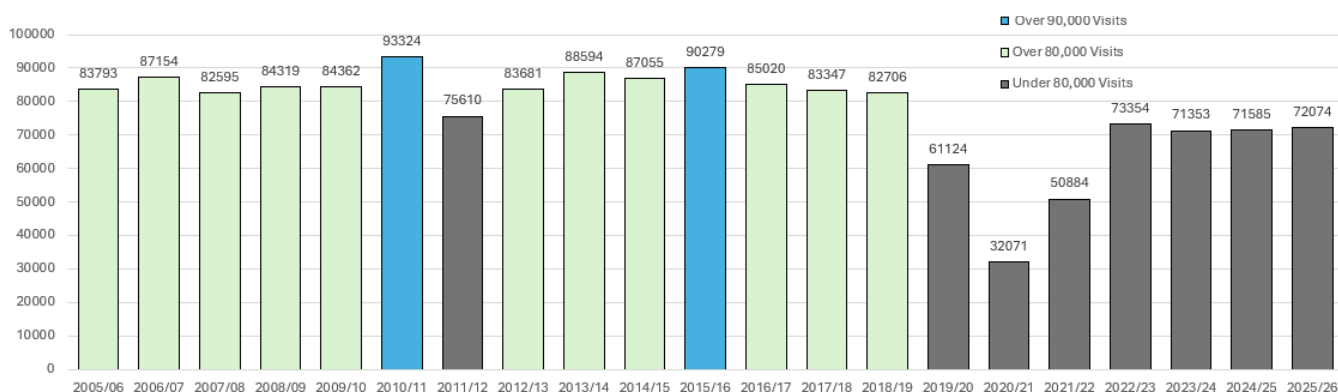
Opened: 2005

Dates of operation: Year Round

Note:

The data from 2022/23 to 2025/26 represents pool-only usage. The graphs detail pool user attendance. In a small number of years, this data was not available so the percentage from other years was used to calculate the attendance figure.

Pool Only Attendance



Year	Operations	Maintenance	Total	Attendance
2022/23	\$580,895	\$35,439	\$616,335	73,354
2023/24	\$752,258	\$48,866	\$801,151	71,353
2024/25	\$651,518	\$77,495	\$729,013	71,585
2025/26	\$717,172	\$56,429	\$773,601	72,074



Current Visitation, Operation and Maintenance Cost summaries

Mirboo North Pool

25m heat pump heated main pool, learn to swim heated pool, splash park.

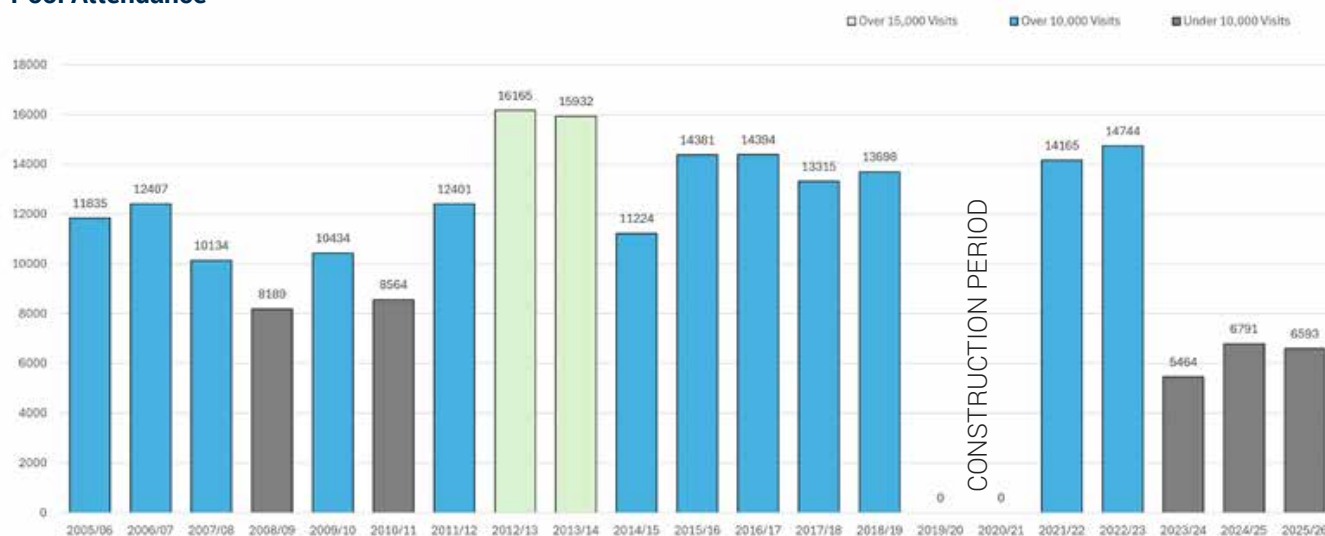
Council Owned Land

Opened: As a swimming hole in 1903. Redeveloped in 2021.

Dates of operation: mid-November until end of March

** Early season close 2023/24 and late season open in 2024/25 due to natural disaster*

Pool Attendance



Year	Operations	Maintenance	Total	Attendance
2022/23	\$154,755	\$3,037	\$157,792	14,744
2023/24	\$112,683	\$12,227	\$124,910	5,464
2024/25	\$107,817	\$4,871	\$112,688	6,791
2025/26	\$128,894	\$39,345	\$168,239	6,593



Current Visitation, Operation and Maintenance Cost summaries

Poowong Pool

33m solar heated main pool and solar heated toddler pool.

Council Owned Land

Opened: 1963

Dates of operation: Early December until Labour Day

Pool Attendance



Year	Operations	Maintenance	Total	Attendance
2022/23	\$72,830	\$25,344	\$98,174	2,088
2023/24	\$90,760	\$16,254	\$107,014	2,265
2024/25	\$94,171	\$12,435	\$106,606	2,297
2025/26	\$97,602	\$14,754	\$112,356	2,392



Current Visitation, Operation and Maintenance Cost summaries

Toora Pool

25m Covered gas heated main Pool, 12m learn to swim heated pool and splash park

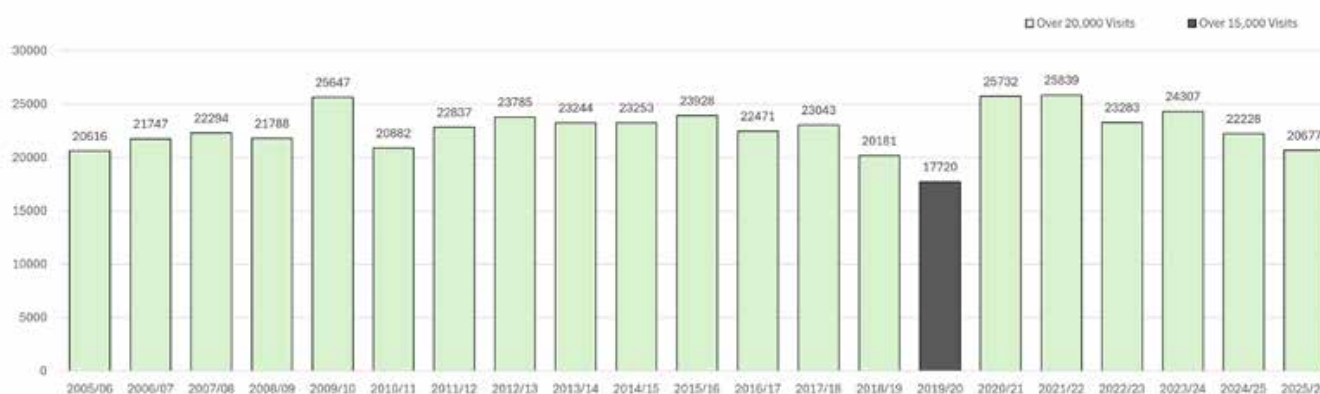
Council Owned Land

Opened: 1970

Dates of operation: early October until mid-April

Early season close 2024/25

Pool Attendance



Year	Operations	Maintenance	Total	Attendance
2022/23	\$171,820	\$32,118	\$203,938	23,283
2023/24	\$176,284	\$40,118	\$216,402	24,307
2024/25	\$179,158	\$76,872	\$256,030	22,228
2025/26	\$195,095	\$67,731	\$262,826	20,677



Aquatic Facilities vs Shire Population

In 2025, the Royal Life Saving Society of Australia State of Aquatic Facilities in Australia report indicates that *"The national average aquatic facility provisioning ratio is 1 aquatic facility per 12,826 population"*. In South Gippsland the provision level is almost 2.5 times greater than that at one pool for every 5,184 people.

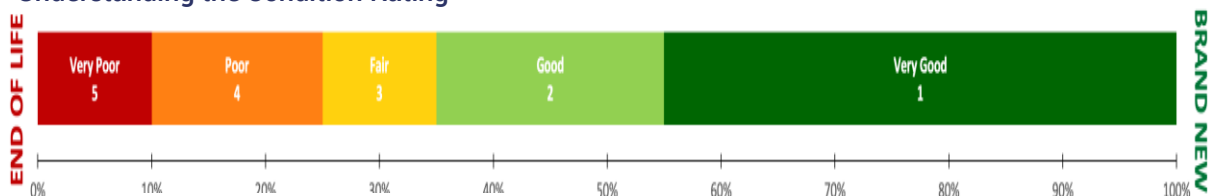
Council	Population	Leisure Centres	Outdoor Pools	Population Per Pool
South Gippsland	31,109	1	5	5,184
Other Gippsland Councils				
Bass Coast	45,000	2	0	22,500
Baw Baw	62,000	2	4	10,333
East Gippsland	49,500	2	2	12,375
Latrobe	77,000	4	2	12,833
Wellington	46,500	1	5	7,750
Comparable Regional Councils				
Colac Otway	22,273	1	1	11,137
Horsham	20,736	1	1	10,368
Mitchell	66,311	1	3	16,578
Moira	30,540	1	1	15,270
Swan Hill	21,207	1	4	4,241
Wangaratta	30,169	1	1	15,085
Warrnambool	36,150	1	1	18,075
Wodonga	46,561	1	1	23,281
Larger Regional Councils				
Ballarat	124,543	1	2	41,514
Bendigo	129,491	2	8	12,949
Geelong	299,735	4	3	42,819

Asset Condition and Cycle

Asset Condition is a strong determinant in the decision making regarding aquatic facilities. Remaining Useful life is an overall indicator of how quickly intervention is required. Facilities that do not have a chemical delivery bay will require short-term investment to continue to operate.

Location	Building Condition	Pool Plant Condition	Pool Shell Condition	Overall Years of Remaining Useful Life	Chemical Delivery Bay
Foster	3	3	4	5	Further investment required
Korumburra	4	5	5	0	Further investment required
Leongatha - SPLASH	3	2	2	20	Yes
Mirboo North	1	1	1	50	Yes
Poowong	3	2	5	5	Further investment required
Toora	2	4	3	20	Yes

Understanding the Condition Rating



1. Very Good

Free of defects, only planned and/or routine maintenance.
Only routine maintenance is required.

2. Good

Minor defects, increasing maintenance required plus planned maintenance.
Minor maintenance required.

3. Fair

Defects require regular and/or significant maintenance to reinstate service. *Significant maintenance required to return to an acceptable level of service.*

4. Poor

Significant defects, higher order cost intervention likely.
Significant renewal / upgrade required.

5. Very Poor

Physically unsound and/or beyond rehabilitation.
Immediate action required. Asset / component requires replacement.

Financial Sustainability

To be able to continue to provide services and facilities to the community, Council must remain financially sustainable.

While currently in a sound financial position, maintaining this financial strength in the future will not be possible without changes being made.

Victorian councils are operating in an increasingly complex environment, shaped by rising costs, ageing infrastructure, growing service demands and increasing community expectations.

Key pressures include:

Revenue not keeping pace with costs

Annual rate increases are limited by the Victorian Government's rate cap, which has been set below CPI in recent years. Over time, this has had a compounding effect, with Council's revenue not increasing in line with the rising cost of delivering services.

Construction and materials costs:

Construction and material costs have increased faster than the rate cap in recent years. As a result, the same level of investment now delivers less work than it did previously.

Ageing infrastructure

Many Council assets require significant investment to remain safe, functional and fit for purpose. The forecast cost of renewing or replacing this infrastructure is increasing and is expected to exceed the funding currently available.

Without changes, the gap between Council's income and the cost of maintaining existing services and infrastructure will continue to grow.



Did you know?

Local government in Australia receives just 4 cents out of every dollar of taxation yet delivers around 25 per cent of all government services, with increasing service expectations and cost shifting from other levels of Government.

Trends in Aquatics

In 2025, the Royal Life Saving Society of Australia released the State of Aquatic Facilities in Australia report, which highlighted the following issues:

- Ageing infrastructure, particularly outdoor pools built in the 1950s, 60s and '70s.
- High replacement costs, which are compounded by the seasonal nature of venues and declining usage.
- Limited funding opportunities.
- Rising operational costs that are not being offset by increased usage.
- Work demands and lifestyle choices lead people to expect flexible opening hours and a greater variety of affordable activity options at high quality, accessible facilities. In addition to SPLASH in Leongatha, South Gippsland residents have access to year round municipal public pools in Churchill, Warragul, Wonthaggi, Traralgon, etc.
- Seasonal, ageing, outdoor facilities are becoming less attractive to use. The removal of diving boards, necessary for risk management, has further reduced the use of some facilities by younger users.

The impact of these trends is particularly challenging for South Gippsland's outdoor pools. Not only are they losing their appeal, but ageing infrastructure and increased operational costs are also challenging their financial sustainability. As expectations increase and attendances decline, the pools may not be viable without significant funding for upgrades.

In recent years, there has been a shift in trends for outdoor aquatic facilities:

- Development of splash park/water play spaces to replace ageing outdoor pools.
- Very few stand-alone outdoor pools are being developed.
- Most new outdoor pools are co-located with indoor venues that offer year-round use and health and fitness spaces (gyms/program rooms) to generate additional usage and income.

"Despite their immense social, health and economic value, nearly 500 public pools are approaching the end of their operational lifespan, placing additional pressure on local governments and facility operator to secure funding for maintenance and redevelopment."

State of Aquatic Facilities in Australia 2025



Strategic Challenges

Council's outdoor pools were constructed several decades ago and require significant investment to address deteriorating structures, ageing plant and equipment, accessibility upgrades, and compliance with contemporary safety standards.

Many Victorian councils are facing similar challenges in maintaining and operating these facilities in a financially sustainable manner. It is difficult to balance competing priorities across a broad range of infrastructure assets, including roads, community buildings, sporting facilities, parks, and drainage networks.

Rising operating costs are placing further pressure on Council budgets. Expenses associated with staffing, utilities, maintenance, and regulatory compliance have increased significantly in recent years.

Seasonal usage also impacts on developing adequate justification for investing significant capital funds in these facilities. As these facilities operate only during the warmer months, it often means that they are sitting empty and unused for up to nine months of the year.

The historical development of Council's outdoor pools also means there is inequity in their provision. While some towns have access to pools within their communities' other areas face significant travel burdens to be able to access these facilities.



State of Aquatic Facilities in Australia 2025

Future Capital Renewals

Based on current asset condition, the future capital works requirements for each venue have been identified. The following table identified the work required at each venue over the next 15 years. The projected net cost per visit if this investment is made, is also outlined. These are estimates and subject to construction cost fluctuations.

Full renewal	Proposed Works	Capital Renewal	Projected cost per visit (over 15 years)	Estimated Overall Life Left
Poowong	Replacement of all pool, plant and building assets with new infrastructure	\$10M	\$275.56	5
Foster	Replacement of all pool, plant and building assets with new infrastructure	\$10M	\$145.56	5
Korumburra	Construction of new pool shells, new plant rooms, pipework and pool filtration equipment, major refurbishment / replacement of existing building structures	\$18M	\$138.00	0
Toora	New pool plant and heating equipment	\$2M	\$18.13	20
Splash	Mid-life refurbishment	\$5M	\$14.93	20
Mirboo North	No major capital works planned	-	\$11.56	50

Note: Mirboo North's projected cost per visit over the next 15 years is expected to decrease as attendance gradually returns to pre-storm levels.

External Funding Opportunities

When looking to access external means of funding aquatics, the following offerings apply:

Type	Description
Operations and ongoing maintenance (effectively unfunded)	No recurrent State grant subsidises the day-to-day operating cost of a council pool. Operating deficits are met from Council's own rates.
Capital renewal and upgrades (the main external source)	Local Sports Infrastructure Fund (LSIF) Open to all Victorian councils; grants of \$40,000 to \$500,000 for smaller components, not full renewals. Previous rounds of this program have included better pools category but with funding cap of generally \$3 million, which is focused on increased participation. Council would need a sound business case to support applications. State Budget allocations and election commitments Large pool projects are often funded through negotiated, one-off budget commitments rather than a standing program; politically driven and unpredictable. Federal contributions Typically election commitments, varying from hundreds of thousands to tens of millions; not a reliable planned funding line.

Community Considerations

Council understands that local pools are much more than physical infrastructure. They are places where generations of residents have learned to swim, families have spent summer days, friendships have formed and communities have come together.

We also recognise the significant contribution made by local volunteers, swimming clubs and community groups to establish, support and advocate for these facilities over many decades. This history and community connection are important considerations for Council.

At the same time, Council has a responsibility to be open about the challenges facing our aquatic facilities.

The cost of maintaining and renewing ageing infrastructure is increasing, while usage patterns are changing. Some facilities will require significant investment if they are to continue operating in their current form. Council must also consider the full range of services and infrastructure that communities across the Shire rely on.

This means difficult decisions about the future of aquatic services lie ahead.

No decision has been made about the future of any individual pool.

This Options Paper is the beginning of a conversation with the community about the challenges Council is facing and the choices that may need to be considered.

Council wants to hear from people who use the pools regularly, occasionally or not at all. We want to understand what aquatic facilities mean to different communities, how they are used, what people value about them, what concerns people have about possible changes and what ideas the community may have.

The views of people who do not use aquatic facilities are also important. The investment required is significant and must be considered alongside the many other services and assets Council provides across the Shire.

This conversation needs to consider more than the future of individual buildings. It must also consider water safety and learn-to-swim opportunities, health and wellbeing, social connection, accessibility, community identity, travel distances, the needs of different age groups and Council's broader financial sustainability.

There will not necessarily be easy answers.

Community feedback will not, on its own, determine the outcome, and this consultation is not a vote on whether individual pools should remain open. Council will consider community views alongside asset condition, visitation, operating costs, future capital requirements, available funding and the broader needs of the whole Shire.

The purpose of this consultation is to ensure future decisions are well informed. This is the start of the conversation, not the conclusion.

Council will consider the feedback received and continue engaging with the community as it works towards a sustainable approach to aquatic facilities across South Gippsland.

Next Steps

- Five week community consultation period from 21 September to 25 October 2026.
- Letter to households in the municipality with an invite to a survey.
- Dedicated page to be established on Council's website.
- Community feedback to be presented to Council for consideration.

SOUTH GIPPSLAND SHIRE COUNCIL

9 Smith Street (Private Bag 4) Leongatha VIC 3953

Phone: 5662 9200 Fax: 5662 3754

Email: council@southgippsland.vic.gov.au

Website: www.southgippsland.vic.gov.au

Facebook: www.facebook.com/southgippslandshirecouncil



5.2. 2025/26 FINANCIAL REPORT AND PERFORMANCE STATEMENT - AUTHORISATION OF CERTIFICATION

Directorate:	Strategy and Integrity
Department:	Governance and Integrity

Council Plan

Theme - Leading with Integrity

The 2025/26 Financial Statements and Performance Statement provides an overview of Council's performance for the 2025/26 financial year to the community and aligns with the Local Government Act 2020.

EXECUTIVE SUMMARY

The purpose of this report is to present the 2025/26 Financial Statement (**Attachment [5.2.1]**) and Performance Statement (Statements) (**Attachment [5.2.2]**); including the Governance and Management Checklist (**Attachment [5.2.3]**) to Council for consideration.

It is recommended that Council provide in-principle approval to the Statements and authorise two Councillors to certify the Statements in their final form on behalf of Council for the year ended 30 June 2026, in accordance with the requirements of the *Local Government Act 2020*.

RECOMMENDATION

That Council:

- 1. Provides "in principle" approval to the Financial Statement (Attachment [5.2.1]) and Performance Statement (Attachment [5.2.2]) for the year ended 30 June 2026;**
- 2. Authorises the Mayor - Councillor Nathan Hersey, Councillor Sarah Gilligan as member of Council's Audit and Risk Committee, Council's Chief Executive Officer, Allison Jones and Principal Accounting Officer, Taryn Macfarlane to certify the Financial and Performance Statements on behalf of Council for the year ended 30 June 2026;**
- 3. Authorises the Mayor - Councillor Nathan Hersey and Council's Chief Executive Officer, Allison Jones to certify the 2025/26 Governance and Management Checklist (Attachment [5.1.3]), on behalf of Council;**
- 4. Sends the Annual Performance and Financial Statements for the year ended 30 June 2026 to the Victorian Auditor-General's Office (VAGO) for certification; and**

5. **Authorises the Chief Executive Officer to make any administrative and non-material changes to the Statements as recommended by the Victorian Auditor-General's Office (VAGO); and**
6. **Upon receipt of the Independent Auditor's Report, include this with the Financial Statement and Performance Statements, combine these documents with the Report of Operations to be endorsed by Council on 21 October 2026, to form the full 2025/26 Annual Report.**

REPORT

As per section 99 of the *Local Government Act 2020* (the Act), and in order for the Victorian Auditor-General's Office (VAGO) to provide an Audit Report certifying Council's 2025/26 Financial and Performance Statements, Council must first provide in-principle approval of the Statements and authorise two Councillors to certify the Statements in their final form.

The Draft Statements were presented to Council's Audit and Risk Committee on 25 August 2026.

VAGO representatives were in attendance and tabled a closing Audit report. The annual accounts and financial statements are a key transparency and public assurance measure, providing information to the community about Council's financial position.

Under the provisions of the Act, a Council cannot submit its Financial and Performance Statements to the Auditor-General or the Minister for Local Government (the Minister) unless a resolution has been passed by Council, authorising two Councillors to certify the Statements in their final form (*section 99(3) of the Act*).

Once the Auditor's Report on the Statements have been received by Council, they will be incorporated into the full *2025/26 Annual Report*. This Annual Report must then be presented at a Council Meeting open to the public within four months of the end of the financial year; therefore, no later than 31 October 2026.

The table below sets out the process:

Process	Date
Draft Audited Financial and Performance Statements presented to Audit and Risk Committee	25 August 2026
Council approval for two Councillors to certify the Financial and Performance Statements in their final form	16 September 2026
Certifications signed by the two nominated Councillors, following the Council Meeting	16 September 2026
Auditor-General issues audit reports	Upon receipt of signed certifications
Council Meeting to consider 2025/26 Annual Report in full	21 October 2026

Governance and Management Checklist

The Governance and Management Checklist (**Attachment [5.2.3]**) is consistent with the *Local Government (Planning and Reporting) Regulations 2020* and the Act and requires certification by the Mayor and the Chief Executive Officer.

It is recommended these certifications are made at the same time as the Financial and Performance Statements so it can be included in the full *2025/26 Annual Report*, which will be presented at the 21 October 2026 Council Meeting.

CONSULTATION / COMMUNITY ENGAGEMENT

The draft audited Financial and Performance Statements were presented to the Audit and Risk Committee on 25 August 2026.

RESOURCES / FINANCIAL VIABILITY

Nil

RISKS

The recommendations in this report comply with the statutory requirements of the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

STAFF DISCLOSURE

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

ATTACHMENTS

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

1. 2025/26 Financial Statement - 16 September 2026 Council Meeting [**5.2.1** - 64 pages]
2. 2025/26 Performance Statement - 16 September 2026 [**5.2.2** - 17 pages]
3. 2025/26 Governance and Management Checklist - 16 September 2026 Council Meeting [**5.2.3** - 6 pages]

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 8. Monitoring & Performance Review

Council Policy / Strategy / Plans

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

Long-Term Financial Strategies

Annual Budget

Long Term Financial Plan

Legislative Provisions

Local Government (Governance and Integrity) Regulations 2020

Local Government Act 2020

SOUTH GIPPSLAND SHIRE COUNCIL

FINANCIAL STATEMENT

FOR THE YEAR ENDED 30 JUNE 2026



South Gippsland Shire Council

ANNUAL FINANCIAL REPORT for the year ended 30 June 2026



South Gippsland Shire Council

2025-26 Financial Report

Annual Financial Report

for the year ended 30 June 2026

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South Gippsland Shire Council

2025-26 Financial Report

Annual Financial Report

for the year ended 30 June 2026

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Content Overview

These financial statements are General Purpose Financial Statements for South Gippsland Shire Council.

All figures presented in these financial statements are presented in Australian Currency.

These financial statements were authorised for issue by the Council on 16 September 2026.
Council has the power to amend and reissue these financial statements.

South Gippsland Shire Council

2025-26 Financial Report

Annual Financial Report

for the year ended 30 June 2026

Certification of the Financial Statements

In my opinion, the accompanying financial statements have been prepared in accordance with the *Local Government Act 2020*, the *Local Government (Planning and Reporting) Regulations 2020*, the Australian Accounting Standards and other mandatory professional reporting requirements.

Taryn Macfarlane, CPA
Principal Accounting Officer
Dated: 16 September 2026

In our opinion, the accompanying financial statements present fairly the financial transactions of the South Gippsland Shire Council for the year ended 30 June 2026 and the financial position of the Council as at that date.

At the date of signing, we are not aware of any circumstances which would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2020* to certify the financial statements in their final form.

Cr Nathan Hersey
Mayor
Dated: 16 September 2026

Cr Sarah Gilligan
Councillor (Audit and Risk Committee Member)
Dated: 16 September 2026

Allison Jones
Chief Executive Officer
Dated: 16 September 2026

South Gippsland Shire Council

2025-26 Financial Report

Annual Financial Report

for the year ended 30 June 2026

Victorian Auditor-General's Office Report

Insert VAGO Report here

South Gippsland Shire Council

2025-26 Financial Report

Annual Financial Report

for the year ended 30 June 2026

Victorian Auditor-General's Office Report (continued)

Insert VAGO Report here

South Gippsland Shire Council

2025-26 Financial Report

Comprehensive Income Statement

for the year ended 30 June 2026

	Note	2026 \$ '000	2025 \$ '000
Income / Revenue			
Rates and charges	3.1	54,485	52,539
Statutory fees and fines	3.2	1,075	977
User fees	3.3	5,600	4,731
Grants - operating	3.4	21,748	27,615
Grants - capital	3.4	16,057	9,956
Contributions - monetary	3.5	1,129	630
Contributions - non-monetary	3.5	2,797	6,689
Net gain on disposal of property, plant and equipment	3.6	—	11
Other income	3.7	2,195	2,067
Found assets	3.8	—	1,423
Total income / revenue		105,086	106,638
Expenses			
Employee costs	4.1	31,298	30,987
Materials and services	4.2	24,557	31,517
Depreciation	6.1	15,753	13,723
Amortisation - Intangible assets		356	—
Depreciation - Right of use assets		92	92
Allowance for expected credit losses		(1)	(13)
Borrowing costs		215	161
Finance Costs - Leases		2	4
Net loss on disposal of property, plant and equipment	3.6	898	—
Net loss on disposal of infrastructure	4.4	2,503	6,267
Fair value decrement on investment properties	6.2	32	—
Other expenses	4.3	3,505	3,290
Total expenses		79,210	86,028
Surplus/(deficit) for the year		25,876	20,610
Other comprehensive income:			
Items that will not be reclassified to surplus or deficit in future periods			
Net asset revaluation gain/(loss)	6.1	64,647	18,339
Total items which will not be reclassified subsequently to the operating result		64,647	18,339
Total other comprehensive income		64,647	18,339
Total comprehensive result		90,523	38,949

The above comprehensive income statement should be read in conjunction with the accompanying notes.

South Gippsland Shire Council

2025-26 Financial Report

Balance Sheet

as at 30 June 2026

	Note	2026 \$ '000	2025 \$ '000
Assets			
Current assets			
Cash and cash equivalents	5.1	6,182	6,869
Trade and other receivables	5.1	11,576	10,257
Other financial assets	5.1	36,336	13,322
Inventories	5.2	183	208
Prepayments	5.2	995	673
Total current assets		55,272	31,329
Non-current assets			
Property, infrastructure, plant and equipment	6.1	950,736	883,617
Investment property	6.2	825	857
Intangible assets	5.2	2,848	–
Right-of-use assets		85	177
Total non-current assets		954,494	884,651
Total assets		1,009,766	915,980
Liabilities			
Current liabilities			
Trade and other payables	5.3	2,879	3,159
Trust funds and deposits	5.3	3,451	2,821
Contract and other liabilities	5.3	2,134	1,170
Provisions	5.5	8,166	7,511
Interest-bearing liabilities	5.4	1,276	1,236
Lease liabilities		87	94
Total current liabilities		17,993	15,991
Non-current liabilities			
Provisions	5.5	9,029	6,406
Interest-bearing liabilities	5.4	7,788	9,063
Lease liabilities		–	87
Total non-current liabilities		16,817	15,556
Total liabilities		34,810	31,547
Net assets		974,956	884,433
Equity			
Accumulated surplus		282,813	271,898
Reserves	9.1	692,143	612,535
Total Equity		974,956	884,433

The above balance sheet should be read in conjunction with the accompanying notes.

South Gippsland Shire Council

2025-26 Financial Report

Statement of Changes in Equity
for the year ended 30 June 2026

	Note	Total \$ '000	Accumulated Surplus \$ '000	Revaluation Reserves \$ '000	Other Reserves \$ '000
2026					
Balance at beginning of the financial year		884,433	271,898	600,483	12,052
Surplus/(deficit) for the year		25,876	25,876	–	–
Other comprehensive income					
Net asset revaluation gain/(loss)	6.1	64,647	–	64,647	–
Other comprehensive income		64,647	–	64,647	–
Total comprehensive income		90,523	25,876	64,647	–
Transfers to other reserves	9.1	–	(21,579)	–	21,579
Transfers from other reserves	9.1	–	6,618	–	(6,618)
Balance at end of the financial year		974,956	282,813	665,130	27,013
2025					
Balance at beginning of the financial year		845,484	261,785	582,144	1,555
Surplus/(deficit) for the year		20,610	20,610	–	–
Other comprehensive income					
Net asset revaluation gain/(loss)	6.1	18,339	–	18,339	–
Other comprehensive income		18,339	–	18,339	–
Total comprehensive income		38,949	20,610	18,339	–
Transfers to other reserves	9.1	–	(10,519)	–	10,519
Transfers from other reserves	9.1	–	22	–	(22)
Balance at end of the financial year		884,433	271,898	600,483	12,052

The above statement of changes in equity should be read in conjunction with the accompanying notes.

South Gippsland Shire Council

2025-26 Financial Report

Statement of Cash Flows

for the year ended 30 June 2026

	Note	2026 Inflows/ (Outflows) \$ '000	2025 Inflows/ (Outflows) \$ '000
Cash flows from operating activities			
Rates and charges		54,218	51,306
Statutory fees and fines		1,075	977
User fees		6,160	5,204
Grants - operating		21,748	27,497
Grants - capital		17,021	9,594
Contributions - monetary		1,129	630
Interest received		1,103	608
Trust funds and deposits taken		981	805
Other receipts		223	154
Net GST refund		3,732	6,118
Employee costs		(30,716)	(31,164)
Materials and services		(29,537)	(40,448)
Trust funds and deposits repaid		(351)	(418)
Other payments		(3,992)	(3,494)
Net cash provided by/(used in) operating activities	9.2	42,794	27,369
Cash flows from investing activities			
Payments for property, infrastructure, plant and equipment	6.1	(20,090)	(34,685)
Proceeds from sale of property, infrastructure, plant and equipment		1,167	757
Payments for term deposits		(78,665)	(42,655)
Redemption of term deposits		55,653	45,659
Net cash provided by/(used in) investing activities		(41,935)	(30,924)
Cash flows from financing activities			
Finance costs		(215)	(161)
Proceeds from borrowings		–	3,022
Repayment of borrowings		(1,235)	(1,012)
Interest paid - lease liability		(2)	(4)
Repayment of lease liabilities		(94)	(92)
Net cash flow provided by/(used in) financing activities		(1,546)	1,753
Net Increase (decrease) in cash and cash equivalents		(687)	(1,802)
Cash and cash equivalents at the beginning of the financial year		6,869	8,671
Cash and cash equivalents at the end of the financial year		6,182	6,869

The above statement of cash flows should be read in conjunction with the accompanying notes.

South Gippsland Shire Council

2025-26 Financial Report

Statement of Capital Works

for the year ended 30 June 2026

	Note	2026 \$ '000	2025 \$ '000
Property			
Buildings		1,073	2,746
Heritage buildings		135	(2)
Total buildings		1,208	2,744
Total property		1,208	2,744
Plant and equipment			
Plant, machinery and equipment		2,369	3,037
Computers and telecommunications		829	494
Total plant and equipment		3,198	3,531
Infrastructure			
Roads		10,545	17,355
Bridges		1,076	244
Major culverts		(3)	105
Footpaths and cycleways		294	624
Drainage		338	333
Kerb & channel		157	390
Recreational, leisure and community facilities		2,090	760
Car parks		10	15
Waste management		313	2,102
Parks, open space and streetscapes		414	6,266
Waterway infrastructure		158	24
Other infrastructure		292	192
Total infrastructure		15,684	28,410
Total capital works expenditure	6.1	20,090	34,685
Represented by:			
New asset expenditure		216	54
Asset renewal expenditure		18,767	33,017
Asset expansion expenditure		328	1,497
Asset upgrade expenditure		779	117
Total capital works expenditure		20,090	34,685

The above statement of capital works should be read in conjunction with the accompanying notes.

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 1. Overview

Introduction

The South Gippsland Shire Council was established by an Order of the Governor in Council on 2 December 1994 and is a body corporate. The Council's main office is located at 9 Smith Street, Leongatha.

Statement of compliance

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The general purpose financial report complies with Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 2020*, and the *Local Government (Planning and Reporting) Regulations 2020*.

The Council is a not-for-profit entity and therefore applies the additional AUS paragraphs applicable to a not-for-profit entity under the Australian Accounting Standards.

Accounting policy information

1.1 Basis of accounting

Accounting policies are selected and applied in a manner which ensures that the resulting financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substance of the underlying transactions or other events is reported. Specific accounting policies applied are disclosed in sections where the related balance or financial statement matter is disclosed.

The accrual basis of accounting has been used in the preparation of these financial statements, except for the cash flow information, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

The financial statements are based on the historical cost convention unless a different measurement basis is specifically disclosed in the notes to the financial statements.

The financial statements have been prepared on a going concern basis. The financial statements are in Australian dollars. The amounts presented in the financial statements have been rounded to the nearest thousand dollars unless otherwise specified. Minor discrepancies in tables between totals and the sum of components are due to rounding.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AAS's that have significant effects on the financial statements and estimates relate to:

- the fair value of land, buildings, infrastructure, plant and equipment (refer to Note 6.1.)
- the determination of depreciation for buildings, infrastructure, plant and equipment (refer to Note 6.1.).
- the determination of employee provisions (refer to Note 5.5.).
- the determination of landfill provisions (refer to Note 5.5.)
- the determination of whether performance obligations are sufficiently specific so as to determine whether an arrangement is within the scope of *AASB 15 Revenue from Contracts with Customers* or *AASB 1058 Income of Not-for-Profit Entities* (refer to Note 3)
- the determination, in accordance with *AASB 16 Leases*, of the lease term, the estimation of the discount rate when not implicit in the lease and whether an arrangement is in substance short-term or low value (refer to Note 5.6)
- other areas requiring judgements

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 1. Overview (continued)

Goods and Services Tax (GST)

Income and expenses are recognised net of the amount of associated GST. Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the taxation authority is included with other receivables or payables in the balance sheet.

1.2 Impact of emergencies and natural disasters

During 2025–26, emergencies and natural disasters impacted Council's operations. Council identified the following significant financial impacts:

- Additional revenue – \$1.92 million in operating grants were received in 2025-26 from disaster recovery funding arrangements for costs incurred prior to 2025-26 and \$9.41 million in capital grants were received in 2025-26 for reconstruction of essential public assets for costs incurred in 2025-26 and prior.
- Additional costs – No additional costs were incurred in materials and services or employee costs in relation to emergencies or natural disasters in 2025-26. \$1.34 million of capital works were incurred for reconstruction of essential public assets.

Disaster recovery funding is recognised when Council has incurred eligible expenditure and considers recovery to be sufficiently certain, having regard to the applicable funding arrangements, eligibility requirements, supporting documentation and claim approval processes. Council has assessed the operating and capital classification of the funding based on the nature of the underlying expenditure and projects.

Council also considered whether disaster-affected assets required derecognition, impairment, reassessment of useful lives or changes to residual values. Any asset derecognition arising from reconstruction and replacement works has been recognised in the financial statements.

1.3 Impacts of other external events

Council has considered ongoing external events that have contributed to volatility in international markets, disrupted global supply chains and increased inflationary pressure, including the risk that they may cause significant changes in the carrying values of assets and liabilities in the next financial year, and has concluded that there is no material impact on the 2025-26 financial report that requires additional disclosure.

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 2. Analysis of our results

Note 2.1 Performance against budget

The performance against budget notes compare Council's financial plan, expressed through its annual budget, with actual performance. The *Local Government (Planning and Reporting) Regulations 2020* requires explanation of any material variances. Council has adopted a materiality threshold of greater of 5 percent and \$100,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

These notes are prepared to meet the requirements of the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

2.1.1 Income / Revenue and expenditure

	Budget 2026 \$ '000	Actual 2026 \$ '000	Variance \$ '000	Variance %	Ref
Income / Revenue					
Rates and charges	54,453	54,485	32	0%	
Statutory fees and fines	1,056	1,075	19	2%	
User fees	5,555	5,600	45	1%	
Grants - operating	14,056	21,748	7,692	55%	1
Grants - capital	6,980	16,057	9,077	130%	2
Contributions - monetary	919	1,129	210	23%	3
Contributions - non monetary	452	2,797	2,345	519%	4
Other income	2,161	2,195	34	2%	
Total income / revenue	85,632	105,086	19,454	23%	
Expenses					
Employee costs	32,311	31,298	1,013	3%	
Materials and services	25,093	24,557	536	2%	
Depreciation	13,557	15,753	(2,196)	(16)%	5
Amortisation - intangible assets	—	356	(356)	(100)%	6
Depreciation - right of use assets	92	92	—	0%	
Allowance for impairment losses	—	(1)	1	(100)%	
Borrowing costs	220	215	5	2%	
Finance costs - leases	2	2	—	0%	
Net loss on disposal of property, plant and equipment	—	898	(898)	(100)%	7
Fair value decrement on investment properties	—	32	(32)	(100)%	
Net loss on disposal of infrastructure	—	2,503	(2,503)	(100)%	8
Other expenses	3,212	3,505	(293)	(9)%	
Total expenses	74,487	79,210	(4,723)	(6)%	
Surplus/(deficit) for the year	11,145	25,876	14,731	132%	

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 2.1 Performance against budget (continued)

(i) Explanation of material variations

Variance Ref	Explanation
-----------------	-------------

- | | |
|----|--|
| 1. | Operating grants received are higher than budgeted due to the Victorian Grants Commission providing 80% of the 2026-27 Financial Assistance Grant allocation in 2025-26 on top of the remaining 50% of the 2025-26 allocation (an increase of \$4.9 million over budget), as well as \$1.9 million received relating to disaster relief funding. |
| 2. | Capital grants received are higher than budgeted due to \$9.1 million received relating to disaster relief funding. |
| 3. | Monetary contributions received are higher than budgeted due to contributions to capital received for Great Southern Rail Trail (\$0.09 million) and Korumburra Recreation Reserve (\$0.04 million) |
| 4. | Non-monetary contributions include assets gifted on the completion of three different developments. Council takes a conservative approach when budgeting for these contributions. |
| 5. | Higher depreciation than budgeted is due to an increase in property and infrastructure values subsequent to the original budget being prepared due to revaluations and indexations applied as of 30 June 2025. |
| 6. | Amortisation of intangible assets is higher than budgeted due to the recognition of the airspace of the new Cell 5 of the Koonwarra Landfill in 2025-26. |
| 7. | Loss on disposal of property, plant and equipment is due to the disposal of the assets of the Waratah Bay Caravan Park where Council is no longer the Committee of Management, therefore no proceeds of sale to offset the disposal. |
| 8. | Infrastructure asset disposals are as a result of renewing or upgrading property and infrastructure, these are not included in the original budget. |

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 2.1 Performance against budget (continued)

2.1.2 Capital works

	Budget 2026 \$ '000	Actual 2026 \$ '000	Variance \$ '000	Variance %	Ref
Property					
Buildings	2,038	1,073	(965)	(47)%	1
Heritage buildings	153	135	(18)	(12)%	
Total buildings	2,191	1,208	(983)	(45)%	
Total property	2,191	1,208	(983)	(45)%	
Plant and equipment					
Plant, machinery and equipment	2,448	2,369	(79)	(3)%	
Computers and telecommunications	760	829	69	9%	
Total plant and equipment	3,208	3,198	(10)	0%	
Infrastructure					
Roads	11,812	10,545	(1,267)	(11)%	2
Bridges	2,202	1,076	(1,126)	(51)%	3
Major culverts	—	(3)	(3)	100%	
Footpaths and cycleways	81	294	213	263%	4
Drainage	250	338	88	35%	
Kerb & channel	150	157	7	5%	
Recreational, leisure and community facilities	1,522	2,090	568	37%	5
Car parks	—	10	10	100%	
Waste management	240	313	73	30%	
Parks, open space and streetscapes	—	414	414	100%	6
Waterway infrastructure	—	158	158	100%	7
Other infrastructure	—	292	292	100%	8
Total infrastructure	16,257	15,684	(573)	(4)%	
Total capital works expenditure	21,656	20,090	(1,566)	(7)%	
Represented by:					
New asset expenditure	—	216	216	100%	
Asset renewal expenditure	19,826	18,767	(1,059)	(5)%	
Asset expansion expenditure	—	328	328	100%	
Asset upgrade expenditure	1,830	779	(1,051)	(57)%	
Total capital works expenditure	21,656	20,090	(1,566)	(7)%	

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 2.1 Performance against budget (continued)

(i) Explanation of material variations

Variance Explanation

Ref	
1.	Capital works on buildings are under budget largely due to \$0.53 million budgeted on community centres carried forward to the reserve for the Mirboo North Railway Station Refurbishment project.
2.	Capital works on roads are under budget due to \$1.5 million sealed rehabilitation works on Bridge Street, Korumburra delayed and carried forward to 2026-27 due to the global energy unrest and \$1.4 million works on Simons Lane, Leongatha realignment delayed to 2026-27 due to extended design and investigation requirements. The underspend is offset by \$0.98 million spent on landslips due to previous storm events.
3.	Original budget of \$1.1 million for Bass Valley Road Bridges carried forward to 2026-27 due to permitting delays.
4.	Footpaths and cycleway spend is above original budget due to \$0.27 million carried forward from 2024-25 for the Great Southern Rail Trail signage project.
5.	Recreational, leisure and community facilities works are above original budget due to \$0.41 on the Korumburra Skate Park carried forward from 2024-25.
6.	Parks, open space and streetscape works relate to Korumburra Commercial Streetscape and Leongatha & Korumburra Railway Station Precincts projects carried forward from 2024-25.
7.	Waterway infrastructure works relate to the Seawalls Restoration Program project in Port Welshpool carried forward from 2024-25.
8.	Other infrastructure largely relates to works related to the AusNet Energy Resilience Community Fund project carried forward from 2024-25.

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 2.2 Analysis of Council results by program

2.2.1 Analysis of Council results by program

Council delivers its functions and activities through the following programs.

CEO Directorate

Chief Executive Office

The Office of the Chief Executive Officer builds strong and productive relationships with government and key regional agencies to strengthen the performance of Council.

Strategy & Integrity Directorate

Strategy & Integrity Management

The Strategy & Integrity Directorate provides services to the organisation, including:

- Financial Strategy;
- Governance; and
- Regional Partnerships

Financial Strategy

The Financial Strategy Department is dedicated to delivering comprehensive financial planning and effective budget management, ensures accurate rates and valuation services, oversees insurance, coordinates disaster funding arrangements and manages procurement and tendering processes. It's commitment extends to coordinating internal audits and the Audit and Risk Committee, ensuring regulatory and legislative compliance, and providing robust financial support to all departments, teams, and individuals within the organisation. The Department is driven by three key teams being the Accounting, Rates and Revenue and Procurement and Assurance teams.

Governance

The Governance Department delivers services from the Council Business team to the community, Councillors and staff. It provides support for Council meetings, briefings and hearings, corporate planning, monitoring and reporting, including development of the Council Plan and Annual Report. It leads policy review and provides reform support including the Local Government Act. Additionally, the Governance Department coordinate the handling of freedom of information requests, risk management and road naming.

Regional Partnerships

The Regional Partnerships Department leads the development and implementation of key Council Strategies and Policies related to Economic Development and Communications and Advocacy service areas while connecting and engaging with key stakeholders across the community, business and government.

Culture and Capability Directorate

Culture and Capability Management

The Culture and Capability Directorate provides services including:

- Digital & Technology; and
- People and Culture

Digital & Technology

The Digital & Technology Department work across all areas of Council to provide cost-effective technology and services. It aims to deliver the best quality services to the Community and provide contemporary tools for staff to operate efficiently. The team consists of Business Improvement including Privacy, Corporate Information Management, and Information Technology.

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 2.2 Analysis of Council results by program (continued)

People & Culture

The People & Culture Department strive for a safe, healthy and high performing workplace, in which our people can grow both personally and professionally. It manages recruitment, workplace relations and industrial relations, gender equity & diversity and inclusion, organisational learning & development, occupational health, safety & wellbeing, human resources & performance management, workers compensation and return to work management and payroll.

Infrastructure Sustainability Directorate

Infrastructure Sustainability Management

The Infrastructure Sustainability Directorate provides services including:

- Infrastructure Delivery;
- Infrastructure Maintenance;
- Infrastructure Planning; and
- Open Space & Environment

Infrastructure Delivery

The Infrastructure Delivery Department delivers Council's civil and building capital works program, building maintenance programs, and community infrastructure works. This includes the delivery of associated services such as civil design, building maintenance, and oversight of engineering for developments in accordance with the service levels for development referrals.

Infrastructure Maintenance

The Infrastructure Maintenance Department provides a safe and trafficable road network by maintaining Council and associated gravel and sealed roads, and road infrastructure assets including roads, drainage, bridges, culverts, footpaths, and waterway assets. It delivers construction projects and provides a rapid response and afterhours call out service to maintain Council's roads and associated road infrastructure assets.

Infrastructure Planning

The Infrastructure Planning Department is responsible for the planning and managing of Council Assets to enable Council services to be delivered in an effective and efficient manner. This also encompasses waste management services, sustainability services, and sport and recreation.

Open Space & Environment

The Open Space & Environment Department manages recreational and public areas in the form of open space, natural and foreshore bush reserves, and parks and gardens. It includes grass mowing, garden maintenance and planting, urban / rural tree maintenance, public amenities and BBQ cleaning, playground replacement, landscape structure maintenance, rural roadside vegetation maintenance, urban fire hazard slashing, Great Southern Rail Trail maintenance, and control of roadside weeds to improve biodiversity outcomes.

Empowering Communities Directorate

Empowering Communities Management

The Empowering Communities Directorate provides services including:

- Visitor, Community and Culture;
- Planning & Building Services; and
- Community Health & Safety

The Director of Empowering Communities is also a Library Board liaison and the budget for Empowering Communities Management includes Council's annual contribution.

Visitor, Community and Culture

The Visitor, Community & Culture Department provides a wide variety of community-focused services that lead Council's functions in community strengthening, tourism, events, advocacy, arts and culture, social planning and emergency management.

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 2.2 Analysis of Council results by program (continued)

Planning & Building Services

The Planning & Building Services Department undertakes strategic planning to prepare long-term landuse planning policies and planning schemes, aligned to State Government requirements, to address a range of environments, economic and social matters. It supports community members to ensure their development needs align with these policies and planning schemes through their planning permits.

Community Health & Safety

The Community Health & Safety Department provides services to the community including animal management, building/planning enforcement, fire prevention, local laws development/ enforcement, litter prevention, permits for places of public entertainment, parking control, registration of food, health and accommodation premises, report and consent applications for new buildings, school crossings and wastewater. It also supports, connects, engages and advocates for communities, children and families and individuals in South Gippsland with Children and Family Services, Community Strengthening, Regional Assessment Service and Social Planning.

Emergency Events, Major Projects & Corporate Directorate***Emergency Events, Major Projects & Corporate***

The Emergency Events, Major Projects & Corporate Department includes revenue and expenditure relating to emergency events, including natural disaster grant funding and associated costs, major projects and corporate activities that are not attributable to Council's other service areas. These items are reported separately to provide greater transparency and to reflect the financial performance of Council's operational programmes.

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 2.2 Analysis of Council results by program (continued)

2.2.2 Summary of income / revenue, expenses, assets and capital expenses by program

Functions/activities	Income / Revenue \$ '000	Expenses \$ '000	Surplus / (Deficit) \$ '000	Grants included in income / revenue \$ '000	Total assets \$ '000
2026					
Chief Executive Office	—	417	(417)	—	—
Strategy & Integrity Management	—	322	(322)	—	—
Financial Strategy	61,451	3,623	57,828	11,156	59,028
Governance	49	1,402	(1,353)	—	—
Regional Partnerships	35	1,375	(1,340)	20	—
Culture and Capability Management	—	134	(134)	—	—
Digital & Technology	—	2,975	(2,975)	—	1,365
People & Culture	106	2,432	(2,326)	—	—
Infrastructure Sustainability Management	—	339	(339)	—	—
Infrastructure Delivery	9,571	3,563	6,008	8,915	—
Infrastructure Maintenance	7,101	8,846	(1,745)	6,762	11,870
Infrastructure Planning	10,496	12,770	(2,274)	7	937,503
Open Space & Environment	206	4,691	(4,485)	127	—
Empowering Communities Management	—	2,002	(2,002)	—	—
Visitor, Community and Culture	362	3,576	(3,214)	322	—
Planning & Building Services	1,303	2,274	(971)	5	—
Community Health & Safety	2,065	3,233	(1,168)	1,197	—
Emergency Events, Major Projects & Corporate	12,341	25,236	(12,895)	9,294	—
Total functions and activities	105,086	79,210	25,876	37,805	1,009,766
2025					
Chief Executive Office	—	307	(307)	—	—
Strategy & Integrity Management	—	1,939	(1,939)	—	—
Financial Strategy	69,549	29,870	39,679	13,851	31,329
Governance	23	1,365	(1,342)	—	—
Regional Partnerships	261	1,458	(1,197)	259	—
Culture and Capability Management	—	—	—	—	—
Digital & Technology	—	3,244	(3,244)	—	876
People & Culture	135	2,074	(1,939)	—	—
Infrastructure Sustainability Management	—	333	(333)	—	—
Infrastructure Delivery	6,795	4,159	2,636	6,377	—
Infrastructure Maintenance	8,422	11,518	(3,096)	7,358	11,706
Infrastructure Planning	9,533	12,501	(2,968)	77	872,069
Open Space & Environment	162	4,903	(4,741)	125	—
Empowering Communities Management	—	322	(322)	—	—
Visitor, Community and Culture	8,238	6,803	1,435	8,118	—
Planning & Building Services	1,492	2,072	(580)	245	—
Community Health & Safety	2,028	3,160	(1,132)	1,161	—
Emergency Events, Major Projects & Corporate	—	—	—	—	—
Total functions and activities	106,638	86,028	20,610	37,571	915,980

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 3. Funding for the delivery of our services

	2026 \$ '000	2025 \$ '000
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3.1 Rates and charges

Council uses Capital Improved Value (CIV) as the basis of valuation of all properties within the municipal district. The CIV of a property is the land value plus buildings and other improvements.

The valuation base used to calculate general rates for 2025/26 was \$17,084 million (2024/25: \$17,583 million).

General rates	48,257	46,578
Waste management charge	5,394	5,100
Supplementary rates and rate adjustments	159	242
Interest on rates and charges	358	341
Revenue in lieu of rates	295	278
Cultural and recreational	22	—
Total rates and charges	54,485	52,539

The date of the latest general revaluation of land for rating purposes within the municipal district was 1 January 2025, and the valuation will be first applied in the rating year commencing 1 July 2025.

Annual rates and charges are recognised as revenues when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice issued.

3.2 Statutory fees and fines

Land information certificates	50	42
Local laws	36	46
Building and planning compliance	231	222
Statutory planning	430	476
Supervision fees	180	54
Waste water	78	94
Other	70	43
Total statutory fees and fines	1,075	977

Statutory fees and fines (including parking fees and fines) are recognised as income when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.

3.3 User fees

Aged and health services	275	204
Local Laws	465	484
Waste management services	4,604	3,878
Electric vehicle chargers	122	45
Other fees and charges	134	120
Total user fees	5,600	4,731

User fees by timing of revenue recognition

User fees recognised at a point in time	5,600	4,731
Total user fees	5,600	4,731

User fees are recognised as revenue at a point in time, or over time, when (or as) the performance obligation is satisfied. Recognition is based on the underlying contractual terms.

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 3. Funding for the delivery of our services (continued)

	2026 \$ '000	2025 \$ '000
3.4 Funding from other levels of government		
Grants were received in respect of the following:		
Summary of grants		
Commonwealth funded grants	22,575	26,946
State funded grants	15,230	10,625
Total grants received	37,805	37,571
(a) Operating Grants		
Recurrent - Commonwealth Government		
Financial Assistance Grants	17,654	19,185
Immunisation	5	1
Recurrent - State Government		
Family and children	445	458
School crossing supervisors	89	86
Community health	7	9
Immunisation	14	11
Maternal and child health	588	597
Other	39	32
Total recurrent operating grants	18,841	20,379
Non-recurrent - Commonwealth Government		
Natural Disasters	24	35
Other	10	10
Non-recurrent - State Government		
Community health	9	–
Youth Services	42	60
Maternal and child health	24	–
Fire Services Levy Administration	238	57
Sustainability	108	244
Community Building	143	168
Natural Disasters	2,154	6,195
Recreation & Leisure	108	256
Strategic Planning	–	175
Community Safety	7	15
Other	40	21
Total non-recurrent operating grants	2,907	7,236
Total operating grants	21,748	27,615

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 3. Funding for the delivery of our services (continued)

	2026 \$ '000	2025 \$ '000
(b) Capital Grants		
<i>Recurrent - Commonwealth Government</i>		
Roads to recovery	3,815	3,100
Total recurrent capital grants	3,815	3,100
<i>Non-recurrent - Commonwealth Government</i>		
Roads	174	3,649
Bridges	214	—
Other Structures	679	966
<i>Non-recurrent - State Government</i>		
Roads	9,180	1,544
Buildings	900	—
Other Structures	898	448
Recreation	172	—
Plant and equipment	25	249
Total non-recurrent capital grants	12,242	6,856
Total capital grants	16,057	9,956

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 3. Funding for the delivery of our services (continued)

	2026 \$ '000	2025 \$ '000
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(c) Recognition of grant income

Before recognising funding from government grants as revenue the Council assesses whether there is a contract that is enforceable and has sufficiently specific performance obligations in accordance with AASB 15 Revenue from Contracts with Customers. When both these conditions are satisfied, the Council:

- identifies each performance obligation relating to revenue under the contract/agreement
- determines the transaction price
- recognises a contract liability for its obligations under the agreement
- recognises revenue as it satisfies its performance obligations, at the point in time or over time when services are rendered.

Where the contract is not enforceable and/or does not have sufficiently specific performance obligations, the Council applies AASB 1058 *Income for Not-for-Profit Entities*.

Where performance obligations are not sufficiently specific, grants are recognised on the earlier of receipt or when an unconditional right to receipt has been established. Grants relating to capital projects are generally recognised progressively as the capital project is completed. The following table provides a summary of the accounting framework under which grants are recognised.

Income recognised under AASB 1058 Income of Not-for-Profit Entities

General purpose	17,654	19,185
Specific purpose grants to acquire non-financial assets	16,057	10,205
Other specific purpose grants	4,094	8,081

Revenue recognised under AASB 15 Revenue from Contracts with Customers

Specific purpose grants to fund major projects	—	100
	37,805	37,571

(d) Unspent grants received on condition that they be spent in a specific manner:**Operating**

Balance at start of year	1,741	936
Received during the financial year and remained unspent at balance date	766	1,272
Received in prior years and spent during the financial year	(998)	(467)
Balance at year end	1,509	1,741

Capital

Balance at start of year	344	1,142
Received during the financial year and remained unspent at balance date	1,961	344
Received in prior years and spent during the financial year	(344)	(1,142)
Balance at year end	1,961	344

Unspent grants are determined and disclosed on a cash basis.

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 3. Funding for the delivery of our services (continued)

	2026 \$ '000	2025 \$ '000
3.5 Contributions		
Monetary contributions		
Operating	849	605
Capital	280	25
Total monetary contributions	1,129	630
Non-monetary contributions		
Non-monetary	2,797	6,689
Total non-monetary contributions	2,797	6,689
Total contributions	3,926	7,319

Contributions of non-monetary assets were received in relation to the following asset classes.

Roads	872	693
Bridges	–	262
Footpaths	499	4,400
Drainage	1,143	935
Off street car parks	69	–
Kerb & channels	214	303
Other infrastructure	–	96
Total non-monetary contributions	2,797	6,689

Monetary and non-monetary contributions are recognised as income at their fair value when Council obtains control over the contributed asset.

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 3. Funding for the delivery of our services (continued)

	2026 \$ '000	2025 \$ '000
3.6 Net gain/(loss) on disposal of property, plant and equipment		
Property, plant and equipment		
Proceeds of sale	1,167	757
Written down value of assets disposed	(2,065)	(746)
Total net gain/(loss) on disposal of property, plant and equipment	(898)	11
Total net gain/(loss) on disposal of property, plant and equipment	(898)	11

The profit or loss on sale of an asset is determined when control of the asset has passed to the buyer.

3.7 Other income

Interest	1,103	792
Investment property rental	146	170
Other rent	109	109
Fuel tax credits	135	151
Workcover reimbursements	105	135
Other reimbursements	403	464
Other	194	246
Total other income	2,195	2,067

Interest is recognised as it is earned.

Other income is measured at the fair value of the consideration received or receivable and is recognised when Council gains control over the right to receive the income.

3.8 Found Assets

Found assets were recorded in the following asset classes.

Property	–	1,423
Total found assets	–	1,423

Found assets are recorded when discovered by Council during maintenance, capital works or as part of the valuation process.

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 4. The cost of delivering services

	2026 \$ '000	2025 \$ '000
4.1 Employee costs		
(a) Employee costs		
Wages and salaries	27,228	27,401
WorkCover	719	532
Superannuation	3,310	3,015
Fringe benefits tax	41	39
Total employee costs	31,298	30,987
(b) Superannuation		
Council made contributions to the following funds:		
Defined benefit fund		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	40	46
	40	46
Accumulation funds		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	1,198	1,202
Employer contributions - other funds	2,072	1,767
	3,270	2,969
Total superannuation costs	3,310	3,015

Contributions made exclude amounts accrued at balance date.

Accumulation

Contributions to the Fund's accumulation category are paid at the Superannuation Guarantee (SG) rate.

Defined Benefit

Council makes employer contributions to the Fund's Defined Benefit category for 3 employees consistent with the SG rate.

In the event the Fund Actuary determines there is a shortfall in the financial position, Council will be required to make an employer contribution to cover the shortfall. There is no call expected as of 30 June 2026.

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 4. The cost of delivering services (continued)

	2026 \$ '000	2025 \$ '000
4.2 Materials and services		
Waste Management	5,585	5,459
Contractors General	4,150	5,259
Materials General	4,033	6,163
State levies	2,413	1,921
Leisure Centre Operations	1,448	1,415
Insurance Premiums	1,410	1,375
Software Maintenance	1,218	1,422
Fuel & Oils	1,093	840
Consultancies and projects	915	1,441
Utilities	899	864
Training expenses	553	512
Legal Fees	496	312
Advertising & Promotion Costs	366	298
Subscriptions, affiliations and conferences	265	257
Plant & Equipment Registrations	160	162
Leases & Rentals	84	87
Gippsland Group Training / Labour Hire	30	184
Natural disasters	—	3,011
Major project - Korumburra Showgrounds Changerooms	—	423
Other Major Projects	—	136
Landfill Rehabilitation	(561)	(24)
Total materials and services	24,557	31,517

Expenses are recognised as they are incurred and reported in the financial year to which they relate.

4.3 Other expenses

Library contributions	1,665	1,617
Community & Sporting grants	974	960
Bank Fees & Charges	147	142
Councillors' allowances	449	363
Auditors' remuneration - VAGO - audit of the financial statements, performance statement and grant acquittals	92	106
Auditors' remuneration - Internal Audit	81	81
Other	97	21
Total other expenses	3,505	3,290

4.4 Net loss on disposal of Infrastructure

Infrastructure

Net loss on disposal of Infrastructure	2,503	6,267
Net loss on disposal of infrastructure	2,503	6,267

Infrastructure assets are disposed primarily as a result of renewal, replacement or upgrade works. As these assets are not sold, no proceeds are received. The carrying amount of the disposed asset components is recognised as a loss on disposal.

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 5. Investing in and financing our operations

	2026 \$ '000	2025 \$ '000
5.1 Financial assets		
(a) Cash and cash equivalents		
Current		
Cash at bank and on hand	2,336	2,531
Money market call accounts	3,846	4,338
Total current cash and cash equivalents	6,182	6,869
Total cash and cash equivalents	6,182	6,869
(b) Other financial assets		
Current		
Term deposits	36,336	13,322
Total current other financial assets	36,336	13,322
Total other financial assets	36,336	13,322
Total cash and cash equivalents and other financial assets	42,518	20,191

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of three months or less, net of outstanding bank overdrafts.

Other financial assets are valued at fair value, at balance date. Term deposits are measured at original cost. Any unrealised gains and losses on holdings at balance date are recognised as either a revenue or expense.

Other financial assets include term deposits and those with original maturity dates of three to 12 months are classified as current, whilst term deposits with maturity dates greater than 12 months are classified as non-current.

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 5. Investing in and financing our operations (continued)

	2026 \$ '000	2025 \$ '000
(c) Trade & Other Receivables		
Current		
<i>Statutory receivables</i>		
Rates debtors	6,370	6,103
Net GST receivable	578	636
<i>Non-statutory receivables</i>		
Other debtors	4,629	3,520
Allowance for expected credit loss - other debtors	(1)	(2)
Total current trade and other receivables	11,576	10,257
Total trade and other receivables	11,576	10,257

Short term receivables are carried at invoice amount. An allowance for expected credit losses is recognised based on past experience and other objective evidence of expected losses. Long term receivables are carried at amortised cost using the effective interest rate method.

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 5. Investing in and financing our operations (continued)

	2026 \$ '000	2025 \$ '000
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5.2 Non-financial assets

(a) Inventories

Current

Inventories held for distribution	183	208
Total current inventories	183	208

Inventories held for distribution are measured at cost, adjusted when applicable for any loss of service potential. All other inventories, including land held for sale, are measured at the lower of cost and net realisable value. Where inventories are acquired for no cost or nominal consideration, they are measured at current replacement cost at the date of acquisition.

(b) Other assets

Current

Prepayments	995	673
Total current other assets	995	673

(c) Intangible assets

Non-Current

Landfill air space	2,848	—
Total non-current intangible assets	2,848	—

	Landfill Air Space \$ '000
--	----------------------------------

Gross Carrying Amount

Balance at 1 July 2025	—
Other additions	3,204
Balance at 30 June 2026	3,204

Accumulated amortisation and impairment

Balance at 1 July 2025	—
Amortisation expense	356
Balance at 30 June 2026	356

Net book value at 30 June 2025

Net book value at 30 June 2026	2,848
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Intangible assets with finite lives are amortised as an expense on a systematic basis over the asset's useful life. Amortisation is generally calculated on a straight line basis, at a rate that allocates the asset value, less any estimated residual value over its estimated useful life. Estimates of the remaining useful lives and amortisation method are reviewed at least annually, and adjustments made where appropriate.

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 5. Investing in and financing our operations (continued)

	2026 \$ '000	2025 \$ '000
5.3 Payables, trust funds and deposits and contract and other liabilities		
(a) Trade and other payables		
Current		
Non-statutory payables		
Trade payables	835	749
Accrued expenses	2,044	2,410
Total current trade and other payables	2,879	3,159
(b) Trust funds and deposits		
Current		
Refundable deposits from tender contracts	582	717
Emergency Services and Volunteers Fund	1,781	1,194
Retention amounts	624	461
Other refundable deposits	464	449
Total current trust funds and deposits	3,451	2,821
(c) Contract and other liabilities		
Contract liabilities		
Current		
Other liabilities		
Current		
Deferred capital grants	2,134	1,170
Total current other liabilities	2,134	1,170
Total current contract and other liabilities	2,134	1,170

Trust funds and deposits

Amounts received as deposits and retention amounts controlled by Council are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited. Trust funds that are forfeited, resulting in Council gaining control of the funds, are to be recognised as revenue at the time of forfeit.

Contract liabilities

Contract liabilities reflect consideration received in advance from customers in respect of major projects. Contract liabilities are derecognised and recorded as revenue when promised goods and services are transferred to the customer. Refer to Note 3.

Other liabilities

Grant funding was received from various funding bodies to support the construction of various building and infrastructure assets. Grant funding is recognised as income following specific guidance under AASB 1058 as the asset is constructed. Income is recognised to the extent of costs incurred-to-date because the costs of construction most closely reflect the stage of completion of the assets. As such, Council has deferred recognition of a portion of the grant funding received as a liability for outstanding obligations.

Purpose and nature of items

Emergency Services and Volunteers Fund - Council is the collection agent for Emergency Services and Volunteers Fund on behalf of the State Government. Council remits amounts collected on a quarterly basis. Amounts disclosed here will be remitted to the state government in line with that process.

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 5. Investing in and financing our operations (continued)

Retention Amounts - Council has a contractual right to retain certain amounts until a contractor has met certain requirements or a related warrant or defect period has elapsed. Subject to the satisfactory completion of the contractual obligations, or the elapsing of time, these amounts will be paid to the relevant contractor in line with Council's contractual obligations.

Other refundable deposits - Other deposits held in trust.

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 5. Investing in and financing our operations (continued)

	2026 \$ '000	2025 \$ '000
5.4 Interest-bearing liabilities		
Current		
Treasury Corporation of Victoria borrowings - secured	1,276	1,236
Total current interest-bearing liabilities	1,276	1,236
Non-current		
Treasury Corporation of Victoria borrowings - secured	7,788	9,063
Total non-current interest-bearing liabilities	7,788	9,063
Total	9,064	10,299

Borrowings are secured against rate income.

a) The maturity profile for Council's borrowings is:

Not later than one year	1,276	1,236
Later than one year and not later than five years	5,307	5,353
Later than five years	2,481	3,710
Total	9,064	10,299

Borrowings are initially measured at fair value, being the cost of the interest bearing liabilities, net of transaction costs. The measurement basis subsequent to initial recognition depends on whether the Council has categorised its interest-bearing liabilities as either financial liabilities designated at fair value through the profit and loss, or financial liabilities at amortised cost. Any difference between the initial recognised amount and the redemption value is recognised in net result over the period of the borrowing using the effective interest method.

The classification depends on the nature and purpose of the interest bearing liabilities. The Council determines the classification of its interest bearing liabilities at initial recognition.

In classifying borrowings as current or non-current Council considers whether at balance date it has the right to defer settlement of the liability for at least twelve months after the reporting period. Council's loan arrangements include covenants based on Council's financial performance and position at the end of the reporting period. These covenants are assessed for compliance after the reporting period based on specified financial ratios.

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 5. Investing in and financing our operations (continued)

	Employee provisions \$ '000	Landfill restoration \$ '000	Total \$ '000
5.5 Provisions			
2026			
Balance at the beginning of the financial year	7,949	5,968	13,917
Additional provisions	3,158	2,959	6,117
Amounts used	(2,427)	(107)	(2,534)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	(95)	(210)	(305)
Balance at the end of the financial year	8,585	8,610	17,195
Provisions			
Provisions - current	7,760	406	8,166
Provisions - non-current	825	8,204	9,029
Total Provisions	8,585	8,610	17,195
2025			
Balance at the beginning of the financial year	8,074	5,991	14,065
Additional provisions	2,272	55	2,327
Amounts used	(2,421)	(119)	(2,540)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	24	41	65
Balance at the end of the financial year	7,949	5,968	13,917
Provisions			
Provisions - current	7,324	187	7,511
Provisions - non-current	625	5,781	6,406
Total Provisions	7,949	5,968	13,917

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 5. Investing in and financing our operations (continued)

	2026 \$ '000	2025 \$ '000
(a) Employee provisions		
Current provisions expected to be wholly settled within 12 months		
Annual leave	2,084	1,899
Purchased leave	186	192
Rostered days	273	281
Long service leave	910	815
	3,453	3,187
Current provisions expected to be wholly settled after 12 months		
Annual leave	891	932
Long service leave	3,416	3,205
	4,307	4,137
Total current employee provisions	7,760	7,324
Non-Current		
Long service leave	825	625
Total Non-Current Employee Provisions	825	625
Aggregate Carrying Amount of Employee Provisions:		
Current	7,760	7,324
Non-current	825	625
Total Aggregate Carrying Amount of Employee Provisions	8,585	7,949

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.

Annual leave

A liability for annual leave is recognised in the provision for employee benefits as a current liability because the Council does not have an unconditional right to defer settlement of the liability. Liabilities for annual leave are measured at:

- nominal value if the Council expects to wholly settle the liability within 12 months
- present value if the Council does not expect to wholly settle within 12 months.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at the present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

Long service leave

Liability for long service leave (LSL) is recognised in the provision for employee benefits. Unconditional LSL is disclosed as a current liability as the Council does not have an unconditional right to defer settlement. Unconditional LSL is measured at nominal value if expected to be settled within 12 months or at present value if not expected to be settled within 12 months. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability and measured at present value.

Key assumptions:

- discount rate	4.84%	4.30%
- index rate	4.00%	3.30%

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 5. Investing in and financing our operations (continued)

	2026 \$ '000	2025 \$ '000
(b) Landfill restoration		
Current		
Current	406	187
Total current	406	187
Non-current		
Non-current	8,204	5,781
Total non-current	8,204	5,781
Total	8,610	5,968

Council is obligated to restore Koonwarra and Foster landfill sites to a particular standard. The forecast life of the site is based on current estimates of remaining capacity and the forecast rate of infill. The provision for landfill restoration has been calculated based on the present value of the expected cost of works to be undertaken. The expected cost of works has been estimated based on current understanding of work required to reinstate the site to a suitable standard. Accordingly, the estimation of the provision required is dependent on the accuracy of the forecast timing of the work, work required and related costs.

Council reviews the landfill restoration provision on an annual basis, including the key assumptions listed below.

Key assumptions:

- discount rate	5.71%	4.70%
- index rate	3.55%	3.40%

5.6 Financing arrangements

The Council has the following funding arrangements in place as at 30 June 2026.

Bank overdraft	500	500
Credit card facilities	350	350
Treasury Corporation of Victoria facilities	9,064	10,299
Total Facilities	9,914	11,149
Used facilities	9,072	10,352
Used facilities	9,072	10,352
Unused facilities	842	797

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 5. Investing in and financing our operations (continued)

5.7 Commitments

The Council has entered into the following commitments. Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value and presented inclusive of the GST payable.

(a) Commitments for expenditure

	Not later than 1 year \$ '000	Later than 1 year and not later than 2 years \$ '000	Later than 2 years and not later than 5 years \$ '000	Later than 5 years \$ '000	Total \$ '000
2026					
Operating					
Construction Contracts	651	—	—	—	651
General Materials & Services	2,464	4	37	—	2,505
Other	149	—	—	—	149
Kerbside Garbage	716	—	—	—	716
Maintenance Contracts	650	40	—	—	690
Software	414	27	—	—	441
Transfer Stations	462	—	—	—	462
Workcover	3	—	—	—	3
Total	5,509	71	37	—	5,617
Capital					
Buildings	1,351	—	—	—	1,351
Other	663	—	—	—	663
Parks, open space & streetscapes	143	—	—	—	143
Plant, machinery and equipment	594	—	—	—	594
Recreation & leisure	56	—	—	—	56
Roads	2,538	—	—	—	2,538
Bridges	78	—	—	—	78
Total	5,423	—	—	—	5,423

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 5. Investing in and financing our operations (continued)

	Not later than 1 year \$ '000	Later than 1 year and not later than 2 years \$ '000	Later than 2 years and not later than 5 years \$ '000	Later than 5 years \$ '000	Total \$ '000
2025					
Operating					
General Materials & Services	5,880	108	50	—	6,038
Kerbside Garbage	1,946	—	—	—	1,946
Maintenance Contracts	38	—	—	—	38
Software	457	—	—	—	457
Transfer Stations	725	725	1,147	—	2,597
Workcover	8	—	—	—	8
Total	9,054	833	1,197	—	11,084
Capital					
Buildings	646	—	—	—	646
Other	106	—	—	—	106
Computers and telecomms	90	—	—	—	90
Kerb & channel	2	—	—	—	2
Parks, open space & streetscapes	1,395	—	—	—	1,395
Plant, machinery and equipment	690	—	—	—	690
Recreation & leisure	430	—	—	—	430
Roads	3,836	—	—	—	3,836
Waste management	327	—	—	—	327
Total	7,522	—	—	—	7,522
				2026	2025
				\$ '000	\$ '000

(b) Operating lease receivables**Operating lease receivables**

The Council has entered into commercial property leases on its investment property, consisting of surplus property. These properties held under operating leases have remaining non-cancellable lease terms of between 1 and 15 years. All leases include a CPI based revision of the rental charge annually.

Future undiscounted minimum rentals receivable under non-cancellable operating leases are as follows:

Not later than one year	190	190
Later than one year and not later than five years	498	535
Later than five years	447	535
Total	1,135	1,260

South Gippsland Shire Council

Notes to the Financial Statements

for the year ended 30 June 2026

Note 6. Assets we manage

6.1 Property, infrastructure, plant and equipment

Summary of property, infrastructure, plant and equipment	Carrying amount 30 June 2025 \$ '000	Additions \$ '000	Contributions \$ '000	Revaluation \$ '000	Depreciation \$ '000	Disposal \$ '000	Write-off \$ '000	Transfers \$ '000	Carrying amount 30 June 2026 \$ '000
Property	230,866	—	—	(10,286)	(3,210)	(1,570)	—	(1,269)	214,531
Plant and equipment	12,582	—	—	—	(2,148)	(496)	—	3,000	12,938
Infrastructure	601,126	—	2,797	74,933	(10,395)	(2,501)	—	34,842	700,802
Work in progress	39,043	20,090	—	—	—	—	(95)	(36,573)	22,465
Total	883,617	20,090	2,797	64,647	(15,753)	(4,567)	(95)	—	950,736

Summary of Work in Progress	Opening WIP \$ '000	Additions \$ '000	Write-off \$ '000	Transfers \$ '000	Closing WIP \$ '000
Property	3,691	1,208	(95)	(377)	4,427
Plant and equipment	88	3,198	—	(3,000)	286
Infrastructure	35,264	15,684	—	(33,196)	17,752
Total	39,043	20,090	(95)	(36,573)	22,465

South Gippsland Shire Council

Notes to the Financial Statements
for the year ended 30 June 2026

Note 6. Assets we manage (continued)

	Land specialised \$ '000	Land under roads \$ '000	Land non specialised \$ '000	Total land and land improve- ments \$ '000	Heritage buildings \$ '000	Buildings specialised \$ '000	Total buildings \$ '000	Work in progress \$ '000	Total property \$ '000
Property									
At fair value 1 July 2025	76,986	32,346	4,951	114,283	8,696	161,531	170,227	3,691	288,201
Accumulated depreciation at 1 July 2025	—	—	—	—	(3,687)	(49,957)	(53,644)	—	(53,644)
	76,986	32,346	4,951	114,283	5,009	111,574	116,583	3,691	234,557
Movements in fair value									
Additions	—	—	—	—	—	—	—	1,208	1,208
Revaluation	—	1,410	—	1,410	850	9,823	10,673	—	12,083
Disposal	(940)	—	(630)	(1,570)	—	—	—	—	(1,570)
Write-off	—	—	—	—	—	—	—	(95)	(95)
Transfers	215	—	—	215	46	(1,748)	(1,702)	(377)	(1,864)
	(725)	1,410	(630)	55	896	8,075	8,971	736	9,762
Movements in accumulated depreciation									
Depreciation and amortisation	—	—	—	—	(166)	(3,044)	(3,210)	—	(3,210)
Accumulated depreciation on revaluation	—	—	—	—	(2,338)	(20,031)	(22,369)	—	(22,369)
Transfers	—	—	—	—	—	218	218	—	218
	—	—	—	—	(2,504)	(22,857)	(25,361)	—	(25,361)
At fair value 30 June 2026	76,261	33,756	4,321	114,338	9,592	169,607	179,199	4,427	297,964
Accumulated depreciation at 30 June 2026	—	—	—	—	(6,191)	(72,815)	(79,006)	—	(79,006)
Carrying amount	76,261	33,756	4,321	114,338	3,401	96,792	100,193	4,427	218,958

Prior period reclassification: Buildings previously classified as non-specialised have been reclassified to specialised buildings as they are specialised in nature and valued using the current replacement cost approach. At 1 July 2025, gross carrying value of \$161.531 million and accumulated depreciation of \$49.957 million (net carrying amount \$111.574 million) were reclassified. This correction affects classification within Note 6.1 only and has no impact on the Balance Sheet.

South Gippsland Shire Council

Notes to the Financial Statements
for the year ended 30 June 2026

Note 6. Assets we manage (continued)

	Plant machinery and equipment \$ '000	Fixtures fittings and furniture \$ '000	Computers and telecomms \$ '000	Total \$ '000	Work in progress \$ '000	Total plant and equipment \$ '000
Plant and Equipment						
At cost 1 July 2025	19,402	162	6,448	26,012	88	26,100
Accumulated depreciation at 1 July 2025	(7,696)	(162)	(5,572)	(13,430)	–	(13,430)
	11,706	–	876	12,582	88	12,670
Movements in cost						
Additions	–	–	–	–	3,198	3,198
Disposal	(1,533)	–	–	(1,533)	–	(1,533)
Transfers	2,372	–	628	3,000	(3,000)	–
	839	–	628	1,467	198	1,665
Movements in accumulated depreciation						
Depreciation and amortisation	(1,712)	–	(436)	(2,148)	–	(2,148)
Accumulated depreciation of disposals	1,037	–	–	1,037	–	1,037
	(675)	–	(436)	(1,111)	–	(1,111)
At cost 30 June 2026	20,241	162	7,076	27,479	286	27,765
Accumulated depreciation at 30 June 2026	(8,371)	(162)	(6,008)	(14,541)	–	(14,541)
Carrying amount	11,870	–	1,068	12,938	286	13,224

Plant and equipment are carried at historical cost.

South Gippsland Shire Council

Notes to the Financial Statements for the year ended 30 June 2026

Note 6. Assets we manage (continued)

	Roads \$ '000	Bridges \$ '000	Major culverts \$ '000	Footpaths and cycleways \$ '000	Kerb & channel \$ '000	Off street car parks \$ '000	Drainage \$ '000	Waterway infra- structure \$ '000	Land Stabilisation \$ '000	Waste management \$ '000	Recreation \$ '000	Other infra- structure \$ '000	Total \$ '000	Work in progress \$ '000	Total infra- structure \$ '000
Infrastructure															
At fair value 1 July 2025	491,365	89,882	24,471	34,191	38,697	11,443	66,197	12,480	5,875	4,424	39,376	26,669	845,070	35,264	880,334
Accumulated depreciation at 1 July 2025	(92,483)	(31,134)	(7,556)	(8,963)	(10,366)	(3,690)	(29,349)	(7,423)	(1,810)	(3,705)	(32,915)	(14,550)	(243,944)	–	(243,944)
	398,882	58,748	16,915	25,228	28,331	7,753	36,848	5,057	4,065	719	6,461	12,119	601,126	35,264	636,390
Movements in fair value															
Additions	–	–	–	–	–	–	–	–	–	–	–	–	–	15,684	15,684
Contributions	872	–	–	500	214	69	1,142	–	–	–	–	–	2,797	–	2,797
Revaluation	59,596	2,606	710	3,508	3,903	1,553	57,798	352	921	–	(3,239)	3,518	131,226	–	131,226
Disposal	(1,918)	(120)	–	(708)	(553)	(192)	(112)	–	(142)	(2,455)	–	–	(6,200)	–	(6,200)
Transfers	6,317	2,276	624	2,920	1,417	1,618	1,285	–	1,949	4,568	(12,179)	24,265	35,060	(33,196)	1,864
	64,867	4,762	1,334	6,220	4,981	3,048	60,113	352	2,728	2,113	(15,418)	27,783	162,883	(17,512)	145,371
Movements in accumulated depreciation															
Depreciation and amortisation	(4,825)	(888)	(231)	(740)	(327)	(185)	(565)	(111)	(167)	(484)	(553)	(1,319)	(10,395)	–	(10,395)
Accumulated depreciation of disposals	707	69	–	191	172	28	57	–	20	2,455	–	–	3,699	–	3,699
Accumulated depreciation on revaluation	(11,536)	(916)	(222)	(904)	(1,032)	(462)	(45,992)	(213)	(235)	–	7,506	(2,287)	(56,293)	–	(56,293)
Transfers	469	(397)	(61)	–	–	–	(11)	–	–	–	13,848	(14,066)	(218)	–	(218)
	(15,185)	(2,132)	(514)	(1,453)	(1,187)	(619)	(46,511)	(324)	(382)	1,971	20,801	(17,672)	(63,207)	–	(63,207)
At fair value 30 June 2026	556,232	94,644	25,804	40,409	43,678	14,491	126,311	12,833	8,604	6,537	23,959	54,451	1,007,953	17,752	1,025,705
Accumulated depreciation at 30 June 2026	(107,668)	(33,266)	(8,069)	(10,414)	(11,553)	(4,309)	(75,861)	(7,748)	(2,193)	(1,734)	(12,115)	(32,221)	(307,151)	–	(307,151)
Carrying amount	448,564	61,378	17,735	29,995	32,125	10,182	50,450	5,085	6,411	4,803	11,844	22,230	700,802	17,752	718,554

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 6. Assets we manage (continued)

Acquisition

Initial measurement

Council initially measures its property, infrastructure, plant and equipment assets at cost. The cost of an acquired asset is the fair value of the consideration that Council has provided at the date of acquisition plus any incidental costs attributable to the acquisition.

Fair value is the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date. Refer to Note 8.4 for more information on how Council measures fair value.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council's policy, the threshold limits have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

	Depreciation Period years	Threshold Limit \$ '000
Asset recognition thresholds and depreciation periods		
Land and land improvements		
Land	-	-
Land improvements	-	10
Buildings		
Heritage buildings	100 years	15
Buildings	20 to 50 years	15
Building and leasehold improvements	20 to 50 years	15
Plant and Equipment		
Plant, machinery and equipment	1 to 25 years	-
Fixtures, fittings and furniture	1 to 5 years	15
Computers, software and telecommunications	1 to 5 years	15
Infrastructure		
Roads - pavements and substructure	130 years	-
Roads - seals	15 to 25 years	-
Roads - formation and earthworks	0	-
Roads - kerb and channel	120 years	15
Bridges	100 years	15
Major culverts	120 years	15
Footpath and cycleways	90 years	15
Off street car parks pavement	130 years	15
Off street car parks seal	20 years	15
Drainage	120 years	15
Waterway infrastructure	60 to 120 years	15
Land stabilisation	60 years	15
Waste management	4 to 50 years	15
Other structures	10 to 40 years	15
Recreation	25 to 75 years	-
Intangible assets		
Landfill air space	Useful life of the landfill cell	-
Right-of-use assets		
Building	3 years	10

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 6. Assets we manage (continued)

Land under roads

Council recognises land under roads it controls at fair value.

Depreciation and amortisation

Buildings, land improvements, plant and equipment, infrastructure, and other assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Road earthworks are not depreciated on the basis that they are assessed as not having a limited useful life.

Straight line depreciation is charged based on the residual useful life as determined each year.

Depreciation periods used are listed above and are consistent with the prior year unless otherwise stated.

Repairs and maintenance

Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

Valuation of land and buildings

Valuation of land was undertaken by a qualified independent valuer Josh Kilgour, FAPI Member No. 62746, as of 31 December 2024. Valuation of buildings was undertaken by a qualified independent valuer Ashay Prabhu MIE(Aust) CPEng, NPER : Membership 1102199, as of 30 June 2026. The valuation of land and buildings is at fair value, being market value based on highest and best use, where current use is assumed to be the highest and best use. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Specialised land is valued at fair value using site values adjusted for englobo (undeveloped and/or unserviced) characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Any significant movements in the unobservable inputs for land and land under roads will have a significant impact on the fair value of these assets.

Details of the Council's land and buildings and information about the fair value hierarchy (Note 8.4) as at 30 June 2026 are as follows:

	Level 1	Level 2	Level 3	Date of last revaluation	Type of Current Valuation
Land	–	4,320	–	Dec/24	Revaluation
Specialised land	–	–	76,261	Dec/24	Revaluation
Land Under Roads	–	–	33,756	Jun/26	Revaluation
Heritage buildings	–	–	3,402	Jun/26	Revaluation
Buildings	–	–	96,792	Jun/26	Revaluation
Total	–	4,320	210,211		

Valuation of Infrastructure

The fair value of infrastructure assets other than drainage that have been revalued, has been determined in accordance with a revaluation undertaken by independent valuer Ashay Prabhu MIE(Aust) CPEng, NPER: Membership 1102199. The fair value of drainage assets as of 30 June 2026 has been determined based on an independent valuation undertaken by Ben Roden, ASA, of Insight Valuations.

The date and type of the current valuation is detailed in the following table. For asset classes not revalued in the current year, an index based valuation was conducted based on Rawlinson's Australian Construction Handbook.

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 6. Assets we manage (continued)

The valuation is at fair value based on current replacement cost less accumulated depreciation as at the date of valuation.

Details of the Council's infrastructure and information about the fair value hierarchy (Note 8.4) as at 30 June 2026 are as follows:

	Level 1	Level 2	Level 3	Date of last revaluation	Type of Current Valuation
Roads	—	—	448,564	Jun/25	Indexed Jun/26
Bridges	—	—	61,378	Jun/23	Indexed Jun/26
Major culverts	—	—	17,735	Jun/23	Indexed Jun/26
Footpaths and cycleways	—	—	29,995	Jun/25	Indexed Jun/26
Kerb & channel	—	—	32,125	Jun/25	Indexed Jun/26
Off street car parks	—	—	10,182	Jun/25	Indexed Jun/26
Drainage	—	—	50,450	Jun/26	Revaluation
Waterway Infrastructure	—	—	5,085	Jun/23	Indexed Jun/26
Land stabilisation	—	—	6,411	Jun/23	Indexed Jun/26
Waste management	—	—	4,803	N/A	
Recreation	—	—	11,844	Jun/26	Revaluation
Other Infrastructure	—	—	22,230	Jun/23	Indexed Jun/26
Total	—	—	700,802		

Description of significant unobservable inputs into level 3 valuations

Specialised land and land under roads is valued using a market based direct comparison technique. Significant unobservable inputs include the extent and impact of restriction of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values between 0% and 95%. The market value of land varies significantly depending on the location of the land and the current market conditions. Currently land values range between \$1 and \$749 per square metre.

Specialised buildings are valued using a current replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement costs are calculated on a square metre basis and ranges from \$109 to \$15,217 per square metre. The remaining useful lives of buildings are determined on the basis of the current condition of buildings and vary from 20 years to 100 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.

Infrastructure assets are valued based on the current replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary from 4 years to 130 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.

	2026 \$ '000	2025 \$ '000
Reconciliation of specialised land		
Land under roads	33,756	32,346
Parks and reserves	76,261	76,986
Total specialised land	110,017	109,332

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 6. Assets we manage (continued)

6.2 Investment property

	2026 \$ '000	2025 \$ '000
Balance at beginning of financial year	857	857
Fair value decrement	(32)	—
Balance at end of financial year	825	857

Investment property is held to generate long-term rental yields. Investment property is measured initially at cost, including transaction costs. Costs incurred subsequent to initial acquisition are capitalised when it is probable that future economic benefit in excess of the originally assessed performance of the asset will flow to the Council. Subsequent to initial recognition at cost, investment property is carried at fair value, determined annually by independent valuers. Changes to fair value are recorded in the comprehensive income statement in the period that they arise.

Valuation of investment property

Valuation of investment property has been determined as of 18 May 2026 in accordance with an independent valuation by Joshua Kilgour, FAPI: Member No. 62746 who has recent experience in the location and category of the property being valued. The valuation is at fair value, based on the current market value for the property.

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 7. People and relationships

7.1 Council and key management remuneration

(a) Key Management Personnel

Key management personnel (KMP) are those people with the authority and responsibility for planning, directing and controlling the activities of South Gippsland Shire Council. The Councillors, Chief Executive Officer and Directors are deemed KMP.

Details of KMP at any time during the year are:

Councillors	Councillor Nathan Hersey (Mayor from 19 November 2025) Councillor Brad Snell (Deputy Mayor from 19 November 2025) Councillor John Schelling (Mayor to 19 November 2025) Councillor Sarah Gilligan (Deputy Mayor to 19 November 2025) Councillor Steve Finlay Councillor Scott Rae Councillor Bron Beach Councillor John Kennedy Councillor Clare Williams
Chief Executive Officer and other Key Management Personnel	Chief Executive Officer - Allison Jones Director Sustainable Infrastructure - Tony Peterson (to 1 November 2025) Executive Director Empowering Communities - Lucas Gardiner Executive Director Infrastructure Sustainability - David Fice (from 2 November 2025) Executive Director Strategy & Integrity - Tony Peterson (from 2 November 2025) Executive Manager Culture & Capability - Michelle Jorgensen (from 2 November 2025) Acting Director Performance & Innovation - Michelle Jorgensen (to 1 November 2025) Director Strategy & Partnerships - Christian Stefani (to 1 November 2025)

	2026 No.	2025 No.
Total Number of Councillors	9	13
Total of Chief Executive Officer and other Key Management Personnel	6	7
Total Number of Key Management Personnel	15	20

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 7. People and relationships (continued)

(c) Remuneration of Key Management Personnel

Remuneration comprises employee benefits including all forms of consideration paid, payable or provided by Council, or on behalf of the Council, in exchange for services rendered. Remuneration of Key Management Personnel and Other senior staff is disclosed in the following categories.

Short-term employee benefits include amounts such as wages, salaries, annual leave or sick leave that are usually paid or payable on a regular basis, as well as non-monetary benefits such as allowances and free or subsidised goods or services.

Other long-term employee benefits include long service leave, other long service benefits or deferred compensation.

Post-employment benefits include pensions, and other retirement benefits paid or payable on a discrete basis when employment has ceased.

Termination benefits include termination of employment payments, such as severance packages.

	2026 \$ '000	2025 \$ '000
Total remuneration of key management personnel was as follows:		
Short-term employee benefits	1,632	1,412
Other long-term employee benefits	28	26
Post-employment benefits	194	160
Total	1,854	1,598

	2026 No.	2025 No.
The numbers of key management personnel whose total remuneration from Council and any related entities, fall within the following bands:		
\$1 - \$9,999	—	4
\$20,000 - \$29,999	—	4
\$30,000 - \$39,999	5	2
\$40,000 - \$49,999	2	2
\$60,000 - \$69,999	1	—
\$70,000 - \$79,999	—	1
\$80,000 - \$89,999	2	2
\$100,000 - \$109,999	—	1
\$170,000 - \$179,999	—	1
\$180,000 - \$189,999	1	—
\$220,000 - \$229,999	—	1
\$230,000 - \$239,999	1	—
\$270,000 - \$279,999	1	2
\$280,000 - \$289,999	1	—
\$360,000 - \$369,999	1	—
Total	15	20

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 7. People and relationships (continued)

	2026 No.	2025 No.
The number of other senior staff are shown below in their relevant income bands:		
Income Range:		
\$180,000 - \$189,999	–	1
\$190,000 - \$199,999	1	5
\$200,000 - \$209,999	7	1
\$210,000 - \$219,999	2	–
Total	10	7

(d) Remuneration of other senior staff

Other senior staff are officers of Council, other than Key Management Personnel, whose total remuneration exceeds \$170,000 and who report directly to a member of the KMP.

	2026 \$ '000	2025 \$ '000
Total remuneration of other senior staff was as follows:		
Short-term employee benefits	1,812	1,191
Other long-term employee benefits	44	31
Post-employment benefits	218	143
Termination benefits	–	–
Total	2,074	1,365

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 7. People and relationships (continued)

	2026 \$ '000	2025 \$ '000
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7.2 Related party disclosure

(a) Transactions with related parties

During the period Council entered into the following transactions with related parties:

Employee remuneration under normal employment terms	67	34
Total paid for sales of goods & services from BJ's Earthmoving	994	2,976

A Councillor has disclosed a business interest with BJ's Earthmoving, of which there were 27 transactions during the current period for contractor services.

All transactions are in line with normal commercial practice.

Transactions were made on standard terms through an open tender process. The Councillor with the business interest in the related party was not present during meetings and did not vote during the open tender process.

(b) Outstanding balances with related parties

Included in trade and other payables is \$2,157 (2025 - \$Nil) owing to related parties for purchase of goods & services.

(c) Loans to/from related parties

There were no loans in existence at balance date that have been made, guaranteed or secured by the Council to a related party.

(d) Commitments to/from related parties

The aggregate amount of commitments in existence at balance date that have been made, guaranteed or secured by the Council to a related party was \$29,628 (2025 - \$1.0 million) in relation to BJ's Earthmoving.

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 8. Managing uncertainties

8.1 Contingent assets and liabilities

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed and if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable, respectively.

(a) Contingent assets

Contingent assets are possible assets that arise from past events, whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of Council.

At 30 June 2025, Council disclosed contingent assets relating to claims under the Disaster Recovery Funding Arrangements for costs incurred in responding to and recovering from significant storm events. At that date, claims totalling \$2.684 million were undergoing formal assessment and a further \$9.1 million of eligible costs had not yet been submitted for assessment. During 2025-26, Council progressed the assessment and submission of these claims and recognised grant income where the relevant eligibility requirements were satisfied and recovery was considered sufficiently certain.

As at 30 June 2026, Council had no material contingent assets relating to these disaster recovery claims.

(b) Contingent liabilities

Contingent liabilities are:

- possible obligations that arise from past events, whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Council; or
- present obligations that arise from past events but are not recognised because:
 - it is not probable that an outflow of resources embodying economic benefits will be required to settle the obligation; or
 - the amount of the obligation cannot be measured with sufficient reliability

Council's contingent liabilities as at 30 June 2026 relate to its participation in the defined benefit category of the Local Authorities Superannuation Fund, as disclosed below.

Superannuation

Council has obligations under a defined benefit superannuation scheme for employees within the defined benefit category of the Local Authorities Superannuation Fund (the Fund) that may result in the need to make additional contributions to the scheme.

If the Defined Benefit category is in an unsatisfactory financial position at an actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 98% from 26 July 2024.

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including Council) are required to make an employer contribution to cover the shortfall.

As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists.

(c) Performance Guarantees

Council has the following bank guarantees with Commonwealth Bank of Australia for contract performance and security deposits.

Description	Favouree	Amount
Security Deposit Guarantee	Environment Protection Authority	\$451,296
Total		\$451,296

8.2 Australian Accounting Standards issued but not yet effective

Certain new Australian Accounting Standards and interpretations have been published that are not mandatory for the 30 June 2026 reporting period. Council assesses the impact of these new standards.

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 8. Managing uncertainties (continued)

The Australian Accounting Standards Board (AASB) has issued *AASB 18 Presentation and Disclosure in Financial Statements*. When applicable AASB 18 supersedes AASB 101 *Presentation of Financial Statements*. AASB 18 aims to improve how entities communicate in their financial statements, with a focus on information about financial performance in the statement of profit or loss. It is expected to result in presentation and disclosure changes, primarily to Council's Comprehensive Income Statement. AASB 18 is expected to first apply to Council for the 2028-29 financial year.

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 8. Managing uncertainties (continued)

8.3 Financial instruments

(a) Objectives and policies

The Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables) and TCV borrowings. Details of the material accounting policy information and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in the notes of the financial statements. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

(b) Market risk

Market risk is the risk that the fair value or future cash flows of Council financial instruments will fluctuate because of changes in market prices. The Council's exposure to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Council does not hold any interest bearing financial instruments that are measured at fair value, and therefore has no exposure to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rates.

Investment of surplus funds is made with approved financial institutions under the *Local Government Act 2020*. Council manages interest rate risk by adopting an investment policy that ensures:

- diversification of investment product;
- monitoring of return on investment; and
- benchmarking of returns and comparison with budget.

There has been no significant change in the Council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have not been sufficiently significant during the year to have an impact on the Council's year end result.

(c) Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council has exposure to credit risk on some financial assets included in the balance sheet. Particularly significant areas of credit risk exist in relation to outstanding fees and fines as well as loans and receivables from sporting clubs and associations. To help manage this risk:

- Council has a policy for establishing credit limits for the entities Council deals with;
- Council may require collateral where appropriate; and
- Council only invests surplus funds with financial institutions which have a recognised credit rating specified in Council's investment policy.

Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with the Council's financial assets is minimal because the main debtor is secured by a charge over the rateable property.

There are no material financial assets which are individually determined to be impaired.

Council may also be subject to credit risk for transactions which are not included in the balance sheet, such as when Council provides a guarantee for another party. Details of our contingent liabilities are disclosed in Note 8.1(b).

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 8. Managing uncertainties (continued)

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any allowance for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Council does not hold any collateral.

(d) Liquidity risk

Liquidity risk includes the risk that, as a result of Council's operational liquidity requirements it will not have sufficient funds to settle a transaction when required or will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks Council:

- has a liquidity policy which targets a minimum and average level of cash and cash equivalents to be maintained;
- has readily accessible standby facilities and other funding arrangements in place;
- has a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments;
- monitors budget to actual performance on a regular basis; and
- sets limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

The Council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed on the face of the balance sheet and the amounts related to financial guarantees disclosed in Note 8.1(c). Based on prior-period data and Council's current assessment of risk, the exposure relating to financial guarantees is considered insignificant.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

With the exception of borrowings, all financial liabilities are expected to be settled within normal terms of trade. Details of the maturity profile for borrowings are disclosed at Note 5.4.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

(e) Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, Council believes the following movements are 'reasonably possible' over the next 12 months:

- A parallel shift of + 1% and -1% in market interest rates (AUD) from year-end rates of 4.2%.

These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations.

8.4 Fair value measurement

Fair Value Hierarchy

Council's financial assets and liabilities are not valued in accordance with the fair value hierarchy, Council's financial assets and liabilities are measured at amortised cost.

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. AASB 13 *Fair Value Measurement* aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards. For assets where Council adopts a current replacement cost approach to determine fair value, Council considers the inclusion of site preparation costs, disruption costs and costs to restore another entity's assets in the underlying valuation.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

- Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities
- Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 8. Managing uncertainties (continued)

Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, Council determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

Revaluation

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment, are measured at their fair value, being the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date. (For plant and equipment carrying amount is considered to approximate fair value given short useful lives). At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date, the class of asset was revalued.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use of an asset result in changes to the permissible or practical highest and best use of the asset. In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis at least every 5 years, or earlier if a material movement is identified. The valuation is performed either by experienced council officers or independent experts. The following table sets out the frequency of revaluations by asset class.

Where the assets are revalued, the revaluation increases are credited directly to the asset revaluation reserve except to the extent that an increase reverses a prior year decrease for that class of asset that had been recognised as an expense in which case the increase is recognised as revenue up to the amount of the expense. Revaluation decreases are recognised as an expense except where prior increases are included in the asset revaluation reserve for that class of asset in which case the decrease is taken to the reserve to the extent of the remaining increases. Within the same class of assets, revaluation increases and decreases within the year are offset.

Impairment of assets

At each reporting date, the Council reviews the carrying value of its assets, other than property and infrastructure assets measured at fair value to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, is compared to the assets carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the comprehensive income statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

The impairment policy above does not apply to Council's property, infrastructure, specialised buildings and other non-current physical assets subsequently measured at fair value. These are primarily non-cash generating assets of not-for-profit entities, which are typically specialised in nature and held for continuing use of their service capacity. Their recoverable amount is expected to be materially the same as fair value determined under AASB 13 *Fair Value Measurement*, with the consequence that AASB 136 *Impairment of Assets* does not apply to such assets that are regularly revalued.

8.5 Events occurring after balance date

No matters have occurred after balance date that require disclosure in the financial report.

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 9. Other matters

	Balance at beginning of reporting period \$ '000	Increase (decrease) \$ '000	Balance at end of reporting period \$ '000
9.1 Reserves			
(a) Asset revaluation reserves			
2026			
Property			
Land and land improvements	69,409	–	69,409
Land under roads	15,722	1,410	17,132
Heritage buildings	4,991	(1,488)	3,503
Buildings - specialised	94,468	(10,208)	84,260
	184,590	(10,286)	174,304
Plant and equipment			
Plant machinery and equipment	386	–	386
	386	–	386
Infrastructure			
Roads	299,005	48,060	347,065
Bridges	45,431	1,690	47,121
Footpaths and cycleways	3,513	2,604	6,117
Drainage	18,032	11,806	29,838
Recreational, leisure and community facilities	1,581	4,267	5,848
Offstreet car parks	6,243	1,091	7,334
Major culverts	13,755	488	14,243
Kerb & channel	20,815	2,871	23,686
Waterway Infrastructure	1,523	139	1,662
Land Stabilisation	533	686	1,219
Other infrastructure	5,076	1,231	6,307
	415,507	74,933	490,440
Total asset revaluation reserves	600,483	64,647	665,130

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 9. Other matters (continued)

	Balance at beginning of reporting period \$ '000	Increase (decrease) \$ '000	Balance at end of reporting period \$ '000
2025			
Property			
Land and land improvements	78,200	(8,791)	69,409
Land under roads	15,722	–	15,722
Heritage buildings	4,508	483	4,991
Buildings Specialised	83,578	10,890	94,468
	182,008	2,582	184,590
Plant and equipment			
Plant machinery and equipment	386	–	386
	386	–	386
Infrastructure			
Roads	294,763	4,242	299,005
Bridges	40,163	5,268	45,431
Footpaths and cycleways	8,267	(4,754)	3,513
Drainage	15,320	2,712	18,032
Recreational, leisure and community facilities	1,048	533	1,581
Offstreet car parks	2,530	3,713	6,243
Major culverts	12,238	1,517	13,755
Kerb & channel	19,993	822	20,815
Waterway Infrastructure	1,069	454	1,523
Land Stabilisation	284	249	533
Other infrastructure	4,075	1,001	5,076
	399,750	15,757	415,507
Total asset revaluation reserves	582,144	18,339	600,483

The asset revaluation reserve is used to record the increased (net) value of Council's assets over time.

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 9. Other matters (continued)

	Balance at beginning of reporting period \$ '000	Transfer from Accumulated Surplus \$ '000	Transfer to Accumulated Surplus \$ '000	Balance at end of reporting period \$ '000
(b) Other reserves				
2026				
Restricted reserves				
Public Open Space	868	244	—	1,112
Development Contributions	593	432	—	1,025
Total restricted reserves	1,461	676	—	2,137
Discretionary reserves				
Corner Inlet Reserve	6	—	—	6
Venus Bay Surf Life Saving Club	150	—	—	150
Carry Forward Projects	3,502	1,800	—	5,302
Unexpended Grants	6,618	11,187	(6,618)	11,187
Asset Development	303	3,638	—	3,941
Renewable Energy	12	78	—	90
General Reserve	—	4,200	—	4,200
Total discretionary reserves	10,591	20,903	(6,618)	24,876
Total Other reserves	12,052	21,579	(6,618)	27,013
2025				
Restricted reserves				
Public Open Space	624	244	—	868
Development Contributions	355	238	—	593
Total restricted reserves	979	482	—	1,461
Discretionary reserves				
Corner Inlet Reserve	6	—	—	6
Venus Bay Surf Life Saving Club	150	—	—	150
Carry Forward Projects	420	3,082	—	3,502
Unexpended Grants	—	6,618	—	6,618
Asset Development	—	325	(22)	303
Renewable Energy	—	12	—	12
Total discretionary reserves	576	10,037	(22)	10,591
Total Other reserves	1,555	10,519	(22)	12,052

A number of the reserves disclosed in this note represent funds that have been set aside by Council and are supported by cash and investment balances held by Council. These reserves have been established for specific purposes and are intended to be applied in accordance with Council resolutions, funding agreements, statutory requirements or other identified commitments. The existence of a reserve does not necessarily indicate that a separate bank account or investment is maintained for that reserve.

Public Open Space

Statutory reserve to be used for the future development of land for public purposes.

Development Contributions

Funds held from the collection of development contribution levy income to be expended on infrastructure projects in line with the requirements of the Development Contribution Plan.

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 9. Other matters (continued)

Caravan Parks Reserve

Reserve created for future funding of Caravan Parks projects

Corner Inlet Reserve

Reserve for maintenance of a seawall to protect private lands from flooding.

Venus Bay Surf Life Saving Club

Reserve to hold funds from a community capital works allocation to allow the club time to attract further funding from other agencies

Carry Forward Projects

Funds held from unexpended projects at the completion of a financial year. Reserve funds are to be applied to carried forward projects expected to be completed in a future financial year.

Unexpended Grants

Funds held from grant monies, to be expended in future financial years, and not recognised in the Balance Sheet as 'Grants in Advance' at the end of each financial year. External restrictions may or may not apply in line with individual funding agreements.

Asset Development

Funds set aside for contingency planning purposes as well as for contribution to future major projects.

Renewable Energy

Funds held to develop, support and maintain sustainable energy programs.

General Reserve

Funds set aside to provide for future operational and capital requirements, unforeseen expenditure, and other priorities as determined by Council.

South Gippsland Shire Council

2025-26 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2026

Note 9. Other matters (continued)

	2026 \$ '000	2025 \$ '000
9.2 Reconciliation of cash flows from operating activities to surplus/(deficit)		
Surplus/(deficit) for the year	25,876	20,610
Non-cash adjustments:		
Depreciation/amortisation	16,201	13,815
(Profit)/loss on disposal of property, infrastructure, plant and equipment	898	(11)
Fair value adjustments for investment property	32	—
Contributions - Non-monetary assets	(2,797)	(6,689)
Amounts disclosed in financing activities	217	165
Found assets	—	(1,423)
Intangible Assets	(3,204)	—
Disposal of infrastructure assets	2,595	6,265
Change in assets and liabilities:		
(Increase)/decrease in trade and other receivables	(1,319)	(2,595)
(Increase)/decrease in inventories	25	88
(Increase)/decrease in prepayments	(322)	(91)
Increase/(decrease) in trade and other payables	(280)	(2,464)
Increase/(decrease) in employee entitlements	635	(125)
Increase/(decrease) in trust funds and deposits	630	387
(Decrease)/increase in contract and other liabilities	964	(539)
Increase/(decrease) in landfill provision	2,643	(24)
Net cash provided by/(used in) operating activities	42,794	27,369

Note 10. Changes in accounting policies

There have been no changes to accounting policies in the 2025-26 year.

SOUTH GIPPSLAND SHIRE COUNCIL

9 Smith Street (Private Bag 4) Leongatha VIC 3953
Phone: 5662 9200 Fax: 5662 3754
Email: council@southgippsland.vic.gov.au
Website: www.southgippsland.vic.gov.au
Facebook: www.facebook.com/southgippslandshirecouncil



SOUTH GIPPSLAND SHIRE COUNCIL

PERFORMANCE STATEMENT

FOR THE YEAR ENDED 30 JUNE 2026



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Certification of the Performance Statement for the year ended 30 June 2026

In my opinion, the accompanying Performance Statement has been prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

Taryn Macfarlane CPA
Principal Accounting Officer
Date: 16 September 2026

In our opinion, the accompanying Performance Statement of the South Gippsland Shire Council for the year ended 30 June 2026 presents fairly the results of Council's performance in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

The Performance Statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainable capacity.

At the date of signing, we are not aware of any circumstances that would render any particulars in the Performance Statement to be misleading or inaccurate.

We have been authorised by the Council and the *Local Government (Planning and Reporting) Regulations 2020* to certify this Performance Statement in its final form.

Cr Nathan Hersey
Mayor
Date: 16 September 2026

Cr Sarah Gilligan
Councillor (Audit and Risk Committee Member)
Date: 16 September 2026

Allison Jones
Chief Executive Officer
Date: 16 September 2026

VAGO Certification to be applied here

VAGO Certification to be applied here

Section 1. Description of Municipality

South Gippsland Shire Council is located in coastal south eastern Victoria, approximately 100 kilometres south-east of Melbourne. It is comprised of three wards: Tarwin Valley, Strzelecki and Coastal Promontory.

South Gippsland spans 3,308 square kilometres of agriculturally rich land which is used for dairy, beef, sheep and vegetable production. Viticulture, fishing and tourism also contribute significantly to the local economy.

Key attractions include the Port Welshpool Long Jetty, Cape Liptrap Coastal Park, Coal Creek Community Park and Museum, the Great Southern Rall Trail, the Grand Ridge Rall Trail, beaches, villages and, of course, the iconic Wilsons Promontory National Park.

Section 2. Service performance indicators

for the year ended 30 June 2026

Service	Results					Comments
	2023	2024	2025	2026		
	Actual	Actual	Actual	Target as per budget	Actual	
Aquatic Facilities						Attendances were lower at both outdoor pools and indoor leisure centre over this financial year.
Utilisation						
Utilisation of aquatic facilities	4.85	4.47	4.61	N/A	4.29	
[Number of visits to aquatic facilities / Municipal population]						
Animal Management						There was one animal management matter that was determined in court during this financial year.
Health and safety						
Animal management prosecutions	67%	100%	100%	N/A	100%	
[Number of successful animal management prosecutions / Number of animal management prosecutions] x 100						
Food Safety						Follow-up inspections for the reporting period achieved 90.91 per cent, with only nine inspections completed outside the target response time.
Health and safety						
Critical and major non-compliance outcome notifications	98.51%	78.26%	100%	N/A	90.91%	
[Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x 100						
*N/A - Not Applicable						

Service	Results					Comments
	2023	2024	2025	2026		
	Actual	Actual	Actual	Target as per budget	Actual	
Governance Satisfaction <i>Satisfaction with community consultation and engagement</i> [Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement]	50	47	46	47	49	Council's community consultation and engagement score improved by three points compared with the previous year. The result reflects Council's continued commitment to providing opportunities for the South Gippsland community to have its say on key projects, policies and strategies. It also follows the introduction of new ways to connect with Council, including presentations to Council, Meet the Mayor meetings and quarterly drop-in sessions held across the Shire.
Libraries Participation <i>Library membership</i> [Number of registered library members / Population] x 100	N/A	34.63%	35.96%	N/A	35.99%	The expected range is 20 to 40 per cent and the result was above Council's annual budget target of 35 per cent.
Maternal and Child Health (MCH) Participation <i>Participation in the MCH service</i> [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x 100	73.13%	71.40%	71.97%	N/A	77.13%	Participation rates have increased to 77 per cent of all children (0-3.5 years old) who have engaged in the Maternal Child Health service which is a 7.17 per cent increase from the previous year.
Participation <i>Participation in the MCH service by Aboriginal children</i> [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x 100	45.45%	77.36%	84.13%	N/A	74.63%	Council continue to make centres and appointments culturally appropriate and encourage Aboriginal and Torres Strait Islander families to attend all Key Age and Stage appointments.
*N/A - Not Applicable						

Service	2023	2024	Results		2026	Comments
	Actual	Actual	2025 Actual	Target as per budget		
Roads Condition <i>Sealed local roads below the the intervention level</i> (Percentage of sealed local roads that are below the renewal intervention level set by Council and not requiring renewal)	99.95%	99.83%	99.95%	95.00%	97.37%	A shire-wide condition survey of roads resulted in a minor decrease in the percentage of roads above the condition standard. Increased costs of materials used in road resealing has contributed to a reduced amount of reseals completed each year.
Statutory Planning Service standard <i>Planning applications decided within the relevant required time</i> (Percentage of planning application decisions made within the relevant required time)	25.27%	32.24%	53.27%	42.00%	55.12%	The Planning Department continues to improve the proportion of planning applications determined within statutory timeframes through the implementation of improved systems and processes.
Waste Management Waste diversion <i>Kerbside collection waste diverted from landfill</i> [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x 100	53.61%	52.55%	50.00%	50.00%	50.43%	The kerbside waste diversion rate has declined slightly compared to previous years due to the introduction of the Victorian Government Container Deposit Scheme which has reduced the volume of recyclables collected through kerbside services. Changes to kerbside waste services commencing from July 2026 are expected to improve diversion rates from 2026/27.

Section 3. Financial performance indicators

for the year ended 30 June 2026

Service	Results									Comments
	2023	2024	2025	2026		2027	2028	2029	2030	
	Actual	Actual	Actual	Target as per budget	Actual	Forecasts	Forecasts	Forecasts	Forecasts	
Efficiency Expenditure Level <i>Expenses per property assessment</i> [Total expenses / Number of property assessments]	\$3,636.38	\$4,400.65	\$4,193.83	\$3,636.00	\$3,853.00	\$3,873.14	\$3,818.67	\$3,924.07	\$3,974.99	Expenses per property assessment have decreased from the elevated levels experienced over the previous two years. Those results were driven by significant natural disaster recovery costs following events in February and August 2024. Despite this improvement, the 2025/26 result remained above target, primarily due to higher-than-budgeted depreciation and asset disposal costs.
Revenue Level <i>Average rate per property assessment</i> [Sum of all general rates and municipal charges / Number of property assessments]	\$2,073.71	\$2,218.59	\$2,282.46	N/A	\$2,355.09	\$2,419.65	\$2,468.66	\$2,518.66	\$2,569.66	Average rate per property assessment remains in line with the applied rate cap.
Liquidity Working capital <i>Current assets compared to current liabilities</i> [Current assets / Current liabilities] x 100	291.57%	187.69%	195.92%	158.00%	307.19%	210.81%	222.49%	243.25%	280.40%	Working capital is significantly higher than both target and the prior year, primarily due to the receipt of disaster recovery funding relating to expenses incurred in prior years.
Unrestricted cash <i>Unrestricted cash compared to current liabilities</i> [Unrestricted cash / Current liabilities] x 100	6.31%	-42.56%	-46.24%	N/A	-30.82%	-3.59%	-7.22%	-9.26%	-10.50%	Improvement in result is due to a decrease in carried forward capital works as of 30 June 2026, which increased unrestricted cash.

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Service	Results									Comments
	2023	2024	2025	2026		2027	2028	2029	2030	
	Actual	Actual	Actual	Target as per budget	Actual	Forecasts	Forecasts	Forecasts	Forecasts	
Obligations										
Loans and borrowings										
<i>Loans and borrowings compared to rates</i> [Interest bearing loans and borrowings / Rate revenue] x 100	19.16%	16.32%	19.60%	N/A	16.64%	13.60%	11.03%	8.43%	5.91%	The decrease in this measure relates to scheduled repayments of loans during 2025/26.
<i>Loans and borrowings repayments compared to rates</i> [Interest and principal repayments on interest bearing loans and borrowings / rate revenue] x 100	1.59%	2.13%	2.23%	N/A	2.66%	2.66%	2.62%	2.55%	2.48%	The increase in this measure relates to a full year of repayments on loans for the Korumburra streetscape, as the loan proceeds were received partway through 2024/25.
Indebtedness										
<i>Non-current liabilities compared to own source revenue</i> [Non-current liabilities / Own source revenue] x 100	23.90%	24.01%	25.79%	N/A	26.54%	19.62%	17.23%	14.77%	12.69%	Non-current liabilities compared to own source revenue is consistent with the prior year.
Asset renewal and upgrade										
<i>Asset renewal and upgrade compared to depreciation</i> [Asset renewal and asset upgrade expense / Asset depreciation] x 100	255.90%	200.20%	241.45%	160.00%	124.08%	157.20%	155.27%	119.92%	108.71%	The decrease in this measure compared to the previous year is due to lower renewal and upgrade capital works completed in 2025/26, as well as higher depreciation. The variation compared to the target is largely due to higher depreciation.

Service	Results									Comments	
	2023	2024	2025	2026		2027	2028	2029	2030		
	Actual	Actual	Actual	Target as per budget	Actual	Forecasts	Forecasts	Forecasts	Forecasts		
Operating position Adjusted underlying result <i>Adjusted underlying surplus (or deficit)</i> [Adjusted underlying surplus (deficit) / Adjusted underlying revenue] x 100	3.22%	-30.25%	5.85%	N/A	11.76%	6.66%	9.19%	8.30%	8.80%	The underlying result has continued to increase compared to the negative result in 2023/24. The lower underlying results in the previous two years was driven by significant natural disaster recovery costs following events in February and August 2024. The 2025/26 underlying result has also improved compared to 2022/23 driven by an increase in rates and charges and operating grants.	
Stability Rates concentration <i>Rates compared to adjusted underlying revenue</i> [Rate revenue / Adjusted underlying revenue] x 100	61.04%	73.61%	57.50%	65.81%	60.70%	65.95%	65.86%	66.02%	66.12%		
Rates effort <i>Rates compared to property values</i> [Rate revenue / Capital improved value of rateable properties in the municipality] x 100	0.27%	0.29%	0.30%	N/A	0.32%	0.33%	0.33%	0.34%	0.35%		Rates compared to property values are consistent with the prior year.

Section 4. Sustainable capacity indicators

for the year ended 30 June 2026

Service	Results				Comments
	2023	2024	2025	2026	
	Actual	Actual	Actual	Actual	
Population					
Expenses per head of municipal population [Total expenses / Municipal population]	\$2,489.05	\$2,914.97	\$2,773.13	\$2,546.21	Expenses per head of municipal population have decreased from the elevated levels experienced over the previous two years. Those results were driven by significant natural disaster recovery costs following events in February and August 2024.
Infrastructure per head of municipal population [Value of infrastructure / Municipal population]	\$21,154.95	\$23,367.94	\$24,799.63	\$27,971.23	Asset unit rates have increased in value because of construction costs and costs of materials used in infrastructure. Indexation and revaluations were performed across infrastructure asset classes as a result.
Population density per length of road [Municipal population / Kilometres of local roads]	14.62	14.76	14.68	14.68	This indicator remained largely unchanged.
Own-source revenue					
Own-source revenue per head of municipal population [Own-source revenue / Municipal population]	\$1,831.49	\$1,962.37	\$1,944.59	\$2,036.55	Own-source revenue per head of municipal population is consistent with the prior year.
Recurrent grants					
Recurrent grants per head of municipal population [Recurrent grants / Municipal population]	\$602.22	\$142.36	\$756.85	\$728.28	Recurrent grants per head of municipal population is consistent with the prior year.

Service	Results				Comments
	2023 Actual	2024 Actual	2025 Actual	2026 Actual	
Disadvantage <i>Relative Socio-Economic Disadvantage</i> [Index of Relative Socio-Economic Disadvantage by decile]	5.00	5.00	5.00	5.00	Relative socio-economic disadvantage is in line with the prior year.
Workforce turnover <i>Percentage of staff turnover</i> [Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x 100	9.6%	13.7%	16.5%	9.0%	Employee turnover has reduced due to stabilisation of the workforce and a decrease in involuntary separations. Unlike the previous year, there were no dismissals, contributing to the lower overall turnover rate.

Section 5. Notes to the accounts

5.1 Basis of preparation

South Gippsland Shire Council is required to prepare and include a Performance Statement within its annual report. The Performance Statement includes the results of the prescribed, service performance, financial performance and sustainable capacity indicators and measures together with a description of the municipal district, an explanation of material variations in the results and notes to the accounts. This Statement has been prepared to meet the requirements of the *Local Government Act 2020* and *Local Government (Planning and Reporting) Regulations 2020*.

Where applicable the results in the Performance Statement have been prepared on accounting bases consistent with those reported in the Financial Statements. The other results are based on information drawn from Council information systems or from third parties (e.g., Australian Bureau of Statistics or the Council's satisfaction survey provider).

The Performance Statement presents the actual results for the current year and the previous three years, along with the current year's target, if mandated by the *Local Government (Planning and Reporting) Regulations 2020*. Additionally, for the prescribed financial performance indicators and measures, the Performance Statement includes the target budget for the current year and the results forecast for the period 2026/27 to 2029/30 by the Council's Financial Plan.

The *Local Government (Planning and Reporting) Regulations 2020* requires explanation of any material variations in the results contained in the Performance Statement. Council has adopted materiality thresholds relevant to each indicator and measure. Explanations have not been provided for variations below the materiality thresholds, unless the variance is considered to be material because of its nature.

5.2 Definitions

Key term	Definition
Aboriginal children	means a child who is an Aboriginal person
Aboriginal person	has the same meaning as in the <i>Aboriginal Heritage Act 2006</i>
adjusted underlying revenue	means total income other than: • non-recurrent grants used to fund capital expenditure; and • non-monetary asset contributions; and • contributions to fund capital expenditure from sources other than those referred to above
adjusted underlying surplus (or deficit)	means adjusted underlying revenue less total expenditure
annual report	means an annual report prepared by a Council under section 98 of the Act
asset renewal expenditure	means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability
asset upgrade expenditure	means expenditure that— (a) enhances an existing asset to provide a higher level of service; or (b) extends the life of the asset beyond its original life
critical non-compliance outcome notification	means a notification received by council under section 19N(3) or (4) of the <i>Food Act 1984</i> , or advice given to council by an authorized officer under that Act, of a deficiency that poses an immediate serious threat to public health
current assets	has the same meaning as in the Australian Accounting Standards
current liabilities	has the same meaning as in the Australian Accounting Standards
food premises	has the same meaning as in the <i>Food Act 1984</i>
intervention level	means the level set for the condition of a road beyond which a council will not allow the road to deteriorate and will need to intervene
local road	means a sealed or unsealed road for which the council is the responsible road authority under the <i>Road Management Act 2004</i>
major non-compliance outcome notification	means a notification received by a council under section 19N(3) or (4) of the <i>Food Act 1984</i> , or advice given to council by an authorized officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken
MCH	means the Maternal and Child Health Service provided by a council to support the health and development of children within the municipality from birth until school age
non-current liabilities	means all liabilities other than current liabilities
own-source revenue	means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)
population	means the resident population estimated by Council
rate revenue	means revenue from general rates, municipal charges, service rates and service charges
relative socio-economic disadvantage	in relation to a municipal district, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipal district is located according to the Index of Relative Socio-Economic Disadvantage of SEIFA
restricted cash	means cash, cash equivalents and financial assets, within the meaning of the Australian Accounting Standards, not available for use other than for a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year
SEIFA	means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its Internet site
unrestricted cash	means all cash and cash equivalents other than restricted cash

SOUTH GIPPSLAND SHIRE COUNCIL

9 Smith Street (Private Bag 4) Leongatha VIC 3953
Phone: 5662 9200 Fax: 5662 3754
Email: council@southgippsland.vic.gov.au
Website: www.southgippsland.vic.gov.au
Facebook: www.facebook.com/southgippslandshirecouncil



SOUTH GIPPSLAND SHIRE COUNCIL

Governance and Management Checklist

FOR THE YEAR ENDED 30 JUNE 2026



South Gippsland
Shire Council

Governance and Management Checklist

The following are the results in the prescribed form of South Gippsland Shire Council's assessment against the prescribed Governance and Management Checklist. Unless otherwise stated 'the Act' refers to the *Local Government Act 2020*.

Item No.	Governance and Management Items	Assessment
1	Community Engagement Policy Policy under section 55 of the Act outlining Council's commitment to engaging with the community on matters of public interest.	Adopted in accordance with section 55 of the Act. <i>Communication and Engagement Policy.</i> Date of Adoption: 20 May 2026
2	Community Engagement Guidelines Guidelines to assist staff to determine when and how to engage with the community.	<i>Community Engagement Strategy 2026-2029.</i> Date of Adoption: 20 May 2026
3	Financial Plan Plan under section 91 of the Act outlining the financial and non-financial resources required for at least the next 10 financial years.	Adopted in accordance with section 91 of the Act. <i>2026/27 Budget - including Financial Plan 2026/27-2035/36.</i> Date of Adoption: 17 June 2026
4	Asset Plan Plan under section 92 of the Act setting out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years.	Adopted in accordance with section 92 of the Act. <i>Asset Plan 2025-2035.</i> Date of Adoption: 18 June 2025
5	Revenue and Rating Plan Plan under section 93 of the Act setting out the rating structure of Council to levy rates and charges.	Adopted in accordance with section 93 of the Act. <i>Revenue and Rating Plan 2025-2029.</i> Date of Adoption: 18 June 2025
6	Annual Budget Plan under section 94 of the Act setting out the services to be provided and initiatives to be undertaken during the budget year and the funding and other resources required.	Adopted in accordance with section 94 of the Act. <i>2026/27 Budget - including Financial Plan 2026/27-2035/36.</i> Date of Adoption: 17 June 2026
7	Risk Policy Policy outlining Council's commitment and approach to minimising the risks to Council's operations.	<i>Risk Management Policy.</i> Date of Adoption: 24 February 2021
8	Fraud Policy Policy outlining Council's commitment and approach to minimising the risk of fraud.	<i>Fraud and Corrupt Conduct Policy.</i> Date of Adoption: 19 May 2021 A review of the <i>Fraud and Corrupt Conduct Policy</i> was on schedule to be presented at the 15 July 2026 Council Meeting for endorsement at the time of writing this Annual Report.
9	Municipal Emergency Management Planning Council's participation in meetings of the Municipal Emergency Management Planning Committee (MEMPC).	Municipal Emergency Management Planning meetings attended by one or more representatives of Council (other than the chairperson) during the financial year. Date of MEMPC meetings attended: • 26 August 2025 • 25 November 2025 • 24 February 2026 • 26 May 2026
2	South Gippsland Shire Council	

Item No.	Governance and Management Items	Assessment
10	Procurement Policy Policy under section 108 of the Act outlining the principles, processes and procedures that will apply to all purchases of goods and services by the Council.	Adopted in accordance with sections 108 and 109 of the Act. <i>Procurement Policy.</i> Date of Adoption: 16 July 2025
11	Business Continuity Plan Plan setting out the actions that will be undertaken to ensure that key services continue to operate in the event of a disaster.	The Business Continuity Plans were endorsed by the Audit and Risk Committee. Date of Endorsement: 13 December 2022
12	Disaster Recovery Plan Plan setting out the actions that will be undertaken to recover and restore business capability in the event of a disaster.	<i>Disaster Recovery Plan.</i> Audit and Risk Committee: 5 December 2023
13	Complaint Policy Policy under section 107 of the Act outlining Council's commitment and approach to managing complaints.	Established in accordance with section 107 of the Act. <i>Complaint Handling Policy.</i> Date of Commencement: 23 December 2021
14	Workforce Plan Plan outlining Council's commitment and approach to planning the current and future workforce requirements of the organisation.	Established in accordance with section 46 of the Act. <i>Workforce Management Strategy 2022 - 2026.</i> Date of Commencement: March 2022
15	Payment of Rates and Charges Hardship Policy Policy outlining Council's commitment and approach to assisting ratepayers experiencing financial hardship or difficulty paying their rates.	<i>Hardship Policy.</i> Date of Adoption: 17 June 2026
16	Risk Management Framework Framework outlining Council's approach to managing risks to Council's operations.	Risk Management Framework Developed in accordance with <i>International Risk Management Standard AS/NZS ISO 31000: 2009.</i> Date of Adoption: 24 February 2021
17	Audit and Risk Committee Advisory committee of Council under section 53 and section 54 of the Act whose role is to monitor the compliance of Council policies and procedures, monitor Council's financial reporting, monitor and provide oversight on internal and external audit functions.	Audit and Risk Committee established in accordance with section 53 of the Act. Date of Establishment: 26 August 2020 South Gippsland Shire Council's <i>Audit and Risk Committee Charter</i> was adopted by Council on 20 August 2025 in accordance with section 54 of the Act Date of Adoption: 20 August 2025
18	Internal Audit Independent accounting professionals engaged by the Council to provide analyses and recommendations aimed at improving Council's governance, risk and management controls.	Internal Auditor engaged. Council's internal audit function provides independent and objective assurance that the appropriate processes and controls are in place across Council. This function is outsourced to Crowe, who were appointed on 18 May 2022 following a public tender, for an initial term of four years, which concluded on 1 July 2026. Council opted into a one year extension and concludes on 2 June 2027.

Item No.	Governance and Management Items	Assessment
19	Performance Reporting Framework A set of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 98 of the Act.	Performance Reporting Framework is set out in the <i>Council Plan 2025-2029</i> and the <i>2025/26 Annual Budget</i> . Date of framework: 18 June 2025
20	Council Plan Reporting Report reviewing the performance of the Council against the Council Plan, including the results in relation to the strategic indicators, for the first six months of the financial year.	<i>Council Plan 2025-2029</i> . Date of Adoption: 18 June 2025 Date of Framework: 26 June 2024 Council Plan and Annual Plan reporting is provided in Council's quarterly <i>Organisational Performance Reports</i> . Date of reports: • 26 November 2025 • 18 February 2026 • 20 May 2026
21	Quarterly Budget Reports Quarterly reports to Council under section 97 of the Act, comparing actual and budgeted results and an explanation of any material variation.	Reports presented to Council in accordance with section 97 of the Act. Financial reporting is provided in Council's quarterly <i>Organisational Performance Reports</i> . Date reports presented: • 2025/26 first quarter report: adopted 26 November 2025 • 2025/26 second quarter report: adopted 18 February 2026 • 2025/26 third quarter report: adopted 20 May 2026
22	Risk Reports Six-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies.	Risk Management Reports presented to Audit and Risk Committee: • 19 August 2025 • 2 December 2025 • 17 March 2026 • 16 June 2026
23	Performance Reporting Six-monthly reports of indicators measuring the results against financial and non-financial performance, including performance indicators referred to in section 98 of the Act.	The <i>Council Plan 2025-2029</i> including the 2025/26 Annual Actions, Budget and Strategic Objectives are reported in Council's quarterly <i>Organisational Performance Reports</i> as follows: • 2025/26 first quarter report: adopted 26 November 2025 • 2025/26 second quarter report: adopted 18 February 2026 • 2025/26 third quarter report: adopted 20 May 2026
24	Annual Report Annual report under sections 98, 99 and 100 of the Act to the community containing a report of operations and audited financial and performance statements.	Presented at a Council Meeting in accordance with section 100 of the Act. Date of presentation: 15 October 2025 <i>The Annual Financial and Performance Statements were endorsed at the 17 September 2025 Council Meeting. An unqualified opinion was received from the Victoria Auditor-General's Office and the certificate was included in the 2024/25 Annual Report and endorsed at the 15 October 2025 Council Meeting and published on Council's website.</i>

Item No.	Governance and Management Items	Assessment
25	Councillor Code of Conduct Code under section 139 of the Act setting out the standards of conduct to be followed by Councillors and other matters.	From 26 October 2024, the <i>Local Government Act 2020</i> requires all Councillors to observe the Model Councillor Code of Conduct which replaces the previous statutory requirements for Councils to develop their own Councillor Code of Conduct. Council adopted the <i>Internal Resolution Procedure</i> at the 21 May 2025 Council Meeting as part of the changes made to the <i>Local Government Act 2020</i> and <i>Local Government (Governance and Integrity) Regulations 2020</i>. Date of Adoption: 21 May 2025
26	Delegations Documents setting out the powers, duties and functions of Council and the Chief Executive Officer that have been delegated to members of staff, in accordance with sections 11 and 47 of the Act.	The delegations were reviewed in accordance with section 11(7) of the Act and a register kept in accordance with section 11(8) and 47(7) of the Act. The delegations were signed by the CEO on: • Council to CEO (S5) - 20 August 2025. • Council to Staff (S6) - 17 June 2026 • Sub-delegation by CEO to Staff (S7) – 10 March 2026 • Sub-delegation by CEO to Staff (S7A) – CEO to staff - Miscellaneous Delegations – 16 March 2026 • Municipal Building Surveyor to Staff (S12) - 9 December 2026 • CEO Powers, Duties and Functions to Staff (S13) - 17 February 2026 • Sub-delegation by CEO Powers, Duties and Functions to Staff (S13A) - 10 June 2020 • CEO to Staff (VICSmart Applications) under the <i>Planning and Environment Act 1987</i> (S14) - 2 March 2026 • CEO to Staff (Bushfire Reconstruction Application under the <i>Planning and Environment Act 1987</i>) (S16) - 2 March 2026 • CEO to Staff under the <i>Child Wellbeing and Safety Act 2005</i> (S20a) – 12 March 2026
27	Meeting procedures Governance Rules under section 60 of the Act governing the conduct of meetings of Council and delegated committees.	Adopted in accordance with section 60 of the Act. <i>Governance Rules (C82)</i>. Date of Adoption: 10 December 2025

I certify that this information presents fairly the status of Council's governance and management arrangements.

Allison Jones
Chief Executive Officer
Date: 16 September 2026

Cr Nathan Hersey
Mayor
Date: 16 September 2026

SOUTH GIPPSLAND SHIRE COUNCIL

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5.3. CONTRACT AWARD DELEGATION - SAFE LOCAL ROADS AND STREETS PROGRAM

Directorate:	Infrastructure Sustainability
Department:	Infrastructure Delivery

Council Plan

Theme - Empowering Communities

The road safety works proposed utilising funding from the Safe Local Roads and Streets Program align with Council's strategy of planning for connected communities through improved transport networks.

EXECUTIVE SUMMARY

This report seeks approval for the Chief Executive Officer (CEO) to have delegated authority from Council to award contracts for the timely delivery of projects in 2026/27 utilising allocated funding from the Victorian Government's Safe Local Roads and Streets Program.

As part of the funding was not secured until after the 2026/27 Annual Budget was developed, the CEO does not have implicit delegation to award the full value of contracts in the Program under *S5 Instrument of Delegation to Chief Executive Officer*.

RECOMMENDATION

That Council delegate to the Chief Executive Officer the authority to award contracts for works funded under the Safe Local Roads and Streets Program in 2026/27, subject to the total value of the contracts being within the approved funding allocation of \$2,849,000 plus GST.

REPORT

The Transport Accident Commission (TAC) in partnership with Department of Transport and Planning (DTP) developed the Safe Local Roads and Streets Program to support the development and delivery of road safety infrastructure projects on local roads.

The Program is working alongside all Victorian local governments to plan, design and deliver safety improvements on their local roads, intersections, and precincts.

Council has secured a total funding amount of \$2,849,000 plus GST from the Program through the initial allocation and subsequent supplementary funding round.

The funding represents nine projects in six funding agreements, which will enable significant road safety improvements across the Shire. All projects must be completed by 30 June 2027.

In the interest of timely project delivery, it is anticipated that multiple contracts may be awarded under the Program and it is recommended that the CEO is delegated authority to award these contracts.

CONSULTATION / COMMUNITY ENGAGEMENT

Council has engaged extensively with the TAC and DTP in the planning and design of treatments under the Program to ensure that they meet current best practice.

Community consultation has occurred throughout 2026 utilising a variety of methods, and project information remains available on Council's website.

A communications plan will be developed and implemented for the project delivery phase to help ensure that affected communities are aware of the works and to manage construction disruptions.

RESOURCES / FINANCIAL VIABILITY

The Safe Local Roads and Streets Program is 100% funded by the TAC and does not require any Council contribution. However, Council will be responsible for any budget overruns if the Program cannot be delivered within the allocated funding amount of \$2,849,000 plus GST.

The CEO does not have implicit delegation to award the full value of contracts in the Program under *S5 Instrument of Delegation to Chief Executive Officer* for the following reasons:

- The value of contracts under this Program are projected to exceed the CEO's financial delegation of \$750,000 including GST;
- Part of the funding was not secured until after the 2026/27 Annual Budget was developed and consequently the full expenditure amount is not part of Council's adopted Capital Works Program.

It is therefore necessary to obtain Council's approval to award these contracts or confirm delegation of this authority to the CEO in accordance with Clause 1.1.3 of the *S5 Instrument of Delegation to Chief Executive Officer*, as recommended.

RISKS

If Council chooses not to delegate to the Chief Executive Officer commencement of works will likely be delayed and may therefore risk works not being completed before the end date of the funding agreement.

STAFF DISCLOSURE

Nil

ATTACHMENTS

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

Nil

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 3. Decision Making

Council Policy / Strategy / Plans

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

Procurement Policy (C32)

Legislative Provisions

Local Government Act 2020

Regional, State and National Plan and Policies

Nil

5.4. POLICY REVIEW AND REVOCATION - COAL CREEK COMMUNITY PARK AND MUSEUM COLLECTION POLICY (C05)

Directorate:	Empowering Communities
Department:	Community, Customer and Visitor

Council Plan

Theme – Empowering Communities

Enrich the lives of all community members through community and cultural events, skills development, creative industries, sport, recreation and performance spaces.

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider revoking the *Coal Creek Community Park Museum and Collection Policy (C05)* as a Council Policy to allow for its reclassification as a Chief Executive Officer Policy.

RECOMMENDATION

That Council:

- 1. Revokes the Coal Creek Community Park Museum and Collection Policy (C05) (Attachment [5.4.1]);**
- 2. Notes that the Coal Creek Community Park Museum and Collection Policy (C05) (Attachment [5.4.1]) will be removed from Council's website;**
- 3. Notes that a revised Coal Creek Cultural Collection Policy will be administered as a Chief Executive Policy; and**
- 4. Notes that information will be provided to the community on the Coal Creek Cultural Collection with guidelines published on Council's website, outlining collection management principles and public access arrangements.**

REPORT

The current *Coal Creek Community Park Museum and Collection Policy (C05)* (refer to **Attachment [5.7.1]**) was endorsed on 22 April 2020 and was scheduled for review in April 2024.

The Policy has now been reviewed and revised to align with contemporary best-practice standards for the management, preservation and governance of the permanent cultural collection at Coal Creek.

The objective of the policy primarily relates to the operational management of the Coal Creek Cultural Collection. Since the policy governs internal processes,

procedures and decision-making associated with collection management, it is proposed that the policy be reclassified as a Chief Executive Officer Policy.

To ensure transparency and provide information to the community on the Coal Creek collection, supporting guidelines (refer to **Attachment [5.4.2]**) have been developed and will be published on Council's website, outlining relevant collection management principles and public access arrangements.

CONSULTATION / COMMUNITY ENGAGEMENT

Nil

RESOURCES / FINANCIAL VIABILITY

Proposed changes to the Policy and its classification have no discernible impact on Council's Long-Term Financial Plan.

RISKS

Failure to adopt the updated policy framework may result in the Coal Creek Cultural Collection not being managed, maintained and preserved in accordance with contemporary museum and collection management practices. This could increase the risk of inconsistent decision-making, inadequate collection governance and potential loss of cultural heritage value.

STAFF DISCLOSURE

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

ATTACHMENTS

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

1. Coal Creek Community Park Museum and Collection Policy for revocation [5.4.1 - 5 pages]
2. Coal Creek Cultural Collection A Guide for Community Members Donors and Volunteers [5.4.2 - 4 pages]

CONFIDENTIAL ATTACHMENTS

Nil

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 1. Direction & Leadership

Pillar 3. Decision Making

Council Policy / Strategy / Plans

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

Coal Creek Community Park Museum and Collection Policy (C05)

Arts, Culture and Creative Industry Strategy

Legislative Provisions

Museum Act 1983

Regional, State and National Plan and Policies

Code of Ethics for Museums (ICOM 2006)



South Gippsland Shire Council

COAL CREEK COMMUNITY PARK MUSEUM AND COLLECTION POLICY

Policy Number C05
 Ordinary Council Meeting Date 22 April 2020
 Next Review Date April 2024

COUNCIL POLICY

COUNCIL POLICY

COUNCIL POLICY

1. POLICY OBJECTIVE

The objective of the *Coal Creek Community Park Museum and Collection Policy* (C05) (the Policy) is to provide guidance about the Coal Creek Community Park and Museum collection; to ensure that acquisition and disposal of collection items meet significance criteria through their relevance to the stated time-line period and to the planned themes of the site.

2. POLICY SCOPE

The Policy applies to all South Gippsland employees, volunteers and donors.

The policy is intended to be separate from, and implemented independently from, council's asset disposal policies.

3. POLICY STATEMENT AND GUIDELINES

3.1 Policy Statement

Coal Creek Community Park and Museum exists to promote awareness and understanding of the natural, industrial and social history of South Gippsland from pre-European settlement through to 1920 through the collection, preservation and communication of relevant cultural material.

The collection is integral to this awareness and promotion as well as the collection being of value in its own right.

The Policy provides information about the underpinning principals for:

1. Development of the collection
2. Defining the range of objects the museum chooses to collect or not collect
3. Ensuring that a high standard of care of the current collection is maintained

3.2 Method of Acquisition

1. Acquisitions to the collection may be in the form of donations or bequests, or by purchase or exchange. Purchasing will be in accordance with Council's Procurement Policy (C32).
2. If original objects are not obtainable for exhibitions; replicas, models, photographs or other graphic representations may be considered as viable alternatives.
3. An object will not be assessed as significant simply because of its age.



3.3 Coal Creek Community Park and Museum will only acquire those objects that:

1. Are of significance to Coal Creek Community Part and Museum.
2. Can be appropriately cared for and maintained i.e. Storage requirements, conservation needs.
3. Will be utilised in the exhibition in the foreseeable future even though no commitment can be made that any particular item will be permanently displayed.
4. Have adequate provenance to ensure their authenticity.
5. Have adequate provenance to ensure the legality of donation or purchase.
6. Are not restricted or encumbered as to their use i.e. by copyright, patent, trademark or due to any hazardous nature of the object.
7. Are not restricted or encumbered in their use through conditions set by the donor.
8. Do not duplicate objects already held in the existing collection, unless multiple examples of this object are necessary for display or the item for consideration is of superior condition or historic value than those currently in the collection.
9. If loans are acquired only on a short-term basis.

3.4 Documentation and Storage

South Gippsland Shire Council recognises that it is a custodian of the material culture entrusted to it for preservation for future generations. Council is committed to ensuring that the collection is properly catalogued and appropriately stored, subject to its resourcing and budgetary constraints.

Note: Objects may be collected for use as spare parts for the existing collection.

3.5 Contractual Considerations

Coal Creek Community Park and Museum will remain mindful of any legal restrictions and ethical guidelines, as set out in the International Council of Museums (ICOM) Code of Ethics, governing the acquisition of objects and will not acquire or exhibit an object in breach of those restrictions and guidelines.

Coal Creek Community Park and Museum will be attentive to the regulations and procedures of any relevant tax incentive for the Cultural Gifts Program when considering any gift proposed through this Program.

A Donor Proposal Form must be co-signed by the Donor and a Curatorial Officer or authorised representative of Coal Creek Community Park and Museum in order to ensure the transfer to South Gippsland Shire Council of legal ownership of the object.

3.6 Criteria for De-accessioning of Objects

Coal Creek Community Park and Museum's Curatorial Officer or authorised representative in consultation with the Coordinator of Coal Creek and a local history expert, may dispose of items in the collection because they are:

1. Not relevant to the functions and aims of the site.
2. There is insufficient supporting information to enable proper identification or to establish relevance.
3. Damaged beyond repair.
4. Unnecessary duplicates thereof or they are inferior to other similar items in the current collection.
5. Under exceptional circumstances, subject to a substantiated request for the return of the item to the original owner/donor.



3.7 Legal and Ethics

Coal Creek Community Park and Museum will remain mindful of any legal restrictions and ethical guidelines governing the disposal of objects and will not dispose of an object in breach of these restrictions and sanctions.

3.8 Method of Disposal

1. Options for Disposal

Disposal of de-accessioned items will be carried out in one of the following ways:

- a. Return to the donor or donor's family if the donor is deceased.
- b. Offered to another museum or educational or cultural institution (not for profit).
- c. If neither of these options is successful, the item/s may be offered for public sale or auction/tender.
- d. Collection items received under the Deductible Gifts Program will be offered to another institution with Deductible Gifts Program status.

2. Proceeds from Sale

Proceeds from public sale/auction of collection items will be credited solely to collection funds and used specifically for collection maintenance and development.

3. Personal acquisition and de-accessioning

At no time will a staff member or volunteer or person connected with South Gippsland Shire Council or any person formally connected with Coal Creek Community Park and Museum, be permitted to acquire a de-accessioned object directly from Coal Creek Community Park and Museum or South Gippsland Shire Council.

Council will ensure that reasonable efforts have been made between making the decision to de-accession an object and the disposal of that object unless emergency management is required due to public safety or damage to other collection items.

3.9 Review of Collection Policy

Coal Creek Community Park and Museum Collection Policy will be reviewed two years after its adoption and every five years prior to the Museum Accreditation Program reaccreditation process, or more frequently as required.

3.10 Loans Inward

South Gippsland Shire Council and Coal Creek Community Park and Museum do not accept permanent loans unless the item on offer is assessed to be of particular significance to the permanent exhibition. Short-term loans may be accepted as necessary for temporary exhibitions. All inward loans will be for a fixed time and the conditions agreed to in writing on a Loan Agreement form. The loan agreement may include provision for the lender to assist with financial support of the item for restoration, storage, maintenance or insurance.

3.11 Loans Outward

South Gippsland Shire Council and Coal Creek Community Park and Museum, will assess outward loan requests from other institutions on individual merit. Borrowers will be required to sign a loan agreement which provides a condition report of the loaned item, length of loan period and any specific requirements regarding care during the loan period.



3.12 Winding up of Operations

In the event that Coal Creek Community Park and Museum ceases its operations, South Gippsland Shire Council will dispose of the collection and will remain mindful of any legal restrictions and ethical guidelines governing the disposal of the objects. South Gippsland Shire Council will not dispose of an object in breach of these restrictions and sanctions and will use the following means:

3.13 Method of Disposal

1. Return to the donor or donor's family if the donor is deceased.
2. Offered to another museum, educational or cultural institution which is not for profit.
3. If neither of these options is successful, the item/s may be offered for public sale or auction/tender.
4. Any collection items received under the Deductible Gifts Program will be offered to another organisation with Deductible Gifts Program status.
5. At no time will a staff member, volunteer at Coal Creek Community Park and Museum, persons connected with South Gippsland Shire Council or any person formally connected with Coal Creek Community Park and Museum, be permitted to acquire any object directly from Coal Creek Community Park and Museum or South Gippsland Shire Council.

4. RISK ASSESSMENT

A failure to properly manage the collection may lead to:

1. Loss of a valuable component of regional, state or national heritage.
2. Disputes over collection care resulting in litigation.
3. Disposal of items through damage.
4. Lack of community confidence in Council's custodial role over an important and significant part of local history.
5. Loss of Council's reputation in the wider museum and educational community.

5. ROLES AND RESPONSIBILITIES STATEMENT

5.1 Coal Creek Community Park and Museum Staff

All staff and volunteers at Coal Creek Community Park and Museum will be provided with a copy of this Policy.

5.2 Item Donors

1. All donors of items will be provided with a copy of this Policy before donations are made and accepted.
2. Past donors of items, where they can be identified, will be provided with a copy of this Policy.

5.2 South Gippsland Shire Council

Council will arrange insurance cover for the collection for values agreed between Council and the insurers.



POLICY OWNERSHIP				
Directorate	Development Services – Economic Development and Tourism Department			
DEFINITIONS				
De-accession	To formally remove an object from a collection for disposal.			
Collection	The word collection refers to objects catalogued into the museum's collection for display or interpretation.			
International Council of Museums Code of Ethics	The international Council of Museums (ICOM) Code of Ethics for Museums was adopted in 1986 by ICOM and revised in 2004. It establishes the values and principles shared by ICOM and the international museum community. It is a reference tool translated into 36 languages and it sets minimum standards of professional practice and performance for museums and their staff.			
SUPPORTING INFORMATION				
Legislative Provisions	Local Government Act 1989 sections 3C, 3D, 3E Commonwealth Copyright Act 1968 (Updated June 2017) Underwater Cultural Heritage Act 2018 Privacy and Data Protection Act 2014 Public Records Act 1973 Aboriginal Heritage Act 2006 Section 24 Victorian Information Privacy Act 2018 The International Code of Ethics for Museums (ICOM 2004) Code of Ethics for Art, History and Science Museums (MA 1999) Firearms and Victorian Museums (MAVIC)			
Council Supporting Documents	Procurement Policy (C32) – Asset Disposal			
External Supporting Documents	The International Code of Ethics for Museums (ICOM 2004) Code of Ethics for Art, History and Science Museums (MA 1999) Firearms and Victorian Museums (MAVIC)			
File Location	D1425720			
REVISION HISTORY				
Version	Approved	Approval Date	Range	Sections Modified
1.0	Ordinary Council Meeting	18 August 2004		Revised
1.1	Ordinary Council Meeting	25 June 2014		Revised
1.2	Ordinary Council Meeting	23 May 2016		Revised
1.3	Ordinary Council Meeting	22 April 2020		Revised

DRAFT ONLY

Coal Creek Cultural Collection

A Guide for Community Members, Donors and Volunteers

About the Collection

The Coal Creek Cultural Collection preserves and shares the stories of South Gippsland's people, industries and communities.

The collection helps Coal Creek Community Park and Museum achieve its mission of educating future generations through an understanding of the past. Every object in the collection contributes to telling the story of our region and its people.

The collection is managed by South Gippsland Shire Council in accordance with the Coal Creek Cultural Collection Policy and recognised museum standards.

What We Collect

Coal Creek collects objects that help tell the story of South Gippsland's cultural heritage, particularly during the period of 1890–1929.

The collection focuses on the following themes:

- First Nations culture
- Coal mining
- Farming and dairying
- Forestry and sawmilling
- Transport
- Development of local towns
- History of power generation

Objects may include:

- Photographs
- Documents and maps
- Household items
- Clothing and textiles
- Tools and machinery
- Agricultural equipment
- Mining equipment
- Business records
- Signs
- Furniture
- Personal items

DRAFT ONLY

Other objects with a strong connection to South Gippsland.

What Makes an Item Suitable?

When considering an object for the permanent collection, Council looks at whether it:

- has a strong connection to South Gippsland and Coal Creek's collecting themes
- helps tell an important regional story, dates from, or relates to, the collection's focus period
- has a known history (provenance) showing where it came from and who owned or used it
- can be safely stored and cared for
- is suitable for future research, interpretation or exhibition
- does not unnecessarily duplicate objects already held within the collection.

Not every item offered can be accepted. Limited storage space, conservation requirements and the existing collection are all considered during the assessment process.

Items We Are Unlikely to Accept

Generally, Coal Creek will not accept items that:

- have no clear connection to South Gippsland
- fall outside the museum's collecting themes
- cannot be safely stored or conserved
- have unclear ownership or provenance
- have legal or ethical restrictions that prevent their use
- duplicate items already well represented in the collection.

Age alone does not make an object suitable for the collection.

How to Offer an Item

If you would like to donate an object:

- Contact Council's Cultural and Curatorial Officer before bringing the item to the museum.
- Provide photographs and as much information as possible about the object's history, ownership and connection to South Gippsland.
- Council's Cultural and Curatorial Officer will undertake an initial assessment.
- Suitable proposals will be referred to the Coal Creek Cultural Collection Advisory Panel for consideration.
- If approved, the donation will be formally documented before being added to the collection.

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Please note that Council staff and volunteers cannot accept donations directly. All offers must follow the formal assessment process.

What Happens if My Donation Is Accepted?

Accepted items become part of the Coal Creek Cultural Collection and are managed by Council.

Objects may be:

- displayed in exhibitions
- used in educational programs
- preserved for future generations
- made available for research.

While every object is valued, acceptance into the collection does not guarantee it will be permanently displayed.

Looking After the Collection

Council cares for the collection using recognised museum practices wherever possible.

This includes:

- cataloguing and documenting every object
- appropriate storage and handling
- pest management
- conservation and maintenance
- monitoring environmental conditions as resources allow.

Collection records are maintained digitally, with many objects also available through Victorian Collections.

Accessing the Collection

The collection can be explored:

- during visits to Coal Creek.
- online through Victorian Collections
- by appointment for approved research purposes.

Researchers requiring access to specific objects will be assisted by Council staff.

Loans

Coal Creek may:

DRAFT ONLY

- borrow items for temporary exhibitions
- lend collection items to other museums and cultural organisations where appropriate.

All loans are subject to written agreements and conservation requirements.

Coal Creek does not accept permanent loans.

Reviewing the Collection

From time to time, Council reviews the collection to ensure it remains relevant, well cared for and aligned with Coal Creek's purpose.

In some circumstances, objects may be removed from the collection if they:

- no longer fit the collection policy
- cannot be safely stored or cared for
- present health or safety risks
- have insufficient information to establish their significance
- unnecessarily duplicate other collection items.

Any decision to remove an object follows a formal assessment process, including review by the Coal Creek Cultural Collection Advisory Panel and compliance with legal and ethical museum standards.

Where appropriate, deaccessioned items may be returned to donors, transferred to another collecting institution or, if no suitable alternative exists, sold or disposed of responsibly. Any proceeds from approved sales are used solely to support the care and development of the collection.

Working Together

Coal Creek's Cultural Collection exists because of the generosity, knowledge and support of the South Gippsland community.

By carefully selecting, preserving and sharing objects of regional significance, we can continue telling the stories that shape our shared heritage for future generations.

5.5. POLICY REVIEW: PUBLIC TRANSPARENCY POLICY (C75) - FOLLOWING COMMUNITY CONSULTATION FEEDBACK

Directorate:	Strategy and Integrity
Department:	Governance and Integrity

Council Plan

Theme - Leading with Integrity

A review of Council's Public Transparency Policy to ensure good governance, promote transparency and support the community through publicly available information.

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider the *Public Transparency Policy (C75)* (**Attachment [5.5.1]**) following community consultation from 16 July 2026 to 12 August 2026.

There were four submissions received during this consultation period.

RECOMMENDATION

That Council:

- Adopts the *Public Transparency Policy (C75)* (Attachment [5.5.1]) and the Engagement Report: Draft Public Transparency Policy (Attachment [5.5.2]); and**
- Writes to submitters for the *Draft Public Transparency Policy (C75)* to thank them for their submission as part of the community consultation from 16 July 2026 to 12 August 2026.**

REPORT

Public Transparency Policy (C75)

The *Public Transparency Policy (C75)* (**Attachment [5.5.1]**) is required to be adopted under section 57 of the *Local Government Act 2020* (the Act) and must give effect to the *Public Transparency Principles* outlined in section 58 of the Act. The Policy is to demonstrate that council information and decision-making processes must be publicly available, understandable, and accessible, unless the information is deemed confidential or contrary to the public interest.

The summary of changes for the Draft Policy included:

- Removed duplication and updated legislative references such as the Model Councillor Code of Conduct.

- Updated formatting to align with current policy template.
- Updated to remove detailed operational instructions and now focuses on high-level principles and governance intent.
- Shifted from “how to do transparency to “principles guiding transparency”.
- Reduced the length of the Policy from 14 to five pages. The new version is a condensed, principles-based policy rather than a procedural manual.

The legislation addressed through this Policy include the Acts and the *Freedom of Information Act 1982 (FOI Act)*. Many other Acts are also relevant and applicable. The Policy outlines that community members are encouraged to refer to the *FOI Act Part II Statement* when seeking information from Council.

This Policy, as per the Act, is classified as a strategic governance policy and therefore, Council endorsed the *Draft Public Transparency Policy (C75)* at the 15 July 2026 Council Meeting for community consultation.

This feedback period occurred from 16 July 2026 to 12 August 2026 on Council’s online platform. Council received four submissions as part of this process.

Changes following Community Consultation

Refer to the Engagement Report: Draft Public Transparency Policy (**Attachment [5.5.2]**) that outlines the feedback responses following the community consultation period. The main feedback received included:

Submitter Request	Council Response
• A suggestion to include a full list of positions, position descriptions and EFT values; and • Maintain consistency of annual reporting requirements to enable year-on-year comparisons.	<i>No change to Policy</i> There is no requirement in the <i>Local Government Act 2020</i> to provide operational workforce data on Council’s website. Council’s Annual Report provides publicly available information on Full Time Equivalent and employee data annually which is a legislative requirement. Council aims to maintain consistency in the presentation and format of its Annual Report to support meaningful year-to-year comparisons. The Annual Report must comply with prescribed reporting requirements and templates issued by Local Government Victoria, which limits Council's discretion over the format and structure of

Submitter Request	Council Response
	certain sections, particularly the financial statements.
Restore an explicit list of proactively published document categories and include Timber Harvest Plans within it.	<i>No change to Policy</i> Current legislation relating to Timber Harvest Plans does not permit Victorian councils to proactively make these types of plans publicly available. Currently, these types of Plans can be requested under the <i>Freedom of Information Act 1982</i>. Legislative reform would be required to enable Timber Harvest Plans to be made publicly available by Council outside of the Freedom of Information process.
The draft reduces the specific list of documents Council commits to publishing from around 17 items in the 2020 Policy to six, with everything else pushed onto a generic reference to the <i>FOI Part II Statement</i> .	<i>No change to Policy</i> Council has considered this feedback and determines that this is procedural in nature and does not warrant any changes to the content or wording of the Policy. The list has been shortened in the revised version to condense the Policy and be principles-based rather than procedural. Response Outcome As a result of community consultation, Council has established a dedicated webpage that clearly identifies information available to the public. The page includes links to documents published under the <i>Freedom of Information Act 1982</i> and Council's <i>Part II Information Statement</i>, improving transparency and accessibility for the community. Council has introduced a revised process to ensure key registers such as Gifts, Conflicts of Interest and Overseas and Interstate Travel to be published on Council's website. Previously, access to this

Submitter Request	Council Response
	information required a written request to Council.
Reinstate the non-compliance and escalation pathway (including reference to OVIC and the Ombudsman) that appears in the current Policy but has been dropped from the draft entirely.	<i>Change to Policy</i> Paragraph reinstated under Council Information to include reference to Officer of the Victorian Information Commissioner (OVIC).
Reinstate a defined test for what counts as confidential information, of the kind set out in the 2020 Policy's confidential-information table (including the specific 'land use planning information' category), rather than the draft's undefined reference to information that is 'confidential' or 'contrary to the public interest'.	<i>Change to Policy</i> Confidential Information table as defined by s.3 of the <i>Local Government Act 2020</i> has been reinstated as an Attachment to the Policy to streamline the readability.
Reconsider the new definition of 'Councillor Information' and the related Scope exclusion for information Council does not hold. As drafted, a councillor's direct communications with a forestry operator about operations in the Shire may not constitute 'Council information' unless later tabled or formally received. We ask that any such communications relating to a forestry operator be expressly captured as a Council record regardless of whether they are later tabled.	<i>No change to Policy</i> The <i>Public Transparency Policy</i> applies to information held by Council and the publication of Council information in accordance with the <i>Local Government Act 2020</i>. The proposed amendment would extend the Policy beyond its intended purpose by seeking to classify individual communications between Councillors and external parties as Council records. In Victoria, individual Councillors are elected officials rather than Council employees. Because of this, Councillors are not classified as public officers under section 2 of the <i>Public Records Act 1973</i>, and documents Councillors make or receive are not automatically public records unless handed over to a Council employee.
Restore the detailed roles and responsibilities framework (Council,	<i>No change to Policy</i>

Submitter Request	Council Response
Senior Management, Management, all staff, and a named coordinating role) rather than the draft's single generic reference to the Governance and Integrity Department.	Detailed positions and specific responsibilities are more appropriately addressed through internal procedures and processes. The revised Policy delegates the organisational responsibility to the Governance and Integrity Department, while recognising that transparency obligations are delivered across all Council departments and employees as part of their normal roles and responsibilities.

The final draft of Council's *Public Transparency Policy (C75)* is presented to Council for endorsement, which provides guidance in the management and release of publicly available information in accordance with legislation and protecting the rights of individuals.

CONSULTATION / COMMUNITY ENGAGEMENT

Consultation has been undertaken with Council's Audit and Risk Committee and community consultation from 16 July 2026 to 12 August 2026.

RESOURCES / FINANCIAL VIABILITY

There are no resource or financial implications in the revision of this Policy.

RISKS

There are no risk implications in the revision of this Policy.

STAFF DISCLOSURE

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

ATTACHMENTS

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

1. Public Transparency Policy (C75) - 16 September 2026 Council Meeting [5.5.1 - 6 pages]
2. Public Transparency Policy (C75) - Community Engagement Report - 16 September 2026 Council Meeting [5.5.2 - 5 pages]

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 4. Structure, Systems & Policies

Council Policy / Strategy / Plans

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

Audit and Risk Committee Charter (C08)
Councillor Gifts Benefits and Hospitality Policy (C01)
Councillor Support and Expenditure Policy (C51)
Community Engagement Policy (C06)
Community Engagement Strategy
Fraud and Corrupt Conduct Policy (C19)
Governance Rules (C82)
Information Privacy Policy (Website Privacy Statement) (C22)
Local Government Model Councillor Code of Conduct
Public Transparency Policy (C75)

Legislative Provisions

Charter of Human Rights and Responsibilities Act 2006
Freedom of Information Act 1982
Gender Equality Act 2020
Local Government Act 2020
Local Government (Electoral) Regulations 2020

Regional, State and National Plan and Policies

Nil

SOUTH GIPPSLAND SHIRE COUNCIL

COUNCIL POLICY

PUBLIC TRANSPARENCY POLICY

Policy No.	C75	Adoption Date:	Council Meeting <Date>
Directorate:	Strategy and Integrity	Department:	Governance and Integrity
Revision Date:	<Date> 2030		
GOOD GOVERNANCE FRAMEWORK – OVERARCHING PRINCIPLES			
Supporting Pillar:	Pillar 4. Structure, Systems & Policies		
Link to Pillar:	The Public Transparency Policy provides guidance in the management and release of Council information in accordance with various pieces of legislation, while protecting the rights of individuals and enabling the effective working of government.		

1. PURPOSE

- 1.1. The purpose of the *Public Transparency Policy (C75)* (the Policy) is to:
 - 1.1.1. Support Council in its ongoing commitment to good governance and the importance of open processes and information; and
 - 1.1.2. Provide guidance in the management and release of Council information in accordance with legislation, while protecting the rights of individuals and enabling the effective working of government.
- 1.2. Council must adopt and maintain a Public Transparency Policy under s.57 of the *Local Government Act 2020* (the Act). This Policy gives effect to the Public Transparency Principles outlined in s.58 of the Act.

2. SCOPE

- 2.1. The scope of this Policy applies to Councillors and Council employees, including documents and information Council holds.
- 2.2. The scope of this Policy does not apply to documents, and information Council does not hold.

3. POLICY PRINCIPLES

- 3.1. This Policy has been developed to consider what Council and community information will be made publicly accessible at any time, available through inspection, or upon request while limiting the rights of access to some forms of information that may not be in the public's best interest to release, or that may only be released in full or part under the Freedom of Information Act 1982.
- 3.2. Council information must be publicly available unless:
 - 3.2.1. The information is confidential by virtue of this Act ([Attachment 1](#)) or any other Act; or

- 3.2.2. Public availability of the information would be contrary to the public interest.
- 3.3. Council information must be understandable and accessible to members of the community.
- 3.4. Public awareness of the availability of Council information must be facilitated.
- 3.5. Council will make information available as far as reasonably practicable, consistent with the Public Transparency Principles, and balanced against operational workload and available resources for responding to requests or proactively releasing information.

Council Information

- 3.6. A list of available categories of information Council holds is provided in the *Freedom of Information Part II Statement* published in accordance with the *Freedom of Information Act 1982* (FOI Part II Statement).
- 3.7. Part II of the *Freedom of Information Act 1982* requires government agencies and local councils to publish a number of statements designed to assist members of the public in accessing the information it holds.
- 3.8. Community members are encouraged to refer to the *FOI Part II Statement* when seeking information from Council. It is accessible on Council's website www.southgippsland.vic.gov.au.
- 3.9. In some instances, the right of access to some documents may be refused or limited by exemptions in the *Freedom of Information Act 1982*.

Public Available Information

- 3.10. A wide range of Council information is available for public access or inspection. Outlined below are various types of information that are readily accessible to the public.
- 3.11. Council maintains a website that provides access to a vast range and number of documents and Council information that is available for public access or inspection. The following list includes documents that are required to be available on Council's website, however this is not a complete list and additional documents (both mandatory and non-mandatory) to these documents are also accessible. Refer to Council's *FOI Part II Statement* for further information.
 - 3.11.1. Annual Reports
 - 3.11.2. Quarterly Organisational Performance Reports
 - 3.11.3. Minutes of Council Meetings
 - 3.11.4. Model Councillor Code of Conduct
 - 3.11.5. Summary of Personal Interest Returns
 - 3.11.6. General Local Law 2024
- 3.12. Examples of where Council proactively makes Council information available includes:
 - 3.12.1. Monthly summaries of Strategic Briefings for Councillors via Council Meetings;
 - 3.12.2. Monthly summary of Documents Sealed, Contracts Varied, Award or Extended by the CEO via Council Meetings;

- 3.12.3. Awarded Contract (above public tender threshold) details on Council's website; and
- 3.12.4. Summaries of various registers such as: Councillor and Employee Gifts and Benefits and Interstate and Overseas Travel.

Council Information

- 3.13. The *Freedom of Information Act 1982* gives individuals the right to request access to documents that Council holds, that are not already publicly available, or available for a fee or charge.
- 3.14. Information on how to lodge a Freedom of Information request can be found on Council's website.
- 3.15. In some instances, the right of access to some documents may be refused or limited by exemptions in the *Freedom of Information Act 1982*.
- 3.16. If a community member is dissatisfied with Council's response in relation to a Freedom of Information request, external review and complaint mechanisms may be available through the Office of the Victorian Information Commissioner (www.ovic.vic.gov.au).

Decision Making

- 3.17. Council decisions are made in open and closed sessions of Council Meetings. Except in exceptional circumstances members of the public are able to attend open Council Meetings to observe the debate and resolutions made by Council. A livestream of the open Council Meetings is available through the website for those unable to attend in person.
- 3.18. Open Agendas and Minutes of Council Meetings are available on the website. Archives of the livestreams can be access on the website following the meeting. Council will meet the requirement of a minimum of 12 months of publishing Council Meeting Minutes on Council's website.
- 3.19. Council will occasionally have closed sessions of Council Meetings to consider reports and/or information that are deemed confidential in accordance with s.66 of the Act. Whenever possible, Council may resolve to make public some resolutions and/or documents associated with confidential matters considered in closed sessions. Council decisions will be:
 - 3.19.1. Undertaken in accordance with the Act, any other Regulations and the *Governance Rules (C82)*.
 - 3.19.2. Conducted in an open and transparent forum, unless in accordance with the provisions in the Act, any other Regulations and *Governance Rules (C82)*.
 - 3.19.3. Informed through community engagement, in accordance with the Community Engagement Principles and Council's *Community Engagement Policy (C06)*.
 - 3.19.4. Made fairly and on their merits, and where any person whose rights will be directly affected by a decision of the Council, that person will be entitled to communicate their views and have their interests considered.

4. RISK ASSESSMENT

This Policy mitigates Council's risks as described below:

Governance

- 4.1. Council demonstrates its commitment to managing Council information in accordance with various Act such as the *Freedom of Information Act 1982* and *Local Government Act 2020*.
- 4.2. Community confidence and public trust in Council to be maintained or improved through appropriate sharing or release of Council information.

5. IMPLEMENTATION STATEMENT

Human Rights Charter

- 5.1. This Policy has considered the *Charter of Human Rights and Responsibilities Act 2006*.

Gender Equality

- 5.2. This Policy has considered the *Gender Equality Act 2020* in its development.

Roles and Responsibilities

- 5.3. The Governance & Integrity Department maintains this Policy and undertakes the services of Corporate Governance and Freedom of Information which supports the successful implementation of this Policy.
- 5.4. All employees are to ensure that any Council information required to be made available for public access under any relevant Act, is done so in compliance with the Acts.

6. MONITORING, EVALUATION AND REVIEW

- 6.1. This Policy will be reviewed and adopted by Council on a four-year cycle.
- 6.2. Policies may be reviewed earlier than a four-year cycle if legislative provisions, Industry or organisation requirements change.

7. REFERENCE DOCUMENTS

Legislative Provisions	Charter of Human Rights and Responsibilities Act 2006 Freedom of Information Act 1982 Gender Equality Act 2020 Local Government Act 1989 Local Government Act 2020 Privacy and Data Protection Act 2014 Public Record Act 1973
Council Supporting Documents	Community Engagement Policy (C06) Councillor Gifts, Benefits and Hospitality Policy (C01) Councillor Support and Expenditure Policy (C51) Corporate Information Management Policy (CE49) Employee Gifts, Benefits and Hospitality Policy (CE86) Governance Rules (C82) Information Privacy Policy (C22) Procurement Policy (C32) Live Streaming of Council Meeting Policy (C67)

8. DEFINITIONS

Council Information	The Public Records Act legally requires local councils to create, manage, and preserve comprehensive, accurate records of their business, decisions, and administrative actions.
Councillor Information	Elected councillors are not officially considered "employees" or "public officers" under the Public Record Act. Any documents or communications they make generally only become official public records if or when they are received by a council employee or formally tendered into a council meeting.

Public Transparency (C75)

Adoption Date: Council Meeting <Date>

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9. REVISION HISTORY

Approved By	Approval Date	Sections Modified	CM9 Ref#
Council Meeting	22 July 2020	New Policy	D7637422
Council Meeting	<Date>	Major review undertaken of all sections. Community consultation on Draft Policy following endorsement at 15 July 2026 Council Meeting	D3223826

10. ATTACHMENT SUMMARY

10.1. Attachment 1 - Confidential Information

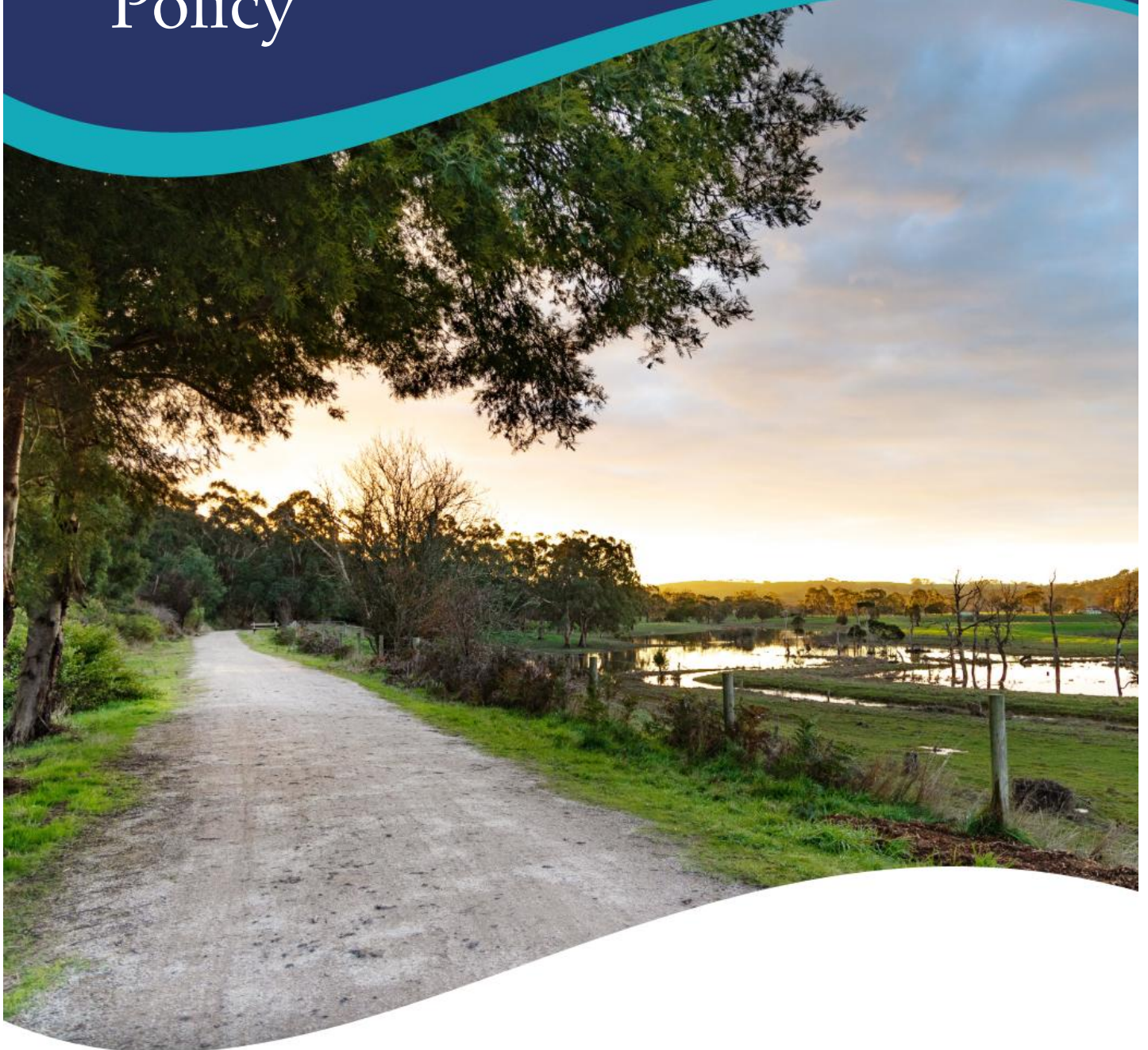
Confidential information is defined in s.3 of the *Local Government Act 2020*. It includes the types of information listed in the following table.

Type	Description
Council business information <i>Section 3(1)(a) of Local Government Act 2020</i>	Information that would prejudice the Council's position in commercial negotiations if prematurely released.
Security information <i>Section 3(1)(b) of Local Government Act 2020</i>	Information that is likely to endanger the security of Council property or the safety of any person if released.
Land use planning information <i>Section 3(1)(c) of Local Government Act 2020</i>	Information that is likely to encourage speculation in land values if prematurely released.
Law enforcement information <i>Section 3(1)(d) of Local Government Act 2020</i>	Information which would be reasonably likely to prejudice the investigation into an alleged breach of the law or the fair trial or hearing of any person if released.
Legal privileged information <i>Section 3(1)(e) of Local Government Act 2020</i>	Information to which legal professional privilege or client legal privilege applies.
Personal information <i>Section 3(1)(f) of Local Government Act 2020</i>	Information which would result in the unreasonable disclosure of information about any person or their personal affairs if released.
Private commercial information <i>Section 3(1)(g) of Local Government Act 2020</i>	Information provided by a business, commercial or financial undertaking that relates to trade secrets or that would unreasonably expose the business, commercial or financial undertaking to disadvantage if released.
Confidential meeting information <i>Section 3(1)(h) of Local Government Act 2020</i>	Records of a Council and delegated committee meetings that are closed to the public to consider confidential information under s.66(2)(a) of the <i>Local Government Act 2020</i> .
Internal arbitration information <i>Section 3(1)(i) of Local Government Act 2020</i>	Confidential information relating to internal arbitration process under s.145 of the Act, regarding an alleged breach of a Councillor's code of conduct.

Type	Description
Councillor Conduct Panel confidential information <i>Section 3(1)(j) of Local Government Act 2020</i>	Under s.169 of the Act, which relates to confidential information of matters, documents and proceedings handled by a Councillor Conduct Panel.
Confidential information prescribed by regulations <i>Section 3(1)(k) of Local Government Act 2020</i>	Information prescribed by the regulations to be confidential information for the purposes of this definition.
Confidential information under the 1989 Act <i>Section 3(1)(l) of Local Government Act 2020</i>	Information that was confidential information for the purposes of s.77 of the <i>Local Government Act 1989</i>

SOUTH GIPPSLAND SHIRE COUNCIL

Engagement Report: Public Transparency Policy



South Gippsland
Shire Council

What We Heard and our Response

We Heard	Response
A suggestion to include a full list of positions, position descriptions and EFT values. Maintain consistency of annual reporting requirements to enable year-on-year comparisons.	No change to Policy. There is no requirement under the <i>Local Government Act 2020</i> to provide operational workforce data on Council's website. Council's Annual Report provides publicly available information on Full Time Equivalent and employee data annually which is a legislative requirement. Council aims to maintain consistency in the presentation and format of its Annual Report to support meaningful year-to-year comparisons. The Annual Report must comply with prescribed reporting requirements and templates issued by Local Government Victoria, which limits Council's discretion over the format and structure of certain sections, particularly the financial statements.
Restore an explicit list of proactively published document categories and include Timber Harvest Plans within it.	No change to Policy. Current legislation relating to Timber Harvest Plans does not permit Victorian councils to proactively make these types of plans publicly available. Currently, these types of Plans can be requested under the <i>Freedom of Information Act 1982</i>. Legislative reform would be required to enable Timber Harvest Plans to be made publicly available by Council outside of the Freedom of Information process.
The Draft reduces the specific list of documents Council commits to publishing from around 17 items in the 2020 Policy to six, with everything else pushed onto a generic reference to the <i>FOI Part II Statement</i>.	No change to Policy. Council has considered this feedback and determined that this is procedural in nature and does not warrant any changes to the content or wording of the Policy. The list has been shortened in the revised version to condense the Policy and be principles-based rather than procedural. Response Outcome As a result of community consultation, Council has established a dedicated webpage that clearly identifies information available to the public. The page includes links to documents published under the <i>Freedom of Information Act 1982</i> and Council's <i>Part II Information Statement</i>, improving the transparency and accessibility for the community. Council has introduced a revised process to ensure key registers such as Gifts, Conflicts of Interest and Overseas and Interstate Travel to be published on Council's website. Previously, access to this information required a written request to Council.

Reinstate the non-compliance and escalation pathway (including reference to OVIC and the Ombudsman) that appears in the current Policy but has been dropped from the Draft entirely.

Change to Policy.

Paragraph reinstated under Council Information to include reference to Office of the Victorian Information Commissioner (OVIC).

Reinstate a defined test for what counts as confidential information, of the kind set out in the 2020 Policy's confidential information table (including the specific 'land use planning information' category), rather than the Draft's undefined reference to information that is 'confidential' or 'contrary to the public interest'.

Change to Policy.

Confidential Information table as defined by Section 3 of the *Local Government Act 2020* has been reinstated as an attachment to the Policy to streamline the readability.

Reconsider the new definition of 'Councillor Information' and the related scope exclusion for information Council does not hold.

As drafted, a Councillor's direct communications with a forestry operator about operations in the Shire may not constitute 'Council Information' unless later tabled or formally received. We ask that any such communications relating to a forestry operator be expressly captured as a Council record regardless of whether they are tabled.

No change to Policy.

The Public Transparency Policy applies to information held by Council and the publication of Council information in accordance with the *Local Government Act 2020*. The proposed amendment would extend the Policy beyond its intended purpose by seeking to classify individual communications between Councillors and external parties as Council records.

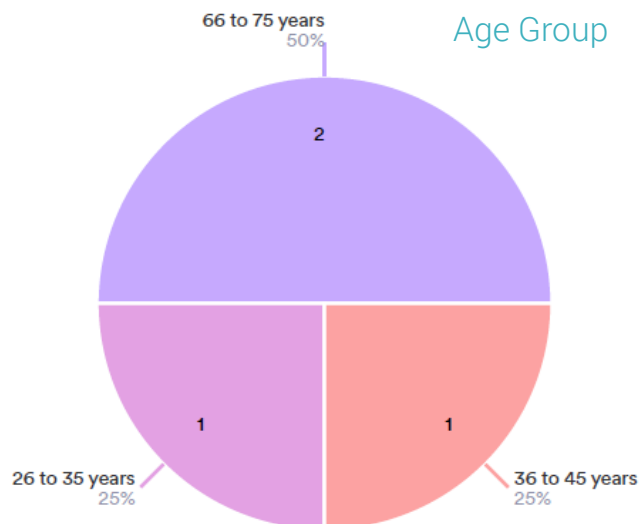
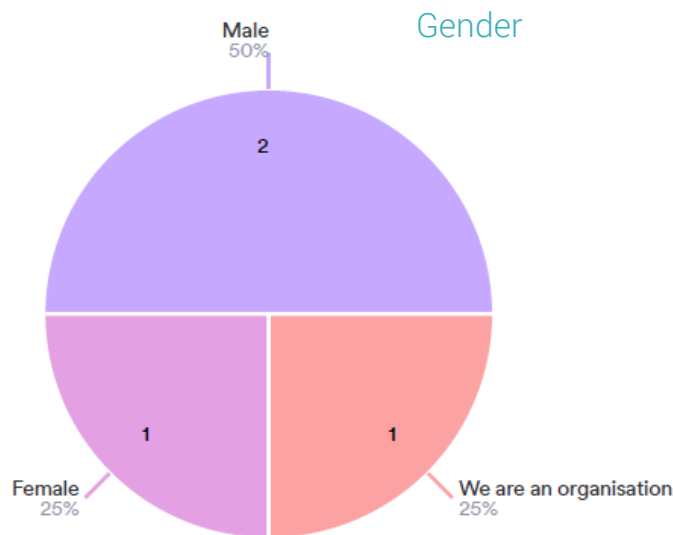
In Victoria, individual Councillors are elected officials rather than Council employees. Because of this, Councillors are not classified as public officers under Section 2 of the *Public Records Act 1973*, and documents Councillors make or receive are not automatically public records unless handed over to a Council employee.

Restore the detailed roles and responsibilities framework (Council, Senior Management, Management, all staff, and a named coordinating role) rather than the Draft's single reference to the Governance and Integrity Department.

No change to Policy.

Detailed positions and specific responsibilities are more appropriately addressed through internal procedures and processes. The revised Policy delegates the organisational responsibility to the Governance and Integrity Department, while recognising that transparency obligations are delivered across all Council departments and employees as part of their normal roles and responsibilities.

Demographics of Responders



SOUTH GIPPSLAND SHIRE COUNCIL

(03) 5662 9200

council@southgippsland.vic.gov.au

www.southgippsland.vic.gov.au

9 Smith Street, Leongatha 3953



5.6. POLICY REVIEW: COUNCILLOR-EMPLOYEE INTERACTION AND ACCESS TO COUNCIL INFORMATION POLICY

Directorate:	Strategy and Integrity
Department:	Governance and Integrity

Council Plan

Theme - Leading with Integrity

A review and revocation of a suite of governance policies to ensure Councils policy framework remains current, effective and compliant to legislation. To provide clear guidance to Councillors on interactions with employees, access to Council business information and record management obligations.

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider the revised *Councillor-Employee Interaction and Access to Information Policy (C105)* (**Attachment [5.6.1]**) from an internal procedural policy to a Council Policy.

Council is also to consider the recommendation of revoking the *Councillor Access to Council Information Policy (C66)* (**Attachment [5.6.2]**) as this Policy is operational and is no longer required with relevant parts of the Policy included in the revised *Councillor-Employee Interaction and Access to Information Policy (C105)*.

RECOMMENDATION

That Council:

- 1. Adopts the *Councillor-Employee Interaction and Access to Information Policy (C105)* (Attachment [5.6.1]) as a Council Policy; and**
- 2. Revokes Council's *Councillor Access to Council Information Policy (C66)* (Attachment [5.6.2]).**

REPORT

Section 46 of the *Local Government Act 2020* states that a Chief Executive Officer (CEO) is responsible for ensuring appropriate policies and protocols are developed to manage interactions between Councillors and employees. Council's current *Councillor and Officer Interaction Policy (CE87)* meets this legislative requirement and is established under the direction of the CEO. The Policy is classified as an internal policy and is not published on Council's website.

While not mandatory, making this Policy publicly available and transitioning it to a Council Policy is considered good governance practice. This allows for open

transparency, aligns the Policy with the *Model Code of Conduct* and reinforces consistent standards of accountability for both Councillors and employees.

This Policy has been substantially revised to incorporate key provisions from the operationally focussed *Councillor Access to Council Information Policy (C66)* (**Attachment [5.6.2]**), reducing duplication and improving clarity around Councillor-employee interactions, Councillor and community requests, and access to Council business information. Relevant provisions have been incorporated to ensure appropriate access to Council information and suitable record management practices are maintained for Councillors.

It is recommended that the CEO revoke the current internal *Councillor and Officer Interaction Policy (CE87)* and that Council revoke the *Councillor Access to Council Information Policy (C66)* (**Attachment [5.6.2]**), with both policies replaced by the proposed *Councillor-Employee Interaction and Access to Information Policy (C105)* (**Attachment [5.6.1]**).

CONSULTATION / COMMUNITY ENGAGEMENT

Councillors were briefed on these Policy changes on 12 August 2026.

RESOURCES / FINANCIAL VIABILITY

There are no resource or financial implications in the revision or revocation of these Policies.

RISKS

There are no risk implications in the revision or revocation of these Policies.

STAFF DISCLOSURE

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

ATTACHMENTS

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

1. Councillor-Employee Interaction and Access to Information Policy (C105) - 16 September 2026 Council Meeting [**5.6.1** - 10 pages]
2. Recommended Revocation - Councillor Access to Council Information Policy (C66) - 16 September 2026 Council Meeting [**5.6.2** - 7 pages]

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 1. Direction & Leadership
Pillar 4. Structure, Systems & Policies

Council Policy / Strategy / Plans

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

Councillor and Officer Interaction Policy (CE87)

Councillor Access to Council Information Policy (C66)

Legislative Provisions

Local Government Act 2020

Regional, State and National Plan and Policies

Nil

SOUTH GIPPSLAND SHIRE COUNCIL

COUNCIL POLICY



COUNCILLOR - EMPLOYEE INTERACTION AND ACCESS TO INFORMATION POLICY

Policy No.	C105	Adoption Date:	Council Meeting <Date>
Directorate:	Strategy and Integrity	Department:	Governance and Integrity
Revision Date:	<Date> 2030		
GOOD GOVERNANCE FRAMEWORK – OVERARCHING PRINCIPLES			
Supporting Pillar:	Pillar – Culture & Behaviour Pillar – Structure, Systems and Policies		
Link to Pillar:	Build and sustain good relationships between Mayor and Councillors and the Council and administration through the respectful separation of roles and responsibilities.		

1. PURPOSE

- 1.1. The purpose of the *Councillor - Employee Interaction and Access to Information Policy (CE87)* (the Policy) is to:
 - 1.1.1. establish the principles and protocols that provide guidance and support for Councillors and Council employees in the performance of their respective roles as established by the *Local Government Act 2020 (the Act)*.
 - 1.1.2. set out the standards for authorised access to Council business information, advice and correspondence, Councillor Request process and appropriate record management.
 - 1.1.3. protect Councillor's from allegations of inappropriate or undue influence in respect of Council employee's and to mitigate conflicts of interest arising from misuse of position.
- 1.2. This Policy is pursuant to s.46(3)(c) of *the Act* that states that the Chief Executive Officer (CEO) is responsible to develop, implement and enforce policies, practices and protocols to manage interactions between Councillors and Council employees.
- 1.3. This Policy is to be read in conjunction with the *Local Government Model Code of Conduct* and *Employee Code of Conduct (CE20)*.

2. SCOPE

- 2.1. The scope of this Policy supports a governance framework by ensuring Councillors and Council employees understand and operate within their respective roles and responsibilities, comply with legislative and organisational requirements and maintain professional and respectful working relationships.

- 2.2. The scope of this Policy:
 - 2.2.1. Covers interactions between Councillors, Council employees and community members;
 - 2.2.2. Guides Councillors to determine whether correspondence they receive constitutes a corporate record of Council;
 - 2.2.3. Ensures access to information relating to Council business is facilitated through Councillor Requests; and
 - 2.2.4. Provides guidance to support customers to receive efficient and timely responses to their enquiries, service requests and operational matters.
- 2.3. This Policy does not apply to information that is already publicly available, nor to documents previously provided to the current Council or a Delegated Committee under the authority of the CEO or Executive Director/Executive Manager.
- 2.4. This Policy applies at all times, and in all settings, whether in both formal and informal, where Councillors and Council employees interact in connection with Council business. Councillors and Council employees that interact in a personal capacity should refrain from discussing Council business.
- 2.5. For the purposes of this Policy, "Council employees" includes Council officers, volunteers, consultants, and contractors and members of Community Asset Committees and Delegated Committee members.
- 2.6. The *Model Code of Conduct* governs how Councillors interact with each other, Council employees and the community, and requires Councillors to act consistently with, and not contrary to, Council policies. A breach of this Policy will be considered a breach of the *Model Code of Conduct*.

3. POLICY PRINCIPLES

Objectives

The objectives of this Policy are:

- 3.1. To support Councillors in fulfilling the role of a Councillor pursuant to *the Act* by:
 - 3.1.1. Ensuring Councillors have access to advice, information and documentation to help them to fulfil their role and make informed decisions in the best interest of the community;
 - 3.1.2. Applying good governance principles and practices for effective information-sharing, including transparency, accessibility and accountability;
 - 3.1.3. Supporting compliance with relevant legislation, including how Councillors conduct themselves with integrity as outlined in Part 6 of *the Act*, and in particular:
 - 3.1.3.1. Section 123, relating to misuse of position;
 - 3.1.3.2. Section 124, relating to directing a member of Council staff;
 - 3.1.3.3. Section 125, relating to confidential information; and
 - 3.1.3.4. Sections 127, 128, 129, 130 and 131, relating to Conflict of Interest, when performing the role of a Councillor.
- 3.2. To support the CEO or delegate and Council employees in fulfilling their roles by:

- 3.2.1. Supporting Council employees to avoid disclosures of information that may breach the *Privacy and Data Protection Act 2014* or other legal obligations of Council;
 - 3.2.2. Enabling Council employees in the discharge of their obligations and responsibilities pursuant to their delegated authority; and
 - 3.2.3. Supporting Authorised Officers to fulfil their roles in accordance with relevant legislation.
- 3.3. To provide a safe and healthy work environment for both Councillors and Council employees in ensuring that Council complies with the requirements of the *Occupational Health and Safety Act 2004*, the *Equal Opportunity Act 2010* and *Gender Equality Act 2020* and that Councillors comply with Council's *Councillor Occupational Health and Safety Policy (C92)*.

PRINCIPLE STANDARDS OF INTERACTION AND ACCESS TO INFORMATION

Councillor – Council Employee Interactions

- 3.4. Councillors will generally interact with Council employees for the following reasons:
- 3.4.1. Requests for information or advice related to Council business;
 - 3.4.2. Requests for service, typically on behalf of a customer; and
 - 3.4.3. General discussions regarding Council matters.
- 3.5. Interactions between Councillors and Council employees should occur with the CEO or Executive Director/Executive Manager (who together form the Executive Leadership Team (ELT)).
- 3.6. Councillors may interact with Council employees as specified in [Table 1](#). The CEO or ELT can amend this list at any time.
- 3.7. All communications from Council employees (specified in [Table 1](#)) to Councillors or individual Councillor and is not related to a Councillor Request; must include the CEO as a copied recipient.
- 3.8. Council employees contacted by a Councillor, without the prior approval of their relevant Executive Director/Executive Manager, whose position is not listed in [Table 1](#), must not respond to the request and refer the contact to their Manager and Executive Director/Executive Manager as soon as practicable.
- 3.9. Council employees should not seek to make direct contact with Councillors without their Executive Director/Executive Manager's prior consent.
- 3.10. Communications relating to Council business should, where practicable, occur in writing via email to allow for appropriate record management.
- 3.11. Time-critical matters may be communicated in-person or by phone, with appropriate record management retained.
- 3.12. Councillors retain their rights to contact Council in their capacity as a resident. This contact should be made through the channels available to all residents and ratepayers and not be made using Councillor contact details.
- 3.13. Council employees will provide professional, impartial and timely advice to Councillors to support informed decision-making in the best interests of the community.

- 3.14. Private email accounts or mobile phones are not appropriate for Council-related interactions and should not be used by Councillors or Council employees for Council-related matters.
- 3.15. Councillors are to direct any complaints about individual Council employees in writing to the CEO.

Improper or Undue Influence

- 3.16. In accordance with s.124 of *the Act*, a Councillor must not intentionally direct or seek to direct a member of Council staff.
- 3.17. Improper or undue influence from a Councillor to a Council employee includes, but is not limited to:
 - 3.17.1. Attempting to intimidate, bully, harass or disrespectful behaviour;
 - 3.17.2. Using one's position to obtain information outside the processes set out in this Policy;
 - 3.17.3. Pressuring Council employees to make decisions to take action or attempting to influence or alter officer recommendations in a Council Report outside the appropriate Council decision-making processes and in respect to Council's *Governance Rules (C82)*;
 - 3.17.4. Seeking preferential treatment for an individual or group outside a formal Council decision;
 - 3.17.5. Seeking access to confidential and/or inappropriate use of Council business information without the consent of Council's CEO or delegate; and
 - 3.17.6. Pressuring Council employees to act outside normal business process and timeframes.

Councillor Request for Access to Information

- 3.18. Councillors are to submit a Councillor Request to seek advice or access to information related to Council business in writing via email to the Mayoral and Councillor Support role and CEO as the copied recipient.
- 3.19. In making a request, Councillors are to indicate the information required and the purpose for which it is intended.
- 3.20. The Councillor Request is registered and responded to within ten (10) working days as per Council's *Customer Service Charter*.
- 3.21. Councillors should consider their request for information in the context of sections 127, 128, 130 and 131 of *the Act*, and must not misuse their position for personal gain or cause loss to any person.
 - 3.21.1. If a Councillor determines to pursue such a request for personal interest it will be treated as a request for information from a community member. In this case the *Privacy and Data Collection Act 2014*, the *Freedom of Information Act 1982*, and the *Charter of Human Rights and Responsibilities Act 2006* may apply.

Councillor Request for Access to Information Determination

- 3.22. The CEO delegates the authority to Executive Director/Executive Manager to manage and respond to Councillor Requests for information.
- 3.23. An Executive Director/Executive Manager may respond directly to a request or delegate responsibility to an appropriate Council employee. A Council employee

may seek further clarification from the Executive Director/Executive Manager on the relevance and type of request.

- 3.24. The response to the Councillor Request and information will be shared with all Councillors and is provided in the Councillor Bulletin via the Councillor Portal.
- 3.25. If the CEO, in consultation with the Mayor where appropriate, and ELT determine that a matter is of relevance to the broader Councillor group, it may be included in the next appropriate Councillor Executive Update or Strategic Briefing to Council.
- 3.26. Where a Councillor Request is refused by an Executive Director/Executive Manager, the reason must be provided in writing to the Councillor. Where appropriate, the decision and reasons may also be communicated to the Councillor group.
 - 3.26.1. The Councillor may appeal the decision in writing to the CEO. In considering the appeal, the CEO may seek further information regarding the purpose for which the information is sought before making a final determination.
 - 3.26.2. Where the CEO has a conflict of interest in relation to the requested information, the appeal will be determined by an appropriately delegated officer.

Community Interactions

- 3.27. Councillors serve as representatives of their constituents and may receive enquiries, requests, or feedback directly from members of the community.
- 3.28. Councillors are encouraged to assist the community to contact Council directly in the first instance, via phone, email or Council's website or by using the *Snap Send Solve* app. This reduces delays in responding and maintains appropriate record management.
- 3.29. If the community member is unable to contact Council, the Councillor may submit a *Councillor Request on behalf of a customer* in writing via email to the Mayoral and Councillor Support role and CEO as the copied recipient.
- 3.30. Council employees will take ownership of the request and will respond directly to the community member.
- 3.31. The response to the *Councillor Requests on behalf of a customer* will be shared with all Councillors and is provided in the Councillor Bulletin via the Councillor Portal.
- 3.32. Customers should not seek preferential treatment by lodging service requests via Councillors. Therefore, all service requests or operational matters lodged by, or via, a Councillor will be processed as per Council's *Customer Service Charter* and as if they were lodged directly by the community member.
- 3.33. Councillors retain the right to directly contact or respond to a community member. A Councillor may provide an alternative or additional response to one issued by Council, provided the response is lawful, adheres to the *Model Code of Conduct* and that personal opinions are not represented as Council policy or decision.
- 3.34. As elected representatives, Councillors may determine not to forward a customer's request to Council. The Councillor should inform the customer of this decision and that the request will not be progressed.
 - 3.34.1. Where a request is not forwarded, Council will have no official record of the matter or response and so cannot provide any further follow-up or advice.

- 3.35. Complaints communicated by a community member are to be submitted as a *Councillor Request on behalf of a customer* and responded to in accordance with Council's *Complaint Handling Policy (CE73)* and Council's *Customer Service Charter*.
- 3.36. Councillors contacted by a customer in relation to a Council employee's conduct is to refer the customer to Council's *Complaint Handling Policy* or the CEO.

Record Management of Councillor Correspondence

- 3.37. As Councillors are not employees of Council, they are not considered public officers for the purposes of the *Public Records Act 1973*. Accordingly, documents created or received by Councillors are not public records unless, or until, they are provided to a Council employee and incorporated into Council's document record management system.
- 3.38. Councillors are responsible for managing records in their possession and ensuring compliance with privacy, freedom of information, security and confidential requirements.
- 3.39. Any records or documentation relating to Council business received by Councillors are to be provided to Council for inclusion in Council's record management system in accordance with this Policy.
- 3.40. If a Councillor is uncertain whether a document or advice constitutes as a Council record or whether the advice is confidential, they should seek clarification by the CEO, prior to releasing or communicating the advice or information.
- 3.41. Failure to appropriately manage records may expose Councillors to risks under *the Act*, including obligations relating to confidential information.
- 3.42. Correspondence received by Council that is addressed to Councillors (including individually addressed correspondence) may be opened and assessed by the delegated Department to determine whether:
- 3.42.1. The correspondence relates to Council business, in which case it will be registered in Council's record management system and actioned accordingly; or
 - 3.42.2. The correspondence is classified as 'personal' or 'private' or is otherwise determined to be of a sensitive nature and not related to Council business, will not be read or processed and will be forwarded to the addressed Councillor.

Privacy and Health Records

- 3.43. Privacy and health records laws apply to Councillors and Council employees in relation to the access, use, and disclosure of personal and health information. Councillors may only access such information where it is necessary to perform their representative role as an elected member of Council, and the information must not be used for any other purpose.
- 3.44. Councillors may access personal or health information only where the use or disclosure is:
- a. consistent with the purpose for which the information was collected;
 - b. for a related purpose permitted by law and within reasonable expectations;
 - c. authorised or required by law;
 - d. consented to by the individual; or

- e. necessary to prevent or lessen a serious and imminent threat to life, health, safety, or welfare.

Enforcement and Legal Matters

- 3.45. Councillors may receive and refer community enquiries or requests relating to compliance, enforcement, or matters under investigation but must not become involved in any investigation, enforcement action, decision-making process, court hearing or appeal.
- 3.46. Authorised and delegated officers are responsible for conducting investigations, determining appropriate actions, and managing enforcement and legal processes independently, objectively, and free from improper influence.
- 3.47. Councillors must not seek to influence, direct, or interfere with an investigation, legal process, enforcement action, infringement process, prosecution, or appeal.
- 3.48. Where a community member seeks assistance regarding an enforcement, compliance or legal matter, Councillors may refer the customer to contact Council directly.

Reporting and Breaches of this Policy

- 3.49. Non-compliance with this Policy may result in breaches being investigated and dealt with under the relevant legislation provisions and/or the Local Government *Model Code of Conduct*, *Employee Code of Conduct (CE20)* and *Council's Internal Resolution Procedure (C103)*.
- 3.50. Information requests relating to documentation for formal disputes between one or more Councillors will only be approved where a clear and specific relevance to the dispute is demonstrated. Such disputes may include matters subject to internal arbitration, a Councillor Conduct Panel, or proceedings before the Victorian Civil and Administrative Tribunal (VCAT) concerning a Councillor conduct finding.
- 3.51. The CEO retains the right to seek legal advice and/or guidance from the Local Government Victoria or the Chief Municipal Inspector, as required.

4. RISK ASSESSMENT

This Policy mitigates Council's risks as described below:

People

- 4.1. Maintaining mutual respect and regard for the distinct and complementary roles of Councillors and Council employees and enabling both to fulfil their roles successfully.
- 4.2. While some circumstances may fall outside the scope of these guidelines, all parties must still ensure that information is shared appropriately, timely, accurately and inclusively, and that relevant public records are properly captured.

Reputational

- 4.3. The reputation of Council is enhanced through the effective and respectful interactions between the Councillors and Council employees.
- 4.4. Compliance with this Policy mitigates potential reputation damage for Councillors and Council by appropriately managing Councillor correspondence and record management related to Council business.

- 4.5. Council demonstrates its commitment to probity in the management of Council Requests and builds community confidence and public trust in Council to maintain appropriate access to Council business information.

Governance

- 4.6. Strong and respectful working relationships between Councillors and Council employees support good governance through high standards of conduct and decision-making of both parties.

5. IMPLEMENTATION STATEMENT

Human Rights Charter

- 5.1. This Policy has considered the *Charter of Human Rights and Responsibilities Act 2006*.

Gender Equality

- 5.2. This Policy has considered the *Gender Equality Act 2020* in its development.

Roles and Responsibilities

- 5.3. Councillors are to act in accordance with their roles, responsibilities and statutory obligations as a Councillor and comply with this Policy.
- 5.4. Council employees will support Councillors by facilitating access to relevant Council business information, in accordance with this Policy and applicable legislative requirements.

6. MONITORING, EVALUATION AND REVIEW

- 6.1. This Policy will be reviewed and adopted by the Executive Leadership Team on a four-year cycle.
- 6.2. Policies may be reviewed earlier than a four-year cycle if legislative provisions, Industry or organisation requirements change.

7. REFERENCE DOCUMENTS

Legislative Provisions	Charter of Human Rights and Responsibilities Act 2006 Equal Opportunity Act 2010 Freedom of Information Act 1982 Gender Equality Act 2020 Local Government Act 1989 Local Government Act 2020 Local Government (Governance and Integrity) Amendment Regulations 2024 Occupational Health and Safety Act 2004 Privacy and Data Protection Act 2014 Public Interest Disclosures Act 2012 Public Records Act 1973
Council Supporting Documents	Complaint Handling Policy (CE73) Compliance and Enforcement Policy (C64) Councillor Support and Expenditure Policy (C51) Councillor Occupational Health, Safety and Wellbeing Policy (C92) Customer Service Charter Employee Code of Conduct (CE20) Fraud and Corrupt Conduct Policy (C19) Good Governance Framework Governance Rules (C82) Public Interest Disclosure Policy (CE21)
Related External Documents (optional)	Local Government Model Code of Conduct

8. DEFINITIONS

Mayor	Is the Mayor elected by Council and/or Councillor(s) as defined in the <i>Local Government Act 2020</i> .
Councillor	Is an elected member of the Council as defined by the <i>Local Government Act 2020</i> .
Chief Executive Officer (CEO)	Is the Chief Executive Officer appointed by Council as defined by the <i>Local Government Act 2020</i> .
Executive Leadership Team (ELT)	CEO, Executive Directors and Executive Manager together form the Executive Leadership Team.
Council Employee	The administrative or operational arm of Council comprises the Chief Executive Officer and council employees, who are responsible for implementing Council policy and decisions, service delivery and providing professional advice to Councillors to enable decision-making by Council. For the purpose of this Policy, Council employees extends to cover council volunteers, consultants and contractors working for Council and members of Community Asset Committees or Delegated Committee members.
Authorised Officer	A Council may appoint any person other than a Councillor to be an authorised officer for the purposes of the administration and enforcement of any Act, regulations or local laws which relate to the functions and powers of the Council.
Correspondence	Any written or digital communication exchanged by two or more parties. Correspondence may take many forms including letters, emails, text messages, voicemails or notes.
Public Record	Any record made or received by a public officer in the course of their duties. It documents the business activities of Council.
Personal Documents	Incorporates documents received that belong to, or affect, a particular person or intent that is not specific to a business activity of Council. Correspondence of a personal nature, or marked 'Personal', 'Private' or 'Confidential' will be treated sensitively. They may not require to be captured in Council's record management system.

9. REVISION HISTORY

Approved By	Approval Date	Sections Modified	CM9 Ref#
ELT Meeting	4 November 2021	Policy Review / New Policy	D10178221
Council Meeting	<Date>	Transitioned from internal to Council Policy. Major review and incorporates key elements of revoked policies Councillor Access to Council Information Policy (C66) and Councillor Correspondence and Records Management Policy (CE79)	D5250326

10. ATTACHMENT SUMMARY

Table 1: Approved Councillor and Employee Interaction

Type of Interaction	CEO	Executive Director/Executive Manager (Executive Leadership Team)	Manager Governance (Councillor Conduct Officer*)	Manager Regional Partnerships (Communications/Engagement and Advocacy)	Mayoral and Councillor Support Role OR Other*
Requests for information related to Council business (Councillor Request) – <i>CEO copied recipient</i>	X (cc'd)				X
Confidential or sensitive and employee matters	X				
Councillor conduct matters*			X		
Matters relating to Council Meetings, including requests for further information	X (cc'd)	X	X		X
Community relations, media and advocacy enquiries, official statements	X (cc'd)			X	
IT Support	X (cc'd)				<i>IT Helpdesk*</i>
Advisory Committee Appointments	X (cc'd)				X



COUNCILLOR ACCESS TO COUNCIL INFORMATION POLICY (C66)

Policy Number C66
Council Meeting 21 April 2021
Meeting Item No. 4.3
Next Review Date March 2025

Directorate
Department
Primary Author

Performance & Innovation
Governance
Coordinator Council Business

GOOD GOVERNANCE FRAMEWORK – Councillor Access to Council Information Policy

Overarching Principle

Community members elect Councillors to act in good faith on their behalf and to uphold the promises made in their oath of the office. The 'Councillor Access to Council Information Policy' seeks to address the balance between providing Councillors with relevant information required to inform Council decisions and protecting Community information from inappropriate access.

The Policy provides structure to 'Pillar 2 – Culture and Behaviour' of the Good Governance Framework by providing direction in the delineation of roles and appropriate interactions between the political and organisational arms of Council.

1. PURPOSE

The purpose of this policy is to provide a consistent set of guidelines to ensure appropriate Councillor access to Council information. It aims to protect Councillors, as they undertake their responsibilities as elected representatives, from allegations of inappropriate or undue influence in respect of Council staff and to mitigate conflicts of interest arising from a misuse of position.

The Policy has been developed in accordance with Section 46(3)(c) of the Local Government Act, 2020 (the Act) that requires the Chief Executive Officer (CEO) to develop, implement and enforce policies, practices and protocol to manage interactions between Councillors and staff.

2. SCOPE

This Policy applies to the provision by Council staff of any information requested by Councillors or members of Delegated Committees, including information of a confidential or sensitive nature to which access may be limited.

It excludes publicly available Council information and CEO or Director authorised Council documents that have been provided to the current Council or Delegated Committee.



Requests for information that relate to documentation required for formal disputes between Councillors will only be provided where the information requested can be demonstrated that it has specific relevance to the matter under dispute. The Chief Executive Officer will provide relevant guidance to the delegated Officer, where required. These are matters between one or more Councillors for an Arbitration and/or Councillor Conduct Panel and/or VCAT matter challenging a Councillor Conduct finding.

3. POLICY PRINCIPLES

Council promotes open and honest communication between Councillors and the CEO and his/her delegated Officers, as provided for in the Councillor Code of Conduct and the Act.

The *Councillor Access to Council Information Policy* is designed to ensure all Councillors have access to the information they require to make informed strategic policy decisions in the best interests of the community. It provides a workable delineation between the role and functions of Councillors in setting the strategic direction of Council; and the administrative management and implementation of Council's strategic decisions by the CEO.

This Policy will support Councillors to make sure they act within the boundaries of their role, and avoid improperly directing or influencing a member of Council staff in the exercise of their duties, thereby protecting themselves against breaching Section 124 - Directing a member of Council staff of the Act.

This Policy will also assist Councillors to avoid potential breaches of Section 127, 128, 130 and 131 –Conflict of Interest, of the Act, by clarifying that they must not use their position in a manner or for purposes that is contrary to their public duty. This requires Councillors to understand their responsibilities and to separate their requests for information sought out of personal interest for themselves or on behalf of others, from information that is legitimately required in their role as a Councillor.

3.1 Legislative Context

Councillors and members of Delegated Committees must at all times adhere to the provisions of the *Local Government Act 2020* relating to confidentiality and/or inappropriate use of information. Section 125 of the Act makes it unlawful for a Councillor or former Councillor to intentionally or recklessly disclose information that the person knows, or should reasonable know, is confidential information.

Privacy laws apply not only to disclosing personal or health information to persons outside Council, but also to access and use of such information by Councillors and staff. Councillor access to Council documents is to be guided by the principle of what is required for a Councillor to undertake his or her "representative role as an elected member of Council". The information must not be used for any other purpose.

Under privacy and health records laws a Councillor can only access personal and/or health information held by Council where:

- a. The Councillor wishes to inspect or use the information for the same purpose or reason for which it was originally collected by Council, for example as part of a planning application which is currently under consideration and for which the information was supplied; or



b. The Councillor wishes to inspect or use the information for a related purpose permitted by the legislation, for example as part of a petition or public submission, or prior to visiting a person's property for Council related purposes. This includes where:

- i. The purpose is related to the original purpose of the collection, and the use or disclosure is within the reasonable expectations of the person to whom the information relates; or
- ii. The person(s) to whom the information relates consents to the disclosure; or
- iii. The use or disclosure is required or authorised under law; or
- iv. The use or disclosure is necessary to lessen or prevent a serious and imminent threat to an individual's life, health, safety or welfare, or a serious threat to public health, public safety or public welfare.

3.2 Council Officers' Delegated Authority to provide Councillors with Information.

The CEO delegates to the following Council Officers authority to deal with Councillors' requests for information:

- Director Performance and Innovation
- Director Economic and Community Development
- Director Sustainable Infrastructure

Where the Director considers there may be ambiguity regarding the request, they may refer the request to the Chief Executive Officer to determine.

Where a request for information is refused by the Director, the Councillor may appeal the decision in writing to the Chief Executive Officer. The Chief Executive Officer may seek additional information from the Councillor on the requirement for and proposed use of the information before providing a final decision.

3.3 Councillor Request for Information

A Councillor request for information can be received verbally or in writing; with e-mail being the preferred method.

In making a request, the Councillor will indicate the information required and the reason for seeking the information. The Officer may seek to clarify the relevance of the request to strategic directions being set by Council or agenda matters coming before Council to ensure that relevant, applicable and current information is being sought. Where a Councillor is unsure what information to request, he or she should contact the appropriate delegated Officer for assistance.

If a Councillor knows, or should reasonably know, that the information being requested is for personal interest or may be used for gain or loss for any person, they should reconsider their request in order not to misuse their position and breach Sections 127, 128, 130 and 131 of the Act.



If they determine to pursue such a request for personal interest it will be treated as a request for information from a community member. In this case the Information Privacy Act 2000, the Freedom of Information Act 1982, the Charter of Human Rights and Responsibilities Act 2006, and the Privacy and Data Collection Act 2014 may all apply.

3.4 Provision of Requested Information

Upon receiving a request, the delegated Officer must determine if the Councillor has a right to access that information; and secondly whether the information should be disseminated to all Councillors, so all Councillors have the same information.

Where a request for information is received that relates to a current matter being considered by Council, all Councillors will be provided with the request and resulting information.

If it is appropriate to provide the information, the delegated Officer is required to:

- a. Advise the Executive Office through the Executive Assistant for capture in the Register of Councillor Requests;
- b. Ensure the requesting Councillor is provided with access to all relevant and current information;
- c. Ensure the Councillor understands any related issues around confidentiality or other sensitive matters; and
- d. If appropriate, provide any other information necessary to place the information being accessed in context.

Information requested will be provided electronically.

In some instances, a delegated Officer may arrange a time to view copies of documents with personal and health or other sensitive information deleted. This viewing will be in the presence of the delegated Officer, or their nominated Officer and the documentation must not be copied, photographed or removed.

If it is not appropriate to provide access to the information requested, the Officer must advise the Councillor of the reasons for this decision and also advise the CEO and the Executive Assistant for capture in the Register.

3.5 Administration

The Executive Office will maintain a register of requests and publish the previous fortnight's section of the register in InfoSum weekly. Any questions regarding the register are to be directed to the Executive Office.

A Councillor may appeal to the CEO in writing if unhappy with a decision made under this Policy.

4. RISK ASSESSMENT

This Policy enables:

- a. Council, Councillors, Members of Delegated Committees, Delegated Officers and Council staff to understand their requirements and obligations under the Act;



- b. Council to demonstrate its commitment to probity in the management of Councillor requests to access corporate information;
- c. Community confidence and public trust in Council to be maintained or improved;
- d. Council to address matters that may not be explicitly captured in the Local Government Act 2020 and to put in place procedures that, when followed, will mitigate the likelihood of any breaches of the Act; in particular potential breaches of Section 123 – Misuse of Position, Section 124 – Directing a Member of Staff, 125 Confidential Information, Sections 130 and 131 – Disclosure of Conflict of Interest by Councillors and of Section 46 – Functions of the Chief Executive Officer; and
- e. Councillors, Officers and external parties associated with South Gippsland Shire Council to mitigate the risk of fraud that may be derived through use of documents provided and to appropriately manage situations which may be regarded as unethical conduct or behaviour, illegal practices or a breach of public trust.

5. IMPLEMENTATION STATEMENT

As soon as practical after adoption of this Policy the CEO will ensure that all Councillors and staff are informed of its requirements.

Staff have a responsibility to refer any departures or deviations from this Policy to their Director and/or the CEO.

Councillors are able to take any concerns they may have regarding Policy implementation to the Mayor and/or the CEO.

The Mayor and CEO will work together to resolve any matters arising from the interface between Councillors and Officers requests.

Any breaches will be dealt with under the relevant provisions of the relevant legislation and/or under the Councillor Code of Conduct and Staff Code of Conduct.

The Policy will be published on Council's website.

The 'Register of Requests for Information' will continue to be implemented following adoption of the Policy. It will be managed through the Executive Office.

By protecting individuals' right to privacy and reputation, this Policy specifically addresses the requirements of the Charter of Human Rights and Responsibilities Act 2006 and Council's Human Rights Policy.

5.1 Publication of Policy

The Policy will be published on Council's website.

5.2 Roles and Responsibilities

This Policy will be managed predominantly through the Chief Executive Officer (CEO) and Directors.



The CEO and Directors will capture requests from Councillors for recording in the Register of Requests and determine the appropriate release of documents in accordance with the Policy requirements.

Requests are to be provided to the Executive Office for inclusion in the Register of Requests.

The Governance Department will support the CEO and Directors with relevant guidance on the release of documents requested and provision of updates to the register to Councillors through Infosum.

Councillors are responsible for ensuring their requests for information are in accordance with the requirements of this Policy and are provided, preferably in writing to the relevant member of the Executive Leadership Team.

5.3 Human Rights Charter

This Policy is a key mechanism for providing assurance to the Council that the reasonable limitation placed on Councillors seeking to access Council information aims to balance the rights of individual Councillors with the rights of the community and other relevant considerations as required by the *Local Government Act 2020*, the *Charter of Human Rights and Responsibilities Act 2006*, *Council's Human Rights Policy* and associated obligations.

5.4 Non-compliance with this Policy

Non-compliance with this policy may result in breaches being investigated and dealt with in accordance with the Councillor Code of Conduct. Serious breaches may be referred by the Mayor or Chief Executive Officer to the Chief Municipal Inspector.

The Chief Executive Officer retains the right to seek legal advice and/or guidance from the Local Government Victoria or the Chief Municipal Inspector, as required.

5.5 Monitoring, Evaluation and Review

Council will undertake a four-yearly periodic review of this policy to ensure changes required to strengthen or update the Policy to meet changing circumstances are made in a timely manner, or earlier if changes to legislation or practices require an earlier intervention.

6. LEGISLATIVE PROVISIONS

This policy has been developed to support the Council to comply with its good governance and conduct obligations in line with various legislation, principally the *Local Government Act 2020*.

SUPPORTING INFORMATION	
Legislative Provisions	<i>Local Government Act 2020,</i> <i>Charter of Human Rights and Responsibilities Act 2006</i> <i>Privacy and Data Protection Act 2014</i> <i>Equal Opportunity Act 2010</i> <i>Freedom of Information Act 1982</i> <i>Information Privacy Act 2000</i> <i>Privacy and Data Collection 2014</i> <i>Public Interest Disclosures Act 2012</i>
Council Supporting Documents	<i>Council Plan 2020-2024</i>



SUPPORTING INFORMATION	
	Governance Rules 2020, including the Election Period Policy C82 South Gippsland Shire Council Governance Framework Local Law No 2 2020 Councillor Code of Conduct Staff Code of Conduct Fraud and Corrupt Conduct Policy C19 Human Rights Policy C52 Information Privacy Policy C22 Public Interest Disclosure Guidelines
Related Documents	
File Number	D1124921

7. DEFINITIONS

Council	South Gippsland Shire Council
Councillor	Is an elected member of the Council as defined by the <i>Local Government Act 2020</i> (the Act). For the purposes of this policy where the term Councillor is used, this title also covers Administrators appointed by the Minister to replace Councillors, and Members of Delegated Committees.
Chief Executive Officer / CEO	Is the Chief Executive Officer appointed by Council as defined by the <i>Local Government Act 2020</i> (the Act)
Councillor Code of Conduct	Has the same meaning as defined in s 3 and developed under Section 139 of the <i>Local Government Act, 2020</i>
Delegated Committee	Has the same meaning as the definition in s 3 <i>Local Government Act 2020</i>
Infosum	A confidential weekly internal summary of information provided to Councillors on upcoming events and items of interest that do not warrant a briefing.
Mayor	Is the Mayor elected by Council and/or Councillor(s) as defined in s.3 of the <i>Local Government Act 2020</i> (the Act). The title also covers the Administrator Chair appointed by the Minister for Local Government.

REVISION HISTORY			
Version	Approved	Approval Date Range	Sections Modified
1.0	Council Meeting	27 April 2016	New Policy
1.1	Council Meeting	21 April 2021	Revision

8. ATTACHMENT

Nil

5.7. POLICY REVOCATION: RISK MANAGEMENT POLICY (C35) AND HUMAN RIGHTS POLICY (C52)

Directorate:	Strategy and Integrity
Department:	Governance and Integrity

Council Plan

Theme - Leading with Integrity

A review and revocation of a suite of governance policies to ensure Council's policy framework remains current, effective and compliant to legislation.

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider the recommendation of revoking Council's *Risk Management Policy (C35)* (**Attachment [5.7.1]**) and *Human Rights Policy (C52)* (**Attachment [5.7.2]**).

Council's *Risk Management Policy (C25)* is recommended to be revoked and considered as an internal Council Policy.

Council's *Human Rights Policy (C52)* is recommended to be revoked as Council is obligated to act in accordance with the *Charter of Human Rights and Responsibilities Act 2006 (Charter)* and a specific policy is not required.

RECOMMENDATION

That Council revokes Council's *Risk Management Policy (C35)* (Attachment [5.7.1]) and *Human Rights Policy (C52)* (Attachment [5.7.2]).

REPORT

Risk Management Policy (C35)

A recommendation is made to revoke the existing *Risk Management Policy (C35)* (**Attachments [5.8.2]**) and replace it with an approved internal policy.

The *Risk Management Policy (C35)* establishes the internal framework, responsibilities and processes for identifying, assessing, treating and monitoring risk across the organisation. These matters relate to the operational management of Council activities and are therefore appropriately managed by the CEO and Executive Leadership Team.

The proposed change does not alter Council's role in risk governance. Council will continue to oversee strategic and emerging risks through reporting and assurance mechanisms, including the Audit and Risk Committee.

Reclassifying the Policy provides clearer alignment between Council's governance responsibilities and management's operational accountabilities.

Human Rights Policy (C52)

A recommendation is made to revoke Council's *Human Rights Policy (C52)* (**Attachments [5.7.2]**), as Victorian councils are already required to act in accordance with the *Charter of Human Rights and Responsibilities Act 2006 (the Charter)*. This obligation is embedded through the *Model Councillor Code of Conduct* and *Council's Employee Code of Conduct (CE20)*, which references the Charter and ensures its principles are applied across the organisation, making a separate Council Policy unnecessary.

CONSULTATION / COMMUNITY ENGAGEMENT

The Human Rights Policy has been subject to internal consultation with the Audit and Risk Committee to determine the appropriate revocation of this Policy.

The Risk Management Policy has been subject to internal consultation with the Executive Leadership Team and Staff Consultative Committee. The proposed reclassification will be noted at the next Audit and Risk Committee Meeting to ensure ongoing visibility of Council's risk management arrangements.

RESOURCES / FINANCIAL VIABILITY

There are no resource or financial implications in the revocation of these Policies.

RISKS

There are no risk implications in the revocation of these Policies.

STAFF DISCLOSURE

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

ATTACHMENTS

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

1. Proposed Revocation - Risk Management Policy (C35) - 16 September 2026 Council Meeting **[5.7.1 - 3 pages]**
2. Proposed Revocation - Human Rights Policy (C52) - 16 September 2026 Council Meeting **[5.7.2 - 6 pages]**

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 1. Direction & Leadership
Pillar 4. Structure, Systems & Policies

Council Policy / Strategy / Plans

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

Human Rights Policy (C52)

Risk Management Policy (C35)

Legislative Provisions

Charter of Human Rights and Responsibilities Act 2006

Local Government Act 2020

Regional, State and National Plan and Policies

Nil

SOUTH GIPPSLAND SHIRE COUNCIL COUNCIL POLICY



RISK MANAGEMENT POLICY

Policy No.	C35
Adoption Date	24 February 2021
Review Date	February 2025
Department	Performance & Innovation - Governance

1. PURPOSE

The purpose of the Risk Management Policy (the Policy) is to clearly set out Council's approach and commitment to establishing and maintaining an effective risk management culture across the organisation in accordance with the principles and guidelines set out in the International Risk Management Standard AS/NZS ISO 31000:2018.

2. POLICY PRINCIPLES

Council is committed to proactive risk management by establishing a risk management framework that supports culture by applying a logical and systematic method for identifying, assessing, treating and monitoring risks and ensuring that the organisation is able to achieve its long-term objectives.

2.1. Council demonstrates its commitment to risk management in a number of ways. In particular, Council has:

- 2.1.1. Adopted the risk management processes as set out in the International Risk Management Standard AS/NZ ISO 31000:2018 which documents the principles, framework and process for achieving best practice in risk management.
- 2.1.2. Implemented and maintained a structured reporting process that enables all staff to identify, assess, treat and monitor risks across the organization.
- 2.1.3. Developed and maintained Strategic and Operational Risk Registers to record its risks and monitor the effectiveness of corresponding treatment plans.
- 2.1.4. Trained staff, Councillors, Audit & Risk Committee members, contractors and volunteers to promote the development of risk management skills and awareness.



- 2.1.5. Ensured that risk management is effectively embedded into Council's Corporate Planning processes.

2.2. Risk Management Framework

- 2.2.1. This Policy should be read in conjunction with Council's Risk Management Framework which sets out Council's processes in relation to the identification, assessment, treatment and monitoring of risk.

For further information, please refer to Council's [Risk Management Framework](#).

2.3. Conflicts of Interest

- 2.3.1. Council manages conflict of interest via a number of reporting mechanisms including but not limited to its Ethics and Compliance Program, Audit & Risk Committee Charter, Councillor Code of Conduct and Staff Code of Conduct.

3. RISK ASSESSMENT

An inadequate approach to risk management exposes Council and the community to unacceptable levels of injury, loss and damage and can impede the organization from achieving its objectives as set out in the Council Plan. Effective risk management helps to promote innovation and excellence in the delivery of facilities and services to the community and forms an integral part of Council's decision-making processes.

4. IMPLEMENTATION STATEMENT

4.1. Publication of Policy

- 4.1.1. This Policy will be published on Council's website.

4.2. Roles and Responsibilities

- 4.2.1. The identification and management of risk is the responsibility of all staff, Councillors, Audit & Risk Committee members, contractors and volunteers.
- 4.2.2. Council is committed to making the necessary resources available to assist those accountable and responsible for managing risk.

5. MONITORING, EVALUATION AND REVIEW

- 5.1. The responsibility and implementation of the Policy rests with the *Audit & Risk Team* of the *Performance & Innovation Directorate*.
- 5.2. This Policy will be reviewed internally annually and adopted by Council on a 4 year cycle, or earlier if required.
- 5.3. Risk management performance is measured and reported in a number of ways including:
 - 5.3.1. By undertaking risk assessments and recording risks for key operations, projects and strategies on a regular basis.



- 5.3.2. By monitoring internal risk management processes and the treatment of specific risks.
- 5.3.3. Through quarterly reporting of risk management to the Executive Leadership Team and Audit & Risk Committee.
- 5.3.4. By ensuring that strategic risks are reported to the Audit & Risk Committee and Council.
- 5.3.5. Through reporting from the Audit & Risk Committee to Council, including minutes from meetings and reports from the Committee Chair.
- 5.3.6. By effectively responding to internal and external audit recommendations.

6. DEFINITIONS

Risk	Means the effect of uncertainty on objectives.
Risk Management	Means the coordinated activities to direct and control an organisation with regard to risk.
Risk Management Framework	Means a set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation.

7. REVISION HISTORY

Version	Approved By	Approval Date	Sections Modified	CM9 ref
1.0	Council	23 May 2012	New Policy	D8202014
1.1	Council	27 March 2017	Review	D2665617
1.2	Council	27 February 2021	Review	
1.3	Council	27 February 2021	Review	D2437821

SOUTH GIPPSLAND SHIRE COUNCIL

COUNCIL POLICY

South Gippsland
Shire Council

HUMAN RIGHTS POLICY

Policy No.	C52	Adoption Date:	Council Meeting 19 May 2021
Revision Date:	May 2025		
Directorate:	Performance & Innovation	Department:	Governance
GOOD GOVERNANCE FRAMEWORK – OVERARCHING PRINCIPLES			
Supporting Pillar:	Pillar 2 - Culture & Behaviour Pillar 4 - Structure, Systems & Policies Pillar 7 - Risk & Compliance		
Link to Pillar:	This Policy confirms Council's commitment to considering and respecting human rights when making decisions, creating Local Laws and establishing policy direction. The Policy plays an important role by ensuring the organisation is respecting human rights within the organisation.		

1. PURPOSE

The purpose of the *Human Rights Policy C52* (the Policy) is to protect and promote human rights. Human rights are the basic rights that belong to every human being. They are recognised internationally as the base standards required for governments, societies and communities to operate in a respectful and peaceful manner. Human rights recognise and respect the dignity of all people.

Human rights provide the foundation for freedom, justice, peace and respect, and are an essential part of any democratic society that respects the rule of law, human dignity and equality.

This Policy confirms Council's commitment to considering and respecting human rights when making decisions and creating and setting policy directions.

2. SCOPE

The scope of this Policy applies to all Councillors, officers and volunteers in their day to day operations, interactions with people and in their decision-making functions.



3. POLICY PRINCIPLES

Victorian Charter of Human Rights and Responsibilities

- 3.1. The Victorian Charter of Human Rights and Responsibilities Act 2006 (the Charter) is a law that protects the human rights of all people in Victoria. It recognises that “all people are born free and equal in dignity and human rights”. Its principles include:
 - 3.1.1. Human rights are essential in a democratic and inclusive society that respects the rule of law, human dignity, equality and freedom;
 - 3.1.2. Human rights belong to all people without discrimination, and the diversity of the people within the Shire enhances our community;
 - 3.1.3. Human rights come with responsibilities and must be exercised in a way that respects the human rights of others;
 - 3.1.4. Human rights have a special importance for the indigenous people of Victoria, as descendants of Australia’s first people, with their diverse spiritual, social, cultural and economic relationship with the traditional lands and waters.
- 3.2. All local government authorities have a responsibility under the Charter to act in a way that is compatible with human rights.

The Human Rights Policy:

- 3.3. Sets out Council’s responsibility to act in ways that are compatible with human rights. This included taking into account human rights when developing and implementing local laws, policies, procedures, decisions and delivering services.
 - 3.3.1. Council’s approach to human rights will encourage participation, access, development and opportunity for its community, whilst acknowledging that it has an obligation to comply with the Charter.
 - 3.3.2. This Policy will support achievement of Council aspirations set out in the objectives and strategies of Council’s four-year Council Plan.
 - 3.3.3. A reference to the Charter has been included in Council’s policy template to ensure Council is meeting the obligations set out in the Charter in all policy related decisions.
 - 3.3.4. Members of the community who wish to make a complaint in relation to an alleged breach of Council in upholding human rights, can do so by contacting Council directly at council@southgippsland.vic.gov.au or on 03 5662 9200. Council’s Customer Service Charter is also available on Council’s website.
- 3.4. Outlines the human rights articulated in the Victorian Charter of Human Rights and Responsibilities Act 2006 (the Charter).



- 3.4.1. The human rights protected by the Charter are divided into four categories: **freedom, respect, equality and dignity**. The human rights are:

Freedom

- Freedom from forced work
- Freedom of movement
- Freedom of thought, conscience, religion and belief
- Freedom of expression
- Right to peaceful assembly and freedom of association
- Property rights
- Right to liberty and security of person
- Fair hearing
- Rights in criminal proceedings
- Right not to be tried and punished more than once
- Protection from retrospective criminal laws

Respect

- Right to life
- Protection of families and children
- Cultural rights, including recognition that human rights have a special importance for Aboriginal people of Victoria

Equality

- Recognition and equality before the law
- Entitlement to participate in public life (including voting)

Dignity

- Prohibition on torture and cruel, inhuman or degrading treatment
- Protection of privacy and reputation
- Humane treatment when deprived of liberty
- Appropriate treatment of children in the criminal process

- 3.5. The Charter recognises that human rights are not absolute but may be limited in certain circumstances. Under the Charter rights may be limited, but only when justified in a free and democratic society, taking into account relevant factors as outlined in the Charter. To this end Council considers:

- 3.5.1. A reasonable limitation involves balancing the rights of the individual with the rights of the community and other relevant considerations. Examples include but are not limited to the following:

- 3.5.1.1. The fact that a decision or action impacts on a human right does not mean the decision or action will be incompatible with the Charter.



- 3.5.1.2. The right to freedom of expression may be restricted in order to respect the rights and reputations of other people or for the protection of public order, security, health or morality.
- 3.5.1.3. Limitations on rights are to be reasonable, justified, proportionate, rational and balanced.

4. RISK ASSESSMENT

In order to comply with its obligations under the *Local Government Act 2020* and maintain the trust and confidence of the community, it is critical that Council and Councillors maintain the highest possible standards of good governance, integrity, ethical behaviour and conduct.

This Policy mitigates Council's risks as described below:

4.1. People

- 4.1.1. Council, as a public authority must act in ways that are compatible with human rights.

4.2. Reputational

- 4.2.1. Being accountable for decisions made that affect an individual's human rights and considering human rights in the development of policy directions, seeks to minimise Council's reputation.
- 4.2.2. Establishing specific directions in associated policies, guidelines and codes of practice that assist staff, Councillors and volunteers to understand appropriate behaviours and responsibilities in the workplace.

4.3. Financial

- 4.3.1. Providing a mechanism outside of the courts for individuals to raise human rights concerns with Council that relate to Council operations (refer to 3.3.4 of this Policy).

4.4. Governance, Openness and Transparency

- 4.4.1. This Policy provides guidance in ensuring the organisation is protecting human rights within the organisation and on behalf of the Shire as a whole.

5. IMPLEMENTATION STATEMENT

5.1. Human Rights Charter

This Policy has considered the *Charter of Human Rights and Responsibilities Act 2006* in its development.

5.2. Gender Equality

This Policy has considered the *Gender Equality Act 2020* in its development.



5.3. Publication of Policy

- 5.3.1. A copy of this Policy will be provided to all Councillors, staff and volunteers and placed on Council's website.
- 5.3.2. This Policy is to be included in the Councillor Induction Program.
- 5.3.3. This Policy is to be included in the Staff and Volunteer Induction Program.

5.4. Roles and Responsibilities

- 5.4.1. All Councillors, staff, volunteers and committee members have an obligation to help promote human rights of others.
- 5.4.2. Council will consider human rights when developing policies and making decisions that affect the community, staff and volunteers, as follows:
 - 5.4.2.1. When developing and reviewing Council policies, local laws, strategies and plans.
 - 5.4.2.2. By developing and adopting specific policies and processes that encourage appropriate behaviours, responsibilities and management of people within the work environment including but not limited to:
 - Councillor Code of Conduct (C14);
 - Staff Code of Conduct (CE20);
 - Anti-discrimination, Bullying and Harassment (CE25).

5.5. Non-compliance with this Policy

The Victorian Charter outlines the human rights protected by law in which Council must consider these when making decisions, creating laws, setting priorities and providing services within the Shire.

6. MONITORING, EVALUATION AND REVIEW

- 6.1. This Policy will be reviewed and adopted by Council on a four-year cycle.

7. REFERENCE DOCUMENTS

Legislative Provisions	Charter of Human Rights and Responsibilities Act 2006 Disability Act 2006 Equal Opportunity Act 2010 Fair Work Act 2009 Freedom of Information Act 1982 Gender Equality Act 2020 Information Privacy Act 2000 Local Government Act 2020 Racial and Religious Tolerance Act 2001 Sex Work Act 1994
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Council Supporting Documents	Anti-discrimination, Bullying and Harassment Policy (CE25) Councillor Code of Conduct (C14) Community Engagement Policy (C06) Community Engagement Strategy Community Strengthening Strategy Disability Action Plan South Gippsland Shire Service Charter South Gippsland Health and Wellbeing Plan South Gippsland Youth Strategy Staff Code of Conduct (CE20)
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8. REVISION HISTORY

Version	Approved By	Approval Date	Sections Modified	CM9 Ref#
1.0	Council	22 May 2013	New Policy	D4675415
1.1	Council	28 June 2017	Revised Policy	D4774917
1.2	Council	19 May 2021	Revised Policy	D6622521

**RECOMMENDED
REVOCATION**

5.8. INSTRUMENT OF DELEGATION - S6 COUNCIL TO MEMBERS OF STAFF - SEPTEMBER 2026

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 – September 2026 (**Attachment [5.9.1]**) to include the bi-annual recommended updates through legal advice and position title changes in the Financial Strategy Department.

RECOMMENDATION

That Council resolves that, in the exercise of the powers conferred by section 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 [5.9.1]**):**

- 1. Members of Council staff holding, acting in or performing the duties of the officers or positions referred to in (**Attachment [5.9.1]**) 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 [5.9.1]**), to come into force immediately upon signing;**
- 3. Upon this Instrument of Delegation (**Attachment [5.9.1]**) 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 [5.9.1]**) 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.**

REPORT

The allocation of delegations to the Chief Executive Officer (CEO) or other employees contributes to the effective functioning of Council. It is important to update delegations to reflect changes in personnel / legislation and improvements recommended by legal advisors to ensure decisions made are valid.

The S6 Instrument of Delegation - Council to Members of Staff – September 2026 (**Attachment [5.9.1]**) has been reviewed and updated to reflect revised Council officer position titles in line with the organisational changes in the Financial Strategy Department. The Manager Financial Strategy has an updated position title to Chief Financial Officer.

Council received legal advice updates in relation to changes in legislation which included 20 new, 34 changed and four deleted provisions. These updated S6 Attachment reflects these changes which relate to the following;

- *Planning and Environment Act 1987;*
- *Road Management Act 2004; and*
- *Road Management (General) Regulations 2026.*

It is a requirement under the Act that Council endorse the updated S6 Instrument of Delegation - Council to Members of Staff (**Attachment [5.9.1]**) by resolution of Council.

The current version of the Instrument of Delegation has been in place since 17 June 2026 and will be revoked as per Part 3 of the above recommendation.

CONSULTATION / COMMUNITY ENGAGEMENT

Nil

RESOURCES / FINANCIAL VIABILITY

Nil

RISKS

Failure to update an Instrument of Delegation could result in the decisions of delegated Officers being declared invalid or unenforceable.

STAFF DISCLOSURE

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

ATTACHMENTS

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

1. S6 - Instrument of Delegation - Members of Staff - 16 September 2026 [**5.8.1** - 250 pages]

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 7. Risk & Compliance

Council Policy / Strategy / Plans

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

Governance Rules (C82)

Legislative Provisions

Local Government Act 2020

Regional, State and National Plan and Policies

Nil



*South Gippsland
Shire Council*

SOUTH GIPPSLAND SHIRE COUNCIL

INSTRUMENT OF DELEGATION

S6 INSTRUMENT OF DELEGATION -
MEMBERS OF STAFF

16 SEPTEMBER 2026

South Gippsland Shire Council

Instrument of Delegation

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. record that references in the Schedule refer to the Positions table in this document;
3. declares that:

3.1 this Instrument of Delegation is authorised by a resolution of Council passed on 16 September 2026; and

3.2 the delegation:

3.2.1 comes into force immediately once the Chief Executive Officer's signature is affixed to this Instrument of Delegation;

3.2.2 remains in force until varied or revoked;

3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and

3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

3.3 the delegate must not determine the issue, take the action or do the act or thing:

3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;

3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a

(a) policy; or

(b) strategy adopted by Council;

3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or

3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

Signed by the Chief Executive Officer of Council in the presence of:

Date:

Witness:

Date:

South Gippsland Shire Council

Delegation Sources

- Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024
- Domestic Animals Act 1994
- Food Act 1984
- Heritage Act 2017
- Local Government Act 1989
- Planning and Environment Act 1987
- Residential Tenancies Act 1997
- Road Management Act 2004
- Planning and Environment Interim Regulations 2026
- Planning and Environment (Fees) Regulations 2016
- Road Management (General) Regulations 2026
- Road Management (Works and Infrastructure) Regulations 2026

Positions

Position
Asset Systems Officer
Building and Planning Enforcement Officer
Chief Executive Officer
Chief Financial Officer
Coordinator Biodiversity
Coordinator Building and Planning Compliance
Coordinator Civil Asset Strategy
Coordinator Community Safety
Coordinator Environmental Health
Coordinator Governance
Coordinator Procurement and Assurance
Coordinator Property
Coordinator Strategic Planning
Environment Health Technical Officer

South Gippsland Shire Council

Position
Environmental Health Officer
Executive Director Empowering Communities
Executive Director Infrastructure Sustainability
Executive Director Strategy and Integrity
Head of Planning Services
HR & RTW Advisor
Major Planning Projects Officer
Manager Community Health and Safety
Manager Governance and Integrity
Manager Infrastructure Delivery
Manager Infrastructure Maintenance
Manager Infrastructure Planning
Manager Open Space and Environment
Manager Planning and Building Services
Municipal Building Surveyor
People and Culture Advisor
Planning and Building Support Officer
Principal Statutory Planner
Principal Strategic Planner
Senior Community Safety Officer
Senior Statutory Planner
Senior Subdivisions, Planning and Building Support Officer
Statutory Planner
Strategic Planning Officer

South Gippsland Shire Council

Position
Team Leader Planning and Building Support

Positions Groups

Position
Major Planning Projects

South Gippsland Shire Council

S6 Instrument of Delegation - Members of Staff

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 7	Power to enter into a written agreement with a caravan park owner	Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 10	Function of receiving application for registration	Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 11	Function of receiving application for renewal of registration	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 12(1)	Power to refuse to grant the registration if not satisfied that the caravan park complies with these regulations	Coordinator Environmental Health (EHC), Manager Community Health and Safety	

South Gippsland Shire Council

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 12(4) & (5)	Duty to issue certificate of registration	Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 14(1)	Function of receiving notice of transfer of ownership.	Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 14(3)	Power to determine where notice of transfer is displayed	Coordinator Environmental Health (EHC), Manager Community Health and Safety	

South Gippsland Shire Council

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 15(1)	Duty to transfer registration to new caravan park owner	Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 15(2)	Duty to issue a certificate of transfer of registration	Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 15(3)	Power to determine where certificate of transfer of registration is displayed	Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 17	Duty to keep register of caravan parks	Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 21(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	Coordinator Environmental Health (EHC), Manager Community Health and Safety	

South Gippsland Shire Council

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 21(2)	Duty to consult with relevant emergency services agencies	Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 22	Power to determine places in which caravan park owner must display a copy of emergency procedures	Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 23	Power to determine places in which caravan park owner must display copy of public emergency warnings	Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 24(2)	Power to consult with relevant floodplain management authority	Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 26(b)(i)	Power to approve system for the discharge of sewage and wastewater from a movable dwelling	Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 38	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	Coordinator Environmental Health (EHC), Manager Community Health and Safety	

South Gippsland Shire Council

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 38(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 39(3)	Function of receiving installation certificate	Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 45(3)	Power to determine places in which caravan park owner must display name and telephone number of an emergency contact person	Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 45(5)	Power to determine places in which caravan park owner must display the certificate of registration or certificate of renewal of registration, the plan of the caravan park and a copy of the caravan park rules	Coordinator Environmental Health (EHC), Manager Community Health and Safety	

South Gippsland Shire Council

Domestic Animals Act 1994			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 41A(1)	Power to declare a dog to be a menacing dog	Senior Community Safety Officer, Coordinator Community Safety , Manager Community Health and Safety	Council may delegate this power to a Council authorised officer

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(2)(a)	Power to direct by written order that the particular food premises be put into a clean and sanitary condition	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	If s 19(1) applies Only in relation to temporary food premises or mobile food premises

South Gippsland Shire Council

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(2)(c)	Power to direct by written order that any applicable requirement of the Food Safety Standards referred to in s 19(1)(d) is complied with	Coordinator Environmental Health (EHC)	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, (ia) displayed at any point of sale, (ib) be published on the food business's Internet site and (ii) inform the public by notice in a published newspaper, on the Internet site or otherwise	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	If s 19(1) applies Only in relation to temporary food premises or mobile food premises

South Gippsland Shire Council

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19(6)(b)	Duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19CB(4)(b)	Power to request copy of records	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority

South Gippsland Shire Council

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19EA(3)	Function of receiving copy of revised food safety program	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority
s 19FA(1)	Power to direct a proprietor of a food premises to revise the food safety program for the premises or comply with any requirements specified in the food safety program	Environmental Health Officer (EHO)	Where Council is the registration authority Subject to s 19FA(2), which requires a time limit for compliance to be specified
s 19FA(3)(a)	Power to refuse to approve an application for registration or renewal of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	Environmental Health Officer (EHO)	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 19FA(3)(b)	Power to revoke a registration granted in respect of premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	Environmental Health Officer (EHO)	Where Council is the registration authority

South Gippsland Shire Council

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19FA(3)(c)	Power to suspend the registration of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	Environmental Health Officer (EHO)	Where Council is the registration authority
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority
s19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority
s 19IA(2)	Duty to give written notice to the proprietor of the premises	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC),	Where Council is the registration authority

South Gippsland Shire Council

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Manager Community Health and Safety	Note: Not required if Council has taken other appropriate action in relation to deficiencies (see s 19IA(3))
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority
s 19N(2)	Function of receiving notice from the auditor	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority

South Gippsland Shire Council

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	Coordinator Environmental Health (EHC), Manager Community Health and Safety	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	Coordinator Environmental Health (EHC), Manager Community Health and Safety	Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39.
s 19W	Power to direct a proprietor of a particular food premises to comply with any requirement under Part IIIB	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority
s 19W(3)(a)	Power to direct a proprietor of a particular food premises to have staff at the premises undertake training or instruction	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority

South Gippsland Shire Council

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19W(3)(b)	Power to direct a proprietor of a particular food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority
	Power to register or renew the registration of a food premises	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 36A	Power to accept an application for registration or notification using online portal	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC)	Where Council is the registration authority

South Gippsland Shire Council

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 36B	Duty to pay the charge for use of online portal	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC)	Where Council is the registration authority
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority
s 38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority
s 38A(4)	Power to request a copy of a completed food safety program template	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority
s 38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	Environmental Health Officer (EHO), Coordinator	Where Council is the registration authority

South Gippsland Shire Council

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Environmental Health (EHC), Manager Community Health and Safety	
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority
s 38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority

South Gippsland Shire Council

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority
s 38D(3)	Power to request copies of any audit reports	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority not exceeding the prescribed time limit defined under s 38E(5)
s 38E(4)	Duty to register the food premises when conditions are satisfied	Environmental Health Officer (EHO), Coordinator	Where Council is the registration authority

South Gippsland Shire Council

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Environmental Health (EHC), Manager Community Health and Safety	
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority
s 38G(1)	Power to require notification of change of the food safety program type used for the food premises	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC)	Where Council is the registration authority
s 38G(2)	Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority

South Gippsland Shire Council

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 38G(4)	Power to require the proprietor of the food premises to comply with any requirement of the Act	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC)	Where Council is the registration authority
s 39(2)	Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	
s 39A	Power to register, or renew the registration of a food premises despite minor defects	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority Only if satisfied of matters in s 39A(2)(a)-(c)
s 39A(6)	Duty to comply with a direction of Safe Food Victoria under s 39A(4)	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	Environmental Health Officer (EHO), Coordinator	Where Council is the registration authority

South Gippsland Shire Council

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Environmental Health (EHC), Manager Community Health and Safety	
s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority

South Gippsland Shire Council

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 40E(4)	Duty to comply with direction of Safe Food Victoria under s 40E(1)	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	
s 40F	Power to cancel registration of food premises	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC)	Where Council is the registration authority
s 43	Duty to maintain records of registration	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority
s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering or renewing registration of a component of a food business	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC),	Where Council is the registration authority

South Gippsland Shire Council

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Manager Community Health and Safety	
s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 45AC	Power to bring proceedings	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	
s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority

South Gippsland Shire Council

Heritage Act 2017			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 116	Power to sub-delegate Executive Director's functions, duties or powers	No delegate	Must first obtain Executive Director's written consent Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation

Local Government Act 1989			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 185L(4)	Power to declare and levy a cladding rectification charge	No delegate, Not applicable	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Executive Director EC, Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Executive Director EC, Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 4H	Duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Executive Director EC, Planning Administration Officer, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	
s 4I(2)	Duty to make and copy of the Victorian Planning Provisions and other documents available in accordance with public availability requirements	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Executive Director EC, Planning Administration Officer, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	
s 12(3)	Power to carry out studies and do things to ensure proper use of land and consult with other persons to	Coordinator Building and Planning Compliance, Principal Strategic	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	ensure co-ordination of planning scheme with these persons	Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer, Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 12B(1)	Duty to review planning scheme	Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 12B(2)	Duty to review planning scheme at direction of Minister	Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	
s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	Coordinator Building and Planning Compliance, Coordinator Biodiversity (SB), Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer, Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Manager	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Community Health and Safety, Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 16B	Duty (upon receiving a request to prepare an amendment to the planning scheme) to decide: - to apply to the Minister for authorisation to prepare the amendment, with or without changes, under section 16F, or - to refuse the request. Note: see also sections 16A, 16D, 16E and 16K.	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Team Leader Planning and Building Support, Head of Planning Services (HPS)	
s 16C(1)	Duty to give written notice of its decision under section 16B to the person who made the request within 10 business days of making the decision.	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Team Leader Planning and Building	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Note: The notice must contain prescribed information, and reasons if it is a refusal.	Support, Head of Planning Services (HPS)	
s 16C(4)	Duty to give a copy of the request and the notice under subsection 16C(1) to the Minister.	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Team Leader Planning and Building Support, Head of Planning Services (HPS)	
s 16F	Power to apply to the Minister for authorisation to prepare an amendment to the State standard provisions or the local provisions of a planning scheme in force in the municipal district. Note: see also sections 16G and 16K.	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Team Leader Planning and Building Support, Head of Planning Services (HPS)	
s 16F	Power to prepare an amendment to the planning scheme where the Minister has authorised Council to do so under section 16F	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Team Leader Planning and Building Support, Head of Planning Services (HPS)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 16H	Power to prepare an amendment specified in an application without the Minister's authorisation if no response received after 10 business days Note: see also section 16K.	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Team Leader Planning and Building Support, Head of Planning Services (HPS)	Does not apply in relation to an application for the preparation of an amendment that will apply to land to which a Suburban Rail Loop planning area declaration applies.
s 16I	Power to apply to the Minister for authorisation to prepare an amendment to any part of the State standard provisions and local provisions of a planning scheme applying to an area adjoining its municipal district.	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Team Leader Planning and Building Support, Head of Planning Services (HPS)	
s 16I	Power to prepare amendment to the planning scheme applying to an area adjoining Council's municipal district where the Minister has authorised Council to do so under section 16I. Note: see also sections 16D, 16G and 16J.	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Team Leader Planning and Building Support, Head of Planning Services (HPS)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 17(1)	Duty of giving copy amendment to the planning scheme	Principal Strategic Planner, Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	
s 17(2)	Duty of giving copy s 173 agreement	Coordinator Building and Planning Compliance, Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer, Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	Principal Strategic Planner, Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects	Until the proposed amendment is approved or lapsed

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer, Head of Planning Services (HPS), Major Planning Projects	
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Executive Director EC, Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Executive Director EC, Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Executive Director EC, Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	Where Council is a planning authority
s 21(2)	Duty to make submissions available in accordance with public availability requirements	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	Until the end of 2 months after the amendment comes into operation or lapses
s 21A(4)	Duty to publish notice	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off),	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	
s 22(1)	Duty to consider all submissions received before the date specified in the notice	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	Except submissions which request a change to the items in s 22(5)(a) and (b)
s 22(2)	Power to consider a late submission Duty to consider a late submission, if directed by the Minister	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Planning Administration Officer , Team Leader Planning and Building	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Planning Administration Officer, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off),	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	
s 23A(2)	Power to: - change the amendment in the manner requested; - not change the amendment in the manner requested; or - abandon the amendment or part of the amendment.	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Team Leader Planning and Building Support, Head of Planning Services (HPS)	Where Council is the planning authority. After considering a submission which requests a change to a 'low-impact' amendment (as described in section 16N).
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Services (HPS), Major Planning Projects	
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	During the inspection period

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 27(2)	Power to apply for exemption if panel's report not received	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	
s 28(1)	Duty to notify the Minister if abandoning an amendment, with a copy of any submission considered, and a statement of reasons for the decision	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Administration Officer , Team Leader Planning and Building Support, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	Note: the power to make a decision to abandon an amendment cannot be delegated

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 28(2)	Duty to publish notice of the decision on Internet site	Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning and Building Support Officer, Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning and Building Support Officer, Planning Administration Officer , Senior Statutory Planner, Team Leader	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 28C	Duty to comply with directions of the Minister after abandoning the amendment with respect to: - providing relevant documentation; and - providing assistance with steps to be taken for the amendment.	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Team Leader Planning and Building Support, Head of Planning Services (HPS)	
s 30(4)(a)	Duty to say if amendment has lapsed	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	
s 30(4)(b)	Duty to provide information in writing upon request	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	
s 32(2)	Duty to give more notice if required	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Services (HPS), Major Planning Projects	
s 33(1)	Duty to give more notice of changes to an amendment	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	
s 36(2)	Duty to give notice of approval of amendment	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 38(5)	Duty to give notice of revocation of an amendment	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	
s 40(1)	Function of lodging copy of approved amendment	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off),	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	
s 41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	
s 41(2)	Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in s 197B of the Act after the inspection period ends	Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning and Building Support Officer, Planning	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46AAA	Duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity	Not applicable	Where Council is a responsible public entity and is a planning authority
s 46AW	Function of being consulted by the Minister	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	Where Council is a responsible public entity
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	Where Council is a responsible public entity

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	Where Council is a responsible public entity
s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions,	Where Council is a responsible public entity

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GG(1)(d)	Power to incorporate into a planning scheme an infrastructure contributions plan that provides for the imposition of infrastructure contributions to fund the reasonable costs and expenses incurred by the planning authority, the collecting agency and a development agency in carrying out their respective functions under this Part in relation to the infrastructure contributions plan and the related precinct structure plan or strategic plan, capped at an annual percentage of the standard levy	Chief Executive Officer (CEO), Executive Director IS, Executive Director EC, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Head of Planning Services (HPS)	
s 46GG(1A)	Power to incorporate into a planning scheme an infrastructure contributions plan that provides for the monetary component to fund any acquisition of land (other than public purpose land) necessary for the provision of works, services and facilities referred to in s 46GG(1), where the plan does not include a land component	Chief Executive Officer (CEO), Executive Director IS, Executive Director EC, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Head of Planning Services (HPS)	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation, content and administration of infrastructure contributions plans	Chief Executive Officer (CEO), Executive Director IS, Executive Director EC, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Head of Planning Services (HPS)	
s 46GJ(2A)(a)	Power to specify an infrastructure contributions plan the priority categories of works, services or facilities and relevant land acquisitions to be founded through a standard levy	Chief Executive Officer (CEO), Executive Director IS, Executive Director EC, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Head of Planning Services (HPS)	Where Council is the planning authority and Minister makes a direction under s 46GJ(2A)
s 46GJ(2A)(b)	Power to determine from time to time the specific works, services or facilities and relevant land acquisitions to be funded	Chief Executive Officer (CEO), Executive Director IS, Executive Director EC, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Head of Planning Services (HPS)	Where Council is the development agency specified in the infrastructure contributions plan and Minister makes a direction under s 46GJ(2A)

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GJ(2C)	Duty to make available in accordance with the public availability requirements any document relied on for the determination of specific works, services or facilities or relevant land acquisitions to be funded, and written notice of any such determination	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Chief Executive Officer (CEO), Executive Director IS, Executive Director EC, Planning and Building Support Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS)	Where Council is the development agency specified in the infrastructure contributions plan and Minister makes a direction under s 46GJ(2A)
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	
s 46GP	Function of receiving a notice under s 46GO	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	Where Council is the collecting agency
s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	(or other appropriate unit of measurement) of the inner public purpose land	(MPBS), Head of Planning Services (HPS)	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	
s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	
s 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(MPBS), Head of Planning Services (HPS)	
s 46GU	Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) and (b) are met	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	
s 46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution Power to specify the manner in which the payment is to be made	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	Chief Executive Officer (CEO)	Where Council is the collecting agency

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	Where Council is the development agency
s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	Chief Executive Officer (CEO)	Where Council is the collecting agency
s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	
s 46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	Where Council is the collecting agency

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Team Leader Planning and Building Support, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	Where Council is the collecting agency
s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	Where Council is the collecting agency
s 46GY(1)	Duty to keep proper and separate accounts and records	Executive Director EC, Chief Financial Officer, Manager Planning	Where Council is the collecting agency

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		and Building Services (MPBS), Head of Planning Services (HPS)	
s 46GY(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	Executive Director EC, Chief Financial Officer, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	Where Council is the collecting agency
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs or plan administration costs to the planning authority that incurred those costs The forwarding duty does not apply to any monetary component that is imposed for plan administration costs incurred by the collecting agency	Executive Director IS, Executive Director EC, Chief Financial Officer, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Head of Planning Services (HPS)	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is that planning authority
s 46GZ(2)(a)	Function of receiving the monetary component imposed for plan preparation costs or plan administration costs	Executive Director IS, Executive Director EC, Chief Financial Officer, Manager Planning and Building Services (MPBS), Coordinator	Where the Council is the planning authority

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	The monetary component does not include plan administration costs incurred by the collecting agency	Strategic Planning, Head of Planning Services (HPS)	This duty does not apply where Council is also the collecting agency
s 46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan, as responsible for those works, services or facilities	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Team Leader Planning and Building Support, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency
s 46GZ(2)(b)	Function of receiving the monetary component	Executive Director EC, Chief Financial Officer, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	Where Council is the development agency under an approved infrastructure contributions plan

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			This provision does not apply where Council is also the collecting agency
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)	Executive Director EC, Chief Financial Officer, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Team Leader Planning and Building Support, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	Executive Director EC, Chief Financial Officer, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	Where Council is the development agency specified in the approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW	Executive Director EC, Chief Financial Officer, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Team Leader Planning and Building Support, Manager Planning and Building Services (MPBS),	If any inner public purpose land is vested in Council under the Subdivision Act 1988 or acquired by Council before the time it is required to be provided to Council under s 46GV(4)

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZ(9)	Function of receiving the fee simple in the land	Chief Executive Officer (CEO), Executive Director EC, Chief Financial Officer, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZA(1)	Duty to keep proper and separate accounts and records	Executive Director EC, Chief Financial Officer, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	Where Council is the development agency under an approved infrastructure contributions plan

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZA(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Team Leader Planning and Building Support, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	Executive Director EC, Chief Financial Officer, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide	Coordinator Statutory Planning (Stat Plan Coord), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Major Planning Projects Officer,	If the VPA is the collecting agency under an approved infrastructure contributions plan

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	reports on the use of the infrastructure contribution to the VPA	Head of Planning Services (HPS), Major Planning Projects	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b), including expenditure of remaining monetary component for the provision of other works, services or facilities or relevant land acquisitions in the ICP plan area	Executive Director IS, Executive Director EC, Chief Financial Officer, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Head of Planning Services (HPS)	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZD(3)	Duty to follow the steps set out in s 46GZD(3)(a) and (b)	Executive Director EC, Chief Financial Officer, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZD(5)	Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)	Coordinator Statutory Planning (Stat Plan Coord), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning,	Where Council is the collecting agency under an approved infrastructure contributions plan

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	
s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	Coordinator Statutory Planning (Stat Plan Coord), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	Executive Director EC, Chief Financial Officer, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZE(3)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b)	Executive Director EC, Chief Financial Officer, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	Chief Executive Officer (CEO), Executive Director EC, Chief Financial Officer, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	Where Council is the development agency under an approved infrastructure contributions plan
s.46GZF(3)	Duty, if land is sold under s.46GZF(2)(b), to follow the steps in s.46GZF(3)(a) and (b)	Chief Executive Officer (CEO), Executive Director EC, Chief Financial Officer, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	Function of receiving proceeds of sale	Chief Executive Officer (CEO), Executive Director EC, Chief Financial Officer, Manager Planning	Where Council is the collection agency under an approved infrastructure contributions plan

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		and Building Services (MPBS), Head of Planning Services (HPS)	This provision does not apply where Council is also the development agency
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)	Chief Executive Officer (CEO), Executive Director EC, Chief Financial Officer, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	Chief Executive Officer (CEO), Executive Director EC, Chief Financial Officer, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	Chief Executive Officer (CEO), Executive Director EC, Chief Financial Officer, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	Where Council is the collecting agency under an approved infrastructure contributions plan

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	Coordinator Statutory Planning (Stat Plan Coord), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	Where Council is a collecting agency or development agency
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	Chief Executive Officer (CEO), Executive Director EC, Chief Financial Officer, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	Where Council is a collecting agency or development agency
s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2)	Chief Executive Officer (CEO), Executive Director EC, Chief Financial Officer, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner,	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 46Q(1)	Duty to keep proper accounts of levies paid	Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	Only applies when levy is paid to Council as a 'development agency'
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation	Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning	Must be done within six months of the end of the period required by the development

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a)	Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	contributions plan and with the consent of, and in the manner approved by, the Minister
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	Must be done in accordance with Part 3
s46Q(4)(e)	Duty to expend that amount on other works etc.	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building	With the consent of, and in the manner approved by, the Minister

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 46QC	Power to recover any amount of levy payable under Part 3B	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer, Head of Planning Services (HPS), Major Planning Projects	
s 46QD	Duty to prepare report and give a report to the Minister	Coordinator Statutory Planning (Stat Plan Coord), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	Where Council is a collecting agency or development agency
s 46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with the public availability requirements, during the inspection period	Not applicable	
s 46V(4)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in	Coordinator Statutory Planning (Stat Plan Coord), Manager Planning and Building Services (MPBS),	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	accordance with s 197B of the Act and on payment of the prescribe fee, after the inspection period	Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	
s 46V(5)	Duty to keep a copy of the approved strategy plan incorporating all amendments to it	Coordinator Statutory Planning (Stat Plan Coord), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	
s 46V(6)	Duty to make a copy of the approved strategy plan incorporating all amendments to it available in accordance with the public available requirements	Coordinator Statutory Planning (Stat Plan Coord), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46Y	Duty to carry out works in conformity with the approved strategy plan	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 47	Power to decide that an application for a planning permit does not comply with that Act	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 48A	Power to notify an applicant that the application is incomplete Note: The notice must set out any required fees or information, the date for payment or production, and the effect of non-compliance set out in section 48B(1).	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Head of Planning Services (HPS)	Where Council is the responsible authority
s 48C	Power to refund a fee paid for an application which is void and of no effect under section 48B(1)	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Manager Planning and Building Services (MPBS), Coordinator	Where Council is the responsible authority

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Strategic Planning, Head of Planning Services (HPS)	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Statutory Planner, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS)	
s 50(4)	Duty to amend application	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 50(5)	Power to refuse to amend application	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 50(6)	Duty to make note of amendment to application in register	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 50A(1)	Power to make amendment to application	Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Services (HPS), Major Planning Projects	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 50A(4)	Duty to note amendment to application in register	Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off),	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer, Head of Planning Services (HPS), Major Planning Projects	
s 52(3)	Power to give any further notice of an application where appropriate	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 54(1)	Power to require the applicant to provide more information	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 54(1B)	Duty to specify the lapse date for an application	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer, Head of Planning Services (HPS), Major Planning Projects	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 57A(5)	Power to refuse to amend application	Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	
s 57A(6)	Duty to note amendments to application in register	Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	
s 57B(1)	Duty to determine whether and to whom notice should be given	Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	
s 57C(1)	Duty to give copy of amended application to referral authority	Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 58	Duty to consider every application for a permit	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 58A	Power to request advice from the Planning Application Committee	Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 60	Duty to consider certain matters	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 60(1A)	Duty to consider certain matters	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support	In accordance with Council Resolution 25 August 2010 Item B2 the delegate must not determine to grant a planning permit and must instead refer the permit application to Council for Council determination where: a) Five or more objection to the grant of the permit are received by Council, or b) In the Chief Executive Officers opinion, the permit application raises significant issues of Council policy or public interest.

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer, Head of Planning Services (HPS), Major Planning Projects	
s 61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006 In accordance with Council Resolution 25 August 2010 Item B2 the delegate must not determine to grant a planning permit and must instead refer the permit application to Council for Council determination where: a) Five or more objections to the grant of the permit are received by Council, or b) In the Chief Executive Officer's opinion, the permit application raises significant issues of Council policy or public interest.
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 62(1)	Duty to include certain conditions in deciding to grant a permit	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer, Head of Planning Services (HPS), Major Planning Projects	
s 62(2)	Power to include other conditions	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Executive Director EC, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior	Note: The scope of approved infrastructure contributions plans has been expanded by the Planning Amendment (Better Decisions Made Faster) Act 2026 (No. 3 of 2026) to include works outside the ICP plan area, plan administration costs, and relevant land acquisitions.

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS)	
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS)	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Plan Coord), Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS)	
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building	This provision applies also to a decision to grant an amendment to a permit - see s 75

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 64(3)	Duty not to issue a permit until after the specified period	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support	This provision applies also to a decision to grant an amendment to a permit - see s 75

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer, Head of Planning Services (HPS), Major Planning Projects	
s 64(5)	Duty to give each objector a copy of an exempt decision	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat	This provision applies also to a decision to grant an amendment to a permit - see s 75A

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	recommending referral authority has objected to the grant of a permit	Plan Coord), Executive Director EC, Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Administration Officer ,	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 69(1)	Function of receiving application for extension of time of permit	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 69(1A)	Function of receiving application for extension of time to complete development	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 69(2)	Power to extend time	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 70	Duty to make copy permit available for inspection in accordance with the public availability requirements	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer, Head of Planning Services (HPS), Major Planning Projects	
s 71(1)	Power to correct certain mistakes	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 71(2)	Duty to note corrections in register	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 73	Power to decide to grant amendment subject to conditions	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 74	Duty to issue amended permit to applicant if no objectors	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer, Head of Planning Services (HPS), Major Planning Projects	
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	recommend a condition be included on the amended permit
s 76D	Duty to comply with direction of Minister to issue amended permit	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 83	Function of being respondent to an appeal	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 83B	Duty to give or publish notice of application for review	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer, Head of Planning Services (HPS), Major Planning Projects	
s 84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 84AB	Power to agree to confining a review by the Tribunal	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	
s 86	Duty to issue a permit at order of Tribunal within 3 business days	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 91(2)	Duty to comply with the directions of VCAT	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer, Head of Planning Services (HPS), Major Planning Projects	
s 93(2)	Duty to give notice of VCAT order to stop development	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 95(3)	Function of referring certain applications to the Minister	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 95(4)	Duty to comply with an order or direction	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building	The request to prepare the amendment must be made under section 16A. Delegate must not agree to consider the application for the permit concurrently with the preparation of the proposed amendment unless it has made a decision under section 16B(a) to

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	apply to the Minister for authorisation to prepare the amendment, with or without changes, under section 16F.
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer, Head of Planning Services (HPS), Major Planning Projects	
s 96F	Duty to consider the panel's report under s 96E	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	determination (including power to give notice under s 23 of the Planning and Environment (Planning Schemes) Act 1996	Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 96H(3)	Power to give notice in compliance with Minister's direction	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 96J	Duty to issue permit as directed by the Minister	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 96K	Duty to comply with direction of the Minister to give notice of refusal	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 96Z	Duty to keep levy certificates and levy exemption certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Team Leader Planning and Building Support, Manager Planning and	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Building Services (MPBS), Head of Planning Services (HPS)	
s 97C	Power to request Minister to decide the application	Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer, Head of Planning Services (HPS), Major Planning Projects	
s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with the public availability requirements	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 97MH	Duty to provide information or assistance to the Planning Application Committee	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	Executive Director EC, Head of Planning Services(HPS)	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	Coordinator Building and Planning Compliance, Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer, Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	Coordinator Building and Planning Compliance, Principal Strategic	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer, Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 97Q(4)	Duty to comply with directions of VCAT	Coordinator Building and Planning Compliance, Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord),	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Building and Planning Enforcement Officer, Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	Coordinator Building and Planning Compliance, Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer, Planning Administration Officer , Senior Statutory Planner,	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 101	Function of receiving claim for expenses in conjunction with claim	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off),	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 103	Power to reject a claim for compensation in certain circumstances	Coordinator Building and Planning Compliance, Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer, Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning, Major Planning Projects Officer,	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Head of Planning Services (HPS), Major Planning Projects	
s.107(1)	Function of receiving claim for compensation	Coordinator Building and Planning Compliance, Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer, Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 107(3)	Power to agree to extend time for making claim	Coordinator Building and Planning Compliance, Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer, Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off),	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	
s 114(1)	Power to apply to the VCAT for an enforcement order	Coordinator Building and Planning Compliance, Coordinator Biodiversity (SB), Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer, Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning,	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	Coordinator Building and Planning Compliance, Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer, Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer, Head of Planning Services (HPS), Major Planning Projects	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	Coordinator Building and Planning Compliance, Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer, Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 123(1)	Power to carry out work required by enforcement order and recover costs	Executive Director IS, Executive Director EC, Head of Planning Services(HPS)	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	Executive Director IS, Executive Director EC, Head of Planning Services(HPS)	Except Crown Land
s 125(1)	Power to apply to any court of competent jurisdiction or to the tribunal for an injunction restraining any person from contravening an enforcement order or an interim enforcement order.	Coordinator Building and Planning Compliance, Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Municipal Building Surveyor, Coordinator Community Safety , Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	Section 123 of the Victorian Civil and Administrative Tribunal Act 1998 applies on an application to the Tribunal.

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 126B	Power to commence criminal proceedings	Coordinator Building and Planning Compliance, Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS), Major Planning Projects Officer, Head of Planning Services (HPS)	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
s 129	Function of recovering penalties	Coordinator Building and Planning Compliance, Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer, Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning,	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 130(5)	Power to allow person served with an infringement notice further time	Coordinator Building and Planning Compliance, Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer, Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer, Head of Planning Services (HPS), Major Planning Projects	
s 132B	Power to make application for specific orders	Coordinator Building and Planning Compliance, Building and Planning Enforcement Officer, Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS), Major Planning Projects Officer, Head of Planning Services (HPS)	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
s 132C	Power to make application for adverse publicity orders	Coordinator Building and Planning Compliance, Building and Planning Enforcement Officer, Chief Executive Officer (CEO), Executive Director EC, Executive Director SI, Manager Planning and Building Services (MPBS), Major Planning Projects Officer, Head of Planning Services (HPS)	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 132D	Power to apply for commercial benefits orders	Coordinator Building and Planning Compliance, Building and Planning Enforcement Officer, Chief Executive Officer (CEO), Executive Director EC, Executive Director SI, Manager Planning and Building Services (MPBS), Major Planning Projects Officer, Head of Planning Services (HPS)	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
s 132E	Power to apply for supervisory intervention orders	Coordinator Building and Planning Compliance, Building and Planning Enforcement Officer, Chief Executive Officer (CEO), Executive Director EC, Executive Director SI , Manager Planning and Building Services (MPBS), Major Planning Projects Officer, Head of Planning Services (HPS)	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 132G	Power to apply for industry exclusion orders	Coordinator Building and Planning Compliance, Building and Planning Enforcement Officer, Chief Executive Officer (CEO), Executive Director EC, Executive Director SI , Manager Planning and Building Services (MPBS), Major Planning Projects Officer, Head of Planning Services (HPS)	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
s 132J	Power to apply for contravention orders	Coordinator Building and Planning Compliance, Building and Planning Enforcement Officer, Chief Executive Officer (CEO), Executive Director EC, Executive Director SI , Manager Planning and Building Services (MPBS), Major Planning Projects Officer, Head of Planning Services (HPS)	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 133A	Power for an authorised person to be assisted by a relevant expert	Coordinator Building and Planning Compliance, Building and Planning Enforcement Officer, Chief Executive Officer (CEO), Executive Director EC, Executive Director SI , Manager Planning and Building Services (MPBS), Major Planning Projects Officer, Head of Planning Services (HPS)	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
s 134A	Power for immediate entry of land	Coordinator Building and Planning Compliance, Building and Planning Enforcement Officer, Chief Executive Officer (CEO), Executive Director EC, Executive Director SI , Manager Planning and Building Services (MPBS), Major Planning Projects Officer, Head of Planning Services (HPS)	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 147A	Power to issue an identity card to each authorised officer	Coordinator Building and Planning Compliance, Chief Executive Officer (CEO), Executive Director EC, Executive Director SI, Coordinator Governance (CG), Manager Planning and Building Services (MPBS), Manager Governance and Integrity (MGI), Head of Planning Services (HPS)	Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026.
s 149A(1)	Power to refer a matter to the VCAT for determination	Coordinator Building and Planning Compliance, Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer, Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Manager	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Community Health and Safety, Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	
s 149B	Power to apply to the Tribunal for a declaration.	Coordinator Building and Planning Compliance, Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Municipal Building Surveyor, Coordinator	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Community Safety , Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	
s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B)power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4)	Coordinator Building and Planning Compliance, Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer, Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning,	Where Council is the relevant planning authority

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 158F	Power to make submissions in response to a directions panel	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Team Leader Planning and Building Support, Head of Planning Services (HPS)	
s 171(2)(f)	Power to carry out studies and commission reports	Coordinator Building and Planning Compliance, Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer, Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner,	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 171(2)(g)	Power to grant and reserve easements	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer, Head of Planning Services (HPS), Major Planning Projects	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	Chief Executive Officer (CEO)	Where Council is a development agency specified in an approved infrastructure contributions plan
s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4)	Chief Executive Officer (CEO)	Where Council is a collecting agency specified in an approved infrastructure contributions plan
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)	Chief Executive Officer (CEO)	Where Council is the development agency specified in an approved infrastructure contributions plan
s 173(1)	Power to enter into agreement covering matters set out in s 174	No delegate	Chief Executive Officer

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	No delegate	Where Council is the relevant responsible authority Chief Executive Officer
	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority	Coordinator Building and Planning Compliance, Coordinator Property (CP), Building and Planning Enforcement Officer, Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Head of Planning Services (HPS)	
	Power to give consent on behalf of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires that something may not	Coordinator Building and Planning Compliance, Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	be done without the consent of Council or Responsible Authority	Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer, Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 177(2)	Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178	power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	
s 178A(1)	Function of receiving application to amend or end an agreement	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(MPBS), Head of Planning Services (HPS)	
s 178A(5)	Power to propose to amend or end an agreement	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	
s 178C(4)	Function of determining how to give notice under s 178C(2)	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	
s.178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services	If no objections are made under s 178D

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(MPBS), Head of Planning Services (HPS)	Must consider matters in s 178B
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(c)	Power to refuse to amend or end the agreement	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	If no objections are made under s 178D Must consider matters in s 178B
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	After considering objections, submissions and matters in s 178B

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	After considering objections, submissions and matters in s 178B
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	Manager Infrastructure Planning (MIP), Coordinator Property (CP), Executive Director IS, Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	After considering objections, submissions and matters in s.178B
s 178E(3)(d)	Power to refuse to amend or end the agreement	Manager Infrastructure Planning (MIP), Coordinator Property (CP), Executive Director IS, Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	After considering objections, submissions and matters in s 178B

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	Manager Infrastructure Planning (MIP), Coordinator Property (CP), Executive Director IS, Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	Manager Infrastructure Planning (MIP), Coordinator Property (CP), Executive Director IS, Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	
s 178F(4)	Duty not to proceed to amend or end an agreement under s 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	Manager Infrastructure Planning (MIP), Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	No delegate	Chief Executive Officer
s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	Manager Infrastructure Planning (MIP), Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	Manager Infrastructure Planning (MIP), Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	
s 179(2)	Duty to make copy of each agreement available in accordance with the public availability requirements	Coordinator Building and Planning Compliance, Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer, Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 181	Duty to apply to the Registrar of Titles to record the agreement	Coordinator Building and Planning Compliance, Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer, Planning and Building	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Support Officer, Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	Coordinator Building and Planning Compliance, Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer, Planning and Building Support Officer, Planning	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	Coordinator Building and Planning Compliance, Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer, Planning and Building Support Officer, Planning Administration Officer , Senior	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 182	Power to enforce an agreement	Coordinator Building and Planning Compliance, Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer, Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner,	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	Coordinator Building and Planning Compliance, Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer, Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Manager Community Health and Safety,	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	Coordinator Building and Planning Compliance, Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer, Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions,	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	Coordinator Building and Planning Compliance, Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer, Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer, Head of Planning Services (HPS), Major Planning Projects	
s 184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	Coordinator Building and Planning Compliance, Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer, Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	Coordinator Building and Planning Compliance, Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer, Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 184G(2)	Duty to comply with a direction of the Tribunal	Coordinator Building and Planning Compliance, Principal Strategic	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer, Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 184G(3)	Duty to give notice as directed by the Tribunal	Coordinator Building and Planning Compliance, Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord),	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Building and Planning Enforcement Officer, Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 185B(1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice	Coordinator Statutory Planning (Stat Plan Coord), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Major Planning Projects Officer, Head of Planning Services (HPS), Major Planning Projects	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 198(1)	Function to receive application for planning certificate	Coordinator Building and Planning Compliance, Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer, Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 199(1)	Duty to give planning certificate to applicant	Coordinator Building and Planning Compliance, Principal Strategic	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer, Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 201(1)	Function of receiving application for declaration of underlying zoning	Coordinator Building and Planning Compliance, Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord),	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Building and Planning Enforcement Officer, Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 201(3)	Duty to make declaration	Coordinator Building and Planning Compliance, Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer, Planning Administration Officer , Senior Statutory Planner,	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
-	Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	Coordinator Building and Planning Compliance, Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer, Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
-	Power to decide, in relation to any planning scheme or permit, that a specified thing may be altered or modified with Council's consent	Coordinator Building and Planning Compliance, Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning, Statutory Planner, Major Planning	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
-	Power to decide, in relation to any planning scheme or permit, that a specified thing may be done subject to Council's prior consent or must not be done without Council's prior consent	Coordinator Building and Planning Compliance, Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer, Head of Planning Services (HPS), Major Planning Projects	
-	Power to decide, in relation to any planning scheme or permit, that a specified thing is required to be approved and or endorsed by Council	Coordinator Building and Planning Compliance, Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
-	Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	Coordinator Building and Planning Compliance, Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer, Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
-	Power to approve and or endorse any plan or any amendment to a plan or other document in accordance	Coordinator Building and Planning Compliance, Principal Strategic	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	with a provision of a planning scheme or condition in a permit	Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer, Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
-	Power to give written authorisation in accordance with a provision of a planning scheme	Coordinator Building and Planning Compliance, Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord),	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Building and Planning Enforcement Officer, Planning Administration Officer , Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	Coordinator Building and Planning Compliance, Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer, Planning Administration Officer , Senior Statutory Planner,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	Coordinator Building and Planning Compliance, Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer, Planning Administration Officer, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS), Major Planning Projects	

Residential Tenancies Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	

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Residential Tenancies Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 522(1)	Power to give a compliance notice to a person	Environmental Health Officer (EHO), Executive Director EC, Coordinator Environmental Health (EHC), Manager Community Health and Safety	
s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	No delegate	Chief Executive Officer
s 525(4)	Duty to issue identity card to authorised officers	PCA, Executive Director SI , HR & RTW Advisor, Coordinator Procurement and Assurance, Chief Financial Officer, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	
s 526(5)	Duty to keep record of entry by authorised officer under s 526	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	

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Residential Tenancies Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 526A(3)	Function of receiving report of inspection	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	Executive Director EC, Manager Community Health and Safety	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure Delivery (MID), Executive Director IS, Manager Infrastructure Maintenance (MIM), Manager Governance and Integrity (MGI)	Obtain consent in circumstances specified in s 11(2)

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette	Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure Delivery (MID), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 11(9)(b)	Duty to advise Registrar	Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure Delivery (MID), Executive Director IS, Manager Infrastructure Maintenance (MIM), Manager Governance and Integrity (MGI)	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure Delivery (MID), Executive Director IS, Manager Infrastructure Maintenance (MIM), Manager Governance and Integrity (MGI)	Subject to s 11(10A)

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure Delivery (MID), Executive Director IS, Manager Infrastructure Maintenance (MIM), Manager Governance and Integrity (MGI)	Where Council is the coordinating road authority
s 12(2)(b)	Function of providing consent to the Head, Transport for Victoria for the discontinuance of a road or part of a road	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 12(10)	Duty to notify of decision made	Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure Delivery (MID), Executive Director IS, Manager Infrastructure Maintenance (MIM), Manager Governance and Integrity (MGI)	Duty of coordinating road authority where it is the discontinuing body Does not apply where an exemption is specified by the regulations or given by the Minister

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure Delivery (MID), Executive Director IS, Manager Infrastructure Maintenance (MIM)	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate
s 14(4)	Function of receiving notice from the Head, Transport for Victoria	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 15(2)	Duty to include details of arrangement in public roads register	Manager Infrastructure Planning (MIP), Coordinator Civil Assets Strategy (CCAS), Executive Director IS, Manager Infrastructure Maintenance (MIM), Asset Systems Officer (ASSETSO)	
s 16(7)	Power to enter into an arrangement under s 15	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 16(8)	Duty to enter details of determination in public roads register	Manager Infrastructure Planning (MIP), Coordinator Civil Assets Strategy (CCAS), Executive Director IS, Manager Infrastructure Maintenance (MIM), Asset Systems Officer (ASSETSO)	

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 17(2)	Duty to register public road in public roads register	Manager Infrastructure Planning (MIP), Coordinator Civil Assets Strategy (CCAS), Executive Director IS, Manager Infrastructure Maintenance (MIM), Asset Systems Officer (ASSETSO)	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	Where Council is the coordinating road authority
s 17(3)	Duty to register a road reasonably required for general public use in public roads register	Manager Infrastructure Planning (MIP), Coordinator Civil Assets Strategy (CCAS), Executive Director IS, Manager Infrastructure Maintenance (MIM), Asset Systems Officer (ASSETSO)	Where Council is the coordinating road authority
s 17(4)	Power to decide that a road is no longer reasonably required for general public use	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	Where Council is the coordinating road authority

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	Manager Infrastructure Planning (MIP), Coordinator Civil Assets Strategy (CCAS), Executive Director IS, Manager Infrastructure Maintenance (MIM), Asset Systems Officer (ASSETSO)	Where Council is the coordinating road authority
s 18(1)	Power to designate ancillary area	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2)
s 18(3)	Duty to record designation in public roads register	Manager Infrastructure Planning (MIP), Coordinator Civil Assets Strategy (CCAS), Executive Director IS, Manager Infrastructure Maintenance (MIM), Asset Systems Officer (ASSETSO)	Where Council is the coordinating road authority
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	Manager Infrastructure Planning (MIP), Coordinator Civil Assets Strategy (CCAS), Executive Director IS, Manager Infrastructure Maintenance (MIM), Asset Systems Officer (ASSETSO)	

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(4)	Duty to specify details of discontinuance in public roads register	Manager Infrastructure Planning (MIP), Coordinator Civil Assets Strategy (CCAS), Executive Director IS, Manager Infrastructure Maintenance (MIM), Asset Systems Officer (ASSETSO)	
s 19(5)	Duty to ensure public roads register is available for public inspection	Manager Infrastructure Planning (MIP), Coordinator Civil Assets Strategy (CCAS), Executive Director IS, Manager Infrastructure Maintenance (MIM), Asset Systems Officer (ASSETSO)	
s 21	Function of replying to request for information or advice	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 22(5)	Duty to give effect to a direction under s 22	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 40(1)	Duty to inspect, maintain and repair a public road.	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 42(1)	Power to declare a public road as a controlled access road	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	Power of coordinating road authority and sch 2 also applies
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	Power of coordinating road authority and sch 2 also applies
s 42A(3)	Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified	Executive Director IS, Manager Infrastructure Maintenance (MIM)	Where Council is the coordinating road authority If road is a municipal road or part thereof
s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	Where Council is the coordinating road authority

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			If road is a municipal road or part thereof and where road is to be specified a freight road
s 48EA	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	Where Council is the responsible road authority, infrastructure manager or works manager
s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 49	Power to develop and publish a road management plan	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 51	Power to determine standards by incorporating the standards in a road management plan	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 54(2)	Duty to give notice of proposal to make a road management plan	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 54(6)	Power to amend road management plan	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 54(7)	Duty to incorporate the amendments into the road management plan	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 63(1)	Power to consent to conduct of works on road	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	Where Council is the coordinating road authority
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	Where Council is the infrastructure manager

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 64(1)	Duty to comply with cl 13 of sch 7	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer, Coordinator Community Safety	Where Council is the coordinating road authority
s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer, Coordinator Community Safety	Where Council is the coordinating road authority
s 67(3)	Power to request information	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer, Coordinator Community Safety	Where Council is the coordinating road authority
s 68(2)	Power to request information	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community	Where Council is the coordinating road authority

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Safety Officer, Coordinator Community Safety	
s 71(3)	Power to appoint an authorised officer	No delegate	Chief Executive Officer
s 72	Duty to issue an identity card to each authorised officer	Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), PCA, Executive Director IS, HR & RTW Advisor, Senior Community Safety Officer, Manager Infrastructure Maintenance (MIM), Coordinator Procurement and Assurance, Chief Financial Officer, Coordinator Community Safety , Manager Open Space and Environment (MOS&E)	
s 85	Function of receiving report from authorised officer	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer, Coordinator Community Safety	

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 86	Duty to keep register re s 85 matters	Manager Infrastructure Planning (MIP), Executive Director IS	
s 87(1)	Function of receiving complaints	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer, Coordinator Community Safety	
s 87(2)	Duty to investigate complaint and provide report	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer, Coordinator Community Safety	
s 96	Power to authorise a person for the purpose of instituting legal proceedings	Chief Executive Officer (CEO)	
s 112(2)	Power to recover damages in court	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer, Coordinator Community Safety	

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 116	Power to cause or carry out inspection	Manager Infrastructure Planning (MIP), Executive Director IS	
s 119(2)	Function of consulting with the Head, Transport for Victoria	Manager Infrastructure Planning (MIP), Executive Director IS	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer, Coordinator Community Safety	
s 120(2)	Duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1)	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer, Coordinator Community Safety	
s 121(1)	Power to enter into an agreement in respect of works	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community	

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Safety Officer, Coordinator Community Safety	
s 122(1)	Power to charge and recover fees	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer, Coordinator Community Safety	
s 123(1)	Power to charge for any service	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer, Coordinator Community Safety	
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer, Coordinator Community Safety	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community	

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Safety Officer, Coordinator Community Safety	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer, Coordinator Community Safety	
sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer, Coordinator Community Safety	
sch 2 cl 5	Duty to publish notice of declaration	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer, Coordinator Community Safety	
sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community	Where Council is the infrastructure manager or works manager

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Safety Officer, Coordinator Community Safety	
sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer, Coordinator Community Safety	Where Council is the infrastructure manager or works manager
sch 7 cl 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer, Coordinator Community Safety	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure
sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community	Where Council is the infrastructure manager or works manager

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	records, appear to be in an unsafe condition or appear to need maintenance	Safety Officer, Coordinator Community Safety	
sch 7 cl 10(2)	Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer, Coordinator Community Safety	Where Council is the infrastructure manager or works manager
sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	Where Council is the coordinating road authority
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the coordinating road authority

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 12(5)	Power to recover costs	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the coordinating road authority
sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2)	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the coordinating road authority
sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the coordinating road authority

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 16(2B)	Power to refuse to consider an application made under sch 7 cl 16(1) if the application does not comply with sch 7 cl 16(2A)	Manager Infrastructure Planning (MIP)	Where Council is the coordinating road authority
sch 7 cl 16(2C)	Power to request further information in relation to an application made under sch 7 cl 16(1)	Manager Infrastructure Planning (MIP)	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the coordinating road authority, responsible authority or infrastructure manager
sch 7 cl 16(5)	Power to consent to proposed works	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the coordinating road authority
sch 7 cl 16(8)	Power to include consents and conditions	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the coordinating road authority

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the coordinating road authority
sch 7 cl18(1)	Power to enter into an agreement	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the coordinating road authority
sch7 cl 19(1)	Power to give notice requiring rectification of works	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the coordinating road authority
sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the coordinating road authority
sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the coordinating road authority

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7A cl 2	Power to cause street lights to be installed on roads	Manager Infrastructure Planning (MIP), Executive Director IS	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
sch 7 cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the responsible road authority
sch 7A cl 3(1)(e)	Duty to pay installation and operation costs of street lighting - where road is a service road on an arterial road and adjacent areas	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the responsible road authority
sch 7A cl (3)(1)(f)	Duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with cls 3(2) and 4	Manager Infrastructure Planning (MIP), Executive Director IS	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)

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Planning and Environment Interim Regulations 2026			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 6	Function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	Principal Strategic Planner, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS)	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority. Note: the Planning and Environment Interim Regulations 2026 will be revoked on 8 May 2027, it is anticipated that new regulations will commence prior to this date.
r 21	Power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	Principal Strategic Planner, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building	Note: the Planning and Environment Interim Regulations 2026 will be revoked on 8 May 2027, it is anticipated that new regulations will commence prior to this date.

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Planning and Environment Interim Regulations 2026			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Support Officer, Head of Planning Services (HPS)	
r 25(a)	Duty to make copy of matter considered under section 60(1A)(g) in accordance with the public availability requirements	Principal Strategic Planner, Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS)	Where Council is the responsible authority Note: the Planning and Environment Interim Regulations 2026 will be revoked on 8 May 2027, it is anticipated that new regulations will commence prior to this date.
r 25(b)	Function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available in accordance with the public availability requirements	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior	Where Council is not the responsible authority but the relevant land is within Council's municipal district Note: the Planning and Environment Interim Regulations 2026 will be revoked on 8 May 2027, it is anticipated that new

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Planning and Environment Interim Regulations 2026			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS)	regulations will commence prior to this date.
r 42	Function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	Principal Strategic Planner, Strategic Planning Officer (Strat Plan Off), Senior Statutory Planner, Team Leader Planning and Building Support, Principal Statutory Planner, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning, Statutory Planner, Major Planning Projects Officer, Senior Subdivisions, Planning and Building Support Officer, Head of Planning Services (HPS)	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority. Note: the Planning and Environment Interim Regulations 2026 will be revoked on 8 May 2027, it is anticipated that new regulations will commence prior to this date.

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Planning and Environment (Fees) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	
r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r 19 or 20	Executive Director EC, Manager Planning and Building Services (MPBS), Head of Planning Services (HPS)	

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Road Management (General) Regulations 2026			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 8(3)	Duty to conduct reviews of road management plan within the period specified in s 90(3) of the Local Government Act 2020.	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	Where Council is the road authority
r 9(2)	Duty to produce written report of review of road management plan and make report available	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	Where Council is the road authority
r 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	Where Council is the road authority
r 10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Road Management Act 2024	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	Where Council is the road authority

South Gippsland Shire Council

Road Management (General) Regulations 2026			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 13(1)	Duty to publish notice of amendments to road management plan	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	where Council is the road authority
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	Where Council is the road authority
r 16(6)	Power to issue permit	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	Where Council is the coordinating road authority
r 20(2)	Function of being consulted with by the Head, Transport for Victoria prior to it granting authorisation under r 20(1)	Manager Infrastructure Planning (MIP)	Where Council is the road authority

South Gippsland Shire Council

Road Management (General) Regulations 2026			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 23(1)	Function of receiving application for written consent for the purpose of s 66(1) of the Road Management Act 2004	Manager Infrastructure Planning (MIP)	Where Council is the coordinating road authority Must consider the matters in r 23(4)
r 23(3)	Power to charge a fee for application made under r 23(1)	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish, substance or other material deposited or left on road or part of a road	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	Where Council is the appropriate road authority
r 25(2)	Power to sell or dispose of things removed from road under r 25 (after first complying with regulation 25(3))	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	Where Council is the appropriate road authority

South Gippsland Shire Council

Road Management (General) Regulations 2026			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	Where Council is the appropriate road authority

Road Management (Works and Infrastructure) Regulations 2026			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 16	Power to exempt a person from requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	Where Council is the coordinating road authority and where consent given under clause 16(5) of Schedule 7 to the Road Management Act 2004
r 24(2)	Power to waive whole or part of fee in certain circumstances	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	Where Council is the coordinating road authority

5.9. SUMMARY OF STRATEGIC BRIEFINGS - 1 JULY 2026 - 31 JULY 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 July 2026 and 31 July 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 July 2026 – 31 July 2026.

REPORT

Meeting Title	Details
Wednesday 8 July 2026	
Department of Energy, Environment and Climate Action (DEECA) Briefing Update	Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Bron Beach, Nathan Hersey, Scott Rae, John Kennedy and Steve Finlay Apology: Clare Williams Conflict of Interest: Nil
Planning – Monthly Briefing	Councillor Attending John Schelling, Brad Snell, Bron Beach, Nathan Hersey, Scott Rae, John Kennedy and Steve Finlay Apology: Clare Williams, Sarah Gilligan

	Conflict of Interest: Nil
Draft Tree Management Plan	Councillor Attending John Schelling, Brad Snell, Bron Beach, Nathan Hersey, Scott Rae, John Kennedy and Steve Finlay Apology: Clare Williams, Sarah Gilligan Conflict of Interest: Nil
Draft Open Space Asset Management Plan	Councillor Attending John Schelling, Brad Snell, Bron Beach, Nathan Hersey, Scott Rae, John Kennedy and Steve Finlay Apology: Clare Williams, Sarah Gilligan Conflict of Interest: Nil
Korumburra Rail Precinct Redevelopment Update	Councillor Attending John Schelling, Brad Snell, Bron Beach, Nathan Hersey, Scott Rae, John Kennedy and Steve Finlay Apology: Clare Williams, Sarah Gilligan Conflict of Interest: Nil
Wednesday 15 July 2026	
Councillor Training - Psych Health and Wellbeing	Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Clare Williams, Bron Beach, Nathan Hersey, Scott Rae, John Kennedy and Steve Finlay Apology: Nil Conflict of Interest: Nil
Occupational Health and Safety Councillor Policy Update	Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Clare Williams, Bron Beach, Nathan Hersey, Scott Rae, John Kennedy and Steve Finlay Apology: Nil

	Conflict of Interest: Nil
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STAFF DISCLOSURE

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

ATTACHMENTS

Nil

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 3. Decision Making

Council Policy / Strategy / Plans

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

Public Transparency Policy (C75)

Legislative Provisions

Local Government Act 2020

5.10. DOCUMENTS SEALED, CONTRACTS VARIED, AWARDED OR EXTENDED BY THE CEO - 1 JULY 2026 - 31 JULY 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 July 2026 to 31 July 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 July 2026 to 31 July 2026 those being:

- 1. Documents Sealed:**
 - a. Nil
- 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/471-B for the Panel of Suppliers for Supply of Asphalt Materials awarded to A1 Asphaltng Supplies Pty Ltd on a Schedule of Rates basis, signed by CEO 10 July 2026.**
 - b. **CON/467 for the Provision of HVAC Maintenance Services awarded to Mickerri Pty Ltd ITF McGrath Family Trust, trading as South Gippsland Air Conditioning for an annual lump sum of \$29,890 ex GST and schedule of rates items, signed by CEO 15 July 2026.**
 - c. **CON/471-A for the Panel of Suppliers for Supply of Asphalt Materials awarded to Gippsland Asphalt Pty Ltd on a Schedule of Rates basis, signed by CEO 16 July 2026.**
 - d. **CON/462 for the Repair of Landslip at Silcock's Hill Road, Toora, awarded to McInnes Earthmoving Pty Ltd for a lump sum of \$206,301.01 ex GST, signed by CEO 16 July 2026.**
 - e. **CON/463 for the Resheet Program 26/27, Unsealed Roads, awarded to: Hugh Patrick Py Ltd, trading as BJ's Earthmoving for a lump sum of \$524,982.09, David Harris Earthmoving Pty Ltd for a lump sum of \$645,318.53, ACE Earthmoving (Victoria) Pty Ltd for a lump sum of \$296,987.70 and Sure Constructions Pty Ltd for a lump sum of \$306,899.64, signed by CEO 27 July 2026.**
- 4. Contract variations approved by the CEO above contingency:**
- a. **Nil**
- 5. Contract Extensions approved by the CEO:**
- a. **Nil**

REPORT

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

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

In accordance with the *General Local Law 2024*, Part 5 - Administration, clause 65 (6), the following are presented to Council as documents sealed during the period from 1 July 2026 - 31 July 2026.

Documents Sealed

1. Documents Sealed under *General Local Law 2024*

- a. Nil

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

In accordance with the Instrument of Delegation and *Planning and Environment Act 1987*, the following are presented to Council as documents sealed during the period from 1 July 2026 to 31 July 2026.

2. Documents Sealed under *Planning and Environment Act 1987*

- a. Nil

Contracts Awarded, Varied or Extended

In accordance with Council's Procurement Policy, where contracts are awarded after public tender, they are to be reported publicly. Where contracts above the CEO's delegation are varied or extended, they are required to be reported to the next practicable Council Meeting.

3. Contracts awarded by Council after a public tender process:

- a. Nil.

4. Contracts awarded after a public tender process within the CEO's delegation:

- a. CON/471-B for the Panel of Suppliers for Supply of Asphalt Materials awarded to A1 Asphalting Supplies Pty Ltd on a Schedule of Rates basis, signed by CEO 10 July 2026.
 - b. CON/467 for the Provision of HVAC Maintenance Services awarded to Mickerri Pty Ltd ITF McGrath Family Trust, trading as South Gippsland Air Conditioning for an annual lump sum of \$29,890 ex GST and schedule of rates items, signed by CEO 15 July 2026.
6. CON/471-A for the Panel of Suppliers for Supply of Asphalt Materials awarded to Gippsland Asphalt Pty Ltd on a Schedule of Rates basis, signed by CEO 16 July 2026.
7. CON/462 for the Repair of Landslip at Silcock's Hill Road, Toora, awarded to McInnes Earthmoving Pty Ltd for a lump sum of \$206,301.01 ex GST, signed by CEO 16 July 2026.

- c. CON/463 for the Resheet Program 26/27, Unsealed Roads, awarded to:
Hugh Patrick Py Ltd, trading as BJs Earthmoving for a lump sum of \$524,982.09, David Harris Earthmoving Pty Ltd for a lump sum of \$645,318.53, ACE Earthmoving (Victoria) Pty Ltd for a lump sum of \$296,987.70 and Sure Constructions Pty Ltd for a lump sum of \$306,899.64, signed by CEO 27 July 2026.
- 5. Contract variations approved by the CEO above contingency:
 - a. Nil
- 6. Contract Extensions approved by the CEO:
 - a. Nil

STAFF DISCLOSURE

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

ATTACHMENTS

Nil

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 3. Decision Making

Council Policy / Strategy / Plans

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

Governance Rules (C82)

General Local Law 2024

Procurement Policy (C32)

Legislative Provisions

Local Government Act 1989

Local Government Act 2020

Planning and Environment Act 1987

6. COUNCILLOR REPORTS

6.1. COUNCILLOR REPORTS

6.2. REQUESTS FOR LEAVE OF ABSENCE

6.3. COUNCILLOR UPDATES

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) and (g) Agenda item 9.1 – PERSONAL INFORMATION AND PRIVATE COMMERCIAL INFORMATION - Commercial Lease Update, designated as private commercial information,**
 - a. **s.3(1)(f) Being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs; and**
 - b. **s.3(1)(g) Being information provided by a business, commercial or financial undertaking that –**
 - i. **Relates to trade secrets; or**
 - ii. **If released, would unreasonably expose the business, commercial or financial undertaking to disadvantage; and**
 - c. **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 PRIVATE INFORMATION - CEO Employment and Remuneration Committee Report, 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; and**
- b. The grounds for designation have been made to protect the privacy of an individual's personal information.**

8. MEETING CLOSED

NEXT MEETING

The next Council Meeting open to the public will be held on Wednesday, 21 October 2026 commencing at 2pm in the Council Chambers, Leongatha.