

SOUTH GIPPSLAND SHIRE COUNCIL

Council Meeting Agenda

Wednesday 19 March 2025



Council Chambers, Leongatha
Commencing at 2:00 PM



*South Gippsland
Shire Council*



OUR COUNCIL VISION

We care deeply about our people, the land and the future of South Gippsland.

Our Vision is to support the whole Shire in creating economic, environmental and social prosperity for this and future generations.

The Council Agenda relates to the following Strategic Objectives of the Council Plan 2022-2026:

- ◆ Connecting our People and Places ◆
 - ◆ Economy and Industry ◆
- ◆ Healthy and Engaged Communities ◆
 - ◆ Leading with Integrity ◆
- ◆ Protecting and Enhancing our Environment ◆
 - ◆ Sustainable Growth ◆

SOUTH GIPPSLAND SHIRE COUNCIL

Notice is hereby given that Council Meeting of the
South Gippsland Shire Council will be held on Wednesday 19 March 2025
in the Council Chambers, Leongatha, commencing at 2:00pm

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Allison Jones
Acting Chief Executive Officer

Privacy Statement

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

1. PRELIMINARY MATTERS

1.1. LIVE-STREAMING COUNCIL MEETING DISCLAIMER

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

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

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

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

Thank you

1.2. WELCOME TO THE COUNCIL MEETING

Public Questions

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

1.3. OPENING PRAYER

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

1.4. ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS

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

1.5. APOLOGIES

1.6. CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the South Gippsland Shire Council Meeting held on 19 February 2025 in the Council Chambers, Leongatha be confirmed.

1.7. DECLARATION OF CONFLICTS OF INTEREST FOR COUNCILLORS

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

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

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

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

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

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

1.8. DECLARATION OF CONFLICTS OF INTEREST FOR STAFF

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

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

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

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

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

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

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

2. COUNCIL REPORTS

2.1. ORGANISATIONAL PERFORMANCE REPORT - JULY 2024 TO DECEMBER 2024

Directorate:	Strategy & Partnerships
Department:	Governance and Integrity

Council Plan

Objective - Leading with Integrity

Council's governance is strengthened by regular organisational and financial performance reporting against the 2024/25 Budget and the Council Plan 2022-2026 Annual Initiatives.

EXECUTIVE SUMMARY

The purpose of this report is to update Council on the organisation's progress in the delivery of the Council Plan, as well as the responsible management of the budget.

The Organisational Performance Report for the period of 1 July 2024 to 31 December 2024 (**Attachment [2.1.1]**) includes the financial and organisational performance updates against the Adopted Budget and highlights progress of the 2024/25 Annual Initiatives for the 2022-2026 Council Plan (Council Plan).

Council adopted 21 Annual Initiatives for 2024/25, with two initiatives completed, and the remaining are on-track to be completed by 30 June 2025.

RECOMMENDATION

That Council:

- 1. Receives and notes the Organisational Performance Report for the period July 2024 to December 2024 (Attachment [2.1.1]);**
- 2. Approves the changes to the Full Year Approved Forecast;**
- 3. Endorses the capital forecast changes to enable delivery of the committed Capital Works Program; and**
- 4. Provides the Organisational Performance Report to the Audit and Risk Committee for information.**

REPORT

The role of Council is to provide leadership for the good governance of the Shire. This is achieved, in part, by establishing strategic directions articulated in a four-year Council Plan and supported by an adopted Budget that contains the first (annual) financial year and subsequent three financial years.

These requirements are legislated under s.90 and 94 of the *Local Government Act 2020* (Act).

Council endorsed the 2024/25 Annual Initiatives (Annual Initiatives) as part of the 2022-2026 Council Plan at the 26 June 2024 Council Meeting. The Council Plan outlines the strategic objectives, priorities, major initiatives and measure of success indicators for the term of Council.

The Organisational Performance Report ensures the organisation remains in budget and also mitigates the risk of annual initiatives not being monitored throughout the financial year.

Key Highlights of the Organisational Performance Report

- Strong performance across the majority of Service Performance Indicators with a highlight being planning applications decided within required time-frames. This indicator is currently at 56 per cent which is higher than the target set of 42 per cent and a significant increase from last financial years result of 32 per cent.
- All Council Plan annual initiatives are On Track or Completed.
- The mid-year budget review has proposed a favourable adjustment of \$107,000 to the management cash result.
- The capital expenditure to December 2024 is \$12.6 million, which is on-track to the forecasted amount of \$11.7 million.

2024/25 Annual Initiatives

Annual Initiatives are developed annually and include significant activities that progress the achievement of the objectives and priorities outlined in the Council Plan. These Annual Initiatives are adopted each year in the Budget.

For connectivity, they are also captured each year as an update to the Council Plan. Progress against these Annual Initiatives and service performance indicators are monitored and reported to Council within each Quarterly Performance Report. Council adopted 21 annual initiatives for 2024/25. Council is currently on-track to achieve at least 95 per cent completion rate.

Local Government Performance Reporting Framework

The 'Service Performance Indicators' have been included this six-monthly report in order to align with the *Local Government (Planning and Reporting) Regulations* (item 20, Governance and Management Checklist in the Report of Operations section of the Annual Report).

"Performance report (6 monthly reports of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 98 of the Act"

The Organisational Performance Report – July 2024 to December 2024 (**Attachment [2.1.1]**) has been prepared and is presented to Council for consideration.

Year to Date Financial Analysis

The mid-year financial review involves a detailed examination of all operating and capital works budget items, year to date income/expenditure and forecast income/expenditure for January to June 2025. The focus of the review was to identify permanent differences between year-to-date results and forecast income/expenditure against the 2024/25 Adopted Budget and has proposed a favourable adjustment of \$107,000 to the management cash result.

The movement between Adopted Budget and Approved Forecast is attributed to year-end carry forwards from 2023/24, as endorsed by Council on 11 September 2024.

The proposed mid-year adjustment includes capital works programs that will not proceed as planned and will need to be carried forward to a future year, as shown in the Capital Works statement. We also continue to support our community with immediate response and recovery works following storm and natural disaster events, impacting the operational surplus in the current year by \$3 million.

This proposed adjustment highlights our commitment to financial prudence and operational efficiency. Despite facing higher-than-budgeted insurance premiums and leachate disposal fees, along with receiving less-than-anticipated Roads to Recovery grant income, we have managed to achieve a favourable adjustment by recognising expenditure that is not realistically going to occur in the year and through a continued focus on identifying efficiencies.

The detailed mid-year budget review is presented to Council with the July to December 2024 Organisational Performance Report.

CONSULTATION / COMMUNITY ENGAGEMENT

The Organisational Performance Report will be provided to Council's Audit and Risk Committee for information.

RESOURCES / FINANCIAL VIABILITY

The 2024/25 Annual Initiatives are funded through the 2024/25 Annual Budget.

RISKS

The Organisational Performance Reports ensure the organisation remains in budget and mitigates the risk of annual initiatives not being monitored throughout the financial year. These activities are priority actions required by Council. Inadequate monitoring of their progress may result in activities not within budget, not being achieved, or without understanding the reasons for any delay or budget constraints.

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. Organisational Performance Report - 1 July 2024 to 31 December 2024 - Combined [2.1.1 - 31 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](#).

Annual Budget

Council Plan 2022-2026

Legislative Provisions

Local Government Act 2020

Local Government (Planning and Reporting) Regulations 2020

Regional, State and National Plan and Policies

Nil

SOUTH GIPPSLAND SHIRE COUNCIL

Organisational Performance Report

July to December 2024



South Gippsland
Shire Council

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Acknowledgment 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)

About this Report

This Report is prepared as a key component of South Gippsland Shire Council's commitment to transparent reporting and accountability to our community and to meet statutory reporting requirements under the *Local Government Act 2020* and associated regulations.

South Gippsland Shire Council developed the following equally important six Strategic Objectives of the Council Plan to guide Council over the years 2022 to 2026:

- Connecting our People and Places.
- Economy and Industry.
- Healthy and Engaged Communities.
- Leading with Integrity.
- Protecting and Enhancing our Environment.
- Sustainable Growth.

South Gippsland Shire Council measures its performance delivering the Plan through:

- Results achieved against the Strategic Objectives in the Council Plan; and
- Progress against the Annual Major Initiatives identified in the Annual Budget.



Council Plan Theme: Connecting our People and Places

Objective

Improving the safety and condition of our sealed and gravel road networks and connectivity for residents and basic services is a major community and Council priority.

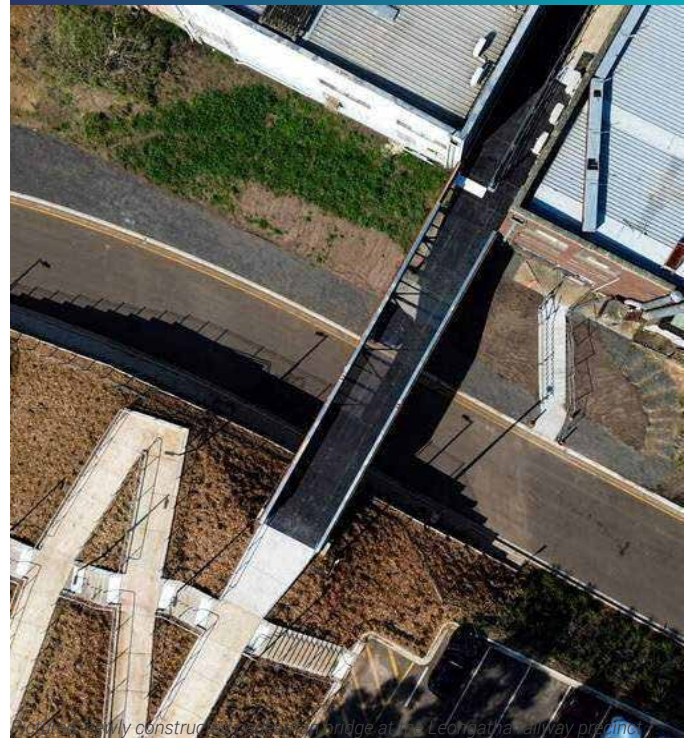
We commit to continuous safety improvement in our road management, planning and processes, and a commitment to advocacy for public and community transport options and Shire wide digital connectivity.

Priorities

- Continuously improve our road maintenance processes and community feedback mechanisms.
- Prioritise safety black-spots with advocacy for appropriate speed limits, signage and traffic calming measures.
- Advocate for improved regional connections and improved maintenance of the infrastructure.
- Enhance the network of trails and footpaths to improve pedestrian accessibility and flow to create all-ability connections between towns, tourism sites, health services and within local neighbourhoods.
- Plan and advocate for public and community transport solutions to connect residents to our larger service towns and health services.
- Advocate for whole of Shire digital telecommunications coverage and emergency backup planning.

Achievements to Date:

- 2024/25 Building Maintenance Program is on-track and additional budget has been allocated.
- Annual building inspections have been completed ahead of schedule.
- Council's next priority gravel-to-seal project has been scoped and design is underway for the Walkerville South Road.
- The Roadside Drainage Maintenance Spraying program is underway which aims to improve roadside drainage and pavement conditions on our roads.



Service Performance Indicators

The following comments provide the results of the prescribed service performance outcome indicators of the 2022-2026 Council Plan identified in the 2024/25 Budget.

Indicator	2024/25 Budget Target	Current Year Result
Sealed local roads maintained to condition standards	95%	99% ON TRACK

Major Initiatives

The following comments review the performance of Council against the 2024/25 Annual Initiatives of the 2022-2026 Council Plan identified in the 2024/25 Budget.

Initiative	Comment	Percentage Complete
Increase allocation for Building Maintenance.	A new building maintenance contract commenced on 1 July 2024. Annual building inspections are ahead of schedule, with most completed in the first quarter of this financial year. This additional budget allocation will ensure improved building maintenance within the Shire.	50%
Continue developing designs for sealing priority gravel roads.	Scoping and design is underway for Council's next priority gravel-to-seal project, which is Walkerville South Road. A site level and feature survey, and geotechnical investigation has been completed.	50%
Roadside Drainage Maintenance Spraying Program.	The delivery plan for the Roadside Drainage Maintenance Program has been finalised, and is now underway. Minor delays were experienced during this reporting period due to weather conditions not ideal for spraying activities. Additional resources have been allocated to maximise opportunities when weather conditions are favorable for spraying. The program is still on schedule to be completed within the time frame.	40%

Council Plan Theme: Economy and Industry

Objective

The next four years are a time of change and growth for South Gippsland. We see this as an opportunity to define who we are and grow our economy, and to welcome innovation and investment in our key industries; agriculture, tourism and the arts.

Farming is our economic backbone and we will actively encourage investment, partnership and new business aligned with our core rural and environmental values.

We see the arts and tourism as a way to share our story, to welcome newcomers and support economic growth, whilst communicating and protecting what's special about our environment and way of life.

We understand the need to act now for future generations to contribute to our long-term viability, so we will focus on providing more reasons for young people to stay, study, work and invest in South Gippsland.

Priorities

- Support agriculture, food and fibre production to remain a competitive and significant contributor to our local and national economy.
- Strengthen economic resilience and encourage innovation to build the economy of the future.
- Enhance and diversify the visitor experience through investment attraction, product development, strategic branding, and marketing.
- Ensure land use planning and economic development are aligned to facilitate appropriate business investment, particularly in areas zoned for commercial, industrial, farming and rural activity zones.
- Implement our Economic Development, Visitor Economy and Art, Culture and Creative Industries Strategies to strengthen our economic output, jobs and creative industries.
- Provide career pathways through Council supported scholarships, traineeships and apprenticeships, mentoring programs and work experience.
- Encourage commercial opportunities for improved visitor accommodation, encouraging tourists to visit and remain longer in our region.
- Partner with youth, education providers and industry to facilitate education and employment pathways.

Achievements to Date:

- Successfully developed a social media campaign that highlighted the South Gippsland region, receiving over 300,000 views.
- Conducted and facilitated the Circular Economy Workshops Gippsland Climate Change Network.
- Launched the new Great Southern Rail Trail website.
- Successfully supported the Fishy Stories Festival in Fish Creek.
- ArtCubes successfully moved to Toora and Foster with an exciting program of activities.



Pictured: ArtCubes in Toora

Major Initiatives

The following comments provide the results of the prescribed service performance outcome indicators of the 2022-2026 Council Plan identified in the 2024/25 Budget.

Initiative	Comment	Percentage Complete
Implement the annual action plan of the <i>2021–2031 Economic Development Strategy</i> .	<p>Implemented actions include:</p> <ul style="list-style-type: none"> Supported the development of the Gippsland Dairy Strategy through participation in workshops Sponsored Gippsland Wine Show Awards Conducted Circular Economy Workshops with the Gippsland Climate Change Network Facilitated Department of Transport and Planning Tour of the Shire Progressed Tiny Towns Grant for Mirboo North Community and Business Resilience Hub Facilitated Telstra Connectivity Planning Workshop Received \$273,000 funding from AusNet Grant for an emergency community response vehicle and equipment Supported Offshore Wind Projects Community Event in Foster Sponsored South Gippsland Bass Coast Local Learning Employment Network Jobs of the Future Dinner in October 2024. 	50%
<p>Implement the annual action plans of the:</p> <ul style="list-style-type: none"> <i>2021–2031 Visitor Economy Strategy</i> and; <i>2022-2031 Great Southern Rail Trail (GSRT) Visitor Experience and Marketing Plan</i>. 	<p>Implemented actions include:</p> <ul style="list-style-type: none"> Undertook an Influencer Social Media Marketing Campaign which included three reels highlighting the Shire's region, which received in excess of 300,000 views Launched the new Great Southern Rail Trail website and commenced development a new brochure Updated the Visit South Gippsland website to align with the South Gippsland place brand Printed media summer marketing with Gippsland Life Magazine and South Gippsland Sentinel Times Successfully achieved re-accreditation of the South Gippsland Visitor Information Centre Supported the Fishy Stories Festival as part of the Events Acquisition Fund Representation at regional forums including; Gippsland Wine Awards, Rail Trails Australia Conference and Destination Gippsland Forum. 	50%
Implement the annual actions of the <i>Arts, Culture and Creative Industries Strategy</i> .	<p>Implemented actions include:</p> <ul style="list-style-type: none"> Successful programming and delivery of the ArtCubes in Toora and Foster Successful application to Regional Arts Victoria, Small Presenters Program Grant for its Big Sound, Small Hall South Gippsland with events to be planned at Foster, Outtrim, Kongwak and Mt Eccles throughout 2025 Hosted Mandy Gunn Exhibition at Coal Creek Expression of Interest process commenced for the Arts Advisory Committee Expression of Interest process completed for the engagement of assessment panel for the Great Southern Rail Trail (Black Spur) Tunnel Public Art Installation project Successful grant application from VicHealth for 'This Park's Alive' project. 	50%
Plan for and support our community to maximise the benefits of the emerging renewable energy industry, through continuation of the fixed term Renewable Energy Development Officer for	Renewable Energy Development Officer appointed for 2024/25 year. Council has adopted the South Gippsland and Latrobe City Renewable Energy Impact and Readiness Study 2024 and is implementing the directions from the Study.	100%

Council Plan Theme: Healthy and Engaged Communities

Objective

Regional Australia is going through unprecedented growth and demographic change and Council plays an important role in advocacy across all levels of government to attract funding and implement planning controls that ensure South Gippsland's growth is socially, environmentally and economically sustainable. The unique environmental values and cultural heritage of our 28 towns, villages and hamlets are a drawcard to the region. We will protect the visual character of our landscapes and streetscapes via community plans, land-use reviews, environmental assessments and township design frameworks.

Council will plan for sustainable growth with an appropriate mix of residential properties, farming and lifestyle, industrial and commercial properties, encouraging affordable housing projects, options for aged and health care, and suitable investment in services, transport, childcare and open space.

We value local knowledge, history and experience, and are committed to including the community in conversations around important change decisions and processes. We will consider the environmental and cultural impacts of growth and land-use change in our actions and decision making.

Priorities

- Develop a strong relationship and partnership with the Bunurong and Gunaikurnai people to support our common environmental, cultural, social and economic objectives.
- Create places and spaces for people to connect and participate in local activities, sports and leisure, community events, and enjoy our libraries, parks, gardens and coastal areas.
- Advocate for improved health services for our community.
- Foster a sense of belonging and connectedness through involvement in community groups, fostering community leadership and engaging with our creative industries.
- Support and celebrate our volunteers through community grants and National Volunteer Week.
- Advocate for increased access to early years services including kindergarten, playgroups, childcare and for equitable access to health and social services for our community.
- Support community sport and recreation groups to grow, to build our healthy communities and enhance community connections.
- Partner with youth, education providers and industry to facilitate education and employment pathways.

Achievements to Date:

- Teen Mental Health First Aid Training delivered to 541 Year 8 students and 407 Year 10/11 students across Bass Coast and South Gippsland Shire Council's.
- Community Planning Network Session delivered in October 2024 focusing on how to deliver an engaging presentation in preparation for the Councillor Presentations.
- Continued to support communities in their community plan development including Nyora, Kongwak and Venus Bay/Tarwin Lower.

Service Performance Indicators

The following comments provide the results of the prescribed service performance outcome indicators of the 2022-2026 Council Plan identified in the 2024/25 Budget.

Indicator	2024/25 Budget Target	Current Year Result
Aquatic Number of visits to aquatic facilities per head of municipality	4 to 10 visits	2 visits MONITOR
Animal Management Successful prosecutions of animal management	100%	100% ON TRACK
Food Safety Percentage of critical and major non-compliance outcome notifications in food safety	100%	100% ON TRACK
Libraries Number of registered library members per head of municipality		35% ON TRACK
Maternal Child Health Service Percentage of children enrolled in the Maternal Child Health Service	70%	61% MONITOR
Percentage of aboriginal children enrolled in the Maternal Child Health Service	65%	71% ON TRACK

Major Initiatives

The following comments review the performance of Council against the 2024/25 Annual Initiatives of the 2022-2026 Council Plan identified in the 2024/25 Budget.

Initiative	Comment	Percentage Complete
Implement actions from the <i>2022-2026 Municipal Public Health and Wellbeing Plan (MPH&WP)</i> .	<p>Implemented actions include:</p> <ul style="list-style-type: none"> Formed the South Gippsland and Bass Coast Partnership to prevent family violence Delivered the Live4Life Program Established the South Gippsland Youth Council. Released the South Gippsland and Bass Coast Community Supports Booklet The Access and Inclusion Advisory Committee met monthly to develop their Action Plan for 2025 A Community Engagement Plan developed for the new Plan. 	50%
Deliver the Live4Life Program 2024/25, which provides mental health education and suicide prevention for young people in rural communities.	<p>The following activities have been undertaken:</p> <ul style="list-style-type: none"> Held the Annual Review and Reflection Workshop with partners in November 2024, including forming working groups in 2025 focused on community engagement and funding Provided Teen Mental Health First Aid Training to 541 Year 8 students and 407 Year 10/11 students 20 participants completed a full Youth Mental Health First Aid training course and 21 participants completed a refresher course. Four participants became newly accredited Teen Mental Health First Aid instructors Launch events were renamed to 'Check-In Days' in alignment with the 2024 theme with every School Crew hosting an event at their school between October and December Concluded partnership with Bass Coast Shire Council in December 2024 	50%
Continue to facilitate community plan development, to support South Gippsland communities to develop and grow.	<p>The following activities have been undertaken:</p> <ul style="list-style-type: none"> Community Planning Network Session delivered in October 2024 as a training session focused on how to deliver an engaging presentation in preparation for the Councillor presentations 11 community groups presented to Councillors in December 2024 and launched the 2025 Community Planning Network calendar Continued to support various communities with their community plan development including Nyora, Kongwak and Venus Bay/ Tarwin Lower Continued to support and provide assistance to communities who needed assistance actioning initiatives in their community plans such as; Sandy Point Community Group with the walkable town seating plan and skatepark project, and Welshpool with the new rotunda and playground project. 	50%

Council Plan Theme: Leading with Integrity

Objective

Over the next four years, we will endeavour to always lead with integrity, care, good governance and accountability. Council will be outward focused and engage regularly and genuinely with our community.

We recognise trust between Council and the community was broken, and that it's our job to earn that trust back, and to do that we first must be trustworthy.

We will not always get everything right but promise to always look for continuous improvement in the way we do things, to listen to your problems and ideas, to answer your questions and genuinely engage with you around the challenges ahead in these uncertain times.

Council will provide and promote community leadership, investing in our people and the people of South Gippsland. We are a new Council, this is a new relationship, our firm commitment is that we will listen to learn, and act with integrity. We hope you join us.

Priorities

- Understand our community's priorities, ensure their needs are being met, and engage openly and often.
- Place our community at the centre of everything we do and be outward focused.
- Explore alternatives for revenue opportunities and manage our resources sustainably.
- Develop our people to build our organisation's capacity, create efficiencies and deliver quality services to the community.
- Strategically advocate with our partners to the State and Federal Government on issues and opportunities that impact our community.
- Invest in the leadership skills of existing and emerging community leaders, volunteers, community groups and networks.
- Support community sport and recreation groups to grow, to build our healthy communities and enhance community connections.
- Partner with youth, education providers and industry to facilitate education and employment pathways.

Achievements to Date:

- Successful implementation of a Councillor Transition Program to the new Councillor group following the Local Government elections held in October 2024.
- Options for a review of Council's Community Vision have been presented to Councillors.
- Preparations for a combined Community Leadership Program between South Gippsland and Bass Coast Shire Council's have commenced.
- Preparation for the development of Council's Integrated Plans has begun in consultation with the new Councillor group.



Pictured: Preparation on Council's Integrated Plans has begun.

Service Performance Indicators

The following comments provide the results of the prescribed service performance outcome indicators of the 2022-2026 Council Plan identified in the 2024/25 Budget.

Indicator	2024/25 Budget Target	Current Year Result
Satisfaction with community consultation and engagement	50	N/A*

**Not Available: due to the delivery time frames of the Community Satisfaction Survey, results will be made available in the 2024/25 Annual Report*

Major Initiatives

The following comments review the performance of Council against the 2024/25 Annual Initiatives of the 2022-2026 Council Plan identified in the 2024/25 Budget.

Initiative	Comment	Percentage Complete
Deliver Council's biannual Community Leadership Program to strengthen community expertise and volunteering.	South Gippsland and Bass Coast Shire Council's continued to work together to plan the combined South Coast Community Leadership Program. Applications for the program were opened on 1 December 2024, with a closing date of 2 February 2025.	50%
Establish and support South Gippsland Shire Council's 2024/25 advocacy priorities.	Council's existing 2024 Advocacy Priorities remain current. Advocacy priorities and key issues presented to Federal Election candidates.	30%
Develop and deliver a range of key strategic plans: • 2025-2029 Council Plan (to be developed with the new Council) • Revenue and Rating Plan • Four-year Budget and ten-year	The preparation of the 2025-2029 Council Plan is well underway. The consultation and community engagement activities for all of Council's Integrated Plans including the Financial Plan, Budget and Revenue and Rating Strategy is on schedule to be held in early 2025.	40%
Review the Community Vision to ensure it continues to represent the community's aspirations for the future of the municipality.	New delivery options were presented to the new Councillor group in November 2024. The preparation and the review of the Community Vision is well underway. The project will run concurrently with the consultation and community engagement activities of the 2025-2029 Council Plan and other Integrated Plans of Council.	40%
Support the effective delivery of the October 2024 Council elections, welcome South Gippsland's new Councillors, and deliver an induction and transition program to support Councillors.	All preparations for the Council election have been completed by Council with voting being overseen by the Victorian Electoral Commission. Council developed a comprehensive Councillor Transition program which has been completed in December 2024 by the new Councillor group.	100%

Council Plan Theme: Protecting and Enhancing our Environment

Objective

Agriculture, bushland, residential and tourism can thrive side by side. South Gippslanders will leave a legacy of a healthier integrated environment for future generations. Council will proactively work with landholders and land management agencies in preparing for changes in weather patterns, extreme storms, flooding and coastal erosion and the impacts of climate change.

Our aim is to support appropriate regeneration and revegetation initiatives and the development of bio-link corridors, particularly around our waterways, and acknowledge the importance of protecting our agricultural land's biosecurity, whilst expanding biodiversity. We will do this with community partnerships, planning controls and weed and feral pest management education, and support for those who farm our lands.

Over the next four years, we will reduce landfill across the Shire via our circular waste strategy. In our own organisation, we are setting a target of reducing our emissions through energy and waste efficiency measures. We will also drive change toward improved consumer behaviour of all in our Shire, through a 'buy less' campaign whilst also encouraging residents to reduce, reuse and recycle.

Priorities

- Understand our community's priorities, ensure their needs are being met, and engage openly and often.
- Place our community at the centre of everything we do and be outward focused.
- Explore alternatives for revenue opportunities and manage our resources sustainably.
- Develop our people to build our organisation's capacity, create efficiencies and deliver quality services to the community.
- Strategically advocate with our partners to the State and Federal Government on issues and opportunities that impact our community.
- Invest in the leadership skills of existing and emerging community leaders, volunteers, community groups and networks.
- Build resilience in our community and organisation to mitigate risk and damage caused by extreme weather events.

Achievements to Date:

- Collaborated with South Gippsland Landcare to establish a Memorandum of Understanding.
- Council has collaborated with Landcare to complete tree planting days within the Shire.



Pictured: Hills and trees near Bena

- Empower our community through education and information to improve their waste management.
- As part of the Domestic Animal Management Plan, investigate enforceable dogs on leashes and curfews for domestic cats.
- Engage with the relevant State Government agencies regarding the use of jet skis in relation to personal safety, amenity and threats to marine wildlife.

Service Performance Indicators

The following comments provide the results of the prescribed service performance outcome indicators of the 2022-2026 Council Plan identified in the 2024/25 Budget.

Indicator	2024/25 Budget Target	Current Year Result
Kerbside collection waste diverted from landfill	50%	52% ON TRACK

Major Initiatives

The following comments review the performance of Council against the 2024/25 Annual Initiatives of the 2022-2026 Council Plan identified in the 2024/25 Budget.

Initiative	Comment	Percentage Complete
To establish and implement a Memorandum of Understanding (MOU) with South Gippsland Landcare. This will help to build our land management partnership and assist with weed control and biodiversity initiatives.	Memorandum of Understanding with South Gippsland Landcare is near complete. Recent work delivered in collaboration with Landcare includes successful tree planting days.	50%

Council Plan Theme: Sustainable Growth

Objective

Regional Australia is going through unprecedented growth and demographic change and Council plays an important role in advocacy across all levels of government to attract funding and implement planning controls that ensure South Gippsland's growth is socially, environmentally and economically sustainable.

The unique environmental values and cultural heritage of our 28 towns, villages and hamlets are a drawcard to the region. We will protect the visual character of our landscapes and streetscapes via community plans, land-use reviews, environmental assessments and township design frameworks.

Council will plan for sustainable growth with an appropriate mix of residential properties, farming and lifestyle, industrial and commercial properties, encouraging affordable housing projects, options for aged and health care, and suitable investment in services, transport, childcare and open space.

We value local knowledge, history and experience, and are committed to including the community in conversations around important change decisions and processes. We will consider the environmental and cultural impacts of growth and land use change in our actions and decision making.

Priorities

- Manage urban growth within defined town boundaries to deliver fit-for-purpose infrastructure in partnership with other agencies that share this responsibility.
- Protect the character of our communities, including our built, natural and cultural heritage.
- Celebrate our communities and foster a sense of pride in the unique characters of our townships.
- Support new developments that include diverse block sizes and make a positive long-term contribution to the community and increased affordable housing opportunities.
- Support our coastal communities to respond to existing and emerging risks to their liveability and environmental health.
- Align land-use planning and economic development planning to facilitate appropriate business investment.
- Investigate opportunities to better manage the impacts of unregistered Short Stay Accommodation.

Achievements to Date:

- Options for social and affordable housing are currently being investigated.
- A brief for the development of a Business Plan for the Coal Creek Community Park and Museum was finalised.
- A discussion paper has been finalised with recommendations as part of the strategic planning project for Nyora, which will help to plan for increased growth and development.
- Planning controls guiding residential density have been progressed in accordance with the South Gippsland Coastal Strategy.



Pictured: Coastline in South Gippsland

Service Performance Indicators

The following comments provide the results of the prescribed service performance outcome indicators of the 2022-2026 Council Plan identified in the 2024/25 Budget.

Indicator	2024/25 Budget Target	Current Year Result
Planning applications decided within required time-frames	42%	56% ON TRACK

Major Initiatives

The following comments review the performance of Council against the 2024/25 Annual Initiatives of the 2022-2026 Council Plan identified in the 2024/25 Budget.

Initiative	Comment	Percentage Complete
Implement actions from the Social and Affordable Housing Strategy.	<p>Introduced a new Local Policy into the Planning Scheme under Amendment C129 to strengthen support for affordable housing in South Gippsland, and specifically reference the adopted <i>South Gippsland Social and Affordable Housing Strategy 2022</i>.</p> <p>Work is continuing to advocate for funding allocations from the State Government and building relationships with key stakeholders in the region. Alternative approaches to future property development that do not require contributions by developers are also being investigated.</p>	50%
Complete development of a Strategic Plan for Coal Creek Community Park and Museum and commence implementation of actions.	<p>The Coal Creek Community Park and Museum Strategic Plan was endorsed at the August 2024 Council Meeting.</p> <p>A brief for the development of a Coal Creek Community Park and Museum Business Plan was finalised in this reporting period.</p>	50%
Continue to progress implementation of action items identified in Council's Coastal Strategy.	Draft Planning Scheme provisions have been prepared to implement key recommendations of the Coastal Strategy. Work on scoping the Waratah Bay Coastal Hazard Assessment, which is a recommended action of the Coastal Strategy is underway.	50%
Increase awareness and advocacy for heritage preservation.	Advocacy has been provided to the State Government as part of their consultation period. Heritage Places of South Gippsland has been published on Council's website.	50%
Continue work to plan for the growth and development in the Nyora township.	A Discussion Paper with recommended options for Nyora's two northern Low Density Residential Zone precincts with options is currently under consultation.	50%

SOUTH GIPPSLAND SHIRE COUNCIL

Financial Report

July to December 2024



*South Gippsland Shire Council
Financial Performance in 2024/25*



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Section 1 - Financial Report Overview and Progress

1.1 Management Cash Result Statement Result

Whilst the Comprehensive Income Statement is prepared in accordance with Australian Accounting Standards, it contains several items which are “non-cash” in nature such as depreciation on assets and the written down (book) value of assets sold. It also excludes capital expenditure, new borrowings and loan repayments and as such, does not provide an accurate indication of the surplus/deficit cash position within a financial year. The statement below provides a management cash result for the period 1 July 2024 to 31 December 2024 which removes non-cash items and adds back cash items that are excluded from the Comprehensive Income Statement.

The Approved Forecast includes the year-end carry forwards from 2023/24 of \$12.18 million, endorsed by Council on 11 September 2024.

As part of regular fiscal oversight, a comprehensive mid-year budget review has proposed a favourable adjustment of \$107,000 to the management cash result. This adjustment includes \$1.6 million of capital works programs that will not proceed as planned and will need to be carried forward to a future year. We also continue to support our community with immediate response and recovery works following storm and natural disaster events, impacting the operational surplus in the current year by \$3 million. Repayments on emergency recovery for Disaster Recovery Funding Arrangement claims continue to be sought.

This proposed adjustment highlights our commitment to financial prudence and operational efficiency. Despite facing higher-than-budgeted insurance premiums (\$468,000) and leachate disposal fees (\$220,000), along with receiving less-than-anticipated Roads to Recovery grant income (\$435,000), we have managed to achieve a favourable adjustment by recognising expenditure that is not expected to occur in the year and through a continued focus on identifying efficiencies.

	Year to Date			Full Year			
	Actual YTD FY25 \$'000	Approved Forecast \$'000	Variance Fav/(Unfav) \$'000	Approved Forecast \$'000	Proposed Forecast \$'000	Variance Fav/(Unfav) \$'000	Adopted Budget \$'000
Income Statement							
Income	44,129	43,312	817	95,869	94,939	(930)	94,323
Expenditure	41,858	37,376	(4,482)	75,942	77,141	(1,199)	72,679
Net surplus / (deficit) - ongoing operations	2,271	5,936	(3,665)	19,927	17,798	(2,129)	21,644
Management Accounting result							
<u>Add back (less) non cash items</u>							
Depreciation	7,086	6,884	(202)	13,769	13,769	0	12,699
Depreciation - right of use assets	46	46	0	92	92	0	93
Amortisation - intangible assets	0	0	0	0	0	0	0
Landfill provision	0	0	0	0	0	0	0
Contributions - non-monetary	0	(221)	(221)	(441)	(441)	0	(441)
Found assets (recognised)	0	0	0	0	0	0	0
Fair value adjustments of investment properties	0	0	0	0	0	0	0
Written down value of assets sold/disposed	74	329	255	658	658	0	658
Sub total	7,206	7,038	(168)	14,078	14,078	0	13,009
Net operating surplus	9,477	12,974	(3,833)	34,005	31,876	(2,129)	34,653
<u>Less (add) non operating cash items</u>							
Capital Works expenditure	12,586	11,697	(889)	44,774	41,380	3,394	36,327
Transfers to/(from) Reserves	3,082	3,082	0	3,396	4,554	(1,158)	314
New loan borrowings	0	0	0	(3,150)	(3,150)	0	(3,150)
Loan Repayments	479	501	22	1,073	1,073	0	1,069
Lease Repayments	46	46	0	92	92	0	93
Sub total	16,193	15,326	(867)	46,185	43,949	2,236	34,653
Cash surplus / (deficit)	(6,716)	(2,352)	(4,364)	(12,180)	(12,073)	107	0

Mid-year Proposed Budget Adjustment Summary

Income

Statutory fees and fines \$0.05 million - Favourable

Increase in planning and building compliance fees income due to a higher number of applications than budgeted.

Grants – operating \$0.2 million - Favourable

Higher than anticipated for VicHealth and Local Roads funding in the year, offset by increased expenditure.

Grants – capital \$1.4 million – Unfavourable

Bass Valley Road Bridge grant agreement expenditure to occur in 2025/26. Roads to Recovery grant income was less than anticipated and a Recreation Building Renewal Program grant was unsuccessful, which is offset by an expenditure reduction.

Other income \$0.2 million – Favourable

Unbudgeted Container Deposit Scheme refund from kerbside recycling material and steel recycling income under the Transfer Station contract, with unspent funds to be transferred to a financial reserve to allocate to specific renewable related projects.

Expenditure

Employee Costs \$0.4 million – Unfavourable

Various increases partially offset by an increase to grant income and a reduction to contractors expenditure.

Materials and Consumables \$0.8 million – Unfavourable

Transport and disposal of leachate from the Koonwarra Landfill higher than anticipated, along with a significant increase in insurance premiums.

Other expenses \$0.03 million – Favourable

Savings identified through no panel hearings for Planning & Building services in the year.

1.2 Capital Works Statement as at 31 December 2024

The Capital Works program comprises of asset renewal, expansion, upgrade and the investment in new assets. Following the mid-year budget review, it is proposed that \$2.3 million expenditure be carried forward to allow for project completion in a future year (offset by \$758,000 income not shown in this statement).

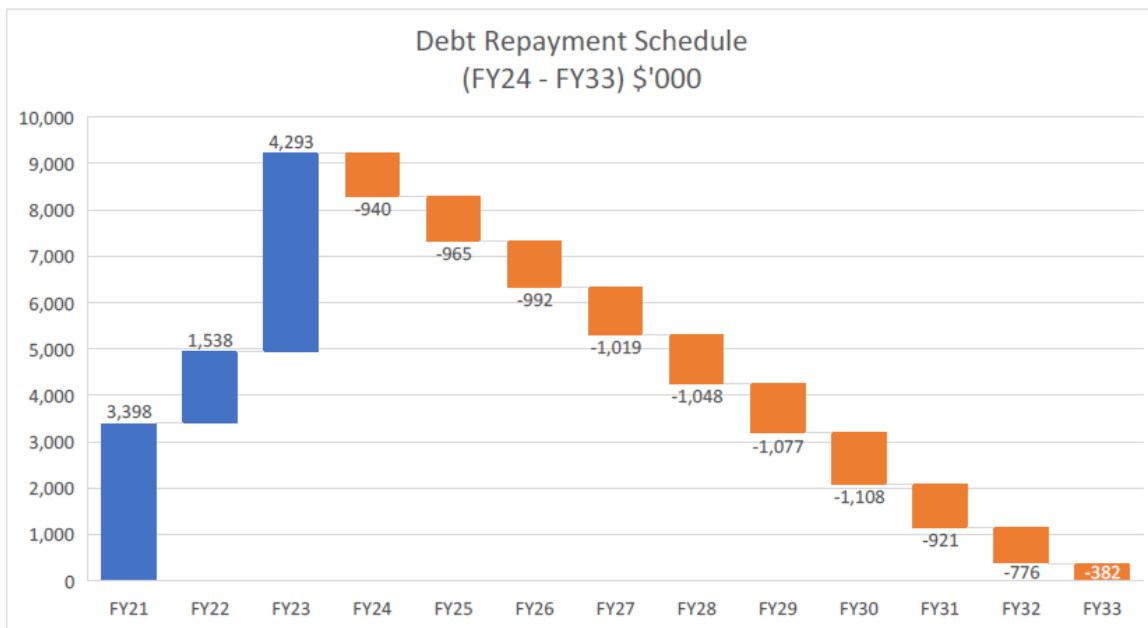
Furthermore, \$1.07 million of projects have been identified as being under budget or no longer required and will be considered in the preparation of the 2025/26 Annual Budget (offset by \$554,630 income not shown in this statement).

	Actual YTD FY25	Approved Forecast	Variance Fav/(Unfav)	Approved Forecast	Proposed Forecast	Variance (Fav/Unfav)	Adopted Budget
	\$'000	\$'000	%	\$'000	\$'000	\$'000	\$'000
Property							
Buildings	1,724	2,009	(14%)	5,858	3,890	(1,968)	2,881
Heritage buildings	(2)	10	(120%)	20	20	0	20
Total property	1,722	2,019	(15%)	5,878	3,910	(1,968)	2,901
Plant and equipment							
Plant, machinery and equipment	984	169	482%	3,662	3,662	0	3,123
Computers and telecommunications	283	351	(19%)	702	702	0	702
Total plant and equipment	1,267	520	144%	4,364	4,364	0	3,825
Infrastructure							
Roads	5,134	5,603	(8%)	21,782	20,528	(1,254)	19,880
Bridges	63	90	(30%)	1,031	331	(700)	1,031
Major culverts	28	0	100%	104	104	0	104
Footpaths and cycleways	427	55	676%	1,165	915	(250)	767
Drainage	113	15	653%	450	450	0	450
Kerb & channel	137	30	357%	310	400	90	310
Waterway infrastructure	0	0	0%	120	180	60	120
Waste	289	676	(57%)	1,980	2,458	478	919
Other infrastructure	3,406	2,689	27%	7,590	7,740	150	6,020
Total infrastructure	9,597	9,158	5%	34,532	33,106	(1,426)	29,601
Total capital works expenditure	12,586	11,697	8%	44,774	41,380	(3,394)	36,327

1.3 Treasury

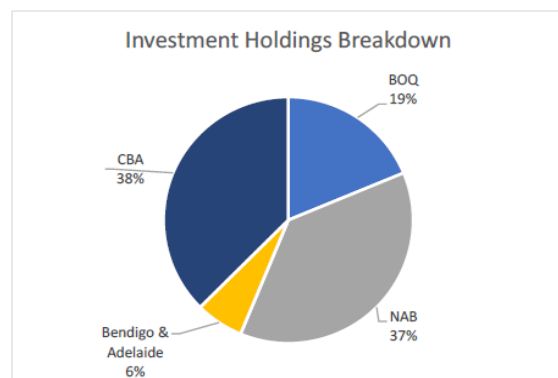
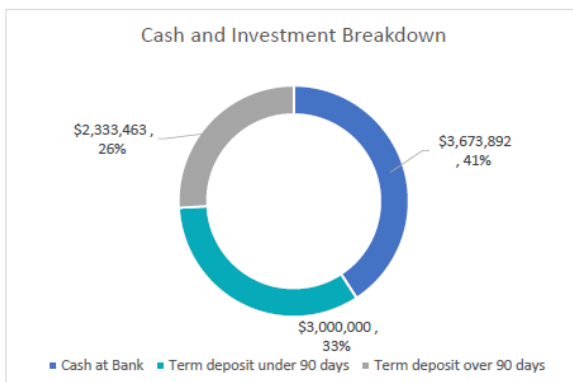
As detailed below, Council have paid \$0.48 million in scheduled principal debt repayments year to date. Full year principal debt repayments are on schedule, with a forecasted closing position of \$7.3 million.

Loans Maturing	YTD Dec 2024			Full Year		
	Opening Balance	Principal Repaid	Closing Balance	Opening Balance	Repayments	Closing Balance
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Current Loans	965	0	965	965	27	992
Non-Current Loans	7,324	(480)	6,844	7,324	(992)	6,332
	8,289	(480)	7,809	8,289	(965)	7,324



Cash and investment holdings total \$9 million as of 31 December 2024. Council has \$6.3 million in term deposits earning an average interest rate of 4.68% and \$3.7 million in cash at bank.

The cash and investment holdings breakdown between each bank is summarised in the graphs below.



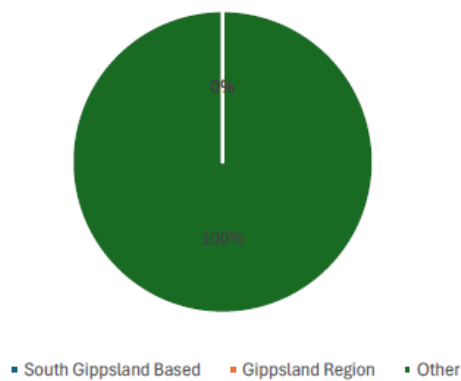
1.4 Local Procurement

The contracts awarded by South Gippsland Shire Council for the December 2024 reporting period.

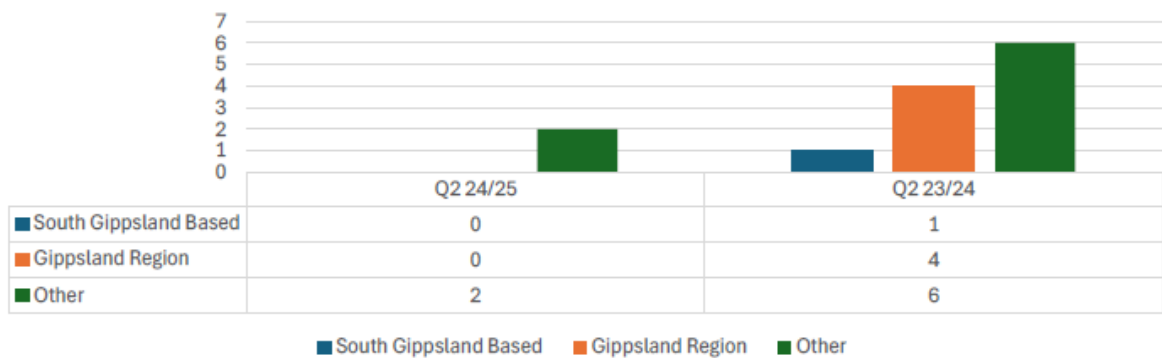
Contract Number	Contract Name	Date of Award	Supplier	Estimated Contract Value (Ex. GST)	Contract Period	Supplier Location
CON/406	Geographical Informant System Replacement	5/12/2024	The Trustee of Chartis Technology Trust, trading Chartis Technology	\$ 97,150.00	3 years + 2 x 1 year extensions	Other
CON/338	Panel of Suppliers for Provision of Tree and Vegetation Maintenance Services	20/12/2024	Pinegro Products Pty Ltd	Schedule of Rates	15 years + 3 x 1 year extensions	Other

The value of contracts breakdown by supplier location is summarised in the graphs below.

Value of contracts awarded by supplier location
Q2 FY2024/25 (\$)



Number of contracts awarded
Q2 FY2024/25 vs. Q2FY2023/24



1.5 Disaster Recovery Funding

South Gippsland Shire Council funds immediate relief and recovery works following natural disaster events and seeks reimbursement through the Disaster Recovery Funding Arrangements (DRFA). The DRFA is a cost sharing arrangement between the Commonwealth and State governments to support certain relief and recovery activities following an eligible disaster.

The below table outlines the status of active claims for eligible disasters:

Event	Expenditure by Council \$'000	Approved DRFA Funding \$'000	Pending DRFA Assessment \$'000	Ineligible for DRFA funding \$'000	DRFA Claim submission in progress \$'000
AGRN 1147 (28/08/24) Aug Sep Wind	2,793	0	0	0	2,793
AGRN 1142 (15/07/24) July Storm	34	0	0	0	34
AGRN 1108 (13/02/24) Mirboo North	6,106	535	4,878	498	195
AGRN 1096 (26/12/23) Welshpool / Toora	950	41	854	35	20
AGRN 1087 (29/11/23) Toora	89	0	84	0	5
AGRN 1072 (03/10/23) Foster	257	25	226	0	6
AGRN 1037 (21/11/22) Toora / Dumbalk	227	40	0	119	68
AGRN 1029 (13/08/22) Poowong East	3,482	514	544	39	2,384
AGRN 1022 (06/06/22) Foster	1,687	13	1,634	0	39
AGRN 985 (30/09/21) Rain Event	1,497	1,456	0	0	41
Total	17,122	2,624	8,220	691	5,585

Section 2 – Financial Statements

2.1 Income Statement as at 31 December 2024

	Actual YTD FY25	Year to Date				Full Year			
		Approved Forecast	Variance Fav/(Unfav)	Actual YTD FY24	Variance Fav/(Unfav)	Approved Forecast	Proposed Forecast	Variance (Fav/Unfav)	Adopted Budget
	\$'000	\$'000	%	\$'000	%	\$'000	\$'000	\$'000	\$'000
INCOME									
Rates and charges	26,195	26,201	0%	25,516	3%	52,178	52,178	0	52,178
Statutory fees and fines	406	496	(18%)	468	(13%)	1,022	1,074	52	1,015
User fees	1,931	1,727	12%	1,726	12%	4,289	4,301	12	4,293
Grants - operating	12,777	12,463	3%	2,239	471%	13,948	14,191	243	13,868
Grants - operating - natural disasters	118	0	100%	582	100%	0	0	0	0
Grants - capital	1,030	788	31%	3,460	(70%)	10,223	8,810	(1,413)	8,849
Grants - capital - natural disasters	0	0	0%	0	0%	10,285	10,285	0	10,285
Contributions - monetary	443	563	(21%)	(20)	(2315%)	1,237	1,247	10	1,146
Contributions - non monetary	0	221	(100%)	1,532	0%	441	441	0	441
Net gain on disposal of property, infrastructure, plant and equipment	8	(280)	(103%)	90	(91%)	83	83	0	83
Other income	1,221	1,133	8%	1,602	(24%)	2,163	2,329	166	2,165
Total income	44,129	43,312	2%	37,195	19%	95,869	94,939	(930)	94,323
EXPENSES									
Employee costs	15,528	15,135	(3%)	14,422	(8%)	30,699	31,102	(403)	31,127
Materials and services	14,396	13,230	(9%)	15,318	6%	27,667	28,493	(826)	25,341
Natural disasters	2,869	0	(100%)	421	(581%)	295	295	0	0
Depreciation	7,086	6,884	(3%)	6,476	(9%)	13,769	13,769	0	12,699
Depreciation - Right of use assets	46	46	0%	46	0%	92	92		93
Borrowing costs	73	83	12%	67	(9%)	164	167	(3)	164
Finance costs - Leases	2	2	0%	3	33%	4	4		4
Other expenses	1,858	1,996	7%	2,308	19%	3,252	3,219	33	3,251
Total expenses	41,858	37,376	(12%)	39,061	(7%)	75,942	77,141	(1,199)	72,679
Surplus / (deficit) for the period	2,271	5,936	62%	(1,866)	(222%)	19,927	17,798	(2,129)	21,644

2.2 Balance Sheet as at 31 December 2024

	Actual YTD FY25 \$'000	Year to Date			Full Year	
		Actual YTD FY24 \$'000	Year over Year Variance Fav/(Unfav) \$'000	%	Adopted Budget \$'000	Proposed Forecast \$'000
Current assets						
Cash and cash equivalents	6,674	8,245	(1,571)	(19%)	7,119	3,438
Trade and other receivables	46,435	44,231	2,204	5%	5,502	4,942
Other financial assets	2,333	20,510	(18,177)	(89%)	18,104	16,326
Inventories	243	183	60	33%	159	296
Prepayments	678	30	648	2160%	0	582
Total current assets	56,363	73,199	(16,836)	(23%)	30,884	25,584
Non-current assets						
Property, infrastructure, plant and equipment	848,641	768,796	79,845	10%	810,764	870,607
Investment property	857	820	37	5%	820	857
Right-of-use assets	223	315	(92)	(29%)	178	177
Total non-current assets	849,721	769,931	79,790	10%	811,762	871,641
TOTAL ASSETS	906,084	843,130	62,954	7%	842,646	897,225
Current liabilities						
Trade and other payables	1,827	2,656	829	31%	4,909	5,187
Trust funds and deposits	7,206	5,170	(2,036)	(39%)	1,686	2,434
Contract and other liabilities	1,458	2,950	1,492	51%	3,342	1,709
Provisions	7,396	6,465	(931)	(14%)	6,583	6,887
Interest-bearing liabilities	965	940	(25)	(3%)	1,294	1,296
Lease liabilities	46	38	(8)	(21%)	94	94
Unearned rates revenue	25,960	24,968	(992)	(4%)	0	0
Total current liabilities	44,858	43,187	(1,671)	(4%)	17,908	17,607
Non-current liabilities						
Provisions	6,451	4,898	(1,553)	(32%)	4,950	7,178
Interest-bearing liabilities	6,844	7,822	978	13%	9,032	9,071
Lease liabilities	181	281	100	36%	88	87
Total non-current liabilities	13,476	13,001	(475)	(4%)	14,070	16,336
TOTAL LIABILITIES	58,334	56,188	(2,146)	(4%)	31,978	33,943
NET ASSETS	847,750	786,942	60,808	8%	810,668	863,282
Equity						
Accumulated surplus	260,969	269,995	(9,026)	(3%)	293,509	275,029
Asset Revaluation Reserve	582,144	515,634	66,510	13%	515,613	582,144
Other Reserves	4,637	1,313	3,324	253%	1,546	6,109
TOTAL EQUITY	847,750	786,942	60,808	8%	810,668	863,282

2.3 Cashflow Statement for the period 1 July 2024 to 31 December 2024

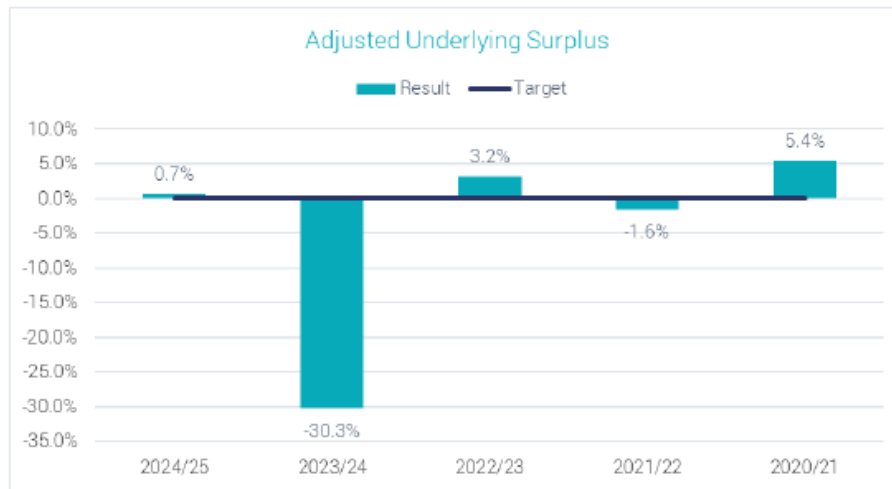
	Actual YTD FY25 \$'000	Year To date			Full Year	
		Actual YTD FY24 \$'000	Year over Year Variance Fav/(Unfav) \$'000 %		Adopted Budget \$'000	Proposed Forecast \$'000
CASH FLOWS FROM OPERATING ACTIVITIES						
Rates and charges	17,502	16,706	796	5%	51,982	54,539
Statutory fees and fines	406	468	(62)	(13%)	1,011	1,123
User fees	2,216	1,824	392	21%	4,277	4,496
Grants - operating	12,843	2,233	10,610	475%	13,868	14,191
Grants - capital	1,030	3,460	(2,430)	(70%)	19,134	19,095
Contributions - monetary	443	(20)	463	(2315%)	1,146	1,246
Interest received	772	1,110	(338)	(30%)	1,000	1,000
Other receipts	694	674	20	3%	1,156	1,445
Employee costs	(15,876)	(14,611)	(1,265)	9%	(31,295)	(31,317)
Materials and services	(21,055)	(19,555)	(1,500)	8%	(25,476)	(28,986)
Other payments	(1,861)	(1,796)	(65)	4%	(3,270)	(3,241)
Net cash provided by (used in) operating activities	(2,886)	(9,507)	6,621	(70%)	33,533	33,591
CASH FLOWS FROM INVESTING ACTIVITIES						
Payments for property, infrastructure, plant & equipment	(12,586)	(10,657)	(1,929)	18%	(36,327)	(41,379)
Proceeds from sale of property, infrastructure, plant & equipment	81	458	(377)	(82%)	741	741
Payments for / from Other Financial Assets	13,992	10,761	3,231	30%	0	0
Net cash provided by (used in) investing activities	1,487	562	925	165%	(35,586)	(40,638)
CASHFLOWS FROM FINANCING ACTIVITIES						
Finance costs	(71)	(78)	7	(9%)	(164)	(167)
Proceeds from borrowings	0	0	0	0%	3,150	3,150
Repayment of borrowings	(479)	(467)	(12)	3%	(1,069)	(1,073)
Interest paid - lease liability	(2)	(2)	0	0%	(4)	(4)
Repayment of leases	(46)	(45)	(1)	2%	(93)	(92)
Net cash provided by (used in) financing activities	(598)	(592)	(6)	1%	1,820	1,814
Net increase (decrease) in cash and cash equivalents	(1,997)	(9,537)	7,540	(79%)	(233)	(5,233)
Cash and cash equivalents at the beginning of the financial year	8,671	17,782	(9,111)	(51%)	7,352	8,671
Cash and cash equivalents at the end of the period	6,674	8,245	(1,571)	(19%)	7,119	3,438

Section 3 – Year to Date Financial Analysis

3.1 Financial Ratios

Operating position

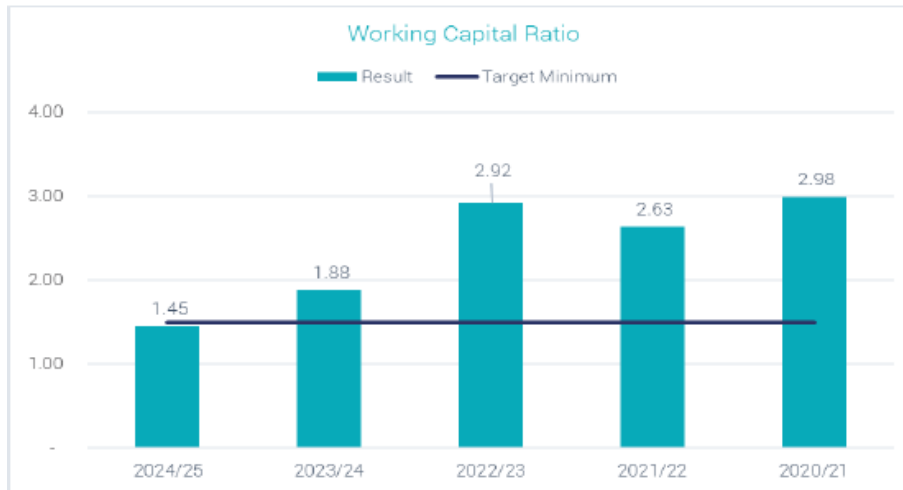
The adjusted underlying result demonstrates Council’s ability to generate a surplus in its ordinary course of business, excluding non-recurrent capital grants, non-monetary asset contributions and other contributions to fund capital works from its net result. A surplus or increasing surplus suggest an improvement in the operating position.



The adjusted underlying result for 2024/25 is forecast to be a surplus of 0.7%.

Liquidity

The Working Capital Ratio, which assesses Council's ability to meet current commitments, is calculated by measuring Council's current assets as a percentage of current liabilities.

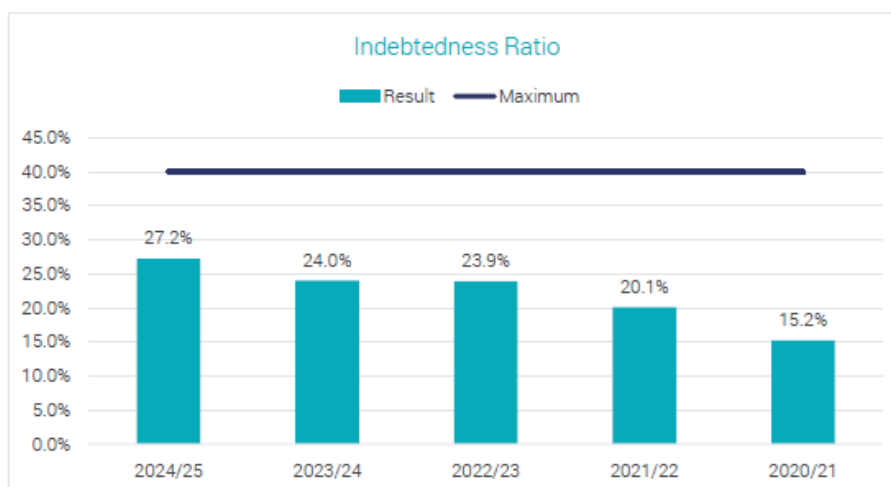


Council's proposed forecast as of 30 June 2025 has a Working Capital Ratio of 1.46. The decrease in the forecast compared to previous years is due to a decline in cash and cash equivalents and other financial assets (expected to be \$18.9 M as of 30 June 2024), to fund disaster recovery works and capital works program.

Obligations

The Indebtedness Ratio Percentage measures Council's ability to pay the principal and interest on borrowings when they are due from the funds it generates. Own-sourced revenue is used in the calculation, not including any grants or contributions.

Council's proposed forecast Indebtedness Ratio as of 30 June 2025 is 27.2 per cent, and is well within the maximum of 40 per cent or lower. The increase over the previous years is due to additional construction drawdown facilities forecasted for 2025 financial year.

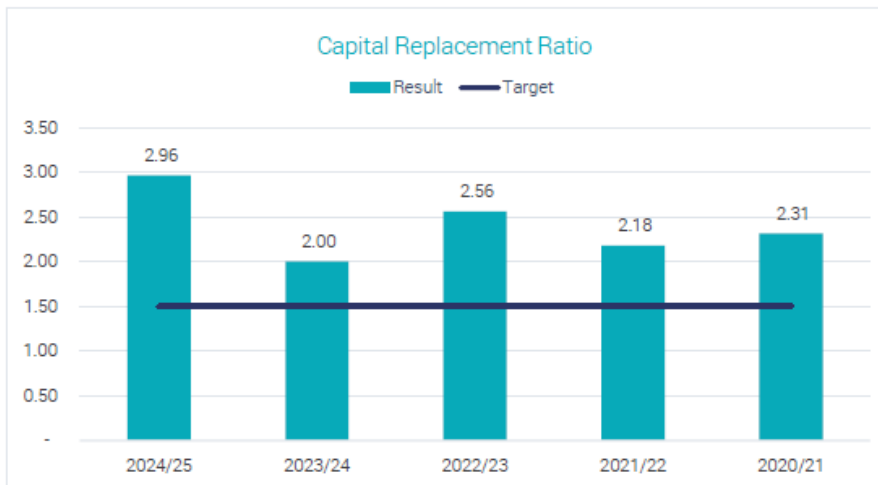


Asset Renewal

Council aims to ensure that it is able to maintain its infrastructure assets at the expected levels, while at the same time continuing to deliver the services needed by the community. The investment in asset renewal for the 2024/25 year is forecasted to be \$39.5M.

The Capital Replacement Ratio compares the total rate of spending on new infrastructure, property, plant and equipment with its depreciation. Ratios of higher than 1:1 indicate that spending is faster than the depreciation rate. Council's proposed forecast Capital Replacement Ratio of 2.96 for the year ending 30 June 2025, which is well above the target of 1.5.

The investment in asset renewal for 2024/25 is forecasted to be \$39.5 million resulting in a higher ratio forecast compared to previous years, where renewal expenditure was \$21 million in 2023/24 and the average over the previous four years was \$27 million per year.



SOUTH GIPPSLAND SHIRE

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South Gippsland
Shire Council

2.2. MUNICIPAL ASSOCIATION VICTORIA (MAV) - STATE COUNCIL

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

Council Plan

Objective - Leading with Integrity

EXECUTIVE SUMMARY

The purpose of this report is to seek Council's endorsement to submit Motions for consideration at the Municipal Association of Victoria (MAV) State Council Meeting, to be held on 16 May in Melbourne.

Member councils from across Victoria can lodge Motions to MAV that have state-wide significance.

RECOMMENDATIONS

That Council endorses the following Motions to the Municipal Association Victoria (MAV):

- 1. That the Municipal Association Victoria call on the Victorian Government to:**
 - a. Collect emergency services taxes via the State Revenue Office and not local councils.**
 - b. Revise the levy amounts, with consideration of the impact the proposed tax reforms will have on ratepayers, and particularly on Victorian farmers who will experience the highest levies.**
 - c. Commit to further engagement with local government prior to the introduction of tax reforms that will impact rates notices and increase the administrative burden on councils.**
- 2. That the Municipal Association Victoria call on the Victorian Government to urgently prepare statewide coastal vulnerability mapping and a Coastal Hazard Overlay, or an amended and strengthened Erosion Management Overlay, to be applied to all vulnerable coastal areas in Victoria.**

REPORT

Each year councils have an opportunity to put forward Motions relating to matters of strategic and state-wide significance to the MAV State Council.

Decisions made at these events constitute policy directions and remain active until the issue is resolved.

The MAV Motions, if supported by Council, would address MAV's *Active Local Democracy* priority.

Should these Motions be carried, MAV will make representations on behalf of Local Government to the Victorian Government.

Motions to MAV align with Council's *Advocacy Strategy*.

BACKGROUND

Emergency Services Levy

Victorian councils have been advised by the State Government that the Fire Services Levy (tax) that is currently collected by councils on behalf of the State Government through council issued rates notices will be renamed the Emergency Services and Volunteers Fund. This Fund will see significant increases that will be paid by rate payers commencing from July 2025.

Council resolved at its February Council Meeting to write to the Premier of Victoria, the Treasurer of Victoria, the Victorian Minister for Local Government and to our local Victorian Parliamentary representatives to formally object to Council collecting the increased emergency services tax on behalf of the State Government.

This resolution was on the basis that the:

- Victorian Government should be utilising the State Revenue Office, who are best placed to collect the new tax.
- Victorian Government has not adequately engaged or consulted with Local Government regarding the introduction of a tax that will be administered by Local Government and entirely passed to the State Government.
- Emergency Services and Volunteers Fund represents a state tax reform and a doubling of the levy, which will unfairly impact regional ratepayers, particularly Victorian farmers.
- Our agricultural producers will carry a disproportionate burden due to this Fund, noting South Gippsland Shire has the most agricultural businesses of any local government area in Victoria as one of State's key food bowls.
- Administrative burden will be too great, particularly for regional and rural Councils, necessitating system upgrades and reconfiguration to raise a Victorian Government tax, and will significantly impact Council staff who will need to manage the calls from ratepayers requesting assistance and experiencing bill shock due to the doubling of a State Tax.

Coastal Hazard / Erosion Management Overlay

The South Gippsland Coastal Strategy identifies the importance of hazard risk

mapping and overlays to help our region plan, manage, and prepare for future climate change impacts.

Council requires additional support, via a Victorian-wide overlay to clearly identify for the community current and future at-risk locations. This will support councils when considering the appropriateness of development in these vulnerable locations.

CONSULTATION / COMMUNITY ENGAGEMENT

Council has consulted with other councils and the Municipal Association of Victoria.

RESOURCES / FINANCIAL VIABILITY

There are no resource implications to Council if this Notice of Motion is endorsed.

RISKS

Nil

STAFF DISCLOSURE

Nil

ATTACHMENTS

Nil

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 1. Direction & Leadership

Council Policy / Strategy / Plans

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

Nil

Legislative Provisions

Local Government Act 2020

Regional, State and National Plan and Policies

Nil

2.3. EXTERNAL FUNDING APPLICATION POLICY AND GRANT GIVING POLICY

Directorate:	Sustainable Infrastructure & Future Communities
Department:	Infrastructure Delivery & Community, Customer and Visitor

Council Plan

Objective - Leading with Integrity

These policies will establish robust processes that help ensure decisions which consider local, community and broader municipal interests are consistent.

EXECUTIVE SUMMARY

The purpose of this report is to present two policies for endorsement and recommend the revocation of two associated policies made redundant through this endorsement.

- Endorse External Funding Application Policy and revoke Community Infrastructure Project Management Policy and associated guidelines.
- Endorse Grant Giving Policy and revoke Community Grants Program Policy.

RECOMMENDATION

That Council:

1. **Revoke the *Community Infrastructure Project Management Policy* and associated guidelines (Attachment [2.3.1]);**
2. **Endorse the *External Funding Application Policy* (Attachment [2.3.2]);**
3. **Revoke the *South Gippsland Community Grants Program Policy* (Attachment [2.3.3]); and**
4. **Endorse the *South Gippsland Grant Giving Policy* (Attachment [2.3.4]).**

REPORT

This report presents two policies associated with Council's program of External Funding and its Grant Giving Program. The report includes a recommendation to revoke associated policies made redundant through the development of the two new overarching policies.

External Funding Application Policy

The purpose of the External Funding Application Policy is to ensure comprehensive and clear direction in the management of new and existing incoming (external) grant programs that compliance with funding bodies and auditing requirements is achieved. The policy seeks to ensure that all grants

Council applies for align with Council's strategic priorities and are accessible, appropriate, fair, and equitable across all groups in the municipality.

The External Funding Application Policy is proposed to supersede the function of the Community Infrastructure Project Management Policy that was adopted 25 July 2018. The Community Infrastructure Project Management Policy will become redundant through the consolidation of the new External Funding Application Policy.

Grant Giving Policy

The purpose for developing a Grant Giving Policy, **Attachment [2.3.3]** is to provide a framework to guide the fair, transparent and effective administration of Council's Grant Giving Program(s). The Grant Giving Policy is proposed to supersede the South Gippsland Community Grants Program Policy **Attachment [2.3.4]** and establish an overarching policy for all current and future South Gippsland Shire Council Grant Giving Programs.

The development of an overarching Grant Giving Policy for Local Government was a recommendation of the Victoria Auditor-General's Office (VAGO) Fraud Control over Local Government Grant's Report.

The audit concluded that various fraud controls were not effectively operating, and in some cases, there were no formal, documented processes, creating greater risk of fraud. Grant giving programs carry several fraud risks, including:

- Staff or Councillors selecting recipients unfairly based on personal interests;
- An applicant giving staff or Councillors benefits for awarding a grant; and
- A recipient using funding for purposes outside the grant's objective.

As a result of this audit, VAGO made recommendations to all Victorian Local Government Areas to strengthen their fraud controls.

VAGO's report was presented to the 14 June 2022 Audit and Risk Committee Meeting, with management providing a response on Council's position at the 7 October 2022 Meeting.

The endorsement of an overarching Grant Giving Policy will complete the Audit and Risk Committee Action Item (Item 3389) to "progress the improvement opportunities and recommendations through an Overarching Grants policy".

CONSULTATION / COMMUNITY ENGAGEMENT

Internal consultation and benchmarking with other councils has been undertaken in the preparation of the External Funding Application Policy.

Internal consultation has been undertaken in the preparation of the Grant Giving Policy.

RESOURCES / FINANCIAL VIABILITY

Nil.

RISKS

The External Funding Application Policy and Grant Giving Policy aim to reduce risk within a granting environment by providing a framework to guide the fair, transparent, consistent and effective administration of both External (Grant Seeking) and Internal (Grant Giving) Programs.

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. Community Infrastructure Project Management Policy and Guidelines__ Adopted [2.3.1 - 5 pages]
2. External Funding Application Policy [2.3.2 - 7 pages]
3. Grant Giving Policy [2.3.3 - 6 pages]
4. Community Grants Program Policy [2.3.4 - 3 pages]

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 1. Direction & Leadership
Pillar 3. Decision Making
Pillar 4. Structure, Systems & Policies

Council Policy / Strategy / Plans

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

Community Infrastructure Project Management Policy

Legislative Provisions

Nil

Regional, State and National Plan and Policies

Audit Committees - A Guide to Good Practice for Local Government, January 2011



South Gippsland Shire Council

COMMUNITY INFRASTRUCTURE PROJECT MANAGEMENT POLICY

Policy Number	C09	Department	Infrastructure Delivery [INF]
Adoption Date	25 July 2018	Primary Author	Coordinator Major Projects / EM
Revision Date	2022/23	Secondary Author	Coordinator Projects
Revision Cycle	4 years	Reference	D3800718

POLICY OBJECTIVE

Council will ensure that all community infrastructure projects seeking external funding, under its control, are responsibly planned, managed, and delivered. Strategic justification, relevant supporting documentation, and financial requirements are to be met and approved by Council prior to its involvement in a project.

The policy also outlines the roles and responsibilities by Council and the requesting community organisation for the life of a project.

LEGISLATIVE PROVISIONS

Local Government Act 1989 (ss. 3C, 3D, and 3E)

DEFINITIONS

Community Infrastructure Project	Any project associated with a grant sourced through State and/or Federal Government and where Council is the applicant on behalf of an organisation.
Community Representative	The person appointed by the organisation to liaise with the Project Manager and Coordinator Major Projects / Emergency Management as the primary contact during the application and project stage.
Coordinator Major Projects / Emergency Management	An officer of Council who liaises with the organisation, Council, internal staff, funding bodies, and other stakeholders in preparing an application for consideration.
Guidelines	Supporting document that outlines the eligibility criteria and requirements for Council and the organisations when applying for external funding for a community infrastructure project. It also outlines the process and responsibilities once funding is approved until the project is completed.
Organisation	The group or committee that is seeking external funding for a community infrastructure project.



Project Manager

An officer of Council who has been appointed to manage a project and authorise/approve all expenditure on the project.

POLICY STATEMENT

Council is responsible for many projects within the municipality as an applicant for community infrastructure projects. It is essential that adequate planning is undertaken and relevant information is provided to Council so that projects are justified and well planned, hence risk is reduced.

Potential projects are to be aligned to the Guidelines and best practice trends outlined in Council's [Social Community Infrastructure Blueprint 2014-2029](#).

IMPLEMENTATION STATEMENT

- Organisations wishing to request that Council seek external funding for Community Infrastructure projects need to comply with this policy's requirements and supporting *Guidelines* – refer to [Attachment 1](#).
- Consideration will be given for projects to be delivered by a third party (i.e. other Government Authority). Council will enter into a Memorandum of Understanding with the third party to ensure that Council obligations to the funding program is delivered and the desired outcome achieved.
- Council will provide staff resources and allocate funds annually through the Budget process to support this policy.
- Council will endeavour to arrange for the education of Councillors and relevant staff of their responsibilities and the process for organisations seeking external funding for Community Infrastructure projects.
- Council will place *C09 Community Infrastructure Project Management Policy and Guidelines* on the Council website.
- Consultation will be carried out in accordance with the *Community and Consultation Strategy Toolkit*.

RISK ASSESSMENT

This Policy aims to ensure Community Infrastructure projects are justified and adequately planned to reduce the risk of cost overruns and non-compliance of funding conditions.

It also ensures that projects are supported by Council's [Social Community Infrastructure Blueprint 2014-2029](#).



COUNCIL POLICY

COUNCIL POLICY

COUNCIL POLICY

COUNCIL POLICY

COUNCIL POLICY

REFERENCE DOCUMENTS

Council Policy

- C04 Asset Management Policy
- C27 Occupational Health and Safety Policy
- C32 Procurement Policy and Manual
- Community Infrastructure Project Management Guidelines (*Attachment 1*)
- Community Infrastructure Project Process Map
- Community and Consultation Strategy Toolkit
- Social Community Infrastructure Blueprint 2014-2029

Legislative Provisions, Standards, Guidelines and Principles

- Local Government Act 1989 (ss. 3C, 3D, and 3E.)

IMPLEMENTATION | AUDIT | REVIEW

The responsibility and implementation of the policy rests with the Infrastructure Directorate and will be reviewed and adopted on a 4 year cycle.

This policy will be published on Council's website.



Attachment 1

COMMUNITY INFRASTRUCTURE PROJECT MANAGEMENT GUIDELINES

Council will ensure that all community infrastructure projects seeking external funding, under its control, are responsibly planned, managed, and delivered. Strategic justification, relevant supporting documentation, and financial capacity are to be met and approved by Council prior to its involvement in a project.

Ideally organisations are strongly encouraged to discuss their projects with the Coordinator Major Projects and Emergency Management prior to undertaking the following:

Projects for consideration

Before Council considers supporting a Community Infrastructure Project Management policy, the following information must be provided by the organisation (if applicable):

- Project proposal with strategic justification i.e. Feasibilities Study, Business Case, Master Plans, Community Plans, meets Australian Standards or relevant guidelines etc.
- Documentary evidence of ownership of land (if not Council).
- If not Council owned land or facility, letter of consent for project from land owner / statutory authority.
- Cost estimates of the project proposal with supporting quotes.
- Preliminary concept design and site plan of project where relevant.
- Evidence of organisation's capacity to finance their required contribution.

Projects for Development to Application

Once a project has been approved by Council, the following requirements are to be undertaken by the Council and organisation in preparation for the application:

Council

- Engineer's Cost Estimate based on cost estimates/quotes provided by the organisation. The Engineer's Cost Estimate will include contingencies and project management allowances.
- Preliminary concept design and site plan of project where relevant.
- Obtain relevant approvals (native title, planning, building etc).
- Coordinate required funding program supporting documentation.



- Prepare and submit funding application.

Organisation

- Native Title approval for projects not on Council owned or managed land where required.
- Submit Planning Permit applications for projects not on Council owned or managed land where required.
- Assist Council in obtaining required funding program supporting documentation as requested.
- Provide assistance in the preparation of funding application as requested.

Funded Projects

Once funding applications has been approved and funding obtained, organisations will be required to provide formal confirmation to Council agreeing to the following conditions:

- Council is responsible for the overall project management. Council will appoint a Project Manager and the organisation is required to nominate a community representative to liaise with the Project Manager and Coordinator Major Projects and Emergency Management.
- Council enters into all contracts in accordance with Council's [C32 Procurement Policy](#). The Project Manager will approve final design, plan development, and variations, and liaise with other agencies or professional bodies in consultation with the community representative.
- The organisation is to provide Council with 50% (plus GST) of its cash contribution prior to Council signing the funding agreement. The remaining 50% (plus GST) must be provided prior to the completion of the project.
- All expenditure is approved by the Project Manager prior to payment.
- Council must approve any contract variations and/or cost overruns. If funds are not available within the overall project budget, the organisation may be required to provide the additional funding.
- All projects are to be carried out in accordance with Council's [C27 Occupational Health and Safety Policy](#).
- The Project Manager will undertake an initial project risk assessment and ensure that appropriate public liability insurance is provided by the contractor(s) and inspected prior to the commencement of works.
- Unless the project involves Council owned / managed infrastructure, the ongoing insurance cover and maintenance of the project, once complete, will be the responsibility of the organisation.

SOUTH GIPPSLAND SHIRE COUNCIL COUNCIL POLICY



South Gippsland
Shire Council

External Funding Application Policy

Policy No.	C97	Adoption Date:	Council Meeting {approval-date}
Directorate:	Sustainable Infrastructure	Department:	Infrastructure Delivery
Revision Date:			
GOOD GOVERNANCE FRAMEWORK – OVERARCHING PRINCIPLES			
Supporting Pillar:	Pillar 1. Direction & Leadership Pillar 3. Decision Making Pillar 4. Structure, Systems & Policies		
Link to Pillar:	Establish good processes and delegations to ensure decisions consider local community and broader municipal interests, are consistent.		

1. PURPOSE

- 1.1. The purpose of the External Funding Application Policy (C97) (the Policy) is to:
 - 1.1.1. Provide an overarching framework that provides transparent and effective administration of external agency funding.
 - 1.1.2. Provide comprehensive and clear direction in the management of new and existing incoming (external) funding programs.
- 1.2. This Policy has been developed to support the South Gippsland Shire Council (Council) to comply with its Good Governance Framework and obligations within the Local Government Act.
- 1.3. There are accompanying Guidelines to this Policy, offering direction on when Council should apply for external funding applications and ensuring alignment with the Council's strategic objectives.

2. SCOPE

- 2.1. The scope of this Policy relates to:
 - 2.1.1. All Council employees involved in applying or managing incoming grant funding related programs and acquittals.
- 2.2. The scope of this Policy also relates to all grant funding applications and agreements where:
 - 2.2.1. Council is the sole applicant or recipient in an external funding application or agreement.

- 2.2.2. Council is one of numerous partners in an external funding application or agreement. Either Council led, partner led, or a Council auspiced grant.
- 2.2.3. Any other external funding provided, where the funding agency approves a grant funding, with variations to the original proposal.
- 2.3. The scope of this Policy does not apply to the following external funding scenarios:
 - 2.3.1. Ongoing or recurring funding arrangements that do not require an application and/or acquittal process to occur, such as Financial Assistance Grants.
 - 2.3.2. Where Council is funded to provide services under an ongoing service agreement.
 - 2.3.3. For reimbursements or allocations made under Disaster Recovery Funding Arrangements.
- 2.4. The scope of this Policy does not apply to managing outgoing grants from Council to the community, donations and/or contributions. Outgoing grants from Council are supported in the *Grant Giving Program Policy (C98)* and the *Sponsorship, Contributions and Donations Policy (C88)*.
- 2.5. Council recognises that at times funds are assigned to Council without having made a formal application. These funding announcements may drive the creation of projects whether or not the project has been previously identified or budgeted for within Council. These funds should be administered in accordance with this Policy, to the extent reasonably practicable.

3. POLICY PRINCIPLES

- 3.1. The Principles of this Policy relate to:

Overarching Principles

- 3.2. Grant funding represents significant opportunities to Council in supporting the delivery of services to the community. Many of Council's services have long standing co-funded programs with the State and Federal Government. Grant management for external funding involves a detailed level of administrative, reporting and budgeting effort.
- 3.3. Council will comply with funding agreements, necessary auditing requirements and the overall management of the funding program.
- 3.4. Council has confidence that public money will be spent as intended. Council has effective controls for their funding programs to plan responsibly, manage resources and prevent fraud.

Grant Funding Application Identification and Approvals

- 3.5. Council actively seeks grant funding for the community in keeping with the current Council Plan, Vision, and the Community and Economic Infrastructure Blueprint 2021-2036.
- 3.6. Council will prepare its grant funding applications and assess funding offered in accordance with this Policy and funding guidelines.
- 3.7. Grant funding applications will not be approved to be submitted until:

(External Funding Application Policy) (C97)

Adoption Date: Council Meeting DATE

Page 2 of 7

- 3.7.1. An understanding of the grant funding guidelines, timelines and Council eligibility are known.
- 3.7.2. The necessary internal approvals have been secured in accordance with the Guidelines.
- 3.7.3. Application objectives are clearly defined, aligning with the Council Plan and Budget.
- 3.7.4. The source of Councils financial contributions/required funding ratios are identified in a budget.
- 3.7.5. The source of any external financial contributions is identified and committed to by a third party.
- 3.7.6. The life-cycle costs, potential risks and post funding project viability are identified including, ongoing maintenance of new and existing assets and financial feasibility.
- 3.7.7. Application submissions are developed as outlined in the *External Funding Application - Guidelines*.

Grant Application Readiness

- 3.8. Applications must be at an appropriate level of readiness as per the *External Funding Application - Guidelines*.
- 3.9. Council will maintain excellence in the standard of grant funding applications submitted.
- 3.10. Strong relationships will be developed and maintained with funding agencies and other stakeholders.

Application Process

- 3.11. Where applicable, Council uses SmartyFile to coordinate and collaborate funding applications.
- 3.12. Council employees understand the systematic and comprehensive approach to obtaining State, Federal Government and Philanthropic grant funding.

Reporting and Acquittal Process

- 3.13. Council employees will comply with the guidelines, contractual requirements and reporting responsibilities of each signed grant funding agreement.
- 3.14. In accordance with each grant funding agreement rigorous accounting and acquittal of expenditure is necessary.
- 3.15. Formal acquittal reports and/or outcome reports may be necessary as per funding agreement specifications.

Auspicing Process

- 3.16. If seeking funding from State and Federal Government and the Philanthropic sector, Council may work with and support other organisations and stakeholders through auspicing arrangements.
- 3.17. Auspiced applications must align with the Council Plan.

- 3.18. Auspiced applications must be approved as per *the External Funding Application - Guidelines*.

Memorandums of Understanding / Deeds

- 3.19. Council shall enter a Memorandum of Understanding (MoU) or Deed on projects that are initiated by a third party such as other Government Authorities and sporting clubs.
- 3.20. Council shall enter a MoU or Deed on projects that are to be delivered by a third party such as other Government Authorities and sporting clubs.
- 3.21. Where Council is not the lead agency and/or Council contributes funds to a project Council will ensure its obligations to the funding programs are completed.

Conflict of Interest

- 3.22. All Council employees involved in the grant funding application process are required to declare any conflicts of interest.
- 3.23. In the event of a declared conflict of interest the relevant person must decline to participate in any discussion or decision-making process and have the declaration noted as part of Council's conflict of interest process. This ensures any direct, indirect or a perceived conflict is promptly identified and managed appropriately.

Documentation and Communication

- 3.24. All Council employees are responsible for managing and maintaining complete and accurate records. Record keeping will be in line with *Corporate Information Management Policy (C49)*.
- 3.25. Council will facilitate collaboration and clear communication between funding agencies and Council.
- 3.26. Council shall maximise its efforts to gain the support of Members of Parliament and key stakeholders as per Council's adopted Advocacy priority list (Advocacy Strategy).
- 3.27. Grant funding will be utilised for the specific purpose that it was applied and approved for (including variations). Grant funding will be managed in accordance with the related grant funding agreement, guidelines, and this Policy.
- 3.28. Written approval from the funder is required before Council can publicly announce any successful grant applications.
- 3.29. Council must acknowledge the funder in communications as per their funding guidelines.

4. RISK ASSESSMENT

This Policy mitigates Council's risks as described below:

People

- 4.1. By aiming to provide fair, transparent and effective administration of each funding agreement, so the community receives the maximum benefit from grant funding.

Reputational

- 4.2. This Policy provides Council with a framework to manage the funding process for an external agency with a consistent, transparent and accountable, approach ensuring that opportunities for subsequent grant funding are not compromised.
- 4.3. Grant funding has stringent reporting, administration and communication requirements. Failure to adhere to these requirements can negatively impact Council's future funding opportunities.

Financial

- 4.4. This Policy mitigates the risk of inconsistent financial allocation of grant funding program.
- 4.5. This Policy mitigates the risk associated with supporting outgoing monies for projects to minimise potential negative impacts and fraudulent activities.
- 4.6. This Policy ensures Council funding is appropriately matched to external funding opportunities.

Governance

- 4.7. This Policy has been developed to support the Council to comply with its Good Governance Framework and obligations of the *Local Government Act*.
- 4.8. This Policy may need to be read in conjunction with the *Fair Access for Recreation Facilities Policy (C96)*.

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 including a Gender Impact Assessment (GIA).

Roles and Responsibilities

- 5.3. All Council employees, Managers and Directors across all directorates are responsible and accountable for adhering to and implementing this Policy.
- 5.4. All Council employees shall internally register grant applications that Council employees are considering applying for as per the *External Funding Application - Guidelines*.
- 5.5. All Council employees shall internally register grant applications where Council are not the lead for the application or where Council contributes funds as per the *External Funding Application - Guidelines*.
- 5.6. This Policy is to be read in conjunction with the *External Funding Application - Guidelines*.

6. MONITORING, EVALUATION AND REVIEW

- 6.1. This Policy will be reviewed and adopted by Council on a four-year cycle or at Council's discretion.

7. REFERENCE DOCUMENTS

Legislative Provisions	<p>Charter of Human Rights and Responsibility Act 2006 Financial Management Act 1994 Freedom of Information Act 1982 Gender Equality Act 2020 Goods and Services Tax 1999 Local Government Act 2020 Local Government (Finance and Reporting) Regulations 2004 Privacy and Data Protection Act 2014</p>
Council Supporting Documents	<p>Advocacy Strategy Asset Management Policy (C04) Capital Works Policy (C85) Grant Giving Policy (C98) Complaint Handling Policy (CE73) Council Plan Employee Code of Conduct (CE20) Fraud and Corrupt Conduct Policy (C19) Corporate Information and Management Policy (CE49) Fair Access for Recreation Facilities Policy (C96) Occupational Health and Safety Policy (CE78) Procurement Policy (C32) Risk Management Framework (C35) Risk Management Policy (C35)</p>
Related External Documents	<p><i>External Funding Application - Guidelines</i></p>

8. DEFINITIONS

Acquittal	<p>An acquittal is an income and expenditure statement for the grant and confirmation that the funding has been spent on the activity in accordance with the Grant Agreement, Schedule, Terms and Conditions.</p>
Deliverables	<p>Deliverables are the outputs of a project. Deliverables can be tangible or intangible.</p>
Funding Agencies	<p>Funding agencies are any external organisation, public or private, which undertakes a contractual agreement with Council. The funding agency often dictates how their funds may be used, what deliverables/milestones are expected and what reports are required.</p>
Funding	<p>The amount or amounts payable under a funding agreement to Council, which may include interest earned on that amount. The amount will be directed at achieving goals and objectives consistent with government Policy.</p>
Grant	<p>A grant is defined as funds, generally from government sources, available to Council upon providing a compelling application and receiving successful evaluation, for specified uses to achieve agreed objectives.</p>
Milestones	<p>Milestones are the control points that mark the completion of key stages of the project.</p>
Progress Reports	<p>A progress report is a report in which Council are updating information about a project. Progress reports make it possible for funders to stay informed about a project and to change or adjust schedules, deliverables, milestones and budgets.</p>
SmartyFile	<p>SmartyFile is a repository which enables collaboration for Council employees to view, search and sort grant submissions across multiple funders in one spot.</p>

(External Funding Application Policy) (C97)

Adoption Date: Council Meeting DATE

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9. REVISION HISTORY

Approved By	Approval Date	Sections Modified	CM9 Ref#
<i>Council Meeting</i>		<i>Policy Review</i>	

10. ATTACHMENT SUMMARY

SOUTH GIPPSLAND SHIRE COUNCIL COUNCIL POLICY



South Gippsland
Shire Council

GRANT GIVING POLICY

Policy No.	C98	Adoption Date:	Council Meeting DATE
Directorate:	Future Communities	Department:	Community, Customer & Visitor
Revision Date:	<Type Month Year>		

GOOD GOVERNANCE FRAMEWORK – OVERARCHING PRINCIPLES

Supporting Pillar:	Pillar 1. Direction & Leadership Pillar 3. Decision Making Pillar 4. Structure, Systems & Policies
Link to Pillar:	Establish good processes and delegations to ensure decisions consider local community and broader municipal interests, are consistent

1. PURPOSE

- 1.1. The purpose of the *Grant Giving Policy (C98)* (the Policy) is to provide a framework to guide the fair, transparent and effective administration of Council's Grant Giving Program(s).
- 1.2. This Policy has been developed to support the Council to comply with its Good Governance Framework.

2. SCOPE

- 2.1. The scope of this Policy applies to:
 - 2.1.1. The administration, management and review of Grant Giving Program(s) delivered by Council. These programs include but are not limited to, South Gippsland Community Grants Program.
 - 2.1.2. Any one-off or ongoing Grant Giving Program(s) that Council creates to respond to community need at the time.
- 2.2. The scope of this Policy does not apply to:
 - 2.2.1. Sponsorship, donation or funding allocation.
 - 2.2.2. Financial assistance requests made to Council that are of an emergent or extraordinary nature and that do not fall within any criteria set as part of any Council Grant Giving Program.

3. POLICY PRINCIPLES

Background

- 3.1. This Policy outlines the requirements for distribution of grant funds through any and all South Gippsland Shire Council Grant Giving Programs in accordance with the *Local Government Act 2020*.
- 3.2. Council has a number of Grant Programs; i.e. South Gippsland Community Grants Program
- 3.3. The Policy is established to foster a culture of responsible and impactful grant giving and management.

Guidelines for Grant Giving Programs

- 3.4. All Council Grant Giving Programs will establish Grant Giving Guidelines prior to making a Grant Giving Program publicly available. Grant Giving Guidelines will provide prospective applicants with the information required to make an eligible application.
- 3.5. *Grant Giving Program Guidelines* will include as a minimum:
 - 3.5.1. Eligibility, application and assessment criteria.
 - 3.5.2. Funding agreement and acquittal requirements.

Eligibility

- 3.6. All Grant Giving Programs will establish specific eligibility criteria that clearly outline a prospective applicants eligibility to make application to a grant giving program.
- 3.7. The following groups or activities will not be considered eligible to make application to Grant Giving Program funding:
 - 3.7.1. Individual persons.
 - 3.7.2. Political parties or associated lobby groups.
 - 3.7.3. Fundraising activities.
 - 3.7.4. Activities that exclude community members based on faith, gender, sexuality, ability or political belief.

Application

- 3.8. All Grant Giving Programs will establish specific application processes that clearly outline how an application can be received and what information is required to complete an application.
- 3.9. Council utilises an online Grant Program (i.e SmartyGrants) to standardise how it receives Grant applications, and will provide alternative options for application if an applicant can demonstrate a barrier to access.
- 3.10. All application processes will include the following criteria:
 - 3.10.1. Complete responses must be provided to all questions on the application form.
 - 3.10.2. Applications not submitted by the closing date (if applicable) will not be considered.

- 3.10.3. Applications must include all supporting documentation, where required, as per the guidelines.

Assessment

- 3.11. All Grant Giving Programs will establish specific criteria to be used to assess each application against, to determine suitability for funding.
- 3.12. All Grant Giving programs will establish an appropriate assessment panel to make recommendations on successful and unsuccessful applications.
- 3.13. The constitution of an Assessment Panel will be clearly outlined in the relevant Grant Giving Program guidelines.
- 3.14. Councillors are not eligible to act as assessors on assessment panels for Council Grant Giving Programs.
- 3.15. The appropriate person/panel, will individually score eligible applications received, based on established selection criteria for the specific Grant Giving Program.

Approval

- 3.16. All Grant Giving Programs will establish approval designations prior to making a Grant Giving Program publicly available.
- 3.17. Applications will be ranked by the appropriately constituted assessment person/panel and presented as recommendations to Council or its delegated officer for decisions regarding the distribution of grants funding.
- 3.18. Decisions regarding the allocation or non-allocation of funding made by Council or its delegated officer are considered final.
- 3.19. Council reserves the right to part-fund an application.

Funding Agreements and Acquittal

- 3.20. All Grant Giving Programs will establish funding agreement documentation and acquittal processes prior to making a Grant Giving Program publicly available.
- 3.21. Funding Agreements will include the following as a minimum:
- 3.21.1. Funding must be expended within twelve months of when the funds were granted (unless otherwise stated and agreed to in the Agreement) or the funds must be refunded to Council.
- 3.21.2. An extension may be sought before the 12 months has expired, by writing to Council.
- 3.21.3. Monies received must only be spent on the project as approved by Council. To vary the purpose for the allocated grant funds, written permission must be obtained in writing from Council prior to spending the funds. Any unspent funds must be returned to Council.
- 3.21.4. Failure to abide by the grant conditions could impact an organisation's chances of receiving further funds from Council.
- 3.21.5. At completion of the project, the grant recipient must submit a Grant Acquittal Report with all required accompanying documents.

Evaluating Outcomes

- 3.22. All Council Grant Giving Programs will establish a process for evaluating the effectiveness of a grant giving program.
- 3.23. Evaluation will require both qualitative and quantitative data responses.

Conflict of Interest

- 3.24. All Responsible Officers involved in any Council Grant Giving Program are required to declare any interest prior to administering or assessing any applications.
- 3.25. All Councillors involved in a grant giving program are required to declare their interests prior any discussion of or voting process on any grant giving program recommendations.
- 3.26. Any external to Council participants in an assessment panel must declare their interests prior to assessing any applications.
- 3.27. In the event of a conflict of interest being declared the relevant person must decline to participate in any discussion or decision-making process and have the declaration noted as part of Council's conflict of interest process. This ensures and direct, indirect or a perceived conflict is promptly identified and managed appropriately.

Documentation and Communication

- 3.28. Establish clear and effective communication channels between stakeholders and Council to facilitate better understanding and collaboration on Grant Giving Programs.
- 3.29. Foster a culture of continuous improvement and encourage learnings.
- 3.30. Grant programs will be widely advertised as per Council's *Community Engagement Policy (C06)*.
- 3.31. Applicants will be able to see the status of their application through Council's online grants portal (SmartyGrants).
- 3.32. Implement measures to ensure personal and sensitive data associated with grant application are securely stored and only used for the primary or secondary purpose.
- 3.33. All Council employees are responsible for creating, managing and maintaining complete and accurate records as per the *Corporate Information Management Policy (C49)*

Training (Staff and Councillors - Fraud Training)

- 3.34. Ensure Council Staff and Councillors who administer, assess and approve financial distribution of funds under this Policy have completed Fraud Training.

4. RISK ASSESSMENT

This Policy mitigates Council's risks as described below.

People

4.1. This Policy aims to provide fair, transparent and effective administration of Council Grant Giving Program/s.

Reputational

4.2. This Policy provides Council with a framework to manage Grant Giving Program/s through an open, transparent and consistent approach to decision making.

Financial

4.3. This Policy mitigates the risk of inconsistent financial allocation of Council Grant Giving Program funding.

4.4. This Policy mitigates the risk associated with Council grant giving activities to minimise potential negative impacts and fraudulent activities.

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.

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 Responsibility Act 2006 Freedom of Information Act 1982 Gender Equity Act 2020 Local Government Act 2020 Privacy and Data Protection Act 2014
Council Supporting Documents	Community Vision 2040 Community Engagement Policy (C06) Complaint Handling Policy (CE73) Council Plan 2022-2026 Councillor Code of Conduct Policy (C14) Employee Code of Conduct (CE20) Fraud and Corrupt Conduct Policy (C19) Procurement Policy (C32) Risk Management Framework (C35) Risk Management Policy (C35) South Gippsland Community Grants Program Guidelines
Related External Documents	VAGO Report – Fraud Control over Local Government Grants – May 2022

8. DEFINITIONS

Acquittal	Information provided by a grant recipient that ensures that funds have been administered responsibly and in line with conditions of the grant program.
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Grant Giving Policy (C98)

Adoption Date: Council Meeting DATE

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Applicant	Individual or organisation submitting a grant application.
Community Group(s)	A legal entity who provide services, support or activities to the South Gippsland Shire community.
Delegated Authority:	This is the Officer (usually Director or CEO) who has been delegated the responsibility to approve grants by Council resolution.
Delegate	Means a Council officer(s) designated by the CEO to administer a grant process.
Donation	A voluntary financial contribution made by Council without the expectation of receiving compensation or benefits in return with no reporting requirements.
Funding agreement	An agreement between the grant recipient and Council that documents the agreed objectives of the funded project/activity and the reporting and accountability requirements of the grant.
Grant	Any assistance by way of a sum of money provided to Council by a funding organisation on the condition that the assistance is used for a specified purpose as outlined in a successfully submitted grant application and/or committed to through a funding agreement to achieve agreed objectives through milestone reporting.
Grant-giving (and Grant Making):	The process by which Council distributes grants.
Letter of agreement:	A legal document setting out the terms and conditions, milestones acquittal requirements and consequences of non-compliance that govern the administration of funds by Council, determined by the funding organisation. Sometimes referred to as Funding Agreement.
Material change / exception	Any decision or action that would change the purpose, scope or delivery of a grant or grant program. For example, an action, amendment or exception to existing rules that would be likely to change an assessor's view of an application.
Non-material change / exception	Minor administrative alterations, improvements to program process, or corrections, actions, amendments, or exception to existing rules that would not be likely to change an assessor's view of an application.
Organisation	A group, business or other legally structured body that consists of a group of individuals acting as one applicant.
Program	The set of categories and guidelines developed by any Council department tasked with grant-giving for a specific purpose.
Recipient	Applicant who has been approved for a grant by Council.
Sponsorship	A form of partnership where Council provides financial support to an individual, event or business in exchange for promotions benefits or other agreed purposes.
SmartyGrants	Web based Grant Application and Administration Program
Variation	The process to change the deliverables/scope of a project, service or program funded by a grant that must be agreed by both parties.

9. REVISION HISTORY

Approved By	Approval Date	Sections Modified	CM9 Ref#
Council Meeting	DATE	New Policy	D2581724

Grant Giving Policy (C98)

Adoption Date: Council Meeting DATE

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COMMUNITY GRANTS PROGRAM POLICY

Policy Number	C47	Directorate	Corporate and Community Services
Council Agenda Item No.	3.1	Department	Community Strengthening
Council Adoption Date	26 June 2019	Primary Author	Coordinator Community Strengthening
Revision Date	June 2023		

1. POLICY OBJECTIVE

Council strives to facilitate, plan and provide programs, services and opportunities that strengthen its communities. One of the most immediate ways Council seeks to do this is through its annual Community Grants Program, making funds available for a broad range of community initiatives across the municipality.

2. POLICY SCOPE

Council may at its discretion, and in accordance with this Policy and the Guidelines, provide financial support to eligible community groups to strengthen South Gippsland communities. The direction of support will be to enhance the quality of life, heritage, recreation and cultural opportunities of the broader South Gippsland community. This program is secular and apolitical. The program funds specific initiatives, activities, events and programs.

2.1 The Community Grants program will provide:

1. Grants for a range of initiatives that support the achievement of the strategic goals and outcomes of the Council Plan and enhance the quality of life, heritage, recreation and cultural opportunities of the broader South Gippsland community;
2. A program that is flexible and responsive to the needs of the community;
3. A program that minimises the administrative burden on volunteers without undermining good governance and asset management principles;
4. Further opportunities to volunteer groups and organisations, which would otherwise have limited access to funds to expand or maintain community engagement within the community; and
5. Support to community groups to increase self-reliance without encouraging a relationship of dependence.

2.2 The Community Grants program will not fund:

1. Applications for programs or initiatives where Council considers the purpose of the program or initiative, or activities within it, is to advance the organisation's religious beliefs or political positions, irrespective of what those beliefs or positions might be. However, religious or politically affiliated groups may apply for grants for programs or initiatives that comply with this policy;
2. Commercial enterprises;



3. Applications by individuals other than where the individual is authorised to apply on behalf of a community group or organisation; and
4. Applications for activities or programs that are not based within the South Gippsland Shire or cannot demonstrate that they service a significant number of residents of the South Gippsland Shire.

2.3 Through the Community Grants Program:

Funding will be available under the following categories as determined in the guidelines:

1. Small Grants Program;
2. Emergency Grants Program;
3. Minor Projects and Equipment;
4. Events, Celebrations and Festivals;
5. Planning and Development Reports; and
6. Major Projects and Equipment.

The approval of funding allocations remains with Council. Council may, however, from time to time delegate this responsibility, either indefinitely or temporarily, to the Chief Executive Officer or his/her delegate. Such delegations are subject to any terms and conditions that the Council deems appropriate.

All applications are still subject to further evaluation by the Community Grants Program Assessment Panel and Council.

At the conclusion of the assessment of applications, a Council Report will be provided listing all successful and unsuccessful applications which will be made public after adoption by Council.

3. RISK ASSESSMENT

This policy:

1. Will provide transparency, openness and accessibility in respect of grant allocation and ensure best use of limited funds for community strengthening activity; and
2. Addresses the risk of Council assuming the responsibility for ongoing asset maintenance by requiring community groups to obtain evidence of approval from relevant authorities and/or land owners, and where appropriate, insurance and OHS policies and implementation.



4. ROLES AND RESPONSIBILITIES STATEMENT

1. Community groups wishing to apply for funding through the Community Grants Program need to comply with this policy's requirements and supporting Guidelines;
2. Council will allocate funds annually through the Budget process to support the Community Grants Program;
3. Council will endeavour to arrange for the education of Councillors and relevant staff of their responsibilities, for the allocation of the Community Grants;
4. Advertise the Community Grants Program and provide application forms, comprehensive guidelines and explanatory information on the Council website and means identified in the Community and Consultation Strategy Tool Kit; and
5. The promotion, assistance and administration provided by Council's Grants/Emergency Management Unit including community consultations.

5. POLICY DEFINITIONS

Council	South Gippsland Shire Council
Guidelines	A supporting document that outlines the eligibility criteria and requirements for applicants and details the processes for administering and allocating funds.
Beneficial Project / Activities	Elements of beneficial projects/activities are likely to give rise to sustainable outcomes for the community of South Gippsland Shire, be consistent with Council's broader strategic aspirations, and minimise the relationship of dependence on Council.

2.4. CORNER INLET MOTORCYCLE CLUB

Directorate:	Sustainable Infrastructure
Department:	Infrastructure Planning

Council Plan

Objective 3 - Support community sport and recreation groups to grow, to build our healthy communities and enhance community connections.

EXECUTIVE SUMMARY

The purpose of this report is to seek Council approval to commence the community engagement process for the land lease for the Corner Inlet Motorcycle Club (CIMCC), for an initial term of five (5) years with an option of a further five (5) year term.

RECOMMENDATION

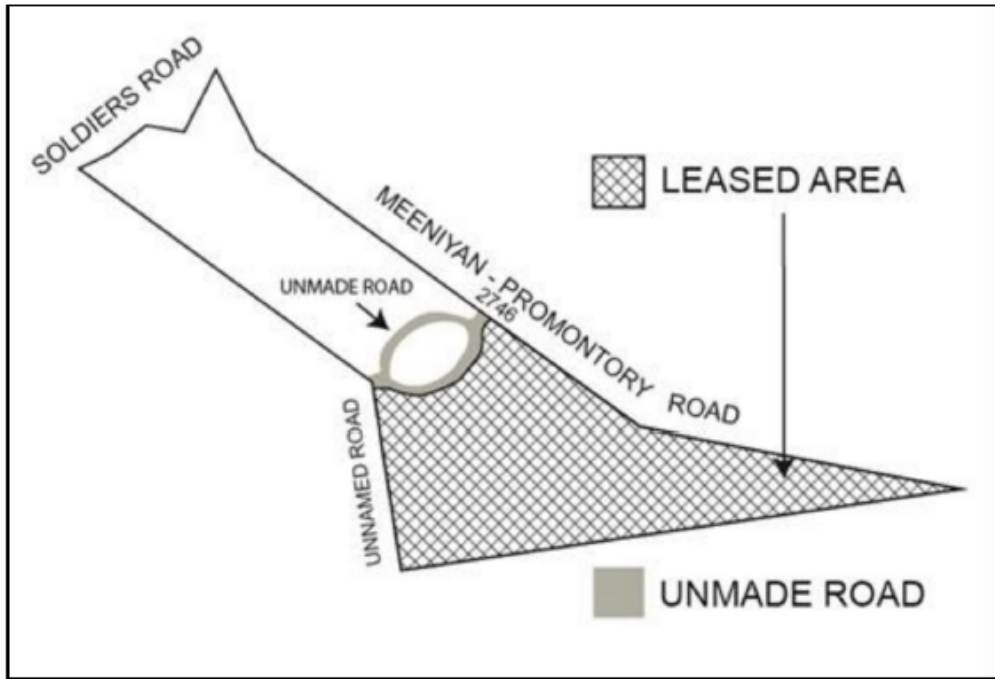
That Council:

1. **Commence the community engagement process in accordance with section 115 of the Local Government Act 2020 for the land lease to the Corner Inlet Motorcycle Club Incorporated (Incorporation No. A0005638Y) particulars of the lease being:**
 - a. **Tenant particulars: Corner Inlet Motorcycle Club Incorporated (Incorporation No. A0005638Y) located at 2746 Meeniyah Promontory Road, Yanakie;**
 - b. **Description of land premises: Lot 1 on TP 887244 H comprised in Certificate of Title Volume 8171 Folio 293. The land is 14.9 hectares, zoned PPRZ (Public Park and Recreation Zone) as shown hatched on Figure 1;**
 - c. **Initial term of the lease: Five (5) years;**
 - d. **Option for further term of lease: Five (5) years;**
 - e. **Commencement date of lease: 1 July 2025;**
 - f. **Annual rental: Community rental \$104 plus GST per annum; and**
 - g. **Specified purpose/use of the land: Motorcycle track and motorcycle club.**
2. **Community engagement will be conducted through Council's Draft 2025/26 Annual Budget process as it may contain leases.**

REPORT

The CIMCC lease commenced on 18 May 2015 for the duration of 10 years, expiring 17 May 2025. Previous to the current lease, the CIMCC entered into a lease commencing on 1 December 2004 and expiring on 31 August 2014. The lease land area is Lot 1 on TP 887244 H comprised in Certificate of Title Volume 8171 Folio293. The land is 14.9 hectares, zoned PPRZ (Public Park and Recreation Zone) and is used as a motorcross track. Refer to Figure 1 below:

Figure 1



The current lease contains an overholding clause which will allow the CIMCC to remain on the leased area on a month-to-month basis should the new lease not be in place by 18 May 2025.

The CIMCC provides the track for ride park days once a month for locals and for visiting registered riders. Their aim is to provide a supervised and safe area for

all riders and promote, encourage and provide a local avenue for riders to develop their motorcross skills.

The Special Conditions in the lease have addressed previous issues in relation to noise emissions, dust suppression, vegetation management and the track usage frequency.

The CIMCC have reduced the number of ride days per year, and this has addressed previous concerns from the adjoining property owners.

Implementing the rules and regulations set by Motorcycle Australia to mandatorily test bikes before events has reduced the noise remissions. The CIMCC have also purchased a noise meter to ensure noise emissions do not exceed agreed sound levels for event types, as per the lease.

Watering the track as and when necessary has reduced the dust concerns identified in the Site Environmental Management Plan, in accordance with the lease.

Weed control is undertaken regularly within the leased area. The track area is slashed and mulched, as is the carpark area. Annual inspections are carried out by Motorcycling Victoria and any vegetation deemed to be a safety concern is removed.

The CIMCC have been complying with the conditions within their lease to ensure the club can continue to provide a facility to local and Victoria wide motorcycle riders.

CONSULTATION / COMMUNITY ENGAGEMENT

Community engagement activity will be conducted through Council's Draft 2025/26 Annual Budget process, which may contain leases.

RESOURCES / FINANCIAL VIABILITY

As the maintenance of the facilities and Motorcycle track and surrounding land within the boundary will be the responsibility of the CIMCC, there will be minimal financial impact for Council from an operational perspective. In accordance with Council's leasing policy the rent will be \$104 plus GST per annum.

RISKS

The tenant is required to have public liability insurance cover for \$20,000,000 per annum to mitigate the risk to Council as the owner and to the adjoining landowners.

STAFF DISCLOSURE

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

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 3. Decision Making

Council Policy / Strategy / Plans

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

Community Engagement Policy C06

Leasing Policy C62

Legislative Provisions

Local Government Act 2020 section.115

Regional, State and National Plan and Policies

Nil

2.5. SUMMARY OF STRATEGIC BRIEFINGS - 19 DECEMBER 2024 TO 12 FEBRUARY 2025

Directorate:	Strategy & Partnerships
Department:	Governance and Integrity

Council Plan

Objective - Leading with Integrity

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

EXECUTIVE SUMMARY

The purpose of this report is to provide a summary of the information presented to Councillors between 19 December 2024 and 12 February 2025.

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

RECOMMENDATION

That Council receives and notes this report.

REPORT

Meeting Title	Details
Wednesday 5 February 2025	
Planning – Monthly Briefing Update	<p>Councillor Attending Clare Williams, John Schelling, Scott Rae, Sarah Gilligan, Nathan Hersey, Steve Finlay, Bron Beach, John Kennedy and Brad Snell</p> <p>Conflict of Interest: Nil</p>
Road & Place Naming Process	<p>Councillor Attending Clare Williams, John Schelling, Scott Rae, Sarah Gilligan, Nathan Hersey, Steve Finlay, Bron Beach, John Kennedy and Brad Snell</p> <p>Conflict of Interest: Nil</p>

Meeting Title	Details
<p>Audit and Risk Committee Chair Bi-Annual Update</p>	<p>Councillor Attending Clare Williams, John Schelling, Scott Rae, Sarah Gilligan, Nathan Hersey, Steve Finlay, Bron Beach, John Kennedy and Brad Snell</p> <p>Conflict of Interest: Nil</p>
<p>VicGrid – Offshore Wind Update</p>	<p>Councillor Attending Clare Williams, John Schelling, Scott Rae, Sarah Gilligan, Nathan Hersey, Steve Finlay, Bron Beach, John Kennedy and Brad Snell</p> <p>Conflict of Interest: Nil</p>
<p>Offshore Wind Proponent Gippsland Skies</p>	<p>Councillor Attending Clare Williams, John Schelling, Scott Rae, Sarah Gilligan, Nathan Hersey, Steve Finlay, Bron Beach, John Kennedy and Brad Snell</p> <p>Conflict of Interest: Nil</p>
<p>Wednesday 12 February 2025</p>	
<p>Submissions Hearing – Victorian Livestock Exchange</p>	<p>Councillor Attending Clare Williams, John Schelling, Scott Rae, Sarah Gilligan, Nathan Hersey, Steve Finlay, Bron Beach, John Kennedy and Brad Snell</p> <p>Conflict of Interest: Nil</p>
<p>Grant Giving Policy & External Funding Application Policy</p>	<p>Councillor Attending Clare Williams, John Schelling, Scott Rae, Sarah Gilligan, Nathan Hersey, Steve Finlay, Bron Beach, John Kennedy and Brad Snell</p> <p>Conflict of Interest: Nil</p>

STAFF DISCLOSURE

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

ATTACHMENTS

Nil

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 3. Decision Making

Council Policy / Strategy / Plans

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

Public Transparency Policy (C75)

Legislative Provisions

Local Government Act 2020

2.6. DOCUMENTS SEALED, CONTRACTS VARIED, AWARDED OR EXTENDED BY CEO - 13 JANUARY 2025 -12 FEBRUARY 2025

Directorate:	Performance and Innovation
Department:	Financial Strategy

Council Plan

Council Plan Not Applicable

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

This report documents the following actions undertaken by the Chief Executive Officer (CEO) which occurred during the period 13 January 2025 to 12 February 2025. Council's *Procurement Policy (C32)* requires the CEO to report to Council any of the following actions undertaken to the next appropriate Meeting:

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

RECOMMENDATION

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

REPORT

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

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

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

1. Nil

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

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

1. Section 173 Agreement between South Gippsland Shire Council and the owner of 270 Ruby-Fairbank Road, Ruby for a Deed of Amendment. Seal applied 23 January 2025.
2. Section 173 Agreement between South Gippsland Shire Council and the owner of 66 Bena Road, Korumburra for a subdivision of three or more lots. Seal applied 23 January 2025.
3. Section 173 Agreement between South Gippsland Shire Council and the owner of 520 Fish Creek-Walkerville Road, Fish Creek for a subdivision of three or more lots. Seal applied 23 January 2025.

Contracts Awarded, Varied or Extended

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

1. Contracts awarded by Council after a public tender process, signed by the CEO between 13 January 2025 to 12 February 2025.
 - a. CON/432 for the Korumburra Rail Precinct Stage 3 was awarded to Ace Earthmoving (Vic) Pty Ltd for the amount of \$687,794 (excluding GST), signed by the CEO 11 February 2025.
2. Contracts awarded after a public tender process within the CEO's delegation between 13 January 2025 to 12 February 2025.
 - a. CON/410 for the North Poowong Road Gravel to Seal was awarded to Sure Constructions (Vic) Pty Ltd for the amount of \$1,304,433 (excluding GST), signed by the CEO 16 January 2025;
 - b. CON/376 for the Mirboo North Early Learning Centre Concept Design was awarded to Vanovac Tuon Architecture Studio Pty Ltd, trading as VTAS Architecture, for the amount of \$80,105 (excluding GST) signed by the CEO 29 January 2025.

3. Contract variations approved by the CEO between 13 January 2025 to 12 February 2025.
 - a. CON/369 for the Construction of Cell 5 (Stage 1), Koonwarra Landfill was awarded to Goldsmith Civil and Environmental Pty Ltd and commenced in September 2023. A variation (no. 13) which exceeds the contingency allowance is recommended, which includes necessary re-working of clay liner of Cell 5 to achieve required compaction rates. A Contract Variation of \$97,733 (excluding GST), was approved by CEO, after consultation with the Mayor on 5 February 2025.
 - b. CON/372 – Provision of Environmental Auditing, CITA and Third Party CQA Services – Cell 5 Koonwarra (Stage 1) was awarded to Bajwa EnviroConsult Pty Ltd and commenced in September 2023. Variations no. 21 to 26 inclusive, which exceed the contingency allowance are recommended, these include services associated with Cell 5 auditing, reviews, reporting, supervision, sampling and testing of the site to progress the subsequent Construction. Contract Variations (no. 21 to 26 inclusive), totalling \$107,320 (excluding GST) were approved by CEO, after consultation with the Mayor on 5 February 2025.
4. Contract extensions approved by the CEO 13 January 2025 to 12 February 2025.
 - a. Nil

STAFF DISCLOSURE

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

ATTACHMENTS

Nil

REFERENCE DOCUMENTS

Council's Good Governance Framework

Good Governance Framework Not Applicable

Council Policy / Strategy / Plans

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

Governance Rules (C82)

General Local Law 2024

Procurement Policy (C32)

Legislative Provisions

Local Government Act 1989

Local Government Act 2020

Planning and Environment Act 1987

3. NOTICES OF MOTION AND/OR RESCISSION

3.1. NIL

4. COUNCILLOR REPORTS

4.1. REQUESTS FOR LEAVE OF ABSENCE

4.2. COUNCILLOR UPDATES

5. URGENT BUSINESS

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

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

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

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

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

6. PUBLIC QUESTIONS

6.1. PETITIONS AND JOINT LETTERS

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

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

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

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

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

6.2. ANSWERS TO PREVIOUS QUESTIONS ON NOTICE

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

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

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

Council received three public questions at the last Council Meeting which were taken on notice. All three questions were unable to be answered as they did not comply with the Governance Rules relating to public questions.

6.3. SUBMITTED PUBLIC QUESTIONS

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

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

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

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

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

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

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

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

7. CLOSED SESSION

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

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

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

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

Nil

8. MEETING CLOSED

NEXT MEETING

The next Council Meeting open to the public will be held on Wednesday, 16 April 2025 commencing at 2:00pm in the Council Chambers, Leongatha.