

# SOUTHERN GRAMPIANS SHIRE COUNCIL

**Council Meeting Agenda  
Wednesday 9 July 2025**

To be held in Council Chambers  
5 Market Place, Hamilton at 5:30pm



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# 1 Membership

## Councillors

Cr Dennis Heslin, Mayor  
Cr Afton Barber  
Cr Albert Calvano  
Cr Adam Campbell  
Cr Helen Henry  
Cr Jayne Manning  
Cr Katrina Rainsford

## Officers

Mr Tony Doyle, Chief Executive Officer  
Mr Darren Barber, Director People and Performance  
Ms Susannah Milne, Acting Director Wellbeing, Planning and Regulation  
Ms Marg Scanlon, Director Infrastructure and Sustainability  
Mrs Karly Saunders, Governance Coordinator

# 2 Welcome and Acknowledgement of Country

The Mayor, Cr Heslin will read the acknowledgement of country:

*“Our meeting is being held on the traditional lands of the Gunditjmara, Djab Wurrung, Jardwadjali and Buandig people.*

*I would like to pay my respects to their Elders, past, present and emerging, and the Elders from other communities who may be here today.”*

Please note: All Council meetings will be audio recorded, and may be livestreamed to Council's social media platform, with the exception of matters identified as confidential items in the Agenda.

By participating in open Council meetings, individuals consent to the use and disclosure of the information they share at the meeting (including any personal and/or sensitive information).

Other than an official Council recording, no video or audio recording of proceedings of Council Meetings will be allowed without the permission of Council.

### 3 Prayer

Cr Campbell will lead the meeting in a prayer.

*“Almighty God grant to this Council, wisdom, understanding and sincerity of purpose for the good governance of this Shire.”*

### 4 Apologies

### 5 Confirmation of Minutes

<b>RECOMMENDATION</b>
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That the Minutes of the Council Meeting and the Confidential Council Meeting held on 11 June 2025 be confirmed as a correct record of business transacted.

### 6 Declaration of Interest

### 7 Leave of Absence

There are no requests for a leave of absence on tonight's agenda.

## 8 Questions on Notice

Questions from the public must be submitted prior to the commencement of Council Meetings.

All questions must be submitted through completion of the Public Question Time form and be forwarded to the Chief Executive Officer at 111 Brown Street, Hamilton. All questions must be received by no later than 5pm on the Monday before the Council Meeting.

Questions must:

1. Not pre-empt debate on any matter listed on the agenda of the Council Meeting at which the question is asked.
2. Not refer to matters designated as confidential under the *Local Government Act 2020*.
3. Be clear and unambiguous and not contain argument on the subject.
4. Not be derogatory, defamatory or embarrassing to any Councillor, member of staff, ratepayer or member of the public, nor relate to a matter beyond the power of Council.

If the member of the public is in attendance at the Council Meeting the Mayor will read the question aloud and provide a response. If a question cannot be answered at the meeting, a written response will be prepared and forwarded to the person raising the question.

Residents do not need to attend the meeting for a question to be answered. If they do not attend the meeting a written response will be provided.

There are no Questions on Notice listed on the agenda.

## 9 Public Deputations

Requests to make a Public Deputation to Council must be submitted prior to the commencement of the Council Meeting.

Anyone wishing to make a deputation to Council must complete the Request to Make a Deputation form and forward it to the Chief Executive Officer at 111 Brown Street, Hamilton by no later than 5pm on the Monday before the Council Meeting.

Speaking time is limited to 3 minutes per person. Organisations may be represented at the deputation to Council by not more than 4 representatives. The names of the representatives to attend must be advised in writing to the Chief Executive Officer and 1 of the representatives to attend must be nominated as the principal spokesperson for the deputation.

Deputations wishing to make a written submission to the Council must provide a copy either electronically or hard copy of the submission to the Chief Executive Officer prior to the Council Meeting. One copy will be made available to the local media representative, if requested.

All members of the public addressing the Council must extend due courtesy and respect to the Council and the processes under which it operates. If a member of the public fails to do this the Chairperson can remove them from the Meeting. All members of the public must also comply with Council's Governance Rules in relation to meeting procedures and public participation at meetings.

There are no Public Deputations listed on tonight's agenda.

## 10 Petitions

There are no Petitions listed on tonight's agenda.



## 11 Informal Meetings of Councillors

The Southern Grampians Shire Council Governance Rules require that records of Informal Meetings of Councillors that meet the following criteria:

If there is a meeting of Councillors that:

- a. took place for the purpose of discussing the business of Council or briefing Councillors;
- b. is attended by at least one member of Council staff; and
- c. is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting;

be tabled at the next convenient Council meeting and recorded in the minutes of that Council meeting.

An Informal Meeting of Councillors record was kept for:

- Audit and Risk Committee – 9 May 2025
- Audit and Risk Committee – 2 June 2025
- Briefing Session – 4 June 2025
- Briefing Session – 11 June 2025

This agenda was prepared on 2 July 2025. Any Informal Meeting of Councillors between that date and the date of tonight's Meeting will appear in the agenda for the next Council Meeting.

## Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Audit & Risk Committee Meeting
Date:	9 May 2025
Location:	Teams Meeting
Councillors in Attendance:	Cr Helen Henry Cr Albert Calvano
Council Staff in Attendance:	Tony Doyle, Chief Executive Officer Darren Barber, Director People & Performance Daryl Adamson, Manager Shire Strategy Regulation Pauline Porter, Environmental Health Coordinator Nadine Rhook, Executive Assistant to Director People & Performance
Apologies	Nil

The Informal Meeting commenced at 3.00pm

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Membership	Nil
2	Committee & Auditors in Camera	Nil
3	Welcome	Nil
4	Apologies	Nil
5	Committee Secretariat – Audit and Riks Committee Independent Member Update	Nil
6	Internal Audit – Final Report – Environmental Health	Nil
28	Next Meeting	Nil

The Informal Meeting concluded at 3.16pm.

## Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Audit & Risk Committee Meeting
Date:	2 June 2025
Location:	Martin J Hynes/Teams Meeting
Councillors in Attendance:	Cr Helen Henry Cr Albert Calvano
Council Staff in Attendance:	Tony Doyle, Chief Executive Officer Darren Barber, Director People & Performance Nick Templeton, Head of Finance Karly Herring, Governance Coordinator Mike Shanahan, Risk, Health and Safety Coordinator Matthew Tulloch, Manager Business Systems and Transformation Nadine Rhook, Executive Assistant to Director People & Performance
Apologies	Mrs Tahlia Homes, Manager People and Culture

The Informal Meeting commenced at 3.30pm

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Membership	Nil
2	Committee & Auditors in Camera	Nil
3	Welcome	Nil
4	Apologies	Nil
5	Committee Secretariat – Confirmation of Minutes – 11 February 2025 and 9 May 2025	Nil
6	CEO Report	Nil
7	Governance & Risk Management Disclosure	Nil
8	Summary Table of Outstanding Matters	Nil
9	Register of Committee Members Interests	Nil
10	ARC Chair Report Bi-Annual Report to December 2024	Nil
11	Final Report to 31 December 2024	Nil
12	Quarterly Councillor's Expenditure Report (For Information)	Cr Henry and Cr Calvano
13	New and Revised Accounting Policies and Approved Accounting Standards	Nil

14	Draft Budget 2025-2026	Nil
15	Progress Report of Internal Audit Actions (Interplan)	Nil
16	Internal Audit Status Report	
17	Reports & Correspondence of Note: VAGO, Ombudsman & IBAC Reports	Nil
18	Compliance Framework Review & Quarterly Compliance Reporting	Nil
19	OH&S Quarterly (Summary) Report	Nil
20	Risk Management Quarterly Report	Nil
21	External Audit - Progress Report of Current Actions	Nil
22	Annual VAGO Audit Strategy	Nil
23	Matters Arising from the Previous Minutes – Major Project Timeline	
24	Other Items	Nil
25	Next Meeting	Nil

The Informal Meeting concluded at 11.34am.

## Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Briefing Session - 4 June 2025
Date:	4 June 2025
Location:	MJ Hynes Auditorium
Councillors in Attendance:	Cr Barber Cr Calvano Cr Henry Cr Heslin Cr Manning Cr Rainsford
Council Staff in Attendance:	Tony Doyle, Chief Executive Officer Darren Barber, Director People and Performance Marg Scanlon, Director Infrastructure and Sustainability Rory Neeson, Director Wellbeing, Planning and Regulation Nick Templeton, Head of Finance Karly Herring, Governance Coordinator Alison Quade, Manager Communications and Engagement

The Informal Meeting commenced at 11:00am.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Final Draft Budget/LTFP/Pricing Register and Draft Revenue and Rating Plan	Nil
2	Domestic Wastewater Plan	Nil
3	Model Code of Conduct Internal Resolution Procedure	Nil
4	Council Plan Community Consultation Outcomes and Strategic Discussion	Nil

The Informal Meeting concluded at 5:00pm.

## Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Briefing Session - 11 June 2025
Date:	11 June 2025
Location:	MJ Hynes Auditorium
Councillors in Attendance:	Cr Barber Cr Calvano Cr Henry Cr Heslin Cr Manning Cr Rainsford
Council Staff in Attendance:	Tony Doyle, Chief Executive Officer Darren Barber, Director People and Performance Marg Scanlon, Director Infrastructure and Sustainability Rory Neeson, Director Wellbeing, Planning and Regulation Nick Templeton, Head of Finance Karly Herring, Governance Coordinator Alison Quade, Manager Communications and Engagement Kelly Pitt-Lancaster, Coordinator Library Services Tahlia Homes, Manager People and Culture Bill Scott, Manager Project Management Office Kunal Pononna, Strategic Infrastructure Engineer

The Informal Meeting commenced at 1:00pm.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Councillor Only Meeting	Nil
2	Role of the Municipal Monitor	Nil
3	Council Meeting Items	Nil
4	Quarterly Finance Report to 31 March 2025	Nil
5	Councillor and Staff Interactions Policy Review	Nil
6	Confidential Information Policy Review	Nil
7	Procurement Policy Exemption – Library Service Level Agreement	Nil
8	CEO Remuneration Policy	Nil
9	Risk Appetite	Nil
10	Hamilton Industrial Estate Variation	Nil

The Informal Meeting concluded at 5:00pm.

## 12 Management Reports

### 12.1 New Hamilton Gallery Concept Plans Endorsement

<b>Directorate:</b>	Chief Executive Office
<b>Report Approver:</b>	Tony Doyle, Chief Executive Officer
<b>Report Author:</b>	Joshua White, Gallery Director
<b>Attachment(s):</b>	<ol style="list-style-type: none"> <li>1. 6029 - New Hamilton Gallery - Concept Design Report [<b>12.1.1</b> - 42 pages]</li> <li>2. 6029 - New Hamilton Gallery - Concept Design Summary [<b>12.1.2</b> - 17 pages]</li> <li>3. 6029 - NHG Arup Concept Engineering Report [<b>12.1.3</b> - 81 pages]</li> <li>4. 2025-05-30 - 6029 - NHG - Planning Review of 107 Brown Street, Hamilton - The New Hamilton Gallery ( [<b>12.1.4</b> - 16 pages]</li> <li>5. 6029 NHG Concept Design Report 250515 Appendix 01 Architectural Proposition Drawings [<b>12.1.5</b> - 9 pages]</li> <li>6. 6029 NHG Concept Design Report 250515 Appendix 02 Existing Context Drawings [<b>12.1.6</b> - 4 pages]</li> <li>7. 6029 NHG Concept Design Report 250515 Appendix 03 Building Areas Summary [<b>12.1.7</b> - 2 pages]</li> <li>8. 6029 NHG Concept Design Report 250515 Appendix 04 Cost Planning Statement [<b>12.1.8</b> - 4 pages]</li> <li>9. 6029 NHG Concept Design Report 250515 Appendix 05 Geotechnical Engineering Statement 7 [<b>12.1.9</b> - 12 pages]</li> <li>10. 6029 NHG Concept Design Report 250515 Appendix 06 Site Contamination Statement [<b>12.1.10</b> - 159 pages]</li> <li>11. 6029 NHG Concept Design Report 250515 Appendix 07 Land Survey [<b>12.1.11</b> - 2 pages]</li> <li>12. 6029 NHG Concept Design Report 250515 Appendix 08 BYDA Overlay [<b>12.1.12</b> - 2 pages]</li> <li>13. CONFIDENTIAL - NHG Concept Design Feedback Forms [<b>12.1.13</b> - 40 pages]</li> <li>14. NHG Display of Concept Designs - Social Media Commentary - June 2025 [<b>12.1.14</b> - 4 pages]</li> </ol>

#### Executive Summary

This report seeks Council endorsement of the Concept Plans for the New Hamilton Gallery and provides an overview of the public submission feedback.

The designs were placed on public display for feedback from Tuesday 3 June 2025 to Friday 20 June 2025. The public had the opportunity through multiple avenues to review and comment on the designs. The primary avenue was the Council Engagement Website and hardcopy forms. Hardcopies of the designs and feedback forms were distributed through council facilities, businesses, schools and to individuals across the region. The designs were advertised via the radio, local newspaper, direct email, websites (Gallery and Council) and social media (Gallery and Council).

Architects, Angelo Candalepas and Associates (ACA) were awarded the contract at the September 2024 Council meeting and undertook a co-design process to create the concept designs. The attachment to this report, titled 6029 NHG Concept Design Report 250515 was released to the public for review (two versions – a short and long). This and associated appendix are seeking to be endorsed and to be the basis for the next phase of detailed design.

There were 146 online and hardcopy feedback forms completed by the public. Overall, 74.66% (109) of the feedback submissions were positive and 25.34% (37) were negative.

The three key themes for positive feedback were: Design, Community Connection and equal number of submissions for tourism and green spaces. The three key themes for negative feedback were: Cinema Plans, Rates and Roads. A more in-depth analysis is detailed within the report.

## Discussion

### New Hamilton Gallery – Recent Design Timeline

Dates	Item
March 2023	Partnership formalised with the University of Melbourne to collaborate to develop the tender pack.
May 2023	Consultation is undertaken to develop the Strategic Vision for NHG tender pack.
December 2023	Strategic vision is finalised and complete.
26 June 2024	Council budget endorsed which includes the design of the New Hamilton Gallery.
10 July 2024	Council endorsed the design tender for the New Hamilton Gallery.
10 July 2024	Council endorsed the establishment of Foundation.
29 July 2024	Tender Released to the Public.
19 August 2024	Tender Closes.
16 September 2024	ACA appointed as Architects.
December 2024	Co-design commences.
March 2025	Co-design finalised.
3 June 2025 to 20 June 2025	Public Display of Concept Plans.
2 July 2025	Councillor review of community feedback



### Consultation to Develop the Architectural Tender

In March 2023, a formal partnership was developed with the University of Melbourne. In May 2023, community consultation occurred in collaboration with University of Melbourne to develop the project brief to ensure the design considered both the internal space and the external and surrounding connections. This resulted in the following.

Date	Stakeholder Group
18 April 2023	Southern Grampians Shire Council - Executive Leadership Team & CEO.
2 May 2023	Hamilton Gallery Staff
3 May 2023	SGSC Councillors
3 May 2023	Creatives (local artists) Mixer
4 May 2023	Friends of the Gallery
5 May 2023	Youth 12 - 18
9 May 2023	Creatives (local artists)
9 May 2023	Arts Leaders
11 May 2023	First Nations, Gunditjmarra

There were nine sessions with over 100 participants. The outcome was the development of the architectural design tender, which highlighted seven key themes:

- Local Identity,
- Civic Life,
- Creative Pathways,
- The Collection,
- Natural Environment,
- First Nations Culture and
- Connections.

### Co-Design Process with ACA

At the 10 July 2024 Council meeting the co-design approach to develop the New Hamilton Gallery Designs was endorsed by Council. The co-design phase was a collaborative design approach that captures the views and ideas of multiple stakeholders: from gallery staff to community groups, artists to school children. Outcomes from this process inform the refinement of the strategic brief (if needed), functional brief, concept plans and a cost plan. This approach has influenced and informed the design of the building taking into consideration the wide variety of stakeholders viewpoints.

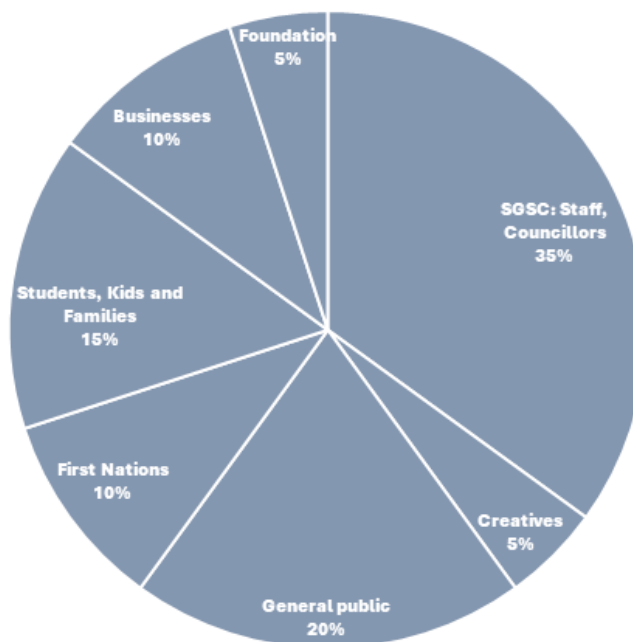
In December 2024, co-design engagement sessions commenced and were finalised in March 2025. The data is represented below.

## Co-design Data

Number of Co-design Sessions.

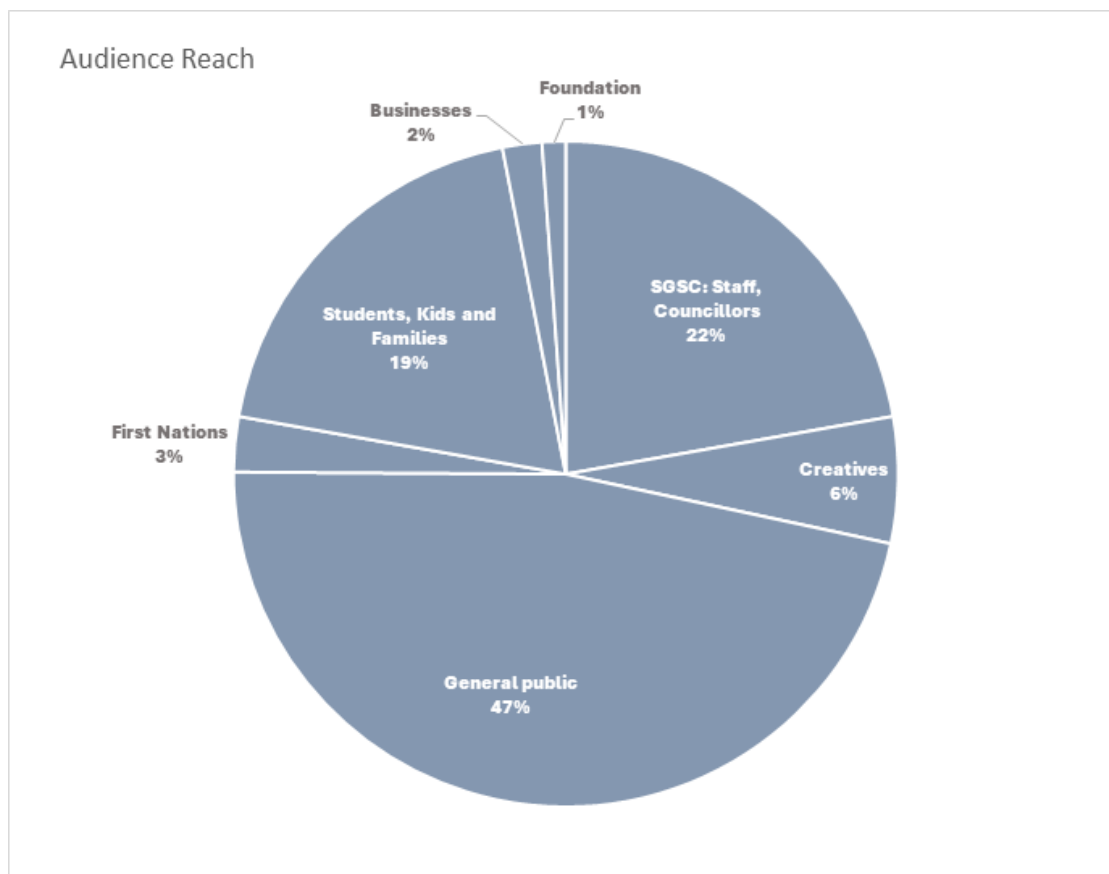
Demographic	Number
SGSC: Staff, Councillors	7
Creatives	1
General public	4
First Nations	2
Students, Kids and Families	3
Businesses	2
Foundation	2
<b>TOTAL</b>	<b>21</b>

Sessions



### Co-Design Attendees

Stakeholder Groups	Number
SGSC: Staff, Councillors	58
Creatives	16
General public	122
First Nations	7
Students, Kids and Families	50
Businesses	5
Foundation Members	3
<b>TOTAL</b>	<b>261</b>



### Co-Design Online Reach

Instagram: 2182

Facebook: 4551

### Key Themes from Co-design Sessions

Garden	Café	Collection and Exhibition Space	Connecting Culture	Design
Wants native planting	Location	Significant increase of collection storage	Connection between visual and performing arts	Need to use local materials
Creating accessible spaces for kids and families	Model of operation – leasing	Ease of install / deinstall	Create a precinct for the arts	Accessible entry to gallery
Undercover space to bring kids in winter		Ability to display a variety of artworks	Blending nature, arts and building	A space that is multipurpose for programs, meeting spaces, exhibitions, safe spaces

The purpose of co-design is to capture different viewpoints as participants were specifically asked, “what do you dislike about the design” and “what do you hate about the design”. There were 70 verbal and 18 written comments.

Positive Comments	68.5%
Neutral Comments	5.7%
Negative Comments	25.7%

### Key themes from Comments

Positive themes	<ul style="list-style-type: none"> <li>• Design</li> <li>• Architects’ ability</li> <li>• Excitement - finally happening</li> </ul>
Negative themes	<ul style="list-style-type: none"> <li>• Project is taking too long to reach construction</li> <li>• Over consultation</li> <li>• No information regarding ongoing cost of building</li> </ul>

### Concept Designs on Public Display

From 3 June to 20 June 2025 the concept designs were put on public display for the community to review and comment. This included two versions of the designs: a *summary*, which was 16 pages and gave an overview of the concept designs and a *report*, which was 48 pages and gave a more in-depth analysis of the concept designs. As the concept design process had generated more than 1000 pages which is attached to this report, it was important that the community had accessibility to the core of the concept designs. Alongside the two versions of the concept designs the public could review the tender documents. There

was also a Frequently Asked Questions landing page, a timeline and online and hardcopy feedback forms.

The designs could be accessed by the public through the Councils Engagement page. 100 A3 hardcopies of the summary and feedback forms were distributed across the community including to schools, local businesses and throughout council facilities.

#### Social Media Statistics for Concept Designs

Over two social media posts (two on Instagram and two on Facebook) there was significant engagement. The statistics are as follows:

Item	Statistics
Views	33,258
Reach	12,185
Interactions	285
Comments	21

A brief overview of the comments from social media.

- 7 comments were highly positive indicating overall excitement and congratulations.
- 2 comments were negative questioning cost to date as well as ongoing cost and suggesting other council projects should be prioritised.
- 10 comments were direct replies from Hamilton Gallery staff directing commentators to fill out feedback form.

#### Direct Email Reach

Hamilton Gallery undertook two direct emails out to over 1200+ individuals. The first email was of generic nature, directing people to review and comment on the designs. The following email occurred two days prior to closing of public display and was tailored for the individual demographic such as artists, teachers, parents etc. There was a spike in responses after these emails were sent out.

#### SGSC Engagement Website statistics

The designs and associated material were placed on the SGSC engagement page. This engagement page had the following statistics:

Item	Number
Total visits to Engagement Page	908
Summary Designs Downloads (short version)	253
Report Designs Downloads (long version)	123
Most Downloads in One Day	178
Tender Pack Downloads	19
Views of the Nine Visual Renders	517
Newsfeed Page Visits (Media Release)	34

### Feedback Submissions and Analysis

There were 146 online and hardcopy feedback forms completed by the public.

Overall, 74.66% (109) of the feedback submissions were positive and 25.34% (37) were negative.

The top five themes within the positive feedback are as follows:

Theme	Number of Responses	Detail
1. Design	109	Confidence in the design – internal and external.
2. Community Connection	36	The designs are open and accessible to the entire community and town.
3. Tourism	21	It will increase tourism and benefit the local economy.
4. Green Spaces	21	The Garden is a community space that will attract the community to frequently use.
5. First Nations	3	First Nations being considered and engaged during the design process.

The top five themes within the negative feedback are as follows:

Theme	Number of Responses	Detail
1. Cinema Plans	17	Cinema plans are not detailed in the designs and/or want to keep cinema
2. Rates	14	Rates should not be spent on an art gallery.
3. Roads	12	More money should be spent on roads.
4. Other Council Projects	10	Seeking more detail and/or clarification on the other council major projects such as the Hub.
5. Cost	9	Stated it was a waste of funds and/or consider cost of living.

### Architectural and Design Merit of Concept Designs

ACA has met all the requirements of the brief and have exceeded all contractual obligations to create a design that exceeds arts industry standards and has resulted in the best designed regional gallery within Australia.

The brief defined seven key guiding principles, determined through community engagement and consultation. These principles are as follows: Local Identity, Civic Life, Creative Pathways, The Collection, Natural Environment, First Nations Culture and Connections. ACA

have addressed these principles resulting in a gallery design that will elevate the audience experience, whilst significantly improving operational and functional requirements.

In the officer's view, the outward facing visitor experience elements of the design are outstanding, incorporating and connecting with the Performing Arts Centre to create unity within the township and stronger links to the wider precinct. There are inclusive and welcoming entries, significantly larger exhibition spaces for both permanent collection and temporary exhibitions, a workshop space for art classes and community use, as well as a cafe and a large foyer space for events.

The inward facing operational and functional components of the design exceed all requirements. These include increased collection storage, an undercover loading bay that enables the receipt of international scale exhibitions while meeting OH&S standards, and a leased cafe that will be externally operated. ACA's design will ultimately reduce installation and exhibition turnover time and costs, as well as minimise disruption to public spaces during exhibition changeovers.

Operational and resource costs have been clear priorities. ACA have created a design that keeps these considerations to a minimum. They have increased sustainability measures such as efficient climate control and lighting to reduce ongoing costs; incorporated a dedicated shop to increase revenue as well as deliver an exhibition space that is large enough to hold paying temporary exhibitions. This effective design also allows for minimal staffing, both back of house and in the public spaces.

ACA's design meets every requirement of a gallery. The architects have not only considered what is required today, but what will be needed over the next one hundred years. The gallery will offer locals and tourists an exceptional experience, while also minimising the operational load. ACA's designs are of international standing.

### **Financial and Resource Implications**

Councillors will note the cost plan details a September 2026 construction cost of \$48,920,000, which is above the \$40,000,000 budget provided to the Architect. This budget was derived from the cost plan associated with the spatial analysis undertaken in 2022. Construction costs have risen since then, and as noted across various Council reports the cost plan associated with the spatial analysis does not include any architectural merit.

The architect has detailed staging suggestions to manage the cost and also added that this is only the first look at the cost plan and savings can be made through materials and design alterations that do not impact the basis of the overall design of the gallery, such as a reduction in office space.

The Gallery Foundation has reviewed the design pack and as indicated in their correspondence to Councillors they are confident in the designs and cost plan, and in the event of the cost plan being over the \$40m additional funds can be raised through the Foundation or State & Federal Governments.

The potential increase in cost is within our existing fund-raising strategy, which as previously shared with Council is as follows:

Council	\$10m
Foundation	\$30m
State Government	\$20m
Federal Government	<u>\$10m</u>
	\$70m

Once the concept plans are adopted by Council, our advocacy to State & Federal Governments will escalate and become a formal request for funding.

Council has received a \$5m grant to fund the design phase of the CBD streetscape, Gallery and Community Hub projects. The grant application detailed a \$7.1m project that included property acquisition (Toyworld and Church sites), designs of the New Hamilton Gallery, Community Hub and CBD Streetscape, and development of a precinct Business Case and partnership agreement. The grant will fund \$5m towards this expenditure. We expect the detailed designs for the Gallery and Hub to be approximately \$5m, which is how the grant will be applied.

After issuing a request for tender (2024240) on Friday 29 July 2024 to develop the concept designs, 141 companies registered with 28 tenders submitted on 19 August 2024. On 16 September 2024 the tender was awarded to Angelo Candalepas and Associates (ACA) for the lump sum of \$492,850 (ex GST).

## **Council Plan, Community Vision, Strategies and Policies**

### ***Support Our Community***

1.1 An empowered and connected community

1.1.1 Facilitate opportunities for people to participate in community life, through volunteering, civic leadership, social programs, to enable inclusion, social connection and wellbeing.

1.1.3 Provide opportunities for increased community engagement and participation in Council decision making and activities.

1.1.4 Ensure communication and engagement methods use inclusive practices and processes.

### ***Support Our Community***

1.2 Support and promote a healthy community

1.2.2 Support and encourage participation in arts and culture, education, leisure, recreation and sporting opportunities.

1.2.4 Advocate for and work with external services that support our community and deliver outcomes.

### ***Support Our Community***

1.3 Grow a diverse and inclusive community

1.3.2 Encourage, support and celebrate a diverse, multicultural community, including celebrating, recognising and respecting our cultural heritage and engaging our Indigenous communities.



1.3.3 Support the increase of social, economic and digital connectedness.

1.3.4 Provide, promote and support appropriate and accessible services, facilities and activities for younger residents.

### **Support Our Community**

1.4 A safe community

1.4.2 Demonstrate leadership in gender equality, cultural diversity and inclusiveness for all.

### **Legislation**

Funding for the New Hamilton Gallery will need to be consistent with good financial governance principles in the *Local Government Act 2020*, copied below:

Financial management principles

- (1) The following are the financial management principles:
  - (a) revenue, expenses, assets, liabilities, investments and financial transactions must be managed in accordance with a Council's financial policies and strategic plans
  - (b) financial risks must be monitored and managed prudently having regard to economic circumstances
  - (c) financial policies and strategic plans, including the Revenue and Rating Plan, must seek to provide stability and predictability in the financial impact on the municipal community
  - (d) accounts and records that explain the financial operations and financial position of the Council must be kept.
- (2) For the purposes of the financial management principles, financial risk includes any risk relating to the following:
  - (a) the financial viability of the Council
  - (b) the management of current and future liabilities of the Council
  - (c) the beneficial enterprises of the Council.

In terms of development, the New Hamilton Gallery will need to meet Council's planning scheme. Operationally, there will be no legislative impact.

### **Gender Equality Act 2020**

The New Hamilton Gallery will have gender impact assessments done during the detailed design process. A gender lens on the gallery and hub are opportunities to consider not just the physical facilities that are available, but also the programming in the gallery, library and digital hub. By way of example, there are opportunities to include programming related to domestic violence awareness and victim support.

### **Risk Management**

A new Hamilton Gallery will improve Council's occupational health and safety by providing staff with adequate loading and unloading facilities, as well as appropriate facilities within the buildings for moving and installing large objects. By way of example, during the install of the

“Emerging from Darkness” exhibition, large and heavy paintings had to be carried upstairs by multiple staff due to not being able to fit in the visitor lift.

Council will be exposed to reputational risk during the construction phase if the delivery is not managed well in terms of project overruns. These are mitigated by thorough planning before a construction contract

The rPPP Grant has significantly derisked the project from a financial perspective, with the Federal Government now providing the bulk of the funding required for the planning and design stage to get these projects to being shovel ready and eligible for construction funding.

### **Climate Change, Environmental and Sustainability Considerations**

The new gallery will be built to Build Well standards which is across the design and construction phases, including the selection of materials, finishes, and building services system that support efficient operations and maintenance needs, e.g. passive ventilation, building management system, and water collection.

### **Community Engagement, Communication and Consultation**

Community consultation for this project has been extensive over many years, including the Brown Street Arts & Culture Precinct Concept Plan and the Hamilton CBD Masterplan. Extensive engagement was also taken during the development of the design principles, then again during Co-Design, and most recently on the concept plans, the results of which are reviewed in the discussion section of this report.

### **Disclosure of Interests**

All Council Officers involved in the development and advice provided in this Report affirm that no general or material interests need to be declared in relation to any matters in this Report.

Tony Doyle, Chief Executive Officer

Joshua White, Gallery Director

Madi Whyte, Engagement and Development Coordinator (Hamilton Gallery)

### **RECOMMENDATION**

That Council endorse the New Hamilton Gallery concept plans.

## 12.2 Fee Variation for CBD Revitalisation Updated Concept Plan

**Directorate:** Wellbeing, Planning and Regulation  
**Report Approver:** Bill Scott, Manager Project Management Office  
Rory Neeson, Director Wellbeing, Planning and Regulation  
**Report Author:** Rejoice De Vera, Senior Project Manager  
**Attachment(s):** Nil

### Executive Summary

The purpose of this report is to seek Council approval on the cost variation received from project consultants Group GSA for the change of scope/timing for design works on the Hamilton Central Business District (CBD) Revitalisation Project, as well as an additional \$25,000 in contingency for the design stages of the project which is within the project budget.

### Discussion

#### Contract Variation

At the April 2025 Council Meeting, the Concept Plans for the Hamilton CBD Streetscape Project were presented to Council with the recommendation to adopt and commence works on the next stages of the project.

An alternate recommendation was brought forward and resolved upon by Council which read:

1. *Council receives the Hamilton CBD Revitalisation Package One Concept Plan.*
2. *Council requests the architect to provide an option showing the retention of all but the most problematic Plane trees. This is to include a strategy for removal of the problematic trees and proposed replacement species with details on size, growth rate and maintenance considerations.*
3. *Council establishes a Project Advisory Group with representation from business, community, Councillors and Council officers. Officers are to bring draft terms of reference for this advisory group to a Council Briefing in May 2025.*
4. *Officers prepare a project management strategy to ensure a minimal impact on businesses and continued access to shops and premises including consideration of the current local economic climate and the timing of Stage One to protect local businesses from losses at peak retail periods. This would be brought to a briefing following adoption of concept plans for stage 1.*
5. *Officers develop a maintenance strategy for the CBD Plane Trees that includes replacement and retention over the next fifty years.*
6. *Concept Plans for Packages 2 and 3 be presented to Council at a future Council Meeting that includes retaining existing Plane trees.*
7. *Council prioritises maintenance issues of the Plane trees, including planter boxes and brick paving.*
8. *Officers provide a report to Council that considers a council coordinated central business gutter cleaning contract.*

Following this meeting, officers have met with project consultants Group GSA where they have presented a revised scope of works for the project that ensures they can respond to the recommendation at the April Council Meeting.

The main reasons for the increases in costs included as part of the variation request are:

- Escalation to Group GSA costs due to the project being delayed by 12 months
- Escalation to contractors working with Group GSA due to the project be delayed by 12 months
- Additional engagement of an arborist to provide further advice to inform the concept plans
- Additional 3D design works to support the concepts plans
- An additional visit to Hamilton outside the original scope of works
- A second detailed cost estimate for the second set of concepts plans

The total of the cost variation received from Group GSA is \$62,800 ex. GST. This amount is outside the amount of contingencies awarded for the project in March 2024, which is why this variation will be presented to the July Council Meeting for approval.

As part of the recommendation, an additional amount of \$25,000 is requested to provide a contingency amount of \$65,000 for the remainder of the project which provides a 10% project budget contingency in line with what Council now awards for all projects when sufficient budget is available for a project.

Both the cost variation and additional contingency for the project are able to be funded through the existing project budget of \$800,000.

### **Financial and Resource Implications**

The cost increase for project variation from Group GSA for the change in the project scope is \$62,800 ex GST which can be funded through the existing project budget of \$800,000 which is funded through the Federal Governments Regional Projects and Precinct Program.

The current contract with Group GSA was awarded for \$600,000 with current expenditure at \$250,000.

### **Council Plan, Community Vision, Strategies and Policies**

#### ***Grow Our Regional Economy***

2.2 Increase our regional profile

2.2.4 Develop strategies that not only attract visitors but encourage them to consider living, learning or investing in the Shire and grow the Visitor Economy.

#### ***Maintain and Renew Our Infrastructure***

3.1 Plan and maintain sustainable assets and infrastructure

3.1.2 Maintain infrastructure to the agreed standard and ensure the principles of sustainability and universal design are considered in the planning and development of infrastructure to support community access and connection meeting the needs of the

communities.

3.1.4 Strategically plan a sustainable long-term capital program with identification of funding and partnership opportunities.

### ***Maintain and Renew Our Infrastructure***

3.2 Safe and well-maintained transport routes and infrastructure for all modes of travel

3.2.3 Provide infrastructure that supports a connected and active community.

### ***Maintain and Renew Our Infrastructure***

3.3 Attractive Council-owned and managed community and open spaces

3.3.2 Increase green infrastructure and canopy cover and consider climate adaptation in our streetscape redevelopments.

## **Legislation**

There are no direct legislative requirements as a result of this report however the Hamilton CBD Revitalisation project will respond to various types of legislation through the various design and construction phases.

## **Gender Equality Act 2020**

Though there are no direct implications for the *Gender Equality Act 2020* currently identified for this project. The officers will continue to ensure this lens is applied to the project as the design proceeds.

## **Risk Management**

There is the potential for significant risks completing a project of this nature however the risk matrix and associated documentation that is proposed as part of this report will look to help manage the risk of retrofitting root barriers to various trees in the Hamilton CBD specific to this stage of the project.

## **Climate Change, Environmental and Sustainability Considerations**

While there is no direct climate change, environmental or sustainability considerations as part of this report, these factors will all play an important part informing future parts of the project such as canopy cover, tree species selection and other parts of the project.

## **Community Engagement, Communication and Consultation**

Extensive consultation and engagement has occurred and will continue to occur throughout the project however no community engagement has been completed as part of this variation to the contract for the project.

## Disclosure of Interests

All Council Officers involved in the development and advice provided in this Report affirm that no general or material interests need to be declared in relation to any matters in this Report.

Rejoice De Vera, Senior Project Manager.

Bill Scott, Manager Project Management Office.

Rory Neeson, Director Wellbeing Planning and Regulation

## RECOMMENDATION

That Council:

1. Approve the fee variation of \$62,800.00 (ex GST) to Group GSA Pty Ltd for Contract 068/23 Hamilton Central Business District Revitalisation; and
2. Approve a contingency fund of \$25,000 (ex. GST).

## 12.3 Procurement Policy Exemption - Library Service Level Agreement

**Directorate:** Chief Executive Office  
**Report Approver:** Tony Doyle, Chief Executive Officer  
**Report Author:** Alison Quade, Manager Communication and Engagement  
**Attachment(s):** Nil

### Executive Summary

This report seeks an Exemption from Procurement Processes, in accordance with Appendix 4 (No.2) of the Procurement Policy, for the provision of library services, via a Service Level Agreement (SLA) with City of Ballarat (CoB) for 2025-2030.

### Discussion

Southern Grampians Shire Council has an existing SLA in place for the provision of library services for 2020-2025 from CoB. This is one of a number of SLA's the Southern Grampians Shire has had with CoB since joining Central Highlands Libraries (CHL) in 2011.

Previously, under Section 186(5)(c) of the *Local Government Act 1989*, the Minister for Local Government had the capacity to approve certain procurements negating the requirements of Section 186 (to seek public tenders beyond procurement thresholds). Council's current and previous SLA's therefore had Ministerial approval for an exemption from procurement requirements.

There is no similar provision in the current *Local Government Act 2020*, rather there is a provision requiring Council to seek collaboration with other Councils for the procurement of goods and services, providing this complies with the Procurement Policy thresholds of each individual Council.

Prior to 2011, Southern Grampians were part of the Central Highlands Regional Library Corporation which ceased to operate at this time. All member Councils from the Corporation (City of Ballarat, Ararat, Central Goldfields, Hepburn, Moorabool, Pyrenees and Southern Grampians) then elected to enter into a shared services agreement as the Central Highlands Library (CHL) group, with CoB acting as lead agency.

The legal mechanism for this collaborative service model is a series of bi-lateral shared service agreements executed between CoB and each of the Councils.

The SLA prescribes governance and management processes, responsibilities of members along with financial arrangements where costs are attributed on a fee-for-service basis. Specific services provided through the shared services model include but are not limited to, a shared library management system; collections; administration and technical services.

**Benefits of the shared services model include:**

- Compliance with Local Government Act 2020 requirement to collaborate with other Councils for procurement of goods and services.
- Efficiency through streamlined operations, reduced infrastructure and resource requirements.
- Collaboration through stronger regional partnerships, shared programming opportunities, sharing of resources and access to professional support.
- Significant improvement in access to resources through pooling of library collections.
- Cost savings through sharing of resources, reduction in duplication of services, outsourcing of specialised services and economy-of-scale when purchasing collection items.
- Capacity to limit or adjust expenditure through adjustments to service provision.
- Outsourcing technical and administration functions allows the library service to focus on programs, events and services which directly support the community.

**Benefits of remaining with CoB for the purposes of a SLA include:**

- Established partnership and understanding of 14 years with all member Council libraries.
- Continuity of library services without disruption.
- Maintenance of established library operations, functions and policies.
- CHL is the largest regional library group ensuring library members of Southern Grampians have access to the largest regional number of collection items.
- Capacity to maintain Southern Grampians identity and locally responsive service levels.
- Access to Public Libraries Victoria memberships which allows library members access to 3,000,000 collection items across Victoria.

**Risks associated with exiting the CHL group:**

Separating from the CHL group would incur significant exit costs for Council, regardless of the new operating model determined. These costs would include the stocktake, rebalancing, re-cataloguing, and rebranding of approximately 20,000 collection items, as well as administrative expenses for establishing a new website, app, and membership card system. Additionally, staff would need to develop entirely new policies, operational procedures, and service standards, requiring extensive time and expertise.

Most certainly, an increase in FTE would be required to not only facilitate a changeover, but to manage a new operating model.

Any arrangement outside of a regionally co-located service would also significantly increase freight costs, with Hamilton currently receiving 45-85 boxes of books each month and sending a similar number.

The loss of local specialised library knowledge from the CHL group presents a further challenge for the library team, along with uncertainties surrounding the ongoing cost, capacity, and effectiveness of alternative service models.



The potential impact on service provision remains unknown, raising concerns about maintaining accessibility and quality for the community.

### Alternative models:

There are only a handful of stand-alone library services left in Victoria due to the expertise required, alongside the substantial space and resources required for purchasing, cataloguing, administration, technical support, system maintenance, and professional representation. Glenelg are one of the only standalone libraries in the region and are significantly limited by collection numbers through this arrangement (see figures below).

Few alternative providers of a shared services model exist within the sector that offer a comparable regional focus, and there are no similar arrangements in proximity to CHL. Given these limitations, a tender process is unlikely to attract viable submissions, making the transition away from CHL a complex and high-risk decision for Council.

### Demonstrating value for money:

CHL is the sixth largest library network in Victoria – all larger services are Metropolitan based. This offers a unique advantage over smaller library networks through borrower access to a much larger collection pool. This is demonstrated below.

<b>Collection Quantity - Total number of collection items</b>	
Central Highlands	330,050
Glenelg	38,628
Corangamite Moyne	73,578
Wimmera	70,238

CHL operate with a 'floating' collection model, meaning that member libraries share their items and move their items around to each other. This effectively means that Hamilton Library borrowers have access to 330,050 (CHL) items, not just the 20,000 items which are normally housed in the Hamilton and Mobile libraries.

This is a significant benefit in terms of community access to high quality collections which are perpetually being refreshed.

The value of the CHL arrangement to our community can also be demonstrated through the quality of the collection.

<b>Collection Quality/Age: % of collection aged less than 5 years old (2023-24)</b>	
Southern Grampians	66.9%
Moyne	55.1%
Corangamite	43.5%
Glenelg	48.5%
Benalla	55.0%
Alpine	54.0%
<b>Similar Council Average</b>	<b>58.6%</b>
<b>All Council Average</b>	<b>61.9%</b>

### Testing the Market:

A comparison with a similar shared service agreement in place for the High-Country Library Network is outlined below. Alpine and Benalla Councils having similar populations to Southern Grampians. Comparison between these agreements indicates that the cost would be very similar, if not the same, through an alternative provider.

High Country Library Network Shared Service Agreement (2023-2026)	Central Highlands Library Network Service Level Agreement (2025-2030)
Using this cost attribution formula per population, would equate to \$188,132 for Southern Grampians.	Proposed cost for 2025-26 of \$188,745 for Southern Grampians

All other CHL member libraries have indicated their preference to continue with the current arrangement and are also currently in the process of seeking a procurement exemption. Hepburn are the exception and are required to go to tender through their procurement policy. This indicates a high level of satisfaction amongst all member libraries with the current arrangements.

### Request for Exemption:

The request for an Exemption from Procurement meets the following criteria:

Procurement Policy Appendix 4.2 - A contract made with, or a purchase from a contract made by, another government entity, government-owned entity or other approved third party (collaborative agreements).

This general exemption allows engagements:

- With another government entity or government owned entity. For example, Federal, State or Local Government or an entity owned by the Federal, State or Local Government; and/or
- In reliance on contracts and arrangements established by another government entity, local authority or local government group purchasing scheme, Municipal Association of Victoria (MAV) or National Procurement network members (e.g. Local Buy), Procurement Australia (PA).

### Financial and Resource Implications

The cost of the SLA is already provided for in the library's operational budget for 2025-26.

The SLA is funded through both Council and State Government contributions.

Funding received from the State Government Public Library Funding Program is allocated toward the cost of the SLA annually (2025-26 funding allocation is \$55,733). Further funding from the State Government Premiers Reading Challenge and the Benson Trust are used annually to subsidise this cost.

The SLA costs over the five-year agreement are as follows:

2025-26	- \$188,745.38
2026-27	- \$193,506.64
2027-28	- \$198,108.40
2028-29	- \$202,795.86
2029-30	- \$207,324.36
<b>Total</b>	<b>\$990,480.64</b>

## **Council Plan, Community Vision, Strategies and Policies**

### ***Support Our Community***

1.1 An empowered and connected community

1.1.1 Facilitate opportunities for people to participate in community life, through volunteering, civic leadership, social programs, to enable inclusion, social connection and wellbeing.

### ***Provide Strong Governance and Leadership***

5.2 Effective advocacy

5.2.1 Continue to explore and participate in regional partnerships.

## **Legislation**

This proposal complies with the Local Government Act 2020 requirement to collaborate with other Councils for procurement of goods and services according to their Council Procurement Policy.

## **Gender Equality Act 2020**

There are no direct gender equality implications in this decision.

## **Risk Management**

While there is a risk in not testing the market to ensure best value, entering another SLA with CoB significantly reduces the risks to quality, efficiency and continuity of service delivery that an alternative model could involve.

There is also a reduced financial risk to Council by entering into another SLA as Council would not incur the significant exit costs associated with leaving CHL group and re-establishing a library service either solely or with another regional body.

## **Climate Change, Environmental and Sustainability Considerations**

No environmental and sustainability considerations identified.

## **Community Engagement, Communication and Consultation**

No community engagement and communication considerations identified.

## Disclosure of Interests

All Council Officers involved in the development and advice provided in this Report affirm that no general or material interests need to be declared in relation to any matters in this Report.

Kelly Pitt-Lancaster, Coordinator Library Service

Alison Quade, Manager Communication and Engagement

## RECOMMENDATION

That Council:

1. Approve an exemption from Procurement Processes, in accordance with Appendix 4 (No.2) of the Procurement Policy, for the provision of library services.
2. Enter a Service Level agreement with the City of Ballarat for 2025-2030 to the total value of \$990,480.64 (excluding GST) for the provision of library services.
3. Authorise the Chief Executive Officer to execute the Service Level Agreement with the City of Ballarat and any other documents required by or to give effect to the terms of the service level agreement on behalf of Council.

## 12.4 Confidential Information Policy

**Directorate:** People and Performance  
**Report Approver:** Darren Barber, Director People and Performance  
**Report Author:** Karly Herring, Governance Coordinator  
**Attachment(s):** 1. Council Policy Confidential Information Policy 2025 [12.4.1 - 6 pages]

### Executive Summary

The purpose of this report is to seek Council resolution to adopt an updated Confidential Information Policy.

The policy has been reviewed and amended to reflect changes to the *Local Government Act 2020*.

### Discussion

The policy aims to provide guidance regarding protecting Council information which is provided to Councillors to assist them in the performance of their role whilst also managing information securely prior to a Council decision being made on a matter.

The Confidential Information Policy was first adopted by Council on 8 September 2010 with subsequent reviews taking place in 2012, 2014, 2020 and 2024.

The policy has been updated to provide a more comprehensive overview of Council's legislative responsibilities in accordance with the *Local Government Act 2020*.

The main changes include:

- Further definitions provided as per changes to the *Local Government Act 2020*.
- Reference to Special Committees has been removed, these do not exist under the new Act.
- General Provisions section has been updated to provide specific guidance around confidential information, Councillors obligations under the model Councillor code of conduct, public transparency principles, public interest and council briefings.
- Includes reference to public transparency principles and importance of balancing these principles with public interest and confidentiality.
- Includes new confidential information provisions under section 125 of the *Local Government Act 2020*.
- Provides specific information regarding why material delivered at Councillor briefings is confidential in nature
- Provides information regarding Councillor's obligations under the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001*.
- Provides definitions regarding internal working documents and the importance of considering these from a freedom of information perspective

## **Financial and Resource Implications**

This report has no direct financial or resource implications.

## **Council Plan, Community Vision, Strategies and Policies**

### ***Provide Strong Governance and Leadership***

5.1 Transparent and accountable governance

5.1.1 Strengthen the governance role of Councillors by informing, resourcing, skilling and supporting the role.

5.1.2 Ensure flexible and transparent decision making through open and accountable governance.

## **Legislation**

The policy meets the requirements of section 125 of the *Local Government Act 2020*.

It outlines the obligations Councillors have with regards to the *Privacy and Data Protection Act 2014*, the *Health Records Act 2001* and consideration from a *Freedom of Information 1982* perspective.

## **Gender Equality Act 2020**

The purpose of the confidential information policy is to provide guidance to Councillors to protect Council information, there are no gender equality implications with regard to this.

## **Risk Management**

Regular review of policies ensures the content is current, meets legislative requirements and is fit for purpose.

More specifically, the Confidential Information Policy specifically ensures public transparency is balanced with public interest and ensures councillors are aware of their responsibilities prior to decisions being made at Council Meetings.

## **Climate Change, Environmental and Sustainability Considerations**

There are no climate change, environmental and sustainability considerations with regard to protecting confidential information.

## **Community Engagement, Communication and Consultation**

The policy will be publicly available on the Council website.

## **Disclosure of Interests**

All Council Officers involved in the development and advice provided in this Report affirm that no general or material interests need to be declared in relation to any matters in this Report.

Karly Herring, Governance Coordinator

<b>RECOMMENDATION</b>
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That Council:

1. Adopt the Confidential Information Policy.
2. Rescind the previous version of the policy.

## 12.5 CEO Employment and Remuneration Policy and Charter Review

<b>Directorate:</b>	People and Performance
<b>Report Approver:</b>	Darren Barber, Director People and Performance
<b>Report Author:</b>	Darren Barber, Director People and Performance
<b>Attachment(s):</b>	<ol style="list-style-type: none"><li>1. Chief Executive Officer Employment and Remuneration Committee Policy [<b>12.5.1</b> - 5 pages]</li><li>2. Southern Grampians Shire Council CEO Employment and Remuneration Committee Charter [<b>12.5.2</b> - 3 pages]</li></ol>

### Executive Summary

The *Local Government Act 2020* requires Council to adopt a Chief Executive Officer (CEO) Employment and Remuneration Policy.

Council resolved to establish a CEO Employment and Remuneration Advisory Committee on 13 March 2019 and last approved the Committee's Policy and Charter on 14 July 2021.

Both the Charter and the Policy have been reviewed and are attached for consideration.

### Discussion

Section 45 of the *Local Government Act 2020* states:

(2) A Chief Executive Officer Employment and Remuneration Policy must:

- (a) Provide for the Council to obtain independent professional advice in relation to the matters dealt with in the Chief Executive Officer Employment and Remuneration Policy; and
- (b) Provide for the following:
  - i. The recruitment and appointment process
  - ii. Provisions to be included in the contract of employment
  - iii. Performance monitoring
  - iv. An annual review process
  - v. Any other matters prescribed by the regulations.

(3) The Council must have regard to:

- (a) Any statement of policy issues by the Government of Victoria which is in force with respect to wages policy (or equivalent).
- (b) Any determination that is currently in effect under section 21 of the Victoria Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019 in relation to remuneration bands for executives employed in public service bodies.

As per the policy, after Council elections, the Committee will be formed for a 1-year term by Council resolution.



The Committee is comprised of:

- The Mayor (chairperson)
- Two councillors

The Committee operates in an advisory capacity, providing recommendations to Council on:

- CEO performance monitoring
- CEO Key Performance Indicators (KPIs)
- CEO annual performance review
- Remuneration of the CEO
- CEO recruitment
- CEO contractual matters

The Policy and Charter have been reviewed with the following changes:

- Include reference to Councillors directing questions relating to policy / committee operations directly to the chair (Mayor). The Mayor will respond within a reasonable timeframe.
- More explicit explanation of roles, inclusion of Manager People and Culture to provide secretariat assistance to the Committee.
- The Charter had no changes other than correct of one typo.

### **Financial and Resource Implications**

The broader CEO Employment and Remuneration Committee has financial considerations with regard to a paid facilitator. This is noted in the annual budget.

### **Council Plan, Community Vision, Strategies and Policies**

#### ***Provide Strong Governance and Leadership***

5.1 Transparent and accountable governance

5.1.1 Strengthen the governance role of Councillors by informing, resourcing, skilling and supporting the role.

5.1.2 Ensure flexible and transparent decision making through open and accountable governance.

### **Legislation**

A CEO Employment and Remuneration Policy is required under section 45 of the *Local Government Act 2020*.

### **Gender Equality Act 2020**

There are no direct Gender Equality implications relating to the Policy and Charter.

### **Risk Management**

Regular review of the policy and charter ensure the documents are fit for purpose, reflect the best practice and encompass any legislative change.

### **Climate Change, Environmental and Sustainability Considerations**

There are no climate change, environmental and sustainability considerations with regard to this policy.

### **Community Engagement, Communication and Consultation**

The policy will be publicly available on the Council website.

### **Disclosure of Interests**

All Council Officers involved in the development and advice provided in this Report affirm that no general or material interests need to be declared in relation to any matters in this Report.

Darren Barber, Director People and Performance

<b>RECOMMENDATION</b>
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That Council adopt the CEO Employment and Remuneration Committee Policy and Charter.

## 12.6 Audit & Risk Committee Meeting Minutes - 2 June 2025

**Directorate:** People and Performance  
**Report Approver:** Darren Barber, Director People and Performance  
**Report Author:** Nadine Rhook, Executive Assistant Director People and Performance  
**Attachment(s):** 1. 02-06-2025- ARC Minutes - Final [12.6.1 - 19 pages]

### Executive Summary

The Minutes from the 2 June 2025 meeting as endorsed by the Audit and Risk Committee (ARC) are presented to Council for adoption.

### Discussion

Under Section 53 of the *Local Government Act 2020* the Council must establish an Audit and Risk Committee, as an Advisory Committee of the Council. This Committee fulfils both a statutory and consultative function. It provides feedback, advice and direction to Council on both Risk and Financial matters in accordance with the committee charter.

Key items discussed are as follows:

- CEO Report Update
- Audit and Risk Committee Self-Assessment
- Audit and Risk Committee Chair Report – Biannual December 2024
- Finance Report of March 2025
- Quarterly Councillor's Expenditure Report
- Draft Budget and Long-Term Financial Plan
- Progress Report on Internal Audit Actions
- Compliance Framework Review and Quarterly Compliance Reporting
- OHS and Risk Management Quarterly Reports
- External Audit – Progress on Current Actions
- Annual VAGO Audit Strategy

### Financial and Resource Implications

Preparation of reports, agenda and minutes of the Audit and Risk Meeting utilises Council resources. Council Officers and Chief Executive Officer attend the Audit and Risk Committee meeting to present reports and provide information to the committee.

Independent members of the Audit and Risk Committee are paid a sitting fee as members of the Committee and internal auditors are engaged to conduct audits in accordance with the endorsed audit schedule throughout the year.

### Council Plan, Community Vision, Strategies and Policies

#### ***Provide Strong Governance and Leadership***

- 5.1 Transparent and accountable governance
  - 5.1.1 Strengthen the governance role of Councillors by informing, resourcing, skilling and supporting the role.

***Provide Strong Governance and Leadership***

5.3 Committed and skilled staff

5.3.1 Encourage an organisation that values equality, diversity, workplace health, safety and wellbeing.

**Legislation**

The Audit and Risk Committee is established in accordance with the *Local Government Act 2020* (Section 53).

**Gender Equality Act 2020**

There are no *Gender Equality Act 2020* implications through the noting of the Audit and Risk Committee minutes.

**Risk Management**

The Audit and Risk Committee has clear function in review of Councils Risks as per the Committee Charter.

**Climate Change, Environmental and Sustainability Considerations**

Whilst there is no direct implication in this category associated with the report, it should be noted that Council and the committee are committed to producing documentation and data through systems that have the least impact on the environment. Agendas, reports and minutes are produced electronically and distributed via email. Presenters are encouraged to attend meetings virtually to reduce the need for travel.

**Community Engagement, Communication and Consultation**

Changes in membership will be communicated to the relevant stakeholders when a change in membership has occurred.

**Disclosure of Interests**

All Council Officers involved in the development and advice provided in this Report affirm that no general or material interests need to be declared in relation to any matters in this Report.

Darren Barber, Director People and Performance

Nadine Rhook, Executive Assistant Director People and Performance

**RECOMMENDATION**

That Council note the Minutes for the Audit and Risk Committee Meeting held on 2 June 2025.

## 13 Notices of Motion

There are no Notices of Motion listed on tonight's agenda.

## 14 Urgent Business

There is no Urgent Business listed on tonight's agenda.

## 15 Mayor, Councillors and Delegate Reports

Address from the Mayor and Councillors in relation to matters of civic leadership and community representation, including acknowledgement of community groups and individuals, information arising from internal Committees and delegates committees, advocacy on behalf of constituents and other topics of significance.

## 16 Confidential Reports

There are no Confidential Matters listed on tonight's agenda.



## 17 Close of Meeting

This concludes the business of the meeting.