

SOUTHERN GRAMPIANS SHIRE COUNCIL

**Council Meeting Agenda
Wednesday 10 September 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
Mr Rory Neeson, Director Wellbeing, Planning and Regulation
Mr Juan Donis, Acting Director Infrastructure and Sustainability
Ms 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 Gunditjmarra, 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 Calvano 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

RECOMMENDATION

That the Minutes of the Council Meeting held on 13 August 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.

8.1 Tamasin Ramsay

Q1: We run Billawin, a conservation farm in Victoria Valley, and have just signed the Deed for a Trust for Nature Covenant on our property. This Covenant protects the ecology of that land in perpetuity, helping prevent further fragmentation of the landscape, while also providing health and wellbeing benefits for humans and non-humans alike. Across Victoria, many regional councils recognise the value that Covenant holders contribute to biodiversity and community wellbeing by offering rate rebates or discounts. For example, Greater Bendigo provides a one-off \$25 per hectare payment plus a 100% annual rebate, Macedon Ranges Shire waives rates on covenanted land entirely, Mount Alexander Shire offers a 100% rebate, Mornington Peninsula Shire provides a 65% ongoing discount, Moyne Shire grants \$20 per hectare annually (capped at \$1,000), and Wellington Shire \$15 per hectare annually (minimum \$100, capped at the general rate).

My question is: will our Council introduce a similar rebate or rate relief scheme for Trust for Nature covenant holders in this municipality?

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:

- Briefing Session - 6 August 2025
- Briefing Session – 13 August 2025
- Briefing Session - 27 August 2025

This agenda was prepared on 3 August 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:	Briefing Session - 6 August 2025
Date:	6 August 2025
Location:	MJ Hynes Auditorium
Councillors in Attendance:	Cr Barber Cr Calvano Cr Campbell 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 Joshua White, Gallery Director Juan Donis, Manager Waste and Sustainability Alison Quade, Manager Communications and Engagement

The Informal Meeting commenced at 11:00am.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Design Brief for Hamilton Library, Community Hub and Civic Square	Nil
2	Detailed Design Appointment – Architect of Hamilton Gallery	Nil
3	First Peoples Assembly of Victoria	Nil
4	Kerbside Contract Extension	Nil
5	Telstra Briefing	Nil
6	Western District Chamber	Nil
7	CBD Streetscape Project Advisory Group	Nil

The Informal Meeting concluded at 5:00pm.

Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Briefing Session - 13 August 2025
Date:	13 August 2025
Location:	MJ Hynes Auditorium
Councillors in Attendance:	Cr Barber Cr Calvano Cr Campbell Cr Henry Cr Heslin Cr Manning Cr Rainsford
Council Staff in Attendance:	Tony Doyle, Chief Executive Officer Darren Barber, Director People and Performance Rory Neeson, Director Wellbeing, Planning and Regulation Juan Donis, Acting Director Infrastructure and Sustainability

The Informal Meeting commenced at 1:30pm.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Councillor Only Meeting	Nil
2	Wannon Water Presentation	Nil
3	Aerodrome Strategic Direction	Nil

The Informal Meeting concluded at 5:00pm.

Informal Meeting of Councillors

ASSEMBLY DETAILS	
Title:	Briefing Session - 27 August 2025
Date:	27 August 2025
Location:	MJ Hynes Auditorium
Councillors in Attendance:	Cr Barber Cr Calvano Cr Campbell Cr Heslin Cr Manning Cr Rainsford
Council Staff in Attendance:	Tony Doyle, Chief Executive Officer Darren Barber, Director People and Performance Rory Neeson, Director Wellbeing, Planning and Regulation Juan Donis, Acting Director Infrastructure and Sustainability Alison Quade, Manager Communication and Engagement Kelly Pitt-Lancaster, Senior Library Coordinator Daryl Adamson, Manager Shire Strategy and Regulation Anita Collingwood, Planning Coordinator Laura Redgrave, Business Facilitation Officer Nick Templeton, Head of Finance Susannah Milne, Manager Community Wellbeing Roger Rook, Recreation Services Coordinator

The Informal Meeting commenced at 10:30am.

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	New Hamilton Library	Nil
2	Community Partnership Grants – Round One	Nil
3	Coleraine and Cavendish Structure Plans – Draft Report	Nil
4	Development Plan – 356 Beveridges Road Hamilton	Cr Henry - general
5	Business Façade Program	Nil
6	Grampians Wimmera Mallee Tourism	Nil
7	Carry Forwards	Nil
8	Hamilton Showgrounds Governance	Nil
9	Regional Arts Victoria	Nil
10	Annual Plan End of Year Report	Nil

The Informal Meeting concluded at 5:00pm.

12 Management Reports

12.1 Business Facade Improvement Program

Directorate: Wellbeing, Planning and Regulation
Report Approver: Daryl Adamson, Manager Strategy and Regulation
Rory Neeson, Director Wellbeing, Planning and Regulation
Report Author: Laura Redgrave, Business Facilitation Officer
Attachment(s): 1. 2025 Business Facade Improvement Program (1) [12.1.1 - 1 page]

Executive Summary

Council endorsed the commencement of the Business Facade Improvement Program (BFIP) at its June 2024 Meeting, adopting the BFIP Policy to guide its implementation. As a pilot initiative, the program successfully met its objectives, generating strong engagement from business owners and commercial property investors across the Shire.

Building on this success, the BFIP was relaunched for a second year, with the aim of encouraging businesses and property owners to undertake facade improvements that enhance the visual appeal and accessibility of commercial buildings. The program offers grants of up to \$3,000 per applicant, contingent on matching funding on a \$1:\$1 basis. Council increased its total funding allocation to \$75,000 for the 2025 round, up from \$50,000 in the inaugural year.

Eligible works include painting, cleaning, signage installation, lighting upgrades, building repairs, and entrance improvements that support universal access. The initiative aligns with key priorities identified in the Small Towns Strategy, particularly the need to address the deteriorating condition of buildings in townships. It also complements ongoing CBD renewal and streetscape works in Hamilton.

To promote the program, Council delivered targeted outreach through the Community Grants Roadshow, with the Business Facilitation Officer providing on-site support to potential applicants across small townships.

Following budget endorsement in June 2025, grant applications were accepted between 16 June and 31 July. The program received 25 applications, with one subsequently withdrawn due to property divestment. Applications were submitted from Balmoral, Coleraine, and Hamilton.

This report recommends that the Council note the 24 successful grant applications funded within the \$75,000 budget allocation. These grants will support a total of \$151,254 in facade improvement works, with \$58,978 in Council funding approved.

Discussion

The BFIP aims to have businesses throughout the Shire complete facade improvements to their buildings in the CBD, or main streets of the 10 towns in the Shire.

Businesses were able to apply on a \$1:\$1 basis to complete improvements to their facades, with the total amount capped at \$3,000 (exc. GST) per business.

To apply for funding, as part of the BFIP, businesses were required to meet with the Business Facilitation Officer, complete a grant application form and provide all required documentation. Significant assistance was provided to the business community to ensure inclusion in the grant program.

Council will further assist by waiving planning fees on approved grants; however any relevant building permit fees will still apply. Buildings within the Shire's heritage areas will need to comply with relevant guidelines with advice provided to all applicants by Council's Heritage Advisor during the planning process.

If new signage is proposed to be completed as part of an application, a design proposal will need to be submitted to the Council as part of the application process and approved through the planning permit process prior to the works commencing.

Once notified, the successful applicants will be assisted to apply for planning permits where required. Businesses will then have until the end of May 2026 to complete all proposed works. The acquittal process will require submission of all associated documentation including invoices and photographic proof of works, so that Council can reimburse the agreed expenses. All claims must be submitted by the end of May 2026 so that the grant can be acquitted in the current financial year.

To process the applications for the BFIP an independent grant assessment panel, consisting of three Council officers was established. Each application was assessed using best practice granting principles including no prior discussion of applications, individual assessment and aggregated results to produce an overall percentage and final ranking.

Particular consideration was given to the applications being complete (all documentation provided including consent from the building owner), together with the overall type of works (building improvements being seen as more desirable than simple signage replacement).

Visibility of the facade within the streetscape for the benefit of all the community members was also highly valued. In addition, inclusion through improved accessibility for all abilities and safety measures rated highly.

The panel met at the end of the assessment process to discuss the findings and reconcile the decisions. The panel was united in the decisions and made note that future correspondence to successful applicants must stipulate that the awarding is subject to planning approval being received for any relevant applications.

All grant applications approved scored 64% or above with the range inclusive of 98%, eight applications scored over 80%.

Financial and Resource Implications

Council approved \$75,000 for implementation of the BFIP as part of the 2025-2026 annual Council budget. Fees associated with planning permits will also be waived by Council at an approximate cost of \$15,000.

Of the 24 applications received, the total amount requested was \$58,978 sitting within the budgeted allocation of \$75,000. The total value of the project works is \$151,254.

Council Plan, Community Vision, Strategies and Policies

Grow Our Regional Economy

2.4 Support local business and industry

2.4.2 Support and facilitate business development and growth initiatives.

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.

Legislation

SGSC Business Façade Improvement Program Policy

Planning and Environment Act 1987

Building Act 1993

Southern Grampians Planning Scheme

Heritage Act 2017

Gender Equality Act 2020

There are no Gender Equality Act implications as part of this program.

Risk Management

To help mitigate potential risks for Council offering this grant program, the funding that will be made available will be provided to applicants following the conclusion of the works and once the acquittal process has been completed.

Climate Change, Environmental and Sustainability Considerations

Any climate change, environmental or sustainability considerations will be managed through the grant application process or the planning permit process.

Community Engagement, Communication and Consultation

The program was widely publicised to ensure reach across the Shire. Face to face meetings, newspaper advertisements, social media, radio and telephone consultations provided the greatest variety of awareness mediums for the program and ensured community members had access to the grant application process. It is intended that promotion of successful applicants will occur following the Council Meeting.

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.

Laura Redgrave, Business Facilitation Officer
Daryl Adamson, Manager Shire Strategy and Regulation
Rory Neeson, Director Wellbeing, Planning and Regulation

RECOMMENDATIONS

That Council notes \$58,978.00 (excluding GST) of Business Façade Improvement Program Grants will be approved under delegation.

12.2 Draft Coleraine and Cavendish Structure Plans

Directorate:	Wellbeing, Planning and Regulation
Report Approver:	Rory Neeson, Director Wellbeing, Planning and Regulation
Report Author:	Daryl Adamson, Manager Shire Strategy and Regulation
Attachment(s):	<ol style="list-style-type: none"> Appendix A - Cavendish Structure Plan - Draft, August 2025 [12.2.1 - 51 pages] Appendix A - Coleraine Structure Plan - Draft, August 2025 [12.2.2 - 56 pages] Appendix B - Cavendish Background Report, July 2025 [12.2.3 - 36 pages] Appendix B - Coleraine Background Report, July 2025 [12.2.4 - 43 pages] Appendix C - Cavendish Engagement Summary Place Vision 2.0 [12.2.5 - 43 pages] Appendix C - Coleraine Engagement Summary Place Vision 2.0 [12.2.6 - 44 pages] Appendix D - Residential Land Supply Assessment, July 2025 [12.2.7 - 87 pages] Appendix E - Strategic Bushfire Assessment - Cavendish, December 2024 [12.2.8 - 26 pages] Appendix E - Strategic Bushfire Assessment - Coleraine, December 2024 [12.2.9 - 28 pages]

Executive Summary

Southern Grampians Shire Council is preparing Structure Plans for Cavendish and Coleraine as part of its broader commitment to the future of small towns. These plans build on the Small-Town Strategy and provide a clear, place-based framework to guide future land use, infrastructure investment, environmental resilience, and community development.

Community engagement has been central to the development of the draft plans, with over 100 participants contributing to workshops and place-based activities in March and April 2025. The resulting Place Vision and Action Plans have directly informed the draft Structure Plans, capturing a strong, locally driven vision for each township.

Key directions across both plans include:

- Defining clear township settlement boundaries to guide sustainable growth and infrastructure planning.
- Supporting modest infill housing that aligns with township character and aging-in-place needs.
- Revitalising main streets through greening, activation, and public realm improvements.
- Strengthening walking and cycling links and celebrating local stories through placemaking.
- Managing bushfire and flood risks and protecting environmental assets.
- Aligning zoning with land use and character, including rezoning to the Neighbourhood Residential Zone in Coleraine.

The draft Structure Plans are presented to Council for endorsement for public exhibition. Community consultation will take place in September – October 2025, with final plans expected to return to Council for consideration of adoption later in 2025.

Discussion

Council is undertaking a structure planning process for the townships of Cavendish and Coleraine as part of its broader commitment to strengthening the future of small towns across the region. Recognising the unique identity, values, and potential of these communities, Council has prioritised the development of clear, strategic frameworks that provide confidence for residents, landowners, and investors alike.

The draft Structure Plans for Cavendish and Coleraine build upon the foundations established by the Small Towns Strategy (Southern Grampians Shire Council, 2024), which identified the need for long-term planning responses to support the liveability, resilience, and economic sustainability of the Shire's smaller townships. These new plans translate that strategic direction into a place-based framework specific to each community - highlighting opportunities for growth, protecting local character and landscape values, and guiding infrastructure and service delivery into the future.

Each structure plan is a 20-year strategic document, looking ahead to 2045, and designed to be flexible and adaptive to emerging needs. The plans provide clear direction for land use, community infrastructure, environment and resilience, housing, tourism, and economic development. They are intended to guide not only statutory planning decisions but also investment priorities, partnerships, and community-led initiatives.

To deliver this important work, Council engaged Warrnambool-based MPAA Studio, a multidisciplinary planning and design consultancy, to prepare the Structure Plans. MPAA Studio collaborated with Village Well, one of Australia's leading placemaking firms, renowned for their creative and community-centred engagement processes. Their combined expertise has ensured that the process has been grounded in best-practice planning, and informed by local knowledge, values, and aspirations.

The draft structure plans include the following high-level recommendations:

- **Define a clear settlement boundary** for each township to guide sustainable growth and infrastructure planning.
- **Support modest, well-located residential growth**, primarily through infill development that responds to community character and infrastructure capacity.
- **Revitalise town centres** through place activation, greening, facade improvements, and support for local business.
- **Protect key environmental features**, including river corridors and Red Gum landscapes, with clear guidelines for managing interface areas and mitigating bushfire and flood risks.
- **Enhance walking and cycling connections**, improve access to public spaces, and support ageing-in-place through accessible infrastructure and diverse housing options.

- **Celebrate cultural identity and local heritage**, including First Nations knowledge and stories, by embedding them in public realm improvements and future development.

These plans are not just documents for Council - they are intended to be shared roadmaps for the community, developed with local input and designed to be implemented collaboratively by Council, residents, community groups, and regional stakeholders. They provide the spatial and strategic foundation for ensuring Cavendish and Coleraine remain vibrant, connected, and thriving communities well into the future.

Community Engagement

Community engagement has been central to the development of both the draft Cavendish and Coleraine Structure Plans. In March and April 2025, more than 100 community members across the two townships participated in a series of workshops, one-on-one conversations and place-based observation walks held over three days of engagement.

The engagement process was led by Village Well. The sessions were designed to be inclusive, accessible, and creative, providing multiple ways for residents to share their ideas, hopes, concerns, and local knowledge. The goal was to co-create a vision that reflected the identity and aspirations of each town, with the community taking an active role in shaping both the vision and future directions.

The findings from this engagement are captured in the **Place Vision** and **Action Plan** for each township, which have become a foundational component of the draft Structure Plans.

Cavendish

In Cavendish, the community spoke of a desire to retain the township's quiet charm, sense of pride, and strong connection to nature. The Place Vision for Cavendish centres around the following key themes:

- **Community building community** - fostering deeper social connections through shared spaces, events, and inclusive infrastructure.
- **Healthy ageing in place for all** - enabling older residents to remain in town through appropriate housing and mobility improvements.
- **Celebrating rural living** - embracing Cavendish's pastoral landscape, River Red Gums, and rural heritage.
- **Naturally open, joyfully safe** - ensuring open spaces are welcoming, accessible, and designed to bring joy while remaining safe and resilient.

Big-picture ideas emerging from the community included new walking and cycling trails, support for small-scale nature-based tourism, and improved community gathering spaces. A key proposal is the long-term recommendation to create a new Red Gum Centre - a multipurpose hub to celebrate Cavendish's stories, landscape, and identity. Envisioned as both a meeting place and tourism drawcard, the centre could host events, exhibitions, and visitor experiences. The Place Vision also highlighted the need to protect key environmental

assets such as the Wannon River and Red Gum landscapes, and to integrate bushfire and flood resilience into future planning.

Coleraine

In Coleraine, the engagement revealed a collective ambition to “re-spark life in the town we love.” The Place Vision recognises Coleraine’s rich cultural and environmental heritage, as well as the opportunity to build on its role as a regional service centre by embracing tourism, creative activation, and place-based experiences. Core themes include:

- **A garland of gum leaves** - a connected string of special places, including the Arboretum and Bryan Creek, envisioned as a walkable sequence that celebrates Coleraine’s natural beauty and forms the basis for its future identity.
- **Many hands, one town** - reinforcing the importance of community collaboration and pride of place.
- **Re-sparking life in the town we love** - a call to re-energise the town through revitalisation of the main street, beautification projects, youth-friendly spaces, and renewed community pride.
- **Celebrating our stories** - highlighting local heritage and First Nations narratives as central to the town’s ongoing identity.

Key action areas identified through the engagement process include revitalisation of the main street, improved gateways and signage, investment in spaces and activities for young people, enhancement of water resilience infrastructure, such as levees, and better walking and cycling links - particularly between the town centre and the Peter Francis Points Arboretum.

In both towns, the Place Vision reports contain a mix of:

- **Small Wins**: simple, achievable projects that build momentum and trust,
- **Wow Factor** ideas: creative interventions to enhance community pride, and
- **Big Moves**: transformative actions with long-term impact.

These Place Vision and Action Plans have directly informed the objectives, strategies, and spatial frameworks of the Draft Structure Plans. They ensure that the plans are not just technical documents, but expressions of community identity - shaped by the people who call Cavendish and Coleraine home.

Draft Visions

A draft vision has been developed for both Cavendish and Coleraine, reflecting what communities value most and their aspirations for the future. These visions are supported by a series of initiatives and actions ranging from community-led projects to infrastructure improvements and place activation ideas. The Place Vision and Action Plans prepared by Village Well articulate these directions in a clear and compelling way, designed to inspire local ownership and momentum.

Cavendish Vision - A town with a big heart

"A connected and resilient community nestled in a rural riverside landscape, where locals of all ages feel safe, supported and proud to call Cavendish home. A place where nature, stories and rural living are celebrated, and where visitors are welcomed into the rhythm of small-town life."

Coleraine Vision - Where time slows and life grows

"A proud and welcoming rural township framed by hills, trees and stories. A place of resilience, colour and connection. A town that works together to celebrate its environment, history and people - and share this with visitors and future generations."

Draft Structure Plan – Cavendish

The Cavendish Structure Plan sets out a clear spatial framework to guide the township's growth and development over the next 20 years. It reflects the community's values and aspirations and responds directly to what was heard through engagement - particularly the importance of protecting Cavendish's unique character, supporting modest and sustainable growth, and enhancing liveability for all ages.

Key directions include:

- **Settlement Boundary and Growth Management**

A clear township settlement boundary has been identified as a central recommendation of the Structure Plan - specifically, the reinstatement of Cavendish's 'original' settlement boundary. This was one of the most consistent and strongly expressed messages from the community. Residents clearly articulated a desire to contain future growth within the traditional township footprint, in order to protect surrounding rural landscapes, maintain the township's character, and avoid ad hoc or fragmented development at the edges.

The boundary focuses new residential development on infill opportunities within the existing township footprint, with careful consideration of bushfire risk, access, and infrastructure.

- **Walking Connections and Public Realm**

The plan supports improved walkability throughout the town, including new paths and connections to key destinations such as the Wannon River, Recreation Reserve, and potential regional trails. Enhancements to public spaces and streetscapes aim to encourage social connection, safety, and everyday enjoyment of Cavendish's natural setting.

- **Tourism and Economic Development**

The Structure Plan supports small-scale, place-based tourism that builds on Cavendish's landscape, history, and quiet charm. A long-term opportunity identified

through community feedback is the creation of a Red Gum Centre - a new multipurpose hub celebrating local stories, environment, and rural identity, offering space for events, exhibitions, and visitor experiences.

- **Housing and Community Needs**

Future residential growth is expected to be modest. The plan encourages a mix of low-density and accessible housing options, particularly to support older residents to remain in the community as their needs change.

- **Environmental Resilience**

The plan integrates strategies to manage bushfire and flood risks, directing growth away from high-risk areas and supporting vegetation management, defensible space, and safe evacuation access. Resilience to climate change and natural hazards is a guiding principle across all planning directions.

- **Zoning and Land Use Alignment**

The Structure Plan recommends a small number of zoning corrections to align planning controls with existing land use. These changes address anomalies - such as residentially developed land currently zoned Farming - and aim to ensure greater clarity and consistency in future planning decisions. No significant rezoning for growth is proposed, consistent with the plan's focus on containing development within the existing township boundary.

Draft Structure Plan – Coleraine

Like the Cavendish Plan, the Coleraine Structure Plan establishes a 20-year vision and spatial framework to guide the township's growth, revitalisation, and long-term sustainability.

It directly reflects community feedback and builds on Coleraine's existing role as a regional service centre, while identifying new opportunities for place activation, environmental resilience, and diverse housing to meet the needs of a changing population.

Key directions include:

- **Town Centre and Main Street Revitalisation**

The Structure Plan identifies opportunities to strengthen the town centre as the civic, retail, and social heart of Coleraine. Strategies include facade improvements, public realm upgrades, greening, and activation of underutilised sites. Community feedback consistently highlighted the importance of "bringing life back to the main street," especially through projects that support young people, local businesses, and creative expression.

- **Walking Connections and Green Infrastructure**

The plan proposes an expanded network of walking and cycling connections, including links between the town centre, the Peter Francis Points Arboretum, Bryan Creek corridor, the railway reserve, and key recreation spaces. These connections align with the “garland of gum leaves” concept - a walkable string of natural and cultural places that support health, tourism, and local pride. The plan also encourages street tree planting and improved pedestrian amenity throughout the township.

- **Housing Diversity and Infill Growth**

Modest residential growth is supported within the existing township boundary, with a focus on infill development and better use of underutilised land. The plan encourages greater housing diversity to meet the needs of downsizers, singles, and older residents - with a particular emphasis on ageing in place.

In addition to small-scale infill, the Structure Plan identifies several long-term redevelopment sites for future investigation, including surplus public land and larger underutilised parcels. These sites represent a longer-term opportunity to support sustainable growth, subject to further planning and infrastructure assessment. Importantly, no expansion of the township boundary is proposed, consistent with the plan’s emphasis on consolidation, resilience, and revitalisation.

- **Environmental Resilience and Flood Management**

The Structure Plan integrates flood risk planning through land use direction and infrastructure coordination, particularly in areas adjacent to Bryan Creek. The proposed levee is acknowledged as a critical asset and part of the town’s broader resilience strategy. Bushfire planning considerations also inform the town’s settlement boundary and growth directions.

- **Town Gateways and Identity**

The plan recommends improvements to Coleraine’s township entrances, including signage, landscaping, and visual cues that reinforce Coleraine’s identity and welcome visitors. These upgrades are supported by a broader vision to celebrate stories - from First Nations heritage to rural history - through wayfinding, storytelling, and public art.

- **Zoning Refinements**

The Draft Structure Plan recommends a series of targeted zoning adjustments to address planning anomalies and ensure zoning aligns with existing land use and future aspirations. A key recommendation is to rezone residential areas, currently zoned General Residential Zone (GRZ) to the Neighbourhood Residential Zone (NRZ).

The NRZ is considered a better fit than the GRZ in this context because:

- Coleraine's residential character is low-density and spacious, with detached dwellings on large lots, and little demand for medium density development.
- The GRZ anticipates more intensive forms of housing, such as townhouses or unit developments, which are unlikely to align with community expectations or the character of the township.
- The NRZ provides a stronger framework to manage infill sensitively, protecting the established character while still allowing for modest, well-considered residential growth.

Additional minor zoning corrections are proposed for areas of public land and commercial activity where the current zoning does not match actual or intended use. No expansion of the township boundary is proposed by way of rezoning, which is consistent with the plan's emphasis on consolidation, resilience, and revitalisation of the township.

Financial and Resource Implications

The preparation of the Cavendish and Coleraine Structure Plans has been funded within Council's existing operational budget. There are no additional financial implications associated with endorsing the draft plans for public exhibition. Any future actions arising from the implementation of the final Structure Plans will be subject to separate budget considerations and Council approval.

Council Plan, Community Vision, Strategies and Policies

Support Our Community

1.3 Grow a diverse and inclusive community

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

Grow Our Regional Economy

2.1 Drive economic growth

2.1.2 Advocate for long-term population growth, a skilled labour force and support emerging growth sectors.

Grow Our Regional Economy

2.2 Increase our regional profile

2.2.1 Leverage the Shire's strategic advantages in health, education, leisure and cultural activities as a means to increase the region's profile and stimulate economic and population growth.

2.2.3 Ensure clear and accurate wayfinding for our region including traditional ownership recognition to improve the visitor experience.

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.

Maintain and Renew Our Infrastructure

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

3.2.1 Continue to advocate for improved transport services and connections through funding and partnerships with relevant agencies.

Maintain and Renew Our Infrastructure

3.3 Attractive Council-owned and managed community and open spaces

3.3.3 Improve and provide opportunities for shared community spaces.

Protect Our Natural Environment

4.2 Balance environmental protection with Council's support for growth

4.2.3 Identify and manage via the Planning Scheme, significant landscapes, key biodiversity assets and contaminated land.

Protect Our Natural Environment

4.4 Mitigate against and adapt to climate change

4.4.3 Plan for climate resilience in Council and community infrastructure.

Provide Strong Governance and Leadership

5.1 Transparent and accountable governance

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

Provide Strong Governance and Leadership

5.2 Effective advocacy

5.2.2 Advocate on behalf of the community in line with identified and agreed priorities.

Legislation

The draft Structure Plans have been prepared in accordance with the *Planning and Environment Act 1987*, which provides the statutory framework for land use planning in Victoria. The plans are intended to inform future amendments to the Southern Grampians Planning Scheme and are guided by the Victoria Planning Provisions. The development of the plans also aligns with Council's responsibilities under the *Local Government Act 2020*, particularly with respect to strategic planning, financial sustainability, and community engagement. Environmental considerations, including climate resilience and hazard mitigation, have been informed by the *Climate Change Act 2017*.

Gender Equality Act 2020

There are no direct implications under the *Gender Equality Act 2020* in progressing the Structure Plans for community consultation.

Risk Management

The development of the Cavendish and Coleraine Structure Plans does not present any immediate risks to Council. The project is being delivered within approved timelines and budget, with appropriate project management oversight in place. Risks associated with future implementation - such as development pressure, infrastructure constraints, and natural hazards - are addressed through clear policy direction within the draft plans, including defined settlement boundaries and strategies to manage bushfire and flood risk.

Climate Change, Environmental and Sustainability Considerations

Both structure plans include a strong focus on environmental resilience and sustainability. Key strategies include directing development away from high-risk bushfire and flood-prone areas, encouraging sustainable land use patterns, and protecting environmental assets such as the Wannon River corridor, Bryan Creek, and Red Gum landscapes. Greening initiatives, improved walkability, and climate-adapted infrastructure are embedded within the plans to support long-term resilience in the face of climate change.

Community Engagement, Communication and Consultation

Community engagement has been central to the development of the draft structure plans. Over 100 residents participated in workshops and place-based engagement activities in March and April 2025. This process was led by placemaking consultancy Village Well and designed to be inclusive, creative, and locally responsive. The outcomes are captured in the Place Vision and Action Plans, which form the foundation of the draft Structure Plans and ensure that the plans reflect local values, identity, and aspirations. Further community consultation is planned during the formal public exhibition phase.

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.

Rory Neeson, Director Wellbeing Planning and Regulation
Daryl Adamson, Manager Shire Strategy and Regulation
Anita Collingwood, Planning Coordinator

RECOMMENDATIONS

That Council:

1. Endorse the draft Structure Plans for formal public exhibition for a minimum period of 28 days. During this exhibition phase, residents, landowners, and key stakeholders will be invited to review the proposed directions and actions and provide feedback.
2. Consider all submissions and feedback following the exhibition period. The plans will be refined to reflect community insights, stakeholder priorities, and any necessary technical adjustments during September-October 2025.
3. Prepare a final report incorporating the revised Structure Plans, informed by community and stakeholder feedback received during the exhibition period. The report will include a written summary of engagement outcomes and be presented to Council for consideration of adoption at a future Council meeting.

12.3 Development Plan 356 Beveridges Road Hamilton

Directorate:	Wellbeing, Planning and Regulation
Report Approver:	Daryl Adamson, Manager Strategy and Regulation Rory Neeson, Director Wellbeing, Planning and Regulation
Report Author:	Rhys Oatley, Senior Statutory Planner
Attachment(s):	1. Proposed Alternative Development Plan Documents [12.3.1 - 16 pages] 2. Subdivision Application Documents - Information Only [12.3.2 - 64 pages] 3. Hensley Park Road Residential Precinct Masterplan 2011 [12.3.3 - 28 pages]

Executive Summary

An alternative development plan has been submitted to Council for adoption under Clause 43.04 of the Southern Grampians Planning Scheme and will be presented to Council at the 10 September 2025 Council Meeting.

The alternative development plan is proposed for a portion of land within the Hensley Park Road Residential Precinct Plan, 2011 (Masterplan) and affected by Development Plan Overlay Schedule 8 (DPO8). The proposed alternative development plan seeks to remove one of two proposed access roads running north-south between Beveridges Road and E Gibbons Road and subsequently adjust the future lot layouts within this area.

Planning permit application TP-16-2025 was lodged on 18 February 2025 seeking approval of a three (3) lot subdivision of land known as 356 Beveridges Road, Hamilton. Assessment against the approved Development Plan (Masterplan) determined that the proposal does not accord with the Development Plan. The Applicant therefore seeks approval of an alternative development plan to facilitate the assessment and approval of subdivision application TP-16-2025.

The proposed alternative development plan has been referred to external authorities and internally to Council's Engineering Department as part of the overall subdivision application assessment.

Public notice of the proposed alternative development plan has been given to surrounding landowners and occupiers. No objections have been received in relation to the proposal.

The proposed alternative development plan has been assessed against the Masterplan and Objectives of DPO8 and is consistent with the objectives of these overarching documents.

The application is presented to Council with a recommendation for adoption of the proposed alternative development plan.

Discussion

The application proposes to supersede part of the existing approved development plan, within the area bound by Beveridges Road, Hensley Park Road, E Gibbons Road and Kinnanes Road (see Figures 1 and 2 below).



Figure 1: Existing approved development plan, with area affected by this application shown circled in red.



Figure 2: Proposed alternative development plan.

The existing plan includes two (2) proposed level 1 access roads connecting Beveridges Road with E Gibbons Road. The plan indicates a yield of up to 49 lots with the approved lot and road layout.

The alternative layout proposes to remove the eastern-most proposed road and thereby reduce the overall lot yield to 43 lots. Proposed lot sizes remain consistent with the lot format and typology of the existing development plan, maintaining a low density residential precinct.

The land is affected by the Development Plan Overlay. Schedule 8 of the Development Plan Overlay provides the following objectives:

- To ensure the co-ordinated and sequential development of land in order to provide for the immediate and long term residential requirements of Hamilton.
- To require development to respond to the existing topography and natural assets of the precinct.
- To implement the Hensley Park Road Residential Precinct Masterplan, 2011.

The proposed alternative development plan continues to meet these objectives, as summarised below:

In order to accommodate demand for 'rural' living, the plan identifies the northern part of the precinct as the primary location for growth in 'low density' living. This area of the precinct has been identified for its current low density neighbourhood character, which continues to persist today.

The Masterplan seeks to achieve variation in lot sizes, with larger sized lots of at least one hectare located within this part of the precinct. This is reflective of the land zoning which has been implemented in response to the adoption of the Masterplan. Strategic directions for this

part of the precinct include minimising extensive through roads and the use of battleaxe layouts.

The proposed alternative development plan allows for a simplified road layout pattern, which maintains the intent of the Masterplan, providing low density lots, for battleaxe lots where required, and minimising the need for through roads, in line with the objectives of DPO8 and the Masterplan.

Approval of the proposed alternative development plan would not supersede the Masterplan in its entirety but act as a supplementary plan for the affected land. The Masterplan would continue to have effect and be enforceable under the Planning Scheme and *Planning and Environment Act 1987* for the remaining land.

Constraints in achieving the existing plan.

The existing development plan relies heavily on the joint coordination of a number of individual land holders to achieve the current desired outcome. The proposed road to be removed currently traverses two separately owned parcels of land (see Figure 3 below) and is designed to service future lots on both sides of the road. The lots abutting the eastern side of the road known as 356, 360 and 364 Beveridges Road have already been subdivided in a format that differs from the approved development Plan (this is interrogated further below). This eliminates these lots from benefiting from access from the proposed road and significantly reduces the overall value and benefit of the road. Requiring this road to be constructed by the applicant in accordance with the plan will only result in the servicing of two newly created lots. Furthermore, there is no guarantee that the lot to the south, responsible for developing the remaining half of the road, will propose further development, potentially resulting in a semi-completed outcome.



Figure 3: Proposed alternative development plan, overlaid with different colours indicating separate ownerships of lots.

Subdivision of 356, 360 and 364 Beveridges Road

Planning permit application TP-113-2006 was lodged on 26 July 2006 for a three-lot subdivision. At this time, it was determined that no development plan had been prepared for the area and the application was put on hold.

A development plan was subsequently prepared and adopted under the Development Plan Overlay (then mapped as DPO3). It was determined that the subdivision was consistent with this plan, and Planning permit TP-113-2006 was subsequently issued on 2 May 2007 for the proposed three-lot subdivision.

This sequence of events demonstrates that the subdivision of lots 356, 360 and 364 predates the *Hensley Park Road Residential Precinct Masterplan 2011*. This highlights that a discrepancy exists between the current Masterplan and the pre-approved format of the lots at 356, 360 and 364 Beveridges Road.

Referral Responses:

The application was referred externally to Wannon Water and Powercor. Both authorities have provided conditional support for the proposed subdivision subject to conditions to be included on any permit issued.

On balance, the proposed alternative development plan is found to continue to achieve the strategic objectives of the Masterplan and aligns with the Objectives of DPO8. The plan continues to provide opportunity for low density rural living allotments at a similar density to the existing plan, providing a more easily achievable subdivision outcome given the multiple landowners within the precinct.

Financial and Resource Implications

The planning application has been accompanied by the statutory fee and no other costs are associated with the application.

The simplification of the proposed road network facilitates development of the land for residential subdivision which would otherwise likely be deemed financially unviable.

Council Plan, Community Vision, Strategies and Policies

Protect Our Natural Environment

4.2 Balance environmental protection with Council's support for growth

4.2.3 Identify and manage via the Planning Scheme, significant landscapes, key biodiversity assets and contaminated land.

Legislation

Local Government Act 1989

Local Government Act 2020

Planning and Environment Act 1987

Gender Equality Act 2020

The application does not present any direct link to gender equity.

Risk Management

The Council's decision may be reviewed through an appeal to the VCAT. This may result in the Council's decision being overturned and subsequent expenditure spent to participate in that process.

Climate Change, Environmental and Sustainability Considerations

The alternative development plan will have no notable adverse impacts on the natural environment.

Community Engagement, Communication and Consultation

Notice of the application has been given in the form and timeframe prescribed by the *Planning and Environment Act 1987*.

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.

Rory Neeson, Director Wellbeing, Planning and Regulation
Daryl Adamson, Manager Shire Strategy and Regulation
Anita Collingwood, Planning Coordinator
Rhys Oatley, Senior Statutory Planner

RECOMMENDATION

That Council having given public notification of the proposed alternative development plan, resolve to adopt the alternative development plan dated 29 May 2025, under Clause 43.04-2 of the Southern Grampians Planning Scheme, and partially supersede the existing approved development plan for land bounded by Kinnanes Road, E Gibbons Road, Beveridges Road and Hensley Park Road as shown on the proposed plan.

12.4 Hamilton Showgrounds Governance and Management

Directorate: Wellbeing, Planning and Regulation
Report Approver: Susannah Milne (Manager Community Wellbeing), Rory Neeson
Report Author: (Director Wellbeing, Planning and Regulation)
Roger Rook, Coordinator Recreation Services
Attachment(s): 1. Hamilton Showgrounds Masterplan 2024 [12.4.1 - 59 pages]

Executive Summary

At the Council Meeting on 13 March 2024, Council resolved to adopt the Hamilton Showgrounds Master Plan with a recommendation that 'a further report to Council on governance and management option for the Hamilton Showgrounds.' This report responds to this recommendation.

On 28 May 2025, officers briefed Councillors on the Hamilton Showgrounds including:

- History of the showgrounds management
- Current management model
- Governance options including key considerations from the Hamilton Showgrounds Masterplan
- Hamilton Showgrounds Advisory Committee review and recommendation

The briefing report identified two preferred options for the Hamilton Showgrounds which were Council as Committee of Management takes full control and management of the site or establish a Section 65 Community Asset Committee.

Further consultation and engagement was undertaken with current users of the site. Discussions were held with the users of the showgrounds collectively and individually to determine their preference for the governance of the showgrounds.

This report provides the outcomes of the discussions, along with a recommendation for the ongoing governance of the site.

Discussion

On the 30 June 2025 Council officers conducted a user group meeting with all users groups in attendance. The purpose of the meeting was to discuss the identified governance options for the site. Recreation staff coordinated the meeting, with the Governance Coordinator also in attendance, to provide advice on the requirements on the Section 65 (S65) Committee option. Following the presentation from the Governance Coordinator around the detailed operation of an S65 committee, users were given the opportunity to ask questions and discuss the impact this option may have on the users and the operation of the site.

Further discussion was held around the medium-term usage of the site from the users perspective. This was undertaken to provoke thoughts around the users direction over the coming years to ensure they were engaged in a strategic view of the governance. One user group identified that they were unlikely to be operating in their current format in three years

due to a lack of participation, and two additional users were unsure of their future within the next three-five years, also due to participation issues.

Section 65 Committee Option

During the meeting there was unanimous agreement that a S65 Committee was not desired by the users and would not be supported by committee nominations. Feedback received regarding the S65 included:

- User groups are run by volunteers who are already stretched and do not have the capacity to take on the additional workload and responsibility of operating a section 65 Committee.
- Previous experience by some users around the complexities and complications of managing a site of multiple users that is operated by a joint committee.
- P&A Society felt that they would be expected to take responsibility for the committee as the strongest user of the site. This is not something the P&A are interested in taking on as part of the normal operations.

Active Council Management Option

Council has the authority to manage the site through a 'Committee of Management arrangement with State Government'. Through this Council can actively manage the site to support and facilitate current and future users, community and commercial activation.

Historic arrangements and agreements between Council and the P&A have blurred the lines of responsibility and operations. Capacity of the P&A as a volunteer organisation together with Covid has impacted their capacity to actively manage the site, they have indicated through consultation that they no longer wish to be responsible for activating or managing the site.

Additional discussions with the P&A around the control and management of the Hamilton Exhibition Conference Centre (HECC) have identified that the P&A maintain a desire to operate the facility, and a push by Council to assume control of the facility will jeopardise their usage of the site in the future, including additional impacts regarding the existing loan for the shed development.

Through the P&A stepping back to being a 'user' of the site and Council pursuing the *active management option*, Council has the ability to regain full control and hiring of the sheep pavilion and external areas to improve revenue generated by the site to offset costs of operating the site.

Under the *active management model*, existing user groups will be able to renew their Section 17B licence agreements in line with the *Crown Land (Reserves) Act 1978*. At this time we will ensure that all user agreements align with the Council Recreation Framework. This would stipulate that user groups with subleasing rights also have responsibility for all utility costs of their areas which is currently inconsistent across the site.

It is proposed that officers work with all users to ensure that the '*active management model*' is in place for the 1 July 2026 in line with the new budget cycle. This would be an operational change that will require budgetary consideration due to increased management and maintenance costs associates with maintaining the facility.

Current user agreements

Hamilton SES – current agreement expires 31 December 2028, ten-year agreement authorised by the State Government. Full access/control of the SES building. Incurs relatively small annual fee which was work out as a supporting element to the service.

Hamilton Lions Club – current agreement extended to 31 December 2025, three-year agreement subleasing rights for the Lions Club building, user pays electricity and gas in alignment with recreation framework and other sites. Provides small contribution to operational costs.

Western District Umpires Association – current agreement extended to 31 December 2025, three-year agreement subleasing rights for the umpires building, user pays electricity and gas in alignment with recreation framework and other sites. Provides small contribution to operational costs.

Hamilton Brass Band - current agreement extended to 31 December 2025, three-year agreement subleasing rights, user pays electricity and gas in alignment with recreation framework and other sites. Provides small contribution to operational costs.

Hamilton P&A Society – current agreement 31 January 2027, three-year agreement subleasing rights to sheep pavilion, the Red Shield Hut and external areas. Additionally operates and maintains HECC and has recently constructed the new shed with a loan coordinated through Council, along with the facilities identified in the table below.

Greater Hamilton Archery - current agreement extended to 31 December 2025, three-year agreement provides small contribution to operational costs. Utilises the sheep pavilion in coordination with the P&A Society usage.

Further detail regarding the current operational control and responsibility is listed below for additional information.

Asset	Operational Control	Asset Responsibility
Entrance Ticket Boxes	P&A Society	P&A Society
Exhibition and Conference Centre	P&A Society	P&A Society
Lions Club Room	Lions Club	Council
Machinery Shed	P&A Society	Council
Red Shield Hut	P&A Society/Brass Band	Council
SES Building	SES	Council
Sheep Pavillion	P&A Society/Archery	Council
Toilet Block - Sheep Pavillion	Council	Council

Toilet Block - King St	P&A Society	P&A Society
Toilet Block - College Street	P&A Society	P&A Society
WDUA Rooms	Western District Umpires	Council
Ram Sale Pavillion	P&A Society	P&A Society
Inventors Area/Home Paddock	P&A Society	P&A Society
New Shed	P&A Society	P&A Society

Hamilton Showgrounds Advisory Committee Review and Recommendation

Given that we are examining the governance structure of the Showgrounds, it was considered timely to review and make recommendation on the HSAC, in accordance with the initial terms of reference.

Initial appointments for the Hamilton Showground Advisory Committee (HSAC) have expired, and the continuation of the committee has been referred to this briefing, to determine if the HSAC will be continued.

As previously advised the former Council resolved to create a HSAC. The purpose of HSAC was to provide advice to Council on the following:

- Recommendation and development of the master plan.
- Make recommendations on the implementation and review of the master plan.
- Provide strategic advice to Council.

The membership of HSAC was appointed by Council with two Councillors operating in the Chair and Deputy Chair roles. Additionally, there were three community members appointed to the committee, and three user group representatives. This provided a possible membership of eight voting members. Administrative and technical support was provided by Recreation Services team, which required attendance of up to four staff members outside of normal office hours.

The Committee had the opportunity to provide a preference to Council on matters relating to the Committee's recommendations, however, as Council did not delegate any powers or functions to the Committee all decisions remain the responsibility of Council.

Membership of HSAC was for a two-year period following which, members may seek reappointment. Meetings were to be quarterly in frequency, however during the development of the master plan the Chair recommended the meetings be increased in frequency to monthly.

During the initial period of the committee, HSAC were involved in the development of the Showgrounds Masterplan along with providing recommendations for the investigation of stormwater drainage issues that have been problematic at the site and identifying that carparking external and internal to the site were a priority. Many other discussion points during committee meetings bordered on operational in nature and general discussion.

Members of the HSAC were invited to provide feedback on the operation of the committee through a survey. While the feedback was generally positive, some responses identified that the role of the advisory committee may not have been completely understood. Some

responses tended towards a desire to be a decision making and action taking committee rather than an advice and recommendation committee as outlined in the terms of reference. Questions and responses from the survey are attached as 'Hamilton Showgrounds Advisory Committee Survey'.

A summary of the key themes is provided below:

- Greatest achievement participation in the development of the master plan.
- Members felt that there was a disconnect between Council and the Committee, in that they did not feel Council understood or took into consideration the thoughts of the Committee.
- Minimal recommendations from the committee were put forward to Council.
- The committee had no real decision-making powers or resources.
- Governance and structure of the committee not effective.
- Line of sight between Council and Committee not clear.
- Lack of representation of all User Groups on the Committee.
- Blurring of lines with respect to operational matters and strategic considerations.

When asked what the future should look like for the Committee the following responses were provided:

- More inclusive of users, reviewing membership and purpose.
- Focus on the providing advice on implementation priorities of the master plan.
- Direct conversation/meetings with all Councillors.
- Advocate for funding and marketing.
- Clearer scope.

While three respondents identified they would consider renominating for the committee, one respondent advised that they would not.

Recommendation on alternative to Advisory Committee

Considering the feedback above, it is clear that the HSAC should not be re-established in its current format, whilst it was integral to the development of the master plan, members have expressed that any revision should include:

1. Representation from all user groups at the site.
2. Discussion on implementation of agreed masterplan priorities as determined by consensus.
3. Input into a functional Governance structure that represents all users and promotes the development and activation of the site.
4. Opportunity for all Councillors to attend and hear and discuss strategic priorities.
5. Reduce burden of meetings frequency on volunteers.

At the user group meeting conducted on the 30 June 2025, it was requested by the users that Councillors be invited to attend two user group meeting a year in reflecting the current practice for Pedrina Park users. This proposal would satisfy the outcomes from the advisory committee feedback by providing a platform for the users and Councillors to engage, provide representation to all user groups and reduce the burden of additional meetings.

Conclusion

Through the additional engagement with current users on possible governance models it has been identified that the preferred model is the *Active Council Management Option*, where Council take responsibility and allocate resources to actively manage the site to support and facilitate current and future users, community and commercial activation.

It is recommended that officers work with all users to ensure that the '*active management model*' is in place for the 1 July 2026 in line with the new budget cycle. This would be an operational change that will require budgetary consideration due to increased management and maintenance costs associated with maintaining the facility.

Through the engagement process there was a unanimous agreement between the user groups that a Section 65 Committee will not be supported and is not currently a viable option for the future governance of the showgrounds.

It is also proposed that Council strengthen its consultation and engagement with the Hamilton Showgrounds Users through introducing a meeting twice a year where the users could meet with Council. This proposal would satisfy the outcomes from the advisory committee feedback by providing a platform for the users and Councillors to engage, provide representation to all user groups and reduce the burden of additional meetings.

Financial and Resource Implications

In order to raise the profile and activation of the Hamilton Showgrounds in line with the desired outcomes of the masterplan, Council will need to increase the investment to the operational elements of the site.

The maintenance budget for the showgrounds for the 2025/26 financial year for staff, materials and plant is under \$7,000. This provides a bare minimum for maintenance and waste removal, and no opportunity to improve the amenity of the site.

The current budgeted revenue for the site is \$16,500 which is provided by the users, a number of which also directly incur the costs of their electricity. As a comparison, Mitchell Park has a current year budget for staff, materials and plant of \$25,500 with an expected revenue of \$3,500. These figures exclude utilities, and non-cash elements such as depreciation and corporate overheads.

Under the active management model, and updated user agreements, user fees would be adjusted in line with the recreation framework and provide additional consistency with other sites. Users with exclusive use of facilities have a flat fee, with additional costs such as utilities being additionally borne by those that have subleasing capacity on their buildings. It should be noted that the SES agreement would require Ministerial approval to repeal, so would be reviewed for the 2028/2029 financial year. All other agreements are undertaken locally and with the exception of the P&A society are currently due for renewal. Proposed fee adjustments under the active management model are provided below.

	2025/26 Fee	Proposed 2026/27
Hamilton P&A Society^	8189.60	10270.80
Hamilton SES	307.20	316.42
Lions Club*	204.74	520
Western District Umpires*	511.85	520
Hamilton Brass Band	102.37	520
Greater Hamilton Archers	204.74	260

*The Lions Club and Western District Umpires both have subleasing rights and currently have direct electricity costs.

^The Hamilton P&A Society currently do not have direct electricity costs and the proposal includes charges for all direct buildings that the P&A will maintain autonomy over.

Increased revenue from the hire of the sheep pavilion will assist in improved investment into the surrounds of the Showgrounds. Before the 'active management model' is implemented on the 1 July 2026, staff will develop a business case for consideration which will outline the cost of active management and activation and the income expected to offset the cost of this model.

Council Plan, Community Vision, Strategies and Policies

Provide Strong Governance and Leadership

5.1 Transparent and accountable governance

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

Legislation

There is no legislation regarding a Council decision for the governance of the showgrounds, however a change to the operational model would require consideration of the *Crown Land (Reserves) Act 1978*.

Gender Equality Act 2020

It is not anticipated that the governance of the showgrounds will not have any detrimental impacts in regard to the *Gender Equality Act 2020*. In Council actively managing the site there may be increased accessibility and consideration to the principles of the *Gender Equality Act 2020* with any new developments and activation being subject to a Gender Impact Assessments.

Risk Management

Currently there are six user groups that utilise the Hamilton Showgrounds. Three of the user groups in the Lions Club, Western District Umpires Association and Hamilton Brass Band have indicated uncertainty of their long-term viability due to diminishing participation. This

questions the ability for future capacity of such groups to be active at the site and participate in any longer-term governance model that would require additional volunteer hours.

Additionally, the SES have expressed a desire for a larger location that may not align with the long-term use of the showgrounds, dependant on State funding and identification of a future site for a new facility.

There is a risk that the showgrounds may become a dual use site, with the P&A Society and the Archery Club being the only tenants.

Should this occur, it would provide the opportunity for Council to seek new tenants and may provide the opportunity to rationalise some ageing assets such as the Red Shield Hut.

The opportunity for user groups to meet with Councillors at budget time can create an expectation that requests will be accepted and included in the future budget without any additional submissions or information required. It is important that as part of these discussions, clear direction is provided to the user groups about the expectation on all submissions for upcoming budget cycles, and the process that every request goes through.

Climate Change, Environmental and Sustainability Considerations

The governance of the site will not have an impact on the environment or sustainability considerations. These items would be considered as part of future site developments through the Building and Planning processes.

Community Engagement, Communication and Consultation

After the user group meeting on 30 June 2025, additional engagement was conducted with user groups who had expressed that their future is likely to be impacted by this process or had provided new information that identified their future is currently uncertain. The SES, Hamilton Brass Band and Greater Hamilton Archery did not provide any different impacts than previously identified.

The Western District Umpires Association advised that they are currently investigating a merger with the Warrnambool based umpiring association and were not sure of what the impact would be on their use of the site. Follow up engagement with the president of the Umpires identified that they would still be looking to maintain their access and use of the umpires rooms for Hamilton based umpires following any organisational changes. This would be worked through as part of any change.

The Hamilton Lions Club advised that while they did not currently have a President or Secretary and were experiencing issues attracting new members. There was an element of confidence that regional Lions Club support would enable them to continue to work through the current situation and regain the stability of the club.

The Hamilton P&A Society reinforced their stance from the user group meeting that they did not want to take full control of the operation of the site and would not seek to be involved in a section 65 committee as they felt it would place all the administrative workload on them. Additionally, should Council look to take full site control including operational control of all buildings including HECC, the P&A would likely walk away from having a user agreement for

the site including defaulting the shed loan. Further discussions would then be held within the P&A around the future of Sheepvention.

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.

Sarah Cassidy, Recreation Officer
Roger Rook, Coordinator Recreation Services
Susannah Milne, Manager Community Wellbeing
Rory Neeson, Director Wellbeing, Planning and Regulation

RECOMMENDATION

That Council:

1. Dissolve the Hamilton Showgrounds Advisory Committee
2. Send a letter of appreciation to all members of the Hamilton Showgrounds Advisory Committee for their participation.
3. Update the Hamilton Showgrounds Masterplan to remove the reference to the Advisory Committee in the governance image on Page 17.
4. Proceed with the active management model as detailed in this report.

12.5 Detailed Design Appointment - Architect of Hamilton Gallery

Directorate:	Chief Executive Office
Report Approver:	Tony Doyle (Chief Executive Officer)
Report Author:	Joshua White, Gallery Director
Attachment(s):	<ol style="list-style-type: none">1. CONFIDENTIAL - 0. Scope of works and associated material sent to ACA - 21 July 2025 [12.5.1 - 7 pages]2. CONFIDENTIAL - 1. Final ACA Submission x RFI - 15 August 2025 [12.5.2 - 2 pages]3. CONFIDENTIAL - 2. Second Submission x RFI - 4 August 2025 a [12.5.3 - 12 pages]4. CONFIDENTIAL - 3. First Submission ACA x RFI - 23 July 2025 [12.5.4 - 60 pages]5. CONFIDENTIAL - Evaluation Spreadsheet [12.5.5 - 6 pages]6. CONFIDENTIAL - 2025046-_ Tender Evaluation Report [12.5.6 - 15 pages]7. CONFIDENTIAL - Independent Probity Audit Report- New Hamilton Gallery Detailed Design (Final) [12.5.7 - 10 pages]

Executive Summary

This report seeks Council endorsement to progress the design of the New Hamilton Gallery to Stage 2 – Detailed Design, in alignment with the Federal Government Regional Partnerships Grant and associated project milestones.

A hold point was strategically embedded into the project following the co-design and concept design stage, to enable a formal review of funding, risk, and performance. At this stage, Council reserved the option to either:

- Re-open the tender process, or
- Directly appoint the current architects, subject to performance and value-for-money assessment.

In September 2024, Angelo Candalepas and Associates (ACA) was awarded the contract for the concept design following a competitive process that attracted 28 submissions from architectural firms across Australia.

A closed tender process was undertaken for the detailed design stage, with only one tenderer evaluated. This was due to several factors, including the reluctance of other architectural firms to proceed with detailed design if they were not involved in the concept phase. Engaging a new architect at this stage often leads to reworking the concept design, resulting in increased costs and potential delays.

ACA has developed a strong relationship with the community through an extensive co-design process, resulting in valuable tacit knowledge. Losing this connection would risk compromising the community's aspirations and incurring further costs.

Following the success of the concept design stage and strong performance by ACA, a fair and equitable procurement pathway was developed in alignment with:

- Southern Grampians Shire Council procurement guidelines,
- Victorian State Government standards, and
- Recognised architectural industry practices

The evaluation process included:

- Two independent panel members from the Office of the Victorian Government Architect (OVGA) – the state’s largest procurer of architectural services,
- An independent probity auditor, who oversaw the entire process and
- An independent Quantity Surveyor, who provided cost plan verification and reported directly to the evaluation panel.

This robust process ensured ACA’s submissions were exhaustively tested against all evaluation criteria.

Given the complexity of the project, the high design quality, and ACA’s demonstrated experience, capability, program, sustainability and cost, the Evaluation Panel has recommended awarding the contract for Stage 2 – Detailed Design to Angelo Candalepas and Associates.

The contract is for the proposed lump sum of \$3,355,451 excluding GST.

Discussion

To recap why Council is undertaking a new build, two sets of analysis and assessment have been undertaken on the current gallery building.

Existing Building Analysis

Excerpt from Concept Design Report (page 17) undertaken by ACA, attachment to 9 July 2025 Council report. Building analysis is as follows:

2.5 The Current Building

As part of our investigations, we have undertaken analysis of both the greater precinct as well as the immediate site. This includes detailed studies of the existing Council, Cinema, Library and Gallery building as well as the co-joined Performing Arts Centre (PAC). We have undertaken a number of studies examining the adaptive reuse of part and or all of these existing buildings on the site. Due to the issues innately associated with a high-quality art gallery (i.e. the long-term display and preservation of artwork), the adaptive reuse of the existing buildings as an art gallery is likely to incur significant additional costs when compared to a purposed designed building. It is therefore proposed that the 1960’s (and later) buildings surrounding the main theatre space of the Performing Arts Centre (‘PAC’) are removed. A discussion of some of these issues is noted below

Refurbishing /Reusing the existing buildings

There are significant difficulties in refurbishing and adapting a series of 1960-1970’s buildings’ primary structure due to their limited load capacity and long-term durability issues. There are difficulties in accessing the existing wall’s fabric to add necessary thermal insulation, vapour barriers and waterproofing components etc. There are difficulties in

removing and replacing existing secondary steelwork e.g. window and floor lintels. There are difficulties in accessing and increasing the capacity of the existing footings to allow greater floor loading, additional stories, thermal mass and remove internal columns interrupting a space (i.e. increase perimeter loading etc). No existing services equipment could be retained or refurbished. There are difficulties accessing services pathways under the existing building.

Spatial dimensions

The main existing Gallery building's floor to floor heights enshrine a limiting height for the gallery spaces. Typical minimum gallery floor to ceiling heights should be 5m to allow for the display and viewing of varying sized artworks. Also there is limited space between the existing columns in the typical gallery areas, limiting rooms sizes, artwork size, viewing distances, occupancy rates etc.

Structural capacity

The main existing building's structure is an elemental steel frame system with masonry (incl. double brick) infill walls. Footing systems appear to be typically concrete pads on clay. For an additional level (Level 3), the floor construction would need to be lightweight framed (with lightweight cladding) to avoid needing to increase the bearing capacity of the existing columns, footings etc. Further, the capacity of the floor would only be limited to 4.0kPa with a point load of 4.5kN. This would limit the types of artwork able to be exhibited in the gallery not to mention the architectural form having to use lightweight walls, roof etc. The site has an H2 Site Classification - Highly reactive clay-based site with high seasonal movement (up to 75mm). Given the building's shallow footing system, deeper excavations (for a basement, lift and services pits, services trunking, plant rooms etc.) would cause significant impacts on the existing structure and fabric.

Environmental performance

The building's external fabric has poor thermal performance. The resulting impacts of this include significantly increased operation costs (running HVAC systems to maintain gallery conditions) and significant risks of long-term damage to artworks from temperature and humidity fluctuations. The building's external fabric has poor condensation control. The existing building has very limited or no vapour barriers in its external walls. Vapour barriers prevent moisture build-up in walls, avoiding mould and ensuring insulation performance. The building has degraded waterproofing barriers (flashings, DPC, vapour barrier etc.) which pose a significant risk to the water-tightness of the building. Replacement of these would require reconstruction of the external walls, roof etc.

Excerpt from specialist engineering subcontractor's investigation regarding the existing building is as follows:

... there appears to be no fire protection to structural elements...

...There is no available information regarding the existing imposed (gravity) load capacity of the existing floors (both ground and suspended first floor), nor the lateral capacity of the structure – wind, seismic, or notional. Preliminary reverse engineering by HMC indicated the introduction of existing columns and framing to supplement existing footings should additional levels or loading increase be proposed...

...it is our current view that regardless of the outcome of any structural investigation, significant work is highly likely to be required to the existing structure for it to be suitable for the proposed uses as described to Arup and be upgraded for compliance with the NCC and associated current Australian Standards. This work will be holistic and unlikely to be limited to localised areas as the existing structure is likely to be deficient in its current condition in comparison with the current NCC under gravity load capacity (strength and serviceability), lateral load capacity, foundation performance, fire rating, dynamic/floor vibration performance, and acoustic performance...

NHG Design Background – Funding and Timeline

Council has received a \$5 million grant from the Federal Government through the *Regional Partnerships and Precincts Program (rPPP)*. This grant is a strong endorsement by the Federal Government of our plans for Hamilton.

The original grant application outlined a \$7.1 million project, which included:

- Acquisition of key properties (Toyworld and Church Street sites)
- Design of the New Hamilton Gallery, Community Hub, and CBD Streetscape
- Development of a Precinct Business Case and Partnership Agreement

On 16 September 2024, Council awarded Stage 1 – Concept Design of the New Hamilton Gallery to Angelo Candalepas and Associates (ACA) for a tendered lump sum of \$492,850 (ex. GST).

On 9 July 2025, Council formally endorsed the concept designs for the New Hamilton Gallery, which identified an estimated construction cost of \$48.92 million. Council has capped its financial contribution at \$10 million, with the release of these funds contingent upon securing additional support from State, Federal, and private partners.

Project Funding Strategy

Whilst the expected cost of construction is \$48m, towards which Council is planning to contribute \$10m, our funding strategy has us targeting a higher amount of funds in the event we are unsuccessful with anyone funding source. This strategy also allows us to fund potential increase in costs as we have seen construction costs escalate significantly over the last 5 years. As previously detailed, the funding strategy is as follows:

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

The table above is a fundraising target and as noted above the construction cost of \$48.92m. It is common for large scale infrastructure projects to develop higher funding targets than construction costs.

Council has been advocating for the gallery project to the State and Federal governments for the last few years. Following the appointment of architects for Stage 2 – Detailed Design,

Council will escalate its advocacy efforts to both the State and Federal Governments, transitioning into formal funding requests in support of construction.

NHG Design Background – Brief Design Timeline

The following timeline outlines key milestones in the development and design process for the New Hamilton Gallery (NHG):

Date	Milestone
March 2023	Partnership formalised with the University of Melbourne to support the development of the tender documentation.
May 2023	Consultation undertaken to inform the Strategic Vision for the NHG tender pack.
December 2023	Strategic Vision finalised and completed.
26 June 2024	Council budget endorsed, including funding for the design of the New Hamilton Gallery.
10 July 2024	Council endorsed the NHG Design Tender.
10 July 2024	Council endorsed the establishment of the NHG Foundation.
29 July 2024	Design Tender released to the public.
19 August 2024	Tender submission period closed.
16 September 2024	Angelo Candalepas and Associates (ACA) appointed as project architects.
December 2024	Co-design process commenced.
March 2025	Co-design process finalised.
3-20 June 2025	Public exhibition of Concept Design plans.
2 July 2025	Council briefing held regarding endorsement of Concept Designs and appointment of ACA.
9 July 2025	Concept Designs formally endorsed by Council at the Ordinary Council Meeting.

Assessment Process -

Angelo Candalepas and Associates (ACA), Stage 2 – Detail Design.

Background

Council Officers presented a recommended pathway for the appointment of Angelo Candalepas and Associates (ACA) to undertake Stage 2 – Detailed Design of the New Hamilton Gallery (NHG). This approach was consistent with the original tender process endorsed by Council on 10 July 2024, which outlined two potential options:

- Reopening the Tender Process, or
- Direct Appointment of Architects.

Assessment Criteria

ACA's submission for Stage 2 was evaluated using the same criteria and weightings applied during Stage 1 – Concept Design, aligned with Southern Grampians Shire Council's (SGSC) procurement policy. The criteria and respective weightings are outlined below:

Criteria	Detail	Weighting %
Demonstrated Understanding and Experience:	Demonstration of the vision, objectives and requirements of this design project including details of the Project Team and team member experience pertinent to this design brief.	20
Capacity and Capability:	Demonstrated capacity and capability of the Project Team to meet the requirements of this contract including details of all in-house and subcontracted services.	20
Program:	Provision of a detailed costed Design Program across all phases.	20
Cost:	Provide a detailed and itemised schedule of cost. This can be itemised per phase and include staff cost, rate per hour, sub-consultants, etc	30
Sustainability:	Demonstrated understanding of Council's vision and how the proposed design support Council's commitment to achieving net zero carbon future.	10

Assessment Panel and Oversight

The evaluation of ACA's Stage 2 submission was conducted by a panel of six voting members. The process was overseen and supported by the Council's Procurement Team, an independent Probity Auditor, and an independent Quantity Surveyor to ensure integrity, fairness, and transparency.

Voting Panel Members

Name	Role	Organisation
Sophie Patitsas	Independent	Office of the Victorian Government Architect (OVGA)
David Islip	Independent	Office of the Victorian Government Architect (OVGA)
Darren Barber	Director People & Performance	Southern Grampians Shire Council (SGSC)
Ian Brilley	Gallery Operations Manager	SGSC
Marg Scanlon	Director Infrastructure & Sustainability	SGSC
Joshua White	Gallery Director	SGSC

Independent Panel Member Profiles

David Islip – Principal Adviser, OVGA

David Islip is a registered architect with over 25 years of experience in both the private and public sectors. Currently serving as Principal Adviser with the Office of the Victorian

Government Architect, David provides strategic guidance on design excellence across a range of sectors including housing, education, and the arts. His contributions include leading the development of significant guidance such as the *Government as Smart Client* framework and Better Apartment Design Standards.

Qualifications:

- Bachelor of Architecture (Hons), University of Melbourne
- Bachelor of Planning and Design (Hons), University of Melbourne
- Fellow, Australian Institute of Architects

Sophie Patitsas – Principal Adviser, OVGA

With over 25 years in government, Sophie Patitsas is a respected urban designer and architect who has worked across major transport, health, and urban precinct projects. As Principal Adviser at OVGA, she has shaped procurement and design outcomes for landmark projects including Bendigo Hospital and the Suburban Rail Loop.

Qualifications:

- Bachelor of Architecture, University of Melbourne
- Bachelor of Planning and Design, University of Melbourne

Sophie and David's involvement ensured that architectural merit and strategic alignment remained central to the evaluation process.

Procurement Team

- Janelle Dahlenburg – Procurement Chair, SGSC
- Lily Lloyd – Procurement Support, SGSC

The Procurement Team facilitated and guided the process in full compliance with SGSC procurement policies and best practice.

Independent Probity Oversight

Rashmi Maharjan

Senior Consultant (Probity and Assurance), RSM Australia Pty Ltd

An independent probity auditor was engaged to oversee the process and ensure it met the highest standards of fairness, accountability, and transparency. The Probity Report is attached for Council's reference.

Independent Quantity Surveyor Review

An independent Quantity Surveyor team from Zinc Cost Management was engaged to assess ACA's cost plan and provide accurate and impartial cost management advice to support informed decision-making by the panel.

- Justin Zumpe – Managing Director
- Mark Anderson – Director
- Georgia Thompson – Senior Quantity Surveyor

Overview of the Process

Stage 2 – Detailed Design Key Dates

- 11 July – ACA received the Scope of Works for Stage 2: Detailed Design of the New Hamilton Gallery (NHG).
- 15 July – External Panel Members briefed on history of project and scope.
- 16 July – ACA requested a clarification meeting regarding the scope.
- 17 July – Panel members met and agreed to accept ACA's submitted questions for clarification.
- 18 July – Written responses to ACA's questions were provided by Southern Grampians Shire Council (SGSC).
- 23 July – ACA submitted their proposal based on the original scope and responses received.
- 25 July – Panel meeting held to review the submission.
- 27 July – QS Report finalised on Submission 1
- 28 July – Panel meeting held for further evaluation.
- 28 July – Internal SGSC meeting conducted to consider alignment with funding obligations and project priorities.
- 29 July – Clarification questions regarding ACA's proposal were issued.
- 30 July – Clarification meeting held with ACA to discuss outstanding matters.
- 4 August – ACA submitted a revised proposal aligned with SGSC's requested scope adjustments and funding parameters.
- 5 August – Panel meeting held to evaluate the revised submission.
- 11 August – Panel Discussion around clarity of submission.
- 11 August – QS report finalised – comparison of Submission 1 and submission 3.
- 12 August – Meeting with ACA and Probity Auditor seeking clarity around panel questions and Best and final Offer
- 15 August – ACA best and Final Offer
- 21 August – Panel Meeting – Recommendation and scoring by Panel.

The Evaluation Panel concluded that ACA submitted a highly competitive and comprehensive proposal across all criteria. Their experience, capability, and understanding of the project were strongly aligned with the project's objectives. The panel confirmed that the evaluation process was conducted rigorously and achieved its intended purpose.

The panel's consensus was that all evaluation criteria were thoroughly explored, and the overall score awarded to ACA was 9 out of 10.

Further detail can be found within the evaluation report.

Financial and Resource Implications

The cost of Stage 2 of the design process is \$3,355,451. It is proposed this will be funded as follows:

Carry Forward From Phase 1	\$55,451
RPPP Grant	\$2,900,000
Donation	\$400,000
Total	<u>\$3,355,451</u>

Council initially allocated \$875,000 for the Concept Design Phase, of which \$492,850 was contracted to ACA. This resulted in a saving of \$382,150, which can be carried forward and applied to the detailed design stage. However, we anticipate only needing \$55,451 of this carry forward. This will be a saving of \$326,699.

Council has also received a bequeath from Venise Alstergren. Venise was a long-term supporter of our gallery, and a renowned artist who admired Hamilton Gallery. She was extremely interested in our Asian art collection which she regarded as one of the best in Australia. Venise gave our Gallery cash and a large number of objects. Hamilton Gallery was given the first choice from her private collection and then what we didn't choose was offered to other institutions such as the National Gallery of Australia.

This donation is confirmation and an example of the philanthropic support available to the arts.

Whilst this donation was unconditional and not tied to any specific purpose, we believe the most fitting way to honour it is by investing in our new gallery and its future.

This means that the total design cost for the new gallery will be as follows:

Total Design Cost (Stage 1&2):

Phase 1 Concepts	\$492,850
Phase 2 Detailed	\$3,355,451
TOTAL DESIGN COST	\$3,848,301

Advice provided to Council was to expect design costs, by industry standards, to be between 7% and 10%. If approved, this contract would be 8.02% of the proposed construction cost.

Construction cost	\$48,000,000
Design Cost %	8.02%
Expected Range	7% to 10%

The split in cost carried by Council funding and external funding (grant and donations), is as follows:

Total Council Funding (Completed Concept Plans - Phase 1 plus carry forward to Phase 2)	\$548,301
External Funding (Detailed Designs - Phase 2)	\$3,300,000
	\$3,848,301

The \$5m grant is an enormous win for Council. As noted above, it is strong endorsement of our projects, but in normal circumstances a council would have had to fund the designs to make the projects construction ready. It is generally not until a project is construction ready that it can attract grant funding for the construction phase.

Large construction projects are dynamic in nature as the planning and design process progresses. While we undertake thorough due diligence and careful planning to minimise variations, some adjustments are sometimes unavoidable.

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.

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.

Grow Our Regional Economy

2.2 Increase our regional profile

2.2.1 Leverage the Shire's strategic advantages in health, education, leisure and cultural activities as a means to increase the region's profile and stimulate economic and population growth.

Maintain and Renew Our Infrastructure

3.1 Plan and maintain sustainable assets and infrastructure

3.1.3 Deliver to the Council and the community, a strategic approach to our Arts and Culture infrastructure including progressing the new Hamilton Gallery.

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

3.3.1 Continue to invest in and activate open spaces within Southern Grampians.

3.3.3 Improve and provide opportunities for shared community spaces.

Provide Strong Governance and Leadership

5.2 Effective advocacy

5.2.2 Advocate on behalf of the community in line with identified and agreed priorities.

5.2.3 Support and partner with service providers, State and Federal Government departments to improve inclusive opportunities for the Southern Grampians community.

Legislation

Council has met *Local Government Act 2020* procurement requirements as well as its own procurement policy. A probity Auditor was engaged to monitor the process, who's report is attached.

Gender Equality Act 2020

It is important that a strong gender lens is placed on the development of the new gallery, and this will be imbedded through project governance and also in our community engagement. This may include an independent gender impact assessment across the three major projects.

Risk Management

Strong project governance and project management will be required to successfully deliver this project, Funding through rPPP has been set aside to engage external, appropriately experienced, project management support.

Climate Change, Environmental and Sustainability Considerations

Any climate change, environmental or sustainability considerations will be managed through the design process. It is intended our facility will be built to Buildwell standards.

Community Engagement, Communication and Consultation

The new gallery proposal has been subject to extensive community consultation. Most recently, the co-design process for our conceptual plans had 221 community members participate in the design development.

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.

Please list all officers who were involved in providing advice or approving this Report.

Darren Barber, Director People and Performance
Joshua White, Gallery Director

Ian Brilley, Gallery Operations Manager
Marg Scanlon, Director Infrastructure and Sustainability
Janelle Dahlenburg, Procurement Officer
Lily Lloyd, Procurement and Finance Officer

RECOMMENDATION

That Council:

1. Award Contract 2025046 to Angelo Candalepas and Associates to undertake stage two (Detail Design) of the New Hamilton Gallery Design Process for the tendered lump sum price of \$3,355,451 excluding GST.
2. Authorise the Chief Executive Officer to negotiate and execute contract 2025046 and any other documents required by or to give effect to the terms of the contract on behalf of Council.
3. Approve the allocation of the Venise Alstergren donation of \$432,612 into a New Hamilton Gallery Reserve account which is to be used for activities that support the development of the New Hamilton Gallery.
4. Approve the allocation of \$400,000 from the New Hamilton Gallery Reserve account towards the development of detailed designs for the New Gallery.
5. Note that \$2,900,000 of the Regional Precinct and Partnership Program Grant has been allocated to fund the detailed designs.

12.6 Community Partnership Grants - Round One 2025/2026

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

Executive Summary

This report provides Council with information regarding community grant applications (Tourism and Events, Sustainability, Community Strengthening, Community Infrastructure, Arts and Culture and Heritage categories) that have been recommended for Community Partnership Grants program funding.

Discussion

The Community Partnership Grants program was established to deliver Council grants that are responsive to the needs and opportunities of the community, inclusive and equitable to all, and one that facilitated the flexible delivery of key strategies identified within the Council Plan 2021 - 25 across the social, economic and environmental spectrum.

This program consolidates Council's extensive range of grant opportunities into one program to enable better integration and co-ordination of grant administration and improved marketing of those grant opportunities.

Community Partnership Grants assistance is considered for organisations, groups, committees and individuals with proposals that directly benefit the Southern Grampians Shire region. Applications are assessed using pre-determined evaluation criteria, taking into consideration strategic objectives within the Council Plan, Health and Wellbeing Plan, other Council Strategies and Community Plans.

The current round includes five grants approved over \$3,000 totalling \$59,972.30 and 36 grants approved for \$3,000.00 and under, totalling \$89,672.21.

Below is the summary of the approved grant applications, which requested funds above \$3,000.

Category	Applicant	Project	Ask Amount	Funding Amount	Total Project Cost
Community Infrastructure	Grangeburn Bowling Club Inc.	Upgrade Bowling Green Lightning	\$15,000.00	\$15,000.00	\$31,500.00
Community Infrastructure	St Andrew's Cricket Club Hamilton	Improvements to Council Managed Site - Replace Pitch on	\$9,652.00	\$9,652.00	\$19,305.00

		Pedrina Park No.1 Oval			
Community Infrastructure	Friends of Hamilton Botanic Gardens Inc	Children's Nature Play Space	\$15,000	\$15,000	\$38,280.00
Tourism and Events	Red Gum Festival Development Group	Cavendish Redgum Festival 2026	\$15,000.00	\$15,000.00	\$34,749.83
Tourism and Events	Hamilton Basketball Association	Hamilton Junior Invitational Basketball Tournament 2025	\$9,000	\$5,320.30	\$47,095.60
Total			\$63,652.00	\$59,972.30	\$170,930.43

Below is the summary of grant applications approved, which requested funds of \$3,000 and under.

Category	Applicant	Project	Ask amount	Funding amount	Total Project Cost
Sustainability	Sterling Place, Dunkeld Community Centre	The Sustainable Chairs Replacement Project	\$2,970.00	\$2,000.00	\$2,000.00
Community Strengthening	Hamilton Institute of Rural Learning	Native Bush Garden	\$883.00	\$883.00	\$883.00
Community Strengthening	Penshurst Progress Association	Kids Fun Activities for Market Days, Community Events / Dinners	\$2,850.00	\$2,850.00	\$3,500.00
Community Strengthening	Dunkeld Museum Inc	"Are You Staying or Going?" - Grampians fire publication	\$3,000.00	\$3,000.00	\$3,000.00
Tourism and Events	Cavendish Townscape Association Inc	Cavendish Fleece & Flower Show 2025	\$1,300.00	\$1,300.00	\$1,500.00

Tourism and Events	Byaduk Spring Show	Byaduk Spring Show 2025	\$2,412.14	\$2,412.14	\$2,412.14
Tourism and Events	St Andrews Presbyterian Church Hamilton	Hamilton Carols By Candlelight 2025	\$3,000.00	\$3,000.00	\$7,472.50
Tourism and Events	Hamilton Veterans Cricket Club	Border Cup Veterans Cricket Tournament - venue / catering / technology	\$3,000.00	\$3,000.00	\$3,866.95
Tourism and Events	Balmoral and District Lions Club	Balmoral Easter Market 2026	\$1,772.00	\$1,772.00	\$1,772.00
Tourism and Events	Coleraine and District Development Association	Tins in the Bin Family Fun Day 2025	\$3,000.00	\$3,000.00	\$3,500.00
Tourism and Events	Coleraine District Development Association	Coleraine Community Christmas Carnival 2025	\$3,000.00	\$3,000.00	\$6,310.00
Community Infrastructure	Glenelg Pony Club Inc	Coleraine Show 2025	\$3,000.00	\$2,989.00	\$2,989.00
Community Infrastructure	Hamilton Pastoral Museum	Crowd Protection Barrier	\$2,860.00	\$2,860.00	\$2,860.00
Community Infrastructure	Glenthompson War Memorial Hall	Blinds for Hall	\$2,684.00	\$3,000.00	\$5,368.00
Community Infrastructure	Penshurst & District Pony Club	Repair Ladies Toilet Area	\$3,000.00	\$2,990.00	\$2,990.00
Community Infrastructure	Hamilton Cricket Club	Technology Upgrade	\$3,000.00	\$3,000.00	\$3,897.97
Community Infrastructure	Melville Forest Community Centre Inc	Have A Seat - seating purchase for the hall	\$2,765.00	\$2,765.00	\$2,765.00
Community Infrastructure	Victoria Valley Hall Committee	Energising Our Hall	\$2,428.00	\$2,428.00	\$2,428.00

Community Infrastructure	Hamilton Woodturners Club Inc	Purchase and install new Bandsaw	\$2,439.00	\$2,439.00	\$2,439.00
Community Infrastructure	Volcanoes Discovery Centre	VDC Marketing Project	\$3,166.30	\$1,694.80	\$3,166.30
Community Infrastructure	Dunkeld Arboretum Development Group Inc.	Maintain the Dunkeld Arboretum Vistas	\$2,999.00	\$3,000.00	\$8,056.40
Community Infrastructure	Tarrington Cricket Club	Covers for Turf Pitch	\$2,855.00	\$2,855.00	\$2,855.00
Community Infrastructure	Hamilton 8 Ball Club	Recovering of 8 ball tables	\$3,000.00	\$3,000.00	\$6,400.00
Community Infrastructure	Balmoral Bowling Club	Portable Audio Sound System	\$924.00	\$924.00	\$924.00
Community Infrastructure	Uniting Church Hamilton	Climate control for Food Distribution Room	\$3,000.00	\$3,000.00	\$4,450.00
Community Infrastructure	Coleraine Pastoral & Agricultural Society	Coleraine Show 2025	\$2,977.87	\$2,977.87	\$2,977.87
Community Infrastructure	Byaduk Recreation Reserve	Playground Seating	\$1,650.00	\$1,650.00	\$1,650.00
Community Infrastructure	Branxholme Progress Association	Community Gathering Place BBQ	\$3,000.00	\$3,000.00	\$6,980.60
Community Infrastructure	Balmoral RSL Sub-Branch	Defibrillation Unit	\$2,500.00	\$2,500.00	\$2,500.00
Community Infrastructure	Mount Rouse and District Historical Society Incorporation	Preserving Our Past - laptop and scanner purchase	\$2,405.00	\$2,405.00	\$2,405.00

Community Infrastructure	Cavendish Pickleball Club	Cavendish Pickleball Club	\$2,579.00	\$2,579.00	\$2,579.00
Community Infrastructure	Hamilton & District Pipe Band	Band Jackets/Vests	\$1,740.00	\$1,740.00	\$1,740.00
Community Infrastructure	Penshurst Senior Citizens Centre Inc.	Purchase of New Chairs	\$4,653.00	\$3,000.00	\$4,653.00
Arts and Culture	Wannon Nigretta Community Group	Powerful Owl Metal Sculpture - Wannon Reserve	\$3,000.00	\$3,000.00	\$5,000.00
Arts and Culture	Off the Rails Dunkeld	Things of Stone and Wood - Dunkeld exhibition	\$3,000.00	\$1,213.40	\$3,000.00
Arts and Culture	John M Lovett	A Night with Uncle Johnny - Songs and Stories	\$2,445.00	\$2,445.00	\$2,445.00
Total			\$95,257.31	\$89,672.21	\$123,735.73

Budget Summary

Category	Budget 2024-25	Round One Spent	Remaining Balance After Round One
Arts and Culture	\$10,000.00	\$6,658.40	\$3,342
Tourism and Events	\$50,000.00	\$37,804	\$12,196
Infrastructure	\$60,000.00	\$96,448.67	(\$36,448.67)
Community Strengthening	\$10,000.00	\$6,733.00	\$3,227
Sustainability	\$10,000.00	\$2,000.00	\$8,000
Heritage	\$15,000.00	-	\$15,000
Demand Allocation	\$145,000.00	-	\$145,000.00
TOTAL	\$300,000.00	\$149,645	\$150,315.93

Financial and Resource Implications

The collaborative approach across Council grant categories opens opportunities for Council to work with the community to broaden the scope of ideas identified within applications to position these projects and or events to leverage external funding.

Applications for \$3000 or greater must demonstrate cash contributions and must provide evidence of cash held, or applicants must be able to demonstrate their financial capacity to complete the project.

The grant amount approved by Council cannot be increased post-funding approval. In the case of a funding shortfall, funding will not be made available by way of a Council loan.

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.

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.

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.

Legislation

The Community Partnership Grants Program Policy was adopted on 11 June 2025.

Each Grant category requests that applicants ensure that their project or idea demonstrates a link to the Council Plan, Health and Wellbeing Plan or other endorsed Strategic Plans of Council.

The Community Partnership Grants program assists Council to deliver on key outcomes of the Council Plan 2021 - 25. The Council Plan establishes that Council will:

- Support our Community
- Develop our Regional Economy
- Maintain and Renew our Infrastructure
- Protect our Natural Environment, and
- Provide Strong Governance and Leadership

Gender Equality Act 2020

There are no implications for the Gender Equality Act 2020 identified through this report or the grants program.

Risk Management

There is a predetermined eligibility and assessment criteria with a set weighting, to identify and assess the risk exposure within each application. The assessment criteria ensure that projects and events have adequate control measures in place to ensure their successful and safe delivery.

Each grant applicant must also demonstrate that they comply with any legal or statutory regulations relevant to the project which they are seeking Community Partnership Grants funding. This includes (where relevant) appropriate insurances, food handling permits, liquor licences etc.

Climate Change, Environmental and Sustainability Considerations

No Environmental and Sustainability Considerations identified.

Community Engagement, Communication and Consultation

Various Council staff engage with the community in relation to the Community Partnership Grants program at a range of meetings and workshops (including Councillor Engagement, Progress Association, club and user groups and event organiser meetings, etc). Staff also engage with applicants on a 1:1 basis and in group workshops, to provide support through the Community Partnership Grants process.

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.

Alison Quade, Manager Communications and Engagement
Melanie Russell, Grants Officer

RECOMMENDATION

That Council:

1. Notes \$89,672.21 of Community Partnership Grants of \$3,000 and under will be approved under delegation.
2. Notes \$59,972.30 of Community Partnership Grants over \$3,000 will be approved under delegation.

12.7 Carry Forwards

Directorate: People and Performance
Report Approver: Darren Barber, Director People and Performance
Report Author: Nick Templeton, Head of Finance
Attachment(s): 1. 2024-25 Proposed Carry Forward Listing [12.7.1 - 3 pages]

Executive Summary

The Annual Budget contains, as one of the key financial statements, a Capital Works Schedule. This provides an itemised list of the capital works expected to be carried out for the financial year.

Each year there is a multitude of reasons to why certain projects do not proceed including weather restrictions, access to required resources, funding, permits and legislative delays and many others. As a result, Council will have a list of projects each year that need to be carried forward from prior year budgets.

The proposed carry forward from 2024/25 to be undertaken or completed in 2025/26 is very low in comparison to prior years, with a net amount of \$4.310m. This shows an improvement in the ability to deliver and complete projects in 2024/25.

Discussion

A summary of the 2024/25 Capital Works program comprised;

- Adopted Budget: \$20.625m.
- Final capital works program inclusive of items carried forward from prior years \$31.626m.
- Actual expenditure achieved is \$23.095m (this is the anticipated expenditure however will be finalised following completion of audit and therefore may change).

The capital delivery for 2024/25 is above the average of the last five years by \$8.790m and exceeds the delivery achieved in 2023/24 by \$4.952m.

The amount of capital works projects to carry forward budget into 2024/2025 is \$4.525m with the major financial contributors to this sum being:

1. Glenthompson School (\$120k)
2. Glenthompson Public Toilet (\$227)
3. Heavy Fleet Replacement (\$400k)
2. Hamilton Entrance Signs (\$182k)
3. Cox Street Redevelopment (\$541k)
4. New Hamilton Gallery design (\$647k)
5. Storm Rectification Works (\$560k)

The impact of carry forwards can be summarised as:

- Operational expenses - \$85k
- Operational revenue \$1.332m

- Adjustment (reduction) to 2025/26 Budget of \$0.300m for Community Hub design deferred until 2026/27
- Capital works expenditure - \$4.525m.

The detailed listing of carry forward items is included as an attachment and the summary is as follows:

Category/Project	2024/25 Carry Forward Items
Operating	
Operational Carry Forwards	85,000
Capital	
Buildings	1,516,971
Plant, Machinery and Equipment	400,264
Fixtures, Fittings and Furniture	20,000
Roads (inc Kerb & Channel)	833,365
Bridges and Major Culverts	189,134
Footpaths and Cycleways	105,268
Drainage	10,000
Recreational, Leisure and Community Facilities	621,706
Parks, Open Space and Streetscapes	360,761
Land and Improvements	150,000
Livestock Exchange	86,455
Waste Management	231,388
Total Carry Forwards from 2024/2025	4,610,312
Summary	
Capital Carry Forwards	4,525,312
Less Community Hub project timing difference	(300,000)
Total Capital Carry Forwards	4,225,312
Operating Carry Forwards	85,000
Total Forecast adjustment	4,310,312

Financial and Resource Implications

The report communicates our financial sustainability and alignment with our annual budget.

Council Plan, Community Vision, Strategies and Policies

Support Our Community

- 1.1 *An empowered and connected community*
- 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.*

Provide Strong Governance and Leadership

- 5.1 *Transparent and accountable governance*
- 5.1.2 *Ensure flexible and transparent decision making through open and accountable governance.*

Legislation

Council is required to implement the financial management principles detailed in Section 101 of the *Local Government Act 2020*.

Gender Equality Act 2020

There are no direct implications to the *Gender Equality Act 2020* in preparing the Financial Report, however, Council casts a strong gender lens across all of its operations, programs and projects throughout the year and the budget allows for provisions that support gender equality initiatives.

Risk Management

The report measures financial risk and compliance with our annual budget in the context of capital works projects budgeted in prior financial years but not completed.

Climate Change, Environmental and Sustainability Considerations

The report measures financial sustainability and compliance with our annual budget.

Community Engagement, Communication and Consultation

The report communicates our financial sustainability and compliance with our annual budget.

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.

Nick Templeton, Head of Finance

Darren Barber, Director People and Performance

RECOMMENDATION

That Council approve the carry forward schedule for the 2025 / 2026 financial year comprising:

1. Capital carry forwards of \$4.225m.
2. Operating carry forwards of \$0.085m.
3. Operating revenue carry forwards of \$1.332m.

12.8 Melville Oval - Financial Update

Directorate: Infrastructure and Sustainability
Report Approver: Juan Donis (Acting Director Infrastructure and Sustainability)
Report Author: Bill Scott, Manager Project Management Office
Attachment(s): Nil

Executive Summary

The Melville Oval Facilities Upgrade project main contract has reached practical completion. There are some works still required to be carried out including the construction of the playground and the potential Greenskeeper Shed.

This report summarises expenditure against the 2024/2025 budgets that were adopted for the works.

The report sets out the remaining contract variations that are to be considered as well as the funding of remaining works and makes recommendations about where funding would be available.

Discussion

Project Summary

The Melville Oval Facilities Upgrade project involved a wide range of works, including an irrigation upgrade, powerline undergrounding and repairs to the existing grandstand. Most of the project was delivered within a lump sum contract between Council and local builder Ultrabuild Pty Ltd.

That contract reached Practical Completion on 17 April 2025, and the works are now part way through the 12-month Defects Liability Period.

Other works in the group of projects were delivered by Council's works teams, other contractors, or service providers such as Powercor. In addition, there were design fees for the designing architect and engineers and project management fees.

The 2024/2025 budget for the Melville Oval Group of projects was as follows:

Project	Revised Budget 2024/2025	Actual plus Commitments	Surplus or (Deficit)
Melville Oval Facilities Upgrade	\$6,097,573 <i>Note 1</i>	\$6,125,464 <i>Note 2</i>	(\$27,891)
Melville Oval Irrigation Upgrade	\$312,000	\$295,720 <i>Note 3</i>	\$16,280
Melville Oval Internal Pathways and Seating	\$200,000	\$224,127	(\$24,127)
Footpath Market Place	\$40,000	\$46,618	(\$6,618)

Kerb and Channel Market Place	\$64,000	\$64,829	(\$829)
Melville Oval Pavilion Repairs	\$100,000	\$65,437	\$34,563
Total	\$6,813,573	\$6,822,195	(\$8,622)

Table 1

Notes:

1. Includes increases to budget made by Council in September 2024 of \$406,923, resulting from savings in other projects.
2. Includes a reduction to commitments by issuing a negative variation to the contract for fencing.
3. Includes a reduction to commitments of \$33,273 to account for savings in the sub project.

Additional spending to date

The main contract between the Council and the Contractor, Ultrabuild, allows for contract variations to be made and typically these have a cost associated, either an increase or a decrease to the contract.

The contract is using AS4000 General Conditions which means it is administered by the Superintendent whom in simple terms, is an impartial umpire in the contract between the two parties; the Principal and the Contractor. The Superintendent has roles and responsibilities set out in the contract and these must be discharged within time limits in accordance with contract law. In this case the Superintendent is the Director Infrastructure and Sustainability of Southern Grampians Shire Council. The Superintendent also discussed all key decisions with the Project Control Group (PCG).

The approved additional spending can be classified as either non-discretionary or discretionary.

- Non-discretionary items are those that were necessary to undertake to allow the project to continue, for example the removal of existing asbestos pipe. There are different causes of non-discretionary items including:
 - Latent conditions such as existing services or ground conditions
 - Design or estimate related
 - Delay costs beyond the contractor's control
- Discretionary items could be described as optional and are items which arise during the project and may improve the functionality or aesthetics but are not necessary for the project to achieve its core objectives

Contractually the Superintendent has already authorised additional works to comply with contract law and the Council allowed response times within the contract general conditions for the total \$959,546.54. This was done in discussion with the Project Control Group (PCG) to ensure the target day for the opening was achieved.

The total additional expenditure previously authorised by Council on the 11 September 2024 Council meeting was \$733,876.67. As a result, the contract expenditure is currently \$225,669.87 over financial delegation, the funds for much of this overspend were approved in the Council adopted budget; however the works were conducted by Ultrabuild and been added to the contract and as defined in Table 1 relate to:

- Internal Pathway & Seating \$200K
- Melville Oval Pavilion Repair \$100K

Unresolved additional expenditure

There are four unresolved items as set out below:

Additional Expenditure	Discussion	Amount Excl. GST
Handrails to players' race	Handrails were installed in the week leading up to the Anzac Day opening, but these do not comply with Australian Standards. The Building Surveyor has ordered that compliant handrails be installed to maintain the Certificate of Occupancy for the facility. This item is not discretionary.	\$2,468
Fridges	A design fault has meant that the two fridges purchased by the contractor do not fit in the space allowed in the pavilion kitchen and the kiosk under the grandstand. This means that two slightly smaller fridges will be required. The existing fridges will be able to be utilised in other Council facilities. This item is not discretionary.	\$8,870
Screen door to kiosk	An issue has arisen where the area near the deep fry unit becomes too hot for people to work. It is caused by poor ventilation to this area of the kiosk under the grandstand. The screen door is intended to allow additional ventilation into the room, whilst keeping it secure. This item is not discretionary.	\$1,500 estimated
Vents to pavilion bar ceiling and netball kiosk roof	Issues have arisen with poor ventilation to these rooms when they are closed, causing the fridges to overheat. New vents are proposed to be installed. This item is not discretionary.	\$3,000 estimated
Total		\$15,838

Table 2

The funding details for the main component of this project are as follows:

Federal Government Grant	\$4,043,000
SGS LRCI Funding (Fed Grant)	\$3,970,508
Council Contribution	\$794,415
TOTAL BUDGET	\$8,807,923

Financial and Resource Implications

If the additional items and uncompleted works listed above are approved, then the 2024/2025 Council Budget for this group of projects will be overspent as follows:

Current Melville Oval Group overspend	\$8,622
Proposed variations	\$15,838
TOTAL	\$24,460

Funding of the Greenskeeper Shed is proposed to be considered by Council at a future date. The construction of the Greenskeeper Shed is estimated at \$34,000 excluding GST.

Project Financial Outcomes

Councils Economic Development Support Officer has performed an analysis of the project construction.

These results are as below:

Year 1 — \$1.0 M

Output: \$1.842 M | Jobs: 5 | Wages: \$0.317 M | Value-Added: \$0.606 M

Year 2 — \$3.0 M

Output: \$5.527 M | Jobs: 12 | Wages: \$0.950 M | Value-Added: \$1.818 M

Year 3 — \$5.3 M

Output: \$9.765 M | Jobs: 20 | Wages: \$1.677 M | Value-Added: \$3.213 M

Council Plan, Community Vision, Strategies and Policies

Support Our Community

1.2 Support and promote a healthy community

1.2.1 Provide and advocate for accessible, inclusive and equitable Council services, facilities, activities and participation practices.

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

Maintain and Renew Our Infrastructure

3.1 Plan and maintain sustainable assets and infrastructure

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
- 3.3.1 Continue to invest in and activate open spaces within Southern Grampians.

Legislation

Local Government Act 2020

Gender Equality Act 2020

Unisex changerooms for football and netball players and umpires responds to gender equality considerations.

Whilst a formal gender impact assessment was not conducted as a part of the project, the Project Working Group has worked with the Recreation Team to ensure the provision of more inclusive amenities and facilities. Guidance and advice were provided by AFL Western Victoria throughout the construction and fit out of the facility. Since the opening of the facility, there has been seen an increase in women's football for the region and domestic league being played at Melville Oval.

Risk Management

The Melville Oval Facilities Upgrade Project Control Group regularly monitors and controls risks. There are several key risks as follows:

1. Legal. Certificate of Occupancy. The current Certificate of Occupancy relies upon the additional expenditure for the handrails to the players race to be approved and the handrails installed.
2. OHS. Players are currently using a player's race that has been determined by the Building Surveyor to be unsuitable.
3. Reputational. Whilst Council did deliver the facility in time for the Anzac Day game to be played, it failed to meet the Round 1 deadline originally set. Council's reputation would be impacted if it failed to maintain the Certificate of Occupancy or if it failed to deliver the playground in line with required timing.

The recommendations in this report address the risks described above.

Climate Change, Environmental and Sustainability Considerations

The project incorporates solar panels and a battery system to provide most of the power required for the facility. This reduces Council's carbon footprint.

In addition, the design specified underground stormwater tanks which provide all water for toilet flushing inside the centre.

The project involved the renewal of the irrigation system for the oval. This established an innovative system which takes water from Lake Hamilton and stores it in underground tanks ready for application to the oval surface via a state of the art monitored irrigation system.

Community Engagement, Communication and Consultation

Council Officers engaged with the Melville Oval tenants including Hamilton Football Netball Club, Hamilton Cricket Association and Hamilton CFA. Council Officers also engaged with the external funding parties including the Department of Regional Development, Infrastructure, Communications and the Arts in relation to project progress.

Regular project updates were distributed through Council's media streams.

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 McGann, Contract Project Manager
Bill Scott, Manager Project Management Office
Susannah Milne, Manager Community Wellbeing
Juan Donis, Acting Director Infrastructure and Sustainability

RECOMMENDATION

That Council:

1. Note the contract expenditure for the increased value of \$225,669.87 (Ex GST) of additional works with approved budgets, largely drawn from the budgets for Internal Pathway and Seating and the Pavilion Repair ledgers as detailed in the report.
2. Approve the overspend against the current budget of \$8,622 (Ex GST) to be drawn from the 2024/25 Capital program.
3. Approve the remaining non-discretionary variations which are required to effectively complete the project to a value of \$15,838 (Ex GST) drawn from the 2024/25 Capital program.

12.9 Annual Plan - Council Plan Review 1 July 2024 - 30 June 2025

Directorate: People and Performance
Report Approver: Darren Barber (Director People and Performance)
Report Author: Karly Herring, Governance Coordinator
Attachment(s): 1. 1 July 2024 - 30 June 2025 - Annual Plan Progress Report- Council Plan 2021-2025 [12.9.1 - 36 pages]

Executive Summary

The Annual Plan Report for the period 1 July 2024 to 30 June 2025 has been prepared to provide information regarding the performance of the organisation against the Council Plan 2021-2025.

Discussion

The Annual Plan is developed each year to assist in the delivery of the Council Plan objectives and demonstrate to the community the key projects to be delivered each year of the Council Plan.

The Annual Plan sets out specific actions and includes a detailed list of Council's activities and initiatives for the upcoming financial year. These initiatives are projects undertaken over and above normal service delivery and are intended to attain important outcomes for Council and the community.

Reports on the progress of the Annual Plan are reported to Council quarterly. This allows Council to receive timely, relevant and measurable information about how the organisation is performing. This in turn allows Council an opportunity to raise concerns about performance in a timely manner. The Annual Plan reporting also helps formulate the Annual Report and support the reporting against the Council Plan each year.

This is the final Annual Plan report for the 2024-2025 financial year, as well as the final report for the 2021-2025 Council Plan.

There were 73 actions in the Annual Plan for 2024-2025, of these 73 actions:

- 46 of the 73 actions (63%) have been completed;
- 59 actions (81%) are on track - at least 90% of the target achieved;
- 9 actions (12%) require monitoring –between 70% and 90% of the target achieved;
- 5 actions (7%) are off track – less than 70% of target achieved; and

The Actions that weren't completed in the final year of the Council Plan have been reviewed.

Of the 27 actions not completed:

- 9 actions will be rolled over into the new 2025-2029 Council Plan

- 9 will be completed between the period of this Council Plan expiring and the new Council Plan being adopted
- 9 are subject to a Council decision making and are in progress

Details about the specific performance of the Annual Plan actions is detailed in the attached Action and Task Progress Report.

Financial and Resource Implications

There are no direct financial or resource implications associated with this reporting.

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

Council is required to adopt a Council Plan in accordance with Section 90 of the *Local Government Act 2020*. The Council Plan is supported by the development of an Annual Plan which details the actions that will be undertaken to achieve the strategic objectives in the Council Plan.

Gender Equality Act 2020

There are no direct *Gender Equality Act 2020* implications associated with this reporting and any strategies, policies or programs will have individual and tailored Gender Impact Assessments undertaken as they develop.

Risk Management

Reporting on the Annual Plan is presented to Council quarterly so Council can regularly monitor the performance of the organisation against the Council Plan.

Climate Change, Environmental and Sustainability Considerations

No direct implications as part of the Annual Plan reporting.

Community Engagement, Communication and Consultation

The Annual Plan quarterly progress reports are publicly available for viewing on Council's 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

RECOMMENDATION

That Council receive the Annual Plan report for 1 July 2024 – 30 June 2025.

12.10 s11A Instrument of Appointment and Authorisation - Planning and Environment Act 1987

Directorate:	People and Performance
Report Approver:	Darren Barber, Director People and Performance
Report Author:	Karly Herring, Governance Coordinator
Attachment(s):	1. S11A Instrument of Appointment Planning and Environment Act 1987 [12.10.1 - 2 pages]

Executive Summary

Council appoints many powers to its staff through instruments of delegation and authorisation.

The s11A Instrument of Appointment and Authorisation appoints Council staff to be authorised under the *Planning and Environment Act 1987* (the Act) and allows them to fully discharge their duties and responsibilities under that Act.

The s11A Instrument of Appointment and Authorisation was last adopted by Council on 14 May 2025.

The Instrument has been updated to reflect a recent staff change and is attached for Council consideration.

Discussion

The Act, and a variety of other legislation, makes express provision for the appointment of authorised officers to act on behalf of Councils and these powers are essential to enable day to day decisions to be made and for the effective operation of the organisation.

The Instruments of Appointment and Authorisation are prepared for Council by Maddocks Lawyers.

S11A Instrument of Appointment and Authorisation

The s11A Instrument of Appointment and Authorisation:

- Appoints the officers to be authorised officers for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- Authorises the officers to institute proceedings for offences against the *Planning and Environment Act 1987* and the regulations made under that Act.

The Authorisation requires updating due to staff changes in the Planning Team including the commencement of a new staff member.

These appointments and authorisations must be made by Council and are not delegated by the CEO.

Financial and Resource Implications

Council subscribes to the Delegations and Authorisations service provided by Maddocks Lawyers, the cost of which is provided for in Council's budget.

There are no other financial implications in reviewing the Instruments of Delegation.

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

Section 147(4) of the *Planning and Environment Act 1987* appoints officers to be authorised officers for the purposes of the Act and regulations made under the Act.

Section 313 of the *Local Government Act 2020* authorises the officers either generally or in a particular case to institute proceedings for offences against the Act and regulations described in the s11A Instrument of Appointment and Authorisation.

Gender Equality Act 2020

The adoption of this Instrument does not have any direct gender implications.

Risk Management

The use of the Maddocks service alleviates the potential risk of staff not being appropriately authorised in the exercise of various powers and functions. Updates are provided by Maddocks regularly and capture any legislative changes. The service is available to all Victorian Councils which enables consistency.

Climate Change, Environmental and Sustainability Considerations

Many of the activities undertaken by staff on behalf of Council have social, economic, or environmental effects, including many of the powers included in the instruments of authorisation and delegation. The Instruments ensure that the decisions are made by the most appropriate person or persons within the organisation.

Community Engagement, Communication and Consultation

There is no requirement for community consultation in relation to the review of the Instrument.

Affected staff have been consulted in the preparation of this Instrument and will be provided with confirmation of the amendments to the Instrument once considered by Council.

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

RECOMMENDATION

In the exercise of the powers conferred by the legislation referred to in the attached instrument, Council resolves that:

1. Council adopt the attached s11A Instrument of Appointment and Authorisation for the members of Council staff set out in the instrument; and
2. The s11A Instrument of Appointment and Authorisation comes into force immediately the common seal of Council is affixed to the instrument and remains in force until Council determines to vary or revoke it, and on coming into force all previous s11A instruments are revoked.

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.

16 Close of Meeting

This concludes the business of the meeting.