

# Council Meeting

held at the Council Chamber, 32 Civic Drive, Greensborough  
on Tuesday 26 August 2025 commencing at 7:00 PM.

## Minutes

**Carl Cowie**  
**Chief Executive Officer**

Friday 29 August 2025

Distribution: Public

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## Nillumbik Shire Council

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### Contents

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<b>1. Welcome</b>	<b>1</b>
<b>2. Acknowledgement</b>	<b>1</b>
<b>3. Good Governance Pledge</b>	<b>1</b>
<b>4. Prayer</b>	<b>1</b>
<b>5. Apologies\Leave of Absence</b>	<b>1</b>
<b>6. Declarations of conflict of interest</b>	<b>1</b>
<b>7. Presentations</b>	<b>2</b>
<b>8. Confirmation of Minutes</b>	<b>3</b>
COM.001/25 Confirmation of Minutes Council Meeting held Tuesday 29 July 2025	3
<b>9. Petitions</b>	<b>4</b>
<b>10. Questions from the gallery</b>	<b>4</b>
<b>11. Reports of Advisory Committees</b>	<b>5</b>
AC.006/25 Advisory Committee Report 26 August 2025	5
<b>12. Officers' reports</b>	<b>7</b>
CM.088/25 Council Plan Quarterly Performance Report 2024-2025 - Quarter 4	7
CM.089/25 Endorsement of Recommended Nominees for 2025-2027 Arts and Cultural Advisory Committee	9
CM.090/25 Reconciliation of Special Charge Scheme for Jalna Court, Eltham.	11
CM.091/25 Acknowledgement of Country	13
CM.092/25 Sandra Avenue Special Charge Scheme	15
CM.093/25 Community Engagement Policy Review 2025	17
CM.094/25 Review of the Instrument of Sub-Delegation under the Environment Protection Act 2017	19
CM.095/25 Calling of Extraordinary Council Meeting	21
CM.096/25 Tender Report - 2425-074 Kangaroo Ground Tower Restoration Works	23
CM.097/25 Tender Report - Contract 2425-041 Annual Supply – Concrete Works – Panel	27
CM.098/25 Tender Report - Contract 2425-048 Provision of Public Facing Website Services	29
CM.099/25 Appointment of Audit and Risk Committee Independent Member	33
CM.100/25 Instrument of Appointment and Authorisation (Planning and Environment Act 1987)	35
CM.101/25 Informal Meetings of Councillors Records - 26 August 2025	37
<b>13. Notices of Motion</b>	<b>39</b>

## **Council Meeting Minutes**

**26 August 2025**

<b>14. Delegates' Reports</b>	<b>39</b>
<b>15. Supplementary and urgent business</b>	<b>39</b>
<b>16. Confidential reports</b>	<b>39</b>
CM.102/25      CEO Employment Matters - Annual Review	39
<b>17. Close of Meeting</b>	<b>49</b>

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## Nillumbik Shire Council

Minutes of the Meeting of Nillumbik Shire Council held Tuesday 26 August 2025.  
The meeting commenced at 7.00pm.

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### Councillors present:

Cr John Dumaresq	Wingrove Ward ( <b>Mayor</b> )
Cr Naomi Joiner	Bunjil Ward ( <b>Deputy Mayor</b> )
Cr Grant Brooker	Blue Lake Ward
Cr Kelly Joy	Edendale Ward
Cr Peter Perkins	Ellis Ward
Cr Kim Cope	Sugarloaf Ward
Cr Kate McKay	Swipers Gully Ward

### Officers in attendance:

Carl Cowie	Chief Executive Officer
Claire Quinlan	Chief Operating Officer
Blaga Naumoski	Director Governance, Communications and Community Safety
Narelle Hart	Acting Director Communities
Frank Vassilacos	Director Planning, Environment and Strategy
Jeremy Livingston	Director Culture and Performance
Katia Croce	Manager Governance and Property

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### 1. Welcome

### 2. Acknowledgement

Acknowledgement of Country was read by the Mayor, Cr John Dumaresq.

### 3. Good Governance Pledge

The Good Governance Pledge was read by Cr Kate McKay

### 4. Prayer

A prayer was read by Father Steven Rigo, Parish Priest of Sacred Heart Diamond Creek, St Thomas the Apostle Greensborough North and St Mary's Greensborough.

### 5. Apologies\Leave of Absence

Nil

### 6. Declarations of conflict of interest

Carl Cowie Chief Executive Officer declared a material conflict of interest in item CM.102/25 CEO Employment Matters - Annual Review.

## 7. Presentations

### **Nillumbik Community Awards 2025**

Outstanding individuals and groups who have gone above and beyond to make Nillumbik a special, inclusive and connected place were honoured at the 2025 Nillumbik Community Awards which was held on Thursday 14 August 2025.

The awards, held at the Eltham Community and Reception Centre, and celebrate the contributions of local volunteers, leaders and change makers across a range of categories, recognising the people who enrich the life of our Shire.

The winners of each category for 2025 were:

**Volunteer of the Year:** David Kerrigan

**Community Group of the Year:** Nillumbik State Emergency Service (SES)

**Young Citizen of the Year:** Aashini Rastogi

**Contribution to Arts, Culture and Heritage:** Pam Hayes

**Contribution to Diversity and Inclusion:** Allwood Neighbourhood House

**Contribution to Environment and Sustainability:** Jayne Clarke

**Contribution to Reconciliation:** Yarrambat Junior Football Club

Over 30 nominations across the seven award categories were received. The quantity and quality of the nominees reflects the strength of Nillumbik's sense of community.

Attended by 180 people, this event showcased past achievements and ongoing efforts. It is so great to see so many community members show their support and encouragement to all the nominees and strengthen connection with each other.

Congratulations to all our deserving award recipients and congratulations to the Council team who put it together. It was a fantastic night and enjoyed by all.

### **Sporting Grants**

**Diamond Valley U14 Boys Basketball Team (Blue Lake Ward)** receives \$500 for being selected to play at the National Club Basketball Championships in Western Australia.

**Holly Gregory (Bunjil Ward)** receives \$250 for being selected to represent Australia in Cross Country at the Sports Travel Australia Cross Country event in the USA.

**Sienna Pavitt (Ellis Ward)** receives \$200 for being selected to represent Victoria at the Australian Gymnastics Championships in Queensland.

**Madeleine Goldsworthy (Wingrove Ward)** receives \$200 for being selected to represent Victoria at the Australian Youth Indoor Volleyball Championships in Western Australia.

*Recipients thanked Council and a photo was taken with their Ward Councillor.*

Nillumbik Shire Council wishes them every success with their future sporting pursuits.

**8. Confirmation of Minutes**

**COM.001/25 Confirmation of Minutes Council Meeting held Tuesday 29 July 2025**

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**Summary**

Confirmation of the Minutes of the Council Meeting held on Tuesday 29 July 2025.

<b>Council Resolution</b>
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**MOVED: Cr Kim Cope**

**SECONDED: Cr Naomi Joiner**

**That** Council confirms the Minutes of the Council Meeting held on Tuesday 29 July 2025  
(Attachment 1).

**CARRIED UNANIMOUSLY**

**9. Petitions**

Nil

**10. Questions from the gallery**

Nil



11. Reports of Advisory Committees

AC.006/25      Advisory Committee Report 26 August 2025

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**Distribution:**    Public

**Manager:**        Blaga Naumoski, Director Governance, Communications and  
Community Safety

**Author:**         Katia Croce, Manager Governance and Property

**Summary**

Council has a range of Advisory Committees which provide a formal mechanism for Council to consult with key stakeholders, seek specialist advice and enable community participation. Although they do not make any formal decisions, they provide valuable advice to Council.

In accordance with Advisory Committee Terms of Reference, the following minutes of Advisory Committee meetings are attached (**Attachment 1**) and presented to Council for noting:

1.    Inclusion and Access Advisory Committee Minutes meeting held 27 June 2025;
2.    Health and Wellbeing Advisory Committee Minutes meeting held 17 July 2025; and
3.    Youth Council Minutes meeting held 4 August 2025.

<b>Council Resolution</b>
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**MOVED:**          Cr Kate McKay

**SECONDED:**    Cr Kim Cope

**That** Council notes the Minutes of the Advisory Committee meetings reported (**Attachment 1**).

**CARRIED UNANIMOUSLY**

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**12. Officers' reports****CM.088/25 Council Plan Quarterly Performance Report 2024-2025 - Quarter 4**

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**Distribution: Public****Manager: Jeremy Livingston, Director Culture and Performance****Author: Craig King, Manager Customer Experience and Business Performance****Summary**

The purpose of this report is to present the Council Plan Quarterly Performance Report for noting. These reporting updates are received by Council on a quarterly basis to exhibit in a practicable and tangible way how the Council Plan 2021-2025 is being delivered to the community.

The Council Plan Quarterly Performance Report provides the fourth and final update on delivery progress and performance of the 2024-2025 Annual Action Plan actions, which align to delivery of the fourth and final year of the Council Plan 2021-2025.

Of the 30 actions in the 2024-2025 Annual Action Plan, 22 actions are completed, 3 actions are 'on track' for completion and 5 actions are experiencing minor issues (**Attachment 1**). Of the actions experiencing minor issues, three are as a direct result of impacts pertaining to the State Government's significant planning and housing reforms.

The overall position reflected in the report suggests that Council has made solid progress in delivering on the priority actions of the Council Plan and significant outcomes for the community.

Of the 56 accompanying strategic indicators in the Council Plan 2021-2025, 25 have improved on last year's result, 13 have decreased compared to last year, and 16 indicators recorded minimal change from the 2023-2024 result. Two indicators were not measured during the reporting period (**Attachment 2**).

The entire year's performance against the delivery of the Council Plan will be published in the Annual Report 2024-2025, which will be presented to the community later in 2025.

<b>Council Resolution</b>
---------------------------

**MOVED: Cr Naomi Joiner****SECONDED: Cr Grant Brooker**

**That** Council receives and notes the Council Plan Quarterly Performance Report for the fourth quarter of 2024-2025.

**CARRIED UNANIMOUSLY**

**12. Officers' reports**

**CM.088/25 Council Plan Quarterly Performance Report 2024-2025 - Quarter 4**

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**12. Officers' reports****CM.089/25      Endorsement of Recommended Nominees for 2025-2027 Arts and Cultural Advisory Committee**

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**Distribution:    Public****Manager:        Corrienne Nichols, Director Communities****Author:          Nichole Johnson, Manager Community Partnerships****Summary**

The Arts and Cultural Advisory Committee provides a formal mechanism for Council to consult with key stakeholders, seek specialist advice and enable community participation in the development, implementation and evaluation of Arts and Culture. Community representation is sought from all segments of the arts, culture and creative industries. There are up to 14 places and one of these positions are Councillors who act as Chair to the Advisory Committee.

Recruitment of eight members of the Arts and Cultural Advisory Committee for a two year term from 2025-2027 opened on 30 May and closed on 20 June 2025.

A total of sixteen applications were received, assessed, and reviewed against the selection criteria in **(Attachment 1)** by an internal assessment panel.

This report provides Council with a full copy of the assessment outcomes against the 16 applications, including Evaluation Criteria and Officer Assessment Outcomes **(Attachment 1)** to support the recommendations.

<b>Recommendation</b>
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**That Council:**

1. Endorses the 8 applicants listed **(Attachment 1)** onto the Arts and Cultural Advisory Committee:
  - (a) Applicant 1 \_\_\_\_\_ for their role as a Arts and Cultural Advisory Committee Member
  - (b) Applicant 2 \_\_\_\_\_ for their role as a Arts and Cultural Advisory Committee Member
  - (c) Applicant 3 \_\_\_\_\_ for their role as a Arts and Cultural Advisory Committee Member
  - (d) Applicant 4 \_\_\_\_\_ for their role as a Arts and Cultural Advisory Committee Member
  - (e) Applicant 5 \_\_\_\_\_ for their role as a Arts and Cultural Advisory Committee Member
  - (f) Applicant 6 \_\_\_\_\_ for their role as a Arts and Cultural Advisory Committee Member
  - (g) Applicant 7 \_\_\_\_\_ for their role as a Arts and Cultural Advisory Committee Member
  - (h) Applicant 8 \_\_\_\_\_ for their role as a Arts and Cultural Advisory Committee Member

**12. Officers' reports****CM.089/25      Endorsement of Recommended Nominees for 2025-2027 Arts and Cultural Advisory Committee**

- 
2. Acknowledges and thanks all community members who submitted applications to the Arts and Cultural Advisory Committee.
  3. Resolves that the Assessment Outcome (**Attachment 1**) is to remain confidential on the grounds specified in the definition of confidential information in section 3(1)(f) of the *Local Government Act 2020*.

<b>Council Resolution</b>
---------------------------

**MOVED:            Cr Kim Cope****SECONDED:    Cr Grant Brooker****That Council:**

1. Endorses the 8 applicants listed (**Attachment 1**) onto the Arts and Cultural Advisory Committee:
  - (a) Applicant 1 Nusra Latif Qureshi for their role as a Arts and Cultural Advisory Committee Member
  - (b) Applicant 2 Sammaneh Pourshafighi for their role as a Arts and Cultural Advisory Committee Member
  - (c) Applicant 3 Amanda Grant for their role as a Arts and Cultural Advisory Committee Member
  - (d) Applicant 4 Cassie May for their role as a Arts and Cultural Advisory Committee Member
  - (e) Applicant 5 Les Zig for their role as a Arts and Cultural Advisory Committee Member
  - (f) Applicant 6 Michael Shiell for their role as a Arts and Cultural Advisory Committee Member
  - (g) Applicant 7 Kerstin Paulsen for their role as a Arts and Cultural Advisory Committee Member
  - (h) Applicant 8 David Kerrigan for their role as a Arts and Cultural Advisory Committee Member
2. Acknowledges and thanks all community members who submitted applications to the Arts and Cultural Advisory Committee.
3. Resolves that the Assessment Outcome (**Attachment 1**) is to remain confidential on the grounds specified in the definition of confidential information in section 3(1)(f) of the *Local Government Act 2020*.

**CARRIED UNANIMOUSLY**

## 12. Officers' reports

**CM.090/25      Reconciliation of Special Charge Scheme for Jalna Court, Eltham.****File:                FOL/20/3711****Distribution:    Public****Manager:        Claire Quinlan, Chief Operating Officer****Author:          Steven Blight, Manager Capital and Infrastructure****Summary**

The Jalna Court Special Charge Scheme has been completed and the final costs have been calculated. At this stage, property owners have been invoiced for the estimated cost, which was the amount at the time of declaration of the special charge by Council. The actual cost of the works is 3.36% less than the estimated cost.

Council must now vary the Jalna Court Special Charge Scheme under Section 166 of the Local Government Act 1989 to charge the actual costs to property owners. The amount of the refund to each property owner is proportionate with the original contribution.

Property owners in the Jalna Court Special Charge Scheme will receive an average refund of \$773.51.

<b>Council Resolution</b>
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**MOVED:           Cr Kate McKay****SECONDED:     Cr Peter Perkins****That Council:**

1. Varies the amount of the special charge under Section 166 of *the Local Government Act 1989*, in line with the revised liabilities set out for the scheme as shown in **Attachment 2**.
2. Notes that Council Officers will notify property owners in the scheme of the applicable variation and provide a refund for the required amount.

**CARRIED UNANIMOUSLY**

**12. Officers' reports**

**CM.090/25      Reconciliation of Special Charge Scheme for Jalna Court, Eltham.**

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**12. Officers' reports****CM.091/25 Acknowledgement of Country**

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**Distribution: Public****Manager: Corrienne Nichols, Director Communities****Author: Nichole Johnson, Manager Community Partnerships****Summary**

When Officers submitted Councils Reconciliation Action Plan (RAP) to Reconciliation Australia we were provided with feedback that some of the language in Councils Acknowledgement of Country required updating.

An Acknowledgement of Country provides a powerful opportunity for truth-telling, broader education about the First Nations history of Nillumbik and to strengthen our ongoing commitment to Reconciliation.

An updated Acknowledgement of Country (including a short and long version) has been drafted in consultation with Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation.

<b>Council Resolution</b>
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**MOVED: Cr Kate McKay****SECONDED: Cr Grant Brooker****That Council:**

1. Endorses the updated short and long Acknowledgements of Country prepared in consultation with Wurundjeri Woi-wurrung Elders for use in Council meetings, events, publications and communications.
2. Notes the Acknowledgement of Country Guide in **Attachment 1**.

**CARRIED UNANIMOUSLY**

**12. Officers' reports**

**CM.091/25      Acknowledgement of Country**

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**12. Officers' reports****CM.092/25      Sandra Avenue Special Charge Scheme****File:                FOL/23/15540****Distribution:    Public****Manager:        Claire Quinlan, Chief Operating Officer****Author:          Steven Blight, Manager Capital and Infrastructure****Summary**

Council received a petition on 5 September 2023 from property owners on Sandra Avenue, Eltham requesting the road to be sealed. An initial questionnaire was sent to property owners on 22 January 2024, to gauge interest on sealing the road via a Special Charge Scheme. The results of the initial questionnaire confirmed sufficient support to proceed further with investigation into a Special Charge Scheme to seal Sandra Avenue.

On 24 March 2025, a formal questionnaire and cost apportionment were sent to property owners to determine their support for sealing Sandra Avenue. A follow-up questionnaire and cost apportionment were sent to property owners that had not responded on 20 May 2025. The level of support for the Special Charge Scheme was 50 percent (six out of twelve property owners).

The level of support is below the 60 percent threshold in Council's Special Charge Scheme Policy. Therefore, it is recommended that Council abandon the Scheme for Sandra Avenue, Eltham and place further investigation for sealing of Sandra Avenue via a special charge scheme on a three year moratorium.

<b>Council Resolution</b>
---------------------------

**MOVED:        Cr Kate McKay****SECONDED:    Cr Naomi Joiner****That Council:**

1. Abandons further investigations into the Special Charge Scheme for Sandra Avenue, Eltham.
2. Places any further investigations into a Special Charge Scheme for Sandra Avenue on a three year moratorium, commencing 26 August, 2025.
3. Notes that Officers will advise affected property owners of Council's resolution.

**CARRIED UNANIMOUSLY**

**12. Officers' reports**

**CM.092/25      Sandra Avenue Special Charge Scheme**

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## 12. Officers' reports

**CM.093/25      Community Engagement Policy Review 2025**

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**Distribution:    Public****Manager:        Blaga Naumoski, Director Governance, Communications and  
Community Safety****Author:          Michele Purtle, Manager Advocacy Communications and  
Engagement****Summary**

This report seeks Council's endorsement to undertake community consultation on the draft 2025 Community Engagement Policy.

The Policy outlines Council's commitment to engaging the Nillumbik community in planning and decision-making through appropriate, effective, and inclusive practices.

Two phases of community engagement were conducted in 2020 to develop the Community Engagement Policy, and it was formally adopted at a Council Meeting in February 2021.

The Advocacy, Communications and Engagement team has reviewed the Community Engagement Policy 2025 (**Attachment 1**) and made changes to support consistent, effective engagement that gives our community a voice in shaping Council decisions.

The review considered feedback from both internal and external stakeholders, as well as the evolution of community participation during the life of the 2021–2025 Policy. The revised Policy strengthens Council's commitment to meaningful, inclusive, and transparent engagement.

<b>Council Resolution</b>
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**MOVED:        Cr Naomi Joiner****SECONDED:   Cr Kate McKay****That Council:**

1. Approves the draft Community Engagement Policy 2025 (**Attachment 1**); and
2. Authorises the draft Community Engagement Policy 2025 to be placed on community consultation from 1 – 30 September 2025 and for engagement initiatives to be undertaken to receive community feedback.

**CARRIED UNANIMOUSLY**

**12. Officers' reports**

**CM.093/25      Community Engagement Policy Review 2025**

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**12. Officers' reports**

**CM.094/25      Review of the Instrument of Sub-Delegation under the Environment Protection Act 2017**

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**File:**                **GF/24/399**

**Distribution:**    **Public**

**Manager:**        **Blaga Naumoski, Director Governance, Communications and Community Safety**

**Author:**          **Katia Croce, Manager Governance and Property**

**Summary**

Council is authorised by various Acts to carry out specific duties and functions as set out in those laws. To effectively perform these responsibilities, it is essential for Council to delegate certain powers to its administrative staff.

The *Local Government Act 2020* (the Act) requires that Council must review all delegations made under section 11 of the Act within 12 months after a general election.

To satisfy the legislative requirements of the Act, this report seeks Council resolution to endorse the Review of the Instrument of Sub-Delegation under the Environment Protection Act 2017 (**Attachment 1**).

<b>Council Resolution</b>
---------------------------

**MOVED:**            **Cr Peter Perkins**

**SECONDED:**      **Cr Grant Brooker**

**That** Council, in the exercise of the power conferred by section 437(2) of the *Environment Protection Act 2017* and the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021, Nillumbik Shire Council (Council) resolves that:

1. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached Instrument of Sub-Delegation to members of Council staff (**Attachment 1**), the powers, duties and functions set out in that Instrument, subject to the conditions and limitations specified in that Instrument.
2. The Instrument comes into force immediately the common seal of Council is affixed to the Instrument.
3. The duties and functions set out in the Instrument must be performed, and the powers set out in the Instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

**CARRIED UNANIMOUSLY**

**12. Officers' reports**

**CM.094/25      Review of the Instrument of Sub-Delegation under the Environment Protection Act 2017**

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**12. Officers' reports****CM.095/25      Calling of Extraordinary Council Meeting**

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**Distribution:    Public****Manager:        Blaga Naumoski, Director Governance, Communications and  
Community Safety****Author:          Katia Croce, Manager Governance and Property****Summary**

This report is seeking Council resolution to schedule an Extraordinary Council Meeting for Wednesday 26 November 2025.

This Extraordinary Council Meeting is being called for the purpose of election of the Mayor and Deputy Mayor, appointment of Chairpersons (Planning Matters and Consultation Matters) to Council's Delegated Committee known as the Planning and Consultation Committee, appointment of Councillors to Advisory Committees and external organisations for the 2025/2026 Council year, to resolve the 2026 Council and Planning and Consultation Committee meeting dates and other procedural matters.

<b>Council Resolution</b>
---------------------------

**MOVED:        Cr Naomi Joiner****SECONDED:    Cr Peter Perkins****That Council:**

1.    Calls an Extraordinary Council Meeting to be held on Wednesday 26 November 2025 at 32 Civic Drive, Greensborough, commencing at 7pm to consider the following matters:
  - a)    Appointment of a Second Temporary Chairperson;
  - b)    Mayoral Term for the 2025/2026 Council year;
  - c)    Election of the Mayor for the 2025/2026 Council year;
  - d)    Election of the Deputy Mayor for the 2025/2026 Council year;
  - e)    Appointment of Chairpersons to the Planning and Consultation Committee for the 2025/2026 Council year;
  - f)    Councillor appointments to Advisory Committees;
  - g)    Council appointments to external organisations;
  - h)    Council Meeting and Delegated Committee Meeting dates for 2026; and
  - i)    Endorsement of the 2027 Citizenship Ceremony date for 2027.
2.    Requests that the Chief Executive Officer gives public notice of the Extraordinary Meeting being scheduled for Wednesday 26 November 2025.

**CARRIED UNANIMOUSLY**

**12. Officers' reports**

**CM.095/25      Calling of Extraordinary Council Meeting**

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## 12. Officers' reports

**CM.096/25      Tender Report - 2425-074 Kangaroo Ground Tower Restoration Works**

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**Distribution:    Public****Manager:        Claire Quinlan, Chief Operating Officer****Author:          Steven Blight, Manager Capital and Infrastructure****Summary**

This report recommends the awarding of contract 2425-074 for Kangaroo Ground Tower Restoration Works.

The project involves restoration works on the historically significant Kangaroo Ground Tower located within the Kangaroo Ground War Memorial Park, at 385A Eltham-Yarra Glen Road, Kangaroo Ground VIC 3097.

The contract commences on or around the 28 August 2025 with an intended contract completion date of 13 February 2026. The construction works are scheduled to reach practical completion in December 2025.

The Tender Evaluation Panel (TEP) has assessed all submissions and this report provides a summary of their evaluation in recommending the awarding of the contract for 2425-074 for Kangaroo Ground Tower Restoration Works.

Pursuant to the Instrument of Delegation to the Chief Executive Officer, the value of this contract exceeds the specified financial limits and a Council resolution is therefore required to award the contract.

<b>Recommendation</b>
-----------------------

**That Council:**

1. Accepts the tender submitted by the **preferred tenderer** for the sum of **[\$[Redacted]]** plus **[\$[Redacted]]** for contingency (inclusive of GST and enter into the following contract:  
Number:        2425-074  
Title:           Kangaroo Ground Tower Restoration Works  
Term:           28 August 2025 to 13 February 2026  
Options:        N/A
2. Authorises the Chief Operating Officer to finalise and execute the contract documentation.
3. Authorises the Chief Operating Officer to approve additional cost variations that are a result of unknown latent site conditions or changes to operational requirements throughout the term of the contract with a value of no more than the total approved budget for the project.
4. Notes that any variations that exceed the agreed approved budget will require a further Council resolution.
5. Advises all tenderers accordingly.

## 12. Officers' reports

## CM.096/25 Tender Report - 2425-074 Kangaroo Ground Tower Restoration Works

6. Makes public the decision regarding this contract but the Tender Evaluation Report 2425-074 (**Attachment 1**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.
7. Resolves that the preferred tenderer be named.

<b>Motion</b>
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**MOVED: Cr Kim Cope**

**SECONDED: Cr Peter Perkins**

**That Council:**

1. Accepts the tender submitted by the **preferred tenderer** for the sum of **[\$[Redacted] plus \$[Redacted]** for contingency (inclusive of GST and enter into the following contract:  
Number: 2425-074  
Title: Kangaroo Ground Tower Restoration Works  
Term: 28 August 2025 to 13 February 2026  
Options: N/A
2. Authorises the Chief Operating Officer to finalise and execute the contract documentation.
3. Authorises the Chief Operating Officer to approve additional cost variations that are a result of unknown latent site conditions or changes to operational requirements throughout the term of the contract with a value of no more than the total approved budget for the project.
4. Notes that any variations that exceed the agreed approved budget will require a further Council resolution.
5. Advises all tenderers accordingly.
6. Makes public the decision regarding this contract but the Tender Evaluation Report 2425-074 (**Attachment 1**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.
7. Resolves that the preferred tenderer be named.
8. **Continues to liaise with the CFA on this project and ensure that CFA access to the Fire Spotter Cabin is maintained throughout the contracted works.**

THE MOTION WAS PUT TO THE VOTE AND CARRIED AND BECAME THE COUNCIL RESOLUTION AS FOLLOWS:

12. Officers' reports

CM.096/25 Tender Report - 2425-074 Kangaroo Ground Tower Restoration Works

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Council Resolution
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**MOVED:** Cr Kim Cope

**SECONDED:** Cr Peter Perkins

**That Council:**

1. Accepts the tender submitted by OC Stone Pty Ltd for the sum of \$278,836.77 plus \$41,825.51 for contingency (inclusive of GST and enter into the following contract:  
Number: 2425-074  
Title: Kangaroo Ground Tower Restoration Works  
Term: 28 August 2025 to 13 February 2026  
Options: N/A
2. Authorises the Chief Operating Officer to finalise and execute the contract documentation.
3. Authorises the Chief Operating Officer to approve additional cost variations that are a result of unknown latent site conditions or changes to operational requirements throughout the term of the contract with a value of no more than the total approved budget for the project.
4. Notes that any variations that exceed the agreed approved budget will require a further Council resolution.
5. Advises all tenderers accordingly.
6. Makes public the decision regarding this contract but the Tender Evaluation Report 2425-074 (**Attachment 1**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.
7. Resolves that the preferred tenderer be named.
8. Continues to liaise with the CFA on this project and ensure that CFA access to the Fire Spotter Cabin is maintained throughout the contracted works.

**CARRIED UNANIMOUSLY**

**12. Officers' reports**

**CM.096/25      Tender Report - 2425-074 Kangaroo Ground Tower Restoration Works**

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**12. Officers' reports**

**CM.097/25      Tender Report - Contract 2425-041 Annual Supply – Concrete Works – Panel**

---

**Distribution:    Public**

**Manager:        Claire Quinlan, Chief Operating Officer**

**Author:          Steven Blight, Manager Capital and Infrastructure**

**Summary**

This report recommends the awarding of contract 2425-041 for Annual Supply – Concrete Works – Panel

The contract term is for an initial period of 2 years, with 2 x 1 year options to extend the contract. The total duration of the contract, including the exercise of any options, shall not exceed 4 years.

The Tender Evaluation Panel (TEP) has assessed all submissions and this report provides a summary of their evaluation in recommending the awarding of the contract for 2425-041 for Annual Supply – Concrete Works – Panel.

Pursuant to the Instrument of Delegation to the Chief Executive Officer, the value of this contract exceeds the specified financial limits and a Council resolution is therefore required to award the contract.

<b>Recommendation</b>
-----------------------

**That Council:**

1. Accepts the tenders submitted by the **preferred tenderers** for the comparative tendered cost disclosed in (**Attachment 1**) based on the tendered schedule of rates, and enter into the following contract:  
Number:        2425-041  
Title:           Annual Supply – Concrete Works – Panel  
Term:           1 September 2025 to 31 August 2027  
Options:        Two, one year extension options up to but not exceeding four years
2. Authorises the Chief Operating Officer to finalise and execute the contract documentation.
3. Authorises the Chief Operating Officer to approve contract term extensions.
4. Advises all tenderers accordingly.
5. Makes public the decision regarding this contract but the Tender Evaluation Report (**Attachment 1**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.
6. Resolves that the preferred tenderers be named.

12. Officers' reports

CM.097/25 Tender Report - Contract 2425-041 Annual Supply – Concrete Works – Panel

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<b>Council Resolution</b>
---------------------------

**MOVED:** Cr Grant Brooker

**SECONDED:** Cr Naomi Joiner

**That** Council:

1. Accepts the tenders submitted by Pavcon Concrete, MJ Construction Group & Di Carlo Constructions for the comparative tendered cost disclosed in (**Attachment 1**) based on the tendered schedule of rates, and enter into the following contract:  
Number: 2425-041  
Title: Annual Supply – Concrete Works – Panel  
Term: 1 September 2025 to 31 August 2027  
Options: Two, one year extension options up to but not exceeding four years
2. Authorises the Chief Operating Officer to finalise and execute the contract documentation.
3. Authorises the Chief Operating Officer to approve contract term extensions.
4. Advises all tenderers accordingly.
5. Makes public the decision regarding this contract but the Tender Evaluation Report (**Attachment 1**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.
6. Resolves that the preferred tenderers be named.

**CARRIED UNANIMOUSLY**



## 12. Officers' reports

### CM.098/25 Tender Report - Contract 2425-048 Provision of Public Facing Website Services

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**Distribution:** Public

**Manager:** Sally Johnson, Acting Director Governance, Communications and Community Safety

**Author:** Michele Purtle, Manager Advocacy Communications and Engagement

#### Summary

This report recommends the awarding of contract 2425-048 for Provision of Public Facing Website Services

The contract term is for an initial period of 5 years, with 2 x 1 year options to extend the contract. The total duration of the contract, including the exercise of any options, shall not exceed 7 years.

The Tender Evaluation Panel (TEP) has assessed all submissions and this report provides a summary of their evaluation in recommending the awarding of the contract for 2425-048 for Provision of Public Facing Website Services.

Pursuant to the Instrument of Delegation to the Chief Executive Officer, the value of this contract exceeds the specified financial limits and a Council resolution is therefore required to award the contract.

<b>Recommendation</b>
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**That Council:**

1. Accepts the tender submitted by the **preferred tenderer** for the sum of **[\$[Redacted]]** plus **[\$[Redacted]]** for contingency (inclusive of GST) disclosed in (**Attachment 1**) and enter into the following contract:  
Number: 2425-048  
Title: Provision of Public Facing Website Services  
Term: 1 July 2026 to 30 June 2031  
Options: Term extensions up to 30 June 2033
2. Authorises the Director Governance, Communications and Community Safety to finalise and execute the contract documentation.
3. Authorises the Director Governance, Communications and Community Safety to approve contract term extensions.
4. Authorises the Director Governance, Communications and Community Safety to approve additional cost variations that are a result of unknown latent site conditions or changes to operational requirements throughout the term of the contract with a value of no more than total approved budget for the project.
5. Notes that any variations that exceed the agreed approved budget will require a further Council resolution.
6. Advises all tenderers accordingly.

**12. Officers' reports****CM.098/25      Tender Report - Contract 2425-048 Provision of Public Facing Website Services**

- 
7. Makes public the decision regarding this contract but the Tender Evaluation Report (**Attachment 1**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.
  8. Resolves that the preferred tenderer be named.

<b>Motion</b>
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**MOVED:            Cr Kate McKay****SECONDED:    Cr Kim Cope****That Council:**

1. Accepts the tender submitted by the **preferred tenderer** for the sum of **~~[\$[Redacted] plus \$[Redacted] for contingency]~~** (inclusive of GST) disclosed in (**Attachment 1**) and enter into the following contract:  
Number:        2425-048  
Title:            Provision of Public Facing Website Services  
Term:            1 July 2026 to 30 June 2031  
Options:        Term extensions up to 30 June 2033
2. Authorises the Director Governance, Communications and Community Safety to finalise and execute the contract documentation.
3. Authorises the Director Governance, Communications and Community Safety to approve contract term extensions.
4. Authorises the Director Governance, Communications and Community Safety to approve additional cost variations that are a result of unknown latent site conditions or changes to operational requirements throughout the term of the contract with a value of no more than total approved budget for the project.
5. Notes that any variations that exceed the agreed approved budget will require a further Council resolution.
6. Advises all tenderers accordingly.
7. Makes public the decision regarding this contract but the Tender Evaluation Report (**Attachment 1**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.
8. Resolves that the preferred tenderer be named.

**THE MOTION WAS PUT TO THE VOTE AND CARRIED AND BECAME THE COUNCIL RESOLUTION AS FOLLOWS:**

## 12. Officers' reports

**CM.098/25      Tender Report - Contract 2425-048 Provision of Public Facing Website Services**

<b>Council Resolution</b>
---------------------------

**MOVED:            Cr Kate McKay****SECONDED:      Cr Kim Cope****That Council:**

1.    Accepts the tender submitted by **Granicus Australia** for the sum of **\$1,047,138.75** (inclusive of GST) disclosed in (**Attachment 1**) and enter into the following contract:  
Number:        2425-048  
Title:            Provision of Public Facing Website Services  
Term:            1 July 2026 to 30 June 2031  
Options:        Term extensions up to 30 June 2033
2.    Authorises the Director Governance, Communications and Community Safety to finalise and execute the contract documentation.
3.    Authorises the Director Governance, Communications and Community Safety to approve contract term extensions.
4.    Authorises the Director Governance, Communications and Community Safety to approve additional cost variations that are a result of unknown latent site conditions or changes to operational requirements throughout the term of the contract with a value of no more than total approved budget for the project.
5.    Notes that any variations that exceed the agreed approved budget will require a further Council resolution.
6.    Advises all tenderers accordingly.
7.    Makes public the decision regarding this contract but the Tender Evaluation Report (**Attachment 1**) remain confidential on the grounds specified in the definition of confidential information in section 3(1)(g) of the *Local Government Act 2020*.
8.    Resolves that the preferred tenderer be named.

**CARRIED UNANIMOUSLY**

**12. Officers' reports**

**CM.098/25      Tender Report - Contract 2425-048 Provision of Public Facing Website Services**

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**12. Officers' reports****CM.099/25      Appointment of Audit and Risk Committee Independent Member**

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**Distribution:    Public****Manager:        Carl Cowie, Chief Executive Officer****Author:          Blaga Naumoski, Director Governance, Communications and  
Community Safety****Summary**

The *Local Government Act 2020* requires each Council to establish an Audit and Risk Committee to oversee the Council's management of risk, internal controls and financial reporting. As part of the establishment of the Committee, the Act requires that the independent members be appointed. It is a requirement under the Act that the independent members are suitably qualified and have relevant experience.

The Committee meets four times each year and the minutes are presented at a subsequent Council meeting.

The Audit and Risk Committee comprises three members who are independent and two positions for Councillors (currently Mayor and Deputy Mayor). The position of Chairperson is held by one of the independent members.

Council currently has one vacancy for an independent member on its Audit and Risk Committee, following the recent resignation of committee member Gregory Hollyman.

Applications for the vacant position on the Committee have been invited through external advertisement. Council received 50 applications.

A formal evaluation process was undertaken by an independent panel consisting of the CEO, Independent Committee Member John Watson (Chairperson) and Director Governance Communications and Community Safety. After conducting interviews of shortlisted applicants, it is recommended that Lisa Tripodi be appointed as an independent member to the Committee.

<b>Council Resolution</b>
---------------------------

**MOVED:        Cr Naomi Joiner****SECONDED:   Cr Grant Brooker****That Council:**

1. Appoints Lisa Tripodi as an independent member of the Audit and Risk Committee for a three-year term effective from 1 October 2025 and advises Ms Tripodi accordingly.
2. Notifies the other applicants of Council's decision and thanks them for their application.

**CARRIED UNANIMOUSLY**

**12. Officers' reports**

**CM.099/25      Appointment of Audit and Risk Committee Independent Member**

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## 12. Officers' reports

CM.100/25 Instrument of Appointment and Authorisation (Planning and Environment Act 1987)

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**File:** GF/20/96

**Distribution:** Public

**Manager:** Blaga Naumoski, Director Governance, Communications and Community Safety

**Author:** Katia Croce, Manager Governance and Property

**Summary**

Section 224 of the *Local Government Act 1989* provides for the appointment of Authorised Officers for the purposes of the administration and enforcement of any Act, regulations or local laws which relate to the functions and powers of the Council.

The Chief Executive Officer makes these appointments by authority conferred by Instrument of Delegation by Council dated 25 March 2025.

Section 147(4) of the *Planning and Environment Act 1987* provides for the appointment and authorisation of Council Officers for the purpose of the *Planning and Environment Act 1987*.

To strengthen Council's decision making and enforcement processes, appointment of authorisation under the *Planning and Environment Act 1987* is being recommended by Council Resolution.

<b>Recommendation</b>
-----------------------

**That** Council in the exercise of the powers conferred by s147(4) of the *Planning and Environment Act 1987*, resolves that:

1. The Nillumbik Shire Council staff referred to in the Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) (**Attachment 1**) be appointed and authorised as set out in the instrument.
2. The common seal of Council be affixed to the Instrument.
3. The Instrument comes into force immediately after the common seal of Council is affixed to the Instrument and remains in force until Council determines to vary or revoke it.

<b>Motion</b>
---------------

**MOVED:** Cr Kate McKay

**SECONDED:** Cr Naomi Joiner

**That** Council in the exercise of the powers conferred by s147(4) of the *Planning and Environment Act 1987*, resolves that:

1. The Nillumbik Shire Council staff referred to in the Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) (**Attachment 1**) be appointed and authorised as set out in the instrument **with an additional officer appointment being for John Aktag.**
2. The common seal of Council be affixed to the Instrument.

12. Officers' reports

**CM.100/25 Instrument of Appointment and Authorisation (Planning and Environment Act 1987)**

---

3. The Instrument comes into force immediately after the common seal of Council is affixed to the Instrument and remains in force until Council determines to vary or revoke it.

THE MOTION WAS PUT TO THE VOTE AND CARRIED AND BECAME THE COUNCIL RESOLUTION AS FOLLOWS:

<b>Council Resolution</b>
---------------------------

**MOVED: Cr Kate McKay**

**SECONDED: Cr Naomi Joiner**

**That** Council in the exercise of the powers conferred by s147(4) of the *Planning and Environment Act 1987*, resolves that:

1. The Nillumbik Shire Council staff referred to in the Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) (**Attachment 1**) be appointed and authorised as set out in the instrument with an additional officer appointment being for John Aktag.
2. The common seal of Council be affixed to the Instrument.
3. The Instrument comes into force immediately after the common seal of Council is affixed to the Instrument and remains in force until Council determines to vary or revoke it.

**CARRIED UNANIMOUSLY**



**12. Officers' reports****CM.101/25      Informal Meetings of Councillors Records - 26 August 2025**

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**Distribution:    Public****Manager:        Blaga Naumoski, Director Governance, Communications and  
Community Safety****Author:          Katia Croce, Manager Governance and Property****Summary**

In accordance with *Item 20 of Council's Governance Rule – Meeting Procedures*, adopted on 25 July 2023, Council is required to report as soon as practicable to a Council Meeting a record of each Informal Meeting of Councillors held.

This report lists Informal Meetings of Councillors Records submitted since the matter was last reported to Council on 29 July 2025.

An Informal Meeting of Councillors Record was kept for the following meetings (**Attachment 1**):

1. CEO Employment Matters held 22 July 2025;
2. Councillor Briefing held 22 July 2025;
3. Council Meeting Pre-Meet held 29 July 2025;
4. Positive Ageing Advisory Committee meeting held 1 August 2025;
5. Nillumbik Youth Council meeting held 4 August 2025;
6. CEO Employment Matters held 5 August 2025;
7. Councillor Briefing held 5 August 2025; and
8. Planning and Consultation Committee Pre-Meet held 12 August 2025.

<b>Council Resolution</b>
---------------------------

**MOVED:        Cr Kim Cope****SECONDED:    Cr Peter Perkins**

**That** Council, in accordance with *Item 20 of Council's Governance Rule – Meeting Procedures*, receives the Informal Meetings of Councillors Records (**Attachment 1**) for the meetings held.

**CARRIED UNANIMOUSLY**

**12. Officers' reports**

**CM.101/25      Informal Meetings of Councillors Records - 26 August 2025**

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**13. Notices of Motion**

Nil

**14. Delegates' Reports**

Nil

**15. Supplementary and urgent business**

Nil

**16. Confidential reports**

*Carl Cowie Chief Executive declared a material conflict of interest in the following item and left the meeting prior to the item being heard at 8:20pm.*

Pursuant to section 66(2) of the *Local Government Act 2020* (the Act), the meeting of the Council be closed to members of the public for the consideration of the following confidential items:

**CM.102/25 CEO Employment Matters - Annual Review**

This item is confidential because it is personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs pursuant to paragraph (f) of the definition of confidential information under section 3(1) of the *Local Government Act 2020*. This ground is applied because it is information that, if publicly released at the time, is likely to be inappropriately detrimental to the Council or any person (natural or corporate).

<b>Council Resolution</b>
---------------------------

**MOVED: Cr Grant Brooker**

**SECONDED: Cr Naomi Joiner**

**That** Council in accordance with section 66(2) of the *Local Government Act 2020*, Council resolves to close the meeting to members of the public to consider confidential items.

**CARRIED UNANIMOUSLY**

The meeting closed to the public at 8:21pm.

The Council considered and resolved on Report Item CM.102/25 CEO Employment Matters – Annual Review with the following resolution:

<b>Council Resolution</b>
---------------------------

**MOVED:** Cr Kate McKay  
**SECONDED:** Cr Peter Perkins

**That Council:**

Items (1) to (6) Remain confidential;

Item (7) Adopts the Chief Executive Officer Employment and Remuneration Policy 2025 (**Attachment 6**) and makes public the Policy; and

Item (8) Remains confidential.

**CARRIED**

CM.102/25 CEO Employment Matters - Annual Review  
 Attachment 6. CEO Employment and Recruitment Policy 2025

## Chief Executive Officer Employment and Remuneration Policy

<b>Purpose</b>	The purpose of this policy is to outline the way in which Council will manage the recruitment and appointment of its Chief Executive Officer, provide consistency for contract inclusions, performance monitoring and requirement for annual review.
<b>Description of revision and Version Number</b>	Version Number: 2.0 Version Number: 1.0 endorsed by Council on 28 September 2021

<b>Approved by</b>	Council resolution
<b>Approval date</b>	
<b>Effective date</b>	
<b>Date of next review*</b>	29 September 2028  It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively and reported to the Committee.  Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

\*Unless replaced, this Policy will still apply beyond the review date.

CM.102/25      CEO Employment Matters - Annual Review  
Attachment 6.   CEO Employment and Recruitment Policy 2025

## 1. Purpose

Nillumbik Shire Council is committed to, and will ensure the application of good governance, transparency and fairness in all matters relating to the employment, management and remuneration of the Chief Executive Officer (CEO).

The Chief Executive Officer Employment and Remuneration Policy (Policy) has been developed in accordance with the requirements of section 45 of the *Local Government Act 2020* (Act) and provides clear processes for all aspects of the CEO's employment, including:

- Recruitment
- Contract of employment
- Remuneration
- Setting annual performance objectives and measures
- Managing performance and performance reviews
- Other terms and conditions of employment, including any requirements prescribed by the Act or Regulations.

## 2. Scope

This Policy applies to activity undertaken by the elected Council and candidates or incumbents of the CEO position.

## 3. Policy

The employment cycle of a CEO is a core responsibility of the elected Council.

This Policy outlines the mechanisms which will support the Council in fulfilling its obligations regarding CEO employment and remuneration.

## 4. Procedure

Under the Act, Council is responsible for:

- Developing, adopting and keeping in force the Chief Executive Officer Employment and Remuneration Policy.
- Undertaking the recruitment and appointment of a CEO when a vacancy occurs in the office of CEO.

CM.102/25      CEO Employment Matters - Annual Review  
Attachment 6.   CEO Employment and Recruitment Policy 2025

- Appointing an Acting CEO when there is a vacancy in the office of the CEO, including a temporary vacancy.

To implement the requirements of the Act, Council will:

- Establish a CEO Employment Matters Advisory Committee to oversee the implementation of the Policy.
- Appoint an independent member(s) to the Committee to assist with and advise on the implementation of this Policy.
- In the case of a vacancy, appoint an Acting CEO for a maximum of 12 months only.
- Determine the rate of remuneration of the Independent Member(s) of the Committee.
- Consider reports and recommendations from the Committee.
- Review this Policy within six (6) months of a Council election.

#### 4.1. CEO Employment Matters Advisory Committee

##### 4.1.1. Establishment

The Act does not mandate the establishment of CEO Employment Matters Advisory Committee (Committee). The Council will however establish a Committee in order to support the implementation requirements of 45(2) of the Act.

The Committee is to be chaired by an independent person, entitled to be remunerated for their work. The purpose of the Committee is to advise the Council on all contractual matters relating to the CEO's employment.

##### 4.1.2 Membership

An independent Chairperson together with all Nillumbik Councillors (the Director Governance Communications and Community Safety and the Manager HR for support as required) are members of the Committee.

##### 4.1.3 Terms of Appointment of Councillors

Appointments will be for a one year term, with an option to review annually. The membership of the Committee will be reviewed as part of the on-going review. The operations of the Committee will be evaluated annually to ensure it continues to be effective and relevant. The Committee will meet a minimum of two times a year, usually in February and August, unless otherwise agreed by Council.



CM.102/25      CEO Employment Matters - Annual Review  
Attachment 6.    CEO Employment and Recruitment Policy 2025

#### 4.1.4 Accountability and Extent of Authority

Committee members have an advisory role and do not hold any authority to make decisions or commitments on behalf of Council.

Council is required by section 45 of the Act to develop, adopt and keep in force a Policy to operate from 1 January 2022.

A Chief Executive Officer Employment and Remuneration Policy must—

1. provide for the Council to obtain independent professional advice in relation to the matters dealt with in the Chief Executive Officer Employment and Remuneration Policy; and
2. provide for the following—
  - a. the recruitment and appointment process;
  - b. provisions to be included in the contract of employment;
  - c. performance monitoring;
  - d. an annual review; and
  - e. include any other matters prescribed by the regulations.
3. A Council must have regard to—
  - a. any statement of policy issued by the Government of Victoria which is in force with respect to its wages policy (or equivalent); and
  - b. any Determination that is currently in effect under section 21 of the **Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019** in relation to remuneration bands for executives employed in public service bodies —
    - i. in developing the Chief Executive Officer Employment and Remuneration Policy.
4. A Council must adopt the first Chief Executive Officer Employment and Remuneration Policy under this section within 6 months of the commencement of this section.

#### 4.1.5 Terms of Appointment of Chairperson

Appointment will initially be for a two year term, with extension options of up to a maximum of two more years at the discretion of Council. The contract term cannot exceed four years in total.



CM.102/25      CEO Employment Matters - Annual Review  
Attachment 6.    CEO Employment and Recruitment Policy 2025

#### 4.1.6 Criteria of Independent Chairperson

The Chairperson of the CEO Employment Matters Committee must:

- not be a Councillor; and
- not be a member of Council staff; and
- be suitably qualified.

The following selection criteria applies to the appointment of the Chairperson:

- A clear understanding of the objectives, roles, duties and obligations of the CEO and Council under the Act and the *Local Government Act 1989* and all other associated legislation. Ability to exhibit clear leadership
- Ability to work effectively with Councillors and the CEO
- Demonstrated human resource management skills, senior business experience and qualifications;
- Experience in senior management recruitment;
- Understanding of performance management processes, development of Executives and procedural fairness.
- Senior Level experience within a Government framework and sound knowledge of governance and legal obligations
- Previous experience or facilitation experience working with Executive Governance bodies or Board Members in membership and/or facilitation roles.

#### 4.1.7 Role of the Independent Chairperson

The Chairperson with suitable independent professional expertise heads the Committee to facilitate, advise and assist the Committee within its scope of responsibilities to:

- make recommendations to Council on matters related to the CEO or the person appointed to act as the CEO including the following:
  - a. recommend the appointment of the CEO;
  - b. recommend the remuneration and conditions of appointment of the CEO in accordance with sections 44 & 45 of the Act;
  - c. negotiate any extension of the appointment of the Chief Executive Officer under section 44(2) of the Act;
  - d. conduct performance reviews of the CEO including making recommendations to Council resulting from performance review;
  - e. perform other functions as required in supporting the performance review and performance development of the CEO; and

CM.102/25      CEO Employment Matters - Annual Review  
Attachment 6.   CEO Employment and Recruitment Policy 2025

- f. perform any other prescribed functions or responsibilities stipulated under the Act or the *Local Government Act 1989* or regulations in relation to the CEO.

#### 4.1.8. Secretariat Support

The Director Governance, Communications and Community Safety /Manager HR will provide secretariat support to the Committee namely:

- coordinating meetings of the Committee;
- preparing relevant documentation including reports to Council and contractual documents; and
- maintaining appropriate records regarding performance reviews.

#### 4.2. Recruitment and Appointment of CEO

Council will engage an independent and suitably qualified recruitment firm to support it in recruitment and appointment of a CEO. The Committee will make recommendations to the Council when appointing a recruitment firm, determining the CEO selection criteria and developing the CEO contract.

##### 4.2.1 Recruitment

The Committee will:

- Establish and oversee the process to enable the Council to appoint the CEO, including, but not limited to:
  - ☐ advising on the selection of a recruitment consultant or agency to facilitate and advise on the recruitment process
  - ☐ acting as the Selection Panel
  - ☐ preparing a short list of applicants for interview
  - ☐ interviewing shortlisted applicants
  - ☐ coordinating and reviewing testing of applicants
  - ☐ developing details of the interview process – questions, required presentations etc.
- Provide a recommendation to Council on the remuneration and conditions of appointment of the CEO.
- Provide recommendations on the terms and conditions of the CEO's contract of employment.

CM.102/25      CEO Employment Matters - Annual Review  
Attachment 6.   CEO Employment and Recruitment Policy 2025

- Provide a recommendation on any extension of the appointment of the CEO under section 44(3) of the Act, when required.

#### 4.2.2. Contractual Requirements

The CEO contract will at minimum outline:

- the responsibilities of the position
- conflict of interest management requirements
- remuneration
- legislative obligations including those continuing after appointment
- processes for managing unsatisfactory performance or early termination

#### 4.3. Remuneration and Expenses

The remuneration package provided to the CEO will be subject to the review of the CEO Employment Matters Advisory Committee. Remuneration will be reviewed annually in accordance with the CEO Performance review and contract requirements.

The Chief Executive Officer may be provided a Corporate Card to use in transactions related to the role of CEO.

The Council will meet expenses incurred by the CEO including:

- Membership and subscription fees payable to professional associations which are reasonably necessary or desirable in performance of duties
- Reasonable costs incurred where attending conferences, seminars or undertaking study
- Reasonable costs incurred in performance of duties.

#### 4.4. CEO Performance Plan

The Council will adopt an annual performance plan for the CEO. The Performance Plan will be developed in conjunction with the CEO and CEO Employment Matters Advisory Committee.

The Performance Plan will document agreed objectives and outcomes to be delivered over a twelve-month period.

CM.102/25      CEO Employment Matters - Annual Review  
Attachment 6.    CEO Employment and Recruitment Policy 2025

Upon the commencement of a newly appointed CEO, the Council will develop and adopt a Performance Plan for the CEO within 3 months of commencement.

The Committee will undertake six (6) monthly performance reviews, and regular performance monitoring progress towards achievement of the performance objectives and providing feedback.

The CEO will provide progress reports to the Committee at each review.

#### 4.5. Contract Expiry

The Committee must make recommendation to Council six months prior to the expiry of the CEO contract and with regard to current legislation to:

- reappoint the CEO
- advertise for recruitment the role of CEO.

#### 4.6. Compliance

The Audit & Risk Committee will oversee adherence to the CEO Employment and Remuneration Policy and to the Credit Card Policy for expenses incurred by the CEO.

**17. Close of Meeting**

The meeting closed at 8:34pm.

Confirmed: \_\_\_\_\_  
Cr John Dumaresq, Mayor