



# Minutes

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Council Meeting held at 12.30 PM on Monday 6 September 2021, online via Microsoft Teams.

## **Present**

Cr Murray Emerson (Mayor)  
Cr Lauren Demspey  
Cr Tony Driscoll  
Cr Kevin Erwin  
Cr Trevor Gready  
Cr Rob Haswell  
Cr Eddy Ostarcevic PhD

Ms Liana Thompson, Chief Executive Officer  
Mr Vaughan Williams, Director Corporate and Community Services  
Mr Trenton Fithall, Director Infrastructure and Amenity

## **Affirmation**

We recognise the traditional owners of the land.  
We are inspired by the early pioneers and by those who gave their lives for our country.  
We now ask God's blessing on our deliberations  
and on our commitment to build a better lifestyle and environment.

Confirmed at the meeting of Council on Monday 4 October 2021.

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**1. Apologies**

Nil

**2. Confirmation of Minutes**

Council Meeting held on Monday, 2 August 2021

Unscheduled Council Meeting held on Monday, 16 August 2021

**RESOLUTION**

**That the minutes as listed, copies of which have been circulated, be confirmed and adopted.**

**Moved: Cr Rob Haswell**

**Seconded: Cr Trevor Gready**

**Carried**

**3. Matters Arising from the Minutes**

Nil

**4. Presentations/Awards**

Nil

**5. Presentation of Petitions and Joint Letters**

Nil

## **6. Disclosure of a Conflict of Interest at a Council Meeting**

**A Councillor who has a conflict of interest in a matter being considered at a Council meeting at which he or she-**

**(i) is present must disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the Council meeting immediately before the matter is considered; or**

**(ii) intends to be present must disclose that conflict of interest by providing to the Chief Executive Officer before the Council meeting commences a written notice-**

- advising of the conflict of interest;**
- explaining the nature of the conflict of interest; and**
- detailing, if the nature of the conflict of interest involves a Councillor's relationship with or a gift from another person, the-**
  - name of the other person**
  - nature of the relationship with that other person or the date on receipt, value and type of gift received from the other person; and**
  - nature of that other person's interest in the matter;**

**and then immediately before the matter is considered at the meeting announcing to those present that he or she has a conflict of interest and that a written notice has been given to the Chief Executive Officer.**

**The Councillor must, in either event, exclude themselves from the decision-making process, including any discussion or vote on the matter and any action in relation to the matter and leave the Council meeting immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.**

### **Members of Staff**

**A member of Council staff must disclose any conflict of interest in a matter in respect of which they are preparing or contributing to the preparation of a report for a Council meeting. They must immediately upon becoming aware of the conflict of interest, provide a written notice to the Chief Executive Officer disclosing the conflict of interest and explaining its nature.**

Nil

## 7. Informal Meetings of Councillors

[Liana Thompson, Chief Executive Officer]

Council's Governance Rules require that if there is a meeting of Councillors that-

- is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors;
- is attended by at least one member of Council staff; and
- is not a Council meeting, delegated committee meeting or community asset committee meeting

the Chief Executive Officer must ensure that a summary of the matters discussed at the meeting are:

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

The records for the period since the last Council Meeting are listed below.

↕ Date	Meeting Description	↕ Matters Considered At The Informal Meeting:	Conflict Of Interest Disclosures						
16/08/2021	Sustainable Infrastructure Briefing	8.1. 10am Presentation - Rural Councils Victoria 8.2. Great Western Clubroom Concept Designs 8.3. Capital Program Progress Update 9.1 Provision of Civil Engineering and Project Management Consultancy Services 9.2. C2 2018/19 - Provision of Building Inspector (Unlimited) Services 10.1 Council Agenda Review	<table border="1"> <tr> <th colspan="3">Councillor/Officer Item Number Left Meeting?</th> </tr> <tr> <td>Nil</td> <td>Nil</td> <td>Nil</td> </tr> </table>	Councillor/Officer Item Number Left Meeting?			Nil	Nil	Nil
Councillor/Officer Item Number Left Meeting?									
Nil	Nil	Nil							
09/08/2021	Economic Growth Briefing	8.1 10am Presentation - Providence Gold and Minerals 8.2 10.30am Presentation - Arvio 8.3 Events Policy 8.4 11.30am Presentation - RES Australia 8.5 Donald Mineral Sands Community Reference Group	<table border="1"> <tr> <th colspan="3">Councillor/Officer Item Number Left Meeting?</th> </tr> <tr> <td>Nil</td> <td>Nil</td> <td>Nil</td> </tr> </table>	Councillor/Officer Item Number Left Meeting?			Nil	Nil	Nil
Councillor/Officer Item Number Left Meeting?									
Nil	Nil	Nil							
02/08/2021	Lifestyles and Community Briefing	7.1 St Arnaud Resource Centre Caveat 8.1 C1 2021/22 - Provision of Visitor Information Services and Halls Gap HUB Management 9.1 Council Agenda Review	<table border="1"> <tr> <th colspan="3">Councillor/Officer Item Number Left Meeting?</th> </tr> <tr> <td>Nil</td> <td>Nil</td> <td>Nil</td> </tr> </table>	Councillor/Officer Item Number Left Meeting?			Nil	Nil	Nil
Councillor/Officer Item Number Left Meeting?									
Nil	Nil	Nil							
26/07/2021	Councillor Briefing	Confidential Item	<table border="1"> <tr> <th colspan="3">Councillor/Officer Item Number Left Meeting?</th> </tr> <tr> <td>Nil</td> <td>Nil</td> <td>Nil</td> </tr> </table>	Councillor/Officer Item Number Left Meeting?			Nil	Nil	Nil
Councillor/Officer Item Number Left Meeting?									
Nil	Nil	Nil							
26/07/2021	Organisational Effectiveness Briefing	8.1 Grampians Tourism MoU 8.2 Halls of Fame Lease Update 8.3 Proposed Road Naming - Ezard Lane 9.1 C2 2020/21 - North Park Netball Court Development	<table border="1"> <tr> <th colspan="3">Councillor/Officer Item Number Left Meeting?</th> </tr> <tr> <td>Nil</td> <td>Nil</td> <td>Nil</td> </tr> </table>	Councillor/Officer Item Number Left Meeting?			Nil	Nil	Nil
Councillor/Officer Item Number Left Meeting?									
Nil	Nil	Nil							

## RESOLUTION

**That the report on Informal Meetings of Councillors be approved.**

**Moved: Cr Kevin Erwin  
Seconded: Cr Tony Driscoll**

**Carried**

## 8. Items Brought Forward

Nil

## 9. Consideration of Reports of Officers

### 9.1. Enhance Lifestyle and Community

#### 9.1.1. Council Action Plan 2021-22

**Author/Position:** Vaughan Williams, Director Corporate Services

#### **Purpose**

That Council adopts the Council Action Plan 2021-22.

#### **Summary**

At the 28 June 2021 Council Meeting, Council adopted the Council Plan 2021-25, providing the framework of the objectives to be undertaken over the next four years.

In order to achieve the goals set out in the Council Plan, a Council Action Plan 2021-22 has been developed to outline the actions that will be initiated or completed by Council in the first year.

#### **Recommendation**

**That Council accepts and adopts the Council Action Plan 2021-22.**

#### **RESOLUTION**

**That Council accepts and adopts the Council Action Plan 2021-22.**

**Moved:** Cr Kevin Erwin

**Seconded:** Cr Lauren Dempsey

**Carried**

### **Background/Rationale**

The Council Action Plan 2021-25 provides the key actions that Northern Grampians Shire Council will deliver throughout the next 12 months to accomplish the objectives set out in the Council Plan 2021-25.

The action plan will also provide Council and the community with a clear understanding of the projects involved and what quarters works will be undertaken on the projects.

### **Legislation, Council Plan, Strategy and Policy Implications**

Council Plan 2021-25 – Enhance Lifestyle and Community, Boost Economic Growth, Providing Sustainable Infrastructure, Improve Organisational Effectiveness.

### **Options**

#### **Option 1**

That Council accepts and adopts the Council Action Plan 2021-22. **[recommended]**

#### **Option 2**

That Council does not adopt the Council Action Plan 2021-22. **[not recommended]**

### **Implications**

Any identified sustainability issues (economic, social, environmental or climate change) or heritage/cultural, amenity, human rights/gender equality, privacy, risk management, budgetary and asset management implications will be addressed in each action or project undertaken.

### **Procurement**

Not applicable.

### **Community Engagement**

The community will be informed regularly of the outcomes of the action plan.

### **Innovation and Continuous Improvement**

The purpose of the Council Action Plan is to improve transparency and provide clear information to Council and the community.

### **Collaboration**

Not applicable.

### **Officer's Declaration of Interest**

All officers providing advice to Council must disclose any interests, including the type of interest.

Vaughan Williams, Director Corporate Services

In providing this advice as the author, I have no disclosable interests in this report.

### **Attachments**

1. Council Action Plan 2021-22 [9.1.1.1 - 7 pages]

## Council Action Plan 2021-22



<b>Boost Economic Growth</b>				
<b>Action</b>	<b>Qtr 1</b>	<b>Qtr 2</b>	<b>Qtr 3</b>	<b>Qtr 4</b>
<b>Boosting Tourism</b>				
Deliver a 'Visitor Servicing and Halls Gap Hub Management' Review				
Develop a Stawell Tourism Action Plan				
Develop a St Arnaud Tourism Action Plan				
Develop and implement a comprehensive Events Strategy to grow the visitor offering				
Support Victoria's Goldfields to be given UNESCO World Heritage status				
Upgrade the St Arnaud Caravan Park				
Upgrade the Stawell Caravan Park				
<b>Building more Housing</b>				
Develop a St Arnaud Structure Plan				
Handover the Sloane Street Residential Housing Development				
Participate in the Wimmera Southern Mallee Housing Taskforce				
Investigate "Urban Growth Area" opportunities and constraints to accommodate long term housing supply in Stawell				
<b>Growing Local Businesses</b>				
Review and determine additional funding of the Grampians New Resident and Workforce Attraction Strategy and Action Plan 2020				
Deliver the Opportunities Pyrenees, Ararat and Northern Grampians (OPAN) project				
Identify emerging opportunities to address housing and workforce challenges				
Oversight the Stawell Underground Physics Laboratory (SUPL)				
Investigate retail options in Marnoo				
Develop a Priority Investment Prospectus				
Advocate for funding the Halls Gap Heath Street bridge				
Advocate for an outer township gateway at the proposed London Rd intersection, Stawell				
Upgrade B-Double routes				
Undertake a Bridges and Major Culvert renewal program				
Support the establishment of renewable community energy hubs				
Establish land use precincts along the Western Highway, Stawell				
Develop a Halls Gap Structure Plan				
Develop and implement mechanisms to support growth focused entrepreneurs to embrace innovation, best practice, grow exports and jobs				

<b>Boost Economic Growth</b>				
<b>Action</b>	<b>Qtr 1</b>	<b>Qtr 2</b>	<b>Qtr 3</b>	<b>Qtr 4</b>
<b>Growing Local Businesses</b>				
Advocate to State and Commonwealth Governments for the implementation of key recommendations in the Wimmera Southern Mallee Regional Digital Plan				

<b>Enhance Lifestyles and Community</b>				
<b>Action</b>	<b>Qtr 1</b>	<b>Qtr 2</b>	<b>Qtr 3</b>	<b>Qtr 4</b>
<b>Wellness and Welfare</b>				
Adopt the Navarre Recreation Reserve Precinct Master Plan				
Develop the Reconciliation Action Plan				
Redevelop Stawell Library				
Undertake a customer service review and develop an action plan for the Stawell Sports and Aquatic Centre				
Undertake a program and service review for the Stawell Sports and Aquatic Centre				
Design the Great Western PPP Clubrooms and Lighting				
Install a new entrance sign in Queen Mary Gardens				
Fit out the St Arnaud Town Hall with Audio-visual Equipment				
Finalise the Stawell Sports & Aquatic Centre (SSAC) Feasibility Study and Masterplan				
Renew the St Arnaud Tennis Clubrooms				
Implement regional library alternatives for Marnoo				
Develop a new Stuart Mill Community Plan				
Form a community working group to deliver actions in the Marnoo Community Plan				
Upgrade the St Arnaud pool and shade cover				
Supply and install a Community Notice Board in Marnoo				
Form a community working group to deliver the Navarre Community Plan				
Supply and install a Community Notice Board in Navarre				
Deliver Lord Nelson Park multi-purpose sporting facility				
Deliver North Park Precinct Netball Court upgrade				
Investigate additional Big Hill precinct lookout (including arboretum) upgrades				
Review and retender 'Meals on Wheels' contract				
Develop the Municipal Public Health and Wellbeing Plan 2021-25				
Renew heritage trail signage				
Protect key heritage buildings and precincts				
Partner with community to seek funding for a shade sail at playground/picnic area in Navarre				
Design Central Park Netball Courts and Changerooms				
Deliver a St Arnaud Market Square Performance Space				
Design the Lord Nelson Park Sports Oval Lighting Upgrade				
Develop a St Arnaud Market Square Senior Play Space Detailed Design				
Deliver the Age-Friendly Communities project				
Undertake Positive Ageing Services Service Level Review				

<b>Enhance Lifestyles and Community</b>				
<b>Action</b>	<b>Qtr 1</b>	<b>Qtr 2</b>	<b>Qtr 3</b>	<b>Qtr 4</b>
<b>Wellness and Welfare</b>				
Undertake a Drainage Improvement Works Program				
Undertake a Kerb and Channel Improvement Program				
Partner with the Great Western Future Committee in delivering and advocating for funding as per the Great Western annual action plan				
Advocate for Central Park Netball Courts and Changerooms				
Advocate for the Lord Nelson Park Sports Oval Lighting Upgrade				
Advocate for funding of the Navarre Recreation Reserve Facility Upgrades				
Advocate for funding of the North Park Precinct Skate Park detailed design				
Advocate for the North Park Precinct Soccer Lighting				
<b>Improving Connectivity</b>				
Review the Domestic Animal Management Plan				
Undertake a St Arnaud Flood Study				
Implement Great Western Trail Stage 2 signage				
Develop a safe path for workers on Abattoir Road				
Investigate the Ararat-Halls Gap Road bike path extension				
Undertake a General Local Law Review				
Undertake a flood study in Stawell				
Advocate for the potential signalisation of Seaby Street (Stawell) Intersection				
Undertake a Footpath Improvement Program				
Undertake a Major Rural Roads Improvement Program				
Undertake a Rural Residential Road Improvement Program				
Undertake a Town Road Sealing Improvement Program				
Undertake an Urban Residential Road Improvement Program				
Deliver the Arts and Culture web hub				
Develop a new Arts & Culture Action Plan 2022				
Advocate for funding and delivery of Great Western PPP Football Lighting				
Advocate for funding and delivery of Great Western PPP Football and Netball Clubrooms				
Advocate for new and existing spaces for arts and culture activities				
<b>Protecting the Natural Environment</b>				
Investigate opportunity for a resale/reuse area at the St Arnaud Transfer Station				
Investigate and prepare for a separate glass recycling collection				

<b>Enhance Lifestyles and Community</b>				
<b>Action</b>	<b>Qtr 1</b>	<b>Qtr 2</b>	<b>Qtr 3</b>	<b>Qtr 4</b>
<b>Protecting the Natural Environment</b>				
Investigate and prepare for a separate Food Organic and Garden Organic (FOGO) waste collection				
Develop an implementation plan for the introduction of public place recycling in high use areas				
Implement the Walkers Lake Management Plan - Access, Tracks and Signage				
Research new technology and innovations such as Waste to Energy, Biochar, Biodigesters, composting options and other innovations to support Council's waste management				

<b>Improve Organisational Effectiveness</b>				
<b>Action</b>	<b>Qtr 1</b>	<b>Qtr 2</b>	<b>Qtr 3</b>	<b>Qtr 4</b>
<b>Being a better Council</b>				
Implement a new telephony system				
Investigate electronic payment options and digital monitoring of deposits at Transfer Stations				
Develop a Stawell Aerodrome Manual of Standards				
Develop a Media and Communications Policy and Strategy				
Develop a Workforce Plan				
Develop a Victorian Protective Data Security Framework Plan				
Implement a new records management system				
Review and update Enterprise Resource Planning (ERP) software				
Develop a new ICT Strategy				
Undertake Community Safety Service Review				
Implement elementTIME				
Undertake 'Reduce Red Tape Projects'				

<b>Provide Sustainable Infrastructure</b>				
<b>Action</b>	<b>Qtr 1</b>	<b>Qtr 2</b>	<b>Qtr 3</b>	<b>Qtr 4</b>
<b>Being a better Council</b>				
Undertake works to update Stawell Pound				
Assess the condition of road & drainage assets				
Review the Building & Facilities Asset Management Plan				
Review the Stormwater Drainage Asset Management Plan				
Review the Footpath Asset Management Plan				
Review the Kerb & Channel Asset Management Plan				
Review the Public Open Spaces Asset Management Plan				
Develop an Asset Plan				
Undertake a Stawell Cemetery Improvement Program				
Undertake a Road Resealing Program				
Undertake a Road Resheeting Program				

### 9.1.2. Kindergarten Central Registration and Enrolment Policy

**Author/Position:** Marita Tobin, Head of Early Years

#### **Purpose**

The purpose of this report is to recommend Council adopts the Kindergarten Central Registration and Enrolment Policy.

#### **Summary**

The Kindergarten Central Registration Enrolment Scheme (CRES) policy outlines the registration, enrolment and allocation of kindergarten places by Northern Grampians Shire Council (NGSC). The CRES is a new online system for kindergarten enrolments that aims to simplify access to kindergarten services for families and carers. It also aims to increase kindergarten participation and through this, provide better outcomes for children.

The CRES will collect and store data to create a central registration databank of children eligible for kindergarten in the NGSC Local Government Area (LGA). This will enable parents and guardians to enrol their children for both three and four-year-old kindergarten programs, with a choice of four kindergarten providers across the municipality. The kindergarten service provider will allocate a place, based on availability and priority of access guidelines.

This policy has been developed by in partnership with parents and guardians, the Maternal and Child Health (MCH) service, supported playgroups and kindergarten service providers. It applies to all providers of kindergarten services in the municipality.

#### **Recommendation**

**That Council adopts the Kindergarten Central Registration and Enrolment Policy.**

#### **RESOLUTION**

**That Council adopts the Kindergarten Central Registration and Enrolment Policy.**

**Moved:** Cr Tony Driscoll

**Seconded:** Cr Kevin Erwin

**Carried**

## **Background/Rationale**

The development of this policy is aligned with The Victorian Government's Education State Early Childhood Reform Plan (2018) which outlines a vision of early childhood reform in Victoria, to create a higher quality, more equitable and inclusive early childhood system.

NGSC is committed to the shared goals of the local Early Years Kindergarten Providers Partnership, a partnership of the kindergarten service providers across the municipality. This includes a commitment to provide an inclusive and accessible kindergarten registration service to support access to kindergarten for all children. The foundations of a child's long-term development are laid in early childhood. In these years, children develop crucial cognitive and emotional skills. Consequently, access to, and engagement in, a high-quality kindergarten experience prepares a child for school entry and lifelong learning.

The NGSC CRES model will:

- improve access to information, registration, and enrolment to kindergarten through the provision of an online process
- increase uptake of kindergarten through offering a single point of entry for enrolments for all kindergarten programs in the municipality
- provide a system of fair allocation of kindergarten places through applying the Victorian "Priority of Access" criteria to enrolment applications, ensuring that children experiencing vulnerability or disadvantage have priority access to kindergarten
- provide data on current and projected demand for early years services, to inform evaluation and future planning, including early years infrastructure planning and investment.

## **Legislation, Council Plan, Strategy and Policy Implications**

*Human Rights and Equal Opportunity Commission Act 1986*

*Disability Discrimination Act 1992 (Commonwealth)*

*Child Wellbeing and Safety Act 2005*

*Children, Youth and Families Act 2005*

*Charter of Human Rights and Responsibilities Act 2006*

*Education and Care Services National Law Act 2010*

*Equal Opportunity Act 2010*

*Education and Care Services National Regulations 2011*

*Privacy and Data Protection Act 2014*

*Local Government Act 2020*

*Gender Equality Act 2020*

Child Safe Standards

## **Options**

### **Options 1**

Council adopts the Kindergarten Central Registration and Enrolment Policy. **[recommended]**

### **Option 2**

Council adopts the Kindergarten Central Registration and Enrolment Policy with amendments. **[not recommended]**

## **Implications**

The subject matter has not raised any sustainability issues (economic, social, environmental or climate change) or heritage/cultural, amenity, human rights, privacy, risk management, budgetary and asset management implications.

### **Gender Equality Act 2020**

As required under Part 3 of the *Gender Equality Act 2020*, officers have completed a gender impact assessment as the policy and program impact the public. Gender impact assessments assess the effects that the policy and program may have on people of different genders to ensure they better support Victorians of all genders.

### **Procurement**

Not required

### **Community Engagement**

Community engagement was undertaken over a three month period. Many in-depth discussions were held with local kindergarten service providers, Maternal and Child Health staff and supported playgroup facilitators. Valuable feedback was obtained throughout the community engagement. A Memorandum of Understanding was created and signed by all kindergarten service providers.

### **Innovation and Continuous Improvement**

The policy demonstrates Council's commitment to continuous improvement through providing ease of access for all families in the community to enrol in kindergarten via a central online registration portal.

### **Collaboration**

Department of Education and Training (DET) and the Municipal Association of Victoria (MAV) have supported NGSC to develop the policy and will continue to support Council with the delivery of the scheme.

### **Officer's Declaration of Interest**

All officers providing advice to Council must disclose any interests, including the type of interest.

Marita Tobin, Head of Early Years

In providing this advice as the author, I have no disclosable interests in this report.

### **Attachments**

1. Central Registration and Enrolment Policy 2021 [9.1.2.1 - 8 pages]

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# Kindergarten Central Registration and Enrolment Policy



August 2021

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# Kindergarten Central Registration and Enrolment Policy



<b>Responsible director</b>	Director Corporate and Communities
<b>Responsible officer</b>	Coordinator Early Years
<b>Functional area</b>	Communities
<b>Date adopted by Council</b>	
<b>Review date</b>	September 2023

## Purpose

This policy outlines the registration, enrolment and allocation of kindergarten places by Northern Grampians Shire Council's Kindergarten Central Registration Enrolment Scheme (CRES). The CRES is a new online system for kindergarten enrolments that aims to simplify access to kindergarten services for families and carers. It also aims to increase kindergarten participation and, through this, provide better outcomes for children.

The CRES will collect and store data to create a central registration databank of children eligible for kindergarten in the Northern Grampians Shire Council Local Government Area (LGA). This will enable parents and guardians to enrol their children for both three and four-year-old kindergarten programs, with a choice of four kindergarten providers across the municipality. The kindergarten service provider will allocate a place based on availability and priority of access guidelines.

## Background

The development of this policy is aligned with *The Victorian Government's Education State Early Childhood Reform Plan (2018)* which outlines a vision of early childhood reform in Victoria to create a higher quality, more equitable and inclusive early childhood system.

The Reform Plan builds on the *Early Years Compact (2017)*, a commitment from local governments (represented by the Municipal Association of Victoria, MAV), the Department of Health and Human Services ((DHHS), now Department of Families, Fairness and Housing, (DFFH)) and the Department of Education and Training (DET), to work together with the goal of improving outcomes for young children. The *Compact* defines roles and responsibilities, joint planning, consistent goals and coordination across the early years services system to support effective delivery of early years services. The *Compact* also recognises the importance of place-based approaches which can respond effectively to unique local contexts.

Northern Grampians Shire Council (NGSC) is committed to the shared goals of the local Early Years Kindergarten Providers Partnership, a partnership of the kindergarten service providers across the municipality. This includes a commitment to provide an inclusive and accessible kindergarten registration service to support access to kindergarten for all children.

The foundations of a child's long-term development are laid in early childhood. In these years, children develop crucial cognitive and emotional skills. Consequently, access to, and engagement in, a high-quality kindergarten experience prepares a child for school entry and lifelong learning.

### **Scope**

The CRES is a local government-led initiative providing a single point for families to apply for kindergarten services within the NGSC, helping them secure a place that meets their needs. It also encourages closer links between council's services, including Maternal and Child Health (MCH) services and Early Learning Centre, other local kindergartens and family support services, to improve the early identification and engagement of children who need support to access kindergarten.

Details of registration and enrolment procedures, eligibility criteria and priority allocation are outlined in the implementation guidelines that support this policy.

This policy has been developed by NGSC in partnership with parents and guardians, the Maternal and Child Health (MCH) service, supported playgroups and kindergarten service providers. It applies to all providers of kindergarten services in the municipality. These are:

- Aussie Kindies Early Learning - Stawell
- Emerge Coinda and Marrang Kindergartens - Stawell
- Northern Grampians Shire Council, St Arnaud Early Learning Centre.

### **Council Plan Outcomes**

This policy aligns with four of the outcomes identified in the Council Plan 2021-2025. These are:

- Wellness and Welfare: we will advocate for facilities and capabilities that improve health and inclusion
- Improving connectivity: we aim to identify, advance and support new community connections through transport, digital services, events and the arts
- Advancing education: we will look for options to attract all ages to develop new skills, cultivate purpose and support community livelihoods
- Being a better council: we aspire to be a more communicative, collaborative and customer-focussed council

### **Policy Objectives**

The NGSC CRES model will:

- improve access to information, registration, and enrolment to kindergarten through the provision of an online process.
- increase uptake of kindergarten through offering a single point of entry for enrolments for all kindergarten programs in the municipality.
- provide a system of fair allocation of kindergarten places through applying the Victorian "Priority of Access" criteria to enrolment applications, ensuring that children experiencing vulnerability or disadvantage have priority access to kindergarten.

- provide data on current and projected demand for early years services, to inform evaluation and future planning, including early years infrastructure planning and investment.

### Stakeholders

This policy applies to:

- parents/guardians of children eligible to access a three or four-year-old kindergarten program in the NGSC.
- participating NGSC CRES kindergarten service providers, NGSC M&CH service and supported playgroups.
- Council officers involved in the monitoring of early years education, facilities and community access and engagement.
- Council officers involved in the development and maintenance of NGSC CRES website portal.

### Legislation and Standards

- [Education and Care Services National Law Act 2010](#)
- [Education and Care Services National Regulations 2011](#)
- [Child Wellbeing and Safety Act 2005](#)
- [Children, Youth and Families Act 2005](#)
- [Disability Discrimination Act 1992 \(Commonwealth\)](#)
- [Equal Opportunity Act 2010](#)
- [Privacy and Data Protection Act 2014](#)
- [Sex Discrimination Act 1984 \(Commonwealth\)](#)
- [Sex and Age Discrimination Amendment Act 2011](#)
- [Child Safe Standards](#)
- [Kindergarten Funding Guide 2016](#)
- [Kindergarten Enrolment: Policy](#)

### Responsibilities

Role	Responsibility
Northern Grampians Shire Council	<ul style="list-style-type: none"> <li>• Information technology systems to support administrative tasks associated with CRES registrations.</li> <li>• Collection and storage of data to create a central registration databank of children eligible for kindergarten in NGSC.</li> <li>• Developing and implementing policy and guidelines</li> <li>• Monitoring implementation and reviewing as appropriate.</li> </ul>
Kindergarten Providers	<ul style="list-style-type: none"> <li>• Support best practice recommendations endorsed by Department of Education and Training (DET) and the Municipal Association of Victoria (MAV)</li> <li>• Process incoming enrolments in accordance with DET "priority of access" guidelines and the NGSC CRES policy</li> <li>• Provide families with session times, orientation sessions and fee information in relation to the day-to-day operation of the kindergarten program.</li> <li>• Take responsibility for all operations of the kindergarten</li> <li>• Oversee policy implementation and participate in policy and CRES implementation reviews.</li> </ul>

Role	Responsibility
Maternal & Child Health service	<ul style="list-style-type: none"> <li>Support best practice recommendations endorsed by Department of Education and Training (DET) and the Municipal Association of Victoria (MAV).</li> </ul>
Supported Playgroup	<ul style="list-style-type: none"> <li>Promote active engagement in CRES for families and children.</li> <li>Provide outreach to support families experiencing disadvantage, vulnerability or other barriers to kindergarten engagement.</li> <li>Improve the early identification and engagement of children who need more support to access kindergarten.</li> </ul>
Parents/Guardians	<ul style="list-style-type: none"> <li>Provide all required documentation for the kindergarten registration and enrolment.</li> <li>Notify the kindergarten provider of any required changes to parent/guardian information, transfer of preferences or withdrawal / cancellation of kindergarten registration and enrolment.</li> </ul>

### Review

Assessment of the policy will be undertaken every four years to ensure it remains current with the CRES goals, processes, aims and requirements and to align with council's goals, processes, aims and requirements. Triggers for an earlier assessment include legislative changes and introduction of new systems or procedures.

### Communication and implementation

This policy will be available on NGSC's early years website page and the EDRMS (InfoXpert). A copy will also be available at participating CRES kindergartens, including availability at the NGSC Early Years Centre in St Arnaud.

### References

- *Victorian Government's Education State Early Childhood Reform Plan (2018)*
- The Early Years Compact (2017): a commitment from local governments (represented by the Municipal Association of Victoria, MAV), the Department of Health and Human Services (DHHS) and the Department of Education and Training (DET)
- Victorian Kindergarten policy, procedures and funding criteria - [www.education.vic.gov.au](http://www.education.vic.gov.au).

### Compliance

- [Local Government Act 2020](#)
- *Gender Equality Act 2020*
- *Equal Opportunity Act 2010*
- *Child Safety Act 2015*
- *Privacy and Data Protection Act 2014*
- *Charter of Human Rights and Responsibilities Act 2006*
- *Health Records Act 2001*
- [Human Rights and Equal Opportunity Commission Act 1986 \(Commonwealth\)](#)
- *Freedom of Information Act 1982*

### Privacy and Data Protection compliance

This policy has been developed in accordance with NGSC *Privacy and Data Protection and Health Records Policy 2018*. The data and information on the CRES system will be held in compliance with *Victorian Protective Data Security Standards (VPDSS)* as the primary reference point.

This includes compliance with *IIP 4.1 (Data Security)* which states that organisations “*must take reasonable steps to protect the personal information it collects from misuse and loss and from unauthorised access, modification or disclosure.*”

Council will establish, implement and maintain a *Protective Data Security Plan (PDSP)* to manage data security risks and will maintain a secure system for storing personal and health information. Information Communications Technology (ICT) and operational systems, policies and procedures are in place to protect personal information from misuse and loss and from unauthorised modification or disclosure. Council will dispose of personal and health information when it is no longer necessary to fulfil the purposes for which the information was collected or as required by law, in accordance with Public Record Office of Victoria (PROV) Standards and policies.

### **Gender Equality Act 2020**

As required under Part 3 of the *Gender Equality Act 2020*, officers have completed a gender impact assessment as the policy and program impact the public. Gender impact assessments assess the effects that the policy and program may have on people of different genders to ensure the policy better supports Victorians of all genders

### **Charter of Human Rights compliance**

This policy does not impact on any human rights identified in the *Charter of Human Rights & Responsibilities Act 2006*.

### **Principles underpinning the CRES**

NGSC is committed to ensuring that the CRES:

- meets the needs of the local community
- facilitates equal access for all children based on the priorities set out in this policy
- complies with relevant Commonwealth and State legislation and practice standards
- complies with DET funding requirements relating to the enrolment of children in Victorian Government funded kindergarten services
- complies with relevant NGSC policies and practice guidelines
- maintains confidentiality in relation to all information provided on kindergarten application forms
- is inclusive of all people, acknowledging the contribution of people and communities from diverse backgrounds, within the municipality
- strives for gender equity, specified in council strategies and relevant Commonwealth and Victorian legislation.

### **Procedures**

- 1. Registration:** Child registration for both three and four-year-old kindergarten can be accessed and completed on the NGSC website. To complete the registration form, families and guardians need to provide information about themselves and their child. M&CH nurses and Supported Playgroup Facilitators will encourage and support families to complete registration.
- 2. Enrolment in preferred kindergarten:** Once families have registered, they are notified by their first choice of CRES kindergarten provider who informs them of availability of places. Families are provided with support to complete the enrolment if required.

- 3. Enrolment in preferred kindergarten:** places will be offered to eligible children, according to the parent/guardian preferences and the CRES allocation priorities of this policy.
- 4. Eligibility criteria and priority allocation:**
- Children are eligible to attend kindergarten in accordance with the Victorian Government funding criteria. This includes access to ESK for Aboriginal and/ or Torres Strait Islander children, and children who have had contact with Child Protection or been referred to Child FIRST.
  - The NGSC CRES allocation priorities are aligned with those detailed in the Victorian Government *Kindergarten Guide* and the DET *Priority of Access Guidelines* and specified in the *NGSC CRES Operational Guidelines*.
  - Eligibility for a child to receive a second year of four-year-old funded kindergarten is aligned to the criteria in the DET *Kindergarten Guide*.
- 5. Parent/Guardian preferences:**
- Parents/guardians may nominate up to three kindergartens of their choice on registration in order of preference and nominate any of the kindergarten providers within the municipality.
  - A change of preferred place must be lodged with the kindergarten service provider the parent/guardian is enrolled with. Once received, this change of preference will be forwarded to the parent/guardian by the nominated kindergarten service provider, who will treat the change as a new enrolment.
  - Where no response to an offer of placement is received by the kindergarten provider within the specified timeframe of two weeks, a courtesy SMS and or telephone call will be made prior to the child's place being cancelled and reallocate.
- 6. Waiting Lists:**
- If vacancies are not available at their preferred listed kindergartens, parents/guardians may nominate to be placed on a waiting list for their preferred service and will be contacted by the relevant service when a place becomes available. Parents/ guardians who choose to wait for their preferred kindergarten and not take up alternative offers will remain on the waiting list.
  - Children on waiting lists will be allocated places once vacancies arise in accordance with parent/guardian nominated preferences. Places are allocated in order of the parent/guardian nominated preference and in line with the allocation priorities of this policy.
- 7. Fee Waiver:** a fee waiver will automatically apply to families eligible for Kindergarten Fee Subsidy and ESK.
- 8. Timing:** registration may be submitted at any time and allocation will be processed on submission. Kindergarten offers will be distributed to parents/guardians in July-August in the year before the nominated kindergarten year. Parents/guardians are required to accept or decline the offer within a two-week period. Children eligible for *Priority of Access* will be prioritised regardless of when registration is received.
- 9. Reserved places:** two places per kindergarten will be reserved for high priority children, as per the DET definitions. These places will be reserved until 1 December. Any remaining reserved places not filled by this date will be made available to families on the waiting list.

**Review history**

Date	Review details	Action
6 September 2021	Reported to Council	

## 9.2. Boost Economic Growth

### 9.2.1. Event Policy

**Author/Position:** Justine Kingan, Manager Economic Development and Investment

#### **Purpose**

To decide on the adoption of the proposed Event Policy.

#### **Summary**

In May-July 2021, council undertook a review of the Event Policy to align it with the recently adopted *Northern Grampians Economic Development Strategy and Action Plan 2021-31* and the *Northern Grampians Shire Council Plan 2021-25*. A proposed Event Policy incorporates clear objectives, definitions, and council's role.

#### **Recommendation**

**That Council adopts the Event Policy 2021.**

#### **RESOLUTION**

**That Council adopts the Event Policy 2021.**

**Moved:** Cr Kevin Erwin

**Seconded:** Cr Tony Driscoll

**Carried**

## Background/Rationale

In May-June 2021, council undertook a review of the Event Policy along with internal processes and support services. The review was undertaken to ensure policy alignment with the recently adopted *Northern Grampians Economic Development Strategy and Action Plan 2021-31* (EDS) and Council Plan 2021-25 and to ensure council delivers event services to the community that provide good value for money. Objective 2 in the EDS includes creating iconic destinations by ensuring our visitor economy offers diverse, unique, high quality and enriching experiences, disperse across Northern Grampians that play to our standout strengths. Initiatives identified in EDS for the above strategic direction include 'support and strengthen our calendar of events'.

In line with the strategic direction set out in the EDS, the review clarified council's role in supporting events, the nature of council's support to event organisers, including funding streams and compliance support, and the internal processes used to deliver event support.

The review informed the proposed policy, including objectives, event definitions and council's role. The proposed policy provides event organisers, community groups and council staff with an understanding of Northern Grampians Shire Council's direction and objectives regarding the delivery and support of community, tourism, and council events. The policy aims to clarify the roles and responsibilities of all parties and ensure events held within the shire are compliant with council's requirements.

Key changes to the policy include:

- Objectives are in line with Northern Grampians Shire Council Economic Development Strategy and Action Plan 2021-31 in its approach to identified events and tourism objectives.
- Define council's role in supporting and delivering internal or tourism focused events.
- Identify and define the Event Approval Application process under the *Northern Grampians Shire Council General Local Law 2012* event permit required for all events held on municipal land.

The policy recognises the role events play in uplifting our community's economic wellbeing and quality of life. The policy outlines the below objectives to guide the future planning, development, and management of events:

Objective 1: Community safety and capacity building

Objective 2: Community benefit and cultural experience

Objective 3: Visitation and economic impact

Objective 4: Professional and Best Practice Event Management

The proposed policy defines council's role in the delivery and support of events in the areas of:

- Event Attraction
- Council Managed Events
- Compliance

## Legislation, Council Plan, Strategy and Policy Implications

*Gender Equality Act 2020*

*Privacy and Data Protection Act 2014*

*Charter of Human Rights and Responsibilities Act 2006*

*Environmental Protection Act 1970*

*Local Government Act 2020*

*Food Act 1984*

*Public Health and Wellbeing Act 2008*

*Planning and Environment Act 1987*

*Liquor Control Reform Act 1998*

*Transport Act 1983*

*Building Act 1993*

*Building Regulations 2006*

*Road Management Act 2004*

*Northern Grampians Shire Council General Local Law 2012*

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## **Options**

### **Option 1**

That Council adopts the Event Policy 2021. [**recommended**]

### **Option 2**

That Council does not adopt the Event Policy 2021. [**not recommended**]

## **Implications**

Any identified sustainability issues (economic, social, environmental or climate change) or heritage/cultural, amenity, human rights/gender equality, privacy, risk management, budgetary and asset management implications have been addressed in this report.

### ***Gender Equality Act 2020***

As required under Part 3 of the *Gender Equality Act 2020*, officers have completed a gender impact assessment as the policy and program impact the public. Gender impact assessments assess the effects that the policy and program may have on people of different genders to ensure they better support Victorians of all genders.

## **Procurement**

Nil

## **Community Engagement**

Targeted key stakeholder engagement was undertaken as part of the Events review.

## **Innovation and Continuous Improvement**

The review and policy presented in the report enable opportunities for innovation and improvements in councils support for events.

## **Collaboration**

A review of relevant state government and regional tourism board documents and policy helped inform the proposed Event Policy.

## **Officer's Declaration of Interest**

All officers providing advice to Council must disclose any interests, including the type of interest.

Justine Kingan, Manager Economic Development and Investment

In providing this advice as the author, I have no disclosable interests in this report.

## **Attachments**

1. Event Policy 2021 [**9.2.1.1** - 6 pages]

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# Event Policy



August, 2021

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Northern Grampians Shire Council  
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## CONTACT US

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-  #ngshire #liveworkinvestvisit #wandervictoria

# Event Policy



## Council Policy

**Responsible director**

CEO Office

**Responsible officer**

Events Officer

**Functional area**

Economic Development

**Date adopted by Council**

**Review date**

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### Purpose

This policy provides event organisers, community groups and council staff with an understanding of Northern Grampians Shire Council's direction and objectives regarding the delivery and support of community, tourism and council events. The policy aims to clarify the roles and responsibilities of all parties and ensure events held within the shire are compliant with council's requirements.

### Background

The Event Policy provides the framework on how council will support and deliver events within the shire.

### Scope

This policy applies to commercial and not for profit event organisers who stage events within the Northern Grampians Shire for the enjoyment of the community and to grow the visitor offering.

Council recognises the need for safe and successful events and seeks to support groups and organisations to develop and deliver a range of events.

### Policy Objective

Council recognises the role events play in uplifting our community's economic wellbeing and quality of life. The following strategic objectives will guide the future planning, development and management of events:

#### Objective 1: Community safety and capacity building

- Facilitate and work with organisers to ensure events are compliant with council and other authorities' requirements for delivering community events.
- Plan and deliver a program of event planning tools and resources that respond to identified needs of local event organisers that educates and empowers the community to run and deliver a range of quality community events that are safe and sustainable.

#### Objective 2: Community and economic benefit

Encourage and support community events that:

- build community capacity
- foster local talent and recognises artistic and cultural strengths within the municipality
- attract youth and supports cultural diversity

## Event Policy

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Provide community connection, access for all, inclusion, and improving mental wellbeing

- increase participation in and collaboration of the arts in the Northern Grampians Shire
- build an inclusive creative community through participation
- activate town centres and rural communities
- support existing and new business and industry networks to enhance business innovation, creativity, best practice, collaborations and partnerships.

### **Objective 3: Visitation and economic impact**

Attract and support events that:

- ensure our visitor economy offers diverse, unique, high quality and enriching experiences, dispersed across Northern Grampians that play to, our standout strengths
- promote Northern Grampians Shire as an iconic destination
- increase visitor length of stay and local spend
- seek to partner with leading organisations and professional event managers that can deliver social, economic or environmental benefits to the community through events or partnerships
- maintain and build on the mix of wine and food, art, cultural, sporting and entertainment events that celebrate local heritage whilst responding to growth and change across the shire.

### **Objective 4: Professional and Best Practice Event Management**

- Ensure best practice standards are identified and supported by community event organisers.
- Ensure best practices and internal processes are identified and met for council run events.

### **Council's Role**

The role of council in the delivery and support of events is identified by:

#### **Event Support for Community and Tourism Events**

- Provide in-kind support via advice, information and planning tools to community groups and event organisers.
- Provide financial support through council's annual event grants programs and sponsorship opportunities.
- Provide support and guidance to event organisers to achieve compliance and legislative requirements.
- Marketing and promotional support may be provided in the way of but not limited to listing an event on council's event calendar.

#### **Event Attraction**

Council will be proactive and strategic in its approach to attract tourism events to the shire that drive increased visitation from outside the region that ultimately leads to economic growth and experiences that offer social, cultural and commercial benefits to the community.

#### **Council Managed Events**

From time to time, council may look to organise, promote and manage the operational aspects of events held in within the shire, such as civic ceremonies or large tourism events with substantial economic benefit to the community.

#### **Compliance**

Council will support, to the greatest extent possible the coordination and facilitation of permits and approvals, for events triggered under the Northern Grampians Planning Scheme, *Building Act 1993* and the Northern Grampians Shire Council General Local Law 2012, for example. Event organisers will be supported in determining if the event triggers permits or approvals and if so, Council will support where possible, event

## Event Policy

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organisers in achieving permit and approval conditions. For example, Council may support events by way of traffic signage and waste management services.

All events held within the Northern Grampians Shire are strongly encouraged to operate under best practice event management.

- **As defined under the Northern Grampians Shire Council's General Local Law 2012** a Local Laws Approval Application form is required for any event:
  - taking place on council owned or council managed land and facilities.
  - that has an impact on the broader community and/or the environment eg water usage, transport, noise, food and beverage and energy.
  - that has received grants or sponsorship from the council.

Event organisers must register their event with council through council's event application process as defined under the Northern Grampians Shire Council's General Local Law 2012. Based on the nature and complexity of the event, council will advise on the degree of required documents and compliance factors.

Event organisers are required to submit an event application that identifies the major components of their event, including but not limited to:

1. Event details, including venue, date, time
2. Site Map
3. Waste Management Plan
4. Emergency Management Plan
5. Risk Assessment Plan
6. Operations Plan
7. Building permit
8. Food permit
9. Liquor Licence
10. Traffic Management
11. Evidence of insurances held

Should council have concerns with the organiser's event management capability or feels that it does not reflect council's objectives and/or community needs, council reserves the right to refuse to promote the event.

### **Legislation, Standards and Compliance**

*Gender Equality Act 2020*

*Privacy and Data Protection Act 2014*

*Charter of Human Rights and Responsibilities Act 2006*

*Environmental Protection Act 1970*

*Local Government Act 1989*

*Local Government Act 2020*

*Food Act 1984*

*Public Health and Wellbeing Act 2008*

*Planning and Environment Act 1987*

*Liquor Control Reform Act 1998*

*Transport Act 1983*

*Building Act 1993*

## Event Policy

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*Building Regulations 2006*

*Road Management Act 2004*

*Northern Grampians Shire Council General Local Law 2012*

### **Responsibilities**

The functional area of Economic Development is responsible for ensuring that the Event Policy is implemented, and the Events Officer is responsible for the policy to be reviewed every two years.

### **Review**

Regular review of this policy is necessary and to be undertaken every two years to ensure that it remains current with the council's goals, processes, aims and requirements, a means by which to reduce council's exposure to risk. Triggers for an earlier assessment include legislative changes and the introduction of new systems or procedures.

### **Communication and implementation**

This policy will be communicated to staff through the Electronic Document Records Management System and referred to in induction and/or training. The policy will be available to the community on the council's website.

### **References**

Northern Grampians Shire Community Vision 2041

Northern Grampians Economic Development Strategy and Action Plan 2021-31

Northern Grampians Art and Culture Strategy 2020-24

### **Privacy and Data Protection compliance**

This policy has considered the *Privacy and Data Protection Act 2014* and the *Victorian Protective Data Security (VPDSS) Framework*, which adopts a risk-based approach to protective data security.

### **Gender Equality Act 2020**

As required under Part 3 of the Gender Equality Act 2020, officers have completed a gender impact assessment as the policy and program impact the public. Gender impact assessments assess the effects that the policy and program may have on people of different genders to ensure the policy better supports Victorians of all genders.

### **Charter of Human Rights compliance**

It is considered that this policy does not impact on any [human rights](#) identified in the *Charter of Human Rights & Responsibilities Act 2006*.

### **Definitions**

Policy	provide support and guidance to event organisers and define council's support role for events held with the Northern Grampians Shire.
Council	means the Northern Grampians Shire Council (NGSC), being a body corporate constituted as a municipal Council under the <i>Local Government Act 2020</i> .
Event	means a gathering of people, for a one off or infrequent occurrence to be held within the Northern Grampians Shire on public land (outdoors) or public buildings (indoors) where people gather for a specific purpose and time with more people than are generally found in that location. Examples include but

## Event Policy

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are not limited to festivals, shows, sporting events, exhibitions, markets, entertainment, conferences, civic and religious ceremonies.

**Event Approval Application** means the application required by all event organisers planning an event in NGS that may be held on public land or buildings or other land where the event requires permit approval process. Successful completion of the event application is required for the event to be granted an Event Permit under the *Northern Grampians Shire Council General Local Law 2012*.

**Permit** means an official document providing approval/authorisation to hold an event including but not limited to:  
Planning permit/place of public entertainment (POPE)  
Permit or temporary food premises permit  
Liquor consumption in a Public Place  
Event Permit under council's *General Local Law 2012* for events held on municipal land

### Event Types

**Community Event** means an event managed and delivered by a not-for-profit organisation for the purpose of education, fundraising, social, fun and entertainment value, civic and ceremonial events for the local community, but may attract patrons from outside the region. These events are generally run by volunteers.

**Council Run Event** means an event that forms part of an annual events program run by council and is predominately for the Northern Grampians Shire community; however, it can include events that also cater for a greater level of outside (non-resident) visitors. These events may also partner with a third party that may/may not have received in-kind or financial support from the council through funding programs.

**Private Event** means an event that is either ticketed or targeted to a selected audience or is attended by invitation only and may/or may not be held on council land/building.

**Tourism Event** means an event held within the Northern Grampians Shire that attracts over 500 patrons from outside Northern Grampians. These have a minimum of 500 forecast participants per day and may be multi-day events involving several locations.

### Review history

Date	Review details	Action
27 July 2021	Policy drafted updated, schedule to presented to ELT	
6 September 2021	Reported to Council for adoption	

**9.3. Providing Sustainable Infrastructure**  
Nil

## 9.4. Improve Organisational Effectiveness

### 9.4.1. Audit and Risk Committee - Activity Report, Committee Chair and Honorariums

**Author/Position:** Malcolm Lewis, Acting Manager Financial Services

#### **Purpose**

To undertake a number of actions in accordance with the Northern Grampians Shire Council Audit & Risk Committee Charter and Guidelines.

#### **Summary**

Pursuant to the *Local Government Act 2020*, Council is required to establish an Audit and Risk Committee, appoint a Chairperson who is not a Councillor and pay remuneration to independent members of the Committee. The Committee is required to provide a biannual audit and risk report that describes the activities of the Audit and Risk Committee and includes its findings and recommendations.

The terms of appointment of Mr Peter Knights as an independent member of the Audit and Risk Committee and Committee Chairperson expire on 30 June 2021.

#### **Recommendation**

##### **That Council:**

1. **Appoints Mr Peter Knights to the Audit and Risk Committee until 30 June 2024.**
2. **Appoints Mr Peter Knights as the Audit and Risk Committee Chairperson for the 2021-22 financial year.**
3. **Sets the remuneration of the Audit and Risk Committee Chairperson from 1 July 2021 at \$2,500 per annum.**
4. **Sets the remuneration for the external independent Audit and Risk Committee members, excluding the Chairperson, from 1 July 2021 at \$250 per meeting attended.**
5. **Receives and notes the Audit and Risk Committee Biannual Report 2021-22.**

## **RESOLUTION**

##### **That Council:**

1. **Appoints Mr Peter Knights to the Audit and Risk Committee until 30 June 2024.**
2. **Appoints Mr Peter Knights as the Audit and Risk Committee Chairperson for the 2021-22 financial year.**
3. **Sets the remuneration of the Audit and Risk Committee Chairperson from 1 July 2021 at \$2,500 per annum.**
4. **Sets the remuneration for the external independent Audit and Risk Committee members, excluding the Chairperson, from 1 July 2021 at \$250 per meeting attended.**
5. **Receives and notes the Audit and Risk Committee Biannual Report 2020-21.**

**Moved:** Cr Kevin Erwin

**Seconded:** Cr Eddy Ostarcevic

**Carried**

## Background/Rationale

The Audit and Risk Committee (ARC) is an independent advisory committee to Council, established to assist in the effective conduct of council's responsibilities for good governance, the management of risk, financial reporting and maintenance of reliable systems and internal controls in order to facilitate the achievement of its organisational objectives in an efficient, effective and ethical manner.

The ARC Charter sets out the appropriate authority, composition, meeting requirements and responsibilities of the committee to ensure good practice and compliance with the requirements of the *Local Government Act 2020*, and is supported by the committee's guidelines.

The ARC comprises three independent members:

- Mr Peter Knights, Chairperson (proposed), appointed until 30 June 2024 (proposed)
- Mr Tony Roberts, appointed until 1 September 2022
- Ms Lynn Jensz, appointed until 1 April 2022

Council is required to pay a fee to a member of an Audit and Risk Committee who is not a councillor of Council. The Audit and Risk Committee Guidelines provide that election of the chair and determination of remuneration for external independent members on the Audit and Risk Committee are to be considered annually by Council.

The appointment of each of the three independent members is staggered to ensure that only one new appointment is made in any one financial year. Independent members are appointed for a three-year term and eligible to apply for reappointment following the completion of a term.

The report also includes the Biannual Report 2020-21 that describes the activities of the Audit and Risk Committee including the report findings and recommendations.

## Legislation, Council Plan, Strategy and Policy Implications

*Local Government Act 2020* - Sections 53 and 54.

### Options

#### Option 1

That Council notes the Biannual Report 2020-21 and approves the reappointment of Mr Peter Knights as an independent member and Chairperson for further terms. **[recommended]**

#### Option 2

That Council does not note the Biannual Report 2020-21 or approve the reappointment of Mr Peter Knights as an independent member and Chairperson for further terms. **[not recommended]**

### Implications

The subject matter has not raised any sustainability issues (economic, social, environmental or climate change) or heritage/cultural, amenity, human rights/gender equity, privacy, risk management, budgetary and asset management implications.

### Procurement

There are no procurement implications.

### Community Engagement

There are no procurement implications.

### Innovation and Continuous Improvement

The Audit and Risk Committee Charter provides a comprehensive description of the functions of the Audit and Risk Committee.

**Collaboration**

N/A

**Officer's Declaration of Interest**

All officers providing advice to Council must disclose any interests, including the type of interest.

Malcolm Lewis, Acting Manager Financial Services

In providing this advice as the author, I have no disclosable interests in this report.

**Attachments**

1. Audit and Risk Biannual Report 2020-21 (1) [9.4.1.1 - 3 pages]

## **Audit and Risk Committee Biannual Report 2020-21**

The Audit and Risk Committee (ARC) is required to:

- Prepare a biannual audit and risk report that describes the activities of the Audit and Risk Committee and includes its findings and recommendations; and
- Provide a copy of the biannual audit and risk report to the Chief Executive Officer for tabling at the next Council meeting.

The following Audit and Risk Committee meetings were held during the 2020/21 financial year:

- 16 September 2020
- 2 December 2020
- 3 March 2021

The Audit and Risk Committee completed the following activities during the 2020/21 financial year.

### **Risk Committee**

- The Director Corporate Services provided ongoing updates regards the internal Risk Committee and its findings.
- The Risk Committee oversees the update and currency of the risk register that is managed using the CAMMS engage system. The ARC received a report regarding Council's risk register including a summary of overdue risks.
- During the 2020/21 year, the Risk Committee reviewed internal matters including:
  - A range of Council policies and strategies;
  - Risk management plans for major project undertakings;
  - Any high risk issues or incidents – matters included the immunisation review and updates regarding COVID-19 pandemic planning;
  - Risk / culture training matters;
  - Legislative updates;
  - Victorian Protective Data Security Framework.
- The ARC noted the report findings.

### **VAGO Audit**

- Council's external auditors RSD Audit, acting on behalf of the Victorian Auditor General's Office (VAGO), presented the Audit Strategy for the 2020/21 financial year that mainly comprised:
  - The impact of new accounting standards.
  - The auditors focus on the potential significant impacts to financial statements.

- Infrastructure assets and management's review to confirm that the asset values do not need adjusting.
- Changes to those charged with Governance – risks associated with loss of key personnel within the Finance team.
- The ARC recommendation was to note the report findings.

#### **Financial Report 2019/20 and Performance Statement 2019/20**

- The ARC received and reviewed the 2019/20 financial reports as reviewed by VAGO.
- The financial reports were initially presented to the September 20 ARC meeting and unable to be finalised until November 20 due to the asset revaluation impacts that required review by the VAGO technical team.
- The ARC recommendation was to note the report findings.

#### **Quarterly Finance Reports**

- The Audit and Risk Committee received and reviewed the quarterly Finance Reports that assessed current year performance against budget as well as against revised year end forecasts.
- The ARC recommendation was to note the report findings.

#### **VAGO Sector Update**

- The Committee reviewed the periodic reports prepared by VAGO regards emerging sector reports and issues that are relevant to Local Government.
- The ARC noted the report findings.

#### **Occupational Health and Safety (OH&S) Management Report**

- The Manager People and Culture presented the OH&S Management Report
- The ARC recommendation was to note the report findings.

#### **Worksafe Audit**

- The ARC received a report from the Manager People and Culture regarding the final Worksafe audit including the areas of focus mainly contract management, structured safety inspections and the OH&S Management Plan.
- The ARC noted the report findings including the proposed remedial action plan.

### **Sustainable Asset Management Policy and Strategy**

- The ARC received the asset management reports, in the context of the Local Government Act 2020 that incorporates a policy and strategy designed to set the broad framework and guidelines regarding Council's approach to asset management.
- The ARC recommendation was to note the report findings.

### **Immunisation Review**

- Report on an Investigation of a Vaccination Incident and Service Review.
- The subject matter relates to the vaccination provided to an infant during an immunisation session.
- The ARC recommendation was to note the report findings.

### **Ombudsman and Audit investigations**

- The ARC received reports and considered findings from recent Ombudsman and VAGO audits into Local Government sector operations.
- The ARC noted the report findings.

### **Procurement Policy review**

- The ARC noted Council's approach to procurement controls that resulted in amendments to the currency policy particularly regarding competitive testing for panel of works contractors.
- The ARC noted the report findings.

### **Internal Audit**

- The ARC noted there were no internal audits completed during the course of the 2020/21 year.
- The ARC resolved that this matter be included to the Biannual Report and brought to the attention of management.

#### 9.4.2. Proposed Road Naming - Zebina Lane

**Author/Position:** Mary Scully, Manager Governance & Civic Support

##### **Purpose**

To consider undertaking the process to name an unnamed road between Dunstan and Trafalgar Street, St Arnaud as Zebina Lane.

##### **Summary**

Council has received a letter from property owners in St Arnaud, requesting that a road that provides access to their property off the Charlton Road be named as Zebina Lane. Council officers request that the unnamed road between Dunstan and Trafalgar Street be named as Zebina Lane at this stage, with the view to extend the road name to include the access road once it has been upgraded to meet with planning permit conditions and road maintenance requirements.

##### **Recommendation**

**That Council gives public notice of its intention to name an unnamed road between Dunstan Street and Trafalgar Street, St Arnaud as Zebina Lane.**

##### **RESOLUTION**

**That Council gives public notice of its intention to name an unnamed road between Dunstan Street and Trafalgar Street, St Arnaud as Zebina Lane.**

**Moved:** Cr Tony Driscoll

**Seconded:** Cr Lauren Dempsey

**Carried**

## Background/Rationale

Council is the road naming authority for local roads in accordance with Schedule 10 of the *Local Government Act 1989*, which empowers Council to name roads. Any road naming must be in accordance with Geographic Place Names legislation.

Council proposes to name the unnamed road between Dunstan and Trafalgar Street, St Arnaud as Zebina Lane. Mr Zebina Lane was a mining engineer who moved to St Arnaud in 1887. Mr Lane was the long-time manager of the Lord Nelson Mine, an old quartz reef mining site situated near the unnamed road. He was initially opposed by miners and owners but proved his efficacy and revived the run-down Lord Nelson Mine, which remained profitable through the 1890's and was the richest mine in the history of St Arnaud. Mr Lane also became increasingly involved in the St Arnaud community and civic affairs and was a significant member of the community.

Council officers have sought an exemption from *Principle (H) Using commemorative names* in the *Naming rules for places in Victoria 2016*, from the Registrar of Geographic Names to name the road after Zebina Lane. Under the naming rules, it states that a commemorative name applied to a road should use only the surname of a person, not first or given names. As the surname Lane is not a viable option, the first name was requested to be used under this circumstance.

The Registrar has approved the exemption due to the solid rationale that using the surname was unsuitable as it is the same as a road type.

## Legislation, Council Plan, Strategy and Policy Implications

*(Provide details of any specific legislative power which Council is exercising and provisions of any applicable Council, regional, state or national plans and policies.)*

### Options

#### Option 1

That Council agrees to give public notice of the proposal to name the unnamed road Zebina Lane.  
**[recommended]**

#### Option 2

To take no further action. **[not recommended]**

### Implications

The subject matter has not raised any sustainability issues (economic, social, environmental or climate change) or heritage/cultural, amenity, human rights/gender equality, privacy, risk management, budgetary and asset management implications.

**Finance** – The naming of roads incurs administration, advertising and signage costs.

**Risk Management** – The naming of roads is a means to minimise risk and ensure the prompt delivery of emergency services.

**Asset Management** – The level of services will not change as a result of the road being formally named.

### Procurement

Not applicable

### Community Engagement

Community consultation is an essential part of the road naming process, and the giving of public notice will allow interested persons an opportunity to comment prior to the road being formally named.

Comment was sought from the St Arnaud Historical Society as part of council's process in naming roads in the shire and they have provided their approval in naming the road Zebina Lane.

### Innovation and Continuous Improvement

Nil

**Collaboration**

Nil

**Officer's Declaration of Interest**

All officers providing advice to Council must disclose any interests, including the type of interest.

Mary Scully, Manager Governance & Civic Support

In providing this advice as the author, I have no disclosable interests in this report.

**Attachments**

Nil

### 9.4.3. Proposed Road Naming - Gambetta Road

**Author/Position:** Mary Scully, Manager Governance & Civic Support

**Purpose**

To consider undertaking the process to name an unnamed road off the Stawell-Donald Road, Stawell as Gambetta Road.

**Summary**

Council officers have requested that an unnamed road off the Stawell-Donald Road be named due to a new property development and requirements for council to maintain the road. As Council is the road naming authority, Council is asked to consider naming the unnamed road and give public notice of its intention to name the road.

**Recommendation**

**That Council gives public notice of its intention to name the unnamed road off the Stawell-Donald Road Stawell, as Gambetta Road.**

**RESOLUTION**

**That Council gives public notice of its intention to name the unnamed road off the Stawell-Donald Road Stawell, as Gambetta Road.**

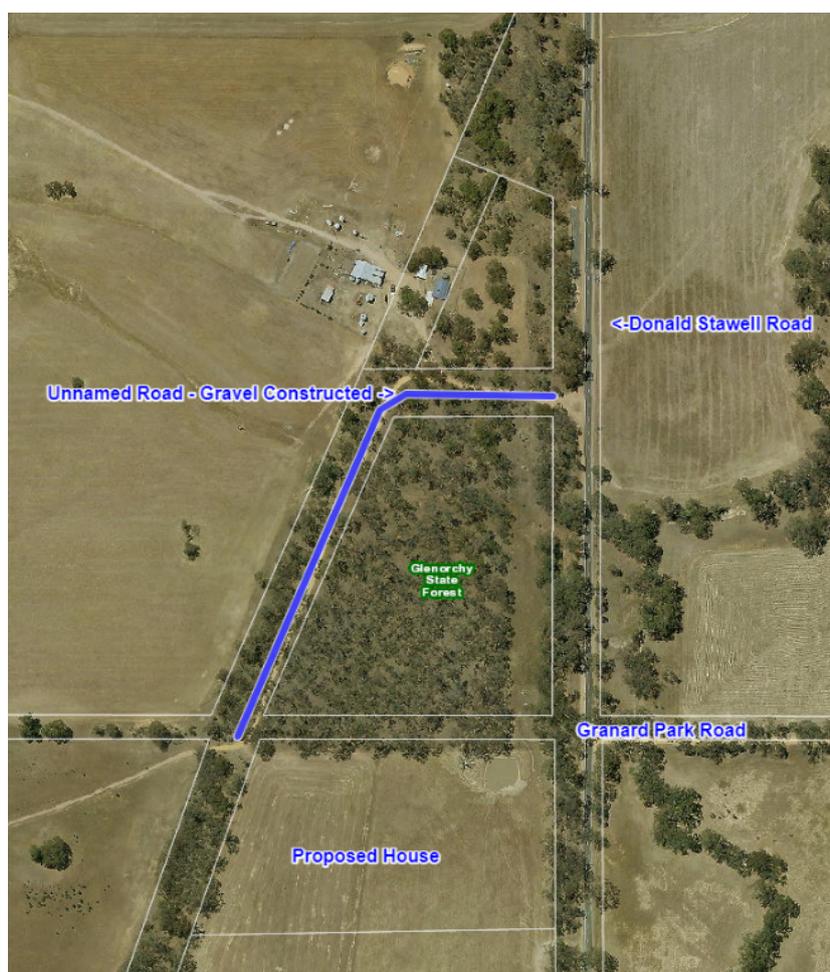
**Moved:** Cr Kevin Erwin  
**Seconded:** Cr Rob Haswell

**Carried**

## Background/Rationale

Council is the road naming authority for local roads in accordance with Schedule 10 of the *Local Government Act 1989*, which empowers Council to name roads. Any road naming must be in accordance with Geographic Place Names legislation.

Council officers have asked that the unnamed road off the Stawell-Donald Road, Stawell (highlighted in the image below) be named as the road provides access to a newly developed property and as minor maintenance work on the road is required by Council, the road must be named for it to be included on Council's Road Register. Naming of the road will also ensure emergency services access to the property.



It is Council's policy to name roads after original landholders to recognise the contribution of early families to the area. Officers sought comment on an appropriate name from the Stawell Historical Society and it has recommended the road be named **Gambetta Road**.

Mr Gambetta settled in the area in 1874 and established the first vineyard in the Stawell District. In the years to follow, Mr Gambetta and his family owned a lot more land in that area and various properties along the unnamed road.

## Legislation, Council Plan, Strategy and Policy Implications

Council Plan – Improve Organisational Effectiveness  
Naming Rules for Places in Victoria

## Options

### Option 1

Council has the option of agreeing to give public notice of the proposal. **[recommended]**

## **Option 2**

That Council takes no further action. **[not recommended]**

### **Implications**

The subject matter has not raised any sustainability issues (economic, social, environmental or climate change) or heritage/cultural, amenity, human rights/gender equality, privacy, risk management, budgetary and asset management implications.

**Finance** - The naming of roads incurs administration, advertising and signage costs.

**Risk Management** - The naming of roads is a means to minimise risk and ensure the prompt delivery of emergency services.

**Asset Management** - The level of service will not increase as a result of the road being formally named. The road segments are classed as Rural Access Property as per the Council's Roads & Street Network Service Asset Management Plan and the maintenance standard of the lane is as per the agreed service level by the Council for that classification. Signage is proposed.

### **Procurement**

Not applicable

### **Community Engagement**

Community engagement is an important part of the road naming process and the giving of public notice will allow community members an opportunity to comment prior to the road being formally named.

Comments from the Stawell Historical Society were sought on the name, Gambetta Road and it has advised us of its support.

### **Innovation and Continuous Improvement**

Once the road is named, it will be included on Council's Road Register for minor maintenance, improving access to the property and providing access to emergency services if required.

### **Collaboration**

Not applicable

### **Officer's Declaration of Interest**

All officers providing advice to Council must disclose any interests, including the type of interest.

Mary Scully, Manager Governance & Civic Support

In providing this advice as the author, I have no disclosable interests in this report.

### **Attachments**

Nil

#### 9.4.4. St Arnaud Resource Centre Caveat

**Author/Position:** Vaughan Williams, Director Corporate Services

**Purpose**

That Council determines whether or not to remove the caveat on the Title for property located at 85 Napier Street, St Arnaud.

**Summary**

The St Arnaud Community Resource Centre has requested that the caveat on the property be removed to enable the organisation to use the capital value of the building to improve the facility when required in the future.

**Recommendation**

**That Council decides whether to maintain or remove the caveat on the Title of the property occupied by the St Arnaud Community Resource Centre located at 85 Napier Street, St Arnaud.**

**RESOLUTION**

**That Council decides to maintain the caveat on the Title of the property occupied by the St Arnaud Community Resource Centre located at 85 Napier Street, St Arnaud.**

**Moved:** Cr Eddy Ostarcevic

**Seconded:** Cr Trevor Gready

**Carried**

### **Background/Rationale**

In June 2004, Council resolved to contribute \$56,000 for the purchase of a property located at 85 Napier Street, St Arnaud for the St Arnaud Community Resource Centre to provide education, training and other services. At that time, the property was purchased for \$90,000 and renovations required to start the service totalled \$56,300 making the value of the project \$148,300. It was funded in the following way.

Funding Source	Amount
Federal Government	\$47,300
State Government	\$30,000
Northern Grampians Shire Council	\$56,000
St Arnaud Community Resource Centre	\$15,000
<b>Total</b>	<b>\$148,300</b>

At the time of purchase in September 2004, the guidelines in the funding agreements required council to hold the Title of the property in trust on behalf of the St Arnaud Community Resource Centre. In 2011 the Title was transferred to the St Arnaud Community Resource Centre and a caveat was placed on the property that if it was ever sold Council's contribution of \$56,000 would be returned.

In June of this year, the St Arnaud Community Resource Centre requested that the caveat be removed from the title, allowing them to leverage the entire value of the property to undertake future works on the building that may be required.

### **Legislation, Council Plan, Strategy and Policy Implications**

There are no implications regarding legislation, Council Plan, strategy or policy.

### **Options**

#### **Option 1**

That Council removes the caveat from the Title of 85 Napier Street, St Arnaud.

#### **Option 2**

That Council determines to maintain the caveat on the Title of 85 Napier Street, St Arnaud.

If the caveat is removed there will be no means by which Council could recover the money initially invested in this property.

### **Implications**

The subject matter has not raised any sustainability issues (economic, social, environmental or climate change) or heritage/cultural, amenity, human rights/gender equality, privacy, risk management, budgetary and asset management implications.

If Council resolves to remove the caveat, then there will be no means of recovering the money that was initially invested in this property. If the Council determines to maintain the caveat, then the St Arnaud Community Resource Centre does not have the capacity to leverage the property's capital value for future renovation works.

### **Procurement**

Not applicable.

### **Community Engagement**

Not applicable.

### **Innovation and Continuous Improvement**

Not applicable.

### **Collaboration**

Not applicable.

**Officer's Declaration of Interest**

All officers providing advice to Council must disclose any interests, including the type of interest.

Vaughan Williams, Director Corporate Services

In providing this advice as the author, I have no disclosable interests in this report.

**Attachments**

Nil

#### 9.4.5. Hall of Fame Lease

**Author/Position:** **Kylie Allen, Risk & Lease Management Officer**

##### **Purpose**

The purpose of this report is for Council to commence the process to enter into a formal lease with the Stawell Athletic Club Inc. A0010120Z for use of the Hall of Fame, Central Park, Stawell, commencing 1 July 2021 for a five year term with options of three further five year terms and one further one year term.

##### **Summary**

The Stawell Athletic Club Inc. (SAC) has had occupation of the Hall of Fame for many years and previously shared occupancy with the council Visitor Information Centre (VIC). As the VIC has since relocated, SAC now have exclusive use of the premises, therefore, entering into a lease arrangement is appropriate and will ensure the security of tenure for the club.

##### **Recommendation**

###### **That Council:**

- 1. enters into a lease agreement with Stawell Athletic Club Inc. for use of Central Park Hall of Fame, and**
- 2. authorises the Mayor and Chief Executive Officer to sign the relevant lease documents as agreed by all parties.**

##### **RESOLUTION**

###### **That Council:**

- 1. enters into a lease agreement with Stawell Athletic Club Inc. for use of Central Park Hall of Fame, and**
- 2. authorises the Mayor and Chief Executive Officer to sign the relevant lease documents as agreed by all parties.**

**Moved:** Cr Kevin Erwin  
**Seconded:** Cr Tony Driscoll

**Carried**

### **Background/Rationale**

Council is the appointed committee of management for the Stawell Hall of Fame located at Central Park Recreation Reserve (Crown Allotment 19A (part) and 24 (part) Section 24, Parish of Stawell, gazetted reserve number RS02088, reservation for public recreation) and has the power to enter into a lease for the reserve pursuant to section 17D of the *Crown Land (Reserves) Act 1978* subject to the approval in writing of the Minister.

The Stawell Athletic Club Inc. (SAC) has had occupation of the Hall of Fame for many years and previously shared occupancy with the council Visitor Information Centre (VIC). As the VIC has since relocated, SAC now have exclusive use of the premises, therefore, entering into a lease arrangement is appropriate and will ensure the security of tenure for the club.

Council as a result of negotiations with the SAC has drafted a lease with the following terms:

Rent: \$455.00 pa plus GST (subject to annual CPI increases)

Term: Five years plus three further terms of five years and one further term of one year.

SAC, as sole tenant, will be responsible for cleaning, payment of utilities, telephone and internet, waste and Fire Service Levy charges.

The SAC has advised council that they have no objections to the general conditions of the lease and are currently in discussions with the council facilities management team in relation to the physical condition of the building.

Council received approval in principle to enter into a s17D Crown Land lease with the SAC for 'Sporting Club use including associated functions and Interpretive Centre' from the Department of Environment, Land, Water and Planning (DELWP) on 28 August 2018.

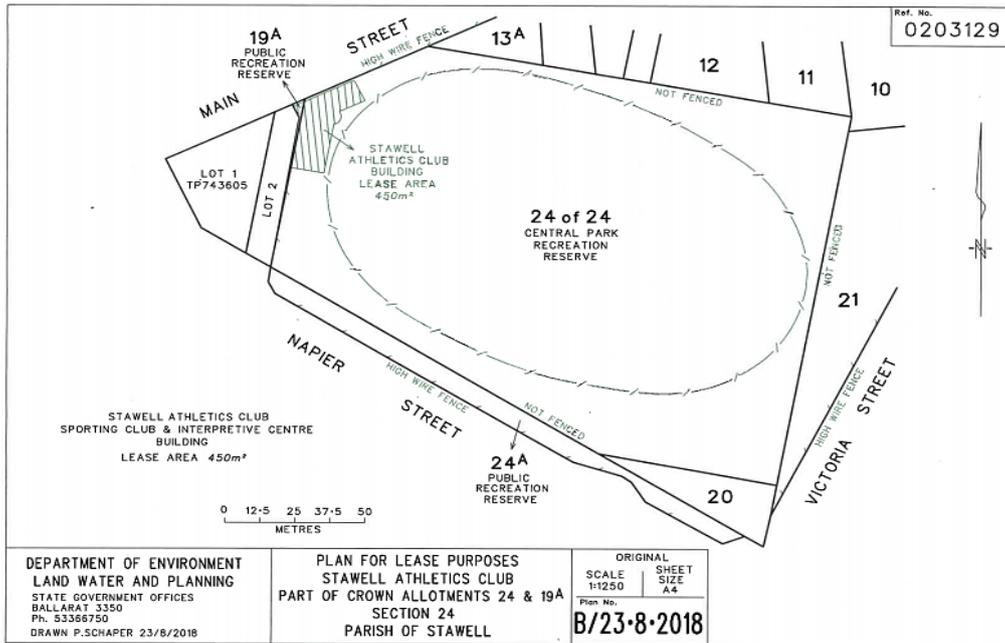
As a lease provides exclusive use of the premises, an obligation requiring the club to allow and encourage the use of the premises by other clubs and associations, under a hire arrangement, is included as a special condition.

The implementation of a lease with the SAC for the Hall of Fame will reduce council exposure to liability and risk by use of the standard DELWP template containing essential terms. The lease arrangement will also provide a clear understanding of asset management and budgetary requirements to both parties.

At its meeting on 2 August 2021, Council resolved to give public notice of its intention to enter into a lease with Stawell Athletic Club Inc. and invited submissions in accordance with section 223 of the *Local Government Act 1989*. Public notice was given in the Stawell Times-News on 6 August 2021 and on the council website. No submissions have been received by council at the time of publication of this report; any submissions received will be circulated to councillors separately for consideration.

### **Plan for Lease Purposes**

That part of the Land shown hatched and the improvements erected on that part of the Land, situated at 8 Main Street Stawell, known as Stawell Hall of Fame.



**Legislation, Council Plan, Strategy and Policy Implications**

*Local Government Act 1989 s223*  
*Local Government Act 2020 s115*  
*Crown Land (Reserves) Act 1978 s17D*

**Options**

**Option 1**

Agree to enter into a lease with the Stawell Athletic Club Inc. for use of the Hall of Fame and authorise the Mayor and Chief Executive Officer to sign the relevant lease documents as agreed by all parties.  
**[recommended]**

**Option 2**

Not to enter into a lease with Stawell Athletic Club Inc. for use of the Hall of Fame. **[not recommended]**

**Implications**

Any identified sustainability issues (economic, social, environmental or climate change) or heritage/cultural, amenity, human rights/gender equality, privacy, risk management, budgetary and asset management implications have been addressed in this report.

**Procurement**

Not applicable

**Community Engagement**

In line with the council Community Engagement Policy, community engagement was undertaken in a manner modelled on section 223 of the *Local Government Act 1989* and public notice was given in local newspapers and the council website. Council is required to consider any submissions received prior to making a formal decision to enter into a lease with the SAC for the Hall of Fame.

**Innovation and Continuous Improvement**

Not applicable

**Collaboration**

Not applicable

**Officer's Declaration of Interest**

All officers providing advice to Council must disclose any interests, including the type of interest.

Kylie Allen, Risk & Lease Management Officer

In providing this advice as the author, I have no disclosable interests in this report.

**Attachments**

Nil

## 10. Notices of Motion or Rescission

Nil

## 11. Reports from Councillors/Committees

Councillors provided brief reports on their activities on behalf of Council since the last Council meeting.

Cr Ostarcevic reported on an invitation to join an advisory group for the renewable energy sector, Ballarat Renewable Energy and Zero Emissions Inc (BREAZE), which is a program enacted through Sustainability Victoria's funding. Cr Ostarcevic said that there is more emphasis being placed on renewable energy and that in our shire we are fortunate to have substantial renewable energy resources available through wind and sun. He also added that there are seven groups across Victoria and the concept is to find community-sanctioned projects to receive funding to the point that they have feasibility available to them which is a great stepping stone as these types of funding are difficult to obtain.

Cr Gready reported on his attendance at the Great Western Futures Committee meeting and asked for councillor support to encourage community participation in smaller committees.

### RESOLUTION

**That the reports be received.**

Moved: Cr Kevin Erwin  
Seconded: Cr Rob Haswell Carried

## 12. Urgent Business

**Cr Erwin asked that the matter of a Letter Under Seal be considered as Urgent Business.**

### RESOLUTION

**That the item as listed be considered as Urgent Business.**

Moved: Cr Kevin Erwin  
Seconded: Cr Tony Driscoll Carried

### RESOLUTION

**That Council acknowledges the significant contribution of Mr Allan Ralph to the Northern Grampians Shire and that a letter be sent, under seal, to recognise his contribution.**

Moved: Cr Kevin Erwin  
Seconded: Cr Tony Driscoll Carried

## 13. Public Question Time

Nil

#### **14. Closure of Meeting Pursuant to Section 66(2)(a) of the Local Government Act 2020**

A Council or delegated committee may resolve that the meeting be closed to members of the public if it considers it necessary because a circumstance specified below apply:

The circumstances are-

- (a) the meeting is to consider confidential information; or
- (b) security reasons; or
- (c) it is necessary to do so to enable the meeting to proceed in an orderly manner.

If the circumstances specified in subsection (b) or (c) apply, the meeting can only be closed to the public if the Council has made arrangements to enable the proceedings of the meeting to be viewed by members of the public as the meeting is being held.

##### **14.1. Planning Application Request**

##### **14.2. Provision of Civil Engineering & Project Management Consultancy Services**

##### **14.3. C2 2018/19 - Provision of Building Inspector (Unlimited) Services**

#### **RESOLUTION**

That items 14.1, 14.2 and 14.3 be considered in Closed Council as they deal with confidential information as detailed in section 3(1) of the *Local Government Act 2020*.

Moved: Cr Kevin Erwin

Seconded: Cr Rob Haswell

Carried

#### **RESOLUTION**

That the meeting be closed to consider the items listed pursuant to section 66 of the *Local Government Act 2020*.

Moved: Cr Kevin Erwin

Seconded: Cr Rob Haswell

Carried

#### **OPEN COUNCIL**

The Chief Executive Officer reported on the items discussed in Closed Council.

**14.1 Council waived planning permit fees, with conditions.**

**14.2 Council extended Contract C1 2020/21 - Provision of Civil Engineering and Project Management Consultancy Services for a further one year.**

**14.3 Council extended the contract for Building Inspector Services for a further one year, with the provision to extend for another one year term.**

**15. Close**

**There being no further business the Mayor declared the meeting closed at 1.23pm.**

Confirmed

A handwritten signature in black ink, appearing to be 'CR Murray Emerson', written in a cursive style.

CR MURRAY EMERSON  
MAYOR

Date: 4 October 2021