



Minutes

Council Meeting held at 12.30 PM on Monday 6 February 2023 in the Council Chamber, Pleasant Creek Historic Precinct, Stawell.

Present

Cr Kevin Erwin (Mayor)
Cr Lauren Dempsey
Cr Kevin Erwin
Cr Trevor Gready
Cr Rob Haswell
Cr Karen Hyslop
Cr Eddy Ostarcevic PhD

Mr Trenton Fithall, Acting Chief Executive Officer
Mr Vaughan Williams, Director Corporate and Community Services
Mr Jeevan Pinto, Acting 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, 6 March 2023.

Table of Contents

| | |
|--|----|
| 1. Apologies | 3 |
| 2. Confirmation of Minutes | 3 |
| 3. Matters Arising from the Minutes | 3 |
| 4. Presentations/Awards | 3 |
| 5. Presentation of Petitions and Joint Letters..... | 3 |
| 6. Disclosure of a Conflict of Interest at a Council Meeting..... | 4 |
| 7. Informal Meetings of Councillors | 5 |
| 8. Items Brought Forward..... | 6 |
| 9. Consideration of Reports of Officers | 7 |
| 9.1. Enhance Lifestyles and Community | 7 |
| 9.1.1. Quarterly Council Action Plan Report - Quarter 2 | 7 |
| 9.2. Boost Economic Growth..... | 18 |
| 9.3. Providing Sustainable Infrastructure | 19 |
| 9.4. Improve Organisational Effectiveness..... | 20 |
| 9.4.1. S11A Instruments of Authorisation and Appointment..... | 20 |
| 9.4.2. 10 Year Financial Plan Policy..... | 26 |
| 10. Notices of Motion or Rescission | 32 |
| 11. Reports from Councillors/Committees | 34 |
| 12. Urgent Business..... | 34 |
| 13. Public Question Time | 35 |
| 14. Closure of Meeting Pursuant to Section 66(2)(a) of the Local Government Act 2020 | 36 |
| 14.1. Fee Waiver Request - Planning Permit 5.2022.26.2 | 36 |
| 14.2. C2 2021/22 - Provision of Street Cleaning Services | 36 |
| 15. Close | 37 |

1. Apologies

Nil

2. Confirmation of Minutes

Council Meeting held on Monday, 5 December 2022

Unscheduled Council Meeting held on Monday, 19 December 2022

RESOLUTION

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

Moved: Cr Murray Emerson

Seconded: Cr Rob Haswell

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

[Trenton Fithall, Acting 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 | | |
|------------|--|--|----------------------------------|--------------------------------------|---------------|
| 12/12/2022 | Economic Growth Briefing | 8.1 Workforce Attraction | Councillor/Officer | Item Number | Left Meeting? |
| | | 8.2 St Arnaud and Stawell Tourism Plan Implementation: Engagement Update | | | |
| | | 8.3 11am Presentation - Passive Place | | | |
| | | 8.4 Sloane Street Development | | | |
| | | 8.5 Electronic Vehicle Destination Charging Stations | | | |
| 05/12/2022 | Lifestyles and Community Briefing | 7.1 10.45am Presentation - Grampians Tourism | Councillor/Officer | Item Number | Left Meeting? |
| | | 7.2 Infrastructure, Waste and Emergency Essentials | Nil | Nil | Nil |
| | | 8.1 Council Agenda Review | | | |
| 02/12/2022 | Advisory Committee CEO Employment and Remuneration Committee Meeting | 1. CEO Interviews and Discussion | Councillor/Officer | Item Number | Left Meeting? |
| | | | Nil | Nil | Nil |
| 21/11/2022 | Advisory Committee CEO Employment and Remuneration Committee Meeting | 1. Candidate Interviews 2. Review of Interviewed Candidates | Councillor/Officer Item Number | | Left Meeting? |
| | | | Cr Kevin Erwin | Item 1 - Interview of last candidate | Yes |
| | | | Cr Karen Hyslop | Item 1 - Interview of last candidate | Yes |
| 16/11/2022 | Advisory Committee CEO Employment and Remuneration Committee Meeting | 1. Review of Candidates | Councillor/Officer | Item Number | Left Meeting? |
| | | | Nil | Nil | Nil |
| 30/09/2022 | Advisory Committee CEO Employment and Remuneration Committee Meeting | 1. Proposal Overview | Councillor/Officer | Item Number | Left Meeting? |
| | | 2. Committee Discussion | | | |
| | | 3. Committee Recommendation | | | |
| | | | Nil | Nil | Nil |
| 28/11/2022 | Organisational Effectiveness Briefing | 8.1 10 Year Financial Plan Policy | Councillor/Officer | Item Number | Left Meeting? |
| | | 8.2 Renewable Energy Transition Action Plan | | | |
| | | 8.3 St Arnaud Flood Study | | | |
| | | 8.4 C7 2018/19 - Provision of Transfer Station Services - St Arnaud | | | |
| | | 8.5 C7 2017/18 - Banking and Bill Payment Services | | | |
| | | 8.6 Quarterly Finance Report | | | |
| | | 8.7 Complaints Policy | | | |
| | | 8.8 Council Meeting Schedule 2023 | | | |
| | | 8.9 Appointment of Council Committee Delegates/Representatives 2023 | | | |
| 21/11/2022 | Sustainable Infrastructure Briefing | 8.1 Draft North Park Master Plan | Councillor/Officer | Item Number | Left Meeting? |
| | | 8.2 St Arnaud Structure Plan - Consent to Engage | | | |
| | | 8.3 Introduction to Open Space and Active Sport Strategy | | | |
| | | 8.4 Sport and Active Recreation Strategy Introduction | | | |
| | | 9.1 C9 2019/20 - Provision of Public Convenience and Facilities Cleaning | | | |
| | | 9.2 C6 2022/23 - Implement and Support Enterprise Resource Planning | | | |
| | | 9.3 C8 2022/23 - Lord Nelson Park Sports Oval Lighting Upgrade | | | |
| | | 9.4 C4 2022/23 - Stawell Skate Park | | | |
| | | | | | |

RESOLUTION

That the report on Informal Meetings of Councillors be approved.

Moved: Cr Karen Hyslop

Seconded: Cr Rob Haswell

Carried

8. Items Brought Forward

Nil

9. Consideration of Reports of Officers

9.1. Enhance Lifestyles and Community

9.1.1. Quarterly Council Action Plan Report - Quarter 2

Author/Position: Trenton Fithall, Acting Chief Executive Officer

Purpose

To report the progress on the second quarter of the Council Action Plan 2022-23.

Summary

In order to achieve the goals set out in the Council Plan 2021-25, a Council Action Plan 2022-23 was adopted by Council at its 27 June 2022 Council Meeting.

The action plan outlines the major initiatives that are to be carried out in the second year of the Council Plan. The attached report provides an update on the progress towards achieving the objectives set out in the Council Action Plan 2022-23 for the period ending 31 December 2022.

Recommendation

That Council notes the Quarterly Council Action Plan Report and approves the forecast plan.

RESOLUTION

That Council notes the Quarterly Council Action Plan Report and approves the forecast plan.

Moved: Cr Eddy Ostarcevic

Seconded: Cr Murray Emerson

Carried

Background/Rationale

Council is required under the *Local Government Act 2020* to prepare a Council Plan containing the strategic objectives of Council, strategies for achieving those objectives and indicators to monitor the achievement of those objectives.

The Council Action Plan 2022-23 supports the Council Plan by providing key actions that Northern Grampians Shire Council is to deliver within the second year to accomplish the strategic objectives outlined in the Council Plan. Quarterly progress updates are provided to Council and the community to give a clear indication as to whether Council's goals and objectives are on track to meet delivery targets.

Legislation, Council Plan, Strategy and Policy Implications

Local Government Act 2020

Council Plan 2021-25

Options

Option 1

That Council notes the Quarterly Council Action Plan Report and approves the forecast plan. **[recommended]**

Option 2

That Council notes the Quarterly Council Action Plan Report with amendments. **[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

The Council Action Plan includes the expenditure agreed in Council's adopted budget.

Community Engagement

This report is to provide Council and the community with an update of Council's current projects and initiatives and if they are on track for completion.

Innovation and Continuous Improvement

The Quarterly Council Action Plan Report aims to improve transparency and provide clear information to the community.

Collaboration

Any opportunities for collaboration with other councils or public bodies will be considered with each initiative.

Officer's Declaration of Interest

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

Trenton Fithall, Acting Chief Executive Officer

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

Attachments

1. Council Action Plan - QTR 2 2022-23 **[9.1.1.1 - 9 pages]**

Council Action Plan 2022-23



| | |
|---|--------------------------|
| | Off track |
| | Monitor |
| | On track |
| * | Projects carried forward |

| Enhance Lifestyles and Community | | | | |
|---|------------------|-------------------|----------------|--|
| Action | Adopted Due Date | Forecast Due Date | Current Status | Comments |
| Wellness and Welfare | | | | |
| Develop the Reconciliation Action Plan | Jun-23 | Jun-23 | | Planning and preparation are underway. |
| Develop a Library Strategy | Jun-23 | Jun-23 | | A consultant has been appointed. |
| Redevelop Stawell Library | Mar-23 | Jun-23 | | Work has commenced, the project is expected to be finalised by June 2023. |
| Fit out the St Arnaud Town Hall with Audio-visual Equipment * | Sept-22 | Nov-22 | | Complete. |
| Renew the St Arnaud Tennis Clubrooms * | Mar-22 | Oct-22 | | Complete, minor defects are being addressed. |
| Support communities to implement Community Plans | Sep-22 | Mar-23 | | Due to resources deployed to community flood recovery efforts, Stuart Mill Community Plan is on hold. |
| Renew Heritage Trail Signage | Jun-23 | Jun-23 | | Materials sought in preparation for installation. |
| Heritage Study Review | Jun-23 | Jun-23 | | Stage 1 Environmental Thematic Review underway. Stage 2 Statement of Significance due on June 23. |
| Deliver a Sport and Active Recreation Strategy | Jun-23 | Jun-23 | | On track. |
| Enhance the Lord Nelson Park Sporting Club | Jun-23 | Jun-23 | | Storage and toilet upgrade are complete and planning and preparation for Audio Visual upgrades are underway. |

| | | | | |
|---|--------|--------|--|---|
| Deliver the North Park Precinct Skate Park | Mar-23 | Jun-23 | | Construction Tender was awarded in December. Works are expected to be completed in June 2023. |
| Deliver Central Park Football Changerooms | Jun-24 | Jun-24 | | The detailed design is currently underway. Construction is due to start in May/June 2023. |
| Deliver the North Park Precinct Soccer Lighting | Mar-23 | Mar-23 | | Construction and testing are complete. Building surveyor approval is pending. |
| Deliver a St Arnaud Market Square Performance Space * | Jun-22 | Aug-22 | | Complete. |
| Install new entrance sign in Queen Mary Gardens * | Jun-22 | Jun-23 | | Delivering on behalf of the Queen Mary Gardens Advisory Committee, currently under review. |
| Deliver the Lord Nelson Park Sports Oval Lighting Upgrade | Jun-23 | Jun-23 | | Construction Tender was awarded in December. Works are expected to be completed in May 2023. |
| Deliver the Age-Friendly Communities Project | Jun-23 | Jun-23 | | On track. |
| Community Care Service Review | Jun-23 | Jun-23 | | On track. |
| Review Immunisation Service | Jun-23 | Dec-22 | | Complete. |
| Review of the Early Learning Centre | Jun-23 | Jun-23 | | On track. |
| Undertake a Drainage Improvement Works Program | Jun-23 | Jun-23 | | Projects are underway. |
| Undertake a Kerb and Channel Improvement Program | Jun-23 | Jun-23 | | Projects are underway. |
| Investigate additional Big Hill precinct lookout upgrades * | Jun-22 | Mar-23 | | Complete. |
| Support the Great Western Future Committee to deliver the Great Western Future Plan | Jun-23 | Jun-23 | | Officers support the Committee with different projects including applying for community grants. |
| Adopt the Navarre Recreation Reserve Precinct Master Plan * | Jun-22 | Mar-23 | | Concept design consultation is set to recommence in February 2023. |
| Develop a new Stuart Mill Community Plan * | Jun-22 | Mar-23 | | Due to resources deployed to community flood recovery efforts, Stuart Mill Community Plan is on hold. |
| Advocate for Central Park Netball Changerooms | Jun-23 | Jun-23 | | Design due June 2023. |
| Advocate for Central Park Netball Courts | Jun-23 | Jun-23 | | Design due June 2023. |
| Supply and install a Community Notice Board in Navarre * | Jun-22 | Sep-22 | | Complete. |
| Supply and install a Community Notice Board in Marnoo * | Jun-22 | Sep-22 | | Complete. |

| | | | | |
|---|--------|--------|--|--|
| Create and publish a new Historical Assets register * | Jun-22 | Dec-22 | | Complete public register going live Jan 2023. |
| Deliver Arts and Culture Action Plan, 2022-25 | Jun-23 | Jun-23 | | Complete. |
| Deliver detailed design for Navarre Recreation Reserve Facility Upgrades | Jun-23 | Jun-23 | | Complete. |
| Improving Connectivity | | | | |
| Undertake the Great Western Trail Stage 1 - Trail Delivery | Dec-22 | Dec-23 | | Works were delayed due to inclement weather, material shortage, and cultural heritage assessment. Works are expected to be completed by December 2023. |
| Undertake a General Local Law Review * | Jun-22 | Sep-22 | | Complete. |
| Undertake a flood study in Stawell | Jun-24 | Jun-24 | | Multi-year project. Planning and preparation are underway. |
| Undertake a flood study in Marnoo | Jun-23 | Jul-23 | | Community engagement is underway. The consultant was delayed due to flood recovery efforts. |
| Undertake a flood study in St Arnaud * | Jun-22 | Dec-22 | | Complete. Mitigation actions are being prepared for the budget. |
| Undertake a Footpath Improvement Program | Jun-23 | Jun-23 | | Projects are underway. |
| Undertake a Major Rural Roads Improvement Program | Jun-23 | Jun-23 | | Wet weather in the first two quarters has delayed the commencement of work. |
| Undertake a Rural Residential Road Improvement Program | Jun-23 | Jun-23 | | Wet weather in the first two quarters has delayed the project start. Works to commence in January 2023. |
| Undertake a Town Road Sealing Improvement Program | Jun-23 | Jun-23 | | Projects are underway. |
| Undertake an Urban Residential Road Improvement Program | Jun-23 | Jun-23 | | Wet weather in the first two quarters. |
| Advocate for funding and delivery of Great Western PPP Football and Netball Clubrooms | Jun-23 | Jun-23 | | Complete. |
| Deliver Open Space and Active Transport Strategy and Implementation Plan | Jun-23 | Jun-23 | | On track. |
| Protecting the Natural Environment | | | | |
| Container Deposit Scheme Implementation | Jun-24 | Jun-24 | | Multi-year project. Reliant on State Government implementation. |

| | | | | |
|---|--------|--------|--|--|
| Establish a Transition Plan for a Glass Recycling Collection Service | Jun-23 | Jun-23 | | On track. |
| Transfer Station Upgrade - Deliver Glass Bins | Dec-22 | Jun-23 | | Delays in finalising the funding terms. |
| Undertake Food & Green Organic Waste Composting Trial | Jun-23 | Jun-24 | | Trial to conclude in 2023/24, Staff vacancy has delayed the project initiation. |
| Deliver Public Place Recycling in high use areas | Dec-22 | Jun-23 | | Staff vacancy has delayed the project. |
| Implement the Walkers Lake Management Plan - Access, Tracks and Signage | Jun-23 | Jun-23 | | Management Plan adopted in November 2022. Current water levels in the lake will impact infrastructure delivery, and expect delays. |
| Scope an Energy Efficiency Program | Dec-22 | Jun-23 | | Project planning in progress. |
| Advocate for new and existing spaces for arts and culture activities | Jun-23 | Jun-23 | | On track. Stella Young Memorial and Gatherings 2023 projects funded by State Government. |

| Boost Economic Growth | | | | |
|--|-------------------------|--------------------------|-----------------------|---|
| Action | Adopted Due Date | Forecast Due Date | Current Status | Comments |
| Boosting Tourism | | | | |
| Deliver a Visitor Servicing and Halls Gap Hub Management | Jun-23 | Jun-23 | | Complete. Visitor servicing is underway with continuous improvement initiatives in place. |
| Support Visitor Information volunteers at St Arnaud and Stawell | Jun-23 | Jun-23 | | Volunteers have been inducted and servicing the Stawell and St Arnaud Visitor Information Centres as of November 2022. |
| Deliver the Grampians Peaks Trail Halls Gap connection | Jun-23 | Jun-23 | | Parks Victoria led the project and stakeholder engagement is underway. |
| Deliver Tourism Events Strategy | Dec-22 | Mar-23 | | On track. |
| Support Victoria's Goldfields to be given UNESCO World Heritage status | Jun-23 | Jun-23 | | In progress. |
| Upgrade the Stawell Caravan Park * | Jun-22 | Dec-22 | | Construction is complete. The certificate of final inspection is pending. |
| Upgrade the St Arnaud Caravan Park * | Jun-22 | Sep-22 | | Complete. |
| Oversight the Stawell Underground Physics Laboratory (SUPL) * | Jun-22 | Aug-22 | | Complete. SUPL Opened on the 19 August 2022. |
| Implement St Arnaud and Stawell Tourism Strategy Action Plans | Jun-23 | Jun-23 | | On track. |
| Building more Housing | | | | |
| Investigate Urban Growth opportunities and constraints to accommodate long term housing supply | Jun-23 | Jun-23 | | On track. |
| Continue to work with Passive Place on the delivery of the Sloane Street Development | Jun-23 | Jun-23 | | Officers supporting planning requirements and monitoring resource supply and delivery issues. |
| Deliver Sloane St Trunk Infrastructure, Stawell | Sep-22 | Mar-23 | | Unforeseen power upgrades and power shutdown for installation have delayed completion. The forecast due date is on track. |

| Growing Local Businesses | | | | |
|--|--------|--------|--|--|
| Develop a St Arnaud Structure Plan | Dec-22 | Apr-23 | | The scope expanded to include additional technical reports and support future implementation. A further round of engagement is underway. |
| Deliver 'Live the Grampians Way' campaign | Dec-22 | Dec-22 | | Complete. Exploring options to extend the program beyond the contracted timeframe. |
| Investigate retail options in Marnoo | Dec-22 | Dec-22 | | Complete. |
| Review the Northern Grampians Shire Council Stawell Aerodrome Master Plan | Dec-22 | Mar-23 | | Planning and preparation are underway. |
| Develop a Priority Investment Prospectus | Dec-22 | Dec-22 | | Regional Tourism Investment Prospectus complete and adopted by Council. |
| Advocate for funding for the Halls Gap Laneway expansion project | Jun-23 | Jun-23 | | Grant unsuccessful. |
| Advocate for funding the Halls Gap Heath Street Bridge | Jun-23 | Jun-23 | | Grant application successful for detailed design. |
| Undertake Heath St Bridge detailed design | Jun-23 | Nov-23 | | Due to funding announcement delays, the design is forecast to be complete by November 2023. |
| Advocate for an outer township gateway at the proposed London Road intersection, Stawell | Jun-23 | Jun-23 | | Western Hwy Duplication Section 3 advocacy is underway. |
| Upgrade B-Double routes | Jun-23 | Jun-23 | | Works on track. Funding pending. |
| Undertake a Bridges and Major Culvert renewal program | Jun-23 | Jun-23 | | Due to prolonged wet weather, will impact final program delivery. |
| Deliver Renewable Energy Transition Action Plan | Mar-23 | Mar-23 | | The draft is being prepared and ready for community engagement. |
| Establish land use precincts along the Western Highway, Stawell | Jun-23 | Jun-23 | | On track. |
| Revitalise and reactivate retail opportunities in Stawell and St Arnaud * | Jun-22 | Jun-23 | | Resource focus shifted to further support shire workforce challenges. |
| Advocate for funding to develop a Halls Gap Structure Plan | Jun-23 | Jun-23 | | The project scope is under review. |
| Stawell Airport Redevelopment - Apron Extension, Tie Downs, Fencing and Taxiway upgrades * | Jun-22 | May-23 | | Taxiway connection and final seal remaining. Delays in work due to wet weather. |

| | | | | |
|---|--------|--------|--|---|
| Deliver Stawell Airport Runway Lighting Upgrade | Mar-23 | Mar-23 | | Planning and preparation are underway. |
| Advocate to State and Commonwealth Governments for the implementation of key recommendations in the Wimmera Southern Mallee Regional Digital Plan * | Jun-22 | Jun-23 | | Supporting telecommunications services with multiple avenues for improved connectivity. |
| Deliver a feasible study for value-add opportunities to agriculture | Jun-23 | Jun-23 | | Planning and preparation are underway. |

| Provide Sustainable Infrastructure | | | | |
|---|-------------------------|--------------------------|-----------------------|--|
| Action | Adopted Due Date | Forecast Due Date | Current Status | Comments |
| Being a better Council | | | | |
| Develop an Asset Plan * | Jun-22 | Sep-22 | | Complete. |
| Undertake a Quarry Resource Material Review | Jun-23 | Jun-23 | | On track. |
| Undertake a Stawell Cemetery Improvement Program - Stage 1 Expansion | Dec-22 | Jun-23 | | Master Plan underway. Delivery is due to finish in 2023/24. |
| Undertake a Stawell Cemetery Improvement Program - Water supply renewal | Dec-22 | Jun-23 | | Planning and preparation are underway. Foresee a due date extension is required. |
| Stawell Pound Update Works * | Jun-22 | Dec-22 | | Construction is complete. The building occupancy certificate is pending. |
| Undertake a Road Resealing Program | Mar-23 | Mar-23 | | On track. |
| Undertake a Road Resheeting Program | Mar-23 | Jun-23 | | Due to prolonged wet weather, an extended maintenance period will impact the final program delivery. |
| Undertake a Structural Assessment of the St Arnaud Pool | Sep-22 | Jun-23 | | Consultant availability has delayed the assessment and is now due at the end of the swimming season. |
| Bridge and Major Culvert Condition Assessment | Mar-23 | Mar-23 | | Quotes received. Contractor to be selected and appointed. |
| Deliver North Park Master Plan | Dec-22 | Dec-22 | | Complete. |

| Improve Organisational Effectiveness | | | | |
|---|------------------|-------------------|----------------|--|
| Action | Adopted Due Date | Forecast Due Date | Current Status | Comments |
| Being a better Council | | | | |
| Improve water quality and capacity at Mooney Dams, Stawell | Jun-23 | Jun-23 | | Parks Victoria carrying out a remediation plan. |
| Implement a new records management system | Jun-23 | Jun-23 | | System design in progress implementation is underway. |
| Review and update Enterprise Resource Planning (ERP) software | Jun-23 | Jun-23 | | Vendors have been appointed. Implementation planning in progress. |
| Implement elementTIME | Dec-22 | Dec-22 | | Complete. |
| Implement VPDSF Protective Data Security Plan * | Jun-23 | Jun-23 | | On track. |
| Reduce Red Tape, Website/Communication Review | Dec-22 | Jun-23 | | Delays due to staff vacancy, project now underway. |
| Reduce Red Tape, Pre-Application Review | Dec-22 | Jun-23 | | Delays due to staff vacancy, project now underway. |
| Reduce Red Tape, Referral Advice Review | Jun-23 | Jun-23 | | On track. |
| Plant & Equipment Review | Dec-22 | Jun-23 | | Planning and preparation are underway for later in the year. |
| Review Naturestrip Management Plan | Sep-22 | Mar-23 | | Expanded scope to include community engagement, delaying final adoption. |

9.2. Boost Economic Growth

Nil

9.3. Providing Sustainable Infrastructure

Nil

9.4. Improve Organisational Effectiveness

9.4.1. S11A Instruments of Authorisation and Appointment

Author/Position: Lauren Homden, Acting Manager Governance

Purpose

To appoint Council employees, Kate Alder and Jorine Bothma by resolution, pursuant to section 147 of the *Planning and Environment Act 1987* as authorised officers.

Summary

Under the *Planning and Environment Act 1987*, Council must authorise council employees to be authorised officers by a Council resolution. Kate Alder, Strategic Planner and Jorine Bothma, Coordinator Sustainable Development have commenced employment with the Northern Grampians Shire Council. In order for them to perform all duties, they require the powers provided as authorised officers.

Recommendation

That in the exercise of the powers conferred by section 147(4) of the *Planning and Environment Act 1987*, Council resolves that:

- 1. The members of council staff referred to in the Instruments be appointed and authorised as set out in the Instruments.**
- 2. The Instruments come into force immediately.**
- 3. The Instruments remains in force until Council determines to vary or revoke it or the officer's employment with Northern Grampians Shire Council ceases.**

RESOLUTION

That in the exercise of the powers conferred by section 147(4) of the *Planning and Environment Act 1987*, Council resolves that:

- 1. The members of council staff referred to in the Instruments be appointed and authorised as set out in the Instruments.**
- 2. The Instruments come into force immediately.**
- 3. The Instruments remains in force until Council determines to vary or revoke it or the officer's employment with Northern Grampians Shire Council ceases.**

Moved: Cr Eddy Ostarcevic

Seconded: Cr Trevor Gready

Carried

Background/Rationale

The attached S11A Instruments of Appointment and Authorisation provides for Council to appoint the nominated officers by resolution, pursuant to section 147 of the *Planning and Environment Act 1987*. The Instrument also includes the general appointment provision in section 313 of the *Local Government Act 2020* to commence proceedings for offences if required.

Legislation, Council Plan, Strategy and Policy Implications

Local Government Act 2020

Planning and Environment Act 1987

Options

Option 1

That Council appoints Kate Alder and Jorine Bothma as authorised officers under the *Planning and Environment Act 1987*.

No other options are proposed as the Instrument of Appointment and Authorisation will enable each officer the ability to perform their council duties.

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.

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.

Lauren Homden, Acting Manager Governance

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

Attachments

1. S 11 A Instrument of Appointment and Authorisation Planning & Environment Act - K Alder [9.4.1.1 - 2 pages]
2. S 11 A Instrument of Appointment and Authorisation Planning & Environment Act - J Bothma [9.4.1.2 - 2 pages]

*S11A Instrument of Appointment and Authorisation (Planning and
Environment Act 1987)*

Northern Grampians Shire Council

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987 only)**

Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)

In this Instrument "**officer**" means -

Kate Alder

By this Instrument of Appointment and Authorisation Northern Grampians Shire Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - Appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this Instrument -

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied, revoked or the officer's employment with Northern Grampians Shire Council ceases.

This Instrument is authorised by a resolution of the Northern Grampians Shire Council made on

Date

..... Mayor/Councillor

..... Senior Officer

*S11A Instrument of Appointment and Authorisation (Planning and
Environment Act 1987)*

Northern Grampians Shire Council

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987 only)**

Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)

In this Instrument "**officer**" means -

Jorine Bothma

By this Instrument of Appointment and Authorisation Northern Grampians Shire Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - Appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this Instrument -

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied, revoked or the officer's employment with Northern Grampians Shire Council ceases.

This Instrument is authorised by a resolution of the Northern Grampians Shire Council made on

Date

..... Mayor/Councillor

..... Senior Officer

9.4.2. 10 Year Financial Plan Policy

Author/Position: Vaughan Williams, Director Corporate and Community Services

Purpose

To adopt the *10 Year Financial Plan Policy*.

Summary

The purpose of this policy is to set out the framework which will allow for new capital and operating projects or service level changes to be recorded as changes to the 10 Year Financial Plan at any time during the year the changes are fully scoped, not just at the time of budget process.

Recommendation

That Council adopts the *10 Year Financial Plan Policy*.

RESOLUTION

That Council adopts the *10 Year Financial Plan Policy*.

Moved: Cr Eddy Ostarcevic

Seconded: Cr Karen Hyslop

Carried

Background/Rationale

Traditionally all capital and operating projects are presented to Council in April/May each year during development of the annual budget, with the information for consideration being prepared by council officers between December and March. This approach naturally causes many projects to be considered in a short timeframe and can result in projects that are not fully scoped being rushed into the budget process just to ensure they align to the budget timetable. This results in Council having less time to consider the implications of proposals, including alternative options and community considerations

This policy will allow for Council consideration of the addition or deferral of capital and operating projects or service level changes at any time during the year. This will allow for projects to be developed in their natural timelines, following the principals set out in the Project Management Framework. The *10 Year Financial Plan Policy* will provide a framework to allow a project to be added to future years within the 10-year financial planning timeframe.

Any proposed project or service level alteration must be fully scoped as set out in the Project Management Framework and may only then be presented at a councillor briefing for consideration. If the Council support the proposed project or service level change it must be reported to a Council Meeting for adoption. Adopted changes will be formally recognised through publication of an amended 10 Year Financial Plan allowing for greater transparency of future projects not only within the council but to residents of the shire.

Legislation, Council Plan, Strategy and Policy Implications

Local Government Act 2020

Council Plan 2021-25 – Improve Organisational Effectiveness

Options

Option 1

Council agrees to adopt the new *10 Year Financial Plan Policy*. **[recommended]**

Option 2

Council does not agree to adopt the new *10 Year Financial Plan Policy*. **[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

Not applicable.

Innovation and Continuous Improvement

This report raises innovation and improvement to Council's processes for financial planning.

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 and Community Services

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

Attachments

1. 10 Year Financial Plan Policy **[9.4.2.1 - 4 pages]**

10 Year Financial Plan Policy



February 2023



CONTACT US

✉ ngshire@ngshire.vic.gov.au
🌐 www.ngshire.vic.gov.au

CONNECT WITH US

📘 facebook.com/ngshire
🐦 [@ngshire](https://twitter.com/ngshire)

10 Year Financial Plan Policy



Council Policy

Responsible director

Responsible officer

Functional area

Date adopted by Council

Review date

Director Corporate and Community Services

Vaughan Williams

Financial Services

Purpose

The purpose of this policy is to set out the key principles for how additional capital and operational projects or service level changes impacting on the 10 Financial Plan will be recognised outside of the annual budget cycle.

Background

Traditionally all capital and operating projects are presented to Council in April/May each year during development of the annual budget, with the information for consideration being prepared by council officers between December and March. This approach naturally causes many projects to be considered in a short timeframe and can result in projects that are not fully scoped being rushed into the budget process just to ensure they align to the budget timetable. This results in Council having less time to consider the implications of proposals, including alternative options and community considerations.

Scope

This policy will allow for Council consideration of the addition or deferral of capital and operating projects or service level changes at any time during the year. This will allow for projects to be developed in their natural timelines, following the principals set out in the Project Management Framework. The 10 Year Financial Plan Policy will provide a framework to allow a project to be added to future years within the 10-year financial planning timeframe.

Policy

Any proposed project or service level alteration must be fully scoped as set out in the Project Management Framework and may only then be presented at a Councillor Briefing for consideration. If the Council support the proposed project or service level change it must be reported to a Council Meeting for adoption. Adopted changes will be formally recognised through publication of an amended 10 Year Financial Plan allowing for greater transparency of future projects not only within the council but to residents of the shire.

Policy Name

Policy Objective

The objectives of the policy are to ensure that any project (operating or capital) or service level changes are:

- properly scoped
- reflected in the 10 Year Financial Plan
- transparent to the councillors and community
- financially sustainable.

This policy also enables alignment of Council Plan action items to the 10 Year Financial Plan and Asset Plan as mandated under the Local Government Act and is consistent with the Council Plan goal to improve organisational effectiveness.

Legislation and Standards

There is no legislative or regulatory implication for this policy.

Responsibilities

Mayor and Councillors

To review proposed changes to the 10 Year Financial Plan in a Councillor Briefing and if agreeable adopt the changes at a Council Meeting.

ELT

Ensure that all sanctioned operating and capital projects and service level changes are processed through the 10 Year Financial Plan process to be presented to Council.

Managers

Ensure that any operating and capital project and service level changes are first processed through Financial Services before review by ELT.

Review

Assessment of the policy will be undertaken once each Council term to ensure it remains current with the Council's goals, processes, aims and requirements and as a means by which to reduce Council's exposure to risk. Triggers for an earlier assessment include legislative changes and introduction of new systems or procedures.

Communication and implementation

Northern Grampians Shire Council's EDRMS Procurement Guidelines
Council induction and in-house training presentations

References

Project Management Framework
The Budget Development and Management Policy

Policy Name

Compliance

Local Government Act 2020

Local Government Act 1989

[Gender Equality Act 2020](#)

Child Safety Act 2015

[Privacy and Data Protection Act 2014](#)

Equal Opportunity Act 2010

Fair Work Act 2009

[Charter of Human Rights and Responsibilities Act 2006](#)

Health Records Act 2001

Freedom of Information Act 1982

Climate Change Act 2017

Other

Privacy and Data Protection compliance

This policy was developed in consideration of 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 compliance

As required under Part 3 of the *Gender Equality Act 2020*, officers have completed a gender impact assessment as the policy impacts the public. Gender impact assessments assess the effects that the policy 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: What we will do and why (eg legislation governs Council actions)

Procedure: Step by step instructions as to how we will complete Council actions

Review history

| Date | Review details | Action |
|------|----------------|--------|
| | | |
| | | |
| | | |
| | | |

10. Notices of Motion or Rescission RESOLUTION

That Council rescinds the previous resolution passed by Council at its meeting held on 19 December 2022 -

That Council reviews the current user fee formula and waives the user fees for season 2020/2021.

Moved: Cr Murray Emerson

Seconded: Cr Rob Haswell

Carried

RESOLUTION

That Council reviews the current user fee formula and waives the user fees for season 2021/22.

Moved: Cr Murray Emerson

Seconded: Cr Rob Haswell

Carried

A DIVISION WAS CALLED FOR

For the motion: Cr Kevin Erwin, Cr Trevor Gready, Cr Murray Emerson, Cr Eddy Ostarcevic, Cr Rob Haswell

Against the motion: Cr Karen Hyslop, Cr Lauren Dempsey



Notice of Rescission

I, Councillor Murray Emerson

hereby give notice that at the meeting of the Northern Grampians Shire Council to be held on 6 February 2023, I will move:

'That the following motion passed by Council at its meeting held on 19 December 2022:

That Council reviews the current user fee formula and waives the user fees for season 2020/2021.

be and is hereby rescinded.

Contingent on the above motion being passed, I intend to move the following motion:

That Council reviews the current user fee formula and waives the user fees for season 2021/2022.'

Signed:

Cr Murray Emerson Cr Murray Emerson

Date: 20 December 2022

Signed:

Cr Rob Haswell Cr Rob Haswell

Date: 20 December 2022

Signed:

Cr Kevin Erwin Cr Kevin Erwin

Date: 20 December 2022

Junston Fitzgall

Time Received: 11.38AM

Date: 20 December 2022

CEO Signature

11. Reports from Councillors/Committees

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

Cr Gready reported that committee meetings would commence soon after the Christmas break. He also reported enquiries from community members in relation to the lack of signage for the Stawell Racing Club which is being confused with the Stawell Harness Racing sign on London Road, Stawell.

Cr Hyslop reported on the successful Australia Day celebrations at St Arnaud and Stawell, and congratulated all involved. Cr Hyslop reported she presented the owners of Chris & Di's Bakery with flowers for their 30 years in business and congratulated them on their achievement. Cr Hyslop attended the VEC Electoral Structure information session which the Northern Grampians Shire Council is currently involved in, she said the community has an opportunity to have their say on the structure of their council. Cr Hyslop reported on meetings with the Stawell and St Arnaud Visitor Information Centres. She also reported her attendance at the Audit and Risk Committee Meeting. Cr Hyslop attended the Community Garden Christmas Lunch which was well attended and is a valuable asset to the community. She also attended the Community Christmas Lunch in St Arnaud which she felt grateful to be at.

Cr Dempsey congratulated Australia Day award recipients and welcomed new Australian citizens into the community. Cr Dempsey reported items discussed at the Stawell Skate Park Working Group Meeting and material shortages had delayed the project. She also reported the Stawell Skate Park would be closed for demolition around late March to early April 2023, lasting roughly 6 weeks.

Cr Emerson reported his attendance at the Stawell Gift Event Management Meeting, MAV, Australia Day Events and St Arnaud Recreation Advisory Group.

Cr Haswell reported the great achievement that the Stawell Visitor Information Centre is now open 7 days a week with over 17 volunteers working at the centre.

Cr Ostarcevic congratulated Stawell Visitor Information Centre on their success and reported on the St Arnaud Visitor Information Centre. Cr Ostarcevic reported on community feedback for better shelter at the new bowling green in St Arnaud and to move the mosaic wall from Market Square to the bowling green area. Cr Ostarcevic reported SCAN would like to see council's messaging in the newspaper less corporate. Cr Ostarcevic congratulated council officers on the development of Market Square.

The Mayor attended the St Arnaud Christmas Parade in December. The Mayor reported good attendance for Australia Day celebrations in the shire and welcomed new citizens. The Mayor reported he was the guest speaker at the Parkinson's Support Group last week. The Mayor attended the Harvest Festival in St Arnaud on the weekend reporting that the event was well attended.

RESOLUTION

That the reports be received.

Moved: Cr Murray Emerson
Seconded: Cr Rob Haswell

Carried

12. Urgent Business

Nil

13. Public Question Time

The Mayor received a Public Question Time Question Without Notice submission before the meeting.

Mr Nigel Keating, 16 Wimmera Street, Stawell

Question 1: What is happening at the Sloane Street Development?

Answer provided by the Acting Chief Executive Officer:

In August 2021, after a period of community consultation and a call for expressions of interest, Council resolved to sell the allotment at the corner of Sloane and Cahill street, Stawell to PassivePlace Ltd. PassivePlace is now contracted by Council as the developer for the Sloane Street development project in Stawell. In December 2022 PassivePlace finalised the designs for the one and two bedroom display homes. These are currently being built off-site. The homes that come with this development are designed and built to have the least impact, a net-zero impact, on the environment as possible. The new homes will feature in the new display village of the Stawell Net Zero Village, which is expected on the Sloane Street site by end April 2023.

Question 2: What is the timeline in the contract with Passive Place and when will council re-tender if the timeline is not met?

Answer provided by the Acting Chief Executive Officer:

The Stawell Net Zero Village is a five-year development. Completion is expected in 2028. The homes that are delivered as part of the five-year development of the Stawell Net Zero village will be a series of 'firsts'. It will be the first in Victoria to be certified by One Planet Living and will be the first Net Zero Community in Australia. Contractual matters are privileged information and will not be commented on.

Question 3: What is council's communication requirement about issues within the community like the current status of the hospital and Sloane Street?

Answer provided by the Acting Chief Executive Officer:

Council's media and communications activities are used to engage with and inform the community about council business, programs and services, changes to legislation and important health and safety messages that impact on council's delivery of its programs and services. As stipulated in our Media Policy.

Matters concerning the running of the hospital are not considered council business and therefore will not be commented on using council's media and communication channels. PassivePlace provides the community with information regarding their development of the Sloane Street site. Where able, council can reinforce the information PassivePlace provides regarding progress through council's own channels. This is at the discretion of council and dependent upon the availability of updated information.

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. Fee Waiver Request - Planning Permit 5.2022.26.2

14.2. C2 2021/22 - Provision of Street Cleaning Services

RESOLUTION

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

Moved: Cr Murray Emerson

Seconded: Cr Rob Haswell

Carried

RESOLUTION

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

Moved: Cr Murray Emerson

Seconded: Cr Rob Haswell

Carried

OPEN COUNCIL

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

14.1 Council approved a partial refund for a planning permit.

14.2 Council agreed to take up the first one year option to extend contract C2 2021/22 - Provision of Street Cleaning Services with the current contractor, Above All Cleaning Services Vic Pty Ltd.

15. Close

There being no further business the Mayor declared the meeting closed at 1.11pm.

Confirmed

A handwritten signature in black ink, appearing to read 'Kevin Erwin', written in a cursive style.

CR KEVIN ERWIN
MAYOR

Date: 6 March 2023