



Minutes

Council Meeting held at 12.30 PM on Monday 7 February 2022, online via Microsoft Teams.

Present

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

Mr Trenton Fithall, Acting Chief Executive Officer
Mr Vaughan Williams, Director Corporate and Community Services
Mr John Hunt, 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 7 March 2022.

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1. Apologies

An apology was received from Mrs Liana Thompson, Chief Executive Officer

RESOLUTION

That the apology be received and leave of absence granted.

Moved: Cr Murray Emerson

Seconded: Cr Rob Haswell

Carried

2. Confirmation of Minutes

Council Meeting held on Monday, 6 December 2021

RESOLUTION

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

Moved: Cr Murray Emerson

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

[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		
13/12/2021	Economic Growth Briefing	8.1 Rating Strategy Detail Discussion	Councillor/Officer	Item Number	Left Meeting?
		8.2 Ararat Halls Gap Bike Path Extension Investigation			
		8.3 Stawell Gift Event Management Service Level Agreement			
		8.4 Road and Roadside Maintenance Progress Update			
		8.5 Stawell Structure Plan Update			
		8.6 St Arnaud Tourism Action Plan Update			
		8.7 L2P Update			
06/12/2021	Lifestyles and Community Briefing	4.1 Lord Nelson Park Visit	Councillor/Officer	Item Number	Left Meeting?
		4.2 10.30am St Arnaud Water Catchment Site Visit	Nil	Nil	Nil
		5.1 Council Agenda Review			
29/11/2021	Organisational Effectiveness Briefing	8.1 Community Safety Service	Councillor/Officer	Item Number	Left Meeting?
		8.2 Procurement Policy			
		8.3 Quarterly Finance Report			
		8.4 Workforce Plan and Gender Equity Action Plan 2021-25			
		8.5 CEO Employment and Remuneration Policy			
		8.6 Appointment of Council Committee Delegates/Representatives 2022			
		8.7 Council Meeting Schedule 2022			
		8.8 Formal Road Naming - Zebina Lane			
		8.9 Proposed Road Naming - Boothey Street			
		8.10 S5 Instrument of Delegation to Chief Executive Officer			
		8.11 S11 Instrument of Delegation under Planning and Environment Act			

RESOLUTION

That the report on Informal Meetings of Councillors be approved.

Moved: Cr Kevin Erwin

Seconded: Cr Murray Emerson

Carried

8. Items Brought Forward

Nil

9. Consideration of Reports of Officers

9.1. Enhance Lifestyle and Community

9.1.1. Appointment of St Arnaud Recreation Advisory Group

Author/Position: Tony Dark, Senior Placemaker

Purpose

To appoint members to the St Arnaud Recreation Advisory Group.

Summary

The St Arnaud Recreation Advisory Group is to provide Council with advice and recommendations on the implementation of the Lord Nelson Park Precinct Plan and with consideration of other relevant council plans as required. Each appointed person shall be appointed to serve a 24-month term with an expiry of 31 October 2023. The Terms of Reference are reviewed every two years.

Recommendation

That Council:

- 1. appoints the following people (or their proxy) to the St Arnaud Recreation Advisory Group:**
 - Sharlene Bertalli (St Arnaud Football Club)
 - Kim Birthisel (St Arnaud Football Club, Canteen Committee)
 - Nicole Amos (St Arnaud Netball Club Inc)
 - Jason Smith (St Arnaud Cricket Club)
 - Kaye Boyd (St Arnaud Harness Racing Club)
 - Peter Knights (St Arnaud Agricultural Society)
 - Peter Knights (St Arnaud Hockey Club)
 - Mark Mactaggart (Community)
 - Tara Lowe (Community)
- 2. adopts the reviewed Terms of Reference.**

RESOLUTION

That Council:

- 1. appoints the following people (or their proxy) to the St Arnaud Recreation Advisory Group:**
 - Sharlene Bertalli (St Arnaud Football Club)
 - Kim Birthisel (St Arnaud Football Club, Canteen Committee)
 - Nicole Amos (St Arnaud Netball Club Inc)
 - Jason Smith (St Arnaud Cricket Club)
 - Kaye Boyd (St Arnaud Harness Racing Club)
 - Peter Knights (St Arnaud Agricultural Society)
 - Peter Knights (St Arnaud Hockey Club)
 - Mark Mactaggart (Community)
 - Tara Lowe (Community)
- 2. adopts the reviewed Terms of Reference.**

Moved: Cr Eddy Ostarcevic

Seconded: Cr Kevin Erwin

Carried

Background/Rationale

At the 7 August 2017 Council Meeting, Council formed the St Arnaud Recreation Advisory Group through a process of expressions of interest to join. The current members are representatives of the user groups at Lord Nelson Park providing an equitable and open approach to the requirements of the group and in compliance with the Terms of Reference. The Terms of Reference have been reviewed and the only proposed change is the 24th month term for the next TOR review. Continuance of the existing membership allows for consistency in the ongoing development and implementation of the outcomes of the Lord Nelson Park Precinct Plan.

Legislation, Council Plan, Strategy and Policy Implications

Council Plan 2021-24 - Enhance Lifestyle and Community

Northern Grampians Shire Council Open Space Sport and Recreation Strategy 2013-22

Municipal Public Health and Wellbeing Plan 2021-24

Lord Nelson Park Precinct Plan 2015-24

Options

Option 1

That Council appoints the members as listed and adopts the reviewed Terms of Reference. **[recommended]**

Option 2

That Council does not appoint the members as listed and adopt the reviewed Terms of Reference. **[not recommended]**

Implications

This report has considered social, heritage/cultural, amenity, human rights/privacy, environmental, economic and marketing, risk management, financial and asset management implications where applicable. Any identified implications have been addressed in this report.

Procurement

Not applicable

Community Engagement

Lord Nelson Park user groups have been consulted during the process to appoint the St Arnaud Recreation Advisory Group members.

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.

Tony Dark, Senior Placemaker

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

Attachments

1. Terms of Reference St Arnaud Recreation Advisory Group (2) **[9.1.1.1 - 6 pages]**

Terms of Reference



St Arnaud Recreation Advisory group

Responsible director:	CEO
Responsible officer:	Senior Placemaker Manager Active Communities
Adopted by Council:	2 December 2019
Review date:	31 October 2021
Expiry date:	31 October 2023

Objective

- To engage with the community and other stakeholder on the implementations of the requirements for recreation in St Arnaud.
- To focus on Lord Nelson Park and King Georges Park and the relative precinct plan outcomes and recommendations for each of the reserves.
- To work with the community to address the need to increase the focus on participation and activation of spaces post COVID-19, to ensure the sporting clubs develop strategies that build their capacity to thrive into the future.

Background

Council appointed the St Arnaud Recreation Advisory Group (the Group) in 2017 to provide Council with advice and recommendations on the implementation of the Lord Nelson Park Precinct Plan and with consideration of other relevant Council plans as required for active recreation reserves, namely King George's Park and Lord Nelson Park in St Arnaud. The Group consists of representatives of the community and organisations relevant to a recreational focus.

On 6 July 2020 the Council endorsed the Activate 2020–30 Strategy. The Strategy is a 10-year regional strategic plan enabling a coordinated and collaborative approach aimed at increasing participation in sport and active recreation for livability, health and wellbeing of the Central Highlands and Grampians Pyrenees region.

Key strategic areas of the Activate 2020-30 Strategy include:

1. Working Together
1. Activating Places and Spaces
2. Creating quality spaces and places
3. Community cohesion through sport and active recreation

The Strategy will guide work delivered by Council in consultation with the Group.

Purpose of the Group

- To represent the community and sporting groups in delivering their aspirations for a healthy environment through infrastructure and participation in activities that support the growth of an active community.
- To provide Council with advice and recommendations:
 - On the implementation of the Lord Nelson Park Precinct Plan and sport and recreation strategies with consideration of other relevant Council plans as required.
 - That aligned with Council's long-term policy for facility usage and development and achieving strategic outcomes from the Activate 2020-2030 Strategy.
- To investigate and to co-opt expertise as needed.
- To review the *Lord Nelson Park Precinct Plan 2015-2024* and work towards the delivery of the recommendations and strategies to achieve the best outcomes for the community by:
 - Undertaking a review of recent and past consultation, engagement and planning activities and documentation to form an understanding of current issues, gaps, and opportunities relevant to the community, and in particular the users of Lord Nelson Park and King George's Park.
 - Developing documentation and evidence to support the consultation that has already taken place to enable Lord Nelson Park and King George's Park to be developed to reach their full potential for the current and future needs of the community.
 - Delivering the required documentation to support infrastructure investment to transform existing aged infrastructure into integrated and well-coordinated community precincts ensuring that Lord Nelson Park and King George's Park community infrastructure:
 - Is suitably and strategically located
 - Meets existing and future community needs including increased access to participation and programming opportunities, innovative design, function, universal design, environmental sustainability, future-proofing and relationship to nearby facilities
 - Provides a plan for delivery in a well-coordinated and sequenced manner
 - Provides the best value for money and community outcomes for potential funding partners
 - Addresses the interface and connection between land use
 - Leverages required funding from appropriate public and private sources
- To collaborate with Council on achieving strategic outcomes from the Activate 2020-30 plan.

Membership

The Group will be comprised of the following members:

- One Councillor
- Up to nine community members as delegated representatives (or proxies) from Lord Nelson Park user groups or general community
- One Council staff member (who will be the minute taker and have no voting rights) - Council officers will be determined by the Chief Executive Officer.

Council:

- will aim for a gender balance of representation
- will aim for one or more members aged under 25 years, and
- must consider applications/nominations from all user groups.

Council will seek to appoint people with experience, knowledge and understanding of local issues with the capacity to provide recommendations to Council on the suitability of Lord Nelson Park as a recreational facility. Accordingly, the following criteria will be used to evaluate appointments to the Group:

1. Possess sound knowledge of the local area and recent involvement in the local community.

2. An ability to represent issues impacting the local community in relation to the need for a recreational facility and to work in consultation with the Group to develop strategies to address this.
3. Demonstrate relevant experience in the management of recreational facilities.
4. Previous experience in working with committees or groups will be well regarded but is not essential.

The selection process will be as follows:

- Expressions of interest will be sought widely in the community including media.
- Should there be more applicants than required to fill vacancies, Council may seek further information from the applicants in determining their suitability for appointment to the Group.

Term

The term of the Group is 24 months and aligns with the four year Council term.

Community members will apply for selection and user groups can nominate representatives who can be appointed to the Group for the 24-month term.

Authority/roles and responsibilities

The Group has no powers conferred to it by the Council and will operate in line with the purpose and Terms of Reference.

The Group will provide recommendations based on the following key areas and in terms of the precinct plan:

- Ongoing sustainability of Lord Nelson Park as a recreation facility and how it will continue to meet the needs of the community.
- Infrastructure – Prioritised needs and costs associated with relevant development if recommended, to include ongoing operational costs and responsible parties.
- Maintenance - Prioritised needs with relevant recommendations for precinct requirements.
- Stakeholder or key organisational support - Provide relative evidence from user groups, peak sporting bodies and community groups that support recommended project activities. Support for grant and funding submission through respectful group discussion.
- Limitations of the site in sustaining use associated with recreational activities.
- Accessibility considerations for people with disabilities, gender equality and diversity.
- Risks – Assessment, review, and management strategies.
- Cultural heritage values to be considered.
- Participation and Activation outcomes to be considered in line with the Activate 2020-30 Strategy and aligned with organisations objectives for sustainability.

Scope and deliverables

The *Lord Nelson Park Precinct Plan 2015-24* project key objectives as outlined in the project brief were to:

- Undertake a review of recent and past consultation, engagement and planning activities and documentation to form an understanding of current issues, gaps, and opportunities relevant to the community, and in particular the users of Lord Nelson Park.
- Having regard to recent past consultation, consult with the St Arnaud community including existing and future user groups to inform the development of the Lord Nelson Park Precinct Plan.
- Develop documentation and evidence to support the consultation that has already taken place to enable Lord Nelson Park to be developed to reach its full potential for the current and future needs of the community.
- Deliver the required documentation to support infrastructure investment to transform existing aged infrastructure into an integrated and well-coordinated community precinct ensuring that Lord Nelson Park community infrastructure:

- Is suitably and strategically located
- Meets existing and future community needs including increased access to participation and programming opportunities, innovative design, function, universal design, environmental sustainability, futureproofing and relationship to nearby facilities
- Provides a plan for delivery in a well-coordinated and sequenced manner
- Provides the best value for money and community outcomes for potential funding partners.
- Addresses the interface and connection between land use
- Leverages required funding from appropriate public and private sources.

The Lord Nelson Park Future Precinct vision is:

Lord Nelson Park is a sensational, modern, well used and safe sport, recreation and community hub in the region.

The Lord Nelson Park Precinct Plan has been established under the *Northern Grampians Shire Council Open Space, Sport and Recreation Strategy 2013-22* key principles and key strategy framework as follows.

- a. Principles:
 - Increased opportunities and participation for all
 - A diverse range of open space, sport and recreation choices
 - Great places for people to recreate
 - Building the health and wellbeing of the Northern Grampians Shire community
 - Responsive to identified open space, sport and recreation needs of the community
 - Inspiring and empowering people to recreate
 - Delivering economic outcomes for the Northern Grampians Shire community through sport and recreation.
- b. Strategy Framework:
 - Facilities: What we will do to provide safe, livable, sustainable and usable assets to improve the quality of life for residents, considering community opportunities and needs.
 - Programs: What we will do to provide safe, accessible and usable programs to improve the quality of life for residents.
 - Services: What we will do to provide safe, accessible and usable services to improve the quality of life for residents.

Resources and constraints

The Group will:

- work with Council to prioritise capital works projects to assist Council in applications for funding to support the capital development of the reserves, and
- work with Council on an annual basis to make recommendations to Council for maintenance works allocated through Council budget.

Meetings

A Councillor will chair the Group meetings to ensure that advice provided by the Group is presented directly to the level of authority in Council where decisions are made.

- The Councillor has voting rights.
- Council officers do not have voting rights.
- General community members and user group members elected to the Group will have voting rights.
- Invited members from Government and Non-Government agencies will not have voting rights.

- Conflict of Interest of any member of the Group must be declared.
- From time to time the Group may decide that it would be beneficial for Council officers from other programs to also attend to address specific areas of interest. These officers will not have voting rights.

Council will provide assistance and support to the Group with the resources available to it in order to enable the Group to effectively undertake its role. In order to assist members of the Group, Council undertakes to provide the following support:

- Secretariat services to the Group such as minute taking and agenda distribution, and
- meeting agenda and information papers for agenda items will be provided prior to meetings.

Meetings will be held at least twice per year.

Quorum: to allow for vacancies that occur during the term of the Group, a quorum will be half of the operational membership plus 1 (6).

Proxies:

1. A Group member may appoint another person as his or her proxy to vote and speak on his or her behalf at a general meeting.
2. The appointment of a proxy must be in writing and signed by the group member making the appointment.
3. The Group member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf, otherwise, the proxy may vote on behalf of the member in any matter as he or she sees fit.

If required, the Group can agree to meetings out of the schedule to respond to a particular issue or task.

A schedule of meeting dates and times for the forthcoming 12 months will be decided at the first meeting.

Reporting responsibilities and communication

Meeting minutes will be recorded and provided to members of the Group. Copies of the minutes will also be provided to Councillors for information purposes.

Any recommendations to Council will be submitted through Council meeting schedules and protocols.

Review

An interim review of the Group operations and Terms of Reference will be done at 12 months if required.

Council Plan objective/strategy

The Terms of Reference are aligned with Council's Council Plan goals, objectives and strategies through Enhanced Lifestyle and Community, Wellness and Welfare and Creating an Enriching Place to Live.

Legislation and Standards

Council Plan 2021-25

Lord Nelson Park Precinct Plan 2015-24

Northern Grampians Shire Council Open Space Sport and Recreation Strategy 2013-22

Municipal Public Health and Wellbeing Plan 2017-21

Stakeholders

Councillors, Council staff and advisory group members are directly affected by the Terms of Reference and must be consulted during development or revision of the Terms of Reference.

Definitions

Terms of Reference *describe the purpose and structure of a project, committee, sub-committee, group, meeting, negotiation, or any similar collection of people who have agreed to work together to accomplish a shared goal; and*

provide a documented basis for making future decisions and for developing a common understanding of the scope among stakeholders.

*The terms of reference are often referred to as the **charter**, eg committee charter.*

Communication and implementation

The Terms of Reference will be communicated to stakeholders through reporting to the St Arnaud Recreation Advisory Group and inclusion in meeting minutes.

Review history

Date	Review Details	Action
4 December 2017	Draft	Present to Council for approval
2 December 2019	Draft	Present to Council for adoption
1 November 2021	Draft	Present to Council for adoption
8 November 2021		Adopted by Council
7 February 2022		

9.1.2. Appointment of Stawell Recreation Advisory Group

Author/Position: Tony Dark, Senior Placemaker

Purpose

To appoint members to the Stawell Recreation Advisory Group and amend the Terms of Reference to reflect membership to be up to 10 members from the community/user groups and the addition of a second councillor.

Summary

The Stawell Recreation Advisory Group is to provide Council with advice and recommendations on the implementation of relevant master plans and recreation strategic plans giving consideration of other relevant Council plans as required. Each appointed person shall be appointed to serve a 24-month term until 31 October 2023. The Terms of Reference are reviewed every two years.

Recommendation

That Council:

1. appoints the following people (or their proxy) to the Stawell Recreation Advisory Group:
 - Reg Smith (Stawell CFA)
 - Ian O'Donnell (Swifts Football Netball Club Inc.)
 - Stephen Walker (Stawell Football Netball Club Inc.)
 - Robert Lembo (Stawell Pioneers Soccer Club)
 - Kay Dalton (Stawell Interchurch Netball Association)
 - Scotney Hayter (Stawell Athletic Club)
 - Nicholas Baird (Grampians Cricket Association)
 - Nathan Baker (Stawell Amateur Athletic Club and Community)
 - Anna Sullivan (Stawell Tennis Club)
 - John Griffiths (Community)
2. approves the reviewed Terms of Reference to reflect up to 10 members and inclusion of Cr Lauren Dempsey as a second councillor representative.

RESOLUTION

That Council:

1. appoints the following people (or their proxy) to the Stawell Recreation Advisory Group:
 - Reg Smith (Stawell CFA)
 - Ian O'Donnell (Swifts Football Netball Club Inc.)
 - Stephen Walker (Stawell Football Netball Club Inc.)
 - Robert Lembo (Stawell Pioneers Soccer Club)
 - Kay Dalton (Stawell Interchurch Netball Association)
 - Scotney Hayter (Stawell Athletic Club)
 - Nicholas Baird (Grampians Cricket Association)
 - Nathan Baker (Stawell Amateur Athletic Club and Community)
 - Anna Sullivan (Stawell Tennis Club)
 - John Griffiths (Community)
2. approves the reviewed Terms of Reference to reflect up to 10 members and inclusion of Cr Lauren Dempsey as a second councillor representative.

Moved: Cr Murray Emerson

Seconded: Cr Rob Haswell

Carried

Background/Rationale

At the 7 August 2017 Council Meeting, Council formed the Stawell Recreation Advisory Group through a process of expressions of interest to join. The current members are representatives of the user groups at Central Park and North Park, Stawell providing an equitable and open approach to the requirements of the group and in compliance with the Terms of Reference.

The Terms of Reference have been reviewed and there are minor changes proposed:

- Increase in membership to up to 10 members from the community and user groups
- Inclusion of Cr Lauren Dempsey as an additional councillor representative
- One of the two Councillor representatives will be appointed as Chairperson who will have voting rights, noting that any vote will be taken in consultation with the second Councillor representative)
- In the event of the Chairperson's inability to attend a meeting the second Councillor will assume the Chair and the voting right
- The term of the Group aligns with the four year Council term.

This membership allows for consistency in the ongoing development and implementation of the outcomes of the Stawell Parks Precinct Plan and North Park Multipurpose Precinct Plan.

Legislation, Council Plan, Strategy and Policy Implications

Council Plan 2021-24- Enhance Lifestyles and Community

Northern Grampians Shire Council Open Space Sport and Recreation Strategy 2013-22

Municipal Public Health and Wellbeing Plan 2021-24

Activate 2020-30

Options

Option 1

That Council appoints the members as listed and adopts the reviewed Terms of Reference. **[recommended]**

Option 2

That Council does not appoint the members as listed or adopt the reviewed Terms of Reference. **[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.

Procurement

Not applicable

Community Engagement

Central Park and North Park user groups and community have been consulted during the process to appoint Stawell Recreation Advisory Group members.

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.

Tony Dark, Senior Placemaker

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

Attachments

1. Terms of Reference Stawell Recreation Advisory Group (5) [**9.1.2.1** - 6 pages]

Terms of Reference



Stawell Recreation Advisory Group

Responsible director:	Communities
Responsible officer:	Senior Placemaker
	Manager Active Communities
Adopted by Council:	2 December 2019
Review date:	31 October 2021
Expiry date:	31 October 2023

Objective

- To engage with the community and other stakeholder on the implementation of the requirements for recreation in Stawell.
- To focus on Central Park and North Park and the relative precinct plan outcomes and recommendations for each of the reserves.
- To work with the community to address the need to increase the focus on participation and activation of spaces post COVID-19, to ensure the sporting clubs develop strategies that build their capacity to thrive into the future.

Background

Council appointed the Stawell Recreation Advisory Group (the Group) in 2017 to provide Council with advice and recommendations on the implementation of relevant master plans and recreation strategic plans giving consideration of other relevant Council Plans as required for active recreation reserves, namely Central Park and North Park in Stawell. The Group consists of representatives of the community and organisations relevant to a recreational focus.

On 6 July 2020 Council endorsed the Activate 2020–30 Strategy. The Strategy is a 10-year regional strategic plan enabling a coordinated and collaborative approach aimed at increasing participation in sport and active recreation for livability, health and wellbeing of the Central Highlands and Grampians Pyrenees region.

Key strategic areas of the Activate 2020–30 Strategy include:

1. Working Together
1. Activating Places and Spaces
2. Creating quality spaces and places
3. Community cohesion through sport and active recreation

The Strategy will guide work delivered by Council in consultation with the advisory group.

Purpose of the advisory group

- To represent the community and sporting groups in delivering their aspirations for a healthy environment through infrastructure and participation in activities that support the growth of an active community.
- To provide Council with advice and recommendations:
 - On the implementation of the Stawell Parks Precinct Plan, North Park Masterplan and sport and recreation strategies with consideration of other relevant Council plans as required.
 - That aligned with Council's long-term policy for facility usage and development and achieving strategic outcomes from the Activate 2020-30 Strategy.
- To investigate and to co-opt expertise as needed.
- To review the Stawell Parks Precinct Plan and North Park Masterplan and work towards the delivery of the recommendations and strategies to achieve the best outcomes for the community by:
 - Undertaking a review of recent and past consultation, engagement and planning activities and documentation to form an understanding of current issues, gaps and opportunities relevant to the community, and in particular the users of Central Park and North Park.
 - Developing documentation and evidence to support the consultation that has already taken place to enable Central Park and North Park to be developed to reach their full potential for the current and future needs of the community.
 - Delivering the required documentation to support infrastructure investment to transform existing aged infrastructure into integrated and well-coordinated community precincts ensuring that Central Park and North Park community infrastructure:
 - Is suitably and strategically located
 - Meets existing and future community needs including increased access to participation and programming opportunities, innovative design, function, universal design, environmental sustainability, future-proofing and relationship to nearby facilities
 - Provides a plan for delivery in a well-coordinated and sequenced manner
 - Provides the best value for money and community outcomes for potential funding partners
 - Addresses the interface and connection between land use
 - Leverages required funding from appropriate public and private sources
- To collaborate with council on achieving strategic outcomes from the Activate 2020-30 plan.

Membership

The Group will be comprised of the following members:

- Up to two Councillors (one who will be appointed as Chairperson who will have voting rights, noting that any vote will be taken in consultation with the second Councillor representative)
- Up to 10 community members as delegated representatives (or proxies) from Central Park and North Park user groups or general community
- One Council staff member (who will be the minute taker and have no voting rights) - Council officers will be determined by the Chief Executive Officer

Council:

- will aim for a gender balance of representation
- will aim for one or more members aged under 25 years, and
- must consider applications/nominations from all user groups.

Council will seek to appoint people with experience, knowledge and understanding of local issues with the capacity to provide recommendations to Council on the suitability of Central Park and North Park as recreational facilities.

Accordingly, the following criteria will be used to evaluate appointments to the Group:

1. Possess sound knowledge of the local area and have recent involvement in the local community.
2. An ability to represent issues impacting on the local community in relation to the need for a recreational facility and to work in consultation with the Group to develop strategies to address this.
3. Demonstrate relevant experience in the management of recreational facilities.
4. Previous experience in working with committees or groups will be well regarded but is not essential.

The selection process will be as follows:

- Expressions of interest will be sought widely in the community including media.
- Should there be more applicants than required to fill vacancies, Council may seek further information from the applicants in determining their suitability for appointment to the Group.

Term

The term of the Group is 24 months and aligns with the four year Council term.

Community members can apply for selection and user groups can nominate representatives who can be appointed to the Group for the 24-month term.

Authority/roles and responsibilities

The Group has no powers conferred to it by Council and will operate in line with the purpose and Terms of Reference.

The Group will provide recommendations based on the following key areas and in terms of the precinct plan:

- Ongoing sustainability of Central Park and North Park as a recreation facility and how it will continue to meet the needs of the community.
- Infrastructure – Prioritised needs and costs associated with relevant development if recommended, to include ongoing operational costs and responsible parties.
- Maintenance - Prioritised needs with relevant recommendations for precinct requirements.
- Stakeholder or key organisational support - Provide relative evidence from user groups, peak sporting bodies and community groups that support recommended project activities. Support for grant and funding submission through respectful group discussion.
- Limitations of the site in sustaining use associated with recreational activities.
- Accessibility considerations for people with disabilities, gender equality and diversity.
- Risks – Assessment, review and management strategies.
- Cultural heritage values to be considered.
- Participation and Activation outcomes to be considered in line with the Activate 2020-2030 Strategy and aligned with organisations objectives for sustainability.

Scope and deliverables

The Stawell Parks Precinct Plan and North Park Masterplan's key objectives were to:

- Undertake a review of recent and past consultation, engagement and planning activities and documentation to form an understanding of current issues, gaps and opportunities relevant to the community, and in particular the users of Central Park and North Park.
- Having regard to recent past consultation, consult with the Stawell community including existing and future user groups to inform the development of the Stawell Parks Precinct Plan and North Park Master plan.

- Develop documentation and evidence to support the consultation that has already taken place to enable Central Park and North Park to be developed to reach its full potential for the current and future needs of the community.
- Deliver the required documentation to support infrastructure investment to transform existing aged infrastructure into an integrated and well-coordinated community precinct ensuring that Central Park and North Park community infrastructure:
 - Is suitably and strategically located
 - Meets existing and future community needs including increased access to participation and programming opportunities, innovative design, function, universal design, environmental sustainability, futureproofing and relationship to nearby facilities
 - Provides a plan for delivery in a well-coordinated and sequenced manner
 - Provides the best value for money and community outcomes for potential funding partners.
 - Addresses the interface and connection between land use
 - Leverages required funding from appropriate public and private sources.

The Stawell Parks Precinct Plan and North Park Masterplan have been established under the *Northern Grampians Shire Council Open Space, Sport and Recreation Strategy 2013 - 2022* key principles and key strategy framework as follows.

- a. Principles:
 - Increased opportunities and participation for all
 - A diverse range of open space, sport and recreation choices
 - Great places for people to recreate
 - Building the health and wellbeing of the Northern Grampians Shire community
 - Responsive to identified open space, sport and recreation needs of the community
 - Inspiring and empowering people to recreate
 - Delivering economic outcomes for the NGSC community through sport and recreation.
- b. Strategy Framework:
 - Facilities: What we will do to provide safe, liveable, sustainable and usable assets to improve the quality of life for residents, considering community opportunities and needs.
 - Programs: What we will do to provide safe, accessible and usable programs to improve the quality of life for residents.
 - Services: What we will do to provide safe, accessible and usable services to improve the quality of life for residents.

Resources and constraints

The Group will:

- work with Council to prioritise capital works projects to assist Council in applications for funding to support the capital development of the reserves, and
- work with Council on an annual basis to make recommendations to Council for maintenance works allocated through Council budget.

Meetings

A Councillor will chair the Group meetings to ensure that advice provided by the Group is presented directly to the level of authority in Council where decisions are made.

- The Chair has voting rights.
- The second Councillor appointment does not have voting rights.

- Council officers do not have voting rights.
- General community members and user group members elected to the Group will have voting rights.
- Invited members from Government and Non-Government agencies will not have voting rights.
- Conflict of Interest of any member of the Group must be declared.
- From time to time the Group may decide that it would be beneficial for Council officers from other programs to also attend to address specific areas of interest. These officers will not have voting rights.
- In the event that the Chair is an apology the second Councillor representative will assume the Chair and the Chair's voting right)

Council will provide assistance and support to the Group with the resources available to it in order to enable the Group to effectively undertake its role. In order to assist members of the Group, Council undertakes to provide the following support:

- Secretariat services to the Group such as minute taking and agenda distribution, and
- meeting agenda and information papers for agenda items will be provided prior to the meeting.

Meetings will be held at least twice per year.

Quorum: to allow for vacancies that occur during the term of the group, a quorum will be half of the operational (voting) membership (11) plus 1 (7).

Proxies:

1. A group member may appoint another person as his or her proxy to vote and speak on his or her behalf at a general meeting.
2. The appointment of a proxy must be in writing and signed by the group member making the appointment.
3. The group member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf, otherwise, the proxy may vote on behalf of the member in any matter as he or she sees fit.

If required, the Group can agree to meetings out of the schedule to respond to a particular issue or task. A schedule of meeting dates and times for the forthcoming 12 months will be decided at the first meeting.

Reporting responsibilities and communication

Meeting minutes will be recorded and provided to members of the Group. Copies of the minutes will also be provided to Councillors for information purposes.

Any recommendations to Council will be submitted through Council meeting schedules and protocols.

Timeframes and review

An interim review of the Group operations and Terms of Reference will be done at 12 months if required.

Council Plan objective/strategy

The Terms of Reference are aligned with Council's Council Plan goals, objectives and strategies through Enhanced Lifestyle and Community, Wellness and Welfare and Creating an Enriching Place to Live.

Legislation and Standards

Council Plan 2021-25

Stawell Parks Precinct Plan

Northern Grampians Shire Council Open Space Sport and Recreation Strategy 2013-22

Municipal Public Health and Wellbeing Plan 2017-21

Stakeholders

Councillors, Council's Community Development staff and members are directly affected by the Terms of Reference and must be consulted during development or revision of the Terms of Reference.

Definitions

Terms of Reference *describe the purpose and structure of a project, committee, sub-committee, group, meeting, negotiation, or any similar collection of people who have agreed to work together to accomplish a shared goal; and*

they provide a documented basis for making future decisions and for developing a common understanding of the scope among stakeholders.

*The terms of reference are often referred to as the **charter**, eg committee charter.*

Communication and implementation

The Terms of Reference will be communicated to stakeholders through reporting to the Stawell Recreation Advisory Group and inclusion in meeting minutes.

Review history

Date	Review Details	Action
4 December 2017	Draft	Present to Council for approval
2 December 2019	Draft	Present to Council for adoption
1 November 2021	Draft	Present to Council for adoption
8 November 2021		Adopted by Council
7 February 2022		

9.1.3. Quarterly Council Action Plan Report

Author/Position: Liana Thompson, Chief Executive Officer

Purpose

To report the progress for the second quarter of the Council Action Plan 2021-22.

Summary

In order to achieve the goals set out in the Council Plan 2021-25, a Council Action Plan 2021-22 was adopted by Council at its 6 September 2021 Council Meeting. The action plan outlines the major initiatives that are to be carried out in the first 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 2021-22 for the period ending 31 December 2021.

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 Kevin Erwin

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 2021-22 supports the Council Plan by providing key actions that Northern Grampians Shire Council is to deliver within the first 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

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 Council Action Plan 2021-22 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 the 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.

Liana Thompson, Chief Executive Officer

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

Attachments

1. Council Action Plan 2021-22 **[9.1.3.1 - 7 pages]**

Council Action Plan 2021-22



Adopted Plan

	Off track
	Monitor
	On track

Forecast Plan

	Off track
	Monitor
	On track

Enhance Lifestyles and Community					
Action	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Comments
Wellness and Welfare					
Adopt the Navarre Recreation Reserve Precinct Master Plan					On track.
Develop the Reconciliation Action Plan					Scheduled to commence Q3.
Redevelop Stawell Library					Contract expected to go to Council in March with the build starting in the Q4 of 2021-22 due to finish by November 2022.
Undertake a customer service review and develop an action plan for the Stawell Sports and Aquatic Centre (SSAC)					Review has started and will be finished end Q3.
Undertake a program and service review for the Stawell Sports and Aquatic Centre (SSAC)					Review has started and will be finished end Q3.
Design the Great Western PPP Clubrooms and Lighting					Complete.
Install a new entrance sign in Queen Mary Gardens					Project Planning underway. Working directly with the Queen Mary Gardens Advisory Committee.
Fit out the St Arnaud Town Hall with Audio-visual Equipment					
Finalise the Stawell Sports and Aquatic Centre (SSAC) Feasibility Study and Master Plan					On track will be complete by Q3.
Renew the St Arnaud Tennis Clubrooms					On track, delivery expected by April 2022.
Implement regional library alternatives for Marnoo					Completed.
Develop a new Stuart Mill Community Plan					Commencement delayed to start Q4.
Form a community working group to deliver actions in the Marnoo Community Plan					Community Group formed. Now working with Community Action on Implementation.
Upgrade the St Arnaud pool and shade cover					Quotes have been obtained and the shade covers will be installed by end of the financial year.
Supply and install a Community Notice Board in Marnoo					Commencement delayed to start Q4.

Form a community working group to deliver the Navarre Community Plan					In progress. Due for completion Q3 (Meeting on 31 January).
Supply and install a Community Notice Board in Navarre					Commencement delayed to start Q4.
Deliver Lord Nelson Park multi-purpose sporting facility					Due to be completed 18 March 2022.
Deliver North Park Precinct Netball Court upgrade					Due to impacts from COVID and minor contract variations, completion is due April 2022 instead of the original due date in February 2022.
Investigate additional Big Hill precinct lookout (including arboretum) upgrades					Not commenced.
Review and retender 'Meals on Wheels' contract					Current contract will conclude May 2022. A new contract will be awarded by May 2022.
Develop the Municipal Public Health and Wellbeing Plan 2021-25					Complete.
Renew heritage trail signage					
Protect key heritage buildings and precincts					In progress. The Action will be delivered in stages, via three separate projects.
Partner with community to seek funding for a shade sail at playground/picnic area in Navarre					Complete.
Design Central Park Netball Courts and Changerooms					Concept Design Complete.
Deliver a St Arnaud Market Square Performance Space					Detailed Design in progress.
Design and deliver the Lord Nelson Park Sports Oval Lighting Upgrade					Design in progress. Aiming construction to commence Sep. 2022 (Year 2, Q1), with completion by April 2023 (Year 2, Q4).
Develop a St Arnaud Market Square Senior Play Space Detailed Design					Design due 2023/24.
Deliver the Age-Friendly Communities Project					This project has been on hold since COVID as it requires physical meetings with our aged community. Will be finalised by the end of the financial year.
Undertake Positive Ageing Services Service Level Review					Review pending Federal Government's response to Royal Commission into Aged Care Services.
Undertake a Drainage Improvement Works Program					On track.
Undertake a Kerb and Channel Improvement Program					On track.
Partner with the Great Western Future Committee in delivering and advocating for funding as per the Great Western annual action plan					Funding obtained through the Building Better Regions Fund 2021 for the delivery of the Great Western Trial Stage 1.
Advocate for Central Park Netball Courts and Changerooms					Planned funding by Local Roads and Community Infrastructure Phase 3.
Advocate for the Lord Nelson Park Sports Oval Lighting Upgrade					Completed. Funded by Local Roads and Community Infrastructure Phase 3.

Advocate for funding of the Navarre Recreation Reserve Facility Upgrades					Started, advised to Member for Western Victoria, Regional Development Victoria, Member for Mallee for assistance in advocating.
Advocate for funding of the North Park Precinct Skate Park detailed design					Funded by Council, construction funded by Local Roads and Community Infrastructure Phase 3.
Create and publish a new Historical Assets register					
Advocate for the North Park Precinct Soccer Lighting					Completed. Funded through State Budget, agreement to be finalised.
Improving Connectivity					
Review the Domestic Animal Management Plan					Completed.
Undertake a St Arnaud Flood Study					A recent flooding event has brought more information to light, requiring further consideration. Recommendations to be considered for budget preparation.
Implement Great Western Trail Stage 2 signage					Completed.
Develop a safe path for workers on Abattoir Road					Physical works complete, grant acquittal pending.
Investigate the Ararat-Halls Gap Road bike path extension					Investigation complete, preparing grant acquittal.
Undertake a General Local Law Review					On track. Two rounds of community engagement planned in February and May.
Undertake a flood study in Stawell					Funding confirmed. Funding Agreement not finalised and therefore the final Milestones need to be finalised
Undertake a Footpath Improvement Program					On track.
Undertake a Major Rural Roads Improvement Program					On track.
Undertake a Rural Residential Road Improvement Program					On track.
Undertake a Town Road Sealing Improvement Program					On track.
Undertake an Urban Residential Road Improvement Program					Project needs further planning.
Deliver the Arts and Culture web hub					Completed.
Develop a new Arts & Culture Action Plan 2022					Due to commence Q4.
Advocate for funding and delivery of Great Western PPP Football Lighting					Completed.
Advocate for funding and delivery of Great Western PPP Football and Netball Clubrooms					In progress.
Complete the St Arnaud wayfinding signage program					Completed.
Advocate for new and existing spaces for arts and culture activities					Letter of support for Regional Tourism Infrastructure Fund sent.

Protecting the Natural Environment					
Investigate opportunity for a resale/reuse area at the St Arnaud Transfer Station					
Investigate and prepare for a separate glass recycling collection					Community Survey complete, service models being reviewed.
Investigate and prepare for a separate Food Organic and Garden Organic (FOGO) waste collection					Obtained a Green Waste Feasibility Study grant from Sustainability Victoria, Recycling Victoria Council's Fund. Preparing the local waste processing potential opportunities investigation.
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					Preparation of the Management Plan in Progress. Report Due Q3 (end of February from consultant), Council Briefing anticipated Q4 (March-April).
Research new technology and innovations to support Waste Management					Obtained a Green Waste Feasibility Study grant from Sustainability Victoria, Recycling Victoria Council's Fund. Preparing the local waste processing potential opportunities investigation.

Boost Economic Growth					
Action	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Comments
Boosting Tourism					
Deliver a 'Visitor Servicing and Halls Gap Hub Management' Review					Review Completed (28 July 2021 Council Meeting). Implementation of review outcome in progress.
Develop a Stawell Tourism Action Plan					Commenced.
Develop St Arnaud Tourism Action Plan					On track.
Develop and implement a comprehensive Events Strategy to grow the visitor offering					Strategy commenced Tourism Events Office to deliver Strategy Q4.
Support Victoria's Goldfields to be given UNESCO World Heritage status					In progress.
Upgrade the St Arnaud Caravan Park					On track.
Upgrade the Stawell Caravan Park					On track.
Building more Housing					
Develop a St Arnaud Structure Plan					In progress. Schedule from completion Year 2
Handover the Sloane Street Residential Housing Development					Completed. Established to manage the delivery of the Sloane Street Development.
Participate in the Wimmera Southern Mallee Housing Taskforce					In progress.
Investigate "Urban Growth Area" opportunities and constraints to accommodate long term housing supply in Stawell					In progress. Brief prepared for investigation, and planning scheme amendment documents.

Growing Local Businesses					
Review and determine additional funding of the Grampians New Resident and Workforce Attraction Strategy and Action Plan 2020					90% complete. Grampians Tourism have secured further funding to extend the program. Confirmation of LG contribution TBC. Existing Funding finished at the end of December 2021.
Deliver the Opportunities Pyrenees, Ararat and Northern Grampians (OPAN) project					In progress.
Identify emerging opportunities to address housing and workforce challenges					In progress in conjunction with OPAN, WDA Housing Taskforce and Structure Planning Projects.
Oversight the Stawell Underground Physics Laboratory (SUPL)					Project has incurred an overspend of approx. \$1M due to electrical issues, has delayed operationalisation for 12-14 weeks. On track to be operational in March/April 2022.
Investigate retail options in Marnoo					Due to commence Q4.
Develop a Priority Investment Prospectus					In progress. Project in partnership with Grampians Tourism.
Advocate for funding the Halls Gap Heath Street Bridge					Started, advised to Member for Lowan, Member for Western Victoria, Regional Development Victoria, Member for Mallee assistance in advocating to the State Government.
Advocate for an outer township gateway at the proposed London Road intersection, Stawell					Not started.
Upgrade B-Double routes					On track.
Undertake a Bridges and Major Culvert renewal program					On track.
Support the establishment of renewable community energy hubs					In progress.
Establish land use precincts along the Western Highway, Stawell					Preparation of Amendment documents. due to be completed Q4.
Develop a Halls Gap Structure Plan					Deferred to Year 2 due to staff vacancies and workload.
Develop and implement mechanisms to support growth focused entrepreneurs to embrace innovation, best practice, grow exports and jobs					In progress.
Stawell Airport Redevelopment					Fencing complete, planning and design underway for works to apron and taxiway. Timeframes are tight.
Advocate to State and Commonwealth Governments for the implementation of key recommendations in the Wimmera Southern Mallee Regional Digital Plan					Started advised to Member for Lowan, Member for Western Victoria, Regional Development Victoria and Member for Mallee liaised with NBN Local to advocate for FTTP in Halls Gap and St Arnaud as part of RCP Round 2 (September - December 21) however funding bid unsuccessful.

Provide Sustainable Infrastructure					
Action	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Comments
Being a better Council					
Undertake works to update Stawell Pound					Procurement underway with minimal contractor interest, expected delivery by July 2022.
Assess the condition of road & drainage assets					On track.
Review the Building & Facilities Asset Management Plan					
Review the Stormwater Drainage Asset Management Plan					
Review the Footpath Asset Management Plan					Complete.
Review the Kerb & Channel Asset Management Plan					Complete.
Review the Public Open Spaces Asset Management Plan					
Develop an Asset Plan					Preparations underway.
Undertake a Stawell Cemetery Improvement Program					
Undertake a Road Resealing Program					Additional work identified within budget, expected completion by April 2022.
Undertake a Road Re-sheeting Program					Entire Works list not complete within timeline. Expect to complete program by April 2022.
Advocate for the potential signalisation of Seaby Street (Stawell) Intersection					Funded, Roads of Strategic Importance funding (Regional Roads Victoria). Works not commenced.

Improve Organisational Effectiveness					
Action	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Comments
Being a better Council					
Implement a new telephony system					Completed.
Investigate electronic payment options and digital monitoring of deposits at Transfer Stations					
Develop a Stawell Aerodrome Manual of Standards					Document not complete within timeline, Expect to be delivered by May 2022.
Develop a Media and Communications Policy and Strategy					
Develop a Workforce Plan					Completed.
Implement VPDSF Protective Data Security Plan					
Implement a new records management system					

Review and update Enterprise Resource Planning (ERP) software					Business case budget submission is being prepared and planning has started on stakeholder engagement.
Develop a new BT Strategy					
Undertake Community Safety Service Review					On track. Background information being gathered.
Implement elementTIME					Delay in software development.
Undertake 'Reduce Red Tape Projects' - Building, Planning, Environment review					In progress, some potential for scope creep.

9.2. Boost Economic Growth

Nil

9.3. Providing Sustainable Infrastructure

Nil

9.4. Improve Organisational Effectiveness

9.4.1. S11A Instrument of Authorisation and Appointment

Author/Position: Mary Scully, Manager Governance and Civic Support

Purpose

To appoint Council employee, Jade Erwin by resolution, pursuant to section 147 of the *Planning and Environment Act 1987* as an authorised officer.

Summary

Under the *Planning and Environment Act 1987*, Council must authorise a Council employee to be an authorised officer by a Council resolution. Jade Erwin, Senior Planning Officer has commenced employment with Northern Grampians Shire Council and in order for the officer to perform all their duties, she requires the powers provided as an authorised officer.

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

Moved: Cr Murray Emerson

Seconded: Cr Eddy Ostarcevic

Carried

Background/Rationale

The attached S11A Instrument of Appointment and Authorisation provides for Council to appoint the nominated officer 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 Jade Erwin as an authorised officer under the *Planning and Environment Act 1987*.

No other options are proposed as the Instrument of Appointment and Authorisation will enable the officer the ability to perform her 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.

Mary Scully, Manager Governance and Civic Support Officer

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 - J Erwin [9.4.1.1 - 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 -

Jade Erwin

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. Stawell Grampians Gate Caravan Park New Lease

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

Purpose

The purpose of this report is for Council to consider entering into a new formal lease with Braaaauer Management Pty Ltd for the Stawell Grampians Gate Caravan Park for a five year term with options of two further five year terms and one further six year term.

Summary

Braaaauer Management Pty Ltd is the current tenant of the Stawell Grampians Gate Caravan Park with a *Crown Land (Reserves) Act 1978* 17D (Retail) lease expiring 29 February 2032 and has requested approval for a new 21 year lease to ensure their future and continued investment at the caravan park. This report is to initiate the approval process in compliance with the *Local Government Act 2020* s115(3).

Recommendation

That Council:

1. agrees to commence the process to enter into a new lease with Braaaauer Management Pty Ltd to provide continued investment in the Stawell Grampians Gate Caravan Park,
2. gives notice of its intention to enter into a new 21 year s17D Crown Land lease with Braaaauer Management Pty Ltd for the Stawell Grampians Gate Caravan Park, and
3. in respect of the above notice, seeks submissions from any person pursuant to section 223 of the *Local Government Act 1989*.

RESOLUTION

That Council:

1. agrees to commence the process to enter into a new lease with Braaaauer Management Pty Ltd to provide continued investment in the Stawell Grampians Gate Caravan Park,
2. gives notice of its intention to enter into a new 21 year s17D Crown Land lease with Braaaauer Management Pty Ltd for the Stawell Grampians Gate Caravan Park, and
3. in respect of the above notice, seeks submissions from any person pursuant to section 223 of the *Local Government Act 1989*.

Moved: Cr Kevin Erwin

Seconded: Cr Eddy Ostarcevic

Carried

Background/Rationale

Braaaauer Management Pty Ltd became tenants of the Stawell Grampians Gate Caravan Park on 7 April 2014 and have since contributed to the park improvements such as:

- Installed free Wi-Fi for guests.
- Installed a Dump Point in the park.
- Put in concrete footpaths to cabins and the camp kitchen replacing unsafe large stone pathways.
- Installed two brand new two bedroom deluxe Jayco cabins.
- New large TV's, split system reverse cycle air conditioning, new floor coverings, window furnishings, paint-outs, bed linen and mattresses in all cabins.
- Installed a computerised booking system with online bookings.
- Modernised park website and Facebook page.
- Erected 2400x2400 signs at Bordertown promoting the park and 204km to Stawell.
- Introduced nightly security patrols around the park with an outside security company.
- Increased staffing from an average of \$1,300 per month to \$5,000.
- Travel to Melbourne (Sandown and Flemington), Adelaide and Bendigo caravan and camping shows every year to promote Stawell and the caravan park.
- Initial upgraded of the camp kitchen with large screen TV, full size fridge freezer, piano and extra seating. Further upgraded camp kitchen with new cupboards and drawers and new café tables and chairs for even more and rearrangeable seating.
- Increased outdoor seating and tables around the park.
- Installed fire pits around the park for tourist use.
- Re-grassed and levelled powered sites.
- Installed a new playground.
- Continually establishing new gardens.
- Installation of security cameras around the park.
- New cleaning standards.

The listed improvements have been a significant financial contribution by the tenant over the years and have provided an approximate 10% annual increase in revenue prior to the pandemic. The tenant wishes to enter into a new lease to ensure the value of their investment and provide value to any future tenants of the park.

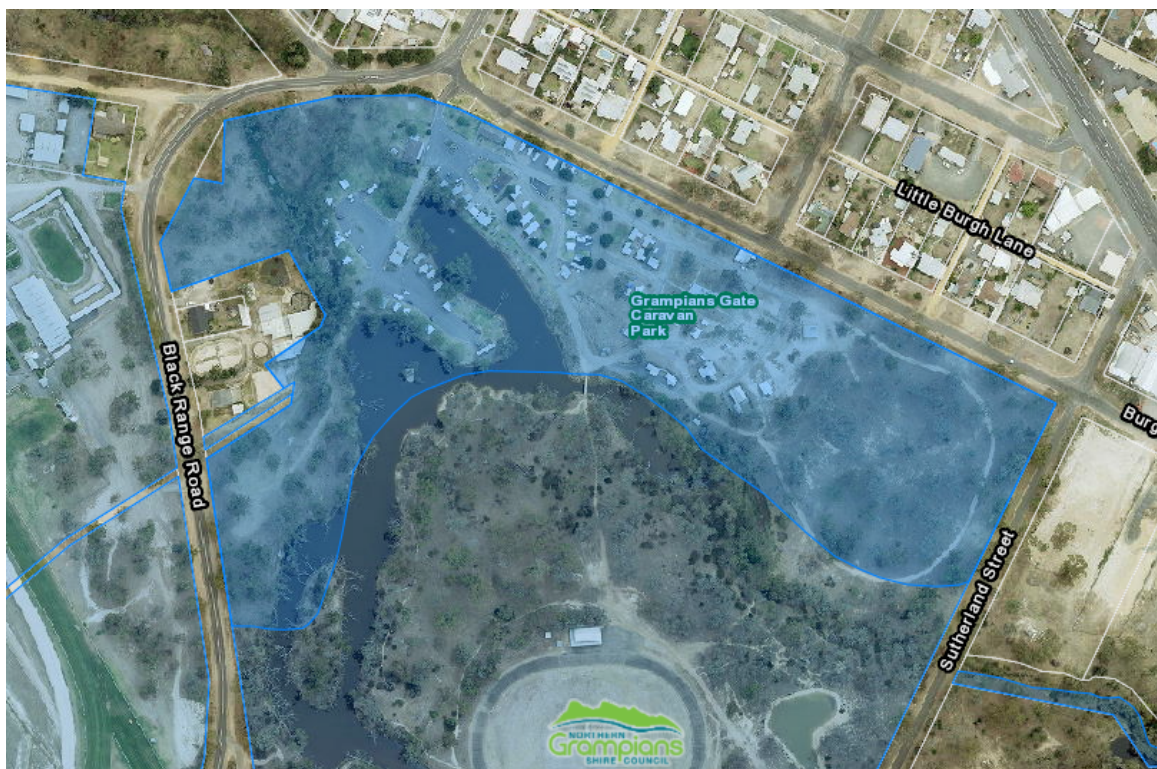
Council undertook a market rent valuation of the property (\$33,900 pa) and granted a five year further term option in February 2021. A further six year term option forms part of the terms of the current lease providing an expiry date of the tenancy being February 2032.

On 5 March 2021, council received a formal request from the tenant for a new 21 year lease to be negotiated to ensure their 'future and continued investment and expenditure in the caravan park'. New lease negotiations will involve a market rental valuation to be undertaken and terms being five years plus two x five years and one x six years. It is proposed costs associated with the establishment of a new lease be the responsibility of the tenant.

The Department of Environment, Water and Planning granted 'Approval in Principle' for the proposed new lease on 16 December 2021.

A review of essential terms of the current lease has been undertaken with no evidence of default on payments and compliance requirements.

Plan of Land (blue shaded area)



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 give public notice of council intention to enter into a lease with Braaaauer Management Pty Ltd for the Stawell Grampians Gate Caravan Park and seek submissions on the proposal. **[recommended]**

Option 2

Not enter into a new lease with Braaaauer Management Pty Ltd for the Stawell Grampians Gate Caravan Park. **[not recommended]**

Implications

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

Procurement

Not applicable

Community Engagement

Section 115 of the *Local Government Act 2020* states: if a Council proposes to lease land that is subject to subsection (3) and that was not included as a proposal in the budget, the Council must undertake a community engagement process in accordance with the Council's community engagement policy in respect of the proposal before entering into the lease.

In line with the council Community Engagement Policy, engagement will be undertaken in a manner modelled on section 223 of the *Local Government Act 1989* by giving public notice 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.

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

Stawell Recreation Advisory Group Meeting Minutes – 24 November 2021.

St Arnaud Recreation Advisory Group Meeting Minutes – 1 December 2021.

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

Cr Erwin reported on his attendance at meetings of the Navarre and Marnoo Community Meetings and said groups are progressing their town plans for their communities. Cr Erwin said plans for the Marnoo Merino Field Day are progressing well and there was a discussion on the possibility of having a shop as a future project for the township of Marnoo.

Cr Ostarcevic reported on the recent downpour at Kooreh and what it has done to council's infrastructure.

Cr Gready reported on his attendance at the Great Western Futures Committee and matters discussed included signage at Memorial Park and a street closure for the Show and Shine event.

Cr Dempsey reported on her attendance at the Stawell Neighbourhood House meeting as a councillor representative and Australia Day ceremonies. She commended Australia Day award winners for their contribution to our community.

Cr Driscoll also commended the Australia Day winners.

RESOLUTION

That the reports be received.

Moved: Cr Murray Emerson

Seconded: Cr Kevin Erwin

Carried

Northern Grampians Shire Council

Stawell Recreation Advisory Group Meeting - Minutes

The meeting held at **6.00pm** on 24 November **2021** in the **North Park Community Sports Centre Stawell**.

Chair: Cr Emerson

Present: Cr Murray Emerson, Reg Smith, Kay Dalton, Lynne Jenkinson, Scotney Hayter, Debra Carey (proxy for Ian O'Donnell), Zander McDougall (NGSC) Tony Dark (NGSC), Ben Bainbridge (Otium Planning Group)

Apologies: Ian O'Donnell, John Griffiths, Cr Lauren Dempsey, Nathan Baker, Rob Lembo,

1. Minutes of the previous meeting: 15 July 2021 (sent by email 20 July 2021)

Motion moved that they were true and correct Reg Smith and seconded Kaye Dalton

2. Business arising from the previous meeting:

Nil

3. General Business

Item	TOPIC	Discussion	Action/ Outcome
1.1	North Park Master Plan	<p>Ben Bainbridge from Otium Planning Group provided an overview of project progress following consultation and engagement. Ben congratulated council on what has been delivered since the previous masterplan was created and covered issues and opportunities items including:</p> <ul style="list-style-type: none">• Key issues and opportunities and explaining that North Park is a district sport and recreation hub.• Connectivity throughout the site needs development• Maintaining participation demand and trends• Affordability of recreation activities• Equitable use of facilities and fees & charges	Action:

		<p>Ben detailed the projects currently underway such as the netball court redevelopment, soccer lighting, dog park and community garden and skate park.</p> <p>Key development ideas that are proposed at this stage of the masterplan are tennis court renewal, CFA management of the old clubrooms, feasibility of the athletics track as a regional facility, realignment of the internal roads, play space, a multisport activity space, shade/seating and BBQ area, pathway network, beginner bike track, connectivity with SSAC, lighting, shade and fences/boundaries/signage. Ben also briefly discussed management models and fees/charges will be a part of their work but separate from the masterplan.</p> <p>Ben sought information from clubs about the times and use of the new clubrooms. Group members provided specific feedback in relation to their use and other known activities.</p> <p>Other key discussions were involved around the central area where the old clubrooms are and the Amateur Athletic Club building is located and what that space could be used for. Carparking has been a key discussion point for clubs and Ben explained that as a part of this project there will be concepts of how all aspects of parking, infrastructure could look.</p> <p>Ben will follow have follow up discussions with soccer and amateur athletics clubs as they were unable to attend the meeting and Cr Emerson who wanted to talk about the funding and management.</p> <p>Ben will be providing an update to council as a part of the process.</p>	
1.2	Project Update	<p>North Park Netball Courts: Discussed the project and there have been some delays due to Covid and weather so the current scheduled completion is 8 April 2022. Tony Dark has spoken to the clubs (Ian O'Donnell - Swifts and Tim Williams – Warriors) to ensure they are aware it may impact draws for 2022. Tony has also spoken to AFL Wimmera Mallee as they create the draws for the leagues. Project Manager Ian Mitchell is well aware of the timing and is working hard to mitigate any future delays and the contractor will be working weekends to keep on track.</p> <p>A Sod turn scheduled for 7 December (Danielle Green MP – TBC) and clubs will be invited to attend this event.</p> <p>North Park Skate Park:</p>	Action:

		<p>Tony Dark advised that expressions of interest have been sought and a contractor to be engaged for detailed design and tender specifications which will be completed early 2022 ready for tender for construction to complete the build by 30/6/2023 subject to funding and budget requirements.</p> <p>North Park Soccer Lighting: Council have been successful in obtaining a State Government grant for the project and agreement to be finalised in coming weeks. Council are contributing as well as the soccer club. Council has engaged a lighting designer to complete documents for tender for construction.</p> <p>Central Park Female Friendly Changerooms A federal grant has been approved and staff are finalising project scope to complete concept and detailed design for tender. Construction to be completed by 30 June 2023 subject to budget and timing of the project.</p>	
1.3	Terms of Reference	<p>The group were presented with a new Terms of Reference which has been adopted by Council. The main changes are to include a participation focus in addition to existing masterplan outcomes. Manager of Active Communities provided information about the links to participation plans and grants to deliver infrastructure projects. Sport and Recreation Victoria now request participation plans are developed to assist in the activation of funded infrastructure. This participation focus aligns with the regional strategic plan "Activate 2020-30" and will assist club to manage participation as we move into a post covid environment.</p> <p>The Advisory group membership is designated as up to 9 members from user groups and the community. As a part of the process for the next term of the group, Council requires all clubs to nominate representatives and also, Council will advertise for community members to nominate then council will appoint the appropriate people to form the Stawell recreation Advisory Group. It was discussed that having community involvement provides some external input to decisions. Existing community members can re-apply for a position. It was also discussed that whilst not all groups will be able to be represented individually as there are not enough positions available however the members who are approved are required to be spokespersons for the other groups as well as their own.</p> <p>Tony Dark will advise groups by email of the process and appointment by Council will be scheduled for February 2022</p>	<p>Action: Tony dark to communicate with clubs for nominations of representatives.</p>

Other business:

4. **Close time: 7.37pm.** Next meeting to be held in early 2022 to align with new members being appointed.

Northern Grampians Shire Council

St Arnaud Recreation Advisory Group Meeting Minutes

The scheduled meeting held at 6 pm on 1 December 2021 at LNP Netball Rooms

Chair: Cr Driscoll

Attendees: Cr Driscoll, Nicole Amos, Tara Lowe, Sharlene Bertalli, Mark MacTaggart, Kim Birthisel

Tony Dark (NGSC)

1. **Apologies:** Kaye Boyd, Bruce Hando, Peter Knights,
2. 1. Business arising from the previous meeting:

Nil

3. General Business:

Item	Topic	Discussion	Action/ Outcome
1.1	Multipurpose Facility Design	<p>Project update</p> <ol style="list-style-type: none">1. Project Timeline – Original applied by Council the expected finish date 18 March. This date includes NGSC external works.2. Schedule of works for the final stages presented and discussed that all seems to be on track.3. The proposed Building Fire control system of large tanks will now not go ahead. Through the building permit process MKM have been able to achieve a fire rating through increased fire protection in the walls between the two main buildings. This outcome will save in excess of \$100k.4. Schedule for demolition of Old Football Changerooms and Toilets end of March 2022 (following tenancy of the new building) - As planned the buildings will be demolished as they are past their use by date. The removal was also part of discussions with	<p>Action: Tony to seek an option for a walk through prior to Christmas</p>

		<p>harness for safety as this is a dangerous corner and if they ever wanted to extend the track then it could.</p> <p>5. Agreement – Future use and agreement/s will be reviewed over the next few months and is a shire wide perspective. Council has engaged Otium Planning Group to assist this process.</p> <p>Other items discussed was the placement of an advertising screen (external) similar to what NGSC have at the town hall. Position at the front and/or rear and there needs to be power available.</p> <p>Site walk through to be organised for next week TBC</p>	
1.2	Football and Hockey Lighting	<ul style="list-style-type: none"> • SRV have been consulted as well as HRV through the engagement of the HRV lighting consultant Dr Richard Dluzniak. AFL have been involved in conjunction with St Arnaud Football Club. Once the first draft design is received Harness, Hockey and Football will be consulted to ensure all options and ideas are covered including safety padding and other mechanisms that make all activities safe. • Timeline - Design Sep - Dec 2021 • Budget - \$350k funding through Federal Government and further funding will be required through SRV of up to \$200k depending on the design outcomes. • Tender will be initiated asap in 2022 • Lighting design options - Detailed 100 lux (football) and 500 lux (hockey). Seesaw poles as well as normal poles will be considered to ensure shading is managed for harness. • Netball lighting is currently substandard so it is to be included if possible utilising old football lights. 	Action:
1.3	User Fees	<p>Consultant Otium Planning Group has been engaged by Council to review existing system which has been in place for over 15 years. This is a shire wide review and will incorporate an understanding of local issues, sympathetic to affordability and degree of recoupment of costs for council maintenance. The group will be consulted during this process.</p>	Action:

1.4	Terms of Reference	<p>Council has adopted a new Terms of Reference which now includes a focus on participation which will add value to the existing concentration on master/precinct plans. Participation plans are an initiative of Sport and Recreation Victoria through grants that have been successful and provide an opportunity for groups to activate funded infrastructure to ensure participation is aligned to funding agreements and grant applications.</p> <p>The advisory group membership will be reviewed as a part of the process which means all clubs will need to nominate their representatives for the group. Existing community members can reapply for their position and new members can apply. The process is simple and all that is required is an email to Tony Dark confirming nominations and expressions of interest. This process will be advertised and existing community members can re-apply. Outcomes will be finalised by Council in February.</p>	
1.5	Fundraising	<p>Update from fundraising group representative. \$65k raised to date. Considering what the funds will be spent on including landscaping. Black tie event is being organised to include an auction which Bendigo bank are providing \$3k to assist the running of it. Lions and Rotary have pledged support financially. Wish for NGSC to support with an editorial on the project and the committee will do an ad for sponsorship. Working with clubs to ensure there is not a clash in club fundraising vs this project which is for one off infrastructure.</p> <p>Room names could be an option and it would need to be a recommendation from the group to council to consider and further discussion at the next meeting.</p>	<p>Action:</p> <ol style="list-style-type: none"> 1. Tony to see if an editorial can be done to then enable the fundraising group can use it to support the profile 2. Tony to find out how much the scrolling ad board is that is at the Stawell Town Hall

2. Other discussed:

3. Close: 7.25pm

4. Next Meeting: TBC

12. Urgent Business

Nil

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. C2 2021/22 - Provision of Street Cleaning Services

RESOLUTION

That item 14.1 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 Kevin Erwin

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 Kevin Erwin

Carried

OPEN COUNCIL

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

14.1 That Council awards Contract No. C2 2021/22 - Provision of Street Cleaning Services to Above All Cleaning Services Vic P/L.

15. Close

There being no further business the Mayor declared the meeting closed at 12.58pm.

Confirmed



CR TONY DRISCOLL
MAYOR

Date: 7 March 2022