

Lake Learmonth Stakeholder Reference Group

Terms of Reference

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1. Background

- 1.1 By this Terms of Reference document, the Ballarat City Council (Council) establishes the Lake Learmonth Stakeholder Reference Group. (Reference Group)
- 1.2 Council recognises the importance of stakeholder consultation in relation to Lake Learmonth held therein. Council has established this Reference Group as a means of consultation for matters relating to Lake Learmonth.
- 1.3 The Reference Group has the functions and responsibilities as set out in this Terms of Reference document. This Terms of Reference document sets out the structure and basis on which the Reference Group can function.
- 1.4 This Terms of Reference document is authorised by a resolution R126/21 of Council passed on 23 June 2021.

2. Purpose

The Reference Group is established for the purpose of:

- 2.1 Promote and coordinate the development of the whole area encompassing Lake Learmonth as a Ballarat municipal recreational and tourism asset of local, regional and national significance.
- 2.2 Promote and encourage use of, interest in and support for the reserve;
- 2.3 Function as an advisory and liaison body between Council, and the wide range of users and potential users of the reserve.

3. Roles and Responsibility

The role of the Reference Group is to:

- 3.1 Implementation of Council policies specifically relating to Lake Learmonth Reserve;
- 3.2 All matters referred to the Lake Learmonth Stakeholder Reference Group by Council;
- 3.3 Matters relating to the use, conservation, maintenance and development of the Lake Learmonth Reserve, on land and water, including signs, access and general management of the area, including a fire prevention plan;
- 3.4 Matters relating to the planning and implementation on plans for the Reserve;
- 3.5 Appropriate conditions for any commercial activities to be permitted within the Lake Learmonth Reserve;
- 3.6 Furniture and amenities serving the area (type design and location of tables, shelters, boat ramps, BBQs, toilets etc);
- 3.7 The general condition, appearance, use and suitability of existing buildings, improvements (on land and aquatic) and general amenities in the Reserve;
- 3.8 Access to the Reserve and its facilities, noting any special needs;

- of the elderly or disabled;
 - of SES, Police, CFA, of other Emergency Services/
- 3.9 Effective means of involving and keeping informed neighbours and organisations which have been identified interest in the area, particularly neighbouring landholders, EPA, Central Highland Water, the Hopkins River Catchment Authority and the Department of Conservation;
- 3.10 Issues relative to the future well being of the Reserve which may arise in due course and which are not listed above;
- 3.11 Coordination of and conditions for an annual Aquatic Calendar of Events;
- 3.12 Encouraging and facilitating appropriate expenditure to meet the agreed development plans for Lake Learmonth Reserve;
- 3.13 To monitor the operation of the Morton's Cutting Diversion Channel and the Lake Learmonth Outlet in accordance with the adopted guidelines.
- 3.14 Reference Group members are expected to keep confidential all sensitive, commercial and personal information that the members may encounter while being a member of the Group, and not to act in any way that would bring the Council into disrepute.

4. Duties and Functions

- 4.1 The Reference Group is a consultative forum and hence consensus or other decision-making processes are not required.

5. Membership

- 5.1 The Lake Learmonth Stakeholder Reference Group will consist of a minimum of 10 members comprising of:
- Councillor/s,
 - Two representatives Friends of Learmonth,
 - One representative Lake Learmonth Yacht Club,
 - One representative Learmonth Ski Club,
 - One representative Eureka Cycling Club
 - One representative Angling
 - Up to 6 community representatives,
- 5.2 The Chief Executive Officer shall appoint a Council Officer to provide administrative support and guidance to the Reference Group.
- 5.3 A Council Officer appointed under clause 5.2 is not considered a member of the Reference Group.
- 5.4 A Councillor appointed to the Reference Group will be designated the Chairperson of the Group.
- 5.5 When the Chairperson is absent from a meeting, the other Councillor will chair the meeting, and in the event of their absence, the Reference Group may appoint any member to act as Chairperson for that meeting.

- 5.6 Any Councillor can attend the meeting as an observer

6. Meetings

- 6.1 Unless Council resolves otherwise, Reference Group meetings will be conducted at the Group's discretion under the direction of the Chairperson.
- 6.2. The Reference Group shall meet on a quarterly basis and at such times and places as are necessary to enable it to exercise and discharge its functions as described herein.
- 6.3. The Chairperson will chair all Reference Group meetings.
- 6.4. The Chairperson is the authorised spokesperson for the Group.
- 6.5. The role of the Council Officer appointed under clause 5.2 includes:
- 6.5.1 Maintaining a Register of Reference Group members, their date of appointment, reappointment and official positions (if any) held as a Reference Group member;
 - 6.5.2 Advising Reference Group members of term completion dates and their eligibility for reappointment as relevant;
 - 6.5.3 Acting as the contact point between Council and the Reference Group; and assisting with meeting the Reference Group's reporting requirements.
- 6.2.1 A quorum of the Reference Group will be half of the members plus one.

7. Reporting

- 7.1 The Reference Group is responsible for taking proper minutes of all meetings.
- 7.2 The Reference Group shall prepare and present to Council a report of its activities upon being requested to do so by Council.
- 7.3 In accordance with Council's Governance Rules, a Council Record of the matters discussed at meetings organised or hosted by Ballarat that involve Councillors and Council staff will be kept. The Record must be completed and sent to Civic Support within 48 hours. (Note – this only applies when a Councillor is in attendance.)

8. Creation and Dissolution

8.1. These Terms of Reference:

8.1.1. come into force immediately the resolution of Council adopting them is made;
and

8.1.2. remain in force until Council determines to vary or revoke them.

8.2. By these Terms of Reference, the Reference Group:

8.2.1. is established; and

8.2.2. has the responsibilities as set out in this Terms of Reference document.

8.3. The Reference Group can be dissolved by resolution of Council.

8.4. The Terms of Reference will be reviewed as required.

Dated: 23 June 2021