



Murrumbateman Playground Project Committee

Monday 16 October 2023

5.00pm

Function Room, Murrumbateman Country Inn

MURRUMBATEMAN PLAYGROUND PROJECT COMMITTEE

NOTICE OF MEETING

A meeting of the Murrumbateman Playground Project Committee will be held in Murrumbateman Country Inn, on Monday 16 October 2023, commencing at **5.00pm**

AGENDA

Acknowledgement of Country

Yass Valley Council recognises the Ngunnawal people, the Traditional Custodians of the land, water, and sky. We pay our respect to their Elders past, present and future emerging leaders. We extend our respect to other Aboriginal and Torres Strait Islander people who live in the Yass Valley Local Government Area.

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- 1. Apologies**
- 2. Declarations of Interests**
- 3. Confirmation of Minutes - Nil**
- 4. Staff Reports**
 - 4.1 Election of a Chair 3
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- 5. Next Meeting**

Committee Members: Crs Butler, Jones and Reid, A Caston, S Helm and H Rosser

4.1 ELECTION OF A CHAIR

SUMMARY

To provide a framework for the election of the Committee Executive. Under Council's *Guidelines for Advisory Committees and Committees of Council (March 2023)* a Councillor is the Chair of the Committee.

COMMITTEE DECISION

That the Councillor Butler/Reid/Jones be elected as Chair of the Murrumbateman Playground Project Committee.

FINANCIAL IMPLICATIONS

Nil

POLICY & LEGISLATION

- *Guidelines for Advisory Committees and Committees of Council (March 2023)*

REPORT

Under Clause 3.6 Council's *Guidelines for Advisory Committees and Committees of Council (March 2023)* (refer **Attachment A**) Council must resolve to appoint a Councillor as the Chair.

One of the three Council representatives, Councillors Butler, Jones Reid, will need to be elected as Chair for the Committee.

ATTACHMENTS: A. Guidelines for Advisory Committees and Committees of Council [↗](#)

4.2 CODE OF CONDUCT, COMMITTEE GUIDELINES & MEDIA POLICIES

SUMMARY

A presentation will be given to Committee Members on the operation of the Committee.

COMMITTEE DECISION

That the presentation on Code of Conduct, Committee Guidelines, Terms of Reference and Media Policies be noted.

FINANCIAL IMPLICATIONS

Nil

POLICY & LEGISLATION

- Council's Code of Conduct
- Guidelines for Advisory Committees & Committees of Council
- Communication with the Media Policy
- Social Media Policy
- Committee Terms of Reference

REPORT

A presentation will be given to Committee Members on:

- Council's Code of Conduct
- Guidelines for Advisory Committees & Committees of Council
- Communication with the Media Policy
- Social Media Policy
- Committee Terms of Reference

ATTACHMENTS:

- A. Code of Conduct [⇒](#)
- B. Code of Conduct Procedures [⇒](#)
- C. Communication with the Media Policy [⇒](#)
- D. Social Media Policy [⇒](#)
- E. Murrumbateman Playground Project Committee Terms of Reference [⇒](#)

4.3 MURRUMBATEMAN PLAYGROUND REQUEST FOR QUOTE

SUMMARY

To present a report on the request for quotation for the establishment of an all abilities playground in Murrumbateman.

RECOMMENDATION

That the report on the request for quotation for the establishment of an all abilities playground in Murrumbateman be noted.

FINANCIAL IMPLICATIONS

Council has allocated \$200 000 in the 23/24 Operational Plan for the site selection, community consultation, concept plans and detailed designs for the Murrumbateman Category 1 Playground.

It should also be noted that the following is available for the construction of the playground:

- Investing in Our Communities Program - \$750,000 (Federal election promise). Verbal update to be provided at the meeting
- Local Roads and Community Infrastructure Grant (Phase 4) - \$116,000
- Development Contributions Reserve - \$228,611

POLICY & LEGISLATION

- *Local Government Act 1993*

REPORT

1. Request for Quotation

A request for quotation has been prepared for the development of a new all abilities playground in Murrumbateman. The proposed project stages are:

Site Selection

Identification of a suitable site for an all abilities playground (Category 1 as defined by Council's Park and Playground Strategy 2017) within Murrumbateman. Possible locations may include:

- Murrumbateman Recreation Ground
- Murrumbateman Old School House
- New green field site

It is noted that some work on possible locations has been completed by the community and this work will be made available to the consultant.

Draft Concept Plan and Report

Development of three concepts for an all abilities playground for the selected site including preliminary staging plans and costings. Please note that not all three options may go out to community consultation.

Detailed Designs and Procurement Documentation

Development of the detailed designs and procurement documentation to allow Council to tender the project and is to include a staging plan and project costings.

2. Community Consultation

As part of this project, the consultant will be required to develop in conjunction with this Committee a robust program of community consultation with the Murrumbateman community.

Community consultation will be required as follows:

- Site selection.
- Development of the concept plans.
- Selection of the preferred concept

In developing the community consultation program, key stakeholders will be required to be identified and must include:

- Murrumbateman Playground Project Committee
- Murrumbateman Community Association and its recreation sub group
- Yass Valley Council including its operational stakeholders (Parks and Gardens, Strategic Planning, Recreational Assets, etc)
- Youth based groups operating in Murrumbateman eg Scouts, Little Athletics, equestrian groups etc
- The broader Murrumbateman community
- Murrumbateman Public School

Additional consultation at each stage will also be required with the following Council Committees:

- Aboriginal Consultative Committee
- Youth Council
- Sustainability Committee

3. Committee Interaction with Consultant

The consultant will be required to work with this Committee throughout the project and include:

- Project commencement – understanding of committee role, process for site selection and vision for playground
- Site selection – present outcomes, consider options and endorse report
- Preliminary draft concepts – consider design options, provide feedback
- Finalisation of concepts – provide feedback prior to community consultation
- Post consultation on concepts – consider consultation outcomes, preferred design
- Detailed designs – consider drafts, final endorsement

It should be noted that the Committee will make recommendations but final decisions will be made by Council.

ATTACHMENTS: Nil